

HPD RETROFIT ELECTRIFICATION PILOT: PRE-CLOSING PROCESS FOR PARTICIPANTS
(All steps & documents required to receive Final NYSERDA Incentive Letter)

Project: **Project Name**

Recipient: **Project Team including Owner/ Sponsor, Architect, HVAC consultant, HPD Program**

Initiating Party:	Item:	Responsible Recipient:
	UPON PRELIMINARY ACCEPTANCE	
TAP	Unsigned <u>Incentive Eligibility Letter</u> (including ProForma) from NYSERDA signed by HPD noting HPD Approval	Owner Team
Owner Team	Signed <u>DRAF(s)</u> and <u>Con Ed Authorization Form</u> - downloaded from Website	TAP
Owner Team	<u>W-9</u>	TAP
Owner Team	<u>Participation Agreement</u> - downloaded from website, signed by Owner Team	TAP
	POST ACCEPTANCE/ DESIGN PHASE	
TAP	Lender Letter and Unsigned <u>Incentive Eligibility Letter</u> to be sent to Senior Lender	Owner Team
TAP	Design Meeting 1 (Schematic Design)	Owner Team, TAP, PM
TAP	Design Meeting 2 (Design Development)	Owner Team, TAP, PM
Owner Team	<u>Receipt/case number</u> from ConEd confirming Con Ed Load Letter was submitted	Con Ed (copy TAP)
Owner Team	Submit <u>ConEd Clean Heat Application</u> and advise TAP; when notifying TAP, include <u>Clean Heat Estimate</u> and proof that Clean Heat Application has been submitted. Estimate should be confirmed with ConEd Clean Heat Team.	Con Ed (copy TAP)
	IN PREPARATION FOR BIDDING/ PRICING	
TAP	Design Meeting 3 - final items (Construction Drawings)	Owner Team, TAP, PM
Owner Team	<u>Finalized Construction Documents</u> including M,E,P drawings and specs addressing <u>all</u> outstanding TAP comments issued via the Design Review Checklist	TAP
TAP	TAP approves Finalized Construction Documents and sends the completed <u>Design Review Checklist</u> (showing no outstanding items) so that project can be bid	HPD PM
TAP	<u>Outstanding Items Letter</u> and <u>Final Incentive Checklist</u> sent to team and PM	Owner Team + HPD Program
Owner Team	Unsigned <u>Electrification Rider</u> (will be shared as part of Bid Documents)	Bidding Contractors
	AT LEAST 4-6 WEEKS PRIOR TO CLOSING - The following documents must be received by TAP. Once received, it will take 4-6 weeks to generate the signed Final Incentive Award Letter from NYSERDA.	
Owner Team	<u>Final Project Budget</u> (with <u>Itemized Electrification Scope</u> and noting all Clean Heat and Pilot Incentives)	TAP
Owner Team	Completed <u>Electrification Rider</u> signed by Owner Team and Contractor	TAP
Owner Team	<u>Construction Schedule</u>	TAP
Owner Team	<u>Requisition Format</u> with <u>Itemized Electrification Scope</u> (examples provided on Pilot Webpage; a draft Requisition is acceptable and a finalized version shall be submitted as soon as available)	TAP
TAP	<u>Final Proforma</u> released noting final incentive amount	Owner Team + HPD Program
Owner Team	<u>Construction Contract</u> (draft is acceptable; executed version to be provided to TAP team when available)	TAP
Owner Team	<u>HPD Commitment Letter</u> to abide by Construction Schedule (draft is acceptable; executed version to be provided to TAP team when available)	TAP
NYSERDA	(If requested by Lender) Lender Assignment of Incentive to NYSERDA	Lender/Legal/Owner
	PRIOR TO CLOSING - NYSERDA releases the signed Final Incentive Award Letter contingent on receiving all documents	
TAP	NYSERDA releases the signed Final Incentive Award Letter (including updated ProForma). Note: this letter cannot be signed until all documents above are submitted. <i>Some lenders may be able to close with an unsigned Final Incentive Award Letter. TAP will provide upon request. If a project needs the signed letter, it is imperative that the documents are submitted 4-6 week prior to closing.</i>	Owner Team
	CONSTRUCTION - TAP remains engaged to oversee the Electrification Scope & approve milestone payments	
Owner Team	Schedules construction kick-off meeting that includes TAP. It is critical that the owner stays engaged with the TAP throughout the process.	TAP
TAP	TAP will attend project kick-off, attend 3+ site visits to ensure quality control, and will sign off on the NYSERDA incentive payments to ensure timely delivery of incentive. <i>*Seperate Construction Checklist to follow</i>	Owner Team



[Click here to access the HPD-NYSERDA Retrofit Electrification Pilot website for the underlined items!](#)