

**The Sustainability Institute  
Energy Conservation Corps Program  
2018 Application Package**



*This package contains all the documents necessary to apply for weatherization improvements by The Sustainability Institute's Energy Conservation Corps (ECC) Program. Completion of all forms is required in order for your application to be processed. If you have any questions, please contact the Energy Conservation Corps at (843) 747-5885 or via email at [Larry@SustainabilityInstituteSC.org](mailto:Larry@SustainabilityInstituteSC.org).*



## ENERGY CONSERVATION CORPS

**Program Purpose:** To assist low- to moderate-income homeowners by providing weatherization improvements to their primary residence in order to reduce energy expenses.

### Property Requirements for Program Participation:

- Applicants must show proof of ownership. Proof includes mortgage statements, recorded deeds, tax bills and receipts including the applicant's name, and/or homeowner's insurance policies with the applicant's name. Contract for deeds and contract for sales are not acceptable proof of ownership.
- All property taxes and mortgage payments must be current.
- Proof of flood insurance must also be provided, if the home is in a flood zone.

### Income Requirements for Program Participation:

- Applicants must document all sources of income for all members of the household over the age of eighteen (18).
- Household income may not exceed 80% of the area median income as adjusted for household size.

### 2018 Income Guidelines for Eligibility (CHARLESTON COUNTY):

Charleston County is part of the Charleston-North Charleston, SC MSA, which is made up of the following: Berkeley County, SC; Charleston County, SC; and Dorchester County, SC.

Charleston-North Charleston, South Carolina MSA									
Median Income	FY 2018 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
\$74,500	Extremely Low Income Limits	\$15,650	\$17,900	\$20,780	<b>\$25,100</b>	\$29,420	\$33,740	\$38,060	\$42,380
	Very Low (50%) Income Limits	\$26,100	\$29,800	\$33,550	<b>\$37,250</b>	\$40,250	\$43,250	\$46,200	\$49,200
	Low (80%) Income Limits	\$41,750	\$47,700	\$53,650	<b>\$59,600</b>	\$64,400	\$69,150	\$73,950	\$78,700

Source: HUD.gov

<https://www.huduser.gov/portal/datasets/il/il2018/2018summary.odn>



## ENERGY CONSERVATION CORPS

### Home Weatherization Process

1. The Homeowner inquires about the program and receives an application.
2. The application is reviewed and accepted or rejected.
3. Upon acceptance of the application, an ECC program representative contacts the homeowner to schedule an energy assessment of the home, which includes a series of diagnostic tests that we perform to measure for duct system leakage, air infiltration, and to identify other inefficiencies. This is performed by a trained and certified professional.  
**(Duration of visit: 1.5 - 2 hours)**
  - a. During the energy assessment, a homeowner needs to be on premises and aware that for the duration of the test all heating, ventilation and air conditioning (HVAC) systems will be turned off.
4. Following the assessment, a proposed scope of work to fix the problems identified during the assessment will be presented to the homeowner for approval.  
  
***\*\*PLEASE NOTE THAT SOME HOMES CANNOT RECEIVE OUR SERVICES DUE TO STRUCTURAL DEFECTS OR VENTILATION PROBLEMS FROM GAS APPLIANCES \*\****
5. The ECC Weatherization Team will then perform the scope of work accepted by the homeowner.  
**(Duration of visit: 1 - 3 days, 5 - 8 hours daily)**
  - a. THE ENERGY -SAVING WEATHERIZATIONS/RETROFITS PROVIDED BY THE ECC PROGRAM FOCUS SPECIFICALLY ON THREE MEASURES:
    - (1) AIR-SEALING AND REDUCING AIR INFILTRATION
    - (2) ADDING/FIXING NEEDED INSULATION
    - (3) SEALING HVAC DUCT SYSTEMS.
6. After the work is completed, we will return to the home to perform a “test out.” This test is performed to ensure that the work completed has achieved the desired results.  
**(Duration of visit: 1.5 - 2 hours)**

# HOME WEATHERIZATION PROGRAM APPLICATION

Homeowner Name(s): \_\_\_\_\_ Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Year Built: \_\_\_\_\_

# Bedrooms: \_\_\_\_\_

Contact person email: \_\_\_\_\_

Contact person preferred phone #: \_\_\_\_\_ alternate phone #: \_\_\_\_\_

Head of Household employed? YES  NO

If yes, where and for how long? \_\_\_\_\_

Monthly bills (Average using 12 months)

Power bill: \$ \_\_\_\_\_

Water bill: \$ \_\_\_\_\_

## HOUSEHOLD COMPOSITION AND INCOME CERTIFICATION

ALL PERSONS WHO INTEND TO OCCUPY THE HOUSING UNIT & THEIR ANTICIPATED INCOMES MUST BE LISTED BELOW:

#	Occupant Name <small>First Last</small>	Relationship to Owner	Date of Birth	Sex	Ethnicity / Race *	Anticipated Annual Income	Income Type(s) **
1						\$	
2						\$	
3						\$	
4						\$	
5						\$	
6						\$	

List additional household members on a separate sheet of paper. Attach documentation of ownership for all owners.

