Post Construction Inspection Request Form

Directions:

After the fuel conversion is complete, please fill out this form and attach the necessary documentation as described below. Once complete, convert all requested information into a single .pdf file and submit it directly to MCERP@nyserda.org with "Name of Project – MCERP COMPLETION" in the subject line.

Once your post-construction inspection request form has been received and approved, NYSERDA will work to set up a final site inspection to confirm the conversion and arrange the incentive payment.

Necessary Documentation to Include in this Report:

1. All Conversion Associated Invoices for Total Cost

Please include copies of all invoices for any services used and contracted, as well as equipment installed and/or added. The total project cost includes all costs associated with the design and installation of physical improvements made to the building for the express purpose of effectuating a fuel conversion to a less carbon-intense fuel source, including decommissioning and removal of existing equipment required to comply with program guidelines.

2. Installed Equipment Information

If during your project's conversion process any equipment was replaced or installed, please use the attached form to provide the specific make and model of each piece. This data will not only be used to verify compliance with our program's Minimum Performance Standards, but also to estimate energy savings associated with the new equipment.

3. Sample Fuel Bill

Please provide one fuel bill for new fuel type (i.e. for firm gas projects, include a bill for natural gas; for dual-fuel projects, include a bill for either #2 oil *or* natural gas).

4. Data Release Authorization Form

The attached form authorizes NYSERDA to access and utilize your past, current, and 60-month future energy/resource billing and consumption information/data so that it can effectively track the performance of your building's energy utilization systems in an effort to maximize their potential.

5. Heating Contracts (optional)

If your project involved a switch to a biofuel blend, please provide a copy of all long-term purchasing contracts between the building and its chosen fuel supplier.

New York State Energy Research and Development Authority

Multifamily Carbon Emissions Reduction Program

Post Construction Inspection Request Form

Project Information – Complete all fields			
Project Name (as listed on Notice to Proceed)			**Contract Number** (as listed on Notice to Proceed)
Contact Name (Last, First, MI)			**Contact Title**
Project Street Address 1			**Day Phone**
Street Address 2			**Fax**
City	**State**	**Zip Code**	**E-mail**
Date of Contract Execution (date on Notice to Proceed)			**Total Project Cost** (must match attached invoices)

Conversion Type

☐ Firm

☐ Duel Fuel (#2 oil w/natural gas)

☐ Duel Fuel (biofuel blend w/ natural gas)

☐ Biofuel Blend Only

Would you be interested in helping to develop a case study with NYSERDA to promote/communicate your conversion experience?

☐ Yes, feel free to contact me.

☐ No, I am not interested at this time.

Please email Form and Attachments to MCERP@nyserda.org

Post Construction Inspection Request Form

Installed Equipment Information

Over the course of your building's conversion process, have you installed or upgraded any piece of equipment in the boiler room or related to the heating process?

☐ Yes, (please complete the below form) ☐ No, (disregard form)

Check off any piece of equipment that has been installed or upgraded and list the make and model # of the replacement equipment. Remember that all new equipment must meet the NYSERDA Minimum Performance Standards, where applicable.

Equipment	Make	Model #
☐ Boiler		
☐ Burner		
☐ Oil Pump		
☐ Heat Exchanger		
☐ Indirect Hot Water Heater		
☐ (Other) _____		
☐ (Other) _____		

DATA RELEASE AUTHORIZATION FORM

NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY

Multifamily Performance Program

Your signature authorizes NYSERDA to access and utilize your past, current, and 60-month future energy/resource billing and consumption information/data so that it can effectively track the performance of your building's energy utilization systems in an effort to maximize their potential.

PROPERTY INFORMATION

Property Name

Property Address | City | State | Zip

Contact Name | Contact Phone | Contact E-mail

UTILITY INFORMATION

ELECTRIC

Account Name | Electric Utility Company | Account Number

Account Mailing Address | City | State | Zip

Internet Account *(if applicable)* | Username | Password

NATURAL GAS

Account Name | Natural Gas Utility Company | Account Number

Account Mailing Address | City | State | Zip

Internet Account *(if applicable)* | Username | Password

WATER

Account Name | Water Service Provider | Account Number

Account Mailing Address | City | State | Zip

OTHER

Account Name *(oil, propane, steam, etc.)* | Energy Resource Provider | Account Number

Account Mailing Address | City | State | Zip

As an authorized representative of the property owner and customer listed above, New York State Energy Research and Development Authority (NYSERDA) and/or its designated representatives are hereby authorized to access and utilize any and all information and data related to energy and/or natural resource consumption at the above listed property address. I understand that this information is being made available to help evaluate energy and resource use patterns in order to identify potential and actual energy savings resulting from work performed or services offered through NYSERDA'S Multifamily Performance Program. The information/data obtained pursuant to the agreement shall be treated as confidential to the maximum extent permitted by law.

Signature of Authorized Representative | Date

Title