

Guidance for Not For Profits/ Land Trusts for Assisted Home Performance with ENERGY STAR / EmPower New York eligible households

The purpose of this document is to outline the project submission procedures for a Not-for-Profit/Land Trust or similar organization (entity) to participate in [Assisted Home Performance with ENERGY STAR](#) or [EmPower New York](#) when one of the conditions outlined below is met:

1. A Not For Profit/Land Trust owns a property, rehabilitates the residence, and sells or rents it to an income-eligible buyer.
2. A Not-For-Profit provides housing to disadvantaged residents, who are income eligible and/or are otherwise unable to maintain independent housing.

Combined Residential Application

The first step is to apply for incentives through the submission of a Combined Residential Application. A completed Combined Residential Application in the name of the non-profit/Land Bank (entity) is required to be submitted for consideration for Empower and Assisted Home Performance incentives. The Combined Residential Application and additional information regarding the application process, is accessible at www.nyserda.ny.gov/ny/ahp-empower. It is recommended to complete and mail in a paper version of the application along with a letter indicating the targeted household income of the household that will be served. The program guidelines and income requirements for both EmPower and Assisted Home Performance Projects are listed below. Current income thresholds for EmPower and Assisted Home Performance can be found in Section 3.4 of the [Contractor Resource Manual](#).

1. Entity Selling or Renting Property to Income-Eligible Household

Where an entity is rehabilitating a residence and selling or renting it to a low-to-moderate income household, the below outlines the processes the entity must follow for Program compliance. It is understood that residence must enter into a purchase or rental agreement with an income-eligible household within 180 days of the completion of energy efficiency work. The prospective buyer/renter of the residence must be eligible for the program the entity participated in. For example, if the entity participated in EmPower New York, the residence must be sold or rented to a household eligible for EmPower New York. Failure to enter into a purchase or rental agreement on the home with an income qualified household within 180 days of the project completion date may result in the entity forfeiting the NYSERDA project incentive and/or the prohibition of submitting future projects under these guidelines.

Submission Procedures

Submit a Combined Residential Application along with a letter on entity's letterhead.

- For EmPower eligible households: Letter should indicate the home will be rented/sold to a household earning less than 60% of the State Median Income within 180 days of the project completion date

- For Assisted Home Performance eligible households: Letter should indicate the home will be rented/sold to a household earning less than 80% of the AMI/SMI within 180 days of the project completion date.

Program Implementer will review documentation and if complete, approve. In the event a contractor has been identified, Program Implementer will refer the project to the identified contractor. If a project contractor has not been identified, Program Implementer will assign a contractor through the standard contractor assignment process.

For Assisted Eligible Households Only

- Financing is not available for entities looking to sell the home to an income qualified household. In the event the entity is looking to rent long-term to an income-eligible household, there may be finance opportunities through the Small Business/Commercial Loan. For more information on this Program please send an inquiry to gignysbnfp@nyserda.ny.gov.

For Assisted and EmPower Eligible Households:

- Utility bills for each unit, when available, should be made available to the Program contractor; however, are not required for a project to receive incentives.
- It is the entity's responsibility to provide access to the project contractor to perform work. At the end of the project an authorized representative of the entity must be made available to sign any required Program completion paperwork. For these projects, a completed Rental Property Energy Efficiency Services Agreement must be completed.
- If selling the property, the entity must provide the buying household with information regarding the energy efficiency measures installed at the residence. In addition, NYSERDA will extend the warranty to the buying household for the work performed for one year following the completion date.

2. Entity is a Not-for-Profit Providing Housing to Disadvantaged Individuals

In the instance where an entity is providing housing to income-eligible disadvantaged individuals, the below outlines the processes the entity must follow for Program compliance.

These guidelines apply to 1-4 family homes and not larger dormitory style buildings. Program understands that some of these residences have been renovated to serve as group homes and not individual, standalone apartment units. For group home settings, each floor level with one or more bedrooms, a bathroom, and a full kitchen can be considered a separate unit. Under these guidelines, projects are limited to no more than four units.

Submission Procedures

Submit a Combined Residential Application along with a letter on entity's letterhead.

- For EmPower eligible individuals: Letter should indicate the entity provides housing to individuals earning less than 60% of the State Median Income.
- For Assisted Home Performance eligible individuals: Letter should indicate the entity provides housing to individuals earning less than 80% of the AMI/SMI within 180 days of the project completion date.

Program Implementer will review documentation and if complete, approve. In the event a contractor has been identified, Program Implementer will refer the project to the identified contractor. If a project contractor has not been identified, Program Implementer will assign a contractor through the standard contractor assignment process.

For Assisted Eligible Households Only:

- An entity is not eligible for financing through NYSERDA's Residential Loan Program; however, there may be finance opportunities through the Small Business/Commercial Loan. For more information on this Program please send an inquiry to gignysbnfp@nyserda.ny.gov.

For Assisted and EmPower Eligible Households:

- It is the entity's responsibility to provide access to the project contractor to perform work. At the end of the project an authorized representative of the entity must be made available to sign any required Program completion paperwork. For these projects, a completed Rental Property Energy Efficiency Services Agreement must be completed.
- Utility bills for each unit, when available should be made available to the Program contractor. Utilities do not need to be in the occupant's names to qualify for services through EmPower.