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TOLL FREE: 1-800-617-2673
PHONE: 937-341-5000 Ext.226
FAX: 937-331-9362

Dear Renter:

Enclosed is the application for Weatherization Assistance that you requested. Please forward **copies** of the following items with the **completed application**:

1. Verification for the past 90 days of Income, for all persons 18 yrs. and older
**(award letter, check stubs, printouts, etc.) **
1. Proof of ownership
2. Natural Gas & Electric bill: **Please submit the REQUIRED page #1 & #2 from your most current GAS and ELECTRIC BILL.**
3. Fuel bill (propane, fuel oil, kerosene)
4. Social Security Cards for all household members (copies)
5. Signed landlord papers (attached)
7. *Please put correct postage or envelope will be returned to you*

Please submit these items and application to me as soon as possible. If you have any questions, please feel free to contact me at the above number Monday – Friday 8:00 a.m. – 4:30 p.m.

Sincerely,

The Home Weatherization Assistance Program
937-341-5000 Ext. 226

Darke County
Julie Lecklider, Director
1469 Sweitzer Street
Greenville, OH 45331
937-548-8143

Greene County
Penny Madry-Johnson, Director
469 Dayton Avenue
Xenia, OH 45385
937-376-7747

Montgomery County
Administrative Office
719 S. Main Street
Dayton, OH 45402
937-341-5000

Preble County
Janelle Caron, Director
308 Eaton-Lewisburg Rd.
Eaton, OH 45320
937-456-2800



www.miamivalleycap.org
An Equal Opportunity Employer/Service Provider

**HOME WEATHERIZATION ASSISTANCE PROGRAM
HOMEOWNER/AUTHORIZED AGENT CERTIFICATION**



719 South Main Street
Dayton, OH. 45402

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I, _____, certify that I am the owner/authorized agent for the property at
(Name)

I further certify that I have given my permission to allow work on the property listed above which may include the following:

- 1. Drill sidewalls and replace exterior covering YES ___ NO___ NA ___
- 2. Drill and plug interior walls YES ___ NO___ NA ___
- 3. Install S-TYPE fuses YES ___ NO___ NA ___
- 4. Lower the thermostat on the water heater YES ___ NO___ NA ___
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____

12. Other work that must be done in accordance with the State of Ohio Weatherization Field Guide for Home Energy Updates.

I further certify that I understand that all work must be done in accordance with the rules and regulations governing the Home Weatherization Assistance Program.

Signed: _____ Date: _____
(Owner/Authorized Agent)



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LANDLORD LETTER

Dear Landlord/Agent:

One of your tenant(s) _____ has applied to our program for free weatherization on your property. Under a federal program we can provide materials and labor, at no cost to you, to make energy saving improvements to your property.

Our trained crews/contractors can install attic, sidewall, and floor insulation, reduce air leakage, and provide maintenance on the heating system as needed.

The purpose of this program is to save energy and fuel, and to help your tenant save on fuel cost. We feel this program will benefit both you and your tenant.

If you are willing to give your consent to make these energy efficiency improvements, we simply ask that you sign the attached agreement.

This agreement will allow us to enter your property to make the improvements. Rent increases and evictions: this part of the agreement simply asks you not to raise the rent or evict the tenant because of the work we have done. The agreement does not stop you from raising the rent for any increased cost (that is not a result of the work). However, your tenants may file a complaint with us should they believe that increase is unjustified. In that case, we will ask you to prove that the reason for the increase is not the weatherization work. You may still evict the tenant if the tenant does not meet his or her legal obligations to you. Sale of the property: This part of the agreement asks that you inform us should you intend to sell the property during the period of the agreement. If the property is sold during the term of the agreement, you must reimburse us for the cost of the work done or obtain a written agreement from the new owner to continue the terms of the agreement.

If you agree, please sign the agreement and return it by mail as quickly as possible, and if you have any questions, please feel free to call our office between 8:00 a.m. and 4:30 p.m., Monday – Friday.

