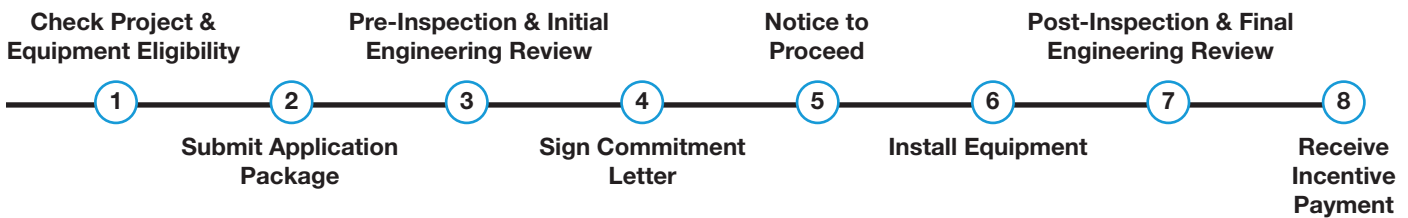


# Multifamily Energy Efficiency Program Application

Market Rate Buildings (and Non-Comprehensive Path Affordable Housing)

## How to Apply



### 1. Check Project & Equipment Eligibility

- This application is for market rate buildings or affordable housing buildings on a non-comprehensive path.
- Affordable housing buildings on the comprehensive path or applying for incentives from both National Grid and Con Edison for the same project should use the Affordable Multifamily Energy Efficiency Program [application](#).
- All installed equipment must meet or exceed program requirements.

### 2. Submit Application Package

The package must include:

- Completed program application
- Con Edison tool or custom analysis
- Cut sheets or technical support details as specified by the program manual
- Form W-9 of the incentive recipient

### 3. Pre-Inspection & Initial Engineering Review

We will inspect the existing condition of your site. Work may not begin on your project until you have a Notice to Proceed.

### 4. Sign Commitment Letter\*

Sign and return document within 30 days.

*\*Only required for custom projects.*

### 5. Notice to Proceed

The Notice to Proceed, which allows 90 days to complete and submit your project completion paperwork, must be obtained *before* starting your project. For prescriptive projects, you'll receive an email from Willdan stating your estimated project savings and incentive authorizing you to proceed with installation. Custom projects may proceed with installation only after your Commitment Letter is returned signed.

\*If your project will require more than 90 days, please contact the program team.

### 6. Install Equipment

Once you have completed the project installation, please submit the following documents:

- Signed Statement of Completion (SOC)
- Final project invoices and receipts for custom projects (prescriptive projects require invoices only upon request)

### 7. Post-Inspection & Final Engineering Review

We will inspect the new condition of your site.

### 8. Receive Incentive Payment

Once your energy savings are finalized, an incentive check will be mailed to you or your participating contractor.

**Program Eligibility**

To be eligible to participate in the Con Edison Multifamily Energy Efficiency program, the following must be true:

1. Must be a multifamily (5+ units) residential building where customer receives Con Edison gas and/or electric delivery service depending on the proposed project type.
2. The customer listed below has not received an incentive from Con Edison, NYSEDA or another utility for the same measure(s).
3. Equipment will not be installed until Con Edison receives this signed application, a pre-inspection occurs, and a commitment letter has been sent.

Email completed application to [Multifamily@conEd.com](mailto:Multifamily@conEd.com) or fax 1-212-785-2343.

**Questions?** Call 1-844-316-4288 or email [Multifamily@conEd.com](mailto:Multifamily@conEd.com)

**1. Con Edison Account Holder Information**

Account Name (as shown on your Con Edison bill):	Con Edison Account Number (11 digits): Electric: _____ Gas: _____		
Service Address (as shown on your Con Edison bill):	City: _____	State: _____	Zip: _____
Building Address (if different from Service Address):	City: _____	State: _____	Zip: _____
How did you hear about the program?			
<input type="checkbox"/> Participating Contractor <input type="checkbox"/> Event/Seminar <input type="checkbox"/> Email or Mail <input type="checkbox"/> Online Search <input type="checkbox"/> Sales Rep <input type="checkbox"/> Other: _____			
Did a Con Edison energy efficiency representative assist you with this project? <input type="checkbox"/> Name: _____			

**2. Contact Information**

Contact Title	Company Name	Contact Name	Contact Phone	Contact Email
Building Owner				
Property Management Co.				
Participating Contractor				
Superintendent				
Other:				

### 3. Building Information

1. Ownership entity is:  Private (for-profit)  Private (non-profit)  Public/municipal

2. Building is a:  Multifamily High Rise  Multifamily Low Rise  Assisted Living Facility  Other: \_\_\_\_\_

3. Property type:  Condominium  Co-Op  Rentals Only

4. If property includes rental apartments, please indicate the status:  Rent-Controlled  Rent-Stabilized  Market Rate

5. Total number of dwelling units\_\_\_\_\_ 6. Number of buildings\_\_\_\_\_ 7. Number of boilers\_\_\_\_\_ 8. Number of floors (per building)\_\_\_\_\_

