



**Homes and
Community Renewal**

New York State (“NYS”) Homes and Community
Renewal (“HCR”)

Housing Trust Fund Corporation
 (“HTFC”)

Notice of Funding Availability
 (“NOFA”)

NYS Weatherization Assistance Program (“WAP”) Heating
Energy Assistance Program NOFA

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Introduction

New York State WAP is expected to have up to \$10,178,252 available from Office of Temporary and Disability Assistance (“OTDA”) for an incentive based Low Income Home Energy Assistance Program (“HEAP” or the “Program”) . The Program will be administered for NYS by HTFC.

HTFC will rely on the existing network of WAP subgrantees (“Network”) to administer the funds available.

The funds will be made available to WAP subgrantees in good standing that have consistently delivered on Program goals and received satisfactory annual Program evaluations. Funds can be leveraged with the Infrastructure Investment Jobs Act (“IIJA”) and/or WAP funds for the purpose of targeting multi-family portfolios that have significant need for energy assistance (ie: government assisted housing; public housing and housing for persons with special needs) or on any WAP eligible building types.

Funds may not be combined in ‘HEAP Only’ projects or in projects where WAP and HEAP Program funds have been braided. Only existing subgrantees are eligible to apply for this funding to be used in their current geographic service territory.

Purpose

HTFC invites WAP subgrantees to apply to administer these HEAP funds. This NOFA describes the purpose for which the available funds are to be used and the methodology for disbursing those funds.

WAP subgrantees are invited to submit applications for funding for the Program via email to Weatherization@hcr.ny.gov no later than Wednesday, May 6th, 2026.

Applicant Eligibility

WAP subgrantees will be selected based upon their qualifications, their ability to manage all responsibilities of a subgrantee and to leverage Program funds and other financial resources to complete energy efficiency measures. Each subgrantee must be a current WAP Network subgrantee in good standing and not considered High Risk. They must submit a detailed budget and narrative work plan showing how the project(s) will be carried out. Funds will either be awarded for standalone HEAP projects or will be braided with IIJA or Program Year 2025 DOE WAP funds. The budget should list all personnel, including volunteer and paid staff, who will be associated with the Program or will be paid out of Program funds. The work plan will detail how the project(s)

will be implemented. Potential WAP subgrantees will be required to provide a production and expenditure plan specifying whether subgrantee crews, subcontractors or a combination of the two will be used. Subgrantees will be expected to meet or exceed the work plan goals they propose.

Obligations of Subgrantee

Under contract with HTFC, subgrantees will perform several services in compliance with WAP regulations and defined in the WAP state plan, including:

- a) Providing outreach, identifying appropriate properties and verifying income eligibility of residents;
- b) Evaluating the energy efficiency of dwelling units proposed to be weatherized;
- c) Installing cost-effective energy-saving measures and supervising workers and subcontractors;
- d) Identifying and mitigating related health and safety concerns;
- e) Maintaining client and Program files;
- f) Preparing regular management and fiscal progress reports and other actions necessary to ensure compliance with State and Federal Program rules;
- g) Monitoring fuel usage and performing utility bill collection;
- h) Leveraging additional Federal funds and/or owner contributions (which are encouraged but not required);
- i) Providing required reporting documents; and
- j) Identifying and performing outreach to areas with limited weatherization services.

Cost to Deliver the Program and Advances

HEAP contracts allow for up to 20% of allocations to be used for costs to deliver HEAP funded projects which include indirect costs. Program support and crew labor are included in the 80% production costs.

Any contracts awarded under this procurement may provide advance payments not to exceed 15% of the total allocation which will be paid following final contract approval from HTFC and may be recaptured, in accordance with WAP Policy and Procedures Manual (“PPM”).

Proposal Costs and Materials

HTFC will not be held liable for any cost incurred by the applicant for work performed in the preparation, production or submission of a proposal in response to this NOFA. All proposal materials and information submitted as part of the application shall become the property of HTFC. No materials, curricula, media or other content will be returned to the applicant.

