

# ALBANY COMMUNITY ACTION PARTNERSHIP, INC.

333 Sheridan Avenue • Albany, New York 12206  
Tel: 518-463-3175 • www.albany-cap.org • Fax 518-432-4465



Dear Albany County Resident:

Thank you for your inquiry about Albany-CAP's Weatherization Assistance Program. Attached with this letter you will find a copy of the application, including information about our program and our privacy policy. To be considered for the Weatherization Assistance Program please submit ALL of the following:

1. **Application(s):** We are required to obtain an application for each housing unit that is in a building (i.e. if you live in a two unit building we will require two applications). If your building contains vacant units, please contact our office.
2. **Ownership Verification:** Acceptable forms of ownership are:
  - a. Deed
  - b. Tax Bill
  - c. Notarized Bill of Sale (for mobile homes only).
3. **Income Verification:** ALL income sources must be documented including but not limited to:
  - a. Alimony, Child Support
  - b. Wages
  - c. Social Security, Supplemental Security Income (SSI)
  - d. Annuities, Pensions, Dividends and Interest (that are regular income)
  - e. Direct Deposits, Estates and Trusts (that are regular income)
  - f. Workers Compensation, Unemployment Benefits

We require at least one month's worth of CURRENT income (If you are paid weekly, we will need four pay-stubs. If you are paid bi-weekly, we will need two pay-stubs.) **PLEASE NOTE:** Tax returns and W2's are only acceptable documentation during the months of January and February for the previous year. However, you may be asked to supply us with these documents dependant on your sources of income.

*\*If you are self-employed or have no income, please contact our office as there are additional forms may need to be filled out.*

4. **Utility Information:** Please submit your electric bill and fuel bill.

Once we receive all of the required information, all applications will be processed on a first-come-first-served basis. Please keep in mind that once your application is accepted into the Weatherization Program you will be placed on our waiting list. The length of the waiting list that is dependant on the number of applicants. You will receive an acceptance/denial letter in the mail declaring your eligibility.

If you are a tenant, once we have received all of the applications for your building, we will contact the owner of your building to discuss their involvement. However, they are welcome to contact our office at anytime.

Please contact our office with any questions you may have at 518-463-3175. If you would like to fax your application and supporting documentation to our office, please note that the original application must be mailed to our office as we require original signatures. Our fax number is 518-432-4465.

Thank you for your interest in our programs!

Joseph M. Brennan, Esq.  
President

Kathleen Cloutier  
Executive Director

NYS DIVISION OF HOUSING AND COMMUNITY RENEWAL  
WEATHERIZATION ASSISTANCE PROGRAM  
ESB # 29

WEATHERIZATION PROGRAM INFORMATION

The Weatherization Assistance Program administered by the New York State Division of Housing and Community Renewal is committed to reducing heating costs for low-income families, particularly the elderly, people with disabilities, and children by improving the energy efficiency of their homes and ensuring their health and safety.

The program is funded annually by the U.S. Department of Energy. In addition, the program also receives funds from the Low Income Home Energy Assistance Program funded by the U.S. Department of Health and Human Services.

Application for assistance under the program is made to a local service provider which is under contract to the Division of Housing and Community Renewal.

After approval of the application the local service provider will conduct a comprehensive professional building analysis of the applicant's home, and based on that analysis and the funds available, will install or cause to have installed, weatherization measures in the applicant's home which have been determined to be the most cost-effective in reducing the applicant's energy consumption and increasing comfort.

The measures which may be indicated by the building analysis fall into five major categories:

- I. Heating efficiency measures: These measures are designed to improve the operation of the system which delivers heat to the dwelling unit and may include a cleaning and tuning of the furnace or boiler, repairs, modifications and replacements, as needed. Also included in this category is work on the distribution system which brings heat to the unit.
- II. Infiltration measures: These are measures designed to keep warm air in and cold air out.
- III. Conduction measures: These are insulation measures designed to reduce the conduction of heat from the interior to the exterior of the unit.
- IV. Repairs: This category includes any repairs that may be needed to preserve or protect the weatherization materials installed.
- V. Health and Safety: These are measures designed to reduce health and safety hazards or to notify residents of their presence.



