EQUITABLE BUILDING DECARBONIZATION PROGRAM
CENTRAL CALIFORNIA

Enrollment Checklist

To apply for the Equitable Building Decarbonization (EBD) Program, applicants must provide either proof of income or documentation showing enrollment in an approved categorical eligibility program to show that they meet the low-income requirements. Applicants must also provide proof of home ownership or, if renting, a signed participation agreement from the property owner. For more information, visit. www.ebd.energycenter.org.

1. Income Documentation

Applicants must verify income eligibility through one of the following two ways: Categorical Eligibility or Income Eligibility. Review the options below and select the one that best fits your situation. **Before you submit your income information, please verify everything is current and valid. Any expired or invalid information will slow down your approval process.**

Option A: Categorically Eligible Programs

Applicants participating in one or more of the listed approved programs may submit their eligibility determination letter for that program(s) dated within the last 24 months to show that they are eligible to apply for the Equitable Building Decarbonization Program. The eligibility determination letter must clearly display the following details:

- Recipient's first and last name
- Recipient's address
- Program name
- Date of enrollment and/or enrollment expiration date

Note: If recipient is not the applicant, recipient must reside at the same address as the applicant.

Approved Programs for Categorical Eligibility:	
Food Distribution Program on Indian Reservations (FDPIR)	CalWORKS / Temporary Assistance for Needy Families (TANF) / Tribal TANF
Medicaid / Medi-Cal for Adults (income verified only)	Supplemental Security Income (SSI)
CalFresh/Supplemental Nutrition Assistance Program (SNAP)*	Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)**

**CalFresh/Supplemental Nutrition Assistance Program (SNAP): Households that have 7 or more people in Fresno, Inyo, Kern, Kern, Kings, Madera, Mariposa, Merced, or Tulare County may not be eligible.*

*** Special Supplemental Nutrition Program for Women, Infants, and Children (WIC): Households that have 8 or more people per household in Fresno, Kern, Kings, Madera, Mariposa, Merced, or Tulare County may not be eligible.*

Option B: Income Eligibility

If an applicant is not enrolled in a program listed above, then the applicant must provide income documentation for each adult household member receiving income. If an adult household member has multiple sources of income (e.g., job income and Social Security), documentation for each source is required.

Income is defined as including the gross annual income of both taxable and non-taxable income sources of all household members ages 18 and older as shown on the most recently filed tax return transcript available dated within 2 years of the EBD application submission date to ensure use of current documentation. This includes, but is not limited to, the following: wages, unemployment, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, educational assistance, alimony, child support, assistance from outside the household, and other miscellaneous sources.

The income documentation must clearly display the following details:

- The employer, company or government agency's name and contact information
- The household member's first and last name
- Date of pay
- **Gross** income (before taxes and deductions) amount (unless the income source is self-employment income)

Applicants only need to submit one document for each income type. Examples of income types, acceptable documentation, and acceptable date ranges are:

Income Type	Acceptable Documentation	Acceptable Date Range
Employment Income	• Pay stubs (3 months) • Employer income statement • W2s • Tax Return	• 30 consecutive days' or more worth of income issued within 30 days from the application date • W2s and tax return must be from the most recent tax year
Social Security	• Award letter • Benefit statement • SSA-1099 social security benefit statement	• Award letter/benefit statement issued within the last 12 months • Tax documentation from the most recent tax year
Tax Return/IRS Income	• First two pages of form 1040 (official or signed) • Tax Return Transcript	• After the first of a new year, tax returns from two years prior will be accepted until April 15th, as customers have until that date to file their previous year's taxes.
Unemployment	• Award letter • Paystubs (3 months) showing unemployment deposits	• Award letter/benefit statement issued within the last 12 months

2. Utility Information

Applicants must provide the most recent 12-months of utility bills for each type of utility used in the home (electric or natural gas). Each document must include:

- Applicant's first and last name
- Address
- Account number
- Utility provider
- Monthly Usage Data
- Date

Applicants who receive delivered fuel such as propane must submit their most recent receipt. The receipt should include:

- Delivered fuel type
- Delivered fuel amount
- Address fuel was delivered
- Date fuel was delivered

3. Proof of Ownership or Owner Participation Agreement

A. Applicants that own their home must provide one of the following documents that shows their name and property address:

- Most Recent Property Tax Statement
- Mortgage Statement
- Homeowner's Insurance Statement
- Deed for the Home

B. Applicants that rent their home, the property owner must provide a signed participation agreement and supply documentation of home ownership (please see above for documents accepted for proof of ownership).

Need help?

Contact support@ebd.franklinenergy.com for a program representative to answer any questions you may have. Or call **(855) 210-5240** available Monday through Friday, 7:00 AM to 5:00 PM PST (excluding holidays).