



Weatherization Assistance Program
Eligibility Determination



NASCSP Newcomers Orientation
March 2017

Learning Objectives

After this session, participants will be able to:

- Access materials outlining client eligibility, including how income is defined and verified.
- Describe building eligibility requirements and instances when a building may not be a good candidate (or ineligible) for services.
- State DOE's priorities for service.
- List methods to find potential clients.

Eligibility

Every dwelling weatherized under the Weatherization Assistance Program must meet both the **client eligibility** and the **building eligibility** requirements.

39.5 million families meet weatherization eligibility requirements

16.9 million are good candidates for weatherization



Eligibility – Documentation Requirements

Eligibility levels and documentation procedures must be established by the Grantee.

–The procedures must be documented in the Master File of the Grantee’s State Plan.

Client Eligibility – Supporting Documentation

Client file must contain:

- An application from the client.
- Evidence that the client's household is income eligible.
 - Eligibility determined by an outside agency or program.
 - Any document used to determine eligibility for that program will suffice.
- Self-certification.
 - Self-certification is allowable after all other avenues of documenting income eligibility are exhausted.

Client Eligibility – Income Thresholds

Income eligibility must be in accordance with DOE regulations. The family must be:

- At or below 200% of the poverty level, relevant to size of the family.
- Eligible for supplemental cash assistance payments under Title IV or Title XVI of the Social Security Act, or
- If the Grantee elects, eligible for LIHEAP, provided LIHEAP eligibility is at or below 200% of poverty.

Client Eligibility – 2017 Poverty Income Guidelines

Contiguous States U.S. Grantees

Size of Family Unit	Threshold	200%
1	\$12,060	\$24,120
2	\$16,240	\$32,480
3	\$20,420	\$40,840
4	\$24,600	\$49,200
5	\$28,780	\$57,560
6	\$32,960	\$65,920
7	\$37,140	\$74,280
8	\$41,320	\$82,640
For families with more than 8 persons, add \$4,180 to threshold for each add. person.		
<i>* Additional charts available specific to Hawaii and Alaska</i>		<i>Effective January 26, 2017</i>

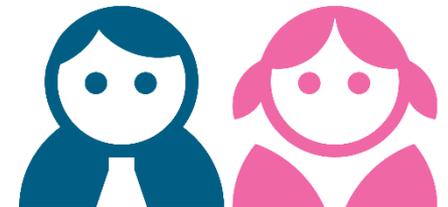
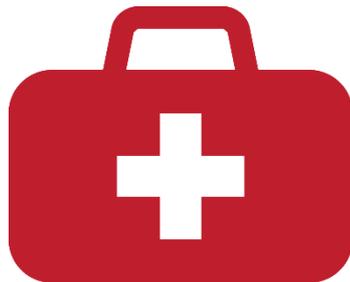
Client Eligibility – Income Determination

Income means **Cash Receipts** earned and/or received by the applicant before taxes during the applicable tax year(s).



Client Eligibility – Income Exclusions

The following Cash Receipts are not considered sources of income when determining applicant eligibility:



Eligibility Guidance on WAPTAC

ENERGY.GOV
Office of Energy
SERVICES | EFFICIENCY

Home » Weatherization Assistance Program

WEATHERIZATION ASSISTANCE PROGRAM

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Weatherization Program Notice 3

DEFINITION OF INCOME

A. INCOME: Income means Cash Receipts earned and/or received by the applicant before taxes during applicable tax year(s) but not the Income Exclusions listed below in Section C. Gross Income is to be used, not Net Income.

B. CASH RECEIPTS: Cash Receipts include the following:

1. money, wages and salaries before any deductions;
2. 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);
3. 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;
4. private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments;
5. dividends and/or interest;
6. net rental income and net royalties;
7. periodic receipts from estates or trusts; and
8. net gambling or lottery winnings.

C. INCOME EXCLUSIONS: The following Cash Receipts are not considered sources of Income for the purposes of determining applicant eligibility:

1. capital gains;
2. any assets drawn down as withdrawals from a bank;
3. money received from the sale of a property, house, or car;
4. one-time payments from a welfare agency to a family or person who is in temporary financial difficulty;
5. tax refunds;
6. gifts, loans, or lump-sum inheritances;
7. college scholarships;
8. one-time insurance payments, or compensation for injury;
9. non-cash benefits, such as the employer-paid or union-paid portion of health insurance;
10. employee fringe benefits, food or housing received in lieu of wages;
11. the value of food and fuel produced and consumed on farms;
12. the imputed value of rent from owner-occupied non-farm or farm housing;
13. Depreciation for farm or business assets;
14. Federal non-cash benefit programs such as Medicare, Medicaid, Food Stamps, school lunches, and housing assistance;
15. combat zone pay to the military; and
16. Child Support, as defined below in Section E.
17. Reverse mortgages;
18. Payments for care of Foster Children;

ch Energy.gov

RESOURCES

- Watch Our New Video: Raising the Bar within the Weatherization and Home Performance Industry
- Understand the Weatherization Assistance Program's New Quality Work Plan Requirements
- Recovery Act Program Guidance by Topic
- National Evaluation Results

Client Eligibility – Qualified Aliens

In this, DOE follows HHS.

