**OWNER:**

1. **Work with your Partner to complete the Project Information Form.** The Project Information Form includes all of the information needed to submit an electronic application. Providers and Owners should work together to assure that this information is complete and accurate.
2. **Read and sign the Terms and Conditions.** By signing the Terms and Conditions, you are agreeing to the Program’s rules and requirements.
3. **Complete the W-9 form.** The W-9 must match the owner’s name on the Terms and Conditions.
4. **Work with your Provider to gather Affordable Housing documentation**. Acceptable proof of Affordable Housing is listed below.
5. **Send the following documents to your Provider:**

Electronic versions are ok!

* + - 1. Project Information Form
			2. Signed Terms and Conditions
			3. W-9
			4. Affordable Housing documentation

**PROVIDER:**

1. **Review the Owner’s documentation for completeness.** Check the Project Information Form, Terms and Conditions, W-9, and Affordable Housing documentation for completeness and accuracy.
2. **Start an electronic application**. Log into CRIS using your Provider login and password. Enter project information from the Project Information Form.
3. **Complete your electronic application.** Upload the Terms and Conditions, W-9, and Affordable Housing documentation.
4. **The CRIS database will acknowledge your complete application via email.**
5. **NYSERDA will review the application.** NYSERDA will contact you and the Participant to confirm application receipt and schedule a scoping session.

**Submission of application does not entitle project to incentives or signify acceptance into the Multifamily Performance Program.**

|  |
| --- |
| Property Owner – Complete all fields |
| Property Owner/Company Name (as listed on W-9) | Federal ID # (as listed on W-9) |
| Contact Name (First, MI, Last) | Contact Title |
| Street Address 1 | Day Phone |
| Street Address 2 | Fax |
| City | State | Zip + 4 | E-mail |
| **Ownership Type** Private (for profit) Private (non-profit) Public/Municipal Co-operative Condominium |

|  |
| --- |
| Project Details |
|  🡪Project name can be the complex name, the main street address such as “123 Main Street”.  🡪Projects with more than one building need to complete the section on the right.  🡪Projects with more than 8 buildings need to provide information on a separate sheet.  |
| Project Name (complex name, street address, etc.) |  Additional Building Addresses 2. | # Units | # Stories | Electric Metering Master Sub Direct |
| Main Street Address for Project | 3. |  |  |  Master Sub Direct |
| City | State | Zip + 4 | 4. |  |  |  Master Sub Direct |
| # of Stories/Building (average)  | # of Units in Project (total) | 5. |  |  |  Master Sub Direct |
| # of Buildings in Project | 6. |  |  |  Master Sub Direct |
| Proof of Affordable Housing  Resident Income Proxy Rent Roll  | 7. |  |  |  Master Sub Direct |
| Electric Metering  Master Direct Sub | 8. |  |  |  Master Sub Direct |
| Utility Details – Complete all fields |
| Heating Source(s): Select all that apply (All Customers on an Interruptible Gas rate-class must check “Oil” as the heating source):   Electric Gas Steam Oil Propane Other (specify): |
| Electric Utility Provider | Oil Supplier |
| Gas Utility Provider | Other Supplier |
| Gas Service Use:  Space Heating DHW Heating Cooking Laundry Other (specify): |

*(Continued from page 1)*

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| --- |
| Energy Use Snapshot |
| **Projects are required to use the Energy Use Snapshot service for the Comprehensive Program.** Has this project applied for an Energy Use Snapshot Request? Yes Please enter the month/year of the service request: \_\_\_\_\_\_\_­­­\_\_\_\_ No  |
| Involvement in Other Energy Efficiency Programs – Complete all fields |
| **Related Non-NYSERDA Programs:** Do you expect to receive funding under any other energy efficiency programs?  No Yes  If Yes, Select all that apply (currently or in the future):   Weatherization Assistance Program Utility Program (Name of Utility): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NYS Clean Heat Program Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Other NYSERDA Programs:** Have any of the properties in the project participated in or intend to participate in another NYSERDA Program?  No Yes If Yes, Select all that apply:  Assisted Multifamily Program (AMP) Residential Technical Assistance (ResTech) Comprehensive Energy Management (CEM) EmPower NY Multifamily Performance Program (MPP) Heat Pump Demonstration Study Flex Tech  Other (indicate Program or PON#/Solicitation #) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Multifamily Building Solutions Provider Information – Complete all fields |
| Company Name  | Project Manager / Primary Contact for this project |
| Street Address | Contact Title |
| City | Day Phone |
| State | Zip | E-mail  |
| Notes |
| Include any important notes about the project. |

