Attachment E

PON 2149 – SOLAR THERMAL PROGRAM

SOLAR THERMAL INSTALLER ELIGIBILITY APPLICATION INSTRUCTIONS AND APPLICATION

The New York State Energy Research and Development Authority (NYSERDA) is accepting applications from individuals to become Eligible Installers under the Program. Prospective installers can apply for Eligible Installer status any time while the Program is open. Once approved to participate as an Eligible Installer, and after execution of the Eligible Installer Agreement, Eligible Installers can apply for financial incentives for approved Solar Thermal systems meeting the requirements of the Program.

Installer Eligibility - Installers interested in applying to be an Eligible Installer after June 30, 2012 must be Solar Thermal NABCEP (North American Board of Certified Energy Practitioners) certified or have nationally accredited Solar Thermal training or Solar Thermal training provided as part of an accredited apprentice training program or its equivalent and demonstration of experience in installing systems. Consideration will also be given to installers who have completed 18 hours of Manufacturer Certified Solar Thermal training. However, all participating Eligible Installers must become NABCEP certified within two years of becoming an Eligible Installer. Installer eligibility status will be maintained based on factors such as, but not limited to: acceptance of all program terms and conditions; responsiveness and adherence to all Solar Thermal Program requirements and requests for information; verifiable training and installation experience, and documentation of experience and contact information to verify all experience, performance in other state and utility programs, overall performance, monitoring, customer references, customer satisfaction, response to NYSERDA staff and inspectors, design quality, system inspection results, and commitment to becoming certified through a national certification program. **Installers working for more than one company must submit a separate application for each company for which they intend to submit incentive applications. In most cases,** Installers who are removed from the program but have approved applications will be able to complete them. Installer eligibility will be determined based on, but not limited to, the following additional criteria:

Experience - Installers will be evaluated on past performance (including photovoltaic ("PV") systems installed under PON 716, PON 1050 and PON 2112), Multifamily Performance Program, Home Performance with Energy Star, or Energy Star Labeled Homes Program, current areas of responsibility within their firm or organization, installation experience, experience in performing shading analyses, system orientation factors, credentials, employment history, customer satisfaction, and other relevant experience. References and contact information must be provided so that all experience and responsibilities can be verified. It is important to be clear about job responsibilities as an installer or employee in the application. Applications with information that cannot be verified may be denied.

Customer References - A minimum of three references for completed installations, preferably where the installer had a primary role in installing the system, are required. References for specific projects should be accompanied by a brief description of the systems installed, services provided, the outcome achieved, the schedule, and the applicant's role in the project. NYSERDA must be able to verify all references provided in an application.

Program Performance and Customer Satisfaction - Eligible installers must demonstrate that they are meeting all program requirements for each installation and will be evaluated through planned and random system inspections. Eligible installers may have employees working under his/her supervision; however the eligible installer will be considered the responsible party under this program and will be required to ensure that all of his or her employees or assistants meet the program requirements. Additionally, any subcontractors performing work for an eligible installer must meet all applicable program requirements including, but not limited to, insurance and publicity requirements. Installer eligibility may be removed at any time as outlined in the Program and for failing to meet any program requirements or the requirements outline in the Programs Terms and Conditions. Written complaints received by NYSERDA from customers of NYSERDA incentivized Solar Thermal systems will be documented and investigated by NYSERDA or its representatives, shared with installers. If the complaints can be substantiated and are significant or repetitive, may result in revocation of installer eligibility to participate in the Program.

Performance under NYSERDA's SOLAR THERMAL Program, PON 716, 1050, 2112 and other NYSERDA Programs - An Eligibility Application Form will **not** be processed if the applicant is listed as the Eligible Installer on a

delinquent system or where unresolved customers or performance issues still exist with respect to a PON 716, 1050, 2112, 2149 or any similar NYSERDA program. An Eligible Installer cannot subcontract to any person or company that has been terminated from PON 716, 1050, 2112, 2149 or any other NYSERDA program. NYSERDA will not process an Incentive Application Form submitted by an installer whose Eligible Installer status has been revoked, or where the non-customer party to the Customer Purchase Agreement has open delinquent Solar Thermal Systems or where such Solar Thermal Systems have unresolved customer or performance issues.

ELIGIBLE INSTALLER AGREEMENT

Once approved as an Eligible Installer, applicants will be required to execute an Eligible Installer agreement with NYSERDA, and to abide by its terms and conditions. The Eligible Installer Agreement consists of the Eligible Installer terms and conditions, Solar Thermal Program Policies and Procedures Manual, the Standard Terms and Conditions for all NYS Agreements, and NYSERDA's Prompt Payment Policy. You may want to consult with an attorney before signing.

MAINTENANCE OF ELIGIBLE INSTALLER STATUS

Continuation of Eligible Installer status is contingent upon the adherence to Program's Eligible Installer Agreement, which installers must sign in order to gain Eligible Installer status. If an Eligible Installer, his or employees, or subcontractors do not meet all program terms and conditions or program requirements, the Eligible Installer may be subject to disciplinary actions, including suspension, and/or termination as described in Attachment F?.

