

NYSERDA NY-Sun Initiative

Contractor Application Reference Guide

NY-Sun Contractor Application

Welcome to the NYSERDA NY-Sun Program Contractor Application Reference Guide. This document will walk you through the steps required to complete this online application.

Select Program

The initial page requires you to select the program to which you are applying and identify your role in filling out this application.

Step	Action
1.	Beginning on the "Select Program" page, click on the dropdown menu under "Program Family".
2.	Select NY Sun from the dropdown menu.
3.	If you are applying to work with NY-Sun – Residential & Nonresidential Program, click the button next to that program.
4.	Then select your role in the Residential & Nonresidential Program, which will be either Contractor, Builder, or Both
5.	If you are applying to work with NY-Sun - Commercial & Industrial Program, click the button next to that program.
6.	If you are applying to work with the NY-Sun – Residential & Nonresidential and Commercial & Industrial Programs, click the button next to both.
7.	Then select your role in the Residential & Nonresidential Program, which will be either Contractor, Builder, or Both.
8.	Once you have completed selecting your Program and Role (if applicable), click "Continue".

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NYSERDA

CONTRACTOR APPLICATION

Select Program

Complete the following screens to submit an application. See the (question with circle mark - icon) for more information

Program Family 

--None--

CONTINUE



Select Program

Complete the following screens to submit an application. See the (question with circle mark - icon) for more information



Program Family 

NY-Sun

Select a Program:

- NY-Sun - Commercial & Industrial 
- NY-Sun - Residential & Nonresidential 
- Both

Please select your role in the Residential & Nonresidential Program

- Contractor 
- Builder 

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Company Information (Step 1 of 7)

On this page you will need to enter your company information, including name(s), tax exemptions, and tax identifications.

Step	Action
1.	Step 1 is entering your Company Information.
2.	Enter your "Legal Business Name".
3.	Enter any applicable "Business Name/ Disregarded Entity Name".
4.	Enter your "Street Address".
5.	Enter your "City".
6.	Select your "State/Province".
7.	Enter your "Zip Code".
8.	Click the dropdown menu under "Entity Type".
9.	Click on your businesses' entity type(s).
10.	If applicable, select your Minority or Woman Owned Business Enterprise (MWBE) designation.
11.	If you selected a Business Enterprise, enter your NYS MWBE number.
12.	If applicable, enter your Exempt Payee code.
13.	Select your Tax Identification type. If you are using your Social Security Number, click the button and follow the instructions on the page to submit a W-9 form separately.
14.	If you are using your Employee Identification Number, click the button.
15.	Enter your Employee Identification Number.
16.	Once you have entered all of your Company Information, click "Continue".

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Company Information (Step 1 of 7)

Legal Business Name

ABC Energy Co.



Business Name / Disregarded Entity Name

Abco



Street Address

421 Sustainable Drive



City

Albany

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State/Province

New York

Zip Code

01235

Entity Type (select all that apply)

x Corporation



Please Select if Applicable (check all that apply)

- New York State Minority Owned Business Enterprise
- New York State Women Owned Business Enterprise
- New York State Veteran Owned Business Enterprise

NYS MWBE

2158975365



Exempt Payee Code



Tax identification type:

- Employee Identification Number (EIN)
- SSN

Employee Identification Number (EIN)

57-5689557

Your Employer Identification Number (EIN) is not your Social Security Number.

Please see the instruction provided by the IRS on the "Form W-9" for a detailed description on where to find your EIN here:

<http://www.irs.gov/Forms-&-Pubs>

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Contact Information (Step 2 of 7)

On this page you will need to enter the contact information for the primary contact, and if different, your accounts receivable and authorized signatory contacts.

Step	Action
1.	Step 2 is entering your organizations Primary, Accounts Receivable, and Authorized Signatory Contact Information.
2.	Start by entering your "Primary Contact Information". The "Primary Contact" is the person who makes the legal or business decisions for the organization. The information includes First Name, Last Name, Title, Email, Phone, and Extension Number, if applicable, for the Primary Contact. If approved, this contact will become the primary contact on the Account and will receive all project related communications.
3.	If the Accounts Receivable Contact is the same as the Primary Contact, Click the box.
4.	If the Accounts Receivable Contact is different from the Primary Contact, enter the First Name, Last Name, Title, Email, Phone, and Extension for the Accounts Receivable Contact.
5.	Repeat this process for the Authorizing Signatory Contact.
6.	Once all Contact Information is complete, click Continue.

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Contact Information (Step 2 of 7)

Primary Contact Information ?

First Name

Last Name

Title

Email

Phone

Extension

Accounts Receivable Contact ?

