

NY-SUN INCLUSIVE COMMUNITY SOLAR ADDER APPLICATION GUIDE

Follow this step-by-step guide to complete and submit an Inclusive Community Solar Adder application. Under Round 2 of the program, Contractors must now use the *Portfolio Submission* process if they plan to use the same acquisition provider, subscription manager, acquisition strategy and customer engagement protocol for multiple projects. Section A of this guide provides step-by-step instructions on how to submit a primary application. Section B describes how to submit a subsequent application.

A. HOW TO SUBMIT A PRIMARY APPLICATION

1. Login to the NYSERDA Portal at portal.nyserderda.ny.gov.



Username

Password

Log In

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

2. Click the “Submit a New Application” tab.

Home **Submit a New Application** Projects Project Invoices Manage Users Relationship Project Inspections

Choose a program

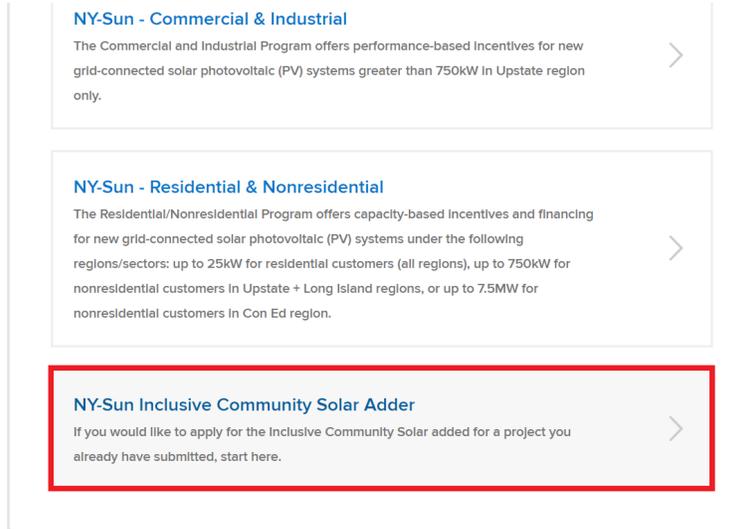
NY-Sun - Commercial & Industrial

The Commercial and Industrial Program offers performance-based Incentives for new grid-connected solar photovoltaic (PV) systems greater than 750kW in Upstate region only.

NY-Sun - Residential & Nonresidential

The Residential/Nonresidential Program offers capacity-based Incentives and financing for new grid-connected solar photovoltaic (PV) systems under the following regions/sectors: up to 25kW for residential customers (all regions), up to 750kW for nonresidential customers in Upstate + Long Island regions, or up to 7.5MW for nonresidential customers in Con Ed region.

3. Click the “NY Sun – Inclusive Community Solar Adder” tile.

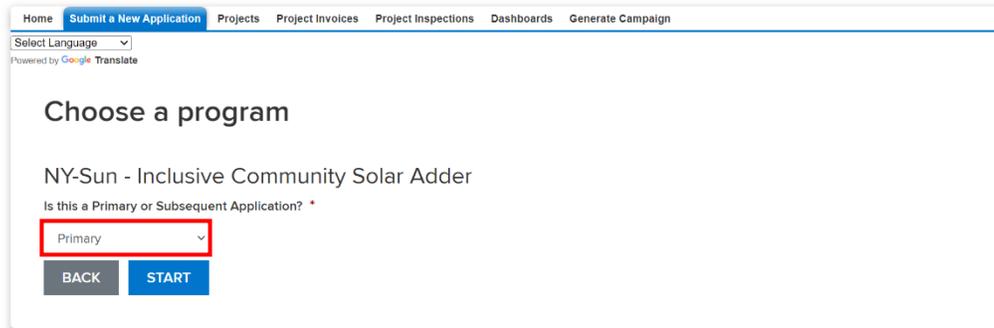


NY-Sun - Commercial & Industrial
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NY-Sun - Residential & Nonresidential
The Residential/Nonresidential Program offers capacity-based incentives and financing for new grid-connected solar photovoltaic (PV) systems under the following regions/sectors: up to 25kW for residential customers (all regions), up to 750kW for nonresidential customers in Upstate + Long Island regions, or up to 7.5MW for nonresidential customers in Con Ed region.

NY-Sun Inclusive Community Solar Adder
If you would like to apply for the Inclusive Community Solar adder for a project you already have submitted, start here.

4. From the dropdown, select “Primary” to begin a primary application. See Section B for how to submit a subsequent application. To begin the application, click “Start.”



