



we make your home **BETTER**

IMPORTANT PLEASE READ ENTIRE FORM

Information Needed to Complete the Application Process is as follows

1. Current Natural gas, Propane or oil bill (*must be a **current** bill and not a disconnection notice*)
2. Current Electric bill (*must be a **current** bill and not a disconnection notice*)
3. Last year's Federal Taxes – 2 pages of the 1040 Signed and Dated
4. Proof of Income (*provide any of the following which apply*)
 - a. 2 – 4 Weeks of current pays stubs
 - b. HEAP award letter
 - c. SNAP award letter
 - d. SSI / SSD award letter
 - e. Retirement or Rental account income or statements
 - f. Utility bill showing LICAAP or low income
 - g. Utility bill showing HEAP benefit paid
 - h. Pension statement
5. If you are a renter / tenant we **MUST** have your landlords' following information.
 - a. Name
 - b. Address
 - c. Phone number
6. Homeowners must have proof they own the home with one of the following
 - a. Deed
 - b. Property Tax Bill
 - c. Mortgage Statement
 - d. Bill of Sale
 - e. Homeowners Insurance

Our Goal is to help as much as possible please call us with any questions

Prime Time Energy Services Inc.
67 Sheldon Avenue
Depew, NY 14043
716-685-4331- Office
716-685-4334- Fax
Info@primetime-energy.com



INCOME SCREENING APPLICATION

SECTION A – APPLICATION REQUEST

This is not a loan application, nor does it lock you into any commitment with a contractor. If you wish to apply for a loan, please complete the Credit and Income Screening Application.

Only complete this application if you occupy the installation property. Information provided in this application may be used to determine the interest rate available to borrower(s) who submit a Credit Application for a loan to pay for the installation of a clean energy project to the property you occupy. Information provided will also be used to determine eligibility for an incentive to further help pay for the installation. Eligibility is based upon the total gross annual income of each household unit that completes an income screening application. Installation properties of up to four units may apply. Each household unit should complete a separate income screening application.

Income-eligible applicants may qualify for the following incentives:

- An incentive of 50% up to \$5,000 per project for a single-family homeowner or renter for **energy efficiency upgrades** through the Assisted Home Performance with ENERGY STAR® Program. Two- to four-unit residential buildings with income-eligible residents may receive a discount of up to \$10,000. To learn more visit nyserda.ny.gov/assisted-home-performance.
- An additional incentive for income-eligible homeowners for a **solar electric installation** through the Affordable Solar Program. To learn more visit ny-sun.ny.gov/affordablesolar.
- An additional rebate for the purchase of a **Pellet Stove** for income-eligible homeowners through the Pellet Stove Program. To learn more visit nyserda.ny.gov/pelletstove.

If you need additional information, call 1-866-NYSERDA.

SECTION B – PROPERTY INFORMATION – Installation address where the clean energy improvement(s) will be made

Street _____ Unit # _____

City _____ State _____ Zip _____ County _____

No. of Units (5+ does not qualify):

- Single Family 2-Family Home 3-Family Home 4-Family Home Mobile Home

SECTION C – PROPERTY OWNER INFORMATION

Mr./Mrs./Ms. _____ Last Name _____ First Name _____ Middle Initial _____ Jr./Sr./II/III _____

Primary Phone No. _____ Ext. _____ Secondary Phone No. _____ Ext. _____ Email Address _____

Mailing Address (if different than installation address) _____

City _____ State _____ Zip _____ County _____

SECTION D – PROJECT PARTNER INFORMATION

Contractor Name (if known) _____ Constituency-Based Organization Name (if applicable) _____

SECTION E – ENERGY SUPPLIER INFORMATION

NOTE: Attach a copy of your most recent electric and gas utility bills

Electric Utility Name _____ Account Number _____ Name on Account _____

Electricity is paid by: Owner Tenant

Natural Gas Utility Name (if applicable) _____ Account Number _____ Name on Account _____

Heat is paid by: Owner Tenant

Indicate here if you purchase oil/propane from different suppliers or are a cash-on-delivery customer.

SECTION F – INCOME SCREENING FOR INTEREST RATE AND INCENTIVE

Income information and documentation is required. Complete the chart below listing all household members. Provide all types of current gross annual income for all residents of the household, over age 18, who are not full-time students. If listing income from self-employment, business, or rental income, list the net income after operating expenses. Please use additional pages, if needed.

Household Occupant Income	Last Name	First Name	Age	Full-Time Student (Y/N)	Income Type (ex. Wages)	Current Annual Income Amount
Household Income Earner 1						\$
						\$
						\$
Household Income Earner 2						\$
						\$
						\$
Household Income Earner 3						\$
						\$
						\$
Household Income Earner 4						\$
						\$
						\$
Household Income Earner 5						\$
						\$
						\$
List All Non-Income Earning Household Members						

Total number of people in the household _____

Are you currently eligible for, or have you received within the past 12 months, services through:

HEAP, food stamps, public assistance, or supplemental security income.

