

Ground Source Heat Pump Rebate Program

Application Guide For Participating Contractors

June 2019



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Overview and Key Contacts

This document is a streamlined instructional guide for all steps in the NYSERDA Ground Source Heat Pump Participant Application process. Please email gshp@nyserda.ny.gov for any participant application related questions.

Requirements

Please read the following requirements before beginning the application.

- The latest version of Chrome, Firefox, or Internet Explorer (version 11 or later) is required.
- As part of the application process, participants are prompted to upload required documents:
 - The electronic file names should have an 80-character limit.
 - Word, Excel, or PDF files (file formats can include csv, doc, docx, gif, jpeg, jpg, pdf, png, ppt, pptx, pps, ppsx, tif, txt, xls, xlsx, and zip) may be submitted. Individual files should be 100 MB or less in file size.

Action Boxes, Help Text, and Required Fields

Action boxes

The participant application provides users with checkpoints to monitor the progress of their submission in the form of action boxes as shown below:

Green Action box contains text noting success in a specified application step

Red Action box contains text for any application errors that need to be corrected by user

Help text

Click on the question mark (?) symbol available next to selected fields to expand guidance text as shown in the example below.

Required fields

Information is mandatory in any fields marked with a red asterisk (see example below for Legal Business Name* and Street Address*).

Legal Business Name *

Business Name / Disregarded Entity Name

Street Address *

Information is mandatorily required for fields marked with a red asterisk

An organization should enter the name shown on its charter, articles of incorporation, or other legal documents that created the organization. Do not abbreviate names.

Hover over help text question mark symbol for instructional guidance on selected fields.

Getting Started—Participant Application

The participant application is located at the following link:

https://portal.nyscrda.ny.gov/CORE_CONAPP_Program_Page?programFamily=Renewable%20Heating%20and%20Cooling&programName=Ground_Source_Heat_Pump

- Once the application has been submitted, check for an auto-generated NYSEDA Portal Welcome email with the participant’s assigned username for logging in to the portal.

Program and Role Selection

1. Click the dropdown box and select Renewable Heating and Cooling from the list of program families.
2. Select the appropriate program from the list provided.

Contractor Application

Select Program

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

Program Family ⓘ

Renewable Heating and Cooling

Please select a program

- Pellet Stove
- Ground Source Heat Pump Incentive Program - Small System (≤ 10 tons)
- Ground Source Heat Pump Incentive Program - Large System (> 10 tons)
- Ground Soure Heat Pump Program - All System Sizes

3. Define the participant’s role(s) in the application by clicking the checkbox from the options provided (Designer, Installer, or Driller).
 - **NOTE:** Select all roles that apply.
4. Click the CONTINUE button to move on to the next section.

Contractor Application

Select Program

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

Program Family 

Renewable Heating and Cooling

Please select a program

- Pellet Stove
- Ground Source Heat Pump Incentive Program - Small System (≤ 10 tons)
- Ground Source Heat Pump Incentive Program - Large System (> 10 tons)
- Ground Source Heat Pump Program - All System Sizes

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

- Designer
- Installer
- Driller

CONTINUE

Company Information (Step 1)

Read the important instructions provided on top of this page, and then enter participant's company information.

1. Enter Legal Business Name
2. Enter any applicable Business Name/Disregarded Entity Name
3. Enter Street Address
4. Enter City
5. Select State/Province
6. Enter Zip Code

Contractor Application

Ground Source Heat Pump

Company Information (Step 1 of 6)

Please do not copy or share the URL shown in your browser for this page. It is unique to you. If you would like to share the sign-up link, copy and share this link: [Link From Production]

To complete your application, please do the following:

- Download and review the [Ground Source Heat Pump Incentive Program Participation Agreement \(PDF\)](#).
- Download and review the [Program Manual \(PDF\)](#), which is included by reference in the agreement.
- You must provide NYSERDA with a Certificate of Insurance evidencing the types and amounts of insurance required by the Participation Agreement (please see Section 5. Insurance). The Certificate of Insurance must name or be endorsed to cover the Contractor as the insured, and NYSERDA and the State of New York as additional insured. Insurance policies typically referred to as "garage insurance" are acceptable. You must upload your Certificate of Insurance in Step 5 of the application. You cannot complete the application without it.

