

EmPower New York

Referral Payment Plan—Option 1

For Organizations authorized to provide income documentation for a State or Federal Program

Funding will be made available on the basis of need for referrals across the state. Organizations will be approved at NYSERDA's discretion, on the basis of Program need, funding availability, and Organization mission. Organizations approved by NYSERDA may be paid \$20 for each completed EmPower New York application which includes verification of income eligibility. This option is only available to organizations that are currently authorized to provide income documentation for programs such as HEAP and Food Stamps. Selected organizations must consent to periodic desk audits by program staff to verify income documentation.

For multifamily buildings, referral payments may be provided to NYSERDA-approved subgrantees of the Weatherization Assistance Program (WAP) collecting income documentation for multifamily buildings subject to the following conditions:

- The project is not participating in the Weatherization Assistance Program.
- Individual tenant income documentation is required. (When income information is available from a single document, such as a HUD form listing incomes, no payment will be made.)
- Prior-approval for each multifamily building has been obtained from the EmPower Program Implementer.

Deliverables:

1. Screening: the organization must screen the application for program eligibility as follows:
 - A. Applicant must have a household income at or below 60% of State Median (i.e., HEAP eligible)
 - B. Applicant must reside in a building with 100 units or less
 - C. Applicant must be a customer of one of the participating utilities:
 - Central Hudson
 - Con Edison
 - National Grid Long Island
 - National Grid Metro
 - National Fuel Gas
 - National Grid Upstate
 - New York State Electric and Gas (NYSEG)
 - Orange and Rockland
 - Rochester Gas and Electric

D. The household must not have indicated that they are planning to move or that the dwelling is for sale

2. The application must be complete, legible, and signed by the applicant.
3. Referrals will be funded on a first-come, first-served basis. Referrals will be triaged and provided with services according to EmPower New York guidelines. NYSERDA will not pay organizations for referrals of households already accepted into the program.
4. Organizations must include a sign-off, on the application, that the organization has verified that the applicant is income-eligible for EmPower, as per 1-A, above.
5. Organizations will be asked to provide outreach materials to prospective EmPower participants. In the event that an applicant referred by the Organization does not respond to an assigned contractor's attempts to reach the household to arrange an inspection, the Organization may be asked to provide support by reaching out to the household, if appropriate.
6. Organizations may invoice upon submission of completed applications on a weekly basis.
7. Referrals must be submitted to the Program Implementer. Directions for submissions will be provided by the Program Implementer.

If you are interested in participating in this initiative, we ask that you please:

1. Review, complete and sign the Outreach Agreement, Option 1. Please be sure to include your Federal tax ID number and a current e-mail address for the primary contact person at your organization.
2. If your organization requires an original signed copy of the agreements, please return to NYSERDA **two** signed and **completed originals (faxes or copies of the Agreement will not be accepted)**. NYSERDA will review your submission and upon approval sign the agreement and return one original to the address provided. If your organization does not require an original signed copy, send only one original, and NYSERDA will return a copy for your records.
3. All documents must be mailed to:

NYSERDA
17 Columbia Circle
Albany, New York 12203-6399
Attn: Gladys Brangman

4. Once you have received a letter of acceptance, please contact the EmPower program Implementer, Honeywell, at 800-263-0960. Honeywell will guide you through the process, and will also provide you with:
 - Applications. Upon request Honeywell will arrange to have your organization's name printed on the applications, in order that we may better track your referrals.
 - Marketing materials
 - Further information regarding EmPower

For information regarding submission of these documents, please contact:

Gladys Brangman, Project Coordinator, NYSERDA
518- 862-1090, ext. 3467
geb@nyserda.org

For further information, please contact:

Kelvin Keraga, Sr. Project Manager, NYSERDA
518- 862-1090, ext. 3374
kk2@nyserda.org