The HHS website has explicit information related to any restrictions on immigrant eligibility.



<http://aspe.hhs.gov/hsp/immigration/restrictions-sum.shtml>

Determining Building Eligibility



When determining eligibility, Grantees should consider the following:

- Is this a reweatherization unit?
- Is this an eligible structure?
- Is this a rental unit?
- Is there any other apparent reason to defer?



There are many factors to consider when determining eligibility.

Building Eligibility – Reweatheringization

- The Recovery Act amended the reweatherization date and now allows Grantees to weatherize homes previously weatherized from **September 30, 1994 and earlier.**



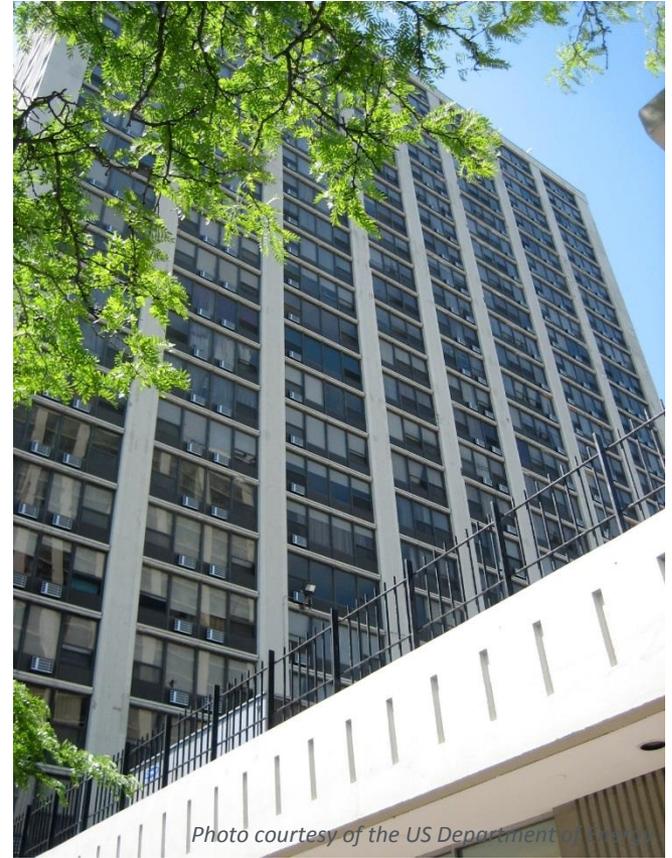
Photo courtesy of Georgia Environmental Finance Authority



Photo courtesy of the Tennessee Housing Finance Authority

Many homes weatherized before 1994 can benefit from reweatherization so they can save even more energy and money for the clients.

Building Eligibility – Housing Types



There are many housing types that are eligible for the Weatherization Assistance Program - owner and renter-occupied single-family homes, manufactured housing units, and multifamily buildings.

Building Eligibility – Rental Units

Grantees are required to develop a procedure on how their program will ensure the *benefits* of weatherization *accrue to the occupants* of the rental units.

The rental unit procedures shall ensure:

- ✓ Written permission of the building owner or their agent before commencing work.
- ✓ Benefits of the services accrue primarily to the low-income tenants residing in such units.
- ✓ For a reasonable period of time after completion, the household will not be subjected to rent increases.
- ✓ There are adequate procedures whereby the Grantee can receive tenant complaints and owners can appeal, should rental increases occur.
- ✓ No undue or excessive enhancement shall occur to the value of the dwelling unit.
- ✓ To secure the federal investment and to address issues of eviction from and sale of property, per 10 CFR 440.22(c), Grantees may seek landlord agreement to placement of a lien (or other contractual restrictions) upon the property being weatherized.