Please 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. If you use a DBA, please enter it in the Business Name / Disregarded Entity Name field.

Legal Business Name *

Business Name / Disregarded Entity Name

Street Address *

City *

State/Province * Zip Code *

New York

See your progress!

Hover over progress indicators for details, and to view the status of each section.

7. Click to select business entity type(s).
8. If applicable, select Minority or Woman Owned Business Enterprise (MWBE) or Service Disabled Veteran Owned Business Enterprise (SDVOBE) designation, and enter the NYS MWBE or SDVOBE number.
9. If applicable, enter Exempt Payee Code.
10. Select Tax Identification type. If using the participant's social security number (SSN), check the circle and, when directed, follow instructions to submit a W-9 form separately.
11. If the participant's Employee Identification Number (EIN) is used, check the circle and enter the EIN.
12. Once all company information has been entered, click the CONTINUE button.

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

Please Select if Applicable (check all that apply)

New York State Minority Owned Business Enterprise (MWBE)

New York State Women Owned Business Enterprise (MWBE)

New York State Service-Disabled Veteran-Owned Business (SDVOBE)

Exempt Payee Code

Tax identification type: *

Employer Identification Number (EIN)

SSN

CONTINUE

Contact Information (Step 2)

Enter the organization's Primary Contact, Accounts Receivable Contact, and Authorized Signatory Contact information.

1. Enter Primary Contact Information. The Primary Contact is the person who makes the legal or business decisions for the organization. The information includes First Name, Last Name, Title, Email, Phone, and Extension Number, if applicable.
2. If the Accounts Receivable Contact is the same as the Primary Contact, check the box. If the Accounts Receivable Contact is different from the Primary Contact, enter the First Name, Last Name, Title, Email, Phone, and Extension for the Accounts Receivable Contact.
3. Repeat the process for the Authorizing Signatory Contact.
4. Once all contact information is complete, click the CONTINUE button.

Contractor Application

Ground Source Heat Pump

Contact Information (Step 2 of 6)

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

Primary Contact Information

First Name * Jane	Last Name * Smith
Title * Tester	Email *
Phone * (987) 654-3210	Extension

Accounts Receivable Contact

Accounts Receivable Contact is same as Primary Contact

Click on checkbox if this Contact is same as above Primary Contact

Authorized Signatory Contact

Authorized Signatory Contact is same as Primary Contact

Leave box unchecked and fill in details below if this contact is different from above Primary Contact

First Name *	Last Name *
Title *	Email *
Phone *	Extension

PREVIOUS
CONTINUE

Participant Details (Step 3)

Enter participant details.

1. **Designers or Installers only:** Select Yes for full status consideration; select No for partial status. Note that participants interested in attaining full status will be asked to upload three past project completion forms at the document upload step.
2. Select Yes or No depending on applicant's interest in joining the mentorship program.
3. Provide expiration date for applicant's Insurance Certificate.
4. Provide expiration date for applicant's International Ground Source Heat Pump Association (IGSHPA) certificate.
5. Click the CONTINUE button to move to the next step.

Application Review (Step 4)

Carefully review all information on this page. The option to print, sign, and/or scan the signed application will be provided after the review steps have been completed.

1. Click each box to acknowledge that the accompanying document has been reviewed.
2. Read each certification question carefully. Click the button next to Yes or No and continue to scroll down.

Contractor Application

NYSERDA - Ground Source Heat Pump Incentive Program

Application Review (Step 4 of 6)

Please review all application information carefully and ensure that all required documentation is complete before continuing.
Application current status: Unsubmitted

Review the Ground Source Heat Pump Participation Agreement (PDF) and the Program Manual (PDF). Check each box to acknowledge that you have reviewed the accompanying document. Note that only the most current program implementation manual is applicable when you submit each rebate application. The most current version will be available on NYSERDA's website and on your Salesforce home page.

