

Department of Community Services and Development

Low-Income Weatherization Program

Draft Program Guidelines

FISCAL YEAR 2017-18 APPROPRIATION PROCUREMENT:

COMMUNITY SOLAR PILOT PROGRAM

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DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

COMMUNITY SOLAR PILOT PROGRAM DRAFT PROGRAM GUIDELINES

1. Introduction

These Draft Program Guidelines issued by the Department of Community Services and Development (CSD) for the Community Solar Pilot Program (“Pilot”) aim to establish the framework for the Pilot, a new program to be administered by CSD to provide solar photovoltaics (PV) benefits to low-income households. Pilot projects will be funded with part of CSD’s California Climate Investments Fiscal Year (FY) 2017-18 appropriation. The intent is to develop community solar models that can be replicated by organizations or consortiums seeking to bring a successful program to low-income households. The Pilot, part of CSD’s Low-Income Weatherization Program (LIWP), is intended to reduce greenhouse gas (GHG) emissions, reduce long-term energy costs for low-income households and cost-effectively bring the benefits of solar photovoltaics (PV) to these households.

With program oversight provided by the California Air Resources Board (CARB), CSD will provide up to \$5 million in funding for two or more community solar projects for the purposes of making the benefits of solar energy more available to eligible low-income households, lowering residents’ energy bills, and providing co-benefits to communities, including economic and workforce development. Through a Notice of Funding Availability (NOFA) to be released in August 2018, successful Proposers’ teams will demonstrate that they have a technical and financial solution as well as the personnel and organizational capacity to effectively execute the proposed project. Applications will be received through October 2, with awards are anticipated to be announced in late October. Contract agreements are expected to be in effect in January 2019.

Program Guidelines are prepared in accordance with Government Code Section 12087.5 through a public process in order to establish principles, guidelines, policies and procedures for the program. All program participants must adhere to the Program Guidelines as established and as amended throughout the life of the project.

2. Community Solar

Not all low-income households can participate in existing solar PV programs that typically focus on placing solar systems on homes and multifamily dwellings. Barriers include inadequate roof space, roof condition, or shading; living in a multifamily building where the owner chooses not to install solar PV; and programs restricting eligibility to home owners. Community solar offers the potential to increase access to clean solar power through sharing the production output of an off-site solar system, typically large enough to serve multiple households and other electricity users.

For illustrative purposes, the following description of legal or business relationships under one possible model of community solar is adapted from a Columbia University paper:¹

¹ A. Benrey, E Kahn, M. Kim, D. Maravilla, J. Merino Carela, P. Vaidya. *Solar State of Mind: Expanding Community Distributed Generation in New York State*, pp. 26-27. Columbia University, School of International and Public Affairs, May 2017.

Community solar allows a single solar system or network of systems to serve multiple, dispersed households. The site for a solar installation is owned or leased by an entity, which can be a utility, solar developer, residential or commercial landlord, municipality, community or non-profit organization. This entity brings together a group of subscribers and hires a contractor to install the solar panels.

The actual solar panels can be located on subscribers' roofs, on a public or commercial building, or on a remote ground-mounted site. Community solar systems and subscriptions are designed to generate either a fraction of or the entire electricity load required by the subscribers. Ground mounted systems are typically larger, and attract subscribers from anywhere within a larger radius in the community or utility's service territory.

The basic framework of a community solar project may include the following:

- The **awardee** is the eligible contracting entity that takes responsibility for executing and managing the project;
- A **community solar provider** may be responsible for managing memberships and interfacing with the utility, but may also own or operate the project (e.g. project developers, energy service companies, businesses and non-profits, as well as partnerships among these entities);
- The **local utility** is involved in interconnection to the grid and may play a role in subscriptions and billing;
- The project may be organized around an **anchor**, typically the system owner, eligible property owner, or largest off-taker; and
- Any eligible utility customer may be a **subscriber** to a community solar project
- The terms of membership, including payment structure and provisions for existing subscribers, are set by an **agreement** between subscribers and the community solar provider.

CSD recognizes these terms, entities and arrangements may not be applicable to all project models submitted in response to the future procurement and welcomes innovative proposals that meet the goals of the pilot program with differing arrangements.

Pilot projects awarded CSD funds will enable solar facilities to be located off-site, with a variety of possible ownership models, offer benefits to households who otherwise face barriers to clean, renewable energy, and may offer models to increase options for access to solar energy for low-income households. The Pilot's objective is to implement and test models to deliver community solar to low-income households in ways that have the potential to be replicated elsewhere and to scale, thus bringing widespread benefits of solar energy to low-income populations, reducing GHG emissions, and realizing other co-benefits for the community (e.g. economic development, job training and job creation, wider knowledge of clean energy possibilities and benefits, and household health benefits).

3. California Climate Investments and LIWP Mandates

California Climate Investments is a statewide program that puts billions of Cap-and-Trade dollars from the Greenhouse Gas Reduction Fund (GGRF) to work reducing GHG emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities. The Cap-and-Trade Program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investment projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling and much more. At least 35

percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov

In 2012, the Legislature passed and Governor Brown signed into law three related bills: Assembly Bill (AB) 1532 (Perez, Chapter 807); Senate Bill (SB) 535 (De Leon, Chapter 830); and SB 1018 (Budget and Fiscal Review Committee, Chapter 39). These bills established the GGRF to receive cap-and-trade auction proceeds and to provide the framework for how the auction proceeds will be administered to support programs that further the purposes of AB 32. Every three years, the California Department of Finance (DOF) submits a plan to the Legislature, identifying priority investments (California Climate Investments) that will help achieve GHG reduction goals. The Legislature appropriates monies from the GGRF in accordance with this 3-year investment plan. The plan applying to the program subcomponent outlined in these Program Guidelines is the “Cap and Trade Auction Proceeds Second Investment Plan: Fiscal Years 2016-17 through 2018-19”.

To date, \$192 million has been appropriated to CSD for the implementation of LIWP. AB 109, Chapter 249, Statutes of 2017, provided \$18 million in FY 2017-18, and required CSD to focus funding on low-income multifamily, solar and farmworker programs. This program component is in accord with this legislative mandate and the amount of available funding is \$5 million.

SB 89, Chapter 24, Statutes of 2017, requires CSD, for any appropriation to the department for LIWP in FY 2017-18, or any fiscal year thereafter, to develop new program processes and solicitations in its contract procurement processes for single-family energy efficiency and renewable energy services, that:

- Give weight and priority to applicants that can demonstrate that they have existing ties to the local communities they would be servicing, among the other factors considered. This applies to both regional administrators and direct service providers;
- Give preference to organizations with demonstrated performance and outcomes related to low-income energy efficiency and renewable energy services; and
- Take appropriate measures to ensure that all potential applicants are aware of changes in procurement process pursuant to SB 89.

