Weatherization Assistance Program & EmPower APPLICATION

Please complete this 4 page application and provide us with the following documentation:

1. **Proof of Ownership** –
   - Bill of sale for Mobile Homes.
   (If you rent your landlord will need to provide proof of ownership).

2. **Proof of all household income** –
   - See Section F for details.
   **We need proof of income for everyone that receives income.**

3. **Heat bill** -
   - A copy of your heating bill.
   - (NYSEG bills must include page 3 with the POD# and account.)

4. **Electric (light) Bill** –
   - A copy of your electric bill. These bills do not have to be the most recent, as long as they have your account number on them.

5. **Please be sure to sign and date the application in *2 designated areas.**

If you need help completing your application or have any questions, please feel free to contact us.

**Your application cannot be processed until all documentation is received.**

Once your application has been accepted you will receive an eligibility letter.

Weatherization Office Staff

*Helping People, Changing Lives Since 1974*
APPLICATION
Weatherization Assistance Program
EmPower New York Program

The following information will help determine which programs are the most appropriate for you. Please print clearly and provide as much information as possible.

SECTION A: APPLICANT INFORMATION

Name ___________________________ Social Security Number ___________________________

Address ___________________________ Apt # ___________________________

City ___________________________ NY State ___________________________ Zip ___________________________

County ___________________________ Primary Phone ___________________________ Secondary Phone ___________________________

Email ___________________________

Mailing Address (if different from above) ___________________________

Additional Contact Person ___________________________ Relationship to Applicant ___________________________ Phone Number ___________________________

SECTION B: DWELLING INFORMATION

☐ I own  ☐ I rent  I have lived here ______ years  Approximate age of the home________________________

☐ Single-Family  ☐ Multifamily  ___ # of units  ☐ Manufactured/mobile home  ☐ Group home/shelter

If you rent, certain upgrades require owner permission. Please provide owner information below:

Owner’s Name: ___________________________

Address: ___________________________

Phone: ___________________________

Who pays for the heat at the dwelling? ☐ I pay  ☐ Owner
Who pays for the electric at the dwelling? ☐ I pay  ☐ Owner

Does your roof leak?  ☐ Yes  ☐ No  If yes, which rooms: ___________________________

Do you own your refrigerator? ☐ Yes  If yes, about how old is it? ______ years  ☐ No
Do you use a second refrigerator? ☐ Yes  If yes, about how old is it? ______ years  ☐ No
Do you use a separate freezer? ☐ Yes  If yes, about how old is it? ______ years  ☐ No

SECTION C: HOUSEHOLD DEMOGRAPHICS

Total number of members in the household: ________

Please indicate the number of household members who are:

60 years of age or older ________ Persons with disabilities ________
Native American ________ Children age 17 years or younger ________
SECTION C: HOUSEHOLD DEMOGRAPHICS (CONTINUED)

OPTIONAL
Please add any information that we may find helpful in reducing your energy consumption and list occupant health issues or special needs that we need to be aware of:


SECTION D: ENERGY INFORMATION

Property Address: ________________________________

My primary heating fuel is:
☐ Electric ☐ Oil ☐ Kerosene ☐ Natural Gas ☐ Propane ☐ Wood
☐ Pellets ☐ I don’t know ☐ Other: ________________________________

My secondary heating fuel is:
☐ Electric ☐ Oil ☐ Kerosene ☐ Propane ☐ Wood ☐ Pellets ☐ Coal
☐ I do not have secondary fuel ☐ Other: ________________________________

Secondary Supplier Name: __________________________ Account Number: __________________________

My water heater runs on:
☐ Electric ☐ Oil ☐ Natural Gas ☐ Propane ☐ I don’t know

ELECTRIC UTILITY: If you are responsible for the electric bill, provide the following:
Utility Name: __________________________
Account Number: __________________________ If NYSEG or RG&E – POD #

GAS UTILITY: If you are a natural gas utility customer and responsible for the bill, provide the following:
Utility Name: __________________________
Account Number: __________________________ If NYSEG or RG&E – POD #

PRIMARY FUEL SUPPLIER: if you heat by a fuel other than natural gas or electricity, provide the following:
Company Name: __________________________ Account Number: __________________________

Do you have a maintenance agreement for your heating system? ☐ Yes ☐ No

If yes, list the name of the maintenance provider: __________________________

CUSTOMER AUTHORIZATION for Release of Fuel/Energy Bills (for previous two years and future three years)

My signature below certifies that I am financially responsible for the account(s) listed above. I hereby consent and authorize my electricity and fuel suppliers to release any and all energy consumption information, including account number(s), related to the above property address, to representatives of the Weatherization Assistance Program (WAP), and to the New York State Energy Research and Development Authority (NYSERDA) and/or its designated representatives for the period beginning two years prior to the application date and ending three years after participation in the programs which provide services to my dwelling. I understand that this information will be kept confidential, to the extent permitted by law, and used only for the purpose of determining program eligibility and savings.

Customer Signature: __________________________ Date: __________________________
### SECTION E: INCOME INFORMATION

Include the following information for each household member.

<table>
<thead>
<tr>
<th>Name</th>
<th>Gender</th>
<th>Age</th>
<th>Student (Yes or No)</th>
<th>Source(s) of income</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Yearly</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Income for the Household**

- **Weekly**: $0.00
- **Monthly**: $0.00
- **Yearly**: $0.00

☐ Check here if you have received HEAP within the past 12 months.

