



AMADORTUOLUMNE COMMUNITY ACTION AGENCY HEAP (Home Energy Assistance Program)

Income guidelines for home weatherization, PG&E or propane payment assistance:

Size of Household	1	2	3	4	5	6	7
Total Gross Monthly Income not to exceed	\$2,564.72	\$3,353.86	\$4,143.01	\$4,932.16	\$5,721.30	\$6,510.45	\$6,658.43

Keep the first two pages for your records. Complete and return remaining 8 pages of the application.
All documentation must be included with the application. Incomplete application will be returned.
 Return application by mail, drop box, or fax (see numbers below).

Do not use white out

DOCUMENTS NEEDED FROM YOU: see list below

documents will be kept confidential

1. **Current CA ID or Driver's License and Social Security Card** for main applicant only.
2. **Proof of citizenship for main applicant only.** Birth certificate, unexpired passport or **REAL ID CARD** or SSA/SSI income
3. **Current proof of income:** All household members 18 and over must provide proof of monthly income over the last 6 weeks prior to the application submittal date. Income examples: paystubs, current year Social Security Benefit letter, pension letters must be current and include gross, interest statements (No 1099's accepted), unemployment stubs. All adults claiming no income must fill out a 'Zero Income' form (CSD 43B, provided by ATCAA)
4. **Current Notice of Action or Passport to services** for cash aid/food stamps.
5. **Current Electric Bill** must be within 6 weeks of application date. Provide all pages. Submit for energy cost, even if applying for propane.
6. **Propane** 12 month history on bulk fill accounts. If propane fill is needed a written estimate from current propane provider on business letter head with the account holder name, service address, account number, gallons and cost. For metered accounts provide current billing. Submit for energy cost even if applying for PG&E.
7. **Utilities included in rent or sub metered** must provide a copy of your most current rent receipt stating the cost of utilities and usage.
8. Wood, pellet, or kerosene receipts within last 12 months
9. Proof of ownership for homeowners applying for Weatherization

Note Please allow time for the application to be processed 12-16 weeks. Please continue to pay your bills. If credit does **NOT** appear on your account after 12-16 weeks **call PG&E at 1-800-743-5000 or your propane vendor first.**

If you have questions, concerns, complaints, or would like to appeal a decision about your HEAP application, contact ATCAA Energy Program at one of the following numbers below.

<p>CONTACT / MAIL / FAX / WEBSITE:</p> <p>Amador and Calaveras County ATCAA 10590 Highway 88 Jackson, CA 95642 209-223-1485 Ext. 221 /259 FAX 209-223-4178 Appointments Mon – Thurs 9-Noon</p>	<p style="text-align: center;">http://www.atcaa.org/utility-bill-assistance</p> <p>Tuolumne County ATCAA 427 N Highway 49 Sonora, CA 95370 209-533-1397 Ext. 250/232 FAX 209-533-1034 Appointments Mon – Thurs 9-Noon</p>
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No person shall be discriminated against in participating due to age, sex, color, religion, gender, marital status, ancestry, medical condition, physical or mental disability, citizenship, or any other consideration made unlawful by state, federal, and local laws.



AMADOR – TUOLUMNE COMMUNITY ACTION AGENCY

LIHEAP

FOR YOUR USE ONLY -KEEP








MONTHLY BUDGET PLAN		
MONTH	ESTIMATED	ACTUAL
<u>MONTHLY INCOME</u>		
Salary/Wages (Take Home Pay)	\$	
Cash on Hand/Savings	\$	
Child Support (Income)	\$	
AFDC, F/S, SSI, UIB,SDI	\$	
TOTAL Cash Available		
<u>MONTHLY EXPENSES</u>		
Rent/House Payment		
Heat/Propane		
Lights/Electricity		
Water		
Groceries		
Telephone		
Laundromat		
Car Payment/Bus Fare		
Gasoline		
TOTAL		
<u>INSURANCE PAYMENTS</u>		
Car		
Homeowner's/Renter's		
Health		
Life/Disability Insurance Medi-Cal/CMSP share of cost		
TOTAL		
Credit Card Payments		
Loan Payments/"Cash 'til Payday"		
Child Care/Babysitter		
Child Support/Alimony Payments		
Other		
Other		
TOTAL		
TOTAL MONTHLY EXPENSES		
MINUS MONTHLY INCOME		
TOTAL REMAINING		

BUDGET PAGE

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Monthly Appliance Energy Costs

Time-of-Use (Peak Pricing 4-9pm Every Day) (E-TOU-C) Rate Plan

			Usage*	Time-of-Use**	
				Off-Peak	Peak
	Heating and Cooling	Ceiling Fan	6 hrs/day	\$4.58	\$5.44
		Air Purifier	12 hrs/day	\$12.22	\$14.50
		Central A/C	2 hrs/day	\$61.08	\$72.50
		Room A/C	4 hrs/day	\$40.72	\$48.33
		Space Heater	3 hrs/day	\$45.98	\$54.58
	Outdoors	Hot Tub	12 hrs/week	\$31.41	\$37.29
		Pool Pump	24 hrs/day	\$34.61	\$41.08
		Electric Vehicle	30 miles/day	\$116.42	\$138.18
	Lighting	Floodlight	15 hrs/day	\$45.81	\$54.38
		LED lightbulbs (10 qty)	4 hrs/day	\$4.07	\$4.83
		CFL lightbulbs (10 qty)	4 hrs/day	\$8.14	\$9.67
	Kitchen	Coffee Maker	1 hr/day	\$10.18	\$12.08
		Stovetop and Oven (Electric)	5 hrs/week	\$21.81	\$25.89
		Microwave	2 hrs/week	\$3.18	\$3.78
		Kettle (Electric)	1 hr/day	\$12.22	\$14.50
	Cleaning Appliances	Dryer (Electric)	4 times/week	\$21.45	\$25.46
		Dishwasher	2 hrs/day	\$16.74	\$19.87
		Vacuum	1 hr/week	\$0.43	\$0.51
		Washing Machine	4 times/week	\$4.83	\$5.73
	Computing	Laptop	9 hrs/day	\$2.71	\$3.21
		Tablet	3 hrs/day	\$0.27	\$0.32
		Desktop	9 hrs/day	\$4.49	\$5.33
	Entertainment	TV	4 hrs/day	\$6.52	\$7.73
		Video Game	4 hrs/day	\$1.30	\$1.55
		DVD Player	3 hrs/day	\$0.31	\$0.37

