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STEP BY STEP GUIDE TO THE NYSERDA PROGRAMS & GREEN JOBS GREEN NEW YORK

We have put together a new information packet for all the NYSERDA Programs: Assisted Home Performance with Energy Star Program (grant), Green Door Project formerly called Green Jobs Green NY (GJGNY) Loan and 10% High Efficiency Measures Incentive (HEMI). All of this information is available on www.nyserda.ny.gov.

You will find a link to this site on our website as well. To help simplify things we will walk you through the process. It's a lot of information to take in, so please take your time and read everything carefully.

Step 1 - Apply for the free or reduced cost Green Jobs Green NY (GJGNY) Audit.

Step 2- Read the "What to Expect from Home Performance with Energy Star" flyer.

Step 3- Figure out what financing option you are eligible for.

Step 4- Decide how you want to pay for the work. You have 5 options to choose from.

- **Option 1 – Assisted Home Performance/Grant**
- **Option 2- Green Jobs Green NY Loan**
- **Option 3- Grant & Loan**
- **Option 4 – Loan & Cash Back Incentive (HEMI)**
- **Option 5 – Out of pocket with Cash Back Incentive (HEMI)**

Step 1 - Apply for the free or reduced cost Green Jobs Green NY (GJGNY) Audit.

Sometimes the audit is referred to as a Comprehensive Home Assessment (CHA). An audit is required before any funding or scope of work can be approved. The free audit is available to people with household income at or below \$120,800 in Broome County. Households with higher income to qualify for a reduced cost audit (\$250 maximum). See the green Income Guideline Sheet for additional information.

Go to www.NYSERDA.ny.gov

Scroll over – *Energy Efficiency and Renewable Programs*

Click – *Residential*

Click – *Programs* under *Existing Home Renovations*

Click – *How to Participate* on left-hand menu

Click – *Energy Audit Application* under *Next Steps*

You can fill the application out online, but it does not have an electronic signature box. You will need to print the completed application, sign it, and submit it. You will need to provide a summary of your electrical and heating usage for the past 12-24 months. This data must be included with the application. If you are a NYSEG customer you can go online and print this information.

Once the application is complete you can scan and email it to HPWES-Audit@csgpr.com. This is the fastest way to get your reservation #. You should get the reservation # within 5 days. You can also fax or mail the application. It will take about 2 weeks to get the reservation #. The current address and fax number are located at the bottom of the application.

Please include our name and email on the GJGNY audit application.

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This way we receive a copy of the reservation # via email. Once we have the reservation # we can schedule the audit. The audit takes about 3 hours to complete. Please call our office to schedule this.

If you do not have access to the Internet we will gladly send you the audit application. Please call our office and make this request.

When we do the audit, we will be trying to develop a list of improvements your home needs. Some will have to do with energy efficiency, some will have to do with health and safety, and some will have to do with durability. Cosmetic improvements do not usually fall under this financing scheme, and the job as a whole has to pay for itself before the loan is anticipated to be paid off. All jobs have to meet a Savings to Investment Ratio (SIR) of 1 or better. Contractors in this program are accredited by the Building Performance Institute, and BPI inspects 10% of all jobs done by accredited contractors. As a homeowner, you can select what portions of the work you want us to do. As long as those subsets of the project meet SIR and do not make the house unsafe by BPI standards, we can usually do the work per your requirements. However, GJGNY financing is a once per person or family group occasion. We cannot go back and try to add a second job for the same owner in the same house or a different house for the same owner.

Step 2- While you're waiting for the reservation # please read through the packet. Start with "What to Expect from Home Performance with Energy Star" flyer.

This will explain what tests will be performed during the audit and after the work is complete. **You are required to fill out and sign the Customer Information Form.** We will collect this form during the audit. We must submit this and the proposed scope of work for approval. Our recommendations must meet certain guidelines in relation to energy bill savings and payback that can be expected from the project.

Step 3- Decide how you want to pay for the work.

You have 3 different options to choose from.

We encourage you to apply for the grant and/or loan before we complete the audit. **It takes 2-4 weeks for us to get the approval to begin work using these programs.** Anything you can do to keep things moving along will make the process much easier for everyone involved.

Option 1 – Assisted Home Performance/Grant

If you are eligible for the grant, you should apply for it. The grant pays for 50% of the total job cost up to \$5,000. The customer is responsible for the other half of the total job cost. For example: If your total job cost is \$4,000. The grant pays for \$2,000. The customer pays the balance of \$2,000. You can apply for the GJGNY loan to pay for the balance.

Grant application and income guideline is included in this packet. It needs to be sent to Energy Finance Solutions (EFS). They are a bank in Wisconsin which specializes in energy efficiency services. They work with NYSERDA and the GJGNY program. You will find information about EFS in this packet. For additional information visit: www.energyfinancesolutions.com Please fill out the grant application. You should get a response within 2 weeks.