Home **Submit a New Application** Projects Project Invoices Project Inspections Dashboards Generate Campaign

Select Language
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Choose a program

NY-Sun - Inclusive Community Solar Adder

Is this a Primary or Subsequent Application? *

Primary

BACK START

Project Information (Step 1 of 6)

5. From the first dropdown, select the project you would like to submit a primary application for. The project that is selected for the primary application is up to the discretion of the Contractor.
6. From the “Project Type” dropdown, select the incentive type the project received.
 - a. For Upstate projects that received Phase One NEM, the Market Transition Credit, or the Community Credit, select “Upstate project that received Phase One NEM, the Market Transition Credit, or the Community Credit.”
 - b. For Upstate projects that received a NY-Sun MW Block and/or Community Adder incentive, select “Upstate project that received a MW Block incentive and/or the Community Adder.”
 - c. All Con Edison projects can select “Con Edison project” from the dropdown.
 - d. To avoid delays with the application, confirm that your selection is correct based on the previous incentive that you received under NY-Sun.
7. Identify if the project is applying to be a Community Benefit Project by selecting “Yes” or “No.” Community Benefit Projects will receive a higher incentive.
8. Enter the expected commercial operation date for the project by selecting the quarter from the dropdown and entering the year.
9. Enter the bill discount the project will be offering its subscribers. The Inclusive Community Solar Adder program requires projects to offer a minimum 10% bill discount to eligible customers.
10. Select whether eligible residential subscribers, eligible non-residential subscribers, or both will be targeted by the project. If both, select the “Eligible Residential Subscribers” and “Eligible Non-Residential Subscribers” options.
 - a. Note: Eligible residential subscribers are required for all Inclusive Community Solar Adder projects.
11. Select all the applicable methods that the project will use to confirm the eligibility of **residential subscribers**.
12. Select all the applicable methods that the project will use to confirm the eligibility of **non-residential subscribers** on the project. If the project will not be targeting non-residential subscribers, select “Not Applicable.”
13. From the last dropdown on this page, identify if the project will sign up customers for the project using door-to-door sales.
14. To move to Step 2 of the application, click “Continue.”

See image on the following page.

Home **Submit a New Application** Projects Project Invoices Project Inspections Dashboards Generate Campaign

Select Language ▼
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NYSERDA - NY-Sun

Project Information (Step 1 of 6)

Please select the NY-Sun project for which you are applying for the Inclusive Community Solar Adder. Then select the appropriate Project Type and the Target Eligible Subscriber Range. For more information on program rules, please see the latest version of the [NY-Sun Program Manual](#).

5. NY-Sun Application # * ▼ --None--

Application Type Primary

6. Project Type * ▼ --None--

7. Is this project applying for the Community Benefit Project Added Incentive? * Yes No

8. Expected Commercial Operation Quarter *
 Quarter: ▼ --None--
 Year: ex. 2023

9. Bill Discount * %

10. Indicate which subscriber types will be targeted for this project (can select multiple) * Eligible Residential Subscribers Eligible Non-Residential Subscribers

11. Indicate which method(s) will be used to confirm the eligibility of **RESIDENTIAL** subscribers for the ICESA. (can select multiple) *

- Categorical Eligibility:** Subscriber eligibility is demonstrated by documented participation in one of the assistance programs listed in the Program Manual.
- Geo-eligibility:** Subscriber eligibility is demonstrated by residence in an Interim Disadvantaged Community (DAC).
- Affordable Housing Residential Eligibility:** All residents of a regulated affordable housing property can be deemed eligible if the property 1) meets the eligibility requirements of the NY-Sun Multifamily Affordable Housing Adder, 2) residence is limited to LMI households (80% AMI or below), and 3) participation in CDG will not result in any increased cost(e.g., rent or common charge increase) for the residential subscriber due to the utility allowance mechanism or other policies or practices.
- Not Applicable

12. Indicate which method(s) will be used to confirm the eligibility of **NON-RESIDENTIAL** subscribers for the ICESA. (can select multiple) *

- Affordable Housing:** Nonresidential demand and non-demand accounts serving an eligible affordable housing property (i.e., building/common area meter).
- Nonprofit/public facilities serving DACs:** Accounts serving nonprofit organizations or public facilities that 1) meet the criteria of "small" subscribers per the CDG rules (non-demand account or demand account with an average peak monthly demand of less than 25 kW), and 2) are located within and serve a designated DAC.
- Public Schools:** Accounts serving existing public school buildings across New York State that are designated eligible for PON 4924: P-12 Schools – Green Schools Initiative.
- Not Applicable

13. Will you use door-to-door sales to sign up customers? * ▼ --None--

PREVIOUS CONTINUE

Project Contacts (Step 2 of 6)

15. Confirm that the Contactor and Payee information is correct and matches the NY-Sun application. If changes are required, they must be made to the NY-Sun application. If there is an error in the contact information you may contact communitysolar@nyserda.ny.gov.
16. Add the project's Customer Acquisition Provider by clicking "Add a Contact."
17. From the first dropdown, select "Customer Acquisition Provider" then enter the required information. Click the "Primary" checkbox if they are the primary contact. When finished, click "Save Changes."
 - a. Note: All projects are required to identify the Customer Acquisition Provider. Applicants can add as many contacts as necessary if there are multiple contacts for the Customer Acquisition Provider.
18. Projects must indicate any subcontractors that are working on customer acquisition and customer management activities. To add subcontractors, repeat Steps 16 and 17 but select "Subcontractor for Primary Contractor" from the "Contact Role" dropdown of the pop-up window. Applicants must detail the roles and responsibilities of each subcontractor in the "Please list any activities that this entity will be doing for this project", which is the last field in the pop-up window.
19. To move to Step 3 of the application, click "Continue."

