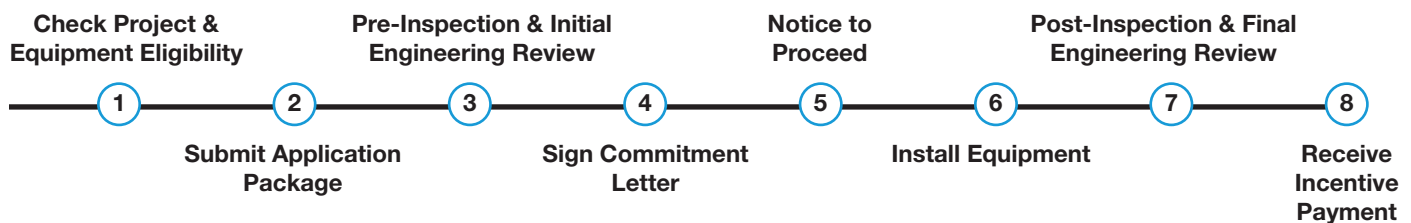


# 2025 Multifamily Energy Efficiency Program Application

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 the 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 (NTP).

### 4. Sign Commitment Letter\*

Sign and return document within 30 days.

*\*Only required for Custom Projects.*

### 5. Notice to Proceed

The Notice to Proceed (NTP) must be obtained before starting your project and allows for 3 months of installation for Prescriptive Projects and 6 months for Custom projects. The NTP will come from Willdan and state your estimated project savings and incentive, authorizing you to proceed with installation. For Custom Projects, the NTP is issued after the Commitment Letter is signed and returned to Con Edison.

*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 for the Con Edison Multifamily Energy Efficiency Program (also called MFEEP, MFEE Program, Multifamily, or the 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 energy provider, for the same measure(s).
3. Equipment will not be installed until Con Edison receives this signed application, a pre-inspection occurs, and a Notice to Proceed has been sent.
4. The application is valid for six months from the submission date. Customers who have not received a Preliminary Incentive Offer Letter or Notice to Proceed during this timeframe must resubmit their application.

Email completed application to [Multifamily@conEd.com](mailto:Multifamily@conEd.com).

**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 Code: _____
Building Address (if different from Service Address):	City: _____	State: _____	ZIP Code: _____
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 Representative <input type="checkbox"/> Other: _____			
Did a Con Edison energy efficiency representative assist you with this project? <input type="checkbox"/> Name: _____			

## 2. Contact Information

Title:	Company Name:	Contact Name:	Phone:	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, they are: ☐ 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: \_\_\_\_\_

12. Heating fuel source (check all that apply):

- ☐ Con Edison ☐ National Grid
- ☐ Firm Gas ☐ Electric ☐ Steam ☐ Dual Fuel
- ☐ Oil ☐ Interruptible

13. Electric meter type (check what applies):

- ☐ Master Metered ☐ Master Metered with Sub-Meters
- ☐ Direct Metered ☐ Temporary Electric Account

14. Heating distribution system type: ☐ 1-Pipe Steam ☐ 2-Pipe Steam  
☐ Hydronic ☐ I Don't Know

### 4. Income Eligible (Affordable Housing)

Check each statement that applies to the proposed project:

- ☐ Building is an Affordable Multifamily Building regulated by a local, state, or federal agency. Examples of acceptable documentation that must be provided include, but are not limited to, regulatory agreements or mortgages from the following: US HUD, NYC HPD, NYC HDC, NYC HFA, NYS HCR.

Regulatory agency or program name, if applicable: \_\_\_\_\_

- ☐ Building meets the affordability requirements of the Program (at least 25% of the units in the building have a calculated household income no more than 80% of the Area Median Income or State Median Income, whichever is greater).

Applicants must submit the annual rent, size, and occupancy for each apartment in the property \_\_\_\_\_ Date: \_\_\_\_\_

### 5. Proposed Project Information

Which fuel type applies to the proposed project?

- ☐ Gas ☐ Electric ☐ Custom Gas (check #14 below) ☐ Custom Electric (check #14 below) ☐ Other fuels, please specify: \_\_\_\_\_

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: \_\_\_\_\_

Age of equipment being upgraded:

Would you like to apply for additional incentives for Early Replacement or Extended Life? ☐ Yes ☐ No

Scope summary:

Estimated Installation Start Date: \_\_\_\_\_ Estimated Installation Completion Date: \_\_\_\_\_

## 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 (If applicable, the account holders may designate another entity in good standing with the Program and Con Edison to receive incentive checks, which may include Participating Contractors).

☐ 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 and the signature must match the one at the end of this application. The legal entity being paid must provide its Form W-9. Only the Con Edison account holder may sign and submit (or authorize) 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:

Customer agrees and authorizes the energy provider to share the customer's information and/or project-level information with the New York State Department of Public Service Staff and NYSEERDA, including its agents or authorized representatives, consistent with NYSEERDA's New York State Public Service Commission and statutorily authorized responsibilities, including, but not limited to supporting market development initiatives, and other evaluation and measurement activities. "Project-level" includes information based on the scope of the project, including, but not limited to, aggregated and anonymized whole building, building, or subsets of the project.

## Terms and Conditions

These Terms and Conditions are applicable to a Customer (as defined below) (including by those duly authorized to act on behalf of a Customer) participating in Con Edison's Multifamily Energy Efficiency (MFE) Program ("MFE", "MFE Program," "Multifamily," or the "Program") and when a Customer's energy provider is Consolidated Edison Company of New York, Inc.

