

# Retail Energy Storage Incentive Program

## User Guide

### For Participating Contractors

May 2019



# Revision History

Version	Date	Author	Details
1.0	2019-04-24	N. Graziade	Initial Release

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## Introduction

This document is designed for contractors who wish to participate in NYSERDA’s Retail Energy Storage Incentive Program (RESIP).

Please be aware that all applications are submitted through NYSERDA’s Salesforce Portal, and this document only addresses Salesforce procedures. See any additional RESIP program documentation for policy information.

**Note:** Screenshots always follow text. They are placed *after* the corresponding instructions.

## Background

The Retail Energy Storage Incentive Program provides cost buy-downs for financial support for new grid-connected energy storage systems that are up to five megawatts (MW) of alternating current (AC) power and are either interconnected behind a customer’s electric meter or directly into the distribution system. Primary applicants are the developers/integrators of the energy storage systems.

## RESIP Topic Timeline

Inclusion Date*	Topic
April 2019	Contractor Application Submission
April 2019	Project Application Submission
May 2019	Request for a payee assignment after project approval
May 2019	Request for a full assignment after project approval
May 2019	Deliverable submission

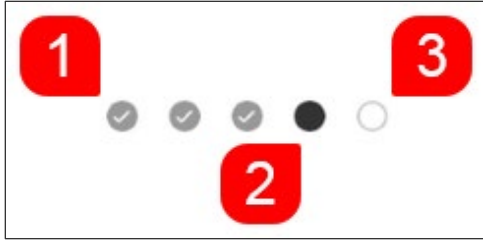
## Navigating Salesforce

The navigation functions in Salesforce are identical in the contractor and project applications.

When you are ready to proceed after completing a step, click “CONTINUE” in the bottom right corner of the page. If you need to return to a previous page, click “PREVIOUS” in the bottom left corner.



Each page of the application will display a “breadcrumb” path that shows your progress. It shows completed pages (1), the current page (2), and any upcoming pages (3).



Note that you can log out during the application process and return to complete it later. The NYSERDA Portal will save your progress.

## Submitting Contractor Applications

To participate in the Retail Energy Storage Incentive Program, you must become an *approved participating contractor*. To become approved, navigate to the [Portal Registration](#) page and complete steps 1 through 5 to complete the Contractor Application.

### Step 1

Click the “Program Family” dropdown list and select Energy Storage.

CONTRACTOR APPLICATION

## Select Program

Complete the following screens to submit an application. See the (question with circle mark - icon) for more information

Program Family ?

--None--

Please select your role in this application (Select all that apply)

Contractor

Subcontractor




**CONTINUE**

Click “CONTINUE” to proceed.

## Step 2

Enter your business information on the “Company Information” page.

**Note:** A red asterisk (\*) next to a field name indicates that it is a required field.

Legal Business Name *	
<input type="text"/>	
Business Name / Disregarded Entity Name	
<input type="text"/>	
Business Website	
<input type="text"/>	
Street Address 1 *	
<input type="text"/>	
Street Address 2	
<input type="text"/>	
City *	
<input type="text"/>	
State/Province *	ZIP Code *
<input type="text" value="New York"/>	<input type="text"/>

Scroll down the page to enter the following details:

- **What kind of business do you have?:** Click to open a picklist menu and select *all* options that apply (e.g., Corporation, LLC, etc.).
- **MBE, WBE, or Service-Disabled Veteran-Owned Businesses:** Check the checkbox for any of the statuses that apply to your business (Minority-Owned Business Enterprise, Woman-Owned Business Enterprise, or Service-Disabled Veteran-Owned Business). When you click any checkbox, the screen expands to reveal an additional field to enter the relevant ID.
- **Tax Identification Type:** Click the radio button to use your Employer Identification Number (EIN) and enter the ID in the provided field.

What kind of business do you have? (select all that apply) \* ?

× Corporation ▼

**Please Select if Applicable (check all that apply)**

New York State Minority-Owned Business Enterprise (MBE)

New York State Women-Owned Business Enterprise (WBE)

New York State Service-Disabled Veteran-Owned Business

**NYS MWBE \***

NIGP 12345 ?

**Exempt Payee Code**

?

**Tax identification type: \***

Employer Identification Number (EIN)

SSN

**Employer Identification Number (EIN)**

XX-XXXXXXX

**Your Employer Identification Number (EIN) is not your Social Security Number.**  
See the IRS Form W-9 instructions for more information. [IRS Form W-9 Instructions](#)

When ready, click “CONTINUE” to proceed.

