

## **Instructions to Complete Your Application for the Weatherization Assistance Program**

### **Page 3:**

- Applicant and Utility Information:** Fill out all the information requested.
- Qualification:**
  - o Option 1: Place a check next to each type of assistance you currently receive, if applicable.
  - o Option 2: If you do not currently receive one of the forms of assistance listed, put a check next to all the sources of household income. **Three (3) months of income documentation for each person in the household is required, apart from residents 17 and younger (not included.)**

### **Page 4 and 5:**

- Household Info:** Include everyone living in your household. Fill in your name and check your type of residency.
- Description of Home:** To the best of your knowledge, please fill out all the information requested.
- Home Access Authorization:** This gives us your permission to inspect all areas of your home and take photos for the purpose of delivering weatherization services. Be sure to **SIGN** and date where indicated.
  - \* If you can demonstrate lawful presence, please complete page 6. If not, please proceed to page 7.

### **Page 6:**

- Federal Lawful Presence Affidavit:** Please fill in name, check applicable box and **SIGN** and date where indicated.
- All applicants who are lawfully present must submit a completed lawful presence affidavit with their application.**

Undocumented applicants do not need to complete page 6 and **should skip that page.**

*Pursuant to Colorado Senate Bill 21-199, as of July 1st 2022, undocumented individuals may receive assistance without providing lawful presence documentation or completing a lawful presence affidavit AND with the assurance that all personal and identifying information is protected by Colorado Energy Office Weatherization Assistance Program Policy 303, Client Confidentiality.*

### **Page 7 and 8:**

- Read this page, check the appropriate box and be sure to **SIGN** and date where indicated.
- If you RENT your home, page 8 must be completed by your landlord. And our asbestos form (purple colored page) needs to be completed by your landlord as well.**

### **Page 9:**

- This page has important information and a release of utility sharing as a participant of WAP. Read and check, **SIGN** and date where indicated. This page is optional.

### **Page 10:**

- This page has important information and a release of liability as a participant of WAP. Read, **SIGN** and date where indicated.

**REQUIRED DOCUMENTS** to be included in addition to your application. Your application is not complete without these documents.

- Copy of current government issued I.D (or expired ID within the last 10 years).
  - Copy of recent heating bill (natural gas, propane, etc.) and electric bill that include account and premise numbers.
  - Application may have included consent forms for utility providers.
  - If automatically qualifying, include a copy of your public assistance award or approval letter. This letter must be issued within the last 12 months. Eligible pre-qualifying assistance programs include: **LEAP, SNAP, TANF, AND, SSI**
- OR**
- If qualifying by income documentation, include income documentation for each working adult household member for the **past three months**. Documentation required for all sources of income, including: paystubs, Social Security income (award letter), pension, annuities, VA benefits, disability income, unemployment income, rental property income, etc.
  - Self-employed applicants, please contact ERC for an income affidavit that must be notarized.**

**Please see the back page for income eligibility guidelines and info on where to send your application.**

**GROSS INCOME LIMITS**

\*Limits may vary based on county of residence.

If you have questions about income eligibility for your county, please call the office.

Annual Income Eligibility Upper Limits		
Household Members	Statewide	Xcel, Black Hills, Atmos, Colorado Natural Gas Customers ONLY*
1	\$34,560	60% State Median Income
2	\$45,192	
3	\$55,824	
4	\$66,468	
5	\$77,100	
6	\$87,732	
7	\$90,840	200% Federal Poverty Level
8	\$101,120	
9	\$111,400	
10	\$121,680	
For households with more than 10 people: add \$10,280 for each additional person (annually)		*Upper limit based on County (80% Area Median Income)

ERC's Loveland location serves residents of Boulder, Larimer, and Weld counties.

Energy Resource Center is open Mon-Fri, 7:30 am-4:00 pm. Return your completed application as soon as possible so that you can be prioritized for service.

**Please submit your application and required documents to:**

**Energy Resource Center**  
**3543 S. Lincoln Ave., Suite 2, Loveland, CO 80537**  
 Email: [lovelandinfo@erc-co.org](mailto:lovelandinfo@erc-co.org)  
 Phone: (970) 617-2801



## Weatherization Assistance Program Application

Please note that, per Federal Public Law 116-260, if your home has received WAP services within the past 15 years, you are ineligible for weatherization services.

