

# Community Action Partnership for Dutchess County

## WEATHERIZATION ASSISTANCE PROGRAM

We are an Energy Conservation Program  
Eligibility for Weatherization services is income-based

### 2017/2018 Guidelines

Household	Gross	Gross
Size	Monthly	Annual
	Income	Income
1	\$2,318	\$27,816
2	\$3,031	\$36,372
3	\$3,744	\$44,928
4	\$4,457	\$53,484
5	\$5,170	\$62,040
6	\$5,883	\$70,596
7	\$6,343	\$76,120
8	\$7,063	\$84,760
9	\$7,783	\$93,400
10	\$8,503	\$102,040
11	\$9,223	\$110,680
11+	Add \$693	For each Person

84 Cannon Street  
Poughkeepsie, NY 12601  
T: (845) 452-5104 Ext 127  
F: (800) 621-7158  
Website: [www.dutchesscap.org](http://www.dutchesscap.org)

*If you receive:*

*Food Stamps, TANF, SSI or HEAP assistance, you may be automatically eligible for Weatherization services at NO Cost to you!*

*Services that may be provided include:*

- Perform on-site energy audits
- Reduce home energy costs
- Improve heating efficiency
- Revitalize housing stock
- Repair/replace windows and doors
- Address energy related health and safety conditions
- Reduce air infiltration



Weatherization  
Works

Weatherization made possible through  
Department of Energy, overseen by:  
New York State Division of Housing and Community Renewal  
Energy Services Bureau  
Hampton Plaza 38-40 State Street  
Albany, NY 12207



# WEATHERIZATION APPLICATION INSTRUCTIONS

In order to process and accept your application for the Weatherization Assistance Program, we need the information listed below that pertains to your situation. If you have any questions about the necessary documentation, please call the Weatherization Office at: 845-452-5104

- 1) APPLICATION:** Please complete the application and sign in all three places where indicated. Be sure all boxes are complete and that you list all family members with their age on the front page. Also, be sure to give directions to your home from the nearest major highway, in the space provided on the front page of the application.
- 2) PHONE NUMBER:** If you don't have a phone, please be sure to give us the number of a friend, relative, neighbor or work number where we can leave a message.
- 3) FUEL INFORMATION RELEASE FORM:** The person who is responsible for paying the fuel for the household completes this form. Please be sure to answer all questions. Also, please send us a copy of your most recent electric bill that has your name, address and account number on it. If the electric bill is not in your name, please note that on the Fuel Release form under where you put the electric account number.
- 4) WEATHERIZATION AGREEMENT:** The owner of the dwelling to be weatherized completes this form. If an owner occupied home, the Homeowner Certification of the back of the application is the Weatherization Agreement. If a rental unit, a separate Building Owners Agreement must be completed by the owner and he must provide proof of ownership.
- 5) PROOF OF INCOME:** Pay stubs from the most recent 4 weeks of work (reflecting the last 30 days income); copy of checks for Social Security (SSA), SSI, VA, Pension, Public Assistance; Unemployment pay stub; Interest Income, Rental Income, Alimony, Child Support, HEAP certification letter; or Food Stamp notice of eligibility. If you have a Social Security Check directly deposited in the bank, a copy of a recent bank statement is acceptable. If you have no income, a notarized letter stating you have -\$0- income is needed.
- 6) PROOF OF OWNERSHIP: COPY OF ONE OF THE FOLLOWING:** School or Property Tax Bill, (showing the name of the owner and the location of the building to be weatherized). For a Mobile Home, we can use a copy of the Chattel Mortgage, or a copy of the bill of sale.

**REMEMBER** that your application cannot be accepted until all pages are filled out completely and returned with all the documentation required, **(Proof of Income, Proof of Ownership, and a copy of your most recent electric bill)**. Call if you have any questions or if you have problems with getting any of the above documents.

# APPLICATION CHECKLIST

## Weatherization Assistance Program EmPower New York Program



This checklist will help ensure that your application will be processed in a timely manner. Please place a ☒ in the appropriate box once you have ensured that all Application Sections are complete and the required documentation is provided. Applications are processed on a first come, first serve basis.

- ☐ **General Applicant Information (Sections A, B & C) – Verify that all required fields are completed (unless marked as “optional”).**

### Energy Information (Section D):

- ☐ Sign Customer Fuel/Energy Bill Release Authorization
- ☐ Include a copy of complete Electric Bill
- ☐ Include a copy of complete Gas Utility Bill or bill from Fuel Supplier if heating by propane, oil, kerosene, wood or coal

### OWNERS ONLY:

Include **ONE** of the following as Proof of Ownership:

- ☐ Current Property/School Tax Bill
- ☐ Deed
- ☐ Bill of Sale for mobile/manufactured homes
- ☐ Mortgage Statement

### RENTERS ONLY:

- ☐ Landlord Name, Address and Phone Number provided in Section B
- ☐ **Income Information (Section E & F) - Verify that all required fields are completed.**

### Applicant Affirmation (Section G)

- ☐ Read and sign

### Attachment 1 – Frequently Asked Questions and Personal Privacy Protection Law Provisions

- ☐ Keep for your records

## 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 (include area code)	Secondary Phone (include area code)	
Email			
Mailing Address (if different from above)			
Additional Contact Person	Relationship to Applicant	Phone Number (include area code)	

### 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 (include area code): \_\_\_\_\_

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:

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## 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.

Name	Gender	Age	Student (Yes or No)	Source(s) of income	Weekly	Monthly	Yearly
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
					\$	\$	\$
Total Income for the Household					\$	\$	\$

☐ 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 NYSEDA 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 NYSEDA 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 NYSEDA'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 NYSEDA programs.

I agree to provide the WAP representatives, NYSEDA 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 NYSEDA 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 NYSEDA, representatives of the WAP, and their designees, to assure my eligibility for the WAP and NYSEDA'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 99-063). 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

Reviewed 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**

**NYSEDA**

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## **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.

# Privacy Protection Information

## Weatherization Assistance Program



The New York State Personal Privacy Protection Law (Public Officers Law, Article 6-A) requires in §94(1)(d) that each subgrantee of the Weatherization Assistance Program that maintains a system of records provide each subject from whom it requests information with certain notifications as provided below.

**Name of the agency requesting the information and name of system:**

NYS Homes and Community Renewal - Weatherization Payment and Reporting System

**Agency official responsible for the records:**

Director, Weatherization Assistance Program  
NYS Homes and Community Renewal  
38-40 State Street  
Albany, New York 12207  
518-474-5700

**Authority for collection and principal purpose for which the information is collected:**

The Energy Conservation and Production Act (P.L. 94-385) §416 and §417 and the Low-Income Home Energy Assistance Act of 1981 (P.L. 97-35, as amended) require the State to keep records for the purposes of monitoring and evaluation and for the preparation of reports, and that eligibility for the program be established, which requires the collection of personal information, including the Social Security number of the applicant.

**Effects of not providing the requested information:**

If information requested on the Weatherization Application is not provided, the applicant's application may be delayed.

**Routine uses for the collected information:**

This information is used by NYS Homes and Community Renewal and its subgrantees for administration of the Weatherization Assistance Program. Some of the information collected is aggregated and reported to the New York State Office of Temporary and Disability Assistance and to the United States Department of Energy. This information may also be used to perform data matches with other state and federal agencies, to verify your eligibility for assistance, and for improving delivery of services and program evaluation. No personally-identifiable information is used for this purpose.

**Subgrantee Information:**