**Step 3**

The “Contact Information” page collects details about your company’s contacts. Enter details for the following:

- Primary Contact
- Accounts Receivable Contact
- Authorized Signatory Contact

Click “ADD A CONTACT” to add a new contact.

## Retail Storage Incentive Program

Contact Information (Step 2 of 4)

Provide your company contact information. Note that the primary contact will be used to send the portal login once approved by NYSERDA.

[+ ADD A CONTACT](#)

Show 10 entries

Action	Name	Company Name	Phone	Email	Contact Role
<a href="#">Edit</a>   <a href="#">Clone</a>   <a href="#">Delete</a>	Angela Corelli	Corelli Consulting	(555) 555-5555	angela@test.com	Primary Contact

Showing 1 to 1 of 1 entries

The “Add a Contact” window opens. Enter the contact details in the provided fields.

### Add a contact

First Name \*  Contact Role \*

Last Name \*  Address 1 \*

Company Name \*  Address 2

Title \*  City \*

Phone \*  Zip Code/Postal Code \*

Email \*  State \*

Click “SAVE CHANGES” to add the contact.

If one contact fulfills multiple roles, click “Clone” in the “Action” column. This will open a new “Add a Contact” window that is prepopulated with the same information.

[+ ADD A CONTACT](#)

Show 10 entries

Action	Name	Company Name	Phone	Email	Contact Role
<a href="#">Edit</a>   <a href="#">Clone</a>   <a href="#">Delete</a>	Angela Corelli	Corelli Consulting	(555) 555-5555	angela@test.com	Primary Contact

Showing 1 to 1 of 1 entries



Click the “Contact Role” dropdown list to select a new role (e.g., Accounts Receivable or Authorized Signatory) and save your entry.

**Note:** You must add a contact for each contract role. The same person can fulfill all roles.

Action	Name	Company Name	Phone	Email	Contact Role
<a href="#">Edit</a>   <a href="#">Clone</a>   <a href="#">Delete</a>	Angela Corelli	Corelli Consulting	(555) 555-5555	angela@test.com	Primary Contact
<a href="#">Edit</a>   <a href="#">Clone</a>   <a href="#">Delete</a>	Angela Corelli	Corelli Consulting	(555) 555-5555	angela@test.com	Account Receivable Contact
<a href="#">Edit</a>   <a href="#">Clone</a>   <a href="#">Delete</a>	Angela Corelli	Corelli Consulting	(555) 555-5555	angela@test.com	Authorized Signatory Contact

Showing 1 to 3 of 3 entries

< 1 >

When ready, click “CONTINUE” to proceed.

## Step 4

The “Documents” page lets you upload all required documents.

Click “Choose File” to open a new Explorer/Finder window.

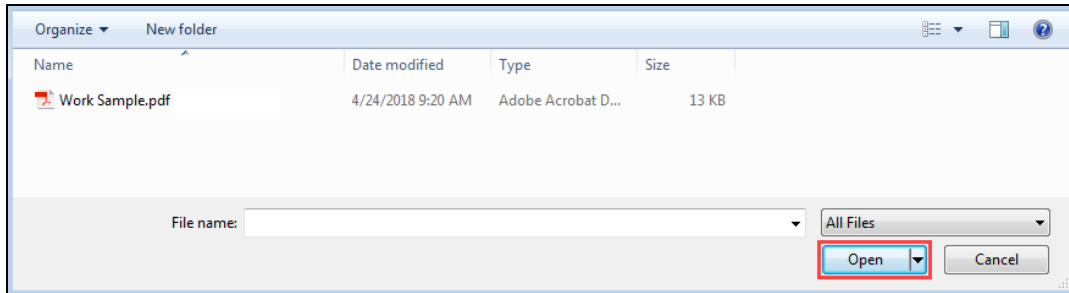
**Documents Upload (Step 3 of 4)**

Upload all required documentation and any other optional documents that you would like NYSERDA to review as part of your application.

