

Web ProForma Tool

User Guide

For Participating Contractors

August 2022



NYSERDA

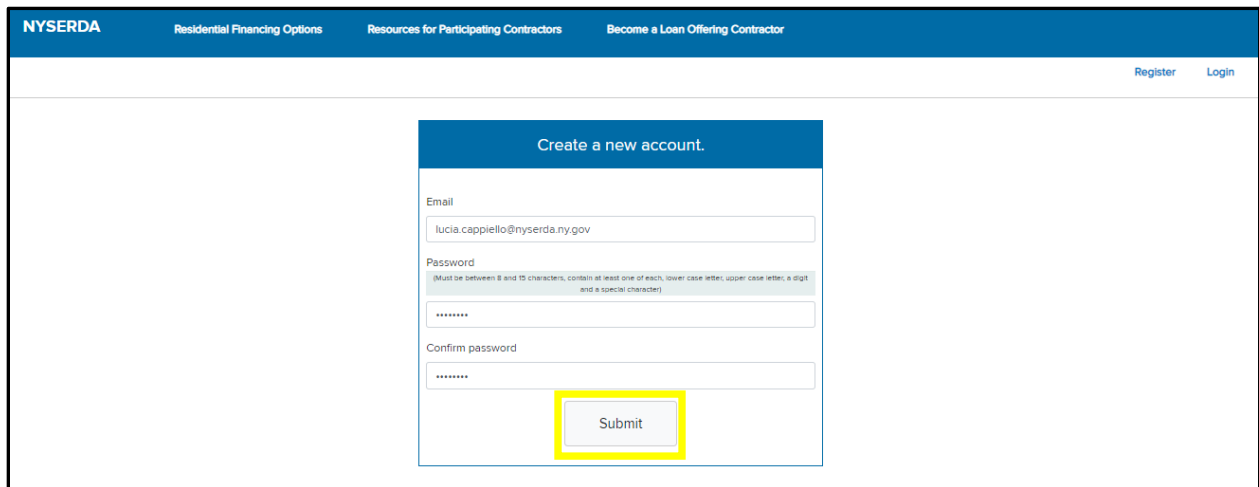
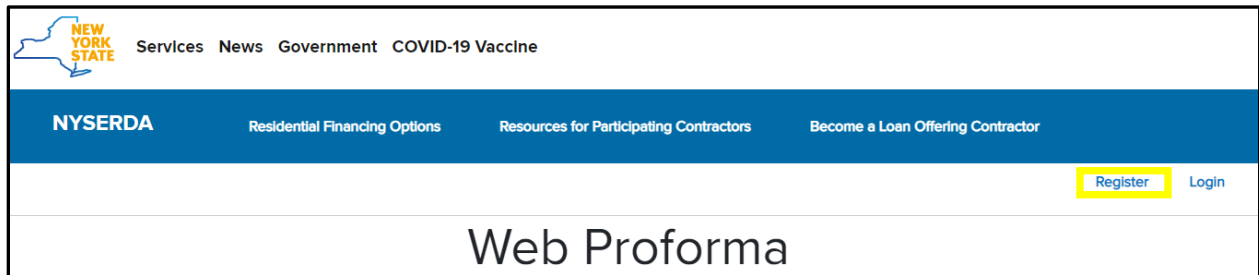
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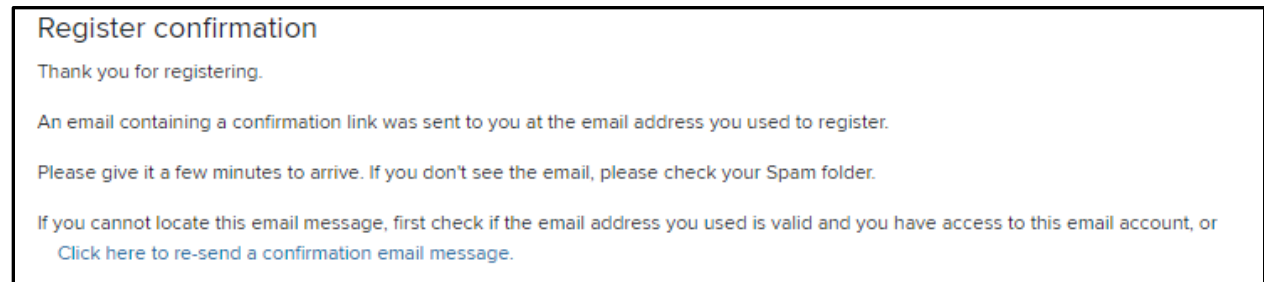
Getting Started

The ProForma Tool is used to determine what loan options an energy efficiency or renewable energy project is eligible for. Contractors must ensure that all required information in the ProForma is complete and correct. This is important as the information contained in the ProForma is used along with the customer’s application to generate the customer's loan documents. Incorrect or incomplete information will postpone loan approval. NYSERDA will require a new ProForma if the customer decides to change the loan type, project, size, etc.

