

## Services to 1-4 Unit Rental Properties

### Unit Eligibility

For Tier 1 (Low-Income) and Tier 3 (Moderate-Income) eligible households in 1-4 family homes, if 50% or more of the units are eligible for a specific Tier, then all the units will be considered eligible for that Tier. An [EmPower+ Application](#) must be completed for each unit receiving in-unit service, inclusive of direct install and comprehensive measures.

When possible, applications for all units should be submitted to the program at the same time with a note stating that this is a multi-unit project.

### Direct Install and Comprehensive Measures

For Tier 1 (Low-Income) and Tier 3 (Moderate-Income) eligible households, participating contractors must evaluate and install select measures, where appropriate, during a home energy assessment at no cost to the household. For additional information, please refer to Section 5.14 of the [Program Manual](#). Each unit approved for service through the Program will be eligible to receive no-cost direct install measures and contractors can claim a separate home energy assessment fee.

For comprehensive measures and select direct install measures, a Rental Property Energy Efficiency Services Agreement, found in Section 3 of the [Program Manual](#), must be completed by the landlord/building owner and submitted to the program.

Direct install measures that do not require landlord/building owner approval are as follows:

- Smoke Detector
- Pipe Wrap
- LEDs
- Energy Education
- TRM Tier 1 – Advanced Power Strip
- TRM Tier 2 – Advanced Power Strip – *AV Use Only*
- CO Detector
- Combination CO/Smoke Detector

For additional direct install measures requiring landlord/building owner approval, please see Section 5.14 of the [Program Manual](#).

All measure approvals are subject to program policy, cost, and energy savings requirements. Please see Section 5.15 Eligible Measures and Accessories and Section 5.18 Measures and Installation Criteria of the [Program Manual](#) for additional information.

## Rental Unit Funding Caps

### Tier 1 (Low-Income) Eligible Households

- For single-family rental properties, the project funding cap is \$10,000 per project. Heating system replacement measure incentives are capped at \$4,000.
- For 2-4 family rental units, project funding caps are \$10,000 for the initial unit and \$5,000 for each additional unit. Heating system replacement measure incentives are capped at \$8,000, regardless of the number of units.
- For No-Heat project caps, please see Section 5.9 of the [Program Manual](#).
- The building owner is directly responsible for costs exceeding any NYSERDA or externally funded incentives/grants and may be eligible for NYSERDA [financing](#) to pay for the balance of the work.

### Tier 3 (Moderate-Income) Eligible Households

- For single-family rental properties, the project funding cap is \$5,000 per project. Heating system replacement measure incentives are capped at \$2,000 per project.
- For 2-4 family rental units, project funding caps are \$5,000 for the initial unit and \$2,500 for each additional unit. Heating system replacement measure incentives are capped at \$4,000, regardless of the number of units.
- For No-Heat project caps, please see Section 5.9 of the [Program Manual](#).
- The landlord/building owner is directly responsible for costs exceeding any NYSERDA or externally funded incentives/grants and may be eligible for NYSERDA [financing](#) to pay for the balance of the work.

NYSERDA, at its discretion, may cap the total Tier 1 (Low-Income)/Tier 3 (Moderate-Income) incentives a landlord/building owner receives on an annual basis.

### Landlord/Building owner Contribution-Tier 1 (Low-Income) Projects Only

In addition to providing a completed Rental Property Energy Efficiency Services Agreement, in instances where additional measures may be recommended or where the cost of one or more measures causes the project to exceed Tier 1 (Low-Income) incentive caps, the landlord/building owner will be responsible for all costs over the incentive amounts.

### Tier 1 (Low-Income) and Weatherization Assistance Program (WAP) Coordinated units

If the household is being served in coordination with the Weatherization Assistance Program (WAP), the participating WAP agency (Agency) shall follow WAP policies and procedures regarding landlord/building owner authorization, negotiations, and measure installation and or WAP workscope. The Agency must provide the NYSERDA Program Implementer a copy of the WAP approval letter for the project and, if available, a copy of the WAP workscope.

## Procedures

Unless provided by the participating contractor, the program implementer will send a Rental Property Energy Efficiency Services Agreement and cover letter to the landlord/building owner. This agreement allows for a complete home energy assessment, including heating system inspection and installation of energy efficient measures at no cost to the landlord.

