

## NYSERDA Large-Scale Renewables Project Role Definitions

Project Role	Project Role Definition	SF Portal Access Level
<b>Authorized Representative</b>	Identified in Section IV Post Award Contracting Form (Certification)	
<b>Contract Negotiations</b>	Identified in Section VI Post Award Contracting Form	
<b>Contractor: Agricultural Operator</b>	Contractor hired by the Asset Manager to perform certain agricultural activities related to the renewable generation facility.	
<b>Contractor: Civil</b>	Contractor responsible for civil site works (Access roads, SWPPP, grading, trenching, etc.)	
<b>Contractor: Electrical</b>	Contractor installing DC and AC electrical work for PV array	
<b>Contractor: Energy Storage Operator</b>	Contractor hired by the Asset Manager to perform operation and maintenance of the Energy Storage facility related to the REC Agreement	
<b>Contractor: EPC/Prime Balance of Plant (BOP)</b>	Engineering, Procurement, Construction/Balance of Plant firm hired by Seller to construct facility	
<b>Contractor: Mechanical</b>	Contractor responsible for the mechanical scope of the Bid Facility. For a solar project this typical is the installation of the foundations/piles, racking system, and at times modules.	
<b>Contractor: Medium/High Voltage</b>	Electrical Contractor constructing the project's Interconnection Facilities	
<b>Contractor: O&amp;M/Operator</b>	Contractor hired by the Asset Manager to perform operation and maintenance of the renewable generation facility	
<b>Contractor: Other</b>	Contractors responsible for scopes of work not covered by other Contractor project roles.	
<b>Contractor: Site Clearing Contractor</b>	Contractor responsible for clearing the site (Tree cutting, removal, and grubbing, etc.)	
<b>Government Official</b>	Local elected official	
<b>NYSERDA Legal Counsel</b>	NYSERDA Internal Counsel	
<b>NYSERDA Project Manager</b>	NYSERDA Project Manager	
<b>Outside Counsel</b>	Legal firm representing Seller	
<b>Seller: Asset Manager</b>	"Seller" as identified in Contract Agreement - asset manager	Primary asset manager contact will be provided with login at time of settlement hand over
<b>Seller: Billing</b>	"Seller" as identified in Contract Agreement - receives notification of invoices and payments	Primary billing contact will be provided with login at time of settlement hand over
<b>Seller: Commercial</b>	"Seller" as identified in Contract Agreement - contact for commercial or contractual concerns	
<b>Seller: Economic Benefits</b>	"Seller" as identified in Contract Agreement - contact for Economic Benefits reporting	
<b>Seller: Financial</b>	"Seller" as identified in Contract Agreement - contact for Contract Security, LCs, etc.	
<b>Seller: Gov't/External Affairs</b>	"Seller" as identified in Contract Agreement - contact for government affairs/regulatory affairs/external affairs	
<b>Seller: Insurance</b>	Individual who will receive notification of expired insurance	
<b>Seller: Internal Counsel</b>	"Seller" as identified in Contract Agreement - seller's internal counsel	
<b>Seller: Legal Notice</b>	"Seller" as identified in Contract Agreement - contact for Legal Notice as defined in Agreement Article XIX or subsequently updated	
<b>Seller: Marketing/Comms</b>	"Seller" as identified in Contract Agreement - contact for communications, public relations, or marketing	
<b>Seller: Other</b>	"Seller" as identified in Contract Agreement - catchall or unknown role within company	
<b>Seller: Permitting</b>	"Seller" as identified in Contract Agreement - permitting project manager	

<b>Seller: Project Developer/Origination</b>	"Seller" as identified in Contract Agreement - project developer	Primary developer contact will be provided with login at time of award, as identified on Post Award Contracting Form
<b>Seller: REC Transfer</b>	"Seller" as identified in Contract Agreement - contact for transfer of RECs in NYGATS	

# LSR Project Roles

## Quick Tips Guide

Project Roles should be associated with a **Contact** and **Account**. This will link that individual to a company and allow us to report on that individual's roles across projects. Also, Contacts are required into generate an Email Campaign.

An individual should only have **1 Contact** in the Portal. Likewise, a company should only have **1 Account**. Contacts and Accounts can then be linked to a Project Role.

"Is Portal User" means the Contact has ability to log into the LSR Portal. The Contact must be associated with an Account (Partner User)

If a role is no longer relevant, the individual has left the company or someone else is now handling those responsibilities, the role should be deemed "Inactive" and a new role added to the project.

Project Roles that have multiple people in that role should have 1 or 2 designated "Primary Contact"  
*Example: A project has several "Seller: Legal Notice" roles, of which 1 or 2 should be identified as the "Primary Contact" for that role*

Project Roles  
**ELP Ticonderoga Solar**  
 Project: ELP Ticonderoga Solar

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Action	Project Role Number	First Name	Last Name	Email	Role	Contact	Account	Is Portal User	Inactive Project Role	Primary Contact
Edit	PR-00002920	Jennifer	Phelps	<a href="mailto:jennifer.phelps@nyserda.ny.gov">jennifer.phelps@nyserda.ny.gov</a>	NYSERDA Project Manager	<a href="#">Jennifer Phelps</a>	<a href="#">NYSERDA</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	PR-00003192	Jamie	Fordyce	<a href="mailto:jfordyce@eastlightpartners.com">jfordyce@eastlightpartners.com</a>	Seller: Legal Notice	<a href="#">Jamie Fordyce</a>	<a href="#">East Light Partners PBC</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	PR-00003193	Wendy	De Wolf	<a href="mailto:wdeewolf@eastlightpartners.com">wdeewolf@eastlightpartners.com</a>	Seller: Legal Notice	<a href="#">Wendy De Wolf</a>	<a href="#">East Light Partners PBC</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	PR-00001995	Jamie	Fordyce	<a href="mailto:jfordyce@eastlightpartners.com">jfordyce@eastlightpartners.com</a>	Seller: Project Developer/Origination	<a href="#">Jamie Fordyce</a>	<a href="#">East Light Partners PBC</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit	PR-00001996	Wendy	De Wolf	<a href="mailto:wdeewolf@eastlightpartners.com">wdeewolf@eastlightpartners.com</a>	Seller: Project Developer/Origination	<a href="#">Wendy De Wolf</a>	<a href="#">East Light Partners PBC</a>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Edit	PR-00001997	James	Fordyce	<a href="mailto:jfordyce@eastlightpartners.com">jfordyce@eastlightpartners.com</a>	Authorized Representative			<input type="checkbox"/>		<input type="checkbox"/>
Edit	PR-00001998	Zach	Seder	<a href="mailto:zach@zlslegal.com">zach@zlslegal.com</a>	Seller: Legal Notice			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	PR-00001999	Eric	Macaux	<a href="mailto:ewmacaux@mintz.com">ewmacaux@mintz.com</a>	Seller: Legal Notice			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit	PR-00002000	Bram	Peterson	<a href="mailto:bram.peterson@nyserda.ny.gov">bram.peterson@nyserda.ny.gov</a>	NYSERDA Project Manager			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>