

# TOP TEN PROJECT APPLICATION OVERSIGHTS

NY-Sun Incentive Program

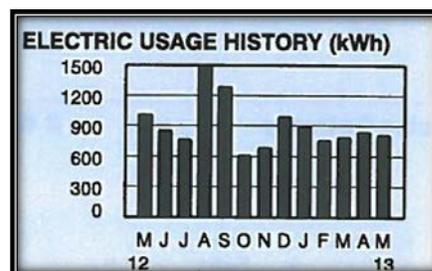


Help us help you! Incomplete or inaccurate project applications take time to correct and slow down the approval process. We want to help keep the process moving, so we developed a guide to the most common application oversights. By ensuring that these items are addressed, we can make the process work better for everyone. If you have an application question, please give us a call or email; we are happy to help. It is quicker and easier for everyone to answer a question than to correct an incomplete or inaccurate application. Thank you in advance for your attention and cooperation.

~The NY-Sun Incentive Program team

## 1. Incomplete Utility Bill – for non-residential projects

The utility bill must show the customer's name, address, and 12 months of electric use. We require the 12 months of usage to determine if the PV system will offset more than 110% of a site's annual use. Sometimes we can confidently make this determination from the usage chart on the bill. When we cannot, we require a listing of 12 months of data. The customer can typically get this from the utility website when it is not on the bill.



## 2. Missing or Incorrect Signatures

Make sure all forms are signed by the appropriate party. If you are installing as a subcontractor under a leasing company, the leasing company must be listed as the Contractor.

## 3. Inconsistency Across Documents

Make sure all the documents tell the same story. Costs, quantities, and equipment models must match on your Application and Powerclerk. If you change the information on one document, please make sure to update all other documents.

## 4. Inaccurate Shading Report/System Loss Analysis

The shading report needs to reflect the actual project site. If you are installing on a roof, don't take your shading report from the ground. If you are installing on two separate roof faces with different orientations, you will need to submit shading data from each roof face. For multiple array locations, enter each array separately into Powerclerk, including the orientation and tilt. Remember the annual production estimate must include the actual and ideal production.

## 5. Inaccurate or Vague 1 or 3-line Diagrams

The one- or three-line drawing should clearly show your plans and include the sizes and materials of all wires, conduit, and other components. For example, indicate if your AC disconnect will have a fuse, and give the size of the fuse. If you explicitly state that your grounding electrode conductor is continuous, we don't have to guess if it is continuous through the ground bars.

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### 6. Missing or Insufficient Site Photos

The site photos should complement the site map and clarify where and how you will be installing the system. Include photos of the electric service, the utility meter, and the array location taken from the roof and the ground. Submitting a single aerial photo from Google Maps is **not** sufficient.

### 7. Not Deducting the NYSERDA Incentive from ‘Total Due from Customer’

You must pass on the NYSERDA incentive to the customer *in the form of a reduction in their initial, out-of-pocket cost*. If the total project cost is \$15,000 and is eligible for a \$5,000 incentive, you cannot collect more than \$10,000 from the customer.

### 8. Information not Accurately Input into Powerclerk

All information in Powerclerk should match your application documents, including costs, equipment, and customer sector (residential or commercial). Enter the array tilt and orientation when you enter the module information. If you are installing an expansion to an existing PV system, enter this information into Powerclerk.

### 9. Missing Supporting Calculations for 110% of Usage Cap

NYSERDA does not award incentives to projects that offset more than 110% of a customer’s electric use. If a customer’s electric use will be increasing in the near future, or if it’s new construction, we will accept a calculation of the site’s new electric use (a sample load calculation sheet which is located on the Partner Portal Calculations based on square footages are not acceptable).

- Acceptable calculation: *“The homeowner is installing a 2,000Watt electric heater that will run for 3 hours per day 100 days per year (2kW X 3 X 100 = 600kWh of additional electric use). Therefore their base electric load of 5,000kWh/year (shown on the utility bill) is increasing to 5,600kWh/year.”*
- Not acceptable: *“The homeowner is installing electric heat so their electric bill is increasing.”*

### 10. Miscalculation of Total Solar Resource Fraction (TSRF)

TSRF is the percentage of available sunlight that the solar array receives after taking into consideration losses from shading, tilt, and orientation. If you use Solmetric as a shading tool, the site’s TSRF is listed on the second page of the report. For Solar Pathfinder, you can calculate the TSRF by dividing “Actual Shaded AC Energy” by “Ideal Unshaded AC Energy”.

If you are installing multiple arrays with different orientations, you will need to find the TSRF for each array, and then take a weighted average. For example:

*Sub-array 1: 10 modules at 180 degrees (South). TSRF for this sub-array is 90%.*

*Subarray 2: 5 modules at 270 degrees (East). TSRF for this sub-array is 70%.*

*Subarray 1: 90% X 10/15 = 60%*

*Subarray 2: 70% X 5/15 = 23.3%*

*Subarray 1 + Subarray 2 = 60% + 23.3% = Overall site TSRF is 83.3%.*

**NY-Sun Incentive Program information is located in the Program Manual on NYSERDA’s website: <http://ny-sun.ny.gov/For-Installers/Forms-Manuals-Tools>.**