



INSTRUCTIONS FOR APPLYING FOR WEATHERIZATION SERVICES

To apply for weatherization services, it is important that you provide all the information requested. Before we can assist you with energy related repairs to your residence, the need steps must be completed.

Have Questions?

Call the
Weatherization
Department

At

762-842-6008

Or

Email:

scaldwell@cafi-ga.org

STEP 1: READ THROUGH THIS ENTIRE PACKET OF INFORMATION

STEP 2: COMPILE THE FOLLOWING DOCUMENTS Completed and signed

- Program application (2 pages) completed and signed.
- Georgia Weatherization Assistance Program-Application
- Weatherization Authorization Form
- Authorization to Release of Information
- Copy of Social Security Card for every household member.
- Copy of Driver's License/State ID for every member (**household members 16 years or older**)
- Proof of income for every member of the household (**Must show most recent income for 1 month**)
- Proof of Home Ownership (**recent property tax records or recent mortgage statement**)
- Recent copy of Utility bill & gas bill (**utility bill must show your annual usage**)

STEP 3: Bring or mail all documents above to the CAFI office for intake and processing:

County of Residence: Carroll, Coweta, Troup, Meriwether, Heard, Douglas, Harris, Muscogee

Return via mail to:
CAFI Weatherization
1380 Lafayette Parkway
Lagrange, Ga 30241

Note: If you are employed, we will need copies of your four most recent check stubs. If you receive SSI, Retirement Check, pension, and or Social Security, we will need a copy of your current year reward letter or a recent bank statement. If there is no income in the household, please complete the zero-income form. Failure to provide required documents may result in delay or denial of your application.



PROGRAM APPLICATION

Your Social Security Number

Part 1. Personal Information

Disclosure of Social Security Number for the primary applicant is required. If you do not provide your verifiable social security number, your application cannot be processed.

Your Name: _____ MM - DD - YYYY

First Name _____ M.I. _____ Last Name _____ Date of Birth _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Other Phone (if different from Home Phone): _____

Number of people living in Household? _____

How many people living in the household Disabled? _____

Briefly explain: _____

Please add household members below

Name: _____

Relationship: _____

DOB: _____ Income: _____

Marital Status: _____ Race: _____

Name: _____

Relationship: _____

DOB: _____ Income: _____

Marital Status: _____ Race: _____

Name: _____

Relationship: _____

DOB: _____ Income: _____

Marital Status: _____ Race: _____

Name: _____

Relationship: _____

DOB: _____ Income: _____

Marital Status: _____ Race: _____

DEMOGRAPHIC

Marital Status: _____

Race: _____

Education: _____

Primary Language spoken in home: _____

HOUSING & ENERGY

Do you live in a mobile home? Y _____ N _____

Do you rent or own your home? Y _____ N _____ Circle: Rent or Own

How do you heat your home?

- ☐ Propane
- ☐ Natural Gas
- ☐ Electric
- ☐ Wood

Has your home been weatherization by us before?

Y _____ N _____

If so, when was the work done? _____

FINANCIAL

Employment Status: _____

If employed, please list the name of the company and address:

Total Household monthly incomes: \$ _____

Where does your income come from?

- ☐ Social Security
- ☐ SSI
- ☐ Wages
- ☐ General Assistance (GA)
- ☐ Other _____ (explain)

Are you related to anyone employed by CAFI? Y _____ N _____

Georgia Weatherization Assistance Program - Application Form

Agency:		Interviewer:	
Date:		Job Number:	
Applicant's Name:		Home/Cell Phone:	
Home Address:		Zip Code:	
City:		County:	

Income Information - Source(s) of Income

Type of Income	Check all that apply	Type of Income	Check all that apply
Supplemental Security Income (SSI)		Railroad Retirement	
TANF		Pension	
Wages		VA Benefits	
No Income		Unemployment	
Self-Employment		Public Assistance	
Social Security		Other (Specify):	

Household Demographics (Duplicated Count)

