



NY-Sun C/I Program Project Operation Review

February 2025



NYSERDA

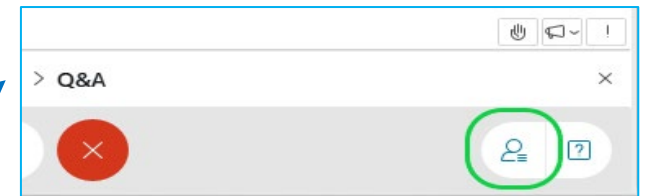
Meeting Procedures

Before beginning, a few reminders to ensure a smooth discussion:

- > Today's webinar is being recorded
 - A copy of the recording and presentation slides will be available on NY-Sun's Resources for Contractors page in the "Stakeholder Meeting Updates" section.
- > Members of the public will be muted upon entry

To ask questions:

- > Questions and comments may be submitted in writing through the Q&A feature at any time during the webinar. Questions will be answered at the end of the presentation.



If technical problems arise, please contact
Dylan.Cunningham@nyserda.ny.gov

Agenda

- > Overview
- > Application Submittal
- > Modifications/Extensions/Assignments
- > Invoicing
 - > Fraud Protection Rules
- > Contractor Status Changes
- > Resources for Contractors
- > Questions and Answers
- This webinar is intended to support Contractors and their staff with common errors. Contractors should refer to the Program Manual for all rules and requirements of the Program.

Resources for Contractors

- **Program Manual**
- **How to Guides**
- **Assignment Forms**
- **Past Webinars**

Resources for Contractors

NY-Sun has developed several resources to support participating contractors. [Sign up to receive the latest program updates.](#)

- > [Program Manual](#)
- > [Project Application Guidance](#)
- > [Community Solar Sponsor Resources](#)
- > [Inclusive Community Solar Adder Resources](#)
- > [Prevailing Wage Adder](#)
- > [Quality Assurance Reference Guides](#)
- > [Stakeholder Meeting Updates](#)

<https://www.nyserda.ny.gov/All-Programs/NY-Sun/Contractors/Resources-for-Contractors>

Application Submissions

Application Submission

Planning/Zoning Approvals

- > If you are using NYSERDA's form, ensure it is signed before uploading. Confirm the approvals are specific for the project (name, size, address) and are executed by the Town. If using the Town resolution, ensure it is on Town letterhead or is executed by the Town.
 - > If providing the Town resolution, confirm it is final and executed by the Town.

25% Interconnection Payments

- > Wire transfers and copy of checks are not acceptable documentation. You must upload the written email confirmation from the utility that includes, project name, CESIR ID, and date payment was accepted.

System size and equipment must match all documentation

- > Ensure the system size and equipment on the application matches the 3-line, site plan, CESIR, and planning/zoning approvals (total system size only).

Application Submission

Project Address must match all documentation

- > The address must match the Planning/Zoning approvals, CESIR, Site Plan, and 3-line. While we understand some of the parcels may not have an address or may be changed, you need to provide documentation so that we can confirm that the parcel is the same.

Utility interconnection application confirmation

- > This should be the confirmation from the utility on the date the initial application was submitted to the utility. It must clearly state the date the application was submitted so that we can confirm a project's eligibility for the prevailing wage adder.

Payee Identification

- > Reminder we will no longer make awards to the payee at the time of application. You can still identify a payee at this time, but we will not register any payees.

Application Submission

Notices of Intent for Projects in Agricultural Districts – Stacked Projects

- > Stacked projects are required to undergo a combined NOI review process, even if one of the projects is already built, or undergone the NOI process previously.
- > The impacted Mineral Soil Group (MSG) 1-4 acreage will be aggregated across stacked projects to determine the required mitigation.

Project Site Mapping Data

- > **If submitting shape files:** A single shape can have as many as five physical files with the same filename, but different file extensions. All the extension files need to be included in the submission.
- > **Formatting:** The zip folder containing all mapping files will be named the application number, ex. 12345. Within that folder 12345, should be all the shapefiles with the naming convention 12345_Fence, 12345_Footprint, and 12345_Parcel. There should not be more folders within the zip folder.

