



Attached you will find the Utility Assistance Application and some supporting documents. Please use this checklist to complete your application and collect all the necessary documents:

- **Complete all pages** of the application and information for all members of the household.
- **Sign and date** the application BOTH disclaimers
- **Attach copies of ID for all adults** 18yrs+. Photo ID is required for verification for NWN customer.
- **Attach most recent electric and natural gas bills**, and/or receipts bulk fuel or purchased heating fuel.
- **For every adult include income in the last 30 days.**

*Example: Social Security Award letter(s), Social security award letters for minors, pay stubs, unemployment verification, TANF verification, etc.*

- **Unemployment?** Use "where is my check report online". Print full name and SS#
- **IF NO income in last 30 days or PAID IN CASH:** fill out **Zero Income/ Declaration of household income Statement**. *Example: child support, pop cans, side jobs, selling items, etc..*
- **Own your own business? Use the Self-Employment sheet.**

The current income limits for the Utility Assistance Program are:  
Effective 10/1/2021 through 9/30/2022

Household Unit Size	Annual Gross Income*	Monthly Gross Income*
1	\$29,344	\$2,445.33
2	\$38,373	\$3,197.75
3	\$47,402	\$3,950.17
4	\$56,430	\$4,702.50
5	\$65,459	\$5,454.92
6	\$74,488	\$6,207.33
7	\$76,181	\$6,348.42
8	\$77,874	\$6,489.50
9	\$79,567	\$6,630.58
10	\$81,260	\$6,771.67
11	\$82,953	\$6,912.75
12	\$84,645	\$7,053.75
Each Additional Member	\$1,692	\$141.00

\*Gross income means all household income before any deductions

Please return the application to us using one of the three following methods:

**Mail:** Community Action Energy Assistance Program 1001 SW Baseline St Hillsboro, OR 97123

**Drop:** off in the drop boxes located at our Hillsboro, Beaverton or Tigard offices

**Email:** energy@caowash.org

Allow at least **5 weeks** for processing. A payment receipt will be emailed or mailed to you and we will directly contact your utility company to notify them on your eligibility amount. Thank you for your patience.

Updated 11/10/2021

*Community Action leads the way to eliminate conditions of poverty and creates opportunities for people and communities to thrive.*

1001 SW Baseline Street • Hillsboro, OR 97123 • 503.648.6646 • [www.caowash.org](http://www.caowash.org)

# CAO UTILITY ASSISTANCE APPLICATION 2021-2022

**PRINT AND FILL OUT COMPLETELY. PLEASE ALLOW UP TO 5 WEEKS FOR PROCESSING**

<b>Name</b> <b>First and Last</b> <i>List yourself first, then all living in the home.</i>	<b>Date of Birth</b> Mo/Day/Yr	<b>Social Security Number</b> <i>Not required but may limit assistance if not provided</i>	<b>List income received for the last 30 days for everyone 18 yrs or older.</b> <i>(Example: TANF, Social Security, wages) use attached form(s) for <b>cash</b> income.</i>	
			<i>Income Source</i>	<i>Gross monthly amount (before taxes)</i>
SELF:				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

<b><u>A: Household Type: (Check one)</u></b> <input type="checkbox"/> Single <input type="checkbox"/> 2-Adult no children <input type="checkbox"/> Single parent female <input type="checkbox"/> Single parent male <input type="checkbox"/> 2 parent home <input type="checkbox"/> non-related adults w/ children <input type="checkbox"/> Multigenerational home	<b><u>B: Type of Housing: (Check one)</u></b> <input type="checkbox"/> Hotel <input type="checkbox"/> House <input type="checkbox"/> MFD/ Mobile <input type="checkbox"/> Multi-Unit (2-4) <input type="checkbox"/> Multi-Unit (Over 4) <input type="checkbox"/> Other <input type="checkbox"/> Travel trailer	<b><u>C: Residence Status: (Check one)</u></b> <input type="checkbox"/> Own <input type="checkbox"/> Rent (heat included) <input type="checkbox"/> Rent (heat not included) <input type="checkbox"/> Subsidized (heat included) <input type="checkbox"/> Subsidized housing (heat not included) <input type="checkbox"/> Subsidized Rent (no allowance)	<b><u>D. Primary Type of Heat: (Check one)</u></b> <input type="checkbox"/> Solar <input type="checkbox"/> Pellet <input type="checkbox"/> Natural gas <input type="checkbox"/> Propane <input type="checkbox"/> Oil <input type="checkbox"/> Wood <input type="checkbox"/> Electric
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Address \_\_\_\_\_ Apt. # \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Mailing address (if different) \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone number \_\_\_\_\_ ☐ Cell ☐ Home Email address : \_\_\_\_\_

Second phone number \_\_\_\_\_

**THIS PAGE IS  
REQUIRED TO BE  
RETURNED.**

*The following questions are for statistic purposes only and are optional.*

Name (First only)-  List everyone in household	Ethnicity  H- Hispanic/Latino  NH- Not Hispanic/ Latino	Race  AA- African American AS- Asian AI- American Indian/Alaskan Native NH/PI- Native Hawaiian/ Pacific Islander WH- White DK/RF- Don't know/Refused							
			Gender	Preferred Language	Veteran? (Y or N)	Disabled? (Y or N)	Highest level of Education Completed	SNAP? (Y or N)	Health Ins.? (Medicare, OHP, Other)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									

