

# NY-Sun Program

## How to Perform a Payment or Full Assignment for Commercial/Industrial NY-Sun Projects

January 2021



**NEW YORK**  
STATE OF  
OPPORTUNITY™

**NY-Sun**

# Table of Contents

- 1. What is an Assignment? ..... 3
- 2. How to Submit a Payment Assignment ..... 5
- 3. How to Submit a Full Assignment ..... 11

## What is an Assignment?

An **assignment** is a request for the transfer of roles, responsibilities, and/or payments of a project to another entity. A contractor may request an assignment in order to have incentive payments paid to a separate party (payment assignment) or due to the sale of a project (full assignment).

A **payment assignment** is a request for NYSERDA incentive payments for an approved project to be made to another entity other than the contractor. A payment assignment does not transfer rights and responsibilities.

A **full assignment** is a request for the transfer of roles, responsibilities, and payments of a project to another approved NY-Sun contractor in good standing.

### Payment Assignment Details for Commercial/Industrial Projects

Commercial/industrial projects may request payments be made to another entity. The contractor can identify the payee at the time of application or before the commercial operation payment. Once a payee has been identified, no additional payment assignments will be allowed for commercial/industrial projects unless a full assignment is requested.

Payment assignments, including any eligible incentive adders, will only be made to another entity in the amount of the entire incentive. The contractor, customer, and payee must sign the project modification request agreeing to the payment assignment. All rights and responsibilities will remain with the contractor.

Once the project modification request has been submitted, the payee will receive a Payee Registration Form via email. **This form must be completed for the application to move forward.** Payees will not have access to the portal.

## Full Assignment Details for Commercial/Industrial Projects

The contractor may request a one-time full assignment for an approved project to another approved contractor. A full assignment request must be submitted via the portal. This request must be made before the commercial operation payment is requested. NYSERDA reserves the right to deny a full assignment request and may ask for additional documentation before approving the request. **Average approval time for full assignment requests is between one and three weeks.** The contractor is responsible for notifying NYSERDA when a project has been sold to another entity. The contractor of record is responsible for all program requirements until a formal assignment has been approved by NYSERDA, regardless of who owns the project prior to approval of the assignment.

The contractor must provide the following to submit a request:

- New contractor must be an **approved contractor** in the program and be in good standing.
- **Email confirmation** from utility of 100% interconnection upgrade payments made.
- **NYSERDA Assignment Form** signed by the old contractor and new contractor.
  - A separate Assignment Form exists specifically for projects receiving the **Community Adder**.
- **New project modification** signed by old contractor, new contractor, customer, and payee.

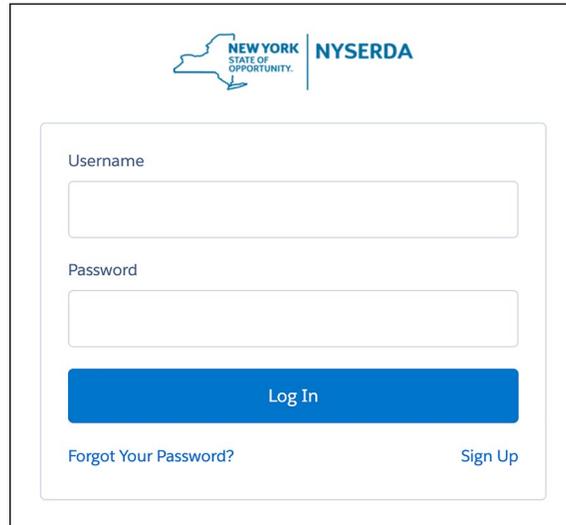
The contractor must also identify the payee at the time of the full assignment request. If a payee was already identified by the old contractor, that contractor must notify NYSERDA before moving forward with the request in the portal. If the contractor does not identify a new payee, no payment assignment will be allowed after the full assignment has been executed by NYSERDA. Payment assignments, including any eligible incentive adders, will only be made to another entity in the amount of the entire incentive. The current contractor will be responsible for the project until the full assignment has been executed. **Please contact a NY-Sun team member to receive the proper forms.**

Please note, this guide is strictly for commercial/industrial projects requesting a payment or full assignment. Nonresidential projects may request payment assignments but must do so at the time of project application submission. Nonresidential projects requiring a payment assignment after a project application has been submitted must cancel and submit a new application. Payment assignments are not allowed for residential projects.

