



Weatherization
PO Box 69
Richland, MO 65556

Phone- 800-876-3264

Dear Client,

Our records indicate that you have shown interest in the Weatherization Program. Enclosed you will find a copy of our current income guidelines, an application for Weatherization Assistance, instructions for filling out the application, an Authorization for Release of Fuel Information, and a Landlord Agreement form. In addition to these forms being completed, we will also need proof of income for the last 3 months. Social Security, wages, dividend's and/or interest, self-employment and unemployment are all considered wages. We will need copies of Social Security Cards for the applicant. We will need proof of ownership for those applications who own their homes. We will also need a copy of your electric bill and your propane bill.

The Landlord Agreement Form is only for those applicants who are renting their home. Please note that there is no cost to you unless the applicant resides in a multi-family complex of five or more units per building. While there is no requirement to contribute on rentals of up to four units per building, MOCA encourages you to consider a voluntary contribution that would be applied to your rental unit(s) being weatherized. This would allow MOCA to reduce the cost of your rental unit(s) being weatherized and stretch funding to weatherize additional homes in MOCA's service area.

When you have completed the application and have all requested items, you will need to return the application with all required information to the address listed above. Please make sure that you make it Attn: Weatherization Department.

If you know of anyone who would be interested in having their home weatherized, you may have them contact our office at the number listed above to request an application.

Please note that the Low-Income Weatherization Program is at no cost to you. This program is federally funded through the Department of Economic Development/Division of Energy.

Our goal is to make your home energy efficient to help reduce heating and cooling costs. If you have any questions, please call 800-876-3264.

AN EQUAL OPPORTUNITY EMPLOYER/SERVICE PROVIDER

Weatherization Program Notice 18-3

2018 Poverty Income Guidelines Contiguous States U.S. Grantees

Effective January 13 2018

<u>Size of Family Unit</u>	<u>Income Levels – 200%</u>
1.....	\$24,280
2.....	\$32,920
3.....	\$41,560
4.....	\$50,200
5.....	\$58,840
6.....	\$67,480
7.....	\$76,120
8.....	\$84,760

For families with more than 8 persons, 100% of poverty level increases \$4,320 each additional person. Therefore, for Weatherization at 200% of poverty level, add \$8,640 for each additional person.



MISSOURI LOW INCOME WEATHERIZATION ASSISTANCE PROGRAM APPLICATION

Missouri Ozarks Community Action, Inc
 PO Box 69/306 S Pine St
 Richland, MO 65556

FOR OFFICE USE ONLY	
COUNTY	
JOB NUMBER	

Answer every question on the application and provide the proper supporting documentation. Leaving questions blank on the application or failing to provide proper documentation will cause delays.

APPLICANT INFORMATION			
NAME		PHONE NUMBER WITH AREA CODE	
ADDRESS	CITY	STATE	ZIP CODE
HAS THE HOME PREVIOUSLY BEEN WEATHERIZED? <input type="checkbox"/> No <input type="checkbox"/> Yes Date: _____		SSN	

HOUSEHOLD INFORMATION					
TYPE OF HOME <input type="checkbox"/> House <input type="checkbox"/> Mobile Home <input type="checkbox"/> Shelter <input type="checkbox"/> Multi-family					ESTIMATED AGE OF HOME
If you own your home, please provide proof of home ownership. (deed, mortgage, title, etc.) If you rent your home, provide your landlord's address, telephone number and fax number.					
Own <input type="checkbox"/>					
Rent <input type="checkbox"/>					
Household Members	TOTAL HOUSEHOLD MEMBERS	CHILDREN 19 AND UNDER	OVER 60	DISABLED	NATIVE AMERICAN

List all household members. If additional space is needed, please attach list.

Household Member Name	Date of Birth	Native American	Handicap or Disabled	Veteran
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Provide proof of income for the previous three months for all household members. If additional space is needed, please attach list.

INCOME INFORMATION		
Income Source	Amount	Interval

FUEL CONSUMPTION INFORMATION	
PRIMARY FUEL TYPE	
PRIMARY FUEL SUPPLIER	ACCOUNT NUMBER
PRIMARY ELECTRIC SUPPLIER	ACCOUNT NUMBER

CLIENT AUTHORIZATION FOR RELEASE OF INFORMATION

I hereby request and authorize any utility and/or agency to furnish information which could affect my participations in the Low-income Weatherization Assistance Program provided by Missouri Ozarks Community Action, Inc.

I understand that this form may be reproduced and the copies used to obtain information to determine my eligibility for the Weatherization Program. I further understand that information obtained and will be kept and used only for the purpose stated above.

