

Affordable Multifamily Buildings Guidelines

FlexTech

I. Primary Services limited to affordable multifamily buildings must meet the following affordable housing definition:

Affordable housing is defined 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.

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

1. **Proxy:** NYSERDA allows certain proxies to represent compliance with the above definition. Table 1 lists eligible proxies and supporting documentation.
2. **Rent Roll:** This type of qualification may be used by projects that do not meet the proxy requirements. Twenty-five percent of the units must have a calculated household income no more than 80% of the State or area median income, whichever is higher, based on the assumption that 30% of household income is applied to housing costs (i.e., rent). Applicants must submit the annual rent, size, and occupancy for each apartment in the property. A calculation spreadsheet tool to determine Rent Roll income eligibility is available on the FlexTech Documents and Resources page, here: www.nyserda.ny.gov/flextech-documents.

Eligibility Proxy	Details	Documentation Required
US HUD, USDA-RD, and other Federally Regulated Affordable Housing	Properties receiving one of the following subsidies from HUD or USDA-RD <ul style="list-style-type: none"> • Section 8 Contract • Sections 202, 236, 811 • Public Housing Authorities 	Copy of the HUD contract or contract award notice
DHCR-Regulated Affordable Housing	Buildings with subsidized mortgages or contracts that place them under the regulatory control of NYSDHCR	Copy of NYSDHCR 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 NYSDHCR 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 multi-family residents with SONYMA subsidized financing through the HFA	Copy of loan closing/mortgage insurance award documents
Weatherization Assistance Program	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 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 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
Mitchell-Lama Buildings	Properties that are currently NYS or NYC supervised Mitchell-Lama buildings	Copy of NYSHCR or NYCHPD contract or recent annual report confirming active Mitchell-Lama status

Table 1: Affordability Eligible Proxies

II. Participation in the Affordable Multifamily Energy Efficiency Program

Affordable projects may be eligible to participate in the Affordable Multifamily Energy Efficiency Program (AMEEP) administered by the New York State utilities and to receive an additional 25% cost share towards the cost of their energy audit. The total cost share received will not exceed 75% of the study cost. This additional cost share is paid to the customer of the project when the Notice to Proceed is issued by AMEEP. Projects must meet the following AMEEP requirements for the additional cost share:

1. Complete a study in one of the eligible Primary Service categories. Refer to Section II. Program Cost-Share, for eligible Primary Services.
2. A NYSERDA Multifamily Building Solutions Provider or a NYSERDA FlexTech Consultant must complete the study.
3. Energy savings must be calculated using either an energy model as described below or prescriptive calculations from the New York State Technical Resource Manual (TRM).
4. The Notice to Proceed from AMEEP must be issued within six months of the FlexTech audit report being approved by NYSERDA.

Energy Savings Calculation Requirements

There are two options for calculating savings and developing a scope of work that will be eligible for the AMEEP additional cost share.

1. Use prescriptive calculations from the New York State Technical Resource Manual (TRM). When TRM calculations are not available, industry standard engineering calculations may be used.
2. Use a whole-building energy model that follows the method described in this section.

Energy Modeling Requirements

For projects that use an energy model, one of the following whole-building energy modeling software programs must be used: EA-Quip, eQUEST, EnergyPlus, Hourly Analysis Program (HAP), Trane TRACE 700, TREAT (Multifamily Edition), or OpenStudio. All other modeling software must be approved by NYSERDA.

The following should be used as a general approach to creating a whole-building energy model:

1. Inputs of pre- and post-retrofit simulations must be the same unless the related component is specifically addressed by proposed measures. All differences between the pre- and post-retrofit model inputs must be documented in the energy audit
2. The same operating condition assumptions shall be used in the energy reduction measure as in the existing building, unless a change in operating conditions is specifically included as part of the measure. All differences between the pre- and post-retrofit operating conditions must be documented in the energy audit.
3. The difference between the annual modeled use and the actual consumption for heating, cooling, and base load must differ by no more than -10% to 0%. The model should not show more energy

consumption than the bills. If the modeling software includes a billing true-up function, that function should be used.

4. The energy consumption of systems, equipment, and controls that are not directly supported by the software used for the project should be calculated outside of the simulation tool. External calculations may not be used to replace functions that are supported by the software tool. The results of external calculations may be used to inform modeling inputs or to adjust modeling results. The external calculation methodology must be documented and is subject to program review. Original spreadsheets must be included in the submittals where applicable. Submitted spreadsheets should be unlocked. If spreadsheets are proprietary and must remain locked, then formulas must be written out to allow the reviewer to determine how savings were calculated. Interactivity between savings calculated by external calculations and savings calculated by the model should be accounted for in the final savings calculation for the whole scope of work.

Additional Final Report Requirements

Projects must include the following additional items with the final report submission.

Projects using TRM calculations

1. Submit all energy savings calculations.
2. Ensure that recommended equipment quantities are detailed in the final report and align with the Project Summary Sheet.

Projects using energy modeling

1. Submit all modeling inputs, outputs, and parametric run files (both input and output) that show the savings projected by the model for each measure in the recommended scope of work. For example, in a scenario where eQuest was the modeling tool used, the files required to be submitted are the INP, PD2, PRD, Params, and SIM files. Note there would be a unique SIM file for each parametric run.
2. Ensure that recommended equipment quantities are detailed in the final report and align with the Project Summary Sheet.
3. The following information for the baseline and proposed design must be included in the energy audit report appendix:
 - a. Monthly energy end-use summary
 - b. Overall annual building energy consumption including all fuels and meters
 - c. Energy cost summary
 - d. Information on hours when space/system loads are not met
 - e. System design parameters report including HVAC, DHW, Envelope, Lighting Plug Loads, Areas, and Spaces. If the software used does not have that report, include all modeled assumptions for the existing and proposed conditions for the systems listed above.