**Has anyone in your household been affected by COVID-19?** ☐ YES ☐ NO

**If Yes, how?** ☐ Loss of income ☐ Reduction in income ☐ COVID-19 Related expenses ☐ Other (please explain) \_\_\_\_\_

**Has your household experienced a recent financial hardship or crisis? Please explain:** \_\_\_\_\_

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**Please list utility companies and account numbers and INCLUDE A COPY OF THE MOST RECENT BILL RECEIVED FOR EACH**

Electric utility company: \_\_\_\_\_ Acct#: \_\_\_\_\_

Heat utility company: \_\_\_\_\_ Acct#: \_\_\_\_\_

Other utility company: \_\_\_\_\_ Acct#: \_\_\_\_\_

If you have already purchased your wood (pellets), oil or propane & are requesting reimbursement, please enclose receipt.

Receipt enclosed for \_\_\_\_\_ (type of fuel)

**\*\*\*PLEASE READ, SIGN AND DATE THE APPLICANT DISCLAIMER ON THE NEXT PAGE OF THIS APPLICATION\*\*\***

**PART 1: APPLICANT NOTICE, PROGRAM DISCLAIMERS, AND APPLICANT RESPONSIBILITIES, WAIVER & RELEASE**

- I, Applicant, understand that the government energy and weatherization assistance programs are voluntary and my application is subject to a review process to determine my household's eligibility.
- I understand that in order for my household's application to be considered, I must submit a complete application that provides all required information.
- I understand that I may be required to provide additional information or documentation to determine my household's eligibility.
- I understand that my household's application and additional information or documentation materials will all become part of my household's application ("Application").
- I understand that determinations on assistance eligibility are made by the state's Oregon Housing and Community Services (OHCS) department in conjunction with contracted subgrantee agencies ("Subgrantees").
- In the event that my household's Application is denied, I may be entitled to a review of my Application under applicable Oregon Administrative Rules.

**With my signature,**

- I authorize my household's Application to be shared by and between OHCS and the State of Oregon, including designated subcontractors, and Subgrantees for the purposes of determining eligibility, and administering, monitoring, researching, and evaluating (all of which as determined by OHCS' in its sole discretion) the government energy and weatherization assistance programs.
- I declare that the information I provide to complete my Application is true and correct.
- I agree to comply with the government energy and weatherization assistance program requirements for eligible households.
- I agree that I am responsible to return ineligible funds or funds used improperly.

**PART 2: APPLICANT NOTICE, WAIVER & RELEASE RELATED TO ENERGY SERVICE PROVIDERS AND APPLICANT'S ENERGY SERVICE ACCOUNT INFORMATION**

- I understand that the State of Oregon, including OHCS, its designated subcontractors, and Subgrantees, may request information related to my energy services account(s) ("Account") from my energy service provider(s), including utility, fuel supplier, vendor, or other similar entity providing similar services ("Energy Services Provider"), once my household applies for energy assistance through one of the energy assistance programs, including but not limited to the Low Income Home Energy Assistance Program (LIHEAP) and Oregon Energy Assistance Program (OEAP).
- I understand that information related to my Account may be requested by the State of Oregon, OHCS, its designated subcontractors, and Subgrantees for the purposes of, including but not limited to, determining my household's energy assistance eligibility, and administering, monitoring, researching, and evaluating the energy assistance programs (all of which as determined by OHCS in its sole discretion).

**With my signature,**

- I acknowledge that I am the account holder (or the account holder's authorized agent) for the Energy Services Provider Account(s) identified in this Application.
- I hereby authorize and hold harmless my Energy Services Provider(s) to release and provide any and all information relating to my account, including but not limited to account number, account name, service address, billing dates and amounts charged, information related to collections actions, other miscellaneous account charges and information, or other similar account data as may be requested by OHCS or its designated subcontractor (hereinafter "Account Information") to the State of Oregon, OHCS, its designated subcontractors, and Subgrantees.
- I hereby authorize and hold harmless my Energy Services Provider(s) for such release of my Account Information for up to two (2) energy assistance program years (10/1 to 9/30) prior to my Application and for three (3) program years (10/1 to 9/30) after my Application is submitted.
- I hereby authorize and hold harmless the State of Oregon, OHCS, its designated subcontractors, and Subgrantees in the use (as authorized by OHCS in its sole discretion) of my released Account Information.

**PART 3: APPLICANT SIGNATURE**

- With my signature I hereby provide the required authorization, approval and acknowledgments to both PART 1 and PART 2 of this ENERGY/WEATHERIZATION ASSISTANCE APPLICATION REQUIRED APPLICANT DISCLOSURES AND APPROVALS.



