# NYSERDA NY-Sun Initiative

# Residential & Nonresidential

# Incentive Application Reference Guide

## Residential & Nonresidential Incentive Application Reference Guide

Welcome to the NYSERDA NY-Sun Residential & Nonresidential Program Incentive Application Reference Guide. This document includes step-by-step instructions on how to complete and submit an Incentive Application.

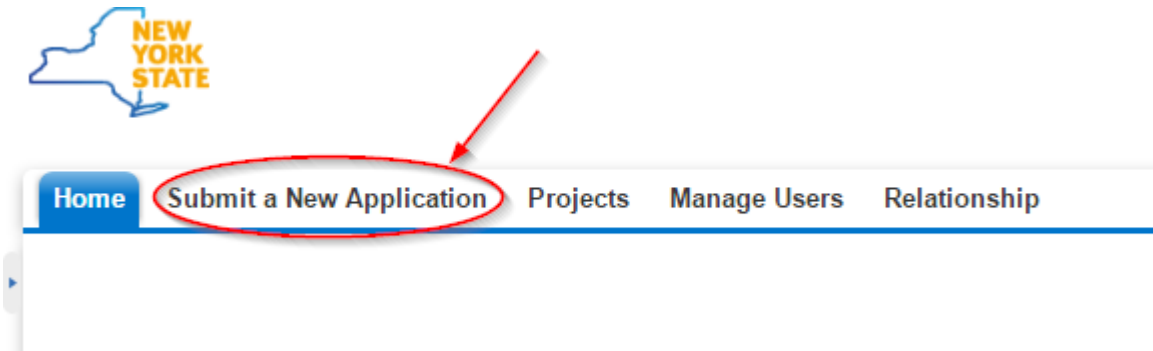1.  Login to the portal using the username and password you were provided at nyserda-portal.force.com/login.
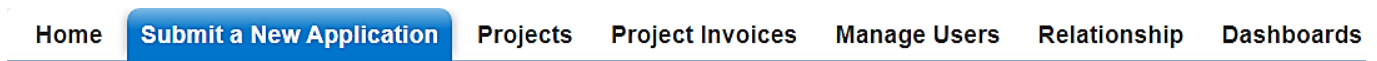
2. Click on the "Submit a New Application" Tab.



3. Click on the "NY Sun – Residential & Nonresidential" program.



# Choose a program

### NY-Sun - Commercial & Industrial
The Commercial and Industrial Program offers performance-based incentives for new grid-connected solar photovoltaic (PV) systems greater than 750kW in Upstate region only.

### NY-Sun - Residential & Nonresidential
The Residential/Nonresidential Program offers capacity-based incentives and financing for new grid-connected solar photovoltaic (PV) systems under the following regions/sectors: up to 25kW for residential customers (all regions), up to 750kW for nonresidential customers in Upstate + Long Island regions, or up to 7.5MW for nonresidential customers in Con Ed region.

4. Choose your role in filling out this application.
   a. Depending on your role, you may need to choose a Contractor or Builder from your existing relationships to work with on this project.
   b. Click "Continue" to move on to the next page.

5. Add your project contacts.
   a. Click "Add a Contact".
   b. You must have at least one primary customer contact.

## NYSERDA - NY-Sun

Project Contacts ( Step 2 of 9 )

⊕ ADD A CONTACT

Show [10 ▾] entries                                           Search: [          ]

| Action | Primary? | Name | Email | Phone | Company Name | Contact Role |
|---|---|---|---|---|---|---|
| Edit | Add Role | ✔ | Luke Forster | luke.forster@nyserda.ny.gov | (518) 862-1090 | | Customer |
| Add Role | ✔ | Bob Owner | chad.alojipan@nyserda.ny.gov | (111) 111-1111 | A1 Home Solar | Contractor |
| Edit | Add Role | ✔ | Andy Admin | chad.alojipan@nyserda.ny.gov | (222) 222-2222 | CDE Test Company | Builder |

Showing 1 to 3 of 3 entries                          PREVIOUS [1] NEXT

DISCARD                                          PREVIOUS    **CONTINUE**

6. Add your project site.
   a. Click "Add a Site".
   b. Complete address information and click 'Continue'.

## NYSERDA - NY-Sun

Site Address ( Step 3 of 9 )

⊕ ADD A SITE

Search: [          ]

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

DISCARD                                          PREVIOUS    **CONTINUE**

7. List Project Components
   a. If you wish, you can click the pencil to edit the array name (not required).
   b. Enter module information
   c. Click "Add More" to include additional arrays.