See images on the following page.

Home **Submit a New Application** Projects Project Invoices Project Inspections Dashboards Generate Campaign

Select Language

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NYSERDA - NY-Sun

Project Contacts (Step 2 of 6)

Please review the Project Contact information below. Add a contact for the Customer Acquisition Provider and each subcontractors involved.

The Payee information has been copied from the NY Sun project for which you are applying for the inclusive Community Solar Adder. If you think there is an error in the contact information below, please contact communitysolar@nyserdera.ny.gov.

If the NY-Sun Participating Contractor and the Customer Acquisition Provider is working with subcontractors and/or partners on customer acquisition, customer management, and/or outreach, list each company/organization name, their role, and their primary point of contacts for NYSERDA to reach out if needed.

ADD A CONTACT

Show entries Search:

Action	Primary?	Company Name	Name	Phone	Email	Contact Role
Edit Delete Clone Activities	<input checked="" type="checkbox"/>	New York Solar Sales	Jake Smith	(212) 123-4567	jake@email.com	Subcontractor for Primary Contractor
Edit Delete Clone	<input checked="" type="checkbox"/>	New York Solar	Olivia Page	(212) 987-6543	olivia@email.com	Customer Acquisition Provider
	<input checked="" type="checkbox"/>	New York Solar Developers	Mary Rao	(212) 111-2222	mary@email.com	Contractor
	<input checked="" type="checkbox"/>	New York Solar Developers	Tom Hender	(212) 222-3333	tom@email.com	Payee

Showing 1 to 4 of 4 entries < 1 >

PREVIOUS CONTINUE

16.

15.

17. Customer Acquisition Provider Pop-Up Window:

Add a contact ×

When selecting an organization from the drop-down lists below, if the organization you wish to add is not listed, please select "Add New Company" and fill in the organization details in the appropriate fields.

Contact Role *

Company *

Company Name *

First Name *

Last Name *

Primary

Title *

Email *

Phone *

Address 1 *

Address 2

City *

Zip Code/Postal Code *

State *

18. Subcontractor for Primary Contractor Pop-Up Window:

Add a contact ×

When selecting an organization from the drop-down lists below, if the organization you wish to add is not listed, please select "Add New Company" and fill in the organization details in the appropriate fields.

Contact Role *

Company *

Company Name *

First Name *

Last Name *

Primary

Title *

Email *

Phone *

Address 1 *

Address 2

City *

Zip Code/Postal Code *

State *

Please list any activities that this entity will be doing for this project. *

Community Benefit Project Information (Step 3 of 6)

Projects can qualify as Community Benefit Projects, which are projects that provide a higher bill discount, incorporate measures that increase access to community solar, and demonstrate a greater commitment to the Eligible Subscribers and their surrounding communities as discussed below.

In order to qualify for the Community Benefit Project incentive, projects have to meet one of the following:

- Offer a 20% bill discount to all the ICSA-eligible subscribers and demonstrate a minimum of three of the criteria listed on this page; or,
- Offer a 15% bill discount to all the ICSA-eligible subscribers and demonstrate all five of the criteria listed on this page.

20. Enter the answers to the community benefit project questions.

- a. If you are applying for the higher Community Benefit Project incentive, select “Yes” next to the criterion that will be used. Answer the supplemental questions for that criterion to demonstrate how it will be met.
- b. If you are not applying for the higher Community Benefit Project incentive, select “No” for each criterion.

21. To move to Step 4 of the application, click “Continue.”

See image on the following page.

Select Language 
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NYSERDA - NY-Sun



Community Benefit Project Information (Step 3 of 6)

If this project is applying for the **Community Benefit Project Added Incentive**, you must answer each of the Yes/No questions on this page. Otherwise, you may hit Continue.

Additionally, check the help text (🗨 icon) to check if you must answer any of the text questions, as they may be required based on your other answers.

Select the features this project will have to meet the requirements to receive this higher incentive. Note: Projects must offer a 20% bill discount and have a minimum of the three features below OR a 15% bill discount and all five features selected in order to qualify for the Community Benefit Project Added Incentive.

Demonstrated close partnerships with community organizations and stakeholders from the DAC local to the project site throughout the project development process; including siting, construction, and customer outreach.

Yes No

Please provide detail on the close partnerships with community organizations and stakeholders from the DAC local to the project site throughout the project development process; including siting, construction, and customer outreach.

Lorem Ipsum

Workforce training and hiring commitments of priority populations or members of the surrounding DAC community.