RENTAL AGREEMENT



Tenant _____

Owner/Authorized Agent _____

Agency Miami Valley Community Action Partnership

The Owner/Authorized Agency consents and agrees that the following weatherization work shall be done by the agency to the property located at _____ and presently leased to _____

The estimated value of the weatherization materials and labor to be supplied by the agency is \$8,009.00

Major retrofits proposed include: Energy Saving Measures

The Agency agrees to use its best efforts to complete the weatherization work by 12 Months

In consideration for the weatherization work performed the parties agree:

- 1. Amount of rent The present rent for the above described premises is \$ _____ per _____
- 2. Limitations of Rent Increases For a period of one year from the completion of the weatherization the rent shall not be raised unless the increase is demonstrable related to matters other than the weatherization work performed. In instances of complaints regarding rent increases brought to the Agency’s attention by the Tenant, the Owner/Authorized Agent agrees to document the basis of the increase to the Agency’s satisfaction and to accept the Agency’s decision regarding the applicability of the increase under the terms of this Rental Agreement.
- 3. Energy/Utility Cost Included in the Rent In the event the Owner/Authorized Agent is directly responsible for the energy/utility costs used primarily for heating purposes on the property covered by this Rental Agreement, the Owner Authorized Agent agrees to _____
- 4. Eviction The tenant will not be evicted from the premises for a period of one year from the completion of the weatherization so long as every ongoing obligation and responsibility owed to the Owner/Authorized Agent is met.
- 5. Sale of Premises In the event that the Owner/Authorized Agent sells the premises within one year of the date of execution of the rental agreement, the Owner/Authorized Agent will comply with one of the following two conditions:
 - a. The Owner/Authorized Agent shall repay the Agency at the date of sale an amount equal to the amount of materials and labor supplied by the Agency.
 - b. The Owner/Authorized Agent shall obtain, in writing prior to the date, the purchaser’s agreement to assume the Owner/Authorized Agent’s obligations under this Rental Agreement.

The Owner/Authorized Agent shall, immediately upon entering into an agreement of sale of the premises, so inform both the Agency and the Tenant by written notice.

This Agreement will begin on the date of last signature of the parties and shall terminate one year after the date of the last signature.

Tenant Name: _____ Date: _____

Owner/Authorized Agent Name: _____ Date: _____

By: _____ Title: _____

Agency Name: _____ Date: _____

By: _____ Title: _____



TENANT'S SYNOPSIS OF THE PROVISIONS CONTAINED IN THE
WEATHERIZATION OWNER/AUTHORIZED AGENT, TENANT,
AGENCY RENTAL AGREEMENT

TENANT: _____ OWNER/AUTHORIZED AGENT: _____
Name: _____ Name: _____
Address: _____ Address: _____

Phone no. _____ Phone no. _____

Rent Amount \$ _____

You and your rental property Owner/Authorized Agent have entered into an Agreement with Miami Valley Community Action Partnership Weatherization, to have your home weatherized. Most, if not all of the materials and labor to weatherize the unit are being supplied free of charge to your Owner/Authorized Agent because you are income eligible to receive benefits of the weatherization program. In return for this weatherization, your Owner/Authorized Agent has agreed to several provisions that benefit you and give you specific rights. These provisions and rights are summarized for you below.

1. Except for reasons unrelated to the weatherization work, the Owner/Authorized Agent cannot raise your rent for a period of one year after the date of the execution of the Rental Agreement, even if you have previously agreed that your present rent could be increased before that date.
2. If your Owner/Authorized Agent tries to raise your rent before the period of one year, you have the right to file a complaint with Miami Valley Community Action Partnership Weatherization. The Weatherization Department will review your complaint and if necessary, will determine if the Owner/Authorized Agent has grounds to raise the rent or not. You may also have the right to assert a claim against him/her in court. If this happens and you need assistance in asserting your claim, call the local legal services agency in your community.
3. If you happen to move out of your unit before 12 months, the Landlord must charge the new tenant the same rent as you are charged.
4. Miami Valley Community Action Partnership Weatherization will provide you with a copy of the signed Owner/Authorized Agent, Tenant, Agency Agreement upon request. You may use the agreement document as evidence in court to prove your claim.
5. This agreement protects you from eviction for 12 months following the completing of the weatherization work, except for:
 - <failure to pay rent;
 - <violating the terms of the lease (other than surrender possession upon notice);
 - <causing substantial damage to the premises;
 - <permitting a nuisance; or
 - <carrying on an unlawful business.