*The average monthly hours of use and corresponding appliance wattage used to calculate the energy costs above are sourced from esource.com, *The Powerful Pull of Plug Loads*, using PG&E rates as of May 1, 2020.








**The Time-of-Use rate represented is the Time-of-Use (Peak Pricing 4-9pm Every Day) (E-TOU-C) Rate Plan.



Learn more at pge.com/rates.

Monthly Appliance Energy Costs

Tiered Rate Plan (E-1)

			Usage*	Tiered (E-1)		
				Tier 1	Tier 2	Tier 3
	Heating and Cooling	Ceiling Fan	6 hrs/day	\$3.18	\$4.00	\$7.00
		Air Purifier	12 hrs/day	\$8.47	\$10.66	\$18.67
		Central A/C	2 hrs/day	\$42.34	\$53.28	\$93.35
		Room A/C	4 hrs/day	\$28.23	\$35.52	\$62.23
		Space Heater	3 hrs/day	\$31.87	\$40.11	\$70.27
	Outdoors	Hot Tub	12 hrs/week	\$21.77	\$27.40	\$48.01
		Pool Pump	24 hrs/day	\$23.99	\$30.19	\$52.90
		Electric Vehicle	30 miles/day	\$80.70	\$101.55	\$177.92
	Lighting	Floodlight	15 hrs/day	\$31.75	\$39.96	\$70.01
		LED lightbulbs (10 qty)	4 hrs/day	\$2.82	\$3.55	\$6.22
		CFL lightbulbs (10 qty)	4 hrs/day	\$5.65	\$7.10	\$12.45
	Kitchen	Coffee Maker	1 hr/day	\$7.06	\$8.88	\$15.56
		Stovetop and Oven (Electric)	5 hrs/week	\$15.12	\$19.03	\$33.34
		Microwave	2 hrs/week	\$2.21	\$2.78	\$4.86
		Kettle (Electric)	1 hr/day	\$8.47	\$10.66	\$18.67
	Cleaning Appliances	Dryer (Electric)	4 times/week	\$14.87	\$18.71	\$32.78
		Dishwasher	2 hrs/day	\$11.60	\$14.60	\$25.59
		Vacuum	1 hr/week	\$0.30	\$0.38	\$0.66
		Washing Machine	4 times/week	\$3.34	\$4.21	\$7.37
	Computing	Laptop	9 hrs/day	\$1.88	\$2.36	\$4.13
		Tablet	3 hrs/day	\$0.19	\$0.23	\$0.41
		Desktop	9 hrs/day	\$3.11	\$3.92	\$6.86
	Entertainment	TV	4 hrs/day	\$4.52	\$5.68	\$9.96
		Video Game	4 hrs/day	\$0.90	\$1.14	\$1.99
		DVD Player	3 hrs/day	\$0.22	\$0.27	\$0.48

*The average monthly hours of use and corresponding appliance wattage used to calculate the energy costs above are sourced from esource.com, *The Powerful Pull of Plug Loads*, using PG&E rates as of May 1, 2020.



Learn more at [pge.com/rates](https://www.pge.com/rates).

Staff	ATCAA Program:
Use:	Intake Date:
	Child Support Referral Made <input type="checkbox"/>

Client's Information

Service you are applying for today: _____

First Name	Middle	Last Name	Suffix
Date of Birth (mm/dd/yyyy)	SSN (last 4 digits only) <input type="checkbox"/> Unknown - - <input type="checkbox"/> Decline to State	Gender (please circle one) F=Female M=Male O=Other	
Age: <input type="checkbox"/> 0-5 <input type="checkbox"/> 6-13 <input type="checkbox"/> 14-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65-74 <input type="checkbox"/> 75+			
Ethnicity: <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Non-Hispanic , Latino or Spanish Origins			
Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other <input type="checkbox"/> Multi-race (two or more of the above)			
Primary Language spoken at home: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other			
Additional languages spoken: <input type="checkbox"/> English <input type="checkbox"/> Spanish <input type="checkbox"/> Other			

Address

Street Address	Apartment Number
City, CA	Zip Code
Mailing Address (if different from above)	
City, CA	Zip Code
Email Address	Home Phone Number
Cell Phone	Message Phone

Program Entry

Program Name
Household Type: <input type="checkbox"/> Single Person <input type="checkbox"/> Two Adults No Children <input type="checkbox"/> Single Parent, Female <input type="checkbox"/> Single Parent, Male <input type="checkbox"/> Two-Parent Household <input type="checkbox"/> Non-related Adults with Children <input type="checkbox"/> Multigenerational <input type="checkbox"/> Other
Household Size: <input type="checkbox"/> Single Person <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four <input type="checkbox"/> Five <input type="checkbox"/> Six or more

Client Information

Do you have a disabling condition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Decline to State
Type of health Insurance? <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Employment based <input type="checkbox"/> Direct Purchase <input type="checkbox"/> Military Health Care <input type="checkbox"/> State Children's Health Insurance <input type="checkbox"/> State Health Insurance for Adults <input type="checkbox"/> Uninsured
Military Status? <input type="checkbox"/> Veteran <input type="checkbox"/> Active Military <input type="checkbox"/> Neither Active Military or Veteran
Housing Type: <input type="checkbox"/> Own <input type="checkbox"/> Rent/No Subsidy <input type="checkbox"/> Rent/Subsidized Housing <input type="checkbox"/> Other Permanent Housing <input type="checkbox"/> Homeless <input type="checkbox"/> Other
Education Level (Ages 25+): <input type="checkbox"/> 0-8 Grade <input type="checkbox"/> 9-12 Grade/Non-graduate <input type="checkbox"/> High School Graduate/GED <input type="checkbox"/> 12+ Some College <input type="checkbox"/> 2 or 4 Year College Graduate <input type="checkbox"/> Graduate of other post-secondary
Education Level (Ages 14-24): <input type="checkbox"/> 0-8 Grade <input type="checkbox"/> 9-12 Grade/Non-graduate <input type="checkbox"/> High School Graduate/GED <input type="checkbox"/> 12+ Some College <input type="checkbox"/> 2 or 4 Year College Graduate <input type="checkbox"/> Graduate of other post-secondary
Employment: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Full/Part-Time Student <input type="checkbox"/> Retired <input type="checkbox"/> Short Term Unemployed (6 months or less) <input type="checkbox"/> Long Term Unemployed (more than 6 months) <input type="checkbox"/> Not in labor force <input type="checkbox"/> Farm Worker <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Seasonal Farm Worker
Are you the custodial parent/guardian of a child/children? <input type="checkbox"/> Yes <input type="checkbox"/> No

WHOLE household income

Has the household received income in the last 30 days? Yes No

SOURCES OF INCOME			
	Yes	No	Amount
Income from Employment Only	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
TANF	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Supplemental Security Income (SSI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Social Security Disability Insurance (SSDI)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
VA Service-Connected Disability Compensation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
VA Non-Service Connected Disability Pension	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Private Disability Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Workers Compensation	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Retirement Income from Social Security	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Pension	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Child Support	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Alimony or Other Spousal Support	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Unemployment Insurance	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
EITC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
General Assistance/Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Total Income			
NON-CASH BENEFITS received in the last 30 days?			
Food Stamps / Supplemental Nutritional Assistance Program (SNAP)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
WIC	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
LIHEAP	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Housing Choice Voucher	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Public Housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Permanent Supportive Housing	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
HUD-VASH	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Childcare Voucher	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Affordable Care Act Subsidy	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

TOTAL SOURCES OF INCOME	
<input type="checkbox"/> Income from Employment ONLY	
<input type="checkbox"/> Income from Employment + Other Income Source	
<input type="checkbox"/> Income from Employment + Other Income Source + Non-Cash Benefits	
<input type="checkbox"/> Income from Employment + Non-Cash Benefits	
<input type="checkbox"/> Other income source ONLY	
<input type="checkbox"/> Other income source + Non-Cash Benefits	
<input type="checkbox"/> Non-Cash benefits ONLY	
<input type="checkbox"/> No Income	

Would you be willing to volunteer? Yes No Not able to at this time

I acknowledge that the information that I have provided is true and correct and I understand my name and other identifying information will not be shared with any agency outside of ATCAA, unless required to do so by law.

Signature _____ **Date** _____

No person shall be discriminated against in participating, due to age, sex, color, religion, gender, marital status, ancestry, medical condition, physical or mental disability, citizenship or any other consideration made unlawful by state, federal or local laws.

For additional ATCAA services/programs please inquire within or view our website at www.atcaa.org. We can be reached at 223-1485 in Amador County or 533-1397 in Tuolumne County for more information

Staff	ATCAA Program:
Use:	Intake Date:
	Child Support Referral Made <input type="checkbox"/>

Other Household Member Information #

First Name	Middle	Last Name	Suffix
Date of Birth (mm/dd/yyyy) / /	SSN (last 4 digits only) <input type="checkbox"/> Unknown - - <input type="checkbox"/> Decline to State	Gender (please circle one) F=Female M=Male O=Other R=Decline to State	
Age : <input type="checkbox"/> 0-5 <input type="checkbox"/> 6-13 <input type="checkbox"/> 14-17 <input type="checkbox"/> 18-24 <input type="checkbox"/> 25-44 <input type="checkbox"/> 45-54 <input type="checkbox"/> 55-59 <input type="checkbox"/> 60-64 <input type="checkbox"/> 65-74 <input type="checkbox"/> 75+			
Ethnicity: <input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Non-Hispanic, Latino or Spanish Origins			
Race: <input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Pacific Islander <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other <input type="checkbox"/> Multi-race (two or more of the above)			
Relationship to client/Head of household:		Lives in same household as client? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you the custodial parent/guardian of a child/children? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a disabling condition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Decline to State			
Type of health Insurance? <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Employment based <input type="checkbox"/> Direct Purchase <input type="checkbox"/> Military Health Care <input type="checkbox"/> State Children's Health Insurance <input type="checkbox"/> State Health Insurance for Adults <input type="checkbox"/> Uninsured			
Military Status? <input type="checkbox"/> Veteran <input type="checkbox"/> Active Military <input type="checkbox"/> Neither Active Military or Veteran			
Housing Type: <input type="checkbox"/> Own <input type="checkbox"/> Rent/No Subsidy <input type="checkbox"/> Rent/Subsidized Housing <input type="checkbox"/> Other Permanent Housing <input type="checkbox"/> Homeless <input type="checkbox"/> Other			
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Employment: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Full/Part-Time Student <input type="checkbox"/> Retired <input type="checkbox"/> Short Term Unemployed (6 months or less) <input type="checkbox"/> Long Term Unemployed (more than 6 months) <input type="checkbox"/> Not in labor force <input type="checkbox"/> Farm Worker <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Seasonal Farm Worker			

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Staff	ATCAA Program:
Use:	Intake Date:
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Are you the custodial parent/guardian of a child/children? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you have a disabling condition? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown <input type="checkbox"/> Decline to State			
Type of health Insurance? <input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Employment based <input type="checkbox"/> Direct Purchase <input type="checkbox"/> Military Health Care <input type="checkbox"/> State Children's Health Insurance <input type="checkbox"/> State Health Insurance for Adults <input type="checkbox"/> Uninsured			
Military Status? <input type="checkbox"/> Veteran <input type="checkbox"/> Active Military <input type="checkbox"/> Neither Active Military or Veteran			
Housing Type: <input type="checkbox"/> Own <input type="checkbox"/> Rent/No Subsidy <input type="checkbox"/> Rent/Subsidized Housing <input type="checkbox"/> Other Permanent Housing <input type="checkbox"/> Homeless <input type="checkbox"/> Other			
Education Level (Ages 14-24): <input type="checkbox"/> 0-8 Grade <input type="checkbox"/> 9-12 Grade/Non-graduate <input type="checkbox"/> High School Graduate/GED <input type="checkbox"/> 12+ Some College <input type="checkbox"/> 2 or 4 Year College Graduate <input type="checkbox"/> Graduate of other post-secondary			
Education Level (Ages 25+): <input type="checkbox"/> 0-8 Grade <input type="checkbox"/> 9-12 Grade/Non-graduate <input type="checkbox"/> High School Graduate/GED <input type="checkbox"/> 12+ Some College <input type="checkbox"/> 2 or 4 Year College Graduate <input type="checkbox"/> Graduate of other post-secondary			
Employment: <input type="checkbox"/> Employed Full-time <input type="checkbox"/> Employed Part-time <input type="checkbox"/> Full/Part-Time Student <input type="checkbox"/> Retired <input type="checkbox"/> Short Term Unemployed (6 months or less) <input type="checkbox"/> Long Term Unemployed (more than 6 months) <input type="checkbox"/> Not in labor force <input type="checkbox"/> Farm Worker <input type="checkbox"/> Migrant Farm Worker <input type="checkbox"/> Seasonal Farm Worker			

Office Use only	
Program:	
Office:	<input type="checkbox"/> Ama <input type="checkbox"/> Tuo
Date:	

We value your input! Please help us to understand families' resources and needs by answering the following demographic questions regarding education, employment, housing, healthcare and other basic needs.

- 1 **What County Do You Reside In?** Amador Calaveras Tuolumne
- 2 **Gender** Male Female Other
- 3 **Age** Under 18 18-24 25-44 45-54 55-59 60-64 65-74 75+
- 4 **Ethnicity** Hispanic, Latino, or Spanish Origins **Not** Hispanic, Latino or Spanish Origins
- 5 **Race:** American Indian/Alaska Native Asian Black/African American White/Caucasian
 Native Hawaiian/Pacific Islander Other Multi-Race (two or more of the above)
- 6 **How did you hear about ATCAA?** Friend/Family ATCAA Staff Advertisement Referral Other
- 7 **Have you used our services in the past?** Yes No
- 8 **If yes, which services have you used:** Housing/Smart Money Energy/Weatherization Youth/Prevention
 Family Resources/Therapy/Literacy Family Learning Center/Promotores Early/Head Start Food Bank
- 9 **How would you rate your overall satisfaction with ATCAA services?** **Excellent** **Good** **Fair** **Poor**

For questions 10-16 please choose up to 3 of your "greatest needs" or "biggest challenges" in any or all applicable categories

10. ADULT EDUCATION

- After school/childcare options for parent(s)
- Available evening/night/weekend courses
- Broadband/Internet access at home
- Computer Skills Training
- Convenient public transportation hours/stops
- Other _____

12. EMPLOYMENT

- After school/childcare options for parent(s)
- Computer skills training
- Convenient public transportation hours/stops
- Help to improve job skills, training
- Job search assistance
- Other _____

14. HEALTH

- Affordable Medical/Dental/Vision Insurance
- Available food resources
- Available health resources
- Budget for a healthy diet
- Mental health counseling services
- Other _____

16. OVERALL SUPPORT - RESOURCES/REFERRALS

- Parenting Information
- Life Skills Programs/Services
- Food assistance/Meal programs
- Nutrition Education/Healthy Eating
- Emotional Abuse
- Sexual Abuse
- Substance Abuse
- Affordable Child Care

11. CHILD EDUCATION

- Available counseling services
- Available school resources (books, computers, etc.)
- Broadband/Internet access at home
- Proactive approaches to violence/bullying
- Smaller class sizes
- Other _____

13. HOUSING

- Affordable housing
- Housing repair programs
- Housing weatherization services
- Rental/mortgage assistance programs
- Utility assistance programs
- Other _____

15. INCOME

- Address credit issues
- Pay off or reduce debt
- Set up/maintaining a budget
- Set up savings/retirement account
- Understanding of money management
- Other _____

Comments Welcome: _____

May we contact you Email _____ Phone _____

Department of Community Services and Development

Energy Intake Form

CSD 43 (10/2017)