SB 89 also requires CSD to consult with community stakeholders, including, but not limited to, legislative staff, in the development, design, and goals of these procurements for at least three months prior to the release of a request for applications that would commence the procurement cycle. During 2017, CSD hosted multiple stakeholder meetings, administered stakeholder surveys and spoke with utility companies, community choice aggregators, non-profit organizations and advocates, state agencies and others regarding the development of this community solar pilot program in California. CSD also released a Program Design Outline for public comment and held a public webinar to discuss this document and receive feedback. This engagement has informed the development of these Program Guidelines.

4. Community Solar Pilot Program Procurement and Funds

CSD plans to finalize and release a competitive NOFA in August 2018. A draft of the procurement, which has been released for public comment, and which contains further details on requirements and scoring, is available at:

<http://www.csd.ca.gov/liwp>

Proposals will be evaluated and points awarded in categories including the Proposer's team qualifications, details of the approach, workplan and budget outlined, energy cost benefits, and GHG emission reductions. Full details will be provided in solicitation documents.

CSD anticipates awarding up to \$5 million total for two or more eligible projects, with no single award to exceed \$3 million. All Proposers should clearly state the amount of funding requested, not to exceed \$3 million. CSD anticipates executing contracts with awardees with a contract term of January 1, 2019 through June 2024, with project reimbursements through June 2021. Since encumbrance and expenditure time limits apply to CSD's GGRF appropriations, contractors will be required to ensure that awarded projects can be operational and delivering benefits by the end of the contractor reimbursement period. Reporting requirements will continue to apply during a subsequent contract reporting period with costs borne by awardees.

It is CSD's intent that awardees will engage additional subcontractors and pursue strategic partnerships as needed through procurement processes sanctioned by CSD.

CSD also has a small amount of additional funding that may be made available to provide technical assistance to awardees to ensure they successfully proceed through project development milestones. These funds could be awarded to multiple awardees in addition to and in proportion to the \$5 million awarded. Anticipated assistance, with needs and requirements to be identified in contract negotiations, may include the following:

- Liaison with Electric Load-Serving Entity (LSE) to arrange grid interconnection;
- Liaison with utility on billing arrangement;
- Execution of power purchase agreement;
- Development of local workforce development plans;
- Development of participant information and disclosure information;
- Execution of community engagement plan; and
- Data analysis or systems.

Lists of all applications received and contract awards will be posted on CSD's website, and all applicants will be notified via email regarding the Notice of Intent to Award. Proposals will be treated in accordance with the Public Records Act requirements and certain information, subject to those requirements, may be publicly disclosed. Some reported project information will also be publicly available on CSD's and/or CARB's website.

CSD's procurement process will draw upon the transparent, fair, and competitive processes set forth in the Public Contract Code (PCC) and the State Contracting Manual (SCM). Although CSD procurements are exempt from Department of General Services (DGS) review per CSD's statutory authority, the Department shall adhere to the tenets outlined in the SCM for this procurement.

CSD reserves the right to decrease or increase the funds available based on proposals submitted or other factors, and to negotiate with Proposers on amounts to be awarded based on funds available and benefits anticipated. CSD also reserves the right to establish minimum requirements and issue a new solicitation if an insufficient number of proposals fail to meet these requirements.

4.1 Scope of Procurement

CSD may, at its discretion, utilize the initial solicitation to award contracts and program allocations in subsequent years, provided the program scope, key program characteristics and supplemental funding amounts are largely consistent with the initial solicitation. If CSD

determines that the programmatic and financial character of this program, as set forth in these Guidelines, changes substantially, or that the best interests of the state require a new solicitation, then the initial solicitation shall no longer be used for subsequent contract awards and a new procurement shall be conducted.

If the NOFA process fails to identify suitable projects, CSD reserves the right to issue a new solicitation.

Information on the Community Solar pilot projects will be made available at:

<http://www.csd.ca.gov/LIWP>

5. Community Solar Pilot Program Goals

Goal #1: Test workable community-focused models to reduce GHG emissions in California through investment in new clean energy generation facilities and delivery of energy cost benefits to low-income households.

Goal #2: Increase access to clean energy generation options for low-income households.

Goal #3: Reduce household energy costs.

Goal #4: Provide economic, health, and other co-benefits to communities.

The Pilot's primary goal is to test workable delivery models to provide renewable energy from community solar facilities to benefit qualifying households, as well as to reduce GHG emissions. Further, there is an expectation that solar facilities can stabilize or reduce the long-term cost of electricity. Alternate implementation approaches that merit testing for feasibility and/or potential to replicate and scale may apply to project size, economic value, participant enrollment, and partnership arrangements.

It is anticipated that the availability of CSD funds will address barriers that low-income households might otherwise experience in seeking to access available community solar options, such as premium costs and/or qualifying conditions.

In addition to these primary goals, projects should also provide important co-benefits, such as reducing household long-term energy bills, reducing air pollution and helping to achieve air quality standards, improving public health, and stimulating the local economy. Lowering household energy bills leaves more money for necessities like food, transportation, housing, and medicine. When households have more money available, they usually spend those dollars in their local community, compounding the benefits of local economic investment.

Projects should also offer opportunities for job creation, job training and related economic benefits in communities served. These benefits may be maximized through a variety of methods that may vary based on the demographics and needs of their local communities. Methods may include:

- Partnering with local Workforce Investment Boards and nonprofit job training organizations to offer internships/hands-on training to individuals, including those who have received classroom or other training elsewhere, such as through the statewide Solar on Multifamily Affordable Housing (SOMAH) program;
- Directly hiring workers from communities served to fill positions created; and

- Negotiating employment agreements with hired subcontractors to hire individuals from the population served (i.e., targeted hire).

Proposers will be required to identify workforce development and other co-benefit strategies associated with their proposals. Proposers should also address job quality, including family-sustaining wages and any employer-provided benefits, career pathways, and safe and healthy working conditions.

6. Eligible Costs

CSD's funding may be used for any purpose related to project construction and implementation, to operate the program, and/or to lower participant energy costs, with exception of land purchases. CSD reserves the right to determine if additional costs should be deemed ineligible. Specifically, uses may include, but are not limited to:

- Paying for capital costs of development and construction of solar facility.
- Funding a loan loss reserve or other payment guarantee fund to protect against late or non-payments by participants.
- Subsidies to eligible households to lower a monthly solar subscriber payment.
- Direct or indirect costs for program administration, outreach and enrollment.