I subscribe and affirm, under the penalties of law, that the statements made in this application for weatherization assistance (including statements made in any accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. 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 understand that by signing this application, I consent to any other inquiry to verify or confirm the information I have given.

I realize that there is to be no lien or mortgage held on the property involved and that this has no affect upon my social security, public assistance, or any other income I may have. Also, the weatherization work done will not obligate me financially, and I will not be held liable for any injuries or damages occurring on my property which are not a result of my negligence or malfeasance.

I understand that this application for weatherization assistance does not guarantee that assistance will be granted but will be used in determining eligibility for the program. Whether or not an eligible applicant will be provided assistance will depend in part upon the number of applications received, the remaining funds available and the priorities to be met by the program.

I have read and understand the provisions of the Personal Privacy Protection Law.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant's Representative \_\_\_\_\_  
Relationship \_\_\_\_\_

Date \_\_\_\_\_

**IF APPLICANT IS THE HOMEOWNER, PLEASE COMPLETE THE FOLLOWING HOMEOWNER CERTIFICATION:**

I, \_\_\_\_\_, certify that I am the owner of the property at \_\_\_\_\_ (type in address).

I further certify that I have given my permission to allow work on the property listed above. I understand that no payment will be required for this service and that I will not be held liable for any injuries or damage.

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

**OFFICE USE ONLY**

OWNER VERIFIED THROUGH: \_\_\_\_\_ EXAMINATION OF DEED  
\_\_\_\_\_ CONFIRMATION BY COMMISSIONER OF DEEDS  
\_\_\_\_\_ CONFIRMATION BY TAX ASSESSOR'S OFFICE

HOUSEHOLD SIZE: \_\_\_\_\_ MEMBERS: \$ \_\_\_\_\_  DOCUMENTATION ATTACHED  
FEDERAL ELIGIBILITY:  SSI Recipient  HEAP Recipient  Public Assistance Recipient  NPA Food Stamp Recipient  
ON THE BASIS OF THE ABOVE INFORMATION, HOUSEHOLD  IS  IS NOT ELIGIBLE

Worker's Signature: \_\_\_\_\_

Date \_\_\_\_\_

NEW YORK STATE DIVISION OF HOUSING AND COMMUNITY RENEWAL  
WEATHERIZATION ASSISTANCE PROGRAM

ESB # 5A

**ENERGY INFORMATION - A**

For 1 to 4 Family House?  Yes  No

For a Multifamily Building?  Yes  No

Number of units in building \_\_\_\_\_ Complete "Energy Information B" or each occupied unit

**Heating fuel:**

- Natural Gas  Electric  Propane  Oil  Wood  Other

Secondary Heating fuel (if any) that you sometimes use:

Name and address of Heating fuel supplier

Account number (if gas):

**Electric Utility:** (check the one that provides your electric service)

- Niagara Mohawk (NMPC)  Orange & Rockland (O&R)  
 Long Island Power Auth. (LIPA)  Rochester Gas & Electric (RGE)  
 Consolidated Edison (Con Ed)  NYS Electric & Gas (NYSEG)  
 Central Hudson Gas & Electric (CH)  Other \_\_\_\_\_

Electric Account number:

**Customer Authorization for Release of Fuel/Energy Bills (past 2 years and next two years):**

To: Fuel & Electric Energy Suppliers listed above:

I hereby authorize you to release information on my fuel bills, both past and future, to the following subgrantee or its designee

Name of Weatherization Subgrantee

Number and street

City

Zip code

I understand that this information is being made available to help to evaluate my energy use patterns in order to identify potential and actual energy savings resulting from work performed or services offered through the weatherization assistance program.

Customer Name \_\_\_\_\_

Customer Signature \_\_\_\_\_

Date

Number and Street

City

Zip Code

**Note: If there are account numbers in addition to those identified above, please attach a list of the numbers.**

**Service Agreement for Heating System:**

Do you currently have a service maintenance agreement for your heating system?.....  Yes  No

\* If yes, please give the name, address and telephone number of the service maintenance provider.

