Affordable Multifamily Energy Efficiency Program (AMEEP)

Comprehensive Project Submission Guide – Downstate

October 2022

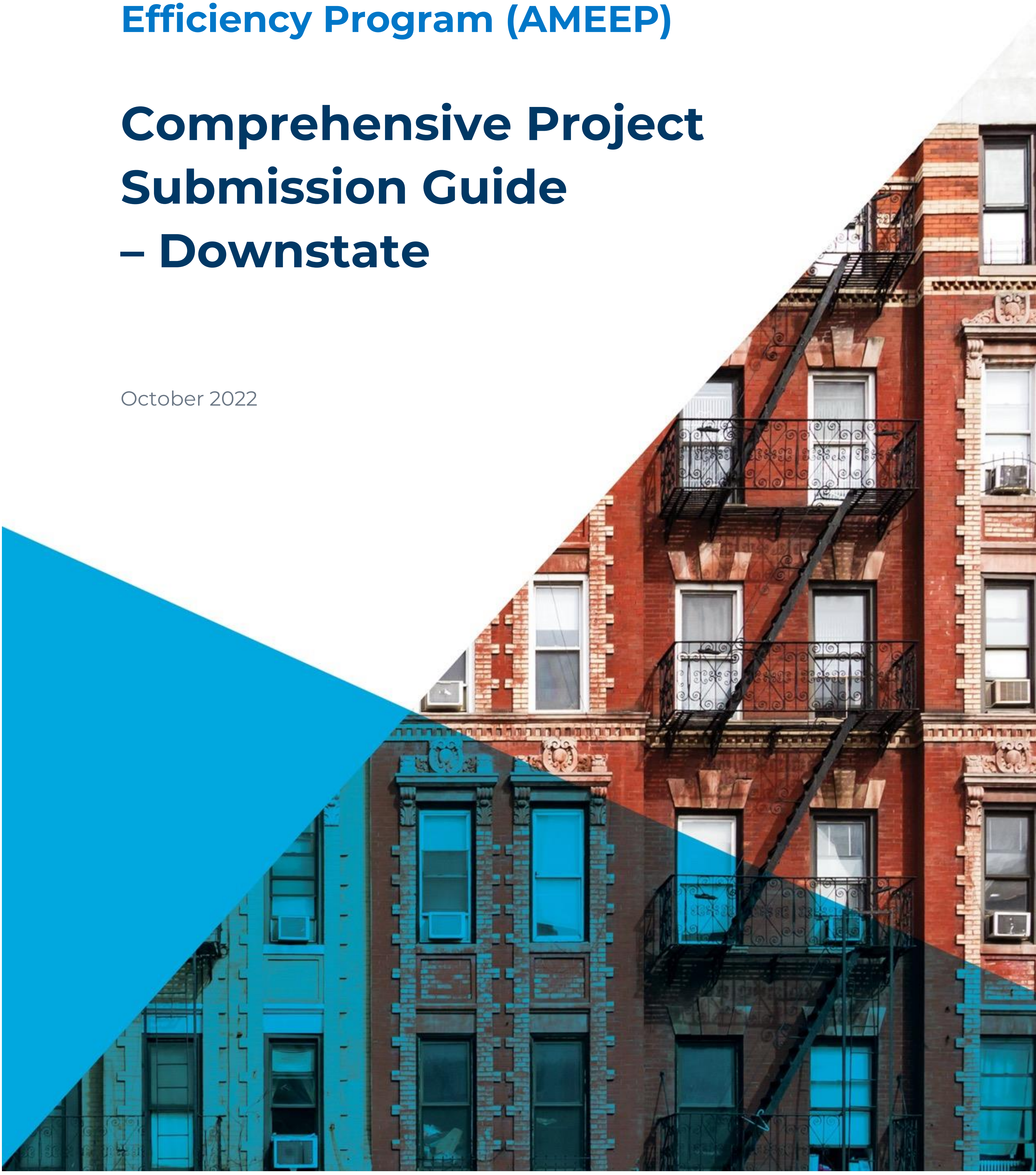


Table of Contents

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

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
COMPREHENSIVE PATHWAY				
Apply ▪ Check property's utility account eligibilities and the affordable housing eligibility ▪ Submit an initial application with preliminary documents	**Perform Technical Assistance** ▪ Choose an energy provider to support the development of the scope of work ▪ Energy provider works with the owner to develop the scope of work	**Finalize Scope and Initiate Project** ▪ Finalize the scope of work ▪ Receive a Preliminary Incentive Offer letter ▪ Design new systems, hire contractors, and submit cutsheets	**Execute Project** ▪ Pre-construction inspection ▪ Receive a Notice to Proceed ▪ Install equipment ▪ Receive a mid-project payment (optional)	**Complete Project** ▪ Submit completion paperwork ▪ Post-inspection and final engineering review ▪ Receive an incentive payment
NON-COMPREHENSIVE PATHWAY				
Apply ▪ Check eligibility ▪ Choose a contractor ▪ Submit application package	**Execute Project** ▪ Pre-inspection and initial engineering review ▪ Receive a Notice to Proceed / Preliminary Incentive Offer letter ▪ Install equipment	**Complete Project** ▪ Submit completion paperwork ▪ Post inspection and final engineering review ▪ Receive incentive payment		

Comprehensive Application Process

1. Eligibility Verification *(Willdan Timeline – 1 to 2 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 (500+ units)

Projects over 500 units require pre-approval from the utilities. Providers considering large projects should notify Willdan and provide the following supporting documentation:

- Complete application package (see "Sold" stage below)
- Scope of work (Comprehensive Tool)
- Final savings calculations and cut sheets

Large projects are 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 500+ unit project: 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. The scope of work change form must be submitted to revise scope after an engineering review. 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: Electric Service Provider	Gas Utility: Gas Service Provider		
