


Multifamily Performance Program – Existing Buildings Component

Scope Change Requests: Updating the Energy Reduction Plan

A Scope Change request is required when the installed scope of work will differ from the approved scope of work in the Energy Reduction Plan. Any changes in the approved work scope that affect the overall project savings or the measures included in the scope must submit a *Scope Change Request* to NYSERDA.

Use this document to determine the steps needed to update the Energy Reduction Plan. The steps differ depending on the version of the Energy Reduction Plan tool. Required documents for submission include a Scope Change Cover Sheet, Updated ERP Tool, and an updated modeling file (where applicable). Submit all documents to multifamilyprograms@nyserda.ny.gov.

Version 5.1

Standard Path Projects	Fast Track Projects
<ol style="list-style-type: none">1. 'Measure Descriptions' and 'Detailed Measures' tabs - Revise the measure list (and savings if the model was redone).2. To remove a measure, either delete the contents of the row and leave it blank, <u>or</u> COPY the information up.	<ol style="list-style-type: none">1. 'Measure Selection' tab - Update selected measures to reflect the new work scope.2. 'Measure Selection' tab – Press the 'Generate/Update Measure Input' button.3. 'Type 1' input tab - Update measure data to reflect new/changed measures. NO changes are needed on this tab for removed measures.4. 'Measure Description' tab – Click the 'Compile Measures' button.5. Update 'Measure Descriptions' to line up with new measure list.* Modify or add measure descriptions as required.6. 'Detailed Measures' tab - Update the measure cost, quantities, previously installed, measure lives, and existing equipment year of manufacture. This allows for an accurate update to the 'Benchmarking Tool' tab. <p> *Never delete any rows or cells or use the Drag and Drop function. Deleting cells will result in extreme data loss in the tool. Instead, use the Copy and Paste or "Clear Contents" function.</p>

Versions 5.2, 5.2.1, 5.3, 6.1, 6.2

Updating a New TREAT Model	No Update to the TREAT Model	Any Non-TREAT Projects (eQUEST, etc.)	Fast Track Projects
<ol style="list-style-type: none"> 1. Paste the new model results in the 'Model1.csv' tab. 2. 'TREAT Summary' tab - Update index #s as appropriate. 3. 'TREAT Summary' tab - Update Measure names in summary table. 4. 'Measure Savings ERPT' tab – Click the 'Calculate Savings' button. 5. 'Measure Description' tab – Click the 'Compile Measures' button. 6. 'Measure Description' tab – Update Measure Descriptions to align with new measure list.* 7. 'Measure Summary' tab - Update the quantities, previously installed, measure lives, and existing equipment year of manufacture. This allows for an accurate update to the 'Benchmarking Tool' tab. 	<ol style="list-style-type: none"> 1. 'TREAT Summary' tab - Remove the index # for the removed measure. 2. 'TREAT Summary' tab - Update Measure names in summary table. 3. 'Measure Savings ERPT' tab – Click the 'Calculate Savings' button. 4. 'Measure Description' tab – Click the 'Compile Measures' button. 5. 'Measure Description' tab – Update Measure Descriptions to align with new measure list.* 6. 'Measure Summary' tab - Update the quantities, previously installed, measure lives, and existing equipment year of manufacture. This allows for an accurate update to the 'Benchmarking Tool' tab. 	<ol style="list-style-type: none"> 1. 'Measure Savings ERPNT' tab - Enter the new savings and list of measures. 2. 'Measure Description' tab - Click the 'Compile Measures' button. 3. 'Measure Description' tab - Update Measure Descriptions to align with new measure list.* 4. 'Measure Summary' tab - Update the quantities, previously installed, measure lives, and existing equipment year of manufacture. This allows for an accurate update to the 'Benchmarking Tool' tab. 	<ol style="list-style-type: none"> 1. 'Measure Selection' tab - Update selected measures to reflect the new work scope. 2. 'Measure Selection' tab – Press the 'Generate/Update Measure Input' button. 3. 'Type 1' tab - Update measure data to reflect new/changed measures. NO changes are needed on this tab for removed measure. 4. 'Measure Savings FT' tab – Click the 'Calculate Energy Savings' button. 5. 'Measure Savings FT' tab – For new or revised measures, update the blue/orange cells. 6. 'Measure Description' tab – Click the 'Compile Measures' button. 7. 'Measure Description' tab – Update measure descriptions to align with new measure list.* Modify or add measure descriptions as required. 8. 'Measure Summary' tab - Update the quantities, previously installed, measure lives, and existing equipment year of manufacture. This allows for an accurate update to the 'Benchmarking Tool' tab.



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