

Affordable Multifamily Energy Efficiency Program (AMEEP)

Downstate Comprehensive Submission Guide

January 2025

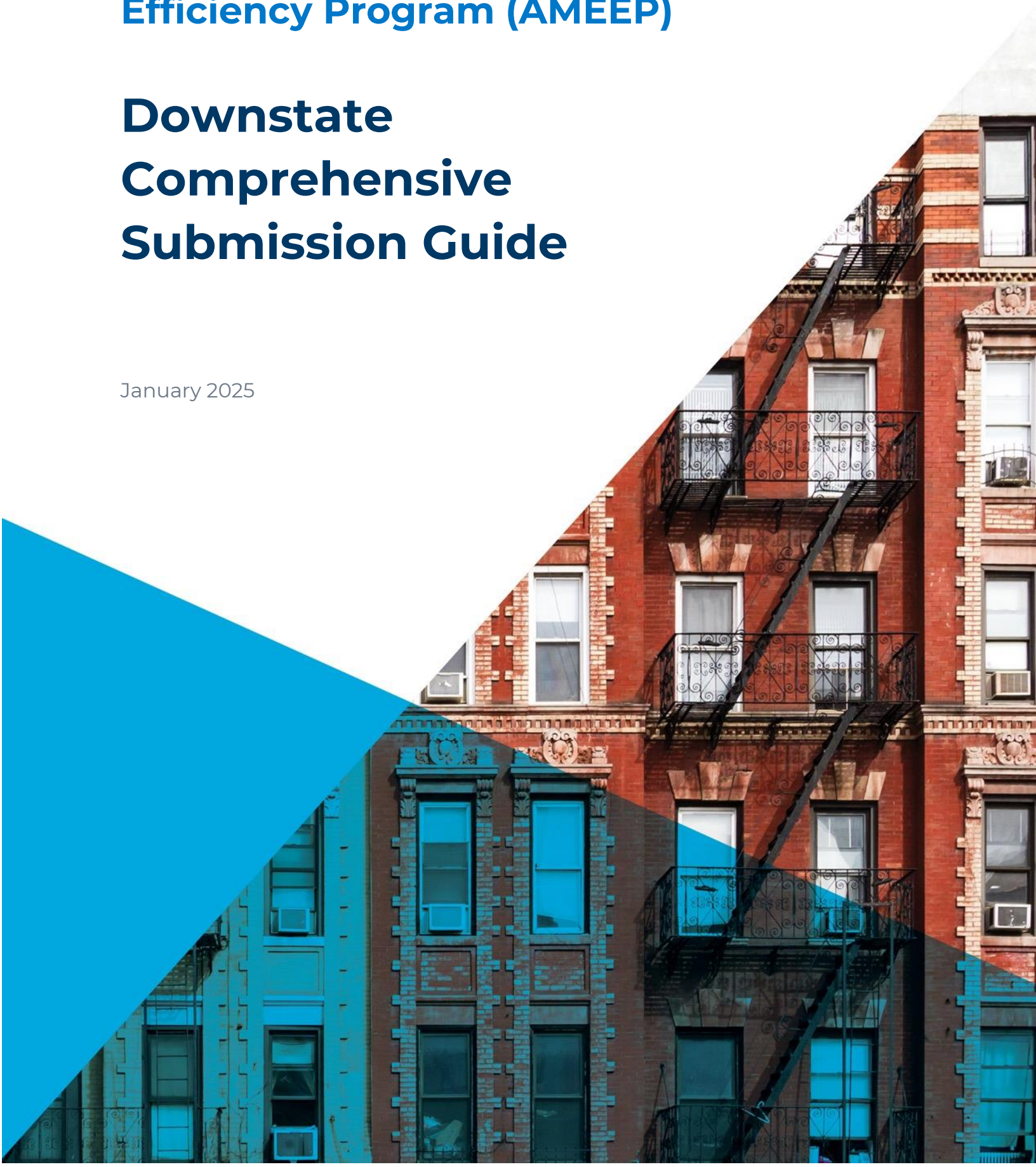


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Introduction

The Affordable Multifamily Energy Efficiency Program (AMEEP) provides opportunities to earn incentives for qualifying energy efficiency upgrade projects. Customers who are property owners or managers of existing affordable multifamily buildings with five (5) or more residential units are eligible to participate.

There are two pathways for eligible applicants:

- **Comprehensive** – Customers interested in major building retrofits are encouraged to apply through the comprehensive pathway, which allows applicants to receive higher incentives calculated on a \$ per dwelling unit basis.
- **Non-Comprehensive** – The non-comprehensive pathway is recommended for applicants looking for minor-scale projects focused on specific energy-saving measures.

Comprehensive

The comprehensive pathway uses a points system that assigns points for each measure within a project scope. Eligible measures are assigned points ranging from 5 to 40 where multiple measures can be combined. To be eligible as a comprehensive project, a project must meet a 100-point minimum. The list of eligible measures and their respective point allocations is available in Section 13.1 of the [NYS AMEEP Program Manual](#). The incentive amount is calculated on a per dwelling unit basis, at a rate that depends on a project's accumulated points.

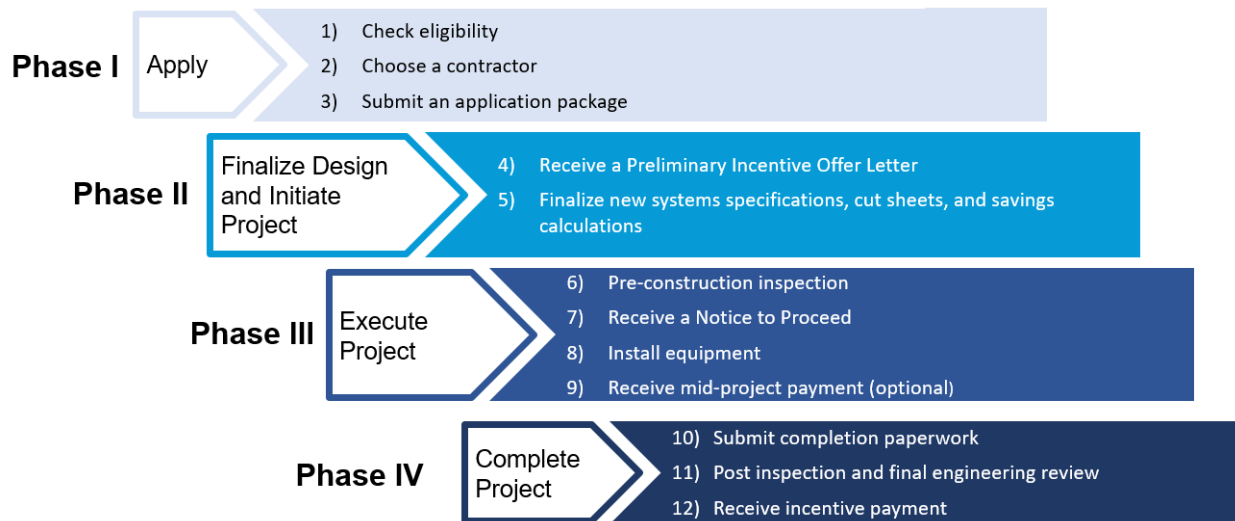
- **Tier 1** – 100-149 points: \$1,500 per dwelling unit
- **Tier 2** – 150+ points: \$2,000 per dwelling unit