Account Name *(as shown on your utility bill)*: Name on the Utility Bill	Account Numbers: Electric: Electric Account Number Gas: Gas Account Number		
Service Address *(as shown on your utility bill)*: Utility Service Address	City: New York	State: NY	Zip Code:
Building Address *(if different from Service Address)*: Contact Address	City: New York	State:	Zip Code:
New York City Building Block and Lot number (BBL)			

How did you hear about the program? ☐ Participating Contractor ☐ Event/Seminar ☐ Email or Mail ☐ Online Search ☐ Sales Rep ☐ Other

Additional detail (name of contractor, sales rep, event, etc.):

Is this a portfolio or campus of buildings? ☐ Yes ☐ No **Yes, if submitting campus style project**

If yes, please contact your utility (see page 5 for contact information).

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

2. Contact Information

Contact Title	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.)				
Other				

iii. Fill in Building Information.

3. Building Information

1. Ownership entity is: ○ Private (for profit) ○ Private (non-profit) ○ Public/municipal
2. Building is a: ○ Multifamily High Rise (8+ stories) ○ Multifamily Low Rise (1-7 stories) ○ Other:
3. If property includes rental apartments, please indicate the status: ○ Rent Controlled ○ Rent Stabilized ○ Other:
4. Total Number of dwelling units: 5. Number of buildings: 6. Number of boilers:
7. Number of floors (per building): 8. Elevator: ○ Yes ○ No 9. Square footage (per building): 10. Year built:

11. Heating fuel source *(check all that apply)*:	12. Electric meter type *(check all that apply)*:	13. Heating distribution system type:
○ Firm Gas ○ Electric ○ Steam	○ Master metered	○ 1-pipe steam ○ 2-pipe steam
○ Dual Fuel ○ Oil	○ Master metered with sub-meters	○ Hydronic (Hot water boiler)
○ Interruptible Gas	○ Direct metered	○ I don't know
○ Other *(specify)*:	○ Temporary electric account	

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

4. Income Eligibility

Check each statement that applies to the subject proposed project:

○ 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:

○ 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 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.