### Applicant Information (Please Print)

<b>First, Middle, &amp; Last Name:</b>
<b>Street Address with unit:</b>
<b>City, County, &amp; Zip:</b>
<b>Primary phone number(s):</b>
<b>Email address:</b>
<b>Mailing Address, if different from street address:</b>

### Utility Information

Primary Heating Fuel:	Secondary Heating Fuel:
Heating Fuel Provider:	Account Number:
Electric Provider:	Account Number:

### Qualification Information:

**Option 1:** Qualify through a public assistance program:

If you, or any member of your household, currently receives any of the following forms of public assistance, you may pre-qualify and verification of income may not be necessary. However, you still must submit a valid approval letter with this application. Check all that apply:

- |   |  |  |  |  |
|---|--|--|--|--|
| <input type="checkbox"/> <b>AND</b><br><small>(Aid to the Needy and Disabled)</small> | <input type="checkbox"/> <b>SSI</b><br><small>(Supplemental Security Income)</small> | <input type="checkbox"/> <b>SNAP</b><br><small>(Supplemental Nutrition Assistance Program)</small> | <input type="checkbox"/> <b>LEAP</b><br><small>(Low-income Home Energy Assistance Program)</small> | <input type="checkbox"/> <b>TANF</b><br><small>(Temporary Assistance for Needy Families)</small> |
|---|--|--|--|--|

**Option 2:** Qualify through household **income documentation:**

Three months of pay stubs or other verification need to be submitted with each source of income. Check all income sources for all members of your household listed below:

- |  |   |   |  |   |
|--|---|---|--|---|
| <input type="checkbox"/> <b>Job Wages</b> (18+ only) | <input type="checkbox"/> <b>Social Security</b> | <input type="checkbox"/> <b>Self Employment</b> | <input type="checkbox"/> <b>SSDI</b>         | <input type="checkbox"/> <b>Alimony</b> |
| <input type="checkbox"/> <b>Worker's Comp</b>        | <input type="checkbox"/> <b>Retirement</b>      | <input type="checkbox"/> <b>Unemployment</b>    | <input type="checkbox"/> <b>Other:</b> _____ |   |



## Weatherization Assistance Program Application

**Household Information:** please list all people living in your household, including yourself (attach an additional sheet if necessary)

Full Name	Age	Has a disability	Indigenous American	Race	Gross Monthly Income	Source of Income
Self:						

**Home Information: Choose all which apply:**

<input type="checkbox"/> Manufactured home	<input type="checkbox"/> Single Family	<input type="checkbox"/> 2-4 Unit building	<input type="checkbox"/> Multifamily building (5+ units)
<input type="checkbox"/> Townhome	<input type="checkbox"/> Condo	<input type="checkbox"/> Apartment	<input type="checkbox"/> Other:
Home Year Built:	Own or *Rent?	Is there an addition?	
How long have you lived there?	Pitched or Flat roof?		
Finished Basement?	Unfinished Basement?		
Crawlspace?	Is it in a mobile home park?		

*\*If you rent your home, your landlord must complete the permission form on page 8.*

**Heating System Information** (choose all that apply):

- Forced air furnace   
  Boiler   
  Electric Baseboards   
  Floor   
  Fireplace  
 Wall Furnace   
  Stove   
  Space Heater(s)   
  None   
  Other: \_\_\_\_\_

**Heating System location:**

- Attic   
  Basement   
  Crawlspace   
  Floor   
  Wall   
  Outside Closet   
  Other: \_\_\_\_\_

**Cooling System:**

- Central Air   
  Window Units   
  Swamp Cooler   
  Attic Fan   
  None



## Weatherization Assistance Program Application

**Exterior of home** (check all that apply):

- Brick     Wood     Vinyl     Aluminum     Stucco     Other: \_\_\_\_\_

**Hot Water Heater Type:**

- Natural Gas     Electric     Propane     Solar

**Cooking Appliance Type:**

- Natural Gas     Electric     Propane     Combination

**Additional Questions:**

- Check this box if you are planning on selling your home in the near future
  - Check this box if you are currently remodeling or doing construction on any part of your home
  - Check this box if your home has broadband internet
  - Check this box if anyone in the household is on oxygen
  - Check this box if anyone in the household has allergies or hyper-sensitivities to dust, fiberglass, cellulose, mold, latex, or common building materials?
- 

