

4U2 program application instructions

Applying for the 4U2 program is easy!



If you received State Weatherization Services in the last 15 years, you do not qualify for this program.

Checklist for completing your application

- ☐ **Read** program qualifications and eligibility requirements and authorization release.
- ☐ **Verify** your eligibility.
- ☐ **Provide** necessary documentation to verify income to determine eligibility. (Note: please refer to Step 3 for additional details.)
- ☐ **Obtain** property owner information. Have property owner fill out and sign property owner authorization and or property owner income and verification.
- ☐ **Complete** Steps 1-5 of the application. (Note: Step 5 only needs to be completed if you are a renter.)
- ☐ **Print, sign and date** the customer authorization.
- ☐ **Mail or e-mail** your completed application and documentation.
- ☐ **Keep** a copy for your records.

Mail or email:

Minnesota Energy Resources
755 Prior Ave. North, Suite 102B
St. Paul, MN 55104
4U2@franklinenergy.com

Need help?

Please call us at: 866-872-0052, option 1
Website: cashrebatesnow.com

Other requirements

- **Be the owner or renter of the property with no intention of moving within the next six months. If a renter, the owner's authorization section of this form must be completed.**
- **Have an active Minnesota Energy Resources account. The primary heating fuel of your residence must be natural gas.**
- **Be responsible for the direct payment of your natural gas bill.**
- **Multifamily properties with four units or less are eligible to participate. Properties with five-units or more will be referred to the Multifamily Program.**
- **Manufactured or mobile homes will be referred to the State Weatherization Program.**

Terms and conditions

- This program offers building envelope improvements based on income eligible criteria. Emergency equipment replacement also may be available.
- Applications are processed on a first-come, first-served basis.
- Applicant must meet the following eligibility requirements:
 - Applicant must provide verification of income eligibility.
 - Customers cannot participate in both Weatherization Assistance and 4U2 Programs.
- Once contractors are assigned to your project, scheduling of your work is between you and the contractor. If you are not available for your appointment and do not provide 24 hour notice to your contractor, you may be held responsible for the cost of the no-show visit. The 4U2 Program will not pay for no-show charges.
- Landlords must approve participation in this program by their renters and are expected to contribute to the improvement and corrections of extraordinary circumstances or remediation of health and safety.
- If Health & Safety measures for a project exceed \$500, a co-pay of \$150 will be assessed to the customer's natural gas account.
- **A typical project timeline is 6-8 months, however the duration of your project may be affected by regional availability of contractors and suppliers.**
- Participants understand they are not eligible to receive a rebate for this improvement earned under a different Minnesota Energy Resources program.
- This program is subject to regulatory rules and orders.
- Minnesota Energy Resources reserves the right to inspect or verify any work completed under this program and to change or discontinue this program without notice.
- Tax information: Minnesota Energy Resources is not responsible for any tax consequences of the 4U2 Program.



4U2 program customer application

Please complete all steps. All information must be filled out to ensure processing.

STEP 1 Customer information

Minnesota Energy Resources gas account number:

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Customer name (as it appears on bill)

Installation address:

Street

City State ZIP code

Telephone number

email

STEP 3 Income verification

Check the box that corresponds with your household size and identify your income qualification level.

Instructions: Check your county's income qualifiers in the HUD Income Limit documentation system: https://www.huduser.gov/portal/datasets/il/il2023/select_Geography.odn If your income does not qualify for 80% AMI, utilize the secondary qualifier below. **Questions?** Call, 866-872-0052, option 1.

		Primary qualifier	Secondary qualifier
	Family size	80% Area Median Income (varies by county)	60% State Median Income, EAP
<input type="checkbox"/>	1	\$51,350 - \$68,500	\$39,201
<input type="checkbox"/>	2	\$58,650 - \$78,250	\$51,263
<input type="checkbox"/>	3	\$66,000 - \$88,050	\$63,325
<input type="checkbox"/>	4	\$73,300 - \$97,800	\$75,387
<input type="checkbox"/>	5	\$79,200 - \$105,650	\$87,448
<input type="checkbox"/>	6	\$85,050 - \$113,450	\$99,510

Enclose one of the following with your application for each household member with income:

- Copy of last year's tax return (preferred). First two pages required.
- Pay stubs associated with the previous three months. For bi-weekly pay periods, please provide 7 pay-stubs.
- Unemployment statement and verification of unemployment statement.
- Proof of Energy Assistance Payments, Supplemental Nutrition Assistance Program (SNAP) or Women, Infants and Children (WIC) acceptance notification.

Household information

Household member	Relationship (spouse, dependent, etc.)	Age	Contributes to household income? (Y/N)
1			
2			
3			
4			
5			
6			

STEP 2 Household information

Housing type (required):

- ☐ Single-family dwelling ☐ Townhome ☐ Duplex
☐ Triplex ☐ Four-plex ☐ Multi-family dwelling (5 units or more)

Manufactured or mobile homes will be referred to the State Weatherization Program.

