



January 18, 2019

Dear Participating Contractors and Interested Parties:

This Program Announcement is to share some important information from NYSERDA's Existing Homes Residential Team regarding:

2019-2020 Participation Agreements

Contractor Resource Manual/Program Policy & Procedures Manual

EmPower New York Eligible Measures and Pricing Update

Income Guidelines Updates

Updated Fuel Pricing, EmPCalc and Proforma Tool

2019 Long Island Addendum

Rental Property Energy Efficiency Services Agreement

2019-2020 Participation Agreements

NYSERDA is pleased to offer the 2019-2020 NY Residential Existing Homes Program Participation Agreement. **As a reminder, all current agreements with Participating Contractors expire on February 28, 2019. Those who wish to participate in the Home Performance with ENERGY STAR[®] and/or EmPower New York Programs must re-apply. Once you reapply and are notified by NYSERDA of your acceptance, the provisions of the 2019-2020 Participation Agreement will apply.**

NYSERDA has made some changes to the Participation Agreement process.

The "[2019-2020 NY Residential Existing Homes Program Participation Agreement](#)" (Participation Agreement) covers the base terms and conditions of participation for Home Performance with ENERGY STAR (HPwES), Assisted HPwES, and EmPower New York (EmPower).

To participate in HPwES, AHPwES or EmPower, the Contractor must fully read, agree to the conditions and submit the proper documents as outlined below:

- Fully completed Contractor Participation Agreement Signature Form
- One copy of a current insurance certificate with NYSERDA & The State of New York listed as additional insured One copy of a DBA certificate (if applicable)

- Details of company and staff experience in the energy efficiency sector (required for all new applicants, renewing contractors with provisional program status or upon NYSERDA request)
- Employee roster of both certified and non-certified employees providing work experience, previous firms and training.
- Home Performance Contractors should provide documentation for a minimum of six months experience for each specialty measure work they are looking to perform through the Program. (Required for all new applicants and upon NYSERDA request for returning contractors)
- A minimum of 3 Customer Reference letters detailing relevant energy efficiency projects performed within the last six months. (Required for all new applicants and upon NYSERDA request for returning contractors)

For 2019-2020, there is no longer a separate Low Income Addendum (Addendum) for Contractors who wish to participate in EmPower to sign and return, the terms and conditions from the Addendum have been incorporated into the Participation Agreement.

Applicants must indicate on the Participation Agreement [Signature Form](#) which program(s) they are applying for.

Participation Agreements may be submitted electronically. You may print, sign, scan and email your Participation Agreement to expedite the approval process. You may also submit through U.S. mail.

All applications will undergo a thorough review, as outlined in the Participation Agreement. *Prior participation in NYSERDA Programs does not guarantee approval in the 2019-2020 Program year. Further, acceptance into EmPower does not guarantee project assignments.*

Applicants that apply for both HPwES and EmPower may be accepted into one or both Programs.

Contractor Resource Manual

In addition to a revised Participation Agreement, NYSERDA is revising the [Contractor Resource Manual](#) (Manual). NYSERDA remains committed to aligning the administration of HPwES and EmPower. As the Programs continue to evolve, updates will be made to the policies and procedures outlined in this Manual. The documents located in this Manual have been updated to reflect previously announced policy and procedural changes.

It is important that contractors take time to review materials within the Manual prior to applying for Program Participation. By signing and returning the application, contractors are committing to compliance with all policies and procedures outlined in the Manual.

The Manual is located on the [Contractor Support Website](#).

If you have any questions about the policies and procedures, please contact your Account Manager.

EmPower Eligible Measures and Pricing Update

NYSERDA has received feedback from contractors regarding EmPower pricing. We want to thank all of you who participated in surveys, regional meetings, and other forums to provide feedback on EmPower pricing. NYSERDA has revised the EmPower Eligible Measures and Pricing, effective for new projects assigned on or after February 1, 2019.

