

## Application Guidelines

Electric	Gas	Sewage	Water
Citizen`s Electric Duquesne Light MetEd Penelec Penn Power Wellsboro Electric West Penn Power	Columbia Gas Peoples Gas Company, LLC Peoples Natural Gas Valley Energy	Clairton Municipal Authority	PA American Water Pittsburgh Water and Sewer Authority West View Water Authority

### PROGRAM DATES:

- Open October 1st through November 30th for service that is off or in threat of termination. If LIHEAP and Crisis are open and the applicant is eligible, they must apply for these programs before applying for the Dollar Energy Fund grant.
- Beginning December 1st and continuing through January 31st, applications will only be accepted for customers whose service is off. If LIHEAP and Crisis are open and the applicant is eligible, they must apply for these programs before applying for the Dollar Energy Fund grant.
- Beginning February 1st and continuing through February 28th, applications will be accepted for customers whose service is off or in threat of termination. If LIHEAP and Crisis are open and the applicant is eligible, they must apply for these programs before applying for the Dollar Energy Fund grant.
- Starting March 1st, funds permitting, the grant program is open to all eligible applicants regardless of service status. If LIHEAP and Crisis are open and the applicant is eligible, they must apply for these programs before applying for the Dollar Energy Fund grant.

### SINCERE EFFORT OF PAYMENT:

- Applicants must have paid at least \$150 on their gas and electric accounts in the last three months. Senior Citizens age 62 and over must have paid at least \$100 on their gas and electric accounts in the last three months.
- PA American Water Company and West View Water Authority customers must have paid at least \$100 on their water accounts in the last three months. Senior Citizens age 62 and over must have paid at least \$50 on their water accounts in the last three months.
- Clairton Municipal Authority customers must have paid at least \$100 on their water accounts in the last three months, regardless of age.
- Applications should not be completed by agencies unless this guideline has been met.
- Agencies are required to verify payments by reviewing documentation provided by the applicant.
- Exceptions can be made in cases of extreme hardships.

**BALANCE REQUIREMENT:**

- Applicants must have a balance on their utility bill of at least \$100.
- When there is no service status restriction, senior citizens age 62 and over may owe less than \$100, but cannot have an existing credit on the account.

**MAXIMUM GRANT:**

- The maximum grant amount the applicant may receive is \$500.
- Applicants can only receive one grant per utility, per program year.

**APPLICATION ATTACHMENTS:**

- Verification of income
- A copy of the most recent utility bill or shut off notice
- Proof of sincere effort of payment

**ELIGIBILITY GUIDELINES:**

- Account must be residential, single home, or apartment. No “cooking only,” commercial, industrial, or apartments with shared utility service.
- Name on the account must be that of an adult who is currently living in the home.

**INCOME GUIDELINES:**

For most utility companies, total household income must be at or below 200% of the Federal Poverty Level as shown in the chart below:

<b>HOUSEHOLD SIZE</b>	<b>200% MONTHLY</b>	<b>200% YEARLY</b>
1	\$2,081.66	\$24,979.92
2	\$2,818.34	\$33,820.08
3	\$3,555.00	\$42,660.00
4	\$4,291.66	\$51,499.92
5	\$5,028.34	\$60,340.08
6	\$5,765.00	\$69,180.00
7	\$6,501.66	\$78,019.92
8	\$7,238.34	\$86,860.08
9	\$7,975.00	\$95,700.00
10	\$8,711.66	\$104,539.92
11	\$9,446.34	\$113,356.08
12	\$10,183.00	\$122,196.00
13	\$10,919.66	\$131,035.92

14	\$11,654.34	\$139,852.08
15	\$12,391.00	\$148,692.00
16	\$13,127.66	\$157,531.92
17	\$13,862.34	\$166,348.08
18	\$14,599.00	\$175,188.00
19	\$15,335.66	\$184,027.92
20	\$16,070.34	\$192,844.08

For **First Energy**, total household income must be at or below 250% of the Federal Poverty Level as shown in the chart below:

HOUSEHOLD SIZE	250% MONTHLY	250% YEARLY
1	\$2,602.08	\$31,224.90
2	\$3,522.93	\$42,275.10
3	\$4,443.75	\$53,325.00
4	\$5,364.58	\$64,374.90
5	\$6,285.43	\$75,425.10
6	\$7,206.25	\$86,475.00
7	\$8,127.08	\$97,524.90
8	\$9,047.93	\$108,575.10
9	\$9,968.75	\$119,625.00
10	\$10,889.58	\$130,674.90
11	\$11,807.93	\$141,695.10
12	\$12,728.75	\$152,745.00
13	\$13,649.58	\$163,794.90
14	\$14,567.93	\$174,815.10
15	\$15,488.75	\$185,865.00
16	\$16,409.58	\$196,914.90
17	\$17,327.93	\$207,935.10
18	\$18,248.75	\$218,985.00
19	\$19,169.58	\$230,034.90
20	\$20,087.93	\$241,055.10

For **Clairton Municipal Authority** and **West View Water Authority**, total household income must be at or below 150% of the Federal Poverty Level as shown in the chart below:

<b>HOUSEHOLD SIZE</b>	<b>150% MONTHLY</b>	<b>150% YEARLY</b>
1	\$1,561.25	\$18,734.94
2	\$2,113.76	\$25,365.06
3	\$2,666.25	\$31,995.00
4	\$3,218.75	\$38,624.94
5	\$3,771.26	\$45,255.06
6	\$4,323.75	\$51,885.00
7	\$4,876.25	\$58,514.94
8	\$5,428.76	\$65,145.06
9	\$5,981.25	\$71,775.00
10	\$6,533.75	\$78,404.94
11	\$7,084.76	\$85,017.06
12	\$7,637.25	\$91,647.00
13	\$8,189.75	\$98,276.94
14	\$8,740.76	\$104,889.06
15	\$9,293.25	\$111,519.00
16	\$9,845.75	\$118,148.94
17	\$10,396.76	\$124,761.06
18	\$10,949.25	\$131,391.00
19	\$11,501.75	\$138,020.94
20	\$12,052.76	\$144,633.06

## **Application Process**

Nabhi Christian Ministries (NCM) accepts applications for grants from Dollar Energy Fund's Hardship Program on a first come, first serve basis during the set program dates and while funding is available. We understand that utility assistance is often not the only need of a household, so our approach pairs those seeking assistance with additional resources that can help lift them out of their current financial situation and on to the path of self-sufficiency. You must meet all guidelines to be eligible to receive a grant.

### **Step 1**

Contact your utility company. They will screen you for eligibility and refer you to a Community Based Organization (CBO) in your area that will assist you with the application process. Your utility company will also be able to tell you about other programs that may be available to help you.

### **Step 2**

Make an appointment with NCM. Hours vary for each organization. Search Dollar Energy Agency Finder to identify additional agencies in your area.

### **Step 3**

Bring all necessary information to your appointment. You will need:

- Names of everyone in your household
- Birthdates of everyone in your household
- Proof of income of everyone in your household
- A copy of your most recent utility bill
- Your utility account number
- Proof of all payments made in the last 90 days

### **Step 4**

Complete the application with the NCM intake worker. Once the application is complete, NCM will submit the application to Dollar Energy Fund. After submission, applications are usually processed within two business days.

### **Step 5**

If you are awarded a grant, the money will be applied directly to your utility account within four to six weeks. If the grant was not approved, you will receive written notification by mail or email the day after your application is processed.

### **Step 6**

Continue to make regular utility payments. A Dollar Energy Fund grant is not a substitute for your regular monthly payment.