

# APPLICATION DOCUMENT CHECKLIST

NY-Sun



To participate in the NY-Sun program, a company (the applicant) must submit a [contractor application](#). In the Residential & Nonresidential Program, applicants may apply as a participating contractor, builder, or both. In the Commercial & Industrial Program, applicants may only apply as a contractor. Additionally, applicants may apply to one program or both. Once an applicant is approved in the program, they will be given access to the NYSERDA Portal to begin submitting project applications. This checklist is designed to provide detailed document requirements to aid in the contractor application process.

## PROJECT REFERENCES

Customer Name, Address, Phone Number, and Email of **three** verifiable grid-connected solar electric references for each program. If applying to both programs, the applicant must provide **six** references total.

Indicate system size (kilowatts), interconnection date, and the applicant's role for each reference. If a project was completed under a different entity, provide an explanation of the applicant's relationship to that project.

Notes: • If applying to the Commercial & Industrial Program, the three project references must total 3 MW. There is no system size requirement for the Residential & Nonresidential Program.

- Project references may be from out of state.
- Applicants must provide three unique project reference contacts.
- Project references may not be related to the applicant nor an employee of the applicant's company.
- Please contact all project references to verify their contact information and to inform them that they will be contacted by NYSERDA.

## CONSTRUCTION PHOTOS

At least **five** construction photos for each project reference that shows at a minimum: the array, racking, combiners, inverters, and the utility interconnection. See the [Construction Photo Resource](#) for construction photo examples.

## ORGANIZATIONAL CHART

Indicate how the company is structured, the number of employees, etc. Emphasize personnel that will be primarily working on projects submitted to NY-Sun.

## RESUMES OF KEY PERSONNEL

Provide resumes of key personnel, particularly those that will be working on projects submitted to NY-Sun.

## QUALITY ASSURANCE PLAN

A formal or simple write-up that specifies how the applicant intends to ensure quality on all projects during construction and once installed. If applying as a Contractor, specify how installation quality performed by the Builder is overseen.

## STANDARD CUSTOMER AGREEMENT

Provide a Standard Customer Agreement that includes NY-Sun requirements and [Addendum to Customer Agreement](#) (see [Program Manual](#) for more details).

## CERTIFICATE OF INSURANCE

- See [NYSERDA's Certificate of Insurance Sample](#) document for required language.

## DEPARTMENT OF PUBLIC SERVICE DER PROVIDER REGISTRATION

- Applicant must be registered as a DER Provider with the NYS Department of Public Service (DPS) on the [NYS Power to Choose](#) website. Registration information can be found on the [DPS website](#).

## BUILDER CREDENTIALS

- If applying as a Builder to the Residential & Nonresidential Program, applicant must provide proof of one of the following credentialing certificates for someone on staff:
  - NABCEP PV Installation Professional Certification
  - IBEW- NECA Electrical Journeyman & Apprentice Training
  - UL PV System Installer Certification

## SIGNED CONTRACTOR APPLICATION

- The system will automatically generate this. The applicant must agree to the terms of the [NY-Sun Participation Agreement](#) and [Program Manuals](#).

Please note, NY-Sun may request additional information or documentation. For more information, please see [NYSERDA's Resources for Contractors](#) and the [Program Manual](#). For questions, please contact [PVProcessing@nyserda.ny.gov](mailto:PVProcessing@nyserda.ny.gov).