NY-Sun Program

How to Perform a Payment or Full Assignment for Commercial/Industrial NY-Sun Projects

January 2021
# Table of Contents

1. What is an Assignment? .......................................................... 3
2. How to Submit a Payment Assignment .................................. 5
3. How to Submit a Full Assignment ......................................... 11
What is an Assignment?

An assignment is a request for the transfer of roles, responsibilities, and/or payments of a project to another entity. A contractor may request an assignment in order to have incentive payments paid to a separate party (payment assignment) or due to the sale of a project (full assignment).

A payment assignment is a request for NYSERDA incentive payments for an approved project to be made to another entity other than the contractor. A payment assignment does not transfer rights and responsibilities.

A full assignment is a request for the transfer of roles, responsibilities, and payments of a project to another approved NY-Sun contractor in good standing.

Payment Assignment Details for Commercial/Industrial Projects

Commercial/industrial projects may request payments be made to another entity. The contractor can identify the payee at the time of application or before the commercial operation payment. Once a payee has been identified, no additional payment assignments will be allowed for commercial/industrial projects unless a full assignment is requested.

Payment assignments, including any eligible incentive adders, will only be made to another entity in the amount of the entire incentive. The contractor, customer, and payee must sign the project modification request agreeing to the payment assignment. All rights and responsibilities will remain with the contractor.

Once the project modification request has been submitted, the payee will receive a Payee Registration Form via email. This form must be completed for the application to move forward. Payees will not have access to the portal.
Full Assignment Details for Commercial/Industrial Projects

The contractor may request a one-time full assignment for an approved project to another approved contractor. A full assignment request must be submitted via the portal. This request must be made before the commercial operation payment is requested. NYSERDA reserves the right to deny a full assignment request and may ask for additional documentation before approving the request. **Average approval time for full assignment requests is between one and three weeks.** The contractor is responsible for notifying NYSERDA when a project has been sold to another entity. The contractor of record is responsible for all program requirements until a formal assignment has been approved by NYSERDA, regardless of who owns the project prior to approval of the assignment.

The contractor must provide the following to submit a request:
- New contractor must be an approved contractor in the program and be in good standing.
- Email confirmation from utility of 100% interconnection upgrade payments made.
- NYSERDA Assignment Form signed by the old contractor and new contractor.
  - A separate Assignment Form exists specifically for projects receiving the Community Adder.
- New project modification signed by old contractor, new contractor, customer, and payee.

The contractor must also identify the payee at the time of the full assignment request. If a payee was already identified by the old contractor, that contractor must notify NYSERDA before moving forward with the request in the portal. If the contractor does not identify a new payee, no payment assignment will be allowed after the full assignment has been executed by NYSERDA. Payment assignments, including any eligible incentive adders, will only be made to another entity in the amount of the entire incentive. The current contractor will be responsible for the project until the full assignment has been executed. **Please contact a NY-Sun team member to receive the proper forms.**

Please note, this guide is strictly for commercial/industrial projects requesting a payment or full assignment. Nonresidential projects may request payment assignments but must do so at the time of project application submission. Nonresidential projects requiring a payment assignment after a project application has been submitted must cancel and submit a new application. Payment assignments are not allowed for residential projects.
How to Submit a Payment Assignment

**STEP 1**
Login to your portal at portal.nyserda.ny.gov/login.

**STEP 2**
Click on the “Projects” tab.
STEP 3

Search for the project you wish to submit a change modification for by using either the “Search” feature or by selecting “All Approved Projects” in the list view.

a. Search

![Search](image1)

b. List View

![List View](image2)

STEP 4

After finding the project, click “Project Modification Request” on the project record. This will bring up a wizard like the Incentive Application for you to add/edit a payee.

![Project Modification Request](image3)
STEP 5

Locate the payee contact and click the “Edit” button to change the payee.

![Image showing the NYSERDA - NY-Sun (Change Modification) interface with project contacts and an edit contact dialog box.]

STEP 6

Fill out your payee’s information and select “Payee” in the “Contact Role” drop-down. When you are finished click “Save Changes.”

![Image showing the Edit Contact dialog box with payee selected in the Contact Role dropdown.]
Important!

The payee contact you enter will receive an email from the portal requiring them to complete the Payee Registration Form. The entity must be set-up in NYSERDA’s financial database for NYSERDA to process any requests. If a payee entity is already set up, but the contact information is changing, a new Payee Registration Form must be submitted.

STEP 7

When you review your application look at the “Project Participants” section to confirm all of your changes/additions were saved. The original payee information will be shown with a gray strikethrough. Your updated information will be shown to the right, please ensure it is correct.
STEP 8

Scroll down the page to provide your signature. By signing, you attest that you agree to the language at the bottom of the screen. Please be sure to read this language prior to signing. The electronic signature option will only go to the customer, ensure that any changes are reviewed and signed off on by all parties. You may also choose to print and send a hard copy of your changes to all parties for signature. Click “Continue” once you are finished.

STEP 9

Once all required documents are uploaded, including the Project Modification Form, click “Continue” to go to the last step.
Step 10

Click the “Submit” button to complete the payment assignment. Do not hit the “Discard” button, this will delete your application and force you to start over. If you wish to make changes, click the “Previous” button to go back to prior steps.

