

Are all commercial tenants eligible for the program?

At this time, only commercial office tenants are eligible for the program. If you are another type of commercial tenant, please email commercialprograms@nyserda.ny.gov and we will put you in touch with the right program.

Are projects in both tracks eligible for 100% cost-share of the Energy Consultant's fee?

Projects in the basic track are eligible for 100% cost-share up to \$5000.

Projects in the high-performance track developing a generic or custom energy efficiency package are immediately eligible for a 50% cost-share and can receive up to 100% cost-share the criteria listed below. This way, landlords and tenants can effectively receive the package free of cost.

Criteria for tenants: To receive up to 100% cost share, tenants must complete a custom package and install all recommended energy efficiency measures with a payback of less than three years. Alternatively, NYSERDA will reimburse the tenant for the installation costs of any recommended energy efficiency measure, not to exceed the total eligible project costs.

Criteria for landlords: To receive up to 100% cost-share, landlords must complete a generic package, submit a Tenant Engagement Plan AND

- Conduct outreach to tenants occupying at least 50% of the building's square footage, OR
- Recruit one tenant in energy efficiency activities, OR
- Include the generic package in their leasing materials

What does a "Tenant Engagement Plan" entail? Is there a template I can use?

There is no template available for the Tenant Engagement Plan. We would like to learn from landlords what their tenant engagement strategies are, and we encourage landlords to think innovatively about different ways to involve their tenants in energy efficiency matters. At minimum, a Tenant Engagement Plan should explain how the generic package will be used to communicate with tenants about their energy efficiency options in the building, what activities will be undertaken to engage tenants in energy efficiency, and how these activities will persist over time.

For landlords interested in taking advantage of the 100% cost-share, how is "outreach" defined?

Landlords must demonstrate that they have shared the generic package with tenants in their building through their chosen communication channels. To qualify for the added incentive, landlords must submit documentation showing that they have shared the package with tenants occupying at least 50% of their building's square footage.

For landlords interested in taking advantage of the 100% cost-share, what is meant by "recruiting at least one tenant in energy efficiency activity"?

Landlords must demonstrate that they have shared the generic package with tenants in their building through their chosen communication channels. If, as a result of this outreach, at least one tenant installs one or more measures from the package in their office space, the landlord can qualify for the full 100% cost share. The landlord must provide documentation to this effect.

What level of engineering calculations is required?

At the onset of a project, customers and their energy consultant must agree on the best approach to calculating energy savings. NYSERDA does not dictate the type of calculation methodology used for a project (energy modeling, spreadsheets, or other building modeling tools or methodologies developed by the energy consultant). The engineering calculations must be in line with the scope of the project and the complexity of the energy efficiency measures being evaluated.

Are tenants who also own the building eligible?

Yes. Any organization occupying office space in a building that pays the System Benefits Charge (SBC) is eligible.

Is there a minimum tenant size requirement?

No. All tenants are eligible. However, tenants occupying a space more than 10,000 sq. ft. stand to benefit the most.

How long is the average lease of tenants participating in the program?

Tenants with leases of all lengths can participate in the program and benefit from energy efficiency recommendations. For tenants with less than five years left on their lease, energy efficiency measures with short paybacks become the focus of the energy assessment. Projects so far have identified numerous measures with one to three year paybacks. For project with longer leases, more comprehensive energy analyses can yield deeper energy savings over a longer period of time.

Does the Basic Track require an ASHRAE Level 1 assessment?

An ASHRAE Level 1 audit is not required for projects in the Basic Track, but it is suggested as a benchmark.

Can I apply to the Basic Track first and then move to the High-Performance Track?

Yes, all customers are eligible for both tracks. The \$50,000 cap will include funds assigned to both tracks.

How are pre-builds and test-fits included in this program if a 12-month occupancy period is required?

The occupancy requirement is a way to distinguish an existing building from a new construction building. New and vacant tenant spaces are eligible as long as they are located in a building that has been occupied for at least 12 months.

Can participants also earn incentives from ConEd's programs?

Yes. Participation in this program will not disqualify you from applying to ConEdison's incentive programs, and it can actually help you create a plan for how to take advantage of them most effectively. However, NYSERDA will not cost-share the same technical assistance tasks that might already had been supported by another incentive program.

Is this a statewide program?

Yes. While we expect the bulk of the projects will come from the downstate area, any office space located in a building that contributes to the SBC in New York State is eligible for this program.

For the Basic Track, will NYSERDA provide funding directly to the energy consultant?

Yes.

What is the baseline for a tenant space participating through the High-Performance Track?

Baselines are meant to provide reliable information that will help you to make informed decisions with respect to the design of the tenant space. For a new tenant, the baseline must be the latest energy code, in this case, ASHRAE 2013. For an existing tenant renovating their space, a baseline based on historical energy usage is acceptable.

How is the incentive calculated?

The incentive given through this program is not performance based, but a cost-share based on the energy consultant fee for the project (from 50-100% cost-share).

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