

# DER Participation Guide



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# 1. Review Stages

**Stage 1:** For clients having DER as a goal and getting started with their plans. Clients may skip Stage 1 and start at Stage 2.

**What is needed:** During a call with LEAN, client shares their plans and LEAN team explains the program and identifies the next step.

**Outcome:** If LEAN and client agree project should proceed as DER, client will be instructed to complete design and advance to Stage 2. If plans do not rise to DER, client will be instructed to participate in LEAN's standard programs.

**Stage 2:** For clients that have a completed or nearly completed DER design.

**What is needed:** Design team fills out the DER Template *Project Summary* tab and submits with available backup documents, such as narrative reports or energy modeling reports.

**Outcome:** If LEAN determines the design is viable for DER, the project will be approved for Stage 3. If LEAN determines the design will not pass, the project will be moved to standard programs for cost-effectiveness screening.

**Stage 3:** For clients that have been approved for this stage only.

**What is needed:** LEAN conducts a DER energy model to confirm the MMBTU savings and determine the incentive amount. Client submits final specifications, drawings, and other requested information if not done already.

**Outcome:** The model will be run according to program requirements and will result in the MMBTU savings expected from the installation. Results will be shared with the client and given to the PAs for review. This step is the last one before an incentive is approved.

## 2. Required Information

### General - Stage 1

1. LEAN application & eligibility
2. Retrofit goal if any, e.g. ZOT, Passive House; general idea of scope or plans
3. Assent to participate in Cx\*\* paid for by utilities
4. Any audit or assessment done (optional until Stage 2)
5. Method of shielding tenants from utility bill increase if electrifying (optional until Stage 2)

### Audit & Scope - Stage 2\*

1. All information in DER Template, *Project Summary* tab including:
  - Construction timeline & phases if any
  - Costs
  - Anticipated financing and whether earmarked for DER
2. Detailed existing conditions backup document (may be obtained through LEAN audit)
3. Detailed retrofit specifications: make/model, number, efficiency, etc.
4. MMBTU baseline & projected consumption or projected savings (can fill in DER Template, *Client Use – Energy Savings* tab) – engineering calcs ok for this stage, a building energy model not required

### Final Details - Stage 3

- Anything finalized and not already submitted, e.g.:
  - Conformed specifications & drawings
  - Final costs & sources
  - Construction timing
  - Any requested backup documentation
  - Anything requested for the energy model

\*Info required in Stage 2 can be submitted in Stage 1 if ready

\*\*commissioning

# 3. Project Summary Instructions

See the *Instructions* tab in the DER Template for additional guidance.

Overall:

- Include only the buildings having DER work.
- Gross square feet should be for the DER buildings only. Include all interior area, including basements & attics.
- Commissioning is included in the program at no cost to the owner. Indicate your acceptance as shown.
- 'Tenant shielding' means preventing tenants from having to pay higher electric bills when fuel switching. Tenant shielding is required in all LEAN programs. Provide a brief description as indicated and be prepared to submit a short narrative later if requested.

Existing Conditions & Scope:

- Be as detailed as you can.
- Provide backup audit report or LEAN Data Collection Form for existing conditions.
- Provide feasibility report, specifications, or design narrative for scope.

Costs and sources:

- Itemize costs by measure category. Backup docs for costs should be submitted as shown below.
- Itemize funding by source. Backup for financing not required. Identify what's earmarked for DER if any. Don't include grants for renewable electric systems.
  - Costs – any of: bid sheet, schedule of values, price list, subcontractor quote, equivalent
    - Highlight DER categories on full lists
    - Don't include renewables
    - Should be submitted by end of Stage 2
    - Costs by measure must be broken out; e.g. DHW must be broken out from plumbing

## 4. How to Submit

LEAN Multifamily Application, click on Apply Now button:

<https://leanmultifamily.org/>

Submit all Supporting Documents & DER Template via webform:

<https://wkf.ms/48K426Z>

For DER Template, scroll to Program Materials: <https://leanmultifamily.org/der/>

## 5. Key Owner Responsibilities

1. Submit LEAN application if not already recently in system
2. Ensure method for shielding tenants from electric bill increases due to electrification
3. Provide master utility account information, if needed
4. Obtain tenant account info, if applicable
5. Provide additional information to LEAN as requested
  - a. May include putting LEAN in touch with consultants, architects, etc.
  - b. Send design documents and final scope
  - c. Provide energy models if done
6. Submit completed DER Template Project Summary (recommended to be completed by design team or energy consultant)
7. Sign agreement when approved
8. Submit invoice when installation completed and facilitate access to site for inspections and commissioning
9. Other responsibilities are contained in the Terms & Conditions that accompanies the agreement

## 6. Information for Consultants & Design Team



Assessment and scoping details should be summarized in the DER Template on the *Project Summary* tab. If we need more information, we will request it.

We are not requiring a narrative assessment or feasibility report, but we will gladly accept an existing report for reference, particularly if it provides context and additional information you deem helpful in our understanding of the project.

The *Project Summary* covers the items below. See slide [3. Project Summary Instructions](#) and the *Instructions* tab in the Template for more guidance.

1. # units, gross square footage, address, etc.
2. Existing conditions by category (envelope, heating, cooling, etc.)
3. Planned retrofits by category
4. Expected measure costs (estimates can be submitted early and finalized later)
5. Expected sources of funding (can be finalized at the end)

Provide final specifications and drawings via a folder link when the time comes. Use the webform <https://wkf.ms/48K426Z> to submit everything. There's space for a link on the form, and smaller documents can be uploaded directly.