Official Use Only:	
Priority Points	
A.C.C.	
Eligibility Cert Date	

Agency:	Intake Initials:	Intake Date:		
First name	Middle Initial	Last Name	Date of Birth MM/DD/YY	
SERVICE ADDRESS – Address where you live (this <i>cannot</i> be a P.O. Box)				
Service Address			Unit Number	
Service City	Service County	Service State	Service Zip Code	
Have you lived at this residence during each of the past 12 months? <input type="checkbox"/> Yes <input type="checkbox"/> No				
Is your service address the same as mailing address?..... <input type="checkbox"/> Yes <input type="checkbox"/> No				
Mailing Address			Unit Number	
Mailing City	Mailing County	Mailing State	Mailing Zip Code	
Social Security Number (SSN):				Telephone Number ()
E-mail Address:				

PEOPLE LIVING IN HOUSEHOLD		INCOME	
Enter the total number of people living in the household, including yourself →		Enter the total number of people who receive income →	
<i>Demographics: Enter the number of people in the household who are:</i>		<i>Enter the total gross monthly income for all people living in the household:</i>	
Ages 0 – 2 Years		TANF / CalWorks	\$
Ages 3 - 5 years		SSI / SSP	\$
Ages 6 - 18 years		SSA / SSDI	\$
Ages 19 - 59		Paycheck(s)	\$
Ages 60 and older		Interest	\$
Disabled		Pension	\$
Native American		Other	\$
Seasonal or Migrant Farmworker		Total Monthly Income	\$

HOUSEHOLD MEMBERS					
ENTER THE INFORMATION BELOW FOR ALL HOUSEHOLD MEMBERS.					
If you have more than 7 people in your household, please list the information on a separate piece of paper.					
First Name	Last Name	Relation to Applicant	Date of Birth MM/DD/YY	Amount of Gross Monthly Income (Before Taxes and Deductions)	Source of Income
		Self			
Household Total Monthly Gross Income				\$	
Are you or someone in your household CURRENTLY receiving CalFresh (Food Stamps)? <input type="checkbox"/> Yes <input type="checkbox"/> No					

PAY BILL

To which energy bill (CHOOSE ONLY ONE) do you want the LIHEAP benefit to be applied? (Attach complete copy of most recent bill or receipt)

- Natural Gas Electricity Wood Propane Fuel Oil Kerosene Other Fuel

Enter the energy company and account number:

Company Name: _____ Account #: _____

Is your utility service shut-off? Yes No

Do you have a past due notice? Yes No

Are your utilities included in rent or submetered? Yes No

Are your utilities all electric? Yes No

Is your Natural Gas Company the same as your Electric Company? Yes No

WOOD, PROPANE or FUEL OIL SERVICE (WPO)

Are you currently out of fuel? (Wood, Propane, Oil, Kerosene, Other Fuels) Yes No N/A

List the approximate number of days until you run out of fuel (Wood, Propane, Oil, Kerosene, Other Fuels).

Number of Days: _____ N/A

ENERGY INFORMATION

The questions below are **MANDATORY**. Please check all energy sources used to heat your home.

A copy of **all** recent energy bills and/or receipts for any home energy cost **must** be provided.

NOTE: A copy of an electric bill must be included even if you do not use electricity to heat your home.

What is the main fuel used to HEAT your home? One main heating source **MUST** be checked.

- Natural Gas Electricity Wood Propane Fuel Oil Kerosene Other Fuel

In addition to your main heating source, do you ever use any of the following to heat your home (you can select more than one):

- Natural Gas Electricity Wood Propane Fuel Oil Kerosene Other Fuel N/A

Are you the account holder: Electric Bill Yes No Natural Gas Bill Yes No

The information on this application will be used to determine and verify my eligibility for assistance. By signing below, I give my consent (permission) to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to my utility company and its contractors, to share information about my household's utility account, energy usage and/or other information needed to provide services and benefits to me as described at the end of the form. My consent shall be effective for the period beginning 24 months prior to, and continuing for 36 months after, the date signed below. I understand that if my application for LIHEAP/DOE benefits or services is denied, or if I receive untimely response or unsatisfactory performance, I may initiate a written appeal with the local service provider and my appeal shall be reviewed no later than 15 days after the appeal is received. If I am not satisfied with the local service provider's decision I may then appeal to the Department of Community Services and Development pursuant to Title 22, California Code of Regulations section 100805. If applicable, I hereby authorize installation of weatherization measures to my residence at no cost to me. I declare, under penalty of perjury, that the information on this application is true, correct, and that the funds received will be used solely for the purpose of paying my energy costs.

X
*** APPLICANT'S SIGNATURE ***
Date

AGENCY NAME: Community Services and Development (CSD). UNIT RESPONSIBLE FOR MAINTENANCE: Home Energy Assistance Program (HEAP). AUTHORITY: Government Code Section 16367.6 (a) Names CSD as the agency responsible for managing HEAP. PURPOSE: The information you provide will be used to decide if you are eligible for a LIHEAP payment and/or weatherization services. GIVING INFORMATION: This program is voluntary. If you choose to apply for assistance, you must give all required information. OTHER INFORMATION: CSD uses statistical definitions from the annual update of the Department of Health and Human Services' State Median Income, Federal Income Poverty Guidelines, to determine program eligibility. During application processing, CSD's designated subcontractor may need to ask you for more information to decide your eligibility for either or both programs. ACCESS: CSD's designated subcontractor will keep your completed application and other information, if used, to determine your eligibility. You have the right to access all records holding information about you. CSD does not discriminate in the provision of services on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.

APPLICANT: DO NOT FILL OUT THE INFORMATION BELOW. THIS SECTION IS FOR OFFICIAL USE ONLY.

Utility Assistance being provided under which program → HEAP Fast Track HEAP WPO ECIP WPO

Base Benefit \$ _____ Supplement \$ _____ Total Benefit \$ _____

Total Energy Cost \$ _____ Energy Burden _____

Energy Services Restored after disconnection: Yes No Disconnection of Energy Services prevented: Yes No

Home Referred for WX: Home Already Weatherized:

STATEMENT OF CITIZENSHIP or NON-CITIZEN STATUS FOR PUBLIC BENEFITS

Name of the Applicant Requesting Energy Services	Date
Name of Person Acting for Applicant, if any	Relationship to Applicant

Public Benefits To Citizens And Non-Citizens

Citizens and Nationals of the United States who meet all eligibility requirements may receive services under the Low-Income Home Energy Assistance Program and/or the Department of Energy Low-Income Weatherization Assistance Program and must fill out *Sections A and D*.

Non-Citizens who meet all eligibility requirements may receive services under the Low-Income Home Energy Assistance Program and/or the Department of Energy Low-Income Weatherization Assistance Program and must complete *Sections A, B or C, and D*.

Section A: Citizenship/Non-Citizen Status Declaration

1. Is the applicant a citizen or national of the United States? Yes No

If the answer to the above question is yes, where was he/she born? City/State

2. To establish citizenship or naturalization, please submit one of the documents on *List A* (attached hereto) which is legible and unaltered to establish proof.

If you are a **Citizen or National of the United States**, please go directly to *Section D*.

If you are a **Non-Citizen**, please complete *Section B, or, if applicable, Section C*.

Section B: Non-Citizen Status Declaration

Important: Please indicate the applicant's non-citizen status below, and submit documents evidencing such status. The no citizen status documents listed for each category are the most commonly used documents that the United States Immigration and Naturalization Service (INS) provides to non-citizens in those categories. You can provide other acceptable evidence of your non-citizen status even if not listed below.

1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:
- INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”); or
 - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.
2. An alien who is granted asylum under section 208 of the INA. Evidence includes:
- INS Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(5)”;
 - INS Form I-766 (Employment Authorization Document) annotated “A5”;
 - Grant letter from the Asylum Office of INS; or
 - Order of an immigration judge granting asylum.
3. A refugee admitted to the United States under section 207 of the INA. Evidence includes:
- INS Form I-94 annotated with stamp showing admission under section 207 of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;
 - INS Form I-766 (Employment Authorization Document) annotated “A3”;
 - INS Form I-571 (Refugee Travel Document)
4. An alien paroled into the United States for at least one year under section 212(d)(5) of the INA. Evidence includes:
- INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA.
(Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

- 5. An alien whose deportation is being withheld under section 243(h) of the INA (as in effect prior to April 1, 1997) or section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes:
 - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(10)”;
 - INS Form I-766 (Employment Authorization Document) annotated “A10”;
 - Order from an immigration judge showing deportation withheld under section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under section 241(b)(3) of the INA.
- 6. An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:
 - INS Form I-94 with stamp showing admission under section 203(a)(7) of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated “274a.12(a)(3)”;
 - INS Form I-766 (Employment Authorization Document) annotated “A3.”
- 7. An alien who is a Cuban or Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:
 - INS Form I-551 (Alien Registration Receipt Card, commonly known as a “green card”) with the code CU6, CU7, or CH6;
 - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7;
 - INS Form I-94 with stamp showing parole as “Cuban/Haitian Entrant” under section 212(d)(5) of the INA; or paroled after 10/10/80 in the special status for nationals of Cuba or Haiti.
- 8. An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form I-94 showing this status.)
- 9. An alien not in categories 1 through 8 who has been admitted to the United States for a limited period of time (a nonimmigrant). Non-immigrants are persons who have temporary status for a specific purpose. (Evidence includes INS Form I-94 showing this status.)
- 10. I self-certify that I am a U.S. citizen or non-citizen national or qualified alien but am unable to provide documentation. (Only allowable under the Energy Crisis Intervention Program (ECIP) component of the LIHEAP Program.)

Section C: Declaration for Certain Battered Aliens

Important: Complete this section if the applicant, the applicant's child, or the applicant child's parent has been battered or subjected to extreme cruelty in the United States by a spouse or parent.

- 1. Has the INS or the EOIR granted a petition or application filed by or on behalf of the applicant, the applicant's child, or the applicant child's parent under the INA or found that a pending petition sets forth a prima facie case for granting permission to stay in the United States? Evidence includes one of the documents on List B (attached hereto).
- 2. Has the applicant, the applicant's child, or the applicant child's parent been battered or subjected to extreme cruelty in the United States by a spouse or parent, or by a spouse's or parent's family member living in the same house (where the spouse or parent consented to or acquiesced in the battery or cruelty)?

Section D: Certification

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ANSWERS I HAVE GIVEN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature	Date
Signature of Person Acting for Applicant	Date

Department of Community Services and Development

Account Holder Authorization and Consent Form

CSD Form 081 (Rev. 12/17)

ACCOUNT HOLDER NAME(S) AND MAILING ADDRESS

Account Holder's Full Name		
Account Holder's mailing address (Street)		Unit Number (if any)
(City)	State	Zip Code
Is the utility service address the same as the account holder's mailing address? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Full Name of Applicant for Benefits (from Form 43)		
Utility Service Address (Street)		Unit Number (if any)
(City)	State CA	Zip Code

UTILITY INFORMATION

Please enter your utility company name and service account number below (you can find the account number on your bill). If different companies provide your electricity and gas services, please enter the name and account number for both utilities.

