



## Inclusive Community Solar Adder Application and Invoice Guide

Welcome to the NYSERDA NY-Sun Inclusive Community Solar Adder Incentive Application Reference Guide. This document includes step-by-step instructions on how to complete and submit an Incentive Application.

1. Login to the portal using the username and password you were provided at [portal.nyserdera.ny.gov](https://portal.nyserdera.ny.gov).



Username

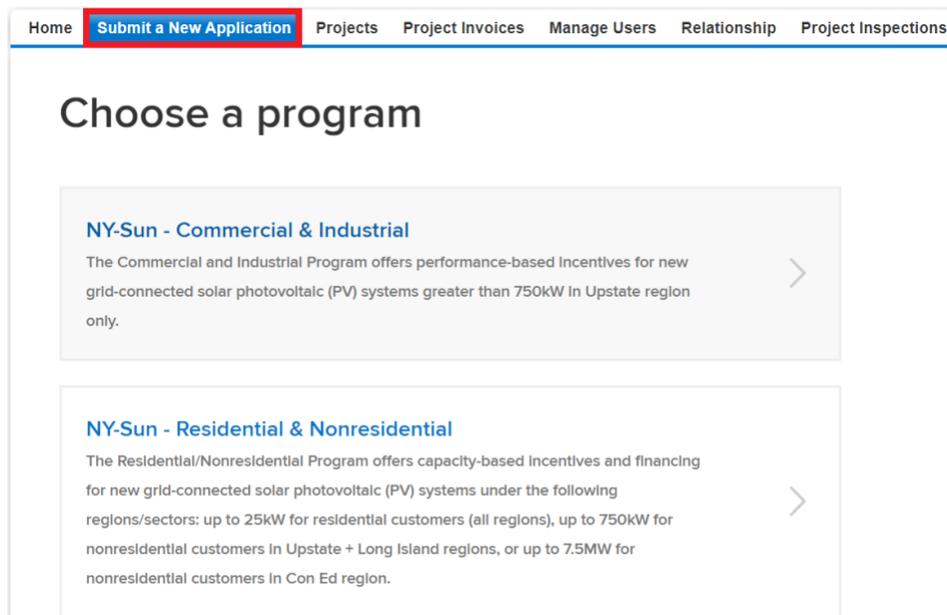
Password

Log In

[Forgot Your Password?](#)

[Sign Up](#)

2. Click on the “Submit a New Application” Tab.



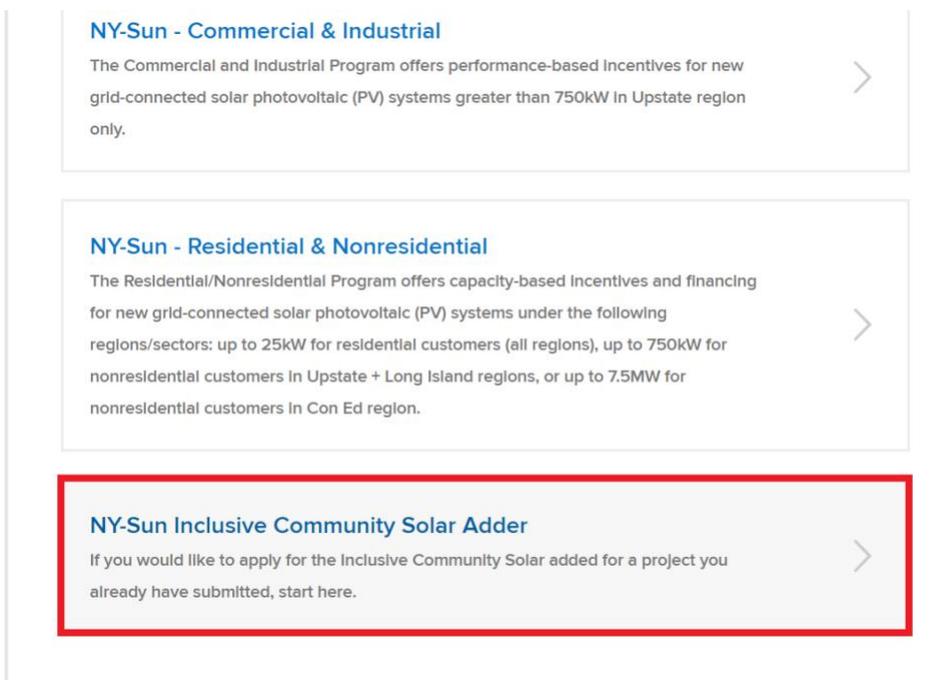
Home **Submit a New Application** Projects Project Invoices Manage Users Relationship Project Inspections

## 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 on the “NY Sun Inclusive Community Solar Adder” tile.



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**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. Project Selections (Step 1 of 5)

- a. Select the project by NY-Sun Application # from the dropdown menu.
- b. Select the project type according to the utility coverage location, and existing adder and incentive status from the dropdown menu.
- c. Select the percentage range of eligible subscribers targeted by the project from the dropdown menu.
- d. Click “Continue” when complete to move on to the next page.

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Project Inspections
Dashboards
Generate Campaign

## NYSERDA - NY-Sun

Select Project (Step 1 of 5)

Enter the Application Number of the NY Sun project that you will be applying for the adder on.