Non-Comprehensive

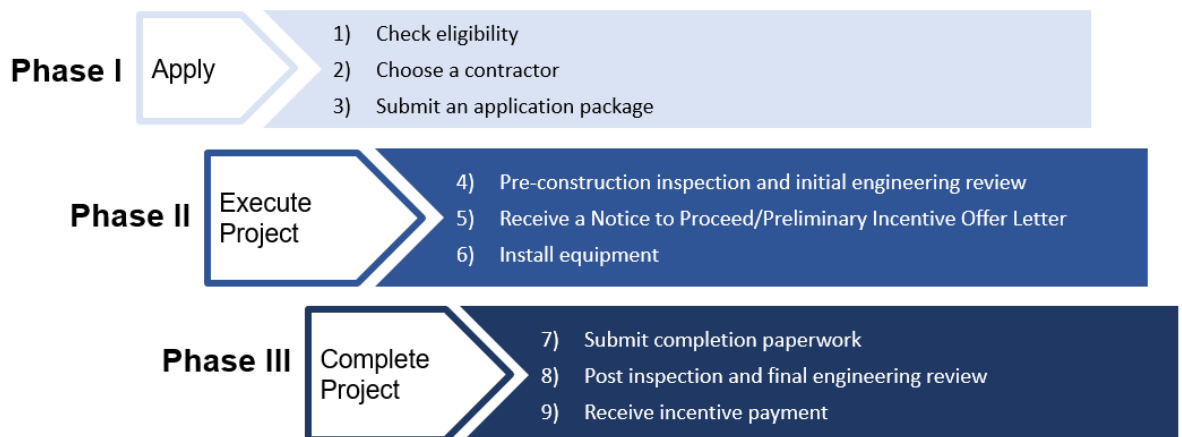
AMEEP projects that fall below 100 points will be classified as non-comprehensive projects. Depending on the types of measures pursued, those measures will be categorized as prescriptive, custom, and/or direct install measures. Incentives will be determined based on the energy savings resulting from the retrofitted measures.

AMEEP Project Process

COMPREHENSIVE PATHWAY



NON-COMPREHENSIVE PATHWAY



Comprehensive Application Process

1. Eligibility Verification (*Willdan Timeline – 1 to 2 business days*)

The first step for project submission is determining eligibility. Eligibility check criteria:

A. Account Eligibility

Customers who are property owners or managers of existing affordable multifamily buildings with five (5) or more residential units are eligible to participate. Applicant must verify property's electricity and gas account eligibilities before applying for AMEEP's comprehensive pathway. Property must be receiving gas and/or electricity service from one of the downstate utilities: Consolidated Edison (Con Ed) or National Grid.

B. Affordable Housing Eligibility

Provide at least one piece of supportive documentation to confirm your eligibility as an affordable multifamily building. List of acceptable documents can be found here: [Acceptable Documentation for Affordable Housing Eligibility \(PDF\)](#)

C. Large Projects

Con Edison defines large projects as those over 500 units. National Grid defines large projects as those over 150 units. Joint projects in Con Edison and National Grid territory will consider 150+ units a large project. Large projects as defined by the utilities require pre-approval from the utilities. Providers considering large projects should notify Willdan and provide the following supporting documentation:

- Project name
- Project address or utility territory
- Number of buildings
- Number of units
- Affordability proxy or rent roll
- Initial scope

The Program Administrator/IC will review the information and determine potentially available funding based on the size of the project. Projects with a high incentive (e.g., projects with 500+ units) may be required to go through measurement and verification (M&V). The Preliminary Incentive Offer Letter (PIOL) will be issued after the project has passed initial engineering review with the M&V team. Depending on the project scope, the project cost and any other implications of the project, the utilities may offer an adjusted incentive. This will be determined on a case-by-case basis.

Process to submit eligibility verification:

1. Con Ed customers and Downstate National Grid customers email **AMEEPDownstateComprehensive@willdan.com**:
 - a. Subject Line: AMEEP Comprehensive Project Application
 - b. For large projects (Con Ed = 500+ units; Grid = 150+ units): AMEEP Comprehensive Project Application – Large Project
2. Admin will create a Box folder for the applicant to upload application and supporting documents. Box folder instructions are in **Appendix B**.

NOTE: Project Pathway Limits – Applicants are not permitted to apply for both comprehensive and non-comprehensive projects at the same time for the same building. If a comprehensive project is active and a building wants to include a new measure, the new measure may only be added to the existing comprehensive project scope. If a building has completed a comprehensive project, it cannot submit a new application for a non-comprehensive project until six (6) months after the comprehensive project incentive is disbursed.

Any change to the project scope or to the start or completion dates must be approved by the Implementation Contractor (IC) and could result in a revised offer after the project is re-evaluated.

The Program Administrators may issue a revised PIOL if project scopes change. Additionally, a revised PIOL will be issued if the scope changes after the project's pre-inspection and/or engineering review is completed. A Scope of Work Change form must be submitted to revise the scope if a project scope changes after the Notice to Proceed is issued. If a measure results in zero savings or if a measure does not meet the program's minimum installation requirements, it will be removed from the project scope and a revised scope will be required.

2. Sold (Application Submission) (Applicant Timeline – 7 to 10 business days)

Applicants must complete an application package in this stage. Definition of an application package includes:

- A. **Signed AMEEP Customer Application:** Each section in the application must be filled out.
 - i. Fill in Account Holder/Customer Information.

1. Account Holder / Customer Information (building owner, managing agent, legal representative of building)			
Electric utility:		Gas utility:	
Account Name (as shown on your utility bill):		Account Numbers:	
Service Address (as shown on your utility bill):		Electric:	Gas:
Building Address (if different from Service Address):		City:	State: Zip:
New York City Building Block and Lot number (BBL):		City:	State: Zip:
How did you hear about the Program? <input type="checkbox"/> Participating Contractor <input type="checkbox"/> Event/Seminar <input type="checkbox"/> Email or Mail <input type="checkbox"/> Online Search <input type="checkbox"/> Sales Rep <input type="checkbox"/> Other: _____			
Additional detail (name of contractor, sales rep, event, etc.): _____			
Is this a portfolio or campus of buildings? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please contact your utility (see page 8 for contact information)			

ii. Fill in Contact Information of all entities to be contacted for any project-related questions.

2. Contact Information				
	Company Name	Contact Name	Contact Phone	Contact Email
Building Owner				
Property Management Co.				
Participating Contractor				
Superintendent				
NYSERDA FlexTech Consultant (i.e., entity that conducts building audits, advises on scope of work, etc) (OPTIONAL)				
Other:				

iii. Fill in Building Information.

