



**ATTACHMENT F - RFP No. 2621**  
**Task Work Order**  
**Existing Facilities Program**  
**Performance Based Incentives**

Pursuant to Agreement No. xxxx, the Contractor shall provide the following services under this Task Work Order.

**NYSERDA Project #:** \_\_\_\_\_ **Applicant:** \_\_\_\_\_

**Estimated Incentive:** \_\_\_\_\_ **Project:** \_\_\_\_\_

Description	Project Cost	Annual Cost Savings	Demand Saved	Annual kWh Savings	Annual MMBtu Savings	Estimated Incentive
Lighting Technologies						
Motors / Other Approved Technologies						
Cooling Technologies						
Custom Technologies						
CHP						
Industrial Processes						
Total						

**Task 1 - Applicant Contact:** Contact the Applicant via telephone, followed by email, within five business days of receiving a Notice-to-Proceed to briefly describe the process and requirements of the Existing Facilities Program, and provide Consultant contact information. This telephone call should be followed up with an email summarizing the process and requirements of the Existing Facilities Program sent to the Applicant with a copy sent electronically to [efpmanager@nyserda.ny.gov](mailto:efpmanager@nyserda.ny.gov).

**Task 2 - Engineering Analysis Review:** Review the Engineering Analysis, focusing on project and measure compliance with the rules and procedures of the Existing Facilities Program. This will include review of eligibility, the reasonableness of savings estimates, and the appropriateness of the proposed Measurement and Verification (M&V) plan, if applicable. Complete a pre-installation inspection, coordinating with the Applicant. The deliverable associated with this task is a technical assessment review report and funding recommendation sent electronically to [efpmanager@nyserda.ny.gov](mailto:efpmanager@nyserda.ny.gov).



**Task 3 - Project Installation Report Review:** Conduct a site inspection to verify post-installation conditions. The deliverable associated with this task includes; a site inspection report, documentation of project costs, and incentive payment recommendation, if applicable sent electronically to efpmanger@nyserda.ny.gov.

**Task 4 - Project Monitoring Phase:** Review the annual savings reports provided by the Applicant at the end of the measured performance period. Consultant shall complete site visits to monitor compliance with the approved M&V plan. The deliverables associated with this task includes; a savings reconciliation report and incentive payment recommendation sent electronically to efpmanger@nyserda.ny.gov.

Upon approval of this Task Work Order, the total amount for technical review services will be encumbered under Agreement number xxxx. All work shall be performed in accordance with the requirements of the Existing Facilities Program.

Applicant:			Site:				NYSERDA Project No.:	
Name	Title	Hourly Rate	Hours Per Task				Total Hours	Total Cost
			1	2	2	4		
							-	\$0
							-	\$0
							-	\$0
							-	\$0
							-	\$0
							-	\$0
		<b>Labor Total</b>	-	-	-	-	-	<b>\$0</b>
							<b>Direct Non Personnel Services Costs:</b>	<b>\$0</b>
							<b>Total Project Cost (Not-to-Exceed):</b>	<b>\$0</b>