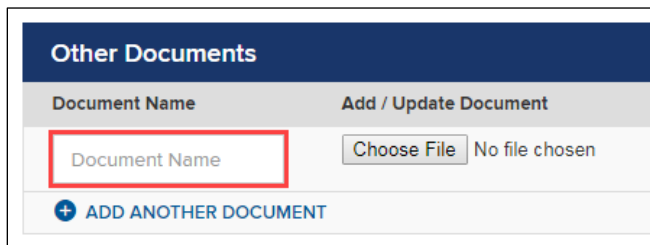
If you need to change an uploaded document, please select browse to upload a new document. Please note, the new document will replace the first document. Select "Attachment History" to view all attachments.

Required Documents				
Document Name	Add / Update Document ?	Recent Uploaded Document	Upload History	Status
Insurance Certificate (Click <a href="#">Insurance Certificate</a> for required language)	<input type="button" value="Choose File"/> No file chosen			
Project Sample 1	<input type="button" value="Choose File"/> No file chosen			
Project Sample 2	<input type="button" value="Choose File"/> No file chosen			
Project Sample 3	<input type="button" value="Choose File"/> No file chosen			
Description of Experience	<input type="button" value="Choose File"/> No file chosen			
Quality Assurance Plan	<input type="button" value="Choose File"/> No file chosen			
Organizational Chart	<input type="button" value="Choose File"/> No file chosen			
Resumes of Key Personnel	<input type="button" value="Choose File"/> No file chosen			

Navigate to the document’s location, select it, and click “Open” The document name will display in the “Add/Update Document” column.



To add additional documents in the “Other Documents” section, click “ADD ANOTHER DOCUMENT” to create a new table row. As before, enter a document name and upload the document using the steps above.



If you need to log out, click “SAVE” to save your progress. When ready to proceed, click “CONTINUE.” This automatically saves your documents.

## Step 5

Scroll down to answer the Certification Statements.

A screenshot of a web application page titled 'Retail Storage Incentive Program' with the subtitle 'Application Review (Step 4 of 4)'. At the top right, there are four circular progress indicators, the first three of which are filled. A green banner contains the text: 'Review all application information carefully to ensure that all information is complete and accurate before continuing. Application current status: Unsubmitted'. Below this are four certification questions, each with radio button options for 'Yes' and 'No':  
1. 'Has your company filed or are you filing a petition under any chapter of the U.S. bankruptcy code within the past 3 years?'  
2. 'Have any principal or officer of your company been convicted of a felony within the past 5 years?'  
3. 'Have any principal or officer of your company been under disciplinary action (probation, suspension, and termination) within a NYSERDA program?'  
4. 'Have any principal or officer of your company been debarred by any government agency?'

Continue and carefully read the conditions for participation (click the link to open the terms and conditions).

I have read and accept the terms and conditions of the Participation Agreement.

I have read and agreed to the Retail Storage Incentive Program Manual(s). I attest that the Applicant has no disciplinary or legal actions currently pending against it as described in the Contractor Application. I certify that all information provided in this Application, including all attachments, is true and correct to the best of my knowledge and I agree to provide any additional materials NYSERDA may request during the review process.

When ready, scroll to the bottom of the page. Check the checkbox to agree to the terms and conditions (1) and click “ELECTRONIC SIGNATURE” (2) to open a DocuSign form for your electronic signature.

1  I agree to the terms and conditions stated above.

2 **ELECTRONIC SIGNATURE**

Date:

Document Name	Add / Update Document	Recent Uploaded Document
Signed Application ⓘ	<input type="button" value="Choose File"/> No file chosen	

On the DocuSign Page, confirm that you agree to use the electronic signature (1) and click “CONTINUE” (2).

Please Review & Act on These Documents

**NYSERDA**  
New York State Energy Research and Development Authority

NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY | NYSERDA  
Powered by DocuSign

Please review this document and sign electronically. Thank you.

1  Please read the Electronic Record and Signature Disclosure.  
 I agree to use electronic records and signatures.

2 **CONTINUE** OTHER ACTIONS ▾

DocuSign Envelope ID: 06981077-2FEB-4F6C-9B43-E9172DF51F2E

Review the application. When ready, scroll to the bottom of the page and click “Sign.” This opens a new window.

**CONTRACTOR**

SIGNATURE

Your name and initials will automatically populate the “Adopt Your Signature” page. Click “ADOPT AND SIGN” to add your signature to the application.

### Adopt Your Signature

Confirm your name, initials, and signature.