1. **ELIGIBILITY:** The 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 provider.
2. **PROGRAM MANAGEMENT:** The Program may at times be implemented and managed by an implementation contractor under contract with Con Edison. Accordingly, all the Program undertakings or obligations of Con Edison may be undertakings or obligations of either a Con Edison or an implementation contractor (including at times by and through subcontractors), whether or not expressly stated herein, and any express statement of an undertaking or obligation by Con Edison or implementation contractor or any change thereto shall be without impact to the Customer's obligations hereunder. Con Edison's current implementation contractor is, Willdan Energy Solutions ("Willdan").
3. **QUALIFYING PROJECTS AND MEASURES:** Qualifying projects include electric or gas energy efficiency measures eligible for incentives in accordance with the rules of the MFE Program based on an energy survey of the building. Unless otherwise noted by Con Edison or Willdan, qualifying projects will not include any energy efficiency measures or energy efficiency equipment or services purchased, contracted for, or installed prior to the project start date.
4. **PROGRAM APPLICATION/PARTICIPATING AGREEMENT:** By signing this Program Application, the Customer authorizes Willdan or its subcontractors to enter this building for the purposes of accomplishing the Program's objectives, including: conducting an energy survey of the building's common area and individual units, installing measures in individual units, installing any energy efficiency measures subsequently agreed to with the rules of the Program, inspecting preexisting installed measures, and evaluating the performance of installed measures.
5. **INCENTIVE AMOUNTS:** The incentive amount qualifying projects are eligible for 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 without prior notice. Con Edison will honor all written commitments made to Customers prior to the date of any incentive changes, provided that project installations are fully completed according to the terms of the Notice to Proceed and Section 11 below of these Terms and Conditions. Failure to comply with the rules of the Program may result in incentives being withheld. The availability of incentives is contingent on the availability of funding for the Program as provided by the New York State Public Service Commission (the "PSC").
6. **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 plan and schedule. Willdan may select and provide one or more approved installation subcontractors to complete the installation, 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 orientation of the Program, submit qualification forms, provide documentation of required insurance, agree to follow the Program protocols (including reporting and verification requirements of the Program), and otherwise be in good standing with Con Edison. Willdan may schedule and/or monitor the required installation services.
7. **IMPLEMENTATION OF WORK, PAYMENT OF INCENTIVES, INSPECTION REQUIREMENTS:** The Customer must pay their share of the cost for each measure to be installed by the time the measure has been installed. 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 eight to ten weeks after all project documentation has been submitted and verified. In order to provide Con Edison with an opportunity to review the installed energy efficiency measures for purposes of the evaluation of the Program, the customer will receive advance notice and 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 provide building energy system data, supporting documentation, and otherwise cooperate fully in support of this effort.
8. **CUSTOMER INFORMATION AND PROGRAM APPLICATION:** The 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 purposes of the evaluation of the Program. The evaluation contractor will keep customer information confidential. Customer information may also be provided to the PSC. Any customer information provided to the PSC will be aggregated with information about other customers and not personally identifiable.
9. **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 the Program. Each customer must provide a valid Federal Tax I.D. number.
10. **DISPUTES:** Con Edison will have sole discretion to decide on the final resolution of any issues, including but not limited to eligibility or incentives.
11. **PROGRAM CHANGES:** Con Edison reserves the right to change, modify, or terminate the 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 the Program, provided that project installations are fully completed according to the terms of the Notice to Proceed.
12. **PROGRAM EXPIRATION:** The Program will expire December 31, 2025, when funds are depleted, or when the Program is terminated, whichever comes first. As provided in Section 4 of these Terms and Conditions, incentives listed in the Program Manual may be changed at any time Con Edison's discretion. For all Non-Comprehensive Prescriptive Projects (see Program Manual for explanations of project type parameters), all projects must be completed (all documents received, and project ready for post inspection) 3 months after the Notice to Proceed is issued. For projects that are Non-Comprehensive Custom, all projects must be completed 6 months after the Notice to Proceed is issued. If an extension is required, a request must be made in writing to the Program with supporting detail and information, and acceptance or rejection of any request for extension will be determined solely by Con Edison.
13. **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 the 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. Nothing provided by Con Edison in connection with the Program (including, without limitation, these Terms and Conditions, the Program Application, the Program Manual, and

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## Terms and Conditions (continued)

any other document or agreement related to the Program) is intended to create a reliance on the part of any Customer or contractor participating in the Program or in any incentive program sponsored by the energy providers. Nothing is intended to take the place of the knowledge, expertise, and obligation of any contractor retained by a Customer to perform work in connection with incentives provided by the energy providers. No energy provider is a party to any contract with a Customer for the performance of work in connection with incentives, nor is any energy provider a party to any contract with any contractor or subcontractor for the performance of any work for or on behalf of a Customer in connection with incentives.

14. **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. Customer assumes sole responsibility for installation work. The Notice to Proceed must be obtained before starting your project. Prescriptive Projects on Market Rate Buildings must be completed within 3 months of the date of issuance of a Notice to Proceed. Custom Projects on Market Rate Buildings must be completed within 6 months of the date of issuance of the Notice to Proceed. Failure to meet this completion schedule (or to otherwise comply with the Program rules) may result in a lower incentive amount or no incentive amount. Completion schedules must be adhered to for projects to qualify for limited time offer incentives. Affordable housing projects must be completed within 12 months after the Notice to Proceed is issued. Also, the applicant confirms that, as a requirement of the Program, the owner or any subcontractor carrying out installation of measures under the 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 in this application, the Eligibility Requirements and the Terms and Conditions below, I certify that the information presented above is true and accurate, I agree with the Eligibility Requirements and Terms and Conditions below, and I authorize Willdan Energy Solutions or its assigned contractors to have appropriate building access in connection with requirements of the Program. I also understand that my right to receive an incentive payment is conditioned upon the truth and accuracy of the representations and warranties provided and my compliance with the requirements of the Program.

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

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