

Appalachian Power – VA Low-Income Single Family Program Application

Thank you for your interest in the Appalachian Power Virginia Low-Income Single Family Program!

The Low-Income Single Family Program reduces energy consumption by educating residential customers about the energy and money saving benefits associated with energy efficiency in the home. The program targets opportunities that are proven to save energy, reduce consumption, and protect the health and safety of occupants while helping to lower their electric bills.

Eligible upgrades may include:

- Energy efficient lighting
- Electric water heating measures
- HVAC repair, replacement, and maintenance
- Insulation and air sealing
- Health and safety upgrades

The program targets single family dwellings within Appalachian Power’s Virginia territory. Eligible participants and dwellings may include:

- Any participant who resides in a single family home that is served by Appalachian Power.
- The household total annual income is at or below 60 percent of the state median income level.

Appalachian Power values your privacy. Learn more at aep.com/privacy.

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To determine initial eligibility for the home, does your home meet the following guidelines?

1. Is Appalachian Power Company the electric provider of the home?
Yes _____ No _____

2. Is the electric bill in your name?
Yes _____ No _____

3. Is the household total annual income at or below 60% of the state median income?
(see below table)
Yes _____ No _____

Size of Family Unit	Income Limits
1	\$35,592
2	\$46,544
3	\$57,496
4	\$68,488
5	\$79,399
6	\$90,351
7	\$92,405

If you answered yes to all three questions above, proceed with the application process.

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Required Documentation

Along with this application, you must provide the following documentation:

You must provide documentation of all household income.

Types of acceptable income documentation (Household members 18 or older):

- **For Full or Part-Time Employment:** Copies of at least the most recent month of pay stubs or a letter from employers and must show GROSS income amounts.
- **For Social Security, SSI, or TANF:** A copy of the most recent benefit award letter or if direct deposit into a bank account, a copy of the most recent bank statement or a letter from the bank stating the amount that is deposited.
- **For Retirement Pensions:** A copy of the most recent income tax document (1099 form), monthly pension or bank statement that clearly shows the GROSS amount is necessary.
- **For Self-Employment:** IRS Tax Return Forms
- **For No Income:** Verification of Non-Filing Letter – IRS Form 4506-T
- **For Inconsistent:** Notarized statement must be provided but you must contact the office to determine what is required.

You must provide documentation for proof of ownership. The person whose name is on the land record documents is considered to be the owner.

- Documentation of ownership includes a copy of the DMV title or personal property tax bill in the case of a mobile home, or a copy of a recent real estate tax bill or Deed of Trust in the case of a non-mobile home.

You must complete the Customer and Property Owner Release forms on Pages 6 & 7. If you are a renter, the property owner MUST sign on page 7.

You must provide a copy of a recent Appalachian Power electric bill. Please provide ALL pages of the bill.

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Appalachian Power Company (“APCo”), provides the APCo Low-Income Single Family Program to their customers who are qualifying homeowners (“Customers”) to help make their homes safer, improve the energy efficiency of their homes, and reduce their energy cost.

Total # of Household members: _____

Applicant Name: _____ DOB: _____ Phone: _____

Alternate Phone: _____ Email: _____

Physical Address: _____

Street

Town/City

Zip

Mailing Address: _____

Street

Town/City

Zip

Property Owner Contact Information:

Name: _____ Phone: _____ Email: _____

All Sources of Household Income (Please provide all income sources for each household (HH) member 18 years of age or older) – see page 3 <i>Ex: HH member name – Place of employment or no income</i>	Age (18 or older)	Monthly Amount	For Office Use Only
	**	\$ ***.**	---
Total Household Income:			

Preferred method of contact: _____ / Source of Referral: _____

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Building Type: Manufactured ____ Site Built ____ Townhome ____ Duplex/Triplex ____

Ownership Status: Rent ____ Own ____

How many bedrooms: _____ **What is the square footage of the home:** _____

What year was the house built: _____

What is the primary type of heating equipment for the property? Age of system ____

Baseboard ____ Furnace ____ Heat Pump ____ Boiler ____ Vented Space Heater
____ Unvented Space Heater ____ Other (Explain) _____

Do you have additional types of heating equipment? Yes ____ No ____ If yes, what type

What is your primary type of cooling equipment? Age of system ____

Window Units ____ If so, how many ____ Heat pump ____ Central A/C ____

What type of fuel do you use for:

Primary Heating: Electric ____ Natural Gas ____ Oil ____ Propane ____

Other ____

Additional Heating: Electric ____ Natural Gas ____ Oil ____ Propane ____

Other ____

Hot Water Heater: Electric ____ Natural Gas ____

Are you aware of any problematic areas in your home, such as excessive mold, floor damage, plumbing leaks, roof leaks, etc? (Please Explain)

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Customer Release of All Claims and Authorization to Use Data

In consideration of the receipt and installation of weatherization materials and appliances, I, the Customer homeowner/Customer tenant at the address below do hereby release, acquit and forever discharge Appalachian Power Company, their affiliated companies, officers, agents, employees, successors and assigns of each of them, of and from any and all actions, causes of action, including by way of illustration but not by limitation, claims, demands, damages, costs, loss of services, expenses and compensation, which I now have or may hereafter have, or that my heirs, executors or administrators can or may have against Appalachian Power Company, their affiliated companies and each of their officers, agents, employees, successors and assigns, on account of, or in any way arising out of the weatherization materials or appliances provided as well as the installation and use thereof.

I authorize Community Housing Partners – Energy Solutions to release to its designees' information about my account and about weatherization materials or appliances installed on the property at the customer address (page 4).

Customer Name: _____ Customer Phone: _____

Customer Signature: _____ Date: _____

Customer Account Number: _____

Customer Mailing Address:

Street

Town/City/State

Zip

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Property Owner Release of All Claims and Authorization to Use Data

In consideration of the receipt and installation of weatherization materials and appliances, I, the Property Owner at the address below do hereby release, acquit and forever discharge Appalachian Power Company, their affiliated companies, officers, agents, employees, successors and assigns of each of them, of and from any and all actions, causes of action, including by way of illustration but not by limitation, claims, demands, damages, costs, loss of services, expenses and compensation, which I now have or may hereafter have, or that my heirs, executors or administrators can or may have against Appalachian Power Company, their affiliated companies and each of their officers, agents, employees, successors and assigns, on account of, or in any way arising out of the weatherization materials or appliances provided as well as the installation and use thereof.

Owner Name: _____ Owner Phone: _____

Owner Signature: _____ Date: _____

Owner Mailing Address:

Street

Town/City/State

Zip

Please send this application along with all required documentation (page 3) to Community Housing Partners (CHP) Energy Solutions.

400 Industrial Drive, Christiansburg, VA 24073 (ATTN: Client Advocacy Team)

Or, you can email us the application at chpenergysolutions@chpc2.org

For questions call (888) 229-3714

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