



Great Northern Services

310 Boles Street
Weed, CA 96094
(530) 938-4115
Fax (530) 938-1040
www.gnservices.org

LIHEAP and Weatherization
Instructions
Keep for Your Records

All necessary supporting documentation must be dated within 30 days of the date you submit your application. An incomplete application will prevent you from receiving assistance. Assistance is based on a state of California mandated point system, not on a first come first serve basis.

- Use only **blue** or **black ink**.
- Please cross out mistakes and initial the change. Do **NOT** use white out.

Helpful documents included in this packet

- **Monthly Budget Planning Guide:** This guide is to help you plan your monthly budget so you are able to meet each of your household needs. Keep this for your records.
- **2016 Fact Sheet-Income Guidelines:** Please read thoroughly. If your household is over income for the program in the last 30 days, we cannot assist you. However if the household income changes during the year, please apply then.
- **APN and HCD Certification Numbers:** These pages will help applicants wanting **weatherization services** identify how to find the APN number from the Siskiyou County tax bill or the certification number from HCD for your mobile/manufactured home.
- **Energy Education Pamphlet and Be Wattsmart:** These contain useful information on how to reduce your energy costs and heating bills and how much items in your home cost to operate. The "Information and Education Acknowledgment" form in the application packet must be signed as proof that you have received, read and understand the information.

The following supporting documentation MUST BE INCLUDED with your application packet:

- **Income:** Provide copies of all income verification for everyone in the household who is over the age of 18. All verification must be dated within 30 days of submitting the application and it must reflect a full consecutive month. Each person over 18 years of age without an income needs to complete and sign the CERTIFICATION OF INCOME AND EXPENSES – CSD43B. High School students are excluded.
- **Pacific Power Bill:** Provide a copy of all pages of the household's most recent electric bill. It cannot be a "final or closing bill" and there needs to be a minimum of 22 "elapsed days" in the billing cycle.
- **Fuel/Propane Bills:** Provide copies of all other current energy bills dated within the last 30 days for propane, heating oil and/or kerosene. If your bill is older than 30 days, you will need to obtain an estimate from your provider, dated within the last 30 days. If you are providing a bill, it must show date, address, amount and total cost of delivery. Provide this information even if you are not requesting assistance with fuel because it reflects your total energy costs and energy burden.



LIHEAP and Weatherization
Examples of Proof of Income
Keep for Your Records

**Proof of income is required for everyone in the household
who is over 18 and not a high school student.**

- **SSA/SSI/SSP/SSDI**: 2016 Annual Award Letter from Social Security, bank statements reflecting direct deposit amounts or checks dated within the last 30 days.
- **TANF**: (Temporary Assistance for Needy Families): Please provide a **Passport to Services** dated within the last 30 days. If you are only receiving food stamps, please provide this information as documentation that you are not receiving any other income or county aid. Adults listed in the household but are not the “Case Name” need to provide “Certification of Income and Expenses” if they do not have any other income.
- **Pension/Annuities**: 2016 annual statements, bank statements reflecting direct deposits or checks dated within the last 30 days from each pension plan.
- **Wages/Paychecks**: Copies of all check stubs/receipts dated within the last 30 days, reflecting a FULL CONSECUTIVE MONTH of pay for the last 30 days worked. Be sure that the dates are in chronological order and that there are no gaps between pay periods or missing stubs/receipts. If there was a gap in work with no pay, please attach a brief explanation.
- **Unemployment Benefits**: Copies of EDD documentation reflecting a FULL CONSECUTIVE month dated within the last 30 days.
- **Self-Employment/Odd Jobs**: All household members who are self-employed and/or perform odd jobs within the last 30 days will need to complete, sign and date a “Self-Certification of Household Income Verification”. This certifies the actual amount that have been earned and received for the last 30 days.
- **Child/Spousal Support**: Copies of checks, bank statements reflecting direct deposits or other documentation reflecting a FULL CONSECUTIVE MONTH dated within the last 30 days.
- **Worker’s Compensation**: Copies of recent check stubs or other documentation reflecting a FULL CONSECUTIVE MONTH for the last 30 days.
- **Other Income**: If any other forms of income are received that are not listed above, documentation can be provided on bank statements for direct deposits or checks dated within the last 30 days.



