

## Residential/ Small Commercial Program

## Incentive Application Reference Guide

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### Incentive Application Reference Guide

Welcome to the NYSERDA NY-Sun Residential/ Small Commercial 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](https://nyserda-portal.force.com/login).



Username

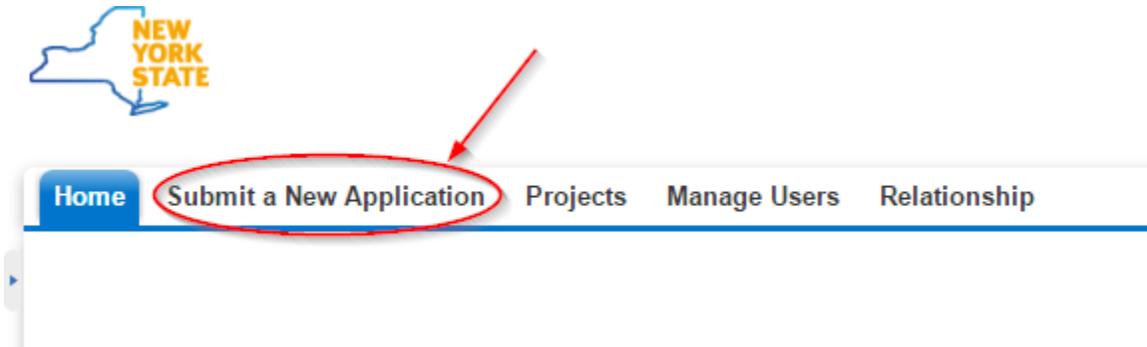
Password

Log In

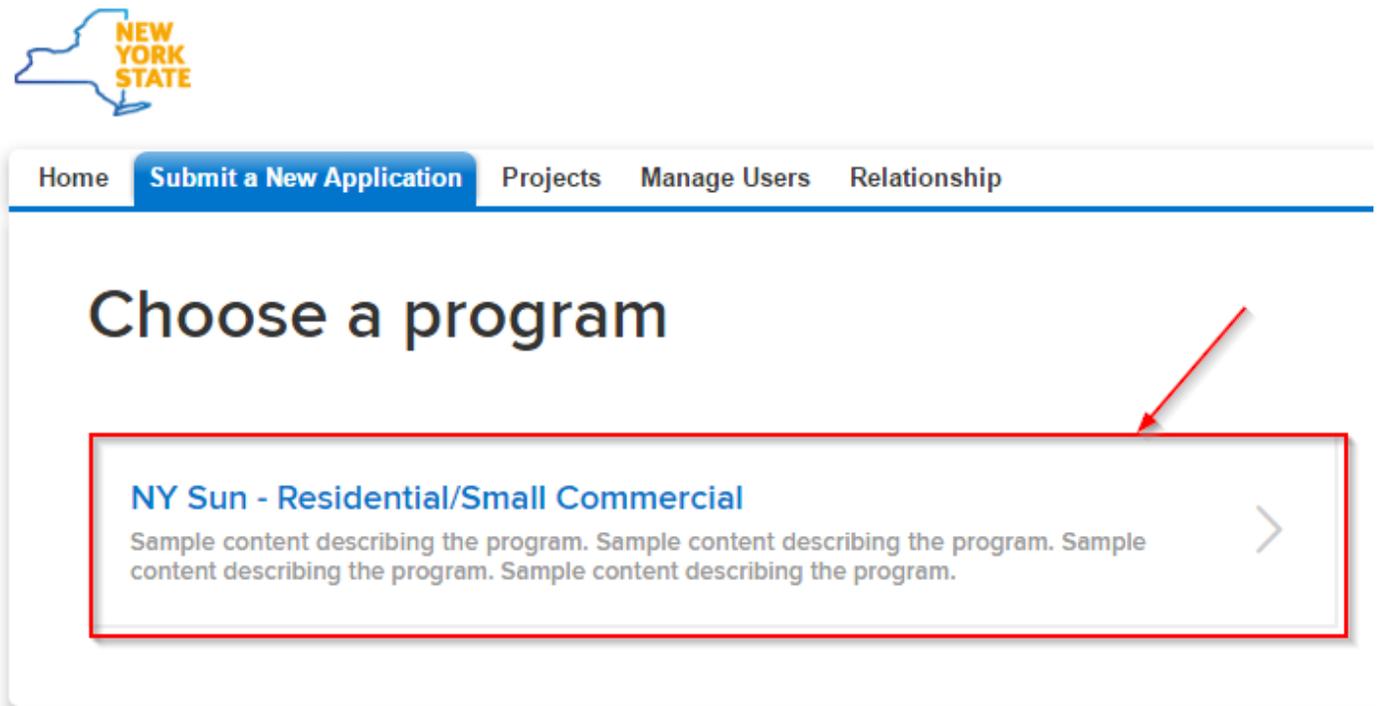
Remember me

[Forgot Your Password?](#)

2. Click on the “Submit a New Application” Tab.



3. Click on the “NY Sun – Residential/ Small Commercial” program.



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.



Search...

[Home](#) [Submit a New Application](#) [Projects](#) [Manage Users](#) [Relationship](#)

## NYSERDA - NY-Sun

### Installer Selection ( Step 1 of 9 )

Your account "A1 Home Solar" is both "Contractor" and "Builder"

#### See your progress!

Hover over progress indicators for details, and to view the status of each section.