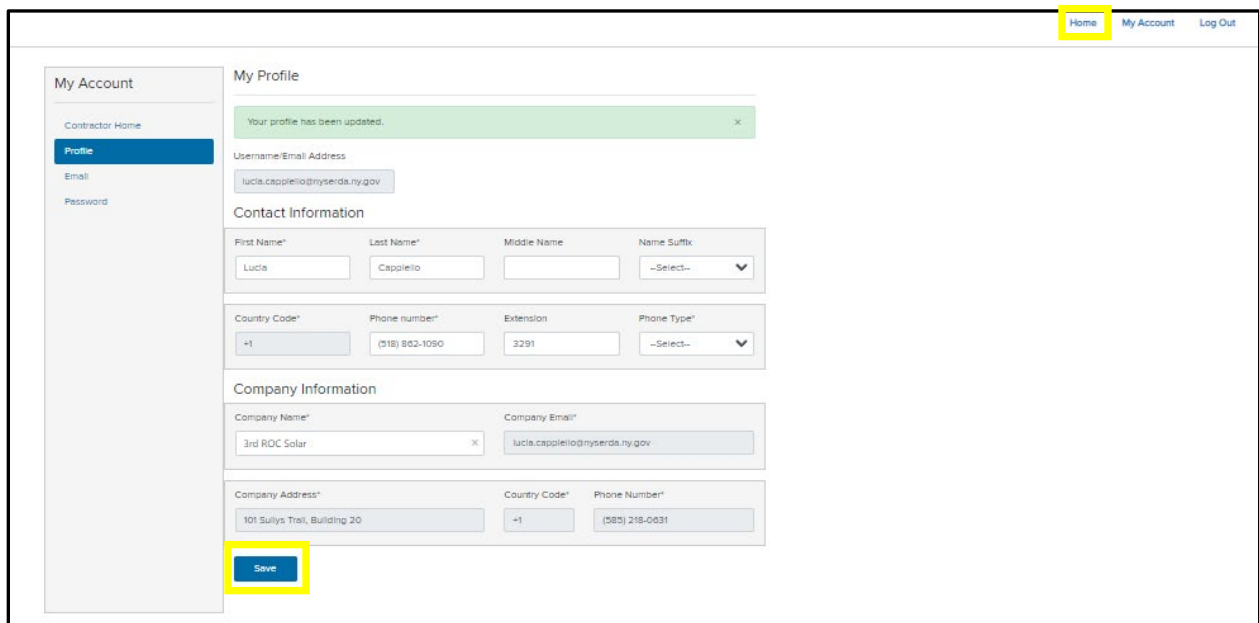
To begin using our Web ProForma you must first register for an account. Click the Register link (highlighted in yellow below) and follow the instructions provided on the next page to setup your account. Once you’ve entered your email and desired password hit Submit.



When you hit submit and have successfully created an account you will receive the following message, along with a confirmation email that you will need to use to verify your new account:



Once verified through the link you will be asked to log in and finish creating your user profile. Add information to each of the starred fields and select your associated company from the preloaded list of approved contractors. If your company is not appearing on the list, reach out to Residential.Financing@nyserda.ny.gov. When you have entered all the required profile information hit the save button at the bottom of the page. Once saved, click the Home button at the top of the page.



Starting a New ProForma

Once you are on the home page you can create new ProFormas and view any existing ProFormas that you have started or have completed.

1. To create a new ProForma, click on the "+ Create New ProForma" button from the top of the page. The first page that you will be brought to is where you will input the general customer information and where you will upload the energy savings or audit tool

documentation. Each page will have question marks that you can click to get information regarding exactly what the field is asking you to provide.

