



## Office of Facilities Planning Process for K Solar Power Purchase Agreements (PPAs) Performed in conjunction with NYPA

If the solar array will be placed off district property no SED review will be required since we would not be the Authority Having Jurisdiction – any required permits would be obtained from the local authorities.

If the Solar Array will be placed on district property or on property leased by the District, a building permit from the Office of Facilities Planning is required.

The following process should be followed to obtain a building permit:

A Letter of Intent (LOI) is submitted for a reconstruction project. There are different scenarios depending on the placement of the solar array:

- As noted above, if the array is not located on district property, we are not the authority having jurisdiction and all permits should be obtained from the local authority having jurisdiction.
- If the solar array will sit on the roof or site of a contiguous building, a **Reconstruction** LOI should be submitted using the building code for each specific facility. In the category of **Nature of Work**, please check Special Construction (CSI Code 13) and provide specific detail (*roof mounted array, ground mounted array, etc*) and check the K-Solar PPA box at the bottom of the page.
- If the solar array will be sited on other district property not contiguous to a specific district building, an LOI for a District-Wide project should be submitted. The list of district buildings does not need to be completed. The K-Solar PPA box should be checked, and a description of the work to be performed (*ground mounted array, etc*) including the physical address of the location of the solar array, should be entered in the box that reads **“Please specify the type of work that will be performed”**.

Due to this unique solar opportunity, and in recognition of the SED project review backlog, NYPA has hired CADMUS, an engineering firm experienced in solar developments, to review all K-Solar projects on behalf of SED. This means that K-Solar projects will be reviewed on a parallel track, not subject to the current backlog. After a district has submitted an LOI and obtained a project number, that project number must be provided to the district's solar developer. The solar developer, acting as, or in conjunction with the district's architectural and engineering consultants, will assemble a project submission with all the required SED paperwork which will be submitted directly to CADMUS as follows:

- The solar developer will be given a login username and password to access a secure share drive via Microsoft Office 365.
- CADMUS will receive and review K-Solar project packages on behalf of SED that are submitted through the secure share drive.
- When CADMUS is satisfied with the application, SED will be notified and will review and issue building permits as appropriate.

Additional information and questions regarding the required documents should be directed to NYPA at: [Solar@nypa.gov](mailto:Solar@nypa.gov).

Additional information regarding status of a specific project should be directed to your solar developer.

Additional information and questions regarding the SED involvement in K-Solar projects or general information can be directed to your district project manager at (518) 474-3906.

Upon completion of the project, a Final Certificate of Substantial Completion (CSC) is required to be submitted to the Office of Facilities Planning. The Final CSC should be mailed to the NYS Education Department, Office of Facilities Planning, 89 Washington Avenue, Room 1060 EBA, Albany, NY 12234.

**Please note:** No Final Cost Report will be required for these projects.