

## U.S. Department of Housing and Urban Development

### Procedure for Adding Multifamily Properties To the Department of Energy's Multifamily Weatherization Listings

On January 25, 2010, the Department of Energy (DOE) published a regulation in the Federal Register that is intended to reduce the review and verification burden related to income eligibility and certain operational requirements under the DOE Weatherization Assistance Program ("Weatherization Assistance") for certain properties identified by HUD. These properties are listed on DOE's website at [http://eere.energy.gov/wip/multifamily\\_guidance.html](http://eere.energy.gov/wip/multifamily_guidance.html).

A minimum requirement for inclusion on these lists is that at least 66 percent of the residents of the building (50 percent for 2-4 unit buildings) must meet DOE's income eligibility requirement, which is currently set at 200 percent of the federal poverty level, or, if a state chooses, 60 percent of the state's median income.

Note that the DOE Final Rule requires that each building within a project meet the income qualification requirements in order to be included on the published eligibility list, whereas HUD records for assisted properties are at generally at the property or project level.

The initial list of properties provided by HUD to DOE contains properties that HUD was able to verify income eligibility for participation by utilizing existing available information. The buildings HUD was able to provide to DOE for inclusion on the initial lists were:

- (1) projects/properties that consist of a single building, where at least 66 percent of the residents meet DOE's income requirements; and
- (2) multi-building projects/properties where 100 percent of the project/property's residents meet DOE's income requirements.

HUD may want to provide additional properties to DOE from time to time for inclusion on updated lists, but can do so only if HUD is able to determine income eligibility for an entire building within a project. In order to enable HUD to verify additional buildings within projects/properties that may meet DOE's income guidelines, property owners are encouraged to follow the following procedure:

1. Email [energyaction@hud.gov](mailto:energyaction@hud.gov) and provide a list of projects that you believe should be included on the next published list of eligible buildings. Include a certification with the following information (use attached form):
  - a. Property/Project ID number and address
  - b. Number of individual buildings within that project/property
  - c. List of addresses for each building, and the number of units in each building
  - d. For multiple buildings that share the same address, the apartment or unit addresses.
2. HUD will review the income information for those addresses associated with each building you have identified in your certification.

3. If, utilizing the information you have supplied, an individual building within a project or property is income-eligible according to DOE requirements, HUD will provide that information to DOE for posting on DOE's website.

Alternatively, if, with the additional information you have supplied, HUD is able to determine that all buildings within the project meet DOE's income requirements, the entire project/property will be posted on DOE's web site.

The information will be posted as a quarterly addendum to either List 1 or List 2, depending on whether the outstanding period of the HUD's affordability agreement (HAP Contract) is more or less than three years.

4. You will also be notified of the results of HUD's determination. However, please note that DOE ultimately controls the publication of the updated lists and the lists as published by DOE are relevant for the purpose of meeting the Weatherization Assistance requirements.

Note: The resources available within HUD to update DOE's lists by processing this information are limited. These procedures and HUD's ability to work with owners to facilitate inclusion on DOE's lists may be subject to the number of owners that elect to pursue inclusion.

*May 11, 2010*

## Multifamily Weatherization Certification Form

Property ID Number: \_\_\_\_\_

Property Address: \_\_\_\_\_

No. of Buildings in this Property: \_\_\_\_\_

No. of Total Units: \_\_\_\_\_

In order to enable HUD to determine that a minimum of 66 percent of the units in each building in this property are occupied by family units that meet DOE's income eligibility requirements for the DOE Weatherization Assistance Program, I, \_\_\_\_\_ the \_\_\_\_\_ (owner/agent) for this property, do hereby attach a list of addresses associated with each building in the property, along with unit counts for each building. The addresses associated with a particular building are clearly identified.

For multiple buildings which share a common address, a list of unit or apartment numbers for each building is provided, along with the unit count for each building.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Date \_\_\_\_\_