THE SUCCESS AND FUTURE OF THIS PUBLICLY-FUNDED PROGRAM DEPENDS ON THE PERFORMANCE AND INTEGRITY OF ELIGIBLE INSTALLERS IN THEIR DEALINGS WITH THE PUBLIC AND THE INSTALLATION OF SOLAR THERMAL SYSTEMS. THE INSTALLER GUIDELINES AND ELIGIBLE INSTALLER AGREEMENT HAVE BEEN DESIGNED TO PROTECT THE INTEGRITY OF THE PROGRAM AND WILL BE ENFORCED. IN ITS ROLE AS ADMINISTRATOR OF THE PROGRAM, NYSERDA RESERVES THE RIGHT TO DENY ELIGIBLE INSTALLER STATUS TO ANY APPLICANT AND TO REVOKE SUCH STATUS WHERE IN ITS JUDGMENT SUCH ACTION IS IN THE BEST INTERESTS OF THE PROGRAM.

Attachment E

PON 2149 – SOLAR THERMAL PROGRAM

SOLAR THERMAL INSTALLER APPLICATION

A. CONTACT INFORMATION

Installer Name _____

Mailing Address _____ City_____

State _____ Zip _____-_____ Phone Number (_____) _____ Fax (_____) _____

Job Title _____ No. of Years in Current Position/Company _____

E-mail (required)_____

Previous Employment if in Current Position for Less than 2 Years: _____

_____

Affiliated Entity and contact name: _____

Mailing Address _____ City_____

State _____ Zip _____-_____ Phone Number (_____) _____ Fax (_____) _____

E-mail (Required): _____

B. TRAINING/EDUCATION

Provide documentation of Applicant's formal education, relevant training, and relevant certifications. A successful applicant's ST specific training should include a minimum of (40) hour NABCEP-recognized Solar Thermal entry level course, as required to satisfy NABCEP's Entry Level Exam requirements. If applicant is a NABCEP-Certified Solar Thermal Installer, submit a copy of current NABCEP Certificate. If installer has completed (18) hour manufacturer training and is certified by the manufacturer, submit a copy of the certificate or its equivalent and demonstration of experience in installing systems.

and/or

C. EXPERIENCE

Number of years professionally installing Solar Thermal systems _____

Number of years designing Solar Thermal systems for installations _____

Total number of installations completed _____

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Past Solar Thermal Customer References

Name of Customer	**Phone No.**	**System Size/Type**
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____

Installation experience of at least three Solar Thermal systems is preferred. If three references for completed installations are not available, please attach relevant documentation to demonstrate experience related to installing a Solar Thermal system. Additional references may be attached.

D. INSTALLER CREDENTIALS - Please list previous or current participation in any other state or utility program:

_____

Has your eligibility for any NYSERDA program ever been suspended or revoked? Yes / No (Circle one). Have you or the Affiliated Entity been debarred or suspended by any government agency? If yes, please attach explanation on a separate page.

Have you been indicted/convicted for a felony within the past 5 years? Yes / No (Circle one) If yes, explain on separate page.

Has the Affiliated Entity or any of its officers, partners, directors, or members been indicted/convicted for a felony within the past 5 years? Yes / No (Circle one) If yes, explain on separate page.

Confirm experience in the use of a Solar Pathfinder or other analytical tool to conduct a shading analysis for each installation. Yes / No (Circle one) **Shading analysis is a requirement of this program.** Confirm performance estimation experience using Solar Rating Certification Corporation (SRCC), RETScreen or other method.

Once approved as an Eligible Installer, applicants will be required to execute the PON 2149 Attachment F - Eligible Installer Agreement with NYSERDA and to abide by its terms and conditions. NYSERDA will not execute the Eligible Installer Agreement until the applicant has provided the insurance certificates as specified in Article 7 of the Eligible Installer Agreement. NYSERDA will not approve incentive applications nor pay incentives unless complete and current insurance certificates are filed with NYSERDA's Office of Contract Management.

CERTIFICATION STATEMENT - I certify that all information provided in this Form, including any attachments, is true and correct to the best of my knowledge. [Both signatures are required for NYSERDA to accept and review this Application]

Installer Signature _____ Date _____

Installer name [print name]_____

Affiliated Entity Signature _____ Date _____

Corporate officer [print name]_____

Applications and attachments should be sent to: ST Installer Application PON 2149, Attn: Program Manager, NYS Energy Research and Development Authority, 17 Columbia Circle, Albany, NY 12203-6399

The success and future of this publicly-funded program depends on the performance and integrity of eligible installers in their dealings with the public and the installation of Solar Thermal systems. The Installer Guidelines and Eligible Installer Agreement have been designed to protect the integrity of the Program and will be enforced. In its role as administrator of the SOLAR THERMAL Program, NYSERDA reserves the right to deny Eligible Installer status to any applicant and to revoke such status where in its judgment such action is in the best interests of the program.