

PLEASE READ PRIOR TO COMPLETING THIS APPLICATION

Combined Community Action, Inc., Weatherization Assistance Program is a program that is designed to reduce the energy consumption in your home while also addressing health and safety measures. This is **not** a renovation program, therefore, *it does not address cosmetic improvements or improvements which do not directly affect the heating and cooling of your home. Weatherization funds are not used for major home repairs and only structurally sound homes will qualify.* After application approval, an initial assessment will be performed to determine where and what energy deficiencies can be improved. Typical improvements are insulation, caulking, weatherstripping, air infiltration, duct leakage and Health and Safety measures such as air ventilation, and installing Carbon Monoxide and Smoke detectors.

Applications must first meet income eligibility. Should your home have received previous weatherization, it will not be eligible again for fifteen (15) years from the date of the previous weatherization services.

Although a home may be income eligible, it may be deferred/denied should there be potentially harmful health and safety issues that may adversely effect the occupants, CCA or its contractor staff, or if a home is not structurally sound, rendering it unable to benefit from weatherization services or that it requires more than the weatherization program provides.

Combined Community Action serves the following counties: Austin, Bastrop, Blanco, Caldwell, Colorado, Fayette, Fort Bend, Hays and Lee. Should you desire weatherization services in a different Texas County, please contact the Texas Department of Housing and Community Affairs (<https://www.tdhca.texas.gov/help-for-texans>) or call 2-1-1 to request a Community Action Agency in your area that provides weatherization service.

*Please note that once your application is approved, the approximate wait time for an the initial inspection may be in excess of 9-12 months. This is contingent on current available funding and applications previously received and approved.

As you complete the application, please ensure all required information is completed and where requested, are signed and dated. Below is a checklist of information that can be submitted with your application. Please provide all items that reflect your individual household at the time. Failure to provide necessary documentation will result in a delay of processing your application or a denial of the application.

- ☐ Completed legible application for all households. All signatures lines must be signed and dated.
- ☐ Current (most recent 30 days) proof of income for all household members. This may include paystubs, award letters from Social Security, Retirement, Government benefits, child support histories, and SNAP/TANF award letters. You must provide all items to prove household income. CCA staff may provide deductions when processing based on income items submitted.
- ☐ *For persons age 18 and older with no proof of income, a signed and notarized "Declaration of income" must be submitted as proof of income. (you must request if needed by calling or emailing CCA staff listed below)*
- ☐ All households must submit a 12-month consumption history from your electric provider including date, amount billed, kWh usage for each month and a copy of your most recent electric bill including all pages.
- ☐ *Households that use gas or propane must submit a 12-month consumption history from your gas/propane provider including date, amount billed, ccf usage (gal purchased) for each month and a copy of your most recent gas bill including all pages.*
- ☐ *For applicants who rent their home, a Landlord Agreement form must be submitted. (Please request this form from CCA staff below.) This does not apply if you are paying a mortgage, only renting from the actual homeowner.*
- ☐ All households must submit a Customer Billing and Consumption Release form (attached within the application). For households whose Electricity provider is Bluebonnet Electric, please request a release form from CCA or call BEC and provide a verbal release directly to them.
- ☐ All households must submit the "Texas Department of Housing and Community Affairs SAVE" (Systematic Alien Verification for Entitlements) form. It must be signed and dated (attached within the application)
- ☐ Proof of Identification (Texas Drivers License or Identification cards, School records etc.) for all household members. (acceptable list of items is attached to the application) and Proof of Citizenship for all household members (Birth Certificate) (See list attached).

Current United States Passport can be submitted to verify both identity and citizenship

For questions or assistance with the application process, you may call our office or email at the information below.