LIHEAP and Weatherization
Program Information
Keep for Your Records

- The Low Income Home Energy Assistance Program (LIHEAP) is a federally funded program that is administered by the state of California to assist low-income or struggling households pay their energy bill. You can receive assistance one time each calendar year for your electricity, fuel oil, propane or firewood. To qualify you must be a Siskiyou County resident. Eligibility is based on the entire household's total monthly gross income.
- Completing an application is not a guarantee for assistance. Applications are processed according to a state mandated point system, not processed on a first come first serve basis.
- It may take several months to process your application and for payments to be posted to your account. As a result, you may be contacted to provide updated documentation when your application comes up for review. You will need to keep your energy bills current and make payments to your fuel provider in a timely manner. Do not wait until you have a shut-off notice or are without fuel or firewood to apply.
- ***You will be notified by U.S. Mail*** when we receive your application and again when it has been processed.
- ***Weatherization assistance*** helps qualifying households reduce their heating and energy costs by installing energy saving measures in a home. *Indicate on the application if you would like weatherization services.* Assistance is based on a state mandated point system, not a first come first serve basis. Please reapply annually to continue to be on the list.
- **Please submit the entire application by U.S. Mail to:**
Great Northern Services – ATTN: Energy
310 Boles Street
Weed, CA 96094
- Applications must be complete and accompanied by all required supporting documentation, dated within 30 days from the date you submit the application. An incomplete application delays processing.
- For personal assistance in completing the application, you can call 530-938-4115 ext. 120.



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LIHEAP and Weatherization **Resource Information Guide** **Keep for Your Records**

Pacific Power

CARE Program: Income-qualifying residential customers can receive a 20 percent discount on Pacific Power bills through the California Alternate Rates for Energy (CARE) program. You can contact Pacific Power and ask about their payment plans and/or enroll in their CARE program by phone 1-888-221-7070 or through their Website <http://www.pacificpower.net/ya/wtp/fa/california/ccp.html>.

Siskiyou County Community Resource Centers

Each resource center has our application. In addition each center has a wide variety of other services.

- **Butte Valley Community Resource Center:** 232 S. Oregon St., Dorris. (530) 397-2273
- **Dunsmuir Community Resource Center:** 5844 Dunsmuir Ave, Dunsmuir. (530) 235-4400.
- **Happy Camp Family Resource Center:** 38 Parkway Rd., Happy Camp. (530) 493-5117.
- **HUB Communities Family Resource Center:** 310 S. 13th St., Montague. (530) 459-3481.
- **McCloud Community Resource Center:** 304 W. Minnesota Ave., McCloud. www.mccloudcrc.org (530) 964-3250.
- **Mount Shasta Community Resource Center:** 109 E. Lake St., Mt. Shasta. (530) 926-1400.
- **Scott Valley Family Resource Center:** 11920 Main St., Fort Jones. (530) 468-2450.
- **Tulelake/Newell Family Resource Center:** 810 Main St., Tulelake. (530) 667-2147.
- **Family & Community Resource Center of Weed:** 260 Main St., Weed. (530) 938-9914.
- **Yreka Community Resource Center:** 201 S. Broadway, Yreka. (530) 842-1313.



LIHEAP and Weatherization
Monthly Budget Planning Guide
Keep for Your Records

Below is a monthly budget sheet you can use to help plan what expenses you have to pay for every month. It is helpful to take the average costs of 12 months and set aside an amount each month so in the winter months you will be able to meet your heating cost needs.

Be responsible to budget your expenses and income accordingly in order to pay your monthly utility and heating bills.

A Pacific Power CARE Application will be sent to you once your file has been processed. Income-qualifying residential customers can receive a 20 percent discount on Pacific Power bills through the California Alternate Rates for Energy (CARE) program. If you would like to fill out the CARE application now, you can access the application at <https://www.pacificpower.net/care>.

Type of Income or Expense	Income
Income	
Paychecks, Cash from Odd Jobs	
SSI, SSA, Unemployment	
Pensions, Savings	
Other	
Income Subtotal	
Expenses	
Rent/Mortgage	
Electricity	
Propane	
Heating Oil	
Wood	
Telephone	
Medical	
Food	
Gasoline	
Car Insurance	
Entertainment/Other	
Expenses Subtotal	
Total (Income Subtotal - Expenses Subtotal)	



