

NYC SOLAR PARTNERSHIP

Solarize NYC | Shared Solar NYC

Developer Application for NYC Shared Solar Gateway

Minimum Qualifications

Respondents to this application must demonstrate that they satisfy the following criteria in order to be considered for membership in the NYC Shared Solar Gateway. Failure to demonstrate satisfaction of these criteria will disqualify the respondent from further consideration. The respondent must:

1. Be a [NY-Sun Participating Contractor](#) in full compliance with all NY-Sun Initiative Commercial/Industrial Program and/or NY-Sun Initiative Residential/Small Commercial Program rules;
2. Have a satisfactory average QA inspection score in the NY-Sun program;
3. Maintain insurance of the types and in the amounts specified in Article 6 of the Selected Developers(s) Participation Agreement with NYSERDA under the NY-Sun Incentive Program;
4. Have key project staff that are North American Board of Certified Energy Practitioners (NABCEP) certified;
5. At minimum, hold or have a sub-contractor or partner who holds a NYC General Contractor License, and have either a Registered Architect or Professional Engineer (on staff or available as a subcontractor) as well as a licensed NYC Master Electrician (on staff or available as a subcontractor) on the project team;
6. Be, or have a sub-contractor or partner who will be or have a plan to contract an organization to be, in accordance with New York State and Con Edison Community Distributed Generation (DG) rules, a Community DG sponsor (a “Sponsor”) who owns or operates the project, organizes the membership, and interfaces with the utility. The Sponsor may be the project developer, a private company, or other entity but should be clearly identified as a member of the project team.

Qualitative Criteria

Respondents to this application will be evaluated by Sustainable CUNY according to the following qualitative criteria for inclusion in the NYC Shared Solar Gateway. A score of 70/100 is required for inclusion on the Gateway. If an applicant is denied, they will be provided feedback with the opportunity to apply again.

1. **Experience and Quality of the Proposer Team (Score: 40/100):** degree of developer’s experience and proficiency in installing solar, including demonstrated experience in developing, designing, and installing large-scale solar PV systems, as well as customer satisfaction from prior work performed. It is recommended that the developer or applicant team have successfully completed previous commercial solar PV installations in New York City, but this is not a requirement so long as the applicant team

can demonstrate a plan for successfully satisfying the regulatory requirements for solar in NYC. In addition, experience of applicant team (if applying in partnership with other companies), and financial strength of applicant team.

2. **Sponsor Interface (Score: 20/100):** quality of the sponsor interface (i.e. website, Gateway, or other customer interface) for subscribers and the utility, including ease of use and customer satisfaction;
3. **Subscriber pricing and financing options (Score: 15/100):** the variety and quality of financing options, as well as competitiveness of pricing, for subscribers. Simplicity of contracts and proposals is also a factor. Added consideration will be given to pricing and credit schemes that facilitate greater Low to Moderate Income (LMI) participation;
4. **Host contracting arrangement and compensation (Score: 15/100):** Competitiveness of lease pricing or other compensatory mechanism for host property owner and simplicity of leasing contracts and other arrangements;
5. **Community-specific requests (Score: 10/100):** Ability of the applicant team to provide the services and reservations specifically requested by the communities of property owners hosting shared solar installations.

Application:

Provide the following information in the application. Project developers may partner with multiple organizations to offer a joint application to the NYC Shared Solar Gateway, but one organization must be identified as the lead company on the application. Joint applications should clearly identify the proposed role and capabilities of each partner firm.

1. Firm name and contract information (application lead)
 - a. Headquarters contact information
 - b. Local satellite offices contact information (if applicable)
 - c. Primary contact within organization
 - i. Name
 - ii. Title
 - iii. Phone
 - iv. Alternative phone
 - v. Email
2. Partner firms name and contact information (for each application partner)
 - a. Headquarters contact information
 - b. Local satellite offices contact information (if applicable)
3. Financial stability
 - a. Describe and document the state of the financial health of the applicant team and how they will manage the financial requirements of long-term

maintenance and operation of community shared solar projects. (250 words max not including any attached documentation)

4. Installation Experience:
 - a. Years in Operation
 - b. Total # of PV commercial installations completed
 - c. Total # of PV commercial installations completed in NYC specifically
 - d. Total # of community shared solar installations (ground-mount or rooftop) completed
 - e. Plan for complying with NYC regulatory requirements, including permits and inspections from NYC Department of Buildings, variances from FDNY (if applicable), interfacing with the Landmarks Preservation Committee (if applicable), and interconnection applications from Con Edison. (500 words max)
5. Highlighted projects and references:
 - a. List up to 5 highlighted projects with references
 - i. Description of project (250 words max)
 - ii. Photo of project
 - iii. Contact information for reference (should be land/building owner)
6. Certifications:
 - a. NABCEP
 - b. Others
7. Licenses, Bonding, Insurance:
 - a. NY State License #
 - b. NYC General Contractor License #
 - c. NYC Home Improvement License # (if applicable)
 - d. NYC Master Electrician Name and License #
 - e. Registered Architect / Professional Engineer
 - f. Bonding / Financial Backing
 - g. Liability Insurer / Coverage
 - h. Worker's Compensation Insurer /Coverage
8. Sponsor:
 - a. Total # of community shared solar or other community DG projects in role of sponsor
 - b. Total # of community shared solar or other community DG projects in role of sponsor in New York State (indicate planned vs. completed)
 - c. Sponsor member/subscriber interface
 - i. Description of interface (300 words max)
 - ii. Link to interface or photos (if applicable)
 - iii. Highlighted features of interface (300 words max)
 - d. Sponsor utility interface