Application Submission

Timelines

- > **Application Review:** Applications will be reviewed within five days from the submitted date. Review time will be dependent on the completeness of the application. Applications will be moved back to unsubmitted status due to incompleteness.
- > **Award Notification:** Projects will move into received status once all documents are approved. Projects with an incentive of \$1 million or greater will receive an award letter. Projects with an incentive less than \$1 million will be sent a notification via the portal. Projects will move into Pending Approval and then approved status within a week of moving into received status.
- > **Award Letters:** Award letters are signed by NYSERDA's President and CEO. Once you see the application in pending approval status, please allow at least two weeks for the award letter to be executed and sent via the portal.

Project Modifications

Modifications

Project Modification

- > Confirm that the populated incentive amount is correct prior to submitting
- > Upload both the final as built 3-line stamped by a NYS PE and the final site map
- > Upload fully signed application if required

Timelines

- > Modifications will be reviewed within five days from the submitted date. Review time will be dependent on the completeness of the modification. Notification of the modification approval will be done via the portal.

Extensions

Extensions

Extensions – in the request, provide at least the below information

- > Reason for an extension
- > Confirmation of all planning/zoning approvals are still in place
- > Confirmation that 100% Interconnection upgrades paid and is still in good standing with the utility
- > Project schedule inclusive of IOU timelines, ministerial permits, equipment deliveries, construction milestones
 - > Please upload the most recent schedule with your request. If your project already has 540+ approved extension days, your request will require NYSERDA legal review.

Extensions

Timelines

- > Requests should be submitted within 30 days of the completion deadline.
- > Extension requests will be reviewed within five days from the submitted date. Review time will be dependent on the completeness of the information provided.
- > Notification of the extension request for additional information and/or approval will be done via the portal.

Extension Reporting

Projects with 540 approved extension days are required to provide quarterly updates.

Projects with 720+ approved extension days are required to provide monthly updates.

- The Contractor on record will receive an email reminder when the update is due. It should be uploaded into the Project Record using the Application Wizard.

Milestone	Estimated Date	Completed Date
Equipment Procurement		
Mobilization/ Notice to Proceed		
Mechanical Completion		
AHJ Inspection		
Witness Test with Utility		
Permission to Operate		
NYSERDA COD Invoice Submitted		

Assignments

Assignments

Payee Assignments – Will only be done prior to the Commercial Operation invoice submittal if Contractor Owns the Project or

At the time a full Assignment to another Approved Contractor is requested

- > Payee must register to confirm EIN with the IRS and a supplier ID created. The Final EIN and set up with the IRS must be done prior to your submittal. Any potential changes to the EIN or the Payee Name, requests should be held until finalized.
- > No award letters are issued for payee assignments, notification will be done via the portal.
- > Contractor is still responsible for meeting all Terms and Conditions of the Program, identifying the payee only allows NYSERDA to release the incentive to the payee.
- > No additional Payee Assignments will be accepted.

Assignments

Timeline for Payee Assignments

- > Payee Assignments will be reviewed within five days after they are submitted. Processing time will be dependent on the payee registration.
- > Delays in submitting the payee will extend the approval time.
- > Once the payee's supplier ID is created and we can process the assignment, the approval should be received within a week.

Assignments

Full Assignments – Are allowed only once prior to the Commercial Operation Invoice submittal. Contractors must notify NYSERDA of the sale of any Projects and are responsible for meeting all Terms and Conditions of the Program until NYSERDA approves an Assignment request.

- > 100% Interconnection upgrade costs must be made and the CESIR milestone marked completed prior to the Full Assignment request.
 - > CESIR Milestone request requires a copy of the executed Interconnection Agreement and written confirmation from the utility that the remaining 75% interconnection costs have been made and accepted.
- > The new Contractor must be an Approved Contractor in the Program and in good standing.
- > Make sure you are using the right Assignment form. If your project has the Community Adder, ICSA or an E-SFA award, you need to use the specific form that is associated with your funding.
 - > Example: [Sample Assignment Form - annotated](#)
- > Failure to meet these requirements at the time of the assignment request will result in the request being rejected.

