



## Weatherization Program

Dear Landlords:

Would you like to reduce your energy costs, improve the living conditions in your building at a reduced cost, and still be eligible for J-51 Tax Abatement? Sounds impossible? Well believe it or not, you can! With the Weatherization Assistance Program from the Sunset Park Redevelopment Committee (S.P.R.C.), you might be eligible to do just that!

But, what is S.P.R.C.? Sunset Park Redevelopment Committee is a non-profit community-based housing organization, working to revitalize various communities of South West Brooklyn.

Please note, if you are a senior citizen aged 60 or older, who owns and resides within the building, these services are FREE of charge. We can also assist with the energy renovations of senior citizen housing, single room occupancy, low income co-ops and condominiums.

The Weatherization program is funded by the United States Department of Energy and Administered by ESB NYS Division of DHCR. Services are provided to eligible households to improve the energy efficiency of their dwelling and reduce expenditures for fuel and utilities this will result in savings to both tenant and owner.

Eligible homeowners and/or tenants who meet the income guidelines will be entitled to the following services:

1. Replacement, cleaning, testing and repairs to heating system;
2. Repairs of roof and/or insulation of roof;
3. Energy saving light bulbs;
4. Low flow shower heads;
5. Addition or introduction of insulation;
6. Replacement or repair of primary windows and external doors;
7. Weather-stripping and caulking around doors and windows.

To learn more about this program and how to apply, please feel free to contact S.P.R.C., Monday through Friday, from 8:00 a.m. through 4:00 p.m., at (718) 492-8580.

Call S.P.R.C. today to start saving on your energy costs! We look forward to hearing from you!

*Sincerely,*

**Lolly Rodriguez**  
Intake Specialist



## DOCUMENTS NEEDED TO BEGIN PROCESS FOR WEATHERIZATION

1. PROOF OF OWNERSHIP (copy of deed)
2. TWO YEARS FUEL BILLS
3. ONE YEAR CON ED BILLS FOR COMMON AREA (hallway, boiler)
4. NAME OF TENANTS & AMOUNT OF RENT FOR EACH APT.
5. CHECK OR MONEY ORDER FOR (\$200.00 FOR 1-4 UNITS)(\$500.00 FOR MULTI UNITS).  
(payable to S.P.R.C. Weatherization Program)\*

### Addendum:

Enclosed are forms that require your signature. The Permission to Enter form and Energy Information form need to be signed and returned with the other required documents.

\* Covers cost of audit

\* The audit fee is reimburseable, under certain guidelines.



## WEATHERIZATION INQUIRIES

Super's Name \_\_\_\_\_  
Address \_\_\_\_\_ Apt # \_\_\_\_\_  
Business Phone # \_\_\_\_\_ Home phone # \_\_\_\_\_

DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
OWNER'S NAME/CONTACT PERSON \_\_\_\_\_  
HOME ADDRESS \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_  
HOME PHONE# \_\_\_\_\_  
BUSINESSPHONE# \_\_\_\_\_  
SUPERINTENDENT CONTACT INFORMATION \_\_\_\_\_  
# UNITS IN BUILDING \_\_\_\_\_

## WEATHERIZATION SERVICES NEEDED

COMMENTS \_\_\_\_\_  
.....

### FOR OFFICE USE ONLY

- ACCEPTED
- REJECTED

ON WHAT GROUNDS \_\_\_\_\_

**NYS DIVISION OF HOUSING AND COMMUNITY RENEWAL  
WEATHERIZATION ASSISTANCE PROGRAM  
ESB #5A**

**ENERGY INFORMATION – A**

For 1 to 4 Family House?  Yes  No  
Number of units in building \_\_\_\_\_

For a Multifamily Building?  Yes  No  
Complete "Energy Information B" or each occupied unit \_\_\_\_\_

Heating Fuel:

Natural Gas       Electric       PropaneOil       Wood       Other \_\_\_\_\_

Secondary Heating fuel (if any) that you sometimes use: \_\_\_\_\_

Name and address of Heating fuel supplier \_\_\_\_\_  
\_\_\_\_\_

Account number (if gas): \_\_\_\_\_

Electric Utility: (check the one that provides your electric service)

