

HPD RETROFIT ELECTRIFICATION PILOT: Itemizing the Electrification Scope

To determine the Final Incentive Amount, generate the Final Incentive Award Letter, and determine the Proportional Share for the purpose of requisitioning the Incentive, the owner must itemize the Electrification Scope, as noted in the Electrification Rider. See example on page 2.

Please note that this should only be done for buildings included in the Pilot (exclude non-pilot buildings on multi-building projects) and for scope items directly related to electrification (e.g., only include patching and repairs related to heat pump work) and should be presented along with the full project bid in the proper CSI format (with Electrification Scope items highlighted) which is required for the requisitions process (AIA forms G702 and 703). Please include the correct CSI division, section number and title, and separate out each unique scope item related to the CSI section. Note that this itemized list is for the TAP team only and is separate from the bid breakdown required by HPD.

The following must be itemized:

- **Demolition of existing Space Heating and/or Hot Water systems (“Systems”)**
- **Supply and Install of all Space Heating systems (“Systems”) where applicable** including all components, interconnecting refrigeration piping, pipe insulation, and controls.
- **Supply and Install of all Hot Water systems (“Systems”) where applicable** including all components, distribution, tanks, interconnecting refrigeration piping, water piping, pipe insulation, and controls
- **Testing and commissioning of Systems**, including refrigerant charging and refrigerant leak testing/prevention
- **Electrical and Plumbing work required specifically for the installation of these Systems** (e.g., line/ low voltage wiring, condensate lines, etc.). This includes but is not limited to breakers for the heat pumps, power wiring from the panel to the heat pump, the disconnect at the outdoor unit and the convenience receptacle required by code near the outdoor unit
- **Electric Service and Distribution Upgrades specifically associated with the Systems**. This includes but is not limited to Con Ed service upgrade to the building, if any; new electric panels or subpanels, if required; new feeders and conduit to panels, if any.
- **Dunnage, supports, or other structural or aesthetic material and labor required specifically for installation of the Systems**. Includes patching and painting after demo of existing distribution system, installation of new system, sealing of any chimney, flue or combustion make up air, etc.
- **All other costs not mentioned above specific to the installation of the Systems**, including additional filing or permitting fees
- **Training to owner and residents on System use and controls**
- **Associated Items:** Ventilation beyond typical HPD specifications, electric stoves (excluding cost for electric upgrades), High Performance Windows (only if exceeding current HPD specifications), High Performance Roof (only if exceeding current HPD specifications)
- **The anticipated Clean Heat Customer Incentive from the Preliminary Incentive Offer Letter**
- **Unit costs** for the purposes of change orders

Example – please fill in for all applicable divisions and CSI Sections: Please ONLY include scope items directly related to electrification (e.g., only include patching and repairs related to heat pump work).

DIVISION Number & Title					
CSI Section Number & Title					
1	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Extended Cost</i>
2	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Extended Cost</i>
3	<i>Description</i>	<i>Quantity</i>	<i>Unit</i>	<i>Unit Cost</i>	<i>Extended Cost</i>
				Section Subtotal	\$XX,XXX