

REDi:EB Process Steps



Initiated by	Step / Description	Received by	Req'd Documents
APPLICATION			
1	<p>Project Team</p> <p>REDi Application Prior to the Design Consultation (as early as possible in the scoping process), the Project Team submits the HPD Workbook including the completed Intake Tab and the completed REDi Application Tab or a REDi Cost & Scoping Tool to HPD Sustainability, along w/ the IPNA and utility bills. <i>Team is strongly encouraged to evaluate scopes and costs using the REDi Cost & Scoping Tool to identify the optimal scope for the project before applying. Team may also request a meeting to discuss the program.</i></p>	HPD Sustainability	HPD Workbook IPNA Utility Bills
2	<p>HPD Sustainability</p> <p>Preliminary Proforma(s) HPD Sustainability sends via e-mail the unsigned Proforma(s) and summary to the Project Team, indicating suggested scope of work when different from the proposed one. HPD Sustainability may send an alternative Proforma with a revised scope that is recommended by HPD/ TAP. HPD Sustainability introduces the Project Team to TAP, which will be cc'ed in the e-mail, and suggests scheduling a Design Charrette to further discuss the outcomes of the analysis performed by TAP, as outlined in the Proforma(s).</p>	Project Team TAP HPD Program	Proforma(s) Standard email template.
3	<p>Project Team</p> <p>Required Documentation Submitted Project Team submits Participation Agreement (PA), DRAFS, W-9, and Con Ed Authorization Form. PA will be countersigned by HPD and NYSERDA. Optional: schematic drawings, floor plans, any additional information in preparation for design charrette.</p>	HPD Sustainability TAP	DRAFS Con Ed Authorization W-9 Signed PA If available: Preliminary drawings
SCHEMATIC DESIGN/ DESIGN DEVELOPMENT			
4	<p>TAP</p> <p>REDi Kick-off Meeting/ Design Charette A Design Charrette / kick-off meeting will be scheduled by the TAP to (1) introduce the teams, (2) provide an overview of the REDi process and (3) discuss outcomes of the analysis performed by TAP, as outlined in the Proforma(s) and/or discuss the project's design strategy if not already proposed TAP sends follow-up comments after the Meeting</p>	Project Team (+MEP) HPD Sustainability HPD Programs HPD BLDS, opt.	Proforma If available: Preliminary drawings
5	<p>TAP</p> <p>Reminding Project Team to submit any outstanding documents, outlining next steps and attaching a revised ProForma if necessary based on the outcome of the meeting.</p>	Project Team (+MEP) HPD Sustainability HPD Programs	Revised ProForma if needed Request any missing info
6	<p>TAP/ HPD Sustainability</p> <p>Preliminary Incentive Offer Letter (PIOL) HPD sends the signed PIOL along with an updated and signed Proforma to the Project Team that references the Proforma and includes funding sources (NYSERDA and Offsets). Unless the scope or size of project changes, this is the amount of funding that the project will receive. The PIOL is needed prior to the HPD Design Consultation.</p>	TAP Project Team HPD Programs OMB	Signed Proforma Signed PIOL
	<p>Project Team</p> <p>HPD Design Consultation Submission (HPD Milestone #2, typically at 50% DD) Project Team submits PIOL as part of Design Consultation submission and ensures TAP is included in meeting. <i>Note that the REDi Design Review process may have already started prior to the HPD Design Consultation.</i></p>	HPD (PM, BLDS, Sustainability), TAP	Preliminary MEP drawings
7	<p>Project Team</p> <p>Design Review Submission (Round 1) Project teams submits preliminary MEP drawings, and rough cost estimates for the Proposed REDi: EB Scope items to ensure project meets budget expectations. When applicable, the Scope 3 worksheet should be submitted/ updated.</p>	HPD Sustainability HPD Programs HPD BLDS TAP	Preliminary Arch. + MEP drawings Scope 3 Worksheet REDi Cost Estimate Draft Maintenance Plan Maintenance Cost Estimate
8	<p>TAP</p> <p>Design Review Comments (Round 1) TAP issues comments to the applicant via email, using the REDi Design Review Checklist, requesting any outstanding documentation.</p>	Project Team HPD BLDS	Design Review Checklist
9	<p>TAP</p> <p>TAP Round 1 Design Review Meeting TAP or Project Team requests meeting if necessary to review comments</p>	HPD Sustainability Project Team TAP	Drawings Design Review Checklist
10	<p>Project Team</p> <p>Design Review Submission (Round 2) Project Team submits revised drawings, specifications and cut sheets. If scope changes.</p>	TAP HPD BLDS	Revised Documents: Arch + MEP drawings Scope 3 Worksheet REDi Cost Estimate Draft Maintenance Plan Maintenance Cost Estimate
11	<p>TAP</p> <p>Design Review Comments Round 2 TAP reviews revised drawings and specs and issues comments to the applicant via email, using the REDi Design Review Checklist, requesting any outstanding documentation. BLDS is cc'd. An optional meeting may be scheduled if necessary. The TAP will also send the Closing Checklist noting outstanding items.</p>	Project Team HPD Programs HPD BLDS	Design Review Checklist Closing Checklist
12	<p>Project Team</p> <p>Con Ed Load Letter submitted + Submit ConEd MCID (Master Case ID)</p>	DOB ConEd	Load Letter MCID Submission
CONSTRUCTION DOCS SIGN-OFF			
13	<p>Project Team</p> <p>Final Construction Drawings and Specs Submitted to TAP Project Team submits final Construction Drawings (including 100% MEPs and applicable Specifications and Cut Sheets) addressing all outstanding TAP comments from previous Design Review Checklist</p>	TAP	100% CDs Cut Sheets for REDi scope items Specifications Con Ed Case Number
14	<p>TAP</p> <p>Construction Document Review and Sign Off: TAP approves final Construction Documents and sends completed/ approved Design Review Checklist and Closing Checklist in preparation for BLDS signoff and bidding.</p>	Project Team HPD Programs HPD BLDS	Design Review Checklist Closing Checklist
BIDDING & CONTRACT			
15	<p>Project Team</p> <p>Bidding/ Pricing: Bids out project, including unsigned REDi: EB Construction Rider, which notes which REDi Scope items need to be itemized</p>	GCs	Unsigned Construction Rider