Important!

Once the Project Modification is submitted and the payee is set up in NYSERDA’s financial database, NYSERDA will be able to process the request. Failure to register the payee or submit proper documentation will delay the review and processing of your request.
How to Submit a Full Assignment

**STEP 1**
Login to your portal at portal.nyserda.ny.gov/login.

**STEP 2**
Click on the “Projects” tab.
STEP 3

Search for the project you wish to submit a change modification for by using either the “Search” feature or by selecting “All Approved Projects” in the list view.

a. Search

![Search Feature](image1)

b. List View

![List View Feature](image2)

STEP 4

After finding the project, click “Project Modification Request” on the project record. This will bring up a wizard like the Incentive Application for you to perform a full assignment.

![Project Modification Request](image3)
To edit a payee that was requested by the old contractor, you must contact NYSERDA first. NYSERDA will enable the “Edit” option which will allow you to update your payee’s information. When you are finished click “Save Changes.”

Important!

The payee contact you enter will receive an email from the portal requiring them to complete the Payee Registration Form. The entity must be set-up in NYSERDA’s financial database for NYSERDA to process any requests. If a payee entity is already set up, but the contact information is changing, a new Payee Registration Form must be submitted.
**STEP 6**

Check the “Full Assignment” checkbox to assign your project to a different contractor. Please note that you must edit the roles first, if necessary, and then select the checkbox. Selecting the full assignment checkbox and then editing roles may result in data loss.

![Full Assignment checkbox](image1)

**STEP 7**

Enter the new contractor’s **Company Name** and **Contact Name**. The Contact Name must be the same person listed on the Full Assignment document.

![Contact information](image2)
STEP 8

When you review your application look at the “Project Participants” section to confirm all your changes/additions were saved. The new contractor’s Company Name and Contact Name should be shown to the right under the “Updated” column. If you edited the payee, the original payee information will be shown with a gray strikethrough and your updated information will be shown to the right. Please ensure all information is correct.

<table>
<thead>
<tr>
<th>Project Participants</th>
<th>Original</th>
<th>Updated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contractor Name</td>
<td>-</td>
<td>William Jones</td>
</tr>
<tr>
<td>Contractor Company Name</td>
<td>-</td>
<td>ABC Solar</td>
</tr>
<tr>
<td>Payee Name</td>
<td>Alexander Baker</td>
<td>John Smith</td>
</tr>
<tr>
<td>Payee Company Name</td>
<td>Governor-General</td>
<td>ABC Solar</td>
</tr>
<tr>
<td>Customer/Sponsor Name</td>
<td>-</td>
<td>Sarah Miller</td>
</tr>
<tr>
<td>Customer/Sponsor Company Name</td>
<td>-</td>
<td>ABC Solar</td>
</tr>
<tr>
<td>I will be requesting full assignment of this project to a new contractor</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>New Contractor’s Company Name</td>
<td></td>
<td>ABC Solar, John Smith</td>
</tr>
</tbody>
</table>

STEP 9

Scroll down the page to provide your signature. By signing, you attest that you agree to the language at the bottom of the screen. Please be sure to read this language prior to signing. The electronic signature option will only go to the customer, ensure that any changes are reviewed and signed off on by all parties. You may also choose to print and send a hard copy of your changes to all parties for signature. Click “Continue” once you are finished.
STEP 10

Upload the “NYSERDA Assignment Form” and Project Modification Form (“Signed Application”) under “required documents.” Additionally, if not already provided, upload proof of 100% payment for Interconnection Upgrades (email confirmation) under “other documents.” Once all required documents are uploaded, click “Continue” to go to the last step.

**Required Documents**

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Recent Uploaded Document</th>
<th>Upload History</th>
<th>Status</th>
<th>Add / Update Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coastal Zone Determination</td>
<td>123 Any Street - NYS Coastal BoundaryMap.png</td>
<td>Attachment History</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Final CESIR</td>
<td>123456 - ABC Any Street - Final CESIR.pdf</td>
<td>Attachment History</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>NYSERDA Assignment Form</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>One-Line or Three-Line Wiring Diagram</td>
<td>123 Any Street - One Line Diagram.pdf</td>
<td>Attachment History</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Planning / Zoning Board Approval</td>
<td>123 Any Street - Planning and Zoning Approval.pdf</td>
<td>Attachment History</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Proof of 25% Payment for Interconnection Upgrades</td>
<td>123 Any Street - Proof of 25% Payment.pdf</td>
<td>Attachment History</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>SEQRPA</td>
<td>123 Any Street - SEQRPA.pdf</td>
<td>Attachment History</td>
<td>Approve</td>
<td></td>
</tr>
<tr>
<td>Signed Application</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Important!**

Once the Project Modification is submitted and the payee is set up in NYSERDA’s financial database, NYSERDA will be able to process the request. Failure to register the payee or submit proper documentation will delay the review and processing of your request.

STEP 11

Click the “Submit” button to complete the full assignment. Do not hit the “Discard” button, this will delete your application and force you to start over. If you wish to make changes click the “Previous” button to go back to prior steps.