SAN BENITO COUNTY



Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT 1111 SAN FELIPE ROAD, SUITE 107 · HOLLISTER, CA 95023 (831) 637-9293 · FAX (831) 637-0996

Applications are NOT accepted after 4:00 P.M.

To protect your privacy please DO NOT remove this confidentiality sheet

HEAP/FAST TRACK/WX check off list for PG&E or Propane

	Current utility state	ement (must have complete fro	nt page & all additional	pages of statement)			
	Proof of income for past 30-days from all sources and household members: (SSI, SDI, Employment, Unemployment, Worker's Comp, Child Support, Alimony, etc.) If anyone 18 or over has no income they must submit a "Survey of Income Form" (CSD 43B). If there is no income at all this form must be notarized.						
	Photo ID for all ad	ults 18 and over in the					
	household		2020 Income	Guidelines			
	Proof of citizenship	for applicant (US Dirth	Persons in Household	Monthly Income			
ш	_	o for applicant (US Birth port, MICA, Naturalization)	1	\$2,296.93			
	certificate, OS 1 ass	port, whea, Naturalization)	2	\$3,003.67			
	Social security card	ds for all members in the	3	\$3,710.42			
	household	as for all memoers in the	4	\$4,417.17			
	110 43 6110 14		5	\$5,123.91			
	I,	received Educational Tips	6	\$5,830.66			
	Initials/Iniciales	on how to save energy	7	\$5,963.18			
	Œ	C · T	8	\$6,095.69			
		y Saving Tips	9	\$6,228.21			
	_	o you when you turn in plication)	10	\$6,360.72			
ı	up	Promotor)					

Ending Poverty by Empowering People

To find out about other low-income services please visit our website at: www.sbccab.wixsite.com/cab1

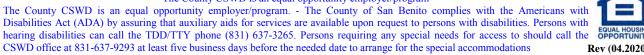
Printed Name

Last 4 # of SSN



COMMUNITY ACTION BOARD & WORKFORCE INVESTMENT BOARD SERVING SAN BENITO COUNTY SINCE 1978

The County CSWD is an equal opportunity employer/program





Department of Commu		Official Use Only:			•						
Energy Intake Form							Priority	Points			
CSD 43 (10/2017)							A.C.C.				
Agency:	Int	ake Initia	s:	Ir	itake Da	te:	Eligibilit	y Cert I	Date		
First name		N	1iddle	Initial	Last Na	me				of Birth	
									MM/D	D/YY	
SERVICE ADDRESS – Addre	ss where	you live (th	is cai	nnot be a P	.O. Box)				I		
Service Address					Unit N	lumber					
Service City Serv				vice County			Service Stat	e	Service	Service Zip Code	
Have you lived at this resid	dence duri	ng each of	the p	ast 12 moi	nths?					☐ Yes	□ No
Is your service address the	same as i	mailing ado	dress	?					1		□ No
Mailing Address									Unit N	Number	
Mailing City			Ma	iling Count	:у		Mailing Sta	ate	Mailir	ng Zip C	ode
Social Security Number (SSN):						Telephone Nun	nber ()			
E-mail Address:											
PEOPLE LIVING IN HOUSE Enter the total number of peo- living in the household, including yourself	-				Ente	COME er the total number of receive income		(
Demographics: Enter the household who are:	e number	of people	in ti	he		er the total gros household:	<u>s</u> monthly i	ncome	for <u>al</u>	l people	e living in
Ages 0 – 2 Years						NF / CalWorks		\$			
Ages 3 - 5 years				SSI / SSP		\$					
Ages 6 - 18 years				SSA / SSDI			\$				
Ages 19 - 59				Paycheck(s)			\$				
Ages 60 and older				Interest			\$				
Disabled				Pension			\$				
Native American					Other \$			\$			
Seasonal or Migrant Farm	worker				Total Monthly Income \$		\$				
HOUSEHOLD MEMBERS ENTER THE INFORMATION BELC If you have more than 7 p	W FOR <u>ALL</u> I				the infor	mation on a sepa	1				
First Name				Date of Birth MM/DD/YY	Amount o Monthly I Taxes and Dec	ncome		Source	e of Income		
			Self								
							1				
	-						1				
							+				
							+				
		Ho	ıseh	ıld Total I	Monthly	Gross Income	\$			İ	
Are you or someone in vo	Are you or someone in your household CURRENTLY receiving CalFresh (Food Stamps)?										

PAY BILL To which energy bill (CHOOSE ONLY ONE) do you want the LIHEAP benefit to be applied? □ Natural Gas □ Electricity □ Wood □ Propane □ Fuel Oil □ Kerosene □ C	(Attach complete copy of most recent bill or receipt) Other Fuel
Enter the energy company and account number:	
Company Name: Account #:	
Is your utility service shut-off?	
Do you have a past due notice? \square Yes \square No	
Are your utilities included in rent or submetered? ☐ Yes ☐ No	
Are your utilities all electric? ☐ Yes ☐ No	
Is your Natural Gas Company the same as your Electric Company? Yes No	
WOOD, PROPANE or FUEL OIL SERVICE (WPO)	
Are you currently out of fuel? (Wood, Propane, Oil, Kerosene, Other Fuels)	□ No □ N/A
List the approximate number of days until you run out of fuel (Wood, Propane, Oil, Kerosene,	Other Fuels).
Number of Days: N/A	
ENERGY INFORMATION	
The questions below are MANDATORY. Please check all energy sources used to heat your h	home.
A copy of all recent energy bills and/or receipts for any home energy cost must be provided	
NOTE: A copy of an electric bill must be included even if you do not use electricity to heat you	our home.
What is the main fuel used to HEAT your home? One main heating source MUST be checked.	Other Fuel
☐ Natural Gas ☐ Electricity ☐ Wood ☐ Propane ☐ Fuel Oil ☐ Kerosene ☐ O	Other Fuel
	Other Fuel \Box N/A
Are you the account holder: Electric Bill	∕es □ No
The information on this application will be used to determine and verify my eligibility for assistance. B to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to my utility cor about my household's utility account, energy usage and/or other information needed to provide service of the form. My consent shall be effective for the period beginning 24 months prior to, and continuing understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untimely may initiate a written appeal with the local service provider and my appeal shall be reviewed no later that not satisfied with the local service provider's decision I may then appeal to the Department of Commun Title 22, California Code of Regulations section 100805. If applicable, I hereby authorize installation of cost to me. I declare, under penalty of perjury, that the information on this application is true, correct, for the purpose of paying my energy costs.	mpany and its contractors, to share information ces and benefits to me as described at the end for 36 months after, the date signed below. It response or unsatisfactory performance, I chan 15 days after the appeal is received. If I amonity Services and Development pursuant to weatherization measures to my residence at no
X	
* * * APPLICANT'S SIGNATURE * * *	Date
AGENCY NAME: Community Services and Development (CSD). UNIT RESPONSIBLE FOR MAINTENANCE AUTHORITY: Government Code Section 16367.6 (a) Names CSD as the agency responsible for managing provide will be used to decide if you are eligible for a LIHEAP payment and/or weatherization services. voluntary. If you choose to apply for assistance, you must give all required information. OTHER INFOR the annual update of the Department of Health and Human Services' State Median Income, Federal Incorporam eligibility. During application processing, CSD's designated subcontractor may need to ask yo eligibility for either or both programs. ACCESS: CSD's designated subcontractor will keep your complet to determine your eligibility. You have the right to access all records holding information about you. C services on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental sex, age, or sexual orientation. APPLICANT: DO NOT FILL OUT THE INFORMATION BELOW. THIS SECTION IS FOR	g HEAP. PURPOSE: The information you GIVING INFORMATION: This program is EMATION: CSD uses statistical definitions from come Poverty Guidelines, to determine u for more information to decide your ted application and other information, if used, SD does not discriminate in the provision of disability, medical condition, marital status,
Utility Assistance being provided under which program $ ightarrow$ \Box HEAP \Box Fast Track \Box HEAP	EAP WPO 🔲 ECIP WPO
Base Benefit \$ Supplement \$ Total Benefit \$	
Total Energy Cost \$ Energy Burden	
Energy Services Restored after disconnection: Yes No Disconnection of Energy Services	ces prevented:
Home Referred for WX: Home Already Weatherized:	

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

CSD 600 (Rev. 3/24/06)

