

DEPARTMENT OF BUSINESS AND INDUSTRY – HOUSING DIVISION
WEATHERIZATION ASSISTANCE PROGRAM
NOTICE OF RIGHTS AND OBLIGATIONS

IN APPLYING FOR AND RECEIVING WEATHERIZATION ASSISTANCE, I UNDERSTAND AND AGREE TO THE FOLLOWING:

1. A complete application packet must be on file with the local agency and deemed eligible for assistance to be provided.
2. I authorize the examination of all employment/income, utility/fuel and other records pertinent to my application for weatherization assistance.
3. No disclosure of any information obtained by a representative of the Weatherization Assistance Program will be made directly or indirectly. Such information will be utilized only in the furtherance of the Weatherization Assistance Program.
4. The weatherization work to be performed is being paid for with federal and state funds and at no cost to me.
5. As the owner/authorized agent, I authorize access to my residence as necessary to perform needed weatherization activities including the final inspection. If I do not allow access to the property for the final inspection, I am aware I will be financially responsible for reimbursing the State for all materials and labor.
6. I agree to report any changes in household size, income or other information relevant to receiving weatherization assistance that occur after my application is filed and prior to the receipt of such assistance.
7. If I have been declared eligible but have not received weatherization assistance within 90 days of the original application, I will be asked to resubmit current income and other household information.
8. No person will be denied weatherization assistance or be discriminated against because of race, color, national origin, age, sex, handicap, political beliefs or religion. If I believe I have been discriminated against, I understand I may call or write the local agency administering the Weatherization Assistance Program. If the issue cannot be resolved at the local level, I understand I may write Nevada Housing Division, Weatherization Program, 1802 North Carson Street, Suite 154 Carson City, Nevada 89701.
9. Workmanship on all materials installed is warranted for 90 days from the date that weatherization work was certified being completed on the Building Weatherization Report.
10. Should I have any complaints or questions regarding the action taken relative to my application or the work performed on my residence, I understand I may have a conference with a person from the local agency responsible for the weatherization assistance.

Prior to my conference, I agree to put in writing and submit to the local agency the following:

- a. The nature of my complaint (including the names of the persons involved.)
- b. The date of the occurrence.
- c. The address of the residence where the work took place.
- d. Name of the local agency personnel contacted.
- e. The name and address of any witness, if applicable.

The complaint must be received by the agency responsible within 30 days from the date of the incidence.

11. I understand I have the right to a hearing if I disagree with the decision on my application or am dissatisfied with the weatherization work provided. A written request for this hearing must be received by the Nevada Housing Division, Weatherization Assistance Program, 1802 North Carson Street, Suite 154 Carson City, Nevada 89701 within 90 days from the notice date of local agency action or completion of work as shown on the Building Weatherization Report. A hearing need not be granted when:
 - The sole issue is either a state or federal law.
 - The request is not received within 90 days.
 - The applicant/recipient has moved from the residence.
12. The residence is not eligible for weatherization assistance if the property is currently on the market for sale.
13. In the event the property is listed or sold within 1 year of weatherization, I am aware I will be financially responsible for reimbursing the State for materials and labor.
14. After completion of weatherization on my residence, I am aware the residence is no longer eligible for additional weatherization assistance for the period specified by the regulations governing the Weatherization Assistance Program.
15. If the property in which I reside is subject to a Home Owners Association, I am responsible to provide written approval from the Association representative to the service provider prior to commencement of work for any measures that require the Home Owners Association approval.

MY SIGNATURE BELOW INDICATES I UNDERSTAND AND HAVE RECEIVED A COPY OF THE RIGHTS AND OBLIGATIONS AS AN APPLICANT FOR THE STATE WEATHERIZATION ASSISTANCE PROGRAM.

Signature Date _____