



GSHP Contractors,

Effective immediately, for GSHP Rebate Program Small Projects, NYSERDA is suspending the requirement to submit copies of a Building Permit, Certificate of Compliance or Certificate of Occupancy or AHJ Attestation Letter prior to incentive payment. This applies to all open projects that have not yet been paid. Still required for payment are (1) the project completion form, (2) a completed GSHP manufacturer or distributor start-up sheet signed by the technician performing the start-up tests and (3) customer survey.

For reference, below is the pertinent excerpt from the GSHP Program Manual Section 2.5 'Complete Project'. This change applies to the highlighted sections.

Prior to or upon project completion, the applicant submits in Salesforce the building permit(s) issued by the relevant Authority Having Jurisdiction (AHJ). If the AHJ does not require the issuance of a building permit for the project, the applicant submits a letter from the AHJ stating that it does not require the issuance of a permit for the project.

Upon project completion, the participant in cooperation with the system owner and/or site owner completes and submits in Salesforce (1) a copy of the certificate of compliance or certificate of occupancy (as applicable) issued by the AHJ ( or a letter from the AHJ stating a building permit for the project will not be issued); (2) the project completion form; and (3) a completed GSHP manufacturer or distributor start-up sheet signed by the technician performing the start-up tests.

It is NYSERDA's sincere hope that this change will help to support your business at this unusual and difficult time.

Please direct any questions to [gshp@nyserda.ny.gov](mailto:gshp@nyserda.ny.gov). For those that use the chatter function, we've added a new "@Notifications GSHP" that will automatically cc the [gshp@nyserda.ny.gov](mailto:gshp@nyserda.ny.gov) mailbox so the whole team is notified. Please utilize the "@Notifications GSHP" in all chatters to facilitate a timely response."