

Home Performance with ENERGY STAR® Low-Rise Guidelines

NYSERDA's Home Performance with ENERGY STAR (HPwES) Low-Rise component was developed to focus attention on duplexes, row houses, and other larger scale housing complexes that, while eligible as 1 to 4 family residential buildings, are being underserved. Home Performance with ENERGY STAR Low-Rise projects include both market rate and Assisted Home Performance with ENERGY STAR residential buildings targeting households with incomes between 60%-80% of the Area Median Income. Low-Rise projects with households earning below 60% of the State Median Income are eligible to participate in NYSERDA's [EmPower New YorkSM Program](#).

Low-Rise Project Qualifying Criteria for Buildings:

- 1 to 4 Unit Residential Buildings.
- Residential Buildings, no more than three stories above ground, with separate exterior entrances which serve no more than four dwelling units, and firewall wall separations resulting in groupings of no more than four dwelling units.
- No central heating systems serving more than four units.

The Low-Rise Project Application Process:

- The building owner, together with a participating Home Performance Contractor, should complete a Low-Rise Project Application and submit the required photographic documentation of onsite conditions, affordable housing documentation (if applicable) and any other requested data in accordance with the directions on the application.
- Following submission of the Low-Rise Project Application and required paperwork to Conservation Services Group (CSG), The HPwES implementation contractor, staff will review the submitted paperwork to determine if the Low-Rise Project meets the requirements of the program. This process may include follow up questions for the Home Performance Contractor and a site visit to verify building configurations.
- Upon project approval by NYSERDA, a Project Approval Letter will be sent to the Home Performance Contractor, reserving the funds for the approved work scope for an agreed to implementation period. The Home Performance Contractor will have up to 45 days to allow for project modeling to be completed. The funding commitment will be subject to termination for failure to meet the 45 day time limit to submit project modeling data sufficient to define the Low-Rise project's finalized work scope and projected energy savings. Workscope changes resulting from data obtained through project modeling will be assessed based upon the availability of funding sources.

- NYSERDA's incentives are subject to the requirements and availability of funding sources and requirements of the Home Performance with ENERGY STAR Low-Rise Project Program. Any additional requirements will be outlined in the Project Approval Letter.
- Low-Rise Projects must commence no later than 60 days following NYSERDA's approval of the project modeling indicating the finalized work scope. Projects must be completed within 12 months of the issuance of the Project Approval Letter or as specified in the terms of the Project Approval Letter. Failure to comply with these requirements may result in cancellation of NYSERDA's project approval and funding commitments.

Low-Rise Projects Funding and Incentives

Assisted Home Performance with ENERGY STAR Low-Rise Projects

- To be eligible for the Assisted Home Performance with ENERGY STAR incentive, documentation indicating that at least 50% of the tenants earn no more than [80% of the Area or State Median Income](#), whichever is higher, must be provided. The Owner must provide documents necessary for NYSERDA to determine if the tenants residing at the building (s) are eligible under Assisted Home Performance with ENERGY STAR. The actual incentive amount awarded will be pro-rated based upon the percentage of tenants whose income eligibility documentation is provided. For example, on a given project, if 100% of the households are documented as income eligible, the project will be eligible for up to \$2,500 per dwelling unit. If 75% of the households are documented as income eligible, then the project will be eligible for 75% of \$2,500 or \$1,875 per dwelling unit. Vacant units will not be counted as eligible unless documentation can be provided by the owner indicated these units will only serve income eligible tenants. Upon completion of the project, the Owner must submit supporting documentation to NYSERDA of efforts to rent vacant units to income eligible tenants in accordance with the Low-Rise Building Owner's Agreement.
- Incentives available for Assisted Home Performance with ENERGY STAR Low-Rise Projects are capped at 50% of the cost of the eligible work scope; and at \$2,500 per dwelling unit.
- NYSERDA's funding on any Assisted Home Performance with ENERGY STAR Low-Rise Project will be capped at \$500,000 through December 2011.

Market Rate Home Performance with ENERGY STAR Low-Rise Projects

- The incentive for a market rate Home Performance with ENERGY STAR[®] Low-Rise Project is 10% of the cost of eligible energy efficiency improvements, up to a maximum incentive of \$1,000 per dwelling unit.
- NYSERDA's funding on any market rate Home Performance with ENERGY STAR[®] Low-Rise Project will be capped at \$10,000 in SBC funding and \$200,000 in EEPS funding.

ENERGY STAR® Appliance Incentive for all Low-Rise Projects

- As part of New York Home Performance with ENERGY STAR, customers may purchase certain ENERGY STAR® labeled appliances. These include ENERGY STAR refrigerators, dishwashers, and either compact fluorescent fixtures or fluorescent fixtures with electronic ballasts. For these items, the contractor becomes eligible for an incentive when the customer purchases the item, by including it into the customer's work scope along with other building performance measures. Please refer to the Contractor Resource Manual for additional information on appliance incentives. Contractor appliance incentives are not considered as part of the maximum incentive amount per dwelling unit.