\* Required

**Full Name\***  **Initials\***

**SELECT STYLE**   **DRAW**

---

**PREVIEW** [Change Style](#)

DocuSigned by: DS  
*Angela Corelli* AC  
D4779CD502334D9...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

**ADOPT AND SIGN**   CANCEL

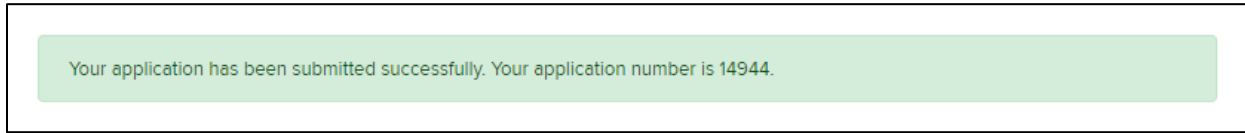
Click “FINISH” at the bottom of the page to add your signature. The system automatically adds the signature date and the signed document to your application.

Date: April 24, 2019

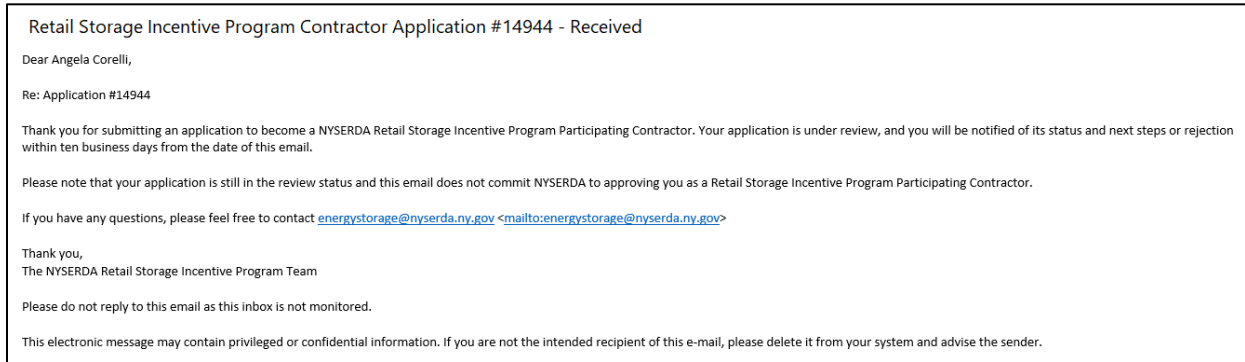
**Signed Application**

Document Name	Add / Update Document	Recent Uploaded Document	Uploaded History
Signed Application ⓘ	<input type="button" value="Choose File"/> No file chosen	Signed Application: b4ad204e-9cd7-4f3c-a5a8-d439818c968a	<a href="#">Attachment History</a> <input type="button" value="X"/>

Click “SUBMIT” to finish. You will receive the confirmation message below:

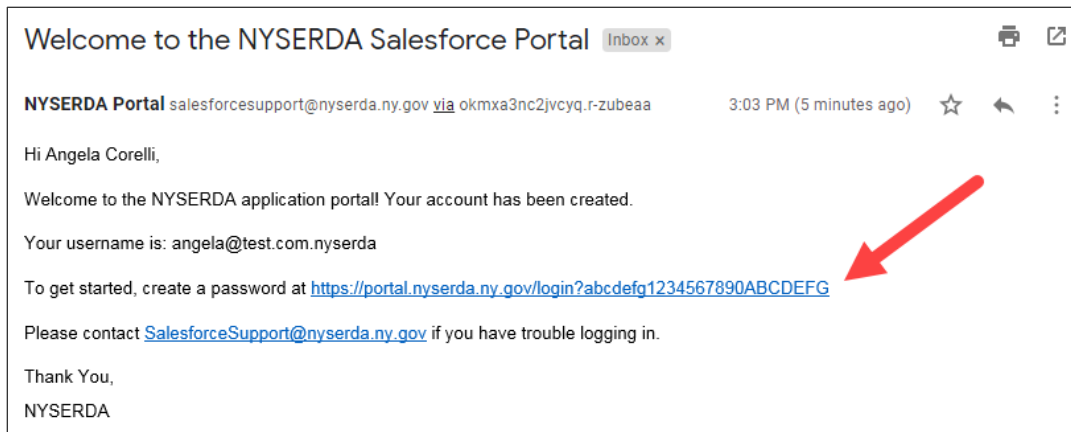


Additionally, you will receive an email notification similar to the one below:



## Setting Up Portal Access

Upon completion of the Contractor Application, you will receive an email from the NYSERDA Portal. Click the hyperlink in the message to open the “Change Your Password” page.



