

# Weatherization Application Instructions & Process

Northeast Oklahoma Community Action Agency Weatherization Department is proud to serve a six county area consisting of

**Adair, Cherokee, Craig, Delaware, Muskogee & Ottawa counties.**

## Application Instructions & Weatherization Process:

- 1 Make sure all lines on application are completed.
- 2 Give precise directions to your home in the space provided.
- 3 SIGN the application in all places that indicate applicant & witness signatures.
- 4 Any signatures indicating that they require a witness **MUST** be WITNESSED. (Anyone can witness for you)
- 5 Proof of Household Income (see page 2 for qualifying income guidelines) for ALL household members.
  - A. To get proof of income from Social Security (A COPY OF YOUR AWARD LETTER) go to:  
<https://secure.ssa.gov/apps6z/BEVE/Controller> or call (877) 575-5195
  - B. All members of household WITH NO INCOME whom are 18 years and older must submit a Notorized Certification of Zero Income (contact our office for this form).
  - C. All EMPLOYED members of the household must submit a "Verification of Employment" (VOE) (contact our office for this form).
- 6 Please provide a copy of the ELECTRIC BILL specifically for the address requesting weatherization services.
- 7 You may either Own or Rent your home. If the deed of your house is not in your name you will need a "Renters Agreement" (this agreement is ANYONE who's deed is not in their name) signed by yourself AND the person named on the property title deed (contact our office for this form).
- 8 Once your home has reached the top of the waiting list, we send a crew out to run diagnostics on the entire home. The results of the diagnostics will reveal what is necessary for each individual home. We then order the materials needed and complete the weatherization at no cost to the clients.



## Benefits of Weatherization:

- ◆ Insulation - Diagnostic tests will reveal whether we need to provide proper insulation in the attics, floors and walls.
- ◆ Heating / Cooling - Diagnostic tests will reveal whether tune-up or unit replacement is NECESSARY.
- ◆ Duct Sealing/Repair - Diagnostic tests will reveal leakage in ducting systems and whether ductwork needs sealed, repaired or replaced.
- ◆ Water Heater - Blanket insulation & pipe insulation. Repair or Replacement of Existing Water Heater (depending on present condition & diagnostic testing).
- ◆ Windows / Doors – Diagnostic tests will reveal whether they should be replaced or sealed.
- ◆ MINOR Construction – if repair work needs done in order to reduce air leakage throughout your home.
- ◆ Air Infiltration Reduction - Diagnostics will reveal where greatest leakage points are so they can be sealed.
- ◆ Supplying low-flow showerheads, various filters, CFL lightbulbs.
- ◆ Refrigerators (depending on diagnostics and condition of existing fridge) & MANY OTHER THINGS that are too numerous to mention.
- ◆ Whole House Ventilation System - Diagnostics will reveal whether ventilation is required to be installed.

## Client Responsibility

Applications are recorded by date completed application is received by agency. Priority is given to the disabled, the elderly and families with small children. There is a waiting list for this service. Your patience is appreciated.

- Completed **application with all signature lines signed.**
- Proof of all household **income** (Verification of Employment (VOE), Certification of Zero Income, and / or award letters from S.S.)
- If you own, a copy of your **deed and** a copy of the **latest assessed value** of the home (obtained from the courthouse).
- A copy of the **electric bill.**
- **\*Weatherization applicants only** - Renters require a signed landlord program rental agreement that is available at our office.

All Services Are Subject To Agency Grant Availability and Qualifying Requirements.

**Because Partial Weatherization is prohibited, we cannot supply single items (such as a/c's or heat issues) on an emergency basis.**

## 2016 Income Guidelines for Eligibility

Size of Family	AHP Housing Rehabilitation Income Guidelines	Weatherization DOE Income Guidelines	Weatherization DHS Income Guidelines	All Other Agency Programs Income Guidelines
1 person	\$28,950	\$23,760	\$17,820.00	Call Us
2 people	\$28,950	\$32,040	\$24,030.00	Call Us
3 people	\$33,293	\$40,320	\$30,240.00	Call Us
4 people	\$33,293	\$48,600	\$36,450.00	Call Us
5 people	\$33,293	\$56,880	\$42,660.00	Call Us
6 people	\$33,293	\$65,160	\$48,870.00	Call Us
7 people	\$33,293	\$73,460	\$55,095.00	Call Us
8 people	\$33,293	\$81,780	\$61,335.00	Call Us
Over 8 people	\$33,293	Call Us	Call Us	Call Us

Website: [www.neocaa.org](http://www.neocaa.org)

Email Address: [vstewart.neocaa@yahoo.com](mailto:vstewart.neocaa@yahoo.com)

### Weatherization Funding Available:

**DOE:** This grant generally allows us to weatherize approximately **20-25 houses Per Year** divided over a six county area. Eligibility is based upon Income. However, if there is a legally determined disabled individual in the household, household income will not be used to disqualify applicants.

