COMMUNITY DEVELOPMENT CORPORATION OF LONG ISLAND, INC.
WEATHERIZATION ASSISTANCE PROGRAM

PROGRAM GUIDELINES 2019-2020

CDCLI Has Weatherized More Than 15,000 Long Island Homes In 30 Years

The Weatherization Assistance Program (WAP) assists families and individuals by reducing their heating/cooling costs and improving the safety of their homes through energy efficiency measures. Owners of buildings occupied by low-income households are also encouraged to apply for assistance for their buildings.

Program services are delivered through New York State Homes and Community Renewal’s statewide network of local service providers. CDCLI is the provider of weatherization services for Nassau and Suffolk Counties.

Funds are made available through the U.S. Department of Energy and U.S. Department of Health & Human Services.

Funds are available for approximately 400 homes each year. However, due to the high demand for this program, there is currently a waitlist of approximately 1 year.

Typical repairs may include but are not limited to:

- Weatherstripping & Caulking
- Attic & Wall Insulation
- Heating System Improvements or Replacement
- Energy Efficient Lighting
- Energy Efficient Refrigeration
- Hot Water Tank & Pipe Insulation
- Smoke Detectors & CO Detectors
- Window Repair or Replacement
- Exterior Door Repair or Replacement
- Other Minor Repairs That Improve Energy Efficiency

Please note that all repairs are determined after a comprehensive energy audit has been completed by one of CDCLI’s BPI-certified Building Analysts.

All services are provided without charge or obligation to the occupant of the home. However, owners of rental buildings are required to invest funds toward the cost of the Weatherization services.
I. GENERAL ELIGIBILITY CRITERIA

- Applicant must reside in Nassau or Suffolk County.
- The assisted home must be the primary residence of the applicant.
- The assisted home CANNOT be for sale or subject to bankruptcy or foreclosure.
- Gross annual household income cannot exceed 60% of the State median income (please see below chart).
- OR: Household can be automatically eligible if a member of the household receives Supplemental Security Income (SSI), Public Assistance, Food Stamps, or HEAP Benefits.

- **For landlords with qualifying tenants, a $200 energy audit fee must be paid upfront, which will be applied to the landlord’s mandatory 25% contribution (i.e. if costs of total weatherization services equal $4,000, then the landlord is responsible for $1,000).**

II. INCOME GUIDELINES

The household income limits are as set forth below and are in effect as of November 1, 2019. The household income limits are subject to change as determined by New York State. Income includes all sources of income for all members of the household – overtime, bonuses, pensions, social security, 401K distributions, tips, etc. Total household income minus allowable exclusions cannot exceed the maximum gross annual income listed below for the household size. CDCLI will project the income that will be received for the upcoming 12-month period.

<table>
<thead>
<tr>
<th>Household Size</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Annual Income @60% SMI</td>
<td>$29,928</td>
<td>$39,144</td>
<td>$48,360</td>
<td>$57,564</td>
<td>$66,780</td>
<td>$75,984</td>
<td>$78,020</td>
<td>$86,860</td>
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</tbody>
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III. PROCESS

- Interested participants must submit an application to CDCLI, together with ALL required documentation (please see checklist below). Applications are available on-line at www.cdcli.org or by calling (631) 471-1215 x155 or by emailing weatherization@cdcli.org.
- CDCLI will conduct an assessment to determine eligibility and notify the applicant that they have been placed on the waitlist.
- Once funding allows, CDCLI will request updated information from the applicant and reassess eligibility.
- If eligible, CDCLI will schedule an appointment at the premises for an energy audit to determine the scope of work, consistent with program requirements. The inspection will be conducted by CDCLI staff.
- CDCLI will issue a request for contractor bids detailing the scope of work and award the job to the lowest responsible bidder. PLEASE NOTE: CDCLI maintains a list of pre-qualified contractors who will be solicited to perform the work. To be eligible for the program, applicants must agree to utilize a contractor selected from this pre-qualified list.
- The property owner must enter into an agreement with CDCLI setting forth, among other items, the scope of work, the cost, the completion deadline, the right of CDCLI to inspect the premises and work, and monitor on-going compliance.
- Property owner(s) must sign an Authorization Letter with CDCLI prior to commencement of work (please see Section IV below)
- CDCLI will oversee and manage the work, performing interim and final inspections as required.
- **Final payment** to the contractor will not be made until the property owner(s) have signed a statement confirming that all work has been performed to full satisfaction. CDCLI does, however, reserve the right to sign off on the project if the inspector deems the project to be in accordance with all CDCLI guidelines.
IV. AUTHORIZATION

All property owners will be required to execute an Authorization letter with CDCLI setting forth mutual understandings and agreements with respect to the program. A copy of the Authorization is attached.

V. REQUIRED DOCUMENTATION: A fully completed and signed Application must be submitted, together with ALL of the following documentation:

- **Photo ID:** Copy of photo identification (i.e. driver’s license, State ID, passport, etc.)
- **Proof of Ownership:** Copy of Property Deed, Property Tax Bill, or Mobile Home Bill of Sale. If a deceased person is listed on the document, we will also need a copy of the Death Certificate. If you are having difficulty locating any of these documents, please inform us and we will attempt to assist by conducting a public records search.
- **HEAP, Public Assistance, Food Stamps, or SSI:** Provide CDCLI with your most recent award letter and you will **automatically qualify. If you do not receive any of the above, you MUST provide CDCLI documentation for all sources of income for all household members.**
- **Income for All Household Members** – See below for applicable documents.
  - **Social Security/SSI/SSD/TANF/Unemployment/Workers’ Comp/VA Benefits** – Copy of most recent Award Letter or most recent check
  - **Pension/Retirement** – Copy of current letter or printout from company
  - **Wages** – (4) weeks of pay stubs from everyone who is working and living in the home 18 years old and older; **full-time students need to supply proof of student status.**
  - **Self-Employment** – (3) months of business records for (3) months prior to date of application
  - **Alimony** – Court papers or support collection printout
  - **Rents** – Income tax form, rent receipts, or notarized statement from applicant listing each apartment and the rent received per month
  - **Interest/Dividends/Insurance Proceeds/Estates/Trusts** – If any of the following is a regular source of income, please provide a current statement from your bank, brokerage firm, or insurance company.
  - **Gifts/Assistance From Family, Friends, Etc.** – If you receive regular assistance from any third party, please provide a notarized letter from them stating what they provide to you and how often.

VI. COMMITMENT TO FAIR HOUSING & NONDISCRIMINATION

CDCLI is fully committed to enforcing the spirit and the letter of Title VIII of the Civil Rights Act of 1968 (Federal Fair Housing Law), the Fair Housing Amendments Act of 1988, the Americans with Disabilities Act, the New York Human Rights Act, and the Suffolk County Human Rights Act. CDCLI will not discriminate in the sale, lease, advertisement or financing of housing against any individual or family because of race, color, national origin, religion, gender, disability, gender identity, marital status, sexual orientation, veteran/military status, source of income, familial status or presence of children in a household, or on the basis of any other protected class.

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For additional information, please go to our website at [www.cdcli.org](http://www.cdcli.org) or email us at [weatherization@cdeli.org](mailto:weatherization@cdeli.org).

Thank you!