Clients Name (Printed)_____

Signature:_____

Social Security Number:_____

Please write detailed directions to your home in the space below. The directions begin at the town nearest you. Please be accurate and complete in giving these directions. Inaccurate and incomplete directions cause us a great deal of lost time and unnecessary miles.

COUNTY: _____

“IN ACCORDANCE WITH THE FEDERAL LAW AND U.S. DEPARTMENT OF AGRICULTURE POLICY, THIS INSTITUTION IS PROHIBITED FROM DISCRIMINATING ON THE BASIS OF RACE, COLOR, NATIONAL ORGIN, AGE, DISABILITY, RELIGION, SEX, FAMILIAL STATUS, SEXUAL ORIENTATION, AND REPRISAL. (NOT ALL PROHIBITED BASES APPLY TO ALL PROGRAMS). TO FILE A COMPLAINT OF A DISCRIMINATION, WRITE TO: USDA, ASSISTANT SECRETARY FOR CIVIL RIGHTS, OFFICE OF THE ASSISTANT SECRETARY FOR CIVIL RIGHTS, 1400 INDEPENDENCE AVENUE, S.W. STOP 9410, WASHINGTON, D.C. 20250-9410 OR CALL TOLL FREE AT (866) 632-9992 (ENGLISH) OR (800)877-8339 (TDD) OR (866) 377-8642 (ENGLISH FEDERAL-RELAY) OR (800)845-6136 (SPANISH FEDERAL-RELAY). USDA IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER.

TERMS AND CONDITIONS

I hereby apply for weatherization assistance through the Low-Income Weatherization Assistance Program, or LIWAP, administered by Missouri Department of Economic Development' Division of Energy and implemented by the weatherization agency with whom I am filing this application. I authorize and direct any federal, state or local agency, organization, business or individual to release to the weatherization agency any information needed to verify my application for weatherization assistance. I further authorize and direct the weatherization agency to release information to other entities for the purpose of determining my household's eligibility for the LIWAP.

I authorize the release of my billing and utility consumption history from my utility vendors providing service to the residence for which I request weatherization assistance, and those vendors are hereby released from any liability for providing information to the weatherization agency.

I understand information relating to my eligibility application or participation in the program, such as name, address, or income information, are generally exempt from disclosure and requests for such information will be treated by the Department of Economic Development' Division of Energy consistent with the federal government's treatment of information requested under the Freedom of Information Act (FOIA), 5 U.S.C. 552, including the privacy protections contained in Exemption (b)(6) of the FOIA. A request for release of my personal information including but not limited to my name, address, or income information requires the Department of Economic Development' Division of Energy to balance a clearly defined public interest in obtaining this information against my legitimate expectation of privacy. If a legitimate, articulated public interest is found, the Department of Economic Development' Division of Energy may release my information in the aggregate with other recipients' information.

I understand that funds for weatherization assistance for my residence may be provided by federal and state agencies, utility vendors, and other sources, and I hereby agree that my information, to the extent not specifically required to be kept confidential pursuant to the federal Privacy Act and Freedom of Information Act, and Missouri laws including the Sunshine Law, may be released by the Department of Economic Development' Division of Energy to qualified personnel for research, audits, program evaluation or reports, with appropriate restrictions on the use of that information (i.e., not to be released to the public). If I receive LIWAP services, I specifically authorize the Department of Economic Development' Division of Energy to release information regarding my identity, address, weatherization services performed on my residence and other pertinent information, to my utility vendors or other appropriate entities for use in analyzing the effects of weatherization on utility usage, for other research, or for required reporting purposes. This authorization does not constitute public release of my identity, and I understand the Department of Economic Development' Division of Energy will not publicly release or permit public release of my personnel information, and will place appropriate restrictions on use of my personal information. Highly sensitive information such as Social Security numbers, income or medical information will be protected from disclosure under the Privacy Act and Freedom of Information Act, as well as the Missouri Sunshine Law.

Civil Rights Statement:

No person will be denied or discriminated against in connection with any program or activity receiving federal financial assistance from the U.S. Department of Energy because of race, color, national origin, age, sex or disability.

Access to Residence/Conditions:

I agree and understand the Department of Economic Development' Division of Energy staff, weatherization technicians and contractors must be given access to all areas of my home during business hours and on a reasonable schedule.

My signature below authorizes the Department of Economic Development' Division of Energy employees, the weatherization agency employees, contractors and subcontractors to enter my home as needed to perform energy audits, weatherization work and inspections of weatherization work and such persons will not be held liable for any injury or expense incurred by me while participating in this program.