If your household receives any of these sources of income, please provide the service award letter. You do not need to provide any additional income documentation other than the award letter.

If your household has not received these services, you may meet the income documentation requirements by either providing tax returns, or by documenting current sources of income for each household member. Social Security Numbers, Routing and Account Numbers, and any PINs must be blackened-out on these documents.

Tax Returns: Provide a copy of the most recent Federal Income Tax Return (Form 1040, 1040A, or 1040EZ). If the borrower and co-borrower are providing tax returns to document income, all additional household members must also document income by providing tax returns. This option is only available if all household members required to file a return did file a return. If earning rental/self-employment income, submit Schedule C, E and F along with the return. If you do not have rental/self-employment income, you do not need to provide the Schedules or Forms filed with the return. If you do not have a copy of your return, you may request a transcription of your return to be mailed to you free of charge by completing IRS Form 4506-T or by going to IRS.gov and clicking on "Get a tax transcript", or by calling 1-800-908-9946.

OR

Individual Income Sources: If your current income is significantly different from the income on your last filed tax return, or if you have sources of income not included on your tax return, provide documentation of income for each individual listed in the table above per the table below.

Wage Income	Copy of two most recent paystubs showing year-to-date gross earnings, or letter from employer stating gross year-to-date earnings
Pension/Social Security	Copy of award letter for current year or copy of bank statement showing deposit sources and amounts
401(k)/IRA/Interest Earnings	Copy of brokerage/account statements showing regular pattern of distributions
Alimony	Copy of divorce decree or court order that established the support
Self-Employment/Business Income/Rental Income	Copy of most recent Federal Income Tax Return with Schedule C, E, or F, or profit & loss statement for past 12 months, or executed leases for rental properties.

G – INCOME-ELIGIBLE INCENTIVE CONSENT AND SIGNATURES

I certify, under the penalties of law, that the statements made in this application (including statements made in any accompanying papers) have been examined by me and are true and complete. I acknowledge that NYSERDA has retained Energy Finance Solutions (“EFS”), a service offered by Wisconsin Energy Conservation Corporation (“WECC”), to process and underwrite my/our income qualification application. If necessary, I further agree to provide additional information to EFS and WECC to underwrite my/our income screening application.

I further acknowledge and agree that NYSERDA and EFS may share with and disclose to, orally and/or in writing, the project partner(s) identified by me above, or as subsequently identified by me to EFS, the following information regarding this application: whether the application has been pre-approved by EFS, and any additional items requested by EFS in order to complete my incentive approval; whether the application has been approved by EFS, and the approved incentive amount so that my project partner(s) can proceed with scheduling the work; and whether my application has been denied, so that the project partner(s) can determine whether I intend to proceed.

I understand that my signature on this form gives permission for NYSERDA, or its designee, to verify records necessary to assure my program eligibility. I understand that if I give false information or withhold information in order to make myself eligible for benefits that I am not entitled to, I can be prosecuted to the fullest extent of the law.

I understand this application does not guarantee 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 applicants received, the remaining funding available, and the priorities to be met by the program.

All household members over the age of 18 are required to sign and date below.

Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____
Signature _____	Date _____

Submit completed application to Energy Finance Solutions through one of the following methods:

Mail: Energy Finance Solutions
431 Charmany Drive
Madison, WI 53719

Fax: 608-249-5788

Email: efs@energyfinancesolutions.com

For more information, please contact Energy Finance Solutions (EFS):
Toll Free: 1-800-361-5663 or visit nyserdera.ny.gov

APPLICATION

Home Energy Assessment



Most New York homeowners can receive a home energy assessment for free or at a reduced-cost through the Home Performance/Assisted Home Performance with ENERGY STAR® program. The assessments are available on a first come, first served basis. **Save time and apply online at nyserra.ny.gov/apply-online**

To qualify, you need to meet these requirements:

1. You must be the owner, or be authorized to sign for the owner, of a 1- to 4-unit residential building.*
2. Your total household income must meet the guidelines on page 2.
3. You must not have previously received a free or reduced-cost assessment on the building listed below.

APPLICANT/HOMEOWNER INFORMATION

First Name	Middle Initial	Last Name	NY		
Building Address	City	County	State	Zip	
Mailing Address (if different than the above)	City		State	Zip	
()	()				
Home Phone	Cell Phone	Email Address			
Residential Building Type (5+ units do not qualify)*		Do you have Central Air Conditioning?			
<input type="checkbox"/> Single Family	<input type="checkbox"/> 2-Unit	<input type="checkbox"/> 3-Unit	<input type="checkbox"/> 4-Unit	<input type="checkbox"/> Yes	<input type="checkbox"/> No

HOUSEHOLD INCOME RANGE

Is your household income less than \$99,600?

