

**Income-Based Conversion Program
Program Guidelines
2020**



Introduction

National Fuel’s Income-Based Conversion Program for Low to Moderate Income (LMI) Customers offers a grant (up to \$6,000) to assist income eligible homeowners or renters with conversion of their home heating (together with water heating) systems to natural gas from an alternative fuel source. Approved grants eliminate or reduce the cost of conversion, and are paid directly to contractors following completion of installation and Contractor submission of documentation.

Eligibility Guidelines:

- Premises located in National Fuel’s western New York Service territory.
- Must be a single family or duplex residence.
- Residence must be owner occupied OR tenants are responsible for paying their own utility bills.
- Must heat home with oil, propane, electricity, wood, or coal prior to conversion.** New builds are not eligible.
- If applicant is a renter who is responsible for the utility bill, owner will be required to pay 25% of the conversion cost (except if the owner is income eligible **and** the residence is owner-occupied).
- Must qualify as income eligible*. Total household gross annual income for household size must be equal to or below 80% of the county’s median income. Proof of income is required.

* Income limits subject to change

Erie or Niagara County*

Household Occupancy	Household Income Limits
1 person(s)	\$43,050
2 person(s)	\$52,192
3 person(s)	\$64,480
4 person(s)	\$76,752
5 person(s)	\$89,040
6 person(s)	\$101,312
7 person(s)	\$104,027
8 person(s)	\$115,813
9 person(s)	\$127,600
10 person(s)	\$139,387

Allegheny, Cattaraugus, Chautauqua, Genesee, Steuben, or Wyoming County*

Household Occupancy	Household Income Limits
1 person(s)	\$39,904
2 person(s)	\$52,192
3 person(s)	\$64,480
4 person(s)	\$76,752
5 person(s)	\$89,040
6 person(s)	\$101,312
7 person(s)	\$104,027
8 person(s)	\$115,813
9 person(s)	\$127,600
10 person(s)	\$139,387

Ontario, Livingston, or Monroe County*

Household Occupancy	Household Income Limits
1 person(s)	\$42,400
2 person(s)	\$52,192
3 person(s)	\$64,480
4 person(s)	\$76,752
5 person(s)	\$89,040
6 person(s)	\$101,312
7 person(s)	\$104,027
8 person(s)	\$115,813
9 person(s)	\$127,600
10 person(s)	\$139,387

Grant Guidelines

- Income-eligible applicants are eligible for a grant (up to \$6,000 per household [\$12,000 for a duplex residence with separate heating systems]) to help cover the costs associated with converting their heating systems (and if applicable, water heating systems) to natural gas from an alternative fuel source.
- Items eligible for the conversion grant include: **space and water heating equipment and conversion costs, houseline piping, and natural gas main and service line extensions.**
- For renters, the maximum grant is after applying required 25% owner investment.



Contractor Requirements

National Fuel's Income-Based Conversion Program for Low to Moderate Income (LMI) Customers provides WNY contractors with a new funding option to offer to their eligible customers. Grants are paid directly to contractors following the successful post-installation visit of a completed project. If you are interested in offering National Fuel's Income-Based Gas Conversion Program to your low to moderate income (LMI) customers, you must:

- Be in good standing with the Better Business Bureau.
- Carry appropriate licenses.
- Carry a minimum of \$500,000 General Liability Insurance with an acceptable carrier and with National Fuel named an additional insured.
- Agree to honorable and ethical business practices.
- Sign and return the attached Income-Based Gas Conversion Program Contractor Participation Agreement.

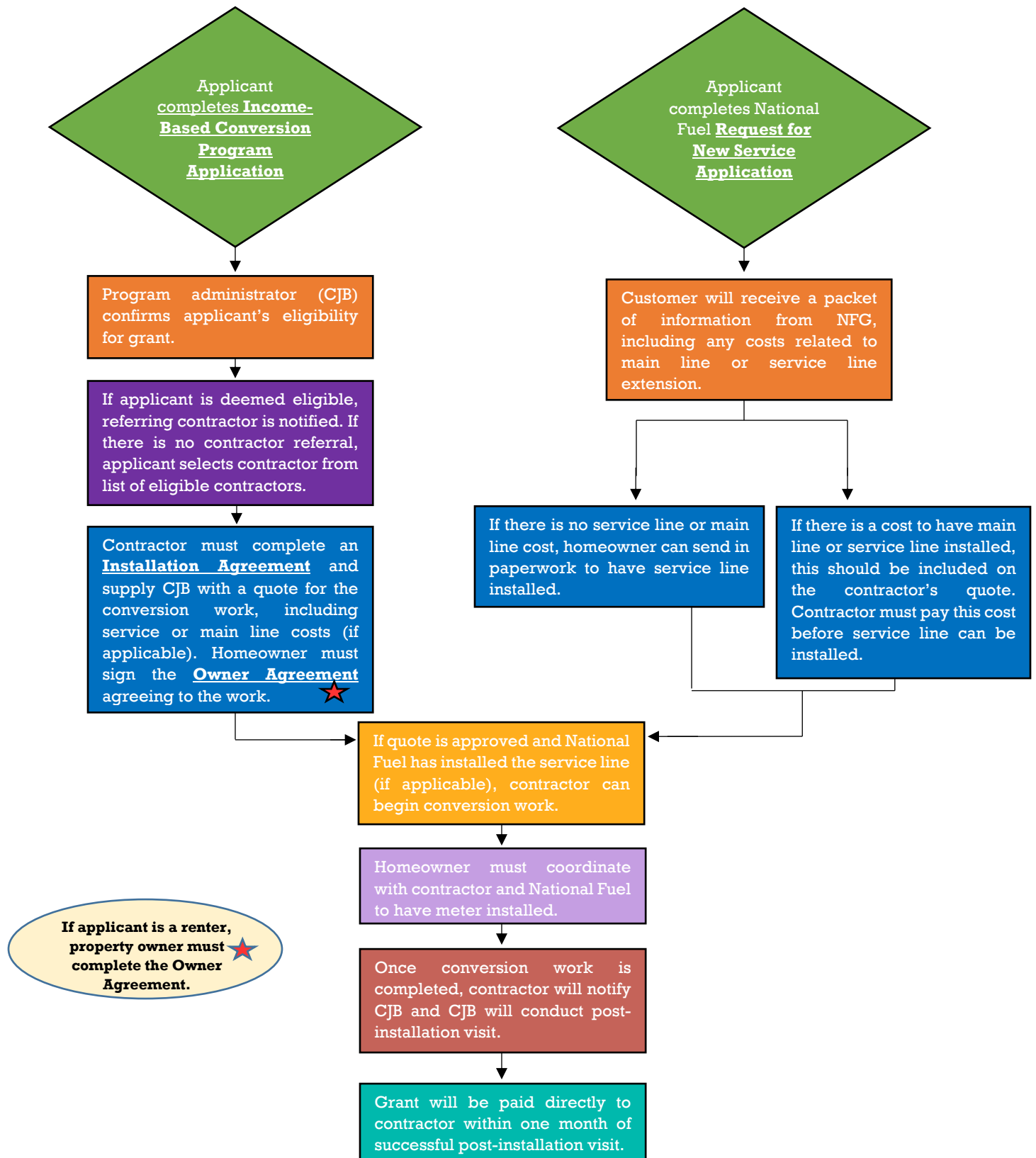
Completed Contractor Participation Agreements can be mailed to:

C.J. Brown Energy, P.C.
Attention: Income-Based Conversion Program
4245 Union Road, Suite 204
Buffalo, NY 14225

In order to protect the integrity of National Fuel's Income-Based Conversion Program for Low to Moderate Income (LMI) Customers, National Fuel reserves the right to remove any participant from the program for any reason, including violation or breach of any of these requirements.

If applicant is not a National Fuel customer, they must also complete the steps below:

Program Approval Process





Income-Based Conversion Program Contractor Participation Agreement

This agreement must be completed **before** Contractor can submit project quotes to the program for approval.

General Information - Contractor

Company Name _____

Company Address _____ City _____ State _____ Zip Code _____

Primary Company Contact Name, Title _____ Primary Contact Telephone # _____

Primary Contact E-mail address _____ Primary Contact Fax # _____

Number of Employees _____ Years Company In Business _____

Has your company utilized National Fuel's Low Income Conversion program prior to 2020? Yes No

How did you hear about the program?

Licenses and Certifications (List all applicable held by your company, use additional pages if necessary)

Contractors will be required to submit copies of licenses and certifications annually.

Type	Number	State Issued	Expiration date

Independent Contractor Please initial statement confirming acknowledgement

Contractor is an independent contractor and not an employee of National Fuel. The Contractor and any of its agents shall not hold themselves out to be employees or agents of National Fuel. They are not authorized or empowered to make any contract, agreement, warranty, or representation on behalf of or to obligate or bind National Fuel as to third parties in any manner whatsoever. Contractor agrees to indemnify, defend and hold harmless National Fuel from and against any and all losses, expenses (including, but not limited to, payroll and income taxes, and attorneys' fees), damages, claims, suits, demands, judgments, and causes of action of any nature arising from or as a result of any work performed under the natural gas conversion program or misrepresentation made to the applicant, property owner or National Fuel. _____ (Initials Required)

Agreement and Signature

By my signature below, I hereby warrant and represent that (i) I am duly authorized to submit this Application on behalf of the Applicant; (ii) the information provided in this Application, the Certificate of Insurance and any other related documents delivered to National Fuel, is true, accurate and complete; (iii) I have read this Application in its entirety; and (iv) I understand and accept the Terms and Conditions contained in this Agreement. I further understand and accept that the approval or rejection of the Application is in the sole discretion of National Fuel.

Printed Name _____ Title _____ Signature _____ Date _____



Terms and Conditions

1. Contractor understands that National Fuel's approval of this application allows Contractor to participate in National Fuel's Income-Based Gas Conversion Program for Low to Moderate Income (LMI) Customers.
2. Contractor meets all of the requirements indicated under contractor requirements.
3. National Fuel reserves the right to deny contractors from any gas conversion project or the program should they provide misleading information, act dishonestly, or for any reason in National Fuel's sole discretion.
4. National Fuel reserves the right to deny any project for any reason.
5. Project costs that are greater than market-based pricing will not be approved or paid.
6. The Contractor is responsibility for warranties and agrees to provide a minimum 1-year warranty to the customer.
7. Contractor has read and reviewed the application approval process and understands that it will receive payment for work only after the completion of project and successful post-installation review.
8. National Fuel will pay Contractor within one month of successful post installation visit.
9. National Fuel does not endorse the Contractor and Contractor is not an employee of National Fuel.
10. Installations completed prior to the completion of this application and customer application are not eligible for the program.
11. No grants will be paid if any installation is completed before approval of application by Program Administrator.
12. In no event will National Fuel nor the Program Administrator be responsible or liable for damages, injury or liability arising out of the conversion, or for any amounts owed to Contractor by customer and/or owner.
13. Marketing efforts conducted by Contractor are done solely at its own expense. In no event shall National Fuel or the Program Administrator be responsible for any cost or expense associated with marketing efforts conducted by Contractor to promote the program, including but not limited to: direct mail; printed or electronic advertising; television or radio commercials; door hangers; etc.
14. National Fuel reserves the right to change the guidelines and requirements of the Income-Based Conversion Program for Low to Moderate Income (LMI) Customers at any time, without prior notice.