



Regional Economic Community Action Program

40 Smith Street · Middletown, New York 10940

Ph. (845) 342-3978 · www.recap.org

Charles R. Quinn, Chief Executive Officer

Dear Applicant:

Thank you for your interest in the Weatherization and EmPower NY programs. The application package is enclosed. Please complete all parts of this application, sign where necessary and supply all the necessary documents so the application can be processed. The following four (4) items must be provided with your completed application:

1. Utility account information: Copy of two years of usage history for both your electrical and heating accounts, or for as long as you have been a resident at your location. You can contact your utility providers for this information, or get it from an on line account if available.
2. Proof of ownership: Copy of a current state, county, town or school tax bill.
***If you reside in a mobile home within a manufactured home park, you must provide the Bill of Sale and the following information which you can obtain from the local tax assessor's office or the management office of the park: name of the manufactured home park, the physical address of the park, the municipality, and the section, block and lot number of the park.
3. Proof of income:
 - A. Income eligible: see enclosed list of acceptable documents for all individuals over the age of 18 years.
 - B. Categorically eligible:
 - a. Supplemental Security Income (SSI): copy of the current award letter or a copy of the bank account showing the direct deposit of the funds;
 - b. Public assistance: Safety Net or Family Assistance: current LDSS letter of eligibility;
 - c. SNAP (food stamps): current LDSS letter of eligibility;
 - d. HEAP (regular benefits): current LDSS letter of eligibility (not emergency benefits).
4. Radon Informed Consent: signed and dated by owner.

If you are eligible, some of the measures that could be provided are: attic and wall insulation, weather stripping, air sealing, energy efficient light bulbs, aerators and showerheads to reduce water consumption and waste, as well as smoke and carbon monoxide detectors. We will inspect and test the existing distribution and heating systems, as well as assess the ventilation of the kitchen and bathroom to ensure that they are operating properly and safely, and may also clean and service these systems. The program could also replace an inefficient refrigerator or hot water heater with energy start rated models if they qualify.

In rental units, NYS HCR requires that the landlord contribute funds for the improvements made to the property. The landlord must pay a fee of \$200 for the audit of the unit. If any improvements are made to the unit, the \$200 audit fee will be applied toward the improvements.

If you have any questions concerning the application process, please contact our office.

Very truly yours,

Energy Conservation Department
(845) 421-6266 (phone)
rbressi@recap.org

Encl.

"Helping People. Changing Lives"

Head Start · First-Time Home Buyers · Supportive Housing · Case Management · Addiction Services
Nutrition & Advocacy · Home Energy Conservation · Parole Re-Entry · Fresh Start Café · Community Preservation

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
County		Zip	
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:

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: _____ Name on Account: _____

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: _____ Name on Account: _____

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 certifies that I am financially responsible for the account(s) listed on this application. I hereby consent and authorize the electricity and fuel suppliers named in this application to release any and all energy usage information, including account number(s), related to the above property address, to representatives of the New York State Energy Research and Development Authority (NYSERDA), and the Weatherization Assistance Program (WAP), and/or its designated representatives for the period beginning two years prior to the application date and ending three years after program participation. 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, estimating energy savings, program implementation, and evaluation, including the evaluation of achieved energy savings.

Customer Signature: _____

Date: _____

SECTION E: INCOME INFORMATION

Include the following information for each household member.

Name	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, 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 NYSERDA, to the Weatherization Assistance Program (WAP) 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 NYSERDA's residential programs and financial incentives, eligibility for the WAP, 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 NYSERDA's EmPower New York program or WAP, 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 NYSERDA programs or the WAP.

I agree to provide NYSERDA representatives, the WAP 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 NYSERDA 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 NYSERDA, representatives of the WAP, and their designees, to assure my eligibility for NYSERDA's programs and the WAP. 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

Your contact information may be shared with other residential programs within NYSERDA. To opt out of this, please initial here. _____

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: _____

Agency: _____

**Homes and
Community Renewal** | **NYSERDA**

BASIC RADON FACTS

The U.S. Surgeon General recommends ALL homes be tested for radon gas.