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**LANDLORD/TENANT RELEASE AND AUTHORIZATION
RELEASE OF ALL CLAIMS AND
AUTHORIZATION TO USE DATA**

I, the owner at the address below, understand that the purpose of CENTERPOINT ENERGY WEATHERIZATION PROGRAM is to benefit low income families through the application of proven energy conservation and weatherization measures. I understand that the initial inspection procedures are designed to reveal the need for further work services, which, when deemed necessary at the discretion of the Program Inspector, will be made available free of charge. I understand that my tenants have applied to participate in the program, and I hereby authorize the property at the address listed below to be weatherized as part of the program.

In consideration of the receipt of an initial inspection, the subsequent receipt and installation of weatherization materials, and/or the receipt of work services performed on the property's heating system, I, the property owner, do hereby release, acquit and forever discharge CenterPoint Energy and Miami Valley Community Action Partnership (MVCAP) their respective officers, agents, employees, successors and assigns, of and from claims, demands, damages, costs, loss of services, expenses and compensation, which I now have or may have against CenterPoint Energy or MVCAP, their respective officers, agents, employees, successors, and assigns, on account of, or in any way arising out of the energy conservation and weatherization services provided as well as the installation and use thereof, under the CENTERPOINT ENERGY WEATHERIZATION PROGRAM.

I acknowledge that CenterPoint Energy, and MVCAP, and their contractors **DISCLAIM ALL WARRANTIES, IMPLIED OR EXPRESSED, INCLUDING ANY WARRANTIES OR MERCHANTABILITY WITH RESPECT TO SUCH GOODS, THEIR INSTALLATION, OR THE RESULTS OF THEIR INSTALLATION.** I also acknowledge that any energy savings projected as a result of energy conservations and the weatherization measures are estimates only.

I authorize CenterPoint Energy to release information about the account at the address below and about the energy conservation and weatherization measures installed on the property at the address below.

Property Owner's Signature

Date: _____

Property Owner's Name

Tenant's Signature

Address of Rental Property

Tenant's Name

City, State, Zip Code

CenterPoint Energy Gas Account Name



Miami Valley Community Action Partnership Weatherization Customer Intake Application