Ground Source Heat Pump Participation Agreement
 Program Manual

Has your company filed or are you filing a petition under any chapter of the U.S. bankruptcy code during the past 3 years?
 Yes No

Have any principal or officer of your company been convicted of a felony within the past 5 years?
 Yes No

Have any principal or officer of your company been under disciplinary action (probation, suspension, and termination) within a NYSERDA program?
 Yes No

Have any principal or officer of your company been debarred by any government agency?
 Yes No

3. Once all the certifying information provided has been read and the application is ready to be signed, click the ELECTRONIC SIGNATURE button, which provides access to the secure DocuSign website.

- **NOTE:** Click the CONTINUE button to print, sign, or scan the application.

4. On the DocuSign website, review the disclosure, then click the box to agree to use electronic records and signatures.
5. To review the application, click the CONTINUE button. Click the Sign button when finished.
6. DocuSign then populates the applicant's name. Choose a signature style, make any changes needed, and then click the Adopt and Sign button.
7. Once the electronic signature has been completed, click the FINISH button. The participant is then directed back to the user's NYSERDA–Ground Source Heat Pump (GSHP) Rebate Application.
8. At this point, a message at the top of the page indicates the application has been signed.
9. Scroll down to the bottom of the page for the date the application was completed and populated.
10. From this screen, click PRINT to print the application.
11. Once the application has been reviewed, certified, and signed, click the CONTINUE button to move to the next step.

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

For the full instructions, please see the IRS Instructions for the Requestor of Form W-9, found [here](#).

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.

By signing this document, I attest that I have the authority to represent and bind my company to the terms and conditions enumerated in this application.

ELECTRONIC SIGNATURE

If desired, you may print, sign and email the application to gshp@nysesda.ny.gov using the PRINT button at the bottom of the page.

Date:

PREVIOUS

PRINT

CONTINUE

Paperwork Record Step (Step 5)

Attach and upload all required Paperwork Records.

1. The documents for the Required Documents section are based on the applicant and program types (i.e., large or small GSHP system and installer, designer, or driller). If DocuSign was used to sign the application, a signed application is automatically uploaded to this section.
2. Click the Choose File box to attach each Required Document. **Please review the Insurance Certificate example at the link provided and ensure that the Insurance Certificate meets the program requirements.**
3. Once all required documents have been uploaded, other applicable documents may be added under Other Documents. Click the Document Name text box to enter the file name.
4. Click Choose File to attach the document.
5. Click SAVE to upload all documents. The Status changes to Submitted as a confirmation of a successfully uploaded file. Click the CONTINUE button to move to the next step.

NYSERDA - Ground Source Heat Pump (GSHP) Rebate Program

Paperwork Record (Step 5 of 6)

If you are interested in seeking Full Status now, fill out the past project form at : https://portal.nyscrda.ny.gov/CORE_Solicitation_Document_Page?documentId=a01t000000LbCK and upload any desired supporting documentation.

Required Documents

Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document
Counties Served	SAMPLE DOCUMENT.docx	Attachment History	Submitted	<input type="button" value="Choose File"/> No file chosen
Insurance Certificate (Click Insurance Certificate for required language)	SAMPLE DOCUMENT.docx	Attachment History	Submitted	<input type="button" value="Choose File"/> No file chosen
Signed Application	Signed Application: 1fc57a60-8bc2-4911-85cd-f5bd72f21353	Attachment History	Submitted	<input type="button" value="Choose File"/> No file chosen
International Ground-source Heat Pump Association (IGSHPA) Accredited Installer Certificate	SAMPLE DOCUMENT.docx	Attachment History	Submitted	<input type="button" value="Choose File"/> No file chosen

Other Documents

Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status
<input type="text" value="Certified GeoExchange (CGD) Certificate, P"/>	<input type="button" value="Choose File"/> No file chosen			X

[ADD ANOTHER DOCUMENT](#)

Submit Application (Step 6)

Click on the SUBMIT button. **Note:** Once submitted, the participant application is unavailable for any alterations.