Pre-construction costs that may include those associated with obtaining necessary permits, environmental impact reports, or other regulatory requirements to facilitate solar facility construction may also be eligible for reimbursement. However, it will be the awardee's responsibility to cover pre-construction costs and seek reimbursement for costs in accord with the contract terms and upon receipt of all approvals required to commence construction. Proposers will be required to include such costs in the proposed project budget and may be reimbursed on a not to exceed basis upon receipt of necessary local, state, and federal clearances.

7. Leveraged Funding

A specific level of leveraged funding or match dollars is not required. However, Proposers are encouraged to seek and commit other resources to each proposed model or project. This could include taking advantage of any renewable energy or low-income assistance initiatives or leveraging community development projects or other efforts that could jointly benefit the same targeted population. External funding sources could also be leveraged for:

- Labor or materials (in-kind contributions);
- Donated land;
- Paying for or waiving interconnection fees;
- Household energy efficiency measures;
- Property repair or rehabilitation;
- Remediation of household health and safety issues; and
- Workforce development and employment.

All sources of funding, secured or anticipated, should be discussed in proposals and included in the project budget.

8. Household/Program Eligibility

For this pilot program, projects must provide benefits to low-income households. This may include owners or renters of single-family homes, multifamily dwelling units, or mobile homes. Households already benefitting from existing solar PV installations will be excluded from participating.

Higher-income households, schools, churches, businesses, or any other non-residential institutions may not benefit from the share of the electricity generated that is linked to CSD's California Climate Investments funding. However, California Climate Investments funds may be used for either a stand-alone project or a carve-out of a larger project with multiple beneficiaries (see section 9.6)

Proposals may identify "intermediary purchasers" such as nonprofits, cities, or housing providers that have a clear avenue for directly passing through benefits to low-income residential customers or tenants (for example, in the form of bill credits assigned to low-income customers' bills). In such cases, any share of electricity generated attributed to these purchasers would be considered as benefitting low-income households.

Household eligibility will be required to be established in one of the following ways:

Household Income Verification: Household income eligibility will be set at the AB 1550 definition of at or below 80 percent of State Median Income (SMI) or 80 percent of the area median income (AMI). AMI is subject to annual changes based upon the U.S. Department of Housing and Urban Development's income guidelines. Information on current income eligibility in each county (80 percent of AMI is deemed "low-income"), and an online tool to determine the low-income threshold by county and household size, are available at:

www.arb.ca.gov/cci-communityinvestments

Categorical Eligibility: Categorical eligibility may be used in lieu of income eligibility to determine eligibility for households to receive Community Solar services. Qualifying programs for categorical household eligibility will be restricted to those with income eligibility standards that are in accord with the AB 1550 definition of low-income households.

CSD will work with awardees to develop Eligibility and Verification Guidelines.

9. Pilot Project Design Considerations

9.1 Location of Facility

AB 1550² increased the percent of California Climate Investments funds for projects located in disadvantaged communities from 10 to 25 percent and added a focus on investments in low-income communities and low-income households anywhere in the state. For the Pilot, CSD has the option of allowing benefits to serve other priority populations³ outside of disadvantaged communities. CSD will therefore accept applications from projects with facilities located in and serving low-income households in the relevant utility service territory anywhere in the state.

While the generating solar facility may be located anywhere in the state in the relevant utility service territory, additional points will be given to proposals if the facility is located within an AB

² AB 1550 criteria tables are located at www.arb.ca.gov/cci-resources.

³ Priority populations include residents of: (1) census tracts identified as disadvantaged by California Environmental Protection Agency per SB 535; (2) census tracts identified as low-income per AB 1550; or (3) a low-income household per AB 1550.

1550 Low-Income Community or a disadvantaged community and based on proximity to participant households.

An interactive map of these communities may be accessed at:
www.arb.ca.gov/cci-communityinvestments

9.2 GHG Emissions Reduction

Because California Climate Investments funding has the primary goal of reducing GHG emissions, CSD will only consider proposals that create new energy generation offsetting existing electricity grid usage. Existing arrays will not be considered because they do not introduce new GHG emission reduction within the state. Proposals to expand array capacity on existing solar facility sites for dedication to new Community Solar beneficiaries are eligible.

9.3 Regulatory and Legal Environment

Proposers are required to design and propose a project that complies with all federal, state, county, and local laws, ordinances, regulations, and orders (building, planning, zoning, environmental, LSE interconnection, etc.), and tax, ownership, and securities laws and regulations in effect at the time of bid submittal. Proposers will be required to indicate how each proposed project is or will be compatible with all such relevant requirements. Proposers should also address any implications relating to renewable energy credits or federal or state securities laws from their proposed model.

CSD understands there are a number of current California Public Utilities Commission proceedings that may impact community solar options in Investor Owned Utilities' (IOU) territories. However, given the time limits applying to CSD's appropriation, extension of the procurement period could pose challenges for pilot project implementation and success.

9.4 Siting Considerations

All proposers must have a specific project and site identified, and proposers will be expected to address size, costs, ownership, project feasibility determinations, and other applicable due-diligence preparations or agreements. Proposers should indicate the status of the site, and include any relevant documentation (e.g. a letter of intent, or lease option, for entering a site lease or other arrangement to enable project siting).

Site Eligibility and Clearances: There are few restrictions on where solar panels may be placed. Panels could be located on a non- or for-profit building (school, small business, or large business), vacant land, etc. However, proposers will be required to demonstrate that any project or component thereof will not result in loss or conversion of agricultural lands by determining the project site is not designated as agricultural land by the Department of Conservation's Farmland Mapping and Monitoring Program (FMMP) Tool. Waivers for infill development may be considered. Proposers will also be required to indicate whether other working lands or natural lands will be lost or converted and CSD reserves the right to consider further restrictions.

Completion and approval or adoption of all necessary environmental clearances including those required under the California Environmental Quality Act (CEQA) and if applicable, the National Environmental Policy Act, will be required for awarded projects to move forward. Proposers will be required to indicate if the project has CEQA clearance for its site, and if not, if CEQA clearance will be required. If future CEQA clearance is required, proposals must include the timeline for review and approval, the likelihood of securing clearance, and whether there are alternative approaches should the proposed location not receive environmental clearance.

