



*Weatherization
Works*

Johnston-Lee-Harnett Community Action, Inc.

Weatherization Application

Weatherization is grant funded in part by NC Dept of Environmental Quality. The Weatherization grant is designed to address the energy efficiency of households of low and very low-income homeowners and renters. (with landlords approval.) The program is not a repair or remodel program. The Weatherization program is an energy efficiency program designed to address air infiltration in the home. Those mentioned below are only performed if the home assessment dictates a need. The grant is put in place to address the following:

1. Weatherstrip and threshold doors where air leaks detected
2. Insulate attics and water heaters
3. Caulk and seal where air leaks are detected
4. Install smoke and carbon monoxide detectors
5. Address specific health and safety and home energy efficiency issues.
6. No longer replace windows or doors as of July 1, 2004.

Please note this program is not intended for total rehabilitation repairs such as roof repair /replacement, floor repair/replacement or siding, and window unit replacement or cosmetic issues. If you need this type of repair, please call USDA for Johnston and Harnett County at 919-934-7156 ext 4 and for Lee County 919-776-4331 ext 4.

**ALL APPLICANTS MUST SUBMIT REQUESTED DOCUMENTATION
BEFORE APPLICATION CAN BE PROCESSED.
APPLICATION MUST BE COMPLETED IN ITS ENTIRETY IN ORDER FOR
PROCESSING. PLEASE DO NOT REMOVE ANY PAGES OF APPLICATION.**

INTAKE CHECKLIST

The following documents are needed to process the application for the Weatherization Program

➤ **Picture ID and Proof of Ownership** (only one source required): a copy of the deed, mortgage payment, and taxpayer's receipt or lifetime rights registered in the court.

➤ **ALL Proof of household income. Please, no bank statements.**

If receiving Social Security, SSI, Retirement, Veteran's Benefits, must provide an income benefit letter statement; if the member of the household indicates no income source, one must provide a notarized statement indicating such and pay stubs will be accepted.

➤ **Social Security card for ALL family members in the household; if not, the application will be incomplete and cannot be processed.**

➤ **Copy of 12 months of electric bills and authorization information release form**

➤ Duke- Energy Progress customers, please provide account number only; all other energy account holders must present a Kwhr reading history from the electrical company.

➤ **Permission to Enter Premises Form** – Renter or lease to own:

The Landlord must sign our Rental Agreement. Please request form. The above documents are put in place to better serve the community at large.

Please note:

1. ALL APPLICANTS MUST HAVE THE ABOVE DOCUMENTATION BEFORE APPLICATION CAN BE PROCESSED.
2. APPLICATION MUST BE COMPLETED IN ITS ENTIRETY for PROCESSING. PLEASE DO NOT REMOVE ANY PAGES OF APPLICATION.

For additional information, please contact JOHNSTON-LEE HARNETT COMMUNITY ACTION, INC. at 919-934-2145

JOB # _____

RESIDENTIAL ENERGY EFFICIENCY SERVICES PROGRAM

Mail Application To:

Johnston-Lee Harnett Community Action, Inc.

P. O. Box 711 ~

Physical Address:

1102 Massey Street ~ Smithfield, NC 27577

919-934-2145 phone ~ 919-934-6231 ~ fax

DATE: _____

Last Name _____ First Name _____ M. I. _____

Living Address (City, State, Zip) _____

Mailing Address (If different from above) _____

County _____ Home Telephone () _____ Email Address: _____

Work Telephone () _____ Other Telephone-specify () _____

Date of Birth _____ Age _____ Elderly (60 yrs of age & over) _____ Yes _____ No

Handicapped _____ Yes _____ No Total # persons in household _____

Family Type (check one) _____ Single Parent _____ Two Parents _____ Single Person _____ Two Adults - no children
_____ Grandparent(s) _____ Guardian(s)

Race (check one) _____ White _____ Black _____ Native American _____ Hispanic _____ Asians

Has this home been weatherized before by JLHCA, Inc.? (Check one) _____ Yes _____ No

If yes, Approximate Date _____ Name, if different from above _____

Marital Status _____ Single _____ Married _____ Separated _____ Divorced _____ Widow

Housing Status (check one) _____ Rent _____ Own Year Dwelling Built _____

Dwelling Type: House: _____ One Story _____ Two Story _____ Split Level _____ Sq. ft.

Mobile Home: _____ Single Wide _____ Double Wide

of Bedroom(s) _____ # of Bathroom(s) _____ Attic Access: Hatch _____ Stairway _____ None _____

Exterior of Home Type (Select One):

Alum. Siding Asbestos Siding Brick Cinder Block Masonry Stucco Vinyl Siding Wood Siding

Primary Heat Source (Select heating source): Electric Gas Propane Kerosene Natural Gas

Heat in good working condition (check one) _____ Yes _____ No

Hot Water Heater (check one) _____ Electric _____ Gas Stove (check one) _____ Electric _____ Gas

Hardship Factors (specify all that apply) _____ # Disabled Persons in the home _____ # Aged Persons in home

_____ Principal breadwinner employed _____ # Children under 6yrs. of age _____ # Children in school

Other hardship factors (Chronically ill persons, etc) _____

Is house owner occupied? _____ Yes _____ No Name Deed Recorded in _____

Explain if different from head of household _____

Describe conditions/problems in house _____

FAMILY SERVICE RECORD

HOW DID YOU HEAR ABOUT THIS PROGRAM? _____

Please complete the information below for each household member. Thank You

FIRST NAME	LAST NAME	RELATIONSHIP TO HEAD OF HOUSEHOLD	MALE OR FEMALE	Birth date	EDUCATION Highest Level	EMPLOYED Yes or no
		APPLICANT				

CERTIFICATION & WAIVER OF PRIVACY RIGHTS

My signature below indicates I have read and understood the following statement.