- Enter a distinguishing name for the ProForma
- Enter the customer's name
- Enter the customer's install address
- Enter the customer's utility information
- Enter the customer's loan application date. **THIS IS IMPORTANT TO DETERMINE IF THE CUSTOMER IS SUBJECT TO ANY PROGRAM CHANGES THAT MAY BE IMPLEMENTED. PLEASE ENTER CORRECTLY.**

The screenshot shows a web form with the following sections and fields:

- Proforma Description**: A text input field containing "test1".
- Homeowner Information**:
 - First Name***: Text input field.
 - Address***: Text input field.
 - Name Suffix**: Dropdown menu with "--Select--".
 - Email Address**: Text input field.
 - Customer Electric Utility***: Dropdown menu with "--Select--".
 - Customer Gas Utility***: Dropdown menu with "--Select--".
 - Loan Application Date**: Date picker showing "07/08/2022".
 - No Heat Situation**: A checkbox labeled "No Heat Situation" is highlighted in yellow. A tooltip is open over it, stating: "No Heat Situation Help: With the exception of natural gas HVAC equipment, the Program will no longer finance fossil fuel HVAC equipment except in a 'no heat' situation for Low to Moderate Income (LMI) customers (customers with a household income of less than or equal to 80% of the Area Median Income). A 'no heat situation' is defined as a home where the primary heating source is inoperable, and the home cannot be served by the Home Equipment Repair and Replacement (HERR) program. Market rate customers (customers with household income > 80% AMI) will not be eligible for the 'no-heat exception'".
- Energy Audit Tool Documentation**: A "Select files..." button.

2. You can also save your progress from this point on by clicking the Save button on the bottom lefthand side of the page.
3. For Assisted Home Performance with ENERGY STAR® (AHPwES) and Market Rate Energy Efficiency Projects: ***If your customer is in a No Heat situation you must select the No Heat Situation box on this page.*** A "no heat situation" is defined as a home where the primary heating source is inoperable, and the home cannot be served by the Home Equipment Repair and Replacement (HERR) program. Market rate customers (customers with household income > 80% AMI) will not be eligible for the "no-heat exception"

- Once you have entered the required customer information and uploaded the [Energy Audit Tool or Energy Savings Workbook](#) documentation, select the next button (note: for AHPwES customers upload a screen shot of the EmpCalc savings page).

Once you have entered the general customer information you will now be able to enter the project related information:

- Select a Project Type by clicking on the program that the project is associated with. If the project is a mixed project, such as EE and PV, select both associated programs.
- Add Project Measures. To begin adding project measures, start typing in the Search for measure... box (highlighted) below. Doing so will bring up a list of measures from which you will be able to select your measures from.

Project Types

Comfort Home Projects
 Assisted Home Performance with ENERGY STAR® (AHPwES) Projects
 Market-Rate Energy Efficiency Projects
 NYS Clean Heat Air Source Heat Pump Program Projects
 Solar Projects
 NYS Clean Heat Ground Source Heat Pump Program Projects

Project Measures

Category	Measures Eligible for Loans	Efficiency Requirements	Measure Life (Years)	Pre-Qualified Measure	No Heat Measure	Notes	Measure Costs	First Year Savings	Actions
Primary Heating and Cooling System	Air Source Heat Pumps	See NYS Clean Heat Program for requirements.	15	Yes	No		\$16,000.00	\$1,400.00	

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1 - 1 of 1 items

Total Measure Costs: \$16,000.00
Total First Year Savings: \$1,400.00

- Selecting a Project Measure from the list will bring up a Project Measure Details pop-up. In this pop up you will enter the Measure Cost, First Year Dollar Savings, and any measure related notes.
 - Measures will come from the customer’s [Energy Audit Tool or Energy Savings Workbook](#).
 - All starred fields will need to be entered for each measure.
- You will need to add each measure associated with the project (everything that is entered in the projects’ [Energy Audit Tool or Energy Savings Workbook](#)), as well as the Measure Cost and First Year Dollar Savings associated with each measure, and click Save before exiting the pop-up.