STATEMENT OF CITIZENSHIP or NON-CITIZEN STATUS FOR PUBLIC BENEFITS

STATEMENT OF CITIZENSIM OF NON-CI	TIZEN STATES FOR TUBLIC BENEFITS
Name of the Applicant Requesting Energy Services	Date
Name of Person Acting for Applicant, if any	Relationship to Applicant
Public Benefits To Citize	ens And Non-Citizens
Citizens and Nationals of the United States who meet all e	ligibility requirements may receive services under the
Low-Income Home Energy Assistance Program and/or the D Assistance Program and must fill out <i>Sections A and D</i> .	
Non-Citizens who meet all eligibility requirements may rece	eive services under the Low-Income Home Energy
Assistance Program and/or the Department of Energy Low-I complete <i>Sections A</i> , <i>B or C</i> , <i>and D</i> .	ncome Weatherization Assistance Program and must
Section A: Citizenship/Non-	Citizen Status Declaration
1. Is the applicant a citizen or national of the United States?	□ Yes □ No
If the answer to the above question is yes, where was he/s	she born? City/State
2. To establish citizenship or naturalization, please submit of is legible and unaltered to establish proof.	one of the documents on $List A$ (attached hereto) which
If you are a Citizen or National of the United States , please	e go directly to Section D .
If you are a Non-Citizen, please complete Section B, or, if a	pplicable, Section C .
Section B: Non-Citizen	n Status Declaration
 Important: Please indicate the applicant's non-citizen status. The no citizen status documents listed for each category are status. States Immigration and Naturalization Service (INS) provide other acceptable evidence of your non-citizen status even if 1. An alien lawfully admitted for permanent residence us. Evidence includes: INS Form I-551 (Alien Registration Receipt Card, 	the most commonly used documents that the United es to non-citizens in those categories. You can provide not listed below. Inder the Immigration and Naturalization Act (INA). commonly known as a "green card"); or
 Unexpired Temporary I-551 stamp in foreign pass 2. An alien who is granted asylum under section 208 of an INS Form I-94 annotated with stamp showing granted INS Form I-688B (Employment Authorization Case) INS Form I-766 (Employment Authorization Document Programment /li>	the INA. Evidence includes: nt of asylum under section 208 of the INA; rd) annotated "274a.12(a)(5)";
 3. A refugee admitted to the United States under section INS Form I-94 annotated with stamp showing adm INS Form I-688B (Employment Authorization Cat INS Form I-766 (Employment Authorization Docu INS Form I-571 (Refugee Travel Document) 4. An alien paroled into the United States for at least one includes: 	nission under section 207 of the INA; rd) annotated "274a.12(a)(3)"; ument) annotated "A3"; or e year under section 212(d)(5) of the INA. Evidence
 INS Form I-94 with stamp showing admission for (Applicant cannot aggregate periods of admission) 	at least one year under section 212(d)(5) of the INA. for less than one year to meet the one-year requirement.)

CSD 600 (Rev. 3/24/06) Page 2 of 2 5. An alien whose deportation is being withheld under section 243(h) of the INA (as in effect prior to April 1, 1997) or section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes: • INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)"; • INS Form I-766 (Employment Authorization Document) annotated "A10"; or • Order from an immigration judge showing deportation withheld under section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under section 241(b)(3) of the INA. \square 6. An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes: • INS Form I-94 with stamp showing admission under section 203(a)(7) of the INA; • INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or • INS Form I-766 (Employment Authorization Document) annotated "A3." 7. An alien who is a Cuban or Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes: • INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6; • Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7; or • INS Form I-94 with stamp showing parole as "Cuban/Haitian Entrant" under section 212(d)(5) of the INA; or paroled after 10/10/80 in the special status for nationals of Cuba or Haiti. \square 8. An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form I-94 showing this status.) 9. An alien not in categories 1 through 8 who has been admitted to the United States for a limited period of time (a nonimmigrant). Non-immigrants are persons who have temporary status for a specific purpose. (Evidence includes INS Form I-94 showing this status.) 10. I self-certify that I am a U.S. citizen or non-citizen national or qualified alien but am unable to provide documentation. (Only allowable under the Energy Crisis Intervention Program (ECIP) component of the LIHEAP Program.) **Section C: Declaration for Certain Battered Aliens Important**: Complete this section if the applicant, the applicant's child, or the applicant child's parent has been battered or subjected to extreme cruelty in the United States by a spouse or parent. 1. Has the INS or the EOIR granted a petition or application filed by or on behalf of the applicant, the applicant's child, or the applicant child's parent under the INA or found that a pending petition sets forth a prima facie case for granting permission to stay in the United States? Evidence includes one of the documents on List B (attached hereto). 2. Has the applicant, the applicant's child, or the applicant child's parent been battered or subjected to extreme cruelty in the United States by a spouse or parent, or by a spouse's or parent's family member living in the same house (where the spouse or parent consented to or acquiesced in the battery or cruelty)? **Section D: Certification** I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ANSWERS I HAVE GIVEN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. Applicant's Signature Date Signature of Person Acting for Applicant Date

