

**NYS HOMES & COMMUNITY RENEWAL
WEATHERIZATION ASSISTANCE PROGRAM
FORM #6
PRELIMINARY AGREEMENT**

This Agreement is made and entered into by and between:

Subgrantee, and

Owner, for

Address of Building to be Weatherized

This Agreement shall begin on the _____ day of _____, _____ (the start date) and shall end on the _____ day of _____, _____ (the end date). The parties agree as follows:

- The building referenced above is being considered for weatherization services under the Weatherization Assistance Program (WAP). WAP is funded by the US Department of Energy (DOE) and administered in New York State by the NYS Division of Housing and Community Renewal (HCR). WAP operates under the rules and regulations of both DOE and HCR, both of which have certain requirements of which you, the building owner, should be aware.
- The Owner has been provided with copies of the WAP Information Sheet and a sample Owner Agreement, as well as other information about the WAP.
- A financial commitment from the building owner is required to weatherize each building containing rental units, except where the owner is an eligible applicant. The required commitment for the building will be determined after a comprehensive energy audit has been conducted and a work scope developed. When the audit is complete, the Subgrantee and the Owner will meet to develop the work scope, the Owner's financial commitment, and other terms of the Owner Agreement.
- The Owner has paid the Subgrantee a Building Assessment and Qualification (BAQ) Fee in the amount of \$_____. When the Owner Agreement is executed, this fee will be credited to the Owner's financial commitment. If for any reason the building is not assisted, copies of the energy audit report and the proposed work scope will be provided to the Owner. The audit fee is not refundable.
- The owner of the building referenced above hereby grants permission for representatives of the Subgrantee to enter this building to conduct an energy audit, perform certain health and safety tests, and collect eligibility documentation from the tenants.

In witness thereof, the parties have executed this Agreement.

Owner Signature

Date

Subgrantee Signature

Date