Multifamily Considerations: Under existing Virtual Net Energy Metering (VNEM) rules in IOU territories, solar systems may be installed on a multifamily housing/multi-tenant building, and the credits generated from that system can be applied to the occupants of that building. While the credit allocation is “virtual”, households receiving the credits are required to be residents of the property where the solar system is located. CSD does not consider this a community solar project for the purposes of this pilot. However, a project benefiting multiple property locations or participants outside of the “host” multifamily property would be eligible. Individual tenants of multifamily properties or condominium owners with their own utility bills would also be eligible to participate in a broader community solar model.

9.5 Green-e Energy Certification

CSD will require Community Solar pilot projects to be Green-e Energy-certified. Green-e is administered by the nonprofit Center for Resource Solutions. Since 1997, Green-e Energy has certified renewable energy that meets environmental and consumer protection standards that it developed in conjunction with leading environmental, energy and policy organizations. Green-e Energy certifies renewable energy that is generated from new facilities, marketed with complete transparency and accuracy and delivered to the purchaser, who has sole title. For more information visit: <https://www.green-e.org/programs/energy>.

9.6 Stand-alone and Carve-out Projects

A “carve out” indicates that some minimum, and possibly a maximum, share of the solar facility’s capacity or production output would be dedicated to eligible low-income households, while other participants would benefit from the remaining share. A “stand alone” project would dedicate 100 percent of its capacity or production output to eligible households. Both “carve out” and “standalone” models are eligible, but proposals will be evaluated on the GHG and other benefits accruing from the portion of the project dedicated to low-income households and California Climate Investments funds awarded.

9.7 Consistency with Local and Regional Plans

Proposers will be required to demonstrate that proposed projects are consistent with all relevant local and regional plans that have been adopted or amended within the last ten years, including:

- The local jurisdiction’s general plan;
- Any specific plans or community plans that overlap with the proposed project area;
- Any climate action plan that overlaps with the proposed project area; and
- Any regional plans adopted by Metropolitan Planning Organizations, including the Sustainable Communities Strategy, that include the proposed project area.

Being consistent means following any relevant land use designations, zoning, and applicable goals, policies, and programs. Consistency shall be demonstrated by submittal of a letter from the local jurisdiction’s Planning Department describing the proposed projects’ consistency with all relevant plans as described above. If the local jurisdiction’s General Plan, and other applicable Specific Plans or Community Plans, have not been updated within the last ten years, the letter from the local jurisdiction’s Planning Department must verify the project is consistent with the jurisdiction’s local land use policies.

9.8 Solar Asset Ownership

There are no restrictions on what kind of entity can own the solar facility.

9.9 Solar, Storage, and Microgrids

There are no restrictions on interconnected microgrids or incorporating storage in project design. Proposals that remove existing customers from the electric grid are also eligible. Proposers should address any implications relating to storage, costs, and time-of-use rate plans from their proposed model in their Work Plan and budgets.

9.10 Performance Bond Requirement

A performance bond (a surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor) will be required and should be factored into Proposers' Project Budgets.

9.11 Utility Resource Procurement and Grid Integration Rules and Requirements

Awardees will be expected to independently make any relevant arrangements with the local Electric LSE, and as necessary with the California Independent System Operator (CAISO), for:

- Resource procurement acceptance for the solar capacity and commodity production, including any financial arrangements for serving “departing load” and any applicable power cost indifference charges (as applicable to each location and project);
- Grid integration for distributing the solar production on the power grid; and
- Billing arrangements for any applicable credits, charges, fees, etc. for participant households.

10. Eligibility, Qualifications and Capabilities of Prime Proposer and Team

10.1 Prime Proposer/Awardee Eligibility

Prime Proposer and awardee eligibility is limited to:

- 501 (c) (3) tax-exempt organizations
- Local government entities
- Publicly Owned Utilities
- Community Development Finance Institutions (must be a non-profit)
- Community Development Corporations
- Joint Powers Authorities
- Tribal Governments
- Community Choice Aggregators

The prime Proposer must have experience working in the community or region in which they are proposing a community solar project and the Proposer's team must have a physical presence in the region. Proposers should prioritize collaboration with trusted community partners that have demonstrated capacity to carry out targeted, culturally relevant outreach and delivery with sensitivity to the specific needs of the community and discuss existing ties to the communities that the project aims to serve.

A community solar project awardee may subcontract with other governmental, non-profit or for-profit entities to form a consortium or a team but the awardee would be solely accountable for performance of the group. An awardee may also subcontract for needed services with for-profit or

non-profit entities without forming and representing an organized consortium. Awardees and all partner organizations must be in good standing with the California Secretary of State and all appropriate local and state oversight licensing authorities.

10.2 Team Qualifications, Capacity and Readiness

The Community Solar pilot is intended to test prototypes and innovative approaches to delivering community solar benefits for low-income households. While there may be a range of business models or project arrangements proposed, proposer teams will be assessed and scored on the following skill-sets, experience, and capabilities:

- Administering community-focused solar, energy efficiency, or other clean energy programs;
- Outreach, education, and enrollment of low-income households to participate in energy programs;
- Ability to develop and oversee construction and operation of a solar facility of 250 kW or larger;
- Experience in negotiating and completing arrangements with utilities for resource procurement and grid interconnection;
- Knowledge pertaining to any required specialized billing functions for participants; and
- Financial, fiscal, contracting, administration, risk management, and database functions sufficient to fulfill project management functions for the Community Solar project.

At a minimum, bidding organizations will be required to submit relevant Letters of Intent including an agreement with an LSE, funding agreements and other agreements that are evidence of the Proposer's intended legal structure, a description of what roles various entities will play, and letters of support from each entity's governing body. References are also required.

An LSE is not required to be a formal member of a proposing team. However, there are certain functions and activities that a utility or other entity must handle (e.g. interconnection to the local power grid) and may potentially offer depending on the program design (e.g. a capital contribution, utility bill credits). The letter of support from the LSE should, at a minimum, confirm the Proposer has a feasible interconnection opportunity and express support for any relevant enabling of project benefits (bill credits, tariffs, or other) within their system.

If Proposers have or are intending to submit bid documents relating to other funding opportunities, any required readiness or other documents should also be submitted to CSD with a clear indication of the status and timeline for application and award.

The prime contractor may subcontract with other governmental, non-profit, or for profit entities to form a consortium but the prime contractor alone would be accountable to CSD for performance of the group. The prime contractor may simply subcontract for needed services with for-profit or non-profit entities without forming and representing an organized consortium.

