Solar PV Program Financial Incentives
Program Opportunity Notice (PON) 2112 Rev. 7
$162,524,430 * Available
April1, 2013 **5:00 PM EST**

PV Incentive Applications and PV Installer Applications Accepted August 12, 2010 through December 31, 2015 By 5:00 PM Eastern Time*

The New York State Energy Research and Development Authority (NYSERDA) provides cash incentives for the installation by Eligible Installers of new grid-connected Solar Electric or Photovoltaic (PV) systems that are 7kW or less for residential, and 50 kW or less for commercial sites. Funding for the Solar Electric Incentive Program ("Program") has been allocated by the New York State Renewable Portfolio Standard. Incentives will be granted on a first-come, first-served basis, and PV incentive applications will be accepted through December 31, 2015, or until funds are fully committed, whichever comes first. * Total Incentives available are subject to revision by the New York Public Service Commission.

PV Incentive Application submission: Eligible Installer must submit completed and signed application package into PowerClerk as detailed in Attachment A (Customer Step-by-Step Guide).

Installer Eligibility Application submission: Potential PV Installers must submit one [1] clearly labeled, completed and signed application package as detailed in Attachment F (Solar PV Installer Eligibility Application Instructions and Application) to:

PV Installer Application PON 2112
Attn: Program Manager
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399
Or by email to dms@nyserda.ny.gov

All Program questions should be directed to Frank Mace at (518) 862-1090, ext. 3433 or fwm@nyserda.ny.gov. All Contractual questions should be directed to Venice Forbes at (518) 862-1090, ext. 3507 or vwf@nyserda.ny.gov.

Installer Application questions may be directed to Diane Stacey at (518) 862-1090, ext. 3297 or dms@nyserda.ny.gov. Please reference PON 2112 when contacting NYSERDA with questions.

*Late, incomplete, or unsigned applications will be returned. Faxed or e-mailed applications will not be accepted. 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.

I. INTRODUCTION

WHAT IS THE SOLAR PV INCENTIVE PROGRAM?

The New York State Energy Research and Development Authority (NYSERDA) provides cash incentives for the installation by Eligible Installers of new grid-connected Solar Electric or Photovoltaic (PV) systems that are 7kW or less for residential, and 50 kW or less for commercial sites. Funding for the Solar PV Incentive Program ("Program") has been allocated by the New York State Renewable Portfolio Standard. Incentives will be granted on a first-come, first-served basis and applications will be accepted through December 31, 2015, or until funds are fully committed, whichever comes first.

HOW DOES THE PROGRAM WORK?

Cash incentives are available for qualified customers who wish to install PV systems through applications submitted by an "Eligible Installer." Eligible Installers are those who have demonstrated technical competence in the PV field and who have signed an Eligible Installer Agreement (sample provided as Attachment G) with NYSERDA to abide by certain Program terms and conditions. Incentives are paid directly to the Contractor, but must be passed on in full to the customer. The Eligible Installer or Contractor is responsible for preparing and submitting all necessary incentive paperwork to NYSERDA. There are currently two eligibility paths for Installers:

1. North American Board of Certified Energy Practitioners (NABCEP): installers choosing this path must be NABCEP certified Solar PV Installers by June 30, 2012 or within 24 months of entering the PON 2112 Program to retain their eligibility.
2. IBEW-NECA: Installers who are Journeymen Electrician with IBEW-NECA PV training, and meet all other program requirements may gain and retain eligibility.

More information on how to become an Eligible Installer can be found in the Eligible Installer Instructions and Application (**Attachment F**). In general, incentives for a typical residential or commercial system cover approximately 25-35% of the installed cost of a PV System but not more than 40%, after all tax credits are applied.

II. PROGRAM REQUIREMENTS

GENERAL PROGRAM RULES – INCENTIVES

The following rules apply to the Program and the payment of incentives:

- **Eligibility for Solar PV Program Incentives.** Incentives are available to electricity distribution customers of Central Hudson Gas & Electric Corporation, Consolidated Edison Company of New York, Inc., New York State Electric & Gas Corporation, National Grid , Orange and Rockland Utilities, Inc. and Rochester Gas and Electric Corporation who contribute to the Renewable Portfolio Standard/System Benefits Charge (sometimes referred to as 'RPS'/'SBC' on utility electric bills).

  Residential customers should expect to have a "Clipboard" Energy Efficiency Audit performed.

  For Residential Projects: A "Clipboard" Energy Efficiency Audit must be performed. A clipboard energy audit consists of two components: an interview of the home/building owners to ascertain energy use habits and the age of the building, and an inspection of the building to identify energy saving opportunities.

  The inspection component of the Clipboard Audit includes an assessment of the hard-wired lighting systems and free-standing light fixtures, appliance ages and whether they are ENERGY STAR® qualified, the presence of advanced power strips, existence of "vampire loads" related to consumer electronics and battery chargers, use of programmable thermostats or timers for air conditioners, age and condition of the doors and windows, and details on recent energy efficiency upgrades, such as installation of insulation. The Clipboard Audit should take no more than 60 minutes.

  The Clipboard audit also includes a debriefing, during which the Participating Contractor will review with the homeowner the results of the Clipboard Audit. The Participating Contractor will also provide informational brochures on low cost/no cost tips for reducing energy consumption, as well as other

NYSERDA, and utility, energy efficiency programs. The Participating Contractor will also leave a list of Home Performance Contractors who the homeowner can contact should they be interested in making more comprehensive energy efficiency improvements to their home.

At the end of the inspection, the installer will leave a copy of the inspection form with the owner at the end of the inspection, which will include a description of the home. However, the homeowner is not required to implement energy efficiency measures. The contractor will also leave a list of Home Performance Contractors that could install more comprehensive energy efficiency measures, and informational brochures with details of utility or NYSERDA energy efficiency programs.