List all measures part of the comprehensive project

Is the proposed project a "comprehensive" project? To be comprehensive, buildings will need to complete upgrades recommended by an energy audit and meet a point minimum designated by the Program Manual (as defined below as part of the Terms and Conditions below).

○ Yes ○ No ○ I don't know **Confirm if building has completed energy audit or will require through NYSERDA Audit option**

Check which fuel type applies to the proposed project:

○ Gas ○ Electric ○ Other fuels *(please specify)*:

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

6. Technical Assistance (only applicable for comprehensive projects)

The following questions are only for customers proposing comprehensive projects. To be comprehensive, buildings will need to complete upgrades recommended by an energy audit and meet a point minimum designated by the Program Manual.

If a building has recently gone through an energy audit, then the building may be exempt from this requirement if the audit conducted meets the criteria set by the Program.

If a building does not have results from a recent energy audit, then the Program can provide technical assistance in this regard. Technical assistance provides funding for building energy audits that identify energy efficiency opportunities and develop an initial scope of work. See the Program Manual for more information on the technical assistance available.

1. Has an energy audit recently been completed for your building? ◯ Yes ◯ No
2. If yes, which of the following energy audits was conducted? ◯ Assisted walk through ◯ ASHRAE Level I ◯ ASHRAE Level II ◯ IPNA (Integrated Physical Needs Assessment) ◯ Other *(please specify)*:
3. If no: 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 ◯ Yes ◯ No
4. If you are interested in applying for technical assistance, we will need the following information about your building's energy cost and consumption

Annual Electricity Consumption (kWh):		Annual Electricity Cost ($):	
Annual Natural Gas Consumption (therms):		Annual Natural Gas Cost ($):	
Annual "Other" Fuel consumption (indicate unit)(if applicable):		Annual "Other" Fuel Type Cost ($) (if applicable):	
		Total Annual Energy Cost ($):	

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 the incentive checks.)

◯ 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 application

Payee Name (please print):	Payee Company Name:
Payee Title (please print):	Payee Address:
Account Holder Name (please print):	Account Holder Signature:
Account Holder Title (please print):	Date:

viii. Applicant must sign and date the Agreement application

8. Agreement

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.

Customer or Authorized Representative Name *(please print)*:	Title *(please print)*:	Date:
Authorized Signature:	Company Name:	

B. W9 (October 2018 version)

i. Incentive payee

ii. W9 must have the Tax Classification and ID filled out

iii. Must have selection for item 3

C. Energy Audit Report

Applicant must provide an energy audit report for the building if not applying for technical assistance from NYSERDA.

i. Submit a dated copy of an energy audit completed within the past five years.

ii. Qualifying audit must include description(s) of the energy efficiency measures from the audit's proposed scope of work that have already been started or completed.

- Audits between 5-10 years may also be accepted, depending on Program Administrator review and discretion.
- Acceptable Energy Audit Report types:

  a) ASHRAE Level I, I+, II

  b) Integrated Physical Needs Assessment (IPNA)

  c) NYC Local Law 87 audit

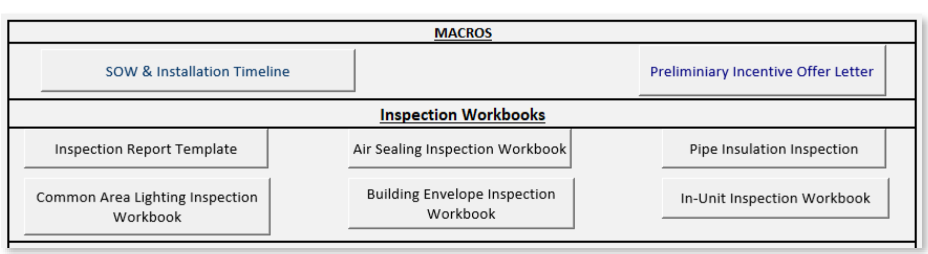
No-Energy Audit: If applicants do not have an existing eligible audit, they must select an Energy Service Provider, that can be a NYSERDA Multifamily Building Solutions Provider or a NYSERDA FlexTech Consultant, to complete their energy audit to identify energy efficiency opportunities and develop a scope of work. Funding for technical assistance is available as cost sharing through NYSERDA's FlexTech program. (See Section 3.1.8 of the NYS AMEEP Program Manual). A list of Energy Service Providers can be found here:

- NYSERDA Multifamily Building Solutions Provider
- NYSERDA FlexTech Consultant

D. 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.



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

a) Building Information

SECTION A: BUILDING INFORMATION			
A1 Building ID:	1	Implementer:	XYZ
A2 Work Order Selection:	A	Building SQFT:	1,234,567
A3 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		

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

SECTION B: UTILITY ACCOUNT INFORMATION			
Electric Provider:	ConEdison	Elec Service Address:	XYZ
B1 Electric Account #:	123456789123	Gas Service Address:	XYZ
B2 Electric Account Name:	XYZ	City:	NEW YORK
Gas Provider:	National Grid	State:	NEW YORK
B3 Gas Account #:	123456789123	Zip Code:	10001
B4 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 (feet):	10
C1 Affordable Verified Date:	1/1/2020	Number of Apartment Units:	100
		Number of Floors:	10

SECTION D: BUILDING SYSTEM INFORMATION			
Heating Equipment Type:	Hot Water Boiler - Steel Water	HVAC Type:	AC with Gas Heat
Heating Type:	Steam 2 Pipe	Cooling Type:	Window Units
DHW Fuel Type:	Gas	Fuel Type:	NGRID Firm Gas

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	9876543210	XYZ@XYZ.COM
Property Management Co.			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	9876543210	XYZ@XYZ.COM
Participating Contractor			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	9876543210	XYZ@XYZ.COM
Superintendent			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	9876543210	XYZ@XYZ.COM
NYSERDA Flex Tech Consultant/Energy Audit Consultant			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	9876543210	XYZ@XYZ.COM
Decision Maker			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	9876543210	XYZ@XYZ.COM
Other			
Company Name	Contact Name	Contact Phone	Contact Email
XYZ	XYZ	9876543210	XYZ@XYZ.COM

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

SECTION F: USAGE INFORMATION			
Annualized kWH Consumption:	1,000,000	Annualized Therm Consumption:	10,000
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:	11/15/2022	**Tentative Final Completion Date**	11/15/2023
G1 Tentative Mid Project Completion Date:	5/15/2023		

g) Assignment of Incentive*

SECTION H: ASSIGNMENT OF INCENTIVE	
Payee:	XYZ
Tax Payer ID:	123-456789
Payee Adress:	XYZ, NEW YORK

*All provided information must be consistent with program application.

iii. Measures Tab: Applicant must complete the Measures Tab to determine project eligibility, savings, and incentive. The tab has multiple sections:

a) Select "Yes" for measures identified in the energy audit and "Yes" for measures planned to be installed as part of the project scope. Please note: By default, "No" is selected for all measures.

Select Measures and Savings information from the energy audit				
		Measures		
Measure	Points	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

b) 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:

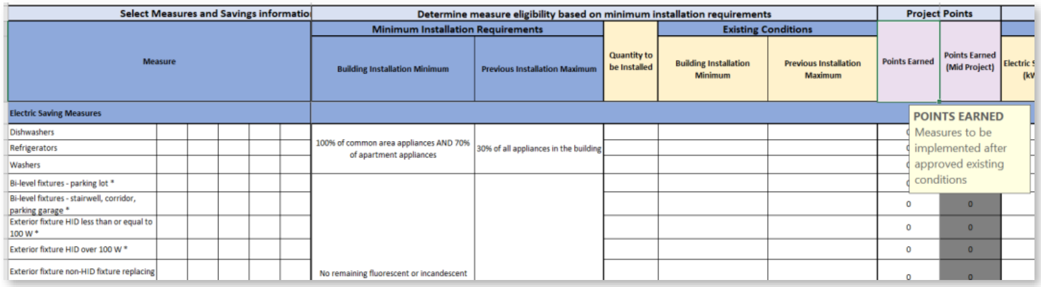
- Quantity of each measure
- Previous installation maximum*
- Building installation minimum*

