

## ESS PTA Applications – Interim Process for Alt-CO Job Filings 5/1/2024

DOB has shared the following guidance regarding how to apply for the ESS PTA for Alt-CO job filings – both for new job filings, as well as a retroactive process for ESS jobs already in the review queue. As applicants may be aware, the new EESE-PTA filing type launched in DOB NOW on 11/15/23 is currently only available with Alteration job filings. So an interim process that will allow for Alt-CO EESE PTA applications has been determined as per the below:

### 1). Adding the PTA filing to projects already in the review queue:

- File an Alteration-EESE Initial filing; enter the Estimated Job Cost at \$100. This will require a [base Filing Fee](#) of \$225 and [Record Management Fee](#) of \$165 if the building type is Other (base Filing Fee and Record Management Fee will differ for 1-3 family building types, as per the links provided).
- Include the job number of the existing associated Alt-CO filing under the “Additional Information” section on the PW1 in the “Related DOB NOW/BIS Job Numbers” field. Also include a note in the “Description” field of the filing explaining that it is in conjunction with the existing Alt-CO filing for the purpose of the ESS PTA application, and include the job number of the existing associated Alt-CO filing.
- Send an email notification prior to submitting the Alteration filing to [HubFSProjectAdvocate@buildings.nyc.gov](mailto:HubFSProjectAdvocate@buildings.nyc.gov) to alert the Central Development Programs team.
- **Where Alt-CO has not yet been approved:** Applicant to adjust PW3 on Alt-CO filing to remove EESE cost prior to approval.
- **Where Alt-CO has already been approved:** Applicant must file PAAs to 1). revise the cost from \$100 to the actual cost on the new Alt-EESE filing, and 2). to reduce the existing Alt-CO filing’s cost. Only costs for the PTA filing will be reported to DOF.

### 2). New ESS PTA project filings – interim process:

- File two Initial filings, an Alteration-EESE for the energy storage system, and an Alt-CO for other associated work, e.g. ST/FO/EA (along with any other filings that may be needed).
- On the Alt-EESE filing, reference the associated Alt-CO job number under the “Additional Information” section on the PW1 in the “Related DOB NOW/BIS Job Numbers” field.
- Enter the Estimated Job Cost for the EESE scope of work in the Alteration filing.  
→ Based on Title 4-C, §499-aaaa (8), "eligible electric energy storage equipment expenditures" mean reasonable expenditures for materials, labor costs properly allocable to on-site preparation, assembly and original installation, architectural and engineering services, and designs and plans directly related to the construction or installation of electric energy storage equipment. Reasonable expenses from the job filing(s) associated with the ESS installation will need to be reflected in the PTA tab in the EESE filing.

For additional guidance on the new EESE PTA filing type, see the recent DOB NOW *EESE/Green roof/Solar* training materials ([slides](#) and [webinar](#)).

