



Dear Applicant,

Thank you for your interest in Habitat for Humanity of Omaha's Weatherization Program. Enclosed you will find the application for our program. To speed up your application process, be sure to fill out all pages of the application and enclosed forms completely, as the process cannot begin until all required materials have been received and you have been accepted into the program. Please send us copies of verification documents, not originals. We will not return any materials to you.

If you have any questions while filling out this application, please see the enclosed FAQs. You can also contact us at:

Weatherization Program
1701 N. 24th Street
Omaha, NE 68110
(402) 457-5657 ext. 5106

We look forward to working with you to make your home more energy efficient!

Sincerely,

Weatherization Program Staff
Habitat for Humanity of Omaha



What do I need to submit?

- Completed Weatherization Program application

- Income verification
 - Most recent Social Security or SSI Letter (*will need to submit for the year of 2020 as well*)
 - Three (3) months of consecutive paystubs for all adults older than 18 years old
 - Unemployment compensation letter
 - Copy of Social Security award letter (SSA, SSDI, or SSI)
 - Copy of federal tax return (self-employment verification only)
 - Verification of any other monthly benefit amount (VA pension, retirement/pension, rental income, 401k, unemployment benefits, etc.)
 - Copy of assistance letter from Dept. of Health and Human Services (LIHEAP, Energy Assistance or ADC)

Note: Households with persons receiving Aid to Dependent Children (ADC) or Supplemental Security Income (SSI) are automatically eligible for free weatherization.

- WX-16 Zero income verification (if applicable) – *available at the main office*

- WX-15 US citizenship attestation form – *required for all household members over 19*

- Photo identification – *required for all household members over 19*

- WX-22 Utility consumption release form

- Copy of latest utility bills with account numbers

- WX-14 Landlord-tenant agreement/permission form (if applicable) – *for those renting homes only, available at the main office*

- WX-13 Weatherization client questionnaire

Frequently Asked Questions:

Q: What type of work does weatherization include?

A: Habitat for Humanity of Omaha's Weatherization Program performs various home repair services, including air sealing, insulation, appliance upgrades, and HVAC system upgrades. (Other energy efficiency repairs may qualify.)

Q: Who is eligible for the Weatherization Program?

A: Households with combined gross income below 200% of federal poverty level are eligible. These amounts change over time but are currently:

Number of Members in Household	Maximum Gross Annual Income
1	\$25,520
2	\$34,480
3	\$43,440
Add \$8,960 for each additional household member.	

Q: How does Weatherization define a “household?”

A: For the purposes of weatherization eligibility, a household includes all persons living under one roof. This includes but is not limited to family members living with you, roommates, adult children, persons renting space/rooms, etc. It is understood that households change from time to time. Please complete the application listing all people living with you at the time you fill out the application. If your household changes, or you're anticipating a change in the near future, please contact us.

Q: I am automatically qualified because a member of my household receives Supplemental Security Income, Aid to Dependent Children, or Heating Assistance. Do I need to send in income verification?

A: Yes. We are still required to verify income and eligibility through these programs.

Q: What is considered income?

A: Any money you receive is considered income. This includes but isn't limited to wages/salaries, net receipts from self-employment, retirement, alimony, veteran's payments, Social Security, pension, dividends, interest, lottery/gambling winnings, receipts from estates or trusts.

Q: What documents do you need to verify income?

A: For wages/salaries we need your previous year's W-2s and/or paystubs from the previous three months. For all other income our required documents are similar to the IRS. For structured payments (Social Security, Alimony, Railroad Retirement, etc.) we need the award letter for this year stating your weekly/monthly/quarterly payment amount. Don't hesitate to call us if you're unsure what to send. Please remember, we won't be returning the documents so do not send us originals.

Q: What do I do if one of the adults in my household has no income?

A: There is a form that you will need to fill out and sign. The form must be notarized so we request that you come into our office during normal business hours to complete this form.

Q: Why are there multiple Citizenship Forms included?

A: All adults in the household must fill out this form individually. If we didn't provide enough forms, you're welcome to come to the office during normal business hours to pick up more copies or contact us and we'll send more to you.

Q: How does Habitat Omaha decide who receives services first?

A: We are required to follow the Department of Energy's priority list which is provided below:

1. People over 60 years of age	4. High residential energy users
2. People with disabilities	5. Households with high energy burden
3. Families with children under 6	6. All others income-eligible

High residential energy user means a household whose residential energy expenditures exceed the medial level of residential expenditures for all low-income households in the state. The median level for the State of Nebraska is currently \$1,864 per year.

Household with a high energy burden means a household whose residential energy burden (residential expenditures divided by the annual income of that household) exceeds the median level of energy burden for all low-income households in the state. The median energy burden for the State of Nebraska is 18.36% of household income.

Q: Who is considered to be disabled?

A: The term *disabled person* has been defined by the Nebraska Energy Office as "any individual who: has a physical or mental disability which constitutes or results in a substantial handicap to the individual's employment; or has had a record of having, or is regarded as having a physical or mental impairment which substantially limits one or more of the individual's major life activities; or has a disability which would make the individual eligible to receive disability insurance benefits or Supplemental Security Income from the Social Security Administration or developmentally disabled assistance from the Department of Health and Human Services; or is a veteran or surviving spouse, child, or dependent parent of a veteran receiving compensation from the Veteran's Administration for a service connected disability or death; or is a veteran or surviving spouse or child of a veteran receiving a pension from the Veteran's Administration because of a non-service connected disability; or is a veteran receiving a pension from the Veteran's Administration because of being on a Medal of Honor Roll of one of the military services."

Q: When will I be served?

A: Habitat Omaha must comply with state and federal regulations in determining priority of clients. Your household information is used to determine what priority level you will be given (see question: "How does Habitat Omaha decide who receives services first"). Wait times can vary widely based on the number of clients awaiting services, staffing levels, and funding the agency receives.

Q: What goes into the Weatherization process?

A: The process has five major steps: application, health and safety inspection, energy audit, weatherization work, and quality control inspection. If you are approved for the program, a Health and Safety Inspector will visit your home to determine if it can support weatherization services and if staff and contractors can safely operate in the house. Once your house has passed the inspection, an Energy Auditor will do a whole house assessment to determine where energy efficiency measures can be taken. The Auditor will then determine the scope of work that will go out to Weatherization, HVAC, or plumbing contractors. After all work is completed, a Quality Control Inspector will assess the house to ensure the work is sufficient and you are satisfied.

Guidelines for Initial Home Visit:

Once your application has been reviewed and it is determined that you qualify for Habitat Omaha's Weatherization Program, we will set up an initial health and safety home visit to begin to create a scope of work. However, if the safety of our staff and volunteers may be compromised in the home we will not complete the home visit and will remove your application from our applicant pool until remediation of the safety concerns has occurred. Safety concerns include, but are not limited to:

- Any hoarding activities. Hoarding is defined as the acquisition of, and failure to discard a large number of possessions or large amounts of newspapers, magazine or other accumulated items, which may be present in or around a residence.
- The presence or consumption of drugs or alcohol while staff/volunteers are in the home.
- The presence of guns or other weapons left in the open.
- More than 8 uncaged pets living in the home. A pet is any domesticated animal.
- The presence of mold. If mold is found in a home during a home visit Habitat Omaha reserves the right to leave the home. Mold can create serious health and air quality issues if not treated.*
- Structural damage that threatens the integrity of the home's building infrastructure. These damages can include cracks and breaks in the foundation or compromised floors.

If these or other situations are present at your home and risk the safety of Habitat Omaha staff and volunteers, Habitat Omaha reserves the right to refuse or leave a home visit at any time.

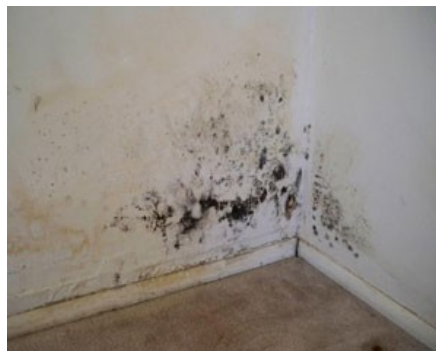
If any of these conditions exist in your home, we are happy to recommend resources that can help. Once the situation has been rectified Habitat Omaha will re-open the application for consideration.

Please also remove or cover up inappropriate or obscene materials and decorations when staff and volunteers are present in your home.

*There is a difference between mildew and mold. On top of the health concerns connected to the presence of mold, structural damage can also occur as mold eats away at the surface it is growing on. The pictures below show mold (right) and mildew (left). Mildew is the beginning stages of mold and can be treated at home without bringing in contractors.



Mildew



Mold

I/We acknowledge that if a home visit is completed by Habitat Omaha it is not a promise or guarantee that work will be completed.

Signature of applicant: _____

Date: _____

APPLICANT INFORMATION (please print)

Last Name:	First Name:	MI:	Social Security Number:
_____	_____	_____	_____
Street Address: (location of home)			Unit # or Mobile Lot #:
_____			_____
City:	Zip:	Email:	
_____	_____	_____	
Home Phone:	Work Phone:	Cell Phone/Message #:	Preferred method of contact:
_____	_____	_____	_____

HOUSING STATUS

How would you describe your housing status?

Stable
 At risk of losing housing
 Imminent risk of losing housing
 Don't know

QUALIFICATION INFORMATION

To AUTOMATICALLY QUALIFY through PUBLIC ASSISTANCE, check all that apply. *You must provide proof for one of the following with this application. For LIHEAP, the date of assistance will suffice.*

AFDC (Aid to Families with Dependent Children)
 SSI (Supplemental Security Income)
 LIHEAP (Gas/Electric Assistance)

Date of assistance: _____

Potential income sources:
¹Income from Job 1 • ¹Income from Job 2 • AFDC/TANF • Social Security Income • SSI or Disability • Alimony • Other

Is there anyone 19 years old or over in your household who works, receives income or is in school? Please list below.

Name	Employer/Income Source (see income sources above)	Monthly Gross Wages	Relation to Applicant (applicant, co-applicant, or non-applicant)

¹Self-employed applicant(s) may be required to provide additional documentation such as financial statements

Habitat Omaha is required to recertify income regularly. I understand that I may be asked to recertify my income while I wait for services to be performed. Recertification may include supplying updated proof of income or additional documentation.

HOUSEHOLD INFORMATION

Name (List yourself and all individuals living with you. Please attach separate sheet if more than 7 people.)	Date of Birth	Age	Social Security Number	Relation to Head of Household

Please check all that apply to your household.

- Person older than 60 years of age
 Person older than 70 years of age
 If yes, who: _____
 Person with disabilities
 If yes, who: _____
 Children under the age of 6
 Receive Aid to Dependent Children (ADC)
 Severe illness aggravated by extreme heat that can be verified by a medical provider

DESCRIPTION OF HOME

Do you own or rent your home?
 OWN
 RENT
 RENT TO OWN

Landlord's Name: _____
 Contact Information: _____

If you are renting your landlord will need to fill out the Weatherization Permission Form

If this home is currently for sale weatherization services cannot be provided

Furnace and A/C information (if known):

	Furnace	Air Conditioner
Manufacturer		
Model Number		
Serial Number		
Year installed		

Has this address been weatherized before?
 Yes
 No
 If yes, name of agency: _____

Year: _____

How long have you lived at this address? _____
 Square footage of house: _____

How did you hear about the Weatherization Program? Check all that apply.

- Walk-in
 Received mailing
 Friend/family member
 Social media (including Facebook)
 Newspaper
 TV
 Radio
 Other assistance program
 Utility Company
 Habitat Omaha website
 Other: _____

HOME ACCESS AUTHORIZATION

Before weatherization work can begin, all homes must meet minimum standards of housekeeping.

Do you agree to and understand that areas are to be free of debris, clutter, and pets and be reasonably hygienic where work is to be completed? (Where these conditions exist because of a disability, reasonable accommodations may apply.)

I agree Disability present (please describe in comments below)

Access to your home: *Do you agree to and understand that weatherization technicians and contractors must be given access to all rooms in your home during business hours and on a reasonable schedule for any work to proceed?*

I agree

Permission to photograph home: *Do you agree to allow Habitat Omaha to photograph the unit for pre- and post-work documentation?*

I agree

Comments: _____

Signature: _____ **Date:** _____

APPEAL PROCESS

Habitat for Humanity of Omaha (Habitat Omaha) is committed to providing quality service to everyone we serve and maintains a formal appeal process and policy. The purpose of this policy is to establish a procedure for standardized resolution of conflicts. This process will remain as documented whether submissions are from approved or denied applicants.

If a conflict should arise, the individual should prepare a formal written complaint. The document should include the nature of the concern, reference previous communication(s), contact information for all parties involved, what steps have been taken to resolve it, the desired outcome, and signed by the claimant. If the claimant has difficulty writing, a Habitat Omaha staff member can assist.

The signed complaint should be delivered to:

Home Repair Manager
Habitat for Humanity of Omaha
1701 N. 24th St.
Omaha, NE 68110

Upon receipt of the documentation, the complaint will be reviewed and resolution will be attempted, to the agreement of all parties involved. The written complaint will be responded to by program management, in writing, within 30 days of the date of the complaint. If program management is unable to resolve the complaint, it will be forwarded to the Nebraska State Energy Office for review and a recommendation of resolution.

I have read and understand the appeal process.

PLEASE READ THIS SECTION CAREFULLY:

My signature below authorizes weatherization Staff, Contractors and Crew to enter my home as needed and scheduled to perform weatherization and furnace work.

My signature verifies this residence is not currently for sale, nor is it designated for acquisition or clearance (foreclosure) by federal, state or local programs. **I intend to continue living in this home for at least twelve (12) months after weatherization services are completed.**

Upon completion of work, I give permission for the contractor, sub-contractor staff, local, state, and federal officials to inspect said work. I understand final inspections are necessary and I will be responsible for payment of services if I refuse final inspections.

I understand the Weatherization Assistance Program (WAP) regulations prohibit warranties as an allowable program expense. Materials and labor being covered by manufacturers' warranties are for one year.

My signature below authorizes the Weatherization Assistance Program (WAP) and its designees to inspect heating, fuel usage and utility billing records for up to 5 years before and after completion of weatherization work and authorize pertinent utility and fuel companies to make such records available to them solely for obtaining data for evaluation of subsequent energy conservation effectiveness.

I agree, on behalf and for all who stand in my stead, that the state of Nebraska, its sub grantees and weatherization crews will not be held liable for any injury or expense incurred by me while participating in this program.

I attest to the best of my knowledge that the information on this form is correct and complete. This service is free of charge but if my home is served due to incomplete or incorrect information that would otherwise make my household ineligible, I accept responsibility for paying for services received.

I authorize the release of income and benefits information to the Habitat for Humanity of Omaha Weatherization Program to document my eligibility.

Pursuant to 5 U.S.C. 552(b)(6), of the Freedom of Information Act, Habitat Omaha's Weatherization Program is required to keep confidential any specifically identifying information related to an individual's eligibility application for weatherization services, or the individual's participation in weatherization services, such as name, address, or income information. The State of Nebraska in conjunction with Habitat Omaha's Weatherization Program may, however, release information about recipients in the aggregate in a manner which does not identify specific individuals.

My signature below indicates that I have read, understood and agree to the conditions of this application.