Applicant's Date of Birth:		Applicant's Gender:	
Number of Elderly \geq 60 years of age:		Number of Native Americans:	
Number of Children \leq 2 years of age:		Number of Disabled:	
Number of Children 3-5 years of age:		Number of Seasonal/Farm Workers:	
Number Children 6-17 years of age:		Total Number in Household:	
Total Number of Elderly, Disabled or Young Children (Unduplicated Count):			
Home Energy Assistance through LIHEAP received? (yes/no)			

At-Risk Occupant(s)

Number of Elderly Persons (65 years or older):	
Number of Infants (2 years or less):	
Number of Person(s) Pregnant:	
Number of Persons with Health Condition(s) Exasperated by High/Low Temperature Conditions:	
Explain Health Condition(s):	

Dwelling Demographics

Site Built		Manufactured/Mobile Home		Multi-Family	
Primary Heating Fuel: (Natural Gas, Oil, Liquid Propane Gas, Electricity, Wood, Kerosene, other)					
Air Conditioning: (Window Units, Central AC, Portable)					
Roof Condition:					
Specific Issues:					
Owned: (yes/no)		Rented: (yes/no)		Other: (specify)	
Is your residence currently For Sale, in Foreclosure or in the process of being Foreclosed? (yes/no)					

Landlord Information

Name:		Address:			
City:		State:		Zip Code:	Phone:

I declare to the best of my knowledge the above information is accurate and is a true statement of my total household income:

Applicant Signature:	
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FOR AGENCY USE ONLY

Eligibility Status

Eligible: (yes/no)		Unit Wx'd Prior to 9/30/1994:	
Approved: (yes/no)		Date of Approval/Denial:	
Denied: (yes/no)		Reason for Denial (keep on file):	
Household Total Yearly Income:		Eligibility Level/Threshold:	
Signature of Agency Interviewer:			

**Georgia Environmental Finance Authority
Energy Resources Division
Weatherization Assistance Program
Authorization Form**

I, _____, have applied for weatherization assistance with _____
Name of Applicant Weatherizing Agency
on ____/____/____. I fully understand that this
Date
authorization form is a part of the intake process and shall be completed before any weatherization work can be performed.

For Owner Occupied Dwellings:

Homeowner/Authorized Agent Certification

I, _____, certify that I am the owner of the dwelling unit located at _____
Owner/Authorized Agent
_____. I do hereby authorize _____
Address Weatherizing Agency
_____ to make energy related repairs* and release _____
Weatherizing Agency
_____ from all liability whatsoever in the performance of this Authorization as long as the work has been completed in a workmanlike manner.

Agency Representative Signature

Owner Signature

Date

For Renter Occupied Dwellings:

Renters Agreement

I, _____, certify that I am the owner of the dwelling unit located at _____
Owner/Authorized Agent
_____. I do hereby authorize _____
Address Weatherizing Agency
_____ to make energy related repairs* and release _____
Weatherizing Agency
_____ from all liability whatsoever in the performance of this Authorization as long as the work has been completed in a workmanlike manner. I fully agree that following the completion of repairs the rent shall not be raised for a period of two years because of increased value of the dwelling unit **due solely** to weatherization assistance and understand that no undue or excessive enhancement shall occur to the value of the dwelling unit.

Agency Representative Signature
* particulars may be attached

Owner/Authorizing Agent Signature

Date

Fuel Information Release

I, _____, hereby authorize _____ to release
Address Fuel Supplier
Information on my fuel records and data both past and future to _____
Weatherizing Agency
if requested. I understand that this information will be used only to provide data for the above named agency, and no information obtained through this release shall be made public in such a manner that the dwelling or occupants can be identified.

Account Number

Applicant's Signature

Address

Date



Certification

I agree that the information submitted above is true and accurate to the best of my knowledge. I agree that all documents requested to process my application will be submitted in a timely manner.

Printed Name

Signature

Date

AUTHORIZATION FOR RELEASE OF INFORMATION

I, _____ UNDERSTAND THAT THE STAFF OF COMMUNITY ACTION FOR IMPROVEMENT, INC. MAY OCCASIONALLY NEED TO DISCUSS CERTAIN FACTS REGARDING MY SITUATION WITH OTHER AGENCIES IN ORDER TO ASSIST ME.

