

# REDi:EB Process Steps



	Initiated by	Step / Description	Received by	Req'd Documents
<b>APPLICATION</b>				
1	Project Team	<b>REDi Application</b> After the HPD Pre-Scoping Meeting, Project Team submits the updated HPD Workbook including the completed REDi Application Tab to HPD Sustainability, including the IPNA and utility bills.	HPD Sustainability	HPD Workbook IPNA Utility Bills
2	HPD Sustainability	<b>Preliminary Proforma(s)</b> HPD Sustainability sends via e-mail the unsigned Proforma(s) and summary to the Project Team, indicating suggested scope of work when different from the proposed one. HPD Sustainability may send an alternative Proforma with a revised scope that is recommended by HPD/ TAP. HPD Sustainability introduces the Project Team to TAP, which will be cc'ed in the e-mail, and suggests scheduling a Design Charrette to further discuss the outcomes of the analysis performed by TAP, as outlined in the Proforma(s).	Project Team TAP HPD Program	Proforma
3	Project Team	<b>Required Documentation Submitted</b> Project Team submits Participation Agreement (PA), DRAFS, W-9, and Con Ed Authorization Form. Optional: schematic drawings, floor plans, any additional information in preparation for design charrette.	HPD Sustainability TAP	DRAFs Con Ed Authorization W-9 Signed PA If available: Preliminary drawings
<b>DESIGN DEVELOPMENT</b>				
4	TAP	<b>REDi Kick-off Meeting/ Design Charette</b> A Design Charrette / kick-off meeting will be scheduled by the TAP to (1) introduce the teams, (2) provide an overview of the REDi process and (3) discuss outcomes of the analysis performed by TAP, as outlined in the Proforma(s) and/or discuss the project's design strategy if not already proposed	Project Team (+MEP) HPD Sustainability HPD Programs HPD BLDS, opt.	
5	TAP	<b>TAP sends follow-up comments after the Meeting</b> Reminding Project Team to submit any outstanding documents, outlining next steps and attaching a revised ProForma if necessary based on the outcome of the meeting.	Project Team (+MEP) HPD Sustainability HPD Programs	Revised ProForma if needed Request any missing info
6	TAP	<b>Preliminary Incentive Offer Letter (PIOL)</b> TAP sends the signed PIOL along with an updated and signed Proforma to the Project Team that references the Proforma. Unless the scope or size of project changes, this is the amount of funding that the project will receive.	Project Team HPD Sustainability HPD Programs OMB	Signed Proforma Signed PIOL
7	Project Team	<b>Design Review Submission (Round 1)</b> Project teams submits preliminary MEP drawings, and rough cost estimates for the Proposed REDi: EB Scope items to ensure project meets budget expectations. When applicable, the Scope 3 worksheet should be submitted/ updated.	HPD Sustainability HPD Programs HPD BLDS TAP	Preliminary Arch. + MEP drawings Scope 3 Worksheet REDi Cost Estimate Draft Maintenance Plan Maintenance Cost Estimate
8	TAP	<b>Design Review Comments (Round 1)</b> TAP issues comments to the applicant via email, using the REDi Design Review Checklist, requesting any outstanding documentation.	Project Team HPD BLDS	Design Review Checklist
9	TAP	<b>TAP Round 1 Design Review Meeting</b>	HPD Sustainability Project Team TAP	
10	Project Team	<b>Design Review Submission (Round 2)</b> Project Team submits revised drawings, specifications and cut sheets.	TAP HPD BLDS	Revised Documents: Arch + MEP drawings Scope 3 Worksheet REDi Cost Estimate Draft Maintenance Plan Maintenance Cost Estimate
11	TAP	<b>Design Review Comments Round 2</b> TAP reviews revised drawings and specs and issues comments to the applicant via email, using the REDi Design Review Checklist, requesting any outstanding documentation. BLDS is cc'd. An optional meeting may be scheduled if necessary. The TAP will also send the Closing Checklist noting outstanding items.	Project Team HPD Programs HPD BLDS	Design Review Checklist Closing Checklist
12	Project Team	<b>Con Ed Load Letter submitted + Submit ConEd MCID (Master Case ID)</b>	DOB ConEd	Load Letter MCID Submission
<b>CONSTRUCTION DOCS SIGN-OFF</b>				
13	Project Team	<b>Final Construction Documents Submitted to TAP</b> Project Team submits final Construction Drawings (including 100% MEPs and applicable Specifications and Cut Sheets) addressing all outstanding TAP comments from previous Design Review Checklist	TAP	100% CDs Cut Sheets for REDi scope items Specifications Con Ed Case Number
14	TAP	<b>Construction Document Review and Sign Off:</b> TAP approves final Construction Documents and sends completed/ approved Design Review Checklist and Closing Checklist in preparation for BLDS signoff and bidding.	Project Team HPD Programs HPD BLDS	
<b>BIDDING &amp; CONTRACT</b>				
15	Project Team	<b>Bidding/ Pricing:</b> Bids out project, including unsigned REDi: EB Construction Rider, which notes which REDi Scope items need to be itemized	GCs	Unsigned Construction Rider
16	Project Team	<b>Optional Bidding Assistance/ Value Engineering:</b> TAP supports bidding process and Value Engineering as needed (an optional meeting can be arranged if necessary)	TAP	Bid Docs

