

How to take part in the **New York Energy \$martSM** **Multifamily Performance Program for Existing Buildings**

The Multifamily Performance Program is one of the best ways you can improve the value of your building, create a more comfortable and affordable living environment for your residents, and save thousands of dollars on energy costs each year.

Taking part is easy. We've put together this step-by-step guide to get you started.

- 1. Review program information at www.GetEnergySmart.org** to verify eligibility and help you to select a Partner (see What to Expect from Your Partner fact sheet).
- 2. With your selected Partner's assistance,** download and complete the application from www.GetEnergySmart.org.
- 3. Submit your application** and Participation Agreement to the address listed on the Participation Agreement.
- 4. TRC Program staff will review** your application and participation agreement and contact you via email if your application is incomplete. If you are ineligible, you will be notified via email and hardcopy letter.
- 5. Once the application is accepted and complete, you'll receive a notice to proceed.** At this time, TRC will assign a Case Manager to your project.
- 6. TRC will forward your complete and accepted applications** to the pre-selected Partner.
- 7. Work with your Partner** to benchmark your building, identify minimum performance goals and develop an Energy Reduction Plan to achieve no less than the minimum performance goals.
- 8. Your Partner will submit** your draft Energy Reduction Plan, a complete Benchmarking Report and Partner-Participant contract to TRC with a request for Payment #1 (refer to performance incentive chart). When NYSERDA approves this, you'll receive Payment #1.
- 9. Your Partner will help you** with the bidding process and will monitor the construction process to ensure the appropriate steps are being taken to achieve the expected performance goals.
- 10. At 50% construction completion,** your Partner will submit a 2nd request accompanied by the 50% Complete Inspection Report and any necessary supporting documents. When NYSERDA approves it, you will receive Payment #2.
- 11. At 90% construction completion,** your Partner will submit a 3rd Payment request, accompanied by the Substantial Completion Construction Report. Upon NYSERDA approval, you will receive Payment #3.
- 12. Within 12 to 18 months post-construction,** your Partner must re-benchmark the building and submit the Post-Construction Benchmarking Report to TRC, with a final incentive request and fuel release forms for three years.
- 13. If the building does not meet the minimum performance goals,** it will be re-benchmarked at 18 months post-construction.
- 14. Upon achievement of building performance goals,** you will receive Payment #4.

NYSERDA

Questions can be directed to ExistingBuildings@trcsolutions.com

Questions about your application? Call **1-877-NY-SMART**



EXISTING BUILDINGS COMPONENT

	Affordable Housing	Market-Rate Housing	
Payment #1			
Base Incentive (for small buildings up to 30 units)	\$5,000/project	\$2,500/project	
Base Incentive (for buildings from 31 to 100 units)	\$10,000/project	\$5,000/project	
Incremental Incentive	\$20/unit over 100 units	\$10/unit over 100 units	
Incentive payable* upon receipt of signed contract between the Participant and Partner and submission of a draft proposed Energy Reduction Plan, which must include documentation that the building has been benchmarked using the NYSERDA Benchmarking Tool.			
Payment #2		\$800/unit	\$300/unit
Incentive payable* at 50% construction completion, based upon a successful interim inspection.			
Payment #3		\$400/unit	\$300/unit
Incentive payable* at substantial completion of construction, based upon a successful post-construction inspection and performance test(s) (as applicable).			
Payment #4			
Initial Benchmark Score	Performance Target	Per Unit	Per Unit
<= 25 points	20%	\$400	\$200
>=26, but <= 50 points	20%	\$375	\$175
>= 51, but <=75 points	20%	\$350	\$150
> 75 points	20%	\$325	\$125
For every 1% exceeding the Performance Target:		\$40	\$20
All benchmarking scores will be calculated using the NYSERDA Benchmarking Tool. Incentive payable only if the project achieves the Performance Target as specified above for the building's initial benchmark score. Proof of energy savings will be determined by the Benchmarking Tool as an actual reduction in the building's normalized source energy factor as determined by actual consumption data for the building. Such determination must be made no sooner than one (1) year nor later than 18 months following completion of the Energy Reduction Plan.			

*Incentives are payable to the owner once request has been made by the Partner.