



**GLENN COUNTY
HUMAN RESOURCE AGENCY
HRA**



SOCIAL SERVICES
DIVISION
P.O. BOX 611
420 E. Laurel St.
Willows, Ca. 95988
(530) 934-6514

**HEAP APPLICATION INSTRUCTIONS
(Colusa, Glenn and Trinity Counties ONLY)**

**COMMUNITY ACTION
DIVISION**
420 E. Laurel St.
Willows, Ca. 95988
(530) 934-6510

**ALL documentation MUST be included with the application. An incomplete application will be returned.
NO EXCEPTIONS!**

The following three documents must be included to verify household eligibility:

1. **Proof of Citizenship:** Head of Household (Birth Certificate, Immigration card, US Passport, Tribal Registration card)
2. **Proof of Income:** must be submitted for a one month period (consecutive), for each adult member in the household (*proof cannot be more than six weeks old from the date of this signed application*)
3. **Current Utility Bills:** (all pages of bill)
4. **Propane/Oil:** (current bill from current provider, if applicable)
5. **For wood applicants** – Please put your provider’s name and address on the application where it states “Wood Provider”

If your utilities are included in your **rent** you must have a copy of your **rent receipt** stating the cost of utilities.

We cannot retrieve personal information from client files that are administered by HEAP or other programs offered in this office.

***** Applicants will be responsible for gathering their own documentation*****

When application is complete, mail to:
Glenn County HRA
420 E Laurel St
Willows CA 95988

If you have questions please call (530) 934-1496 or 1-800-287-8711

**ONLY 48 Hours notices/15 day notices or Shut off notices will be accepted via fax
Fax Number (530)934-6711**

The HEAP Program is a low-income energy assistance program that can help pay **ONE** utility bill of choice per year. The utilities assistance can cover one of the following: electric, oil propane, kerosene or wood. HEAP is available **ONCE** a year to eligible households.

The Weatherization Program (WX) is a federally funded program that can make energy efficient home improvements at no cost to the eligible homeowners and renters.

If you are a renter and want weatherization services, the **Weatherization Service Agreement** must be signed by the owner. If you are the owner you must sign the Weatherization Service Agreement and attach proof of ownership of the unit. **NO EXCEPTIONS!**

Once a completed application is turned in and processed for WX, your name will be placed onto a waiting list. Wait time varies based on the number of applicants, the priority points of those applicants and program funding. Your position on the wait list is determined by the number of priority points you receive.

When your name is pulled from the waiting list, you will receive a phone call to set up an assessment.

NOTE:

The processing of HEAP applications can take up to 2 weeks from date application was received.

Energy Intake Form

CSD 43A (01/2011)

DECLARATION OF NO INCOME

Complete this form if you are over 18 and claim no income

Applicant Information: Enter the name and address of the person who is applying for assistance.	
Applicant's Name:	
Applicant's Address:	

Member of Household Information: Complete the information below for each adult household member who claims no income.	
Name:	
Address:	
Relationship to Applicant:	
Describe how shelter, food, utilities and other bills are paid for:	

I certify that I am over 18 and that the information stated here is true and accurate and 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:

Department of Community Services and Development

Energy Intake Form

CSD 43A (01/2011)

DECLARATION OF NO INCOME

Complete this form if you are over 18 and claim no income

Applicant Information: Enter the name and address of the person who is applying for assistance.	
Applicant's Name:	
Applicant's Address:	

Member of Household Information: Complete the information below for each adult household member who claims no income.	
Name:	
Address:	
Relationship to Applicant:	
Describe how shelter, food, utilities and other bills are paid for:	
<i>I certify that I am over 18 and that the information stated here is true and accurate and by signing this form, I am under penalty of criminal prosecution if false information results in assistance for which I am not eligible.</i>	
Signature:	
Date:	

STATEMENT OF CITIZENSHIP or NON-CITIZEN STATUS FOR PUBLIC BENEFITS

Name of the Applicant Requesting Energy Services	Date
Name of Person Acting for Applicant, if any	Relationship to Applicant

Public Benefits To Citizens And Non-Citizens

Citizens and Nationals of the United States who meet all eligibility requirements may receive services under the Low-Income Home Energy Assistance Program and/or the Department of Energy Low-Income Weatherization Assistance Program and must fill out *Sections A and D*.

Non-Citizens who meet all eligibility requirements may receive services under the Low-Income Home Energy Assistance Program and/or the Department of Energy Low-Income Weatherization Assistance Program and must complete *Sections A, B or C, and D*.

Section A: Citizenship/Non-Citizen Status Declaration

1. Is the applicant a citizen or national of the United States? Yes No
 If the answer to the above question is yes, where was he/she born? City/State
2. To establish citizenship or naturalization, please submit one of the documents on *List A* (attached hereto) which is legible and unaltered to establish proof.

If you are a **Citizen or National of the United States**, please go directly to *Section D*.

If you are a **Non-Citizen**, please complete *Section B, or, if applicable, Section C*.

Section B: Non-Citizen Status Declaration

Important: Please indicate the applicant's non-citizen status below, and submit documents evidencing such status. The no citizen status documents listed for each category are the most commonly used documents that the United States Immigration and Naturalization Service (INS) provides to non-citizens in those categories. You can provide other acceptable evidence of your non-citizen status even if not listed below.

- 1. An alien lawfully admitted for permanent residence under the Immigration and Naturalization Act (INA). Evidence includes:
 - INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card"); or
 - Unexpired Temporary I-551 stamp in foreign passport or on INS Form I-94.
- 2. An alien who is granted asylum under section 208 of the INA. Evidence includes:
 - INS Form I-94 annotated with stamp showing grant of asylum under section 208 of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(5)";
 - INS Form I-766 (Employment Authorization Document) annotated "A5";
 - Grant letter from the Asylum Office of INS; or
 - Order of an immigration judge granting asylum.
- 3. A refugee admitted to the United States under section 207 of the INA. Evidence includes:
 - INS Form I-94 annotated with stamp showing admission under section 207 of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)";
 - INS Form I-766 (Employment Authorization Document) annotated "A3"; or
 - INS Form I-571 (Refugee Travel Document)
- 4. An alien paroled into the United States for at least one year under section 212(d)(5) of the INA. Evidence includes:
 - INS Form I-94 with stamp showing admission for at least one year under section 212(d)(5) of the INA.
 (Applicant cannot aggregate periods of admission for less than one year to meet the one-year requirement.)

5. An alien whose deportation is being withheld under section 243(h) of the INA (as in effect prior to April 1, 1997) or section 241(b)(3) of such Act (as amended by section 305(a) of division C of Public Law 104-208). Evidence includes:
- INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(10)";
 - INS Form I-766 (Employment Authorization Document) annotated "A10"; or
 - Order from an immigration judge showing deportation withheld under section 243(h) of the INA as in effect prior to April 1, 1997, or removal withheld under section 241(b)(3) of the INA.
6. An alien who is granted conditional entry under section 203(a)(7) of the INA as in effect prior to April 1, 1980. Evidence includes:
- INS Form I-94 with stamp showing admission under section 203(a)(7) of the INA;
 - INS Form I-688B (Employment Authorization Card) annotated "274a.12(a)(3)"; or
 - INS Form I-766 (Employment Authorization Document) annotated "A3."
7. An alien who is a Cuban or Haitian entrant (as defined in section 501(e) of the Refugee Education Assistance Act of 1980). Evidence includes:
- INS Form I-551 (Alien Registration Receipt Card, commonly known as a "green card") with the code CU6, CU7, or CH6;
 - Unexpired temporary I-551 stamp in foreign passport or on INS Form I-94 with the code CU6 or CU7; or
 - INS Form I-94 with stamp showing parole as "Cuban/Haitian Entrant" under section 212(d)(5) of the INA; or paroled after 10/10/80 in the special status for nationals of Cuba or Haiti.
8. An alien paroled into the United States for less than one year under section 212(d)(5) of the INA. (Evidence includes INS Form I-94 showing this status.)
9. An alien not in categories 1 through 8 who has been admitted to the United States for a limited period of time (a nonimmigrant). Non-immigrants are persons who have temporary status for a specific purpose. (Evidence includes INS Form I-94 showing this status.)
10. I self-certify that I am a U.S. citizen or non-citizen national or qualified alien but am unable to provide documentation. (Only allowable under the Energy Crisis Intervention Program (ECIP) component of the LIHEAP Program.)