## NYSERDA - NY-Sun

Project Components ( Step 4 of 9 )

| Modules (Panels) | Total System Size: 1.920 | Overall TSRF: 85 | % | PV Array Exceeds 4000 Sq Ft: ☐ |

Ground Mount ✎

| Quantity | Module Manufacturer | Module Model | Array Type |
|----------|--------------------|--------------|-----------|
| 8 | A10Green Technology ▼ | A10J-M60-240 ▼ | Fixed Ground Mount ▼ |

| Array Rating | Array Azimuth | Array Tilt | Array TSRF | Estimated Annual Output | |
|--------------|---------------|-----------|-----------|------------------------|---|
| 1.920 | 200 | 30 | 85 | 2256 | 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 | |
|----------|----------------------|----------------|---|
| 1 | SMA America ▼ | SB3000TL-US-22 (240V) ▼ | DELETE |

Add More

g. Enter your project costs and customer's historical annual energy consumption
h. Remember to click "Save" so that you can return to this application before submitting
i. Click "Continue" to move to the next page

## Project Cost and Incentive

| | |
|---|---|
| **Labor $** | **Balance of System $** |
| 4,000.00 | 2,000.00 |
| **Permitting Fees $** | **Inspection Costs $** |
| 400.00 | 400.00 |
| **Array Costs $** | **Inverter Costs $** |
| 2,000.00 | 2,000.00 |
| **Total Cost Before NYSERDA Incentive $** | **Historical Annual Energy Consumption kWh/year *** |
| 10,800.00 | 6,000 |
| **Current Block Rate** | **Estimated Annual Solar Energy Production kWh/year** |
| 0.30 | 2,256 |
| **NYSERDA Incentive Amount $** | **Annual Electrical Offset Associated with the PV System %** |
| 576 | 38 |

DISCARD      PREVIOUS   SAVE   CONTINUE

8. Select Project Information
    a. Click the dropdown to select the "Purchase Type"
    b. If it is a purchase, click the box if you will be using Green Jobs Green New York financing
    c. Click the dropdown to indicate if this an expansion of an existing system

## NYSERDA - NY-Sun

Project Information  ( Step 5 of 9 )

### Purchase Information

Purchase Type *

Purchase

Will the Project use GJGNY Financing?

### Expansion Information

Expansion of Completed System *

No

DISCARD                                    PREVIOUS    SAVE    CONTINUE

9. Review the Project Financials
    a. From this page you may also print a copy of the project financials.

## NYSERDA - NY-Sun

Project Financials ( Step 6 of 9 )

### Total System Cost Information

| | |
|---|---|
| Labor | $4,000.00 |
| Balance of System Cost | $2,000.00 |
| Permitting Fees | $400.00 |
| Inspection Costs | $400.00 |
| Array Costs | $2,000.00 |
| Inverter Costs | $2,000.00 |
| Total System Cost | $10,800.00 |

### NY-Sun Incentive - Base Incentive

| | |
|---|---|
| Block Rate | 0.30 |
| Block Name | Rest of State Residential 8-1 |
| System Size | 1.920 kW |
| Total Solar Resource Fraction - Under 80% Reduced | 85 |
| Calculated Incentive | $576.00 |

### NY-Sun Incentive - Green Jobs Green New York Loan

| | |
|---|---|
| Loan Amount | $5,000.00 |
| Preferred Loan Term | 10 Years |
| Preferred Loan Option | On-Bill Recovery |

### Summary Metrics

| | |
|---|---|
| Total Eligible Incentives | $576.00 |
| Total Eligible Loan Amount | $5,000.00 |

DISCARD                    PREVIOUS    PRINT    CONTINUE

## 10. Application Review

a. Once you have fully reviewed the application, Click "Electronic Signature" to send the application to the customer to electronically sign.

b. You may also click "Print" and send a hard copy to the customer to sign.

11. 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 automatically upload once your customer signs
    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.

12. Submit Application
   a. You can use the navigation options to go back to any section of the application.
   b. 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 project approval.

## NYSERDA - NY-Sun

**Submit Application ( Step 9 of 9 )**

Please click on submit button below to complete this application.

PREVIOUS     DISCARD                                                    SUBMIT