

CONTRACTOR APPLICATION DOCUMENT CHECKLIST

Residential & Retail Energy Storage Incentive Programs



NYSERDA
New York State Energy Research
and Development Authority

To participate in the Residential and Retail Energy Storage Incentive Programs, a company (the applicant) must submit a [Participating Contractor application](#). In the Residential Program, applicants may apply as a Contractor, a Builder, or both. In the Retail Program, applicants need apply only as a Contractor. Additionally, applicants may apply to one program or both. Once an applicant is approved in the program, they will be given access to the NYSERDA Portal to begin submitting project applications. This checklist is designed to provide detailed document requirements for the contractor application process.

DESCRIPTION OF EXPERIENCE

- ☐ A description of prior experience with installation, load modeling, system engineering and design, tariff analysis, siting, and participation in load modification programs.

PROJECT REFERENCES

- ☐ Customer name, address, phone number, and email for three unique, verifiable references for completed, grid-connected energy storage installations for each program. If applying to both programs, the applicant must provide six references in total.
- ☐ Indicate system size (kilowatts and kilowatt-hours), interconnection date, and the applicant's role for each reference. If a project was completed under a different entity, provide an explanation of the applicant's relationship to that project.
 - To participate in the Retail Energy Storage Incentive Program, project references should pertain to three projects, each greater than 600 kWh, that have entered commercial operation in the past three years and that, in aggregate, sum to at least 3 MW.
 - If an applicant is unable to provide sufficient project references as stipulated above, project references can be submitted from prior projects completed by the applicant's key personnel (in current engineering, construction and development roles) for other firms.
 - This requirement may be waived under the condition that any incentive applications for projects with nameplate capacity exceeding 600 kWh will not be approved. The Contractor will be placed in Provisional Status until they are able to meet the project references requirement.
 - Project references may be from outside New York State.
 - Individuals providing project references may not be related to any employee of the applicant contractor. Please contact all project references to verify their contact information and to inform them that they will be contacted by NYSERDA.

CONSTRUCTION PHOTOS

- ☐ At least five construction photos for each project reference. NYSERDA encourages submitting construction photos of projects that are most representative of the magnitude and complexity of the projects the applicant intends to install in New York State.

PROOF OF ELIGIBILITY TO CONDUCT BUSINESS IN NEW YORK STATE

- ☐ Submit proof that an Application of Authority has been filed by the NYS Department of State. An example of a filing receipt can be found on the [NYSERDA Energy Storage website](#).

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 Residential and/or Retail Energy Storage Incentive Program(s).

RESUMES OF KEY PERSONNEL

- ☐ Provide up to five resumes of key personnel, particularly those that will be working on projects submitted to the Residential and/or Retail Energy Storage Incentive Program(s).

QUALITY ASSURANCE PLAN

- ☐ A description of the applicant's quality assurance process, including how the applicant ensures quality on all projects during construction and once installed. If applying to the Residential Program as a Contractor, specify how installation quality performed by the Builder is overseen.

SAMPLE CUSTOMER AGREEMENT

- ☐ Provide a sample Standard Customer Agreement that meets program requirements and includes the Addendum to Customer Agreement found on the [NYSERDA Energy Storage website](#) (see Program Manual for more details.)

CERTIFICATE OF INSURANCE

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

DEPARTMENT OF PUBLIC SERVICE DER PROVIDER REGISTRATION

- ☐ DER Provider Registration Determination letter, regardless of whether DER Provider registration is required. Additional information can be found on the [DPS website](#).

BUILDER CREDENTIALS

- ☐ If applying as a Builder to the Residential Energy Storage Incentive Program, an applicant must provide proof of one of the following credentialing certificates for someone on staff:
 1. North American Board of Certified Energy Practitioners (NABCEP) Energy Storage Installation Professional Certification (ESIP)
The three following Builder credentials require documentation of 30 hours of advanced energy storage-specific training to be submitted in addition to the credentialing certificate:
 2. NABCEP PV Installation Professional Certification
 3. IBEW-NECA (International Brotherhood of Electrical Workers and National Electrical Contractors Association) Electrical Journeyman & Apprentice Training
 4. UL (Underwriters Labs) PV System Installer

SIGNED PARTICIPATION AGREEMENT

- ☐ Submit a signed copy of the Participation Agreement (found on the [NYSERDA Energy Storage website](#).)

SIGNED CONTRACTOR APPLICATION

- ☐ The system will automatically generate this. The applicant must agree to the terms of the Program Manual.

Please note, NYSERDA may request additional information or documentation. For more information, please see Resources for Contractors on the Energy Storage webpage and the Program Manual. For questions, please contact energystorage@nyseda.ny.gov.

