

P-12 Schools Clean Green Schools Initiative: Application Submittal Guidance

Updated March 2026

Overview:

This document is designed to provide additional, detailed guidance when applying to [PON 4924](#). General instructions can be found [here](#). All applications must be submitted through the [NYSERDA Application Portal](#) by the due date listed in the PON.

Step 1 – Proposer Contact Information

*This section houses the contact information for all pertinent project members (e.g. school district, consultant, etc.). At a minimum, there should be a contact designated as the “Primary Contact” and a contact designated as the “Contract Signer”. These can be the same individual. **The Proposer is the school or representative authorized to act on behalf of the school, submitting the proposal to this solicitation. If awarded, the school is the entity NYSERDA contracts with and is the responsible party for the execution of the scope of work and the receiver of funding disbursements. If the Proposer is not the school (e.g. a consultant/authorized representative is submitting the proposal on behalf of the school), please fill out Attachment B (School Authorization Form).***

The screenshot shows a web application interface for the 'Clean Green Schools Initiative'. At the top, there is a navigation bar with links: Home, Submit a New Application, Projects, Project Invoices, Manage Users, Project Inspections, Dashboards, and Generate Campaign. Below the navigation bar, the application number '0000478563' is displayed. The main heading is 'Clean Green Schools Initiative' with a progress indicator showing 7 steps, with the first step being active. Below the heading, it says 'Proposer Contact Information (Step 1 of 7)'. A light blue box contains instructions: 'Add a contact for each person involved in the proposed project and identify their role. At a minimum, you must have a Primary Contact and an Authorized Signatory identified. Click "ADD A CONTACT" to enter each person's information.' To the right of this box is a blue button with a plus sign and the text 'ADD A CONTACT'. Below the instructions is a table with the following columns: Action, Name, Email, Phone, Organization Name, and Primary. The table is currently empty. At the bottom left, there is a 'PREVIOUS' button, and at the bottom right, there is a blue 'CONTINUE' button.

ADD A CONTACT: Click to create and designate project contacts. A pop out window will open to add contact information.

NOTE: A contact cannot be both “Primary” and “Alternate Party”

Alternate Party: Check box if the contact being entered is the secondary contact. If there are multiple contacts across school buildings, enter each contact with the corresponding building address.

Primary Contact: Check if this contact is the main point of contact for this proposal.

Contract Signer: Check if this contact is the school district.

Tax identification type: Typically select EIN. If using an SSN, follow the instructions below the field.

Step 2 – Site Information

Enter information regarding the school district. Click “Add a Site” to begin. Please create a site for each school building included in the Project.

Application Number: 0000478563

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Site Information (Step 2 of 7)

Click "ADD A SITE" to provide information on sites that will be involved in the proposed project.

[ADD A SITE](#)

Action	Address 1	Address 2	City	State	Zip	County	Electric Utility Company
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[PREVIOUS](#) [CONTINUE](#)

ADD A SITE: Click to begin creating a site. A pop out window will open with fields to enter site information.

Site Name: Enter the school building name being added.

Regional Economic Development Council: Regions listed by county can be found on page 4 of the [REDC Guidebook](#).

Step 3 – Proposal Information

This section houses information regarding the Proposer and Proposer Category (Category 1 – Clean Heating and Cooling Projects or Category 2 – Energy Load Reduction Projects).

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Proposal Information (Step 3 of 7)

* indicates required field

Describe the project you are proposing.

Please note, an answer is required for questions 17a, 18a, 19a, 20, and 21a, if not applicable, please respond with "N/A."

Proposed Information

Proposal Title *

Proposed Proposal Category *

Proposer Company Information * ?

Proposal Description * ?

Checklist Questions

1. Do you accept all Terms & Conditions in the Sample Agreement? * Yes No ?
2. Do you wish to have any information submitted in your proposal package treated as proprietary or confidential trade secret information? * Yes No ?

Proposed Information

Proposal Title: Include the school's name in the proposal title.

Proposed Proposal Category: Select the category being applied to. Only one category can be selected.

Proposer Company Information: If the Proposer is an "Authorized Representative" of the school, list the name of the Proposer's company. If the Proposer is the school, list the school district name. Include a short 2-3 sentence description.

Project Description: Include a short 2-3 sentence description of the proposed project.

Checklist Questions

2. Do you wish to have any information submitted in your proposal package treated as proprietary or confidential trade secret information?:

If yes is selected, provide a short description in the text box directly below the question.

6. Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? * Yes No

6. *Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)?*:
Receipt of funding from other public sources *does not* disqualify applications submitted under PON 4924.
A breakout of funding sources should be provided as part of the complete Milestone Payment Schedule
(Attachment F)

8. Prior and/or competing proposals submitted? *

Yes

No

8. *Prior and/or competing proposals submitted?:*

Select yes if you submitted other proposals to this round of PON 4924 and list the prior/competing proposal project(s) in the text box directly below the question

17. Within the past five (5) years, have any liens or judgments (not including Uniform Commercial Code filings) over \$25,000 been filed against the Proposing Entity which remain undischarged? *

Yes

No

17 a.) If "Yes", Provide an explanation of the issue(s), relevant dates, the Lien holder or Claimant's name(s), the amount of the lien(s) and the current status of the issue(s). Provide answer here or attach additional sheets with numbered responses. *