Project Measure Details x

Category: **Primary Heating and Cooling System**

Measure Eligible for Loan: **Air Source Heat Pumps**

Efficiency Requirements: **See NYS Clean Heat Program for requirements.**

Measure Life (Years): **15**

Pre-Qualified Measure: **Yes**

No Heat Measure: **No**

Measure Costs*:

First Year Dollar Savings*:

Notes: (max 300 characters)

Cancel
Save

5. After all of the associated measures have been added, you will need to complete the Energy Savings section of the page.
 - All of this information will come from the customer's [Energy Audit Tool or Energy Savings Workbook](#).
 - PV projects will need to have information in the Annual kWh Produced by Solar System field, as well as the Installed Capacity (kW) field.
 - Air Source Heat Pump projects should (almost always) have a negative figure in the kWh Savings field, and should always have positive savings in at least one of the other listed fields. The exception to this is for a project that is going from baseboard electric heat to ASHP, in which case there should be a positive figure in the kWh Savings field.
 - All other project types should have positive savings in at least one fuel type field.
 - Any project creating a fuel switch must select yes in the Fuel Switch? field.

6. Once all of the project measures and project savings have been added to the page hit Save and then Next to move to the next page.

The next page is the last that you will have to enter for the ProForma. Here you will enter all of the financing related information and finalize the loan eligibility for the project. All of the non-greyed fields will need to be completed on this page. You will also need to select which loan options are being requested for this project (i.e. is this project requesting a Companion Loan in addition to an OBR or SEL loan). The [GeoEligibility tool \(linked under the Term Loan Interest Rate field selection box\)](#) will also need to be used in order to check which interest rates the customer will qualify for based on the customer's address. Some notes on this section:

- **Reminder that most fields have blue and white question marks next to them that provide a short explanation of what information the field should be completed with.**
- **GJGNY Loans Currently Used:** Does customer currently have an existing GJGNY loan outstanding that was used to fund a previous project?
- **GJGNY Loan Outstanding Balance:** Enter the outstanding principal balance of the existing GJGNY loan – Customer can contact Concord Loan Servicing at 1-800-685-8736 or at resolutions@concordservicing.com to get the current outstanding balance of the existing GJGNY Loan. Amount will be verified by Slipstream.
- **GJGNY Available Funds:** This is the current GJGNY Loan amount available to pay for Proposed Project Costs. This will be auto calculated.
- **Less: Companion Loan:** Companion Loans are only available if the aggregate GJGNY Loan Amount is greater than \$25,000. If the customer's costs exceed the GJGNY Loan amount and the customer would like a Companion Loan enter the amount in the Companion Loan box.

- New GJGNY Loan Amount for Proposed Project Costs: The amount of the GJGNY Loan to pay for the Proposed Project Costs calculated as the Sum of Total Cost of Project minus 'Less: Incentive used to reduce Total Cost of Project' minus 'Less: Customer Contribution' minus 'Less: Companion Loan'
- Aggregate GJGNY Loan Amount: GJGNY Loan Outstanding Balance plus New GJGNY Loan Amount for Proposed Project Costs must be greater than \$1,500 and less than \$25,000.
- LESS: Value of Federal/State/NYC Tax Abatement Credits: Federal income tax credits, New York State income tax credits and NYC Real Property Tax Abatement may be available for certain technologies. More information can be found on the Residential Financing Options web page under Renewable Energy Tax Credit Bridge Loan.
- LESS: Avoided Replacement Costs: *Industry Standard Practice Replacement Cost (as applicable). For projects replacing equipment/systems at failure or at the end of useful life or early-replacement of such equipment/systems, the current cost of replacing the system with a like-system following industry standard practice is permitted to be included in the Payback/SIR calculation as a reduction of the consumer's investment. This adjustment is not applicable for projects/measures that are not replacing current equipment/systems or avoiding replacement of such equipment/systems in the future.

Project Information

GJGNY Loans Currently Used:	No
GJGNY Loan Outstanding Balance:	\$0.00
GJGNY Available Funds:	\$25,000.00
Proposed Project Cost:	\$16,000.00
\$150 Processing Fee Financed?:	Yes
Total Cost Of Project:	\$16,150.00
Less Incentive(s) used to reduce Total Cost of Project:	\$4,000.00
Less: Customer Contribution:	\$0.00
Less: Companion Loan:	\$0.00
Companion Loan Interest Rate:	Select Interest Rate
New GJGNY Loan Amount for Proposed Project Costs:	\$12,150.00
Aggregate GJGNY Loan Amount:	\$12,150.00
Is Customer requesting Bridge Loan for Tax Credits?:	No
GJGNY Bridge Loan Amount:	\$0.00
Bridge Loan Interest Rate:	Select Interest Rate
Bridge Loan Term Length:	2 Years
GJGNY Term Loan Amount:	\$12,150.00
LESS: Value of Federal/State/NYC Tax Abatement Credits:	\$0.00
LESS: Avoided Replacement Costs:	\$0.00
Net Customer Cost/Investment:	\$12,150.00
Health/Safety, non-prequalified, and other ancillary measures included in project costs:	\$0.00
Term Loan Interest Rate:	3.99% - SEL Pay by Check Geo Eligibility Tool link
First Year Energy Savings:	\$1,400.00
Average Measure Life (Years):	15.00

