

Multifamily Low Carbon Capital Planning Study Guidelines

FlexTech



Multifamily Low Carbon Capital Planning study applications shall contain scopes of work that adhere to the requirements and deliverables in this Multifamily Low Carbon Capital Planning Study Guidelines document.

I. Low Carbon Capital Planning Study Goals

The goals of these Low Carbon Capital Planning studies shall include:

- Supporting multifamily building and portfolio owners in developing portfolio-level or building-specific plans for implementing low carbon measures that improve energy efficiency and performance, and enable electrification in multifamily buildings
- Providing comprehensive cost benefit analysis to highlight incremental cost of low carbon upgrades and identify additional quantitative and qualitative benefits of low carbon measures
- Providing a high-level timeline for phasing low carbon improvements over time, leveraging existing and common capital improvement points and milestones for decision-making (e.g. equipment end of life, tenant turnover, local law compliance, etc.)

II. Low Carbon Capital Planning Study Requirements

All Low Carbon Capital Planning studies shall:

- Work with a FlexTech Consultant or Multifamily Building Solutions Provider
- Analyze low carbon measures and building improvements that focus on **electrification** or **electrification-readiness**¹ measures, defined as:
 - **Electrification measures:** Building improvements that transition at least one heating and cooling or domestic hot water (DHW) system to a high-performance electric technology, such as air source heat pumps, variable refrigerant flow systems, and/or technologies that are in alignment with NYS Clean Heat Program AND/OR
 - **Electrification-readiness measures:** Building improvements that significantly reduce heating/cooling load and/or can enable future electrification such as substantial building envelope improvement measures, ventilation improvement measures, and upgrades to building electrical infrastructure

Portfolio-level studies:

- Shall be a plan across a building owner's entire or subset of their portfolio and enable building decision-makers to prioritize, target, and phase energy efficiency and electrification improvements within the portfolio
- Shall be ASHRAE Level 1+ at minimum

Building-specific studies:

- Shall be a detailed plan for low carbon improvements at the building-level that identifies the information needed by building decision-makers to implement a low carbon improvement
- Shall be ASHRAE Level 2 at minimum

Funding for pre-implementation assistance tasks:

- Only eligible for inclusion in Building-specific studies
- Budget allocation for pre-implementation assistance is limited to 20% of total study cost
- Pre-implementation assistance must be related to electrification and/or electrification-readiness measures included in study
- Examples of eligible tasks include but are not limited to:
 - Request for proposal (RFP) development
 - Developing scoring guidelines
 - Bid document review
 - Meetings with bidders and potential bidders

¹ NYSERDA reserves the right to determine the eligibility of proposed electrification readiness measures relative to this offering.



NYSERDA

The following are ineligible:

- Studies where the majority of budget is dedicated to studying measures outside of electrification or electrification-readiness, such as lighting or measures that do not significantly reduce heating/cooling loads or enable future electrification
- Measures that do not support electrification or electrification-readiness, including electric resistance heat and/or any replacement of an existing fossil-fuel based system with another fossil-fuel based system, such as oil-to-gas conversions

III. Funding Details

Study Type	Required Level of Analysis	Cost-share Information	Cost-share Cap Per Project
Portfolio-level Study	ASHRAE Level 1+ or above ²	Up to 75% of total study cost (for completion of study)	2% of total portfolio annual energy expenditure for the buildings in study, up to \$100,000
Building-specific Study	ASHRAE Level 2 or above	Up to 75% of total study cost (for completion of study)	10% of building annual energy expenditure for the buildings in study, up to \$500,000 For buildings w/ annual energy expenditures less than \$100,000: Not subject to the 10% annual energy expenditure cap. Can receive up to \$10,000 or 75% of study costs, whichever is less

Studies consisting of multiple buildings may participate in either study type if it meets the required level of analysis indicated in the table above.

IV. Application Requirements

- **All projects** must submit a program application to FlexTech@nyserderda.ny.gov, consisting of the following documentation:
 - Attachment A – FlexTech Program Application
 - Scope of Work, Schedule and Budget (nyserderda.ny.gov/flextech-documents)
- **Affordable projects** must also submit the following documentation **in addition to** the documents listed above:
 - Affordable housing documentation through the Multifamily Affordability Verification Application (nyserderda.ny.gov/flextech-documents)
 - Attachment C: Authorization to Share Information With NYSEERDA Partners (nyserderda.ny.gov/flextech-documents)

V. Required Additional Scope of Work Content and Deliverables

In addition to the tasks and deliverables outlined in the FlexTech Energy Study Scope of Work Guidelines Template, available here: nyserderda.ny.gov/flextech-documents, the additional content outlined below must be included in the Scope of Work for Multifamily Low Carbon Capital Planning study funding consideration.

Required Additional Scope of Work Content:

- **Project Description**
 - Explanation of linkage to electrification: Brief description of how the measures in this study will enable the building or portfolio's future electrification
- **Additional Deliverables to NYSEERDA**
 - Draft and final versions of the completed **Multifamily Low Carbon Capital Planning Final Report Supplement**, available here: nyserderda.ny.gov/flextech-documents, that addresses all comments from NYSEERDA and the customer
 - Final meeting with customer, FlexTech Consultant/Multifamily Building Solutions Provider, and NYSEERDA that includes presentation of study findings and discussion of next steps

² See information about Level 1+ study in the Level 1+ Scope of Work (SOW) template here: www.nyserderda.ny.gov/flextech-documents.