Select Measures and Savings informatio	Determine measure eligibility based on minimum installation requirements				
	Minimum Installation Requirements			Existing Conditions	
Measure	Building Installation Minimum	Previous Installation Maximum	Quantity to be Installed	Building Installation Minimum	Previous Installation Maximum
Electric Saving Measures					
Dishwashers	100% of common area appliances AND 70% of apartment appliances	30% of all appliances in the building			
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	No remaining fluorescent or incandescent				

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

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

c) Points earned: Measures identified in the audit and qualified existing conditions will be included in the total project points earned. This is an autofill column.



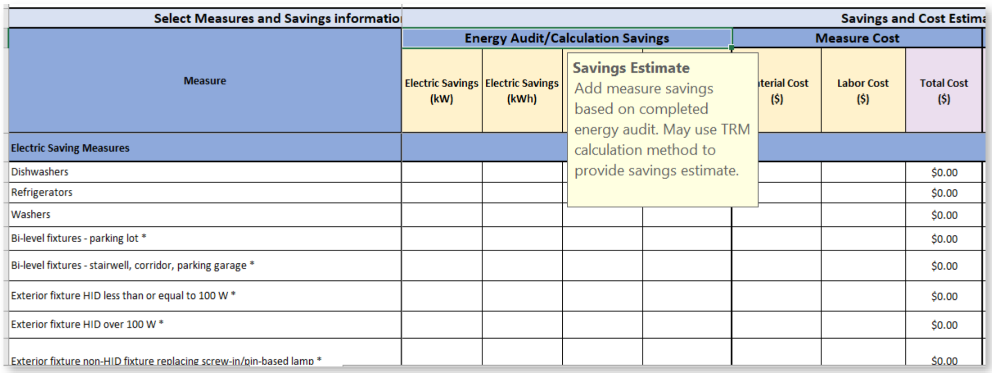
Select Measures and Savings informatio	Determine measure eligibility based on minimum installation requirements					Project Points		
	Minimum Installation Requirements			Existing Conditions				
Measure	Building Installation Minimum	Previous Installation Maximum	Quantity to be Installed	Building Installation Minimum	Previous Installation Maximum	Points Earned	Points Earned (Mid Project)	Electric S (kV
Electric Saving Measures								
Dishwashers	100% of common area appliances AND 70% of apartment appliances	30% of all appliances in the building						
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	

d) Energy Savings: These savings estimates are from the completed energy audit. If the savings information is not available on the audit report, utilize NYS TRM to estimate savings for measures which are part of the scope. The prescriptive tool for Con Ed and National Grid projects can be utilized for determining savings (Common Area Tool). The following columns need to be filled out:

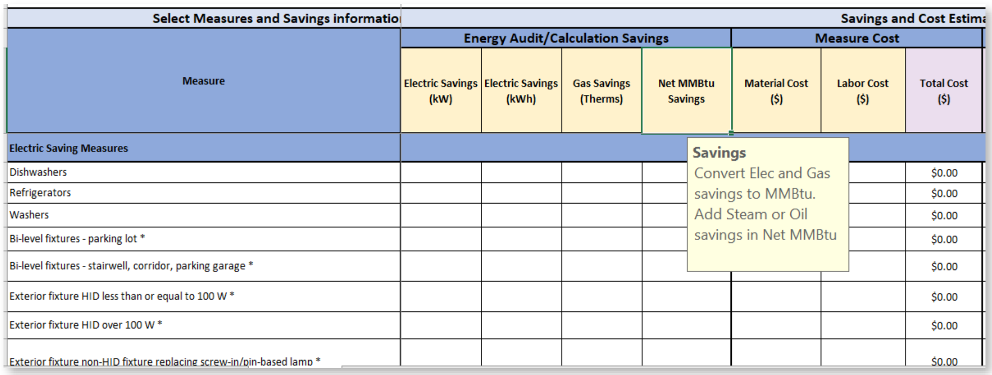
- Electric savings (kWh)
- Gas savings (Therms)
- Net energy savings (MMBtu): For measures with steam or oil savings, please convert Mlbs. of steam or gal of oil to net MMBtu.