3. Building Information	
<p>1. Ownership entity is: <input type="checkbox"/> Private (for profit) <input type="checkbox"/> Private (non-profit) <input type="checkbox"/> Public/municipal</p> <p>2. Building is a: <input type="checkbox"/> Multifamily High Rise (8+ stories) <input type="checkbox"/> Multifamily Low Rise (1-7 stories) <input type="checkbox"/> Other: _____</p> <p>3. If property includes rental apartments, please indicate the status: <input type="checkbox"/> Rent Controlled <input type="checkbox"/> Rent-Stabilized <input type="checkbox"/> Other</p>	<p>4. _____ Total number of dwelling units</p> <p>5. _____ Number of buildings</p> <p>6. _____ Number of boilers</p> <p>7. _____ Number of floors (per building)</p> <p>8. Elevator: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>9. _____ Square footage (per building)</p> <p>10. _____ Year built (per building)</p>
<p>11. Heating fuel source (check all that apply):</p> <p><input type="checkbox"/> Firm Gas <input type="checkbox"/> Electric <input type="checkbox"/> Steam <input type="checkbox"/> Dual Fuel</p> <p><input type="checkbox"/> Oil <input type="checkbox"/> Interruptible Gas <input type="checkbox"/> Other (specify): _____</p>	<p>12. Electric meter type (check what applies):</p> <p><input type="checkbox"/> Master metered</p> <p><input type="checkbox"/> Master metered with sub-meters</p> <p><input type="checkbox"/> Direct Metered</p> <p><input type="checkbox"/> Temporary Electric Account</p>
<p>13. Heating distribution system type: <input type="checkbox"/> 1-pipe steam <input type="checkbox"/> 2-pipe steam <input type="checkbox"/> Hydronic (Hot water boiler)</p> <p><input type="checkbox"/> Other <input type="checkbox"/> I don't know</p>	

iv. Fill in Income Eligibility: Affordable Housing Eligibility Information.

4. Income Eligible
Check each statement that applies to the proposed project:
<input type="checkbox"/> Building is an Affordable Multifamily Building regulated by a local, state, or federal agency. Examples of acceptable documentation that must be provided include, but are not limited to, regulatory agreements or mortgages from the following: US HUD, NYC HPD, NYC HDC, NYC HFA, NYS HCR. Provide the name of the regulatory agency or program if applicable: _____
<input type="checkbox"/> Building meets the affordability requirements of the Program (at least 25% of the units in the building are occupied by a household that has a calculated household income no more than 80% of the Area Median Income or State Median Income, whichever is greater). Applicants must submit the annual rent, size, and occupancy for each apartment in the property.

v. Fill in Proposed Project Information.

5. Proposed Project Information
Please list what types of equipment you are interested in for your proposed project. Please see incentive fact sheets on your utility's website for full list of eligible measures.
Is the proposed project a "comprehensive" project? To be comprehensive, buildings will need to install measures sufficient to meet a point minimum value designated by the Program Manual (as defined below as part of the Terms and Conditions below). See Program Manual for more on comprehensive projects, and non-comprehensive projects, as well as other related and different project types described as part of the Terms and Conditions below. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> I don't know
Check which fuel type applies to the proposed project: <input type="checkbox"/> Gas <input type="checkbox"/> Electric <input type="checkbox"/> Other fuels, please specify: _____
Estimated Installation Start Date: _____
Estimated Installation Completion Date: _____

vi. Complete this section if you require NYSERDA Technical Assistance.

6. Technical Assistance (OPTIONAL)	
<p>Customers with an AMEEP project can apply for subsidized technical assistance (energy audit) provided through the FlexTech program sponsored by the New York State Energy Research and Development Authority (NYSERDA). Energy audits can be helpful for customers who need support in identifying energy efficiency opportunities and developing an initial scope of work. See the Program Manual for more information on the technical assistance available. An energy audit is not required to participate in the Program.</p>	
<p>1. Are you interested in applying for technical assistance for your project? If you select "Yes," you will be put in touch with a representative of the Program that can provide more information.</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	
<p>2. If you are interested in applying for technical assistance, then please provide the following information about your building's energy cost and consumption.</p> <p>Annual Electricity Cost (\$): _____</p> <p>Annual Electricity Consumption (kWh): _____</p> <p>Annual Natural Gas Cost (\$): _____</p> <p>Annual Natural Gas Consumption (therms): _____</p> <p>Annual "Other" Fuel Type Cost (\$) (if applicable): _____</p> <p>Annual "Other" Fuel consumption (indicate unit)(if applicable): _____</p> <p>Total Annual Energy Costs (\$): _____</p>	

vii. If applicant is assigning incentive to a payee other than the applicant, please complete the Payee Authorization section. The Payee Authorization information must be identical to W9 submitted.

7. Payee Authorization (If applicable, account holders may designate participating contractors in good standing with the Program to receive incentive checks.)			
<p><input type="checkbox"/> The account holder hereby authorizes the incentive check to be paid directly to the entity referenced in the payee section below. If this box is checked, then the account holder must sign here; this signature must match the signature at the end of this application. The legal entity being paid must provide its W-9. Only the account holder may sign and submit (or authorize) this payee authorization.</p>			
Payee Name (please print):	Payee Title (please print):	Payee Company Name:	Payee Address:
Account Holder Name (please print):	Account Holder Title (please print):	Account Holder Signature:	Date:

viii. Applicant must sign and date the Agreement application

8. Signature		
<p>By signing below and submitting this application, which includes the information presented above and the Terms and Conditions below, I certify that the information presented above is true and accurate, I agree with the Terms and Conditions below, and I authorize the assigned contractors to have appropriate building access in connection with the requirements of the Program.</p>		
Customer or Authorized Representative Name (please print):	Title (please print):	Date:
Authorized Signature:	Company Name:	

B. W9 (March 2024 version)

- i. Incentive payee W9
- ii. *National Grid only:* Gas account holder W9, regardless of who is receiving the incentive
- iii. W9 must have the Tax Classification and ID filled out
- iv. Must have selection for item 3

Technical Assistance Support: PCs and Willdan can discuss initial comprehensive scopes with customers, but if an applicant wants more in-depth assistance on understanding energy efficiency upgrade opportunities and developing a full project scope, subsidized technical assistance (energy audit) is available through NYSEDA's FlexTech program. Energy audits are conducted by approved Energy Service Providers before a project begins and can help customers identify energy efficiency opportunities and determine an initial scope of work and capital planning. The FlexTech program provides a 75% cost share when the audit is completed as an incentive to reduce the cost of energy audits to the customer. The audits completed by the Energy Service Providers should meet the FlexTech program requirements. Energy audits are not required to participate in AMEEP. For questions about the FlexTech program and support offered by NYSEDA, please contact NYSEDA at flextech@nyserda.ny.gov. (See Section 3.1.8 of the NYS AMEEP Program Manual).

C. Finalized Scope of Work

- i. **Completed Comprehensive Tool:** This Excel tool captures the program requirements in the Project Scope form, in addition to a few more requirements. The Comprehensive Tool can take the place of the Project Scope form. You can download the Comprehensive Tool from the AMEEP resource webpage at nyserda.ny.gov/ameep or ask your Willdan representative for a template.

Inspection workbooks have been added to the Comprehensive Tool. Use this to complete measure details (location, qty, specs) prior to pre-inspection.

MACROS		
SOW & Installation Timeline	Preliminary Incentive Offer Letter	
Inspection Workbooks		
Inspection Report Template	Air Sealing Inspection Workbook	Pipe Insulation Inspection
Common Area Lighting Inspection Workbook	Building Envelope Inspection Workbook	In-Unit Inspection Workbook

ii. Customer Information Tab: The following sections must be filled out.

a) Building Information

Fields in gray do not have to be filled in.

