Summary of Revisions – PON 2397
"Clean Energy Certifications and Accreditation Incentives"

1) Title of PON changed from "Incentives to Support Energy Efficiency and Renewable Energy Training Program Accreditation, PV and Solar Thermal Installer Certifications, and PV Company Accreditation" to "Clean Energy Certifications and Accreditation Incentives."

2) Incentive pool amount increased to $3,055,176.

3) Incentives added for energy efficiency company accreditation and renewals, energy efficiency practitioner certifications and recertification, recertification for PV and solar thermal practitioner certifications, UL PV certification and renewals for PV company accreditation.

4) Method for acquiring IREC ISPQ training program accreditation reimbursement simplified to one step.

5) Reimbursement for NABCEP installer certification preparatory courses removed.

6) Added W-9 requirement for incentives to be paid.

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"Clean Energy Certifications and Accreditation Incentives"
Program Opportunity Notice PON 2397
$3,055,176 Available

REVISION

Applications accepted on a continuous basis through December 31, 2016, by 5:00 PM EDT*
***Applications will be accepted on a first-come, first-served basis until funds run out.**

The New York State Energy Research and Development Authority (NYSERDA) has incentives to support training program accreditation, clean energy company accreditation, and practitioner certifications. NYSERDA has funding available on a first come, first serve basis to support:

1) **Training Program Accreditation** from the Interstate Renewable Energy Council Institute for Sustainable Power Quality (IREC ISPQ). Qualified New York State training organizations in the System Benefits Charge (SBC)[1] service territories can receive reimbursement for 80% of the cost, up to $5,000, for obtaining IREC ISPQ program accreditation for energy efficiency and renewable energy training programs.

2) **Company Accreditation**:

A*) North American Board of Certified Energy Practitioners (NABCEP) Company Accreditation* (and accreditation renewals). Companies located in SBC service territories can receive reimbursement for 100% of the cost of NABCEP PV company accreditation and accreditation renewals, capped at $1,800 annually.

B) *Building Performance Institute (BPI) Company Accreditation* (and accreditation renewals). Eligible companies, located statewide, that acquire BPI accreditation or accreditation renewals can receive 50% reimbursement, capped at $1,800 annually.

3) **Individual Certifications**:

A) *NABCEP Photovoltaic (PV), Solar Thermal (ST) and Underwriters Laboratory PV System Installer Certification* (and certification renewals). Individuals in SBC service territories who successfully obtain NABCEP PV, ST or UL PV System Installer certifications may be eligible to receive 100% reimbursement of the costs associated with certification exam and application fees. Incentives are capped at $1,000 per certification and $3,000 per individual.

B) *Non-BPI Energy Efficiency Individual Certifications* (and certification renewals) - eligible individuals, located in SBC territory who successfully obtain energy efficiency related certifications or certification renewals from third-party national organizations[2] may be eligible to receive 50% reimbursement of the costs associated with certification examination and application fees. Incentives are capped at $600 per certification and $6,000 per individual.

C) *BPI Certifications* (and certification renewals) – eligible individuals, located statewide who successfully obtain BPI related certifications or certification renewals may be eligible to receive 50% reimbursement of the costs associated with certification examination and application fees. Incentives are capped at $600 per certification and $6,000 per individual.

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[1] Applicants (companies, training organizations, or individuals) must be located/reside in a System Benefits Charge (SBC) service territory. (Areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison of NY, Inc., NYS Electric and Gas Corp., National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric.)

[2] Association of Energy Engineers (AEE), International Facility Management Association (IFMA), American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE), Northwest Energy Efficiency Council Building Operator Certification (BOC), National Council on Qualifications for the Lighting Professions (NCQLP), North American Technician Excellence (NATE), and other certifications relevant to energy efficiency skills and competencies necessary to support SBC or EEPS programs.

See eligibility guidance section for details. NYSERDA reserves the right to change the incentive criteria and amounts at any time during the duration of this program. Notice of such changes will be announced on NYSERDA's website at www.nyserda.ny.gov.