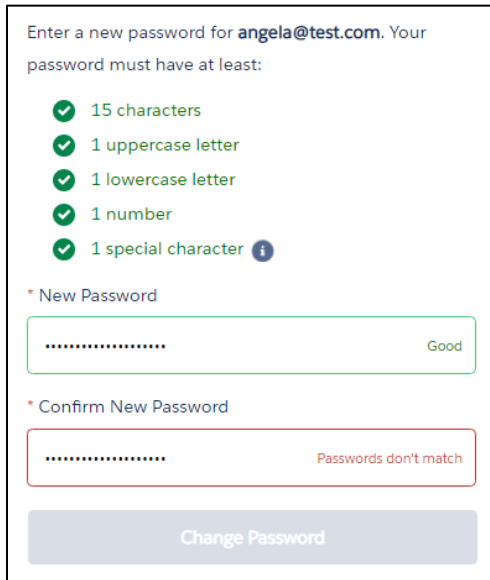
On the “Change Your Password” page, enter a password in the “New Password” field. The password must use at least:

- 15 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character (e.g., \$ or &)

The page displays a checkbox confirmation when the password meets each requirement.

After you have created a password, re-enter it in the “Confirm New Password.” The system indicates mismatched entries.

**Note:** The password must meet all criteria above, and you must confirm your password before it is possible to proceed.



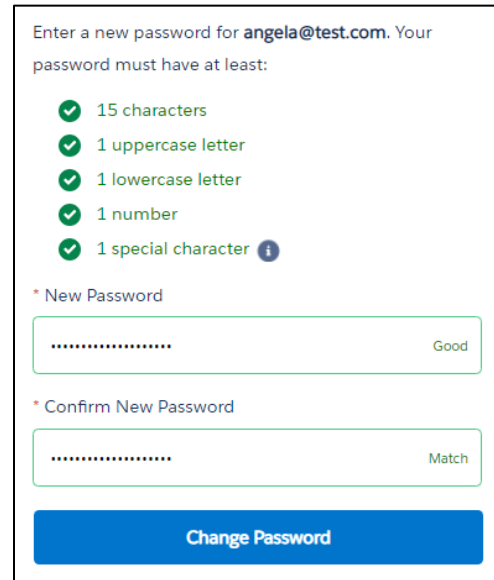
Enter a new password for **angela@test.com**. Your password must have at least:

- ✓ 15 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character ⓘ

\* New Password  
..... Good

\* Confirm New Password  
..... Passwords don't match

Change Password



Enter a new password for **angela@test.com**. Your password must have at least:

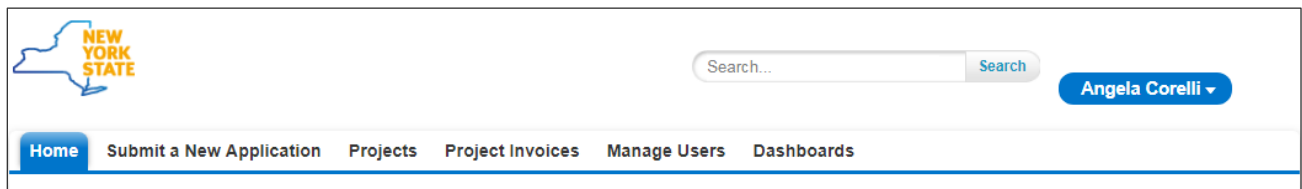
- ✓ 15 characters
- ✓ 1 uppercase letter
- ✓ 1 lowercase letter
- ✓ 1 number
- ✓ 1 special character ⓘ

\* New Password  
..... Good

\* Confirm New Password  
..... Match

Change Password

When the passwords match, click “Change Password” to finish and open the home page for the NYSERDA Portal.



## Submitting Project Applications

When a participating contractor submits an application, the record status automatically changes to “Submitted.” This creates an email notification (with a link to the application) to NYSERDA Program staff and/or Shared Services.

All Contractor Applications have “Retail Storage Incentive Application as their record type.”

### Beginning Your Application

Log in to the NYSERDA Portal and click the “Submit a New Application” tab. Next, click the “Retail Energy Storage Incentive Program” tile.

