

**NYSERDA Small Commercial Energy Efficiency Program  
Energy Assessment and Request for Financing Package Requirements**

**Small Commercial Energy Efficiency Program Background:**

NYSERDA's Small Commercial Energy Efficiency Program offers two low-interest energy efficiency financing options for small business and not-for-profit customers that own their building or lease or manage all or part of the building and have the authority to make improvements. Information on the financing options can be found on NYSERDA's webpage for Small Commercial Energy Efficiency Financing: [www.nyserderda.ny.gov/small-commercial-financing](http://www.nyserderda.ny.gov/small-commercial-financing).

Before applying for energy efficiency financing, small business and not-for-profit customers must obtain a Qualified Energy Assessment. Only measures recommended on a Qualified Energy Assessment can be financed through NYSERDA's Small Commercial Energy Efficiency Financing.

NYSERDA offers free Qualified Energy Assessments to small business and not-for-profit customers across New York State that have an average annual electric demand of 100 kW or less. More information can be found on NYSERDA's webpage for Small Commercial Energy Assessments: [www.nyserderda.ny.gov/small-commercial-energy-assessment](http://www.nyserderda.ny.gov/small-commercial-energy-assessment).

Small businesses and not-for-profits can also obtain Qualified Energy Assessments through a Utility or a Qualified Energy Consultant.

Energy assessments provided by NYSERDA contractors, utility programs or other Qualified Energy Consultants must meet the minimum requirements outlined below.

**Minimum Energy Assessment Requirements:**

**Required Baseline Information:**

**Building Description**

Energy assessments must include a description of the building including but not limited to: the building location, building area in total sq. ft., conditioned area in sq. ft., number of stories, type of wall, window, roof, and floor construction, occupied hours, and indoor temperature schedule. This information may be presented as a table.

**Energy and Fuel Consumption Data**

Energy consultants must collect and summarize a minimum of one year of utility bills for all electricity and fuels used in the building. End-use specific energy assessments may provide utility information for relevant fuel types.

- Example: Lighting- specific energy assessments must collect a minimum of one year of electric bills for the site.

The summary must include the utility company name, customer account number, amount of electricity and/or fuel consumed, starting and ending dates, supply cost, aggregate delivery cost, and estimated average annual electric demand. This information may be presented as a table.

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### **Building Systems**

Energy Assessments must include a description of all existing building systems for which the energy assessment recommends energy efficiency improvements. Descriptions must include the following information:

- Equipment type (e.g. Lighting, HVAC, Controls, Building Envelope etc.)
- Equipment name (Product name identified on cut sheet if applicable)
- Manufacturer
- Equipment model number (if applicable)
- Equipment age (or estimate of age)
- Equipment Location
- Equipment size (if applicable)
- Quantity
- Baseline efficiency of measure (e.g. R-value, EER, SEER, COP, wattage)

Additional description requirements are listed for specific building systems below:

- **HVAC**
  - Energy assessments recommending HVAC measures must include a description of existing heating, cooling, and ventilation systems, including but not limited to: the type of equipment, fuel, and control schedule for each area served. This information should be presented as a table.
- **Service Hot Water**
  - Energy assessments recommending Service Hot Water measures must include a description of the existing service hot water heater and description of end uses. This information should be presented as a table.
- **Interior Lighting**
  - Energy assessments recommending interior lighting measures must include a description of existing interior lighting, including but not limited to: the area of the space that contains the lighting, fixture counts, wattages, fixture types, controls, and hours of operation. This information should be presented as a table. Please see the [example table format](#).

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- **Exterior Lighting**
  - Energy assessments recommending exterior lighting measures must include a description of existing exterior lighting, including but not limited to: fixture counts, wattages, fixture types, controls, and hours of operation. This information should be presented as a table.
  
- **Refrigeration**
  - Energy assessments recommending refrigeration measures must include a description of existing commercial refrigeration equipment, including but not limited to: quantities and hours of operation. This information should be presented as a table.
  
- **Process Loads**
  - Energy assessments recommending energy efficiency measures to reduce process loads must include a brief description of existing process loads such as elevators or manufacturing equipment. This information should be presented as a table.

