



Home Energy Assistance Program Vendor Agreement Instructions New York State HEAP Clean and Tune

Please review all materials carefully

Heating Equipment Repair and Replacement (HERR) Vendor Agreement

A Heating Equipment Repair and Replacement (HERR) Vendor Agreement is required in order to participate in the New York State Clean and Tune program and receive HEAP payments.

One signed Agreement is required and applies to customers in your service territory within New York State. Vendor Agreements and participation will be managed centrally through the New York State Office of Temporary and Disability Assistance.

After New York State Office of Temporary and Disability Assistance acceptance, this Vendor Agreement will remain in effect until either party terminates the Agreement with thirty days written notice.

You may not make any changes to the Vendor Agreement; please contact us if you have any questions.

Payment Process

Payments made directly to vendors will be issued through the New York State Office of the Comptroller (OSC).

Two party checks will be issued from the district.

Please Return the Following Forms:

HERR Vendor Agreement (in its entirety)

Vendor Information Form

Substitute W-9 Form

Copy of any applicable licenses

Proof of Insurance (Certificate of Liability Insurance)- this must be submitted yearly upon expiration

Listing Certificate holder as:

New York State HEAP Bureau

40 North Pearl St., 11-B

Albany, NY 12243

If the business is using a DBA, a Certificate of Assumed Name must also be submitted. You may access a Certificate of Assumed Name at the following link:

<https://www.dos.ny.gov/corps/assdnmins.html>

Certificate of Assumed Name- Corporations, limited partnerships, and limited liability companies are required by statute to conduct activities under their true legal name. If a corporation, limited partnership, or limited liability company desires to conduct activities under a name other than its



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true legal name, a certificate complying with Section 130 of the General Business Law must be filed with the New York State Department of State. All other entities such as general partnerships, sole proprietorships, and limited liability partnerships file an Assumed Name Certificate directly with the county clerk in each county in which the entity conducts or transacts business.

Return forms as soon as possible to:

New York State OTDA

HEAP Bureau

40 N. Pearl Street, Floor 11B

Albany, NY 12243

Phone: (518) 473-0332

Fax: (518) 474-0985

Email: HEAP.Vendor@otda.ny.gov

Your company's name will not be added to the New York State HEAP vendor list until a signed agreement is on file.