Application Submission: Completed and signed reimbursement forms and all required documentation should be submitted via US mail to NYSERDA at the address below. Applications will be accepted until 5:00 p.m. on December 31, 2016.

Nicole Branch, PON 2397
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399

All PV and ST Program questions should be directed to: Vicki Colello, ext. 3273, vac@nyserda.ny.gov,
All Energy Efficiency Program questions should be directed to: Lori Clark, ext 3202, lac@nyserda.ny.gov
All Contractual questions should be directed to: Elsyda Ahmed, ext. 3232, ela@nyserda.ny.gov.

*Late, incomplete, or unsigned applications will be returned. Applications will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's website at www.nyserda.ny.gov.

Introduction
The New York State Energy Research and Development Authority (NYSERDA) has incentives to support training program accreditation, clean energy company accreditation, and individual certifications. NYSERDA has funding available on a first come, first serve basis to support:

1) **IREC ISPQ Program Accreditation of Training Programs** - Qualified New York State training organizations located in SBC service territories can receive reimbursement for 80% of the cost, up to $5,000, for application for IREC ISPQ program accreditation for energy efficiency and renewable energy training programs. **See Attachment A and Form A.**

2) **Company Accreditation:**

   A) NABCEP Company Accreditation (and accreditation renewals) for Solar PV companies: Companies located in System Benefits Charge (SBC) service territories can receive reimbursement for 100% of the cost of NABCEP PV Company Accreditation, up to $1,800 annually. **See Attachment B and Form B**.

   B) BPI Company Accreditation (and accreditation renewals) for home performance companies: Eligible companies located statewide that acquire accreditation or accreditation renewals from the Building Performance Institute qualify to receive 50% reimbursement, capped at $1,800 annually. Long Island companies that acquire BPI accreditation or renew their accreditation are required to submit the Long Island Accreditation Affirmation document, attesting they will not seek accreditation reimbursement from the Long Island Power Authority. **See Attachment B and Forms B and B-1 (Form B-1 is for Long Island Companies only).**

3) **Individual Certifications:**

   A) NABCEP and UL Certifications: Individuals in SBC service territories who successfully obtain NABCEP PV, ST and/or UL PV Installer certifications or recertification may qualify to receive 100% reimbursement for the costs associated with examination and application fees. Incentives are capped at $1,000 per certification and $3,000 per individual. NYSERDA counts toward the cap any certification reimbursement received by an individual starting January 1, 2012. Please note that this is for NABCEP and UL "CERTIFICATIONS" only. This is NOT for general certificates of completion or "passing score achievement documents" that are sometimes issued for entry level exams. **See Attachment C and Form C.**

B) B) *Non-BPI Energy Efficiency Individual Certifications* (and certification renewals) - Eligible individuals, located in SBC territory who successfully obtain energy efficiency related certifications or certification renewals from third-party national organizations[3] may be eligible to receive 50% reimbursement of the costs associated with certification examination and application fees. Incentives are capped at $600 per certification and $6,000 per individual. NYSERDA counts toward the cap any certification reimbursement received by an individual starting January 1, 2012. **See Attachment C and Form C**

C) C) *BPI Certifications* (and certification renewals) – Eligible individuals, located statewide who successfully obtain BPI related certifications or certification renewals may be eligible to receive 50% reimbursement of the costs associated with certification examination and application fees. Incentives are capped at $600 per certification and $6,000 per individual. NYSERDA counts toward the cap any certification reimbursement received by an individual starting January 1, 2012. **See Attachment C and Form C.**

NYSERDA reserves the right to change incentive criteria and amounts at any time during the duration of this program.

Eligibility

All individuals and companies applying for incentives under PON 2397 **MUST** have a W-9 on file with NYSERDA Finance Department. Please include a W-9 with your first application package. All applicants that submit a complete application AND a W-9 form will be issued a NYSERDA Vendor Identification number that will be emailed to the email address listed on the application. All future applications must then include the NYSERDA Vendor Identification number.