Fax or mail it to:

**Energy Finance Solutions
431 Charmany Drive
Madison, WI 53719
608-249-5788 (Fax).**

Option 2- Green Gobs Green NY Loan – Tier 1 & Tier 2

Qualified homeowners can use the loan to finance eligible home improvements. This includes: insulation, water heaters, windows, heating and cooling equipment, refrigerators, clothes washers, dishwashers, solar water heaters, and some Photovoltaic Systems. Minimum loan amount is \$3000. Maximum amount is \$25,000. The loan can be taken out for up to 15 years. There are no income limits. If you qualify for the grant and wish to use the loan to pay for the balance, then the minimum loan amount is \$1500. Maximum is \$25,000. These loans are unsecured. You will not lose your house if you do not repay it. \$150 processing fee applies to all approved loans. This fee may be paid by check upon loan approval or may be included with the loan, not to exceed \$25,000.

Tier 1 Loans

Requirements are based on credit score and debt to income ratio. If you are denied for a Tier 1 loan you can reapply under Tier 2.

Tier 2 Loans

Customers with a credit score below 640 may qualify under the following criteria.

- Utility & home heating fuel supplier, if appropriate, bill payments must have been current for 2 consecutive months during each of the last 2 years
- Utility payments must not have not been more than 60 days late during the past 2 years
- No late mortgage payments within the past year
- No mortgage payments more than 60 days late during the past two years

Please note: Any homeowner with a credit history involving a foreclosure, bankruptcy, or repossession in the past 7 years will be ineligible for this loan.

For a current credit application visit: www.energyfinancesolutions.com. Apply online or over the phone by calling **1-800-361-5663**. Or call our office for a copy **607-775-3035**. The application must be submitted to EFS for approval. **Please do not send the completed application to our office. It is not necessary for us to have your personal financial information on file.** EFS will contact us in regards to approval or denial of your loan.

Option 3- Grant & Loan

Utilize the grant to pay for 50% of the total job cost. Maximum amount is \$5,000 Take out a loan to pay for the other 50%. Minimum loan amount is \$1,500 if used in conjunction with the grant. Maximum loan amount is \$25,000.

Option 4- Loan & Cash Back Incentive -High Efficiency Measure Incentive (HEMI)

The incentive CANNOT be used in conjunction with the Assisted Home Performance Program (grant).

The incentive CAN be used it in conjunction with the GJGNY loan.

Qualified homeowners can use the loan to pay for the work (maximum \$25,000) and receive a 10% incentive (maximum \$3,000).

By utilizing both you can reduce the amount of the loan by 10%. However, you are still responsible for the remaining 10% of the total job cost. This money is still owed to the contractor upon completion of the job. You have 2 options to pay the contractor for the Remaining 10%.

A.) You choose to have the HEMI incentive (10% rebate) sent directly to you. If you choose this option you must pay the 10% out of pocket by check to the contractor upon completion of the job. Your job will be paid in full. You will receive an incentive check (rebate) for the 10% from NYSERDA. This check will arrive 6-8 weeks after the work is complete.

B.) You choose to have the HEMI incentive (10% rebate) sent to the contractor. If you choose this option there is no out of pocket expense to you (homeowner). The incentive check (rebate) for the 10% from NYSERDA will be sent to the contractor. This check will arrive 6-8 weeks after the work is complete. The contractor will deposit this check. The job will be paid in full.

We prefer you choose Option A, but understand your financial situation may only allow you to choose Option B.

In order to get the HEMI you must indicate you want it on the Customer Information Form. In section 2, select both the 10% High Efficiency Measures Incentive (HEMI) and the loan. Approval for the loan and incentive will be determined before any work is started.

After the job is complete you can indicate on the Job Completion Form who you want to receive the HEMI incentive: Option A the homeowner or Option B the contractor.

Please read the example carefully.

Your home needs a new furnace, hot water heater and insulation work. Total job cost is \$14,000. In this example the incentive amount is \$1,400 and the loan amount is \$12,600.

If the customer chooses **Option A:** 10% HEMI incentive (rebate) sent to the customer then NYSERDA will pay \$12,600 to the contractor upon completion of the job. NYSERDA will send a check for \$1400 to the bank. The bank will write a loan for \$12,600. So, the loan is 90% the total job cost. This will save the customer money on the loan because it diminishes principal and interest charged for the life of the loan. The customer is required to write a check for \$1400 to the contractor upon completion of the work. You will receive you \$1400 rebate check from NYSERDA in 6-8 weeks after the job is complete.

If the customer chooses **Option B:** 10% HEMI incentive (rebate) sent to the contractor then NYSERDA will pay \$12,600 to the contractor upon completion of the job. NYSERDA will send a check for \$1400 to the bank. The bank will write a loan for \$12,600. So, the loan is 90% the total job cost. This will save the customer money on the loan because it diminishes principal and interest charged for the life of the loan. NYSERDA will send the rebate check for \$1400 to the contractor 6-8 weeks after the work is complete.

Option 5 - Out of Pocket with Cash Back Incentive -High Efficiency Measures Incentive (HEMI)

Insulation work and other energy efficiency improvements may qualify for a 10% cash back incentive. Once the job is complete the customer pays the entire job cost to the contractor. NYSERDA will issue a check for 10% of the total job cost to the homeowner. The maximum incentive is \$3,000. It will take about 8 weeks to receive the check.

For example: Your home needs a new hot water heater and insulation work. Total job cost is \$6,000. You can receive \$600 back from NYSERDA.

If you have any questions or concerns please contact our office. Susan or Pat will gladly assist you with this. We ask for your patience with this process. We look forward to making your home comfortable and energy efficient.