**DHS:** This grant generally allows us to weatherize approximately **18-25 houses Per Year** divided over a six county area. Eligibility is based upon Income & must be a DHS client whom receives food stamps, medical, general assistance or LIHEAP.

Based on the Limited Grant Assistance and Coverage area of Six Counties, on average, we complete approximately 4 homes per month spread over the entire six county area.

We process the Weatherization application using a priority system based on income, age, disability status, small children, date of application, and number of occupants. **ELDERLY AND HANDICAPPED ARE TOP PRIORITY.** Based on all the combined factors, we assign a priority number and the client is placed on our waiting list. The higher the points, the quicker service will be received. The agency has five counties in which we work, and many applicants. Depending on the number of applications and county, **THE WAITING LIST may be UP TO 1 YEAR or LONGER.** We greatly appreciate your patience!

### Northeast Oklahoma Community Action Agency

856 E. Melton  
PO Box 603  
Jay, OK 74346

### Additional Agency Services Offered

(Each program has their own application & guidelines to follow)

**Front Desk (918) 253-4683 ext. 110 (see department extensions listed below)**

**FAX (918) 253-6059**

- Weatherization: ext 121 or 144
- Housing Rehabilitation: ext 140
- RX Prescription Assistance: ext 163
- Rent, Utility & Homeless Assistance: ext 133 or 169
- Early Head Start & Day Care Assistance, Facility and Services: ext 110
- Agency Housing For Rent to income qualified clients: ext 140
- Agency Greenhouse & Farmers Market open to the public: ext 110
- Free Tax Preparation and Filing: ext 118
- Assistance with applying for Health Insurance Coverage: ext 118
- Distance Learning Center ext 110 and more!!!!

NorthEast Oklahoma Community Action Agency is dedicated to increasing self-sufficiency of income eligible individuals and families in Northeast Oklahoma through education and supportive services.

Serving Adair, Cherokee, Craig, Delaware & Ottawa counties.

Also Serving Muskogee County for Weatherization Services Only

**Adair, Cherokee, Craig, Delaware & Ottawa counties.**

(Muskogee Clients requesting Housing Rehabilitation must contact the Muskogee Community Action at (918) 683-8627)

The Weatherization **Application for Services** is also used to automatically qualify prospective weatherization clients for Home Rehabilitation. Please be aware that Home Rehabilitation is its own department with its own requirements and funding sources. Home Rehabilitation does not receive the same grants so wait times for this program can increase significantly from the Weatherization program.

Because of the large amount of funding Home Rehabilitation uses to improve your home, AND depending on the funding source type available, **a 5 year forgivable lien may be placed on your home to prevent the owner from selling the property within 5 years of rehabilitation improvements. At the end of the 5 year period, the lien is then released with NO obligation from you to repay the funding used.**

### If you qualify for **Housing Rehabilitation**

- ◆ **Insulation** - Provide proper insulation in the attic and walls.
- ◆ **Windows / Doors** – Replaced or sealed.
- ◆ **General Construction** – Roof repair, floor repair, handicap modifications, step/porch repair, etc.
- ◆ **Electrical** - Repair/replace broken switches and/or receptacles, Address wiring code violations, etc.
- ◆ **Plumbing** - Plumbing leaks, stopped up drains, code violations, etc.
- ◆ **Heating / Cooling** - A thorough evaluation will reveal whether the unit is sized to meet the needs of the home, replacement or servicing is needed and/or ductwork needs sealed, repaired or replaced.



## **All Services Are Subject To Agency Grant Availability and Qualifying Requirements.**

### **Client Responsibility**

- 1 Make sure all lines on application are completed.
- 2 Give **precise directions** to your home in the space provided.
- 3 SIGN the application in all places that indicate applicant & witness signatures.
- 4 Any signatures indicating that they require a witness **MUST** be **WITNESSED**. (Anyone can witness for you)
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  - B. All members of household WITH NO INCOME whom are 18 years and older must submit a **Notorized Certification of Zero Income** (contact our office for this form).
  - C. All EMPLOYED members of the household must submit a "**Verification of Employment**" (VOE) (contact our office for this form).
- 6 Provide a copy of the **property deed**. (Deed **MUST** be in your name to qualify for Rehabilitation work)
- 7 Provide a copy of the of the latest **assessed value of the home** (available from your local assessor's located at the courthouse).
- 8 Once we receive a qualifying funding source, we will contact you to do an initial home evaluation and once the evaluation is complete, a rehabilitation work plan and start date will be given. We will then order material, schedule crews, schedule sub contractors and begin your home rehabilitation.
- 9 When the work has been completed, a final inspection will be performed and the final inspection document will be signed.