



# Home Energy Retrofit Project Application



## Part 1. Applicant Information - Verify all preprinted information is correct. Enter changes as needed.

<b>Your Legal Name:</b> _____		MM – DD – YYYY	
First Name: _____	M.I.: _____	Last Name: _____	Date of Birth: _____
<b>Residence Address</b>		<b>Mailing Address (if different from address where you live):</b>	
Street Address (use line above) _____ Apt # _____		Street or PO Box _____ Apt # _____	
City: _____	State: _____	Zip Code: _____	City: _____ State: _____ Zip Code: _____
<b>Language Spoken:</b> _____	<b>Phone: Primary:</b> (_____) _____ <input type="radio"/> Mobile <b>Other:</b> (_____) _____ <input type="radio"/> Mobile		
<b>Email Address:</b> _____ <b>To contact me in writing, I prefer:</b> <input type="radio"/> US Mail (letter) <input type="radio"/> Email			
<b>YOU MUST SIGN AND DATE THIS APPLICATION</b>			

**\*Residence Receiving Services from the Home Energy Retrofit Project must be Homeowner Occupied.**

### Part 2a. Reported Income & Household Size

**Area Median Income:** Please indicate on the following table the size of applicant’s household along with total household income pretax (Enter Numerical Values). Income is defined here as money received on a regular basis through income, assistance, and/or other benefits highlighted in part 3 of this application.

<b>Type of Housing:</b>		<b>How many people live in your household?</b>	
<input type="checkbox"/> House	<input type="checkbox"/> Mobile Home		
<input type="checkbox"/> Apartment	<input type="checkbox"/> Condo	<b>Enter <i>Yearly</i> Pretax Household Income (\$):</b>	
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Duplex		

### Part 2b. Required Income Documentation

**Income Documentation:** Applicant must submit a copy of **one (1)** of the following three documents for the most recent year, whichever is easiest for applicant: **Two (2) of Most Recent**

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**Pay Stubs, W-2, or Tax Return.** Applicant must submit a copy of one of these documents.

Applicant does not need to submit copies of all three documents.

<b>Has a copy of one of the documents requested been attached to this application?</b>	<input type="checkbox"/> Yes
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### Part 3. Additional Income Information if Requested

**Income, benefits, and other assistance:** If additional information is requested for auditing and verifying claims, check all that apply for everyone in your household that will be used to validate income claims. All supporting documentation in the event of an audit verification to be representative of the most recent year.

**Your application may be delayed or rejected if section is not complete.**

**Income**

- Wages (Pay Stubs, Tax Return)
- Self-employment/Farm Income\*

Date Business started:...../.....

*\*Send first 2 pages of your most recent IRS-1040 tax return and Schedule 1 if requested*

- Unemployment Compensation
- Interest of Dividend Income
- Rental Income
- Workers' Compensation
- Contract for Deed Interest

**Benefits**

- Social Security Benefits (SSDI, RSDI, SSA)
- Veterans' Benefits
- Pension/Annuity (including quarterly & annual)
- Retirement Income (Including IRA, etc.)
- General Assistance (GA)

- Social Security Benefits (SSDI, RSDI, SSA)
- Diversionary Work
- Tribal Judgements or Bonuses
- Food Stamps (SNAP) or cash assistance (TANF)
- Long/Short-term Disability

### Part 4: Demographics Information

This section is entirely voluntary and will be used for statistical purposes only. No decisions on the Home Energy Retrofit Project approval process will be made with information found in this section.

Household Member	First Name	Last Name	Age Range (See Legend)	Race (See Legend)	Gender (Write-in)	Veteran (Y/N)	Disabled (Y/N)	Education (See Legend)	Household Income (Y/N)
1									
2									
3									

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4									
5									
6									
7									
8									

<b>Race:</b>	<b>A</b> = Asian <b>B</b> = Black or African American <b>I</b> = American Indian or Alaska Native <b>H</b> = Hispanic/Latinx <b>P</b> = Native Hawaiian or Other Pacific Islander <b>W</b> = White <b>M</b> = Multi Race <b>O</b> = Other
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<b>Age Range:</b>	<b>A</b> = 15 years and Under <b>B</b> = 15 to 24 years <b>C</b> = 25 to 34 years <b>D</b> = 45 to 54 years <b>E</b> = 55 to 64 years <b>F</b> = 65 to 74 years <b>G</b> = 75 years and over
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<b>Education Level:</b>	<b>GED</b> = General Education Development <b>HD</b> = High School Diploma <b>C</b> = Associate/Bachelor's <b>M</b> = Master's/Doctorate <b>SS</b> = Still in School <b>NA</b> = Not Applicable
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### Program Eligibility Requirements, Services & Guidelines