# Choose a program

## Retail Storage Incentive Program

The New York State Energy Research and Development Authority (NYSERDA)'s Retail Storage Incentive Program provides financial incentives for new grid-connected energy storage systems up to five megawatts of alternating current (AC) connection located either with load or connected directly to the distribution system. The primary use case for energy storage systems under this program must be load management and/or grid services. Eligible energy storage systems are chemical, thermal, or mechanical systems that may be installed alone or paired with a solar photovoltaic system, fuel cell, or combined heat and power system.



## Step 1

Review your business information on the “Company Information” page. This information will *automatically populate* from the information in NYSERDA’s database.

### Company Information (Step 1 of 6)

Provide your company information as detailed below. This is in place of a W-9 form - you may skip questions that may not be relevant to you.

The Legal Business Name must match the name associated with your Employer Identification Number (EIN). If it does not, your application will be rejected.

Legal Business Name

Corelli Consulting

Street Address

101 N East St

City

Albany

State/Province \*

New York

Zip Code

12210

Click “CONTINUE” to proceed.

## Step 2

Enter the Contractor and Site Owner on the “Project Contacts” page. By default, the “Contractor” details automatically populate from your NYSERDA Portal account.


Click “ADD A CONTACT” to open the entry window.

### Project Contacts (Step 2 of 6)

Add a contact for each entity involved in the project and identify their role.

If this project has a developer, integrator, or installer please add them as a contact in this section.

A contractor is the only required role that must be identified.

 [+ ADD A CONTACT](#)

Enter the following details in the “Add a Contact” window:

- First Name
- Last Name
- Contact Role
- Primary (checkbox to designate a primary contact)
- Company Name
- Title
- Email
- Phone
- Address
- City
- Zip Code
- State

Click “SAVE CHANGES” to add the contact.

Show	10	entries	Search: <input type="text"/>			
Action	Primary?	Company Name	Name	Phone	Email	Contact Role
<a href="#">Edit</a>	<input checked="" type="checkbox"/>	Corelli Consulting	Angela Corelli	(555) 555-5555	angela@test.com	Contractor



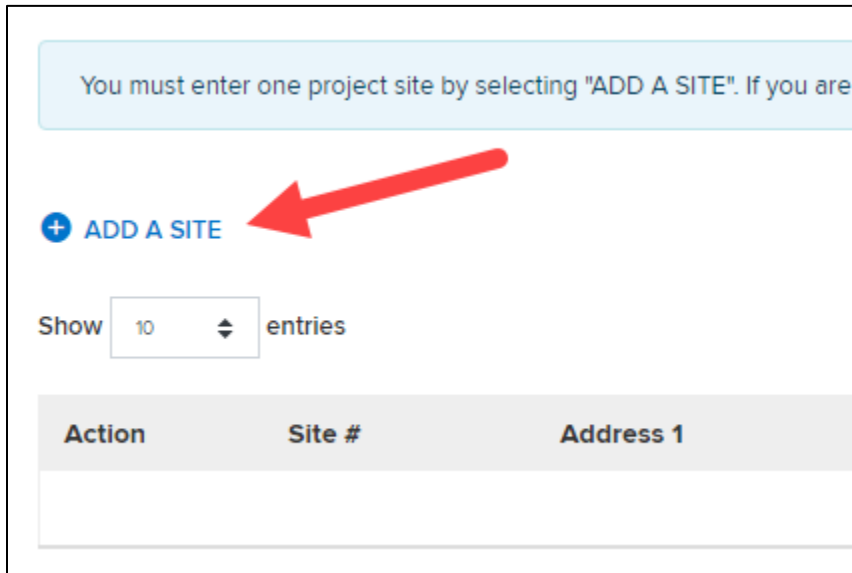
You must add a Contractor contact. If available, you may also add contacts for each of the following contact roles: Customer, Developer, Installer, Payee, and Integrator.

Click "CONTINUE" to proceed.

### Step 3

Enter the Project Site details on the "Site Information" page.

Click "ADD A SITE" to open the entry window.



Enter the following details in the "Add New Project Site" window:

- Address
- City
- State (defaults to New York)
- City
- County

When ready, click "SAVE CHANGES" to finish and add the site to the Site Information table.

Action	Site #	Address 1	Address 2	City	State/Province	Zip Code/Postal Code	County
<a href="#">Edit</a>   <a href="#">Delete</a>	1	123 S Western Blvd		Troy	New York	12180	Rensselaer

Click "CONTINUE" to proceed.