- If such agreements are signed and returned by the landlord/building owner with appropriate documentation, the program implementer will refer the household to a participating contractor for a home energy assessment.
- Upon completion of the home energy assessment, the participating contractor will propose a workscope to the program implementer.
  1. For Tier 1 (Low-Income) Project only, if appliance(s) meets NYSERDA replacement criteria and services are limited to replacement of a landlord-owned refrigerator, the program implementer will refer the project to a vendor who will arrange delivery.
  2. If comprehensive home performance services are considered, the program implementer will evaluate proposed measures and authorize a workscope.
- If the Rental Property Energy Efficiency Services Agreement is not returned within 60 days, the program implementer may assign the project for a non-invasive direct install home energy assessment where services outlined above may be performed.
- The participating contractor is required to notify the landlord/building owner of their portion of the approved project cost, if any.
- The participating contractor is responsible to invoice and collect payment of any partial landlord/building owner investment.

**For 1-4 Unit Properties**

Unit Eligibility	Income Qualification	Submission of EmPower+ Application Needed for Units <i>Landlord (LL) occupied properties still require 50% rule to be met for additional incentives.</i>	Direct Install (DI) Eligibility based on Unit Income <i>Separate applications &amp; projects are required for any unit receiving DI measures</i>	Program Incentives <sup>2</sup> & Caps	Landlord Contribution
<b>Less than 50%</b>  <i>e.g., 1 of 3, 1 of 4</i>	Tier 1	Separate signed Application required for <b>each qualified unit being served</b> through the Program.  OTDA funding may only be used on units for those that qualify for that funding.	<b>Tier 1:</b> Yes <b>Tier 3:</b> Yes <b>Market Rate:</b> No	<b>Single Family:</b> \$10k <b>2-4 Unit:</b> \$10k 1st unit, \$5k/additional unit <b>Heating Appliances:</b> Eligible and capped (1 Unit - \$4k, 2-4 - \$8k)	<b>100% over cap</b>
	Tier 3		<b>Single Family:</b> \$5k <b>2-4 Unit:</b> \$5k 1st unit, \$2,500k/additional unit <b>Heating Appliances:</b> Eligible and capped (1 Unit - \$2k, 2-4 - \$4k)		
	HEAP/OTDA		<b>Tier 1:</b> Yes <b>Tier 3:</b> Yes (Non-HEAP/OTDA Funds) <b>Market Rate:</b> No	<b>OTDA<sup>1</sup> units:</b> \$20k per eligible unit <b>All other units:</b> \$5k/additional unit	
<b>50% or more</b>  <i>e.g., 1 of 2, 2/3 of 3, 2/3/4 of 4</i>  <i>If a 3 or 4 unit building has 1 unit that qualifies for Tier 1 AND Tier 3, the whole building would qualify for Tier 3.</i>	Tier 1	Separate signed Applications required for <b>all units in building.</b>  <i>Each Application will have a home energy assessment/DI project created. One of the projects (in an eligible LL or tenant's name) will also include all of the building's measures.</i>  <i>Contractors need to indicate on Application which are connected so that proper income verification can be completed for that building.</i>  OTDA funding may only be used on units for those that qualify for that funding.	<b>Tier 1:</b> Yes <b>Tier 3:</b> Yes <b>Market Rate:</b> Yes	<b>Single Family:</b> \$10k <b>2-4 Unit:</b> \$10k 1st unit, \$5k/additional unit <b>Heating Appliances:</b> Eligible and capped (1 Unit - \$4k, 2-4 - \$8k)	<b>100% over cap</b>
	Tier 3		<b>Single Family:</b> \$5k <b>2-4 Unit:</b> \$5k 1st unit, \$2,500k/additional unit <b>Heating Appliances:</b> Eligible and capped (1 Unit - \$2k, 2-4 - \$4k)		
	HEAP/OTDA		<b>Tier 1:</b> Yes <b>Tier 3:</b> Yes (Non-HEAP/OTDA Funds) <b>Market Rate:</b> No	<b>OTDA<sup>1</sup> units:</b> \$20k per eligible unit <b>All other units:</b> \$5k/additional unit	

1. OTDA funding may only be used for measures directly benefitting the qualified unit.

2. In No Heat situations, rental properties must be owner occupied and income qualified to be eligible for additional incentives as indicated in Section 5.9 No Heat Guidelines.