

SOLAR CONSENT PACKAGE

This Consent Package (“Package”) includes the documents needed to receive consent from Housing Preservation and Development (“HPD”) for mid-cycle solar projects. HPD will require the information and supporting documentation in this Package to be submitted with any request for the agency’s consent to approve certain owned solar, Power Purchase Agreements (“PPA”), leased solar, and third-party solar ownership projects. If any solar or pre-solar work funded by a building’s reserves is being proposed, approval via the standard HPD Request for Reserves process is required.

Owners will first confirm whether HPD Consent is required by completing the [Consent Memo](#) and then following the [Process Guide](#). HPD will consider any such request after receiving a vetted Consent Package from the Solar Where Feasible Technical Assistance Provider (Solar TAP). HPD will not be responsible for any fees or other expenses that the owner or owner’s affiliates may incur in connection with HPD’s processing of the request.

Please consolidate documents into one PDF and name “[Address]_Solar Consent Package_[Date]”. Send all required documentation to Solar TAP, affordable@solar1.org. Once Consent Package is approved, Solar TAP will send it to HPD Asset Resolution and Portfolio Analysis (ARPA): AMtransactions@hpd.nyc.gov for review and approval.

Please Note the Following:

- “Solar Provider” or “Solar Installer” refers to the entity that the owner directly contracts with for the solar project.
- The review of the request may result in HPD approving or denying consent to the transaction as proposed.
- HPD may require additional documentation after review of the Package.
- If any documents outlined in the Package, including the Final Consent Documentation, are not submitted, Consent may not be granted or may be revoked.
- If you do not receive a confirmation for the Consent memo, please follow up via email 5 days after sending it at AMtransactions@hpd.nyc.gov.
- Please allow 4-6 weeks for processing the Consent Package from the date the approved package is received. Note that during December and June, timelines may be slower due to Closing season.

The Consent Package includes:

1. Solar Project Application & Property Information
2. Owner Certification Form
3. Document Checklists- Pre & Post Consent
4. Signatures

| SOLAR PROJECT APPLICATION (to be filled out by building Owner) | |
|----------------------------------------------------------------------------------------------------------------------------------------|--|
| APPLICANT CONTACT INFORMATION | |
| Name(s): | |
| Company: | |
| Email: | |
| Phone: | |
| EIN (if applicable): | |
| Relationship to Owner/Borrower: | |
| SOLAR PROVIDER INFORMATION | |
| Primary Contact Name(s): | |
| Email: | |
| Phone: | |
| Company: | |
| Street Address: | |
| City, State, Zip: | |
| PROJECT NARRATIVE | |
| Describe the ownership structure of the project and contract term | |
| | |
| Describe the solar financing type and any relevant owner contribution | |
| | |
| Describe the state, city, or federal incentives the solar project plans to take advantage of, if known | |
| | |
| Describe the project timeline | |
| | |
| Please add any other relevant project narrative details or context | |
| | |
| Does project plan any capital work and/or approaching any capital refinance cycle (describe any plans within the next 5 years)? | |
| | |
| OTHER WORK | |
| Describe any prerequisite work to enable solar installation (roof, structural, electrical): | |
| | |

[illegible]

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OWNER CERTIFICATION FORM

I hereby certify that: (a) I am the beneficial or legal owner (as applicable, the “Owner”) of the project known as _____ and located at _____, (b) I am the owner of a direct or indirect ownership interest in the Owner, or (c) I am a duly authorized representative of _____, which is the Owner or the owner of a direct or indirect ownership interest in the Owner.

I further certify that all of the statements, information, and supporting documentation that have been provided to the New York City Department of Housing Preservation and Development (HPD) in connection with this request are, to the best of my knowledge, true, accurate, and complete. I also acknowledge that my obligation to provide true, accurate, and complete statements, information, and supporting documentation fully applies to any future submissions that HPD may require in connection with this request.

I further certify that, to the best of my knowledge, all of the statements of fact that have been made by the Owner in any agreement(s) or mortgage(s) with HPD pursuant to which this request is being made (including, but not limited to, any representations or warranties) remain accurate as stated, except to the extent that any such statements specifically refer to an earlier date (or, if any such statement is not true as of the date of this certification, I have attached a detailed explanation of the matter).