Eligibility Summary Table

	IREC ISPQ Energy Efficiency Training Program Accreditation *(Attachment and Form A)*	**IREC ISPQ Renewable Energy Training Program Accreditation** *(Attachment and Form A)*	**NABCEP PV Company Accreditation** *(Attachment B and Form B)*	**BPI Company Accreditations** *(Attachment B and Forms B and B-1)*	**NABCEP (PV and Solar Thermal) and UL PV System Installer Certifications** *(Attachment C and Form C)*	**Energy Efficiency Certifications** *(Attachment C and Form C)*
Eligible Entities	NYS Energy Efficiency Training Organization	NYS Renewable Energy Training Organization	NYS-located PV companies	NYS Organizations	NYS Individuals	NYS Individuals
Eligible Locations/Regions	Statewide	SBC territory only	SBC territory only	Statewide	SBC territory only	BPI Certification – Statewide Non-BPI – SBC Territory
Incentives	80% of accreditation costs, up to $5,000/ organization	80% of accreditation costs, up to $5,000/ organization	100% of costs, capped at $1,800/ annually	50% of costs, capped at $1,800 annually	100% exam fees, capped at $1,000 per certification and $3,000 per individual	50% exam fees, capped at $600 per certification and $6,000 per individual

[3] Association of Energy Engineers (AEE), International Facility Management Association (IFMA), American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE), Northwest Energy Efficiency Council Building Operator Certification (BOC), National Council on Qualifications for the Lighting Professions (NCQLP), North American Technician Excellence (NATE), and other certifications relevant to energy efficiency skills and competencies necessary to support SBC or EEPS programs.

Application Submission: Completed and signed application forms and all required documentation should be submitted to NYSERDA at the address below. The application can be submitted via U.S. mail to:

Nicole Branch, PON 2397
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399

All PV and ST Program questions should be directed to: Vicki Colello, ext. 3273, vac@nyserda.ny.gov.
All Energy Efficiency Program questions should be directed to: Lori Clark, ext 3202, lac@nyserda.ny.gov
All Contractual questions should be directed to: Elsyda Ahmed, ext. 3232, ela@nyserda.ny.gov.

GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes.

The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exclude it from disclosure, including a written statement of the reasons why the information should be excluded. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 http://nyserda.ny.gov/~/media/Files/About/Contact/NYSERDARegulations.ashx. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division For Small Business
30 South Pearl Street
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain new procurement lobbying requirements which can be found at http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html
The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of $100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. *See,* ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a perspective contractor prior to contacting and filed with NYSERDA. *See,* ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors which is available at http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf.

Contract Award - NYSERDA will make multiple awards under this solicitation.

Limitation - This solicitation does not commit NYSERDA to award payment. NYSERDA reserves the right to accept or reject any or all applications received, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest.

Disclosure Requirement - The applicant shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When an applicant is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Applicants must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

III. Attachments

Attachment A: IREC ISPQ Program Accreditation of Training Programs and Form A
Attachment B: Company Accreditation and Accreditation Renewals: PV and Energy Efficiency and Forms B and B-1
Attachment C: Individual Certifications: PV, ST, UL PV, Energy Efficiency and Form C
Attachment D: Terms and Conditions

Attachment A

IREC ISPQ Program Accreditation of Training Programs

Background

The Interstate Renewable Energy Council (IREC) is the North American licensee for the Institute for Sustainable Power Quality (ISPQ) standards, and implements the framework of standards and metrics to provide a means to compare content, quality, and resources across a broad range of training programs covering renewable energy, energy efficiency, and distributed generation technologies. This international framework ensures legitimacy of what is being taught and by whom.