### SECTION F: INCOME DOCUMENTATION

#### A. ☐ Provide a copy of ONE of the following:

Copy of entire award letter for HEAP, SNAP (Food Stamps), TANF (Temporary Assistance for Needy Families) or Supplemental Security Income dated within the past 12 months

#### B. ☐ Only if you cannot provide one of the documents listed under A, provide income documentation as follows:

- All household gross income for the last month: Pay stubs. To obtain monthly income total, if income is:
  - Weekly - multiply weekly income representing 4 most recent weeks by 4.3
  - Bi-weekly: multiply 2 most recent consecutive weeks by 2.15
  - Twice a month: multiply by 2
- Social Security and Social Security Disability: copy of award letter
- Documentation of all forms of income including disability, worker's compensation, unemployment, pension, maintenance, child support, annuities, Veteran's benefits and all other income.
- Self Employment: IRS Report of Quarterly earnings for the last three months
SECTION G: APPLICANT AFFIRMATION

I authorize release of my contact information, dwelling information, and income documentation to representatives of the Weatherization Assistance Program (WAP), to NYSDERA and/or its designated representatives, to any community-based organizations identified on this application, and to my utilities. I understand that the information provided by me will be used only for the purposes of determining eligibility for the WAP, eligibility for NYSDERA programs and financial incentives, and for estimating and evaluating energy savings. I understand that all information will be kept confidential, to the extent permitted by law. I understand that if energy efficiency services are provided to me through WAP or NYSDERA’s EmPower New York program, there will be no cost to me and that participation in these programs will not affect my social security, public assistance, or any other income.

I understand that this application does not guarantee that assistance will be granted to me. Whether or not services are provided will depend on the number of applications received and the availability of funds and priorities established by the programs. I also understand that I will not be eligible to receive financial incentives or rebates from an electric or natural gas utility for measures provided at no cost through the WAP or NYSDERA programs.

I agree to provide the WAP representatives, NYSDERA representatives, and independent participating contractors access to my dwelling, at times that are mutually acceptable, to perform program activities including energy inspections, installation of measures, and Quality Assurance activities. I understand that participating contractors are independent contractors and provide a one-year warranty on labor for work completed. I further understand that participating contractors and vendors will provide appropriate warranties on any equipment provided and that no additional warranties are provided by NYSDERA or the WAP.

I subscribe and affirm, under the penalties of law, that the statements made on all parts of this application, including statements made on any accompanying documents, have been examined by me and are to the best of my knowledge true and complete. I understand that my signature on this form gives permission for NYSDERA, representatives of the WAP, and their designees, to assure my eligibility for the WAP and NYSDERA’s programs. I consent to any inquiry to verify or confirm the information that I have given. I understand that if I give false information or withhold information in order to receive benefits that I am not entitled to, I can be prosecuted to the fullest extent of the law. I also state that no person named in this application is subject to disqualification for weatherization services under the Immigration Reform and Control Act of 1986 (Public Law 99-603). I have read and understand the provisions of the Personal Privacy Protections Law in Attachment #1.

X

Applicant Signature

Date

X

Applicant Representative Signature

Date

AGENCY USE ONLY

Referred By: ☐ HEAP ☐ OFA ☐ Utility ☐ Weatherization Subgrantee ☐ EmPower ☐ Other: __________________________

Check all benefits that the household receives: ☐ SSI ☐ HEAP ☐ SNAP ☐ TANF

On the basis of the information provided by the applicant, the household is determined to be:

☐ Eligible for Weatherization ☐ NOT Eligible for Weatherization

☐ Eligible for EmPower ☐ NOT Eligible for EmPower ☐ EmPower eligible, but wait-listed for Weatherization

Check here if: ☐ Household was previously served by Weatherization

☐ Household ineligible for further services through EmPower

Additional Comments:

Agency Representative Signature: __________________________ Date: __________________________

Title: __________________________

Homes and Community Renewal

NYSERDA
ATTACHMENT 1 - Keep for Your Records
Frequently Asked Questions
EmPower New York and Weatherization Assistance Program

Are services really free?
Yes – State residents meeting the Weatherization or EmPower New York eligibility requirements can receive home energy services through the programs at no cost.

Do Weatherization and EmPower New York provide services to renters as well as owners?
Yes – both programs provide energy services to anyone who owns or rents a home and meets all of the eligibility requirements. Owners of rental properties that receive Weatherization funds are generally required to contribute a portion of the cost of the work.

What are some of the no-cost energy services that Weatherization or EmPower New York may provide?
• Replacement of old-style light bulbs with high-efficiency lighting.
• Replacement of inefficient refrigerators and freezers with new ENERGY STAR® certified models.
• Added insulation to keep your home more comfortable.
• Strategic air sealing to reduce drafts.
• Heating system upgrades and repairs.
• Everyday strategies and tips to help you manage your energy costs.
• Minor repairs to ensure that the installed energy efficiency materials will perform correctly.
• Health and safety measures to help ensure indoor air quality.
• Identification of any hazardous conditions discovered during the energy audit.

If I accept work from Weatherization and/or EmPower New York, is a lien going to be on my home? Am I required to pay the program back if I move or my income changes?
There is no cost or future obligation for eligible residents that participate in the Weatherization Program or EmPower New York.

Do the contractors perform code inspections?
No – Weatherization and EmPower New York contractors are not Code Enforcement Officials.

Can I hire my own contractor?
No – all work will be completed by a contractor accredited by the Building Performance Institute (BPI), a national organization that sets the technical standards for contractors in energy efficient building performance, so you know they’re applying the latest knowledge and technology to the energy efficiency of your home.

Can I get paid back for work I have already performed?
No – Weatherization and EmPower New York cannot reimburse you for work that has already been completed.