DER Participation Guide

Revised 11/18/24

Contents:

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: LEAN will start to fill out the DER Summary with client input. Client submits available docs such as narrative reports, complete drawings 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: Client submits final specifications, drawings, and other requested information if not done already. LEAN conducts a DER energy model to confirm the MMBTU savings and determine the incentive amount.

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. Existing conditions or energy audit or assessment done (if none, LEAN will conduct a standard audit)
5. Method of shielding tenants from utility bill increase if electrifying (optional until Stage 2)
6. General description of intended scope

Audit & Scope - Stage 2*

1. Information in DER Template, *Project Summary* tab including:
    - Construction timeline & phases if any
    - Costs
    - Anticipated financing
2. Detailed existing conditions backup document if not already submitted
3. Details on scope (see Stage 3, contractor set CDs required, summary ok at Stage 2)
4. 2-3 years of past utility/fuel usage for all meters
5. Optional but recommended: projected savings – engineering calcs ok for this stage, a building energy model not required but helpful

Final Details - Stage 3

- Anything finalized or 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

LEAN will complete the DER Template (Summary) with the client's input. The client may be asked to complete the basics upfront.

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 (will be filled in by LEAN and confirmed with applicant):

- For existing conditions, provide audit report/CNA/equivalent, if available.
- For scope, provide a project summary (e.g. feasibility report) initially; later provide final specifications and drawings.

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. Where to Find It & How to Submit

LEAN Multifamily Application, click on Apply Now button:
https://leanmultifamily.org/

DER Template: Available on request, will be provided after the initial call

Energy modeling guidelines: Available on request

Submit all documents via webform: https://wkf.ms/48K426Z

5. Key Owner Responsibilities

1. Submit LEAN application if not already recently in system
2. Participate in one or more calls with LEAN to gather & confirm information
3. Ensure method for shielding tenants from electric bill increases due to electrification
4. Provide master utility account information, if needed
5. Obtain tenant account info, if applicable
6. Facilitate LEAN's access to property for audit if needed
7. Provide additional information to LEAN as requested
    a. May include putting LEAN in touch with consultants, architects, etc.
    b. Provide summary of retrofit design in beginning, send final construction documents at Stage 3
    c. Provide energy models if done
8. Sign agreement when approved
9. Submit invoice when installation completed and facilitate access to site for inspections and commissioning
10. Other responsibilities are contained in the Terms & Conditions that accompanies the agreement

6. Info for Consultants & Design Teams

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.

We do need a complete audit or assessment of existing conditions. It can come in any form, but if it does not cover everything necessary, we will need to conduct our own audit.

We are no longer requiring design teams to complete the DER Template. We may ask the client or design team to fill in the basics on the *Project Summary* tab. Please be prepared to assist with providing or confirming the following:

1. # units, gross square footage, address, etc.
2. Existing conditions by category (envelope, heating, cooling, etc.)
3. Planned retrofit 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 (i.e. conformed) 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.