11. Proposal Requirements and Scoring Considerations

To be successful, a proposal will be required to:

- Demonstrate how the Pilot's goals will be met;
- Demonstrate the abilities of the Proposer team to deliver both the solar facility production and the community solar project services with clear accountability;

- Demonstrate financial soundness and stability to adequately develop and maintain the project for the life of the project;
- Comply with all proposal requirements; and
- Offer a model that has the potential to be replicated more widely in California and is scalable.

CSD anticipates evaluating proposals and awarding points in the following proposal components, as outlined in the sections that follow:

11.1 Proposer Team Qualifications and Capacity

Project Team Description: Proposers will be required to provide a narrative overview of its organization’s history, qualifications, experience, current resources, and accomplishments related to providing energy efficiency and renewable energy services to the low-income community. Proposer shall also detail the history, qualifications, experience, current resources, and accomplishments of any partner or subcontractors that will be part of the project. Proposer shall explain how the past experience of its proposed team demonstrates its ability to conduct work effectively within the target communities

Project Organization Chart: As a supplement to the Project Team Description narrative, Proposer will be required to provide a Project Organization Chart that clearly identifies the roles and responsibilities of all partners and key staff accountable under this program, including administration, implementation, service delivery, any workforce development partners, and others. A narrative to describe the project team structure and the mechanisms by which they will ensure effective project performance and accountability from all parties of the project team throughout the term of the agreement to ensure that project goals and objectives are met will also be required.

Proposers’ teams will be evaluated based on their qualifications and experience and the personnel and organizational capacity to effectively execute the proposed project.

11.2 Array and Participant Location

Proposers will be required to include specific details of the geographic location of the facility and the specific communities or areas from which eligible households will benefit. While the generating solar array and households may be located anywhere in the state in the relevant utility service territory, additional points will be given to proposals if the array is located within an AB 1550 low-income community or a disadvantaged community and based on proximity to participant households (within a 100-mile radius).

11.3 Customer Enrollment and Service Plan

Proposers will be required to include a credible Customer Enrollment and Service Plan that addresses use of funds and solar production allocation to benefit low-income households over specified time periods. This should include:

- Details of energy generation (see Section 9.6 for Benefits Calculator Tool) and distribution of benefits, including expected total kilowatt-hours (kWh) benefiting low-income participants over the life of the project.;
- Location of low-income households to be served and their proximity to the facility location;
- Anticipated number of participating low-income households;
- Participant billing or other subsidy arrangements, including terms and conditions; and
- Energy cost/savings impacts.

Proposers will be required to clearly indicate any relevant plans for billing, address any necessary changes to utility billing software, and address the status or plan for achieving those changes. Respondents should clearly indicate if they will require low-income customers to participate through an additional bill and their plan for successfully implementing such a model with low-income customers

Enrollment: Each Proposer will be required to demonstrate plans to enroll and serve eligible beneficiaries, addressing elements that may include but are not limited to:

- Marketing and outreach;
- Intake and eligibility verification procedures;
- Enrollment arrangements;
- Education on managing household energy costs;
- Management of participant turnover; and
- Management of billing and non-payment issues.

Proposers should demonstrate that they or a community sponsor or partner has connections to the area to be served and can promote local engagement and encourage enrollments within a specific community or area. Proposers should balance the flexible geographic siting requirements in the program requirements with the need for local community outreach, engagement and sponsorship to ensure that projects have a connection to local communities to promote success.

It is expected that proposers will not rely upon household credit scores to qualify low-income participants in the Community Solar Pilot.

Consumer Protections: Community solar project awardees will be required to provide program participants with detailed information on terms and conditions. This could include, as relevant, information about anticipated renewable energy bill credits and electricity rates, any changes in low income discounts, and other billing details and benefits, along with the terms and obligations of their subscription into the community solar project.

Proposers' Customer Enrollment and Service Plans will be required to discuss their approach to consumer education and protection. This could include:

- Contract Terms
 - Duration or term of the contract
 - What happens if a participant relocates
 - Rights to terminate or change the contract
 - Fees, credits, penalties and other costs and benefits during contract term
- Facility Information
 - Production guarantees
 - Ownership arrangements
 - Allocation of state and federal solar incentives and renewable energy credits
 - Compensation rate/s for electricity generated from the project, regulatory risk, and impacts of any changes

Proposals will be evaluated on the robustness of marketing and outreach and community connections, description of eligibility and enrollment procedures, clarity of contract terms, and explanation of consumer protection and education plans.

11.4 Energy Cost Benefits for Low-Income Participants

The discussion of the planned allocation of solar production benefits should address relevant project considerations including:

- Distribution of benefits, such as allocating a small share of benefits to a large number of beneficiaries, or a larger share to a smaller number; and
- Quantification of anticipated savings (for example, this might be described as the net present value (NPV) of estimated subscriber bill reductions from 2018 base participant retail rates, cumulative over the participant contract period for anticipated number of participants).

Proposals will be evaluated based on the energy costs benefits to be realized and on the feasibility and replicability of the proposed approach. CSD will evaluate total energy cost benefits to low-income participants per California Climate Investments dollars awarded and score proposals based on an indexed approach.

To compare energy cost benefits, only the proposal offering the highest total energy cost benefits will earn the maximum component points. Other proposals are awarded a percentage of the maximum points available based on a comparison of their energy cost benefits to the energy cost benefits in the proposal awarded the maximum points.

11.5 Community Engagement Plan

Potential Proposers are encouraged to conduct community engagement to the extent feasible. There are multiple community engagement strategies that may be utilized by a Proposer prior to submitting a proposal, and by a community solar project awardee in project implementation. Examples of potential community engagement strategies include:

- **Community Leadership and Decision-making.** Proposers could develop a steering committee comprised of community residents to, in partnership with proposers, oversee project design and development.
- **Community Collaboration and Partnership.** Proposers could partner with community-based organizations or community residents in a way that informs project design and selection among project alternatives prior to applying for funding. This may include residents participating, with technical support, in the development of project alternatives or components, or having residents choose a preferred project from among two or more alternatives either as members of a project selection committee or community voting process.
- **Outreach, Education, and Consultation.** Proposers could conduct community consultation (e.g., via workshops, roundtable discussions, focus groups, surveys) to inform, educate, learn from the community, and consider their input in early stages of project development and design.

Proposers will be required to include a Community Engagement Plan that describes methods that have been or will be used to engage residents and key stakeholders during project design, development and implementation, and describe how methods and outcomes will be evaluated. The Proposer may submit support letters from the community or current or potential partners.

Proposals will be evaluated on the robustness of the combination of activities performed or proposed to engage community stakeholders and the evaluation plan.

