

Commercial & Industrial

Incentive Application Reference Guide

Commercial & Industrial Incentive Application Reference Guide

Welcome to the NYSERDA NY-Sun Commercial & Industrial Program 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 nyserderda-portal.force.com/login.



Username

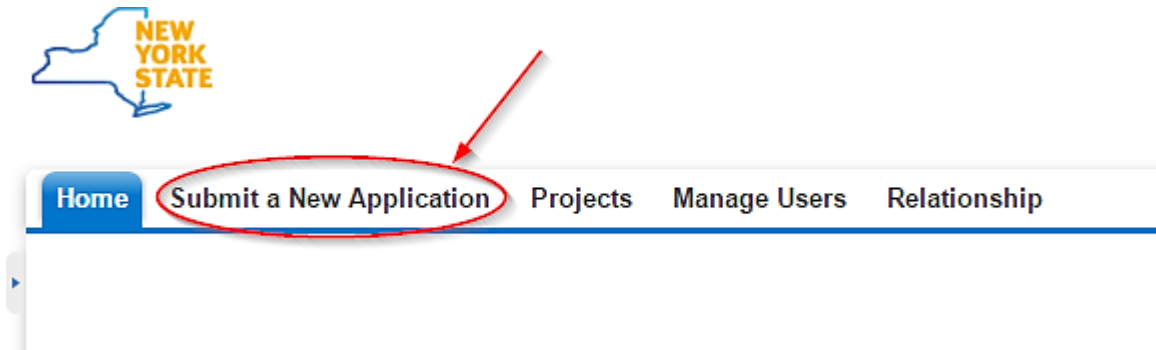
Password

Log In

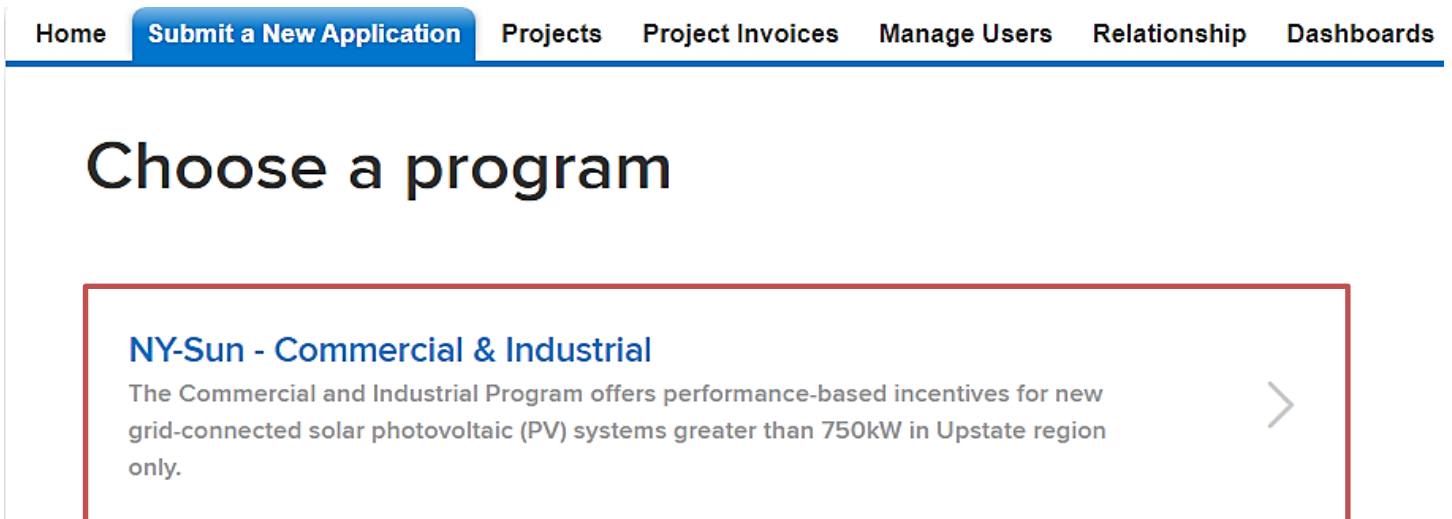
Remember me

[Forgot Your Password?](#)

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



3. Click on the “NY Sun –Commercial and Industrial” program.



4. Add Project Contacts

- a. Read the instructions in the blue box
- b. Click “Add a Contact” and fill out all of the required information
- c. You must have at least one primary customer and payee to submit your project. If the payee is the same entity as the contractor, you can click ‘Add Role’ next to the contractor name. This will automatically populate the contractor’s information. You will then select ‘Payee’.
- d. Click “Continue” when complete to move on to the next page.

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Project Contacts (Step 1 of 8)

Projects must indicate the entity that will receive incentive payments by adding the "payee" role to a project contact. The Participating Contractor may elect to have the incentive payments assigned to a separate party. A payment assignment can only be elected once per incentive application, either at the time of application submission or at any time prior to payment of the Commercial Operation Invoice through a modification request. When a separate party is selected for payment assignment, this entity will be instructed to register with NYSERDA as a payee for the project. Please see the Program Manual, Section 4.1.5, "Assignments", for more information.

