

## HPD RETROFIT ELECTRIFICATION PILOT: Requisition Formatting

As outlined in the [Owner's Participation Agreement](#) and [Electrification Rider](#), the TAP team must review the applicable requisitions to authorize release of NYSERDA incentive payments. We strongly recommend that the requisition process be simplified to avoid delays or confusion.

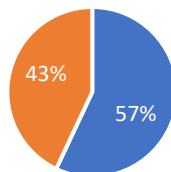
Although the full range of “covered” electrification-driven scope items are required to derive the final incentive, we recommend simplifying the Electrification Scope for the requisition process by allocating the incentive to key electrification scope items in lieu of all “covered” items. This will result in a higher “proportionate share” for these items but will not change the incentive amount. It will also simplify the process.

The following is an example of an Electrification Scope Requisition Format for illustrative purposes only (**these are just example scope items and should be modified for your own project**). Note that *proportionate share is only applicable to the Electrification Scope established for requisitions. The cost of the Electrification Scope used for requisitions must be greater than the total incentive amount so that a proportionate share can be established.*

ELECTRIFICATION SCOPE ITEMS FOR REQUISITIONING PURPOSES:									
A	B	C	D	E	F	G	H	I	J
	Description	Scheduled Value	Prior Work Completed	This Period	Stored Materials	Completed to Date	% Complete	Balance to Finish	Retainage
	<b>ELECTRIFICATION</b>								
	VRF EQUIPMENT & INSTALL	\$1,000,000		\$100,000		\$100,000	10%	\$900,000	\$10,000
	VRF REFRIGERANT PIPING	\$25,000						\$25,000	
	DHW SYSTEM INSTALL	\$250,000		\$50,000		\$50,000	20%	\$200,000	\$5,000
	PIPE INSULATION FOR DHW	\$25,000						\$25,000	
	<b>ELECTRICAL SERVICE UPGRADES</b>								
	SERVICE UPGRADES	\$250,000						\$200,000	
	DISTRIBUTION WIRING	\$200,000						\$200,000	
	<b>TOTAL BASE CONTRACT</b>	<b>\$1,750,000</b>				<b>\$150,000</b>		<b>\$1,600,000</b>	<b>\$15,000</b>
	<b>NYSERDA SHARE</b>	<b>57%</b>							
	NYSERDA SHARE	\$1,000,000				\$85,000			\$8,500
	OWNER SHARE	\$750,000				\$65,000			\$6,500

### NYSERDA Proportionate Share of Electrification

(as defined for Requisition)



NYSERDA's share of electrification costs is the pilot's contribution divided by the total electrification costs – in this case it is 57%.

■ NYSERDA Proportionate Share ■ Owner Share