Affordable Multifamily Energy Efficiency Program (AMEEP)

Comprehensive Project Submission Guide – Downstate

July 2024

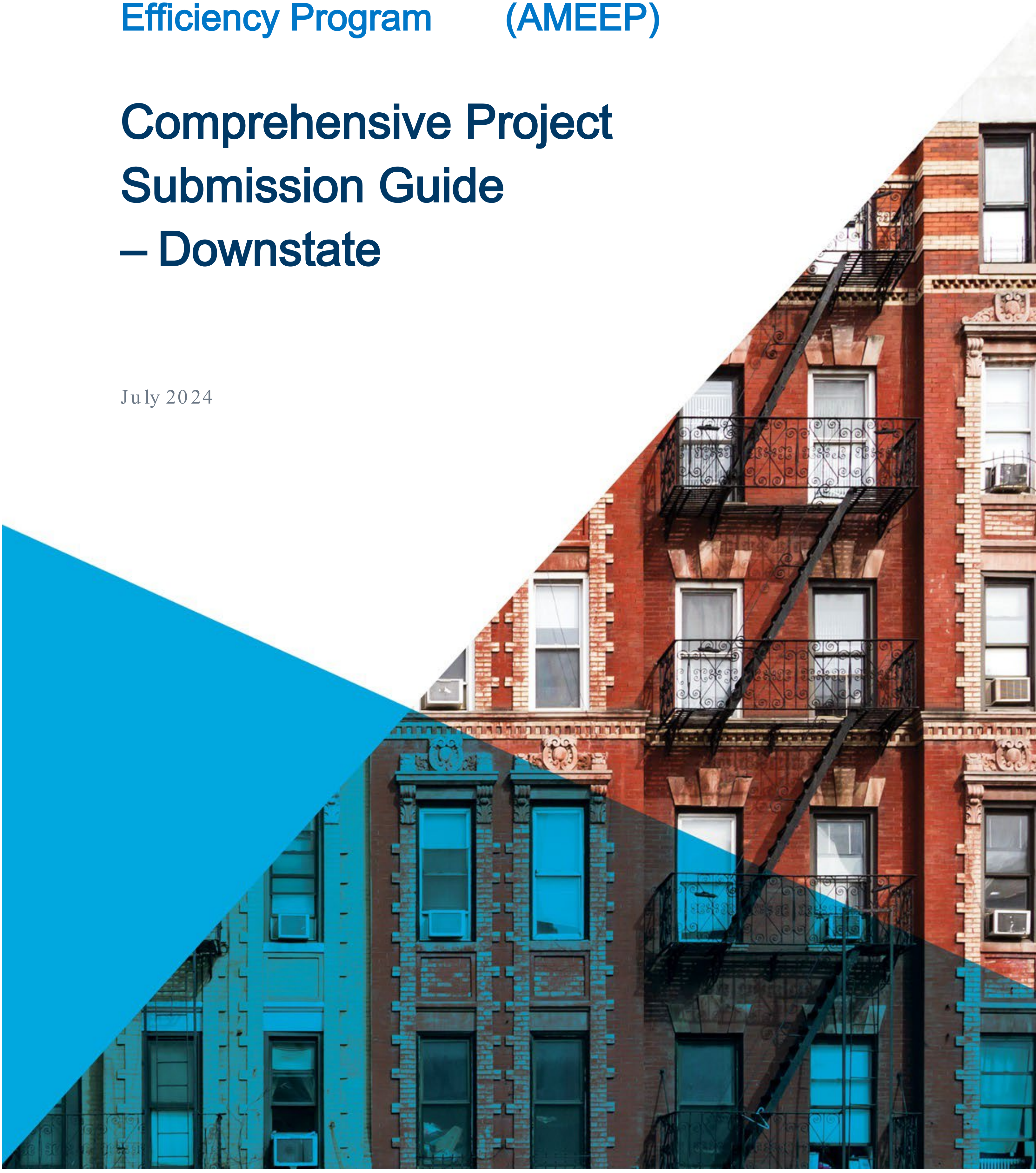


Table of Contents

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

COMPREHENSIVE PATHWAY

Phase I — Apply

1) Check eligibility
2) Choose a contractor
3) Submit an application package

Phase II — Finalize Design and Initiate Project

4) Receive a Preliminary Incentive Offer Letter
5) Finalize new systems specifications, cut sheets, and savings calculations