Attachments: Lists A and B

Statement of Responsibility , reside at LAST NAME **FIRST** MI STREET ADDRESS CITY ZIP CODE My PG&E bill is in the name of The name on the bill is? Myself Other (If other, please indicate the relationship to you & whether or not they reside in the home) **Relationship to applicant: Resides in home?:** Yes No ☐ I am responsible for payment of the utility bill for the above address. I certify that all the information is true and correct to the best of my knowledge. I am aware that willfully and knowingly falsifying information may lead to criminal prosecution. I am the only person in my household who has applied for the LIHEAP Program. **Applicant Signature** Date

Eligibility Worker Signature

Date

Release of Information

RELEASE OF INFORMATION AUTHORIZATION

A. The use of CSWD funds is limited to eligible applicants. CSWD regulations require verification of income/benefits and other information pertinent to the determination of eligibility for the programs. No applicant can be determined eligible or ineligible until all eligibility documentation is received by the Department of Community Services & Workforce Development.

By signing this release form, I am hereby giving my permission to the Department of Community Services & Workforce Development to verify the accuracy of the information that I have provided which includes; income and benefits received, date of birth, citizenship, county residence, social security number, selective service registration, existence of family members, legal status (prior convictions, parole, probation), employment, education and other information required for purposes of determining my eligibility.

I am also giving my permission to the Department of Community Services & Workforce Development to release information contained in my file to other social service agencies.

All information and paperwork received during the eligibility determination process is maintained by the CSWD office and will not be returned to me. I understand that falsification of any item is grounds for termination from the CSWD program and may result in action to recover any moneys paid to me while participating.

B.	B. <u>NEPOTISM</u> : Is a member of your immediate fam member of the Community Action Board or the Wor a spouse, parent, child, brother, sister, uncle, aunt, nied	ily an elected City or County official, or a kforce Development Board? (This could be			
	NO If yes, what is his/her name, elected title, and relationship to	you?			
C	C. Is a member of your immediate family an employed the San Benito County Community Services & Waspouse, parent, child, brother, sister, uncle, aunt, nieco	Vorkforce Development? (This could be a			
	NO If yes, what is his/her name, job title, and relationship to yo	u?			
D.	PAIR HEARING/APPEALS PROCESS SUMMARY FORM: I hereby acknowledge receipt of a Fair Hearing/Appeals Process Summary Form.				
PRI	PRINT NAME SOCIAL	L SECURITY NUMBER			
Аp	Applicant Signature DATE				

FAIR HEARING & APPEALS

FAIR HEARING/ APPEALS PROCESS SUMMARY FORM

The San Benito County Community Services & Workforce Development has agreed to comply with Title 22 of the California Administrative Code, Section 100751, as amended which sets forth elements to be included in client benefit denial appeal procedures.

You are hereby advised that should you be denied assistance for which you have applied, and for which you have submitted a complete application and eligibility documentation as required, you may appeal that decision within twenty (20) days from receiving notice of denial.

Within five (5) working days of receipt of your appeal, the Community Services & Workforce Development shall conduct a Fair Hearing at the local level. Should your complaint not be resolved at the local level, you may appeal to Grantor/Funding source for which you have been denied. The Community Services & Workforce Development shall provide proper forms and guidance in making your appeal.

You may withdraw your request for appeal for an administrative hearing at any time during the appeals process by tending written or oral notice. Where oral notice is given, the parties shall confirm such notice in writing.

POLICY FOR GRIEVANCES BY CLIENT

Any client who has been denied services by this agency may file a grievance with the Director of the agency. Each employee will inform the participants of their appropriate grievance procedure and issue those procedures.

Upon receipt of a grievance, the grievance will be passed to the appropriate Deputy Director who will meet with the Director and determine the appropriate course of action as required by the funding source.

The information contained in your file is confidential and will not be disclosed to anyone without your written permission. Your file becomes the property of the San Benito County Department of Community Services & Workforce Development.

PRINT NAME	SOCIAL SECURITY NUMBER
Applicant Signature	DATE

Statement of Understanding

LAST NAME	FIRST	MI
I have requested assistance	through the <u>HEAP</u> program.	
account can take u will need to contin	up to 60 days. I furth	e a credit to my utility ner understand that I s towards the account services.
PRINT NAME	SOCIAL SECU	URITY NUMBER/
Applicant Signature	DATE	



SAN BENITO COUNTY

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT 1111 SAN FELIPE ROAD, SUITE 107 · HOLLISTER, CA 95023 (831) 637-9293 · FAX (831) 637-0996

Dear Applicant,

At Community Services & Workforce Development we pride ourselves on being customer orientated and focus all efforts on customer satisfaction.