BY SIGNING THIS RELEASE AUTHORIZATION, I HEREBY AGREE TO ALLOW COMMUNITY ACTION FOR IMPROVEMENT, INC. TO RECEIVE INFORMATION FROM OTHER AGENCIES AND TO RELEASE INFORMATION TO OTHER AGENCIES PERTAINING TO MY CASE.

COMMUNITY ACTION FOR IMPROVEMENT, INC. AGREES AND HAS STATED THAT ALL INFORMATION RECEIVED OR RELEASED WILL BE NECESSARY FOR PROPER IMPLEMENTATION.

CAFI HEREBY AGREES TO MAINTAIN STRICT CONFIDENTIALITY IN THE HANDLING OF THE CLIENTS INFORMATION IN ACCORDANCE WITH PROGRAMMATIC RULES AND REGULATIONS.

CLIENT

DATE

WITNESS

DATE

U.S. Department of Energy

OMB Approved No. 38-RO 198



CAFI, INC. DEFERRED POLICY FOR WEATHERIZATION SERVICES

It is the policy of the Community Action for Improvement, Inc. (CAFI) Weatherization Program to provide Weatherization Services when those services may be delivered effectively and safely, without undue hazards to our staff or our clients. Listed below are conditions that will not allow us to perform work on dwellings. If these conditions are found when your dwelling is reviewed your house will be deferred from receiving Weatherization Services until conditions are corrected:

- * Standing water, mold, friable asbestos, deteriorated lead-based paint surfaces or other hazardous materials, this cannot be addressed by the weatherization work.
- * Evidence of infestation of rodents, insects, and/or other vermin
- * Unable to provide proof of ownership of the property.
- * Unsecured pets that may prevent workers from safely completing their work
- * The presence of sewage or animal feces in the home
- * Improperly stored chemicals, combustible materials, or other fire hazards that present a danger to the occupants or the workers
- * Maintenance or housekeeping practices that limit the access of workers to the dwelling or create an unhealthy work environment
- * Major remodeling in progress, which limits the proper completion of major weatherization measures
- * The home receives HUD funding and at the time of completion, the unit will not meet applicable HUD Lead Based Paint Standards
- * Electrical, plumbing, or structural failures that cannot be addressed as a part of weatherization services
- * Threat(s) of violence or abusive behavior to worker(s) or household member(s) during the weatherization process

The illegal presence or use of any controlled substance in the home during the weatherization process.

KEEP THIS COPY FOR YOUR RECORDS

WHAT IS THE WEATHERIZATION ASSISTANCE PROGRAM?

Weatherization Assistance Program (WAP) has been in existence since the 1970's. Reduce energy costs and address health and safety concerns through weatherization.

The Weatherization Assistance Program (WAP) increases the energy efficiency of dwellings owned or occupied by low-income persons. WAP uses Whole House Weatherization, which treats the house as a single energy-consuming system, rather than a loose collection of unrelated pieces of equipment, it requires advanced diagnostic skills and cost-effective measure selection and installation. These conservation measures result in energy and cost savings. Single-family homes, multifamily buildings, and mobile homes are eligible.

Energy-efficiency measures performed through the program may include:

- ✓ Air and duct sealing
- ✓ Wall, floor, and attic insulation
- ✓ Heating, ventilation, and air conditioning system improvements
- ✓ Energy efficiency improvements in lighting
- ✓ Hot water tank and pipe insulation
- ✓ Water conservation devices
- ✓ Caulking of windows and /or doors
- ✓ Weather-strip
- ✓ Thresholds
- ✓ Energy conservation kit
- ✓ Windowpanes
- ✓ Testing of all gas burning appliances for carbon monoxide
- ✓ Check heating and cooling units for service or repair
- ✓ Water heater wrap