Please select your role in this application.

Builder	<input type="radio"/>
Contractor	<input type="radio"/>
Both	<input type="radio"/>

Please select a Builder

--None--

--None--

CDE Test Company

CANCEL

**CONTINUE**

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 )

Show  entries

[+ ADD A CONTACT](#)

Search:

Action	Primary?	Name	Email	Phone	Company Name	Contact Role
<a href="#">Edit</a>   <a href="#">Add Role</a>	✓	Luke Forster	luke.forster@nyserda.ny.gov	(518) 862-1090		Customer
<a href="#">Add Role</a>	✓	Bob Owner	chad.alojipan@nyserda.ny.gov	(111) 111-1111	A1 Home Solar	Contractor
<a href="#">Edit</a>   <a href="#">Add Role</a>	✓	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

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**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.								

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**CONTINUE**

## 7. List Project Components

- If you wish, you can click the pencil to edit the array name (not required).
- Enter module information
- Click “Add More” to include additional arrays.

### NYSERDA - NY-Sun



Project Components ( Step 4 of 9 )

**Modules (Panels)**
Total System Size:  Overall TSRF:  % PV Array Exceeds 4000 Sq Ft:

**Ground Mount** ▼

Quantity	Module Manufacturer	Module Model	Array Type
<input type="text" value="8"/>	<input type="text" value="A10Green Technology"/>	<input type="text" value="A10J-M60-240"/>	<input type="text" value="Fixed Ground Mount"/>
Array Rating	Array Azimuth	Array Tilt	Array TSRF
<input type="text" value="1,920"/>	<input type="text" value="200"/>	<input type="text" value="30"/>	<input type="text" value="85"/>
Estimated Annual Output			
<input type="text" value="2256"/>			
<a href="#" style="background-color: #004a87; color: white; padding: 5px 10px; border: none;">DELETE</a>			

[Add More](#)

- If you wish, you can click the pencil to edit the inverter name.
- Enter inverter information
- Click “Add More” to include additional Inverters

**Inverter**

**Inverter 1** ▼

Quantity	Inverter Manufacturer	Inverter Model
<input type="text" value="1"/>	<input type="text" value="SMA America"/>	<input type="text" value="SB3000TL-US-22 (240V)"/>
<a href="#" style="background-color: #004a87; color: white; padding: 5px 10px; border: none;">DELETE</a>		

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

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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
<b>Total System Cost</b>	<b>\$10,800.00</b>

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
<b>Calculated Incentive</b>	<b>\$576.00</b>

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

- Once you have fully reviewed the application, Click “Electronic Signature” to send the application to the customer to electronically sign.
- You may also click “Print” and send a hard copy to the customer to sign.

## NYSERDA - NY-Sun



Application Review ( Step 7 of 9 )

NYSun Incentive and/or Financing Program	
Program	NY Sun - Residential/Small Commercial
GJGNY Participant	Yes
Customers Preferred Loan Option	On-Bill Recovery
Customers Preferred Loan Term	10 Years
Loan Amount	\$5,000.00

Contractor and Builder	
Contractor	All Home Solar
Builder	CDE Test Company

Host Customer	
Customer	Luke Ponter
Physical Address	455 Main St
City/State/Zip	Albany, New York, 12208
County	Albany
Utility Company	National Grid
Sector / Subsector	Residential
Metering Method	On-site metering

Equipment Information and Costs					
Type	QTY	Manufacturer	Model	Array Rating	Estimated Annual kWh
Module	8	A10Green Technology	A10J-M50-240	1820	2,256.00
Inverter	1	SMA America	SB3000TL-US-22 (240V)		
<b>Total System Size</b>		<b>Total cost before NYSEDA Incentive</b>		<b>Current Block Rate</b>	<b>NYSEDA Incentive Amount</b>
1920kW		\$10,800.00		0.30	\$375.00

Energy Consumption and Production	
Annual Energy Consumption	6,000 kWh/year
Estimated Annual Energy Production	2,256 kWh/year
Annual Electrical Offset Associated with the PV System	38 %
Purchase Type	Purchase
PV Array Exceeds 4,000 sq ft	No

CERTIFICATION STATEMENT - NY Sun - Residential/Small Commercial

**ELECTRONIC SIGNATURE**

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**PRINT**

**CONTINUE**

### 11. Upload your Required Documents

- Depending on the selections you made in your application, there will be certain documents that you are required to submit.
- If you chose electronic signature, the signed document will automatically upload once your customer signs
- Click on the "Choose File" button to upload each document
- You may also name and upload any additional documents that are pertinent to the application.

## NYSERDA - NY-Sun



Paperwork Record ( Step 8 of 9 )

Required Documents				
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document <sup>?</sup>
One-line or three-line electrical diagram				Choose File No file chosen
Photos of System Site				Choose File No file chosen
Shading Report				Choose File No file chosen
Signed Application				Choose File No file chosen
Site Plan				Choose File No file chosen
GJGNY Pre-Approval Letter				Choose File No file chosen
GJGNY Proforma Tool				Choose File No file chosen

Other Documents				
Document Name	Add / Update Document	Recent Uploaded Document	Upload History	Status
Additional Details	Choose File No file chosen			X
Additional Details	Choose File No file chosen			X

[+ ADD ANOTHER DOCUMENT](#)

[DISCARD](#)
[PREVIOUS](#)
[SAVE](#)
[CONTINUE](#)

### 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
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