SECTION A: BUILDING INFORMATION			
A ¹ Building ID:	1	Implementer:	XYZ
A ² Work Order Selection:	A	Building SQFT:	1,234,567
A ³ Building Type:	High-Rise	Facility Type:	Multifamily
Audit Type	NYSERDA FlexTech Level 1+	Reference Number	12345
If Other		Audit Report Date	
Technical Assistance Provider	XYZ		

SECTION A: BUILDING INFORMATION			
A ¹ Building ID:	1	Implementer:	XYZ
A ² Work Order Selection:	A	Building SQFT:	1234567.00
A ³ Building Type:	High-Rise	Facility Type:	Multifamily
		Received NYSERDA FlexTech Study?	Yes

b) Utility Account Information (includes both service address and account holder information)

SECTION B: UTILITY ACCOUNT INFORMATION			
Electric Provider:	ConEdison	Elec Service Address:	XYZ
B ¹ Electric Account #:	123456789123	Gas Service Address:	XYZ
B ² Electric Account Name:	XYZ	City:	NEW YORK
Gas Provider:	National Grid	State:	NY
B ³ Gas Account #:	123456789123	Zip Code:	10001
B ⁴ Gas Account Name:	XYZ	Telephone #:	212-111-1111

c) Site Information and Existing Building System Information

SECTION C: SITE INFORMATION			
Portfolio Owner/Comp:	XYZ	Building Age:	1941-1978
Market Sector:	Affordable Housing	Common Area Ceiling Height:	10
C ¹ Affordable Verified Date:	1/1/2024	Number of Apartment Units:	100
Affordable Document Expire Date:		Number of Floors:	10

SECTION D: BUILDING SYSTEM INFORMATION			
Heating Equipment Type:	Hot Water Boiler - Steel Water	HVAC Type:	Gas Heat only
Heating Type:	Steam 2 Pipe	Cooling Type:	Window Units
DHW Fuel Type:	Gas	Fuel Type:	NGRID Firm Gas
Boiler/Heater is in:	Central system	Oil to Gas project?	No

- d) Contact Information: All primary contact information must be populated. The decision maker will be contacted for scheduling inspections, verifying engineering savings calculations or request additional documentation. Please add note for alternate contact.

SECTION E: CONTACT INFORMATION			
Building Owner			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	123-456-7890	XYZ@XYZ.com
Property Management Co.			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	123-456-7890	XYZ@XYZ.com
Participating Contractor			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	123-456-7890	XYZ@XYZ.com
Superintendent			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	123-456-7890	XYZ@XYZ.com
Decision Maker			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	123-456-7890	XYZ@XYZ.com
Other			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	123-456-7890	XYZ@XYZ.com

- e) Usage Information: Annual usage for electric, gas, oil and steam must be populated.

SECTION F: USAGE INFORMATION			
Annualized kWh Consumption:	10,000,000.00	Annualized Therm Consumption:	10,000.00
Annualized Oil Consumption:		Annualized Steam Consumption:	

- f) Installation Timeline

Will this project request a mid-project payment (40% of the total project incentive)?	Yes
* NOTE: If yes: please enter tentative mid-project completion date (when measures comprising 60% of the total project points will be completed)	
SECTION G: INSTALLATION TIMELINE	
Tentative Installation Start Date:	1/15/2025
Tentative Mid Project Completion Date:	6/1/2025
Tentative Final Completion Date:	11/1/2025

- g) Assignment of Incentive*

SECTION H: ASSIGNMENT OF INCENTIVE	
Payee:	XYZ
Tax Payer ID:	123456789
Payee Address:	XYZ, NEW YORK, NY 10001

*All provided information must be consistent with program application.

- iii. **Scope Tab:** Applicant must complete the Scope Tab to fill out complete scope of work for project. The Applicant must fill out if the measure will be for the mid-project incentive (if applicable):

AMEEP Comprehensive Measures Selection					
Saving Category	Measure Category	Measure Name in AMMEP Manual	Points	Select Measure for Project Scope?	Select Measure for Mid-Project Scope?
Electric Saving Measures	Appliances	Dishwashers	5		
		Refrigerators	5	Yes	
		Washers	5		
	Common area lighting	Bi-level fixtures - parking lot*	5		
		Bi-level fixtures - stairwell, corridor, parking garage*	5		
		Exterior fixture HID less than or equal to 100 W*	5		
		Exterior fixture HID over 100 W*	5		
		Exterior fixture non-HID fixture replacing screw-in/pin-based lamp*	5		
		Interior fixtures*	5	Yes	
		LED exit signs*	5		
		Occupancy sensors*	5	Yes	
		Relamp and rebalasting, retrofit kits*	5		
		Screw-in lamps*	5		
		Tube lamps*	5		
	HVAC	Air compressors	10		
		Air handlers	10		
		Exhaust fans	10		
		Central air conditioning	20		
		Cooling tower	20		
		Ventilation overhaul	20		
		Packaged terminal air conditioner	20		
		VRF cooling only	20		
	In-unit	LED lamps	5		
	Motors and drives	EC Motors	10		
		Pumps - Hydronic Space Conditioning	10		
		Pumps - Domestic Water Usage	10		
		Motors	10		
		VFD	10		
		Elevator modernization	20		
	Air sealing	Air sealing package: door weather stripping, door sweep, door threshold/extender, door replacement, window repair, fixed louver partial cover, seal air leaks with foam sealant	10	Yes	
	Clean and tune	Boiler clean and tune	5	Yes	Yes
		Furnace clean and tune	5		
	Domestic hot water	Domestic hot water - indirect water heater	30		

- iv. **Measures Tab:** Measures selected in the Scope Tab will populate in the Measures Tab. Applicant must complete the Measures Tab to determine project eligibility, savings, and incentive. The tab has multiple sections

Select Measures and Savings information from the energy audit									
Measure					Points	Measures			
						Identified measures in the Energy Audit (Yes/No)	Identify measures which are part of Project Scope (Yes/No)	Identify measures for Mid-Project Scope (Yes/No)	
Electric Saving Measures									
Dishwashers					5	No	No	No	
Refrigerators					5	No	No	No	
Washers					5	No	No	No	
Bi-level fixtures - parking lot *					5	No	No	No	
Bi-level fixtures - stairwell, corridor, parking garage *					5	No	No	No	
Exterior fixture HID less than or equal to 100 W *					5	No	No	No	
Exterior fixture HID over 100 W *					5	No	No	No	
Exterior fixture non-HID fixture replacing					5	No	No	No	

a) Installation Requirements: This section lists all eligible measures and the minimum installation requirements as per the NYS AMEEP Program Manual. Applicants are required to fill out the following:

- Quantity of each measure
- Previous installation maximum*
- Building installation minimum*