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

2015 FACT SHEET ENERGY ASSISTANCE PROGRAM

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Established in 1981, LIHEAP is a federally funded program that helps low-income households pay their energy bill. Assistance is in the form of a dual or single party warrant or a direct payment to a utility company on behalf of an eligible applicant. Eligibility is based on the household's total monthly income, which cannot exceed the 2015 LIHEAP Income Guidelines listed below. Because of significant funding cuts, the federal government enacted a law requiring that states target households with low-incomes and high energy costs, taking into consideration households with elderly and disabled persons, and children under six. This means there could be households that received assistance in the past and will no longer receive assistance because they fall into a low priority group and are not considered among the neediest of the needy. The amount of assistance is based on the number of persons in the household, total gross household income, the cost of energy within the county the households resides, and funding availability. LIHEAP provides one payment per program year. The statewide maximum payment for program year 2015 is \$471, the minimum payment is \$121, and the average statewide payment is \$256. Under most circumstances, it takes approximately six weeks to process an application and pay the applicant. However, an incomplete/incorrect application will take additional time to process. Persons living in board-and-care facilities, nursing or convalescent homes, or in jail or prison, are not eligible for LIHEAP.

The local community services agencies are responsible for processing applications and the Department of Community Services and Development (CSD) is responsible for issuing LIHEAP payments. To find out how to apply for services, please call **530.938.4115 ext. 120.**

Utility companies throughout the state offer reduced rate programs. Customers should contact their utility company to find out if they offer such a program and to request an application.

WEATHERIZATION ASSISTANCE PROGRAM

Weatherization is the process of making your home more "air tight" and energy efficient. The goal is to keep the warm air in and the cold air out in the winter; and keep the cold air in and the warm air out in the summer. Weatherizing your home could help lower your energy usage and utility costs. Your home will be assessed to determine what weatherization work can be done. The most common types of weatherization include: sealing the holes and cracks, insulation, weather stripping, fixing windows, water heater blankets and making sure your heating and air condition systems are working correctly.

Free weatherization services are available to low income property owners and renters. Eligibility is based on the household's total monthly income, which cannot exceed the income guidelines listed below. To find out if you qualify, you must contact your local service provider. To find out how to apply for services, please call 530.938.4115 ext. 117.

2015 LIHEAP INCOME GUIDELINES	
Size of Household	Monthly Income
1	\$1,996.89
2	\$2,611.31
3	\$3,225.74
4	\$3,840.17
5	\$4,454.59
6	\$5,069.02
7	\$5,184.23
8	\$5,299.43
9	\$5,414.64
10	\$5,529.84
NOTE: Income amounts for family sizes greater than six persons were determined based on the following calculation: Add 3% to 132% for each additional family member, multiply the new percentage by \$46,082, and divide by 12. Example: household size of 7: 132% + 3% = 135% x \$46,082 = \$62,211 / 12 = \$5,184.23 per month.	



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2016 FACT SHEET ENERGY ASSISTANCE PROGRAM

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM (LIHEAP)

Established in 1981, LIHEAP is a federally funded program that helps low-income households pay their energy bill. Assistance is in the form of a dual or single party warrant or a direct payment to a utility company on behalf of an eligible applicant. Eligibility is based on the household's total monthly income, which cannot exceed the 2016 LIHEAP Income Guidelines listed below. Because of significant funding cuts, the federal government enacted a law requiring that states target households with low-incomes and high energy costs, taking into consideration households with elderly and disabled persons, and children under six. This means there could be households that received assistance in the past and will no longer receive assistance because they fall into a low priority group and are not considered among the neediest of the needy. The amount of assistance is based on the number of persons in the household, total gross household income, the cost of energy within the county the households resides, and funding availability. LIHEAP provides one payment per program year. The statewide maximum payment for program year 2016 is \$489, the minimum payment is \$124, and the average statewide payment is \$262. Under most circumstances, it takes approximately six weeks to process an application and pay the applicant. However, an incomplete/incorrect application will take additional time to process. Persons living in board-and-care facilities, nursing or convalescent homes, or in jail or prison, are not eligible for LIHEAP.

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Free weatherization services are available to low income property owners and renters. Eligibility is based on the household's total monthly income, which cannot exceed the income guidelines listed below. To find out if you qualify, you must contact your local service provider. To find out how to apply for services, please call 530.938.4115 ext. 117.

2016 LIHEAP INCOME GUIDELINES	
Size of Household	Monthly Income
1	\$2,004.77
2	\$2,621.63
3	\$3,238.48
4	\$3,855.33
5	\$4,472.19
6	\$5,089.04
7	\$5,204.70
8	\$5,320.36
9	\$5,436.02
10	\$5,551.68

NOTE: Income amounts for family sizes greater than six persons were determined based on the following calculation: Add 3% to 132% for each additional family member, multiply the new percentage by \$46,264, and divide by 12.
Example: household size of 7: 132% + 3% = 135% x \$46,264 = \$62,456.40 / 12 = \$5,204.70 per month.



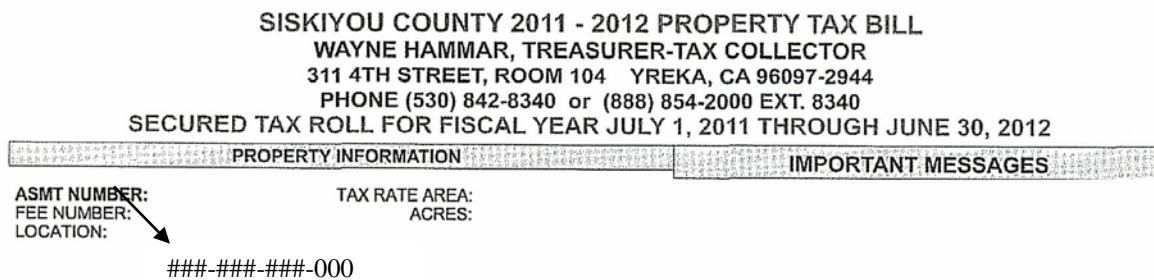
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Weatherization Only
APN and HCD Certification Numbers

ASSMT/APN # for Single Family Homes, Multifamily Homes, Apartments

Below is how to identify where your Assessor’s Parcel Number is located. You will need to provide this number so we can determine the exact age of your home. We can only perform services on your home once we have this information. The Assessment Number is the 12 digit number located in the upper left corner of the property owner’s property tax bill shown in the example below:



Serial Number for Mobile Homes and Manufactured Homes.

The following page shows how to identify where your decal number, serial number(s) or HUD label/HCD insignia number(s) are. We can only perform services on your home once we have this information. Also please note that the mobile or manufactured home will have to be registered with HCD in the owner’s name for any work that requires a permit from HCD. A sale and transfer of title through a title company does not transfer the registration of the home with HCD. If you do not have proof from HCD on who owns the home, please contact HCD at:

HCD
Northern Area Field Operations
9342 Tech Center Dr., Suite #550
Sacramento, Ca. 95826
(916) 255-2501

Solutions to improve lives and enrich communities

Access to Capital • Portfolio Management • Economic Development • Energy Assistance • Home Weatherization
Community Food • Community Services • HIV/AIDS Case Management • Community Development

CA Lic. # 629328

SAMPLE DATA PLATE

MANUFACTURER ADDRESS _____

PLANT NUMBER _____

Data of Manufacture HUD Label No.(s) _____

Manufacturer's Serial Number and Model Unit Designation _____

Design Approval by (D.A.P.I.A.) _____

This manufactured home is designed to comply with the Federal Manufacture Home Construction and Safety Standards in force at time of manufacture. (For additional information, consult owner's manual.)

The factory installed equipment includes:

Equipment	Manufacturer	Model Designation
For heating	_____	_____
For air cooling	_____	_____
For cooking	_____	_____
Refrigerator	_____	_____
Water Heater	_____	_____
Washer	_____	_____
Dishwasher	_____	_____
Garbage Disposal	_____	_____
Fireplace	_____	_____

BE CONSTRUCTED FOR Zone I Zone II Zone III

HOME CONSTRUCTION ZONE MAP

GV ROOF LOAD ZONE MAP

HEAVY WALKING ZONE MAP

COMFORT HEATING

The manufacturer's equipment is designed to comply with the requirements of the National Fuel Gas Code (NFPA 54) and the requirements of the International Mechanical Code (IMC) (See also NFPA 96).

When used in accordance with the manufacturer's instructions, the heating equipment has the capacity to maintain an average 70° F temperature in the home at outdoor temperatures of _____.

To maximize fuel-burning efficiency, and to conserve energy, it is recommended that the heating equipment be operated at a minimum indoor design temperature of 65° F and that the outdoor temperature be _____.

COMFORT COOLING

An equipment manufacturer and model (see list on p. 2) will _____.

Comfort cooling capacity _____ Btu/hour in accordance with the assumptions of cooling and refrigeration practice standards.

The comfort air conditioning system installed in this home has been listed pursuant to the requirements of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) and the International Mechanical Code (IMC) (See also NFPA 96).

On the basis of the system as designed to maintain an indoor temperature of 72° F when outdoor temperatures are _____ by day and _____ at night.

The temperature at which this home can be cooled will change depending upon the amount of equipment of the windows of this home to the hot outdoor heat. Therefore, the home's load capacity will vary depending upon the conditions of cooling load and equipment cooling capacity. Information concerning the calculation of cooling loads is contained in the ASHRAE Handbook of Fundamentals, 1985 edition, and the International Mechanical Code (IMC) (See also NFPA 96).

Information necessary to calculate cooling loads at various locations and elevations is provided in the General Comfort Cooling Information provided with this home.

An optional air conditioning system is available for the installation of central air conditioning. Details of this home is suitable for the installation of central air conditioning.

The supply of distribution system installed in this home is used for a manufacturer home central air conditioning system of all _____ Btu/hour rated capacity which are certified in accordance with the requirements of cooling and refrigeration practice standards, when the air conditioning of both air conditioners are rated at 0.5 inch water column static pressure or greater for the cooling air delivered to the manufacturer home.

All conditioning air recommended (Minimum 80) The air conditioning system of this home has not been designed in conjunction of its use with a central air conditioning system.

To determine the required capacity of equipment to cool a home efficiently and economically, a cooling load calculation is required. The cooling load is dependent on the amount of equipment and the structure of the home. Central air conditioning operate most efficiently and provide the greatest comfort when used in accordance with the manufacturer's instructions. Each home's air conditioner should be used in accordance with Chapter 22 of the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Handbook of Fundamentals, 1985 edition, and the International Mechanical Code (IMC) (See also NFPA 96).

INFORMATION PROVIDED BY THE MANUFACTURER NECESSARY TO CALCULATE SENSIBLE HEAT GAIN

Roofs (permitted windows and doors) _____

Ceiling and walls of top floor _____

Ceiling and walls of each floor _____

Floors _____

Air ducts in floor _____

Air ducts in ceiling _____

Air ducts outside building the home _____

The following are the floor areas in this home:

Air ducts in floor _____ sq. ft.

Air ducts in ceiling _____ sq. ft.

Air ducts outside the home _____ sq. ft.

"Data Plate."

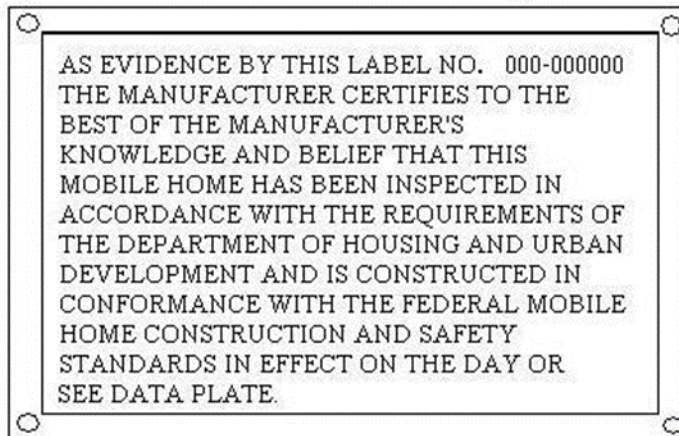
The manufactured home's builder and serial number on the home is found here on the "Data Plate."

The data plate is often found in a closet, utility area or in the kitchen inside a cabinet door.

The HUD certification number is etched into a 2" by 4" metal plate (called the "HUD tag") attached to the exterior wall of each section of a mobile on the long side at a corner near the bottom.

HUD LABEL EXAMPLE

The first three digits are letters that indicate the State where the home was manufactured.



The HUD LABEL is issued with a fire engine red background, after time the red will be entirely faded away to a grey tarnish.

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, sweaters, sweatshirts, sweatpants, and socks.

Set your water heater to the “normal” setting or 120°, unless your dishwasher requires a higher setting.

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

Close off unused rooms and the vents that heat those rooms.

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 and clothes washer.

Use cold water when washing clothes.

LOW-COST ENERGY SAVING TIPS

Clean or replace furnace filters once a month.

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

Install gaskets behind outlet covers.

Add plastic sheeting to your windows or purchase plastic window 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.



HEALTH & SAFETY TIPS

Adequate home heating is a necessity of life. The inability to heat your home adequately can put household members at risk. Health and safety risks include hypothermia and carbon monoxide poisoning and the increased possibility of fire.

You can prevent the loss of life and property by identifying potential hazards and following these 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 use a BBQ in 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.