Show entries Search:

Action	Primary?	Name	Email	Phone	Company Name	Contact Role
Add Role	<input checked="" type="checkbox"/>	Cory Ceo	chad.alojipan@nyserda.ny.gov	(111) 111-1111	Industrial Solar	Contractor

Showing 1 to 1 of 1 entries PREVIOUS **1** NEXT

DISCARD PREVIOUS **CONTINUE**


5. Add Site Address

- a. Click "Add a Site" to add a site address.

NOTE: To navigate through the application, you may use the circles at the top of the page or the "Previous" button at the bottom

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Site Address (Step 2 of 8)



[+ ADD A SITE](#)

Search:

Action	Address 1	Address 2	City	State	Zip	County	Electric Utility Company
Please add a site address.							

DISCARD PREVIOUS **CONTINUE**

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

6. Add Project Information

- a. Select your site information from each dropdown menu.
- b. Include "Meter Data" and add accounts as necessary

****Some dropdowns may not be visible depending on your selections****

Site Information

<p>Expansion of Completed System</p> <div style="border: 1px solid #ccc; padding: 2px;">--None-- ▼</div> <p>CESIR ID #</p> <div style="border: 1px solid #ccc; height: 20px;"></div> <p>Date of 25% Interconnection Payment</p> <div style="border: 1px solid #ccc; height: 20px;"></div> <p>[3/5/2019]</p> <p>Purchase Type</p> <div style="border: 1px solid #ccc; padding: 2px;">--None-- ▼</div> <p>Expected Interconnection</p> <div style="border: 1px solid #ccc; height: 20px;"></div> <p>[3/5/2019]</p> <p>Land Use</p> <div style="border: 1px solid #ccc; padding: 2px;">Agricultural ▼</div> <p>Is your project located in an Agriculture District?</p> <div style="border: 1px solid #ccc; padding: 2px;">--None-- ▼</div> <p>Total Number of Acres of Array Site</p> <div style="border: 1px solid #ccc; height: 20px;"></div>	<p>CESIR required</p> <div style="border: 1px solid #ccc; padding: 2px;">Yes ▼</div> <p>Building Use</p> <div style="border: 1px solid #ccc; padding: 2px;">--None-- ▼</div> <p>Coastal Zone</p> <div style="border: 1px solid #ccc; padding: 2px;">--None-- ▼</div> <p>Building Type</p> <div style="border: 1px solid #ccc; padding: 2px;">--None-- ▼</div>
--	---

Meter Data

Utility Account Number(s)	Host	New Service	Meter Number(s)	Service Class	Annual Usage(kWh)
	<input type="checkbox"/>	<input type="checkbox"/>		--None-- ▼	

[+ ADD AN ACCOUNT](#)

7. List Project Components

- a. If you wish, you can click the pencil to edit the array name
- b. Enter module information
- c. Click “Add More” to include additional arrays


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Project Components (Step 4 of 8)

Please verify if the PV Array Exceeds 4000 Sq Ft

Modules (Panels)
Total System Size: **386.570**
 PV Array Exceeds 4000 Sq Ft

Array 1 


Quantity	Module Manufacturer	Module Model	Array Type
<input type="text" value="1,247"/>	<input type="text" value="Trina Solar"/>	<input type="text" value="TSM-310PA14A"/>	<input type="text" value="Fixed Ground Mount"/>
Array Rating	Array Azimuth	Array Tilt	Annual Output
<input type="text" value="386.57"/>	<input type="text" value="200"/>	<input type="text" value="20"/>	<input type="text" value="453,771"/>

[DELETE](#)

+ ADD MORE

- d. If you wish, you can click the pencil to edit the inverter name
- e. Enter inverter information
- f. Click “Add More” to include additional Inverters

Inverter

Inverter 1 

Quantity	Inverter Manufacturer	Inverter Model
<input type="text" value="5"/>	<input type="text" value="AE Solar Energy"/>	<input type="text" value="AE70 (240V)"/>

[DELETE](#)

+ ADD MORE

- g. If your project has storage, complete the energy storage system – additional incentive section

Energy Storage System - Additional Incentive

Does your project include an energy storage system?

Storage System Vendor / Integrator

Storage Technology / Chemistry Type

Installed Storage Capacity, kWh (AC)

Solar / Storage Configuration

Separate Energy Storage Inverter?

Other Additional Storage System Integrator

Battery Cell Manufacturer or Other Storage OEM

Duration of Discharge (hours)

- h. Enter your project cost and incentive information.
- i. Remember to click “Save” so that you can return to this application before submitting.
- j. Click “Continue” to move to the next page.