# How to Submit a Payment Assignment

## STEP 1

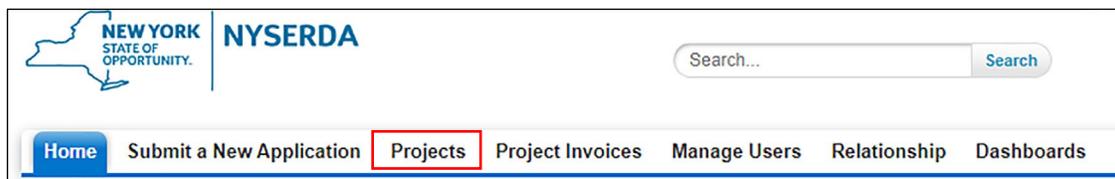
Login to your portal at [portal.nyserda.ny.gov/login](https://portal.nyserda.ny.gov/login).



The screenshot shows the NYSERDA login interface. At the top left is the New York State logo with the text "NEW YORK STATE OF OPPORTUNITY." and "NYSERDA" to its right. Below the logo is a login form with two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. At the bottom of the form are two links: "Forgot Your Password?" on the left and "Sign Up" on the right.

## STEP 2

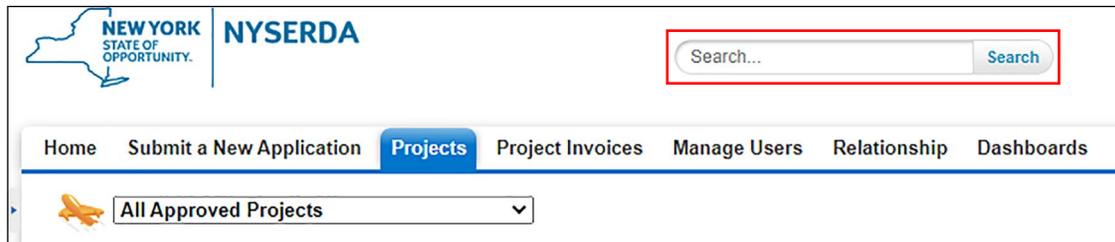
Click on the **“Projects”** tab.



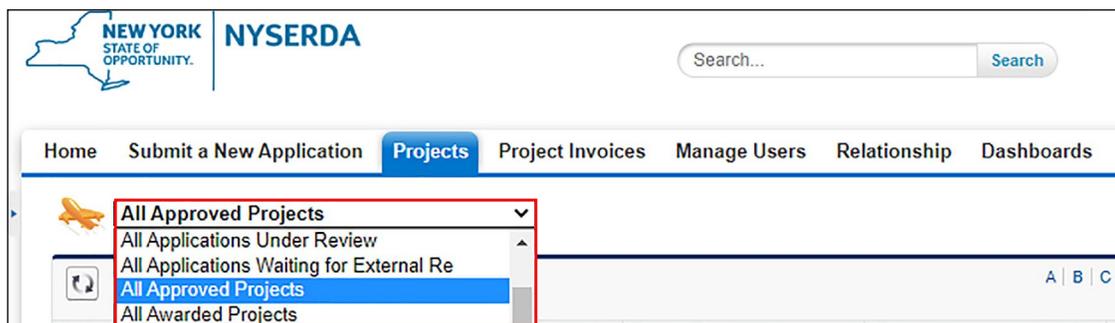
## STEP 3

Search for the project you wish to submit a change modification for by using either the **“Search”** feature or by selecting **“All Approved Projects”** in the list view.

### a. Search

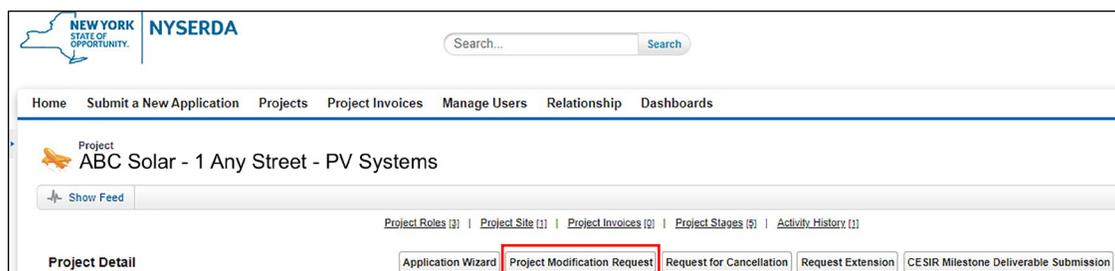


### b. List View



## STEP 4

After finding the project, click **“Project Modification Request”** on the project record. This will bring up a wizard like the Incentive Application for you to add/edit a payee.



