

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) have 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). Eligible companies, located statewide, 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). Eligible individuals located statewide 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 organizations² 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.

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.

**Lori Clark, 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,

Vicki.Colello@nyserda.ny.gov

All Energy Efficiency Program questions should be directed to: Lori Clark, ext 3202,

Lori.Clark@nyserda.ny.gov

All Contractual questions should be directed to: Elsyda Ahmed, ext. 3232,

Elsyda.Ahmed@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) have 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: Eligible companies located statewide 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. **See Attachment B and Form B and.**
- 3) **Individual Certifications:**
 - A) NABCEP and UL Certifications: Eligible individuals, located statewide 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 organizations³ 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 shall submit a complete application AND a W-9 form, if a W-9 is not on file at NYSERDA. All future applications shall then include the Tax 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	Statewide	Statewide	Statewide	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:

**Lori Clark, PON 2397
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17 Columbia Circle
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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 Form B

Attachment C: Individual Certifications: PV, ST, UL PV, Energy Efficiency and Form C

Attachment D: Terms and Conditions