Assignments

Full Assignments – continued

- > If you assigned a payee at the time of application (prior to new rules), you need to notify Program Staff to unlock the edit function to make any updates/changes.
- > If the payee's name is remaining the same, you must re-register the payee. We need to confirm the EIN and update the contact information. You must also update the new payee contact on the project roles as well.
- > When entering the new Contractor information into the text box you must include the company name and the contact. The person's name must match who signed the full assignment form for the new Contractor.
 - > If this contact is not listed, your request will be moved back into unsubmitted status in order for you to make the necessary corrections.
- > Confirm the funding amount on the new Application is correct. If you see any errors, you must notify NYSERDA prior to requesting signatures.
 - > Example: [Sample Project Modification - annotated](#)
- > Upload a fully signed Application, all entities must sign the new project application.

Assignments

Full Assignments – ICSA Improvements

- > If your Project also received an ICSA award we no longer require a new ICSA application to be signed. The Project Application on the NY-Sun side will now include the ICSA award.
- > This change will now allow us to process both assignments at the same time and reduce the long delays from when the NY-Sun Assignment is approved and the ICSA Assignment Approval.
- > ICSA records in Salesforce will now be updated as soon as the NY-Sun record is updated.

Full Assignments – E-SFA

- > If your Project also received an E-SFA award with no funding on the Assignment form you can put N/A for the Contract number.
- > E-SFA records in Salesforce will now be updated as soon as the NY-Sun record is updated.

Assignments

Timeline for Full Assignments – Contractors must allow three weeks for NYSERDA to process Assignment requests. Please keep this timeframe in mind as you work on closings. Last minute requests may not be accommodated.

- > Full Assignments will be reviewed within five days after they are submitted. Processing time will be dependent on the payee registration and completeness of the request.
- > Delays in creating the payee will extend the approval time.
- > Once the payee's supplier ID is created and we can process the assignment.
- > An Assignment letter will be issued once the Assignment is Approved.

Invoicing

Invoicing

Commercial Operation Payment

- > 100% of the Not To Exceed (NTE) incentive will be paid unless you notify NYSERDA you would like the payment schedule of 50/25/25 without being weighted for production.
- > Any changes to system size require you to submit a Project Modification prior to submitting your invoice.
- > Projects are still required to submit data to the DER website for two years from the date the Commercial Operation Invoice is approved. Backfilling of data is no longer required; however, you are required to ensure data is flowing to the site.
- > Site address must match all documents – Please notify NYSERDA as soon as you know there is an address change.
- > Final as built 3-line must be stamped and signed by a NYS PE.
- > Electrical Certificate must include all equipment, make, model and number.
- > NOI Final Determination letter is required for projects located in a State Certified Agricultural District.

Invoicing

Commercial Operation Payment

- > Contractors in Provisional or Probationary status will require a NYSERDA inspection prior to the approval of the invoice.
- > NYSERDA's finance office has 30 days to make payment once they receive an invoice.
 - > If after 30 days from Program staff approval of an invoice, if you have not received payment, please notify us. Do not wait months to inquire about payments. Please include the application number and invoice number you are inquiring about.

Changes to Finance Fraud Protection Rules

Changes to Finance Fraud Protection Rules

- > Finance staff must confirm ACH payment with the payee contact for every payment. We recommend that you do not set up ACH until you are ready to submit your COD Payment.
- > Finance prefers all payments to be made via ACH. If you are not set up for ACH at the time of invoicing, finance will reach out to the contact on file. If you want to receive a check, our finance office must confirm the mailing address before payment is released with the contact.
- > If there are any changes to the point of contact for the payee once ACH is set up, you must notify NYSERDA, so we can update it in both our systems. Failure to Notify us will result in payment being delayed.

Contractor Statuses & Quality Assurance (QA) Inspections

Contractor Statuses & QA Inspections

Provisional Status

- > All projects must pass a QA inspection prior to the Commercial Operation invoice being approved.
- > Once three inspections are passed consecutively, the contractor will be moved to Full Status.

Full Status

- > Inspections will occur after the project invoice has been approved.
- > If one inspection is failed, the contractor will be moved to Probationary Status.

Probationary status

- > All projects must pass a QA inspection prior to the Commercial Operation invoice being approved
- > Once three inspections are passed consecutively, the contractor will be reinstated to Full Status.

A failing score is considered a score 2 and below. More information on the inspection process can be found in the [QA Policies and Procedures Manuals](#).