## STEP 5

Locate the payee contact and click the **“Edit”** button to change the payee.

### NYSERDA - NY-Sun (Change Modification)

Project Contacts (Step 1 of 6)

The Participating Contractor may elect to have the incentive payments assigned to a separate party once, at any time prior to Commercial Operation Payment, if they did not do so at the time of application. To assign payments at this time, click "edit" on the Payee contact, and update for the new payment assignee information. 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.

Full Assignment

Contractors looking to assign their project to another contractor must check the Full Assignment checkbox.

[+ ADD A CONTACT](#)

Show 10 entries Search:

Action	Primary?	Name	Email	Phone	Company Name	Contact Role
<b>Edit</b>   Add Role	✓	John Smith	john@abcsolar.com	(518) 862-1090	ABC Solar	Payee
Edit   Add Role	✓	Sarah Miller	sarah@abcsolar.com	(518) 862-1091	ABC Solar	Customer
Add Role	✓	William Jones	william@abcsolar.com	(212) 971-5342	ABC Solar	Contractor

## STEP 6

Fill out your payee's information and select **“Payee”** in the **“Contact Role”** drop-down. When you are finished click **“Save Changes.”**

### Edit Contact

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

Contact Role \*

Company \*

Company Name \*

Company Zip \*

First Name \*

Last Name \*

Email \*

Phone \*

Primary

## Important!

The payee contact you enter will receive an email from the portal requiring them to complete the Payee Registration Form. **The entity must be set-up in NYSERDA's financial database for NYSERDA to process any requests. If a payee entity is already set up, but the contact information is changing, a new Payee Registration Form must be submitted.**

## STEP 7

When you review your application look at the **“Project Participants”** section to confirm all of your changes/additions were saved. The original payee information will be shown with a gray ~~strikethrough~~. Your updated information will be shown to the right, please ensure it is correct.

Project Participants		
	Original	Updated
Contractor Name	-	William Jones
Contractor Company Name	-	ABC Solar
Payee Name	<del>Amanda Davis</del>	John Smith
Payee Company Name	<del>Sunshine Solar</del>	ABC Solar
Customer/Sponsor Name	-	Sarah Miller
Customer/Sponsor Company Name	-	ABC Solar
I will be requesting full assignment of this project to a new contractor		<input type="checkbox"/>

## STEP 8

Scroll down the page to provide your signature. By signing, you attest that you agree to the language at the bottom of the screen. Please be sure to read this language prior to signing. The electronic signature option will only go to the customer, ensure that any changes are reviewed and signed off on by all parties. You may also choose to print and send a hard copy of your changes to all parties for signature. Click **“Continue”** once you are finished.

**ELECTRONIC SIGNATURE**

DISCARDPREVIOUS

PRINT

**CONTINUE**

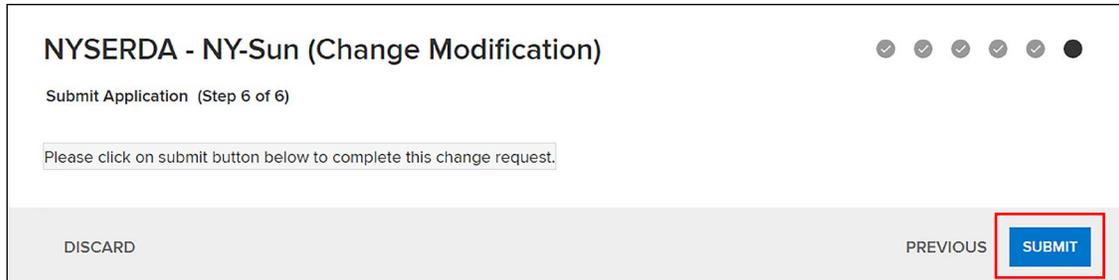
## STEP 9

Once all required documents are uploaded, including the Project Modification Form, click **“Continue”** to go to the last step.

