



Application for Residential Energy Conservation Program

(please see program terms and conditions on reverse)

Work Order # _____

1 Customer Information

▶ Please indicate the account number that the payments will be attached to. Also, if the work is not being performed at the address at which you receive your bill, please note this in the Customer Information section below.

▶ Note: The Credit Department will perform a check on the payment history of your account. HG&E reserves the right to decline an assistance application based on past payment history.

Name: _____
LAST FIRST MIDDLE

Service Address: _____

Mailing Address: _____

Home Phone: () - _____

Work Phone: () - _____ ext _____

HG&E Account # _____

The account number can be found on the upper portion of your HG&E bill

2 Deed Information

▶ In order for the Department to place a Municipal Lien on the property the following information is required from the deed to the property where the work will be performed.

Book Number: _____

Page Number: _____

Date Filed: - -
MM DD YEAR

Please confirm this information with the Registry of Deeds and provide a copy of the deed with this application

Please list **all** of the owner's names appearing on the deed:

3 Assistance Request Information

▶ Please indicate the amount of assistance requested by type on the lines below.

▶ Assistance requests may not exceed these limits:
 Single family (owner occupied) \$5,000
 Multi-family (owner occupied) \$10,000 (up to \$5,000 / unit)

▶ Please see additional terms on reverse of this application for specific efficiency level requirements.

Insulation: \$ _____

Replacement Windows: \$ _____

Gas-Fired Heating Equip: \$ _____

Gas-Fired Water Heating: \$ _____

Central Air Conditioning: \$ _____

Please write the estimated expense amounts on lines to left.

Total estimate: \$ _____

of Months to repayment: _____ months (maximum 60 months)

4 Signature

▶ There is a \$100 administrative fee to participate in this program. This will be billed with the first repayment.

▶ Upon submission of this application and all required documents, a contract will sent to the homeowners. Notary services are available at the HG&E Main Office.

▶ Upon return of the notarized document and proof of installation, a check will be mailed in approx. 3 weeks.

▶ Please see additional terms on reverse of this page.

Homeowner's Signature: _____

Date: - - _____

Steps for participating in the Residential Energy Conservation Program

- Customer completes this application and submits to HG&E Customer Service with a copy of your deed and work proposal for verification and approval.
 Note: Your work proposal (or other documentation from your contractor) must indicate that the equipment being installed meets the energy efficiency terms of this program. Also, homeowners installing insulation, replacement windows, replacement skylights, or an indirect water heater must have a FREE home energy audit performed by MuniHELPS **before application submission**, call 888-333-7525 to schedule an appointment. A copy of this audit must be submitted with your application.
- HG&E will notify customer if their Conservation Program application has been approved or denied within approximately 3 business days of receiving a completed application.
- HG&E will produce a contract and mail it to you for signature. Notary services are available at the HG&E Main Office, 99 Suffolk Street.
- Customer returns contract to HG&E for processing.
- Customer has work performed. Customer then submits receipts, invoices, window labels or proof of Energy Star rating with U-factor, and proof of installation form. (as applicable) Payment will not be made until all documentation and/or approvals are received by HG&E.
- HG&E will mail payment to customer within approximately 3 weeks of receiving a signed contract and any required proof of installation materials.

Borrower Eligibility

- 1.The HG&E Residential Energy Conservation Assistance program is available to residential customers for owner-occupied properties.
- 2.Applicants must receive approval from HG&E of this application in order to be eligible. Assistance is not granted to tenants renting or leasing the property.
- 3.Applicant's accounts must be in good standing with HG&E, (6- 12 month history of satisfactory payments) and there shall be no Municipal tax liens on the property. For homeowners with no prior HG&E billing history, Applicant may submit a letter of credit from their previous utility provider.
- 4.Applicant's building must receive gas or electric service from HG&E. In the case of heating, water heating and cooling equipment installations, the Applicant must purchase the required fuel from HG&E.