- Yes If no, then please refer to attached chart and indicate your annual household income range below.
- ≤ 200% AMI** ≤ 250% AMI ≤ 300% AMI ≤ 350% AMI ≤ 400% AMI

HOW DID YOU HEAR ABOUT HOME PERFORMANCE WITH ENERGY STAR?

Please select all that apply:

- Print Ad TV Radio Internet Event/Home Show Neighbor/Friend/Family Contractor
- EDGE Regional Outreach Contractor Real Estate Professional Town, Village, City, County NYSERDA
- Constituency-Based Organization (CBO) Name:

ELIGIBILITY DECLARATION

By signing below, I certify that the information listed on this form is true and accurate to the best of my knowledge and belief. I understand that my signature on this form gives permission for NYSERDA, or its designee, to verify my eligibility for a free or reduced-cost assessment. I understand that false or withheld information may result in penalties.

X

Applicant/Homeowner's Signature

Date

When complete, please mail, fax, or email the signed application to:
 Mail: Home Energy Assessments Fax: (866) 335-6306
 PO Box 12129 Email: HPWES-Audit@csgpr.com
 Albany, NY 12212

*Condo, co-op, not-for-profit, or mobile home owners please call (855) 838-7818 to see if you are eligible.

**Area Median Income (AMI) represents the statistical midpoint in household earnings for each county.

Need Help? Call (855) 838-7818

- Please send a copy of my home energy assessment Reservation Number to the Home Performance Contractor that I have chosen below. NYSERDA does not assign contractors.

PrimeTime Energy Services, 67 Sheldon Avenue, Depew, NY 14043



Contractor Name

DETERMINE YOUR HOUSEHOLD INCOME RANGE

If your household income is greater than \$99,600, use the chart below to find where it falls in relation to your county's median income. This will determine the cost, to you, of your home energy assessment (if any).

1. Find your county (this is where the home you wish to have assessed is located).
2. Use the corresponding columns to find the range that includes your household income.
3. Check the appropriate box on the front of the application.

HOME ASSESSMENT FEE SCHEDULE

Use your household income range from the chart below and the **chart to the right** to determine the cost, to you, of your assessment (if any).

HOME ENERGY ASSESSMENT FEE SCHEDULE

Household Income Range	Single-Family Homes Less than 3,500 Square Feet*		2-4 Unit Residential Building or Single Family Homes ≥ 3,500 Square Feet*	
	Cost to Customer	NYSERDA Payment to Contractor	Cost to Customer	NYSERDA Payment to Contractor
≤ 200% AMI	- 0 -	\$250	- 0 -	\$400
201-250% AMI	\$50	\$200	\$80	\$320
251-300% AMI	\$100	\$150	\$160	\$240
301-350% AMI	\$150	\$100	\$240	\$160
351-400% AMI	\$200	\$50	\$320	\$80
> 400% AMI	Market Rate	- 0 -	Market Rate	- 0 -

*Above grade conditioned space.

