



Weatherization Assistance Program (WAP) – Expectations

The Multi-Family Rental Property Owner

At application, you:

- Should know the WAP is designed to conserve energy while benefitting low-income persons, particularly the elderly, disabled, and families with young children.
- Should know that WAP uses 60% of State median income as the income eligibility threshold for the program.
- Should know that documentation of household eligibility must be conducted by the subgrantee prior to an energy audit and weatherization of any dwelling unit, including those in large apartment buildings. Multifamily units may not be weatherized until documentation is obtained for all eligible tenants.
- Must expect to assist the Weatherization Agency in gathering all records and documents necessary for the Weatherization Agency to confirm eligibility for weatherization services.
- Should know the building and common areas may not be weatherized unless 66 percent of the units in the building have been documented as eligible.
- Should know a determination of eligibility for a multifamily building will remain in effect for one year from the date the first application was determined income eligible. If WAP work is not started within one year from that date, all applications that have expired or are expected to expire prior to commencement of WAP work will need to be updated to re-establish eligibility.
- Should be prepared to provide proof of ownership (most current property tax bill with section, block, and lot identified).
- Should know that rental property owners participating in the Weatherization Assistance Program are required, with certain exceptions (income eligible owners), to invest their own resources toward the WAP work scope or overall work scope.
- Should know in buildings containing five or more unregulated units, the owner must make a direct or indirect investment of no less than 25 percent of the estimated WAP work scope (including materials, crew, and subcontracted labor).
- Can expect to be notified if the building / dwelling units are eligible for the WAP and to have a visit scheduled.



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Prior to Weatherization Work beginning, the Multi-Family Rental Property Owner:

- Can expect to enter into a written agreement with the Weatherization Agency to have weatherization work performed on their property.
- Can expect to receive a written request from the Weatherization Agency for Weatherization employees to enter their building to perform weatherization work.
- And the owner's employees and tenants can expect to be treated courteously and have their property treated responsibly during the course of the Weatherization project.
- Must perform any actions requested (if any) specified in the Owner's Work Agreement with the Weatherization Agency. The owner must expect that failure to complete these actions, or cause them to be completed, will delay performing Weatherization work until such time as the required work is completed.
- Must provide copies of clearance test results to the Weatherization Agency whenever the Owner's work is subject to the City of New York Local Law 1 of 2004 (New York City Childhood Lead Poisoning Prevention Act of 2003) .
- Will be asked to disclose the number of children under the age of seven who reside at the property and must update the Weatherization Agency of any changes prior to the commencement of the WAP work.
- Must file a notice of commencement with the Department of Health and Mental Hygiene according to 27-2056.11(2) (II) of Local Law 1 of 2004 when applicable.
- Must cooperate with the Weatherization Agency by providing access to all parts of the building so that the Work Scope can be installed, ensuring that occupants, pets and visitors are kept from the work area, and that a safe work environment is provided. It should be expected that the Weatherization Agency will need access to all parts of the building.
- Is responsible for the removal and reinstallation (or installation where none exist and are required by code) of all child guards, security gates, or other items so that the installation of prime windows may proceed in an unimpeded manner when a component of the workscope. Such work must be in accordance with all applicable codes.



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- Must provide to the Weatherization Agency the total energy consumption data (electrical and heating fuel) of the building for the previous two years. It is expected the data will be supplied to the Weatherization Agency as soon as practicable after it is received by the Owner.
- Should be prepared to answer some questions regarding the functioning of the building, what the occupants have reported regarding heating / cooling etc., as well as their energy consumption habits.
- Will receive, whenever possible, seven days' notice prior to the start of Weatherization work.

During Weatherization Work, the Multi-Family Rental Property Owner:

- Can expect the Weatherization workers to always identify themselves as such when entering the premises and that they will conduct themselves in a professional, workmanlike manner throughout the course of the Weatherization project.
- Can expect Weatherization workers to always leave their work area broom clean at the end of each day.
- Can expect that their property will be evaluated for health and safety issues as well as energy conservation opportunities.
- Can expect Weatherization workers to always perform and record all required health & safety tests / inspections and that they, along w/ the occupants, will be informed of any health and safety concerns discovered.
- Can expect to be provided good, quality workmanship consistent with DOE Standard Work Specifications.

At the conclusion of Weatherization Work, the Multi-Family Rental Property Owner:

- Will be informed at the conclusion of the Weatherization project of all the weatherization work / measures that were accomplished / installed.
- Will be provided any / all warranty information, with instruction on who to contact in the future for any possible warrantied work.



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- Will receive instruction on how the newly installed weatherization improvements work, how they can best be utilized to conserve energy and any educational information / materials the Weatherization Agency has to provide.
- Must maintain all the weatherization improvements in a manner consistent with optimum performance, save for normal wear and tear, in conformance with all relevant codes regarding maintenance and to not alter the measures in any way.
- Should know each multifamily building that is weatherized should include in the contract the building owner, operations manager, or building manager must receive certification as an Energy Efficient Multifamily Building Operations Specialist. This would be paid as part of the landlord's contribution, and will assure that the building owner's representative received training and is capable of carrying out the necessary maintenance of the installed Weatherization measures to ensure maximum savings following completion of work.
- Can expect to see an improvement in the energy consumption / efficiencies of the building.