

Questions and Answers – Payment Process Presentation – Lenders, Owners, Contractors
4/27/23 and 5/2/23

- Is there documentation that the TAP can provide to the owner, lender, and HPD Requisitions unit that demonstrates that they have approved the requisition amount?
 - Yes, the Technical Assistance Provider (TAP) can copy the owner team when they approve the payment and inform NYSERDA.
- Does the supervising engineer have to sign off on all work being done, then NYSERDA reviews just its portion?
 - The TAP has to sign off on the electrification design and electrification scope payments but does not replace the project's design engineer and does not do design or filing.
- NYSERDA will hold its own funds and released to lenders?
 - Yes, NYSERDA holds the funds, but they get paid out directly out alongside the lender's payment – directly to the owner/Participation Agreement signatory – after the TAP approves the requisitions.
- Is there a list of required items to send out to lenders or sponsors instead of going through deck? Responsible party column?
 - We don't know exactly what each party needs, which is why we created the lender letter. The letter contains links and explanations to all important documentation used throughout the pilot process. The earlier this is shared, the easier it will be for everyone involved. The TAP team is happy to set up a call with lenders to answer anything that may need clarification.
 - We do plan on revising the list to make it more clear to users
- What is the process for an architect who has a contract with NYSERDA?
 - For this program, the architect does not have a contract with NYSERDA. Architects partnering with NYSERDA on other programs/projects are completely separate from the Electrification Pilot.
 - NYSERDA contracts with the owner team directly via the owner-signed Participation Agreement.
- Is there a timeline tied to the checklist, i.e., "prior to closing" how far prior
 - There isn't an exact time alignment. The final checklist has all documents in chronological order, roughly. The TAP Team will explain each of these steps, as the process moves along. There are three subdivisions: "Post approval, prior to bidding, and prior to closing." The team has access to most documents at the beginning of the process, through the website. Getting a head start on reading these and potentially signing when all is in place, will make the process smoother. The earlier they are submitted, the earlier we can approve and discuss changes if needed.
- For the projects monitored by HPD BLDS, will the contractors submit payment requisitions simultaneously to BLDS and the TAP team?
 - Yes. This is true for all projects – the TAP is cc'd on all requisitions WITH THE ELECTRIFICATION SCOPE CLEARLY HIGHLIGHTED. Not all requisitions will have Electrification scope items.
- Who needs to be approved for Clean Heat from Con Ed?
 - The HVAC contractor has to be approved by Clean Heat, not the general contractor. Click here for a list of already approved contractors that the GC can consider: <https://coned-findcontractor.icfwebservices.com/> or [here](#) to become a Clean Heat contractor.

- Does a copy of all requisitions get sent to NYSERDA?
 - All requisitions get sent to the TAP team, who will review the Electrification Scope items. Once the requisitions been approved by the TAP, they will notify NYSERDA and the owner team.
 - Subcontractors will not need a separate requisition.
- Will NYSERDA consider doing payments electronically? Are NYSERDA payments going to borrowers?
 - Yes. Payments are going directly to borrowers as outlined in the Participation Agreement and W9.