

## Commercial & Industrial (C&I)

# Clean Heat Program Contractor Quick Start Guide

A high level overview of the program requirements to help you get started.

### Step 1. Become a NYS Clean Heat Participating Contractor

Email the following documents to [CleanHeatCommercial@conEd.com](mailto:CleanHeatCommercial@conEd.com):

- Fill out the Con Edison [Participating Contractor Agreement](#)
- Fill out NYS [Participating Contractor Application](#)
- Include IRS Form W-9
- Include Certificate of Insurance Policy (minimum \$1 million)

*Please note: You must be a registered NYS Clean Heat Participating Contractor to submit projects to the Clean Heat Program.*

### Step 2. Apply to the Clean Heat Program

Email the [Clean Heat Program Application](#) to [CleanHeatCommercial@conEd.com](mailto:CleanHeatCommercial@conEd.com).

*Note: this application form is for C&I projects only*

Include the following supporting documents with the application:

#### Scope of Work

1. Specify the building type
2. Specify extent of construction (gut renovation, number of floors, areas that will be worked on)
3. Provide description of existing heating and cooling system if applicable
4. Specify type of heat pump technology proposed (air-source, variable refrigerant flow, mini-splits, ducted or ductless distribution system, etc.)
5. Provide design capacity, efficiencies, and proposed sequence of operations for new heat pump installation
6. Provide load calculations confirming that designed heat pump system is sized per ACCA/ASHRAE 183 Standard and meets the Building Heating Load (BHL)—see program guide for details
7. Provide a narrative explaining intended sequence of operation, including proposed control strategy and commissioning plan
8. If a project includes the use of supplemental heating, please provide supporting documentation detailing:
  - When supplemental heating will be used
  - How the supplemental heating will be controlled to ensure that the heat pump is being prioritized for heating
  - If the heat pump system is not sized to meet the entire building's heating load, you must provide justification as to why it is not feasible

*For full program details, refer to the [Commercial and Industrial Clean Heat Program Guide](#).*

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### Proposed Equipment Cut Sheets

Cut sheets for proposed equipment must be included with your application. Make sure to highlight all model(s) and product ratings on the cut sheets before submission.

### Energy Savings Calculations

Please make note of the technology category, as many follow different methodologies:

#### Categories 1, 2, 3, 5, 7 and 8

- NYS TRM

#### Categories 4, 4A, 6

- Statewide Clean Heat Program Savings [Calculator](#) (see [user guide](#) for instructions)
- Engineering Modeling (Energy Model)

When choosing your baseline, you must:

- Use the most economical system type in the absence of heat pumps
- Select natural gas as the default heat source unless site specific conditions apply

### Preliminary Material & Labor Costs

1. Installation costs should be itemized to show material and labor costs for each measure.  
Note: for the new heat pump system, do not include soft costs, tax, freight, or shipping.
2. Form W-9 of incentive recipient must match the name of the payee as indicated on the application and must be the latest version available on the IRS website.

### Questions?

Email [CleanHeatCommercial@conEd.com](mailto:CleanHeatCommercial@conEd.com) or visit [conEd.com/CleanHeatCommercial](http://conEd.com/CleanHeatCommercial)

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