Section C: Declaration for Certain Battered Aliens

Important: Complete this section if the applicant, the applicant's child, or the applicant child's parent has been battered or subjected to extreme cruelty in the United States by a spouse or parent.

1. Has the INS or the EOIR granted a petition or application filed by or on behalf of the applicant, the applicant's child, or the applicant child's parent under the INA or found that a pending petition sets forth a prima facie case for granting permission to stay in the United States? Evidence includes one of the documents on List B (attached hereto).
2. Has the applicant, the applicant's child, or the applicant child's parent been battered or subjected to extreme cruelty in the United States by a spouse or parent, or by a spouse's or parent's family member living in the same house (where the spouse or parent consented to or acquiesced in the battery or cruelty)?

Section D: Certification

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE ANSWERS I HAVE GIVEN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Applicant's Signature

Date

Signature of Person Acting for Applicant

Date

Monthly Living Expenses

Expenses (Monthly)

Rent or Mortgage _____

Telephone _____

Utilities _____

Food _____

Clothing _____

Medical Prescriptions _____

School Expenses _____

Child Care _____

Transportation (gas, car
payment, insurance, etc.) _____

Credit Card Payments _____

Miscellaneous _____

Total _____

Income (Monthly) _____

Food Stamps _____

Total _____

Please check what type of assistance you are applying for **(one only)**:

<input type="checkbox"/>	PG&E	<input type="checkbox"/>	Propane
<input type="checkbox"/>	PUD	<input type="checkbox"/>	Oil
<input type="checkbox"/>	Wood	<input type="checkbox"/>	Kerosene

Please explain why you are applying and how you will better plan in the future:

Name

Signature

Date

County of Residence

If your expenses are more than your income, see if there are items that you can cut back on. For example clothes and personal items are the easiest.

THIS INFORMATION IS CONFIDENTIAL.

I have received cash management information and a pamphlet which describes cost effective ways to reduce my bill.

CLIENT EDUCATION CONFIRMATION OF RECEIPT

Name of Occupant	Age of Dwelling
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Address of Dwelling

Confirmation of Receipt

I have received the following information:

Lead-Safe Education – A copy of the pamphlet, *Protect Your Family From Lead in Your Home*, informing me of the potential risk of the lead hazard exposure from weatherization/renovation activity to be performed in my dwelling unit.

Energy Education – Information regarding changes I can make in order to reduce the energy consumption of my household.

Mold and Moisture Education - A copy of the pamphlet, *A Brief Guide to Mold and Moisture In Your Home*, informing me of how to clean up residential mold problems and how to prevent mold growth.

Budget Counseling - Information regarding personal financial management.

Signature of Recipient	Date
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Self-Certification Option

I certify that I attempted to deliver the following information to the dwelling listed above:

Lead-Safe Education Energy Education Mold and Moisture Budget Counseling

If the information was delivered but a signature was not obtainable, you may check the appropriate box below.

Refusal to Sign — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above at the date and time indicated and that the occupant refused to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit with the occupant.

Unavailable for Signature — I certify that I have made a good faith effort to deliver the information to the dwelling unit listed above and that the occupant was unavailable to sign the confirmation of receipt. I further certify that I have left a copy of the information at the unit by sliding it under the door.