Select Measures and Savings Information				Determine measure eligibility based on minimum installation requirements			
Measure				Minimum Installation Requirements		Existing Conditions	
				Building Installation Minimum	Previous Installation Maximum	Quantity to be Installed	Building Installation Minimum
Electric Saving Measures				100% of common area appliances AND 70% of apartment appliances		30% of all appliances in the building	
Dishwashers							
Refrigerators							
Washers							
Bi-level fixtures - parking lot *							
Bi-level fixtures - stairwell, corridor, parking garage *							
Exterior fixture HID less than or equal to 100 W *							
Exterior fixture HID over 100 W *				No remaining fluorescent or incandescent			
Exterior fixture non-HID fixture replacing							

ADD PROJECT DETAILS
 COLUMN N: Add measure installation percentage (%) as part of the project scope
 COLUMN O: Add existing installation percentage (%) part of the project scope

Select Measures and Savings information from the energy audit				Minimum Installation Requirements			Project Installations	
Measure				Minimum Installation Requirements		Quantity to be Installed	Building Installation Minimum	Previous Installation Maximum
				Building Installation Minimum	Previous Installation Maximum			
Electric Saving Measures								
Refrigerators				100% of common area appliances AND 70% of apartment appliances	30% of all appliances in the building			
Interior fixtures *				No remaining fluorescent or incandescent lamps that are on for > 3hr/day in all common areas.	40% of fixtures			
Occupancy sensors *								
SUB TOTAL						0		
Gas Saving Measures								
Boiler clean and tune				100% for central systems; 70% if boiler/furnace is in-unit	0% for central systems; 30% if boiler/furnace is in-unit			
Faucet aerators†				70% of apartments	30% of the building's total apartments			
Low-flow showerheads†								
Air sealing package: door weather stripping, door sweep, door threshold/extender, door replacement, window repair, fixed louver partial cover, seal air leaks with foam sealant				See Section 7 in Program Manual	30% of each air sealing as described in the Program Manual (to be evaluated based on the survey provided based on technical requirements in the Program Manual)			
Master venting**				See Section 7 in Program Manual	30% of the total building			
SUB TOTAL						0		
Electric and/or Gas Saving Measures								
Insulation – roof ***				100% of the roof must be insulated.	30%			
SUB TOTAL						0		

* Please refer to the Minimum Installation Requirements in the NYS AMEEP Program Manual for details.

- b) Points earned: Measures identified in the scope of work and qualified existing conditions will be included in the total project points earned. This is an autofill column.

Select Measures and Savings Information						Determine measure eligibility based on minimum installation requirements						Project Points			
Measure						Minimum Installation Requirements		Quantity to be Installed	Existing Conditions		Points Earned	Points Earned (Mid Project)	Electricity (kWh)		
						Building Installation Minimum	Previous Installation Maximum		Building Installation Minimum	Previous Installation Maximum					
Electric Saving Measures												POINTS EARNED			
Dishwashers						100% of common area appliances AND 70% of apartment appliances	30% of all appliances in the building					Measures to be implemented after approved existing conditions			
Refrigerators															
Washers															
Bi-level fixtures - parking lot *															
Bi-level fixtures - stairwell, corridor, parking garage *											0	0			
Exterior fixture HID less than or equal to 100 W *											0	0			
Exterior fixture HID over 100 W *											0	0			
Exterior fixture non-HID fixture replacing						No remaining fluorescent or incandescent					0	0			

Select Measures and Savings information from the energy audit							
Measure	Minimum Installation Requirements		Quantity to be Installed	Project Installations		Points Earned	Points Earned (Mid Project)
	Building Installation Minimum	Previous Installation Maximum		Building Installation Minimum	Previous Installation Maximum		
Electric Saving Measures							
Refrigerators	100% of common area appliances AND 70% of apartment appliances No remaining fluorescent or incandescent lamps that are on for >1hr/day in all common areas.	30% of all appliances in the building 40% of fixtures				5	0
Interior fixtures *						5	5
Occupancy sensors *						0	0
SUB TOTAL			0			0	0
Gas Saving Measures							
Boiler clean and tune	100% for central systems; 70% if boiler/furnace is in-unit	0% for central systems; 30% if boiler/furnace is in-unit				0	0
Faucet aerators†	70% of apartments	30% of the building's total apartments				0	0
Low-flow showerheads†						0	0
Air sealing package: door weather stripping, door sweep, door threshold/extender, door replacement, window repair, fixed louver partial cover, seal air leaks with foam sealant	See Section 7 in Program Manual	30% of each air sealing as described in the Program Manual (to be evaluated based on the survey provided based on technical requirements in the Program				10	0
Master venting**	See Section 7 in Program Manual	30% of the total building				0	0
SUB TOTAL			0			0	0
Electric and/or Gas Saving Measures							
Insulation – roof **	100% of the roof must be insulated.	30%				0	0
SUB TOTAL			0			0	0

c) Energy Savings: The savings information can be from the Downstate Comprehensive Savings Calculator, an Energy Model, Excel-Based model or calculations based on the NYS TRM. The following columns need to be filled out:

- Electric savings (kWh)
- Gas savings (Therms)
- Net energy savings (MMBtu): For measures with steam or oil savings, please convert Mlbs. of steam or gal of oil to net MMBtu.

d) Estimated Measure Costs:

- Material Cost
- Labor Cost

Select Measures and Savings Information				Savings and Cost Estimate		
Measure	Energy Audit/Calculation Savings			Measure Cost		
	Electric Savings (kW)	Electric Savings (kWh)	Savings Estimate Add measure savings based on completed energy audit. May use TRM calculation method to provide savings estimate.	Material Cost (\$)	Labor Cost (\$)	Total Cost (\$)
Electric Saving Measures						
Dishwashers						\$0.00
Refrigerators						\$0.00
Washers						\$0.00
Bi-level fixtures - parking lot *						\$0.00
Bi-level fixtures - stairwell, corridor, parking garage *						\$0.00
Exterior fixture HID less than or equal to 100 W *						\$0.00
Exterior fixture HID over 100 W *						\$0.00
Exterior fixture non-HID fixture replacing screw-in/pin-based lamp *						\$0.00

Select Measures and Savings Information				Savings and Cost Estimate		
Measure	Energy Audit/Calculation Savings				Measure Cost	
	Electric Savings (kW)	Electric Savings (kWh)	Gas Savings (Therms)	Net MMBtu Savings	Material Cost (\$)	Labor Cost (\$)
Electric Saving Measures						
Dishwashers						\$0.00
Refrigerators						\$0.00
Washers						\$0.00
Bi-level fixtures - parking lot *						\$0.00
Bi-level fixtures - stairwell, corridor, parking garage *						\$0.00
Exterior fixture HID less than or equal to 100 W *						\$0.00
Exterior fixture HID over 100 W *						\$0.00
Exterior fixture non-HID fixture replacing screw-in/pin-based lamp *						\$0.00

Select Measures and Savings information from the energy audit								
Measure	Contractor Submitted Savings					Measure Cost		
	Electric Demand Savings (kW)	Electric Savings (kWh)	Gas Demand Savings (Dth/day)	Gas Savings (Therms)	Net MMBtu Savings	Material Cost (\$)	Labor Cost (\$)	Total Cost (\$)
Electric Saving Measures								
Refrigerators								\$0.00
Interior fixtures *								\$0.00
Occupancy sensors *								\$0.00
SUB TOTAL	0.000	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Gas Saving Measures								
Boiler clean and tune								\$0.00
Faucet aerators†								\$0.00
Low-flow showerheads†								\$0.00
Air sealing package: door weather stripping, door sweep, door threshold/extender, door replacement, window repair, fixed louver partial cover, seal air leaks with foam sealant								\$0.00
Master venting**								\$0.00
SUB TOTAL	0.000	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00
Electric and/or Gas Saving Measures								
Insulation – roof **								\$0.00
SUB TOTAL	0.000	0.00	0.00	0.00	0.00	\$0.00	\$0.00	\$0.00

- e) Program Verified Savings: Willdan and the Utility Engineering Team will verify the savings calculations and add final reviewed savings in this section.
- f) Installation Timeline: Add measure installation timelines, installation start and completion dates.
- g) Calculation Submitted: Add type of calculation submitted for each measure (Downstate Comprehensive Savings Calculator, Energy Model Software, Supplemental Calculations).