I further certify that, to the best of my knowledge, the Owner is not in violation of any agreement(s) or mortgages(s) with HPD, nor to the best of my knowledge, has any event occurred that, with the giving of notice or passing of time, would make the Owner in violation of any such agreement (or, if an event that could give rise to a violation has occurred, I have attached a detailed explanation of the matter and any corrective actions taken or to be taken).

I further recognize and accept my responsibility and obligation to notify HPD, in writing, if I become aware of any subsequent events or information that would change any statements, information, or supporting documentation that have been provided to HPD in connection with this request.

I further acknowledge that HPD and Solar TAP are relying on the accuracy of the statements, information, and supporting documentation that have been provided to HPD in connection with this request, even though HPD may perform other due diligence, and that the accuracy of these statements, information and documentation is a material inducement to any consent that HPD may provide in connection with this request.

In executing this certification, I acknowledge that the falsification of any statements, information or supporting documentation may be a felony and subject to prosecution.

Certification Completed by: Signature: _____ Date: _____

Print Name: _____ Title: _____

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Required items for HPD Consent:

| Documents | Submitted | Reviewed/ Approved by SolarTAP |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------------------------|
| HPD-Signed Consent Memo | | |
| Solar Project Application & Property Information <ul style="list-style-type: none"> Includes project details, system type, interconnection method, system size, and ownership type | | |
| Solar Contract & Technical Package | | |
| <ul style="list-style-type: none"> Unsigned draft contract (between Owner and Solar Provider) | | |
| <ul style="list-style-type: none"> HPD Solar Consent Rider signed by Owner and Solar Provider | | |
| <ul style="list-style-type: none"> Preliminary Solar Energy System design & drawings | | |
| <ul style="list-style-type: none"> Performance Guarantee and/or warranty policies | | |
| Proof of Roof Warranty, or Contract for Roof Replacement, Including New Roof Warranty | | |
| <p>Roof Inspection report by roofing manufacturer regarding roof warranty continuity, completed within six months of submission of Consent Package. The report should include information on existing roof age, material, and signs of leaks.</p> <p>In the event a roof inspection by a roofing manufacturer is unavailable, a report by a facade specialist, licensed engineer, or architect that includes the information above and stating that the current roofing conditions are sufficient for the proposed solar installation can be submitted.</p> | | |
| General Liability Insurance of Solar Provider | | |
| Solar For All Award Letter, if applicable | | |
| Any other supporting documents (e.g. bids and invoices), if applicable | | |

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Final Consent Document Submission Checklist (items due prior to construction):

| Documents | Submitted | Reviewed/ Approved by Solar TAP |
|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------|---------------------------------------|
| Complete set of plans and permits, signed by PE or RA and approved and stamped by DOB | | |
| Signed HPD Roof Structural Confirmation Form | | |
| Technical spec sheets for equipment and racking (substitution of equivalent equipment may be made, if needed, with prior written consent of owner) | | |

Please Note the Following:

- If any of the above documents are not submitted, Consent will be revoked.
- Projects may not start without a permit signed by DOB and submitted to Solar TAP and HPD.
- If DOB approval is not submitted within a year of contract signing, the owner will need to re-request Consent.

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Project Name (if different from address):

Address(es):

SOLAR WHERE FEASIBLE TECHNICAL ASSISTANCE PROVIDER

The submitted Consent Package has been reviewed for technical completeness, and the proposed system(s) meet the technical/design specifications, performance guarantees and/or warranties outlined in HPD's Solar Technical Requirements document and the Solar Rider. This review was completed based solely on the information provided and makes no guarantees regarding business or economic projections or actual work quality.

SIGNATURE:

NAME:

TITLE:

DATE:

AGENCY APPROVAL

Notwithstanding anything to the contrary set forth in any of the Regulatory Documents, HPD consents to Owner(s) entering into the Solar Agreements with the Provider and each Party performing its obligations thereunder, so long as the terms of Package are met and all required documents are submitted. Notwithstanding this consent or anything to the contrary the Solar Agreements are subject and subordinate to the Regulatory Agreements in all respects.

NAME:

TITLE:

DIVISION:

DATE:

SIGNATURE: