



Cincinnati-Hamilton County Community Action Agency

We help make things happen

Home Weatherization Assistance Program
1740 Langdon Farm Road
Cincinnati, Ohio 45237
(513) 569-1840

C-HCCAA's Home Weatherization Assistance Program (HWAP) is designed to assist our customers by providing the following to their residence for home owners and renters.

1. Eliminate all health and safety issues such as problems with their furnaces, hot water heaters, gas ranges, electrical hazards and minor repairs.
2. Improve the durability of our customers' residence through minor repairs and proper installation of weatherization materials/measures.
3. Improve the comfort level of our customers' residence.
4. Reduce the energy cost for our customers.

SERVICES PROVIDED BY HWAP:

1. Furnace Clean and tune-up:
 - a) Make all repairs to ensure safe and efficient operations.
 - b) Repair and/or replace all improper venting systems.
 - c) Replacement of unsafe furnaces with high efficient units.
2. Domestic Water heaters tune-up:
 - a) Make all repairs to ensure safe and efficient operations.
 - b) Repair and/or replace all improper venting systems.
 - c) Replacement of unsafe hot water heaters.
3. Seal all holes and leaks in the supply & return ducts to improve the air flow throughout the residence, improving the comfort level of the residence.
4. Seal all major air leaks:
 - a) Seal holes in the attic to reduce heat loss.
 - b) Seal all large holes in the basement
 - c) Repair/replace all missing plaster in ceilings and walls to prevent warm air from leaking out of the residence.
 - d) Replace all missing glass
5. Insulate the attic spaces to R-38:
 - a) Install the attic access in ceiling or knee walls.
 - b) Blow insulation in the attic to stop heat loss.
 - c) Insulate all attic sloping ceiling and knee walls.
6. Insulate the exterior walls of frame house:
 - a) Drill 2.5 holes in each stud cavity.
 - b) Blow insulation in the exterior walls to stop air leakage and reduce heat loss.
7. Perform diagnostic testing to ensure the house has been properly weatherized.
 - a) Test room pressure to ensure proper air flow of heating system and to improve the comfort level for the resident.
 - b) Perform blower door test to ensure air leakage reductions have been thoroughly completed.

MEASURES NOT COVERED BY HWAP:

- ✓ Window Replacements
- ✓ Major home repairs such as new roofs, siding, gutters, plumbing, or interior repairs. Call People Working Cooperatively (PWC) at 351-7921 for above measures not covered by HWAP (CAA).



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OWNER / AUTHORIZATION AGENT FORM

I, _____ certify that I am the
____ owner ____ owner's authorized agent (other) _____ owner's authorized agent (tenant)
for the property at:

_____.

I further certify that I have given my permission to allow work on the property listed above which may include the following:

- 1. Drill and plug aluminum and/or vinyl siding to insulate ___ YES ___ NO ___ NA
- 2. Drill and plug interior walls ___ YES ___ NO ___ NA
- 3. Replace fuses with S- Type ___ YES ___ NO ___ NA
- 4. Lower the thermostat on the heater ___ YES ___ NO ___ NA
- 5. Weather – strip doors and windows ___ YES ___ NO ___ NA
- 6. Insulate Home ___ YES ___ NO ___ NA
- 7. Replace broken glass ___ YES ___ NO ___ NA
- 8. Clean and tune furnace ___ YES ___ NO ___ NA
- 9. Other work that must be done in accordance with the
Minimum Weatherization Program Standards ___ YES ___ NO ___ NA

I further certify that I understand that all work must be done in accordance with the rules and regulations governing the Weatherization Program.

Signed: _____

Date: _____



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WEATHERIZATION RENTAL AGREEMENT

The parties to this Weatherization Rental Agreement are the following:

Tenant (s) _____
Owner / Authorized _____
Agent _____
Agency _____

The Owner / Authorized Agency agrees and consents that the following weatherization work shall be done by the agency to the property located at: _____
Presently leased to the tenant (s) _____

The estimated value of the weatherization materials and labor to be supplied by the Agency is \$ _____.

Major retrofits proposed include:

The Agency agrees to use its best efforts to complete weatherization work by _____
Date

In consideration for the weatherization work to be performed the parties agree:

Amount of Rent

The rent for the above described premises is \$ _____ per _____.

Limitations of Rental Increased For a period of one year after the date of the execution of the Rental Agreement, the rent shall not be raised unless the increase is demonstrably related to matters other than the weatherization work performed. In instances of complaints regarding rent increases brought to the Agency's attention by the Tenant, the Owner / Authorized Agent agrees to document the basis of the increase to the Agency's satisfaction and to accept the Agency's decision regarding the applicability of the increase under the terms of this Weatherization Rental Agreement.

Energy / Utility Cost included in the Rent In the event the Owner / Authorized Agent is directly responsible for the energy / utility cost used primarily for heating purposed on the property covered by this Weatherization Rental Agreement, the Owner / Authorized Agent agrees to: _____

Evictions The Tenant will not be evicted from the premises for a period of one year after the completion date of the weatherization work so long as every ongoing obligation and responsibility owed to the Owner /Authorized Agent is met.

Sale of Premises In the event the LANLORD sells, devises, transfers, or otherwise conveys the premised within twelve (12) months of the date of completion of the weatherization, the LANDLORD shall either:

- a) Repay the agency and all amounts the Agency and / or its Agent expended for purposes of weatherizing the premises (including, but not limited to, the labor and materials for the weatherization) which such payment to be received by the Agency on or before the date of premises are sold, devised, transferred, or otherwise conveyed; or
- b) Obtain a written agreement from the individual or entity to whom the premises are sold, devised, transferred, or otherwise conveyed to assume any and all of the LANDLORD'S obligations under the agreement, with such written assumption to be provided to the Agency on or before the the date of premises are sold, devised, transferred, or otherwise conveyed; or

In addition, the LANDLORD shall inform both the Agency and the Tenant(s) by written notice at least fourteen (14) days prior to the date the LANDLORD sells, devised, transfers or otherwise covey the premises. Failure to do so shall result in the LANDLORD'S obligations to repay the agency for all amounts the Agency spent to weatherize the premises.

Tenant:
Name _____ Date _____

Owner / Authorized Agent:
Name _____ Date _____
By _____ Date _____

Agency:
Name _____ Date _____
By _____ Date _____

**** Include Landlord and / or Authorized Agent contact information including name, phone number and address. All appropriate signatures are required to process application. ****



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WEATHERIZATION APPLICATION REMINDERS

1. Please send income verification for the last 12 months for **each** household member 18 years old and older. Students in the household 18 years or older for the last 12 months must provide school documentation. If entire household was at zero income for the past 12 months please provide original notarized statement on how living expenses were being met without income in the home. Local banks may have notary onsite to stamp and complete statement.

Examples: W-2, Federal Income Taxes (1040), pay stubs with Year to Date (YTD) earned gross amount, Social Security Award letters or some way to verify your annual income verification.

2. Please send in your recent utility bill within the last 3 months
3. Remember to sign and date all documents that require signatures
4. When sending in original documents please indicate if you would like for them to be returned.
5. Currently the waiting time for weatherization services is _____ months.

IMPORTANT REMINDER

Please have your landlord complete Owner Authorization and Weatherization. Rental Agreement forms to alleviate any delays in processing the application.

ENERGY ASSISTANCE PROGRAMS APPLICATION 2009 - 2010

The Ohio Department of Development (ODOD) offers several programs to help low-income Ohioans pay their utility bills and improve the energy efficiency of their homes. With this form, you may apply for the Home Energy Assistance Program (HEAP), Winter Crisis Program (WCP), Summer Crisis Program (SCP), Percentage of Income Payment Plan (PIPP) and Home Weatherization Assistance Program (HWAP). For WCP and SCP, an appointment is required at a local provider agency.

ELIGIBILITY

HEAP is a federally funded program designed to assist eligible low-income Ohioans with their winter heating bills. Households may be eligible for assistance from HEAP, WCP, or SCP if the household income is at or below 175% of the federal poverty guidelines. Households may be eligible for assistance from PIPP if the household income is at or below 150% of the federal poverty guidelines. Households may be eligible for assistance from HWAP if the household income is at or below 200% of the federal poverty guidelines. Once your application has been processed, you will receive a notification letter telling you whether or not you are eligible for bill payment assistance. If you are eligible, the amount of your benefit will depend on federal funding levels, how many people live with you, total household income, and the primary fuel you use to heat your home. In most cases, benefits will be a credit applied to your energy bill by your utility company. This is a one-time benefit. If you are eligible for weatherization services, your application will be obtainable by the agency providing services in your area. The types of assistance you receive will be based on your home's energy efficiency. If you live in federally subsidized housing and have a utility bill in your name, you may be eligible for assistance.

Residents of any licensed medical facility (hospital, skilled nursing facility, or intermediate care facility) or publicly operated community residence (example: YMCA) are ineligible. Boarding/rooming houses, group homes, or emergency shelters are ineligible for payment assistance, but may be eligible for weatherization services. All persons who share a common kitchen or bath are considered members of the same household and must apply on one application.

PERCENTAGE OF INCOME PAYMENT PLAN (PIPP)

PIPP is a special payment plan that requires eligible customers to pay a portion of their household income each month to maintain utility service. PIPP protects customers from disconnection of service, as long as they follow the program's rules about monthly payments. However, the customer remains responsible for any unpaid balances on their bills. All gas and electric companies regulated by the Public Utilities Commission of Ohio (PUCO) must offer this plan to their customers. PIPP customers must pay 10% of their monthly income to the company that provides their primary heating source, year round. During the winter months, customers must pay 5% or 3%, depending on income, to the company that provides their secondary heating source. PIPP is not available to customers of rural electric co-ops, municipal utilities or users of delivered fuel. The utility bill must be in the name of the PIPP applicant.

HOME WEATHERIZATION ASSISTANCE PROGRAM (HWAP)

HWAP is a federally-funded, low-income residential energy efficiency program that reduces the energy use of qualified households throughout the state. HWAP services include attic, wall, and basement insulation; blower door guided air leakage reduction; heating system repairs or replacements; electric baseload measures that address lighting and appliance efficiency; and health and safety inspections and testing. Services are based on the structure and energy use of the home. HWAP is administered locally by community action, social service, and local government agencies.

CONTACT INFORMATION

For questions regarding Energy Assistance Programs or to check the status of your HEAP application:

energyhelp.ohio.gov or e-mail us at energyhelp@development.ohio.gov
1-800-282-0880 or 614-644-6600 for Franklin County residents.

For the hearing impaired only:

1-800-686-1557 or 614-752-8808 for Franklin County residents.

INCOME DEFINITION

Household income is defined as the gross income of all household members, except wage or salary income earned by dependent minors under 18 years of age. Heads of household and spouses may never be considered as minors. Gross income includes, but is not limited to, wages (excluding documented health insurance premiums), interest, annuities, pensions, Social Security (excluding Medicare premiums), retirement, employment disability, public assistance, Supplemental Security Income (SSI), alimony, child support, unemployment benefits, Workers' Compensation, and any other indirect income such as utility allowances. Other exclusions may apply if documented.

Please visit energyhelp.ohio.gov for a list of all included and excluded income.

2009-2010 Income Guidelines

Size of Household	Total Gross Annual Household Income	
1	up to \$ 16,245	\$21,660
2	up to \$ 21,855	\$29,140
3	(150%) up to \$ 27,465	(200%) \$36,620
4	(For PIPP) up to \$ 33,075	\$44,100
5	up to \$ 38,685	\$51,580
6	up to \$ 44,295	\$59,060
7	up to \$ 49,905	\$66,540
8	up to \$ 55,515	\$74,020

INSTRUCTIONS (PLEASE READ)

You must provide proof of income for everyone living in your household. Examples of documents that provide proof of income are: payroll stubs, statements from employers, public assistance payment histories, or benefit letters from Social Security, Workers' Compensation, Unemployment Compensation, tax forms/schedule, etc. Please provide income documentation to support your response to question #4. If you are missing documentation for any income source or you list "0" income, please explain. If your response to question #6 is "No Income", a written, signed statement which provides an explanation as to how you are maintaining your household must be submitted. Failure to provide the required documents will delay the processing of your application. Please send copies, as originals will not be returned.

If anyone in your household is disabled, you may be eligible for a larger benefit. To be eligible for this benefit, you must submit proof of disability, but need not disclose the nature of the disability. Proof includes a doctor's statement, benefits letters for Supplemental Security Income, Social Security Disability, Workers' Compensation, etc. "Disabled" describes a person who has some impairment in body or mind that makes the person unfit to work at any substantial employment that the person would otherwise reasonably be able to perform and that will, with reasonable probability, continue for an indefinite period of at least 12 months without any present indication of recovery therefrom, or who has been certified as permanently and totally disabled by a state or federal agency having the function of so classifying persons. Households which have a member who is age 60 or older will also be evaluated for an increased benefit.