Phase III — Execute Project

6) Pre-construction inspection
7) Receive a Notice to Proceed
8) Install equipment
9) Receive mid-project payment (optional)

Phase IV — Complete Project

10) Submit completion paperwork
11) Post inspection and final engineering review
12) Receive incentive payment

NON-COMPREHENSIVE PATHWAY

Phase I — Apply

1) Check eligibility
2) Choose a contractor
3) Submit an application package

Phase II — Execute Project

4) Pre-construction inspection and initial engineering review
5) Receive a Notice to Proceed/Preliminary Incentive Offer Letter
6) Install equipment

Phase III — Complete Project

7) Submit completion paperwork
8) Post inspection and final engineering review
9) 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 (150+ units)

Projects over 150 units 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. Project 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 150+ 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.

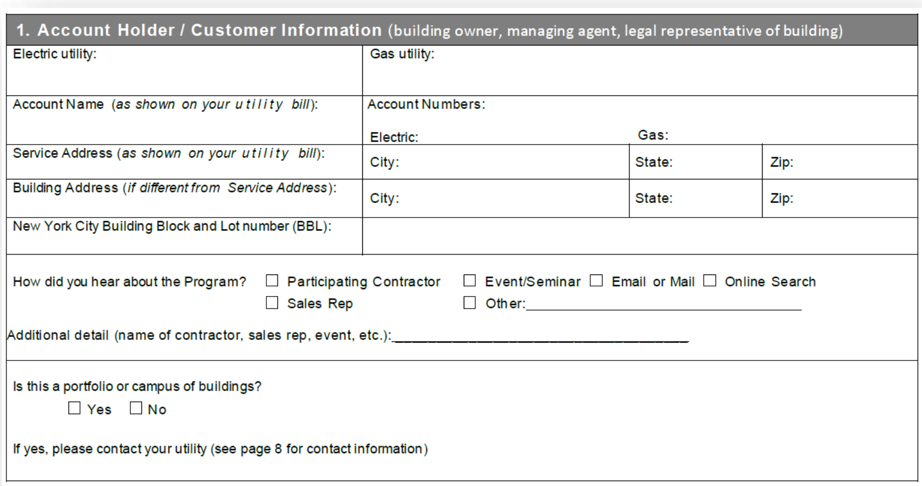
The Program Administrators may issue a revised PIOL if project scopes change. Additionally, a revised PIOL will be issued if the scope changes after the project's pre-inspection and/or engineering review is completed. The scope of work change form must be submitted to revise scope after an engineering 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:	Gas utility:		
Account Name (*as shown on your utility bill*):	Account Numbers: Electric:	Gas:	
Service Address (*as shown on your utility bill*):	City:	State:	Zip:
Building Address (*if different from Service Address*):	City:	State:	Zip:
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

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

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 (per building)

11. Heating fuel source (*check all that apply*):

☐ Firm Gas ☐ Electric ☐ Steam ☐ Dual Fuel

☐ Oil ☐ Interruptible Gas ☐ Other (specify):_________

12. Electric meter type (*check what applies*):

☐ Master metered
☐ Master metered with sub-meters
☐ Direct Metered
☐ Temporary Electric Account

13. Heating distribution system type: ☐ 1-pipe steam ☐ 2-pipe steam ☐ Hydronic (Hot water boiler)
☐ Other ☐ I don't know

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

4. Income Eligible

Check each statement that applies to the 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 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.

☐ Yes ☐ No ☐ I don't know

Check which fuel type applies to the proposed project:
☐ Gas ☐ Electric ☐ 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)

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.

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.

