PON 2309 - Attachment I
Low-rise Residential New Construction Program
Project Application

To ensure eligibility and funding availability, and to facilitate compliance with the technical and administrative requirements associated with NYSERDA's Low-rise Residential New Construction Programs, Partner-Builders and their Partner-Raters are encouraged to submit a Project Application for any residential multi-unit development. Please note that any project which involves the gut rehabilitation of existing dwelling units, incorporates buildings larger than two dwelling units, or includes dwelling units which will utilize propane or oil as its primary heating fuel, must submit a Low-rise Residential New Construction Project Application to establish eligibility to receive Program incentives. Attachment A and B of PON 2309 provide greater detail regarding eligibility to participate. NYSERDA retains sole discretion for determination of eligibility. If a summary or sampling plan will be required due to project size or proposed approach for completing the Home Energy Ratings, the required plan must be submitted for Program review within 30 days of NYSERDA's issuance of the project's commitment letter.

Owner/Developer Information

Owner/Developer Company Name (as listed on W-9) _____ Project Name _____

Contact* Name (First, MI, Last) _____ Contact Title _____ Federal Tax ID # (as listed on W-9) _____

* If the contact listed above is not a legal signatory with the ability to bind the property owner under contract, please indicate the legal signatory in the space below. Owner named above is eligible for consumer incentives.

Name: _____ Title: _____

Street Address 1 _____ Day Phone _____

Street Address 2 _____ Fax _____

City _____ State _____ Zip Code _____ E-mail _____

Affordable Housing: _____ Eligibility By: _____ If Proxy, Select: _____ Ownership Type: _____

Program Partner-Builder Information

Legal Company Name* _____ Provider Name _____

Project Contact _____ Contact Title _____

Address _____ Office Phone _____

City _____ State NY Zip Code _____ Fax Number _____

E-Mail _____ Mobile Phone _____

*Partner/Builder named above is eligible for Builder Home Incentives and BPI Subcontractor Incentives.

Program Partner-Rater Information

Legal Company Name _____ Provider Name _____

Project Contact _____ Contact Title _____

Address _____ Office Phone _____

City _____ State NY Zip Code _____ Fax Number _____

E-Mail _____ Mobile Phone _____

Project Details

Project Street Address

Project City | Project County | Project Zip

Total # of Buildings in Project | Total # of Dwelling Units | Construction Type

Estimated Project Start Date | Estimated Project Completion Date

Building Type Stated on Building Permit | Design Review Meeting Date

Building Address	# of Stories	# of Units	Building Permit Issue Date	Estimated Start Date	Estimated Completion Date

Project Scope:

Provide a brief description of project and any unique features that will be installed in order to meet NYESCH requirements.

Project Details – Continued

Common Area Heating & Cooling Design

Common Area Ventilation Design

Unique Common Area Features

Apartment DHW System (Central or Unitary & Type)

Apartment HVAC System (Central or Unitary & Type)

☐ BPI-Accredited Contractor use planned for installation (List name if known, if not just indicate intended use of)

Heating AC or Heat Pump Envelope

Architectural Drawings: Please provide plan view drawings for each unique building type, elevation drawings for each unique building type, common area plans, and mechanical and plumbing drawings for a typically designed building type in a PDF version, via e-mail or through an online server for download.

Budget and Funding Source Details

Estimated Cost of Construction

Related Non-NYSERDA Programs: Do you expect to receive funding under any other energy efficiency program? ☐ Yes ☐ No

If Yes, please indicate the anticipated/confirmed funding amount.

Please indicate Funding Source: Utility: Other:

Other NYSERDA Programs: Are any of the buildings in this project planning to participate in other NYSERDA Programs?

☐ No ☐ Yes If Yes, please indicate Building #'s:

☐ Green Residential Building Program ☐ Solar-Electric Incentive Program ☐ Solar Thermal Incentive Program

Other:

Attachment Checklist

☐ Plans or Access to Plans

☐ W9 for Developer

☐ Affordable Proxy Documents

Utility Information

Electric	Electric Utility	☐ Primary Heating Fuel Source	☐ Secondary Heating Fuel Source
Natural Gas	Gas Utility	☐ Primary Heating Fuel Source	☐ Secondary Heating Fuel Source
Other*	Utility Company	☐ Primary Heating Fuel Source	☐ Secondary Heating Fuel Source

*Indicate Account Type (Oil, Propane, Steam, Etc.)

