

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



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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](#)

NYC Department of Buildings	Electrical & Construction
Con Edison	Utility Interconnection (may require Coordinated Electric System Interconnection Review (CESIR) study >50kW)
Fire Department of New York	As needed for Fire Code compliance, rooftop access variance or storage project review
Other: NYC Department of City Planning, NYC Department of Environmental Protection, NYC Landmarks Preservation Commission, etc.)	Some project or site specifics may require additional review/approvals

□ 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.