Measure	INSTALLATION TIMELINE	
	Estimated Installation Date	Estimated Completion Date
Electric Saving Measures		
Dishwashers		
Refrigerators		
Washers		
Bi-level fixtures - parking lot *		
Bi-level fixtures - stairwell, corridor, parking garage *		
Exterior fixture HID less than or equal to 100 W/ *		
Exterior fixture HID over 100 W/ *		
Exterior fixture non-HID fixture replacing screw-in/pin-based lamp *		
Interior fixtures *		
LED exit signs *		
Occupancy sensors *		
Relamp and rebalasting, retrofit kits *		
Screw-in lamps *		
Tube lamps *		
LED lamps		
Blower fan - with electronically commutated (EC) motor for furnace distribution		
Circulator pump - with electronically commutated (EC) motor for hydronic distribution		
Pumps		

Select Measures and Savings information from the energy audit	Measure Timeline		Calculation
Measure	Estimated Installation Start Date	Estimated Installation Completion Date	Calculation Submitted
Electric Saving Measures			
Refrigerators			
Interior fixtures *			
Occupancy sensors *			
SUB TOTAL			
Gas Saving Measures			
Boiler clean and tune			
Faucet aerators†			
Low-flow showerheads†			
Air sealing package: door weather stripping, door sweep, door threshold/extender, door replacement, window repair, fixed louver partial cover, seal air leaks with foam sealant			
Master venting**			
SUB TOTAL			
Electric and/or Gas Saving Measures			
Insulation – roof **			
SUB TOTAL			

v. Measures Description Tab: Applicants must fill in the following information:

- a) Existing conditions of the proposed measures: For example, replacing an old boiler. Please add the existing boiler capacity, boiler age, and efficiency if logged through an existing system.
- b) Description of proposed work: Specifications of the new boiler, capacity, efficiency, or any other important information.
- c) Important assumptions: Any assumptions as part of savings calculation.
- d) Measure location: Location of the measure upgrade.

Existing Conditions	Proposed Measure Description	Important Assumptions	Measure Location

Existing Conditions	Proposed Measure Description	Important Assumptions	Measure Location

3. Initial Review (*Willdan Timeline – 5 business days*)

Once all the required documents and estimated savings are submitted, a project will be reviewed to confirm the following:

A. Project scope

B. Minimum Installation Requirements: The Willdan project coordinator will review all the submitted documents, minimum installation requirements for measures, and finalize project points earned. Notes for inspector and initial review checklist for all projects will be saved in the project Box folder.

4. Preliminary Incentive Offer Letter (*Willdan Timeline – 2 business days*)

A Willdan engineer will check the preliminary documents listed in the Initial Review Checklist. The PIOL shows the estimated measure cost, the estimated energy saving for each measure (retrieved from the finalized scope of work in the Comprehensive Tool), and the estimated incentive.

The PIOL will be issued once the documents at the “Sold” stage are accepted. The estimated project cost, incentive, and energy savings for each measure will be provided in the PIOL (retrieved from the finalized scope of work in the Comprehensive Tool). If a measure results in zero savings or if a measure does not meet the program’s minimum installation requirements, it will be removed from the project scope and a revised scope will be required.

A. Requirements:

i. Complete application package.

Verify apartment unit count: If count is over 500 units for Con Ed or over 150 for National Grid, utility approval is required. The PIOL will be issued after the project has passed initial engineering review (may require M&V if the project has a high incentive (e.g., the building is over 500 units)).

iii. Completed Comprehensive Tool: Confirms final SOW, minimum installation requirements, provides pre-inspection required details, and any additional project-related information.

Return signed PIOL to IC within 30 days of the Project Authorization date listed in the PIOL. Any change to the project scope or to the start or completion dates must be approved by the IC and could result in a revised offer after the project is re-evaluated.

After the PIOL is signed and returned to Willdan, the applicant will have 90 days to work with Willdan to take action necessary to ensuring that the applicant receives the Notice to Proceed, including scheduling project pre-inspection, curing any flags or fails, and submitting energy savings calculations and cut sheets. The PIOL will not be valid after 90 days of the date of signature, and requests for exceptions or extensions must be made in writing for consideration by the respective Utility.

5. Pre-inspection and Report (*Willdan Timeline – 15 business days after signed PIOL is returned to Willdan, Applicant Timeline, if applicable – 5 business days after receiving pre-inspection report*)

The pre-inspection checks the existing condition of the equipment listed to be upgraded in the finalized scope of work. Applicant must schedule the pre-inspection in advance.

After the PIOL is signed and returned, Willdan will schedule and conduct a pre-inspection within 5 business days. After the pre-inspection is conducted, the pre-inspection report, including any flags or fails, will be shared with the PC within 10 business days. If there are any flags or fails, the PC has 5 business days to cure them.

A. Documentation Requirements Prior to Pre-Inspection:

i. Energy Saving Calculations:

a) Downstate Comprehensive Savings Calculator

- Can be downloaded on the NYSERDA webpage here: [Downstate Comprehensive Savings Calculator.xlsm](#)
- PC to completely fill out calculator spreadsheet
 - Confirm which measures are part of scope of work in Summary of Savings tab
 - Fill in Building Info tab with general building and unit count information
 - Provide annual energy usage (electric and gas) broken out monthly on Utility Data tab
 - Completely fill in individual measure tabs relevant to the scope of work

b) Energy Model

- PC to provide energy model run files, input, and output analysis file
- Software is open-coded to verify calculation methods
- Accepted Software includes EA-Quip, Trane TRACE 700, Trane TRACE 3D Plus, eQuest, TREAT (multifamily edition), Hourly Analysis Program (HAP), Open Studio, and EnergyPlus)

c) Excel-Based Model

- If it includes: 8760 hourly analysis or bin-weather data analysis

d) NYS TRM

- Accepted only if interactive effects are well accounted for in the calculations

ii. All Existing and Proposed Equipment Specification Sheets:

a) Nameplate pictures for existing equipment is acceptable

b) All existing and proposed measure specifications sheets are required at this stage

- Cut sheets specified in the technical measure guidelines of the NYS AMEEP Program Manual must be provided for each equipment to be installed for each measure.

- Although each measure lists different requirements to be shown in the cut sheet, cut sheets must entail the manufacturer, model number, and any relevant energy rating information.