## Step 4

Enter the project details on the “Project Information” page. You can save your details at any time by clicking “SAVE ALL” at the bottom of the page.

Click the “Summary,” “Project Site,” and “Storage System Component” headings to expand the corresponding section and enter details.

Project Information (Step 4 of 6)

Click on the downward arrows, located below in the blue bars, to expand the information fields for each site. You must complete all the required information for each site before saving that site. **The maximum NYSERDA incentive will be capped at 15 MWh. The electrical diagrams should indicate the actual MWh installed which may be higher than this capacity.**

The NYSERDA incentive is limited to the total kWh in the first 6 hours of storage duration and will not exceed 15 MWh. This limit does not restrict systems with longer duration or larger energy capacity. See the [program manual](#) for complete information.

Summary	▼
Project Site	▼
Storage System Components	▼

Enter the Energy Storage System cost in the “Summary” section.

Summary ▲

Cost of Energy Storage System \*

Each site will have a unique dropdown under the “Project Site” section. Enter information about the site’s utilities, classification, tariff details, and program details for each site.

**Project Site**

**PS-123098**

Electric Utility Company \*

--None--

Behind or in front of the meter? \*

--None--

What will the customer's tariff classification be, after installation of the storage system? \*

If applicable, provide the name of the program the project will be receiving load relief payments or locational specific incentives (such as non-wires alternatives). ?

NYISO Zone \*

--None--

Building Type \*

--None--

If applicable, provide the name of the utility demand response program the customer will be enrolled in. ?

If applicable, provide the name of the utility pilot tariff the customer will be enrolling in. ?

Enter information about the storage system in the “Storage System Components” section.

**Storage System Components**

Storage Technology / Chemistry Type \*

--None--

Storage Power Capacity, kW (AC) \*

Is installation indoors or outdoors? \*

--None--

Indicate if the storage system will be integrated with another distributed energy resource (such as solar PV). \*

--None--

Other Technology / Chemistry Type

Storage Energy Capacity, kWh (AC) \*

Battery Cell Manufacturer or Other Storage Original Equipment Manufacturer \*

Click “CONTINUE” to proceed.

## Step 5

The “Documents” page lets you upload all required documents.

Click “Choose File” to open a new Explorer/Finder window.

Documents Upload (Step 5 of 6)

Upload all required documentation and any other optional documents that you would like NYSEERDA to review as part of your application.

Under “Other Documents” you **must** submit one of the two following documents:

- \* **Final CESIR and email confirmation.** If the utility company requires a Coordinated Electric System Interconnection Review (CESIR), you must attach the final CESIR and email confirmation from the utility that a 25% interconnection upgrade payment has been made.
- \* **Signed and executed copy of the interconnection agreement.** If the utility company does not require a CESIR you must attach a signed and executed copy of the interconnection agreement.

If you need to change an uploaded document, please select browse to upload a new document. The new document will replace the old document. Select “Attachment History” to view all attachments.

### Required Documents

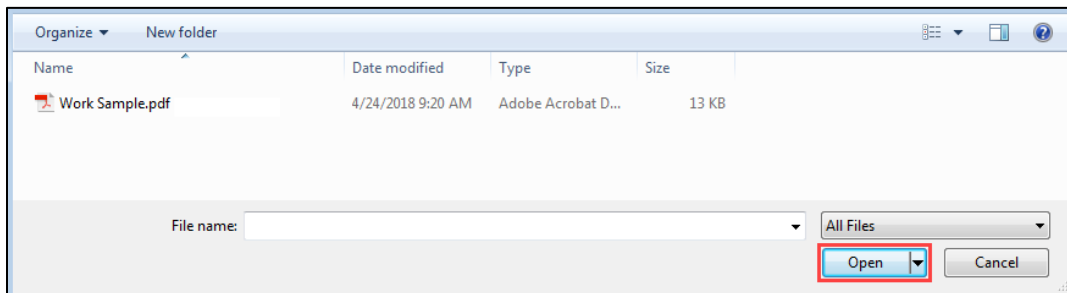
Document Name	Add / Update Document	Recent Uploaded Document	Uploaded History	Status
Energy Storage System Product Description *	<input type="button" value="Choose File"/> No file chosen			
One or Three-line Electrical Diagram of the intended storage system, regardless of NYSEERDA incentive cap *	<input type="button" value="Choose File"/> No file chosen			
Proof of Safety Certifications *	<input type="button" value="Choose File"/> No file chosen			
Proof of Storage System 10-Year Warranty *	<input type="button" value="Choose File"/> No file chosen			
Site Plan *	<input type="button" value="Choose File"/> No file chosen			