e) Estimated Measure Costs:

- Material Cost
- Labor Cost



Select Measures and Savings informatio	Savings and Cost Estima						
	Energy Audit/Calculation Savings				Measure Cost		
Measure	Electric Savings (kW)	Electric Savings (kWh)			aterial 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 informatio	Savings and Cost Estima						
	Energy Audit/Calculation Savings				Measure Cost		
Measure	Electric Savings (kW)	Electric Savings (kWh)	Gas Savings (Therms)	Net MMBtu Savings	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

f) Program Verified Savings: Willdan and the Utility Engineering Team will verify the savings calculations and add final reviewed savings in this section.

g) Installation Timeline: Add measure installation timelines, installation start and completion dates.

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 reballasting, 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		

iv. 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

Special Case: Multifamily Performance Project (MPP) to AMEEP Projects: MPP projects which have not started any demolition or installations can apply to AMEEP. Applicants must submit required documents as well as supplemental documents from their MPP application. Supplemental documents include:

- Approved SAV-IT Tool
- MPP Energy Use Snapshot
- Initial Approval Email from MPP

MPP supplemental documents do not satisfy AMEEP application requirements for energy audit and energy saving calculations. A complete energy audit report and energy saving calculation are still required. Refer to **Appendix C** for MPP to AMEEP transition guidelines.

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 500+, utility approval is required. PIOL will be issued after the project has passed initial engineering review with the M&V team.

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

iv. Energy audit: This is part of the application package.

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.

5. Pre-inspection *(Willdan/Applicant Timeline – 12 days after signed PIOL is returned to Willdan)*

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. Out-of-order inspections shall not be conducted.

A. Documentation Requirements Prior to Pre-Inspection:

i. Energy Saving Calculations:

a) 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)

b) Excel-Based Model

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

c) 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. If a lead has approached the IC with a project without an audit, and the audit is subsequently performed by NYSERDA FlexTech, then the pre-inspection requirement may be waived

ii. 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)

iii. 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).

iv. See ‘AMEEP Inspection Guidelines’ in the NYS AMEEP Program Manual for information on pre-inspection requirements for specific measures.

v. Inspections will result in a “Pass/Flag/Fail.”

vi. Applicant resolves flagged/failed results within five (5) business days.

6. Engineering Desk Review I – Willdan *(Timeline – 2 weeks 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 and energy model.

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.

A. Energy Model Review:

i. Willdan confirm that proposed measures were identified in energy audit

ii. Willdan will verify inputs based on energy audit and scope

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

B. Excel-Based Calculation:

i. Confirm that proposed measures were identified in energy audit

ii. Verify inputs based on energy audit and scope

a) Includes billing data provided and entered in the model 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)

iii. Review savings to ensure that they are consistent with the scope, building and existing conditions

7. Engineering Desk Review II – CE or NG *(Timeline – 2 weeks)*

Con Ed and National Grid will complete 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

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. ***Applicant must sign and return NTP letter.***