Yes No

Please provide detail on the workforce training and hiring commitments for this project. Indicate the project's participation in NYSERDA's Program Opportunity Notice (PON) 3982: On the Job Training (OJT) Program. Projects must receive an acceptance of a Business Application and submission and acceptance of New Hire Applications from Priority populations as defined by the PON.

Lorem Ipsum

Community based or participant ownership models.

Yes No

If "Yes" is selected, please provide detail on what the community-based and participant ownership model will be for this project. The contractor must submit a written summary that outlines the following: 1) If and how the project will be owned by DAC stakeholders or a community organization that serves a DAC. Detail if it will be full ownership, majority stake, or another model. 2) Details on how the project profits, including how the profit will be collected, stored, and distributed. 3) Details on what the governance structure will be for the projects and its monetary and non-monetary benefits, including ownership, control, and voting rights for all parties.

Lorem Ipsum

Dedicated strategy to target individuals in DACs with Limited English Proficiency.

Yes No

Sited within a DAC and serving surrounding community eligible subscribers: At least 60% of project capacity is dedicated to eligible subscribers from the surrounding community, defined as the same or adjacent zip code

Yes No

PREVIOUS

SAVE

CONTINUE

Application Review (Step 4 of 6)

22. Carefully review the information on this page, including the NY-Sun Incentive Program information, the listed Project Participants, the Project Site information, and the Project Information.
23. If any information needs to be changed or corrected, use the “Previous” button at the bottom of the page to navigate to earlier steps in the application.
24. Read the Certification Statement.
25. To submit the project application in accordance with the stipulations of the certification statement, use the “Electronic Signature” button to link to a DocuSign. Alternatively, use the “Print” button to sign a hard copy. Note, the “Electronic Signature” feature can only be sent to one entity. If there is a payee, the contractor may use the “Electronic Signature” option but then must download the electronically signed application as a PDF and email it to the payee for signature.
26. To move to Step 5 of the application, click “Continue.”

Documents (Step 5 of 6)

27. Use the “Choose File” button to upload all required documents. The required documents include:
 - The actual Community Distributed Generation Disclosure Form for the project that a customer will be subject to;
 - The actual residential subscriber contract that a customer will be subject to;
 - A list of all the projects that will be submitted as subsequent applications;
 - A list of the geo-eligibility zip codes that will be targeted for the project;
 - An affidavit signed by the primary contractor and the subscription provider confirming they have entered into a contract for working together on the ICSA projects;
 - The signed application;
 - The completed ICSA Marketing and Implementation Plan;
 - Physical mail collateral to be used;
 - The door-to-door marketing collateral to be used (this may include doorhangers, one-pagers, fact sheets, and so on);
 - Examples of social media posts to be used;
 - The email marketing to be used;
 - Other marketing materials to be used, such as advertisements; and,
 - A customer experience demonstration video showing the journey that a customer experiences as they sign up for the community solar product.

28. If this application is for a project that achieved commercial operation between June 7, 2022 and October 12, 2023, you must also upload the project’s “Initial Allocation Form,” “Initial Host Summary Report,” and the “Letter confirming commercial operation from the utility” in the “Other Documents” section.
29. If you need to split documents into multiple files because of size constraints, you may upload any additional files in the “Other Documents” section.
30. To move to the final step of the application, click “Continue.”

Home **Submit a New Application** Projects Project Invoices Project Inspections Dashboards Generate Campaign

Select Language ▼
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NYSERDA - NY-Sun

Documents (Step 5 of 6)

Upload the required documents listed below. The maximum file size for each document upload is 10MB. If any of your documents exceed this limit, they may be split into multiple files. Upload any additional files in the "Optional Documents" section below.

If this is for a project that achieved commercial operation between June 7, 2022 and October 12, 2023, you must also upload the "Initial Allocation & Host Summary Reports" and "Letter confirming commercial operation from the utility" in the Other Documents panel.

To access the form for the ICSA Marketing and Implementation Supplement, use the following link: [LINK](#)

Required Documents

Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document
1. Community Distributed Generation Disclosure Form				Choose File No file chosen
2. Residential Subscriber Contract				Choose File No file chosen
3. List of projects to be submitted as Subsequent Applications				Choose File No file chosen
4. Geo-Eligibility Zip Codes				Choose File No file chosen
5. An affidavit signed by the primary contractor and the subscription provider confirming they have entered into a contract for working together on the ICSA projects.				Choose File No file chosen
6. Signed Application				Choose File No file chosen
7. ICSA Marketing and Implementation Plan				Choose File No file chosen
8. Physical Mail Collateral				Choose File No file chosen
9. Door-to-Door Collateral				Choose File No file chosen
10. Social Media Posts				Choose File No file chosen
11. Email Marketing				Choose File No file chosen
12. Other Marketing Materials				Choose File No file chosen
13. Customer Experience Demonstration				Choose File No file chosen

Other Documents

Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status
Optional Documents	Choose File No file chosen			X