CLOSING PREP (2-4 weeks prior to closing)				
17	Project Team	<b>Final Construction Documents Submitted to TAP</b> Submits final documents to TAP team when available.	TAP	G702/703 Itemized Electrification Budget Signed Rider Construction Schedule Construction Contract HPD Commitment Letter CPLA noting REDi Draft Maintenance Plan
18	Project Team	<b>Project Team submits Requisition Format</b> Document includes itemized REDi: EB Scope items in an agreed upon format that will be used to requisition REDi fund (an optional meeting can be arranged if necessary)	TAP	Requisition format
19	TAP	<b>Final Award Letter</b> Once all documents are submitted and approved, TAP issues the Final Award Letter, signed by HPD and TAP confirming the Incentive Amount. No funding can be advanced without a signed letter.	Project Team HPD Programs HPD Budget OMB	Final Award Letter
CONSTRUCTION & COMPLETION (Subject to future clarification)				
	TAP	<b>Post Closing:</b> After closing, TAP sends notification if there are any missing documents (e.g., draft construction schedule). Note that no funding can be advanced if any documents are outstanding.	Project Team	Revised Construction Schedule Revised Requisition Format
	Project Team	<b>Construction Kickoff:</b> Design Team schedules Construction Kick-Off Meeting that includes TAP (may be virtual)	TAP, BLDS	
	Project Team	<b>Construction Submittals:</b> Design Team submits all approved Submittals and Cut Sheets for REDi Scope Items	TAP, BLDS	Approved Cut Sheets Proof of Contractor Training
	TAP	<b>Site Visits:</b> TAP conducts 3-4 site visits (Mechanical Kick-Off Meeting, Open-Wall Inspections & Pressure Test of Refrigerant Lines, Final Installation)	Project Team	
	Project Team	<b>Requisitions:</b> Owner submits requisitions with REDi scope itemized, and cc's TAP. Additional documents may also be requested (e.g., invoices, photographs, other) to confirm completion of REDi scope items.	Lender, copy TAP	Requisitions noting REDi scope Invoices, photographs as req'd
	TAP	<b>Requisitions Review:</b> TAP reviews Requisitions and flags any scope discrepancies or other issues that may result in a notification to hold back payment on REDi scope items	Lender, Owner	
	TAP	<b>Final Payment:</b> TAP approves final REDi: EB payment based on Required System Testing and delivery of resources provided to staff & residents.	Project Team	Testing Documentation Copies of Resident Resources Comprehensive Maintenance Plan Optional maintenance contract Final Requisition