C. ***Installation may begin only after the signed NTP is returned to Willdan.***

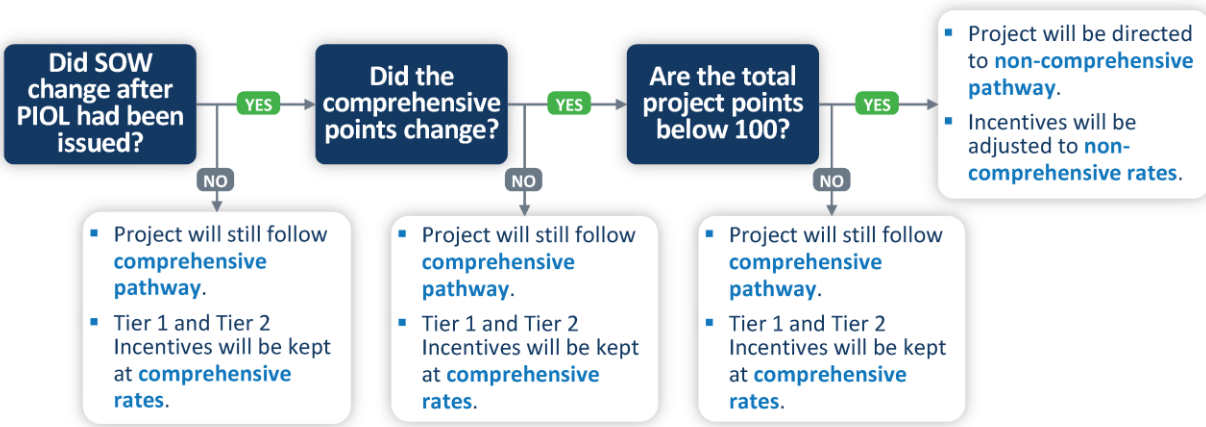
D. ***Any installations prior to NTP shall not be accepted as part of project scope.***

E. ***Applicant must confirm the installation timeline. In case of mid-project payment, installation details of scope to be installed must be provided.***

F. ***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 (nyserda.ny.gov/AMEEP).

Additionally, a revised PIOL will be issued if the scope changes after the project's pre-inspection and/or engineering review is completed.



A revised PIOL will be issued if the scope changes after the 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.

10. Installation

Comprehensive projects have two (2) years to complete the project and submit completion paperwork from the time the NTP is issued. 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 (Timeline – Applicant – 10-15 days)

A. ***Applicant to provide signed SOC; in case of mid-project payment, mid-project signed statement of completion must be provided.***

B. ***Detailed 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 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 *(Timeline – Willdan – 5-10 days)*

Once a signed statement of completion is received, the project will be scheduled for post-inspection. Out-of-order inspections shall not be conducted.

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.

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

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

ii. Project final review checklist is uploaded.

14. Incentive Payment

Estimated incentive payment timeline is six (6) weeks from the Willdan-acquired 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 Table

Document	Description	Stage in the Comprehensive Submission Guide
AMEEP Application	▪ Completed AMEEP Application ▪ Signed and dated W9 ▪ Energy Audit Report	Step 2
Initial Review	Completed Comprehensive Tool which includes the following: ▪ Finalized Scope of Work ▪ Minimum Installation Requirements ▪ Estimated Project Savings ▪ Measure Costs ▪ Installation Timeline ▪ Pre-Inspection Form/Workbooks	Step 3
Signed PIOL	Preliminary Incentive Offer Letter (PIOL) to be provided by IC and signed by the applicant	Step 4
Cutsheets, Energy Model/Energy Savings Calculations	▪ All proposed measure specification sheets ▪ Energy model and/or energy savings calculations accounting for all interactive effects	Step 5
Engineering Review Q&A	During the engineering review process, engineers may require clarification on assumptions, more information proposed scope. All the questions must be addressed.	Step 6
Notice to Proceed (NTP)	Willdan issues an NTP for installations. The document must be reviewed, signed and returned to Willdan.	Step 9
Mid-Project Incentive Statement of Completion (SOC)	This form needs to be filled out by the applicant and submitted to Willdan if requesting a mid-project incentive payment. This form should list the completed measures that make the project eligible for a mid-project incentive payment (measures making up at least 60% of a project's points need to be installed).	Step 11
Inspection Form for Mid-Project Incentive Post-Inspection	Documentation to confirm installed measures for the mid-project incentive payment have passed post-inspection. This is filled out by the inspector and submitted to the utility's IC.	Step 12
Statement of Completion	Documentation for completed measures for final incentive. This must be submitted to the utility's IC.	Step 11
Inspection Dorm for Post-Inspection	Documentation to confirm installed measures have passed post-inspection. This is filled out by the inspector and submitted to the utility's IC.	Step 12