11.6 Project Burdens and Co-Benefits Statement

Substantial Burdens: CSD and other agencies receiving California Climate Investments funding are required to consider whether a given project type has the potential to result in substantial economic, environmental, and public health burdens (e.g., physical or economic displacement of low-income residents and businesses, increases of criteria or toxic air pollutants) in disadvantaged communities and low income communities, and design programs in such a way as to avoid substantial burdens.

Proposers will be required to identify potential burdens created by the proposed projects. Proposers are encouraged to engage community members and community advocates in identifying potential burdens and how the project will avoid or minimize identified burdens.

Co-Benefits: In addition to GHG emission reduction and energy savings for low-income participants, Proposers will be required to identify additional co-benefits to be achieved through the project. Co-benefits may include, but not be limited to:

- Integration of energy efficiency or other household improvements through leveraged funds;
- Identifying and serving participants with the greatest needs;
- Job creation and training opportunities;
- Household and community health effects;
- Community economic benefits; and
- Community resilience benefits through integration with storage and microgrids.

In an effort to enhance analysis, provide greater transparency, and assist in project level reporting, CARB has developed co-benefit assessment methodologies and is expanding the functionality of calculator tools to estimate additional co-benefit and key variable outputs. Proposers are encouraged to review the Draft Co-Benefits Assessment Methodologies released by CARB to consider some of the potential harms and co-benefits to address in their proposal. The Co-Benefit Assessment Methodologies that are applicable to community solar pilot projects include:

- Asthma/Respiratory Disease Incidence
- Air Pollutant Emissions
- Energy and Fuel Cost Savings
- Soil Health and Conservation
- Climate Adaptation
- Community Engagement
- Jobs

These methodologies are available at: www.arb.ca.gov/cc-cobenefits

Proposers should also address plans to evaluate and report on the co-benefits that are included in the proposal utilizing the Draft Co-Benefits Assessment Methodologies or other methods.

Proposals will be evaluated based on the avoidance of substantial burdens, the robustness of the co-benefits to be achieved, and the evaluation plan within the contract term.

11.7 Work Plan and Timeline

Proposers will be required to include a credible Work Plan and Timeline that ensures solar PV energy generation and delivery of benefits would be achievable during the contract term. The Work

Plan should include details of how the facility site and location was selected; design, equipment and materials; site preparation; construction; and interconnection. The Work Plan should clearly delineate team roles and responsibilities. Proposers should include a statement as to how all components and designs meet all applicable regulatory and industry safety, environmental, and operational codes and standards as appropriate.

In addition to details of facility development and construction, the Work Plan should include maintenance and operation plans. The Work Plan and Timeline should also include progress milestones that demonstrate sustained progress toward project implementation. This could include key milestones for developing community solar project infrastructure, establishing partnerships with important stakeholders, securing leveraged dollars, engaging both the community and project beneficiaries, and delivery of benefits.

Illustrative timeline milestones addressed in the Work Plan may, depending on the proposed model, include:

- Power Purchase Agreement and grid interconnection agreement: Months 1-6
- Facility construction: Months 12-24
- Participant outreach and enrollment: Months 3-6, then ongoing to replace participants, as needed
- Facility energy generation and allocation of benefits to participants: Monitored and reported to CSD over the specified life of the facility or specified time-period

Reliable solar energy production, effective administrative arrangements, a sufficient number of participants, and payments as agreed to by all parties are examples of key elements required for a successful project. Proposers' Work Plans should provide assurances and protective steps to be taken that ensure:

- The solar facility generates the requisite solar energy;
- Sufficient revenues are obtained to deliver anticipated benefits;
- Performance standards and contract obligations are met through effective management of the community solar project awardee team;
- Ongoing operations and maintenance requirements are met (including a plan for repair and replacement of equipment (inverters, panels, etc.) both during and outside of any warranty periods); and
- Ongoing fiscal and legal obligations are met (taxes, insurance, permits, etc.).

Proposals will be evaluated based on feasibility and comprehensiveness of the Work Plan and Timeline.

11.8 GHG Emission Reductions, Air Pollutant Emission Co-benefits and Other Key Variables

Awardees will be required to follow the methodology outlined in the Quantification Methodology for the CSD Pilot document to estimate GHG emission reductions and air pollutant emission co-benefits.

Proposers will be required to complete and submit a Benefits Calculator Tool for the Pilot to be provided by CARB with the release of the Quantification Methodology. This Benefits Calculator Tool estimates the following co-benefits and key variables from Community Solar Pilot projects:

- Total Annual Renewable Energy Generation (kWh)

- Total Lifetime Renewable Energy Generation (kWh)
- Total nitrogen oxide (NOx) emission estimates (lbs.)
- Total reactive organic gases (ROG) emission estimates (lbs.)
- Total fine particulate matter less than 2.5 micrometers (PM2.5) emission estimates (lbs.)
- Total annual energy cost savings (\$)
- Total lifetime energy cost savings (\$)
- Agricultural or natural land area converted or disturbed by solar PV installation (acres)
- Total GHG Emission Reductions per Total Funds (MTCO_{2e}/)
- Total GHG Emission Reductions per Total GGRF Funds* (MTCO_{2e}/)

*California Climate Investments Funds

Evaluation of GHG emission reductions will be based on total GHG emission reductions from the portion of energy generated that is dedicated to low-income households per total California Climate Investments funds requested (MTCO_{2e}/). Only the Proposal offering the most cost effective GHG emission reductions (MTCO_{2e} reduced per dollar) will earn the maximum component points. Other proposals are awarded a percentage of the maximum points available based on a comparison of the cost-effectiveness of the GHG emission reductions to the cost-effectiveness of the GHG emission reductions in the proposal awarded the maximum points. Proposers should discuss whether GHG emission reductions from any part of the project will be reported to any other entity or claimed in any way.

Revised draft Community Solar Pilot Quantification Methodology and Benefits Calculator Tool have been released along with these Program Guidelines, and are available and open for public comment at: <http://www.arb.ca.gov/cci-resources>

A final Quantification Methodology and Benefits Calculator Tool will be released prior to the procurement.

11.9 Project Budget, Operating Budget (Income and Expenses), and Budget Narrative

Proposers will be required to submit the following budget documents (formats for the Itemized Project Budget and the Operating Budget will be included in solicitation materials):

Itemized Project Budget: The project budget should include all relevant project costs including, but not limited to:

- Installation, equipment, and material/miscellaneous costs;
- Loaded salary costs that include direct, fringe and indirect costs;
- Subcontractor costs;
- Outreach and intake costs; and
- Administrative and indirect costs.