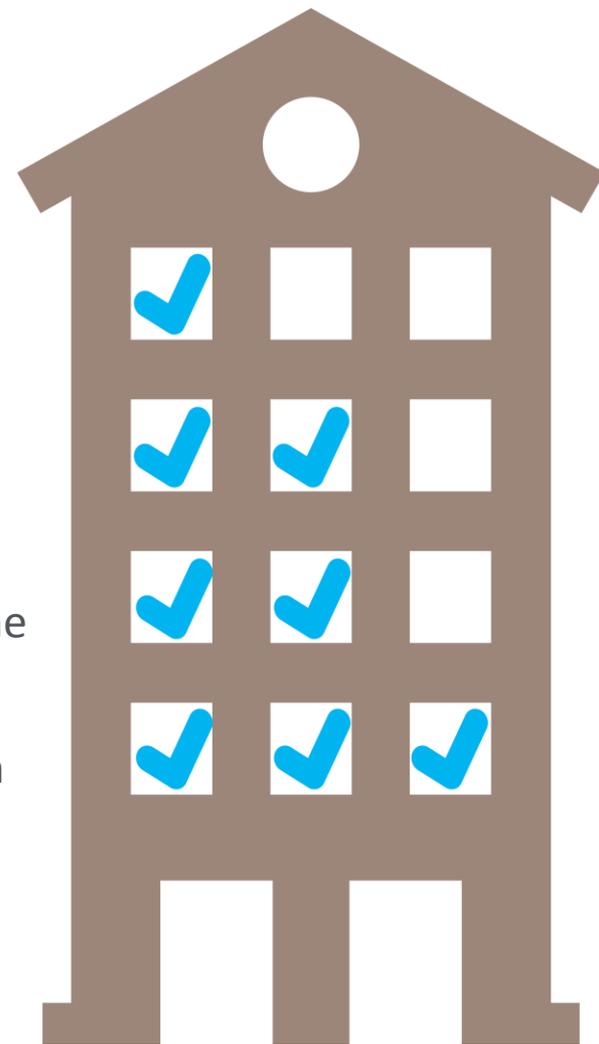
Building Eligibility – Multifamily Eligibility

In addition to the rental unit procedures, multifamily buildings may also include the requirements to:

- ✓ Have the financial participation, when feasible, from the building owner(s).

A multifamily building may not be weatherized unless:

- ✓ The Subgrantee has obtained the written permission of the owner or their agent.
- ✓ DOE encourages that 66% or more of the dwelling units in the building (or 50% for duplexes, 4-unit buildings, and certain eligible types of large multifamily buildings) are eligible before service is provided



Building Eligibility – HUD/USDA Multifamily Buildings

In collaboration with HUD and the USDA, DOE publishes lists of multifamily buildings that it has determined meet certain income eligibility criteria under WAP.

The US Department of Energy maintains a list of Housing and Urban Development (HUD) Multifamily properties eligible for Weatherization Assistance on its website.

Building Eligibility – Deferrals

Grantees must have a clear and concise deferral policy so its Subgrantees know when a building should be deferred.



Photo courtesy of Georgia Environmental Finance Authority

Homes that have structural issues should be deferred for weatherization assistance.



Photo courtesy of UglyHousephotos.com

Clutter that limits access to the building or that pose serious health and safety issues that can result in deferral.

Determining Priorities for Service

Grantees and Subgrantees may target their services to maximize program effectiveness.

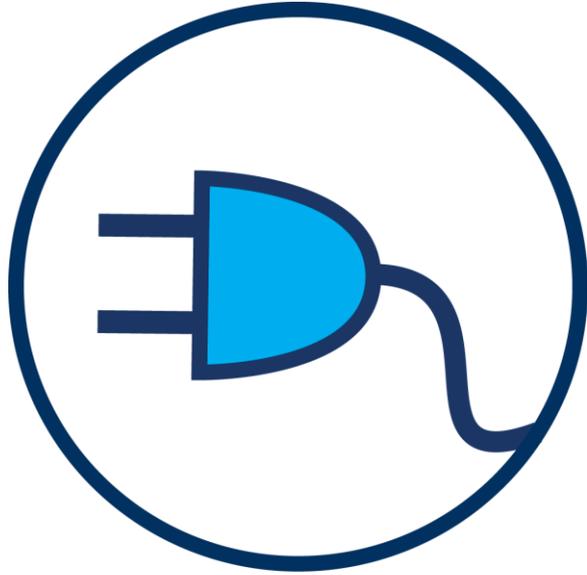
Per DOE regulations, Grantees must have a procedure to ensure that the following clients have priority:

- The elderly.
- Persons with disabilities.
- Families with children.
- High residential energy users.
- Households with a high energy burden.



There are a number of population types, such as households with a high energy use, that should receive priority for weatherization services.

Serving Multiple Priorities



HIGH ENERGY USER



ELDERLY



FAMILY WITH CHILDREN
+ HIGH ENERGY BURDEN



Finding Eligible Units

Methods of recruiting qualified clients:

- Coordinate with LIHEAP providers.
- Advertise in newspapers and service provider publications, such as Grantee or Subgrantee newsletters to clients.
- Discuss WAP with and provide handouts to local groups that assist potential clients.

Summary

- Grantees are required to provide a description within their State Plan of what documentation is needed to demonstrate a specific unit and client are eligible.
- Gathering the required documentation is critical to identifying eligible clients.
- Buildings also must be reviewed (housing type, reweatherization, etc.) to determine whether or not they are eligible for weatherization.
- Grantees must have a clear procedure for their Subgrantees to prioritize its clients.