HOUSEHOLD INCOME GUIDELINES-2015

County Name	Median Household Income	≤ 200%	≤ 250%	≤ 300%	≤ 350%	≤ 400%
Albany	\$78,300	\$156,600	\$195,750	\$234,900	\$274,050	\$313,200
Allegany	\$52,600	\$105,200	\$131,500	\$157,800	\$184,100	\$210,400
Broome	\$62,900	\$125,800	\$157,250	\$188,700	\$220,150	\$251,600
Cattaraugus	\$49,800	\$99,600	\$124,500	\$149,400	\$174,300	\$199,200
Cayuga	\$62,600	\$125,200	\$156,500	\$187,800	\$219,100	\$250,400
Chautauqua	\$50,900	\$101,800	\$127,250	\$152,700	\$178,150	\$203,600
Chemung	\$63,400	\$126,800	\$158,500	\$190,200	\$221,900	\$253,600
Chenango	\$56,200	\$112,400	\$140,500	\$168,600	\$196,700	\$224,800
Clinton	\$66,000	\$132,000	\$165,000	\$198,000	\$231,000	\$264,000
Columbia	\$74,000	\$148,000	\$185,000	\$222,000	\$259,000	\$296,000
Cortland	\$60,100	\$120,200	\$150,250	\$180,300	\$210,350	\$240,400
Delaware	\$57,500	\$115,000	\$143,750	\$172,500	\$201,250	\$230,000
Dutchess	\$83,100	\$166,200	\$207,750	\$249,300	\$290,850	\$332,400
Erie	\$63,900	\$127,800	\$159,750	\$191,700	\$223,650	\$255,600
Essex	\$59,500	\$119,000	\$148,750	\$178,500	\$208,250	\$238,000
Franklin	\$54,600	\$109,200	\$136,500	\$163,800	\$191,100	\$218,400
Fulton	\$55,500	\$111,000	\$138,750	\$166,500	\$194,250	\$222,000
Genesee	\$65,300	\$130,600	\$163,250	\$195,900	\$228,550	\$261,200
Greene	\$58,400	\$116,800	\$146,000	\$175,200	\$204,400	\$233,600
Hamilton	\$64,100	\$128,200	\$160,250	\$192,300	\$224,350	\$256,400
Herkimer	\$59,500	\$119,000	\$148,750	\$178,500	\$208,250	\$238,000
Jefferson	\$54,000	\$108,000	\$135,000	\$162,000	\$189,000	\$216,000
Lewis	\$55,900	\$111,800	\$139,750	\$167,700	\$195,650	\$223,600
Livingston	\$67,000	\$134,000	\$167,500	\$201,000	\$234,500	\$268,000
Long Island: Nassau & Suffolk	\$105,100	\$210,200	\$262,750	\$315,300	\$367,850	\$420,400
Madison	\$67,700	\$135,400	\$169,250	\$203,100	\$236,950	\$270,800
Monroe	\$67,000	\$134,000	\$167,500	\$201,000	\$234,500	\$268,000
Montgomery	\$57,000	\$114,000	\$142,500	\$171,000	\$199,500	\$228,000
New York City: Bronx, Kings, New York, Queens, Richmond	\$62,500	\$125,000	\$156,250	\$187,500	\$218,750	\$250,000
Niagara	\$63,900	\$127,800	\$159,750	\$191,700	\$223,650	\$255,600
Oneida	\$59,500	\$119,000	\$148,750	\$178,500	\$208,250	\$238,000
Onondaga	\$67,700	\$135,400	\$169,250	\$203,100	\$236,950	\$270,800
Ontario	\$67,000	\$134,000	\$167,500	\$201,000	\$234,500	\$268,000
Orange	\$83,100	\$166,200	\$207,750	\$249,300	\$290,850	\$332,400
Orleans	\$67,000	\$134,000	\$167,500	\$201,000	\$234,500	\$268,000
Oswego	\$67,700	\$135,400	\$169,250	\$203,100	\$236,950	\$270,800
Otsego	\$60,600	\$121,200	\$151,500	\$181,800	\$212,100	\$242,400
Putnam	\$62,500	\$125,000	\$156,250	\$187,500	\$218,750	\$250,000
Rensselaer	\$78,300	\$156,600	\$195,750	\$234,900	\$274,050	\$313,200
Rockland	\$100,200	\$200,400	\$250,500	\$300,600	\$350,700	\$400,800
Saratoga	\$78,300	\$156,600	\$195,750	\$234,900	\$274,050	\$313,200
Schenectady	\$78,300	\$156,600	\$195,750	\$234,900	\$274,050	\$313,200
Schoharie	\$78,300	\$156,600	\$195,750	\$234,900	\$274,050	\$313,200
Schuylar	\$57,300	\$114,600	\$143,250	\$171,900	\$200,550	\$229,200
Seneca	\$57,700	\$115,400	\$144,250	\$173,100	\$201,950	\$230,800
St. Lawrence	\$54,000	\$108,000	\$135,000	\$162,000	\$189,000	\$216,000
Steuben	\$54,500	\$109,000	\$136,250	\$163,500	\$190,750	\$218,000
Sullivan	\$63,200	\$126,400	\$158,000	\$189,600	\$221,200	\$252,800
Tioga	\$62,900	\$125,800	\$157,250	\$188,700	\$220,150	\$251,600
Tompkins	\$78,800	\$157,600	\$197,000	\$236,400	\$275,800	\$315,200
Ulster	\$71,300	\$142,600	\$178,250	\$213,900	\$249,550	\$285,200
Warren	\$62,900	\$125,800	\$157,250	\$188,700	\$220,150	\$251,600
Washington	\$62,900	\$125,800	\$157,250	\$188,700	\$220,150	\$251,600
Wayne	\$67,000	\$134,000	\$167,500	\$201,000	\$234,500	\$268,000
Westchester	\$103,700	\$207,400	\$259,250	\$311,100	\$362,950	\$414,800
Wyoming	\$62,600	\$125,200	\$156,500	\$187,800	\$219,100	\$250,400
Yates	\$60,900	\$121,800	\$152,250	\$182,700	\$213,150	\$243,600