

**WEATHERIZATION ASSISTANCE PROGRAM (WAP)
 PROJECT REVIEW COVER FORM**

Please complete this form and attach it to the top of any **and all information submitted to this office** for review.
 Accurate and complete forms will assist this office in the timely processing and response to your request.

PROJECT NUMBER: PR # _____ (only if a project was previously submitted)

This is a **new** project (If checked, complete **ALL** of the following):

No.	Property Street Address <small>Include street number, street name; State or Interstate route number if applicable.</small>	City/Town/Village <small>List the correct municipality where the building is located. If in a NON- INCORPORATED hamlet/village, provide the name of the town.</small>	County
1			
2			
3			
4			
5			

Federal/State Agency Involvement

The project is being funded in whole or in part by resources provided from the Department of Energy, as managed by the Weatherization Assistance Program of NYS Homes and Community Renewal.

Primary Project Contact

Response letters for this project will be returned to the project contact via e-mail in PDF format when possible.

Name: _____	Title: _____
Address: _____	
Town/City: _____, NY Zip: _____	
Phone: _____	Fax: _____
E-mail address: _____	

Project Type

The project includes **Weatherization of building(s) more than 50 years old where Major Repair/Rehabilitation Work will be completed on the listed properties.**

This type of work includes insulation work where disturbance to the original building envelope / significant interior features is necessary, masonry repairs (more than 20% of the building), structural changes (new construction), new foundation, door and/or window **REPLACEMENT**, new siding and the removal of the original, heating/cooling system installation and/or replacement, or the addition of new, interior walls.

For each major repair/rehabilitation project, include:

1. **Building Number:** Complete, accurate property street address of each building undergoing major repair/rehabilitation as reflected on property owner tax record.
2. **Photographs:** Photos are only required for projects that fall under the 'Major Repair' category. Provide several (3 or more) clear color images of the project site/building (exterior and interior) and the area and buildings immediately surrounding the project site. The SHPO recommends that the entire package be created with photos placed on pages, in MS Word, with the entire application then turned into a .PDF.
3. **Date of Construction:** Provide the known date that the building was constructed. This can be obtained from the property owner tax records.
4. **Maps:** Provide a clear map at an appropriate scale locating your project. A simple Google map 'search and print', clearly locating the building, will suffice.
5. **Project Description:** Provide an overview of all work proposed for the building. A submission of the proposed Work Scope should be sufficient. SHPO may request additional information as needed.

NOTE: Buildings requiring only Minor Repairs and installation of energy conservation measures do not have to be submitted for review.

This type of work includes washing siding, prep and re-painting of previously painted exterior/interior surfaces, minor air sealing and insulating where the building envelope or significant interior features are undisturbed, window and door **REPAIRS**, roofing replacement (in-kind), masonry repairs (less than 20% of building), heating system repairs/upgrading and systems replacements (in-kind).

SUBMISSION INSTRUCTIONS:

Mail a copy of this form, photographs, maps, and other relevant project material to:

For electronic submissions w/attachments (PREFERRED): recoveryact@oprhp.state.ny.us

{Use 'WAP / Agency Acronym / Contract # in Subject Heading'}

For carrier delivery:

Submit Using USPS (SLOWER PROCESSING):

NYSOPRHP
Peebles Island Resource Center
1 Delaware Avenue
Cohoes, NY 12047

NYSOPRHP
PO Box 189
Waterford, NY 12188-0189

Please be aware that reviews undertaken by the New York State Historic Preservation Office (SHPO) relate only to Historic/ Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).