For each budget line item, Proposers will be required to enter the proposed California Climate Investments funding contribution, other external/leveraged funding amounts (including financing sources and in-kind contributions), and total costs.

Operating Budget (Revenue and Expenses): Proposers will be required to include an operating budget consisting of all revenues and expenses over the life of the project. This should include details on how revenue projections have been estimated, and allocation of benefits. The operating

budget should also include costs for the operations and maintenance plan for the facility, including funding sources for the plan.

If operating income is being reinvested in project costs, or in other community benefits, this should also be identified in the project budget and/or budget narrative.

Budget Narrative: A budget narrative will be required that details the itemized budget line items and operational plan, including allocations to partners and subcontractors. The narrative should identify total California Climate Investments funds requested and other funding sources that will be used for this project. It should describe secured funds and detailed plans for attracting any additional funding. This should include a detailed description of any financing and repayment plan for the project including construction and/or operating costs, and the secured or anticipated source(s) of construction and term financing. Proposers should also:

- Describe how the Federal Investment Tax Credit (“ITC”) established pursuant to the U.S. Internal Revenue Code would apply to the project, if applicable;
- Describe any other awards, grants, special tax treatment or credits, loan guarantees, or other subsidies that are or may be sought for the project;
- Describe any subsidies, identify any critical schedule deadlines, and indicate the anticipated likelihood of the project receiving such subsidies; and
- Explicitly identify the economic and other impacts to the project if a subsidy is not received.

Budget documents will be evaluated based on the feasibility of the project and budget, the reasonableness of leveraging and/or financing plans, the potential to secure any external dollars, cost-competitiveness with other applications, and appropriateness of program support activities to sustain the project for the identified term.

12. Award Considerations

12.1 Contracts and Reimbursements

CSD anticipates executing contracts with awardees with a contract term of January 1, 2019 through June 2024, with project reimbursements through June 2021.

Awardees will be eligible for advance payments with parameters to be established by CSD. As specified in contracts, expenses may be reimbursed by CSD on a cost reimbursement basis. However, payments may be structured, in part, in accordance with reaching specified progress milestones for facility development and participant enrollment as negotiated with awardees.

12.2 Reporting Requirements and Record Retention

Accountability and transparency are essential elements for all California Climate Investments. Awardees will be required to provide reporting and recordkeeping consistent with the quantification methodologies and reporting guidance developed by CARB and the requirements established by CSD. CARB’s Funding Guidelines for Agencies Administering California Climate Investments Funds are available at: <http://www.arb.ca.gov/cci-fundingguidelines>.

Reporting tables, AB 1550 criteria tables, and quantification methodologies are available at: www.arb.ca.gov/cci-resources

CSD will require awardees to track and report project information that may include, but not be limited to, kWh generation, GHG emission reductions, household and billing data, and workforce

information (e.g., jobs and training opportunities created, hours worked, salaries and benefits paid, credentials earned, and whether employees are members of priority populations). CSD will work with awardees to develop other job tracking metrics to identify quantity and quality of jobs created and job accessibility.

The level and duration of reporting and record retention will vary depending upon type and length of project funded by CSD. For example, quarterly progress reports on the project/facility development progress may be required to provide detailed updates on:

- Status of facility design and construction;
- Project schedule including tasks completed and progress on incomplete tasks;
- Project operating budget and income and expenditures;
- All required CARB metrics;
- Community engagement; and
- Evaluation of co-benefits realized.

At a minimum, awardees will be required to maintain records for three years after contract close. CSD may also impose other reporting requirements that will allow CSD to track and manage progress towards goals, and to report, as necessary, to other agencies and organizations that seek updates on the progress of California Climate Investments spending.

12.3 Quantification of Outcomes

CARB has a statutory role under SB 862 to develop guidance on a quantification methodology to estimate GHG emission reductions and other co-benefits from LIWP projects. Adoption of energy efficient and/or on-site renewable energy technologies will reduce demand for electricity, natural gas, and other fossil fuels. Reduction of natural gas and other fossil fuel demand will reduce criteria pollutants which could improve local air quality in communities where projects are implemented.

CSD has worked with CARB to establish GHG emission reduction methodologies that provide guidance on data collection and describe how GHG emission reductions will be quantified for LIWP projects. The quantification methodology for the program component covered by these Program Guidelines is the Community Solar Pilot Quantification Methodology and Benefits Calculator Tool, available at: www.arb.ca.gov/cci-resources.

CARB may review and update quantification methodologies periodically, based on new information or public input, to make them more robust, user-friendly, and ensure that they are appropriate for the projects being quantified.

CSD and awardees will perform calculations to quantify energy generated and GHG emission reductions. CARB and CSD have also developed outcome reporting requirements for a subset of projects (twenty-five percent). CSD and select awardees will collect and analyze billing and/or other data for 36 months after facilities are installed and operational.⁴

12.4

⁴ CARB guidance is available at www.arb.ca.gov/cci-resources and www.arb.ca.gov/ccifundingguidelines

12.5 Approach and Method for Quantifying Workforce Development and Other Co-Benefits

Awardees will be encouraged to provide opportunities for employment and job training. Jobs created, all project work hours, job quality, and other information necessary to document these benefits, including for priority populations, must be reported to CSD.

In an effort to enhance analysis, provide greater transparency, and assist in project level reporting, CARB has developed co-benefit assessment methodologies and is expanding the functionality of calculator tools to estimate additional co-benefit and key variable outputs. The Co-Benefit Assessment Methodologies that are applicable to this program include:

- Asthma/Respiratory Disease Incidence;
- Air Pollutant Emissions;
- Energy and Fuel Cost Savings;
- Water Supply and Availability;
- Soil Health and Conservation;
- Climate Adaptation;
- Community Engagement; and
- Jobs.

These methodologies are available at: www.arb.ca.gov/ci-cobenefits. CSD and awardees will work together on assessments.

12.6 CSD Auditing and Monitoring

Auditing: For project auditing and evaluation, the State shall have the right to inspect the work and audit any associated records at any or all reasonable times as part of Pilot projects oversight. This right shall extend to any subcontracts, and awardees shall include provisions ensuring such access in all contracts or subcontracts. The State retains the right to audit any community solar project awardee.

Monitoring: CSD has field monitoring staff responsible for conducting on-site reviews of LIWP Awardees. During monitoring visits, CSD Field Monitors verify adherence to contractual obligations, including: methods of procurement, providing subcontractor oversight, work quality assurance, staff training, project progress, project costs, review of participant files, and more. Organizations that fail to adhere to contractual obligations may be in jeopardy of losing future funding or may be subject to the disallowance of expenditures and to the return of amounts paid.