Applications can be mailed, e-mailed or faxed to Combined Community Action



COMBINED COMMUNITY ACTION, INC

APPLICATION FOR WEATHERIZATION PROGRAM SERVICES

PLEASE PRINT CLEARLY AND COMPLETE ALL AREAS OF THE APPLICATION
ENTER N/A IF THE QUESTION DOES NOT APPLY TO YOUR HOUSEHOLD

SECTION A										
APPLICANT/HEAD OF HOUSEHOLDS NAME				PRIMARY PHONE			SECONDARY PHONE			
PHYSICAL ADDRESS						CITY, STATE, ZIP CODE				
MAILING ADDRESS IF DIFFERENT THAN PHYSICAL						CITY, STATE, ZIP CODE				
EMAIL ADDRESS						By checking the box below, I Consent to receive Text Messages				
						☐				
Has this residence received weatherization services in the previous 15 years?				Yes		☐	No		☐	
Have the residents in this household received UTILITY ASSISTANCE during the current year?				Yes		☐	No		☐	
If yes, please provide the date and county received in.				date				county		
SECTION B										
The following information must be completed on all household members who reside at the address listed above regardless of relationship to applicant. Information annotated with "*" is voluntary and is requested to ensure that benefits are provided without regard to race, color or national origin and will not affect benefit level or eligibility.										
Name	Date of Birth	Highest level of Education completed	Sex	Race*	US Citizen if yes, check box	Disabled if yes, check box	Veteran if yes, check box	Is this member pregnant? If yes, check box	relationship to the head of household?	
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		
					☐	☐	☐	☐		

"Important Information for Former Military Services Members. Women and men who served in any branch of the United States Armed Forces, including Army, Navy, Air Force, Marines, Coast Guard, Reserves or National Guard, may be eligible for additional benefits and services. For more information please visit the Texas Veterans Portal at <https://veterans.portal.texas.gov/>.

SECTION C

Income Reporting and verification

The following information must be completed on **ALL** persons residing in the household at the address listed above regardless of age or relationship to the applicant and must cover to most recent 30 day period. CCA will determine exemptions once received. GROSS income is counted. Copies of Employer Paystubs, Award Letters for Social Security, Military benefits, Retirement etc., must be provided for the current award year. *If any person in the household, over the age of 18, is NOT employed, the applicant must request a "Declaration of Income Statement" from CCA and provide for those individuals. **This form must be notarized.***

Name of household member employed	Employer Name, Address and Phone number	GROSS Monthly income	How often paid

Type of assistance	Person receiving benefit	Monthly amount
Social Security Benefits (SSI, SSDI, RSDI, etc.)		\$
Veteran Benefits		\$
Retirement Benefits		\$
Military Benefits (Currently enlisted)		\$
SNAP		\$
TANF		\$
HUD Utility Supplement		\$
Energy Assistance		\$
Child Support		\$
Unemployment Compensation		\$
Workers Compensation		\$
Cash/Other		\$

Is any person in the household employed as a Migrant or Seasonal Farm Worker?	Yes	☐	No	☐
<i>If yes, please list names</i>				

SECTION D								
Housing Information								
Please indicate the type of house you live in								
Private Home	☐	Mobile Home	☐	Apartment	☐			
Rented Room	☐	Section 8	☐	Low Rent Federally Subsidized Housing			☐	
Do you own your Private Home/Mobile Home?								
Yes			☐	No		☐		
What year was your home built in?		What is the approximate square footage of your home?						
Is this home a	Single Story	☐	Two Story	☐	Duplex	☐	Apartment Complex	☐
My Home is heated with the following	Central Heat	☐	Wood Stove	☐	Space Heaters	☐	Other	☐
I use the following to heat my home	Electricity	☐	Gas	☐	Wood	☐	Other	☐
My home is cooled with the following	Central Air	☐	Window Units	☐	Fans	☐	Other	☐
Renters must have the home owners approval. A Landlord Agreement form must be requested from CCA. The Landlord Agreement form must be completed by the owner of the home/apartment complex and submitted with this application.								
Landlords Name								
Landlords Address								
City			State			Zip Code		
Landlords Telephone Number	()			()				
Landlords e-mail								
Please provide information on your home that you are concerned with and feel may benefit from the Weatherization Program.								

Applicants Authorization, Understanding and Agreement

My answers to all the previous questions and statements made are true and correct to the best of my knowledge and belief. I authorize the Texas Department of Housing and Community Affairs (TDHCA) and its Subcontracted Agency, Combined Community Action Inc. (CCA), to contact any source to solicit/verify information necessary to verify my eligibility.

If I am eligible for Weatherization services, I give my permission to allow work on the residence listed on this application:

Physical Address:		County:	
Should I rent my residence, I have provided, along with this application, a Landlord Agreement form that has been authorized by the legal owner of my residence for CCA to perform Weatherization services on my home.	Yes	No	☐

I will cooperate fully with State and Federal personnel to obtain information from any source to verify the statements I have made within this application. I will in addition, cooperate fully with any State or Federal personnel in a quality control review should my home be chosen for a post monitoring inspection.

I have been advised and understand that this application will be considered without regard to race, color, religion, creed, national origin, sex or political belief.

Penalties for Fraud

Whomever obtains or attempts to obtain weatherization or utility assistance services for which he/she is not entitled, by means of willful false statements or other fraudulent means, may be considered guilty of a criminal offence and upon conviction, may be fined or imprisoned.

Applicant Signature		Date	
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Co-applicant/Spouse Signature		Date	
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The person listed below has completed this application on my behalf. Due to age, disability, language barrier or other personal reason, I hereby give my consent and request CCA to contact this individual for any additional information needed concerning my application, scheduling of inspections or other needs of CCA.

Applicant Signature		Date	
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Name of Person completing application if not applicant	Please print name	Date	
--	-------------------	------	--

Signature of person completing application		Phone Number	
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Relationship to Applicant		Email	
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Combined Community Action, Inc**Customer Billing and Consumption Release Form****Electric/Utility Company**

Electric/Utility Company Name:

Electric/Utility Company Telephone Number:

Customer Account Name:

Customer Account Number

Customer Account Physical Address:

Applicant must provide copy of most recent Electric Bill with application including all pages**Gas/Propane Company**

Gas/Propane Company Name

Gas/Propane Company Telephone Number

Customer Account Name

Customer Account Number

Customer Account Physical Address

Applicant must provide copy of most recent Gas/Propane Bill with application including all pages

I authorize the Texas Department of Housing and Community Affairs and its contracted agency, **Combined Community Action, Inc.**, located at 165 West Austin Street, Giddings, Texas 78942, telephone number 979-540-2980, fax number 979-542-9565 to solicit/verify/request information on my behalf as needed of both past, present and/or future costs for the sole purpose of determining program eligibility.

12-month consumption histories must include the most recent 12-months including amount billed and consumption amounts of kWh/gal/ccf usage.

Applicant Signature

Date

Co-Applicant Signature

Date

Office Use only

Staff Signature

Date

Client Provided History

☐

Requested from Utility Company

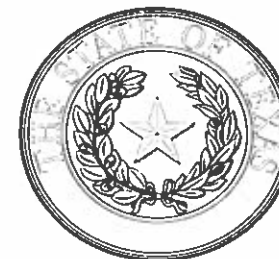
☐

TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

Combined Community Action, Inc.

Household Status VerificationForm

Applicant Certification Form for all applicable TDHCA programs



The program for which you are applying requires verification that you are a U.S. citizen, U.S. national, or qualified alien of the United States. Documentation of your status is required. This agency uses the Systematic Alien Verification for Entitlements (SAVE) System to verify the status of non-citizens.

Household Member Name	U.S. Citizen (Born or Naturalized) or U.S. National (Yes/No)	Qualified Alien (Yes/No)	Documentation Provided for: Completed by CCA Staff	
			Citizenship	Identification

To add additional household members, use another copy of this form.

I AM AWARE THAT I AM SUBJECT TO PROSECUTION FOR PROVIDING FALSE OR FRAUDULENT INFORMATION.

Applicant's Signature		Date
	Carol Nolen, WAP Program Manager	
Signature of agency staff certifying they verified the above documents	Print Staff Name	Date

updated 12/16/2025

Updated November 2025
Previous Versions Obsolete

Weatherization Assistance Program – Applicant Acknowledgment

Please read the statements below. By signing, you acknowledge that you have received information about the Weatherization Assistance Program and have been given the opportunity to contact Combined Community Action weatherization staff at 979-540-2980 with any questions about the program or process to your full understanding.

Weatherization Overview

Below is a general overview of the Weatherization Assistance Program process. Not all homes receive the same services; however, all households receive the same level of quality service, respect, and professionalism from Combined Community Action (CCA) staff and its partners throughout the process.

The Weatherization Assistance Program is designed to help reduce heating and cooling costs, improve energy efficiency, and address certain health and safety concerns within the home.

This program is not a home rehabilitation program and does not cover major home repairs. Major repairs include, but are not limited to, complete roof replacement, foundation or house leveling, full electrical system repairs, window replacement, or full HVAC system replacement.

Application Process

- **Application Submission:**
Households must submit a completed, signed, and dated application along with all required documentation. Required items are listed on the application and vary based on household composition.
- **Eligibility Review:**
Eligibility is reviewed and confirmed within **10 business days** after CCA receives all required information. A CCA staff member will contact you by phone to review your application and inform you if additional documents are needed.
- **Determination Notice:**
A letter of determination will be mailed or emailed within **10 business days** of eligibility review completion.
- **Priority Rating & Waiting List:**
Eligible households are assigned a priority rating based on household information and placed on a waiting list for the initial inspection in the county of residence.
- **Waiting List Timeframe:**
The length of time on the waiting list varies and depends on factors such as county of residence, number of applications ahead of yours, available inspection dates, program funding, and possible government shutdowns. While timelines may vary, the typical waiting period is **approximately 6–12 months** after approval and notification.
- **Initial Inspection Scheduling:**
When your home reaches the top of the waiting list for your county, CCA staff will call

the phone number listed on your application to schedule the initial inspection. Please notify CCA promptly if your contact information changes.

- **Application Updates:**
If your application remains on file for more than **12 months**, you will be required to update household member information and income documentation to confirm continued eligibility.
- **Apartment Complexes:**
For apartment complexes, all units must complete the application process, and **at least 66%** of units must meet eligibility requirements for weatherization work to be completed.
- **Previous Weatherization:**
Households, including apartment complexes, that have previously received weatherization services are subject to a **15-year waiting period**.
- **Service Area:**
CCA serves the following counties: **Austin, Bastrop, Blanco, Caldwell, Colorado, Fayette, Fort Bend, Hays, and Lee**.
If you do not reside in one of these counties and have received a CCA application, please contact **211, TDHCA at 888-606-8889**, or your local Community Action Agency to find the Weatherization provider for your area.

Initial Inspection (Energy Audit)

- **Purpose of the Inspection:**
The Weatherization Assistance Program is designed to reduce heating and cooling energy use, improve overall energy efficiency, and address health and safety concerns in your home. Weatherization measures help reduce air loss while ensuring adequate fresh air is brought into the home to maintain healthy indoor air quality.
- **Home Assessment:**
A trained and certified inspector will visit your home to evaluate energy efficiency, health, and safety needs. The inspector is knowledgeable about the process and will be available to answer questions during the visit.
- **Welcome Packet:**
During the inspection, you will receive a welcome packet containing information on energy efficiency, mold, lead hazards, radon, and potential risks related to renovation activities in your home.
- **Length of Inspection:**
The inspection and testing process takes a **minimum of 3 hours**. Larger homes, multi-level homes, or homes using gas or propane may require **6–8 hours**. While you are not required to remain in the home for the entire inspection, the head of household must be present at the start of the visit to provide information and sign required documents.
- **Home Preparation & Accessibility:**
Homes must be reasonably free of clutter to allow inspectors to move safely and access all rooms, HVAC components, vents, windows, attics, and closets. If the inspector is unable to move freely or safely, the appointment will be canceled and the home may be deferred or denied until barriers are removed. It is the homeowner's responsibility to contact CCA to reschedule once the issue is resolved.

- **Personal Property Disclaimer:**

While CCA staff and contractors take safety precautions and respect your home, accidents may occur in tight or cluttered spaces. By participating, you acknowledge that CCA staff and contractors are not responsible for damage to personal property during inspection or installation. Homeowners are responsible for ensuring safe and adequate access throughout the home.

