



Please return this form to:

Low-Income Project Information and Income Verification Form (Optional)

For residential applications. This data collection tool is *optional*. To customize this form, contact info@comfortreadyhome.com.

Check with the resident's local utility to determine eligibility, technical, documentation, and submission requirements. A purchase receipt, invoice, project and equipment information, and a review of income documentation may be required by the resident's utility and must be promptly submitted following project completion. All projects must be installed and completed according to the technical requirements outlined by the local utility.

CUSTOMER INFORMATION

Applicant Name		Site ID <i>(Added by utility)</i>	
Utility Account Number		Phone	
Installation Street Address		City, State, Zip	
Applicant Mailing Address <i>(if different)</i>		City, State, Zip <i>(if different)</i>	
Applicant Email		Occupancy Type	<input type="checkbox"/> Owner Occupied <input type="checkbox"/> Rental
Landlord Name <i>(if applicable)</i>		Landlord Phone <i>(if applicable)</i>	
Home type	<input type="checkbox"/> Existing Single-family <input type="checkbox"/> Existing Multifamily low-rise (5+ dwelling units in same structure up to 3 stories high) <input type="checkbox"/> Existing Manufactured Home <input type="checkbox"/> Existing Multifamily mid/high-rise (5+ dwelling units in same structure more than 3 stories high)		
Primary Heating Type	<input type="checkbox"/> Ducted Electric Heat Pump <input type="checkbox"/> Natural Gas <input type="checkbox"/> Ductless Heat Pump <input type="checkbox"/> Oil <input type="checkbox"/> Electric Forced Air Electric <input type="checkbox"/> Wood Stove <input type="checkbox"/> Zonal Electric		
Water Heating Type <i>(if applicable)</i>	<input type="checkbox"/> Electric <input type="checkbox"/> Oil <input type="checkbox"/> Natural Gas		

PROJECT COST INFORMATION

Not all measures may be available for all housing types. Contact your local utility with questions about technical and efficiency project eligibility, eligible housing types, and available incentives.

All listed rebate amounts last updated on October 1, 2023.

Project type See pages 3-5 for documentation requirements.	Quantity or Square Feet [A]	Installed Equipment Cost [B]	Qualified Repair Cost [C]	Rebate Amount Dollar-for-dollar, up to cost cap listed below.	Estimated Rebate To be confirmed by the utility	How to Calculate
Attic or Roof Insulation				Dollar-for-dollar		Add B+C
Floor Insulation				Dollar-for-dollar		Add B+C
Wall Insulation				Dollar-for-dollar		Add B+C
Prime Window				Up to \$45/sq ft		Lesser of [A*45+C] or [B+C]

DOCUMENTATION REQUIREMENTS

Use these checklists to help compile documents for submission. For all projects, provide a detailed invoice plus any project-specific back-up documentation listed below.

Proof of income eligibility	<input type="checkbox"/>	Proof or attestation that the end user's income eligibility was reviewed from a verifiable source (e.g., paystub, Section 8 voucher, etc.) or documentation that self-attestation of income signed by the end-user was reviewed.
Equipment or contractor invoice for each completed project showing	<input type="checkbox"/>	Documentation that installation and product(s) meet the project-specific requirements
	<input type="checkbox"/>	Purchase or installation date
	<input type="checkbox"/>	Eligible energy efficient project cost
	<input type="checkbox"/>	Eligible low-income repair costs, if applicable
	<input type="checkbox"/>	Quantity

Project-Specific Backup Documentation

Attic or Roof Insulation	<input type="checkbox"/>	Beginning R-value attic space 1	
	<input type="checkbox"/>	Ending R-value attic space 1	
	<input type="checkbox"/>	Beginning R-value attic space 2 (if applicable)	
	<input type="checkbox"/>	Ending R-value attic space 2 (if applicable)	
Floor Insulation	<input type="checkbox"/>	Beginning R-value floor space 1	
	<input type="checkbox"/>	Ending R-value floor space 1	
	<input type="checkbox"/>	Beginning R-value floor space 2 (if applicable)	
	<input type="checkbox"/>	Ending R-value floor space 2 (if applicable)	
Wall Insulation	<input type="checkbox"/>	Beginning R-value wall space	
	<input type="checkbox"/>	Ending R-value wall space	
	<input type="checkbox"/>	Beginning R-value wall space 2 (if applicable)	
	<input type="checkbox"/>	Ending R-value wall space 2 (if applicable)	
Prime Window or Patio Door	<input type="checkbox"/>	NFRC stickers or other verification of U-value for each window	
	<input type="checkbox"/>	Completed Windows Worksheet below or document of (a) number and square footage of windows or patio doors replaced, (b) precondition (frame type, i.e., wood, metal, single/double-pane), and (c) post-condition U-value.	
Low-E Storm Window	<input type="checkbox"/>	Copy of ENERGY STAR[®] product list showing the product or product information insert or packaging that includes the ENERGY STAR logo. (BPA will accept pre-existing models that were ENERGY STAR certified at the time they were manufactured.)	
	<input type="checkbox"/>	Completed Windows Worksheet or alternatively, documentation (a) of number and square footage of storm windows installed; and (b) precondition (frame type, i.e., wood, metal) and number of window panes	
Exterior Insulated Door	<input type="checkbox"/>	Pre-existing door is an uninsulated or thermally substandard exterior door	
	<input type="checkbox"/>	Documentation door is either ENERGY STAR-Certified or NFRC-rated and meets U-factor and solar heat gain coefficient specifications listed in the BPA Implementation Manual (e.g. a copy of the ENERGY STAR product list showing the product, product information insert, packaging that includes the ENERGY STAR logo, or a copy of the NFRC sticker).	



