

NYSERDA NY-Sun Initiative Commercial & Industrial Change Modification Reference Guide

Commercial & Industrial Change Modification Reference Guide

Welcome to the NYSERDA NY-Sun Commercial & Industrial Change Modification Reference Guide. This document includes step-by-step instructions on how to complete and submit a change modification.

1. Login to your portal at nyserda-portal.force.com/login.



Username

Password

Log In

Remember me

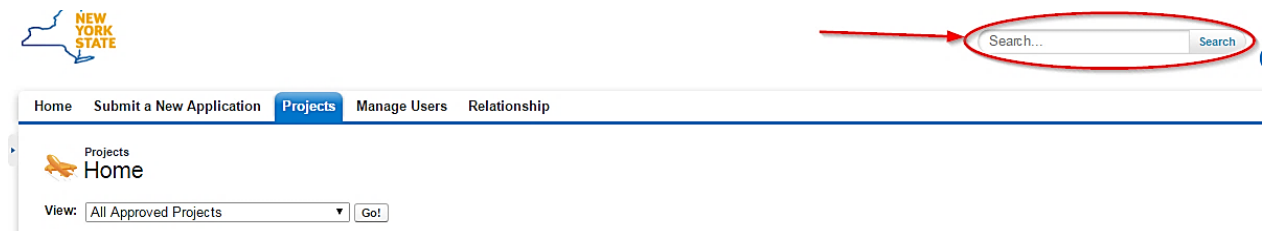
[Forgot Your Password?](#)

2. Click on the 'Projects' tab.

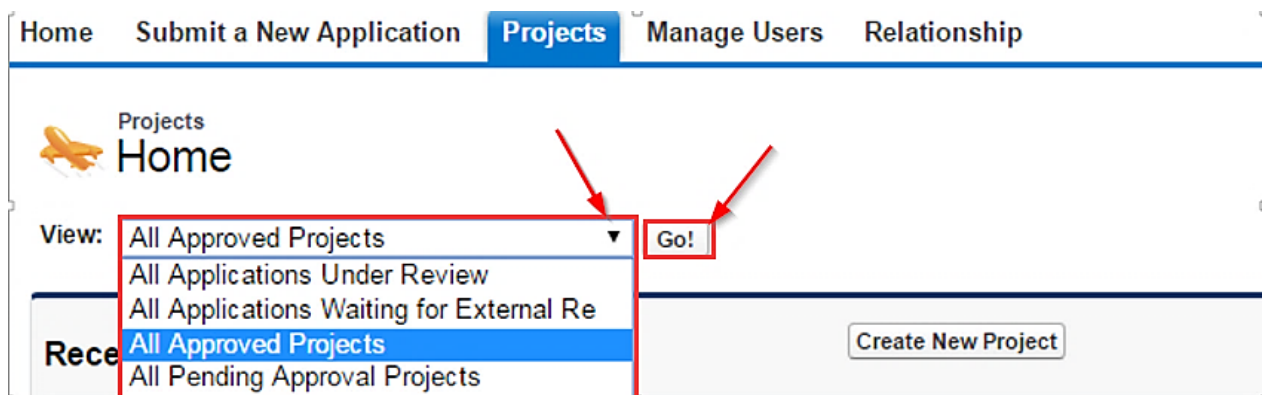


3. Search for the project you wish to submit a change modification for by using either the 'Search' feature or 'All Approved Projects' in your list view.

