Overview:
This document is designed to provide additional, detailed guidance when applying to PON 4924 Track II. 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. 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. If the “Contract Signatory” is a contact outside the school district, also include an “Alternate Party” contact to be designated as the point of contact for the school district.

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.

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

Contract Signer: Check if this contact is the applicant/authorized representative. This individual has signatory ability as authorized by the school or 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. There is no need to create a separate site for each school building.

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 district name as a single site.

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 applicant and applicant type (School or Authorized Representative).

Proposed Information

- **Proposed Proposal Category:** If the Applicant is any entity other than the school, select “Authorized Representative”

- **Proposer Company Information:** If the applicant is an “Authorized Representative” of the school, list the name of the applicant’s company. If the applicant 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)?:
   - 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 Budget Template (Attachment E)
8. Prior and/or competing proposals submitted?:
Select yes if you submitted other proposals to this round of PON 4924 Track II and list the prior/competing proposal project(s) in the text box directly below the question

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.

Proosed 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 Proposal Template (Attachment D), Budget Template (Attachment E), School Authorization Form (if needed), Disclosure Statement (if needed), any additional necessary documents will be uploaded. The proposal and budget template should be combined into a single document and uploaded under Required Documents. If there’s an issue combining into a single file, you may submit an additional upload under Additional Proposal Attachments. Note that submission of unnecessary documentation above and beyond what is required in PON 4924 will negatively impact proposal review.

Required Documents

PON 4924 – Summary: Upload a single file containing the completed proposal and budget templates. If you are unable to combine both documents, upload one to Additional Proposal Attachments under Optional Documents.

Optional Documents

Attachment B – Track II School Authorization Form: If the Applicant for the project is an entity other than the school, complete Attachment B and upload

Disclosure Statement: Complete and upload if there are any potential conflicts of interest

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

Clean Green Schools Initiative

Authorized Signature and Certification (Step 6 of 7)

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<th>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.</th>
</tr>
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### Primary Company Contacts

- **Company Name:**
- **Tax Identification Type:**
- **Is this entity tax exempt?**
- **DIUNS 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.