If you received great or outstanding service please tell all your friends and relatives. If you feel the service you received was poor, then please tell me. You do not need to give me your name just your concern.

Sincerely,

Enrique Arreola **Deputy Director**

> I received a copy on **Initials** Date

Customer Satisfaction Survey

			□4 to 6 times in the last year	□7 to 9 times in the last year	☐More than 10 times in the last year			
2) What servi) What services did you come in for today?							
			t apply					
☐ AJO	C	☐ CalWorks	☐ Dream Catcher	□ EDD	□ IHSS □ JobLin			
☐ LIH	E A l	P (PG&E or Propa	ne Assistance	☐ Public Author	rity□ Rental Assistance			
	— If other places are sife							
□ Oth	r	If other, please sp	ecify:					
□ Oth	r	If other, please sp	ecify:					
Oth	r	If other, please sp	pecify:					
			pecify:					
Agency S	erv			1 is Very Dissatis	sfied and 5 is Very Satisfi			
Agency S	erv	vices		•	sfied and 5 is Very Satisfi			
Agency S Were you so Overall, hor	erv	vices	es	()1 ()2				
Agency S 4) Were you sa	erv	vices ied with the servic	es	()1 ()2 1 is Very Dissatis	()3 ()4 ()5			
Agency S 1) Were you so 5) Overall, how received? 6) How likely	erv tisf	vices Tied with the service Tould you rate the service You to recommend	es ervices you	()1 ()2 1 is Very Dissatis ()1 ()2	()3 ()4 ()5 sfied and 5 is Very Satisfi			
Agency S 4) Were you so 5) Overall, hor received?	erv tisf	vices Tied with the service Tould you rate the service You to recommend	es ervices you	() 1 () 2 1 is Very Dissatis () 1 () 2 1 is Very Dissatis	()3 ()4 ()5 sfied and 5 is Very Satisfied ()3 ()4 ()5			

Share Your Experience?

8) Are you willing to share your story? Good or Bad - We are always interested in your experience with us and use client stories as a way to assist with bettering our services or providing new ones. If so, please do so here.						
9) If you shared your story, can we use your 10) How can we contact you for follow-						
First Name:						
Last Name:						
Email Address:						
Phone Number:						
Mobile Phone:						
About You						
11) What is your gender? \square Male \square Fem	nale					
12) Please select your age. Less than 18	8 □ 18 to 24 □ 25 to 34 □ 35 to 54 □ 55+					
13) What is the highest degree of education	that you achieved?					
☐ 12th grade or less	☐ Graduated high school or equivalent					
☐ Some college, no degree	☐ Associate degree					
☐ Bachelor's degree	☐ Post-graduate degree					

Thank You!