Leverage and Efficiency

HTFC is seeking proposals to expend HEAP funds in a timely manner to provide weatherization services to WAP eligible households through a targeted strategy of releasing unallocated HEAP funds to the WAP subgrantee Network agencies, which are in good standing and have a pipeline of available projects to provide weatherization services to additional homes.

Major energy saving measures must be included in project work scopes. Energy measures funded by HEAP funds must provide energy savings. All eligible HEAP measures must meet a .5 savings-to-investment ratio (“SIR”) or greater to ensure energy savings are more than negligible.

Population to Be Served

Income eligibility for the Program is set at 60% of the State’s median income. This threshold has been selected by NYS in accordance with federal HEAP regulations at 10 CFR § 440.22(a)(3) and pursuant to Public Law 97-35, Sec. 2605(b)(2)(B). Subgrantees are required to give priority for service to households with elderly persons, households with children under 18 years of age, households containing persons with disabilities or medical problems that weatherization services can assist, and HEAP recipients, particularly those with extremely high energy use. Subgrantees should consider the extent to which their targeted portfolio addresses one or more of these populations.

Subgrantees may only invest Program funds in rental buildings containing five or more units after they have established that 66% or more of the dwelling units in the building are occupied by eligible households. In rental projects where the energy audit indicates that significant energy savings can be expected to result from Program assistance, at least 50% of the dwelling units must be occupied by eligible households. Certain other eligibility requirements may also apply to multifamily buildings.

Deliverables

Applicants responding to this NOFA agree to complete all proposed work in accordance with applicable Program rules and regulations. Expenditure and unit production that are proposed in the attached Exhibit 2: Production Schedule must be met by August 31, 2026, with the possibility for an extension at sole discretion of HTFC.

The PPM outlines administrative and field deliverables associated with the Program. All subgrantees agree to implement this Program in accordance with the governing rules and regulations. WAP staff conduct regular monitoring of both field and administrative practices. Failure to meet Program requirements or deliverables outlined in the resulting contract may be considered a contract default and could result in termination of the contract and other penalties.

Respondents to this Notice of Funding Availability

The subgrantee assumes all responsibility for Program compliance including working with subcontractors. Subcontractors can be private or for-profit companies and are required to adhere to all Program rules and regulations. The management structure and approach must be clearly defined in Attachment C: Statement of Approach.

Each applicant must demonstrate compliance with all rules associated with the Program and show the capacity to successfully complete all functions normally associated with WAP work. Existing WAP subgrantees applying for funds to assist a targeted portfolio will continue to be subject to the production requirements of their regular WAP allocation contract and will also be required to meet all deliverables associated with this solicitation.

Compliance with all production requirements will be evaluated in making determinations about the award of incentive funding. Any existing subgrantee must have a strong track record of completed projected units and may not currently be considered 'at high risk'.

Each subgrantee must be a current WAP Network subgrantee in good standing and not considered High Risk. They must submit a detailed budget and narrative work plan showing how the project(s) will be carried out. Funds will either be awarded for standalone HEAP projects or will be braided with IIJA or Program Year 2025 DOE WAP funds.

In instances where the subgrantee or any of its team members have ownership or financial interest in the buildings to be weatherized under the Program, the subgrantee must disclose their interest to HTFC prior to commencement of any procurement activities associated with these funds.

Application Workshop

An application workshop will be held online. All potential applicants are strongly encouraged to attend. The meeting will be conducted as a video conference. The purpose of this meeting is to answer all questions potential applicants have and to provide guidance on Program planning and implementation. The workshop link and all questions and answers will be posted to the internet website at Weatherization Assistance Program | Homes and Community Renewal (ny.gov) after the workshop.

Evaluation and Selection Criteria

Applications will be evaluated in their entirety and on the ability of the applicant to deliver comprehensive services under the Program. The maximum score possible under the NOFA is 100 points.