Low-Rise Project Requirements

- The work scope must be completed by a Home Performance Contractor that is an active Partner in good standing with the current Home Performance with ENERGY STAR® Program and the Building Performance Institute (BPI). The Home Performance Contractor must be a participating contractor in the county the Low-Rise Project is located in.
- Projects must meet provisions for the applicable Codes of the State of New York and/or local municipality and be completed in accordance with the current requirements of Home Performance with ENERGY STAR® as outlined in the Partnership Agreement.
- Buildings which are funded in part through the Federal Weatherization Assistance Program are eligible to participate in NYSERDA's [EmPower New YorkSM Program](#).
- Projects where windows or doors, visible from a public right of way on buildings greater than 50 years old will be replaced, the contractor will be required to submit a Project Cover Form to NYSERDA for review and submission to New York State Historic Preservation Office.
- All projects are required to establish cost-effectiveness and the entire scope of work will be subject to a Savings to Investment Ratio (SIR) criteria of >1.0. Depending on the funding source, a determination of Total Resource Cost (TRC) of > 1 may also be required.
- The installed cost of energy efficient measures will be consistent with the fair market price. Contractors may be requested to submit a detailed cost breakdown of the estimated labor and cost associated with each energy efficient measure to supplement the information provided on the Low-Rise Project Application.
- Low-Rise Projects may only include residential and residential-associated space (including common areas) and the energy efficiency measures installed must meet the minimum efficiency requirements and conditions referenced in the list of Home Performance with ENERGY STAR® Eligible Measure and Accessories.



Low-Rise Project Application For Home Performance with ENERGY STAR®

NYSERDA's Home Performance with ENERGY STAR Low-Rise component was developed to focus attention on duplexes, row houses, and other larger scale housing complexes that, while eligible as 1 to 4 family residential buildings, are being underserved. Home Performance with ENERGY STAR Low-Rise projects include both market rate and Assisted Home Performance with ENERGY STAR residential buildings targeting households with incomes between 60%-80% of the Area Median Income. Low-Rise projects with households earning below 60% State Median Income are eligible to participate in NYSERDA's [EmPower New YorkSMProgram](#).

Property Owner			
Property Owner/Company Name (as listed on W-9)		Federal ID # (as listed on W-9)	
Contact Name (First, MI, Last)		Contact Title	
Street Address 1		Day Phone	
Street Address 2		Fax	
City	State	Zip + 4	E-mail
Is the contact listed above a legal signatory* for the property ownership? <input type="checkbox"/> No <input type="checkbox"/> Yes			
If NO, who is the legal signatory for this property?			
Name: _____			
Title: _____			
*Legal Signatories are able to bind the property owner under contract.			
Ownership Type			
<input type="checkbox"/> Private (for profit) <input type="checkbox"/> Private (non-profit) <input type="checkbox"/> Public/Municipal <input type="checkbox"/> Co-operative			
Participating HPWES Contractor			
Legal Company Name & Federal Tax ID #		Primary Contact for This Project	
Street Address		Contact Title	
City		Office Phone Number	
State	Zip	Fax Number	
Email Address		Mobil Phone Number	

Budget and Funding Source Details

Budgeted cost of energy-related work (HPwES):

Owners contribution to the budgeted cost of energy-related work:

Related Non-NYSERDA Programs: Do you expect to receive funding under any other energy efficiency programs?*

- No Yes Please indicate the anticipated/confirmed funding amount _____
- If Yes, Select all that apply (currently or in the future): Utility Program (Name of Utility) _____
- Other _____

* Low-Rise Projects, consisting of 100 units or less, which are funded in part through State or federal Weatherization Programs or with households earning below 60% State Median Income are eligible to participate in NYSEDA's [EmPower New YorkSM Program](#).

Other NYSEDA Programs: Have any of the properties in this project participated in another NYSEDA Programs?

- No Yes If Yes, Select all that apply:
- Assisted Multifamily Program (AMP) Residential Technical Assistance (ResTech) Comprehensive Energy Management (CEM)
- EmPower NY Multifamily Performance Program (MPP) Other (indicate Program or PON#/Solicitation #) _____

Utility Information

Electric	Name on Account		Electric Utility Company	Account #
	Account Mailing Address		City	State
	Zip	<input type="checkbox"/> Primary Fuel Source <input type="checkbox"/> Secondary Fuel Source		
Natural Gas	Name on Account		Natural Gas Utility Company	Account #
	Account Mailing Address		City	State
	Zip	<input type="checkbox"/> Primary Fuel Source <input type="checkbox"/> Secondary Fuel Source		
Other*	Name on Account		Utility Company	Account #
	Account Mailing Address		City	State
	Zip	*Indicate Account Type (Oil, Propane, Steam, Etc...) <input type="checkbox"/> Primary Fuel Source <input type="checkbox"/> Secondary Fuel Source		

As an authorized representative of the property owner and customer listed above, New York State Energy Research and Development Authority (NYSEDA) and/or its designated representatives are hereby authorized to access and utilize any and all information and data related to energy consumption at the above listed property address. I understand that this information is being made available to help evaluate energy use patterns in order to identify potential and actual energy savings resulting from work performed or services offered through NYSEDA's Home Performance with ENERGY STAR[®] Program. The information/data obtained pursuant to the agreement shall be treated as confidential to the maximum extent permitted by law. Your signature below authorizes NYSEDA to access and utilize your past, current, and 36-month future energy consumption information.

Signature of Authorized Representative

Date

Printed Name and Title

Please ensure that all the necessary forms including Owners W-9 information, Required Photographs, Modeling Data (if available) and any additional sheets used to describe the project are included along with this Low-Rise Project Application for submission.

Signature: I have read, understood and agree to comply with the guidelines and requirements of the **Home Performance with ENERGY STAR** for this Low-Rise Project Application. The income eligibility documentation, if applicable, submitted in support of this Low-Rise Project Application presents true and accurate information, to the best of my knowledge.

Property Owner or Authorized Representative _____ Date: _____

Print Name _____

Participating HPwES Contractor _____ Date: _____

Print Name _____

Submit this form by email to Mike Burke [518.207.4525] at Mike.Burke@csgroup.com, cc Erik Gilbert at eig@nyserda.org. Attach any additional information considered pertinent to the Application. A signed hard copy of the application must be sent to the following:

New York State Energy Research Development Authority
17 Columbia Circle
Albany, New York 12203-6399

Attention: Erik Gilbert, Low-Rise Projects