9. Number of elevators\_\_\_\_\_ 10. Square footage (per building)\_\_\_\_\_ 11. Year built: \_\_\_\_\_

<p>12. Heating fuel source (check all that apply):</p> <p><input type="checkbox"/> Con Edison <input type="checkbox"/> National Grid</p> <p><input type="checkbox"/> Firm Gas <input type="checkbox"/> Electric <input type="checkbox"/> Steam <input type="checkbox"/> Dual Fuel</p> <p><input type="checkbox"/> Oil <input type="checkbox"/> Interruptible</p>	<p>13. Electric meter type (check what applies):</p> <p><input type="checkbox"/> Master metered <input type="checkbox"/> Master metered with sub-meters</p> <p><input type="checkbox"/> Direct metered <input type="checkbox"/> Temporary electric account</p> <p>14. Heating distribution system type: <input type="checkbox"/> 1-pipe steam <input type="checkbox"/> 2-pipe steam</p> <p><input type="checkbox"/> Hydronic <input type="checkbox"/> I don't know</p>
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### 4. Affordable Housing

Check what applies:

This building was developed and is being maintained as affordable housing. Supporting documentation must be provided. (Examples of acceptable documentation include regulatory agreements or mortgages from the following: HUD, HPD, HDC, HFA, NYSDHCR). Provide the name of the regulatory agency or program if applicable: \_\_\_\_\_

This building has been documented as income-eligible for the NYS Weatherization Assistance Program. Provide Weatherization Assistance Program application reference number if applicable: \_\_\_\_\_ Date: \_\_\_\_\_

### 5. Proposed Project Information

Check what applies:

Gas  Electric  Custom Gas (check #14 below)  Custom Electric (check #14 below)

What systems are associated with the proposed project?

1. Lighting  2. Lighting Controls  3. HVAC  4. Boilers  5. Building Controls and EMS  6. Building Envelope

7. Domestic Water Heating  8. Pipe Insulation  9. Air Sealing  10. Steam Traps  11. 2-Pipe Steam  12. Variable Frequency Drives

13. Elevators  14. Other: \_\_\_\_\_

<p>Age of equipment being upgraded:</p>	<p>Would you like to apply for additional incentives for Early Replacement or Extended Life? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Summary of scope:

**6. In-Unit Direct Install** (Optional)

By checking this box, you are acknowledging that you would like up to 15 free LEDs directly installed in each residential unit. The program may also install high-efficiency faucet aerators and shower heads in participating buildings with Con Edison firm gas accounts. You understand that these measures must be directly installed by the implementation contractor, Willdan Energy Solutions or its assigned contractor. All associated costs for this completed work will be paid for by Con Edison directly to the contractor.

**7. Payee Authorization** (The account holder may designate another entity to receive the incentive check, which may include participating contractors in good standing with Con Edison).

The Con Edison account holder hereby authorizes the incentive check to be paid directly to the entity referenced in the payee section below. If this box is checked, the account holder must sign here; this signature must match the signature at the end of this application. The entity being paid must provide its Form W-9. Only the Con Edison account holder may sign and submit this application.

Payee Name (please print):	Payee Title (please print):	Payee Company Name:	Payee Address:
Account Holder Name (please print):	Account Holder Title (please print):	Account Holder Signature:	Date:

## Terms and Conditions

**ELIGIBILITY:** Con Edison's Multifamily Energy Efficiency (MFEE) Program offers financial incentives for efficiency measures in common areas and eligible building systems to customers who are property owners or managers (customers) of multifamily residences with five or more dwelling units, as well as energy surveys. Customers must receive Con Edison gas and/or electric delivery service, and be in good standing. Incentives are available to customers for the purchase and installation of energy-efficiency measures at the location where the qualifying project is to be installed. Con Edison will not offer financial incentives and/or rebates for the same eligible measure to those customers who have received financial incentives or rebates from the New York State Energy Research and Development Authority (NYSERDA) and/or another electric or gas utility company.

**QUALIFYING PROJECTS AND MEASURES:** Qualifying projects include electric or gas energy-efficiency measures identified as eligible for MFEE Program incentives by Con Edison's implementation contractor, Willdan, based on an energy survey of the building. Qualifying projects do not include any electric or gas energy-efficiency measures or energy-efficiency equipment or services purchased, contracted for, or installed prior to the program start date.

**PROGRAM APPLICATION:** By signing this Program Application, the customer authorizes Willdan or its subcontractors to enter this building for the purposes of conducting an energy survey of the building's common area and individual units, installing MFEE Program measures in individual units, installing any energy-efficiency measures subsequently agreed to in a Scope of Work, inspecting installed measures, and evaluating the performance of installed measures.