\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

Name and email of advocate: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (AGENCY ONLY):** Payment approved and made to the following vendor(s):

.....  
**Authorization Number:**

Primary Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Secondary Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Other Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Intake/Data Entry: \_\_\_\_\_ Date: \_\_\_\_\_

Auth By: \_\_\_\_\_ Date: \_\_\_\_\_

# LIHWA DISCLAIMER

With my signature, I, the Applicant, agree to the following statements in regard to the Low-Income Household Water Assistance (LIHWA) Program:

- I attest that the information stated in this application is true and accurate and will be used to determine my eligibility for water and/or wastewater assistance.
- I understand that the information provided, if misrepresented or incomplete, may be grounds for immediate application termination and/or could result in penalties as specified by law, including but not limited to enforcement under the Federal and Oregon False Claims Acts.
- I agree, as the water and/or wastewater services account holder, to the additional Release of Information to the water and/or wastewater provider or its authorized partners and representatives as necessary to verify services provided and those costs associated with services and process payment.
- If I pay my landlord or authorized representative for water and/or wastewater services, I have provided a signed Landlord Authorization Form as Release of Information.
- In addition, I agree that data from this application and from my water and/or wastewater services account (not including my personal identifying information) may be used for reporting or program evaluation purposes by the water and/or wastewater provider, its authorized partners and representatives, and the State of Oregon, including but not limited to Oregon Housing and Community Services (OHCS) and its authorized partners and representatives.

 \_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Name and email of advocate: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (AGENCY ONLY):** Payment approved and made to the following vendor(s):

.....  
**Authorization Number:**

Primary Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Secondary Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Other Utility: \_\_\_\_\_ Amount: \_\_\_\_\_

Intake/Data Entry: \_\_\_\_\_ Date: \_\_\_\_\_

Auth By: \_\_\_\_\_ Date: \_\_\_\_\_



## ZERO INCOME STATEMENT/ DECLARATION OF HOUSEHOLD INCOME UTILITY ASSISTANCE PROGRAM YEAR 2021-2022

**Primary applicant name:** \_\_\_\_\_

Complete one sheet (all lines) for any person 18+ who does not have their own income, or has income that doesn't provide you with proof. Please explain how you have paid for your costs while you have had no income or income with no proof. If you have borrowed money or made a plan with your landlord or utility company, please describe. If you have not been able to pay, please describe.

**Name of person with no income or income with no proof:** \_\_\_\_\_

**Did this person receive income in the last 30 days?** Yes or No

If yes, last date they received income? Mo/Day/Yr: \_\_\_\_\_

If yes, how much did they receive? \_\_\_\_\_ Was this paid in cash? YES / NO

If yes, what was the source? \_\_\_\_\_

Employment - Odd Jobs - Pop cans - Unemployment - Child support -

Additional comments: \_\_\_\_\_

**If additional income** received: Mo/Day/Yr: \_\_\_\_\_

How much did they receive and from where?: \_\_\_\_\_

**If NO income in last 30 days answer the following:**

**How** did they buy food?: \_\_\_\_\_

**How** did they pay they rent?: \_\_\_\_\_

**How** did they pay they bills or utilities?: \_\_\_\_\_

I have read the list of examples of income, and I certify that the information stated above is true and accurate to the best of my knowledge. By signing this form I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.



Signature

Date



## SELF EMPLOYMENT WORKSHEET UTILITY ASSISTANCE PROGRAM 2021-2022

Applicant's name: \_\_\_\_\_

Name of person self employed: \_\_\_\_\_

Doing business as: \_\_\_\_\_

Contact phone number: \_\_\_\_\_

Period(s) covered \_\_\_\_\_ to \_\_\_\_\_

**Please only use last 30 days or full previous month dates.**

*If you have not had income in last 30 days from  
Self Employment, then use Zero income form instead.*

Gross receipts or sales.....\$ \_\_\_\_\_

**Business related expenses** for period covered

ie: fuel, supplies, ..... (MINUS) \$ \_\_\_\_\_

Net income.....\$ \_\_\_\_\_

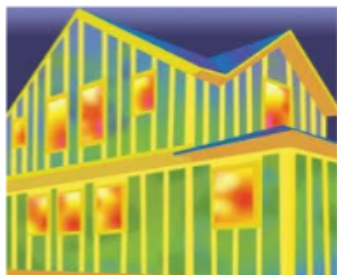
I certify that the information stated is true and accurate to the best of my knowledge. By signing this form I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





# FREE ENERGY UPGRADES!

If you are income-qualified and live in Washington County, you may receive **FREE** energy upgrades such as insulation, heating systems, ventilation and more.

**APPLY TODAY!**

**Call 503.906.6550 or email  
[weatherization@caowash.org](mailto:weatherization@caowash.org)**

## INCOME GUIDELINES: JULY 2021 - JUNE 2022

Household Size	Annual Gross Income	Monthly Gross Income
1	\$25,760	\$2,146.66
2	\$34,840	\$2,903.33
3	\$43,920	\$3,660.00
4	\$53,000	\$4,416.66
5	\$62,080	\$5,173.33
6	\$71,160	\$5,930.00
<i>Each Additional Member:</i>	\$9,080	\$756.66