



# NYSERDA

**KATHY HOCHUL**  
Governor

**RICHARD L. KAUFFMAN**  
Chair

**DOREEN M. HARRIS**  
President and CEO

**Applicant Name**  
**Applicant Title**  
**Company**  
**Street Address**  
**City, State, Zip**

Re: NYSERDA Retrofit Electrification Pilot Incentive Award Letter  
**Project Name; Contract #**

Dear **Applicant Name**:

Your application dated [ ] (the “Application”) to participate in the Retrofit Electrification Pilot (the “Pilot”), administered by NYSERDA and the New York City Department of Housing Preservation and Development (“HPD”), is hereby accepted. Together, this Incentive Award Letter and the executed Participation Agreement form the final legally binding agreement (Agreement) between the Applicant and NYSERDA.

NYSERDA has reviewed the Application and determined [**Project Name**] is eligible for an incentive in the following amount:

Project Main Address	Number of Units	Scope	Total NYSERDA Incentive
<b>Project Main Address</b> <b>City, State</b>	<b># of Units</b>	<b>1, 2, or 1&amp;2</b>	<b>\$\$</b>

NYSERDA will encumber the above incentive funds for this project for a period of 24 months, starting after the signature date of this letter and in accordance with the terms of the Participation Agreement. Pilot incentives are payable upon the Applicant satisfying the requirements listed in the Participation Agreement and are contingent upon Applicant implementing the full scope of work approved by NYSERDA and HPD. If scope items are not completed and/or revised during construction, NYSERDA reserves the right to reduce the total incentive amount listed in this award letter pursuant to the process laid out in the Participation Agreement. NYSERDA will service the Pilot Incentives allocated to each project and will disburse the payment directly to the Applicant in accordance with the terms in the Participation Agreement and NYSERDA’s Prompt Payment Policy.

NYSERDA has the right to terminate the Agreement and will not make payment in the event any deliverables are not submitted to NYSERDA in accordance with the Participation Agreement.

NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY

Signature: \_\_\_\_\_  
*Cheryl M. Glanton, Director of Contract Management*

Date: \_\_\_\_\_

**New York State Energy Research and Development Authority**

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