16	Project Team	Optional Bidding Assistance/ Value Engineering: TAP supports bidding process and Value Engineering as needed (an optional meeting can be arranged if necessary)	TAP	Bid Docs
CLOSING PREP (2-4 weeks prior to closing)				
17	Project Team	Final Construction Documents Submitted to TAP Submits final documents to TAP team when available.	TAP	Signed Rider Construction Schedule Construction Contract Draft HPD Commitment Letter & CPLA noting REDI Draft Maintenance Plan
18	Project Team	Project Team submits REDI Budget & REDI Requisition Workbook Document includes itemized REDI: EB Budget and Scope items that will be used to requisition REDI fund (an optional meeting can be arranged if necessary)	TAP	REDi Budget & Requisition Workbook
19	TAP	Final Incentive Award Letter (FIAL) Once all documents are submitted and approved, TAP issues the Final Award Letter, signed by HPD and TAP confirming the Incentive Amount. No funding can be advanced without a signed letter.	Project Team HPD Programs HPD Budget OMB	Final Incentive Award Letter
CONSTRUCTION & COMPLETION (Partial list for reference – additional items on the Construction Milestone Checklist)				
	TAP	Post Closing: After closing, TAP sends notification if there are any missing documents (e.g., final versions of items submitted as drafts). Note that no funding can be advanced if any documents are outstanding.	Project Team	Revised Construction Schedule Revised REDI Budget & Requisition Workbook, Final HPD docs
	Project Team	Construction Kickoff: Design Team schedules Construction Kick-Off Meeting that includes TAP (may be virtual)	TAP, BLDS	
	Project Team	Construction Submittals: Design Team submits all approved Submittals and Cut Sheets for REDI Scope Items	TAP, BLDS	Approved Cut Sheets Proof of Contractor Training
	TAP	Site Visits: TAP conducts 3-4 site visits (Mechanical Kick-Off Meeting, Open-Wall Inspections & Pressure Test of Refrigerant Lines, Final Installation)	Project Team	
	Project Team	Requisitions: Owner submits requisitions with REDI scope itemized, and cc's TAP. Additional documents may also be requested (e.g., invoices, photographs, other) to confirm completion of REDI scope items.	Lender, copy TAP	Requisitions noting REDI scope items, photographs as req'd
	TAP	Requisitions Review: TAP reviews Requisitions and flags any scope discrepancies or other issues that may result in a notification to hold back payment on REDI scope items	Lender, Owner	
	TAP	Final Payment: TAP approves final REDI: EB payment based on completion of checklist and delivery of resources provided to staff & residents. Final retainage will be signed-off by TAP upon successful completion of Commissioning/ Required REDI testing.	Project Team	Testing Documentation Copies of Resident Resources Comprehensive Maintenance Plan Optional maintenance contract Proof of Cx and Testing Final Requisition