Accounts Receivable Contact is same as primary

Authorized Signatory Contact Information ?

Authorized Signatory contact is same as primary

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Qualifications (Step 3 of 7)

On this page you will enter your company's qualifications, including PV industry experience, and credentials (if applicable).

Step	Action
7.	Step 3 is entering your organizations "Qualifications".
8.	Enter the number of years your company has worked in the PV industry.
9.	Enter the number of solar projects your company has completed.
10.	If your company has participated in other state solar programs, Click the box.
11.	Then enter the states that your company has participated in.
12.	If applicable - If your company has at least one individual who holds one of the listed credentials, Click the box.
13.	Then check the box for the certification that the individual in your company holds.
14.	If applicable, select your role(s) for projects submitted to the NY-Sun Commercial & Industrial Program.
15.	If applicable, select the types of project(s) you anticipate submitting to NY-Sun Residential & Nonresidential Program.
16.	Select the counties served by your company. If approved, your company will be listed in the counties identified on the NY-Sun website.
17.	Once you have filled out all applicable qualification fields, Click "Continue".

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Qualifications (Step 3 of 7)

How many years has your organization worked in the solar electric (PV) industry?

How many solar electric projects has your organization completed?

Has your company participated in other solar-related programs in other states or provinces?

Yes No

What other states or provinces? (separate locations with a comma)

Does your company have at least one individual who holds an active credential from NABCEP PV Installation Professional Certification, IBEW-NECA Electrical Journeyman & Apprentice Training, or Underwriters Lab PV System Installation Certification, as described in the Program Manual? (If yes, select the credential below)

Yes No


NABCEP PV Installation Professional Certification

IBEW-NECA Electrical Journeyman & Apprentice Training

Underwriters Lab PV System Installation Certification

Select your role(s) for projects submitted to the NY-Sun Commercial/Industrial Program:

Select the types of project(s) you anticipate submitting to NY-Sun Residential/Nonresidential Program:

Select the counties served by your company (select all that apply): * 

Select All

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References (Step 4 of 7)

On this page you will include contact and project information for references regarding your previous PV industry projects.

Step	Action
1.	Step 4 is entering "References" from your organization's previous projects. If you are only applying for Residential & Nonresidential and not Commercial & Industrial, or vice versa, you will only need to enter references for that area.
2.	For the "Residential & Nonresidential References", Click on the downward arrow to the right of each Reference to enter the required information.
3.	Complete each field in the "Contact Information" and continue to scroll down.
4.	Complete each field in the "Project Information" and continue to scroll down.
5.	Complete this process for each of the 3 "Residential & Nonresidential References".
6.	For "Commercial References", EITHER click the button to provide a hyperlink to an installed project (and proceed to step 7) OR click the button to provide three project references (and proceed to step 8).
7.	Enter the hyperlink.
8.	Complete each field in the "Contact Information" and continue to scroll down.
9.	Complete each field in the "Project Information".
10.	Complete this process for each of the 3 "Commercial References".
11.	Once you have completed EITHER step 7 above OR steps 8-10 above, click "Continue".

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Residential/Nonresidential References ?

Reference 1 of 3 ^

Contact Information

First Name	Last Name	
<input type="text" value="Bill"/>	<input type="text" value="Williams"/>	
Project Site Address		
<input type="text" value="221 Sunnyview Road"/>		
City	State / Province	Zip
<input type="text" value="Albany"/>	<input type="text" value="New York"/>	<input type="text" value="12206"/>
Phone Number	Email Address	
<input type="text" value="(518) 556-6622"/>	<input type="text" value="billwill@gmail.com"/>	

Project Information

System Size(kW)	Interconnection Date
<input type="text" value="1500"/>	<input type="text" value="3/4/2019"/>
	<small>[3/4/2019] Must be in MM/DD/YYYY format</small>

Applicant's role in project

 ?

Project Description

 ?

Provide additional information about this project (i.e. roof/ground mounted, remote net metered, etc.) Be sure to include applicant's relationship with the reference contact listed above.

Reference 2 of 3 v

Reference 3 of 3 v

Commercial References

I'd like to provide A hyperlink to an installed project from the Commercial / Industrial Program at der.nyserdera.ny.gov

Three project references (Totalling greater or equal to 3MW) ?

PREVIOUS
SAVE
CONTINUE

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Certification and Submission (Step 5 of 7)

On this page you are required to answer several questions and can use an electronic signature to sign the application before submitting. You will also have the option to print, sign, and scan signed application.

