

Guidance for Not For Profits/ Land Trusts for Tier 1 and Tier 3 Eligible Households

The Combined Residential Application determines program eligibility for incentives based on household income. Households identified as Tier 1, are considered low-income households and are eligible to receive incentives through EmPower New York. Tier 3 households are considered moderate income households and are eligible to receive incentives through Assisted Home Performance with ENERGY STAR®.

The purpose of this document is to outline the project submission procedures for a Not-for-Profit/Land Trust or similar organization (entity) to receive Tier 1 or Tier 3 incentives 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 incentives. The Combined Residential Application and additional information regarding the application process, is accessible at www.nyserda.ny.gov/ny/ahp-empower. The program guidelines and income requirements for both Tier 1 and Tier 3 are listed below. Current income thresholds for Tier 1 and Tier 3 households can be found in Section 3.4 of the Program Manual.

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

When 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 entity 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 wishes to participate in. For example, if the entity is looking to participate in EmPower New York, the residence must be sold or rented to a Tier 1 eligible household.

Non-For-Profit- selling to income qualified buyer- Existing residence may be unoccupied for more than 30 days. Program measures intended to achieve energy efficiency and carbon reduction goals may be installed in coordination with other trades, as necessary. Following

renovation completion and issuance of certification of occupancy, home is sold to income-eligible household within 180 days.

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 Tier 1 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 Tier 3 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 Tier 3 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 Tier 1 and Tier 3 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, found in Section 3 of the Program Manual, 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. Program will consider different approaches to determining unit counts for unique building types. Participating Contractor should work with their account manager for determining unit counts in unique building types. 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 Tier 1 eligible households: Letter should indicate the entity provides housing to individuals earning less than 60% of the State Median Income.
- For Tier 3 eligible households: 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 Tier 3 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@nyscrda.ny.gov.

For Tier 1 and Tier 3 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.

Guidance on Housing Conditions

All existing 1-4 family homes will be eligible to use this process including gut rehabilitations. This offering is not for new construction or additions to existing homes. Standard NYSERDA incentives will remain so it is assumed other funds will be used to ensure the home is habitable by the completion of the project.