Required Documents					
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document	
Final CESIR	123456 - ABC Any Street - Final CESIR.pdf	<a href="#">Attachment History</a>	Approve	<input type="button" value="Choose File"/>	No file chosen
Proof of 25% Payment for Interconnection Upgrades	ABC Mail - Fwd_Confirmation of 25% Payment - 123456 123 Any Street NY.pdf	<a href="#">Attachment History</a>	Approve	<input type="button" value="Choose File"/>	No file chosen
Coast Zone Determination	123 Any Street - NYS Coastal Boundary Map.PNG	<a href="#">Attachment History</a>	Approve	<input type="button" value="Choose File"/>	No file chosen
One-Line or Three-Line Wiring Diagram	123 Any Street - One Line Diagram.pdf	<a href="#">Attachment History</a>	Approve	<input type="button" value="Choose File"/>	No file chosen
Planning / Zoning Board Approval	Planning and Zoning - 123 Any Street.pdf	<a href="#">Attachment History</a>	Approve	<input type="button" value="Choose File"/>	No file chosen
SEGRA	123 Any Street - Full EAF.pdf	<a href="#">Attachment History</a>	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)	123 Any Street - Site Map.pdf	<a href="#">Attachment History</a>	Approve	<input type="button" value="Choose File"/>	No file chosen

## Step 10

Click the **“Submit”** button to complete the payment assignment. Do not hit the “Discard” button, this will delete your application and force you to start over. If you wish to make changes, click the “Previous” button to go back to prior steps.



**NYSERDA - NY-Sun (Change Modification)**

Submit Application (Step 6 of 6)

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

DISCARD PREVIOUS **SUBMIT**

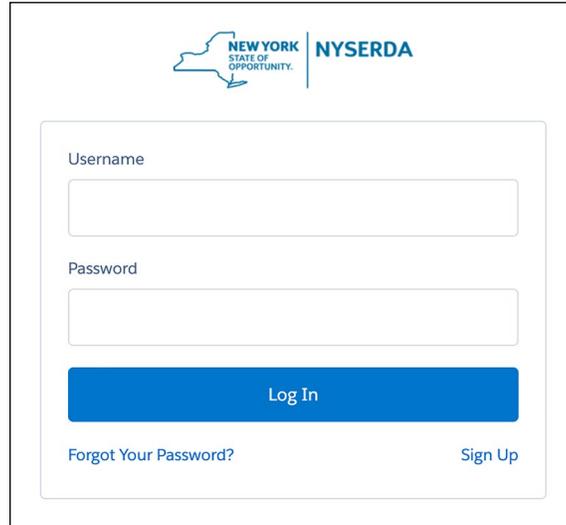
## Important!

Once the Project Modification is submitted and the payee is set up in NYSERDA’s financial database, NYSERDA will be able to process the request. Failure to register the payee or submit proper documentation will delay the review and processing of your request.

# How to Submit a Full Assignment

## STEP 1

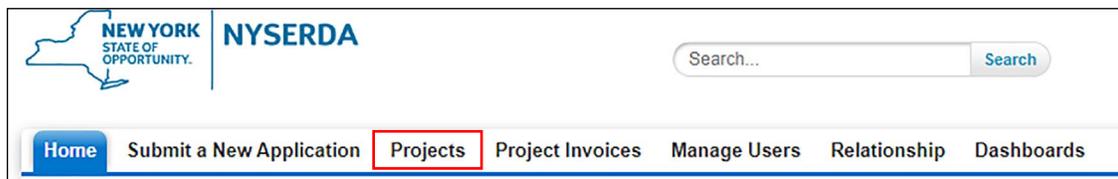
Login to your portal at [portal.nyserda.ny.gov/login](https://portal.nyserda.ny.gov/login).



The screenshot shows the NYSEDA login page. At the top left is the New York State logo with the text "NEW YORK STATE OF OPPORTUNITY." and "NYSEDA". Below this is a login form with two input fields: "Username" and "Password". A blue "Log In" button is positioned below the password field. At the bottom of the form are two links: "Forgot Your Password?" on the left and "Sign Up" on the right.

## STEP 2

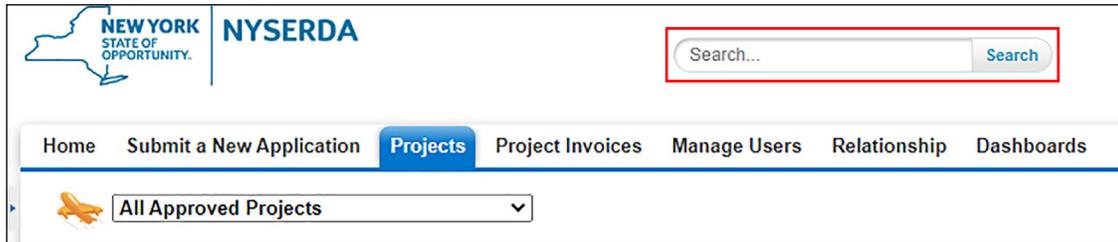
Click on the **“Projects”** tab.