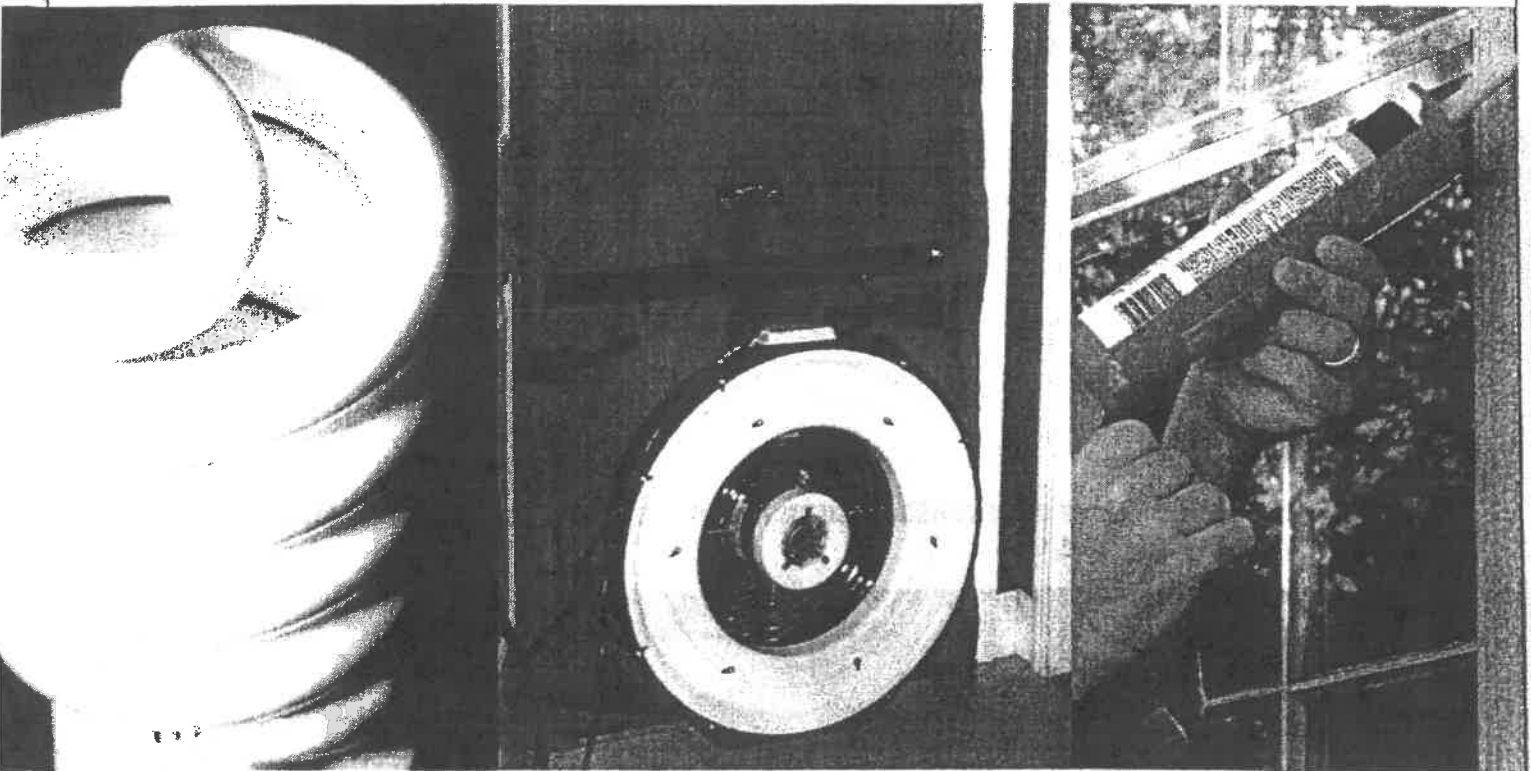
We Do Not Provide:

- | | |
|--------------------|---------------------|
| ✗ Screen doors | ✗ Bathtubs |
| ✗ Window screens | ✗ Commodes |
| ✗ Roof replacement | ✗ Interior |
| ✗ Wiring | ✗ Exterior painting |
| ✗ Plumbing | ✗ Yard work |
| ✗ Sink | |

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What is The Weatherization Assistance Program in Georgia and What Can You Expect?

The Weatherization Assistance Program has been in existence since the 1970's. Homeowners today have a unique opportunity to reduce energy costs by applying for and working through the process of weatherization. The Weatherization Assistance Program [WAP] is a free service to qualifying households meeting all eligibility requirements.



There are many steps involved in the process:

1. You must apply at the local Community Action agency in your county that is taking applications.
2. After your application is complete, income is verified. If you qualify, expect to schedule an appointment for a home energy inspection.
3. Keep your home energy inspection appointment!
4. After the inspection and if the house is suitable for weatherization, the weatherization agency will schedule work to be done to the house. If the house, for any reason, cannot be weatherized, the agency will notify you in writing as to the reason why.
5. You will be contacted for a schedule of the work.
6. You will meet with an Energy Educator from the University of Georgia Cooperative Extension to discuss energy saving ideas for your home.
7. Energy efficient improvement work will be completed!
8. A final inspection of the weatherization work will be scheduled.
9. Keep track of your utility bills to add up your savings!

WHAT IS THE WEATHERIZATION ASSISTANCE PROGRAM

Preparing your home for the inspection is a very important step in the process. This is what you can do to prepare for your house inspection:

1. Make sure there is clear access to your crawl space (under your home) from the outside of your home.
You may be required to remove any items in the crawl space.
2. Make sure there is clear access to your attic entrance and remove any items stored in the attic.
3. Clear away clutter from the walls and floors of your home.
4. Have your most recent energy bills such as electricity, natural gas, propane, for your energy conservation educator to review.
5. Clean all ashes out of your fireplace.

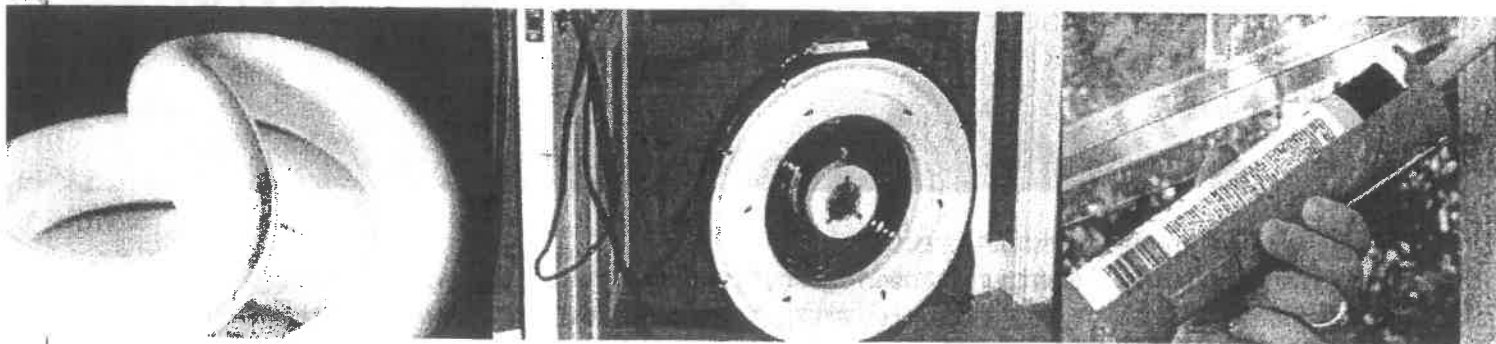
What the Weatherization Assistance Program WILL DO for a qualified home, following the priority list:

1. Perform a blower door test to check for air leaks.
2. Seal your house to reduce air leaks.
3. Add insulation where necessary.
4. Replace regular light bulbs with compact fluorescent bulbs (CFL)
5. Install smoke detectors and Carbon Monoxide detectors where necessary.
6. Install weather stripping and caulk where necessary.