- **Deferral or Denial Conditions:**

In addition to household eligibility or incomplete applications, homes may be deferred or denied for reasons including, but not limited to: pest or rodent infestation, unstable structural conditions, issues outside the scope of weatherization, unsafe home or neighborhood conditions (including weapons or illegal activity), or hoarding situations. If conditions are unsafe or unhealthy, inspection or work will stop immediately.

- **Pets:**

Pets must be removed from the home or secured in kennels for their safety and the safety of inspectors and contractors.

- **Determination of Measures:**

Inspection testing and data collection determine which energy-saving measures may be installed. The inspector will provide general information about potential measures; however, all measures are tentative until data review is complete. Work orders may take **up to 4 weeks** to finalize.

- **Possible Weatherization Measures:**

Primary measures may include:

- Health and Safety
- Air Infiltration
- Duct Sealing
- Attic, Wall, and Floor Insulation

If funding allows, secondary measures may include refrigerator replacement, water heater insulation, LED lighting, smart thermostats, solar screens, HVAC air filters, and limited HVAC repair or replacement.

- **Measure Selection Criteria:**

Measures are determined based on federal and state priority guidelines and energy audits using the NEAT/MHEA system. Additional information is available through the U.S. Department of Energy.

- **Individualized Services:**

Each home receives measures based on its age, size, type, condition, funding limits, and household income level. Your home may not receive the same measures as neighboring homes.

- **Declining Measures:**

You may decline certain optional measures. However, some measures are mandatory. Declining a mandatory measure will result in denial of weatherization services.

- **Mechanical Ventilation Requirement:**

A whole-house mechanical ventilation fan will be installed as a required health and safety measure. This fan is installed through the roof and meets **ASHRAE 62.2 (2013)** standards for residential ventilation. The fan operates based on the fresh air needs of your

home and is set to minimum required levels. Declining this mandatory measure will result in denial of weatherization services. Additional information is included in the welcome packet provided at the inspection.

Contractors

- **Approved Contractors:**
All contractors are licensed, insured, and approved to perform Weatherization Assistance Program work.
- **Scheduling Work:**
The assigned contractor will contact you directly to schedule work dates. Please answer or return calls promptly. If the contractor is unable to reach you, they will verify your contact information with CCA. If contact cannot be made, the contractor may proceed to the next household with an active work order.
- **Current Contractor:**
The current weatherization contractor is **Skunk Daddy Services of Waco, Texas**, which has partnered with CCA for more than **10 years**.
- **Work Notification & Timeline:**
Households are notified before work begins. Most work orders are typically completed within **2–3 days**, depending on the scope of work.
- **Home Access:**
Contractors require access to the entire home to complete approved measures.
- **Review of Work Order:**
Prior to starting work, the contractor will review the work order with the homeowner. If a mandatory measure is declined at that time, the contractor will contact the CCA Program Manager, and the application will be denied.
- **Safety Authority:**
Contractors have the authority to stop work immediately if the home or surrounding conditions become unsafe.
- **Order of Work:**
Contractors will complete all mandatory measures first, followed by any approved secondary measures if available.

Final Inspection

- **Inspection Requirement:**
After all contractor work is completed, a final inspection is conducted by CCA inspectors to verify that all approved measures were installed correctly.
- **Corrections if Needed:**
If the home does not meet state and federal program standards, inspectors may require the contractor to return to complete additional corrections or repairs.
- **Scheduling:**
CCA inspectors will contact you directly to schedule the final inspection. If scheduling allows, inspectors may meet with the contractor on-site so that required corrections can be addressed immediately.

- **Verification:**
During the final inspection, quality, safety, and program compliance standards are reviewed and verified.
- **Homeowner Presence and Signature Requirement**
Homeowners are required to be present at the final inspection and must sign all completion forms. This ensures that all work, measures, and documentation are verified and acknowledged by the household.