Breathing radon in your home can cause lung cancer

Radon is a naturally occurring radioactive gas released in rock, soil and water that can build up to dangerous levels inside any home; this means new and old homes, well sealed and drafty homes, and homes with or without a basement. Radon gas is odorless and invisible and the only way to know if your home has a radon problem is to test for it.

Breathing radon can increase your risk of lung cancer. Radon is the number one cause of lung cancer among people who do not smoke. It is the second leading cause of lung cancer for people who do. EPA estimates that radon causes more than 20,000 deaths from lung cancer each year in the U.S. If you smoke and your home has a high radon level, your risk of lung cancer can increase even more.

Radon has been found in every state

Homes with high levels of radon have been found in every state. In fact, radon levels can vary greatly from home to home—even levels next door can be very different.

Radon is measured in picocuries per liter of air (pCi/L), a measurement of radioactivity. In the United States, the average indoor radon level is about 1.3 pCi/L. The average outdoor level is about 0.4 pCi/L. The U.S. Surgeon General and EPA recommend fixing homes with radon levels at or above 4 pCi/L. EPA also recommends that people think about fixing their homes for radon levels between 2 pCi/L and 4 pCi/L.

You should test for radon

Testing your house for radon is easy. If your house has a radon problem, it can be fixed. Fixing a radon problem reduces the risk of lung cancer for you and your family.

A simple test will tell you if your home has a high radon level. Most radon tests last between 2 and 7 days. It's as easy as opening a package, and putting the test kit in the right place. After sending the test kit back to the address in the package, the company will send your radon test results in about 2 weeks.

Radon is a serious health risk. It can be reduced easily and cost-effectively. Take action today. Encourage your friends and family members to do the same!

Many local home improvement or hardware stores sell test kits. Test kits can be ordered online too. Sometimes you can get a test kit from your state radon office. You also can hire a qualified tester to do a radon test for you. Your state radon program may keep a list of these professionals.

Kansas State University, under a cooperative agreement with EPA, provides national radon program services, including selling radon test kits and answering toll-free radon hotlines. For more information about radon testing call 1-800-SOS-RADON (1-800-767-7236) or visit <https://www.epa.gov/radon/find-radon-test-kit-or-measurement-and-mitigation-professional>.

You can fix a radon problem

Help is available to fix a radon problem. You can call your state radon office to find qualified radon mitigators in your area. Also local companies with radon mitigators are in the phone book or online. The cost to reduce radon depends on how your home was built and how you use it. Most homes can be fixed for about the same cost as other common home repairs.

New homes can be built with radon-resistant features

Building new homes with simple and cost-effective radon-resistant features can reduce radon entry. Contact your builder or visit <https://www.epa.gov/radon/radon-resistant-construction-basics-and-techniques> for more information.

Every home should be tested before, or soon after, you move in. Even homes built with radon-resistant construction features should be tested. If high radon levels are found, it is easier and costs less to reduce radon levels in homes that are built radon-resistant.

How to Get Radon Test Kits

To get an easy-to-use radon test kit, you can:

- Buy a test kit online or at your local home improvement or hardware store. Many kits are priced under \$25.00.
- Order a test kit at www.sosradon.org or by calling 1-800-SOS-RADON (1-800-767-7236).
- Request a test kit from your state radon program, which also has information on radon testing companies and laboratories in your area. Visit <https://www.epa.gov/radon/find-radon-test-kit-or-measurement-and-mitigation-professional>.

The space below can be used for local contact or business information.