### Other Documents

Document Name	Add / Update Document	Recent Uploaded Document	Uploaded History	Status	Remove
Planning and Zoning Board Meeting Minutes and Approval	<input type="button" value="Choose File"/> No file chosen				X
Draft Environmental Impact Study completion with a negative declaration as evidenced by meeting minutes of the local government or written approval	<input type="button" value="Choose File"/> No file chosen				X
*Final Coordinated Electric System Interconnection Review (CESIR) with email confirmation from the utility that a 25% interconnection upgrade payment has been made	<input type="button" value="Choose File"/> No file chosen				X
*Signed and executed interconnection agreement	<input type="button" value="Choose File"/> No file chosen				X
Approved Special Use Permit from the local municipality	<input type="button" value="Choose File"/> No file chosen				X

[+ ADD ANOTHER DOCUMENT](#)

Navigate to the document’s location, select it, and click “Open.” The document name will display in the “Add/Update Document” column.



If you need to upload a supporting document, enter the document name and click “Choose File.”

To add additional documents in the “Other Documents” section, click “ADD ANOTHER DOCUMENT” to create a new table row. As before, enter a document name and upload the document using the steps above.

*Signed and executed interconnection agreement	Choose File	No file chosen
Approved Special Use Permit from the local municipality	Choose File	No file chosen
Document Name	Choose File	No file chosen
<a href="#">+ ADD ANOTHER DOCUMENT</a>		

If you need to log out, click “SAVE” to save your progress. When ready to proceed, click “CONTINUE.” This automatically saves your documents.

## Step 6

Review all project details on the “Application Review” page. If you need to update any information, click “PREVIOUS” to return to the previous page or click the corresponding “breadcrumb” at the top of the page. Click “PRINT” to print a copy or “CONTINUE” to proceed.

**Application Review (Step 6 of 6)**

Review all application information carefully to ensure that applicant, project contacts and project site(s) information is complete and accurate before continuing.

Note: If you've identified a payee in this application you must collect wet signatures from all parties. Electronic signatures cannot be submitted.

Application current status: Unsubmitted

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**Project Contacts**

Primary	Company Name	Name	Phone	Email	Contact Role
✓	Corelli Consulting	Angela Corelli	(555) 555-5555	angela@test.com	Contractor

---

**Project Sites**

Site #	Address1	Address2	City	State	Zip Code/Postal Code	County
1	123 S Western Blvd		Troy	New York	12180	Rensselaer

Continue and carefully read the Certification Statement.

**CERTIFICATION STATEMENT**

By submitting this Project Application, the Contractor hereby attests that there is a fully-executed, binding financial agreement that includes a signed Addendum to the Customer Agreement between the Contractor and Customer, or project sponsor, if different, to construct the energy storage system that seeks to receive incentive funding and/or financing through this application.

The Contractor certifies that all information provided in this Application, including all attachments, is true and correct to the best of Contractors' knowledge and agrees to provide any additional materials NYSERDA may request during the review process.

Contractor acknowledges that it is responsible for site integration, installation, maintenance and site activities related to any approved project for the life of the project.

The Contractor further attests that the signature appearing below is the true and genuine signature of the customer or project sponsor and that it was affixed to this document on the date indicated.

When ready, scroll to the bottom of the page. Check the checkbox to agree to the terms and conditions and click "ELECTRONIC SIGNATURE" to open a DocuSign form for your electronic signature.

I agree to the terms and conditions stated above.

**ELECTRONIC SIGNATURE**

**Signed Application**


Document Name	Add / Update Document
Signed Application - Applicant	<input type="button" value="Choose File"/> No file chosen

Follow these [directions from Section 3](#) to proceed through the DocuSign Process

When ready, click "SUBMIT" to submit your application.

**Signed Application**

Document Name	Add / Update Document	Recent Uploaded Document	Uploaded History
Signed Application - Applicant	<input type="button" value="Choose File"/> No file chosen	<a href="#">Signed Application</a>	<a href="#">Attachment History</a>

PREVIOUS  



**State of New York**

Andrew M. Cuomo, Governor

**New York State Energy Research and Development Authority**

Richard L. Kauffman, Chair | Alicia Barton, President and CEO