



## **WEATHERIZATION ASSISTANCE PROGRAM**

### **Check List**

The following documents are required to process your Weatherization Assistance Application:

### **Owner Information- Managing Agent Information**

- **Audit Fee – \$200 per unit for Buildings with five or more units.**  
**(Money order or check payable to BSRC-WAP Escrow Acct.)**
- **Rent Roll**
- **Proof of Ownership (Deed)**
- **Fuel Bills** for the past two years –  
**Gas or Oil** bills should reflect delivery dates and the amount of fuel received on each delivery.
- **Con Edison – Statement of Account (2 Yrs. To Present)**
- **National Grid – Account Statement (2 Yrs. To Present)**

You are required to visit the BSRC – Weatherization Assistance Program office. Located at **1360 Fulton Street, 2<sup>nd</sup> Floor (Above the Post Office and Applebee's Restaurant.)** Please allow yourself extra time, when you visit, to fill out forms pertaining to the processing of your Weatherization Assistance Application.

If you have any question call **(718) 638-5705**.

## **INSTRUCTIONS FOR COMPLETING YOUR LANDLORD PACKAGE**

Be sure to complete and submit the following.

1. Landlord inquiry form, HCR 5a, ESB 6
2. Proof of ownership including block, and lot information (copy of deed)
3. Two years **fuel consumption reports** and **one current fuel bill**
4. One year of light **consumption reports** and **one current utility bill** for common areas
5. Copy of the latest property tax bill
6. *If the property is owned by a corporation or more than one person, you must include a letter designating a representative, on company letterhead.*
7. Rent roll including tenant names and amount of rent billed for each apartment.
8. *Where possible* include tenant phone numbers and which households receive SSI, Food stamps or HEAP.
9. Check or money order **totaling \$200 PER UNIT**, for properties with five or more units:

**Make check payable to:**

**BSRC-WAP ESCROW ACCT.**

**\*with the building address in the memo**

### **HUD multiple dwelling landlords must also complete and include the following**

1. Demographics section of the attached HUD 44 WAP data intake form
2. Provide public notification to tenants notifying them that because WAP services are, under consideration, the HUD 50059 form will be released to the Dept of Energy in order to qualify for the Weatherization Assistance Program, unless they Contest to management within 7 days.
3. Provide a copy of this public notice to our agency
4. Attach pages 1, 2, and 3 of the 50059 form for each unit showing tenant income verification signatures and dates.

**The \$200 per unit fee** *is to cover the cost of the Energy audit, which takes place after program eligibility has been established. If your building does not qualify, you will be reimbursed.*

# WEATHERIZATION INQUIRY – BUILDING CONTACT SHEET

Date: \_\_\_\_\_

Lot/Block # \_\_\_\_\_ - \_\_\_\_\_

List the total number of 1BR \_\_\_\_\_ 2BR \_\_\_\_\_ 3BR \_\_\_\_\_ 4BR \_\_\_\_\_ 5BR \_\_\_\_\_ Total combined units \_\_\_\_\_  
**You must list ALL UNITS including basement units occupied by your Super as their RESIDENCE**

Building Address: \_\_\_\_\_

How many owners are on the deed? \_\_\_\_\_ Is the property owned by an LLC? \_\_\_\_\_ or held in a trust? \_\_\_\_\_

Owner Name \_\_\_\_\_ Point of Contact Person: \_\_\_\_\_

Owner Home or Business Address: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Cell \_\_\_\_\_ Office: \_\_\_\_\_ Fax: \_\_\_\_\_

Property Manager \_\_\_\_\_ Phone \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Supers Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt No. \_\_\_\_\_

Home: \_\_\_\_\_ Cell \_\_\_\_\_ Office: \_\_\_\_\_

Language spoken by tenants: \_\_\_\_\_ English \_\_\_\_\_ Spanish \_\_\_\_\_ Russian \_\_\_\_\_ Chinese \_\_\_\_\_ other \_\_\_\_\_

*This information will allow us to download your consumption reports for each account. Your ACCESS CODE is located on your bill, if you cannot find it, please provide us with your MOST RECENT BILLING STATEMENT*

Gas Company	Account No.	Online Access Code
Electric Company	Account No.	
Oil company	Account No.	You must contact your oil company and request your 2 year consumption report

What type of heating system do you have? \_\_\_\_\_ Hydraulic \_\_\_\_\_ steam \_\_\_\_\_ hot air \_\_\_\_\_ not sure

Condition of Building \_\_\_\_\_ Excellent \_\_\_\_\_ Good \_\_\_\_\_ Fair \_\_\_\_\_ Poor

Should we have replace windows, have you already acquired your lead certificate?

Please list any known boiler violations or hazards that should be cured in advance

\_\_\_\_\_  
List your weatherization concerns \_\_\_\_\_

Do you have funds readily available should we complete intake within 2-4 weeks?