Place Logo
Here

NYS Homes & Community Renewal
WEATHERIZATION ASSISTANCE PROGRAM

Owner Name _____ Building # _____ Job # _____

Radon Informed Consent

Weatherization achieves energy and cost savings while improving the comfort, health and safety of homes through a variety of retrofit measures. Some of the weatherization measures installed improve the airtightness of the building. According to a Department of Energy (DOE) sponsored study¹, there is a small risk of increased radon levels in homes when the building air tightness levels are improved. These increases are smaller in homes in low-radon potential counties, and in manufactured housing everywhere, and higher in site built homes in high-radon-potential counties. There is some evidence that the installation of continuous mechanical ventilation in homes reduces radon levels and counteracts any radon increases that might be due to improved building air tightness levels.

For Radon Zones 1 and 2 Only:

Precautionary Measures: As project conditions warrant and allow, in a county identified as having moderate to high potential radon levels², precautionary measures indicated below may be installed as part of weatherization:

- Exposed dirt floors covered and sealed
- Floor/foundation penetrations sealed
- Open sump pit capped (drainage must be maintained)
- Crawl space venting inspected and/or improved
- Basement separated (air sealed) from living space
- Other: _____

I have received the Environmental Protection Agency's (EPA's), "Basic Radon Facts", and am aware there is a small risk of increased radon levels in homes when the building air tightness levels are improved. I will ensure that any tenants in my building receive the EPA's "Basic Radon Facts" handout provided and it will remain posted in a common area of the building, accessible to all tenants. I have carefully read this informed consent form and am requesting that weatherization services be provided to my property.

Owner (or representative)Name: _____

Owner (or representative)Signature: _____ Date: _____

¹ Weatherization and Indoor Air Quality: Measured Impacts in Single-family Homes under the Weatherization Assistance Program

² Defined as counties with predicted indoor radon screening levels at or above 2 pico Curies per liter of air (pCi/L). Link to EPA interactive zonal radon map: <https://www.epa.gov/radon/find-information-about-local-radon-zones-and-state-contact-information#radonmap>

NEW YORK - Chart of EPA Radon Zones <http://www.epa.gov/radon/zonemap.html>

This chart is not intended to determine if a home in a given zone should be tested for radon. Homes with elevated levels of radon have been found in all three zones.

	Zone 1 - High	Zone 2 - Moderate	Zone 3 - Low
1	Albany	Clinton	Bronx
2	Allegany	Jefferson	Essex
3	Broome	Lewis	Franklin
4	Cattaraugus	Monroe	Fulton
5	Cayuga	Montgomery	Hamilton
6	Chautauqua	Niagara	Herkimer
7	Chemung	Oneida	Kings
8	Chenango	Orleans	Nassau
9	Columbia	Oswego	New York
10	Cortland	Saratoga	Queens
11	Delaware	Schenectady	Richmond
12	Dutchess	St Lawrence	Rockland
13	Erie	Wayne	Suffolk
14	Genesee		Warren
15	Greene		Westchester
16	Livingston		
17	Madison		
18	Onondaga		
19	Ontario		
20	Orange		
21	Otsego		
22	Putnam		
23	Rensselaer		
24	Schoharie		
25	Schuyler		
26	Seneca		
27	Steuben		
28	Sullivan		
29	Tioga		
30	Tompkins		
31	Ulster		
32	Washington		
33	Wyoming		
34	Yates		

Additional information on radon, including "A Citizen's Guide to Radon" can be viewed on the EPA website: www.epa.gov/radon/pubs/citguide/html

You may want to consult the publication entitled "Preliminary Geologic Radon Potential Assessment of New York" (USGS Open-file Report 93-292-B): <http://energy.cr.usgs.gov/radon/grpinfo.html>. This document contains information on radon potential variations within counties.

