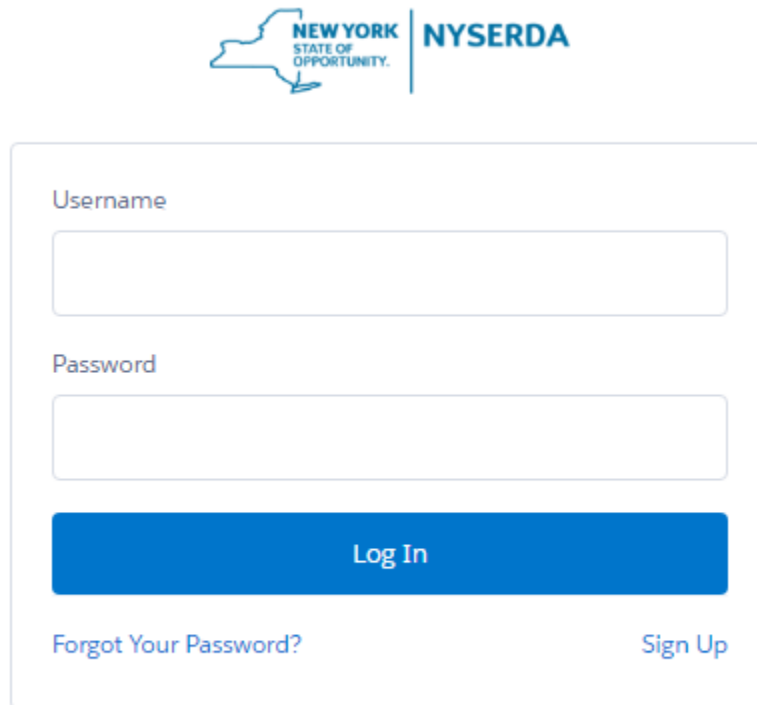


New Construction Program

Application Instructions

1. Log into the NYSERDA Portal here: <https://nyserda-portal.force.com/login>



NEW YORK
STATE OF
OPPORTUNITY.

NYSERDA

Username

Password

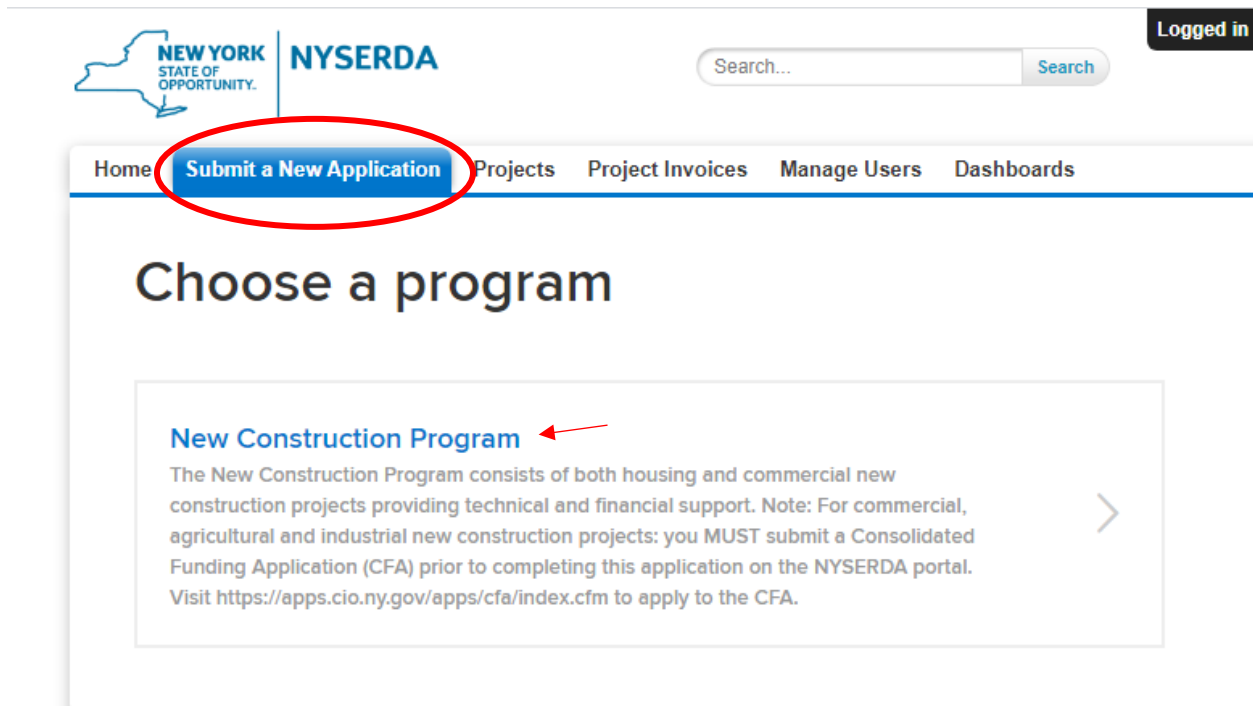
Log In

[Forgot Your Password?](#) [Sign Up](#)

