

HPD RETROFIT ELECTRIFICATION PILOT: PRE-CLOSING PROCESS FOR PARTICIPANTS (Steps & Documents required to receive the 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 DRAF(s) 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 Incentive Eligibility Letter 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>Con Ed Load Letter</u>	Con Ed (copy TAP)
Owner Team	<u>Submit Clean Heat Application</u>	Con Ed (copy TAP)
IN PREPARATION FOR BIDDING/ PRICING - 5-8 weeks before closing		
TAP	Design Meeting 3 - final items (Construction Drawings)	Owner Team, TAP, PM
Owner Team	Finalized Construction Documents 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 Design Review Checklist (showing no outstanding items) so that project can be bid	HPD PM
TAP	Outstanding Items Letter and Final Incentive Checklist 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
3-4 WEEKS PRIOR TO CLOSING - The following documents must be finalized and approved by TAP in order to calculate final incentive		
Owner Team	Final Project Budget (with <u>Itemized Electrification Scope</u> and noting all Clean Heat and Pilot Incentives)	TAP
Owner Team	Clean Heat Estimate and proof that Clean Heat Application has been submitted. Estimate should be confirmed with Clean Heat Team.	TAP
TAP	Final Proforma released noting final incentive amount	Owner Team + HPD Program
AT LEAST 2 WEEKS PRIOR TO CLOSING - The following documents must be received by TAP. Once received, it will take 2 weeks to generate the signed Final Incentive Award Letter from NYSERDA.		
Owner Team	Executed Construction Contract (draft is acceptable)	TAP
Owner Team	Completed <u>Electrification Rider</u> signed by Owner Team and Contractor	TAP
Owner Team	Construction Schedule	TAP
Owner Team	Requisition Format with <u>Itemized Electrification Scope</u> (examples provided on Pilot Webpage)	TAP
Owner Team	<u>HPD Commitment Letter</u> to abide by Construction Schedule (draft is acceptable).	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 above		
TAP	NYSERDA releases the signed <u>Final Incentive Award Letter</u> (including updated ProForma). Note: this letter cannot be signed until all documents above are submitted.	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.	Owner Team



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