**Application Submittal Checklist**

**Existing Buildings Version 8 – Comprehensive and High Performance**

This checklist is intended to assist in completing this submittal correctly; it is not meant to replace any requirements or statements listed in the Application itself.

|  |
| --- |
| **Project Information Form**Used to gather information about the project all in one place simplify data entry into CRIS. The Project Information Form will not be uploaded to CRIS. |
|  | Complete all sections of the Project Information Form.  | Completing all sections will allow you to submit a complete application for quicker processing. |
|  | Property Owner / Company Name  | The Company name must match exactly between the Terms and Conditions and the W9. |
|  | Federal Tax ID Number (TIN) | The Federal Tax ID must match exactly between the Terms and Conditions and the W9. |
|  | Utility Details | Is the project converting to firm gas? If so, complete the utility details section with the current heating fuel configuration and select “firm gas conversion”.  |
|  | Double check the number of units. | Make sure this is correct – it affects the incentives. |
|  | Are there more than 499 units in the project? | If yes, has this project been pre-approved by NYSERDA? Projects 500+ units must be pre-approved. |
|  | Related Non-NYSERDA Programs | Has the project participated in utility programs in the past year? |
|  | Number of buildings  | If more than one building, did you enter them all into CRIS? |

|  |
| --- |
| **Terms and Conditions** |
|  | Use the July 2017 version of the Terms and Conditions. | Check the footer – only the July 2017 version will be accepted. |
|  | Does the Project Name match the Project Information Form?  | Use the same Project Name on all documents. |
|  | Does the Company name match the Project Information Form and W9? | The Company name must match exactly between the Terms and Conditions and the W9. |
|  | Does the person signing have the ability to bind the organization into contract?  | Are they a legal signatory for the organization? A legal signatory may be different than the person running the project. |
|  | Upload the Terms and Conditions to CRIS. | Upload the entire document, not just the signature page. |
| **W9** |
|  | Did you complete the form electronically? | Due to issues with legibility, NYSERDA does not accept hand-completed forms. All sections but the signature must be typed. |
|  | Is the Company name correct? | Is the form of organization correct (e.g. LLC, Corp., etc.)? |
|  | Is the Federal Tax ID Number (TIN) correct? | The Federal Tax ID must match exactly between the Terms and Conditions and the W9. |
|  | Does the Company name match the Project Information Form and Terms and Conditions? | The Company name must match exactly between the Terms and Conditions and the W-9. |
|  | Upload the W-9 to CRIS. | This must be uploaded to CRIS. |
| **Affordable Housing Documentation** |
|  | Upload the Affordable Housing Documentation to CRIS. | The Project Information Form has guidelines on demonstrating affordability. This must be uploaded to CRIS. Projects that cannot demonstration the affordable housing requirements are ineligible.  |
| **Terms and Conditions Addendum (High Performance Component only)**  |
|  | Does the Company name match the Project Information Form and Terms and Conditions? | The Company name must match exactly between the Terms and Conditions and the W9. |
|  | Does the person signing have the ability to bind the organization into contract?  | Are they a legal signatory for the organization? A legal signatory may be different than the person running the project. |
|  | Does the Project Name match the Project Information Form? | Use the same Project Name on all documents. |