Term & Level of Assistance

- 1.The maximum term for the assistance is 5 years.
- 2.The maximum assistance for a project is as follows:
 Single family (owner occupied) \$5,000
 Multi-family (owner occupied) \$10,000 (up to \$5,000 / unit)
 Note: a multi-family property for purposes of this program is considered a property with 4 or fewer apartment units.
- 3.Applicants who previously took advantage of the Home Owner's Assistance (HOA) program may take advantage of this program under the following conditions:
 - a. If the HOA is completely paid off then the Assistance levels listed above shall apply.
 - b. If there is an outstanding balance on the HOA, the new Assistance will be limited to the Assistance levels listed above minus the current balance of the HOA.
4. Any new assistance will be billed as separate line item on the Applicant's HG&E bill.

The following table outlines eligible equipment:

Equipment	Rating
Central Air Conditioning	SEER 13 or greater
Gas Fired Warm Air furnace	AFUE Rating >80%
Gas Fired Steam Boilers	AFUE Rating >82%
Gas Fired Hot Water Boilers	AFUE Rating >82%
Gas Fired Instantaneous hot water heaters	Energy Factor of .82 or higher and electronic ignition
Gas Conversion Burners	Unit must have electronic ignition or and flame retention or premix design.
Indirect Water Heater (attached to a gas fired boiler)*	
Attic insulation*	Final R value shall not exceed R34
Wall insulation*	Final R value shall not exceed R11
Replacement Windows and Doors*	Energy Star Rated and a U- Factor of .35 or less
Replacement Sky Lights*	Energy Star Rated and a U- Factor of .60 or less
Basement Insulation*	
Heating and Hot Water piping insulation*	
Rim Joist Insulation*	
Storm windows*	*Items requiring an energy audit.

General Conditions

- 1.Assistance is granted at 0% interest.
- 2.Applicants are required to pay a \$100 dollar administrative fee to participate in the program. This fee will appear on the same HG&E bill as the first Assistance Program re-payment.
- 3.HG&E will bill Assistance payments on the existing HG&E customer bill, and the HG&E prompt payment discount does not apply to Assistance repayment.
- 4.HG&E will only grant assistance for products installed no more than 90 days before the receipt of this assistance application by HG&E. All work must be completed within 12 months of application.
- 5.The Applicant must sign an agreement that allows for a municipal lien to be placed on the property.
- 6.Customers who participate in the Residential Energy Conservation program will not be eligible for other HG&E incentive programs (excluding the First Time Home Buyers incentive and Energy Star Rebates)
- 7.Program benefits do not apply to new home or building construction.
- 8.The total amount of assistance granted to customers in any year may be limited by HG&E.
- 9.Applicant must provide evidence of equipment installation including a dated receipt/invoice, copies of Energy Star Ratings, and Proof of Installation Form.
- 10.Energy Audits are required for select projects. Free residential energy audits are available through MuniHELPS by calling (888) 335-7203.
- 11.Siding, roof replacements and on-site electric generation are not covered under this program.

Installation Information

- 1.HG&E is not responsible for the repair or service of any equipment installed under this program.
- 2.The Applicant is responsible for obtaining pricing, selecting a contractor, coordinating contractor scheduling and making payments to the contractor.
- 3.In most cases the contractor will obtain the required City or County permits for you. However, it is the customer's responsibility to ensure that the City or County inspection conditions are met. Payments will not be paid for installations made by installers who do not possess the required licenses or permits for the installation.
- 4.At HG&E's option, the completed installation may be inspected by HG&E personnel or its representative to insure compliance with the terms of this program.

Payment

- 1.Payment will be processed once Applicant submits a signed contract and all other documentation and approvals required. A check will be mailed to Applicant in approximately 3 weeks of the receipt of all required documents.
- 2.Progress payments will not be made.

please contact HG&E at (413) 536-9300 with any additional questions