

Commercial & Industrial (C&I)

Clean Heat Program Contractor Quick Start Guide

Everything you need to get started.

Step 1. Become a NYS Clean Heat Participating Contractor

Email the following documents to 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.

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)
 - The new units must provide 90%–120% of the heating load on coldest day based on 99% dry bulb heating design temperature at ACCA location for the areas served
 - Specify heating and cooling design load at 15°F/89°F for areas served by heat pumps and total heating/cooling capacity of the heat pumps at 15°F/89°F
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

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Proposed Equipment Cutsheets

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

Energy Savings Calculations

1. Must be native files with formulas unlocked (Excel/Spreadsheet)
2. NYS Technical Resource Manual calculations are **NOT** acceptable
3. Custom analysis such as temperature bin analysis using typical meteorological year 3 data, heating degree day analysis, and energy model
4. 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 cost for the proposed measure 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.

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

Questions?

Email CleanHeatCommercial@conEd.com or visit conEd.com/CleanHeatCommercial