FOR OFFICE USE ONLY

Accepted \_\_\_\_\_ Rejected \_\_\_\_\_

On what grounds: \_\_\_\_\_



**NYS DHCR WEATHERIZATION ASSISTANCE PROGRAM  
HUD LISTED MULTI-FAMILY BUILDING  
DATA INTAKE FORM DHCR #44**

**HUD BUILDINGS ONLY**

**WAP Agency Information**

Contract No / Program Yr: _____	Agency Acronym: <u>BDSY</u>	Building No: _____
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**Building Information** Is this building listed in the HCR project portfolio? ☐ Yes ☐ No

Application Date: \_\_\_\_\_

Bldg address No. \_\_\_\_\_ Street Name: \_\_\_\_\_ Street Suffix: \_\_\_\_\_

City: Brooklyn, NY Zip Code: \_\_\_\_\_

Municipality: \_\_\_\_\_ County: Kings

Parcel ID Type: \_\_\_\_\_ Section / Block / Lot #: \_\_\_\_\_ - \_\_\_\_\_

Building Type: Multi-Family Dwelling Number of Units: \_\_\_\_\_ Number of Vacant Units: \_\_\_\_\_

Previously Weatherized? ☐ Yes / ☐ No If Yes, Program Year Last Wx: \_\_\_\_\_ Date Last Wx: \_\_\_\_\_

**Owner Information**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Ext. \_\_\_\_\_

**Building Demographics**

Total Households: \_\_\_\_\_ Total number of People in *all* Households: \_\_\_\_\_

Households with Children: \_\_\_\_\_ Households with Children under Age 6: \_\_\_\_\_

Households with Elderly: \_\_\_\_\_ Households with Persons with Disabilities: \_\_\_\_\_

Households with Native Americans: \_\_\_\_\_

**Other**

Number of households with a high energy burden: \_\_\_\_\_

Number of households with high energy residential usage: \_\_\_\_\_

**Client/Unit/Demo Screen**

<b>Building Demographics</b>	<b>Enter Number</b>
Total Households	
Total # of People in all Households	
Households with Children	
Households with Children Under Age 6	
Households with Elderly	
Households with Persons with Disabilities	
Households with Native Americans	
Vacant Units	

<b>Other</b>	<b>Enter Number</b>
Households with a High Energy Burden	
Households with High Residential Energy Usage	
Households that receive HEAP	

Comments:



**NYS HOMES & COMMUNITY RENEWAL  
WEATHERIZATION ASSISTANCE PROGRAM  
FORM #29**

**WEATHERIZATION ASSISTANCE PROGRAM INFORMATION**

The Weatherization Assistance Program (WAP) administered by NYS Homes and Community Renewal (HCR) is committed to reducing energy costs for low-income families, particularly the elderly, people with disabilities, and children, by improving the energy efficiency of their homes and ensuring their health and safety.

WAP is funded annually by the US Department of Energy. In addition, the program also receives funds from the Low Income Home Energy Assistance Program funded by the US Department of Health and Human Services.

Application for assistance under the program is made to a local service provider, called a subgrantee, which is under contract to HCR. After approval of the application, the subgrantee will conduct a comprehensive professional building analysis of the applicant's home and, based on that analysis and available funds, will install or have installed weatherization measures in the home which have been determined to be the most cost-effective in reducing energy consumption while increasing comfort and improving health and safety standards.

The measures which may be indicated by the building analysis fall into five major categories:

1. Heating efficiency measures: To improve the heating system in the home, which may include a cleaning and tuning of the heating appliance; repairs, modifications, and replacements as needed; and work on the heating distribution system.
2. Infiltration measures: To keep warm air in and cold air out of the home.
3. Conduction measures: Insulation measures to reduce the conduction of heat from the interior to the exterior of the home.
4. Repairs: Any repairs that are needed to preserve or protect the weatherization materials installed.
5. Health and safety: Mitigation of health and safety concerns in the home or, at least, to notify residents of their presence.
6. Base load measures: To reduce electrical consumption.



**NYS HOMES & COMMUNITY RENEWAL  
WEATHERIZATION ASSISTANCE PROGRAM  
FORM #3  
PERSONAL PRIVACY PROTECTION LAW PROVISIONS**

The New York State Personal Privacy Protection Law (Public Officers Law, Article 6-A) requires in §94(1)(d) that each subgrantee that maintains a system of records provide each subject from whom it requests information with certain notifications as provided below.

**Name of the agency requesting the information:**

NYS Homes and Community Renewal, Energy and Rehabilitation Services

**Name of the system of records:**

Weatherization Payment and Reporting System

**Agency official responsible for the records:**

Director, Energy and Rehabilitation Services  
NYS Homes and Community Renewal  
38-40 State Street  
Albany, New York 12207  
518-474-5700

**Authority for collection and principal purpose for which the information is collected:**

The Energy Conservation and Production Act (P.L. 94-385) §416 and §417. These sections require the State to keep records for the purposes of monitoring and evaluation and for the preparation of reports. Program regulations contained in 10 CFR 440.22 require that eligibility for the program be established, which requires the collection of personal information, including the Social Security number of the applicant.

**Effects of not providing the requested information:**

If information requested on the Weatherization Application (Form #4) is not provided, the applicant's dwelling is not eligible for WAP funds.

**Routine uses for the collected information:**

This information is used by NYS Homes and Community Renewal and local subgrantee employees for administration of the Weatherization Assistance Program, including the preparation of reports to the United States Department of Energy. This information may also be used to perform data matches with other state and federal agencies, to verify your eligibility for WAP services.

**Subgrantee Information:**

Bedford Stuyvesant Restoration Corporation  
Weatherization Assistance Program  
1360 Fulton Street, 2nd Floor  
Brooklyn, New York 11216  
Phone # (718) 638 -5705  
Fax # (718) 857-1198