The IREC ISPQ International Standard 01022 identifies requirements for competency, quality systems, resources, and qualification of curriculum by which trainers and training programs can be evaluated. The IREC ISPQ Credentialing Program has approved four job task analyses (JTAs) developed by the National Renewable Energy Laboratory (NREL) with U.S. Department of Energy (U.S. DOE) funding as a resource for applicants from the energy efficiency and weatherization sectors. The JTAs are the result of an industry-led collaboration to define the minimum knowledge, skills and abilities required of workers in four job classifications in the home energy retrofit industry: Retrofit Installer Technician, Crew Leader, Energy Auditor, and Quality Control Inspector.

In addition, IREC Standard 14732:2013 *General Requirements for Renewable Energy and Energy Efficiency Certificate Programs* has been published and is available on the IREC Website. This national standard provides a foundation for the accreditation of certificate programs that develop and administer credit or non-credit energy efficiency and renewable energy-related training. It describes requirements for administration, curriculum, assessment, personnel, equipment, facilities and linkage with industry that programs must meet to demonstrate that they issue a market-valued certificate.

Please visit this link for details on how to apply for IREC ISPQ accreditation for your renewable energy and/or energy efficiency training program: http://irecusa.org/irec-programs/ispq-training-accreditation/how-to-apply/.

The IREC ISPQ Candidate Handbook contains information in regard to application costs: http://www.irecusa.org/irec-programs/credentialing/ispq/key-docs/

Eligibility Summary Table: Training Program Accreditation

	IREC ISPQ Energy Efficiency Training Program Accreditation (Attachment and Form A)	**IREC ISPQ Renewable Energy Training Program Accreditation (Attachment and Form A)**
Eligible Entities	NYS Energy Efficiency Training Organization	NYS Renewable Energy Training Organization
Eligible Locations/Regions	Statewide	SBC territory[1] only
Incentives	80% of accreditation costs, up to $5,000/ organization	80% of accreditation costs, up to $5,000/ organization

Funding

Qualified New York State training organizations (located in the SBC service territory) can receive reimbursement for 80% of the cost, up to $5,000, for IREC ISPQ program accreditation for energy efficiency and renewable energy training programs.

Application Requirements

All applicants applying for incentives for IREC ISPQ accreditation must: 1) completely fill out Form A; 2) provide accreditation certificate; 3) provide the first page of a recent electric bill with the company name and address to verify eligibility; and 4) provide a W-9 or include A NYSERDA Vendor Identification number in Form A. Incentives will not be paid unless a W-9 is on file.

[1] Applicants (companies, training organizations, or individuals) must be located/reside in a System Benefits Charge (SBC) service territory. (Areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison of NY, Inc., NYS Electric and Gas Corp., National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric.)

Payment Process

The incentive payment for training program accreditation will be made in one lump sum, in accordance with NYSERDA's Prompt Payment Policy Statement (Exhibit B to Attachment D), once the reimbursement application has been reviewed and approved by NYSERDA.

Training Program Accreditation

Reimbursement Application
PON 2397 – Form A

Organizations seeking reimbursement for IREC ISPQ accreditation shall submit the following documents to NYSERDA, ATTN: Nicole Branch, 17 Columbia Circle, Albany, NY 12203.

Please include the following documents with your reimbursement application. Place a checkmark (✓) next to each document to indicate that you have enclosed it with your application. NYSERDA cannot process the reimbursement without this information.

- ☐ Training Program Accreditation Reimbursement Application – PON 2397 Form A
- ☐ Accreditation Certificate
- ☐ Copy of the first page of a recent electric bill
- ☐ Proof of payment for Accreditation fees (paid invoice, credit card statement, and cancelled check)
- ☐ Attach W-9 or include NYSERDA Vendor Identification number below

Contact Information			
Name:			
Address:			
City		State:	ZIP:
Telephone:	( )	County:	
E-Mail			

Company (Payee) Information			
Legal Business Name:			
Business Address:			
Vendor ID#			
City		State:	ZIP:
Telephone:	( )	County:	
E-Mail			
Business Website:			
Name of Training Program for which IREC Accreditation is Requested:			

I certify that I have read and understand the Terms and Conditions set forth in Attachment D and agree to be bound by them. I certify that all information in this application is true and correct and that I am authorized to act on behalf of the Applicant.

