**AGENCY FOR COMMUNITY EMPOWERMENT OF NEPA WEATHEIZATION DEFERRAL SERVICES AS AWARDED THROUGH LACKAWANNA COUNTY THROUGH DCED WHOLE-HOME REPAIRS PROGRAM**

 **SELF-CERTIFICATION OF ANNUAL INCOME FORM**

**PURPOSE:** This is a written statement that permits the documentation of eligibility for the program based on household income.

**APPLICABILITY:** This self-certification of income form may be used by agencies to document annual income of:

* Homeowners
* Landlords
* Tenants

This form must accompany the application for assistance and be kept as a record in the client/project file.

**DISCLOSURE:**

This program is designed and written by Lackawanna County to address issues that are causing households in Lackawanna County from being weatherized through the Agency for Community EmPOWERment of NEPA due to deferral issues. To qualify for Weatherization services, a household income must be at or below 200% of the Federal Poverty Level as opposed to 300% for the Whole Home Program. There may be special circumstance whereby Ace will enact the program without the corresponding weatherization services, specific examples of these may be health and safety related and are solely at the discretion of ACE of NEPA. A Weatherization intake must also be completed to receive services for the WHRP to take place (unless earning an exemption from Ace), clients must agree to their homes being weatherized. By signing the application, you are agreeing to the conditions set forth. Conditions to weatherize must be that the house has not been weatherized in the last 15 years for Dept. of Energy and 7 years for Utility (UGI) funding programs. **The applicant will also provide: A valid form of ID, copy of income eligibility (W-2, SSI award letter, etc.), A copy of their latest Electric and Heating bill. Maximum Grant Award through Ace is $25,000 per unit. Please contact the Weatherization Department to verify eligibility or apply online through the Whole Home Repair Program.**

**PART I: ELIGIBILITY OVERVIEW**

**Homeowners**

Priority is given to those households who qualify for Weatherization Services through Agency for Community EmPOWERment of NEPA. The household income is at or below 200% of the Federal Poverty Guidelines. A Special exemption may be granted if the household incomes falls below 300% of the Federal Poverty Guidelines and meets ACE’s standard operating procedures for Whole Home Repairs Program.

Whole-Home Repairs Program funding for homeowners is limited to income eligible households whose income does not exceed 80% of the total area median income (AMI) as defined by the [U.S. Department of Housing and Urban Developments Income Limits](https://www.huduser.gov/portal/datasets/il.html#2022). For households where the AMI is greater than 300% of the [U.S. Department of Health and Human Services Federal Poverty Income Guidelines](https://aspe.hhs.gov/sites/default/files/documents/1c92a9207f3ed5915ca020d58fe77696/detailed-guidelines-2023.pdf) or 65% of the AMI, there will need to be proof of COVID-19 Impact as described in the [SLFRF Final Rule Overview](https://home.treasury.gov/system/files/136/SLFRF-Final-Rule-Overview.pdf).

Additionally, eligible households include those who qualify for the following federal benefits: Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. An eligible household may also include those who qualify (and have been verified in the past 12 months) for other federal, state, and local programs including the Weatherization Assistance Program (WAP) and DCED’s LIHEAP Crisis Program.

**Landlords/Tenants**

Priority is given to those households who qualify for Weatherization Services through Agency for Community EmPOWERment of NEPA. The household income is at or below 200% of the Federal Poverty Guidelines.

Whole-Home Repairs Program funding for landlords is limited to small landlords who rent affordable units to tenants at or below 60% of the area median income, adjusted for household size, as defined annually by the [Pennsylvania Housing Finance Agency’s PennHOMES countywide limits](https://www.phfa.org/forms/housing_management/agency_financed/rent_and_income_limits/pennhomes/2022_mtxr046.pdf). A small landlord is a person who meets all the following criteria:

* The person is a landlord.
* The person has an ownership stake in no more than five properties and no more than 15 rental units.
* The person rents those properties or units described immediately above for use as a primary residence for a fee, regardless of the length or form of the lease.