**INCENTIVE AMOUNTS:** The amounts of the incentives for which qualifying projects are eligible are set forth in the program brochures. Con Edison's decision on these issues will be final. Con Edison reserves the right to change the measures and incentives at any time throughout the program cycle.

**CUSTOMER WORK AUTHORIZATION AND PROJECT WORK PLAN:** Willdan, or its subcontracted partners, will meet with the customer to discuss individual building objectives, provide information on alternatives, discuss process, and create a work project and schedule. Willdan may select and provide one or more approved installation subcontractors to complete the measure-installation work, or the customer may select one or more contractors from an approved list of participating contractors. To be included on the approved list, a contractor shall participate in a required Program Orientation, submit contractor-qualification forms, provide documentation of required insurance, agree to follow program guidelines and protocols, including program reporting and verification requirements, and otherwise be in good standing with Con Edison. Willdan may schedule and/or monitor the required installation services.

**IMPLEMENTATION OF WORK, PAYMENT OF INCENTIVES, INSPECTION REQUIREMENTS:** The customer must pay its share of the cost for each measure to be installed pursuant to the Scope of Work at a time not later than the completion of installation of that measure. When Willdan confirms that installation of a specific measure is satisfactorily completed, Willdan will arrange for payment of the incentive for that measure to the customer, either directly or by Con Edison, or, if authorized to do so by the building owner, directly to the installation contractor for that measure. Willdan's quality-assurance and/or quality-control inspectors and/or Con Edison, in their sole discretion, may schedule and conduct a post-installation inspection to ensure satisfactory measure installation. Incentive checks will be sent approximately six weeks after Willdan confirms satisfactory installation. With advance notice to the customer, following completion of the project and in order to provide Con Edison

with an opportunity to review the operation of the energy-efficiency measures for program evaluation purposes, the customer agrees to cooperate with any effort by Con Edison or its contractors and subcontractors, to make or to have made follow-up visits to customer facilities, and the customer shall provide building energy system data, supporting documentation, and otherwise cooperate fully in support of this effort.

**CUSTOMER INFORMATION:** Customer agrees that Con Edison may provide customer information including name, account number, electric and/or gas consumption data and electric and/or gas energy savings to its third-party evaluation contractor for program evaluation purposes. The evaluation contractor will keep customer information confidential. Customer information may also be provided to the New York State Public Service Commission. Any customer information provided to the New York State Public Service Commission will be aggregated with information about other customers and not personally identifiable.

**TAX LIABILITY and CREDITS:** Con Edison is not responsible for any taxes which may be imposed on the customer as a result of measures installed under this program. Each customer must provide a valid Federal Tax I.D. number.

**DISPUTES:** Con Edison will have sole discretion to decide on the final resolution of any issues including but not limited to eligibility or incentives.

**PROGRAM CHANGES:** Con Edison reserves the right to change, modify, or terminate this program at any time without any liability except as expressly stated herein. Con Edison will honor all written commitments made in Scope of Work provided to customers prior to the date of any change, modification or termination of this program, provided that project installations are fully completed within the time specified in the Scope of Work.

**PROGRAM EXPIRATION:** This program will expire December 31, 2023, when funds are depleted, or when the program is terminated, whichever comes first.

**DISCLAIMER:** Con Edison and Willdan its implementation contractor, make no representations or warranties, expressed or implied, and do not guarantee that implementation of energy-efficiency measures or use of the equipment purchased or installed pursuant to this program will result in energy-cost savings. Accordingly, Con Edison recommends that all customers consider engaging qualified engineers or other qualified consultants to evaluate the risks and benefits, if any, of such implementation and use on energy consumption, cost savings, or operation of customers' facilities.

**INSTALLATION REQUIREMENTS:** All work must be in full compliance with the requirements of applicable laws, rules, and regulations of authorities having governmental and regulatory jurisdiction. Work must be performed by subcontractors or participating contractors approved by Willdan and Con Edison for participation in the MFEE Program. Additionally, work must be completed within 90 days of the commitment execution date on the Owner's Agreement document. Affordable housing projects must be completed within 12 months of the commitment execution date. In the removal of old equipment, the applicant confirms that, as a requirement of the program, the owner or any subcontractor carrying out installation of measures under this program shall remove and dispose of any and all equipment or materials that are replaced or removed in accordance with all applicable laws, rules, and regulations. If these requirements are not met, then Con Edison may cancel, withdraw, and revoke the incentive funds from the project.

## 8. Signature

By signing below and submitting this application, which includes the information presented above and the Eligibility Requirements and Other Terms and Conditions below, I certify that the information presented above is true and accurate, I agree with the Eligibility Requirements and Other Terms and Conditions below, and I authorize Willdan Energy Solutions or its assigned contractors to have appropriate building access to provide necessary program services, including free direct install services, if applicable.

Customer or Authorized Representative Name (please print):	Title (please print):	Date:
Authorized Signature:	Company Name:	

Email completed application to [Multifamily@conEd.com](mailto:Multifamily@conEd.com) or fax 1-212-785-2343.

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