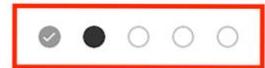
NY-Sun Application # <span style="font-size: 0.8em;">?</span> *	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="--None--"/>	
Project Type *	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="--None--"/>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;">                     --None--                 </div>
Eligible Subscriber Target *	<input style="width: 90%; border: 1px solid #ccc;" type="text" value="--None--"/>	<div style="border: 1px solid #ccc; padding: 5px; background-color: #e6f2ff;">                     --None--                      20-40% Eligible Subscriber Target                      40-60% Eligible Subscriber Target                      60-80% Eligible Subscriber Target                      80-100% Eligible Subscriber Target                 </div>

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## 5. Contact Page (Step 2 of 5)

- a. Confirm that the contact information listed is correct.
- b. If the information is incorrect, email [communitysolar@nyserda.ny.gov](mailto:communitysolar@nyserda.ny.gov).
- c. If the information is correct, click “Continue” to move on to the next page.
- d. Use the “Previous” and “Continue” buttons to navigate throughout the application.
- e. Your application progress is indicated through the bubble graphic at the top of the application.

### NYSERDA - NY-Sun



#### Project Contacts (Step 2 of 5)

Please review the Project Contact information below. 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@nyserda.ny.gov](mailto:communitysolar@nyserda.ny.gov) and reference your ICSA Application Number.

Show  entries

Search:

Primary?	Company Name	Name	Phone	Email	Contact Role
✓	ABC Solar	John Smith	(518) 862-1090	john@abcsolar.com	Payee
✓	XYZ Solar	Sarah Miller	(212) 971-5342	sarah@xyzsolar.com	Contractor

Showing 1 to 2 of 2 entries

< 1 >

PREVIOUS

CONTINUE

## 6. Application Review (Step 3 of 5)

- a. Review the saved material for accuracy, including the NY-Sun Incentive Program information, the listed Project Participants, the Project Site Information, and the Project Information.
- b. If any information needs to be changed or corrected, use the “Previous” button to navigate to earlier steps in the application and make corrections as needed.
- c. Read the certification statement.
- d. 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. Please note, the “Electronic Signature” feature can only be sent to one entity. If there is a payee, the contractor may use “Electronic Signature” but then must forward the signed application to the payee for signature.
- e. To delete the project application, use the “Discard” button.
- d. Click “Continue” when complete to move on to the next page

### CERTIFICATION STATEMENT - NY-Sun Inclusive Community Solar Adder

The Contractor agrees that by the act of submitting a Project Application(s) to the NY-Sun Program that Contractor confirms and agrees that the Project Application submitted under NY-Sun shall comply with the requirements of the Program, the applicable Program Manual, with the terms and conditions of the Participation Agreement, including the Addendum, and with all applicable codes, accepted industry standards and best practices.

By submitting this Project Application, the Contractor hereby attests that there is a fully-executed, binding financial agreement that includes a signed Addendum to the Customer Agreement between the Contractor and Customer (or project sponsor for community distributed generation) to construct the PV project that will receive incentive funding and/or financing through this application. The Contractor and/or Builder acknowledges and agrees to produce any/all documents upon NYSERDA's request.

The Contractor attests that applications have been submitted for all jurisdictional permits required for construction of the PV project that will receive incentive funding through this application.

The incentive amount will be based on the current incentive level offered at the time when application was submitted, and that may differ from the amount on this application form. Upon approval, NYSERDA shall issue an award letter reflecting accurate and approved incentive amount.

**ELECTRONIC SIGNATURE**

DISCARD

PREVIOUS

**PRINT**

**CONTINUE**

7. Documents (Step 4 of 5)

- a. Use the “Choose File” button on the “Sample Contract” row to upload a copy of the proposed contract.
- b. Use the “Choose File” button on the “Marketing Plan” row to upload a copy of the Marketing and Implementation Plan Form, which can be found on the [Resources for Contractors](#) page in the “Inclusive Community Solar Adder Resources” section. In addition to the plan itself, use the “Other Documents” button to upload sample Marketing and Messaging Materials which should include, but are not limited to the following types of materials:
  - i. Collateral that will be sent in the mail or hung on doors
  - ii. Social media posts
  - iii. Sample email blasts
  - iv. Screenshots of a customer experience after signing up online.
  - v. Other frequently used customer-facing marketing and messaging materials not listed above
- c. Use the “Choose File” button on the “Signed Application” row to upload a copy of the Project Application with all completed signatures.
- d. File size for a single upload cannot exceed 10 MB. If your file size is over this threshold, you may break it into smaller files and use the “Other Documents” button to upload. If you choose to use the “Other Documents” uploading method, clearly label your additional files, using the “Document Name” text box. You may add multiple “Other Documents” using the “Add Another Document” function.

Required Documents				
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document
Marketing Plan	<a href="#">Document.docx</a>	<a href="#">Attachment History</a>	Submitted	<input type="button" value="Choose File"/> Example Marketing Plan.docx
Sample Subscriber Contract	<a href="#">Document.docx</a>	<a href="#">Attachment History</a>	Submitted	<input type="button" value="Choose File"/> Example Sampl...r Contract.docx
Signed Application	<a href="#">Document.docx</a>	<a href="#">Attachment History</a>	Submitted	<input type="button" value="Choose File"/> Example Signe...pplication.docx

Other Documents				
Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status
<input type="text" value="Document Name"/>	<input type="button" value="Choose File"/> No file chosen			X
<input type="button" value="+ ADD ANOTHER DOCUMENT"/>				

PREVIOUS

SAVE

CONTINUE

8. Submit (Step 5 of 5)

- a. Use the navigation options to go back to any section of the application.
- b. Once you click "Submit", you will not be able to edit this application.

### NYSERDA - NY-Sun

Submit (Step 5 of 5)

Click on the submit button below to complete this application.

[PREVIOUS](#) [SUBMIT](#)