N/A

18. In the last seven (7) years, has the Proposing Entity initiated or been the subject of any bankruptcy proceedings, whether or not closed, or is any bankruptcy proceeding pending? *

Yes

No

18 a.) If "Yes", provide the bankruptcy chapter number, the court name and the docket number. *

N/A

19. During the past three (3) years, has the Proposing Entity had any government audit(s) completed? *

Yes

No

19 a.) If "Yes," did any audit of the Proposing Entity identify any significant deficiencies in internal control, fraud, illegal acts, violations of contract or grant agreements, abuse or material disallowance? *

N/A

20. Additional Legal Business Entity Identities: If applicable, list any other DBA, Trade Name, Former Name, Other Identity, or EIN used in the last five (5) years and the status (active or inactive). *

N/A

Questions 17-20:

If yes is selected, follow instructions as shown.

If no is selected, type "N/A" in the text field.

Step 4 – Proposal Budget

Provide the overall funding being requested from NYSERDA, the sum of all other funding, which combined equals the entire project cost.

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Proposal Budget (Step 4 of 7)

Provide detail on the budget of the proposed project.
If funding is not applicable per this solicitation or no funding is being requested, leave the default 0.00 and press continue.

Proposed NYSERDA Cost *

 ?

Proposed Cost Share *

 ?

Proposed Total Cost

 ?

PREVIOUS

Proposed NYSERDA Cost: Enter the NYSERDA funding being requested

Proposed Cost Share: Enter the sum of all other funding

Proposed Total Cost: This field auto populates and is the sum of the previous two fields. This should equal the total project cost.

Step 5 – Proposal Documents

During this step, the completed Climate Hazard Screening Form (Attachment A), Proposal Template (Attachment D), Building Impacts Table (Attachment E), Milestone Payment Schedule (Attachment F), Energy Study (or equivalent analysis), Executive Order 16, School Authorization Form (Attachment B – if needed), Disclosure Statement (if needed), any additional necessary documents will be uploaded.

Required Documents

Attachment A – Climate Hazard Screening Form

Attachment D – Proposal Template

Attachment E – Building Impacts Table

Attachment F – Milestone Payment Schedule

Energy Study or Equivalent Analysis

[*Executive Order 16*](#) – Complete this form and upload

Optional Documents

Attachment B – School Authorization Form: The Proposer is the school or representative authorized to act on behalf of the school, submitting the proposal to this solicitation. If awarded, the school is the entity NYSERDA contracts with and is the responsible party for the execution of the scope of work and the receiver of funding disbursements. If the Proposer is not the school (e.g. a consultant/authorized representative is submitting the proposal on behalf of the school), please fill out Attachment B (School Authorization Form).

Proof of the Stage of the Project (e.g. Design Documents, Referendum Vote Results, Building Permit)

Proof of the Secured Funding (e.g. Letter from Business Official)

Additional Proposal Attachments: For uploading additional necessary documentation, such as a staffing chart, letters of support, etc.

[*Disclosure Statement:*](#) Complete and upload if there are any potential conflicts of interest

NOTE: All Program attachments referenced can be found [here](#).

Step 6 – Authorized Signature and Certification

This step displays a summary of all information provided as part of your submission. Be sure to review and correct any errors prior to clicking Continue. If any corrections are needed, click the “Previous” button until you reach the step requiring edits.

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Authorized Signature and Certification (Step 6 of 7)

IMPORTANT! Review the details of your submission below. Check the attestation box, then press continue to move the final page where you will press submit. Failure to complete all steps of process, prior to 3:00 p.m. ET on the due date, means your submission will not be received or reviewed.

Primary Company Contacts

Company Name:

Tax identification type:

Is this entity tax exempt?

DUNS Number:

Address:

- The undersigned: (1) recognizes that this questionnaire is submitted for the express purpose of assisting NYSERDA in making responsibility determinations regarding award or approval of a contract or subcontract and that NYSERDA will rely on information disclosed in the questionnaire in making responsibility determinations; (2) acknowledges that NYSERDA, in its discretion, by means which it may choose, may verify the truth and accuracy of all statements made herein; and (3) acknowledges that intentional submission of false or misleading information may result in criminal penalties under State and/or Federal Law, as well as a finding of non-responsibility, contract suspension or contract termination.

The undersigned certifies that they:

- are knowledgeable about the Proposing Entity's business and operations;
- have read and understand all of the questions contained in the questionnaire;
- have not altered the content of the questionnaire in any manner;
- have reviewed and/or supplied full and complete responses to each question;
- to the best of their knowledge, information and belief, confirms that the Proposing Entity's responses are true, accurate and complete, including all attachments, if applicable;
- understand that NYSERDA will rely on the information disclosed in the questionnaire when entering into a contract with the Proposing Entity; and
- is under an obligation to update the information provided herein to include any material changes to the Proposing Entity's responses at the time of bid/proposal submission through the contract award notification, and may be required to update the information at NYSERDA's request prior to the award and/or approval of a contract, or during the term of the contract.

PREVIOUS

PRINT

CONTINUE

Step 7 – Proposal Submission

After completing all previous steps your application is ready to submit. To do so, click the blue “SUBMIT” button at the bottom right of the screen. After the solicitation due date, all proposals received will be reviewed and you will be notified of the results.