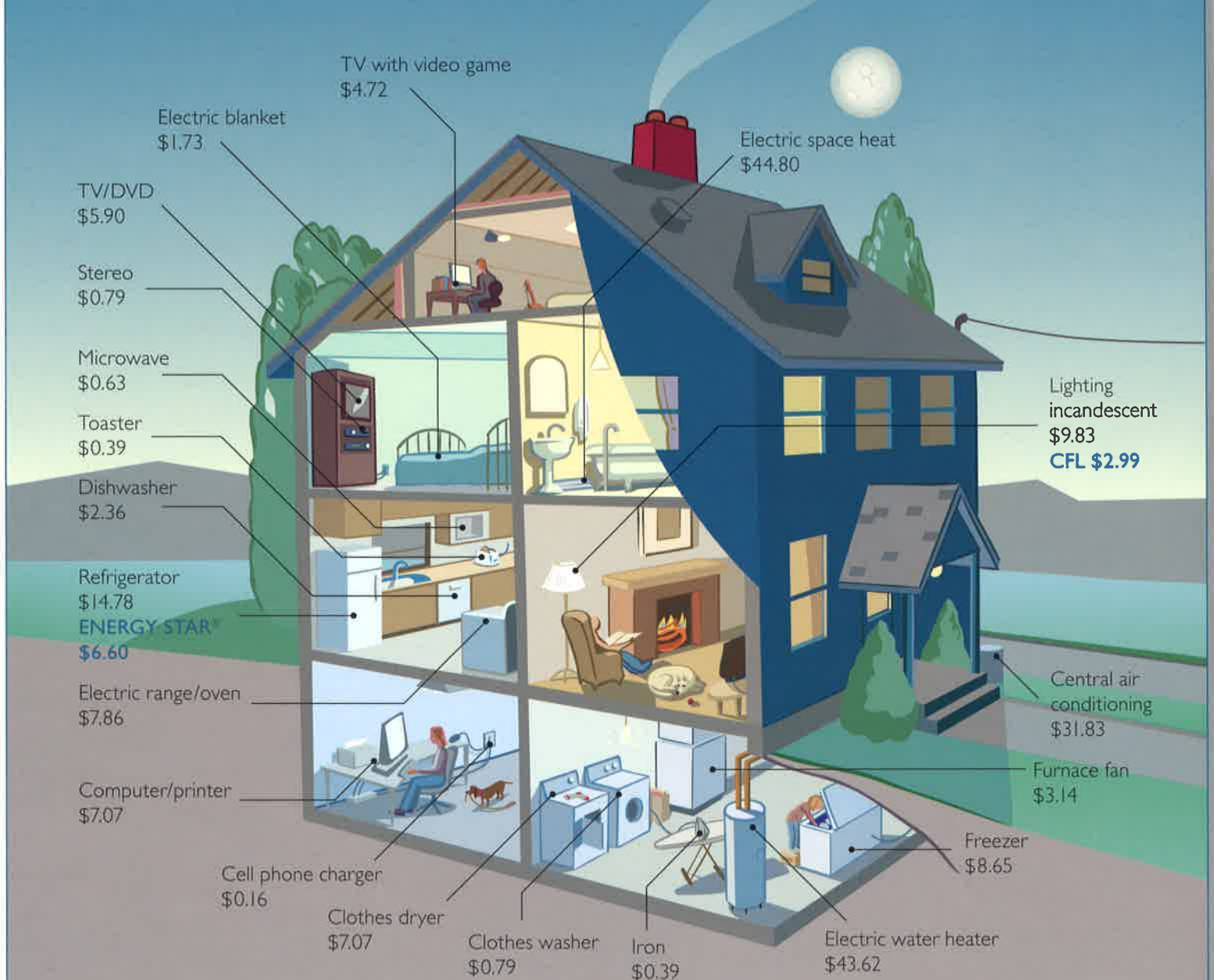
Watch children and pets closely in rooms with heating equipment.

Always use generators outdoors and away from doors, windows, and vents..

Be **watt**smart.

Manage energy, save money.

The first step to trimming your energy use is understanding which appliances have the biggest impact on your bill and how much it costs to operate these appliances each month – as this illustration shows. Making simple changes in how you use energy, or better yet, switching to more energy-efficient appliances, can really help you save energy and money.



For information on our wattsmart® energy efficiency programs and tips to reduce energy use, visit pacificpower.net/wattsmart.

Based on an average Washington residential rate. Average monthly use for a family of four in a 1,500 square-foot home. Homes differ in usage according to size, climate, construction, insulation and family living habits. This should not be used to calculate your bill, but rather to identify how energy is used and where you can save.



Let's turn the answers on.