I agree and understand that if my home is deemed unsafe or unacceptable for weatherization technicians, contractors or inspectors to perform their duties due to unsafe or dangerous conditions, presence of debris, clutter, mold, insect/rodent infestation, pets, threat of violence, etc., the project will be postponed until these conditions are corrected.

I agree to allow my home to be photographed for pre-and post-work documentation.

I understand that in order to weatherize my home, holes may be drilled in walls (particularly outside walls) to install insulation. I understand holes will be plugged as part of the weatherization service, but that it is my responsibility to paint the plugs used to fill these holes. I also understand that older vinyl or other siding may be damaged during this process.

Closing Certification:

My signature verifies this residence is not currently for sale, nor is it designated for acquisition, clearance or foreclosure by federal state or local programs, and has not been weatherized previously (unless work was performed prior to Sept. 30, 1994). Upon completion of work, I give permission for the contractor, subcontractor, the weatherization agency employees, the Department of Economic Development' Division of Energy employees and federal officials to inspect that work.

I certify the information provided in this application is true, correct and complete to the best of my knowledge. I understand that I may be fined, imprisoned or both under state or federal law if I make false statements on this application in order to get benefits I am not eligible to receive. LIWAP service is free of charge, but I understand that 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.

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

Applicant's Signature _____ Date: _____

**Weatherization Assistance Program Owner/Landlord Agreement
Owner/Authorized Agent Certification**

Check One: _____ Single-Family Unit
_____ Multi-Family (2 – 4 Units per Building) _____ # of Units
_____ Multi-Family Complex (Five or More Units per Building) _____ # of Units

I, _____ certify that I am the owner or authorized agent for the property located at
(address) _____

and occupied by (tenant) _____

I authorize the (agency) _____ to weatherize the unit located above in accord with the following provisions:

1. I agree not to raise the rent on the unit(s) weatherized for a period of two years after weatherization is complete without just cause. Normal just cause for rent increases (i.e. increased costs, other building improvements, etc) are allowable.
2. The tenant will not be evicted (during the two-year period after weatherization) due only to weatherization work completed. Eviction for lease violations is allowable.
3. To the best of my knowledge, the unit listed above has not been weatherized by the Missouri Weatherization Assistance Program.
4. I agree that tenant(s) with utility inclusive rent will receive reductions in rent when utilities are reduced as a result of weatherization.
5. Owner shall not sell premises unless the Buyer agrees to assume all obligations contained in this agreement.
6. If the property is a Multi-Family Complex (more than 5 units per building), I agree to provide a minimum of a twenty-five percent (25%) cash contribution of estimated labor and material project costs before weatherization work can begin on the unit(s).

I am contributing \$ _____ towards the labor and material costs incurred toward this Weatherization project.

Are the energy utilities included in the rent? _____ YES _____ NO

Please enter the total number of people for all vacant / ineligible units not applying individually:

_____ # of Units	
_____ # of Elderly (60 and older)	_____ # of Disabled
_____ # of Children (19 and younger)	_____ # of Other

Owner/Agent's Name: _____ **Telephone:** _____

Address: _____

Signature: _____ **Date:** _____
Owner or Authorized Agent

Signature: _____ **Date:** _____
Agency Representative

**WHAT YOU WILL NEED TO COMPLETE THE WEATHERIZATION APPLICATION
CHECKLIST**

- _____ **1. Proof of income for anyone in the home over 18 years of age**
- A. If you receive social security – the benefit letter is the only thing we can take.**
 - B. If you get wages – we need 3 months of income stubs 3 months prior to application date.**
 - C. If you receive a pension – we need a statement from where your pension comes from.**
 - D. Self-Employment – we need a copy of your complete tax return.**
 - E. Proof of any dividends and/or interest.**

THERE ARE NO EXEPTIONS AND WE CANNOT TAKE A BANK STATEMENT FOR PROOF OF INCOME FOR ANY OF THE ABOVE.

_____ **2. Proof of ownership**

House: one form of

- A. Paid Real Estate Tax receipt**
- B. Complete copy of homeowners insurance**
- C. A recorded Deed**

Mobile Home: one form of

- A. Title**
- B. Paid Property Tax Receipt which has the mobile home listed**
- C. Complete copy of Mobile Home Insurance**

NO MORTGAGE PAPERS WILL BE ACCEPTED.

If you rent the Landlord Agreement Form needs to be filled out completely, and landlord information should be included on application.

_____ **3. Copy of applicants Social Security Card**

_____ **4. Copy of Electric Bill**

_____ **5. Copy of Propane Bill (if applicable)**

BE SURE YOU SIGN AND FILL OUT THE APPLICATION COMPLETELY