

Instructions**APPLICANT:**

1. **Work with your Partner to complete the Project Information Form.** The Project Information Form includes all of the information necessary to submit an electronic application. Partners and Applicants should work together to assure that this information is complete and accurate.
2. **Read and sign the Terms and Conditions.** By signing the Terms and Conditions, you are agreeing to the MF NCP's rules and requirements.
3. **Complete the W-9 form.**
4. **Determine whether your project qualifies for Low to Moderate Income (LMI) incentives.** Work with your Partner to gather LMI documentation as described in the MF NCP Guidelines. If this documentation is not available at the time of application, it may be submitted before the project's first incentive payment.
5. **Complete the Electronic Fund Transfer (EFT) form.** The EFT form is required for all projects and allows the direct deposit of incentive funds into a banking account. If your banking information is not available at the time of application, this form may be submitted before the project's first incentive payment.
6. **Complete the ENERGY STAR® Partnership Agreement for MFHR Developers;** if you are not an EPA approved MFHR Developer already. This is only required for projects pursuing the Performance Path with ENERGY STAR®.
7. **Send the following documents to your Partner:**
Electronic versions are acceptable.
 - Project Information Form
 - Terms and Conditions
 - W-9
 - LMI Documentation (if applicable and available)
 - EFT Form (if available)
 - ENERGY STAR® Partnership Agreement for MFHR Developers (if applicable)

PARTNER:

1. **Review the Applicant's documentation for completeness.** Check the applicable forms (Project Information Form, Terms and Conditions, W-9, LMI Documentation, EFT Form and ENERGY STAR® Partnership Agreement for MFHR Developers) for completeness and accuracy.
2. **Complete the On-line Application:** <https://cris.nyserda.org/Dashboard/login.aspx>
3. **Refer to the Application Instructions** in the MF NCP Guidelines for more information.
4. **NYSERDA will review the application.** NYSERDA will contact the Partner and the Applicant to confirm application receipt and schedule a scoping session.

Submission of a completed application does not entitle the Applicant to MF NCP participation or incentive payments.

Multifamily New Construction Program - Project Information Form

Applicant Information – All fields must be completed

Property Owner/ Company Name (to which incentive payments will be issued, as listed on W-9)			Federal ID # (as listed on W-9)
Contact Name (First, MI, Last) – must be a legal signatory, as listed on Terms & Conditions			Contact Title
Street Address 1			Day Phone
Street Address 2			Fax
City	State	Zip + 4	E-mail
Property Developer Company Name (if different from above)			Is the Developer/Owner a current EPA approved <i>ENERGY STAR® MFHR Developer</i> ? <input type="checkbox"/> Yes <input type="checkbox"/> No
Contact Name (First, MI, Last)			Contact Title
Street Address 1			Day Phone
Street Address 2			Fax
City	State	Zip + 4	E-mail
Project Contact Name (First, MI, Last)			Contact Title
Company Name			Day Phone
Street Address			Fax
City	State	Zip + 4	E-mail

Project Details – All fields must be completed

Compliance Path (see MF NCP Guidelines for additional information) <input type="checkbox"/> Performance Path <input type="checkbox"/> Modified Prescriptive Path <input type="checkbox"/> Passive House Institute (PHI) <input type="checkbox"/> Passive House Institute US (PHIUS)		Construction Type <input type="checkbox"/> New Construction <input type="checkbox"/> Substantial Renovation <input type="checkbox"/> Change of Use & Reconstruction
Project Name		Total Project Size (ft²)
Main Street Address for Project		Occupiable Square Footage (ft²)
City		# of Buildings in Project (if more than 1, complete section on p.3)
State	Zip + 4	# of Units in Project

Multifamily New Construction Program - Project Information Form

Project Details continued – All fields must be completed

Total Estimated Construction Cost \$ _____	# of Stories/Building _____
Market Type (see Application Instructions for additional information) <input type="checkbox"/> Market Rate Housing <input type="checkbox"/> LMI (if so, indicate Proxy type): <input type="checkbox"/> HUD <input type="checkbox"/> HCR <input type="checkbox"/> LIHTC <input type="checkbox"/> HDC 80/20 <input type="checkbox"/> HPD <input type="checkbox"/> WAP <input type="checkbox"/> HFA 80/20 <input type="checkbox"/> SONYMA	Additional Certifications: Is this project pursuing LEED, Enterprise Green or other third party Certifications? <input type="checkbox"/> Yes <input type="checkbox"/> No
Performance Tier: <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	

Building Details — For projects with more than 1 building ONLY. (See MF NCP Guidelines for further details)

Building Address*	# Units	# Stories	Total Sq. Ft.	OSF**
1.				
2.				
3.				

*Provide information on separate sheet if more than 5 buildings in the project **OSF= occupiable square footage

Construction Schedule – All fields must be completed

Completion Dates: Schematic Design: _____ Design Development: _____ Construction Documents: _____	Project Bid Date: _____ Construction Completion: _____
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Utility Details – All fields must be completed

Electric Utility: Electric Metering Configuration (anticipated): <input type="checkbox"/> Direct Metered <input type="checkbox"/> Sub-metered <input type="checkbox"/> Master Metered	Gas Utility: Gas Configuration: <input type="checkbox"/> N/A <input type="checkbox"/> Firm <input type="checkbox"/> Interruptible <input type="checkbox"/> Cooking &/or Laundry Only
Heating Source(s) Select all that apply: <input type="checkbox"/> Electric <input type="checkbox"/> Gas <input type="checkbox"/> Oil <input type="checkbox"/> Steam <input type="checkbox"/> Propane <input type="checkbox"/> Other (specify) _____	Gas Service Use(s) Select all that apply: <input type="checkbox"/> N/A <input type="checkbox"/> Space Heating <input type="checkbox"/> DHW Heating <input type="checkbox"/> Cooking <input type="checkbox"/> Laundry <input type="checkbox"/> Other

Involvement in other Energy Efficiency Programs – All fields must be completed

Related NYSERDA or Non-NYSERDA Programs: Do you expect to receive funding under any other energy efficiency programs?

☐ No ☐ Yes

If Yes, Select all that apply (currently or in the future):

☐ Weatherization Assistance Program ☐ Utility Program (Name of Utility) _____ ☐ Other _____

Notes (Include any important notes about the project)