Signature:	Date:

NYSERDA USE ONLY	
NYSERDA has verified that this organization submitted for Accreditation.	
Signature:	**Date:**
	Voucher #:

Attachment B

Company Accreditation and Accreditation Renewals: PV and Energy Efficiency

Background

The North American Board of Certified Energy Practitioners' (NABCEP) PV Company Accreditation Program and the Building Performance Institute have established benchmark requirements with respect to staffing and company policies. These requirements provide a way for PV companies and home performance and energy efficiency companies to distinguish themselves by adhering to a set of industry-recognized best practices. PV companies that qualify for accreditation have to meet all the requirements set forth by NABCEP (www.nabcep.org) and pass a minimum of three randomly selected inspections of completed PV installations. Energy Efficiency companies that qualify for BPI[1] accreditation must agree to abide by the terms and conditions in the BPI Accreditation Agreement and comply with the list of obligations (www.bpi.org).

Eligibility Summary Table: Company Accreditation

	NABCEP PV Company Accreditation	**BPI Company Accreditations**
Eligible Entities	NYS PV companies	NYS Organizations
Eligible Locations/Regions	SBC territory[2] only	Statewide
Incentives	100% of costs, capped at $1,800 annually	50% of accreditation costs, capped at $1,800 annually

Funding

1) **NABCEP Company Accreditation (and accreditation renewals)** - Companies located in System Benefits Charge (SBC) service territories can receive reimbursement for 100% of the cost of NABCEP PV company accreditation and accreditation renewals, capped at $1,800 annually.
2) **BPI Company Accreditation** - Eligible companies that are accredited or renew their accreditation from the Building Performance Institute qualify to receive 50% reimbursement, capped at $1,800 annually. Long Island companies that acquire BPI accreditation or accreditation renewals are required to submit the Long Island Accreditation Affirmation document, attesting they will not seek accreditation reimbursement from LIPA, in addition to the required application form.

Application Requirements

Companies applying for company accreditation and accreditation renewals must: 1) completely fill out application **Form B**; 2) provide the Accreditation Certificate from NABCEP or BPI; 3) provide the first page of a recent electric bill with the company name and address to verify eligibility; and 4) provide a W-9 or include the NYSERDA Vendor Identification number in Form B. Incentives will not be paid unless a W-9 is on file.

Long Island applicants submitting for BPI Accreditation must also complete **Form B-1** (Long Island Accreditation Affirmation).

Payment Process

The incentive payment for company accreditation will be made in one lump sum once the reimbursement application has been reviewed and approved by NYSERDA and in accordance with NYSERDA's Prompt Payment Policy Statement (Exhibit B to Attachment D).

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[1] Currently, the only available accreditation for energy efficiency companies is that offered by BPI. If and when additional national and independent company accreditations (energy efficiency) become available, they may be eligible for financial support as long as they are consistent with clean energy program goals.

[2] Applicants (companies, training organizations, or individuals) must be located/reside in a System Benefits Charge (SBC) service territory. (Areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison of NY, Inc., NYS Electric and Gas Corp., National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric.)

Company Accreditation Reimbursement Application PON 2397 Form B

Individuals seeking reimbursement for company accreditation (and accreditation renewals) shall submit the following documents to NYSERDA, ATTN: Nicole Branch, 17 Columbia Circle, Albany, NY 12203.

Please include the following documents with your reimbursement application. Place a checkmark (✓) next to each document to indicate that you have enclosed it with your application. NYSERDA cannot process the reimbursement without this information.

- ☐ Company Accreditation Reimbursement Application – PON 2397 Form B
- ☐ Form B-1 Long Island Accreditation Affirmation (only for companies with primary place of business on Long Island that achieve BPI accreditation)
- ☐ Accreditation Certificate
- ☐ Proof of payment for Accreditation fees (paid invoice, credit card statement, and cancelled check)
- ☐ A copy of the first page of the company's recent electric bill showing company name and address
- ☐ Attach W-9 or include NYSERDA Vendor Identification number below

If you have any questions completing this form, please contact: Nicole Branch at npb@nyserda.ny.gov or 518-862-1090 ext 3283.