NYSERDA employee? [Log In](#)

- a) If you are applying for the first time, please complete a registration form here: https://portal.nyserda.ny.gov/Core_Registration_Page?programName=New_Construction
- b) **Disclaimer: Commercial New Construction Program applications must first apply through the Consolidated Funding Application (CFA) online at:** <http://www.nyserda.ny.gov/Funding-Opportunities/Consolidated-Funding-Application.aspx>. After completing the CFA, you can expect to receive a log-in and instructions via email to complete the application process in the New Construction Portal. You will **not** need to sign up using the link in step a.

2. Once logged in, to begin an application for Housing projects, click on the 'Submit a new Application' tab at the top of the page. Commercial New Construction Applicants, you can skip this step, you will find a partially completed application in Unsubmitted status on the "Projects" tab containing information from the CFA.
 - a) Next, click on 'New Construction Program' and it will take you to the application



3. Begin entering your company information into **Step 1** of the application.
 - a) If you are not legally affiliated with the entity that will receive the NYSERDA incentive (if approved) as per program requirements, **stop here**. The application must be initiated by the applicant company, because the program terms and conditions on the application must be signed by the applicant. This application does allow for a main-entity/sub-entity relationship between two companies that are legally associated.
 - b) If you would like to list a sub-entity company (i.e. for the incentive payment to be made to a LLC) you **MUST** check the box next to 'Indicate if your company is utilizing a sub-entity for this application (i.e. LLC, Inc. etc)'
 - i. You will need to check the 'Payee' box next to the company that will be receiving incentives/payment
 1. Payee = company that will receive the incentives/payment
 - ii. **Please Note:** You **MUST** indicate the LLC information on Step 1 of the application prior to moving to application step 2. Once you move to Step 2 of the application, you are unable to make any changes to the Main Company or Sub-entity Company Information.

New Construction Program



Company Information (Step 1 of 8)

Do not copy or share the URL shown in your browser for this page as it is unique to you. If you would like to share the sign-up link, copy and share the following link: https://uat-nyserda-portal.cs32.force.com/Core_Programs_Page

Provide your company information as detailed below. Complete all required fields marked with an asterisk. The information is in place of a W-9 form. You may skip questions that do not apply 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.

Indicate if your company is utilizing a sub-entity for this application (i.e. LLC, Inc, etc.) ☒

Akwesasne Housing Authority



Legal Business Name

Akwesasne Housing Authority

Company Type

Residential

Street Address

14614

Payee

☐

City

State/Province *

New York

Zip Code

14614

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

Exempt Payee Code

Tax Identification Type: *

- ☒ Employer Identification Number (EIN)
☐ Social Security Number (SSN)

Employer Identification Number (EIN)

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](#)

CONTINUE

4. Click 'Continue' (shown above) to move along to **Step 2** of the application

5. Please Note: After starting the application, the application will be saved in the 'Projects' tab of your portal. If you do not complete the application, you may login to the portal to continue to fill out the unsubmitted application.
6. Add project contacts to your application:
 - a) **Site owner/signatory:** has the authority to sign legally binding agreements on behalf of the company. If the individual completing the application is not the signatory, please identify the site owner/signatory in Step 2. Please keep in mind that there should only be one individual for this role
 - b) **Stakeholders:** Any individual that works for the applicant entity that is not the site owner/signatory but needs access to the application, Stakeholders may also work for an outside entity.
 - c) **Primary Energy Consultant (PEC):** These roles are required for all new construction projects. For projects applying to the New Construction-Housing program, the credentials required of the Applicant's selected PEC are defined by the 3rd party performance standard also selected by the Applicant. The Applicant must confirm the PEC has established the appropriate credentials with NYSERDA [e.g. HERS Rater, Energy Modeler, CPHC/D]. Once the PEC has been selected, the Applicant should request the PEC identify the entity delivering the quality assurance oversight [e.g. the EPA-recognized Home Certification Organization (HCO) or RESNET Provider, the EPA-recognized Multifamily Review Organization (MRO), or the Passive House Certifier or Verifier]. The list of PEC firms can be found here: <https://www.nyserda.ny.gov/Contractors/Find-a-Contractor/NCP-Primary-Energy-Consultant>. If you are not yet working with one you can still submit the application but please keep in mind that you will need to choose one before your application can be approved.
 - d) **Please note:** Providing a contact with Read/Write/Upload access in this step, will allow that individual to collaborate on the application, as well as to update project information and upload documents to the project in the Salesforce portal. The contact will receive an email that they have been added to the application.
7. Once you have completed entering your project contacts, click 'Continue' to move along to the next step.

