



ELIGIBILITY

Does an institution have to be a REV Campus Challenge member to submit a proposal?

Yes. Learn more about becoming a [REV Campus Challenge member](#).

Does an institution have to pay into the System Benefits Charge (SBC) to be eligible?

No.

Can an institution submit more than one proposal?

Yes. There are no restrictions on the number of proposals an institution can submit. Each submitted proposal will be scored independently.

If an institution submits multiple proposals, can an individual staff or faculty member participate on more than one project team?

Yes. There are no restrictions on a staff or faculty member participating as a project team member on multiple proposals.

Can an institution submit a proposal on its own, or must it partner with another institution or third party?

An institution may submit a proposal on its own. There is no requirement for an institution to partner with any other entity.

PROJECTS

How soon must a project start? Is there a deadline for project completion?

Projects must be ready to commence within the calendar year of award notification in accordance with the schedule provided as part of Attachment A: Proposal Narrative. While there is no deadline for project completion, NYSERDA anticipates projects will last no more than 3 to 5 years. Project implementation plans must show consistent progress.

What is the maximum or preferred length of the proposal?

Attachment A: Proposal Narrative provides clear maximum word counts for many sections of the proposal. If no maximum word count is listed for a particular section, proposers should present a clear, concise response that fully answers the prompt.

What are letters of support and who should provide them?

Letters of support provide insight into the validity and soundness of the proposed project and may illustrate whether the project has buy-in from the necessary stakeholders to be implemented. Letters could be provided by internal or external parties participating in the execution of the project directly, or whose buy-in will push the project forward to successful implementation.

If multiple institutions are collaborating on a single proposal, the lead institution must provide letters of support from each party involved in the project.

What does a “clean energy investment on a New York State campus” look like?

For the purposes of this Energy to Lead Competition 2017, clean energy is inclusive of energy efficiency, energy conservation, and renewable energy. Projects do NOT need to include all three of these facets of clean energy to be eligible.

Projects must be rooted in a clean energy investment on a NYS campus, but do not necessarily need to be limited to the campus. An ‘investment’ could be a capital investment, such as purchasing of equipment or building stock improvement, or an intellectual investment, such as changes to curricula, student engagement, workforce training, etc.

How should energy savings and greenhouse gas (GHG) emissions be calculated?

There is no set methodology for calculating energy savings and GHG emission reduction and/or mitigation for Energy to Lead 2017 proposals. As described in Attachment A: Proposal Narrative, proposals must provide a clear estimate of energy savings and GHG reductions.

FUNDING

Are there restrictions to using NYSERDA or other incentives, such as utility incentives, to fund a portion of the project submitted through the Energy to Lead Competition 2017?

No. Applicants are allowed to pair Energy to Lead funding with other sources such as internal funding, in-kind services, and external grants and incentives. However, any funding sources outside those requested through this competition must be clearly defined in the project budget submitted with the proposal, in the format described in RFP Section II: Program Requirements. Proposals must clearly delineate the anticipated energy savings associated with any outside funding source. In order to receive an award through the Energy to Lead Competition, there must be additional energy savings impacts achieved above and beyond those associated with any other funding source.

Note: cost share is NOT required for the Energy to Lead Competition.

Are there restrictions on using the awarded funds for staff resources?

No. There are no specific limitations on using awarded funds for internal costs including staff resources

Will the award be made as a single lump sum payment or as progress payments?

Payment details will be negotiated during contracting, but NYSERDA anticipates making progress payments over the course of project implementation in accordance with the tasks and deliverables. (See Attachments A and B: Proposal Narrative and Statement of Work Template).

Will the consultant, vendor, or other entity assisting in the implementation of my project be able to submit invoices directly to NYSERDA for reimbursement?

No. All invoices for payment must come from the lead institution with whom the award is contracted.

COLLABORATION

Can my institution work with other institutions and/or stakeholders to submit a single proposal?

Yes. A group or consortium of institutions—in addition to external third-party consultants, service providers, not-for-profits, or other entities—may choose to collaborate and submit a single proposal. The proposal must designate one institution to be the lead applicant. The lead applicant must provide letters of support from each institution involved in the project and include at least one student from each

participating institution on the proposal team. At a minimum, the lead institution must be a REV Campus Challenge member at the time of proposal submission.

My institution is collaborating with other institutions and/or market partners to submit a single proposal. If awarded funding, how will the funding be distributed among stakeholders?

If successful, the lead applicant will have a contractual obligation to NYSERDA and will act as the main point of contact for all project-related matters. The lead institution will be responsible for managing the award based on the agreement negotiated between the various entities on the project team.

My institution is working with a consultant to develop a project for this RFP. If the consulting firm is identified in the proposal, will this satisfy any procurement requirements set by my institution?

Whether the NYSERDA selection process satisfies any institution's procurement requirements is a determination made by the institution. Institutions required to follow a formal procurement process to obtain any part of their project or project team, such as a vendor or consultant, may submit their proposal and conduct the formal procurement process if an award is made, subject to the terms of the agreement.

SCORING

How will proposals be scored?

Proposals will be evaluated by a scoring committee based on the degree to which the proposal meets the objectives of the Energy to Lead Competition provided in Section I: Introduction. It must provide clear, concise responses to the prompts as outlined in Section III: Proposal Requirements, and meet the evaluation criteria established in Section IV: Proposal Evaluation.

Who is on the scoring committee?

The scoring committee will include NYSERDA staff and various stakeholders with expertise related to the objectives of the Energy to Lead Competition 2017.

OPTIONAL FEEDBACK SESSIONS

What is the feedback session?

Participating teams are invited to present preliminary proposals to NYSERDA staff for feedback. Additional information is available in RFP Section I: Introduction.

How do I sign up for a feedback session?

Registration for the in-person feedback session and additional information on requesting a virtual feedback session will be available on the [REV Campus Challenge website](#) no later than October 16, 2017.

How will the feedback sessions be structured?

Project teams will have the opportunity to present a short 'elevator pitch' of their project scope and objectives to a panel of NYSERDA staff. The panel will then ask clarifying questions and provide comments, which will help the team hone their proposal. Additional information will be available on the [REV Campus Challenge website](#) no later than October 16, 2017.

ONLINE PROPOSAL SUBMISSION

Where do I go to submit my proposal online?

Online proposal submission is conducted through a NYSERDA Portal account. Access to the portal as well as application instructions and a training guide are [available](#).

Do I have to create an account to submit my proposal electronically?

All proposals submitted electronically must be sent via the NYSERDA Portal account, which can be accessed via the [Apply Online link](#).

What will I see when I create an online account?

Once you've created and logged in to your NYSERDA Portal account, you will enter a series of contact and site-related information as well as answer a series of questions, including those associated with the required Proposal Checklist and Disclosure of Prior Findings of Non-responsibility noted in RFP Section III: Proposal Requirements. Proposers are encouraged to complete and save this information early. See the [Application Instructions and Portal Training Guide](#) for more information.

Will I need to complete my proposal submission at the time I create an online account? Am I able to log in at a later date to finalize my submission?

Once you've created your NYSERDA Portal account, you can log in and out of your account as often as you like. Proposers are encouraged to create an account and complete the required prompts as early as possible. Edits to this information, as well as uploading proposal documents can be done at any time prior to 5:00 pm on January 29, 2018.

When I create an online account, will that login information be used for all future submissions by my institution to any competitive NYSERDA programs?

No. Each individual will create his/her own account to access the NYSERDA Portal.

My institution is planning to submit multiple proposals to this RFP. Do I need to create a new account for each proposal submission?

Yes. Creating a distinct account for each proposal will help minimize any potential confusion among proposal submissions.