

On-site Energy Manager (OsEM) for Multifamily Properties

Fall 2024



NYSERDA

Agenda

PON 3701

On-site Energy Manager Program

- **Intros**
- **On-site Energy Manager Role**
- **Program Benefits**
- **PON Multifamily Updates**
- **Attachment A: Applicant Info & Certification**
- **Attachment B: OsEM Concept**
- **Attachment C: Scope of Work Requirements**
- **Attachment D: Example Budget Template**

On-site Energy Manager Role

- Energy managers are responsible for creating efficient processes that decrease cost and waste—helping businesses achieve leaner operations.
- Assist in lowering operational costs, reducing maintenance time, and creating comfortable, safe areas
- NYSERDA's On-site Energy Manager (OsEM) program offers a **cost-share for industrial, commercial, and multifamily facilities or buildings to hire a dedicated full-time or part time on-site energy manager.**
- Projects may include operations and maintenance improvements, energy efficiency upgrades, water saving improvements, and more.

On-site Energy Manager Program Benefits

- **Greater understanding of existing utility use**
- **Energy cost savings**
- **Carbon footprint reduction**
- **Energy project management support**
- **Improve public perception**
- **Help achieve “Green” product labeling**
- **Influence changes in company culture and philosophy**
- **Preparation for future growth**
- **Allow others to focus on their primary job duties**
- **Pursuit of outside funding sources for energy projects**

PON Multifamily Updates

- **Multifamily Properties are eligible to participate as a building or portfolio**
 - 100% cost share for affordable (limited amount of funding available to certain Affordable Multifamily non-SBC paying Customers)
 - 75% cost share for market rate
- **Affordability Verification is required for Applicants to be eligible for the 100% cost share**
- **Application is submitted via email, not through Salesforce**
- **Minimum time commitment of 20 hours per week for one year; maximum time commitment of 40 hours per week for four years**
- **Application and Supporting Attachments Updated**

Affordability Verification

- Affordability is defined as projects in which at least 25% of the units are, or expected to be, occupied by households earning not more than 80% of the Area or State median income, whichever is higher
- Multifamily Affordability Verification documents found on [OsEM Resources Page](#):
 - Proxy documentation
 - Rent Roll (must be on the NYSERDA rent roll template)
- Affordability must be verified before Purchase Order can be issued
- Proxy document or rent roll must be submitted via the [Multifamily Affordability Verification Application](#)



Multifamily Affordability Verification Application

Please complete this form and upload relevant documentation in the "Supporting Documentation" section.

Affordable housing is defined as projects in which at least 25% of the units are, or are expected to be, occupied by households earning not more than 80% of the Area or State median income, whichever is higher. Multifamily buildings are buildings with 5 or more dwelling units.

There are two options to meet this requirement:

Option 1: Proxy Documentation (upload in the "Supporting Documentation" Section): NYSERDA allows certain proxies to represent compliance with the above definition. The Affordability Eligible Proxies table lists eligible proxies and supporting documentation.

Affordability Eligible Proxies		
Eligibility Proxy	Details	Documentation Required
US HUD, USDA-RD, and other Federally Regulated Affordable Housing	Properties receiving one of the following subsidies from HUD or USDA-RD (e.g., Public Housing Authorities, etc.) <ul style="list-style-type: none">• Section 8 Contract• Sections 202, 236, 811	Copy of the HUD contract or contract award notice
NYSDHCR-Regulated Affordable Housing	Buildings with subsidized mortgages or contracts that place them under the regulatory control of NYSDHCR	Copy of NYSDHCR contract or contract award notice
Low Income Housing Tax Credits	Properties that receive low-income housing tax credits for at least 50% of their units	Copy of tax credit award notice from NYSDHCR or

Funding Overview

Facility Consumption (aggregated)	OsEM Cost-Share Cap* (initial 12+ month term)	OsEM Bonus #1 (12 months after initial term)	OsEM Bonus #2 (24 months after initial term)	Maximum Possible
Greater than \$1mil annual energy spend	Not to exceed \$200,000	\$7,000	\$7,000	\$214,000
Less than \$1mil annual energy spend	Not to exceed \$100,000	\$5,000	\$5,000	\$110,000

**Funds may be used for technical assistance and OsEM support only and may not be used toward implementation, equipment purchase, or any labor costs outside of the OsEM effort.*

- OsEM role can be fulfilled by permanent staff, a consultant, or a hybrid of the two; payments go directly to the consultant for projects where the consultant is the applicant
- Affordable projects are eligible for up to a 100% cost share
- Market Rate projects are eligible for up to a 75% cost share

Attachment A: Applicant Info and Certification

- The customer or the consultant can be the Applicant
- Payments go directly to the Applicant
- Must be submitted to the onsiteenergymanager@nyserda.ny.gov email address along with supporting documentation
 - Scope of work
 - Budget
 - Concept

PROGRAM APPLICATION (ATTACHMENT A)

On-site Energy Manager (PON 3701)



This application must be signed by the Customer regardless of who is the Applicant. A scope of work, budget, and concept document are also required. Please see [PON 3701](#) for detailed requirements. Submit this completed application along with scope of work, budget, and concept to onsiteenergymanager@nyserda.ny.gov.