- Appropriate list of pipeline projects addresses and production schedule(s) that will allow the work to be done on time. (40 pts)
- Demonstration of past ability to reach unit goals and complete contractual requirements. (30 pts)
- Demonstration of past ability to keep the Database updated with: project statuses, budgets, production schedules, staffing, and rate of monthly CFRs submitted. (30 pts)

During the evaluation process, each item will be assessed according to the criteria listed above. Only subgrantees with the highest scores will be considered. Applicants will be evaluated as to whether they meet the threshold requirements for each measure. Only applications that meet each of the threshold requirements will be considered for an award under this NOFA.

Application and Award Timeline

Applicants must submit proposals to HTFC by email. Email submissions should be addressed to: Weatherization@hcr.ny.gov

The subject line should read “HEAP Incentive Subgrantee NOFA”.

HTFC must receive emailed applications by Wednesday, May 6th, 2026. Applications received after this time will not be considered. No faxed or hand-delivered copies will be accepted. HTFC is not responsible for applications that are not emailed or cannot be viewed due to technical reasons. Applicants are encouraged to submit early to allow time for verification of email receipt.

HTFC expects to notify applicants of the status of their application by Wednesday, May 13th, 2026. The successful applicant(s) will receive notification of intent to award at this time. Applicants will be provided with instructions on contract preparation after the award is announced.

Item	Due Date
Issuance of NOFA	Wednesday, April 15, 2026
Pre-Submission Conference	Thursday, April 23, 2026
Deadline to Submit Questions	Monday, April 27, 2026
Deadline for Submission of Proposal	Wednesday, May 6, 2026
HTFC Board Meeting and Award Selection	Wednesday, May 13, 2026

Award Recommendations and HTFC Board Approval

Awards are recommended based on available funding, proposal quality and project feasibility, as determined by the review and rating of an application. Evaluation and selection criteria are detailed in the NOFA. Recommendations are advanced to the HTFC Board for consideration and the Program award must be approved by the HTFC Board prior to the execution of a grant agreement.

Application Status and Notification

Applicants will receive one of the notifications below in response to their application:

1. Non-Award Notification: Application presenting an incomplete, non-competitive, not viable project will not receive an award under this NOFA, or
2. Preliminary Award Notification: Application presents a complete, eligible, competitive and feasible project. The project has been recommended to and approved by HTFC Board of Directors for funding.

Program Grant Agreements

The Subrecipient(s) may be asked to revise parts of their proposal prior to entering into a Program grant agreement. After any required revisions are submitted and approved, a final Program grant agreement will be executed. The Program grant agreement will require that Subrecipients obligate all funds and meet all Program goals by August 31, 2026, with the possibility for an extension, at the sole discretion of HTFC.

An applicant should not apply if the project will not be able to begin within a reasonable time after receiving an executed grant agreement or if the applicant is unable to complete the project/s within the term. Funds remaining at the end of the term are subject to de-obligation and reallocation.

Equal Employment Opportunity/Minority and Women Owned Business and Affirmative Action

Under Article 15A of the New York State Executive Law, all award recipients and their contractors are required to comply with the equal employment opportunity provisions of Section 312 of that Article. Also, all contractors and subrecipients are required to make affirmative efforts to ensure that New York State Certified Minority and Women Owned Business Enterprises (“MWBE”) are afforded opportunities for meaningful participation in projects funded by HTFC pursuant to Section 313 of the Article.

All MWBE firms used to satisfy this requirement must be certified as such with the State’s Empire State Development (“ESD”). All Service-Disabled Veteran-Owned Businesses (“SDVOB”) used to satisfy this requirement must be certified as such with the State’s Office of General Services. For purposes of this solicitation, HTFC hereby establishes a goal of 30% of the administrative contract expenditures for MWBE participation, 15% for minority-owned business enterprises (“MBEs”) and 15% for women-owned business enterprises (“WBEs”).

Affirmative Action Policy Statement: It is the policy of the HTFC to provide equal opportunity to all people without regard to race, color, sex, religion, age, national origin, disability, or sexual orientation.

Questions

Any questions regarding this NOFA or the application process should be directed to: jonathan.biber@hcr.ny.gov or jasmine.catalano@hcr.ny.gov.