Application Submittal Checklist

Program Opportunity Notice (PON) 3319

This checklist is intended to assist in completing the Application Submittal correctly; it is not meant to replace any requirements or statements listed in the Application itself.

Project Information Form – do not upload to CRIS

The purpose of the Project Information Form is to gather information about the project in one place, to simplify data entry into CRIS.

☐	Complete all sections of the Project Information Form.	
☐	Applicant (Property Owner/ Company Name)	This must exactly match the Name on the W-9.
☐	Federal Tax ID	This must exactly match the W-9.
☐	Utility Details	Be as accurate as possible with anticipated fuel usage.
☐	Building Details: Number of Units	Make sure this is correct – it affects the incentives.
☐	Related NYSERDA and Non-NYSERDA Programs	Due to PSC funding sources, incentives from separate Energy Efficiency programs cannot be used to fund the same energy reduction measure.
☐	Building Details: # of Buildings	Enter all of the buildings into CRIS

Terms and Conditions

☐	Use the latest Terms and Conditions document from the PON.
☐	Use the same Project Name on all documents.
☐	The Applicant (Property Owner/ Company Name) must exactly match the Project Information Form, EFT, and W-9.
☐	The person who signs the Terms and Conditions must be the legal signatory for the Applicant organization. An authorized signatory has the ability to contractually bind your organization. (A legal signatory may be different from the project manager or primary contact.)
☐	Upload the entire Terms and Conditions document to CRIS. Do not just upload the signature page.

Other Attachments

W-9

☐	The form must be typed with a handwritten signature. Due to issues with legibility, NYSERDA does not accept hand-written forms.
☐	Use the same Project Name on all documents.
☐	The Tax Identification Number (TIN) must match on all documents.
☐	The Applicant (Property Owner/ Company Name) must exactly match the Project Information Form, EFT, and W-9.
☐	Upload the W-9 to CRIS.

Electronic Funds Transfer (EFT) Form

☐	The form must be typed with a handwritten signature. Due to issues with legibility, NYSERDA does not accept hand-written forms.
☐	Completely fill out the EFT Form. All projects must use EFT for payment. If an EFT Form is not available at this time, projects are allowed to submit a placeholder. An EFT must be submitted prior to the first incentive payment.
☐	Upload the EFT Form to CRIS.

Low to Moderate Income (LMI) Documentation	
☐	In order to receive the Low-to-Moderate Income (LMI) incentives, a project must qualify as "affordable housing" by meeting documentation requirements. See the MF NCP Guidelines for a list of proxies. If LMI documentation is not available at this time, projects are allowed to submit a placeholder. LMI documentation must be submitted prior to the first incentive payment.
☐	Upload the LMI documentation to CRIS.
ENERGY STAR Partnership Agreement for MFHR Developers	
☐	Upload the email confirmation from the EPA that reads "Energy Star Partnership Agreement for Multifamily High Rise Developers" to CRIS. This is required at the time of application for all Performance Path projects.