Please provide Proof of Citizenship or Alien Status for all household members. **Proof of citizenship or alien status is required for the primary applicant.** If you are a United States citizen by birth, the verification you provide to show your age (birth certificate, baptismal record, U.S. passport) will also provide verification of your citizenship status. However, if those documents were not used for proof of age or if you were born outside of the United States, are a naturalized citizen or an alien, you will need to provide one of the following items: 1) Naturalization Papers/Certifications of citizenship (INS Form I-179, INS Form I-197), 2) Permanent Visa, 3) Birth Certificate/Hospital Birth Records, 4) Refugee Registration Cards, 5) U.S. Passport, 6) INS ID Card, 7) Baptismal Record (Only when place and date of birth is shown.), 8) Military Service Records, 9) Indian Census Records, 10) Voter Registration Cards, 11) Signed statement from a U.S. citizen which declares under penalties of perjury that individual in question is a U.S. citizen, 12) Alien Registration Cards/Re-entry permits, 13) INS Form I-151 or I-551 (Form I-151 will not be valid after August 1, 1993.), 14) INS Form I-94 if annotated with either: a) Sections 203(a)(7), 207, 208, 212(d)(5), 243(h), or 241(b)(3) of the Immigration and Nationality Act; or b) One or a combination of the following terms: Refugee, Parolee, or Asylee, 15) INS Form G-641, "Application for verification of Information from INS Records", when annotated at bottom by INS representative as lawful admission for humanitarian reasons, 16) Documentation that alien is classified pursuant to Sections: 101(a)(2), 203(a), 204(a)(1)(a), 207, 208, 212(d)(5), 241(b)(3), 243(h), or 244(a)(3), of the Immigration and Nationality Act, 17) Court order stating that deportation has been withheld pursuant to Section 241(b)(3) or 243(h) or of the Immigration and Nationality Act, 18) INS Form I-688, or 19) Verified citizenship for OWF Program.

Copies of all heating and electric bills are required in order to process your application. If your main heating bill is not in an eligible household member's name, your benefit may be sent to your electric company.

PRIVACY ACT NOTICE

DISCLOSURE: The disclosure of social security numbers is mandatory to receive HEAP benefits. AUTHORITY: 45 CFR 96.84 (c); 42 U.S.C. 405(c)(2)(C)(i) USE: The state will use social security numbers in the administration of the HEAP to verify information supplied on the application, to prevent, detect, and correct fraud, waste, and abuse, and for the purpose of responding to requests for information from agency programs funded by block grants to states for temporary assistance for needy families or agencies requesting information for child support or to establish paternity. The applicant may be held civilly or criminally liable under federal or state law for knowingly making false or fraudulent statements.

The State of Ohio is an Equal Opportunity Employer and Provider of ADA Services.

**PLEASE SIGN AND MAIL APPLICATION TO: OFFICE OF COMMUNITY SERVICES/HOME ENERGY ASSISTANCE PROGRAM
P.O. BOX 1240 COLUMBUS, OHIO 43216**

For Office Use Only

COMPLETE ONLY ONE APPLICATION PER HOUSEHOLD
Please complete all items and questions and attach required proof.
An incomplete application will delay assistance.

For Office Use Only (Date)

YOU MUST SIGN THIS APPLICATION TO RECEIVE ASSISTANCE

Client Number									

PRIMARY APPLICANT

Please Print or Type	First Name	M. I.	Last Name		Your Social Security Number				
	Current Mailing Address (no. and street, including route)				Apartment / Lot / Unit / Floor				
	City		State	Zip code		Ohio County			
	Daytime Telephone including Area Code ()		Date of Birth Mo. Day Yr.		E-mail Address				
	Current Service Address (if different from above)				Apartment / Lot / Unit / Floor				
	City		State	Zip code		Ohio County			

- Check the box that most closely describes the type of building you live in. (Check only one.)
 Mobile Home Single Family Multi-family Low-rise (3 stories or less) Multi-family High-rise (4 stories or more)
- Including yourself, how many people live in your household?**
 (Include all persons listed on question number 3.)
- Including yourself, please list the names, relationships, social security number(s), date(s) of birth, and gross incomes of everyone living in your household.** Please indicate if each household member is disabled and if they are a U.S. citizen by checking yes or no in the appropriate box. Include all income of all persons living in your household except for wage or salary income earned by dependent minors under 18. (**Attach proof of income, disability and citizenship/alien status- see "Instructions"**) Use a separate sheet if necessary.

