



Schertz Home Energy Efficiency Program Application

AN APPLICATION IS NOT COMPLETED UNTIL ALL REQUIRED ITEMS ARE PROVIDED.

Schertz Home Energy Efficiency Program (SHEEP), is designed to assist residents, reduce energy consumption, lower energy bills, and enhance comfort and safety of homes. Federal guidelines require verification of all income claimed for anyone living in household whose age 18 and over. Citizenship and identity verification for anyone living in the household. The following checklist states everything needed for an application to be complete.

DOCUMENTS REQUIRED FOR APPLICANTS HOUSEHOLD

Proof of home ownership.

- Certificate of title, current tax notice or homestead exemption, heir affidavit.

Proof of identification for each member living in household. 18 years and older:

- Valid Texas Drivers license or Texas ID AND birth certificate.
- Valid U.S. Passport.
- For minors: school record or birth certificate.

Copies of your electric and/or gas/propane utility bill for the last 12 consecutive months.

- Must show billing and consumption usage.

Copy of a home energy audit by approved provider.

- Approved providers are CPS, GVEC and NBU.
- Must be dated within 60 days of application.

DOCUMENTS REQUIRED FOR INCOME VERIFICATION

Proof of household's gross income for 90 days from the date you sign the application.

- Pay stubs.
- Social security and/or retirement/pension benefit verification letters.
- Self employed tax returns.
- Applicants with \$0 total household income are ineligible.

Family Size	Annual Income	Monthly Income
1	\$30,120	\$2,510.00
2	\$40,880	\$3,406.67
3	\$51,640	\$4,303.34
4	\$62,400	\$5,200.00
5	\$73,160	\$6,096.67

Make an appointment to submit your completed application:

City of Schertz Neighborhood Services

1400 Schertz Parkway Building 1, Schertz TX 78154

AGREEMENT

My signature indicates that I am a Schertz resident with at least one year of current electrical service in the home listed on this application, I own and live in this property and I agree with the following statements:

- I live and own the home, listed on the application, that is 10 years old or older.
- I meet the U.S Department of HUD income limits for low to moderate income to qualify.
- This is a low to moderate income program, claiming \$0 as total household income disqualifies me from the program.
- I must maintain a safe and clean working environment throughout the improvement period. Including but not limited to the audit, installation and any required inspection.
- Acceptance of a submitted application does not guarantee that the home will receive energy efficiency upgrades.
- A member of the household age 18 or over must be on site during any work or inspection.
- All appointments will be confirmed. Appointments are typically during normal business hours. Missed appointments may result in denial of application or work.
- The final decision will be determined by available funding and City of Schertz approval.
- I am responsible for the full cost of work or upgrade if the final inspection is not completed due to inaction or continuous delays on my part.
- No warranty of work or equipment is granted by the City of Schertz.
- Incomplete applications, including missing supporting documents, will not be considered and will be closed if application is not completed within 30 days.
- I agree to provide any information necessary to verify my eligibility.
- I will not hold City of Schertz and/or any contractors liable for any damage caused by the operation or malfunction of the installed equipment; and does not guarantee that a specific level of energy or cost savings will result from the implementation of energy efficiency measures or the use of products funded under this program.
- This application will be considered without regard to race, color, religion, creed, national origin, sex, age or political belief.

I affirm under penalty of perjury that statements made about any person in my home, income and all other information provided is true and correct. I understand that making false statements could mean denial of assistance.

Signature of Applicant

Printed Applicant name

Date

THE STATE OF TEXAS
COUNTY OF GUADALUPE

Before me, the undersigned authority, on this day personally appeared _____
as _____ of the City of Schertz, a municipal corporation, on behalf of said corporation.

Given Under my Hand and Seal of Office this the ____ day of _____, 2024

Notary Public in and for the State of Texas

Printed Name: _____

Expiration Date: _____



Schertz Home Energy Efficiency Program Application

Name:

Address:

Schertz, TX 78

Phone:

Email:

Secondary Contact name and phone:

Year built: Has home been weatherized: ☐ Yes ☐ No

Preferred method of contact*: ☐ Text ☐ Email

INFORMATION REQUIRED FOR ALL HOUSEHOLD MEMBERS

LIST ALL SOURCES OF INCOME

Names of ALL household members	Age	Relationship	Monthly Income	Disabled or Veteran **documentation required
		Applicant		

*All appointments will be verified in writing, indicate preferred method of contact text or email.

**Any documentation submitted must have any social security numbers removed.

Building/Energy Information

What type of energy is used in home?	Natural gas Electricity Propane Other
What type of heating unit is used ?	Central Space heater Wall furnace Other
How many cooling units in the home?	Window units _____ Central Other None
Existing water heater type and age?	Natural gas Electric Other Age: _____
Stove type? ☐ Electric ☐ Gas	Type of insulation: ☐ Attic ☐ Wall ☐ None

Intake Information

Referral:	
PLV or SSVL:	
Intake by:	Date:

City of Schertz Neighborhood Services

1400 Schertz Parkway Building 1, Schertz TX 78154

Email: mytown@schertz.com

Phone: 210-619-1650