- |   |   |
|---|---|
| <input type="checkbox"/> Niahara Mohawk (NMPC)              | <input type="checkbox"/> Orange & Rockland (O&R)        |
| <input type="checkbox"/> Long Island Power Auth. (LIPA)     | <input type="checkbox"/> Rochester Gas & Electric (RGE) |
| <input type="checkbox"/> Consolidated Edison (ConEd)        | <input type="checkbox"/> NYS Electric & Gas (NYSEG)     |
| <input type="checkbox"/> Central Hudson Gas & Electric (CH) | <input type="checkbox"/> Other _____                    |

CUSTOMER AUTHORIZATION FOR RELEASE OF FUEL/ENERGY BILLS (past 2 years and next two years): \_\_\_\_\_

**To: Fuel & Electric Energy Suppliers listed above:**

I hereby authorize you to release information on my fuel bills, both past and futures, to the following subgrantee or its designee.

Name of Weatherization Subgrantee	Number and street	City	Zip code
_____	_____	_____	_____

I understand that this information is being made available to help to evaluate my energy use patterns in order to identify potential and actual energy savings resulting from work performed or services offered through the weatherization assistance program.

Customer name	Customer Signature	Date
_____	_____	_____
Number and Street	City	Zip code
_____	_____	_____

*NOTE: If there are account numbers in addition to those identified above, please attach a list of the numbers.*

Weatherization Program Year 2001

Policies and Procedures Manual      A-10      Updated May 2001

Service Agreement for Heating System: \_\_\_\_\_

Do you currently have a service maintenance agreement for your heating system?  Yes  No

If yes, please give the name, address and telephone number of the service maintenance provider.

Name	Number and Street	City	Zip Code	Telephone	( )
_____	_____	_____	_____	_____	_____



**NYS DIVISION OF HOUSING AND COMMUNITY RENEWAL  
ENERGY SERVICES BUREAU  
WEATHERIZATION ASSISTANCE PROGRAM**

**PERMISSION TO ENTER PREMISES  
TO THE BUILDING OWNER:**

Your building is being considered for weatherization services under the Weatherization Assistance Program (WAP). WAP is funded by the United States Department of Energy (DOE) and administered in New York State by the New York State Division of Housing and Community Renewal (DHCR).

WAP operates under the rules and regulations of both DOE and DHCR which have certain requirements, of which you, as a building owner, should be aware. At the bottom of this page is a form granting your permission for the local subgrantee to enter your building to perform an energy audit and collect eligibility documentation from your tenants.

Before the work begins on your building, you will receive a copy of the Weatherization Assistance Program Information Sheet and will be required to sign a Building Owner's Agreement, a copy of which is attached so that you may review it before the final signing.

A financial commitment from the building owner is required to weatherize each building containing rental units, except where the owner is an eligible applicant. This commitment can take several forms and is dependent on the results of the energy audit. When the audit is complete, the local weatherization subgrantee will meet with you again to discuss this commitment and sign the Agreement with you.

Before your building is audited, a good faith commitment of \$500.00 to cover the cost of the audit is required for multi family units and \$200 for 1-4 units. When your building is weatherized, the audit fee will be credited to your financial commitment. If for any reason your building is not weatherized, a copy of the energy audit and the proposed workscope will be given to you.

**PERMISSION TO ENTER PREMISES:**

I, as owner/authorized agent for the building located at \_\_\_\_\_, have read and understand the above and hereby grant permission for representatives of Sunset Park Redevelopment Comm. 5201 4th Ave., Bklyn, NY to enter this premises for the purposes of conducting an energy audit and collecting eligibility documentation from the residents. I also include the required audit fee, under the conditions above.

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

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

Owner Signature: \_\_\_\_\_

Subgrantee Representative: \_\_\_\_\_

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

Executive Director:

FOR OFFICE USE ONLY