

*****PLEASE CHECK LIST BEFORE RETURNING APPLICATION*****

IF APPLICATION INFORMATION IS NOT COMPLETE WHEN YOU RETURN IT TO US, YOU WILL BE NOTIFIED AND THE APPLICATION WILL BE PENDING UNTIL APPLICATION IS COMPLETE AND ALL DOCUMENTS ARE SUBMITTED.

MAKE SURE APPLICATION IS COMPLETELY FILLED OUT

MAKE SURE "ALL" SIGNATURE LINES HAVE BEEN SIGNED

MAKE SURE ALL QUESTIONS ARE ANSWERED

MAKE SURE SOCIAL SECURITY NUMBER AND BIRTH DATE FOR ALL HOUSEHOLD MEMBERS ARE ON THE APPLICATION

MAKE SURE A COPY OF ALL MONTHLY HOUSEHOLD INCOME IS ATTACHED SUCH AS PAY STUBS, (DHS-DISABILITY-SOCIAL SECURITY-SSI BENEFIT LETTERS OR STATEMENTS), BANK STATEMENT, OR TAX RETURN (W-2)

IF YOU ARE RENTING, PLEASE HAVE YOUR LANDLORD FILL OUT THE RENTAL AGREEMENT FORM, SIGN, AND RETURN IT WITH YOUR APPLICATION

PLEASE ANSWER QUESTIONS ON BOTH PAGES OF THE INDOOR AIR QUALITY AND SAFETY CHECKLIST

Application for Weatherization Services

(We may not be able to contact you if information below changes. If there are ANY changes to the household, please notify this agency as soon as possible.)

ppl in Household: _____
 Head of Household _____
 (Applicant): _____

Today's Date: _____

Last First Middle

Physical Address _____
Street CITY COUNTY ZIP

Mailing Address _____
Street CITY COUNTY ZIP

1ST PHONE: _____ 2ND OR MSG PHONE: _____

Do you own or are you buying your home? Yes or No: _____
 Does anyone in the household receive foodstamps? Yes or No: _____ Name/Amount: _____
 Does anyone in the household receive WIC? Yes or No: _____ Name: _____
 Has anyone in the household been determined legally disabled? Y or N _____ Name: _____
 Is anyone in the household a Veteran? Yes or No: _____ Child Name(s): _____
 Are you the custodial or legal Guardian of minor children in household? _____
 Has Child Support been ordered by the court? Yes or No: _____ If Yes, Do you receive Child Support? _____

| NAME (Start with Applicant first) | Date of Birth | Social Security Number | Relation to Applicant | Ethnicity | Race | Education | Gender | Marital Status | Health Ins? |
|--|---------------|------------------------|--|-----------------------|---|---|----------------|---|---|
| (Please choose the correct response from the available choices for each family member) | | | Spouse Child Grandchild Parent Non Related | Hispanic Non-Hisp. | White Black Am Indian Asian Bi-Racial | 0-8 grade 8+Non-grad HS Grad GED 2-4 yr col | Male Female | Child Single Married Separated Divorced | None Medicaid Medicare Employer Other |
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| EMPLOYMENT | | Supervisor: | Phone Number: | | | | | | |
|---------------|--------------|-------------|---------------|-------------|----------------|--------------|---------------------|--|--|
| FAMILY MEMBER | COMPANY NAME | DATE HIRED | HRS WEEKLY | HOURLY WAGE | HOW OFTEN PAID | GROSS AMOUNT | LAST 30 DAYS INCOME | | |
| | | | | | | | | | |
| | | | | | | | | | |

| OTHER SOURCES OF INCOME IN LAST 30 DAYS | | | |
|---|-----------------|--------|---------------------|
| Family Member Name | TYPE OF INCOME | Amount | Family Member Name |
| | S.S. Retirement | | 2nd S.S. Retirement |
| | SSDI Disability | | 2nd SSDI Disability |
| | SSI | | 2nd SSI |
| | Pension | | Unemployment |
| | Child Support | | ZERO INCOME |
| | | | \$0.00 |
| Other Income & Amount | | | |

Applicant Name _____

Has you ever received previous Weatherization Services from ANY agency? _____ YES _____ NO
 If yes, when and what agency? _____

| |
|----------------------------------|
| Driving Directions to Your Home: |
| |
| |
| |

1. Ownership:

Do you: Own _____ Rent _____ Contract for Deed (Rent to Own) _____

Specify Name on Deed (please specify also if "unknown"): _____

If the deed of the home is NOT in your name, you may still QUALIFY FOR WEATHERIZATION. You & the legal owner of the property must fill out a rental agreement (available upon request).

Do you occupy this residence full-time? _____ YES _____ NO

2. Heating / Cooling Information:

Name of Electric / Natural Gas Provider(s) attach a copy of Utility bill(s): _____

Type of heating fuel used: Electric _____ Nat. Gas _____ Propane _____ Wood _____
 Type of Heating System: Central _____ Wall _____ Floor _____ Space Heater _____

Is your heating system vented to the outside of the home? _____ YES _____ NO

Do you pay for the heating & cooling in your home? _____ YES _____ NO

Does your heating / cooling work properly? _____ YES _____ NO

If no, why? _____

Have you received assistance from the Oklahoma DHS LIHEAP Program? _____ YES _____ NO

3. Housing Details & Condition: Year Built _____ House: _____ Mobile Home: _____

Exterior Type: Wood _____ Metal _____ Stucco _____ Concrete/Stone _____

If exterior type is different than the option above, please describe: _____



of Doors _____ # of Windows _____ # Broken / Cracked Windows _____
 Do the doors need (Circle applicable): Replaced _____ Repaired _____ Weatherstripped _____ Door Sweeps _____ Thresholds _____

Is your Attic / Ceiling insulated? _____ YES _____ NO

Can it be insulated? _____ YES _____ NO

If no, please explain: _____

Are your walls insulated? _____ YES _____ NO

Can they be insulated? _____ YES _____ NO

Foundation Type: Slab / Solid _____ Other _____

Are there large cracks or damage to the foundation? _____ YES _____ NO

Is there anyone in your household who is (1) disabled as defined by Section 7(6) of the Rehabilitation Act of 1973;(2) who is under a disability as defined in Section 1614(1)(3)(a) or 223(d)(1) of the Social Security Act or in Section 102(7) of the Developmental Disabilities Services and Facilities Construction act; or (3) who is receiving benefits under Chapter 11 or 15 of the Title 3B, U.S. Code? _____ Yes _____ No

I understand this Agency may need to share this information with other agencies and/or organizations to best serve my needs. This agency, and their representatives, have my consent and permission to share this information with other agencies and/or organizations. I have read and understand this agreement. I voluntarily sign my consent. I understand I have the right to appeal any decision I do not agree with. I understand that a copy of the policy is available to me upon request.

Applicant Signature _____

Date _____

Hold Harmless Clause - To be Completed by Applicant & Witness

I shall indemnify and save harmless the State of Oklahoma, the agency, its officers, agents, servants, employees and designees from all liability for death or injury to any person resulting from the weatherization of my property.

Signature of Applicant

Date

Witness

Date

NOTE: You are hereby informed that you have the right of appeal the decision made on this application, and you have the right to an expeditious review of your appeal. Should you want to appeal, please contact the Agency Director, who will furnish you with a copy of the Appeals Procedure established under the guidelines of title 74 of the Oklahoma Statutes (1982) Section 1533.2 & 5023(1991).

This Agency will not discriminate against any applicant on the basis of race, color, religion, sex, national origin, handicap, age, familial status, or any other non-merit factor, as pursuant to the Fair Housing Act, Civil Rights Act and any other regulatory acts or executive orders.

Release of Personal Income Information - To be Completed by Applicant & Witness

In order to determine my eligibility for the program(s) my family is applying for assistance with, I certify that the income information given is true and correct. Further, I hereby grant permission to the Oklahoma Department Of Commerce (ODOC) or its designee to have access to my financial records in my possession of any other entity prior to the starting dates of the work to be done. I waive my rights to privacy or confidentiality.

Signature of Applicant

Date

Witness

Date

Release of Energy Consumption Information - To be Completed by Applicant & Witness

I hereby grant permission to this Agency and their representatives to inspect utility and billing records at the home of

Client Name

Street Address

City

State

Zip

The purpose is to obtain data needed to evaluate the effects of weatherization and energy conservation education upon energy consumption.

Signature of Applicant

Date

Witness

Date

Certification By Applicant(s) - To be Completed by Applicant & Witness

The applicant certifies that all information in this application and all information furnished in support of this application is given for the purpose of obtaining a Rehabilitation Loan/Grant and is true and complete to the best of the applicant's knowledge and belief.

The applicant further certifies that he/she is the owner of the property described in this application, and that the residence described in this application is his/her principal place of residence. Applicant states that he/she understands that the Rehabilitation Loan/Grant proceeds will be used only for the work and materials necessary to meet all standards set forth by program policy, which are prescribed for the property described for this property described in this application.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S.C. Title 18, Section 1001, provides: "Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsified or makes any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000.00 or imprisoned not more than five years, or both".

Signature of Applicant

Date

Witness

Date

Income Certification (To be Completed by Agency Staff only):

Source of Documentation:

Comments:

Verified by:

Staff Signature

Date

Client Agreement for
Carbon Monoxide Testing
to be done by the Weatherization Program

Yes

I hereby grant permission to the Agency representing the Weatherization Assistance Program to inspect my house for possible carbon monoxide problems. I understand that if a problem is discovered, this Agency can/or will contact the local gas utility, and it could result in my gas being shut off until the problem is corrected. I also understand that this Agency is under no obligation to make these repairs for me.

Date

Signature of Applicant

No

I refuse to let the Agency representing the Weatherization Assistance Program check for possible carbon monoxide problems within my home. I understand that by refusing to give my permission for this testing, this Agency cannot satisfy its program requirements as set by the Oklahoma Department of Commerce, and that my application will no longer be considered for weatherization services.

Date

Signature of Applicant

Application for Weatherization Services

INDOOR AIR QUALITY AND SAFETY CHECKLIST

Name: _____

Address: _____

| <u>YES</u> | <u>NO</u> | |
|------------|-----------|---|
| _____ | _____ | 1. Has your furnace filter been cleaned or replaced in the past six months? |
| _____ | _____ | 2. Have you had your home tested for radon? |
| _____ | _____ | 3. Do you have mold or mildew problems during the winter? |
| _____ | _____ | 4. Do your bathrooms have working exhaust fans and <u>are they used</u> ? |
| _____ | _____ | 5. Do you have and use your kitchen exhaust fan (not recirculation type) when using the stove or oven? _____ When was the last time the grease filter was cleaned? _____ |
| _____ | _____ | 6. Is your clothes dryer vented indoors? Do you dry damp clothes indoors? |
| _____ | _____ | 7. Is the basement or crawlspace below your home frequently damp or wet? |
| _____ | _____ | 8. Are the following items typically stored inside your home? <input type="checkbox"/> Paints, solvents, grease, oil, etc. <input type="checkbox"/> Pesticides, herbicides, bug bombs, etc. <input type="checkbox"/> Gasoline cans, gasoline lawn mowers, chain saws, etc. <input type="checkbox"/> Kerosene or kerosene space heaters |
| _____ | _____ | 9. Do you use a wood stove, fireplace or unvented space heaters during the winter? |
| _____ | _____ | 10. Are the burner flames on your natural gas or propane cook stove, water heater or furnace yellowish rather than solid blue? |
| _____ | _____ | 11. Do you regularly use any of the following potentially toxic chemicals in your home? <input type="checkbox"/> Strong cleaning products <input type="checkbox"/> Pest killers, insect sprays, flea bombs, etc. <input type="checkbox"/> Room Deodorizers |
| _____ | _____ | 12. Do any family members have indoor hobbies using glue, paint, varnish, etc.? |
| _____ | _____ | 13. Do you (or a neighbor) regularly warm up a car or truck very close to your house or inside an attached garage (even with the garage door open)? |
| _____ | _____ | 14. Does anyone smoke inside your home? |
| _____ | _____ | 15. Does a fine, white dust or powder regularly appear on the floor or furniture beneath textured ceilings or old pipe and duct insulation? |
| _____ | _____ | 16. Is anyone in your household experiencing any of the following symptoms? <input type="checkbox"/> Chronic headaches <input type="checkbox"/> Burning or watery eyes <input type="checkbox"/> Breathing difficulties <input type="checkbox"/> Chronic drowsiness <input type="checkbox"/> Asthma or bronchitis <input type="checkbox"/> Dizziness <input type="checkbox"/> Repeated nausea |