☐ Yes ☐ No

2. If you are interested in applying for technical assistance, then please provide the following information about your building's energy cost and consumption.

Annual Electricity Cost ($): ___________
Annual Electricity Consumption (kWh): ______________
Annual Natural Gas Cost ($): __________
Annual Natural Gas Consumption (therms): ______________
Annual "Other" Fuel Type Cost ($) (if applicable): ______________
Annual "Other" Fuel consumption (indicate unit)(if applicable): ________________
Total Annual Energy Costs ($):_______________

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.)

☐ 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.**

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

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

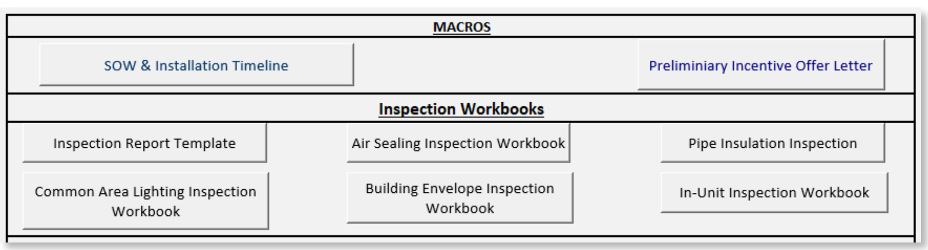
iii. Must have selection for item 3

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 NYSERDA'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. For questions about the FlexTech program and support offered by NYSERDA, please contact NYSERDA 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.



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 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 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 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				0		
Refrigerators						0		
Washers						0		
Bi-level fixtures - parking lot *						0		
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	

POINTS EARNED
Measures to be implemented after approved existing conditions

d) 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.

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)			terial 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

Savings Estimate
Add measure savings based on completed energy audit. May use TRM calculation method to provide savings estimate.

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

Savings
Convert Elec and Gas savings to MMBtu. Add Steam or Oil savings in Net MMBtu

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

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 150+, utility approval is required. PIOL will be issued after the project has passed initial engineering review (may require M&V if 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.

5. Pre-inspection *(Willdan/Applicant Timeline – 15 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) 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 – 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.

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 – CE or NG *(Timeline – 2 weeks)*

Con Ed and/or 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. ***Installation may begin only after the NTP is issued by Willdan.***

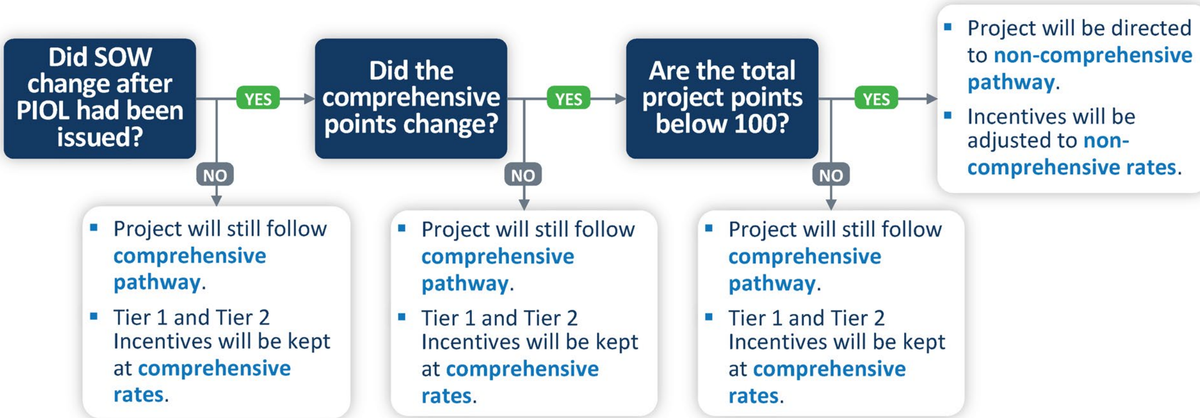
C. ***Any installations prior to NTP shall not be accepted as part of project scope.***

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 (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	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)