**Home Access Authorization:**

**Access to your home:** Do you agree to and understand that Colorado weatherization technicians and contractors must be given access to all rooms in your home during business hours and on a reasonable schedule for any work to proceed? Please note that a State Quality Assurance Inspector may also return within one year of work completion to inspect the work, including all safety and diagnostic testing.

- I Agree**

**Permission to photograph home:** Do you agree to allow Colorado weatherization technicians, contractors, and other staff to photograph the unit for pre and post-work documentation? \*Photographs and any identifying information will be kept private.

- Yes**                       **No**

**Cleanliness:** Do you agree to, and understand that work areas (specifically areas around heating systems, attic, and crawlspace accesses, and exterior doors and windows) are to be free of debris, clutter, and pets, and be reasonably hygienic where work is to be completed?

- I Agree**                       **All of the members of my household have a disability that prevents agreement.**

Applicant Signature:	Date:
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**\* If you can demonstrate lawful presence, please proceed to page 6. If not, please proceed to page 7.**



### Federal Lawful Presence Affidavit

I, \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of Colorado that: (check one)

- I am a United States citizen
- I am a Permanent Resident of the United States
- I am lawfully present in the United States pursuant to Federal law

I understand that this sworn statement is required by law because I have applied for a federal public benefit. I understand that federal law requires me to provide proof that I am lawfully present in the United States prior to receipt of this public benefit. I further acknowledge that making a false, fictitious, or fraudulent statement or representation in this sworn affidavit is punishable under the criminal laws of Colorado as perjury in the second degree under Colorado Revised Statute 18-8-503 and it shall constitute a separate criminal offense each time a public benefit is fraudulently received.

Applicant Signature:	Date:
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## Weatherization Assistance Program Application

### To the HOMEOWNER / TENANT:

In order to provide the maximum improvement in comfort, energy savings, and safety, Colorado Energy Office Weatherization Program (CEO WAP) assesses all areas of your home that could be improved. In some cases, making these improvements to your home can be moderately invasive. For instance, if the walls of your home lack adequate insulation, the weatherization crew may be able to retrofit the walls with insulation, which would require drilling holes through the interior or exterior wall surface. Once insulation is installed, the holes are plugged and patched with spackle or drywall compound as close to the original texture as possible. In some cases the patch may remain somewhat visible. While every effort will be made to blend the patches, extensive drywall repair, wallpapering, or custom texturing cannot be provided.

Other comfort, energy-saving, and safety measures that may be moderately invasive include ceiling insulation, furnace replacement, and air sealing. Similar to wall insulation, these measures may involve cutting into interior or exterior wall surfaces and may leave behind visual evidence of such.

The goal of CEO WAP is to provide maximum improvements to comfort, energy savings, and safety. All measures that are deemed cost-effective for your home are strongly encouraged, however, you do have the right to decline certain measures for aesthetic or other reasons. Please be aware that due to the design of the program and federal requirements, if you decline some measures, others may no longer be available to you.

If you have concerns about how these measures might impact your home, please indicate below and discuss these concerns with the energy auditor\*:

- I have no concerns about the Weatherization Program serving my home.
- I have concerns about wall insulation.
- I have concerns about ceiling or attic insulation.
- I have concerns about: \_\_\_\_\_

I have read and understand the terms and conditions presented herein, and except for the conditions above, grant permission to perform such weatherization measures as may be suited to this property under CEO WAP standards. I also certify that the home to be weatherized is not presently for sale, nor is it designated for acquisition or clearance (foreclosure) by a federal, state, or local program. I hereby release and pledge to defend and indemnify CEO WAP, its employees, agents, and independent contractors involved from any liability or loss in connection with the performance of weatherization assistance or any act or eventuality arising from this work.

Applicant Signature:

Date:

- *For Tenants: Permission can only be granted by the Landlord/owner of the home. This represents the final decision related to weatherization concerns.*
- *Client complaints regarding rent being raised due to the increased value of WAP upgrades to the dwelling unit should be directed to 303-866-2100.*
- *Pursuant to Colorado Senate Bill 21-199, as of July 1st 2022, undocumented individuals may receive assistance without providing lawful presence documentation or completing a lawful presence affidavit AND with the assurance that all personal and identifying information is protected by Colorado Energy Office Weatherization Assistance Program Policy 303, Client Confidentiality.*





## Weatherization Assistance Program Application

**RENTER ONLY:** To the **LANDLORD** or **PROPERTY MANAGER:**

Your tenant is applying for services provided by Colorado Energy Office Weatherization Assistance Program (CEO WAP). If the application is approved, they will be eligible to receive free energy efficiency services that will help them save money on their energy bills and make their unit more comfortable and safe. WAP services include an energy audit and safety diagnostics of the home. The energy audit will determine what energy savings measures can be provided to the tenant at no charge. These free measures may include additional attic, wall, and floor insulation, air sealing, ventilation, and furnace or hot water heater repairs. In multifamily housing (between 2-4 units), if the energy audit reveals the need for heating system replacement or identifies a highly inefficient refrigerator, the program will seek matching funds from you, the landlord. As this program is federally-funded and serves low-income households, the typical cost to the landlord for replacement of heating systems or refrigerators is significantly less than 50% of the market rate. You will be presented with all options before moving forward.

Additionally, in order to provide the maximum improvement in comfort, energy savings, and safety, CEO WAP assesses all areas of the home. In some cases, making these improvements to the home can be moderately invasive. For instance, if the walls of the home lack adequate insulation, the weatherization crew may be able to retrofit the walls with insulation, which would require drilling holes through the interior or exterior wall surface. Once insulation is installed, the holes are plugged and patched with spackle or a drywall compound as close to the original texture as possible. In some cases the patch may remain somewhat visible. Every effort will be made to blend the patches, but extensive drywall repair, wallpapering, or custom texturing cannot be provided. Similar to wall insulation, other measures may involve cutting into interior or exterior wall surfaces and may leave behind visual evidence.

The goal of CEO WAP is to provide maximum improvements to comfort, energy savings, and safety. All measures that are deemed cost-effective for your home are strongly encouraged, however, you do have the right to decline certain measures for aesthetic or other reasons. Please be aware that due to the design of the program and federal requirements, if you decline some measures, other measures may no longer be available to you.

Federal regulations specifically prohibit rent being raised on a dwelling unit solely based upon the improvements made by WAP services for a reasonable period of time.

If you have concerns about how these measures might impact your property, please indicate below:

- I give my consent and I have no concerns about CEO WAP serving my property.
- I have concerns about the heating system and/or refrigerator repair or replacement.
- I give my consent, but have concerns about: \_\_\_\_\_
- I do not give my consent for CEO WAP to serve my property.

The refrigerator in the property is owned by the:  Tenant  Landlord

*I have read and understand the terms and conditions presented herein, and except for the conditions above, grant permission to perform such weatherization measures as may be suited to this property under CEO WAP standards.*

*I also certify that the property is not presently for sale, nor is it designated for acquisition or clearance (foreclosure) by a federal, state, or local program. In addition, I agree that rent shall not be raised due solely to the increased value weatherization provides to the dwelling unit.*

*I hereby release and pledge to defend and indemnify CEO WAP, its employees, agents, and independent contractors involved from any liability or loss in connection with the performance of weatherization assistance or any act or eventuality arising from this work.*

Landlord Name:	Email:
Mailing address:	Phone:
City, State, Zip:	
Landlord Signature:	Date:





## Information Sharing Consent Form

### For other community services programs:

There are other programs outside of the Weatherization Assistance Program and Colorado Energy Office that may help you lower your utility bill (for example, community solar programs). If you would like CEO WAP to share your name and contact information (address, phone number, email) with your utility for the purposes of receiving additional information about these programs, please agree below:

- I consent
- I do not consent

### For the Electric and Gas Service Affordability Programs:

- There are programs designed to ensure income-qualified consumer's payments are based upon their income and their capacity to pay for their utilities. Currently, consumers may qualify for Electric and Gas Service Affordability Programs after they have worked with the Colorado Low-income Home Energy Assistance Program (LEAP) or CEO WAP program to determine eligibility.
- For some utility companies, there are Electric and Gas Service Affordability Programs that ensure income-qualified consumers are only paying a specified or set percentage of their monthly income on electric and natural gas bills. Currently, consumers may qualify for these programs after they have worked with the LEAP or WAP program to determine eligibility. If you receive utility service from Xcel Energy, Black Hills Energy, Atmos Energy, or Colorado Natural Gas, and would like CEO WAP to share your name, contact information (address, phone number, email), and income with your utility for the purposes of learning more about affordability programs, please agree below:

- I consent
- I do not consent

Applicant Signature:	Date:
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## Weatherization Assistance Program Application

### Please Read This Section Carefully:

My signature below authorizes Colorado weatherization staff and crew to enter my home as needed to perform weatherization work. My signature verifies this residence is not currently for sale, nor is it designated for acquisition or clearance (foreclosure) by federal, state, or local programs.

Upon completion of work, I give permission for the contractor, sub-contractor staff, local, state, and federal officials to inspect said work. My signature below authorizes the Colorado Energy Office Weatherization Program (CEO WAP) and its designees to inspect heating, fuel usage, and utility billing records for up to five years before and after completion of weatherization work, and authorize pertinent utility and fuel companies to make such records available to them solely for obtaining data for evaluation of subsequent energy conservation effectiveness.

I agree, on behalf and for all who stand in my stead, that CEO, its subgrantees, and weatherization crews will not be held liable for any injury or expense incurred by me while participating in this program. I attest to the best of my knowledge that the information on this form is correct and complete. This service is free of charge but if my home is served due to incomplete or incorrect information that would otherwise make my household ineligible, I accept responsibility for paying for services received. I authorize the release of income and benefits information to CEO WAP to document my eligibility.

Pursuant to 5 U.S.C. 552(b)(6), of the Freedom of Information Act, the CEO WAP is required to keep confidential any specifically identifying information related to an individual's eligibility application for weatherization services, or the individual's participation in weatherization services, such as name, address, or income information. The State of Colorado in conjunction with CEO may, however, release information about recipients, in the aggregate, in a manner which does not identify specific individuals. Any personal information released is only done so with a signed consent from the client.

**Appeal Process:** Once your complete application and required supporting documentation have been received by your regional subgrantee office, you have the right for your application to be processed within 30 days. If your application is not processed within 30 days, or if you are denied services, you may appeal the decision using the following appeals procedure:

- You may appeal to a Program Manager or the Executive Director of the local weatherization agency.
- The Program Manager or the Executive Director will issue a decision in a written letter within 15 days of receipt of the notice of appeal.
- If the Program Manager or Executive Director denies services, and you still are in disagreement, you have 15 days after receiving the written notification by a Program Manager or the Executive Director to appeal to the Colorado Energy Office Weatherization Program (CEO WAP).
- CEO WAP will have 15 days to respond in writing to all appeals and the decision will be considered final.
- Appeals to CEO WAP should be in writing and addressed to:

Colorado Energy Office Weatherization Program  
1600 Broadway, Suite 1960  
Denver, CO 80202

My signature below indicates that I have read, understood, and agree to the conditions of this application.

Applicant Signature:	Date:
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### For Office Use only:

<b>Receipt Date:</b>	<b>Completion Date:</b>	<b>Approval Date:</b>	<b>Exp. Date:</b>
<input type="checkbox"/> <b>Previously Weatherized</b>	<b>Date of Prev WAP:</b>	<b>Qualifier:</b>	<b>SMI/FPL/AMI:</b>
<b>Year Built:</b>	<input type="checkbox"/> <b>Compass Checked</b>	<input type="checkbox"/> <b>Not 50+ Years Old</b>	<b>Registered Historic Property?</b>
<b>Job #</b>	<b>Staff Signature:</b>		<b>Date:</b>