

# Weatherization Assistance Program Application



**COLORADO**  
Energy Office

Weatherization Assistance Program

## Instructions

Please find your local Weatherization Assistance Program provider based on your home county. All applications and questions should be submitted directly to your representative office.

If your home is currently under construction, has been weatherized within 15 years, or is for sale, you are not eligible for weatherization services.

1. Applicants must send a copy of current picture identification with application. Do not send original documentation, only a copy. Acceptable forms of identification include, but are not limited to:
  - A Colorado driver's license or a Colorado identification card (current or expired less than 10 years)
  - A valid United States military card/Common Access Card, United States Coast Guard Merchant Mariner card
  - A Native American tribal document
  - A valid United States passport
  - Official government issued photo identification from applicant's country of origin
2. **Income qualification.** (Please note, this is not required when qualifying through Option 1, qualifying through a public assistance program). For Option 2: Eligibility is based on a household's total gross income of all adult family members. Gross income is income before taxes and other deductions are subtracted. All adult members must submit proof of income for the 3 most recent months. Income for individuals 17 years of age or younger will not be included in income calculations.

Income is considered cash receipts from the following sources:

- Money, wages, and salaries, before any deductions.
- Net receipts from non-farm or farm self-employment
- Regular payments from social security, supplemental security, railroad retirement, unemployment compensation, strike benefits from union funds, worker's compensation, veteran's payments, training stipends, alimony, and military family allotments.
- Private pensions, government employee pensions (including military retirement pay), and regular insurance or annuity payments.
- Dividends and/or interest.
- Net rental income and net royalties.
- Periodic receipts from estates or trusts.
- Net gambling or lottery winnings.

3. **Utility consent forms are required for the following utility providers.** Agencies will provide this form upon receiving the application: Xcel Energy, Atmos, Colorado Natural Gas, Black Hills Energy, Holy Cross Energy
4. **Lawful Presence.** All applicants who are lawfully present must submit a completed lawful presence affidavit with their application. **Applicants without lawful presence do not need to complete page 6 and should skip that page.**
- Pursuant to Colorado Senate Bill 21-199, as of July 1st 2022, individuals without lawful presence 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.

## 5. Appeals

- Once a complete application, which includes all required supporting documentation, is received by your local weatherization service provider, your application will be processed in a timely manner. If you are denied services, you may appeal the decision using the following appeals procedure:
- First appeal to the local weatherization agency. A Manager or Director at the agency will issue a decision in a written letter within 15 days of receipt of the notice of appeal.
- If the Manager or Director denies services, and you disagree, you have 30 calendar days after receiving the written notification to appeal to the Colorado Energy Office Weatherization Program (CEO WAP).
- CEO WAP will have 15 days to respond in writing to the appeal and the decision will be considered final.
- The appeals to CEO WAP may be emailed to: [weatherization@state.co.us](mailto:weatherization@state.co.us) or mailed to: Colorado Energy Office Weatherization Program, 1600 Broadway, Suite 1960, Denver, CO 80202

**Please return application and all documents to:**

Energy Resource Center Denver  
953 Decatur Street, Ste. 102, Denver, CO 80204

(720) 236-1321 | [mayrag@erc-co.org](mailto:mayrag@erc-co.org)  
Counties served: Broomfield, Denver, Jefferson, & Gilpin



# Weatherization Assistance Program Application

If your home is currently under construction, has been weatherized within 15 years, or is for sale, you are not eligible for weatherization services.

## Applicant Information: (Please write in print)

First, Middle, & Last Name: \_\_\_\_\_

Street Address with unit: \_\_\_\_\_

City, County, & Zip: \_\_\_\_\_

Primary phone number(s): \_\_\_\_\_

Email address: \_\_\_\_\_

Mailing Address, if different from street address: \_\_\_\_\_

## Utility Information:

Heating Fuel Type (e.x. Electric, natural gas, propane, oil, wood/pellets, coal): \_\_\_\_\_

Heating Fuel Provider and Heating Utility Account Number  
(Account number can be found on your utility bill): \_\_\_\_\_

Electric Utility Provider: \_\_\_\_\_

Electric Utility Account Number (Account number can be found on your utility bill): \_\_\_\_\_

Premise Number (Xcel customers only): \_\_\_\_\_

Over a 12 month period, what is your average monthly utility cost\*: \$ \_\_\_\_\_

\*Please add your combined monthly costs for gas, electric, propane or other heating fuel costs for the past 12 months

\*Then divide by 12.

Average household monthly income for the past 3 months: \_\_\_\_\_

## Home Information:

**\*\*If you rent your home, your landlord must complete the permission/consent form on page 7.**

- Manufactured/ Mobile home
- Single Family Detached House/ Single Site Built
- 2/3/4-plex Site Built
- Other: \_\_\_\_\_
- Home Year Built: \_\_\_\_\_
- Own or Rent\*\*? \_\_\_\_\_

## Additional Questions:

- Check this box if you are currently remodeling any part of your home
- 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?
- Check this box if anyone in the household has any visual, auditory, or any other disability that will require reasonable accommodation.

# Please choose Option 1 **OR** Option 2



## Option 1:

Qualify through a public assistance program. If you, or any member of your household, currently receive any of the following forms of public assistance, you may pre-qualify and verification of income may not be necessary.

Do you currently receive any of the below benefits? Check all that apply:

- AND (Aid to the Needy and Disabled)
- SSI (Supplemental Security Income)
- SNAP (Supplemental Nutrition Assistance Program)
- LEAP (Low-income Home Energy Assistance Program)
- TANF (Temporary Assistance for Needy Families)

Please note, under Option 1, you must provide a Public Assistance benefit letter.

## Option 2:

Qualify through household income documentation. Applicant must submit income information for all household earners. If there is no household income, a notarized affidavit is required; please call your agency for more information.

Check all that apply:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Most recent income (3 months of pay stubs) 18+ only)</li> <li><input type="checkbox"/> Social Security Assistance (SSA) Income</li> <li><input type="checkbox"/> Self Employment Income (fill out self-employment form and provide relevant documentation)</li> <li><input type="checkbox"/> Social Security Disability Income (SSDI)</li> <li><input type="checkbox"/> Alimony</li> <li><input type="checkbox"/> Worker's Comp benefits</li> <li><input type="checkbox"/> Retirement benefits</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Unemployment benefits</li> <li><input type="checkbox"/> Most recent IRS Tax Return Form</li> <li><input type="checkbox"/> The entire household has no income or no proof of income. This requires the Affidavit of Income/No Income form notarized</li> <li><input type="checkbox"/> 3rd Party Certification of Income (may include a letter on letterhead, the third-party certification form, or other official verification of income from income source)</li> <li><input type="checkbox"/> Other (please describe):<br/>_____</li> </ul> |
|---|--|

## 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/Ethnicity	Gross Monthly Income	Source of Income

# Applicant Consent

## 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 ability to pay for their utilities. 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. 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

## Home Access Authorization

**Access to your home:** Colorado weatherization technicians and contractors must be given access to all rooms and spaces in your home. **Technicians and contractors must have clear access to heating systems, attic, crawlspace and exterior doors and windows. These areas must be reasonably hygienic and clear of debris and clutter.** Work will occur during business hours and on a reasonable schedule. A State Quality Assurance Inspector may also return within one year of work completion to inspect the work, including conducting safety and diagnostic testing.

- I Agree

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

- I Agree
- I do not Agree



# Applicant Signature Page

Applicant must sign this page. For applicants who are renters, the LANDLORD or PROPERTY MANAGER must also sign the landlord section on the following page.

You (the applicant, homeowner or the tenant) are applying to the Colorado Energy Office Weatherization Assistance Program (CEO WAP). If the application is approved, the applicant will be eligible to receive free energy efficiency services that will help the household save money on energy bills and live in a space that is comfortable and safe. The goal of CEO WAP is to provide maximum improvements to comfort, energy savings, and safety.

WAP services include an energy audit and safety diagnostics of the home. The energy audit will determine what energy savings measures can be provided at no charge. These free measures may include additional attic, wall, and floor insulation, air sealing, ventilation, replacing a highly inefficient refrigerator, and/or furnace or hot water heater repairs.

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. If you want more information on what may occur, please contact the service provider.

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. 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 give my consent, but have concerns about: \_\_\_\_\_

## Please Read This Section Carefully:

By my signature below I authorize Colorado weatherization staff and crew to enter the home (as identified in my application) as needed to perform weatherization work as suited to this property under CEO WAP standards. Upon completion of work, I give permission for the contractor, sub-contractor staff, local, state, and federal officials to inspect said work. I hereby release the State of Colorado and its agencies, officers and employees, including but not limited to CEO WAP from any liability.

In addition, I hereby waive any right of action from any and all causes and claims that I may have. I further agree not to sue on any such cause or claim. To the extent I have consented for CEO WAP to release my information to a utility, or have my home photographed, I agree to defend and indemnify and hold the State/CEO WAP harmless for any losses, judgments, or damages that I may incur due to the release of my personal information or photographs.

In addition, I agree to defend and indemnify and hold the State/CEO WAP, harmless for any losses, judgments or damages that may be incurred, including but not limited to attorneys' fees, arising out of any lawsuit related to to this application and in connection with the performance of weatherization assistance or any act or eventuality arising from this work.

I attest that the information on this form/application is correct and complete. I acknowledge that providing false, inaccurate, or incomplete information may result in termination of participation in the program and possible criminal liability.



# Applicant Signature Page Cont.

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 identifiable information released is only done so with a signed consent from the client.

I further attest that the property is not presently for sale, nor is it designated for acquisition or clearance (foreclosure) by a federal, state, or local program.

- 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 the agency weatherizing their home.
- 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.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Weatherization staff to fill out:

Application Completion Date:	Application Approval Date:	Application Expiration Date:	
Unit Previously Weatherized <input type="checkbox"/> Yes <input type="checkbox"/> No	Previously Weatherized Date (if applicable):	Qualifier:	SMI/FPL/AMI %:
Year Built:	Compass Checked: <input type="checkbox"/> Yes <input type="checkbox"/> No	Registered Historic Property? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Job #	Staff Signature:		Date:



**Important: If you are not a lawfully present resident you DO NOT need to fill out the Lawful Presence Affidavit. You may still be eligible to receive assistance regardless of your lawful presence status.**

## Lawful Presence Affidavit

If you are a United States citizen, or a Permanent Resident of the United States, or lawfully present in the United States pursuant to Federal law you are required to complete the following Lawful Presence Affidavit form.

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.

### Federal Lawful Presence Affidavit

I, (fill in your name) \_\_\_\_\_, swear or affirm under penalty of perjury under the laws of the State of Colorado that **(please check only 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: \_\_\_\_\_





# Landlord or Property Manager Signature Page



**For landlords or property managers:** In addition to agreeing to the below, you also agree rent shall not be raised due solely to the increased value weatherization provides to the dwelling unit.

Your tenant is applying to the Colorado Energy Office Weatherization Assistance Program (“CEO WAP”). If the application is approved, the applicant will be eligible to receive free energy efficiency services that will help the household save money on energy bills and live in a space that is comfortable and safe. The goal of CEO WAP is to provide maximum improvements to comfort, energy savings, and safety.

WAP services include an energy audit and safety diagnostics of the home. The energy audit will determine what energy savings measures can be provided at no charge. These free measures may include additional attic, wall, and floor insulation, air sealing, ventilation, replacing a highly inefficient refrigerator, and/or furnace or hot water heater repairs.

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. If you want more information on what may occur, please contact the service provider.

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. 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 give my consent, but have concerns about: \_\_\_\_\_

By my signature below I authorize Colorado weatherization staff and crew to enter the home (as identified in my application) as needed to perform weatherization work as suited to this property under CEO WAP standards. Upon completion of work, I give permission for the contractor, sub-contractor staff, local, state, and federal officials to inspect said work. I hereby release the State of Colorado and its agencies, officers and employees, including but not limited to CEO WAP from any liability. In addition, I hereby waive any right of action from any and all causes and claims that I may have. I further agree not to sue on any such cause or claim. To the extent my tenant has consented to have my home photographed, I agree to defend and indemnify and hold the State/CEO WAP harmless for any losses, judgments, or damages that I may incur due to the release of photographs. In addition, I agree to defend and indemnify and hold the State/CEO WAP, harmless for any losses, judgments or damages that may be incurred, including but not limited to attorneys’ fees, arising out of any lawsuit related to to this application and in connection with the performance of weatherization assistance or any act or eventuality arising from this work.

I attest that the information on this form/application is correct and complete. I acknowledge that providing false, inaccurate, or incomplete information may result in termination of participation in the program and possible criminal liability.

I further attest that the property is not presently for sale, nor is it designated for acquisition or clearance (foreclosure) by a federal, state, or local program.

Landlord Name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Landlord Signature: \_\_\_\_\_ Date: \_\_\_\_\_