- a) You can also go back to a previous step by clicking 'Previous' or the circles at the top right of the page.

Home **Submit a New Application** Projects Project Invoices Manage Users Dashboards

New Construction Program

Project Contacts (Step 2 of 8)

Enter all project contacts for this project by selecting "ADD A CONTACT". You will be able to assign access level for each contact. Be sure to identify a signatory contact before clicking "SUBMIT". If no signatory has been selected, we will default to the original applicant. Access levels assigned are specific to this project only.

ADD A CONTACT

Show 10 entries Search:

Action	First Name	Last Name	Email	Phone	Contact Role	Access Level	Company Name
Edit							

Showing 1 to 1 of 1 entries

PREVIOUS **CONTINUE**

8. Enter your project path information on **Step 3** of the application.
- a) Please keep in mind that every red star indicates a required point of information.

- b) Note: Even if a field is not required, it is highly recommended to enter the information if it is known.

Home **Submit a New Application** Projects Project Invoices Manage Users Dashboards

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Project Path (Step 3 of 8)

Do all sites involved in this project pay the System Benefits Charge (SBC) through its electric bill? *

☐ Yes ☐ No

What is the Market Sector of your project? *

--None--

What is the nature of the construction project? *

--None--

Which construction stage is the project on? *

--None--

Financing Agency (if applicable) ?

What is the Ownership structure of the building? *

--None--

Which energy and/or environmental certification is this project aiming to achieve? (Select all that apply)

What clean energy technologies are included in your project? ?

PREVIOUS **CONTINUE**

9. Click 'Continue' and move along to **Step 4** of the application.
10. Click 'Add site' and enter the required information for each site that this project consists of. Make sure you click 'Save' after entering each site's information.
- Multiple sites can be entered for each application. For single-family homes, an applicant may include multiple scattered-site homes in one application. For commercial and housing projects, each building must be entered as an individual site. For mixed-use buildings, commercial space and housing space must be separated into two sites.
 - Note: Even if a field is not required, it is *highly* recommended to enter the information if it is known, including **county, impacted site square footage, performance tier, unit count** (if the project/site is residential), **utility information** and **fuel type**.

New Construction Program



Project Site (Step 4 of 8)

You must enter at least one project site by selecting "ADD A SITE".

For single family homes, enter each home as its own site.

For mixed-use buildings that contain both commercial and residential spaces, enter two sites: one for the commercial space and one for the residential space.

Customers in areas affected by a utility company natural gas constraint may be eligible for enhanced programs through the Clean Energy Action Plan. This includes Con Edison customers in Southern Westchester County and NYSEG customers in the Town of Lansing, NY that are currently paying into the System Benefits Charge. To learn more about the Clean Energy Action Plan and verify eligibility visit: nysedra.ny.gov/ActionPlan

Project Performance

- Zero Energy Certified projects have been awarded Net Zero Energy (NZE) (or equivalent) certification by a third party.
- Zero Energy Verified projects have achieved ZE for at least one full year and New Building Institute (NBI) has verified the performance data.
- Zero Energy Emerging projects have publicly stated goals of reaching Zero Energy (ZE) and are in design, construction, operating less than 12 months, or occupied more than 12 months but has yet to achieve ZE.
- Ultra-low energy buildings are those with low annual energy usage (gross EUI) without on-site renewables.
- Passive House projects have achieved certification from either the Passive House Institute (PHI) or the Passive House Institute US (PHIUS).

[+ ADD A SITE](#)

Show 10 entries

Search:

Action	Site #	Address 1	Address 2	City	State	County
At least one project site is required.						

Showing 0 to 0 of 0 entries

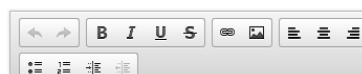


PREVIOUS

CONTINUE

11. Click 'Continue' to move along to **Step 5** of the application.
12. Enter the project's description (required) and any other additional information that you have at this time. Project Square Footage is the combined square footage for all sites.
13. Note: While some of this information is not required at submission, it may need to be provided before you can receive an official project approval.