B. Inspections will be performed by Willdan:

- i. Virtual inspections: Willdan will determine whether inspections are conducted on-site, or virtually. Acceptable forms of a virtual inspection could be:
 - a) Live video call walkthrough with the contractors or energy providers and the inspector; inspector takes screenshots and/or notes to document findings
 - b) Date and time-stamped pictures and/or video recordings that clearly existing equipment to be replaced (in case of pre-inspection) or the new energy efficient equipment (in case of post-inspection)
- ii. Onsite inspections:
 - a) Pre-inspection template should be completed with equipment name tags prior to onsite inspection. Inspection workbooks have been added to the Comprehensive Tool (printable version).
- iii. See 'AMEEP Inspection Guidelines' in the NYS AMEEP Program Manual for information on pre-inspection requirements for specific measures.
- iv. Inspections will result in a "Pass/Flag/Fail."
- v. Applicant resolves flagged/failed results within five (5) business days.

6. Engineering Desk Review I – Willdan (*Timeline – 10 business days after all engineering review requirements are submitted*)

Desk review will commence once engineering required documentations are submitted (all documents requested prior to pre-inspection) and the pre-inspection results were passed/resolved. It is divided to two parts: Desk Review 1 and Desk Review 2. Willdan engineers will review the energy saving calculations.

All engineering review requirements must be submitted prior to Willdan Engineering for review.

The review process for projects with an energy model differs from projects with NYS TRM excel calculations accounting for interactive effects as well as projects using the Downstate Comprehensive Savings Calculator.

A. Downstate Comprehensive Savings Calculator and Excel-Based Calculation:

- i. Verify inputs based on submitted scope of work
 - a) Includes billing data provided and entered in the calculations by the PC
 - b) Any inputs based off assumptions should be verified as well (i.e., infiltration entered without a blower test performed)
 - c) Proposed equipment should match those discussed in the tool (Measure Description Tab)
- ii. Review savings to ensure that they are consistent with the scope, building and existing conditions

B. Energy Model Review

- i. Willdan will verify inputs based on submitted scope of work
 - a) Includes billing data added to the energy model by the applicant
 - b) Any inputs based off assumptions should be verified as well (i.e., infiltration entered without a blower test performed)
 - c) Proposed equipment should match those discussed in the tool (Measure Description Tab)
 - d) Review savings to ensure that they are consistent with the scope, building and existing conditions
 - e) Ensure that the model considers interactive effects between each measure

7. Engineering Desk Review II (as applicable based on scope) – CE or NG *(Timeline – 10 business days)*

Depending on the project and its scope, Con Ed and/or National Grid may complete an engineering review and confirm final savings.

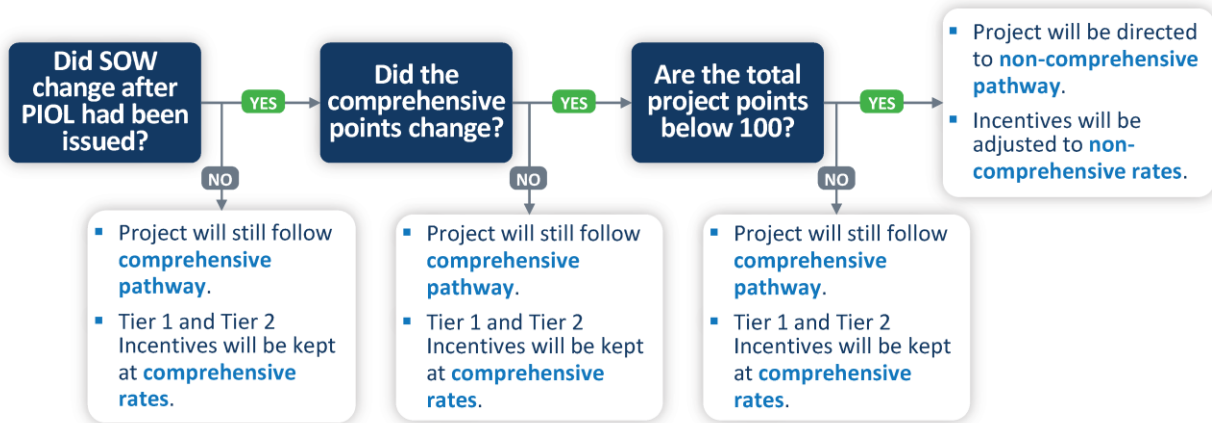
8. M&V criteria *(Timeline – depends on scope of work)*

May be required to go under additional measurement and verification (M&V) based on project scope and size.

9. Notice to Proceed *(Timeline – 1-2 business days after engineering desk reviews are complete)*

- A. When project savings and incentives are finalized, Willdan will issue a Notice to Proceed (NTP). This letter includes the detailed energy savings and incentive amount.***
- B. Installation may begin only after the NTP is issued by Willdan.***
- C. Any installations prior to NTP shall not be accepted as part of project scope.***
- D. Applicant must confirm the installation timeline. In case of mid-project payment, installation details of scope to be installed must be provided.***
- E. If an applicant wants to change the SOW after the PIOL had been issued, the project incentive might get adjusted based on the following conditions:***

Any change to the project scope after the project completes the engineering review must be documented and submitted via the Scope of Work Change Form. This form can be found on the AMEEP resource webpage (nysersda.ny.gov/AMEEP).



After a project's pre-inspection and/or engineering review is completed, if a measure results in zero savings or if a measure does not meet the program's minimum installation requirements, it will be removed from the project scope and a revised scope will be required. Comprehensive incentives may be changed upon issuing a Notice to Proceed or after a post-inspection if the scope changes.

10. Installation

Comprehensive projects have two (2) years to complete the project and submit completion paperwork from the time the NTP is issued, unless otherwise indicated in the NTP. All installed equipment must meet or exceed the program requirements described in Section 7 of the NYS AMEEP Program Manual. If the applicant needs to request an extension on the date of completion, a signed letter should be emailed to the Program Administrators explaining why they need an extension. If approved, the Applicant will receive an updated PIOL and NTP with the revised date of completion.

A. Willdan periodically asks contractor about installation status and estimated completion date to ensure project timelines stay on target.

B. Applicant may request a mid-project incentive payment once measures up to 60% of the points have been installed. They need to send a Mid-Project Statement of Completion (SOC) form and project invoices for SOW completed.

- i Those qualifying measures must have been installed completely to count towards 60% of a scope's points installed.
- ii Program Administrators review the Mid-Project SOC and approve the mid-project incentive payment request.
- iii Mid Project Post-Inspection is conducted.
- iv If the Mid Project Post-Inspection has been passed, the applicant will receive a mid-project incentive, which is up to 40% of the total project incentive.