Client Number:	Program Name:				Application Date:
	<input type="checkbox"/> HWAP	<input type="checkbox"/> DP&L Smart Energy	<input type="checkbox"/> CPE	<input type="checkbox"/> EHRP	
Primary Applicant					
First Name:	M.I.:	Last Name:			
Social Security Number:	Date of Birth:	Gender:			
		<input type="checkbox"/> Female <input type="checkbox"/> Male <input type="checkbox"/> Other			
Disabled: <input type="checkbox"/> Yes <input type="checkbox"/> No	Veteran: <input type="checkbox"/> Yes <input type="checkbox"/> No	Food Stamps: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Current Residential Address:					
Current Mailing Address (if different from above):					
City:	State:	Zip Code:	County:		
Phone Number:			Email Address:		
Race:		Education:		Ethnicity:	
<input type="checkbox"/> American Indian/Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black/African American <input type="checkbox"/> Native Hawaiian/Other Pacific Islander <input type="checkbox"/> Other		<input type="checkbox"/> 0-8 <input type="checkbox"/> 9-12 (Non Grad) <input type="checkbox"/> HS Grad/GED <input type="checkbox"/> 12 + Post-Secondary <input type="checkbox"/> 2-4 Yr. Grad College		<input type="checkbox"/> Hispanic, Latino or Spanish Origins <input type="checkbox"/> Not Hispanic, Latino or Spanish Origins	
Household Information:					
# In Household:	Family Type	Building Type	Work Status	Health Insurance Type	
	<input type="checkbox"/> Single Parent/Female <input type="checkbox"/> Single Parent/Male <input type="checkbox"/> Two-Parent Household <input type="checkbox"/> Single Person <input type="checkbox"/> Two Adults/No Children <input type="checkbox"/> Non-related Adults with children <input type="checkbox"/> Multigenerational Household <input type="checkbox"/> Other	<input type="checkbox"/> Mobile Home <input type="checkbox"/> Single Family <input type="checkbox"/> Multi-family low- rise (3 stories or less) <input type="checkbox"/> Multi-family high-rise (3 stories or more)	<input type="checkbox"/> Employed full-time <input type="checkbox"/> Employed part-time <input type="checkbox"/> Migrant Seasonal Farm Worker <input type="checkbox"/> Unemployed (short-term, 6 months or less) <input type="checkbox"/> Unemployed (long-term, more than 6 months) <input type="checkbox"/> Unemployed (not in labor force) <input type="checkbox"/> Retired <input type="checkbox"/> Unknown/not reported <input type="checkbox"/> Youth ages 14-24 who are neither working nor in school	<input type="checkbox"/> Medicaid <input type="checkbox"/> Medicare <input type="checkbox"/> Private/Employment <input type="checkbox"/> Self-Insured/Direct Pay <input type="checkbox"/> None <input type="checkbox"/> State Children's Health Insurance Program <input type="checkbox"/> State Health Insurance for Adults	
Housing Status					
<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Other Permanent <input type="checkbox"/> Housing <input type="checkbox"/> Homeless <input type="checkbox"/> Other					
Source of Income:			Income Period:		Income Amount:
<input type="checkbox"/> Employment <input type="checkbox"/> Unemployment <input type="checkbox"/> Self-Employment <input type="checkbox"/> No Income <input type="checkbox"/> Social Security <input type="checkbox"/> TANF/ADC <input type="checkbox"/> SSI/SSD <input type="checkbox"/> Pension <input type="checkbox"/> Disability <input type="checkbox"/> Child Support <input type="checkbox"/> Other (Please Specify) _____			<input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly		
Household Members:					
Last Name:					
First Name:					
Social Security #					
Date of Birth:					
Gender:					
Race:					
Education:					
Ethnicity:					
Disabled Y/N:					
Health Insurance:					
Relationship (i.e. daughter, son, spouse etc.)					
Income source:					

I certify that this statement is true and correct to the best of my knowledge, and I authorize the release of any or all information necessary for verification purposes.

Applicant Signature: _____ Date: _____



CenterPoint Energy Weatherization Program Application

Name: _____ SS#: _____

Address: _____

Phone: _____ Number in Household: _____

CenterPoint account #: _____ e-mail address: _____

Household Income

List all persons in the household and identify all income sources and amounts for the past 90 days. You must provide documentation of all household income in order for this application to be processed. Attach additional page(s) if necessary.

Table with 4 columns: Name, Age, Source of Income, Amount for past 90 days. The table contains 6 rows, with the last column pre-filled with '\$'.

Please read the following statement. If you do not understand any part of it or if you have any questions about what you are asked to sign, please ask someone at this agency to help you.

I certify that the information given by me in this application is true, accurate and complete to the best of my knowledge and understand that all of this information is subject to verification. I understand that by signing this application I authorize this agency and its representatives and designee's access to bank, employment, public assistance, utility account or any other records as may be required to verify any and all statements made in this application. I understand that no information obtained through this application shall be made public in such a manner that the dwelling or occupants can be identified. By signing this application, I understand that I may be held civilly and/or criminally liable under federal and State laws for knowingly making false or fraudulent statements.

Signature of Applicant

Date

For Office Use Only:

CenterPoint Energy Client Information

Total Income prior to application date: 12 Months: _____

Verified by: _____ Date: _____

200% 300%

ENERGY ASSISTANCE PROGRAMS APPLICATION JULY 2022 — MAY 2023

Terms of Agreement

- I agree**
- To pay my Percentage of Income Payment Plan Plus (PIPP) amount for my electric and/or natural gas service every month.
 - To go to my local Energy Assistance Provider or to energyhelp.ohio.gov to reapply at least once a year with updated household information, and income documentation in order to remain eligible.
 - To contact my local Energy Assistance Provider or go online to energyhelp.ohio.gov to report any changes to my total household income or number of household members, within 30 days of the change.
 - To accept any energy efficiency programs offered by Development or its designated providers, if eligible.
 - To allow my utility companies to release my name, address, telephone number, household member information, amount of my utility usage, and total past due amount to Development and agencies that perform weatherization services and/or provide other energy related services.
 - To allow Development to release my name, address, telephone number, household member information, and current status to the utility companies, and other Energy Assistance Providers.
 - To allow Development to share my usage and demographic data with organizations contracted by Development to evaluate the programs administered by Development.
- I understand**
- That I will not be re-verified if I owe any PIPP payments. I must make up these payments by the next billing cycle, or the due date given to me by my utility companies.
 - That if I do not re-verify my income at least once every 12 months, I will be dropped from PIPP.
 - That if I do not make up missed PIPP payments by my stated Anniversary Date, I will be dropped from PIPP.
 - That if I make my PIPP payments in-full and on-time every month, I will receive a credit for 1/24th of my total past due amount, and I will not need to pay the difference between my PIPP payment and my actual bill amount.
 - That if I reapply for PIPP and I am not eligible, or if I choose to be removed from PIPP, I can enroll in Graduate PIPP for up to 12 months after the date I am removed and still receive credits toward my past due amounts owed on my utility accounts.
 - That if I move out of the service area for my gas/electric company I can enroll in the Post PIPP program to make payments on my closed account and receive credits toward the past due amounts.
 - That I am legally responsible for all past due amounts on my gas and/or electric accounts and if I am no longer enrolled in PIPP, the past due amounts will become due. If these past due amounts are not paid in-full, the utility companies may use any standard means of collection for the past due amounts on my accounts.
 - That I may appeal if my application is not decided upon within 12 weeks. I also may appeal within 30 days if I disagree with my benefit amount or if I was denied assistance

General Authorization

An applicant who provides inaccurate income or household composition information risks: being dropped from PIPP and/or other energy assistance programs; being ineligible to reapply for 24 months; having arrearage credits added back on to their utility bill; and/or receiving a bill from their utility(ies) for the full account balance.

I authorize the Tax Commissioner of the Ohio Department of Taxation or any agent or employee designated by the Tax Commissioner of the Ohio Department of Taxation as well as the Director of the Ohio Development Services Agency or any designated agent or employee of the Director, or the Director of the Ohio Department of Jobs and Family Services or any designated agent or employee of the Director, to disclose to the Director of the Ohio Development Services Agency or any designated agent or employee of the Director, or to the Tax Commissioner of the Ohio Department of Taxation, or any agent or employee designated by the Tax Commissioner, all of my state of Ohio income tax information. The applicant expressly waives notice of the disclosure(s). The applicant expressly waives the confidentiality provisions of the Ohio Revised Code which might otherwise prohibit disclosure and agrees to hold the Ohio Department of Taxation, the Ohio Development Services Agency, and the Ohio Department of Jobs and Family Services, and their respective agents and employees harmless with respect to the disclosures herein. This authorization is to be liberally construed and interpreted; any ambiguity shall be resolved in favor of the Tax Commissioner of the Ohio Department of Taxation, the Director of the Ohio Development Services Agency, and the Director of the Ohio Department of Jobs and Family Services.

I understand that by signing this application, I grant the Ohio Development Services Agency, or its authorized providers, access to my bank, employment, public assistance, utility company or other records needed for verification and evaluation of services. I further grant Ohio Development Services Agency, or its authorized providers, access to any information that I have provided to any other state agency, including but not limited to income information regarding requests for public assistance. I understand that filling out this application does not guarantee that my household will receive assistance. If I am or become a PIPP customer I understand that I may be included in a group for which electric service is purchased in common. I understand that any authorized provider may rescind an approved payment if information is acquired which determines that my household is not eligible for services according to the rules of each program. I understand that I have the right to appeal. I certify that the information I have provided in this application is, to the best of my knowledge, a true, accurate and complete disclosure of the requested information. I understand that I may be held civilly and criminally liable under federal and state laws for knowingly making false or fraudulent statements.

I declare under penalty of perjury that the information submitted in this application is true and correct.

X Sign Here _____ Application Date _____

Date Printed - June 2022