Customers will not be required to implement energy efficiency measures as a pre-requisite to receiving a PV incentive. A copy of the Clipboard Audit must accompany the application and be uploaded into Power Clerk at time of application.

Non-residential building owners

Non-Residential Projects: Building owners are provided with information on ENERGY STAR's Portfolio Manager Benchmarking Tool or other equivalent tool. If requested by the building owner, the Participating Contractor shall assist them to enter utility bill information into the Tool in order to produce a EUI (Energy Use Index) and, where applicable, an ENERGY STAR score. Customers will not be required to benchmark or implement energy efficiency measures as a pre-requisite to receiving Program incentives. A copy of the signed acknowledgement must accompany the application and be uploaded into Powerclerk at time of application.

Incentive highlights:

- Incentives are paid directly to "Contractor" but must be passed on in the full amount to the customer. They will not be provided directly to customers purchasing or installing PV Systems.
- Incentives are only available for new equipment and PV Systems that have not been installed (partially or completely) prior to NYSERDA approval of an incentive application submitted in accordance with the terms and conditions of this Program.
- Incentives are capped based on a PV System size that does not exceed 110% of the total kWh consumption for the previous 12 months of electric usage. For New Construction, systems must be sized not to exceed 110% of the calculated yearly projected kWh of electric usage.
- All potential PV system output losses associated with shading, system orientation, tilt angle, etc., must be analyzed and detailed for each PV System by the Eligible Installer. If your system is shaded by trees, faces east or west, or is installed on a flat roof, the kWh output of your PV System will be less than ideal. All impacts on system output must be quantified and are considered during the review of applications submitted by the Eligible Installer. Incentives are reduced in proportion to output losses when losses from factors such as shading and orientation exceed 20%.

Incentive levels may be changed at two month intervals based on participation in the program and market conditions. Any revisions in the incentive levels will be posted on NYSERDA's website and all Eligible Installers will be informed via email.

When the monthly allowance and the amount of otherwise available funds have been exceeded, NYSERDA cannot accept new applications for funding in that month. If in the subsequent month the incentive level per watt is lowered, those applications in the queue will be the first to be accepted, but will receive the lower per watt incentive level. The placement of a customer application in a queue does not constitute an entitlement to a particular level of incentive. The guidelines described above are intended to result in the incentive levels being adjusted as needed based on consumer demand and other market factors.

NYSERDA also reserves the right to make changes in the incentive levels based on other market factors, per Section 2.1 and 2.2 in Attachment H (Program Manual) of PON 2112. Other market factors include a decrease in the cost of hardware, including modules, or soft costs. Incentive changes due to market conditions can be implemented by NYSERDA on the first business day of the month.

Contract Award - NYSERDA anticipates making one [or multiple, as it applies to solicitation] award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA expects to notify [proposers/applicants] in approximately 4-6 weeks from the receipt of an application whether your [proposal/application] has been selected to receive an award.

Limitation - This solicitation does not commit NYSERDA to award a contract or to pay any costs incurred in preparing any application. NYSERDA reserves the right to accept or reject any or all applications received, and to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest.

III. APPLICATION REQUIREMENTS

PV Incentive Application – see Attachment B or B-1
Eligible Installer Application – see Attachment F

ADDITIONAL INFORMATION AND ATTACHMENTS

Information for Eligible Installers and Customers

Customer Step-by-Step Guide	Attachment A
Incentive Application Form*****	Attachment B
Incentive Application Form **for expanded system***	Attachment B-1
Incentive Payment Form*	Attachment C
Change Order Form*	Attachment D
90 Day Project Extension Form*	Attachment D-1
Project Cancellation Form*	Attachment D-2
Addendum to Customer Purchase Agreement*	Attachment E
Addendum to Power Purchase Agreement or Lease*	Attachment E-1

***Needs to be completed by an Eligible Installer**

Information to Become an Eligible Installer

Eligible Installer Instructions and Application	Attachment F
Sample Eligible Installer Participation Agreement	Attachment G

Specific Program Rules

NYSERDA Solar PV Program Manual	Attachment H

Sample Documents

EXHIBIT 1	SITE MAP
EXHIBIT 2	PHOTOS OF ARRAY LOCATION
EXHIBIT 3	THREE-LINE ELECTRICAL DRAWING
EXHIBIT 3a	THREE-LINE ELECTRICAL DRAWING USING MICRO INVERTERS
EXHIBIT 4	SYSTEM LOSS ANLYSIS INCLUDING SHADING ANALYSIS
EXHIBIT 4a	SYSTEM LOSS ANLYSIS INCLUDING SHADING ANALYSIS
EXHIBIT 5	UTILITY BILL (PROOF of RPS Payment)
EXHIBIT 6	ESTIMATE OF ANNUAL ENERGY OUTPUT
EXHIBIT 7	CLIPBOARD AUDIT FOR RESIDENTIAL CUSTOMER
EXHIBIT 8	LETTER REGARDING ENERGY* BENCHMARKING TOOL FOR COMMERCIAL CUSTOMER
EXHIBIT 9	2008 NEC SIGNAGE REQUIREMENTS
EXHIBIT 10	NYSERDA INSPECTION REPORT
EXHIBIT 11	NEW CONSTRUCTION USAGE CALCULATIONS
EXHIBIT 12	SAMPLE OF REQUIRED INSURANCE
EXHIBIT 13	INSTRUCTIONS FOR POWER CLERK
EXHIBIT 14	POWER CLERK STATUS'
EXHIBIT 15	SHADING OBSTRUCTION INSTRUCTIONS FOR POWER CLERK