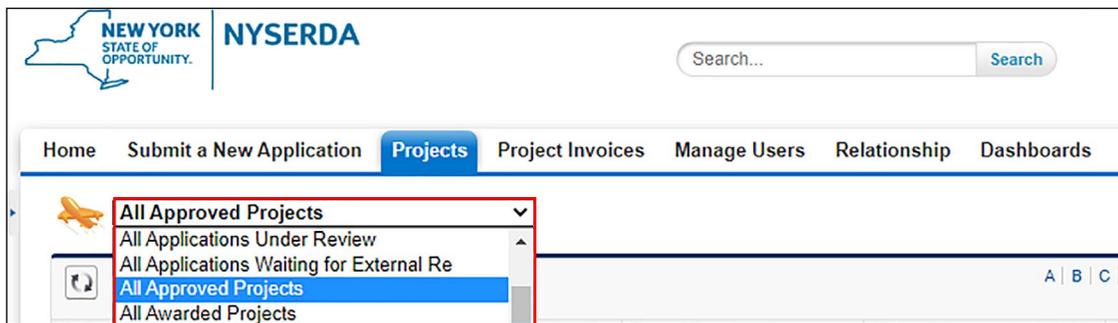
## STEP 3

Search for the project you wish to submit a change modification for by using either the **“Search”** feature or by selecting **“All Approved Projects”** in the list view.

### a. Search

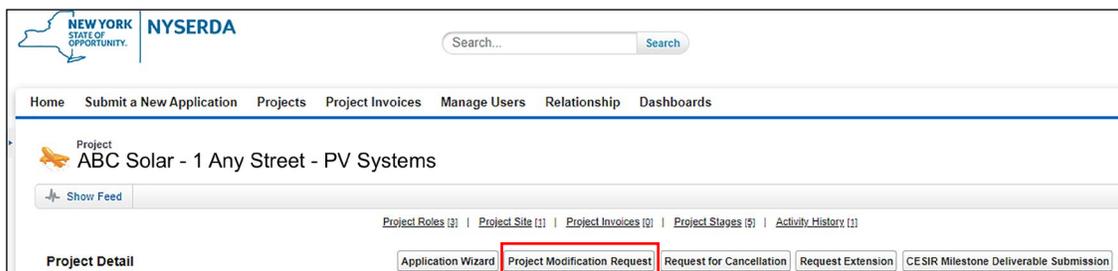


### b. List View



## STEP 4

After finding the project, click **“Project Modification Request”** on the project record. This will bring up a wizard like the Incentive Application for you to perform a full assignment.



## STEP 5

To edit a payee that was requested by the old contractor, you must contact NYSERDA first. NYSERDA will enable the **“Edit”** option which will allow you to update your payee’s information. When you are finished click **“Save Changes.”**

### NYSERDA - NY-Sun (Change Modification)

Project Contacts (Step 1 of 6)

The Participating Contractor may elect to have the incentive payments assigned to a separate party once, at any time prior to Commercial Operation Payment, if they did not do so at the time of application. To assign payments at this time, click "edit" on the Payee contact, and update for the new payment assignee information. 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.

Full Assignment

Contractors looking to assign their project to another contractor must check the Full Assignment checkbox.

[+ ADD A CONTACT](#)

Show 10 entries Search:

Action	Primary?	Name	Email	Phone	Company Name	Contact Role
<a href="#">Edit</a> <a href="#">Add Role</a>	✓	John Smith	john@abcsolar.com	(518) 862-1090	ABC Solar	Payee ←
<a href="#">Edit</a> <a href="#">Add Role</a>	✓	Sarah Miller	sarah@abcsolar.com	(518) 862-1091	ABC Solar	Customer
<a href="#">Add Role</a>	✓	William Jones	william@abcsolar.com	(212) 971-5342	ABC Solar	Contractor

## Important!

The payee contact you enter will receive an email from the portal requiring them to complete the Payee Registration Form. **The entity must be set-up in NYSERDA’s financial database for NYSERDA to process any requests. If a payee entity is already set up, but the contact information is changing, a new Payee Registration Form must be submitted.**

## STEP 6

Check the **“Full Assignment”** checkbox to assign your project to a different contractor. Please note that you must edit the roles first, if necessary, and then select the checkbox. Selecting the full assignment checkbox and then editing roles may result in data loss.