Step	Action
1.	Step 5 is "Certification and Submission" of your application. Before submitting, review all information carefully to avoid delay or denial of your application.
2.	Read each certification question carefully and Click the button next to "Yes" or "No", and continue to scroll down.
3.	Next Click each box to acknowledge that you have reviewed the accompanying document.
4.	To sign the application, Click "Electronic Signature", which will temporarily direct you to the secure DocuSign website. If you choose to print, sign, and scan signed application, you can proceed by clicking 'Continue'.
5.	On the DocuSign website, start by reviewing the disclosure, then Click the box to agree to use electronic records and signatures.
6.	To begin reviewing your application Click "Continue".
7.	Once you have finished reviewing your application, Click "Sign".
8.	DocuSign will then populate your name and choose a signature style. Make and changes you need to, then Click "Adopt and Sign".
9.	Once you have completed your Electronic Signature, Click "Finish". You then be directed back to your NY Sun Contractor Application.
10.	At this point you should see a bar at the top of the page indicating that the "Application is signed".
11.	Scroll down to the bottom of the page and you will see today's date populated now that the application is signed.
12.	From this screen you may Click "Print" to print your application.
13.	Once you have completed reviewing, certification, and signing your application, Click "Continue".

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Certification and Submission (Step 5 of 7)



Review all application information carefully and ensure that all required documentation is complete before continuing. Incomplete applications may result in prolonged processing and potential denial of participation in the NY-Sun Incentive Program.

Has your company filed or are you filing a petition under any chapter of the U.S. bankruptcy code during the past 3 years?

Yes No

Have any principal or officer of your company been convicted of a felony within the past 5 years?

Yes No

Have any principal or officer of your company been under disciplinary action (probation, suspension, and termination) within a NYSERDA program?

Yes No

Have any principal or officer of your company been debarred by any government agency?

Yes No

Please review the NY-Sun Program Manual(s) and the Participation Agreement provided below.

- NY-Sun Incentive Program – Con Edison Program Manual
View or download [NY-Sun Incentive Program – Con Edison Program Manual](#)
- NY-Sun Incentive Program – Participation Agreement
View or download [NY-Sun Incentive Program – Participation Agreement](#)
- NY-Sun Incentive Program – Upstate and Long Island Program Manual
View or download [NY-Sun Incentive Program – Upstate and Long Island Program Manual](#)

I certify that all information provided in this form, including any attachments, is true and correct to the best of my knowledge. I agree to provide any additional materials NYSERDA may ask for during the review process. I have also reviewed and agree to the terms and conditions set forth in the PV Program Manual(s) and the NY-Sun Incentive Program - Participation Agreement provided in the links above.

You will have the opportunity to attach documents after you have provided a signature.

[CLICK HERE TO PROVIDE ELECTRONIC SIGNATURE](#)

You have the right to access and sign this application on paper.

If you prefer to submit this application on paper:

1. Print the application from your browser
2. Sign it by hand
3. Scan or take a photo of the signed application with a smartphone
4. Upload signed application to the Paperwork record (Step 6)

Alternatively, if you want to provide a hard copy signature, you can print, sign and upload.

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Paperwork Record (Step 6 of 7)

On this page you will attach required documents related to your application as well as any other related paperwork.

Step	Action
1.	Step 6 is attaching all required "Paperwork Records".
2.	The "Required Documents" will be based on your application type. If you have already used DocuSign to sign your application, it will upload to this page automatically.
3.	Click "Choose File" to attach each "Required Document".
4.	Once you have included all of the "Required Documents", you may add any other applicable documents. Click the "Document Name" text box to enter the name.
5.	Click "Choose File" to attach the document.
6.	You may Click "Save" and return to this page at a later time.
7.	Once you have completed attaching all of your "Paperwork Records", Click "Continue".

Required Documents

Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document
Construction photos for the projects you have provided as a reference in Step 4.				<input type="button" value="Choose File"/> No file chosen
Organizational Chart and Resumes of Key Personnel				<input type="button" value="Choose File"/> No file chosen
Quality Assurance Plan				<input type="button" value="Choose File"/> No file chosen
Signed Application				<input type="button" value="Choose File"/> No file chosen
NABCEP PV Installation Professional Certification				<input type="button" value="Choose File"/> No file chosen
Certificate of Insurance (Click for required language)				<input type="button" value="Choose File"/> No file chosen

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Submission Confirmation (Step 7 of 7)

On this page you will formally submit your application. No changes can be made once your application has been submitted.

Step	Action
1.	Once you have completed and reviewed your application, click "Submit".

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Submission Confirmation (Step 7 of 7)

Application current status: Unsubmitted

Please click on submit button below to complete this application.

PREVIOUS

SUBMIT