PROJECT FLOW FOR BUILDING OWNERS PURSUING ONSITE COMMUNITY SOLAR IN NEW YORK CITY

1. Evaluate Your Building
2. Find a Solar Developer
3. Project Approvals
4. Project Construction & Commissioning
5. Ongoing O&M and Payments

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☐ STEP 1: EVALUATE YOUR BUILDING(S) FOR CS

- Review the ‘Quick Start Guide- Evaluating a NYC Building for Community Solar’.
- Find your solar capacity potential at nysolarmap.com
- Run the Evaluating Distributed Generation Economics (EDGE) model for buildings identified as potential candidates
  - See the estimated outputs to determine which CS use cases make sense for your building & goals

☐ STEP 2: FIND A SOLAR DEVELOPER

- Solicit bids from multiple solar developers
  - See the Shared Solar NYC tab on nysolarmap.com to access the Host Form to receive NYC Solar Ombudsman support or to find a list of NYC solar developers.
    - Note: Developers may have relationships with other necessary parties such as Subscriber Managers or Financiers depending on use case & project specifics
- Select your preferred bid based on criteria you wish to optimize such as revenue, or community impact
- Negotiate contract terms with selected solar developer
☐ **STEP 3: PROJECT APPROVALS**

Determine which approvals will be needed. Project approvals are typically handled by the solar developer. For more detail, review Sustainable CUNY’s Smart DG Hub [permitting guides for solar and solar+storage](#).

<table>
<thead>
<tr>
<th>NYC Department of Buildings</th>
<th>Electrical &amp; Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Con Edison</td>
<td>Utility Interconnection (may require Coordinated Electric System Interconnection Review (CESIR) study &gt;50kW)</td>
</tr>
<tr>
<td>Fire Department of New York</td>
<td>As needed for Fire Code compliance, rooftop access variance or storage project review</td>
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<tr>
<td>Other: NYC Department of City Planning, NYC Department of Environmental Protection, NYC Landmarks Preservation Commission, etc.)</td>
<td>Some project or site specifics may require additional review/approvals</td>
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☐ **STEP 4: PROJECT CONSTRUCTION & COMMISSIONING**

- CS installation will typically take several days to several weeks depending on the size of the system.
- CS installation should have little to no disruption on building electricity, as the system does not connect to the building’s service unless utility/interconnection upgrades are required.
- Inspections needed for project sign-off will be required.
- Secure Permission to Operate (PTO) from the local utility to interconnect to the grid.

☐ **STEP 5: ONGOING OPERATIONS & MAINTENANCE (O&M) AND PAYMENTS**

- Regular O&M schedule and system access requirements, both scheduled and unscheduled, should be addressed in building owner's contract with the developer.
  - If the host site is also the CS system owner, they may be responsible for ongoing O&M or can contract with the developer or a third-party.
- Depending on [CS use case & ownership status](#), lease payments and subscriber credits will flow to the appropriate parties.
- Contract should clearly identify the responsibilities of all parties and provide a framework for dispute resolution over the life of the system.
- Contract should address decommissioning procedures and removal/purchase option at the end of the contract term/equipment’s useful life.