

Dear Potential Client,

Project: HOMES manages the Weatherization Assistance Program which is a federally funded nonprofit program that assists households in your area, at **no cost** to you if you are income eligible. Our focus is on weatherizing your home, which often means improving insulation, making sure your heating system is working safely and efficiently, sealing places where air may be coming into your home, along with other energy conservation improvements. Renters that income qualify are also eligible, as long as written and notarized permission is given by the Landlord. **Please read the enclosed brochure for more information about this program to see if you qualify.**

We currently serve households in the Cities of Franklin, Hampton, Newport News, Poquoson, Richmond, Suffolk, Williamsburg and the Counties of Accomack, Amelia, Buckingham, Charles City, Chesterfield, Cumberland, Goochland, Hanover, Henrico, Isle of Wight, James City, New Kent, Northampton, Powhatan, Prince Edward, Southampton, Spotsylvania and York. We accept applications year round, however, the sooner you get your application in, the sooner we can help you. Should you wish to apply to the Weatherization Program today, we have included a preliminary application in this packet. Please mail your application and the additional requested documentation to *88 Carnation Street, Richmond, Virginia 23225*.

If your application is approved and you have submitted the requested documentation (refer to the back of this page), an energy audit will be scheduled for your home. This will help our staff determine what needs to be done to bring your home up to the weatherization standards set by the Department of Housing and Community Development (DHCD). If you agree to the assistance, the services will be provided to you at **no cost**. You must intend to occupy the property for at least one year after completion of the work.

Please feel free to contact me if you have any additional questions or concerns. My office hours are Monday through Thursday, 7:00am – 5:00pm. I can be reached on my direct line at (804) 332-6655, or by email at maria.olaya@projecthomes.org.

Sincerely,

Maria Olaya

Client Services Coordinator

If you are interested in applying for this program, please attach the following documentation:

1. Proof of income for every member of the household 18 years of age and older:
 - a. 3 months of bank statements showing direct deposits
 - b. A copy of your 2 previous pay stubs
 - c. A copy of your social security benefit statement for current year

Please note that any income received must have that person's name on it and must be from within the past 12 months. If anyone 18 and older is living in the home and not receiving income, we require a notarized letter explaining their situation.

2. A copy of past 3 months of **all utility bills** showing how much energy your home currently uses. **Must be the full page.**
 - a. Electric, gas, oil, propane, wood
 - b. For gas heat, please include an additional 3 previous heating bills within the past 12 months
3. Proof of homeownership, which can be one of the following:
 - a. A copy of the front page of your Deed
 - b. A copy of your Tax records showing ownership of the home
 - c. A copy of the certificate of title for mobile homes

Please note that in order to process application we require a notarized letter from other homeowner(s) not living in household giving permission for Weatherization.

WEATHERIZATION ASSISTANCE PROGRAM INCOME ELIGIBILITY LIMITS EFFECTIVE 8/12/2019



**VIRGINIA DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT**
Partners for Better Communities

Size of Family Unit	Income Limits
1	\$31,349
2	\$40,994
3	\$50,640
4	\$60,286
5	\$69,932
6	\$79,578
7	\$81,386
8	\$86,860
9	\$95,700
10	\$104,540
11	\$113,380
12	\$122,220

