

**Plumas County Community Development Commission  
Home Energy Assistance Program (HEAP)  
183 W. Main Street ~ P.O. Box 319 ~ Quincy, CA 95971  
Telephone (530)283-2466 ~ Fax (530)283-2478**

Attention: HEAP Applicants

PLEASE NOTE:

HEAP assistance for your utility bill is not guaranteed!

To get a HEAP application for Plumas and Sierra County:

- Go to our website at [www.plumascdc.org](http://www.plumascdc.org) to download an application.
- Pick up an application at our office at 183 West Main Street in Quincy, or call 283-2466 extension 113.
- See the HEAP brochure on our website for other locations.

Mail your complete application to the address indicated in your application package. We **do not** accept faxed applications. Any incomplete applications will not be accepted and will be returned to you.

If we determine that you are eligible, you will receive a letter confirming that you have been placed on the HEAP Waiting List.

The waiting list is arranged by priority points, not by date and time of application.

Once we receive this application you will be placed on the waiting list. When you have reached the top of the waiting list we will contact you by phone and or mail. You must keep us current on your phone and mailing address. (If you cannot be reached you will not receive services.) At that time you will be asked to come into our office with the following documentation.

- **Birth Certificate:** For the head of household.
- **Current proof of Income:** for all members of the household over the age of 18. If there is someone in the household who is not working they need to request and fill out a zero income form.
- **Current Electric bill:** this is required for every application regardless of what you are applying for.
- **Propane / Oil:** Current bill or an estimate from Provider.

Also, if you are selected, no change in energy provider or service address can be made after the application has been pulled from the waiting list.

Do not depend on HEAP assistance to pay your utility bill or get you through the winter. Plan ahead for the real possibility that funds may not be available.

**REMEMBER - ASSISTANCE FOR YOUR UTILITY BILL IS  
NOT GUARANTEED!**