Applicant Signature: _____ **Date:** _____



United States Citizenship Attestation Form

**FORM
WX15**

Agency: Habitat for Humanity of Omaha

Client Name: _____ Job Number: _____

Address: _____ City: _____ Phone Number: _____

CERTIFICATION OF CITIZENSHIP

For the purpose of complying with Neb. Rev. Stat. §§ 4-108 through 4-114, I hereby attest as follows:

I am a citizen of the United States.

— OR —

I am a qualified alien under the federal *Immigration and Nationality Act*. In addition to this Form, I have included a current and legible copy of the front and back of one or more of the available USCIS forms, (listed below), required for verification.

1. I-327 (Reentry Permit)
2. I-551 (Permanent Resident Card)
3. I-571 (Refugee Travel Document)
4. I-766 (Employment Authorization Card)
5. Certificate of Citizenship
6. Naturalization Certificate
7. Machine Readable Immigrant Visa (with Temporary I-551 Language)
8. Temporary I-551 Stamp (**on passport or I-94**)
9. I-94 (Arrival/Departure Record)
10. **Unexpired** Foreign Passport (**must include an I-94**)
11. I-20 (Certificate of Eligibility for Nonimmigrant (F-1) Student Status)
12. DS2019 (Certificate of Eligibility for Exchange Visitor (J-1) Status)

Date of Birth _____ USCIS/Alien No. _____

Document Number _____ (ie. Certificate of Naturalization)

Card Number _____ (ie. Permanent Resident/Employment Authorization Card)

SIGNATURES

I hereby attest that my response and the information provided on this form and any related application for public benefits are true, complete, and accurate and I understand that this information may be used to verify my lawful presence in the United States.

Print Name First, _____ Middle, _____ Last _____

Sign Here Signature _____ Date _____

This material was prepared with the support of the U.S. Department of Energy (DOE), Low Income Weatherization Assistance Program Grant. However, any opinions findings conclusions or recommendations expressed herein are those of the author and do not necessarily reflect the views of DOE.



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Utility Consumption Information Release

Agency: Habitat for Humanity of Omaha

COMMUNITY ACTION PARTNERSHIP CONTACT INFORMATION

Home Owner Name: _____

Location Address: _____ City: _____ County: _____

UTILITY COMPANY INFORMATION

I certify that I am the owner/tenant of the property at:

Location Address _____

and I hereby authorize the following utilities to release information regarding my fuel bills, both past and future, to: Habitat for Humanity of Omaha, the Nebraska Energy Office (NEO) and the U.S. Department of Energy (DOE).

Natural Gas Company/Supplier: _____	Account Number: _____
Electric Company/Supplier: _____	Account Number: _____
Propane/Fuel Oil Company/Supplier: _____	Account Number: _____

Attach a copy of your latest fuel bill for each company/supplier listed above.

SIGNATURES

I understand that all information related to this application is confidential and will only be used to provide data for the above named agencies and no information obtained through this release will be made public in such a manner that the dwelling or occupants can be identified.

Household Applicant Name: _____

Utility Account Holder Name: _____

Household Applicant's Signature: ► _____ Date _____

Utility Account Holder's Signature: ► _____ Date _____

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State of Nebraska Weatherization Assistance Program
Weatherization Client Questionnaire

FORM WX13

Agency: Habitat for Humanity of Omaha

Inspector Name: Date: Job Number:

Client Name & Address: City: Phone Number:

INSPECTION REQUIREMENTS table with 4 columns: Question, Yes, No, Remarks. Contains 18 numbered questions regarding home inspection criteria.

BUILDING DETAILS section with checkboxes for: 19. Water heater (Gas/Electric), 20. Cook stove (Gas/Electric), 21. Do you have a: (Breaker/Fuse box), 22. Heating system (Forced Air, Steam, Water Boiler, Vented Console, Wall Furnace, Wood Stove, Electric Baseboard, Unvented Heater), 23. Cooling system (Central Air/Window A/C), 24. If window air conditioning is used, how many do you have? (1-4)

SIGNATURES

Sign Here Client Signature Date

Weatherization Representative Date

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