CSD reserves the right to require verification of production and benefits allocations.

12.7 Pilot Evaluation

CSD or an independent evaluation consultant will evaluate the effectiveness of and lessons learned from the Community Solar Pilot. It is anticipated the evaluation will draw upon the pilot awardees' reports, underlying data and records, and any additional information the evaluation approach may require.

13. Modification of Program Guidelines

CSD may find cause to modify the program design to make program implementation more efficient. Such changes could include adjustments in monitoring, quality assurance inspections, etc. If such changes are necessary, and CSD determines those changes to be substantive, CSD will modify

these Program Guidelines. Changes to these Program Guidelines will be posted on CSD's website. To receive notification of LIWP updates via email, including changes to these Guidelines, sign up on the LIWP webpage at:

<http://www.csd.ca.gov/LIWP>

Appendix I: Glossary of Terms

Awardee – A Community Solar Prime Proposer selected to enter a contract with CSD and receive funding to implement a community solar project in compliance with contract terms and conditions.

California Independent System Operator (CAISO) – The nonprofit public benefit corporation that manages the flow of electricity across the high-voltage, long-distance power lines that make up 80 percent of California’s and a small part of Nevada’s grid. CAISO grants equal access to transmission lines and coordinates competing and diverse energy resources into the grid where it is distributed to consumers. It also operates a competitive wholesale power market designed to promote a broad range of resources at lower prices.

Categorical Eligibility – A determination that certain households will be eligible to participate without consideration of income or resources, based on their participation in a program that has income standards comparable to AB 1550’s definition of low-income households

CalEnviroScreen – A tool developed by the Office of Environmental Health Hazard Assessment (OEHHA) under CalEPA’s guidance to assess areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations. CalEnviroScreen includes numerous indicators in two broad categories: “Pollution Burden,” which includes exposures and environmental effects; and “Population Characteristics,” which includes sensitive populations and socioeconomic factors. The indicator scores are combined for each census tract to determine an overall CalEnviroScreen score. The higher the score, the greater the impact.

Community Choice Aggregation (CCA) – Allows local governments and some special districts to pool (or aggregate) their electricity load in order to purchase and/or develop power on behalf of their residents, businesses, and municipal accounts. Operated by Community Choice Aggregators, CCA is an energy supply model that works in partnership with the region’s existing utility, which continues to deliver power, maintain the grid, provide consolidated billing, and other customer services.

Community Solar Facility(ies) – Refers to the solar power generation arrays constructed and serving community solar customers.

Community Solar Pilot – Refers to CSD’s allocation of \$5 million and the community solar projects receiving funds to test models for delivering community solar energy to eligible low-income households in California.

Community Solar Project – Refers to a project that is awarded Community Solar Pilot funds to develop and operate a solar generating facility that commits all or a portion of its solar production to benefit eligible households.

Disadvantaged Communities – Census tracts identified by the Secretary for Environmental Protection at CalEPA, as required by state law, based on geographic, socioeconomic, public health, and environmental hazard criteria. The criteria may include, but are not limited to:

- Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.
- Areas with concentrations of people that are of low-income, high unemployment, low levels of homeownership, high rent burden, sensitive populations, or low levels of educational attainment.

To meet the statutory mandate, CalEPA uses a tool called CalEnviroScreen to help identify disadvantaged communities for the purpose of AB 1550 investments.

Electric Load-Serving Entities (LSEs) – Includes IOUs, POU, Rural Electric Cooperatives, Community Choice Aggregators and Electric Service Providers. A complete list of LSEs in California is available at: http://www.energy.ca.gov/almanac/electricity_data/utilities.html

Investor-Owned Utilities (IOUs) – Private electricity and natural gas providers. The California Public Utilities Commission (CPUC) oversees IOUs. Pacific Gas and Electric, San Diego Gas and Electric, and Southern California Edison comprise approximately three quarters of electricity supply in California.

Low-Income Communities – AB 1550 defines “low-income communities” as those census tracts with: 1) median household incomes at or below 80 percent of the statewide median income; or 2) median household incomes at or below the threshold designated as low-income by Department of Housing and Community Development’s State Income Limits (HCD State Income Limits). Census tracts that satisfy either of these definitions are identified as “low-income” for the purpose of AB 1550 implementation.

Low-Income Households – AB 1550 defines “low-income households” as those with: 1) a household income at or below 80 percent of the statewide median income, or; 2) a household income at or below the threshold designated as low-income by the Department of Housing and Community Development in its annual State Income Limits letter (adopted pursuant to the Health and Safety Code Section 50093). See: <http://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits.shtml>

Publicly Owned Utilities (POUs) – POU are subject to local public control and regulation. POU are organized in various forms including municipal districts, city departments, irrigation districts, or rural cooperatives. Municipal districts may include territories outside city limits or may not even serve the entire city. Cooperatives are owned by the customers they serve usually in rural areas. There are more than 40 POU in the state that account for approximately a quarter of electricity supply in California. Most POU are smaller than IOUs in both total electricity sales and number of customers served.

Program Guidelines – Required public documents relating to programs developed by agencies administering California Climate Investments funds that include the following common elements:

- GHG emission reductions
- Meeting investment minimums for priority populations
- GHG quantification methodologies and co-benefit assessment methodologies
- Project selection requirements
- Project implementation requirements
- Project tracking, metrics, and reporting
- Accountability tools for legal agreements

Prime Proposers – Eligible entities submitting proposals to CSD for Community Solar Pilot funding.

Proposals – Documents submitted by Prime Proposers in response to CSD’s solicitation documents for Community Solar Pilot funding.

Proposer Teams – A group of partner organizations coordinated by a Prime Proposer that have delineated roles and responsibilities in a proposal and implementation of a community solar pilot project.

Quantification Methodologies – Documents and tools developed by the California Air Resources Board to provide project-level GHG or co-benefit estimates that are supported by empirical literature and that:

- Support calculating the estimated GHG emission reductions and applicable co-benefits for individual projects;
- Apply to the project types proposed for funding;
- Provide uniform methodologies that can be applied statewide and are accessible by all applicants;
- Use existing and proven tools or methodologies, where available;
- Include the expected period of time for when GHG emission reductions and co-benefits will be achieved; and
- Identify the appropriate data needed to calculate GHG emission reductions or co-benefits.

Solicitation Documents – CSD’s official procurement documents that specify requirements for compliant proposals and include details of proposal scoring.