

**Reverend Doherty Fuel Fund**  
Application for Heating Cost Assistance

Section	<b>1 Complete this section for the head of household</b>	
Name (Last, First, Middle Initial)		Date of Birth
		/ /
Home Address (Street, Apt. Number, City, State & Zip Code)		
Mailing Address if different from above (Street, Apt. Number, City, State & Zip Code)		
Email Address		Phone Number
		(     )
		Primary Residence Municipality
Section	<b>2 Select those that apply to you:</b>	
<input type="checkbox"/> Renting With Heat Included in Rent <input type="checkbox"/> Other (explain) _____ <input type="checkbox"/> Renting With Heat NOT Included in Rent                      _____ <input type="checkbox"/> Own my primary residence                      _____		
Section	<b>3 What is your <u>primary</u> heating source? (permanently installed - not "space" heaters)</b>	
<input type="checkbox"/> Fuel Oil <input type="checkbox"/> Kerosene <input type="checkbox"/> Wood <input type="checkbox"/> Natural Gas <input type="checkbox"/> Propane/Bottled Gas <input type="checkbox"/> Other _____ <input type="checkbox"/> Coal <input type="checkbox"/> Blended fuel		
Section	<b>4 Select any that apply to you:</b>	
<input type="checkbox"/> Received shut off notice for gas <input type="checkbox"/> Currently out of fuel <input type="checkbox"/> Will run out of fuel within 15 days <input type="checkbox"/> Main heat source                      Explain _____ <input type="checkbox"/> Gas is shut off                      not working                      _____		
Section	<b>5 What utility company would funds be dispersed to? (primary or secondary heat source fuel provider)</b>	
Name of Utility Company or Fuel Dealer		Account Number
Address (Street, City, State & Zip Code)		Name on Account
Section	<b>6 Do you have a secondary source of heat in your home?</b>	
<input type="checkbox"/> YES                      If yes, explain: <input type="checkbox"/> NO		

Section <b>7</b>	<b>Do you or any other member of your household receive any utility subsidies on a regular basis (more than once a year)</b>		
<input type="checkbox"/> YES    If yes, explain: <input type="checkbox"/> NO			
Section <b>8</b>	<b>Have you or any other member of your household received a one-time utility subsidy? (once a year or less)</b>		
<input type="checkbox"/> YES    If yes, explain: <input type="checkbox"/> NO			
Section <b>9</b>	<b>Have you or any other member of your household received benefit from the Reverend Doherty Fuel Fund within the past 5-years?</b>		
<input type="checkbox"/> YES    If yes, when: <input type="checkbox"/> NO			
Section <b>10</b>	<b>List the people who live with you at this address. Include all children &amp; adults. Include related roomers. Include all unrelated roomers who share household expenses. Do not include the applicant listed in Section 1 of this application.</b>		
Name (Last, First, Middle Initial)		Date of Birth	Relationship to You
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
		/ /	
Section <b>12</b>	<b>Tell us about income (before taxes &amp; deductions) for ALL people in your household. Include money from: Employment, Veteran's Benefits, Unemployment Compensation, Social Security, Workers Compensation Interest &amp; Dividends, Rental Income, etc.</b>		
Name of Person with Income	Income Source	Date of First Check	Monthly Amount

My signature on this application gives permission to the Borough of Honesdale &/or its appointees to verify any information I have submitted on this application including but not limited to where I live, my household income, my energy supplier, etc. My signature also gives the Borough of Honesdale &/or its appointees permission to contact my energy supplier(s) regarding my billing & usage for program evaluation purposes. I authorize sharing of information between the Borough of Honesdale & my energy supplier, as needed solely for the purpose of determining my household's eligibility. I affirm that the home address listed in Section 1 is in fact my primary residence. I understand that if I am selected to receive benefit from the fund, payment will be remitted directly to my energy supplier. I acknowledge that in the event that the Borough of Honesdale receives more eligible applications than the dedicated fund can fulfill, recipients may be chosen at random. I certify that all information provided within this application is true, correct & complete to the best of my knowledge.

/ /

\_\_\_\_\_

Print Name
Sign Name
Date

## Reverend Doherty Fuel Fund

### Checklist for Heating Cost Assistance

**Please use this checklist in conjunction with your application to ensure your application is complete.**

- Did you check Page 4 to confirm that you are eligible for assistance?
- Did you ensure that your primary residence is within the Borough of Honesdale?
- Did you fill out **ALL** required information clearly & completely?
- If you rent or own your home & pay for your own heat, enclose the most recent bill for your primary heating source . For other fuels, provide most recent bill or receipt of a purchase.
- If you are requesting payment to be sent to your secondary heating provider, enclose a copy of your primary AND secondary heating bills
- Enclose proof of income in the form of two (2) most recent paystubs, employer statement, etc.
- If you listed no sources of income or your income is less than the cost of your monthly basic living needs, enclose a statement explaining how your household pays for basic living needs (food, rent, etc.)
- Did you sign & date your application?

When you have completed the checklist & the application, remit by mail to:

Borough of Honesdale  
Reverend Doherty Fuel Fund  
958 Main Street  
Honesdale, PA 18431

Or by email to:

[revdfund@gmail.com](mailto:revdfund@gmail.com)

Subject: Reverend Doherty Fuel Fund Application

**All completed applications, checklists & attachments will be accepted by email, mail or dropped off at Borough Hall.**

## Reverend Doherty Fuel Fund

### 2024 Eligibility Guidelines

The following are the requirements to be eligible for receipt of benefit from the Reverend Doherty Fuel Fund

- 1) You must meet the following income requirements:

<b>Household Size</b>	<b>Annual Household Income Limit</b>
<b>1</b>	<b>\$18,735</b>
<b>2</b>	<b>\$25,365</b>
<b>3</b>	<b>\$31,995</b>
<b>4</b>	<b>\$38,625</b>
<b>5</b>	<b>\$45,255</b>
<b>6</b>	<b>\$51,885</b>
<b>7</b>	<b>\$58,515</b>
<b>8</b>	<b>\$65,145</b>
<b>For each additional person add \$6,630</b>	

\* - all numbers are before taxes

- 2) You may rent/lease or own the dwelling at which you are requesting assistance.
- 3) The dwelling you are requesting heating assistance for **MUST** be your primary residence. Investment properties, rental properties, vacation homes, secondary homes, etc. are not eligible for assistance.
- 4) The dwelling you are requesting heating assistance for **MUST** be located within the Borough of Honesdale, Pennsylvania.
- 5) Your household will be ineligible to receive benefit this application period if a utility/heating bill for you or your household has been paid by the Reverend Doherty Fund two (2) times or more within the past two (2) calendar years.

\* - Meeting eligibility requirements does not guarantee receipt of benefit from the fund. In the event that the Borough of Honesdale receives more eligible applications than the dedicated fund can fulfill, recipients may be chosen at random.