

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 certification agencies near your home starting in February 2010.

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)

You are eligible to apply.

However, one of the primary factors affecting eligibility is income. Income should fall below the "200% poverty level" as follows:

**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 additional member add	3,740	7,480

How will the process work in February 2010?

1. Call the local VI WAP Certifying Agency
 - The VI Energy Office will keep a list of the local Certifying Agencies.
 - All certifying agencies are nonprofits that are trained to do income certification.
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2. Come in and apply:
 - Filling out an application form usually takes about 20 minutes
 - You must have proof of income for the year prior to submitting your application.
 - The certifying agency will also ask brief questions about your household, such as, the number of people living in the home and their income.
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3. 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

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- 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.
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- 4. 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.
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- 5. Workers arrive at your home:
 - VI WAP staff schedules installations of measures.
 - Average expenditure vary per home
 - All work is energy-related. 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.
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- 6. Final Inspection:
 - Clients must participate in the client education visit by the VI WAP staff, and sign off on the final inspection, which will be done by the VI WAP Final Inspector when your final energy measures are installed.

The Virgin Islands Weatherization Assistance Program (VI WAP) is scheduled to start in February 2010. We will start taking applications in February 2010. You will hear advertisements of where to apply. Please be sure to bring copies of all the necessary documents that are listed on the following page. For more information about this program, you may contact Jarell O'Connor, at the Virgin Islands Energy Office, 340-773-1082 or email joconnor@vienergy.org .

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:

- Income** – Income verification for everyone in the household 16 years old and older who receive income from any source.
 - if employed, provide verification for the past six months of income issued by the employer.
 - Please provide an award letter, check stub, or other third party verification If receiving any of the following:

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|---|--|
| <input type="checkbox"/> Disability | <input type="checkbox"/> Disability income |
| <input type="checkbox"/> AFDC | <input type="checkbox"/> Alimony |
| <input type="checkbox"/> Retirement/pension/annuity | <input type="checkbox"/> Veteran's Administration Benefits |
| <input type="checkbox"/> Unemployment income | |

Verification – Of all additional household members' occupancy in the household (ex. Guardianship papers, tax returns, pay stubs, photo ID with address, etc.)

Taxes – Last 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. If you are elderly or receiving disability, a notarized letter is **not** required if **you** did not file taxes.

Utility bills – 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).

Picture Id (Back & Front)

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**