Company (Payee) Information			
Legal Business Name:			
Business Address:			
City:		State:	ZIP:
Telephone:			
Vendor ID #:			
E-Mail:			
Business Website:			

For reimbursement of Accreditation fees, please indicate the name of the organization, region and accreditation type for which you are requesting reimbursement.

Company Name	Region	Please indicate NEW or RENEWAL	Please indicate NABCEP or BPI	Cost
				$
				$
				$
TOTAL				**$**

I certify that I have read and understand the Terms and Conditions set forth in Attachment D and agree to be bound by them. I certify that all information in this application is true and correct and that I am authorized to request this reimbursement.

Signature:	Date:

NYSERDA USE ONLY	
NYSERDA has verified that this organization is Accredited.	
Signature:	**Date:**
	Voucher #:

Company Accreditation Reimbursement Application PON 2397 Form B-1

I, _____ , _____
Name Title

of _____ "Company," affirm that Company has
Company

not/will not request reimbursement from the Long Island Power Authority (LIPA) for fees associated with BPI accreditation.

I affirm that _____is not eligible for
Company

NYSERDA incentives for BPI accreditation should Company pursue incentives from LIPA per LIPA program guidelines. I am also aware that NYSERDA will be providing LIPA and its implementation contractor, CSG, with a copy of this affirmation.

_____ _____
Signature Date

CC: Long Island Power Authority
Conservation Services Group

Attachment C

Individual Certifications: PV, ST, Energy Efficiency

Background

Certification is a procedure by which an independent third-party organization gives written assurance that an individual conforms to specified standards, usually by requiring a written, and sometimes a field or practical examination. As a result of meeting the requirements and passing the exam, professionals receive their certification that publicly witnesses their proficiency.

NYSERDA's Solar PV incentive program (PON 2112), currently requires eligible installers to fulfill either NABCEP certification or IBEW-NECA (International Brotherhood of Electrical Workers-National Electrical Contractors Association) Electrical Journeyman and Apprentice Training requirements.

The UL PV System Installer Certification requires an individual to pass an exam intended to measure the necessary competencies for a qualified electrical professional with OSHA 30-hour safety training for construction and several years of hands-on experience in the field. NABCEP's program for professional certification (for system design, sales and/or installation) has achieved American National Standards Institute (ANSI)[1] accreditation.

NYSERDA's Home Performance with ENERGY STAR® (HPw/ES) requires participating contractors to obtain and maintain BPI Company Accreditation and a participating contractor must dedicate a different BPI Certified Professional for each Market Region in which it chooses to operate. BPI certifications (Building Analyst, Envelope Professional, Heating, and Air Conditioning and Heat Pump) demonstrate capabilities of diagnosing critical performance factors in a home that impact comfort, health, safety, durability and energy efficiency. The BPI Residential Building Envelope Whole House Air Leakage Installer has achieved ANSI accreditation, and BPI has recently earned ISO 17024 accreditation of its advanced Home Energy Professional (HEP) certifications by the American National Standards Institute (ANSI). The four certifications -Energy Auditor, Retrofit Installer, Crew Leader and Quality Control Inspector- are the only credentials available to the home performance and weatherization industry that are supported by the U.S. Department of Energy (DOE) and its National Renewable Energy Laboratory (NREL) and accredited by ANSI. The four HEP certifications provide advanced certification options and will not replace BPI's existing certifications in the industry. These new credentials complement and build upon BPI's existing certifications in the home performance career ladder, where increased knowledge and skills lead to advancement. They are designed to allow professionals in the home energy upgrade industry to build both a stackable and lateral career lattice.