SAN BENITO COUNTY

TRACEY BELTON DIRECTOR

Health & Human Services Agency

COMMUNITY SERVICES & WORKFORCE DEVELOPMENT

1111 SAN FELIPE ROAD, SUITE 107 · HOLLISTER, CA 95023

(831) 637-9293 · FAX (831) 637-0996

	Energy Saving Tips	Consejos para ahorrar energía
	Free and Low Cost Recommendations	Recomendaciones Gratis y de Bajo Costo
M	Replace Light Bulbs	Reemplace los focos
	 Replace standard incandescent light bulbs with compact fluorescent light bulbs (CFLs) and save 75% off lighting costs. 	 Reemplazca los focos incandescentes por bombillas fluorescentes compactas (CFL) y ahorran un 75% de descuento en los costos de iluminación.
	Unplug Electronics	Desconectar los aparatos electrónicos
	 Unplug electronics, battery chargers and other equipment when not in use. Taken together, these small items can use as much power as your refrigerator. 	 Desconecte los cargadores de batería electrónica, y otros equipos cuando no estén en uso. En conjunto, estos artículos pequeños pueden usar tanta potencia como su refrigerador.
08667111111	Save Water	Ahorre el Agua
	 Installing faucet aerators and low-flow shower heads will cut water heating costs by 50% and save up to \$300 per year. It will also cut water use by up to 50%. As much as 19% of California electricity is used to pump, transport and treat water. 	La instalación de aireadores de grifos de bajo flujo y duchas, reducirá los costos de calentamiento de agua en un 50% y ahorrar hasta \$ 300 por año. También reducirá el consumo de agua hasta en un 50%. Tanto como el 19% de la electricidad de California se usa para bombear, transportar y tratar el agua.
	Adjust Your Thermostat	Ajustar el termostato
A PARTY	 Setting your air conditioner 5° higher will save up to 20% on cooling costs. 	 Configurando su acondicionador de aire a 5 grados más alto, permite ahorrar hasta un 20% en costos de enfriamento.
	Buy Energy Efficient Appliances	Compre electrodomésticos que ahorran energía
energy STAR	 Always buy ENERGY STAR qualified appliances and equipment - they're up to 40% more efficient. Find rebates and incentives in your area using our rebate finder. 	 Siempre compre electrodomésticos o equipos con calificación ENERGY STAR que son hasta un 40% más eficiente. Busque descuentos e incentivos en su área usando nuestro buscador de descuento.
(***)	Adjust Your Water Heater	Ajuste su calentador de agua
	 Turn your water heater down to 120° or the "Normal" setting when home, and to the lowest setting when away. Water heating accounts for about 13% of home energy costs. 	 Reduzca el calentador de agua a 120 ° o al ajuste "Normal" cuando esté en casa, y más bajo cuando no este , Calentar agua representa hasta un 13% de los costos de energía del hogar.

KEEP COOL	Reduce air conditioning costs by using fans, keeping windows and doors shut and closing shades during the day. Most ceiling fans use less energy than a light bulb.	Reduzca los costos de aire acondicionado mediante el uso de ventiladores, manteniendo las ventanas y puertas cerradas y cerrar las cortinas durante el día. La mayoría de los ventiladores de techo usan menos energía que un foco.
	Be Smart About Lighting	Sea responsible con el uso de luces
	 Turn off unnecessary lighting and use task or desktop lamps with CFLs instead of overhead lights. 	 Apague las luces innecesaria y utilize lámparas de trabajo o de escritorio con CFL en lugar de las luces del techo.
A A A	Power Down Your Computer	Apagar la computadora
S	 Enable "power management" on all computers and make sure to turn them off at night. A laptop computer uses up to 90% less energy than bigger desktop models. 	 Programa "la administración de energía" en todos los equipos y asegúrese de apagarlas durante la noche. Una computadora portátil consume hasta un 90% menos energía que los modelos de escritorio más grandes.
	Wash Clothes in Cold Water	Lave la ropa con agua fría
	 When possible, wash clothes in cold water. About 90% of the energy used in a clothes washer goes to water heating. 	 Cuando sea posible, lave la ropa en agua fría. Aproximadamente el 90% de la energía utilizada en una lavadora de ropa se va en calentar el agua.
	Load Up Your Dishwasher	Carga tu Lavavajillas
	 Run your dishwasher and clothes washer only when fully loaded. Fewer loads reduce energy and water use. 	 Utilice el lavaplatos y la lavadora de ropa sólo cuando esté completamente cargada. Lavando menos cargas reduce el consumo de energía y agua.
803	Maintain Your Clothes Dryer	Mantener su secadora de ropa
	 Make sure your dryer's outside vent is clear and clean the lint filter after every load. When shopping for a new dryer look for one with a moisture sensor that automatically shuts off when clothes are dry. 	 Asegúrese que la ventilación hacia fuera de su secadora este claro y limpie el filtro de pelusa después de cada carga. Cuando busque comprar una nueva secadora busque una con un sensor de humedad que se apaga automáticamente cuando la ropa este seca.
	Find and Seal Leaks	Buscar y sellar las fugas
	 Sealing cracks, gaps, leaks and adding insulation can save up to 20% on home heating and cooling costs. 	 Sellando las grietas, huecos, filtraciones y agregando isolacion puede ahorrar hasta un 20% en calefacción y refrigeración.
	 Test for air leaks by holding a lit incense stick next to windows, doors, electrical boxes, plumbing fixtures, electrical outlets, ceiling fixtures, attic hatches and other locations where there is a possible air path to the outside. If the smoke stream travels horizontally, you have located an air leak that may need caulking, sealing or weather stripping. 	 Pruebe si no tiene fugas de aire usando un palito de incienso junto a las ventanas, puertas, cajas eléctricas, de plomería, enchufes eléctricos, accesorios del techo, las portillas del ático y otros lugares donde hay un camino posible de aire hacia el exterior. Si la corriente de humo viaja horizontalmente, usted ha encontrado una fuga de aire que puede ser necesario sellar con calafateo o burletes.