Project Square Footage	<input type="text"/>
Schematic Design Date	<input type="text"/> [7/21/2020]
Design Development Date	<input type="text"/> [7/21/2020]
Building Permit Submission Date	<input type="text"/> [7/21/2020]
Buildings Department Permit Approval Date	<input type="text"/> [7/21/2020]
Construction Documents Complete Date	<input type="text"/> [7/21/2020]
Project Bid Date	<input type="text"/> [7/21/2020]
Construction Completion Date	<input type="text"/> [7/21/2020]



Project Description *

14. Click 'Continue' to move along to **Step 6** of the application.

15. Please review the project information that appears on this screen. If you are the signatory, you can click 'Electronic Signature' and it will bring you into DocuSign, where you can sign the application. Or alternatively, you can click 'Print' to print the application, wet sign it, and upload it as a .pdf document into step 7.

Under penalties of perjury, I certify that:

- 1) The number shown on the application 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 because 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: <https://www.irs.gov/instructions/iw9/ar02.html>

I certify that all information provided in the application, including any attachments, is true and correct to the best of my knowledge. I agree to provide any additional materials NYSEDA may ask for during the review process.

I have read, understood and agree to comply with the requirements of the New Construction Programs listed below. I am signing the above Application and certify that I am authorized to commit my organization to the terms of this Application as listed in the links below.

- [Commercial New Construction Program](#)
- [Low-Rise Residential New Construction Program](#)
- [Multifamily New Construction Program](#)
- [Net Zero Portfolio Support](#)

By submitting this application, you authorize NYSEDA and entities doing business on NYSEDA's behalf to add you to the mailing lists and to share your information with other New York State government entities. Your information will not be shared outside of New York State government, and you reserve the right to unsubscribe at any time.

ELECTRONIC SIGNATURE

PREVIOUS **PRINT** CONTINUE

a) If you are not the signatory, click 'Email Signatory' and an automated email will be sent to the signatory contact with a link to sign the application

By submitting this application, you authorize NYSEDA and entities doing business on NYSEDA's behalf to add you to the mailing lists and to share your information with other New York State government entities. Your information will not be shared outside of New York State government, and you reserve the right to unsubscribe at any time.

Only the identified signatory authority is able to electronically sign the application.

EMAIL SIGNATORY

PREVIOUS **PRINT** CONTINUE

16. Click 'Continue' to move along to **Step 7** of the application. If applicable, upload the signed application into step 7 (required, unless the application is e-signed in Step 6) and all other additional documents (such as the Building Permit, LMI Award Letter, etc.) that you have currently (if applicable)

- a) Once you have uploaded the documents, click 'Save' before continuing to the last step

Documents Upload (Step 7 of 8)

Upload all required documentation and any other optional documents that you would like NYSEDA to review as part of your project 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	Recent Uploaded Document	Upload History	Status	Add / Update Document ?
Signed Application document ?				<div>Choose File No file chosen</div>

Optional Documents

Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status
Building Permit ?	<div>Choose File No file chosen</div>			
ENERGY STAR® Participation ?	<div>Choose File No file chosen</div>			
Low-to-moderate-income (LMI) Document ?	<div>Choose File No file chosen</div>			
PON3943 Attachment A - Project Pipelin	<div>Choose File No file chosen</div>			
PON3943 Attachment B - Task Work Ord	<div>Choose File No file chosen</div>			
<div>Document Name</div>	<div>Choose File No file chosen</div>			<div>x</div>
<div>+ ADD ANOTHER DOCUMENT</div>				

PREVIOUS

SAVE

CONTINUE

17. Click 'Continue' to move along to **Step 8** of the application (this is the final step).

- a) Please take a moment to review your application to make sure it is complete
- b) Once you are done reviewing, click 'SUBMIT'

New Construction Program



Application Submission (Step 8 of 8)

Application # 0000224055

Please review your application to make sure it is complete before clicking the "SUBMIT" button. Once your application has been submitted, you will no longer be able to make changes.

If you have any questions or need to modify your application after you submit, contact us at NewConstructionProgram@nyserda.ny.gov.

PREVIOUS

DISCARD

SUBMIT

You have now submitted your NYSERDA New Construction Program Application. You will be contacted by the New Construction Program team if any additional information is required to review the project application.

Please retain your Application #.

If you have any questions, please contact NewConstructionProgram@nyserda.ny.gov, and include your application number for reference.