

## **Coordination of Assisted Home Performance with ENERGY STAR® And EmPower New York**

Households with incomes at or below 60% of State median (i.e. HEAP eligibility) are eligible to be served by both EmPower New York (EmPower) and Assisted Home Performance with ENERGY STAR (Assisted). This document provides guidelines that are intended to aid contractors in determining how best to coordinate services between programs.

- 1.0 Energy Finance Solutions (EFS) screens loan and Assisted subsidy applicants for EmPower income eligibility.
  - 1.1 Income eligible households are notified in writing by EFS of the potential for receiving free services through EmPower; and
  - 1.2 Are given the option of receiving free services from EmPower without any further obligations to accept partially funded services through Assisted.
  - 1.3 Customers can also apply directly to EmPower. However, if they wish to install any measures through AHP, then the customer must also fill out the AHP application.
  
- 2.0 Coordination of services: Households who have not yet received home performance measures through EmPower may be considered for combined EmPower-Assisted services in the following situations:
  - 2.1 If a household participating in EmPower requests measures, which are eligible in Assisted, but are not approved through EmPower;
  - 2.2 The contractor wishes to propose additional measures to household that are beyond the limits of EmPower funding; or
  - 2.3 If a household is found to be receiving services independently from both programs, NYSERDA will work with both Implementation Contractors (currently CLEAResult and Honeywell) to determine the best approach based on the guidelines for “Customer Referrals to Assisted Home Performance with ENERGY STAR and EmPower New York”.
  
- 3.0 Energy Audit and Modeling:
  - 3.1 If the customer is approved for EmPower, then the audit fee should be billed by the participating contractor to the EmPower program.
  - 3.2 If the customer chooses to opt out or is not eligible for EmPower services, then please have them fill out the GJGNY Audit application. The contractor will be paid upon claiming the reservation number and submitting a copy of the audit report.
  - 3.3 AHP measures **MUST** be modeled in TREAT or RHA. Other approved software is not currently accepted for EmPower-Assisted coordinated projects. However, if a contractor wishes to use another approved tool for

the AHP component, they may do so and submit EmPCalc for the EmPower portion.

- 3.4 EmPower measures CAN be modeled in TREAT, RHA, or EmpCalc. One advantage of using EmpCalc for EmPower is that it generates an invoice automatically.
  
- 4.0 Work scope development and incentives:
  - 4.1 Current NYSERDA funding levels for projects:
    - 4.1.1 For single-family homes the combination of EmPower funding and 50% NYSERDA subsidy for Assisted measures may be no greater than \$11,000 for a single family home, as follows:
      - \$7,000 from EmPower
      - \$4,000 Assisted 50% subsidy (assuming a \$4,000 customer contribution)
    - 4.1.2 Measures in one-to-four unit buildings funding will be funded according to the attached guidelines (Attachment A).
    - 4.1.3 Funding levels are subject to change.
  - 4.2 EmPower-funded eligibility:
    - 4.2.1 Energy efficiency measures: meet program cost-effectiveness requirements of a standalone 1.1 SIR for each measure
    - 4.2.2 Health and safety measures: approved by EmPower Program Implementation Contractor
    - 4.2.3 All measures funded through EmPower must be provided at EmPower contractor pricing
  - 4.3 Assisted 50% Incentive Eligibility<sup>1</sup>:
    - 4.3.1 Assisted Incentive/No Loan
      - Energy efficiency measures: included on the prequalified measures list
      - Health and safety: no incentives
    - 4.3.2 Assisted Incentive/Smart Energy Loan
      - Energy efficiency measures: prequalified measures list  
Loan may include up to 15% of the Assisted project value for other eligible measures, accessories, or health and safety
    - 4.3.3 Assisted Incentive/On-Bill Loan
      - The total loan obligation must be less than the estimated savings from the combined EmPower and Assisted measures over the expected life of the improvements. The

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<sup>1</sup> Please consult the “NY Home Performance with ENERGY STAR® Eligible Measures and Accessories” document for details.

monthly loan installment payments may not exceed 1/12th of the estimated average annual energy savings over the term of the loan.

- 4.4 Audit fees are charged to EmPower when EmPower measures are approved.

The most successful path for the approval of Combined EmPower and Assisted workscope review has been as follows:

- EmPower Income eligibility is determined by EFS and the EmPower referral disclaimer letter is sent to the customer and copied to the contractor and Honeywell.
- A comprehensive workscope proposal based on one of the approved modeling tools is emailed to Honeywell by the contractor.
  - If EmPower audit incentives are being claimed, appropriate EmPower paperwork must be included.
- Honeywell reviews and approves the eligible EmPower measures and notifies CLEAResult and EFS.
- If any measures remain that the customer is still interested in; they can then be uploaded to CLEAResult through normal AHP processes.
- CLEAResult issues approval for the full project and work can commence through normal AHP processes.

#### 5.0 Customer commitment and completion of work:

- 5.1 The contractor receives determination of eligibility for both EmPower and Assisted work from Assisted Program implementation Contractor. The contractor must then propose to the household the option of either:
- 5.1.1 A work scope through EmPower only; or
  - 5.1.2 A workscope that includes funding from Assisted and EmPower.
- 5.2 The contractor must clearly advise the household that the services provided through EmPower are at no cost to the household, and with no obligation to proceed with the Assisted measures;
- 5.3 The customer must then choose whether to proceed with one or both work scopes; and
- 5.4 The contractor must then notify both Program Implementation Contractors of the final decision by household.
- 5.4.1 If the customer indicates a lack of interest in partially-funded measures, contractor will proceed according to EmPower guidelines.
  - 5.4.2 If the customer indicates an interest in both programs the Contractor will complete work accordingly and provide each Program Implementation Contractor with appropriate program documents and invoices.

**Attachment A**
**Assisted Home Performance and EmPower New York  
Combined Subsidy Amounts for One-to-Four Unit Properties**

Number of Income Eligible Units	Funding Source	Total Number of Building Units			
		1	2	3	4
4	Assisted				50% up to \$8,000
	EmPower				\$14,000
	<b>Maximum</b>				<b>\$22,000</b>
3	Assisted				50% up to \$8,000
	EmPower				\$14,000
	<b>Maximum</b>				<b>\$22,000</b>
2	Assisted		50% up to \$8,000		40% up to \$5,820
	EmPower		\$14,000		\$11,200
	<b>Maximum</b>		<b>\$22,000</b>		<b>\$17,020</b>
1	Assisted	50% up to \$4,000	30% up to \$3,400		20% up to \$2,700
	EmPower	\$7,000	\$6,300		\$5,600
	<b>Maximum</b>	<b>\$11,000</b>	<b>\$9,700</b>		<b>\$8,300</b>

\*If a unit is owner occupied, and the owner is income-eligible for both programs, the owner qualifies for \$4,000 from Assisted and \$7,000 from EmPower. Measures may be installed anywhere in the building without additional income eligible households.

In all other situations, the energy efficiency improvements are limited to those that benefit the income eligible household.