

Round 1 of Community Solar NY, which is meant for projects launching in Spring 2015, will be open for application through 5pm on January 30, 2015*

PROGRAM SUMMARY

NYSERDA invites local governments, school districts, and other community partners to participate in Community Solar NY, a new effort to make solar easier and more affordable through community-driven initiatives. In 2015, NYSERDA will be supporting community solar projects known as “Solarize” campaigns. These are short term (approximately 6-9 months, including planning and outreach) local efforts to bring together groups of potential solar customers through widespread outreach and education, and help these customers choose a solar installation company that is offering competitive, transparent pricing. NYSERDA will provide marketing materials and technical assistance for qualifying projects, as well as funding for campaign expenses.

Please visit the Community Solar NY website for additional information and resources:
www.ny-sun.ny.gov/community-solar.

CONTACT INFORMATION

For questions, please contact program staff at communitysolar@nyserda.ny.gov.

APPLICATION SUBMISSION

Applications are accepted online at www.ny-sun.ny.gov/community-solar/apply.

*Late, incomplete, or inaccurate applications will not be accepted. Faxed or mailed applications will not be accepted. If changes are made to this solicitation, notification will be posted on NYSERDA’s website at www.nyserda.ny.gov.

I. Overview

NYSERDA invites local governments, school districts, and other community partners to participate in Community Solar NY, a new effort to make solar easier and more affordable through community-driven initiatives.

In 2015, NYSERDA will be supporting community solar projects known as “Solarize” campaigns. These are short term (approximately 6-9 months, including planning and outreach) local efforts to bring together groups of potential solar customers through widespread outreach and education, and help these customers choose a solar installation company that is offering competitive, transparent pricing. Community-driven Solarize campaigns around the state and country have resulted in thousands of new solar installations and significant cost reductions and environmental benefits.

Bringing together multiple solar customers within a community provides opportunities for the solar installer(s) to realize economies of scale, and ultimately cost savings for the customer. By educating the local community, streamlining marketing efforts, and aggregating sales, Solarize campaigns help make solar a more accessible and affordable energy option.

II. Schedule

Round 1 of Community Solar NY, which is meant for projects launching in Spring 2015, will be open through January 30, 2015. Applications will be accepted at any time up to then, and will be reviewed as they are received.

III. How we support your community initiative

NYSERDA will provide marketing materials and technical assistance for qualifying projects, as well as funding for campaign expenses. This support is available to all eligible applicants that meet program qualifications and commit to program requirements. Participating campaigns will be recognized on the NY-Sun website and in state and local media releases.

Funding

- NYSERDA will provide up to \$5,000 in funding for campaign expenses. Projects within a region may, with NYSERDA approval, pool some or all of their funding for shared expenses.
- Funding through this program may not be used for the direct costs of solar installations, but participating building owners remain eligible for all NY-Sun solar incentives.
- School districts that lead or partner on a Solarize campaign AND register for a free assessment of school facility solar potential at nypa.gov/k-solar will receive a \$2,500 bonus upon successful completion of the Solarize campaign.

Materials and Technical Assistance

- NYSERDA will provide participating campaigns with templates for print and online marketing materials, templates for media communications, and customer education materials.
- Technical guidance and document templates for the installer selection process.
- Regular calls and webinars with Solarize campaigns statewide
- Other assistance as deemed necessary by NYSERDA.

IV. Eligibility

New York State local governments, school districts, and nonprofit community organizations are eligible to participate:

- Partnerships among these entities are strongly encouraged to strengthen local campaigns, and schools that have registered for [K-Solar](#) are especially encouraged act as public outreach and education partners.
- One entity must be designated the lead organization, with an individual designated as Project Manager. The lead organization is responsible for completing this application, contracting with NYSERDA, and completing all deliverables.
- In order to be eligible, projects must not be redundant with other NYSERDA-funded projects or activities.

V. Qualifications

In order to qualify for participation in Community Solar NY, communities must demonstrate through the application form:

- A clear commitment and ability to conduct community-wide education and outreach around solar energy.
- Local support and interest in a Solarize campaign.
- Engagement, capacity, and preparation by the applicant and partners.
- Commitment of local jurisdiction to streamlining planning and permitting for solar.
- Commitment of local schools to consider solar through K-Solar and/or engagement of schools that are already registered for K-Solar (nypa.gov/k-solar).
- Ability to achieve campaign goals for new solar installations and cost reductions in the community and geography served.
- Commitment to follow all program rules and requirements.

VI. Next steps

- Sign up for program updates at ny-sun.ny.gov/community-solar/updates.
- Visit the Community Solar NY website for further information and resources at ny-sun.ny.gov/community-solar.
- Review the Community Solar NY Community Agreement sample at ny-sun.ny.gov/-/media/NYSun/files/solarize-agreement-sample.pdf.
- Apply through the online Community Solar NY application at ny-sun.ny.gov/community-solar/apply.

VII. Contact information

For program questions, please email communitysolar@nyserda.ny.gov .

VIII. General Conditions

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes.

The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division For Small Business
625 Broadway
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
625 Broadway
Albany, NY 12207

Contract Award - NYSERDA anticipates making multiple awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA expects to notify applicants in approximately 4 weeks from the receipt of an application whether your application has been selected to receive an award.

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or

terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

IX. Attachments:

Attachment A: Sample Application

Attachment B: Sample Agreement