Loan Eligibility Criteria

	On-Bill Recovery (OBR) Loan			Smart Energy Loan (SEL) Autopay			Smart Energy Loan Pay (SEL) By Check		
	5 Year	10 Year	15 Year	5 Year	10 Year	15 Year	5 Year	10 Year	15 Year
Passes All Criteria?	FAIL	PASS	PASS	PASS	PASS	PASS	PASS	PASS	PASS
Loan Principal >= \$1,500 and <= \$25,000	True	True	True	True	True	True	True	True	True
Total Loan <= \$13,000	True	True	True	True	True	True	True	True	True
Measure Life >= Loan Term	True	True	True	True	True	True	True	True	True
Simple Payback Period <= 15 Years	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Payback Period	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Health & Safety < 50% of Loan	True	True	True	True	True	True	True	True	True
1/12 rule: Monthly Savings - Monthly Loan Pmt > 0	False	True	True	N/A					
1/12 rule: Monthly Savings - Monthly Loan Pmt	-104.21	0.22	3718						
Cost of Measures Linked to Loan Offer <= 15% of Total Loan Cost	N/A			True	True	True	True	True	True
SIR >= 0.8	N/A			True	True	True	True	True	True
SIR Lifetime Saving / Net Customer Cost	N/A			1.77	1.82	1.88	1.77	1.82	1.88

Once all the finance-related project information has been added, the Loan Eligibility Criteria table will show which loan options and term lengths the project will be eligible for. The table will use the information provided throughout the ProForma to determine the project's eligibility for each loan type.

Edit a ProForma

You are able to edit any ProForma that has been started, saved, and not finalized at any time. From the Home Screen, find the ProForma that you would like to enter and hit the Edit button.

Contractor Home

+ Create New Proforma

Homeowner	Address	Description	Status	Create Date	Actions
Smith, Joe	123 South St, Glens Falls, NY, 12801, USA	Test2	Draft	07/19/2022	Edit Remove
Dog, Zoey	123 Broadway, Albany, NY, 12204, USA	test1	Finalized	07/08/2022	View/Download

Once you've entered into the selected ProForma you can make edits throughout the document as needed. This includes any necessary changes that you may need to make to entered project measures. To edit project measures, click the blue pen-in-box button to the right of the measure.

Project Measures

Search for measure...

Category	Measures Eligible for Loans	Efficiency Requirements	Measure Life (Years)	Pre-Qualified Measure	No Heat Measure	Notes	Measure Costs	First Year Savings	Actions
Building Shell	Replacement Windows	U Value 0.28; SHGC .032; Air Leakage ? 0.3 CFM/ft^2. Including Jalousie window. May be subject to SHPO review.	20	No	No		\$1,200.00	\$300.00	

1 - 1 of 1 items

Finalize a ProForma

Confirm that everything entered is correct before moving on. Once confirmed, select the loan terms the customer is requesting. Save the ProForma one final time and then hit Finalize when you are ready to do so. You will not be able to finalize a ProForma if there is missing information – an error message will be displayed telling you which information must be completed to finalize the ProForma.

Loan Terms

Please select the loan terms the customer is requesting

GJGNY Loan Term Length: Companion Loan Term Length:

1. After you have finalized the ProForma, a summary page will be generated that will include all of the eligible measures, savings, loan amounts, and the loan eligibility determination.
2. You will have to then click on the Download ProForma button at the top of the page in order to convert the ProForma to a PDF.
3. After downloaded, you will need to send the completed PDF to Slipstream.
 - Upload the completed PDF to VelocityGO or email it to workslope@energyfinancesolutions.com

Proforma Summary

Homeowner Information

First Name: Zoey Last Name: Dog Name Suffix:

Address: 123 Broadway, Albany, NY, 12204, USA Email Address:

No Heat Situation? No

Customer Electric Utility: National Grid Zone A Customer Gas Utility: National Grid

Loan Application Date: 1/1/0001 12:00:00 AM Loan ID Number:

Description

test!



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