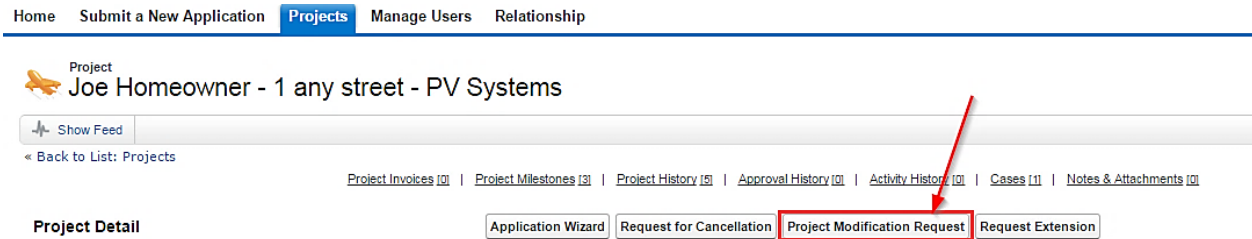
a. Search



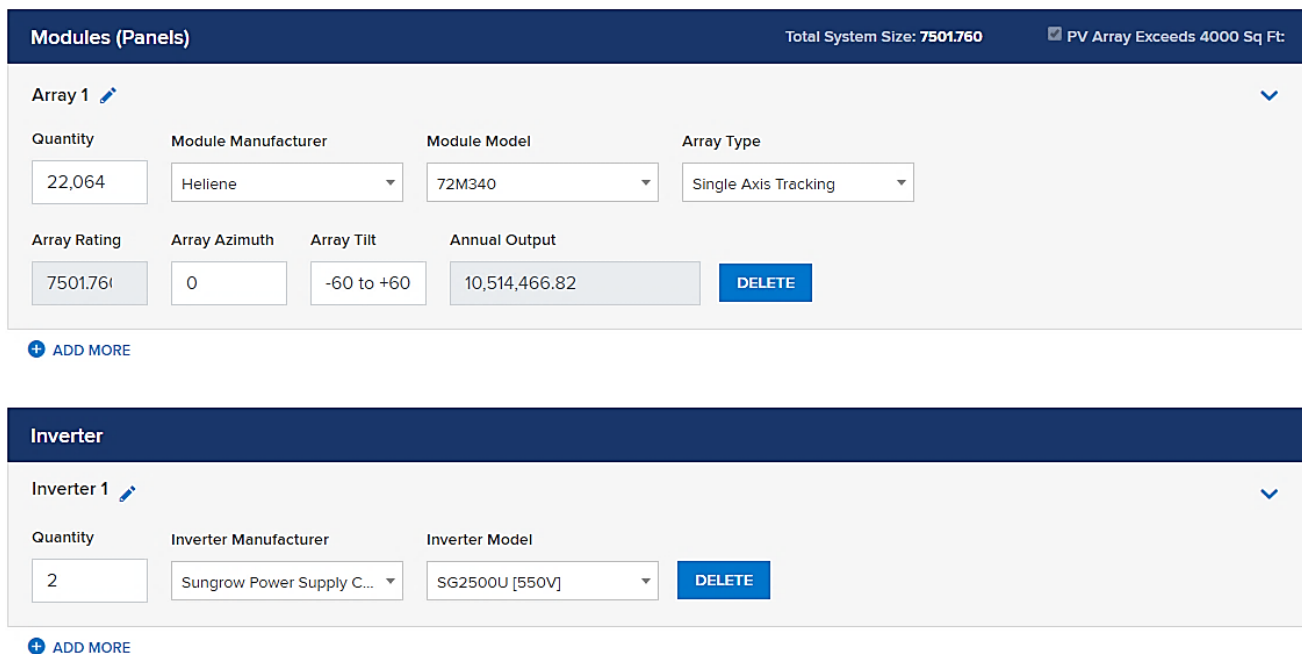
b. List View



4. After finding the project, click on 'Project Modification Request' on the project record.



5. This will bring up a wizard like the Incentive Application for you to make all requested changes.



- a. You may need to populate some of the fields associated with project costs. You can enter in \$0 if needed to ensure total project cost is correct. For example, if your project modification does not include battery storage, please enter \$0 for that field. You may also have to re-populate the equipment information if the fields go blank.
- b. Commercial/industrial project modification requests resulting in an increase to the system size will not earn an additional incentive. Projects which are built smaller than proposed may see a reduction in incentives.

6. On the Application Review tab, the requested changes will appear next to or below the original inputs, which have been greyed/crossed-out.
 - a. Please refer to the Program Manual for information on what changes require customer signature
 - b. If necessary, change modification can be sent to the customer for electronic signature or printed out for hard copy signature.
 - c. Customer signature will only be required if the change in incentive is greater than **\$3,000**.

