PON 2309 – Attachment D
Low-rise Residential New Construction Programs
Requirements for
Heating, Ventilation, & Air Conditioning Contractors

Heating, Ventilation, and Air Conditioning (HVAC) contractors who serve the residential new construction marketplace are encouraged to work with Partner-Builders who participate in the Low-rise Residential New Construction Programs (Programs). The US Environmental Protection Agency (EPA) ENERGY STAR Qualified Homes program now requires the builder to use an HVAC contractor credentialed by an EPA-recognized HVAC Quality Installation Training and Oversight Organizations (H-QUITO). Partner-Builders must comply with this requirement to receive the EPA's recognition of their ENERGY STAR Qualified Homes, and to allow access to Program incentives offered by NYSERDA through PON 2309. NYSERDA has been recognized by the EPA as an H-QUITO for HVAC contractors, expressly limited to projects completed by Partner-Builders participating in NYSERDA's Programs. The EPA does, and is expected to continue to, recognize other H-QUITOs who are eligible to operate in New York State. Therefore, NYSERDA will allow a Partner-Builder to retain their eligibility to participate in these Programs if their HVAC contractor has enrolled with an alternative H-QUITO.

Submission of the HVAC Contractor Signature Form to NYSERDA is considered an application. To be accepted by NYSERDA and allowed to serve as a Partner-HVAC Contractor, the applicant must demonstrate their awareness and understanding of the EPA ENERGY STAR Qualified Homes program, Version 3.0, in addition to relevant requirements and standards as published in PON 2309. Through submission of their application to NYSERDA, the applicant must provide the credentials noted in items #2 and #3 below to indicate their ability to design, complete, and verify the HVAC system installations they intend to complete will meet all relevant standards. The applicant must read, understand, and agree to comply with all terms and conditions outlined in PON 2309.

To be deemed eligible to serve as a Partner-HVAC Contractor, the following technical, training, and administrative requirements must be satisfied:

1. **Orientation session:** The applicant's employees, subcontractors, or vendors identified in the HVAC Contractor Application who will provide design services, or be involved in the installation, testing or verification of performance of the HVAC systems must complete the NYSERDA-sponsored online orientation session for ENERGY STAR v3.0 HVAC Quality Installation. This completion must occur prior to submission of the HVAC Contractor Signature Form. Any staff, subcontractor, or vendor added after that initial submission must attend this NYSERDA-sponsored orientation session, prior to serving any projects intending to participate in these Programs. Access to this on-line orientation is available for each individual intending to meet these requirements. Successful completion of this orientation will be established through the electronic process for enrollment and participation.

2. **Credentials and Professional Certifications:** The applicant must submit copies of all relevant professional licensures or certifications for those employees, subcontractors, or vendors identified on the HVAC Contractor Signature Form. Following approval of the HVAC contractor's initial submission, NYSERDA shall be notified immediately by the HVAC contractor of any material change to that submission, such as if an individual identified within their submission will no longer serve in the capacity indicated; or if relevant accreditations, licensures or certifications are not retained; or if a new employee, subcontractor, or vendor will be utilized to fulfill the HVAC Contractor requirements.

3. **Continuing Education and related Certifications:** Relevant certifications, professional licensures, and experience related to the completion of ACCA Manuals J, S, & D as well as ventilation system design in accordance with ASHRAE 62.2 must be provided on the application. Additionally, the applicant's employees, subcontractors, or vendors who will provide related services, requiring they be listed on the HVAC Contractor Signature Form, must attend NYSERDA-sponsored Technical Seminars as follows:

   A. Individual(s) who are identified as responsible for HVAC System Design must:
   - Attend the NYSERDA-sponsored HVAC System Design Seminar, with the Partner assigned the status of *Probationary* until this requirement has been satisfied. If this requirement is not fully met by the HVAC contractor's staff within (90) days following execution of the Signature Form, the Partner's status will be automatically assigned the status of *Suspended*.

   B. Individual(s) identified as responsible for HVAC System Installation and/or Commissioning must maintain at least one the following professional certifications, and complete the following:
   - Maintain at least one of the following certifications:
     - North American Technician Excellence (NATE) Installation OR Service:
       - Air Conditioning
       - Air to Air Heat Pump
       - Gas OR Oil Heating
       - Any Senior Level Technician Credentials
     - Building Performance Institute (BPI):
       - Certified Heating Professional
       - Certified Air Conditioning and Heat Pump Professional
   - Attend the NYSERDA-sponsored HVAC Quality Installation and Commissioning Seminar, with the Partner assigned the status of *Probationary* until this requirement has been satisfied. If this requirement is not fully met by the HVAC contractor's staff within (90) days following execution of the Signature Form, the Partner's status will be automatically assigned the status of *Suspended*.

4. **Technical and Administrative Requirements**: The Partner-HVAC Contractor must meet all PON 2309 requirements and submit the ENERGY STAR HVAC System Quality Installation Contractor Checklist, to the Partner-Rater for each dwelling unit participating in the Program. Copies of the EPA ENERGY STAR Homes HVAC System Quality Installation Contractor Checklists and supplemental requirements of each checklist must be retained for a period of (5) years, and made available for NYSERDA's review upon request.

5. **Quality Assurance (QA):** The Partner-HVAC Contractor must create and maintain their detailed plan for implementing the policies and procedures detailed in ANSI/ACCA 5 QI-2010 (HVAC Quality Installation Specification) or superseding updates, as published by the Air Conditioning Contractors of America (ACCA); their formal dispute resolution policies which meet the requirements in Attachment J - Quality Assurance Plan of PON 2309; and understand that periodic QA inspections will occur on a percentage of their design calculations and installations. The Partner-HVAC Contractor must correct deficiencies noted during these QA inspections, and take action to ensure similar deficiencies are avoided on future projects.

To be considered by NYSERDA for eligibility to serve as a Partner-HVAC Contractor, applicants must submit originals of their signed HVAC Contractor Signature Form, accompanied by the required supporting documents, to:

N.Y.S. Energy Research and Development Authority (NYSERDA)
Low-rise Residential New Construction Programs
Attn: Nicole Angels
17 Columbia Circle
Albany, NY 12203