

APPLICATION DOCUMENT CHECKLIST

Retail Energy Storage Incentive Program



To participate in the Retail Energy Storage Incentive Program, a company (the applicant) must submit a [contractor application](#). Once an applicant is approved in the program, they will be given access to the NYSEDA Portal to begin submitting project applications. This checklist is designed to provide detailed document requirements to aid in the contractor application process.

DESCRIPTION OF EXPERIENCE

- Provide a description of prior experience with installation, load modeling, system engineering and design, tariff analysis, siting, and participation in load modification programs. Relevant skills, credentials, and other pertinent experiences will be considered. Applicants are also evaluated on past performance in other NYSEDA programs, if applicable.

PROJECT REFERENCES

- Customer Name, Address, Phone Number, and Email of *three* verifiable commercial customer references for completed, grid-connected energy storage installations. Contractors may also submit, in lieu of energy storage projects, evidence of equipment, distributed energy resources, or software installations that enable peak load reduction and (or) automated participation in demand response programs that demonstrate experience with installing systems having the equivalent complexity of an energy storage system.
- Indicate system size (kilowatts and kilowatt-hours), interconnection date, and the applicant's role for each reference. Project references may be from outside of New York State.

CONSTRUCTION PHOTOS

- Submit photo evidence for each project reference. NYSEDA encourages submitting projects that are most representative of the magnitude and complexity of the projects the applicant intends to install in New York State.

ORGANIZATIONAL CHART

- Indicate how the company is structured, the number of employees, etc. Emphasize personnel that will be primarily working on projects submitted to the Retail Energy Storage Incentive Program.

RESUMES OF KEY PERSONNEL

- Provide up to *five* resumes of key personnel, particularly those that will be working on projects submitted to the Retail Energy Storage Incentive Program.

QUALITY ASSURANCE PLAN

- A formal or simple write-up that describes the applicant's quality assurance process, including how the applicant ensures quality on all projects *during construction and once installed*. The Quality Assurance Plan should also ensure how projects will meet fire safety and other requirements as outlined in the [New York State Battery Energy Storage System Guidebook](#).

CERTIFICATE OF INSURANCE

- See [NYSEDA's Certificate of Insurance Sample](#) document for required language.

SIGNED CONTRACTOR APPLICATION

- The system will automatically generate this. The applicant must agree to the terms of the [Retail Energy Storage Incentive Program Participation Agreement](#) and the [Program Manual](#).

Please note, NYSEDA may request additional information or documentation. For more information, please see the [Retail Storage Incentives](#) page and the [Program Manual](#). For questions, please contact energystorage@nyserda.ny.gov.