



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

CAO UTILITY ASSISTANCE APPLICATION 2021-2022

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

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

| | | | |
|--|--|--|--|
| A: Household Type: (Check one) <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: Type of Housing: (Check one) <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 | C: Residence Status: (Check one) <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) | D. Primary Type of Heat: (Check one) <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 |
|--|--|--|--|

Address _____ Apt. # _____ City _____ Zip _____

Mailing address (if different) _____ City _____ Zip _____

Phone number _____ ☐ Cell ☐ Home Email address _____

Second phone number _____

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: _____

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

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: _____



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) \$ _____

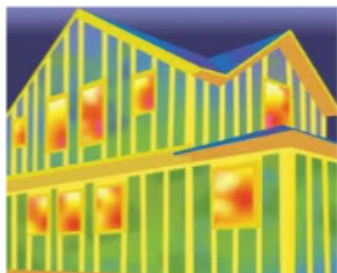
Net income.....\$ _____

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**

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 |