| <u>YES</u> | <u>NO</u> | |
|------------|-----------|---|
| | | 17. Are the symptoms reported by more than one member of the household? |
| | | 18. Are the symptoms more severe in those who spend the most time indoors at home? |
| | | 19. Are the symptoms most severe in household members younger than 4 or older than 60? |
| | | 20. Do the symptoms become less severe when away from the house? Approx. how many hours away from the house seem to make a difference? _____ |
| | | 21. Do the symptoms exhibit a seasonal pattern? |
| | | 22. Do you use a humidifier during the winter (free-standing or mounted)? |
| | | 23. Do you have any indoor pets? |
| | | 24. Do you live in a manufactured home or mobile home? |
| | | 25. Have any of the following things been added or done to your home recently? <ul style="list-style-type: none"> <input type="checkbox"/> Newly constructed or extensive remodeling or painting in the past 3 years? <input type="checkbox"/> New plywood or particle board paneling or subflooring? <input type="checkbox"/> New carpets, draperies or upholstered furniture? <input type="checkbox"/> New kitchen cabinets, teak or oak veneer or plastic laminate furniture? <input type="checkbox"/> Extensive weatherization, including blown-in wall insulation? <input type="checkbox"/> Changes in your gas or oil heating system (80% + efficiency furnace, new water heater or new chimney for furnace, water heater or wood stove)? |
| | | 26. Is the draft of your wood stove or fireplace weak, even after the first few minutes? |
| | | 27. Is there anything else in or about your home you may suspect may contribute to poor indoor air quality, excessive moisture or be a physical hazard to the occupants? |
| | | 28. Is there evidence of rodents or rodent droppings in your home, attic, crawlspace, heating ducts or other enclosed areas in or around your home? |

Please explain:

CONFLICT OF INTEREST

REQUIREMENT 111 CONFLICT OF INTEREST EFFECTIVE SEPTEMBER 1, 2014

Employees of this Community Action Agency are not eligible to receive Weatherization services from the Agency.

This conflict of interest provision applies to any person who is an employee, agent, consultant, officer, elected or appointed official or immediate relative of anyone employed at this Community Action Agency. For purposes of this policy, immediate family member is defined as follows:

| | | | |
|------------------|------------------------|-----------------|----------------|
| Spouse | Grandparents | Father-in-law | Brother-in-law |
| Children | Grandchildren | Mother-in-law | Sister-in-law |
| Parents | Adopted family members | Daughter-in-law | |
| Brother / Sister | Step-family members | Son-in-law | |

This includes Full-time, Part-time, Substitute, Temporary or Contract employees. Former employees are not eligible for ONE YEAR after they are no longer an employee.

EXCEPTIONS -

- Upon the written request of the Contractor, ODOC may grant an exception on a case-by case basis when it determines the exception will serve to further the purposes of the ODOC programs and the effective and efficient administration of the Contractor's program or project. An exception may be considered only after the Contractor has provided an assurance that:
1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made.
 2. An opinion of the Contractor's attorney that the interest for which the exception is sought would not violate State or local law.

Please **SIGN** and **RETURN** this document with your application.

I acknowledge that I am not an employee or conflict of interest official, and have not been employed by the agency for a period of at least ONE YEAR.

APPLICANT SIGNATURE

DATE

WEATHERIZATION ASSISTANCE PROGRAM
INTERNAL USE

CERTIFICATION OF ZERO INCOME

(To be completed by adult members only, if appropriate)

Household Name: _____

1. I hereby certify that, I do not individually receive income from any of the following sources:

- a. Wages from employment (including commissions, tips, bonuses, fees, etc.);
- b. Income from operation of a business;
- c. Rental income from real or personal property;
- d. Interest or dividends from assets;
- e. Social Security payments, annuities, insurance policies, retirement funds, pensions, death benefits, workers compensation, veteran's payments, training, stipends, military family allotments;
- f. Unemployment or disability payments;
- g. Public assistance payments;
- h. Periodic allowances such as alimony, child support, or gifts received from persons not living in my household;
- i. Sales from self-employed resources (Avon, Mary Kay, Shaklee, etc.);
- j. Any other source not named above.