Monitoring

- **Program Oversight:**
The Texas Department of Housing and Community Affairs (TDHCA) monitors CCA programs to ensure compliance with state and federal requirements.
- **Possible Follow-Up Review:**
A follow-up monitoring review may be conducted to ensure continued compliance with program requirements. If a home is selected for monitoring, the CCA Program Manager will contact the household directly to schedule the site visit.
- **Timing & Duration:**
Monitoring may occur within **1–2 years** after completion of weatherization work and typically takes **1–2 hours**.
- **Corrections if Needed:**
If state monitors identify deficiencies, additional work may be required to bring the home into compliance with program standards.
- **Types of Monitoring:**
Monitoring activities may include file reviews, site visits, or additional inspections as required by funding sources.

General Information & Warranty

- **Program Cost:**
The Weatherization Assistance Program is a free service offered to eligible Texas residents. There is no cost to participating households.
- **Services Outside CCA:**
For repairs or assistance not covered by CCA, households may contact **211**, local churches, county offices, USDA, Habitat for Humanity, or other community resources for additional support.
- **Warranty Coverage:**
CCA provides a **one (1) year warranty** from the date of installation that covers workmanship and installed equipment. If a household believes an issue may be covered under warranty, CCA should be contacted at **979-540-2980** to request a review. After one year, this warranty expires.
- **Warranty Limitations:**
Any changes, alterations, or repairs made by the household, another individual, or a hired company within the first year after weatherization work is completed will void any warranty provided by CCA or its contractors.

- **Rental Units:**
For rental properties, warranty concerns must be reported to the landlord or property management. The landlord or management company will work directly with CCA and its contractors regarding repair or replacement. Landlords are responsible for providing tenants with a copy of the signed Landlord Agreement.
- **Exclusions from Liability:**
CCA and its contractors are not responsible for issues unrelated to workmanship, including misuse, neglect, or damage caused by household members, severe weather, pests, rodents, or other natural causes.
- **Program Re-Eligibility:**
Once weatherization work is completed, the home is not eligible for additional weatherization services for **15 years**.
- **HVAC Responsibilities:**
If an HVAC system is replaced, the household is responsible for routine maintenance, including but not limited to changing air filters, cleaning components, and ensuring condensation drain lines remain clear. CCA provides a **one (1) year warranty** on HVAC replacements for new units installed only. After this period, households must contact the manufacturer regarding product warranties.
- **Use of Installed Equipment:**
Households are responsible for reviewing provided materials and learning how to properly operate and maintain any newly installed HVAC systems, heat pumps, or appliances.
- **No Warranty Items:**
Repairs made to existing appliances (such as gas stoves) do **not** include a warranty. Minor roof repairs are also not covered under warranty.
- **Acknowledgment of Receipt:**
A copy of these terms is provided in the household welcome packet for future reference.

Acknowledgment of Weatherization Assistance Program

I have been informed about the Weatherization Assistance Program, including the services provided, eligibility requirements, and my responsibilities as a household member. I understand that:

- Participation in the program is voluntary and free of cost.
- Mandatory and optional weatherization measures may be performed in my home.
- I am responsible for providing access to my home, keeping areas clear, and ensuring pets are secured during inspections and weatherization work.
- Any changes or repairs I make within one year will void warranties.
- CCA staff and contractors are not responsible for damages unrelated to workmanship.
- I have received a copy of the program terms, welcome packet, and information about health and safety measures.

Applicant Name (Printed): _____

Signature: _____

Date: _____

Address: _____

Client Questionnaire—Please Return

Combined Community Action, Inc.

Inspector: Mark Bullard Patricia Herzog

Head of Households Name:

Home/Unit Address:

Name of person completing Form:

Household ID Number:

Where do you store cleaning products or other chemicals?

Does any part of your home have moisture problems?

Does anyone in the household have unexplained headaches, itchy eyes, sinus problems, or dizziness?

Do you have any unusual, unexplained odors or smells?

Do you have any problems with pests or rodents? Any beehives, etc.?

Does your home have any structural problems, roof leaks, or large exposure to the outdoors?

Do you or any members of the home have any health problems or medical conditions?

Is there anything in your home that is of particular concern to you health-wise?

Signature of Person Completing household Information

Date

Please complete and return information to Combined Community Action, Inc. by due date indicated on cover letter.

Updated 12162025