Name \_\_\_\_\_

Number and Street

Zip Code

Telephone

MULTI-FAMILY BUILDING  
ENERGY INFORMATION - B

(Must be Completed for Each Occupied Unit to be Weatherized)

Heating fuel\*:

Natural Gas    Electric    Propane    Oil    Wood    Other \_\_\_\_\_

Secondary Heating fuel (if any) that you sometimes use:

Name and address of Heating fuel supplier

Account number (if applicable):

\*Not required if heat is supplied by a central system

Electric Utility: (check the one that provides your electric service)

Niagara Mohawk (NMPC)                       Orange & Rockland (O&R)  
 Long Island Power Auth. (LIPA)            Rochester Gas & Electric (RGE)  
 Consolidated Edison (Con Ed)            NYS Electric & Gas (NYSEG)  
 Central Hudson Gas & Electric (CH)    Other \_\_\_\_\_

Electric Account number:

Customer Authorization for Release of Fuel/Energy Bills (past 2 years and next two years):

To: Fuel & Electric Energy Suppliers listed above:

I hereby authorize you to release information on my fuel bills, both past and future, to the following subgrantee or its designee

Name of Weatherization Subgrantee \_\_\_\_\_ Number and street \_\_\_\_\_ City \_\_\_\_\_ Zip code \_\_\_\_\_

I understand that this information is being made available to help to evaluate my energy use patterns in order to identify potential and actual energy savings resulting from work performed or services offered through the weatherization assistance program.

Customer Name \_\_\_\_\_ Customer Signature \_\_\_\_\_ Date \_\_\_\_\_

Number and Street \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Note: If there are account numbers in addition to those identified above, please attach a list of the numbers.

NYS DIVISION OF HOUSING AND COMMUNITY RENEWAL  
WEATHERIZATION ASSISTANCE PROGRAM  
ESB # 3

**PERSONAL PRIVACY PROTECTION LAW PROVISIONS**

The New York State Personal Privacy Protection Law (Public Officers Law, Article 6-A) requires in §94(1) (d) that each subgrantee 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:**

NYS Division of Housing and Community Renewal, Energy Services Bureau

**Name of the system of records:**

Weatherization Database

**Agency official responsible for the records:**

Energy Services Bureau Director  
Division of Housing and Community Renewal  
38-40 State Street  
Albany, New York 12207  
518-474-5700

**Authority for collection for information:**

The Energy Conservation and Production Act (P.L. 94-385) §416 and §417. These sections require the state to keep records for the purposes of monitoring and evaluation and for the preparation of reports. Program regulations contained in 10 CFR 440.22 require that eligibility for the program be established, which requires the collection of personal information.

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

If information requested on the Application for Weatherization Assistance is not provided, the applicant's dwelling cannot be weatherized.

**Principal purpose for which the information is being collected:**

Implementation of the Weatherization Assistance Program.

**Routine uses for the collected information:**

Use by Division of Housing and Community Renewal and local subgrantee employees for administration of the Weatherization Assistance Program including the preparation of reports to the United States Department of Energy.

**Weatherization Income Guidelines  
2008 - 2009 Program Year**

\*Household income is calculated based on GROSS income.

<b># of Household Members</b>	<b>Monthly Income</b>	<b>Annual Income</b>
1	\$1,963.00	\$23,556.00
2	\$2,567.00	\$30,804.00
3	\$3,172.00	\$38,064.00
4	\$3,776.00	\$45,312.00
5	\$4,380.00	\$52,560.00
6	\$4,984.00	\$59,808.00
7	\$5,097.00	\$61,164.00
8	\$5,210.00	\$62,520.00
9	\$5,324.00	\$63,888.00
10	\$5,437.00	\$65,244.00
11	\$5,800.00	\$69,600.00
Each Additional Person	\$ 450.00	\$ 5,400.00

\* Effective October 1, 2008