Household Members	Relationship to You (i.e. son, daughter, etc.)	Social Security Number	Date of Birth	Income Source	Current Mo.	Last 3 Mo.	Last 12 Mo.	Disabled?	U.S. Citizen?
	Self							<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
								<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
								<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
								<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
								<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
								<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no
								<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no

- What was your total gross household income for the last 12 months?
- yes no Do you receive Public Assistance? Case Number
- INCOME SOURCE (Check the Income Source(s) for Your Household)** **DOCUMENTATION MUST BE PROVIDED!**
 Wages Pension Social Security Child Support Employment Disability
 Self Employment VA Pension SSDI Workers' Comp Interest
 Unemployment VA Disability SSI TANF Other
 Active Military Pay Disability Assistance No Income (Explain how you pay bills on a separate sheet.)

7) Do you rent or own your home? Rent Own (Buying) skip to question 13.

8) Landlord's Name
Address
Telephone Number

9) Do you rent a room in someone else's home?
yes no

10) Do you receive **rental** assistance from the government (i.e. Section 8, HUD, Metropolitan Housing)?
yes no

11) Has your household received weatherization services from any other program; (for example, a utility program)?
yes no
If yes, which program?

12) Would you like to apply for the Home Weatherization Assistance Program (HWAP)?
yes no

13) I consent to the release of my name, phone number, and social security number to the local telephone company so that I may receive a possible reduced telephone rate through the Lifeline Program.
yes no

14) Number of Native Americans in the household (as defined by the U.S. Bureau of Indian Affairs).

15) Number of migrant farm workers in the household.

16) What is your **main** source of heat? (Check only one)

Natural Gas Bottle Gas or Propane (L.P. Gas) Fuel oil or Kerosene Coal, Wood or Pellets Electric Other _____

Complete this section for your main heating source, including all-electric homes. Give your heating company name and account number below. **Include a copy of your most recent fuel or heating bill from your current address.**

Complete the section below with your electric company name and account number. **Include a copy of your most recent electric bill from your current address.**

Main Heating Source (Same source as Question 18.)

Do you want to enroll in PIPP? (Please see front page for PIPP description)
yes no

If you are currently enrolled in PIPP, would you like to reverify?
yes no

Company/Vendor

Account #

17) Are your heating costs included in your rent?
yes no

18) Is the name on your heating bill different from the Applicant's name? If yes, give that name.

First: Last:

19) Do you share a main heating source meter with another household?
yes no

Electric

Do you want to enroll in PIPP? (Please see front page for PIPP description)
yes no

If you are currently enrolled in PIPP, would you like to reverify?
yes no

Company/Vendor

Account #

20) Is your electricity included in your rent?
yes no

21) Is the name on your electric bill different from the Applicant's name? If yes, give that name.

First: Last:

22) Do you share an electric meter with another household?
yes no

I understand that by signing this application, I grant the Ohio Department of Development or its authorized providers access to my bank, employment, public assistance, utility company, or other records needed for verification and evaluation of services. By signing this application, I give the Ohio Department of Development, its designees and authorized providers, and the U.S. Department of Energy and its designees and authorized providers, the right to inspect my home and any work performed on my home. I understand that filling out this application does not guarantee that my household will receive assistance. I understand that any authorized provider may rescind an approved payment if information is acquired which determines that my household is not eligible for services according to the rules of each program. I understand that I have the right to appeal within 30 days of a written determination of services or assistance. I also understand that I have the right to request a state hearing within 90 days of a written determination. I certify that the information I have provided in this application is, to the best of my knowledge, a true, accurate and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under federal and state laws for knowingly making false or fraudulent statements. If I am or become a PIPP customer I understand that I may be included in a group for which electric service is purchased in common. The disclosure of social security numbers is mandatory to receive energy assistance benefits [45CFR 96.84(c); 42 U.S.C. 405(c)(2)(C)(i)].

X Sign Here _____ **Application Date** _____