Name of Utility Company	Service Account Number
Name of Utility Company (if you have a second Utility Company)	Service Account Number

AUTHORIZATION AND CONSENT

By signing this form, you (Account Holder) give your authorization and consent (permission) to CSD, its contractors, consultants, other federal or state agencies (CSD Partners) and to your utility company and its contractors, to share information about your property's utility account, meter usage and energy consumption data, and other information as needed for the period beginning 24 months prior to, and continuing for 36 months after, the date signed below. The information you authorize us to obtain and share will be used for the purposes of evaluating home energy usage of program beneficiaries so that CSD can: a) measure the effectiveness of the services we provide by determining how much your utility bills are reduced and how much our services reduce carbon emissions (air pollution), and b) report these results to federal and state authorities that fund and oversee energy assistance programs in California. CSD, its contractors, consultants, other federal or state agencies and affiliated programs (CSD Partners), working cooperatively with your utility company and its contractors, use this information to provide services that assist low-income families, such the applicant, to pay their home energy bills and manage those energy needs for the purposes stated in this Authorization.

Signature of Account Holder	Date	Name of CSD Contractor/Partner Organization
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REVOCAION OF AUTHORIZATION AND CONSENT

You agree that your consent shall remain in effect for 36 months from the date you sign this Authorization, unless otherwise revoked by written notice mailed to: CSD Energy & Environmental Services Division, 2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833. Revocation will be effective upon receipt, but will not apply to any information shared while this Authorization was valid.

APPLICABLE PROGRAMS

Some of the programs CSD oversees or partners with include:

- CSD Federal Low-Income Home Energy Assistance Program (LIHEAP)
- CSD Federal Department of Energy Weatherization Assistance Program (DOE WAP)
- State Low-Income Weatherization Program (LIWP)
- Department of Housing and Urban Development (HUD) Lead Hazard Control and Healthy Homes Program
- Utility Company Energy Savings Assistance (ESA) Program
- Utility Company California Alternate Rates for Energy (CARE) Program



Completing CSD 321 and CSD 515A

read Instructions below

AMADOR-TUOLUMNE COMMUNITY ACTION AGENCY

CSD 321 CLIENT EDUCATION CONFIRMATION of RECEIPT	CSD 515A ENERGY SERVICE AGREEMENT
<ul style="list-style-type: none"> Complete the top portion. Check boxes Energy Education & Budget Counseling as these are provided in the application Sign, date & return with the application Lead-Safe education, Mold and Moisture & Radon Education will be provided upon Weatherization completion 	<ul style="list-style-type: none"> If applying for weatherization, the Owner-Occupant or tenant must complete the CSD 515A service agreement form If you are a tenant, you must request a CSD 515B service agreement form for rental property owner to complete Property owners applying must provide proof of home ownership either a current tax bill, mortgage statement, title, or deed If you are "not" applying for weatherization, return CSD 515A form with a "NO" across the top of the form

INCOME GUIDELINES for both WEATHERIZATION and HEAP:

Size of Household	1	2	3	4	5	6	7
Total Gross Monthly Income not to exceed	\$2,564.72	\$3,353.86	\$4,143.01	\$4,932.16	\$5,721.30	\$6,510.45	\$6,658.42

Offering **NO COST** weatherization measures for Income qualified households

You may be eligible for some or all of these weatherization measures:		
<ul style="list-style-type: none"> WEATHER STRIPPING WINDOW CAULKING LOW FLOW SHOWERHEADS 	<ul style="list-style-type: none"> ATTIC INSULATION EVAPORATIVE COOLER COVERS OUTLET & SWITCH GASKETS CARBON MONOXIDE DETECTORS REPLACE BROKEN OR CRACKED WINDOWS 	<ul style="list-style-type: none"> PIPE WRAP SHADE SCREENS MINOR HOME REPAIRS

WEATHERIZATION will provide your family with a more comfortable environment in summer/winter while reducing your energy bill. Your household will become more efficient, thereby helping to conserve precious energy. This is a **NO COST** service to **RENTERS** and **HOME OWNERS** who are income qualified and have **NOT** been weatherized in the **PAST 5 YEARS**.

No Person shall be discriminated against in participating, due to age, sex, color religion, gender, marital status, ancestry, medical condition, physical or mental disability, citizenship or any other consideration made unlawful by state, federal or local laws.

CLIENT EDUCATION CONFIRMATION OF RECEIPT

Name of Occupant	Age of Dwelling
------------------	-----------------

Address of Dwelling

Confirmation of Receipt

I have received the following information:

- Lead-Safe Education** – A copy of the pamphlet, *Renovate Right: Important Lead Hazard Information for Families, Child Care Providers, and Schools*, informing me of the potential risk of the lead hazard exposure from weatherization/renovation activity to be performed in my dwelling unit.
- Energy Education** – Information regarding changes I can make in order to reduce the energy consumption of my household.
- Mold and Moisture Education** - A copy of the pamphlet, *A Brief Guide to Mold and Moisture In Your Home*, informing me of how to clean up residential mold problems and how to prevent mold growth.
- Budget Counseling** - Information regarding personal financial management.
- Radon Education** - A copy of the pamphlet, *A Citizen's Guide to Radon*, informing me of the potential risk of radon and how to lower the radon level in my dwelling unit.

Signature of Recipient	Date
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Self-Certification Option

I certify that I attempted to deliver the following educational information to the dwelling listed above:

- Lead-Safe**
 Energy
 Mold/Moisture
 Budget Counseling
 Radon

If the information was delivered but a signature was not obtainable, you may check the appropriate box below.

Refusal to Sign — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit with the occupant.

Unavailable for Signature — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit by sliding it under the door.