**Total Anticipated Annual Household Income: \$ \_\_\_\_\_**

\* ETHNICITY & RACE - Input abbreviations above

Please place the letter H for Hispanic or N for Non-Hispanic, and one of the numbers 1-10 identified below for the ethnic and racial composition for each household member

- 1) White      2) Black/African American      3) Asian      4) American Indian/Alaskan Native
- 5) Native Hawaiian/Other Pacific Islander      6) American Indian/Alaskan Native & White
- 7) Asian & White      8) Black/African American & White
- 9) American Indian/Alaskan Native & Black/African American      10) Other Multi-racial

\*\* INCOME SOURCES - Input abbreviations above (and include source copies with application)

Type of Income	**	Example of source copy
Social Security	SS	copy of annual benefits statement or copies of two most recent month's bank statements showing direct deposit amounts underlined
Supplemental Security Income	SSI	
Retirement/Pensions Income	RI	
Public Assistance	PA	
Disability Income	DI	
Annuity Income	AI	
Part-time Employment	PTE	copy of two (2) most recent check stubs
Full-time Employment	FTE	

Type of Income	**	Example of source copy
Self-employed	SE	copy of most recent tax forms filed with IRS
Unemployment	UI	copy of statement or letter showing benefits or copy of recent checks for 4 weeks
Reverse Mortgage Income	RMI	
Alimony	A	
Child Support	CS	
Other income	OI	list type and source above
No income	N/A	



## ATTENTION U.S. MILITARY SERVICE VETERANS

- Are you (homeowner) or someone in your household a U.S. Military Service Veteran?    YES     NO

If no, please move onto the following page.

If yes, please indicate applicable person's name, military service branch and military service year(s) :

- 
- If you, or a member of your household, served in the National Guard or Reserves, was any part of the service considered Active Duty?  
YES     NO     NOT APPLICABLE
  - Did the Military Service Veteran receive an Honorable Discharge?  
YES     NO

## CERTIFICATION OF OCCUPANCY

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### KNOW ALL MEN BY THESE PRESENTS:

I, \_\_\_\_\_, hereby certify that the above-referenced address is my principal residence and that I own this home. I further certify that the below-referenced and hereto attached documentation is valid proof of occupancy. I understand that any discrepancies found later may be grounds for disqualification.

- Recent utility bill **AND** unexpired South Carolina Driver's license or ID card
  
- Other: \_\_\_\_\_

\_\_\_\_\_  
Signature of Homeowner 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner 2 *(if applicable)*

\_\_\_\_\_  
Date

# HOMEOWNER ACKNOWLEDGEMENT AND CERTIFICATION

SUBMISSION OF MY APPLICATION TO THIS PROGRAM CONFIRMS THAT I AGREE TO ALL CONDITIONS OUTLINED ABOVE AND THAT I WILL ALLOW THE ENERGY CONSERVATION CORPS PROGRAM ACCESS TO MY HOME FOR ALL NECESSARY APPOINTMENTS REQUIRED TO COMPLETE THE WORK SATISFACTORILY.

I AGREE THAT THE HOUSEHOLD INCOME, HOUSEHOLD COMPOSITION AND OTHER ELIGIBILITY REQUIREMENTS SHALL BE CONDITIONS OF THIS OCCUPANCY AND THAT FAILURE OR REFUSAL TO COMPLY WITH A REQUEST FOR INFORMATION WITH RESPECT THERETO SHALL BE DEEMED A VIOLATION OF CONDITIONS.

I HAVE NO OBJECTION TO INQUIRIES MADE IN VERIFYING THE INFORMATION CONTAINED IN THIS APPLICATION.

I HAVE PROVIDED VERIFICATION OF ALL ANTICIPATED ANNUAL INCOME AND OTHER INFORMATION NECESSARY TO SATISFY THE REQUIREMENTS FOR OCCUPANCY FOR EACH PERSON NAMED HEREIN. I WILL ASSIST IN OBTAINING ANY ADDITIONAL INFORMATION OR DOCUMENTS REQUIRED IN VERIFYING THE STATEMENTS CERTIFIED HEREIN.

I CERTIFY THAT THE STATEMENTS AND ALL INFORMATION HEREIN ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND ARE GIVEN UNDER THE PENALTY OF PERJURY.

I UNDERSTAND THAT THIS IS NOT A CONTRACT AND DOES NOT BIND EITHER PARTY.

\_\_\_\_\_  
Signature of Homeowner 1

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Homeowner 2 (if applicable)

\_\_\_\_\_  
Date

**Return completed original application packet to a Program Staff member or Official:**

*The Sustainability Institute  
Energy Conservation Corps  
4151 Spruill Ave, Ste 200  
North Charleston, SC 29405*

*Please direct any questions to Larry Bratton, Energy Conservation Corps Program Director, at (843) 747-5885 or [larry@sustainabilityinstitutesc.org](mailto:larry@sustainabilityinstitutesc.org)*

**\*\*Office Use Only\*\***

Income Certified by: \_\_\_\_\_

TMS# \_\_\_\_\_ Flood Map # \_\_\_\_\_ Zone: \_\_\_\_\_