### **Required Work Scope Information:**

Assessment reports must include a work scope for all measures recommended for implementation. The work scope should include the type of product to be installed, the name of the product to be installed, the product manufacturer, model number (if applicable), product size or capacity (if applicable), the quantity to be installed, where the product would be installed, and the baseline efficiency of the product (e.g. R-value, EER, SEER, COP, Wattage).

Sufficient information should be provided to ensure that customers can easily compare recommended measures with contractor proposals and quotes. In addition, sufficient information should be provided so that third party contractors can verify installation once the project has been implemented.

Additional required work scope information is outlined below:

### **Cost Information for Proposed Measures**

Labor and material cost estimates should be provided separately for each energy efficiency measure recommended for implementation.

### **Energy and Cost Savings Estimate Methodology**

Energy consultants must share their estimated energy and cost savings estimate calculations with NYSERDA. Calculation algorithms may be included in the energy assessment or sent as one separate file for each energy assessment.

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**Recommended Measures Summary Table**

Energy assessment reports must include a summary table at the beginning of the report that lists all energy efficiency measures the energy assessment recommends the site implement. The summary table must include the following information for each recommended measure: estimated cost of installation (equipment and labor), estimated cost savings, estimated energy savings, and simple payback. If incentives/rebates are available for a recommended measure, the estimated incentive amount and the source of incentive (e.g. NYSERDA, utility service provider) should be listed in the table. The simple payback with the incentive accounted for should also be shown.

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**Request for Financing Package Submission Guidelines**

After receiving a Qualified Energy Assessment, eligible customers must submit a Request for Financing Package to NYSERDA to have their proposed project approved. Only complete Request for Financing Packages will be reviewed. Request for Financing Packages must include the following information:

1. [Request for Financing Form](#)
2. [Approved Energy Efficiency Measures Worksheet](#)
3. Copies of incentive applications (if applicable)
4. Copy of contractor quotes
  - a. Quotes should identify labor and material costs separately for each measure to be implemented.
  - b. Labor and material costs should align with estimates identified in the assessment report.
5. Copy of technical cut sheets
  - a. Cut sheets should be included for each measure to be financed through the Program when applicable.
  - b. Cut sheets should identify the measure type, name, manufacturer, model number, size (if applicable), and energy efficiency rating (EER, SEER, COP, Wattage etc.) for each measure to be financed.
  - c. Cut sheets must identify which recommended measure they refer to.
6. Copy of Qualified Energy Assessment

Request for Financing Packages must include all information identified above to be considered complete.

Request for Financing Packages may be sent to NYSERDA by email to: [gignysbnfp@nyserda.ny.gov](mailto:gignysbnfp@nyserda.ny.gov).

Packages may also be submitted via post to:

Small Commercial Energy Efficiency Financing  
NYSERDA  
Attention: Kathryn Fantauzzi  
17 Columbia Circle  
Albany, NY 12203-6399

**Please note** - receipt of a NYSERDA-Approved Request for Financing Package indicates project approval only. Once a customer receives a NYSERDA-Approved Request for Financing Package the customer must go to his/her lender to apply for a loan through the Program. A list of participating lenders can be found on the Program's [Participating Lenders List](#).

Customers may apply for financing through lenders not yet signed up to participate in the Program. Eligible lenders include: any community development financial institution, a credit union insured by the National Credit Union Association, or any commercial bank, trust company, savings bank, savings and loan association, or mortgage Lender authorized by Federal or State law to operate in New York State.

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Lenders who have not signed up to participate must submit a Loan Originator Agreement to offer On-Bill Recovery Loans and/or a Participation Loan Agreement to offer Participation Loans through the Program.

More information can be found on the Program's page for lenders:

<http://www.nyserda.ny.gov/BusinessAreas/Energy-Efficiency-and-Renewable-Programs/Green-Jobs-Green-New-York/Small-Business-and-Not-for-Profits/Small-Business-Financing/Lenders.aspx>.

Customers may begin work on their project once they close on the loan and receive proceeds from their lender.

Customers have 90 days to complete their energy efficiency projects once they receive loan proceeds from their lender.

### **Post-Installation On-Site Inspections**

Projects financed through Small Commercial Energy Efficiency Financing are subject to on-site inspection after projects are implemented. NYSERDA measurement and verification contractors will compare the NYSERDA-approved Request for Financing Package with site conditions after installation to certify project completion.