Attempted delivery dates and times

Date	Time	Date	Time	Date	Time

Signature (Agency Representative)	Print name
-----------------------------------	------------

Mailing Option:

I certify that I have mailed the following educational information to the dwelling listed above (attach copy of Certificate of Mailing for lead-safe education only):

- Lead-Safe**
 Energy
 Mold/Moisture
 Budget Counseling
 Radon

Signature (Agency Representative)	Print name	Date mailed
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ENERGY SERVICE AGREEMENT FOR OCCUPANT

Dwelling Information			
Select the Dwelling Type		I am the	
Single-Family <input type="checkbox"/>	Mobile Home <input type="checkbox"/>	Multi-Unit <input type="checkbox"/>	Owner-Occupant <input type="checkbox"/> Tenant <input type="checkbox"/>
Owner-Occupant or Tenant Information			
Owner-Occupant or Tenant (Print or type name)		Address	
Apt./Unit No.	City	ZIP Code	Telephone Number
Owner-Occupant or Tenant Email Address			Owner-Occupant or Tenant FAX Number

Owner-Occupant or Tenant Acceptance of Terms for CSD Weatherization Services
(to be completed by the Owner-Occupant or Tenant)

I agree to accept the following TERMS required for my primary residence to receive services from the Department of Community Services and Development (CSD) weatherization programs(s):

1. I certify that the above-listed property is my primary residence.
2. I (the Owner-Occupant or Tenant), grant the Contractor/Agency permission to enter my dwelling to perform assessments, conduct diagnostics, take photos only of weatherization work to be performed or deferred (as it relates to individual or whole house services), install feasible weatherization services and perform inspections in accordance with CSD weatherization program policies and standards to the above-listed dwelling.
3. I acknowledge that an assessment of my dwelling is necessary to determine the work that can be performed and that the work that is available may be limited due to the needs and condition of my residence. Identified work may not be provided if it does not meet all program requirements and specifications and may lead to full or partial deferral of work. My refusal of certain work may prevent the installation of other identified work in accordance to program requirements.
4. I hereby release and pledge to hold harmless the Contractor/Agency listed below, and its staff, from any liability in connection with the work identified on a summarized list, except as a consequence of gross negligence or willful and wanton misconduct.
5. I authorize the Contractor/Agency to access my utility company records to obtain only energy usage data for a period of one year before and two years after weatherization measures are installed.
6. I grant the Contractor/Agency, local, State and/or Federal inspectors permission to enter the dwelling after reasonable notice to perform inspections to verify the existence and quality of work performed by the Contractor/Agency and compliance with local, State, and/or Federal building codes and programmatic guidelines and acknowledge that a permit may be required for specific weatherization work. I understand that I may be held financially responsible for the weatherization work if I refuse to allow access for inspection and permitting purposes.
7. I shall not remove any permanently installed energy conservation measures unless they are damaged or no longer functional in the residence from where they were installed.

Additional Certifications For Owner-Occupants ONLY:

8. I acknowledge and agree that this property is not for sale at the time of qualifying for the program and will not be offered for sale or otherwise distributed for at least sixty days following the completion of weatherization services.
9. Mobile home units only: I acknowledge that I may not receive services that require a permit if the registration on the mobile unit is not up-to-date.

Additional Certifications For Tenants ONLY:

10. I acknowledge that the Rental Property Owner must grant the Contractor/Agency the same permissions by signing CSD 515B Energy Service Agreement for Rental Property Owner before any services are rendered.



ENERGY SERVICE AGREEMENT FOR OCCUPANT

11. I understand that the Property Owner cannot raise the rent of the unit for a period of two years from the date of weatherization because of the increased value of the unit due solely to weatherization measures provided by the Contractor/Agency (allowable factors for rent increase include an actual increase in property taxes, actual cost of amortizing other improvements to the property accomplished after the date of work completed by the Contractor/Agency, or actual increases in expenses of maintaining and operating this property).
12. I acknowledge that I have been provided a copy of this Agreement explaining its terms effective for a two year period after weatherization services have been completed. Complaint Process: In the event the provisions of this Agreement related to increased rent or the landlord's failure to decrease utility costs for master metered units are not met, tenants may contact the Contractor/Agency to submit a verbal or written complaint, which will be investigated by the Department of Community Services and Development. Contractor/Agency contact information is located on this Agreement under the section entitled, "Contractor/Agency Assurance."
13. I may retain the replacement energy conservation measure installed by the CSD weatherization program(s) if the replaced appliance was my personal property .

I CERTIFY THAT I am the Owner-Occupant or Tenant residing in the dwelling listed above that serves as my primary residence and that all given statements are true and correct to the best of my knowledge. I have read and understand these TERMS and RELEASE, and agree to be bound by all of its terms and conditions in order to receive weatherization services under the CSD weatherization program(s).

Owner-Occupant or Tenant's Signature	Date

Contractor/Agency Assurance

Contractor/Agency (Print name)		Address	
Amador Tuolumne Community Action Agency		935 S Hwy 49	
CSLB Number (if applicable)	City	ZIP Code	Contractor/Agency Telephone Number
	Jackson	95642	(209) 223-1485
Contractor/Agency Email Address			Contractor/Agency FAX Number
			(209) 223-4178

The Contractor/Agency agrees to the following:

1. Shall be responsible for the feasible cost of weatherization measures performed other than cash contribution from the Owner or Owner Agent, if applicable, and any subsequent non-compliance.
2. Shall ensure that the Contractor/Agency is properly insured.
3. Shall ensure that work is conducted in a professional manner and meets program and building code standards.
4. Shall not make any significant structural changes to the dwelling without requesting written permission specifically describing the change from the dwelling owner.
5. Shall provide in writing a list of all weatherization measures installed in the unit.
6. Shall assure that the owner, or owner's agent, and tenant data shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended.

Agency Program Manager's Signature	Agency Program Manager's Name (Print name)	Date
	Craig Case	