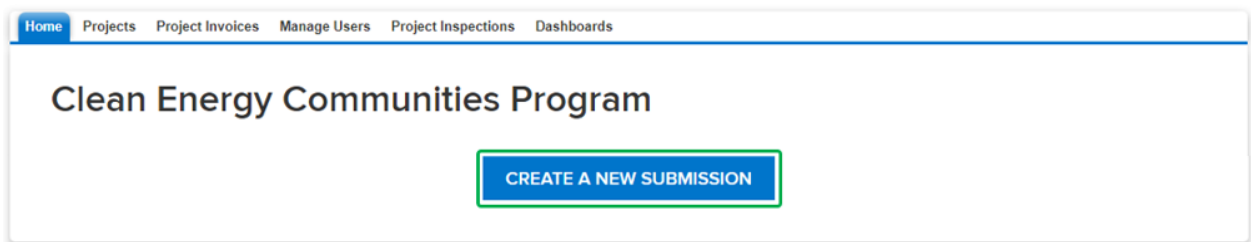


# Introduction

If your community received an email notification from NYSERDA indicating that your local government is eligible to apply for a grant under NYSERDA's Clean Energy Communities Program, and you would like to initiate the process, complete the steps below.

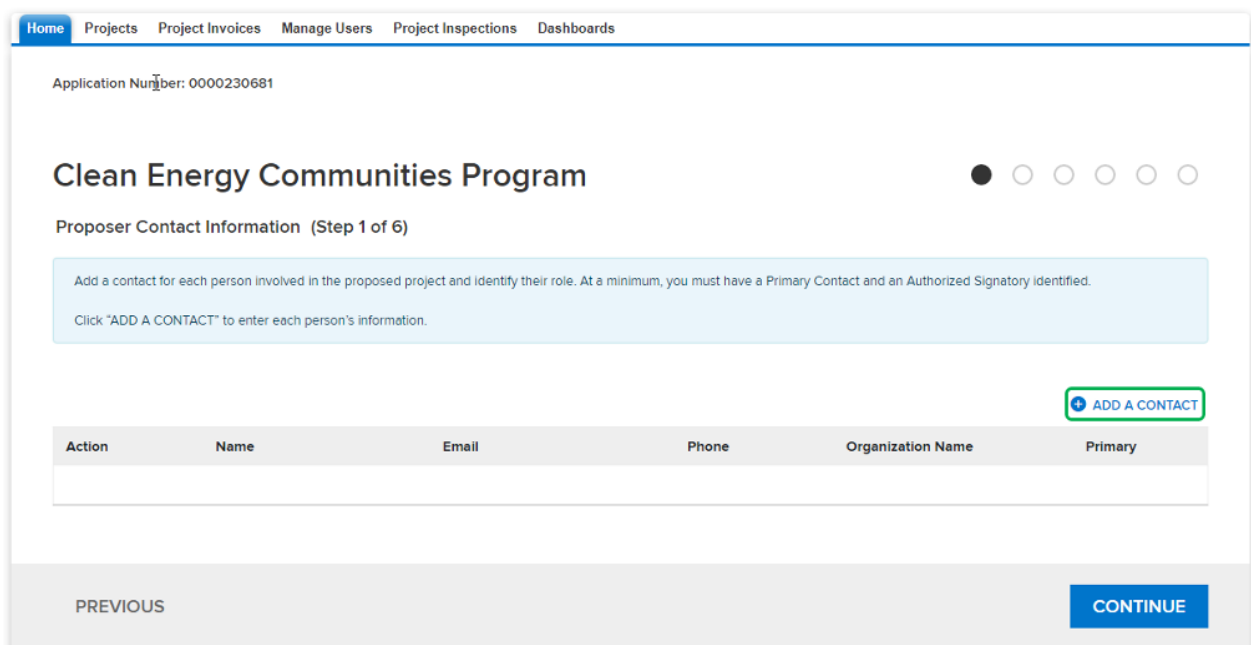
## Instructions

1. Log into the **Clean Energy Communities Program** on the [NYSERDA Portal](#). Directions to access this site can be found in [Accessing the NYSERDA Portal](#).
2. After logging into the NYSERDA Portal, click the **Create a New Submission** button.