**Affordable Housing Requirements**

NYSERDA defines affordable housing as projects in which at least 25% of the units are, or are expected to be, occupied by households earning not more than 80% of the area or state median income, whichever is higher. All other properties are considered market rate and ineligible for the Comprehensive Option or High Performance Component.

Affordable housing documentation must be submitted with the application package. There are three ways to qualify a project for Affordable Housing incentives:

1. Proxy – NYSERDA allows certain proxies to represent compliance with the above definition. Table 3‑1 lists eligible proxies and supporting documentation.

| **Eligibility Proxy** | **Details** | **Documentation Required** |
| --- | --- | --- |
| 1. US HUD, USDA-RD, and other Federally Regulated LMI Housing
 | Properties that receive subsidies from HUD or USDA-RD based on household income may be defined as LMI, based on household income criteria detailed in the contract or award, including regulatory control or structures such as:* Section 8 Contract
* Sections 202, 236, 811
* Public Housing Authorities

  | Copy of the HUD contract or contract award notice |
| 1. NYS HCR-Regulated Affordable Housing
 | Properties with subsidized mortgages or contracts that place them under the regulatory control of HCR may be defined as LMI, based on household income criteria detailed in the HCR contract or award  | Copy of HCR contract or contract award notice  |
| 1. Low Income Housing Tax Credits
 | Properties that receive tax credits may be defined as LMI based on household income criteria detailed in the tax credit award notice | Copy of tax credit award notice from HCR or HPD. |
| 1. NYCHPD-Regulated LMI Housing (or similar local housing agencies)
 | Properties with loans, mortgages, or deeds of purchase (HDFC incorporation) from NYCHPD or similar local housing agencies may be defined as LMI, based on household income criteria detailed in the award documentation | Documentation of current mortgage, loan closing, HDFC incorporation, or deeds |
| 1. SONYMA Mortgage Insurance
 | Properties subsidized for low- to moderate-income multi-family residents with SONYMA subsidized financing through the HFA | Copy of loan closing/mortgage insurance award documents |
| 1. Participation in NYS HFA’s 80/20 Program or similar HFA-regulated offerings
 | Properties that have been accepted into the HFA’s 80/20 Program, or similar HFA-regulated offering, may be defined as LMI based on household income criteria detailed in the contract or award.  | Copy of the award letter or HFA contract documents. |
| 1. Participation in NYC HDC’s 80/20 or Mixed Income Programs or similar HDC-regulated offerings
 | Properties that have been accepted into the NYC HDC’s 80/20 or Mixed Income Program, or similar HDC-regulated offering, may be defined as LMI based on household income criteria detailed in the contract or award. | Copy of the award letter or HDC contract documents. |

1. Rent Roll – This type of qualification may be used by projects that do not meet the proxy requirements or resident income requirements. Applications must include the annual rent, size, and occupancy for each apartment in the property. Twenty-five percent of the units must have a calculated household income no more than 80% of the State or Area Median Income, based on the assumption that 30% of household income is applied to housing costs (i.e., rent). A calculation spreadsheet tool is available on the Provider Portal for determining Rent Roll income eligibility. The Rent Roll method may not be combined with the Resident Income method.
2. Resident Income – This type of qualification may be used by projects that do not meet the proxy or Rent Roll requirements. This method requires the submission of signed *Resident Income Certification* forms with supporting documentation for 25% of a project’s units. See the *Resident Income Certification Instructions* and related forms (available on the Provider Portal). The Resident Income method may not be combined with the Rent Roll method.