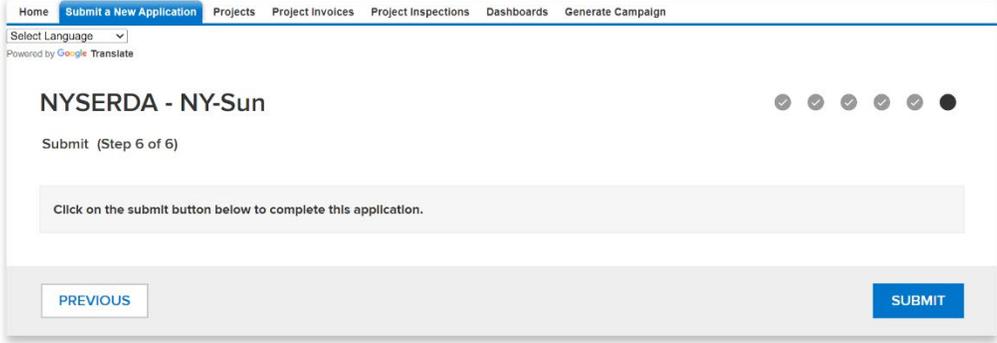
[+ ADD ANOTHER DOCUMENT](#)

PREVIOUS SAVE CONTINUE

28.

Submit (Step 6 of 6)

31. If you are ready to submit the application, click the “Submit” button. Once you click “Submit,” you will not be able to edit the application.

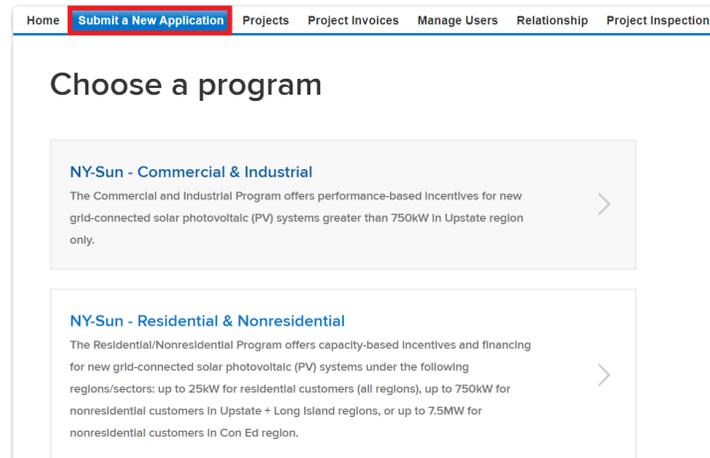


The screenshot shows a web application interface for NYSERDA. At the top, there is a navigation bar with links: Home, **Submit a New Application**, Projects, Project Invoices, Project Inspections, Dashboards, and Generate Campaign. Below the navigation bar, there is a language selection dropdown and a note "Powered by Google Translate". The main content area displays "NYSERDA - NY-Sun" and "Submit (Step 6 of 6)". A progress indicator shows five steps, with the fifth step being the current one. A text box contains the instruction: "Click on the submit button below to complete this application." At the bottom, there are two buttons: "PREVIOUS" and "SUBMIT".

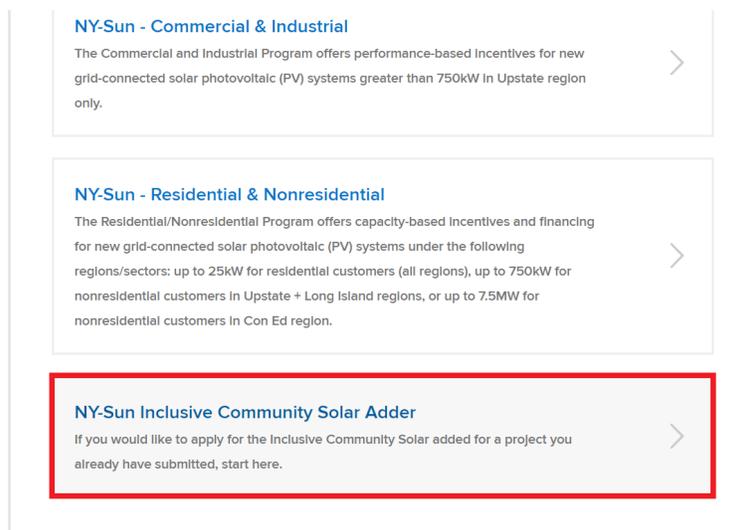
B. HOW TO SUBMIT A SUBSEQUENT APPLICATION

Contractors must use the Portfolio Submission process if they plan to use the same acquisition provider, subscription manager, acquisition strategy and customer engagement protocol for multiple projects. With the Portfolio Submission process, a contractor first submits one complete application (known as the Primary Application) to be reviewed by NYSERDA. **Once the primary application is reviewed and approved**, the contractor will be allowed to submit other applications (known as Subsequent Applications) that use the same acquisition provider, subscription manager, acquisition strategy, and customer engagement protocol as the Primary Application. To submit a subsequent application as part of a portfolio, complete the following steps.