CONTRACTOR APPLICATION

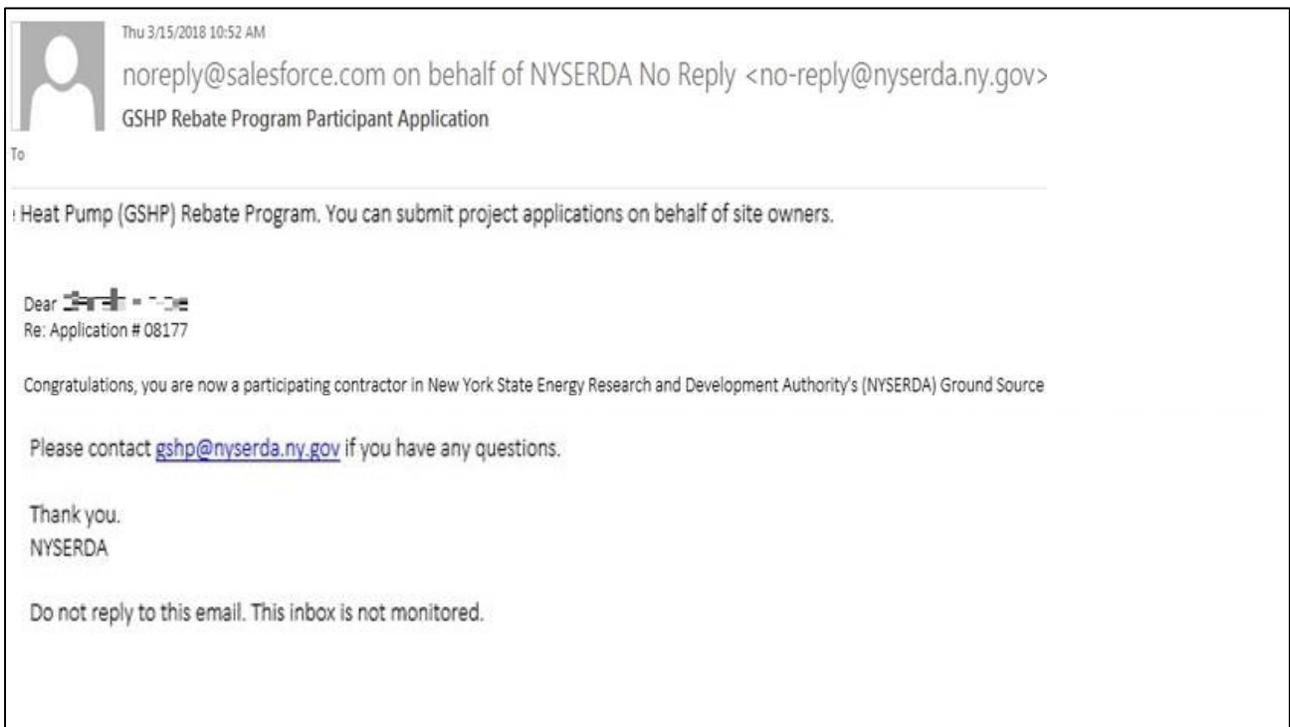
NYSERDA - Ground Source Heat Pump (GSHP) Rebate Program

Submit Application (Step 6 of 6)

"Thank you for applying to the Ground Source Heat Pump Rebate Program. Review your application to make sure it is complete before clicking the "SUBMIT" button, as once your application has been submitted, you will no longer be able to make changes. To be listed on NYSERDA's website as a participating contractor, email gshp@nyserda.ny.gov with a list of the counties you serve. The NYSERDA GSHP team will contact you regarding your application if we have any questions. If you have any questions or need to modify your application after you submit, please contact us at gshp@nyserda.ny.gov."

PREVIOUS SUBMIT

1. Once the application has been submitted, Program Staff will review the submitted documents for approval.
2. After review and approval, the participant will receive an email showing the NYSERDA Salesforce username and will be prompted to create a password. Applicants will also receive the following email:





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