APPLICANT INFORMATION

Who is the Applicant (*the entity that will receive payments from NYSEERDA*)? Only one option may be selected.

Customer Consultant

CUSTOMER INFORMATION

Company Legal Name

Parent Company Name (if applicable)

First Name¹

Last Name

Title

Email

Phone (include area code and extension)

Street Address

City

State

Zip/Postal Code

Onsite Energy Manager Name

CONSULTANT INFORMATION

Attachment A continued...

- Building or portfolio of buildings can apply
- Primary Facility Name should be the Owner information and best point of contact
- Indicate if the Multifamily property is Affordable or Market Rate

FACILITY INFORMATION

Is the primary facility's address the same as the customer address?

Yes No (If "No," fill out the below facility address information)

Primary Facility Name

First Name

Last Name

Title

Email

Phone (include area code and extension)

Street Address

City

State

Zip/Postal Code

FACILITY DESCRIPTION (CHOOSE COMMERCIAL, INDUSTRIAL, OR MULTIFAMILY SUBSECTOR)

Commercial:

Colleges & Universities

P-12 School

Federal Government

Healthcare – Hospital

Hospitality

Local Government

Healthcare – Non-Hospital

State Government

Commercial Office

Commercial Retail

Other

Non-for-Profit

Industrial:

Apparel

Beverage

Chemical

Computer & Electrical Product

Electrical Equipment, Appliance & Component

Fabricated Metal Product

Furniture & Related Product

Food

Leather & Allied Product

Machinery

Nonmetallic Mineral Product

Paper

Petroleum & Coal Products

Plastics & Rubber Products

Primary Metal

Printing & Related Supporting Activities

Textile Mills

Textile Product Mills

Tobacco Products

Transportation Equipment

Wood Product

Miscellaneous

Multifamily:

Affordable Multifamily (5+ units)

Market Rate Multifamily (5+ units)

Application- Building Information

- Indicate number of buildings in portfolio covered by the OsEM engagement
- Utility information- aggregate
- There is limited funding for Affordable Multifamily properties not paying into the System Benefits Charge (SBC)
- Property or portfolio cannot already have a dedicated OsEM

Total square footage: Number of buildings:

Number of dwelling units (if applicable):

Facility Borough-Block-Lot (BBL) Number, if located in NYC:

Does the project plan to pursue any other NYSERDA programs or utility-funded programs? Yes No

If yes, identify the program:

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UTILITY INFORMATION

Is the facility contributing to the System Benefits Charge (SBC) through their electric utility? Yes No

Electric Distribution Provider (Company Name)	<input type="text"/>
Electricity Costs & Consumption	Annual \$: <input type="text"/>
	Annual kWh: <input type="text"/>
Natural Gas Utility (Company Name)	<input type="text"/>
Natural Gas Costs & Consumption	Annual \$: <input type="text"/>
	Annual Therms: <input type="text"/>
Other Energy Costs & Consumption (please list fuel type)	Annual \$: <input type="text"/>
	Annual Usage: <input type="text"/>
Total Energy Cost	Annual \$: 0

Other

Does the facility have an existing On-site Energy Manager? Yes No

Target savings percent (expressed as a percentage of total annual usage by fuel type; please note goals should be expressed as the goal for entire engagement length and each fuel targeted in the goal should be listed):

Application- Signatures

- Applicant is the party who will be reimbursed
- Must have signatures from the Customer regardless of who the Applicant is
 - If the Consultant wishes to receive payment directly, sign the Applicant section
 - If the Customer wishes to receive payment directly, sign the Applicant section

APPLICANT (ENTITY RECEIVING PAYMENT FROM NYSERDA)

Signatory must be authorized to represent the Customer named on this application.

SIGNATURE		FULL NAME	
TITLE		FEDERAL ID#	
ORGANIZATION		PHONE	

CUSTOMER IF CUSTOMER IS NOT THE APPLICANT (ENTITY RECEIVING OSEM SERVICES)

I, the Customer, have reviewed the attached Scope of Work and Budget, and the corresponding application information. I certify that this information is accurate to the best of my knowledge. I authorize the Applicant to submit this application on my organization's behalf. I have read and agree to the Terms and Conditions above as well as in [Attachment E of PON 3701](#). I acknowledge and understand that all program funds will be distributed to the Applicant. Bonus payment will be issued directly to the Customer upon receipt and verification of documentation.

SIGNATURE		FULL NAME (must be corporate office or executive staff)	
TITLE		FEDERAL ID# (for Authorized Customer)	
ORGANIZATION		PHONE	

Attachment B- OsEM Concept Requirements

- **Must include OsEM Concept with application**
- **Must include and describe:**
 1. Existing conditions
 2. Current state of energy management
 3. OsEM integration
 4. Facility energy acuity and project implementation history

ATTACHMENT B OsEM Concept Requirements

The OsEM concept must include and describe:

1. **Existing Conditions:** Identify existing facility conditions and assumptions that will allow for successful completion of the Scope of Work (SOW).
2. **Current state of energy management:** Describe the current energy management practices at the facility & the long-term need/ desire for an OsEM, including:
 - Background that explains special need/desire for an OsEM.
 - Plan for incorporating the OsEM into the broader team (account for operations and business process).
 - Description of existing:
 1. Organizational cultures, especially energy, sustainability, safety, and quality and awareness training programs
 - Is there a corporate electrification plan/ target?
 2. Energy tracking and monitoring system
 3. Cross-functional energy team
3. **OsEM Integration**
 - Demonstrate how the OsEM will be incorporated into the existing business structure by including a description of:
 1. The individual at the facility(ies) who will be responsible for overseeing the effort and ensuring successful integration of the OsEM and how the OsEM reports into the broader organization (could include an organizational chart).
 2. The intent to continue the role post Program engagement.
 3. How results and lessons learned will be shared to further the Program's objective of increasing the penetration of energy managers at comparable facilities.
 4. What data and other support will be available to the OsEM to enable successful performance of duties.
 5. An on-site workspace (with computer and phone).
 - Describe how the OsEM role will be fulfilled:
 1. New permanent hire
 - If the new permanent hire is not yet identified, the job description which reflects the Program criteria must be included.
 2. Supplementing permanent staff with contracted staff
 3. Contracted staff
 - Contracted OsEM support may be selected from NYSERDA qualified FlexTech Consultant from the list (<http://www.nyserdera.ny.gov/Contractors/Find-a-Contractor/FlexTech-Consultants>) or an Independent Service Provider.
 - The specific staff member who will be performing the OsEM role must be identified in the scope of work. There must be one dedicated individual who performs the on-site services and is the direct customer contact. It is acceptable to have junior Consultant staff perform lower-level administrative tasks, although such delegation should not hinder the Program's intention of demonstrating the business case for a dedicated energy manager. The resumes of all Consulting staff involved must be included in the proposal.
 4. **Preferred (not required) Experience**
 - Show ability to implement sizeable (>1,000 MWh electric or > 10,000 MMBtu fossil fuel), complicated (multi measure) energy and/or productivity projects.
 - Note OsEM resume is a required attachment; please see PON Section III for OsEM Application & Required Documentation.
4. **Facility energy acuity and project implementation history**
 - Provide existing corporate sustainability or energy goals.
 - Highlight independent or peer recognition for energy projects.
 - Experience implementing energy efficiency projects on the scale proposed.

Attachment C- Scope of Work Requirements

- **Must include Scope of Work with application**
- **OsEM Engagement and site-specific goals**
- **Required Tasks and Deliverables**
- **Schedule**
- **Budget**

ATTACHMENT C Scope of Work Requirements

The Scope of Work (SOW) must be submitted in Microsoft Word format (or comparable) and written as such for contracting (not as a proposal). NYSERDA reserves the right to add or modify service areas. The SOW must include:

1. **OsEM engagement and site-specific goals**
 - a. Identify the site energy reduction target for the cost-shared 12+ month engagement and provide some discussion on how the facility plans to meet the target. The target should be stated by fuel type for all energy consumed on-site (electric, gas, and other fuels).
 - b. Identify any carbon reduction or electrification goals, if applicable.
 - c. State the length of the engagement in months and the weekly commitment in hours.
2. **Required Tasks and Deliverables** (the tasks below must be included in the SOW; additional tasks related to energy management and productivity improvement may be added):
 - a. Initiate and develop an energy management plan (first draft within 3 months of contracting the OsEM) that is a living document that is updated throughout the engagement and works towards the facility provided energy goal.
 - o Deliverable: Energy Management Plan to be submitted at the conclusion of the first quarter.
 - b. Develop and/or maintain an energy tracking and monitoring system. Explain how the system will be used to report results.
 - o Deliverable: Description of and updates to the energy tracking and monitoring system provided in Quarterly and Final Reports.
 - c. Develop and/or maintain a cross-functional energy team and hold monthly meetings. Schedule and hold project management check-ins with NYSERDA via conference call or written memo at least once per month; these can be incorporated into the broader cross-functional energy team meeting or held separately. Schedule and hold a minimum of two on-site (kick-off and exit) meetings, or other frequency at NYSERDA's discretion.
 - o Deliverable: Agendas and write-ups from cross-functional energy team and project management check-in meetings provided in Quarterly and Final Reports.
 - d. Develop a strategy for energy savings Measurement & Verification.
 - o Deliverable: Description of and updates to the energy savings Measurement & Verification plan.
 - e. Conduct walkthrough audits and reports that identify savings opportunities (Capital Expenditure, O Operation & Maintenance, etc.) for further investigation; provide reports to NYSERDA and the facility for review and comment.
 - o Deliverable: New or updated reports from walkthrough audits that identify opportunities for further investigation provided in Quarterly and Final Reports.
 - f. Review maintenance operational schedules and procedures to identify operational savings opportunities and develop preventative (rather than reactive) maintenance plan and schedule at least 1 employee training session to address the identified operational misuses that impact energy.
 - o Deliverables:
 - o Description of procedures put in place to address operational and maintenance misuses of energy; write-up summarizing the (planned or executed) employee operational and maintenance misuses training session (syllabus, employee feedback, results/outcomes, etc.) provided in Quarterly and Final Reports.
 - o Agenda and materials distributed at employee training session provided in Quarterly and Final Reports.
 - g. Develop and propose energy and productivity as well as beneficial electrification projects, including developing the business case.
 - o Deliverable: Proposed, evaluated, and implemented energy (capital upgrades and operational improvements) and productivity measure list, project descriptions, energy and cost savings analysis, and economic analysis provided in Quarterly and Final Reports.

Attachment D- Budget

- **Must include Attachment D in Application**
- **Budget must include a breakout by task, by title, hourly rate, hours, and non-labor costs.**
- **OsEM resume* (for staff, Consultant, or both depending on support sought) or job description. Please highlight:**
 - Relevant qualifications and experience as energy advisor to the sector, including years of experience.
 - Demonstrated business acumen and leadership skills to be able to sell energy projects to upper management.
 - * If the OsEM is not yet identified, the job description which reflects the Program criteria must be included. The resume of the proposed candidate must be submitted once identified.
- **For projects using a Consultant to fulfill the OsEM role only: Letter of commitment from facility's upper management (corporate officer or executive staff)**

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ATTACHMENT D

Budget Template - OsEM Program PON 3701

Facility:

Task	Task Description (required tasks shown; additional tasks related to energy management and productivity improvement may be added)	Title	Rate	Hours	Hourly Charge-out Rate (Multiplier)	Total
a.	Develop energy management plan					\$0.00
b.	Develop energy tracking & monitoring system					\$0.00
c.	Develop a cross functional energy team and hold monthly meetings					\$0.00
d.	Develop a strategy for energy savings M&V					\$0.00
e.	Conduct walkthrough audits and reports					\$0.00
f.	Review Operations and Maintenance schedules and procedures and schedule at least one (1) employee training session to address energy awareness and operational issues					\$0.00
g.	Develop and propose energy and productivity as well as beneficial electrification projects, including developing the business case					\$0.00
	Add your own task here					\$0.00
	Add your own task here					\$0.00
h.	Quarterly and Final Reporting					\$0.00
i.	Tool Development: Case study, Road Map, and Peer to Peer Sharing					\$0.00
j.	Develop a glidepath to permanent OsEM position or continuation of role					\$0.00
Total				0.0		\$0.00

On-site Energy Manager Expenses (travel costs are limited to 3% of the total On-site Energy Manager engagement cost)

Item	Amount	Unit/Description	Unit Cost	Total
Expenses				\$0.00
Mileage		mile		\$0.00

OsEM Budget +

Program Deliverables

Energy Management Plan (first quarter)

- Includes a description of the facility, energy use history, goals for the engagement, and plan going forward; updated as needed throughout engagement

Quarterly Reports (each three-month period)

- Contains a description of all energy efficiency initiatives identified or installed during the quarter, along with energy savings and costs

Final Report (conclusion of the engagement)

- Similar to quarterly report, but inclusive of all initiatives for entire engagement
- Also contains Case Study and a Road Map for online publishing

Bonus Report (one year after engagement or previous bonus)

- Demonstrates requirements for bonuses are met

On-site Energy Manager

PON 3701

[On-site Energy Manager Program
- NYSERDA](#)

Contact Information

- General inquiries & completed applications:
onsiteenergymanager@nyserra.ny.gov