C. Applicant is to notify Willdan once installation is complete.

11. Completion (*Willdan/Applicant Timeline – 5 business days*)

- A. *Applicant to provide signed Statement of Completion (SOC); in case of mid-project payment, mid-project signed statement of completion must be provided.*
- B. *Detailed paid-in-full material and labor invoice statements must be provided.*
- C. *Any change in scope/equipment must be included in SOC.*
- D. *Applicant must submit the following completion paperwork to begin the process of a post-inspection for the measures that were completed for the mid-project payment:*
 - i. Signed Mid-Project SOC outlining measures that are completed
 - ii. Final paid-in-full project invoices and/or receipts for SOW that is complete
Refer to Section 10 of the [NYS AMEEP Program Manual](#) for Project Costs and Invoicing Requirements.
 - iii. Photo documentation for engineering review if completing virtual inspection
 - iv. An installation schedule for the measures that comprise the remainder of the scope work

12. Post-inspection (*Willdan Timeline – 15 business days after receiving the signed SOC; Applicant Timeline, if applicable – 5 business days after receiving post-inspection report*)

- Once a signed Statement of Completion is received, the project will be scheduled for post-inspection. The post-inspection should take place within 5 business days of receiving the signed Statement of Completion.
- After the post-inspection is conducted, the post-inspection report, including any flags or fails, will be shared with the PC within 10 business days. If there are any flags or fails, the PC has 5 business days to cure them.

Requirements:

- i. The post-inspections will be conducted onsite for all comprehensive projects.
- ii. Post-inspection template should be completed with equipment name tags prior to onsite inspection.
- iii. See 'AMEEP Inspection Guidelines' in the NYS AMEEP Program Manual for information on post-inspection requirements for specific measures.
- iv. Inspections will result in a "Pass/Flag/Fail."
- v. Applicants must resolve flagged/failed results within five (5) business days.
 - a) Projects that have flags or fails from the post-inspection must cure those flags or fails within 5 days of being notified by the IC of those issues. If a measure is not fully cured within 30 days of notification, that measure will be removed from the project scope and the project's total points will be lowered accordingly. If a project's total points fall from Tier 2 to Tier 1, the incentive will be offered at Tier 1 rates. If the project falls out of Tier 1, the Program Administrators will offer a reduced incentive after reviewing the project scope and savings.

- vi. Willdan will note any SOW change, adjust calculation savings as needed, and inform Con Ed and National Grid of the revisions via Final Project Summary Document.
- vii. If needed, Willdan will request additional photos/documentation from the applicant

13. Approved (*Willdan Timeline – 2 weeks*)

- i. All document and inspection requirements have been met and the project is finalized for invoicing.

14. Incentive Payment

Estimated incentive payment timeline is six (6) weeks after final approval date.

Q&A for Comprehensive Projects

1. Are projects involving fuel switching projects accepted into AMEEP?

Requirement for Fuel Switching Projects:

- i. Minimum 12-month utility bills
- ii. Heating and/or cooling load calculations for the building
 - a) Excel-based, energy model software (see the NYS AMEEP Program Manual)
 - b) Building load calculations must be comparable to utility bills
 - c) Show all parameters, verify all variables

Guidelines for Fuel Switching Projects:

- i. OTG, OTE, GTE Projects:
 - a) Use utility bills as verification for existing equipment energy usage and compare to proposed equipment energy usage (net MMBTU savings).
 - Assumption for OTG and OTE projects: All oil bought is used*
 - b) Code baseline can be used instead of existing conditions if existing conditions cannot be determined.
- ii. Point Calculation:
 - a) The points for measures are based off existing equipment if the proposed equipment is more energy efficient than the code compliance equipment.
 - Example:
 - Existing conditions: A Boiler + Chiller
 - Proposed Conditions: An absorption chiller with built-in burner
 - The facility will get 60 points for these measures if the proposed chiller and the proposed burner are more energy efficient.

*This assumption considers multiple heating seasons.

OTG = Oil to Gas, OTE = Oil to Electric, GTE = Gas to Electric

APPENDIX A

AMEEP Deliverables and Timeline Table

Project Stage	Documents Required from Applicant	Description	Timeline (Business days)
Eligibility Verification	<ul style="list-style-type: none"> Account Number Affordable Housing Supportive Documentation 	<ul style="list-style-type: none"> Submit initial information to confirm eligibility. Send to Willdan at AMEEPDowntateComprehensive@willdan.com 	1-2 days
Sold	<ul style="list-style-type: none"> AMEEP Application Comprehensive Tool Signed and dated W9 for the incentive recipient <i>National Grid only:</i> Additional W9 required for utility account holder 	<p>Completed Comprehensive Tool includes the following:</p> <ul style="list-style-type: none"> Finalized Scope of Work Minimum Installation Requirements Measure Costs Installation Timeline Pre-Inspection Form/Workbooks Estimated Project Savings (optional at this stage) 	7-10 days
Initial Review	N/A	Willdan reviews project scope to confirm eligibility	5 days
Preliminary Incentive Offer Letter (PIOL)	Signed PIOL	Preliminary Incentive Offer Letter (PIOL) to be provided by IC and signed by the applicant	1-2 days
Pre-Inspection	<p>Before inspection:</p> <ul style="list-style-type: none"> Cutsheets Energy Savings Calculations <p>After inspection:</p> <ul style="list-style-type: none"> Cures for flags and fails, if applicable 	<ul style="list-style-type: none"> All proposed measure specification sheets Downtate Comprehensive Calculator, energy model, or other energy savings calculations accounting for all interactive effects Willdan to send PC with pre-inspection report with flags and fails 	<p>Willdan: 15 days to conduct and provide report</p> <p>PC: 5 days to cure any flags or fails</p>
Engineering Review	No specific documents required, but may need to respond to questions from engineering review	During the engineering review process, engineers may require clarification on assumptions, more information proposed scope. All the questions must be addressed.	10 days (additional 10 days might be needed if project required utility engineering review based on scope)
Notice to Proceed (NTP) (Committed)	N/A	Willdan issues an NTP for installations.	1-2 days
Installation	N/A	PC installs project scope	Up to 24 months, or according to the terms of the Notice to Proceed
Completion	<ul style="list-style-type: none"> Statement of Completion Final project invoice 	Documentation for completed measures for final incentive.	5 days
Post-Inspection	Cures for flags and fails, if applicable	Willdan to send PC with post-inspection report with flags and fails	<p>Willdan: 15 days to conduct and provide report</p> <p>PC: 5 days to cure any flags or fails</p>
Approval	N/A		2 weeks

APPENDIX B

1. Email AMEEPDownstateComprehensive@willdan to get assigned a Box Folder
2. Each Applicant will be provided access to the Box Folder
3. Box Folder will have upload documents to the box folder

Sample project folder:

- **Folder 1 and 2:** Documents required for project to be in the “Sold” Stage. Willdan will commence review once all the required documents are uploaded.
- **Folder 5.1 and 5.2:** All energy savings and proposed measure specification sheets must be submitted prior to pre-inspection. This is to prepare a detailed plan for pre-inspection and reduces emails/time to get NTP with installations.

- ☐ Name
- 1. Application Package - Application, W9, Affordable Housing Document
 - 2. Energy Audit Report and Comprehensive Tool
 - 3. Willdan Initial Review
 - 4. PIOL
 - 5.1 Energy Savings Calculations, Energy Model
 - 5.2. Cutsheets
 - 6. Preinspection
 - 7. Engineering Desk Review - Utility
 - 8. Engineering Desk Review - Willdan
 - 9. Measurement and Verification Plan (if applicable)
 - 10. Notice to Proceed
 - 11. Mid-Project Installation and Completion Documents
 - 12. Final Installation and Completion Documents
 - 13. Post Inspection
 - 14. Measurement and Verification Final (if applicable)