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. Engineerging 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)

APPENDIX C

Transitions of MPP Projects to AMEEP for MPP Project That Request It

Transition Rules

Multifamily Performance Program (MPP) projects can transition to the Affordable Multifamily Energy Efficiency Program (AMEEP) as long as they have not received any incentives from NYSERDA for the MPP project. As a proxy, the Program Administrators will use MPP's Notice to Proceed to Construction (NTPC) to determine eligibility for transferring from MPP to AMEEP:

- If a MPP project has not received a NTPC from NYSERDA, and the project meets AMEEP requirements (e.g., meets the 100-point threshold), the project can transfer.
- If the project has received a NTPC from NYSERDA and their first incentive payment from NYSERDA, they must complete the project under MPP.
- Projects that have received an NTPC, but no incentive payment will be assessed on a case-by-case basis by NYSERDA. This would mean that the project received the NTPC very recently and that the payment has not been processed yet. These projects should be able to transfer to AMEEP if they have not yet begun construction. These projects would need to confirm that they meet AMEEP program requirements, receive a pre-inspection from the AMEEP program, and follow the AMEEP program process through the issuance of an NTP before construction may begin.

Note: The NTPC is the first milestone for which NYSERDA provides incentives to an MPP project. The NTPC is provided to a project after their audit is complete and when their scope of work is approved.

Proposed Process to Transfer Projects

1. NYSERDA will inform MPP providers and eligible Participants they can transfer their project to AMEEP if they wish to do so as long as they have not received an NTPC.
    a. Participants that wish to transfer their project will be directed to reach out to their Multifamily Buildings Solution Provider (Provider)
    b. Provider will be directed to reach out to their NYSERDA Project Manager (PM)
2. If a project signals they're interested in transferring:
    a. NYSERDA will provide the Provider and Participant with the information NYSERDA has on file in an email stating that the project was qualified as LMI. Documentation might include, as applicable for a particular project:
        i. Affordability Proxy or Rent Roll
        ii. Application Information
        iii. Energy Use Snapshot
        iv. Latest draft of the SAV-IT
    b. The Provider will transfer this email to the project's utility IC and will copy their NYSERDA project manager. The main objective here is to have the Provider (Owner's Rep) share the information with the utility instead of NYSERDA. Because the Provider provided it to NYSERDA, they should have all the information listed above, but it might make it easier for them and the utility's IC to create a package.

3. The IC will confirm the eligibility of the project and scope to the provider and will copy the NYSERDA Project Manager.
4. After the AMEEP application has been approved (as indicated by the issuance of the Preliminary Incentive Offer Letter), the Provider will request the cancellation of the MPP project and NYSERDA will cancel the MPP project.

Savings

Because the projects will be transferred before any incentives are paid out, all savings associated with the projects transferred from MPP to AMEEP will be claimed by AMEEP. MPP will not claim any savings.

Questions & Answers:

Q: What happens if the scope does not qualify for the Comprehensive Pathway of AMEEP or the AMEEP application is not approved?

A: The project can continue through completion with MPP.

AMEEP requires an audit

Q: If the audit has been completed following MPP standards, can the project use the MPP audit to satisfy the AMEEP audit requirement?

A: Yes. As NYSERDA will likely not have a SAV-IT (standardized scope of work Excel tool) approved, utilities might want to ask the Provider to confirm that the audit meets MPP requirements.

Q: If the audit work has begun following MPP standards, but has not yet been completed, can the audit be completed following MPP standards to satisfy the AMEEP audit requirements?

A: Yes.

Q: Can the project enroll into FlexTech to benefit from the audit cost share?

A: The project can enroll into FlexTech to get support it the audit has not yet been done.