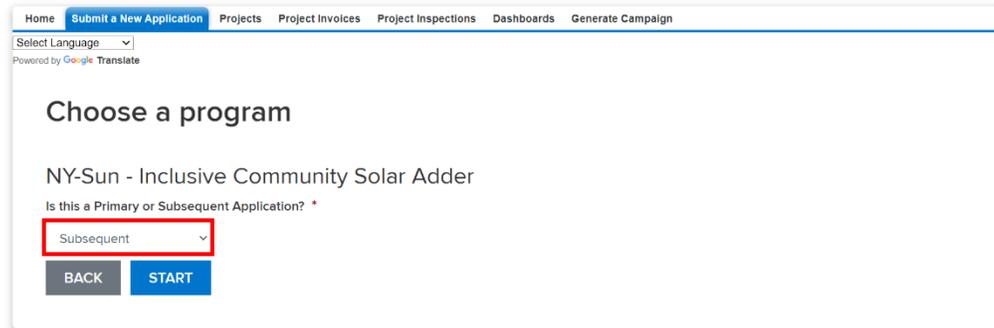
1. Click the “Submit a New Application” tab in the NYSERDA Portal.



2. Click the “NY Sun – Inclusive Community Solar Adder” tile.



- From the dropdown, select “Subsequent,” then click “Start.”



Project Information (Step 1 of 6)

- From the first dropdown, select the project you would like to submit a subsequent application for.
- From the next dropdown, select the primary application that this application is connected to.
- Select the incentive type the subsequent project received in the “Project Type” dropdown.
 - For Upstate projects that received Phase One NEM, the Market Transition Credit, or the Community Credit, select “Upstate project that received Phase One NEM, the Market Transition Credit, or the Community Credit.”
 - For Upstate projects that received a NY-Sun MW Block and/or Community Adder incentive, select “Upstate project that received a MW Block incentive and/or the Community Adder.”
 - All Con Edison projects can select “Con Edison project” from the dropdown.
 - To avoid delays with the application, confirm that your selection is correct based on the previous incentive that you received under NY-Sun.
- Enter the expected commercial operation date for the subsequent project by selecting the quarter from the dropdown and entering the year.
- Enter the bill discount the subsequent project will be offering its subscribers. As a reminder, the Inclusive Community Solar Adder program requires projects to offer a minimum 10% bill discount to eligible customers.
- To move to Step 2 of the application, click “Continue.”

See image on the following page.

[Home](#)
[Submit a New Application](#)
[Projects](#)
[Project Invoices](#)
[Project Inspections](#)
[Dashboards](#)
[Generate Campaign](#)

Select Language ▼
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NYSERDA - NY-Sun

Project Information (Step 1 of 6)

Please select the NY-Sun project for which you are applying for the Inclusive Community Solar Adder. Then select the appropriate Project Type and the Target Eligible Subscriber Range. For more information on program rules, please see the latest version of the [NY-Sun Program Manual](#).

4. NY-Sun Application # *
- Application Type Subsequent
5. Please select the primary application this subsequent application is connected to. *
6. Project Type *
7. Expected Commercial Operation Quarter *

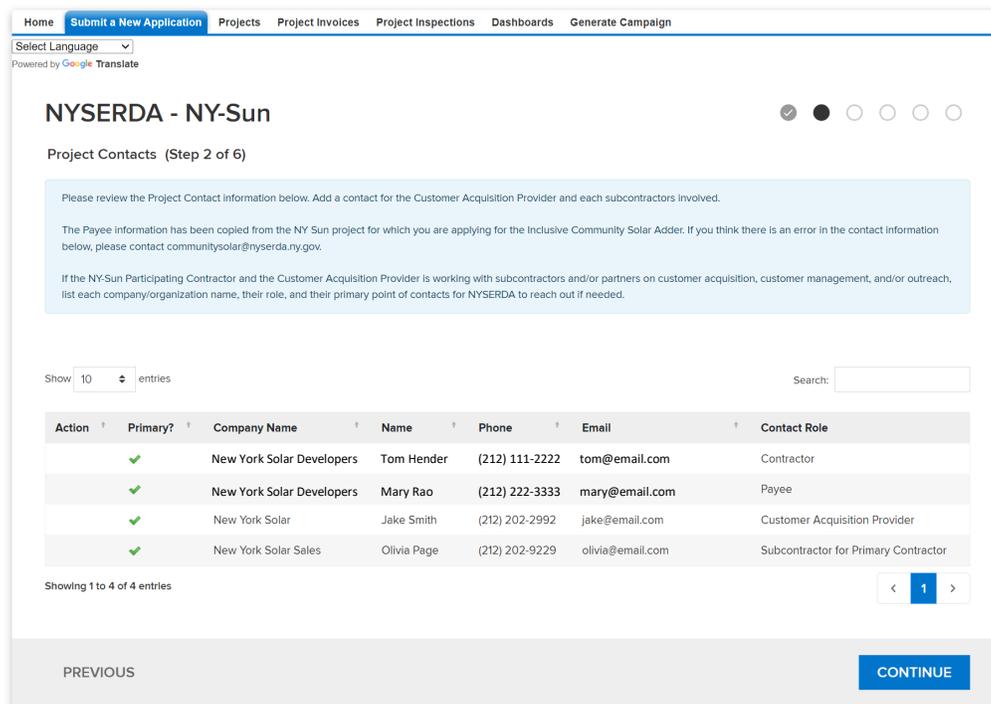
Quarter:	<input type="text" value="--None--"/>
Year:	<input type="text" value="ex. 2023"/>
8. Bill Discount * %