The updated EmPower pricing list is available in [Section 7](#) of the new [Contractor Resource Manual](#).

As a reminder, by applying to participate in EmPower, you are agreeing to offer services to the low-income sector at the set EmPower prices. Eligible low-income households must be offered services through EmPower without any further financial obligation.

Income Guidelines Update

The income limits for EmPower New York, Home Performance with ENERGY STAR, and Residential Financing have been updated and will go live on February 1, 2019. Please see the "[Income Limits document](#)" for the income limits by household size. This file replaces section 3.4 of the Contractor Resource Manual.

In instances in which the income limit has increased, EFS and CLEAResult will apply the change immediately. In all other cases, the income limit changes will be effective February 1, 2019. All NYSERDA websites and program materials will be updated by February 1, 2019.

If you have any questions about these changes, please contact your Account Manager.

Updated Fuel Pricing, EmPCalc and Proforma Tool

NYSERDA has updated the [fuel pricing rates](#) which contractors are required to reference for Program projects submitted after February 1, 2019. To support this effort, NYSERDA has incorporated these updated fuel rates into the [Proforma Tool](#) and the [EmPCalc](#) tools.

If you have any questions about these changes, please contact your Account Manager.

Long Island Low- Income Addendum

The NYS Office of Temporary and Disability Assistance (OTDA) has allocated a portion of Low-Income Home Energy Assistance Program funds to NYSERDA for the delivery of energy efficiency and weatherization services to low-income households.

NYSERDA will deliver low-income energy efficiency services statewide through EmPower NY. For Nassau and Suffolk Counties (Long Island), approximately \$1 million will be allotted, representing an estimated 250 projects.

NYSERDA is seeking active EmPower Participating Contractors serving Long Island who meet the qualifying criteria outlined in the attached Addendum to complete this work through EmPower. NYSERDA anticipates referrals to be provided through July 2019. All projects must be completed and invoiced before September 2019.

Participating Contractors seeking consideration for this offering must be approved under the 2019-2020 NY Residential Existing Homes Program Participation Agreement and should complete and submit the [Long Island Addendum](#) to hpwes@nyserda.ny.gov no later than February 15, 2019.

Due to the limited nature of this offering, NYSERDA will provide all referrals to contractors. Customers may not be referred into the program by Participating Contractors or outreach organizations. This offer should not be advertised or promoted in order to recruit additional participants. Further, customers may not receive funding for the same measure from other programs.

Please contact your Account Manager or hpwes@nyserda.ny.gov if you have any questions about this offer.

Rental Property Energy Efficiency Services Agreement

NYSERDA has combined the Assisted Home Performance with ENERGY STAR Owner's Agreement for One-to-Four Family Homes and the EmPower New York Land Lord Energy efficiency Services

Agreement into one form, the Rental Property Energy Efficiency Services Agreement, now found in [Section 3.09](#) of the Contractor Resource Manual.

This form should be used on any Assisted HPwES or EmPower Project where a tenant is receiving comprehensive energy efficiency measures. For EmPower projects, in addition to completing and returning this form, the owner must also provide proof of ownership documentation.

Thank you for your continued support of the Home Performance with ENERGY STAR and EmPower New York Programs. If you have any questions regarding any program policies or procedures, please contact your Account Manager or email NYSERDA directly at hpwes@nyserda.ny.gov.

Sincerely,

David Friello, Senior Project Manager
Low-to Moderate Income Program

About NYSERDA

NYSERDA, a public benefit corporation, offers objective information and analysis, innovative programs, technical expertise, and funding to help New Yorkers increase energy efficiency, save money, use renewable energy, and reduce reliance on fossil fuels. NYSERDA professionals work to protect the environment and create clean-energy jobs. NYSERDA has been developing partnerships to advance innovative energy solutions in New York State since 1975. To learn more about NYSERDA's programs and funding opportunities, visit nyserda.ny.gov or follow us on [Twitter](#), [Facebook](#), [YouTube](#), or [Instagram](#)



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