

CONTRACTOR APPLICATION

Residential Programs



Please use this form to apply to become a contractor in a NYSERDA residential program(s). If you have specific questions, email us at residential.programs@nyserdera.ny.gov. All fields are required unless otherwise noted.

APPLICATION STATUS

Existing Participating Contractor: If you are already a participating contractor in a NYSERDA residential program, please select the program(s) you currently participate in from the list below. These selections indicate your interest in continued participation under current program rules.

- Comfort Home
- Green Jobs – Green New York (GJGNY) Residential Financing
- Residential Energy Assessment Program
- NY Residential Existing Homes

New Applicant: If you are a new applicant, select the programs you would like to participate in. As a first step, please review and ensure that your organization can meet the requirements of the Participation Agreement and relevant manuals for the programs you are applying for.

- Comfort Home
- Green Jobs – Green New York (GJGNY) Residential Financing
- Residential Energy Assessment Program
- NY Residential Existing Homes

COMPANY INFORMATION

Legal Business Name [company name must match the Employer Identification Number (EIN) or Social Security Number (SSN)]
(If using a d/b/a, certificate must be attached):

Business Name - D/B/A: _____

Company Background:

Mailing Address

Street Address (if different)

City State Zip

Business Website (URL)

Employer Identification Number (EIN)

Company is a: (Check all that apply)

- Minority- and Women-Owned Business Enterprises (MWBE)
- Service-Disabled Veteran-Owned Business (SDVOB)

Counties Served

- Albany County
- Allegany County
- Bronx County
- Broome County
- Cattaraugus County
- Cayuga County
- Chautauqua County
- Chemung County
- Chenango County
- Clinton County
- Columbia County
- Cortland County
- Delaware County
- Dutchess County
- Erie County
- Essex County
- Franklin County
- Fulton County
- Genesee County
- Greene County
- Hamilton County
- Other Service Territory: _____
- Herkimer County
- Jefferson County
- Kings County (Brooklyn)
- Lewis County
- Livingston County
- Madison County
- Monroe County
- Montgomery County
- Nassau County
- New York County (Manhattan)
- Niagara County
- Oneida County
- Onondaga County
- Ontario County
- Orange County
- Orleans County
- Oswego County
- Otsego County
- Putnam County
- Queens County
- Rensselaer County
- Richmond County (Staten Island)
- Rockland County
- Saint Lawrence County
- Saratoga County
- Schenectady County
- Schoharie County
- Schuyler County
- Seneca County
- Steuben County
- Suffolk County
- Sullivan County
- Tioga County
- Tompkins County
- Ulster County
- Warren County
- Washington County
- Wayne County
- Westchester County
- Wyoming County
- Yates County

CERTIFIED STAFF

I certify that services will be provided by staff holding appropriate certifications within the appropriate categories as outlined in the applicable Program Manual for which the undersigned applicant is applying. I acknowledge that the Program may request a copy of certificates or identification cards for certifications.

Applicant Initials: _____

My company provides the following services:

- Audits
- Shell
- Boilers/Furnaces
- Air Conditioning
- Heat Pumps
- Manufactured Housing Improvements

SUBMISSION

- Has any principal or officer of your company been convicted of a felony within the past 5 years? Yes No
- Has any principal or officer of your company been under disciplinary action (probation, suspension, and termination) within a NYSERDA program? Yes No
- Has any principal or officer of your company been debarred by any government agency? Yes No
- Has any governmental entity made a finding of non-responsibility regarding the individual or entity seeking to apply in the last five years? Yes No
- Has any governmental entity or other governmental agency terminated or withheld a procurement contract with the above-named Individual or entity due to the intentional provision of false or incomplete information? Yes No

Please disclose any staff affiliations with contractors who have been terminated from any NYSERDA program in the past 5 years*:

Staff Name:

Previous Company:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

PRIMARY CONTACT INFORMATION

This should be the primary contact person for NYSERDA to inquire about this application and Participation Agreement. Please ensure that the email and phone number used is tied to a single person of contact and not general contact information for the company.

First Name

Last Name

Title

Email

Phone

Extension

PROGRAM MANUAL(S) AND PARTICIPATION AGREEMENT

Check the box to certify you have read and agree to the terms in the Participation Agreement and Program Manual(s) associated with the program(s) applied for under this Application.

- [Residential Contractor Participation Agreement](#) - Required by all applicants
- [Comfort Home Program Manual](#)
- [Green Jobs – Green New York \(GJGNY\) Residential Financing](#)
- [Residential Energy Assessment Program Manual](#)
- [NY Residential Existing Homes Program Manual](#)

CERTIFICATION STATEMENT

By signing below, I attest that I have the legal signatory rights to enter into a contractual agreement for the programs selected above on behalf of the organization on whose behalf I sign. I certify that all information provided in this form, including any attachments, is true and correct to the best of my knowledge. I agree to provide any additional materials NYSERDA may ask for during the review process. I have also reviewed and agree to the terms and conditions set forth in the relevant Program Manual(s) and the selected Participation Agreement provided in the links above, and certify that I have the legal authority to bind my organization and the above-listed staff to the terms of these Program Manual(s) and Participation Agreement as well.

Signature

Date

SUPPORTING DOCUMENTATION/ATTACHMENTS & SUBMISSION INSTRUCTIONS

Submit this completed and signed application along with the following documents:

- One copy of your D/B/A certificate (if applicable).
- Employee roster certified employees, including employee name, certification name, and expiration dates.
- Documentation of at least two years relevant experience working in the residential energy efficiency and/or clean energy sector (required for all new applicants and for returning contractors upon NYSERDA request). Applicants with less than two years' experience may apply, but may require additional documentation or reviews of their application.

EMAIL COMPLETED APPLICATION TO:

residential.programs@nyserda.ny.gov

-OR- MAIL COMPLETED APPLICATION TO:

New York State Energy Research and Development Authority
Attn: NYSERDA Residential Programs
17 Columbia Circle
Albany, NY 12203-6399

Applications missing any of the above required documentation will not be approved.

After you are approved, you will be asked to provide one copy of your current insurance certificate (general liability, workers compensation and errors and omissions if applicable) with NYSERDA and The State of New York listed as additional insured).

If the information provided on this Contractor Application Form and any attachment changes, it must be reported to NYSERDA, in writing or via email to residential.programs@nyserda.ny.gov.

To ensure delivery to your inbox, add residential.programs@nyserda.ny.gov to your safe senders list.