Own or rent:

- ☐ Owner occupied ☐ Landlord ☐ Tenant

Year home was built: _____ Square footage: _____

How did you hear about Minnesota Energy Resources' 4U2 program? (Check all that apply):

- ☐ In-home or online audit ☐ Social Media ☐ Web
☐ Another customer ☐ Bill insert ☐ Email
☐ Contractor/retailer _____ ☐ Radio
☐ Other _____

Do you have an HVAC service contract (ex. ComfortPlus, other)?

- ☐ Yes ☐ No

STEP 4 Customer authorization

By signing this application, I agree to the Terms and Conditions set forth on this application. I acknowledge that I am an authorized representative for this account and hereby grant my utility company, Minnesota Energy Resources, approval for the release of up to 24 months of usage and billing information that may include personally identifiable information, to a third-party auditor that will perform a comprehensive 4U2 audit. I also agree to the release by Minnesota Energy Resources of any of its customer data, including personally identifiable information, to any contractor or other vendor providing services or support under the program. I am willing to provide documentation to verify my income. **By completing this form, I understand and agree that if Health & Safety measures for my project exceed \$500, a co-pay of \$150 will be assessed.** This co-pay will show on my Minnesota Energy Resources bill after the project is complete. I also understand that I may be responsible for the correction of any extraordinary issues/measures that arise should the funding for such corrections be exceeded. I understand that all work is subject to inspection by Minnesota Energy Resources and agree to allow access for these inspections to occur. **I have an obligation to inform Franklin Energy 30 days prior to a pending move. I understand that once contractors are assigned to my project, scheduling of improvements is between myself and the contractor. I understand if I am unable to keep my appointment and do not provide 24 hour notice to the contractor, I am responsible for the cost of a no-show charge.** Further, I understand that the coordination of contractors can cause delays in the completion of the project. As the property owner/occupant, I will prioritize accessibility to expedite the completion of project. It is also my responsibility to promptly inform Franklin Energy if I no longer wish to participate in the program. I understand that I am not eligible to receive a rebate from another Minnesota Energy Resources program for improvements completed through the 4U2 Program, as only one rebate per piece of equipment or improvement is permitted. I, the Customer, will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees and representatives from all claims, liabilities, fines, interest, cost, expenses, and damages incurred by me that arises out of my relationship with any contractor.

Signature: _____ Date: _____

4U2 program property owner application

Page 3

Please complete all steps. All information must be filled out to ensure processing.

STEP 5

Property owner information and authorization (for renters)

In the event work needs to be contracted for by the property owner, I, as the property owner, understand and agree that when participating in a Minnesota Energy Resources Energy Efficiency Program, I am solely responsible for the selection of any contractor that will perform work outside of the services provided by this program. All contractual arrangements are solely between me and the contractor. **I agree that, in order to participate in the 4U2 program, I am responsible for 50% of the cost related to all weatherization improvements and heating and water heating equipment replacements.** In addition, I am responsible for 100% of the cost of health and safety measures installed, as well as all extraordinary issues/measure corrections needed to perform weatherization and mechanical work. In the event that remediation work not covered by the 4U2 program is required, I, as the property owner, understand and agree that I will be responsible for the selection of the contractor performing the work and payment to that contractor. All contractual arrangements will be solely between me and the contractor. I understand that all work is subject to inspection by Minnesota Energy Resources and agree to allow access for these inspections to occur. If I am not able to pay, I must undergo the same income verification procedure that is applied to applicants.

I, the property owner, will hold harmless Minnesota Energy Resources and its officers, directors, shareholders, agents, employees and representatives from all claims, liabilities, fines, interest, cost, expenses, and damages incurred by me that arises out of my relationship with any contractor.

Name (Please print): _____

Signature: _____

Phone number: _____ Email: _____

Date: _____

VERIFY THAT LANDLORD INCOME QUALIFIES IF UNABLE TO PAY.

Check the box that corresponds with your household size and identify your income qualification level.

Instructions: Check your county's income qualifiers in the HUD Income Limit documentation system: https://www.huduser.gov/portal/datasets/il/il2023/select_Geography.odn If your income does not qualify for 80% AMI, utilize the secondary qualifier below. **Questions?** Call, 866-872-0052, option 1.

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- Proof of Energy Assistance Payments, Supplemental Nutrition Assistance Program (SNAP) or Women, Infants and Children (WIC) acceptance notification.

For office use only. Not used for any other purposes.

Customer income verification

- ☐ Copy of last year's tax return.
- ☐ Pay stubs from previous 3 months.
- ☐ Unemployment statement and verification of unemployment statement.
- ☐ Proof of Energy Assistance Payments.
- ☐ Other: _____

Date Verified: _____

By: _____

For office use only. Not used for any other purposes.

Property owner income verification

- ☐ Copy of last year's tax return.
- ☐ Pay stubs from previous 3 months.
- ☐ Unemployment statement and verification of unemployment statement.
- ☐ Proof of Energy Assistance Payments.
- ☐ Other: _____

Date Verified: _____

By: _____