PREVIOUS
CONTINUE

Project Contacts (Step 2 of 6)

This information shown on this page is automatically filled in from the primary Inclusive Community Solar Adder application and cannot be changed.

10. Confirm the Contractor’s company, name, phone number, and email address. If the project has a payee, confirm their contact information as well.
 - a. Note: This information must match the NY-Sun application.
11. Then confirm the contact information for the Customer Acquisition Provider and any subcontractors.
12. To move to Step 3 of the application, click “Continue.”



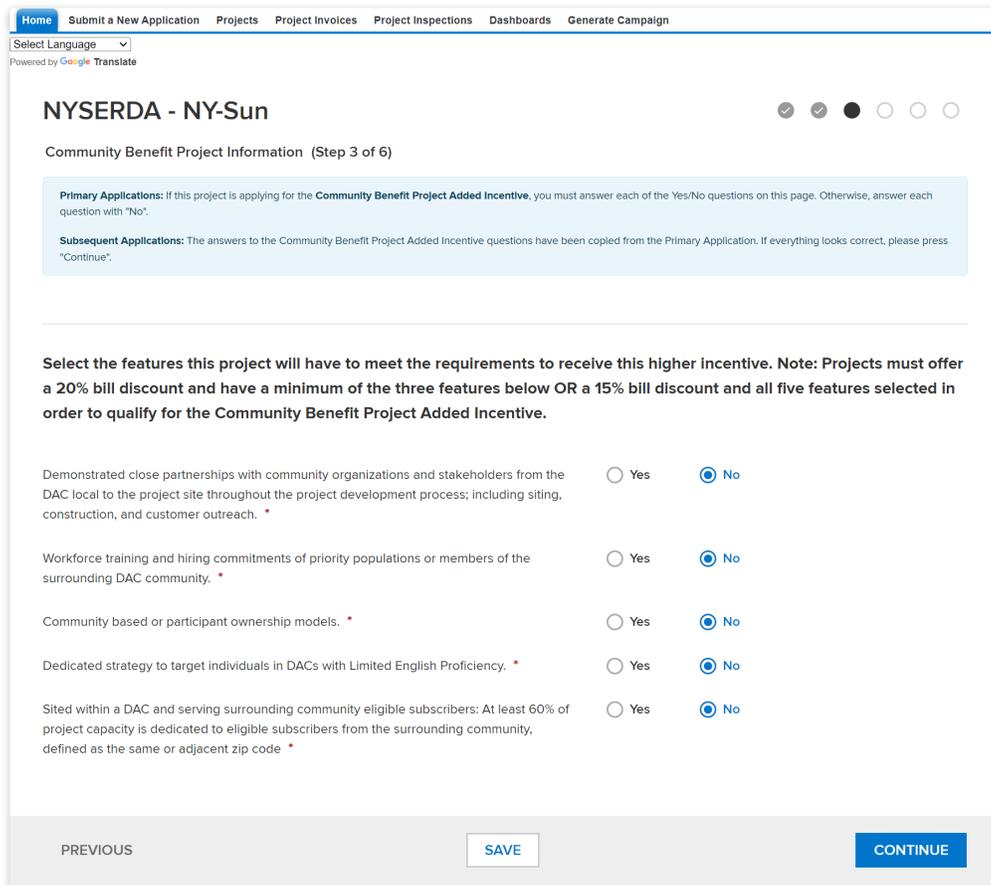
The screenshot shows the 'Project Contacts (Step 2 of 6)' page in the NYSERDA - NY-Sun application. The page includes a navigation bar with 'Submit a New Application' highlighted, and a 'Project Contacts' section with instructions to review and add contact information. Below the instructions is a table of existing contacts with columns for Action, Primary?, Company Name, Name, Phone, Email, and Contact Role. The table lists four contacts: Tom Hender (Contractor), Mary Rao (Payee), Jake Smith (Customer Acquisition Provider), and Olivia Page (Subcontractor for Primary Contractor). The page also features a 'PREVIOUS' button and a 'CONTINUE' button.