Project Cost and Incentive

Labor \$

Balance of System \$

Permitting Fees \$

Inspection Costs \$

Array Costs \$

Inverter Costs \$

 Cost of Energy Storage System \$ 

Total PV Cost Before NYSERDA Incentive \$

Historical Annual Energy Consumption kWh/year *

Current Block Rate

Estimated Annual Solar Energy Production kWh/year

NYSERDA Incentive Amount \$

Annual Electrical Offset Associated with the PV System %

DISCARD

PREVIOUS

SAVE

CONTINUE

8. Review the Project Financials

- a. From this page you may also print a copy of the project financials.

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Project Financials (Step 5 of 8)

Payee	
Payee Name	Leslie Polsinello

NY-Sun Incentive - Base Incentive	
Block Rate (\$/W)	0.25
System Size (kW)	775.000
PBI Rate (\$/kWh)	0.07454
Estimated Annual Energy production (kWh)	909,726.00
Capacity Factor	13.4%
Calculated Base Incentive	\$ 271,250.00

Total System Cost Information	
Labor	\$ 500,000.00
Balance of System Cost	\$ 500,000.00
Permitting Fees	\$ 50,000.00
Inspection Costs	\$ 5,000.00
Array Costs	\$ 250,000.00
Inverter Costs	\$ 100,000.00
Total PV Cost Before NYSERDA Incentive	\$ 1,405,000.00
Cost of Energy Storage System	\$ 0

NY-Sun Incentive - C/I Additional Incentives	
Installed Storage Capacity, kWh (AC)	1,000
Energy Storage Incentive Amount	\$ 350,000.00

Summary Metrics	
Total Not to Exceed Incentive	\$ 621,250.00

DISCARD

PREVIOUS

PRINT

CONTINUE

9. Application Review

- a. Once you have fully reviewed the application, Click “Electronic Signature” to send the application to the customer to electronically sign. **ELECTRONIC SIGNATURE**
- b. You may also click “Print” and send a hard copy to the customer/payee to sign.

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Application Review (Step 6 of 8)

The document has been successfully sent for E-Signature to the customer. The document will automatically be uploaded to the application uploads page within 1 hour of customer signature. If you have elected to assign payments to another entity (payee), the payee's non-electronic signature is also required. Please upload the project application form, with both customer and payee signatures, before submitting your application.

NY-Sun Incentive Program

NY SUN Program	NY-Sun - Commercial & Industrial
Date	03/05/2019

Project Participants

Contractor Name	Edgar Lim
Contractor Company Name	Entersolar, LLC
Payee Name	Leslie Polsinello
Payee Company Name	NYSDERDA
Customer/Sponsor Name	Dominic Prinzo
Customer/Sponsor Company Name	NYSDERDA

Project Site Information

Project Site Address	17 Columbia Circle
Project Site city, state, zip	Albany, New York, 12088
Project Site County	Albany
Utility Company	National Grid
Is the project site a NYPA customer?	No
Metering Method	On-site metering
Expected date of interconnection	03/07/2019

Project Information

Expansion of Completed System	No
Purchase Type	Purchase
CESIR required	No
Land Use	Commercial
Expected Interconnection	3/7/2019
Coastal Zone	No
Net Metering Crediting Method	
Building Type	Existing Building
Building Use	Commercial

10. Upload your Required Documents

- a. Depending on the selections you made in your application, there will be certain documents that you are required to submit.
- b. If you chose electronic signature, the signed document will be automatically uploaded once your customer signs the application
 - **The electronic signature only goes to the customer when a payee is identified, the contractor must send the project application to the payee for signature**
- c. Click on the “Choose File” button to upload each document
- d. You may also name and upload any additional documents that are pertinent to the application.
- e. Once you click “Continue” it may take several moments to load the next screen.

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Paperwork Record (Step 7 of 8)

Required Documents				
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document
Coast Zone Determination				<input type="button" value="Choose File"/> No file chosen
One-Line or Three-Line Wiring Diagram				<input type="button" value="Choose File"/> No file chosen
Planning / Zoning Board Approval				<input type="button" value="Choose File"/> No file chosen
SEQRA				<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)				<input type="button" value="Choose File"/> No file chosen
Energy Storage System / Product Description				<input type="button" value="Choose File"/> No file chosen
Executed Interconnection Agreement				<input type="button" value="Choose File"/> No file chosen
Landfill/Brownfield Eligibility Form				<input type="button" value="Choose File"/> No file chosen
Proof of Energy System UL / Safety Certifications				<input type="button" value="Choose File"/> No file chosen
Proof of Storage System Warranty				<input type="button" value="Choose File"/> No file chosen

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
+ ADD ANOTHER DOCUMENT				

11. Submit Application

- You can use the navigation options to go back to any section of the application.
- Once you click “Submit”, you will not be able to edit this application and any changes will require you to submit a “Change Modification” after approval.

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Submit Application (Step 8 of 8)

Please click on submit button below to complete this application.