NYS Department of Health / Radon Contact Information:
518-402-7556
800-458-1158
radon@health.ny.gov



Homes and Community Renewal

ANDREW M. CUOMO
Governor

RUTHANNE VISNAUSKAS
Commissioner/CEO

MEMORANDUM

To: All Weatherization Subgrantees

From: Dan Henkin, Weatherization Assistance Program Director

Date: October 18, 2019

Subject: Notice of WAP Income Eligibility Limits Revised Effective Immediately

New income thresholds have been issued and are now in effect for the Weatherization Assistance Program. Please contact your assigned program representative if you have any questions.

2019-20 WEATHERIZATION INCOME THRESHOLD

Household Size	Monthly Income	Annual Income
1	\$2,494	\$29,928
2	\$3,262	\$39,144
3	\$4,030	\$48,360
4	\$4,797	\$57,564
5	\$5,565	\$66,780
6	\$6,332	\$75,984
7	\$6,501	\$78,020
8	\$7,238	\$86,860
9	\$7,975	\$95,700
10	\$8,711	\$104,540
11	\$9,448	\$113,380
11+	\$737	

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 agency requesting and responsible for information:

New York State Homes and Community Renewal
www.nyshcr.org

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 New York State 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:

New York State Weatherization Assistance Program
Policy and Procedures Manual

Sub Section 3.07.04: Income Documentation

Income Source	Acceptable Documentation
Alimony	Court order; pertinent pages of separation agreement or divorce decree that identify the applicant and amount of alimony. (If court-ordered payments are not being received by the applicant, a notarized statement to this effect will be accepted.)
Annuities	Statement from issuing organization.
Direct Deposits	Copies of 2 or more bank statements listing the date and amount of deposit; letter from local bank stating source and amount of direct deposit income; verification of income from benefit source.
Dividends or Interest, as regular source of income	Statement from bank or brokerage firm.
Estates or Trusts, as regular source of income	Fiduciary statement or current statement from bank or brokerage firm.
Gambling or Lottery Winnings (net)	Statement of net winnings.
Insurance Proceeds or Dividends, as regular source of income	Statement from insurance company (note: one-time insurance payments or compensation for injury are not considered income.)
HUD Form 50059	Copy of the current form for the tenant.
Pensions, Government or Private	Award letter; copy of checks; letter from administrative agency.
Rents	Income tax form; rent receipts; notarized statement from applicant listing each apartment and the rent received per month, as well as the description and amount of deductible expenses. When the tenant is a family member and is paying no rent to the owner, a notarized statement should be received from the tenant and signed by the owner stating that no rents are being collected.
Royalties	Income tax return; current statement from company issuing checks.
Self-employment Income	Business records for 3 months prior to the date of application; IRS form for income from previous year; notarized statement of gross adjusted income, including list of deductions and amounts, for previous 3 months.
Social Security Benefits	Award letter; checks; statement from bank or brokerage firm (if direct deposit); SSA Form 2458 (Report of Confidential Social Security Benefit information).

New York State Weatherization Assistance Program
Policy and Procedures Manual

Income Source	Acceptable Documentation
Strike Benefits	Award letter; copy of checks; letter from union.
Training	Award letter; copy of checks; letter from appropriate administrative agency.
Unemployment	Notice of Benefit Rate letter (Form Benefits L0403x).
Veteran's Benefits	Award letter from Veterans Administration of Department of Defense; copy of check.
Wages and Salaries before Deductions	Letter from employer on company stationery; wage, earnings, or pay stubs; any combination of the above to document total earnings for 4 weeks prior to date of application; W-2 statements.



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Ph. (845) 342-3978 · www.recap.org

Charles R. Quinn, Chief Executive Officer

In order to provide Weatherization Assistance services to multi-family buildings, all tenants in the building must provide completed applications. In addition, in rental units, the landlord is responsible for the audit fee of \$200 and 15-25% of the total cost of all measures.

"Helping People. Changing Lives"

Head Start · First-Time Home Buyers · Supportive Housing · Case Management · Addiction Services
Nutrition & Advocacy · Home Energy Conservation · Parole Re-Entry · Fresh Start Café · Community Preservation