Attempted delivery dates and times

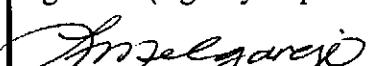
Date	Time	Date	Time	Date	Time

Signature (Agency Representative)	Print name
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Mailing Option:

I certify that I have mailed the following information to the dwelling listed above (attach copy of Certificate of Mailing for lead-safe education only):

Lead-Safe Education Energy Education Mold and Moisture Budget Counseling

Signature (Agency Representative)	Print name	Date mailed
	Luz Melgarejo	

WEATHERIZATION SERVICE AGREEMENT
RENTAL UNITS

The Glenn County HRA, Community Action Division, (Contractor) agrees to provide certain program services at NO cost to the owner's dwelling:

Name	Address	Unit #	Tenants Signature (Required)

By signing above, the unit resident grants the Glenn County HRA permission to enter and install weatherization measures to the above-described unit which resident occupies.

Client agrees to the following:

- A. Shall not remove applied weatherization measures including range, hot water heater, ceiling fan(s), and/or carbon monoxide detector.

Owner or owner's agent agrees to the following:

- A. Shall provide permission to the Contractor to enter and install weatherization measures in the above described unit(s).
- B. Shall not raise unit rent or evict unit resident because of the increased value of unit, due solely to weatherization assistance provided by Glenn County HRA.
- C. Shall retain all applied weatherization measures in the residence in which installed.

Glenn County HRA, Community Action Division agrees to the following:

- A. Shall be responsible for the cost of the rehabilitation, minor home repairs, and/or weatherization measures performed.
- B. Shall ensure that the agency is insured and shall be responsible for damage to the unit premises, furnishing, and/or resident(s) that are caused by rehabilitation, minor home repairs and/or weatherization activities.
- C. Shall schedule rehabilitation, minor home repairs, and/or weatherization services only to the tenants eligible under the program requirements.
- D. Shall ensure that the owner, or owner's agent, and tenant information shall be maintained in a confidential manner to assure compliance with the Information Practices Act of 1977, as amended and the Federal Privacy Act of 1974, as amended.

Owner or Owner's Agent (please print or type)				Contractor (please print or type)			
				Glenn County HRA, Community Action Division			
Address	City	State	Zip	Address	City	State	Zip
				420 E. Laurel Street	Willows	CA	95988
Signature of Owner or Owner's Agent			Date	Signature of WX Program Manager			Date

No-Cost Energy Saving Tips

Turn down your thermostat to 68 degrees or lower during the day and evening (health permitting) and to 55 degrees or off at night or when away from home. Wear layers of loose-fitting clothes to trap body heat, such as thermal underwear, sweater, sweatshirts, sweatpants, and socks.

Set your water heater to the "normal" setting or 120 degree, unless your dishwasher requires a higher setting

Open drapes to let the heat your home during the day and close them at night to help insulate.

Defrost refrigerators and freezers before ice buildup becomes 1/4-inch thick

Keep warm-air registers, baseboard heaters, and radiators clean and make sure they're not blocked by furniture, carpeting, or drapes.

Move furniture around so you are sitting near interior walls instead of exterior walls and windows.

Close your fireplace damper tightly when not in use.

Take shorter showers.

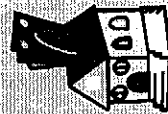
Wash only full loads in your dishwasher and clothes.

Use cold water when washing clothes.

Low-cost Energy Saving Tips

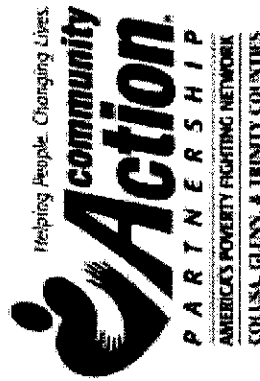
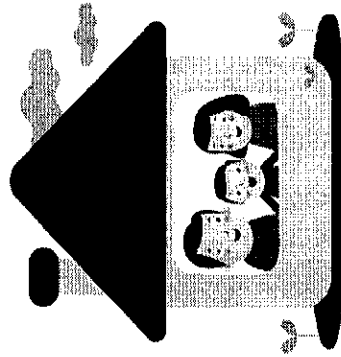
Clean or replace furnace filters once a month.

Install weather-stripping or caulk on leaky doors and windows.



Make adjustments to expenses. If you have accurately identified and listed all your expenses the goal would be to have your income and expense columns to be equal. This means all of your income is accounted for and budgeted for a specific expense.

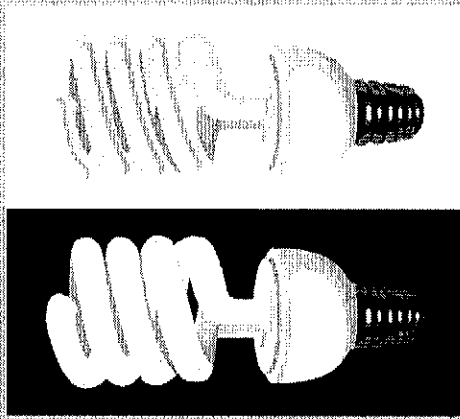
review your budget monthly.



Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.



Energy & Budgeting Tips



Glenn, Colusa, & Trinity
HEAP & Weatherization
program

Glenn County
Human Resource Agency
420 E Laurel St
Willows, CA 95988

HEAP applications are available either by calling:
(530) 934-1484 voicemail
(800) 287-8711 ext. 1484
Or at our website:
www.hra.co.glenn.ca.us

WHY BUDGET

Budgeting is the foundation of every financial plan. It doesn't matter if you're living paycheck to paycheck or earning six-figures a year, you need to know where your money is going if you want to have a handle on your finances. Budgeting isn't all about restricting what you spend money on and cutting out all the fun in your life. It's about understanding how much money you have, where it goes, and then planning how to best allocate those funds. Here's what you need to help you create and maintain a budget.

HOW TO BUDGET

Creating a budget may not be the most exciting thing in the world to do, but it is vital in keeping your financial house in order. Before you create your budget, it is important to realize that in order to be successful you have to provide as much detailed information as possible. The end result will show where your money is coming from, how much there is, and where it is all going.

HERE'S HOW:

Gather every financial statement you can like bank statements, recent utility bills, investment accounts, and any information regarding a source of income or expense, the key for this process is to create a monthly budget

Record all of your sources of income.

Create a list of monthly expenses. Write down a list of all the monthly expenses you have over the course of a month. Mortgage payment, car payments, auto insurance, groceries, utilities, dry cleaning, auto insurance, retirement or college savings, entertainment,

on recent utility bills, investment accounts, and any information regarding a source of income or expense, the key for this process is to create a monthly expenditure list.



Break expenses into two categories: fixed and variable. Fixed expenses are those that stay relatively the same each month and are required parts of your life, they included expenses like mortgage or rent, car payments, cable and internet service, trash pickup, credit card payments and so on. These expenses are essential yet not likely to change in the budget

Variable expenses are the type that will change from month to month like groceries, gasoline, entertainment, eating out and gifts to name a few. This category will be important when making adjustments.

Total your monthly income and monthly expenses. If your end result shows more income than expenses, you are off to a good start. This means you can prioritize this excess to areas of your budget such as retirement savings or paying more on credit cards to eliminate that debt. If you are showing a higher expense column than income, it means some changes need to be made.

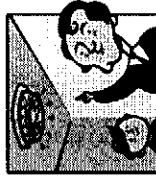
Health and Safety Tips

Install smoke and carbon monoxide alarms in your home.

Provide proper venting systems for all heating equipment.

Never use your range or oven to heat your home or garage.

Place space heaters on level, hard and nonflammable surfaces, not on rugs or carpets.



Keep space heaters at least three feet from bedding, drapes, furniture, and other flammable materials.

Never leave a space heater on when you go to sleep or leave the area.

Watch children and pets closely in rooms with heating equipment.

Always use generators outdoors and always from doors, windows, and vents

Energy Saving Tips

Add plastic sheeting to your windows or purchase plastic windows covering kits or interior storm window kits.

Install a programmable thermostat .

Install low flow showerheads and faucets.

Wrap your hot water tank with jacket insulation. Be sure to leave the air intake vent uncovered when insulating a gas water heater.

Insulate the water pipes leading from your hot water heater.