I understand that I can be penalized by fines and imprisonment for making false statements on my application. I also understand that I have a right to a fair hearing if I am not satisfied with the action taken on my application. I hereby WAIVE my rights under the Privacy Act and Confidentiality Provision and give consent to Johnston-Lee Harnett Community Action, Inc. to examine my confidential information. Further, I hereby grant permission and authorize employer, utility company, fuel company, Veterans Administration, Department of Social Services and any other public and/or private institution to disclose to JLHCA and/or its agents full information regarding my past and/or present financial situation in order to determine whether or not I am income eligible for services.

Applicant's Signature: _____

Living Address: _____

Phone Number: _____

******* If you are denied services due to ineligibility, you have sixty (60) calendar days from denial date to ask for a hearing. *******

*******DO NOT WRITE BELOW THIS LINE - FOR OFFICE USE ONLY*******

DATE RECEIVED: _____ **APPLICATION DATE:** _____ **APPROVAL DATE:** _____

INCOME VERIFICATION DATE: _____ **TOTAL HOUSEHOLD INCOME:** _____

PRIORITY SCORE: _____ **STATUS:** PENDING ___ WAITLIST ___ DENIED ___ ELIGIBLE ___

COMMENTS: _____



Johnston-Lee-Harnett Community Action, Inc.

MAIN OFFICE
Phone 919-934-2145
Fax 919-934-6231

LEE COUNTY OFFICE
Phone 919-776-0746
Fax 919-774-1867

HARNETT COUNTY OFFICE
Phone 910-814-8360
Fax 910-814-8362

Post Office Drawer 711
1102 Massey Street
Smithfield NC 27577

Post Office Box 1061
225 S. Steele Street
Sanford, NC 27330

Post Office Box 40
252 Irene Roberts Road, Suite 101
Lillington, NC 27546

North Carolina Weatherization Assistance Program Permission to Enter Premises Form

To the dwelling owner:

The dwelling is approved for weatherization services under the Weatherization Assistance Program (WAP). The North Carolina of Dept. Environmental Quality funds the weatherization program.

At the bottom of this page, you are granting permission for Johnston-Lee- Harnett Community Action, Inc. to enter into the dwelling to perform an energy audit to determine the measures needed to be done to the home to decrease energy usage.

Permission to Enter Premises

I, as the owner/authorized agent of the dwelling located at _____
_____.

I have read and understood the above, and hereby grant permission for the representatives of Johnston Lee Harnett Community Action to enter this premise, to conduct an energy audit for the residents.

Applicant's Signature _____ Date: _____

Agency Representative: _____ Date: _____

Housing Technician



Johnston-Lee-Harnett Community Action, Inc.

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Phone 919-934-2145
Fax 919-934-6231

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Lillington, NC 27546

Contractor Disclosure

I, the undersigned, certify that I am aware that the Johnston-Lee-Harnett Community Action Inc. Weatherization Assistance Program will use the contractors listed below as needed to provide the labor and equipment necessary to accomplish the work as listed on the Authorization and Release Form#ELA-290, which I had and signed allowing the unit to be weatherized.

Contractors

Climate Control, Inc
Carolina Weatherization
Solomon and Maryland

Asheboro, NC
Wake Forest, NC
Rocky Mount, NC

Signature: _____
Owner/Authorized Agent

Date

Signature: _____
JLHCA, Inc Representative



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Lillington, NC 27546-0040

AUTHORIZATION TO WEATHERIZATION DWELLING TO BE COMPLETED BY OWNER:

I, _____ certify that I am the owner for the property located at:
(Owner name)

(Address of property)

I do hereby authorize Johnston-Lee-Harnett Community Action to weatherize my dwelling, with the understanding there shall be no charge to anyone for either labor or materials; and I do hereby release and pledge to hold blameless Johnston-Lee-Harnett Community Action, its staff from any liability what so ever in the performance of this authorization or eventually arising there from. Any complaints arising from the repairs or the performance of the assisting agency, its staff shall be reported to the NC Dept. of Environmental Quality in writing, which in accordance with rules and regulations, will verify the complaint. I further certify that I have given my permission to allow work on the property listed above.

Signature _____ Date _____

Housing Technician _____

TO BE COMPLETED BY LANDLORD:

I, _____ certify that I am the Owner for the property located at
(Landlord Signature)

(Address of property)

I do hereby authorize Johnston-Lee-Harnett Community Action to weatherize said dwelling, as stated in the landlord agreement.

Signature: _____ Date _____
(By signing, I have read the Landlord Package)



Utility Information Release Authorization

I, _____ (*client print name*), authorize
Johnston Lee Harnett Community Action, Inc., the North Carolina Weatherization Assistance
Program (“NCWAP”) and its representatives to obtain my household energy usage information
from _____

(*Utility company*)

for the purpose of tracking my Pre- and Post-Weatherization energy data for the period
beginning _____ (*date*) until the most recent. I understand that
NCWAP is not responsible for the status of my account.

Client Signature: _____ Date: _____

Street Address: _____ City: _____

State: _____ Zip Code: _____

Phone: _____ Email: _____

Electricity Provider: _____ Account #: _____