

## **Weatherization Assistance Program (“WAP”) Reserves Request Package**

This WAP Reserves Request Package (“Package”) includes the documents needed to receive approval from Housing Preservation and Development (“HPD”) for asset managed properties undergoing mid-cycle WAP projects administered by NYS Homes and Community and Renewal (“HCR”). HPD will require the information and supporting documentation in this Package to be submitted with any request to withdraw Reserves, in which HPD is the holder of the Reserves Account.

HPD will not be responsible for any fees or other expenses that the owner or owner’s affiliates may incur in connection with HPD’s processing of the request.

The WAP Package will be submitted after Procurement has taken place and the final costs of the WAP project are confirmed. Please consolidate documents into one PDF and name “[Address]\_ WAP Package\_[Date]”. Send all required documentation to the Asset Management unit at [HPDAssetMgmt@hpd.nyc.gov](mailto:HPDAssetMgmt@hpd.nyc.gov). Once WAP Reserves Request is approved, sponsor may continue with executing the WAP contract with applicable WAP Provider.

### Please Note the Following:

- “WAP Provider” refers to the entity that the owner directly contracts with for the WAP project. The Provider oversees the audit, scope development, bidding, construction, and final inspections. WAP providers work under the oversight of HCR.
- Projects that include fuel-switching from fossil-to-electric in their scope or are planning to pursue HCR’s All-electric Multifamily Program (AMP) funding will require additional HPD review and must comply with HPD requirements including, but not limited to, [HPD’s Electric Heating Policy](#). This additional review may result in a longer timeline to obtain approval.
- The review of the request may result in HPD approving or denying approval to the transaction as proposed.
- HPD may require additional documentation after review of the Package.
- HPD may notify owner of existing HPD or DOB violations and/or regulatory compliance issues to ensure owner awareness.
- If any documents outlined in the Package, including the Post Approval Documentation, are not submitted, Approval may not be granted or may be revoked.
- Please allow 2-3 weeks for reviewing the Package from the date it is received.

The WAP Package includes:

1. Owner Certification Form
2. Document Checklists- Pre & Post Approval
3. Signatures
4. Attachments (required Checklist documents)

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### OWNER CERTIFICATION FORM

I hereby certify that: (a) I am the beneficial or legal owner (as applicable, the “Owner”) of the project known as \_\_\_\_\_ and located at \_\_\_\_\_, (b) I am the owner of a direct or indirect ownership interest in the Owner, or (c) I am a duly authorized representative of \_\_\_\_\_, which is the Owner or the owner of a direct or indirect ownership interest in the Owner.

I further certify that all of the statements, information, and supporting documentation that have been provided to the New York City Department of Housing Preservation and Development (HPD) in connection with this request are, to the best of my knowledge, true, accurate, and complete. I also acknowledge that my obligation to provide true, accurate, and complete statements, information, and supporting documentation fully applies to any future submissions that HPD may require in connection with this request.

I further certify that, to the best of my knowledge, all of the statements of fact that have been made by the Owner in any agreement(s) or mortgage(s) with HPD pursuant to which this request is being made (including, but not limited to, any representations or warranties) remain accurate as stated, except to the extent that any such statements specifically refer to an earlier date (or, if any such statement is not true as of the date of this certification, I have attached a detailed explanation of the matter).

I further certify that, to the best of my knowledge, the Owner is not in violation of any agreement(s) or mortgages(s) with HPD, nor to the best of my knowledge, has any event occurred that, with the giving of notice or passing of time, would make the Owner in violation of any such agreement (or, if an event that could give rise to a violation has occurred, I have attached a detailed explanation of the matter and any corrective actions taken or to be taken).

I further recognize and accept my responsibility and obligation to notify HPD, in writing, if I become aware of any subsequent events or information that would change any statements, information, or supporting documentation that have been provided to HPD in connection with this request.

I further acknowledge that HPD is relying on the accuracy of the statements, information, and supporting documentation that have been provided to HPD in connection with this request, even though HPD may perform other due diligence, and that the accuracy of these statements, information and documentation is a material inducement to any consent that HPD may provide in connection with this request.

In executing this certification, I acknowledge that the falsification of any statements, information or supporting documentation may be a felony and subject to prosecution.

Certification Completed by: Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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### Pre-Approval Document Submission Checklist:

| Documents                        | Submitted                |
|----------------------------------|--------------------------|
| Request for Reserves Letter/form | <input type="checkbox"/> |
| Energy audit                     | <input type="checkbox"/> |
| Scope of Work (SOW) & Specs*     | <input type="checkbox"/> |
| Preliminary Owner Agreement      | <input type="checkbox"/> |
| Draft Owner Agreement            | <input type="checkbox"/> |
| Draft Sub-contractor Agreement   | <input type="checkbox"/> |
| Proof of Property Insurance      | <input type="checkbox"/> |

\*Projects that include fuel-switching from fossil-to-electric in their scope or are planning to pursue HCR’s All-electric Multifamily Program (AMP) funding will require additional HPD review and must comply with HPD requirements, including but not limited to, [HPD’s Electric Heating Policy](#). If applicable, reach out to HPD Sustainability at [sustainability@hpd.nyc.gov](mailto:sustainability@hpd.nyc.gov).

### Post Approval Document Submission Checklist:

| Documents                                                               | Submitted                |
|-------------------------------------------------------------------------|--------------------------|
| Final Owner Agreement                                                   | <input type="checkbox"/> |
| Final Sub-contractor Agreement                                          | <input type="checkbox"/> |
| Quality Control Inspection (QCI) form (after construction is completed) | <input type="checkbox"/> |

**Note:** If any of the above documents are not submitted, Approval may not be granted or will be revoked.

**After Final Agreements are shared with the Asset Management Unit, the Reserves are released to the Owner.**

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**Project Name (if different from address):**

**Address(es):**

**BIN(s):**

### **AGENCY APPROVAL**

Notwithstanding anything to the contrary set forth in any of the Regulatory Documents, HPD approves to Owner(s) entering into the WAP Agreements with the WAP Provider and each Party performing its obligations thereunder, so long as the terms of Package are met and all required documents are submitted. Notwithstanding this approval or anything to the contrary the WAP Agreements are subject and subordinate to the Regulatory Agreements in all respects.

**NAME:**

**TITLE:**

**DIVISION:** Asset Management

**DATE:**

**SIGNATURE:**