Resources for Contractors

Resources for Contractors

- **Program Manual**
- **How to Guides**
- **Assignment Forms**
- **Past Webinars**

Resources for Contractors

NY-Sun has developed several resources to support participating contractors. [Sign up to receive the latest program updates.](#)

- > [Program Manual](#)
- > [Project Application Guidance](#)
- > [Community Solar Sponsor Resources](#)
- > [Inclusive Community Solar Adder Resources](#)
- > [Prevailing Wage Adder](#)
- > [Quality Assurance Reference Guides](#)
- > [Stakeholder Meeting Updates](#)

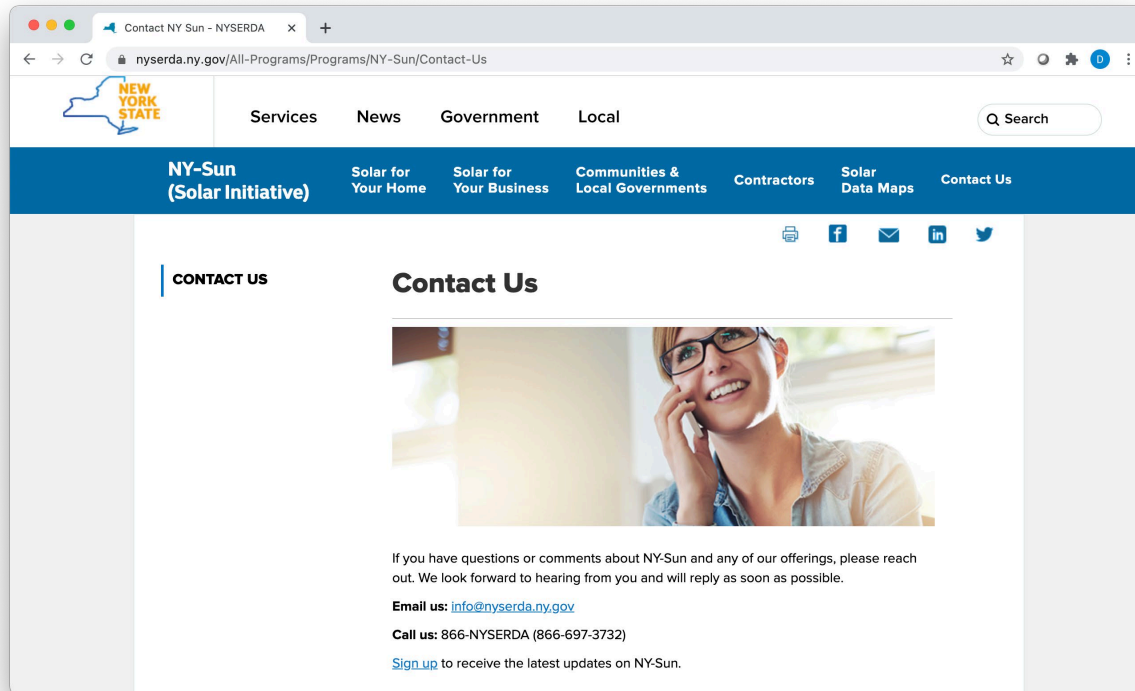
<https://www.nyserda.ny.gov/All-Programs/NY-Sun/Contractors/Resources-for-Contractors>

Thank you!

Questions?

Please use the Q&A feature in WebEx to submit a question.

Sign Up to Receive Emails From NY-Sun



- > Go to nyserda.ny.gov/ny-sun
- > Click **“Contact Us”** in the navigation menu
- > Scroll down the page and click **“Sign up to receive the latest updates on NY-Sun”**
- > Enter your information and be sure to select the lists the interest you under **“Email Lists”**
- > To ensure delivery to your inbox, add solarannouncements@nyserda.ny.gov to your address book (see next slide)

☑ **Affordable Solar (Low-to Moderate-Income):**

Information and updates on programs serving the low-income population to include Affordable Solar and Affordable Solar Predevelopment and Technical Assistance.

Add Our Email to Your Contacts

- > To ensure delivery to your inbox, add solarannouncements@nyserda.ny.gov to your contacts.
- > In Outlook, open an email message from solarannouncements@nyserda.ny.gov then hover over the sender's name with your cursor. Click the **“more options” button** and then the **“add to contacts” button**. Follow the instructions to add the email address to your contacts.
- > In Gmail, open an email message from solarannouncements@nyserda.ny.gov then hover over the sender's name with your cursor. In the pop-up contact details, click the **“add to contacts” icon** to the right of the sender's name.

