



**Virgin Islands Energy Office  
Weatherization Assistance Program**

# Eligibility

The Virgin Islands Weatherization Assistance Program (VI WAP) is scheduled to start in December 2010. You will hear advertisements of where to bring your application in December. Please be sure to bring copies of all the necessary documents that are listed in the flyer. For more information about this program, you may contact Lamar Milligan, at the Virgin Islands Energy Office, 340-713-8436 or email [lmilligan@vienergy.org](mailto:lmilligan@vienergy.org).

### What is the VI Weatherization Assistance Program?

The VI Weatherization Assistance Program's (VI WAP) goal is to improve energy efficiency for low-income families, particularly for the elderly, people with disabilities, and families with children under 5 years old, by improving the energy efficiency of their homes while ensuring their health and safety.

### What can VI WAP do for you if you are eligible?

If eligible for this program, you may have your inefficient household items replaced with energy efficient CFLs, an Energy Star Refrigerator, a Hot Water Heater Timer, Low-flow showerhead, aerators, power strips, and receives client education material.

### How do I apply for weatherization?

It is easy to find out if you are eligible and to apply for weatherization. You can do it at one of the official weatherization Intake Agency near your home starting in December 2010.

### Eligibility

You are eligible to apply if you are:

- A person 60 years of age or older
- A person disabled or family with one or more members with a disability
- A family with children under 5 years old
- A family with a High energy burden - (Where 20% or more of the household income is going towards the energy bill)
- A family with high energy use - (Energy usage above average as a result of household composition or unusual needs for energy)
- A person below 100% of the poverty level

The primary factor affecting eligibility is income, which should fall below the *200% poverty level*.

**2009 POVERTY INCOME GUIDELINES  
CONTIGUOUS U.S. GRANTEES  
EFFECTIVE JANUARY 23, 2009  
INCOME LEVELS**

Size of Family Unit	Threshold	200%
1 .....	\$10,830	\$21,660
2 .....	14,570	29,140
3 .....	18,310	36,620
4 .....	22,050	44,100
5 .....	25,790	51,580
6 .....	29,530	59,060
7 .....	33,270	66,540
8 .....	37,010	74,020
Each add'l member add .....	3,740	7,480

**Virgin Islands Energy Office**  
[www.vienergy.org](http://www.vienergy.org)

(340) 713-VIEO – St. Croix  
 (340) 714-VIEO – St. Thomas

### How will the process work?

1. Call your local VI WAP Intake Agency:
  - STT – Methodist Training and Outreach Center – 340/714-7782
  - STX – Ebenezer Methodist Training – 340/692-5584
  - STX – Bethel Methodist Church – 340/773-4874
  - STJ – St. John Methodist Church – 340/693-8830

All certifying agencies are nonprofits that are trained to do income certification.
2. Your eligibility is determined:
  - If you are eligible, your application is sent to the VI Energy Office for final certification and you are sent a letter notifying you that you are certified and eligible for the VI Weatherization Assistance Program, and you are placed on waiting list.
  - If you rent, you must get permission from your landlord.
  - People most in need are often moved to the top of the waiting list based on our priority ranking system.
  - If you are not eligible, you will be sent a letter stating why you are not eligible and what the appeal process is.
3. Professional energy consultation:
  - Once selected an energy auditor will contact you.
  - Analyze your energy bills.
  - Comes to your house and performs an energy audit.
  - Inspects certain household items for health and safety.
  - List the most cost-effective energy conservation measures for your home and installs measures where possible.
4. Workers arrive at your home:
  - VI WAP staff schedules installations your refrigerator and water heater timer.
  - Work does not include items not on your energy audit.
  - Work is typically completed in about three to four hours.
  - All old refrigerators, freezers, or hot water heaters which are replaced must be disposed of by the VI WAP.
5. Completion and Final Inspection:
  - Clients must participate in the client education visit by the VI WAP staff and must sign off on the final inspection, which will be done by the VI WAP Final Inspector when your final energy measures are installed.

### Required Documents

This is a list of the documents required to determine your household’s eligibility for VI WAP. Please do not send or bring originals because we will not be responsible if they get lost, nor will we be able to mail them back.

**Please submit copies of the following documents with your application:**

1. **Income Verification from Employer** – For every household member, provide verification (two paycheck stubs) for the past 30 days of income issued by the employer.
2. **Income Verification from Other Source(s)** – Provide **income verification for everyone in the household** 16 years old and older who receive income from any source. Please provide an award letter, check stub, or other third-party verification if receiving any of the following:
  - Disability  Disability income  AFDC/ TANF  Alimony
  - Retirement/pension/annuity  Social Security
  - Veteran’s Administration Benefits  Unemployment
3. **Proof of Ownership/Occupancy** – Verification that the applicant either owns or rents the dwelling (deed, lease agreement, rent receipt, mortgage payment, etc.)
4. **Household Verification** – Verification of all additional household members’ occupancy (ex. guardianship papers, tax returns, pay stubs, photo ID with address, etc.)
5. **Taxes** – Previous year’s complete federal taxes filed with the IRS (*include all pages and W-2 forms*), or the last three years of complete taxes if self-employed. If you have had earned income in the past two years but have **not** filed taxes, please submit a notarized statement attesting to that.
6. **Utility Bill** – Current utility bills. If the person listed on the utility bill does not currently reside at the property, documentation to that effect is needed (death certificate, divorce decree, lease agreement or utility bill in that person’s name at another address).
7. **Picture Id (Back & Front)** – Provide a copy of each household member’s picture ID.

#### DEFINITION OF INCOME

Refers to total annual cash receipts before taxes from all sources, with the exceptions noted below.

**INCOME INCLUDES:** money, wages and salaries before any deductions; net receipts from non-farm or farm self-employment (receipts from a person's own business or from an owned or rented farm after deductions for business or farm expenses).

**INCOME ALSO INCLUDES** regular payments from social security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments; private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments; dividends, interest, net rental income, net royalties, periodic receipts from estates or trusts, and net gambling or lottery winnings.

**INCOME EXCLUDES** capital gains; any assets drawn down as withdrawals from a bank, the sale of property, a house, or a car; one-time payments from a welfare agency to a family or person who is in temporary financial difficulty; tax refunds, gifts, loans, lump-sum inheritances, one-time insurance payments, or compensation for injury.

**INCOME ALSO EXCLUDES** non-cash benefits, such as the employer-paid or union paid portion of health insurance or other employee fringe benefits, food or housing received in lieu of wages, the value of food and fuel produced and consumed on farms, the imputed value of rent from owner-occupied non-farm or farm housing, and such Federal non-cash benefit programs as Medicare, Medicaid, Food Stamps, school lunches, housing assistance and combat zone pay to the military. Note: **CHILD SUPPORT PAYMENTS AND COLLEGE SCHOLARSHIPS ARE EXCLUDED.**