Action	Primary?	Company Name	Name	Phone	Email	Contact Role
✓	✓	New York Solar Developers	Tom Hender	(212) 111-2222	tom@email.com	Contractor
✓	✓	New York Solar Developers	Mary Rao	(212) 222-3333	mary@email.com	Payee
✓		New York Solar	Jake Smith	(212) 202-2992	jake@email.com	Customer Acquisition Provider
✓		New York Solar Sales	Olivia Page	(212) 202-9229	olivia@email.com	Subcontractor for Primary Contractor

Community Benefit Project Information (Step 3 of 6)

Projects can qualify as Community Benefit Projects, which are projects that provide a higher bill discount, incorporate measures that increase access to community solar, and demonstrate a greater commitment to the Eligible Subscribers and their surrounding communities as discussed below. **Community Benefit Projects cannot submit a subsequent application.**

13. Projects applying for the Community Benefit Project Added Incentive cannot submit subsequent applications. The answers on this page will automatically have “No” selected. Applicants are unable to make changes to this page.
14. To move to Step 4 of the application, click “Continue.”



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Select Language
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NYSERDA - NY-Sun

Community Benefit Project Information (Step 3 of 6)

Primary Applications: If this project is applying for the **Community Benefit Project Added Incentive**, you must answer each of the Yes/No questions on this page. Otherwise, answer each question with "No".

Subsequent Applications: The answers to the Community Benefit Project Added Incentive questions have been copied from the Primary Application. If everything looks correct, please press "Continue".

Select the features this project will have to meet the requirements to receive this higher incentive. Note: Projects must offer a 20% bill discount and have a minimum of the three features below OR a 15% bill discount and all five features selected in order to qualify for the Community Benefit Project Added Incentive.

Demonstrated close partnerships with community organizations and stakeholders from the DAC local to the project site throughout the project development process; including siting, construction, and customer outreach. *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Workforce training and hiring commitments of priority populations or members of the surrounding DAC community. *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Community based or participant ownership models. *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Dedicated strategy to target individuals in DACs with Limited English Proficiency. *	<input type="radio"/> Yes	<input checked="" type="radio"/> No
Sited within a DAC and serving surrounding community eligible subscribers: At least 60% of project capacity is dedicated to eligible subscribers from the surrounding community, defined as the same or adjacent zip code *	<input type="radio"/> Yes	<input checked="" type="radio"/> No

PREVIOUS

Application Review (Step 4 of 6)

15. Carefully review the information on this page, including the NY-Sun Incentive Program information, the listed Project Participants, the Project Site information, and the Project Information.
16. If any information needs to be changed or corrected, use the “Previous” button at the bottom of the page to navigate to earlier steps in the application.
17. Read the Certification Statement.
18. To submit the project application in accordance with the stipulations of the certification statement, use the “Electronic Signature” button to link to a DocuSign. Alternatively, use the “Print” button to sign a hard copy. Note, the “Electronic Signature” feature can only be sent to one entity. If there is a payee, the contractor may use the “Electronic Signature” option but then must download the electronically signed application as a PDF and email it to the payee for signature.
19. To move to Step 5 of the application, click “Continue.”

Documents (Step 5 of 6)

20. Use the “Choose File” button to upload all the required documents. The required documents include:
 - The actual Community Distributed Generation Disclosure Form for the project that a customer will be subject to;
 - The actual residential subscriber contract that a customer will be subject to;
 - The signed application; and,
 - The subsequent application attestation (which can be found on NY-Sun’s [Resources for Contractors](#) page in the “Inclusive Community Solar Adder Resources” section).
21. If this application is for a project that achieved commercial operation between June 7, 2022 and October 12, 2023, you must also upload the project’s “Initial Allocation Form,” “Initial Host Summary Report,” and the “Letter confirming commercial operation from the utility” in the “Other Documents” section.
22. If you need to split documents into multiple files because of size constraints, you may upload any additional files in the “Other Documents” section.
23. To move to the final step of the application, click “Continue.”

See image on the following page.

Home **Submit a New Application** Projects Project Invoices Project Inspections Dashboards Generate Campaign

Select Language

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NYSERDA - NY-Sun

Documents (Step 5 of 6)

Upload the required documents listed below. The maximum file size for each document upload is 10MB. If any of your documents exceed this limit, they may be split into multiple files. Upload any additional files in the "Optional Documents" section below.

If this is for a project that achieved commercial operation between June 7, 2022 and October 12, 2023, you must also upload the "Initial Allocation & Host Summary Reports" and "Letter confirming commercial operation from the utility" in the Other Documents panel.

To access the form for the ICSA Marketing and Implementation Supplement, use the following link: [LINK](#)

Required Documents

Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document
1. Community Distributed Generation Disclosure Form				Choose File No file chosen
2. Residential Subscriber Contract				Choose File No file chosen
6. Signed Application				Choose File No file chosen
4. Subsequent Application Attestation				Choose File No file chosen

Other Documents

Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status
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Submit (Step 6 of 6)

24. If you are ready to submit the application, click the "Submit" button. Once you click "Submit," you will not be able to edit the application.

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Click on the submit button below to complete this application.