- Residences must be **homeowner occupied**. No tenants or renters are eligible for the Home Energy Retrofit Project at this time.
- Residences receiving services must exist within Sedona city limits.
- Applications must be complete. Incomplete applications are subject to dismissal.
- Applicants' funding eligibility will be in relation to reported income against the Area's Median Income (AMI).
- Funding provided to CozyHome LLC for eligible applicants will be given at the following tiers:
  - Tier 1 – Income Level 80% or less of AMI: \$5,000
  - Tier 2 – Income Level between 80 and 100% of AMI: \$3,500
  - Tier 3 – Income Level between 100 and 120% of AMI: \$2,000
  - All completed applications are eligible for \$100 coverage of an energy audit with CozyHome LLC.
- Funding allotments to be provided are based on applicant self-reported income levels in Part 2. Applicant responses are subject to auditing and additional information requests to verify applicant responses.
- CozyHome LLC, in partnership with the City of Sedona, will provide home weatherization and retrofitting services for approved homeowner occupied residences which may include but not limited to:
  - Duct Sealing
  - Air Sealing
  - Insulation Repair

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- Lighting Upgrades
- Mini-split Installations
- Heat Pump Installations

## Legal Agreements & Disclaimers

- All weatherization projects and services covered by this agreement are subject to availability of City of Sedona funds allocated to the Home Energy Retrofit Project.
- Applications received will be reviewed on a first come, first served basis.
- All work performed under the Home Energy Retrofit Project will be performed by CozyHome LLC. No other contractor or vendor is eligible to receive funding from the Home Energy Retrofit Project.
- Information from the energy audit, services rendered, and utility performance changes will be shared by CozyHome LLC with the City of Sedona.
- Homeowner(s) do not receive funding directly. Any monetary amount an applicant is approved for is invoiced and provided to CozyHome LLC for weatherization and retrofitting services under the Home Energy Retrofit Project Agreement.
- Homeowner(s) agree to not rent out residence receiving services for **ONE (1) year** after the date of receiving services. This includes utilizing residence as a short-term rental (STR).
- Homeowner(s) agree to not sell residence receiving services for **ONE (1) year** after date of receiving services.
- The City reserves the right to audit and request additional information and documentation from applicants to verify claims made on this application to ensure the validity and integrity of the program.
- The City will provide **SIXTY (60) day** notice in the event the application has been selected for auditing and income verification before additional information is requested.
- Applications that are selected for auditing and income verification will be chosen at random, unless allegations of misrepresentation, falsified claims, or incomplete documentation is reported or found.
- Applicants may face civil and criminal penalties and prosecution if an applicant has been found to misreport, misrepresent, or falsify claims made on this application.

I acknowledge, understand, and agree with the Home Energy Retrofit Project eligibility requirements, guidelines, legal agreements, and disclaimers. (Check Box if You Agree)

<p><b>Print Name:</b> .....</p> <p><b>Signature:</b> ..... <b>Today's Date:</b> .....</p>
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**Apply early, funds may run out.**

**Submit applications for the Home Energy Retrofit Project to  
[sustainability@sedonaaz.gov](mailto:sustainability@sedonaaz.gov) Have Questions? Call (928) 203-5127**

# Home Energy Retrofit Project Application

## Privacy Notice and Your Rights and Responsibilities

### Privacy Notice

**Privacy Act Provisions:** Federal and state laws require us to tell you about your rights and responsibilities before we collect and use information about you that is classified as private or confidential. This form provides you with important information that complies with the federal Privacy Act of 1974, 5 U.S.C. § 552a(e)(3) Please read this *Privacy Notice* carefully before completing and signing the *Home Energy Retrofit Project Application*, and keep this *Privacy Notice* in your records for future use.

### **Why does the City of Sedona collect the information on the application?**

The City of Sedona will use information from this application to research, evaluate, and administer the Home Energy Retrofit Project. The information is used to:

- Know you from other individuals.
- See if you qualify for assistance.
- Meet federal or state reporting requirements.

### **Do you have to give us the information?**

You have the right to not provide the information requested.

### **What happens if you give or do not provide information?**

If you provide the requested information on the application, your application will be processed. If you do not provide the requested information:

- Your application will not be processed.
- You might not receive services.
- Your services might be delayed.

The City of Sedona will keep whatever information you provide, whether or not your application is approved in accordance with local, state, and federal laws. No identifying information will be sold or shared to outside parties without your express written consent.

### **Why is information asked about your race, etc.?**

This is voluntary information. It is compiled and recorded for statistical purposes only. The program cannot discriminate for reason of race or ethnic background, religion, gender, sexual orientation, or political affiliation.

## Your Rights and Responsibilities

### **You have certain rights to get help:**

You have the right:

- To apply again if you get denied.
- To apply for more help if you need it.
- To know what the rules are and how decisions on what funding you are allotted are made.
- To receive a response within a reasonable time of submitting all information.
- To appeal within 30 days after you are sent the results of your application if:
  - You receive a denial letter and think wrong information was used to make the decision.
  - You do not receive the help you were promised.

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FOR INTERNAL USE ONLY

Household Size>>		1	2	3	4	5	6	7	8
Max Household Income	80%	\$43,050	\$49,200	\$55,350	\$61,450	\$66,400	\$71,300	\$76,200	\$81,150
	100%	\$53,800	\$61,500	\$69,100	\$76,800	\$83,000	\$89,120	\$95,250	\$101,400
	120%	\$64,560	\$73,800	\$82,920	\$92,160	\$99,600	\$106,944	\$114,300	\$121,680