- i. Description of interface (300 words max)
 - ii. Link to interface or photos (if applicable)
 - iii. Highlighted features of interface (300 words max)
 - e. References
 - i. Contact information for up to 5 references (should be subscribers)
 - f. ***If sponsor is not currently designated*
 - i. Description of strategy to manage subscribers (500 words max)
 - ii. Description of strategy to manage utility relationship (500 words max)
- 9. Costs, Rates and Financing
 - a. Estimated annual lease payment to site owner for rooftop space for community shared solar installations:
 - i. Range of anticipated annual lease payments per MW
 - b. Estimated annual lease payment to site owner for space for ground-mounted community shared solar installations:
 - i. Range of anticipated annual lease payments per MW
 - c. Estimated annual lease payment to site owner for space for parking lot canopy community shared solar installations:
 - i. Range of anticipated annual lease payments per MW
 - d. ***If host site compensation is not lease-based or there are other options for host compensation*
 - i. Description of host site compensation mechanisms and common host economic return metrics, e.g. annual revenue, years to payback, NPV, etc.
 - e. Indicate sizes of a feasible community shared solar array (enter N/A if size not serviced):
 - i. 50kW
 - ii. 100kW
 - iii. 300kW
 - iv. 500kW
 - v. 1MW
 - vi. 1.5MW
 - vii. 2MW
 - viii. Other:
 - f. Estimated member/subscriber costs and financing options:
 - i. Options for subscribers: indicate if subscriptions are per panel, per kW, per kWh, or other
 - 1. Intention for ITC and other incentives: indicate who will claim all available incentives and how subscribers will benefit
 - ii. Estimated \$/W cost to subscriber for up-front payment model (not including Federal Tax Credit if claimed by subscriber)

- 1. Note expected \$ per kWh in first year equivalent
- iii. Estimated \$/month or \$/kWh for on-going subscription model (note any up-front costs not covered in monthly payment)
 - 1. In cases of \$/month model, include \$ per kWh in first year equivalent
- iv. Indicate any credit requirements for members/subscribers
- v. Indicate transferability of subscriptions and requirements around terminating a subscription
- vi. Indicate any specific accommodations for low-to-moderate income members/subscribers

10. Example proposals:

- a. Submit an example leasing (or other contracting and compensation) arrangement with a site owner
- b. Submit an example proposal for a member/subscriber
- c. Submit an example contract with a member/subscriber

11. Customer service:

- a. Describe the developer (i.e. installer) approach to customer service (300 words max)
- b. Describe the sponsor approach to customer service (300 words max)
- c. Indicate the applicant team's record with the Better Business Bureau, Department of Consumer Affairs, or other similar consumer-advocate agencies

12. Community-specific requirements

- a. Acknowledge that to participate in the Shared Solar NYC Gateway that bidding on certain site owners may involve certain requirements determined by the community and host, such as reserving a percentage of subscriptions for residents and businesses of the community, reserving a percentage of subscriptions for low-to-moderate income participants, and/or providing marketing materials for use in solarize outreach campaigns.
 - i. What percentage of the project would you allocate to Brooklyn CB6 residents to be aggregated with the aid of the Solarize Brooklyn CB6: Sun for All team?
 - ii. What percentage of the project would you allocate to Low to Moderate Income (LMI) residents of NYC?
- b. List any anticipated limitations on meeting community-determined requirements.

Appendix I – Information about the NYC Shared Solar Gateway

The NYC Shared Solar Gateway is the City of New York’s gateway for hosting a shared solar project.

What is the NYC Shared Solar Gateway?

The NYC Shared Solar Gateway is an online marketplace for property owners in NYC to explore and connect with vetted¹ solar developers, to make hosting community shared solar easy. It is a no-obligation tool to explore community shared solar opportunities in NYC.

Who should use the NYC Shared Solar Gateway?

The NYC Shared Solar Gateway was developed for NYC Property owners interested in maximizing the value of their property while supporting the greater community. Solar developers can use the NYC Shared Solar Gateway to connect with interested host sites.

Why use the NYC Shared Solar Gateway?

The NYC Shared Solar Gateway will provide property owners with easy-to-compare quotes, vetted bidder information, and technical assistance from NYC’s Solar Ombudsmen to host a successful shared solar project in NYC. The Mayor’s NYC Solar Partnership will ensure projects provide community benefits, such as reserved blocks for low-to-moderate income New Yorkers in the local area.

Building owners may use the NYC Shared Solar Gateway to:

- Register your building;
- Receive quotes from vetted solar developers;
- Aggregate your building with others to receive a group bid;
- Receive support and guidance for claiming your property tax abatement;
- Receive technical assistance from NYC’s Solar Ombudsmen; and,
- Find upcoming workshops about community shared solar for building owners.

¹ The NYC Solar Partnership will be issuing an application for solar developers interested in sponsoring a solar array on a host site to access and participate in the Gateway. The developers will be provided access after comprehensive review and evaluation of applications. Through the application process, the NYC Solar Partnership will seek to include developers offering low electricity rates for local community subscribers, particularly those with low-to-moderate incomes. Building or land owners who are among the first to host community shared solar systems will be highlighted as leaders for New York City via case studies to be added to the Gateway.