### NYSERDA - NY-Sun (Change Modification)

Project Contacts (Step 1 of 6)

The Participating Contractor may elect to have the incentive payments assigned to a separate party once, at any time prior to Commercial Operation Payment, if they did not do so at the time of application. To assign payments at this time, click "edit" on the Payee contact, and update for the new payment assignee information. 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.

Full Assignment

Contractors looking to assign their project to another contractor must check the Full Assignment checkbox.

## STEP 7

Enter the new contractor's **Company Name** and **Contact Name**. The Contact Name must be the same person listed on the Full Assignment document.

Full Assignment

Contractors looking to assign their project to another contractor must check the Full Assignment checkbox.

New Contractor Company Name,  
Contact Name:\* 

ABC Solar, John Smith

## STEP 8

When you review your application look at the **“Project Participants”** section to confirm all your changes/additions were saved. The new contractor’s Company Name and Contact Name should be shown to the right under the “Updated” column. If you edited the payee, the original payee information will be shown with a gray ~~strikethrough~~ and your updated information will be shown to the right. Please ensure all information is correct.

Project Participants		
	Original	Updated
Contractor Name	-	William Jones
Contractor Company Name	-	ABC Solar
Payee Name	<del>Amanda Davis</del>	John Smith
Payee Company Name	<del>Sunshine Solar</del>	ABC Solar
Customer/Sponsor Name	-	Sarah Miller
Customer/Sponsor Company Name	-	ABC Solar
I will be requesting full assignment of this project to a new contractor		<input checked="" type="checkbox"/>
New Contractor's Company Name		ABC Solar, John Smith

## STEP 9

Scroll down the page to provide your signature. By signing, you attest that you agree to the language at the bottom of the screen. Please be sure to read this language prior to signing. The electronic signature option will only go to the customer, ensure that any changes are reviewed and signed off on by all parties. You may also choose to print and send a hard copy of your changes to all parties for signature. Click **“Continue”** once you are finished.

<b>ELECTRONIC SIGNATURE</b>			
DISCARD	PREVIOUS	PRINT	<b>CONTINUE</b>

## STEP 10

Upload the **“NYSERDA Assignment Form”** and Project Modification Form (**“Signed Application”**) under “required documents.” Additionally, if not already provided, upload **proof of 100% payment for Interconnection Upgrades** (email confirmation) under “other documents.” Once all required documents are uploaded, click **“Continue”** to go to the last step.

Required Documents				
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document 
Coast Zone Determination	123 Any Street - NYS Coastal BoundaryMap.PNG	<a href="#">Attachment History</a>	Approve	
Final CESIR	123456 - ABC Any Street - Final CESIR.pdf	<a href="#">Attachment History</a>	Approve	
<b>NYSERDA Assignment Form</b>				
One-Line or Three-Line Wiring Diagram	123 Any Street - One Line Diagram.pdf	<a href="#">Attachment History</a>	Approve	
Planning / Zoning Board Approval	123 Any Street - Planning and Zoning Approval.pdf	<a href="#">Attachment History</a>	Approve	
Proof of 25% Payment for Interconnection Upgrades	123 Any Street - Proof of 25% Payment.pdf	<a href="#">Attachment History</a>	Approve	
SEQRA	123 Any Street - SEQRA.pdf	<a href="#">Attachment History</a>	Approve	
<b>Signed Application</b>				
Site Map (including mounting details stamped by Professional Engineer or Registered Architect, for roof mounts)	123 Any Street - Site Map.pdf	<a href="#">Attachment History</a>	Approve	

## STEP 11

Click the **“Submit”** button to complete the full assignment. Do not hit the “Discard” button, this will delete your application and force you to start over. If you wish to make changes click the “Previous” button to go back to prior steps.

### NYSERDA - NY-Sun (Change Modification)

Submit Application (Step 6 of 6)

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

DISCARD PREVIOUS **SUBMIT**

## Important!

Once the Project Modification is submitted and the payee is set up in NYSERDA's financial database, NYSERDA will be able to process the request. Failure to register the payee or submit proper documentation will delay the review and processing of your request.



**NYSERDA**

**New York State  
Energy Research and  
Development Authority**

17 Columbia Circle  
Albany, NY 12203-6399

**toll free:** 1-866-NYSERDA  
**local:** 518-862-1090  
**fax:** 518-862-1091

[info@nyserda.ny.gov](mailto:info@nyserda.ny.gov)  
[nyserda.ny.gov](http://nyserda.ny.gov)