NYSERDA will provide financial support to individuals and participating partners obtaining certifications related to energy efficiency skills and competencies necessary to meet the goals of the SBC or EEPS programs. Eligible individuals are those, for example, who achieve certifications from the Building Performance Institute (BPI), Association of Energy Engineers (AEE), International Facility Management Association (IFMA), American Society of Heating Refrigeration and Air-!Conditioning Engineers (ASHRAE), Northwest Energy Efficiency Council Building Operator Certification (BOC), National Council on Qualifications for the Lighting Professions (NCQLP), North American Technician Excellence (NATE), and other certifications relevant to energy efficiency skills and competencies. In the future, other certifications that have achieved the same standard will be considered and may be eligible for incentives under this program.

[1] ANSI/ISO/IEC 17024 specifies requirements which ensure that organizations operating certification systems for persons operate in a consistent, comparable, and reliable manner. This accreditation includes rigorous requirements for examination development and maintenance and for quality management systems. ANSI/ISO/IEC 17024 has been approved by 85 countries.

Eligibility Summary Table: Individual Certifications

	NABCEP PV and ST (installer, designer, sales technician) and UL PV System Installer Certifications	**Non-BPI Energy Efficiency Certifications**	**BPI Certifications**
Eligible Entities	NYS Individuals	NYS Individuals	NYS Individuals
Eligible Locations/Regions	SBC territory[2] only	SBC territory[8] only	Statewide
Incentives	100% exam fees, capped at $1,000 per certification and $3,000 per individual	50% exam fees, capped at $600 per certification and $6,000 per individual	50% exam fees, capped at $600 per certification and $6,000 per individual

Funding

A) **NABCEP PV and ST and UL PV System Installer Certifications:** Individuals in SBC service territories who successfully obtain NABCEP PV, ST and/or UL PV System Installer certifications or recertification may qualify to receive 100% reimbursement for the costs associated with examination and application fees. Incentives are capped at $1,000 per certification and $3,000 per individual. NYSERDA counts toward the cap any certification reimbursement received by an individual starting January 1, 2012. Please note that this is for NABCEP and UL "CERTIFICATIONS" only, and is NOT for general certificates of completion or "passing score achievement documents" that are sometimes issued for entry level exams.

B) *Non-BPI Energy Efficiency Individual Certifications* (and certification renewals) - eligible individuals, located in SBC territory who successfully obtain energy efficiency related certifications or certification renewals from third-party national organizations[3] may be eligible to receive 50% reimbursement of the costs associated with certification examination and application fees. Incentives are capped at $600 per certification and $6,000 per individual. NYSERDA counts toward the cap any certification reimbursement received by an individual starting January 1, 2012.

C) C) *BPI Certifications* (and certification renewals) – eligible individuals, located statewide who successfully obtain BPI related certifications or certification renewals may be eligible to receive 50% reimbursement of the costs associated with certification examination and application fees. Incentives are capped at $600 per certification and $6,000 per individual. NYSERDA counts toward the cap any certification reimbursement received by an individual starting January 1, 2012.

Application Requirements

Applicants applying for reimbursement of costs associated with the fees for certification must: 1) completely fill out **Form C;** 2) provide proof of successfully obtaining certification (Certificate of Completion); (3) provide paid invoices for eligible costs (see Funding section above); 4) provide the first page of a recent electric bill with the company name and address to verify eligibility; and 5) provide a W-9 or include the Vendor Identification number in Form B. Incentives will not be paid unless a W-9 is on file.

[2] For applicants (companies, training organizations, or individuals) must be located/reside in a System Benefits Charge (SBC) service territory. (Areas with electric service provided by Central Hudson Gas and Electric Corp., Consolidated Edison of NY, Inc., NYS Electric and Gas Corp., National Grid, Orange and Rockland Utilities, Inc., and Rochester Gas and Electric.)

[3] Association of Energy Engineers (AEE), International Facility Management Association (IFMA), American Society of Heating Refrigeration and Air-Conditioning Engineers (ASHRAE), Northwest Energy Efficiency Council Building Operator Certification (BOC), National Council on Qualifications for the Lighting Professions (NCQLP), North American Technician Excellence (NATE), and other certifications relevant to energy efficiency skills and competencies necessary to support SBC or EEPS programs.