Equipment Information and Costs							
Type	QTY	Manufacturer	Model	Array Rating	Array Azimuth	Array Tilt	Estimated Annual kWh
Array-1	22000	-	-	7501.760	-	-	10,514,466.92
Array 1 (Updated)	22000	Heliene	72M340	7,480.000	0	-60 to +60	10,483,968.00
Inverter-1	-	-	-	-	-	-	-
Inverter 1 (Updated)	2	Sungrow Power Supply Co., Ltd.	SG2500U [550V]	-	-	-	-
Total System Size						Total cost before NYSERDA Incentive	
7501.760kW						-	
7480.000kW						\$7,875,000.00	

Incentive Information		
	Original	Updated
Commercial Operation Payment	-	\$935,000.00
Estimated Year 1 Performance Payment	-	\$467,500.00
Estimated Year 2 Performance Payment	-	\$467,500.00
Total NYSERDA Incentive (Not to Exceed)	-	\$1,870,000.00

ELECTRONIC SIGNATURE

DISCARD

PREVIOUS

PRINT

CONTINUE

Please note, clicking the “discard” button will delete your application and you will be forced to restart the process

7. Paperwork Record: This is where you will upload any **relevant new documents as well as previously submitted documents** related to your change modification. If a smaller system size is built, the contractor must upload the final as built three line diagram stamped by a NYS PE. If applicable, and you choose the electronic signature method, the signed document will automatically be uploaded once your customer signs.

Required Documents				
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document ?
Final CESIR	NY-172438 OYA TI 56 5MW PV CESIR (ISSUED) 9-28-2018.pdf	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen
Proof of 25% Payment for Interconnection Upgrades	OYA Blanchard payment document.pdf	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen
Coast Zone Determination	OYA Blanchard Rd_Coastal determination screenshot.jpg	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen
One-Line or Three-Line Wiring Diagram	OYA Blanchard Rd_5MWAC_PE Stamped.pdf	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen
Planning / Zoning Board Approval	OYA Blanchard Rd_Town letter.pdf	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen
SEQRA	SEQR document Upload20190116.pdf	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen
Signed Application				<input type="button" value="Choose File"/> No file chosen
Site Map (including mounting details stamped by Professional Engineer or Registered Architect, for roof mounts)	OYA Blanchard Rd-INTERCONNECTION-S1 00-LAYOUT.pdf	Attachment History	Approve	<input type="button" value="Choose File"/> No file chosen

8. Submit.

Home **Submit a New Application** Projects Manage Users Relationship

NYSERDA - NY-Sun (Change Modification)

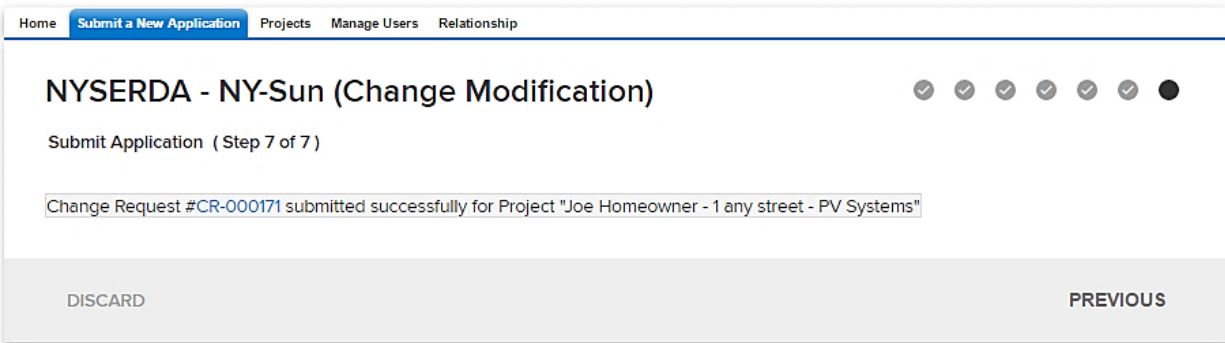
Submit Application (Step 7 of 7)

Please click on submit button below to complete this change request.

DISCARD

PREVIOUS
SUBMIT

9. Confirmation of successful change modification submission.



10. To view the status of your change modification, scroll down to the bottom of the project record. Under 'Cases' you can view the status of your change modification.

a. Submitted (Under Program Review)

Cases			
Action	Case Number	Date/Time Opened	Status
Edit Cls	00001176	8/10/2016 6:27 AM	Submitted

b. Approved

Cases			
Action	Case Number	Date/Time Opened	Status
Edit Cls	00001176	8/10/2016 6:27 AM	Approved