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 consumption at the above listed property address. I understand that this information is being made available to help evaluate energy use patterns in order to identify potential and actual energy savings resulting from work performed or services offered through NYSERDA's Low-rise Residential New Construction Program. The information/data obtained pursuant to the agreement shall be treated as confidential to the maximum extent permitted by law. Your signature below authorizes NYSERDA to access and utilize your past, current, and 36-month future energy consumption information.

Signature _____ Date: _____

Printed Name _____ Title _____

Please ensure that all necessary forms including Owners W-9 information, Required Architectural Drawings, and any additional sheets used to describe the project are included along with this Project Application for submission.

Signatures: We have read, understood and agree to comply with the requirements of the New York ENERGY STAR® Certified Homes Program as written in Program Opportunity Notice (PON) 2309, for this Project Application.

Partner-Builder _____ Date _____

Print Name _____

Partner-Rater _____ Date _____

Print Name _____

Owner/Developer Signatory _____ Date _____

Print Name _____ Title _____

Submit this form by e-mail to Bob Grindrod (315.559.9118) at Robert.Grindrod@csgrp.com. Attach any additional information considered pertinent to the Application. After CSG's review, one copy of this application, which includes all original signatures listed above, must be mailed to NYSERDA at the address below.

New York Energy Research and Development Authority
Low-rise Residential New Construction Program
Attn: Nicole Angels
17 Columbia Circle
Albany, New York 12203-1091

AFFORDABLE HOUSING ELIGIBILITY CRITERIA

Projects that meet NYESH affordable housing criteria are offered access to the affordable housing incentive. NYESH requires at least 50% of the units are or are expected to be occupied by households earning no more than 80% of the Area or State Median Income, whichever is higher. The required affordable housing documentation must be submitted with the Application package. There are three ways to qualify a project for NYESH affordable housing incentives:

Proxy - NYSERDA allows certain proxies to represent compliance with this definition. Please see the table below for a list of eligible proxies and supporting documentation.

Eligibility Proxy	Details	Documentation Required
HUD-Regulated Affordable Housing	Properties receiving one of the following subsidies from HUD -Section 8 Contract -Section 202, 236, 811 -Public Housing Authorities	Copy of the HUD contract or contract award notice
HCR-Regulated Affordable Housing	Buildings with subsidized mortgages or contracts that place them under the regulatory control of NYS HCR	Copy of NYS HCR contract or contract award notice
Low Income Housing Tax Credits	Properties that receive tax credits for at least 50% of its units	Copy of tax credit award notice from NYS HCR or NYCHPD
NYCHPD-Regulated Affordable Housing (or other local housing agency)	Properties with loans, mortgages, or deeds of purchase (HDFC incorporation) from NYCHPD or other local housing agencies	Documentation of current mortgage, loan closing, HDFC incorporation or deeds
SONYMA mortgage insurance	Properties subsidized for low-to-moderate-income multifamily residents with SONYMA subsidized financing through the HFA	Copy of loan closing/mortgage insurance award documents
Weatherization Assistance Program (WAP)	Properties that have fulfilled the eligibility requirements for the Weatherization Assistance Program	Copy of the letter from the Weatherization Agency confirming the project's income eligibility
HFA's 80/20 Program	Properties that have been accepted into the Housing Finance Agency's 80/20 Program	Copy of the award letter or HFA contract documents
NYCHDC's 80/20 or Mixed Income Programs	Properties that have been accepted into the NYC Housing Development Corporation's 80/20 Program or Mixed Income Program	Copy of the award letter or HDC contract documents

Rent Roll - This applies to affordable housing projects that do not meet the proxy requirements. This method is only available to properties that have a rent roll. Applications must submit the annual rent, size and occupancy for each apartment in the property. 50% of the units must have a calculated household income no more than 80% of the State Median Income; based on the assumption that 30% of household income is applied to housing costs (i.e. rent). A spreadsheet tool is available for determining Rent Roll income eligibility upon request.

Resident Income - This method may be used to establish eligibility of affordable housing projects that can neither confirm eligibility by proxy nor meet the Rent Roll submission requirements, as detailed above. This method requires the submission of signed Resident Income Certification forms with supporting documentation for 50% of a project's units. The Resident Income method may not be combined with the Rent Roll method.