2. I currently have no income of any kind and there is no imminent change expected in my financial status during the next 12 months.

Under penalty of perjury, I certify that the information presented in this certification is true and accurate to the best of my knowledge. The undersigned further understand(s) that providing false representations herein constitutes all acts of fraud. False, misleading or incomplete information may result in the termination of a purchase agreement.

Signature of applicant

Printed name of applicant

date

Signature of Notary

Printed name of notary

date

WEATHERIZATION PROGRAM AGREEMENT FOR RENTAL UNITS

THIS AGREEMENT, MADE THIS _____ DAY OF _____ 20____, between

Property Owner: _____

Address: _____

City, Zip: _____

Phone: _____

hereinafter called the Owner, and the Community Action Agency (CAA) _____

hereinafter called the Contractor, for work to be completed on the structure located at:

Address: _____

City, Zip: _____

Occupied by _____ hereinafter called the Tenant.

This Agreement is entered into by and between the above-named Owner, Tenant and the Contractor.

The Contractor has determined that the Tenant's residence is eligible for weatherization improvements (under 10 CFR 440). A residence is considered "completed" upon completion of the final inspection of the weatherized work by the Contractor.

The parties to this Agreement, for good and valuable consideration, agree that the weatherization improvements are subject to the following conditions:

- 1 . The Contractor agrees to provide weatherization services/improvements to the residence of the Owner that is occupied by the current Tenant.
- 2 . By entering into this Agreement, the Owner and his/her heirs or assigns agree not to raise the rent on the above-described property for a period of 36 months from the date of the completion of weatherization improvements.
- 3 . The Owner also agrees that the Tenant will not be evicted, regardless of type of rental agreement without legal cause (non-payment of rent, etc.) for a period of 36 months from the date of the completion of weatherization improvements.
- 4 . If this Agreement is not adhered to by the Owner and/or the rent is raised, the cost of the weatherization improvements shall be reimbursed by the Owner to the Contractor.
- 5 . If the Tenant is leasing a low-income, federally subsidized residence, this Agreement shall supersede any and all rental contract agreements between the Owner and the other State and/or federal agency.
- 6 . The parties to this Agreement agree that no undue or excessive enhancement shall be provided to the rental unit or building due to this weatherization assistance.
- 7 . The Owner agrees to rent the premises at the current rate of \$_____ per _____ for a minimum of 36 months from the date of completion of weatherization improvements.
- 8 . The Owner and Tenant agree to release and hold harmless the State of Oklahoma, its agents, officers, and employees and the above-named CAA, its agents, officers and employees from all liability for any weatherization-related damages, whatever the cause, to any real and/or personal property and/or to any person.

This Agreement constitutes the full and complete agreement between the parties.

Owner

Date

Weatherization Coordinator/Director

Date

Tenant

Date

The original document stays with the Contractor, one copy to the Owner and one to the Tenant.

OCCUPANT AGREEMENT

The Weatherization Assistance Program shall be defined as an U.S. Department Of Energy funded program that increases the energy efficiency of dwellings owned or occupied by low-income persons. The programs serve to reduce the total residential energy expenditures, and improve the health and safety of the home.

I, _____, certify that I am the occupant of the property

located at _____
Street City Zip

in _____ County in the State of Oklahoma.

I further certify that I give my permission to the Agency representing the Weatherization Assistance Program and their subcontractors to perform any and all work related to the Weatherization Assistance Program activities at the property listed above.

I certify that there are no pre-existing medical conditions that will be exacerbated by the performance of weatherization activities. I also certify that the activities to be performed were fully described to me, including moisture and hazardous material problems, and I am fully aware of the measures to be installed, the labor involved to install those measures, and the anticipated results.

I release and hold harmless the State of Oklahoma, its agents, officers, employees, and the Agency representing the Weatherization Assistance Program, named above, from all liability for any weatherization-related damages, whatever the cause, to any real and/or personal property and/or to any person.

Signature of Occupant

Witness