What the Weatherization Assistance Program WILL NOT DO:

1. Remodel your home
2. Clean your gutters or paint
3. Landscaping or garden work
4. Plumbing
5. Electrical work
6. Replace cabinets
7. Replace doors or windows
8. Install wheelchair ramps

For more energy and water conservation suggestions, contact your local county Extension office at 1-800-ASK-UGA1



Reviewed by Cherry Ivy and Jeff Frye, GEFA

AUTHORS:

Jackie Dallas, MEd., Extension Agent, Energy Educator, *The University of Georgia*
Pamela R. Turner, PhD, Assistant Professor and Extension Housing Specialist, *The University of Georgia*
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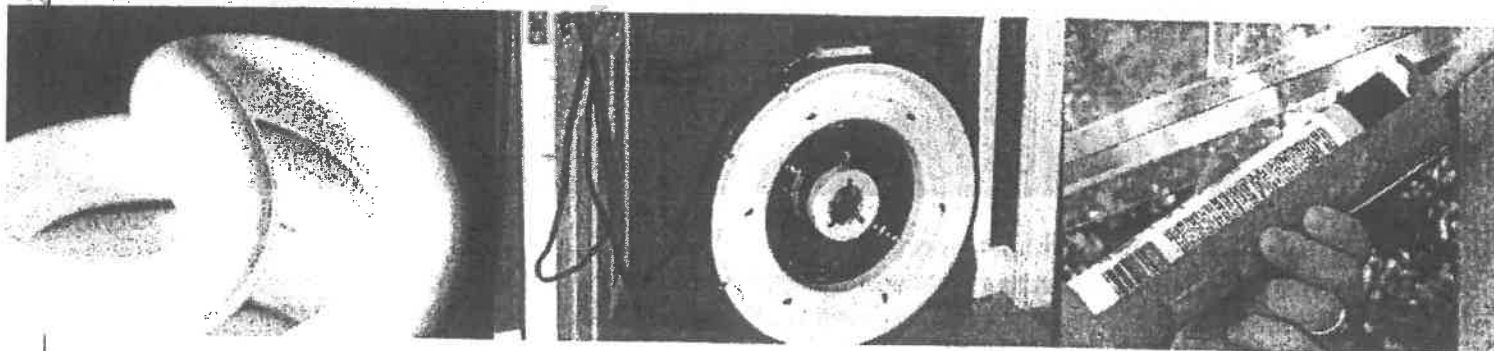
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1380 LaFayette Parkway
LaGrange, GA 30241
(706) 884-2651 x229**

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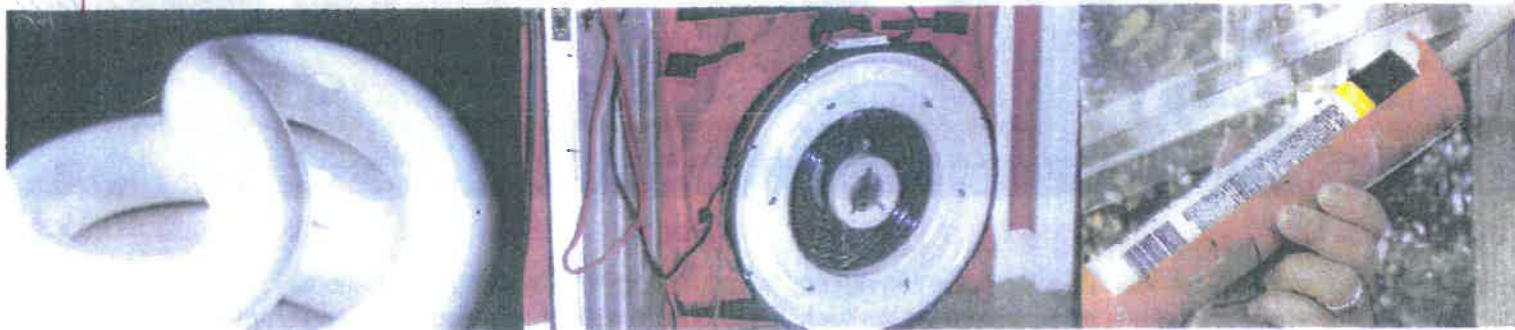
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