If your community has previously submitted proposals, they will appear as a list above the **Create a New Submission** button. Unsubmitted proposals can be accessed and completed from this list.

3. On the first page of the online submittal form, click that **Add a Contact** button.



All proposal submittals require at least one contact to be added. This will be the point person that will work with NYSERDA throughout the submission, review, and approval process.

4. On the **Add a Contact** window, complete all required fields. Additional contacts can be added if necessary, though at least one contact must be designated as the **Primary Contact** and one contact must be designated as the **Contract Signer**. A single contact can be designated as both.

Add a contact

Alternate Party
☐

Organization Name \*

First Name \*

Last Name \*

Title

Email \*

Phone \*

Primary Contact
☐

Contract Signer
☐

My Company is Outside of the United States & Canada
☐

Address 1 \*

Address 2

City \*

State \*

Zip Code/Postal Code \*

County

DUNS Number

Tax identification type \*

☐ Employer Identification Number (EIN)
☐ SSN

Is this entity tax exempt?
☐

CLOSE
SAVE CHANGES

- After completing all the required fields for a contact, click the **Save Changes** button. The Add a Contact window will close, returning you to the first page of the online submittal form.
- After all contacts have been added, click the **Continue** button (shown on the screenshot in step 3 above) to advance to the second page of the online submittal form. You cannot advance to the next page of the online submittal form by clicking the **Continue** button if at least one contact has not been designated as a **Primary Contact** and a **Contract Signer**.
- On the second page of the online submittal form, complete the **Proposal Information** section.

Field Name	Requirements
Proposal Title	Enter the title of the Proposal
Proposed Proposal Category	Select the appropriate option from the list. <ul style="list-style-type: none"> <li><b>\$5,000 or Less Grant:</b> This is any grant that is \$5,000 or less.</li> <li><b>Pre-Approved Project:</b> Pre-approved projects include solar, electric vehicles, charging stations, LED street lights, or building upgrades that meet the specific requirements set forth in the CEC Grant Project Contract Template.</li> <li><b>Custom Project:</b> Custom projects are greater than \$5,000 and deviate from the specific performance requirements for pre-approved projects. These projects are evaluated based on the criteria set forth in the CEC Guidance Document.</li> </ul>
Proposer Company Information	Enter the name of your local government.
Proposal Description	Provide a 2-3 sentence description of the proposal.

- Then complete the **Checklist Questions** section. All questions in the checklist are required and must be answered.
- Finally, complete the **Disclosure of Prior Findings of Non-Responsibility** disclosure. Respond to the two required disclosures before continuing.
- When all three sections are complete, click the **Continue** button at the bottom of the page to advance to the next page.

PREVIOUS

SAVE

CONTINUE



If you cannot complete the proposal submittal in one sitting, click the **Save** button on any page in the online submittal form. The incomplete proposal can be accessed and completed after logging into the NYSERDA Portal and selecting the unsubmitted proposal from the list as referenced in Step 2 in this section of this training guide.

11. Read through the **Vendor Assurance of No Conflict of Interest or Detrimental Effect** disclosure and answer accordingly. Click the **Save** button when complete to advance to the next page.

**Vendor Assurance of No Conflict of Interest or Detrimental Effect** ×

any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employee, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

**Yes, There is a Conflict of Interest** ☐ **No, There is No Conflict of Interest** ☐

Please Read Carefully and check atleast one of the checkbox.

**SAVE**

12. On the **Proposal Budget** page, enter the grant amount specified by the Clean Energy Community team at NYSERDA in the **Proposed NYSERDA Cost** field. Grant amounts are only provided after a community has been designated as a Clean Energy Community. Click **Continue** to advance to the next page.

