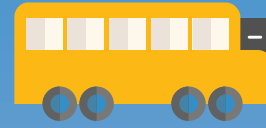


LET'S GO SOLAR!

A HOW-TO GUIDE FOR SCHOOLS

Assess Interest and Identify Solar Champions

- Find and engage key students, teachers, parents, staff, or community members
- Identify leaders who can advocate for the project
- Educate the school community on benefits and opportunities of solar
- Build consensus



STEP 1



STEP 2

Determine Energy Savings, System Size, and Economic Feasibility

- Assess your current energy use and costs
- Determine the energy savings potential from solar
- Consider rooftop, parking lot, and ground-mounted systems
- Estimate project costs

Identify Financing Options

- Determine if system will be financed as part of a larger capital improvement campaign
- Determine whether district will own the system or will accept third-party ownership
- Investigate federal, state, and utility incentives
- Determine if net metering is available



STEP 3



STEP 4

Identify Regulatory Requirements

- Understand state and local regulations
- Anticipate, plan, and budget for regulatory requirements
- Address regulatory constraints where feasible

Prepare and Issue the Request for Proposal

- Include information on project feasibility and regulatory requirements in the RFP
- Make sure to follow all state procurement procedures
- Establish common criteria and scoring parameters



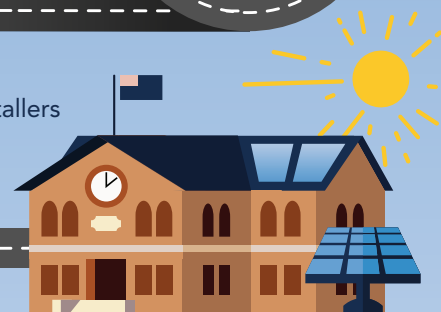
STEP 5



STEP 6

Evaluate and Select the Solar Installer

- Aim for at least three submissions from qualified and experienced installers
- Consider educational opportunities when weighing proposals
- Evaluate responses, select and negotiate a contract with the preferred contractor



Learn how your school can go solar at
www.GoSolarSchools.org