Payment Process

The incentive payment for practitioner certifications will be made in one lump sum once the reimbursement application has been reviewed and approved by NYSERDA and in accordance with NYSERDA's Prompt Payment Policy Statement (Exhibit B to Attachment D).

Certification Reimbursement Application
PON 2397 Form C

Requested Payee: ☐ Reimburse Candidate ☐ Reimburse Company

place a (✓) in one of the boxes above

Candidates seeking reimbursement for Certification(s) shall submit the following documents to NYSERDA, ATTN: Nicole Branch, 17 Columbia Circle, Albany, NY 12203.

Please include the following in your submission package. Place a (✓) next to each attachment.

- ☐ Certification Reimbursement Application – PON 2397 Form C
- ☐ Proof of payment of fees – see Attachment C of PON 2397 for fee eligibility (paid invoice, credit card statements, and cancelled check)
- ☐ Copy of Certificate for each designation
- ☐ Copy of the Payee's first page of your recent electric bill
- ☐ Attach W-9 or include NYSERDA Vendor Identification number below. If you have any questions, please contact: Nicole Branch at npb@nyserda.ny.gov 518-862-1090 ext 3283.

Candidate (Payee) Information			
Full Name:			
Address:			
City		State:	ZIP:
Telephone:			
E-Mail			
Vendor ID #:			
Company (Payee) Information			
Legal Business Name:			
Business Address:			
City		State:	ZIP:
Telephone:			
E-Mail			
Business Website:			
Vendor ID #:			

Please indicate the title of the certification(s) for which you are requesting reimbursement. You may only be reimbursed for one written and one field exam per certification (as applicable).

Certification(s)	Date of Certification	Please place a ✓ in the appropriate Certification column		Amount Paid for Certification Exams	
		New	Renewal	Written	Field
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
TOTAL				**$**	**$**

I certify that I have read and understand the Terms and Conditions set forth in Attachment D and agree to be bound by them. I certify that all information in this application is true and correct and I am authorized to request this reimbursement.

Signature:	Date:

NYSERDA USE ONLY	
NYSERDA has verified that the candidate is certified and the application is complete.	
Signature:	**Voucher #**

ATTACHMENT D – TERMS & CONDITIONS

Exhibit A – Terms & Conditions

1. **Changes in the Program**
   Terms & Conditions may be changed by NYSERDA at any time without notice. Approved applications, however, will be processed to completion under the Terms & Conditions in effect at the time of application to NYSERDA.
2. **Indemnification**
   The applicant shall protect, indemnify, and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to the performance of this Agreement. The obligations of the applicant under this section shall survive any expiration or termination of this Agreement.
3. **Limit of Incentive Payments**
   NYSERDA reserves the right, for any reason, to stop approving incentive applications at any time without notice.
4. **Release by the Applicant**
   The acceptance by the applicant of final payment shall release NYSERDA from any and all claims and liability the applicant, its representatives, and assigns might otherwise have relating to this award.
5. **Miscellaneous**
   This Agreement (the application and these Terms and Conditions) is the entire agreement between the parties and supersedes all other communications and representations.
6. **Audit**
   The applicant shall keep, maintain, and preserve for a period of five years after receipt of the incentives, full and detailed books, accounts, and records pertaining to this application. NYSERDA shall have the right from time to time and at all reasonable times during this period to inspect and audit any and all books, accounts and records at the office or offices of the applicant where they are then being kept, maintained and preserved. Any payment made under this application shall be subject to retroactive reduction for amounts included therein that are found by NYSERDA on the basis of any audit of the applicant by an agency of the United States, State of New York or NYSERDA not to constitute an allowable change or cost hereafter.
7. **Independent Contractor**
   The status of the Applicant under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Applicant, the Applicant's subcontractors, and their respective officers, agents, employees, representatives and servants shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege applicable to NYSERDA, including, without limitation, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit.