

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

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. Your Partner will work with you and your design team** to incorporate energy-efficient design into your project such that it conforms to the requirements of this Program and will achieve the modeled energy performance target required to receive the ENERGY STAR[®] label.
- 8. Once your energy-efficient design is 75% complete,** your Partner will submit a draft of the initial Energy Reduction Plan, evidence that 75% of your design team's fees have been paid, and your Participant-Partner contract to TRC. When NYSERDA approves this, you will receive Payment #1.
- 9. Once your designs are finalized** and TRC approves the initial Energy Reduction Plan that shows achievement of your performance target, you will receive Payment #2.
- 10. Your Partner will help you** with the bid process and monitor the construction process to ensure the appropriate steps are being taken to achieve the expected energy performance goals.
- 11. Your Partner will inspect and test** the performance of important energy-related measures to ensure proper installation.
- 12. After the building has completed construction** and your Partner has finished the final Energy Reduction Plan incorporating any changes made during construction, showing the final modeled performance that meets or exceeds the performance target, you will receive Payment #3.
- 13. After NYSERDA has received fuel release forms** for the common areas and from 10% of the residents, as described in the Participation Agreement, you will receive Payment #4.

Questions can be directed to NewConstruction@trcsolutions.com

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

ENERGY STAR® NEW CONSTRUCTION COMPONENT

	Affordable Housing	Market-Rate Housing
Payment #1	\$30,000	\$20,000
Payable** upon receipt of the signed contract between the Developer and the Partner and receipt of a draft proposed Energy Reduction Plan and evidence that the developer has paid at least 75% of the design team's fees.		
Payment #2	\$1.50/ghsf*	\$1.00/ghsf*
Payable** upon approval of the proposed Energy Reduction Plan that indicates achievement of a performance target of at least 20% by the proposed design.		
Payment #3	For Final Performance Targets within the following ranges:	
	20-22%...\$0.25/ghsf* minus 10% retainage	
	23-25%...\$0.35/ghsf* minus 10% retainage	
	26% and up...\$0.50/ghsf* minus 10% retainage	
Payable** upon approval of the final proposed Energy Reduction Plan confirming a performance target of at least 20%.		
Payment #4	10% retainage held from Payment #3	
Payable** upon receipt of the Fuel Release Forms as detailed in the Participation Agreement.		
*ghsf = gross heated square footage of residential space based on the proposed Energy Reduction Plan or as revised in the final proposed Energy Reduction Plan.		

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