Home Projects Project Invoices Manage Users Project Inspections Dashboards

Application Number: 0000230610

## Clean Energy Communities Program

Proposal Budget (Step 3 of 6)

Provide detail on the budget of the proposed project.  
If funding is not applicable per this solicitation or no funding is being requested, leave the default 0.00 and press continue.

**Proposed NYSERDA Cost \***

**Proposed Cost Share**

**Proposed Total Cost**


PREVIOUS **SAVE** **CONTINUE**



The **Proposed Cost Share** field is not required; however, a community can still choose to document the amount of proposal funds that will be supplied by the community which will then be noted in their contract.

13. On the **Proposal Documents** page, upload the **Grant Application** and Commitment Letter by clicking the **Choose File** button for each.


Required Documents				
Document Name	Recent Uploaded Document	Upload History	Status	Add / Update Document ?
Clean Energy Communities Grant Application				Choose File No file chosen
Letter of Commitment from Chief Elected Official				Choose File No file chosen

 The documents outlined in the **Required Documents** section are standard for all **High Impact Action** submissions, regardless of the **High Impact Action** item selected earlier in this process.

14. Upload up to 10 additional optional documents in the **Optional Documents** section on the **Proposal Documents** page. The **Grant Application** outlines additional documents that will be required as part of the **High Impact Action** submission and vary based upon the **High Impact Action** item selected as part of the submission. If there are no **Optional Documents** to upload, click the **Continue** button to advance to the next page.

Optional Documents				
Document Name	Add / Update Document ?	Recent Uploaded Document	Upload History	Status
Attachment 1	Choose File No file chosen			
Attachment 2	Choose File No file chosen			

15. The **Authorized Signature and Certification** page details a summary of the proposal. Review each section for accuracy. If information is incorrect, use the **Previous** button to return to previous pages, otherwise, scroll to the bottom of the page and check the **Certification** checkbox. Click **Continue** to advance to the last page.

 By checking this box and clicking Continue:

I certify that the above information, and all information submitted in connect with State Finance Law §139-j and §139-k, is complete, true, and accurate, that I have read and reviewed the Standard Terms and Conditions set forth in the attached Sample Agreement and that I accept all terms unless otherwise noted herein, and that the proposal requirements noted have been completed and are enclosed;

I affirm that I understand and will comply with NYSEDA's procedures under §139-j(3) and §139-j(6)(b) of the State Finance Law;

I understand that this proposal may be disqualified if the solicitation requirements are not met; and I am authorized to commit my organization to this proposal.

By submitting this application, I authorize NYSEDA and entities doing business on NYSEDA's behalf to add my information to the mailing lists and to share my information with other New York State government entities. My information will not be shared outside of New York State government, and I reserve the right to unsubscribe at any time.

PREVIOUS PRINT CONTINUE

16. The **Proposal Submission** page is the final page in the online submittal form. Click the **Submit** button to submit the proposal.

Home Projects Project Invoices Manage Users Project Inspections Dashboards

Application Number: 0000230610

## Clean Energy Communities Program

Proposal Submission (Step 6 of 6)

You are about to submit your proposal paper. Proposals will only be received until the deadline issued in the solicitation. You must press the submit button to complete your submission. A green notification bar will appear, and a confirmation email will be sent to you when the submission is successful.

You are about to submit your proposal to the Clean Energy Communities Program. Proposals will only be received up to **09/30/2020 at 03:00 PM**. No Proposals will be allowed to be submitted after this date and time.

PREVIOUS SUBMIT

17. If the proposal was successfully submitted, the following message will display:

**Success!** Proposal has been submitted.

18. Your submitted proposal will be reviewed by the **Clean Energy Community** team. If your proposal is approved, you will receive additional information regarding next steps. The proposal will also be converted into a **Project** in **Salesforce**.

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[Accessing the NYSERDA Portal](#)

[Clean Energy Communities Home](#)

[Finding Your Project](#)