



Weatherization Assistance Program

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WHAT IS THE WEATHERIZATION PROGRAM?

This program is designed for families who need to have their homes weatherized. This program is a multi-faceted holistic approach it helps clients with energy education, practical experience, indoor air quality, combustion safety, increased energy efficiency, and the physical comforts of a fully weatherized home. Weatherization repairs may include wall, floor, ceiling and duct insulation; windows, caulking, door repair or replacement, weatherstripping, furnace tune-up and repairs; carbon monoxide testing.

WHO IS ELIGIBLE?

<u># in Household</u>	<u>Gross Monthly Income</u>	
1	\$1,361	<ul style="list-style-type: none"> ➤ To qualify, your adjusted income for the previous calendar month needs to fall within these guidelines. ➤ There is a 20% disregard that is subtracted from your gross "earned" income ➤ Verifiable medical expenses may be deducted from your gross income including insurance premiums, prescriptions costs, dental work and physician visits. ➤ If your home has been weatherized previous to 1994 you may be eligible for re-weatherization. ➤ Additional disqualifications and limitations are not listed in this material.
2	1,839	
3	2,316	
4	2,794	
5	3,271	
6	3,749	
7	4,226	
8	4,704	

Application Directions

The following steps must be completed in order for your application to be considered for Weatherization Assistance. **Incomplete applications may not be accepted.**

1. **Complete the attached application.** Be sure to sign at the bottom where indicated.
2. **Provide verification of the total household income received for the previous calendar month.** Verification may include check stubs, letter from employer, receipts, letter of decision, etc. If self-employed or commission based, you must provide your previous year's tax return, or release to verify tax return.
3. **Complete Consumption History Authorization Release Form** with both utility account numbers listed
4. **Provide proof of home ownership.** Copy of mortgage statement or bill of sale showing your name as owning the property.
5. **If you live in a rental unit,** have your **landlord sign the "Weatherization Agreement"** before a notary public and list appropriate optional cost sharing choices.

We will process your application; get requested consumption histories from your utility companies. We will send you a letter notifying you of your approval for our program. We then place your name on the waiting list for Weatherization Assistance, or send you a letter explaining why you are not eligible. **Priority is given to disabled, elderly, preschool children, and high heating utility bills.** The entire application process generally takes **6-18 months**. Unfortunately, Weatherization Assistance is not a crisis program. The Weatherization program is a year-round service, however, **during the winter months the waiting list is typically longer.**

Thank you for your interest in conserving energy! We hope to be able to serve you soon.

***Referral Program:** For every person you refer approved for the Weatherization Program we will give you a nightlight. You need to request the nightlight.

WEATHERIZATION PROCESS

When you reach to top of the waiting list the Weatherization process begins with an energy audit. The auditor inspects your home inside and outside, including crawl spaces, attics, and furnace room. The auditor checks insulation, health and safety concerns and tests for indoor air quality. The client assists the auditor by completing a questionnaire regarding indoor air quality. The auditor carefully reviews and discusses IAQ with the client. The auditor then performs a blower door test to determine where air leakage occurs and the ratio of cubic feet per minute (CFM) of air movement through the home. The auditor photographs and diagrams your home, and educates the client on ways to save money and energy.

The auditor brings Audit information back to the office, evaluates it. He enters the information into a computer program called the "NEAT Audit". The auditor prints out the work needed and the savings to investment ratio. This report determines the most cost effective energy saving measures to perform. The auditor writes a detailed work order of what will be done and in which areas, i.e. insulation, air infiltration, HVAC systems, health and safety, and window/door repair or replacement, etc.

After the finished audit the field supervisor then assigns the work to contractors who handle the insulation, furnace tune-ups, and most other weatherization measures. **This process usually takes 6-8 weeks to complete.** Each contractor schedules their own appointments. After all work has been completed, the field supervisor performs a close-out inspection, which includes another blower door test to determine your air leakage reduction and to ensure that the unit now had an acceptable CFM ratio. The field supervisor also checks the quality of the work. The eligibility and education specialist obtains client feedback, and educates the client on the work that has been done and on other ideas that will help save money and energy,

If you have any immediate health and/or safety needs that arise before you reach the top of the waiting list, you need to contact our office immediately. If you have been approved for the program and are currently on our waiting list, we may help you with those "crisis" needs as soon as possible. This help will not affect your position on the waiting list for the remainder of the Weatherization work. A "crisis" can be a non-functioning furnace or water heater, a broken window, or other needs that directly affect your health or safety.

PRIVACY ACT INFORMATION

Under Section 3(e) (3) of the Privacy Act of 1974, 5 U.S.C. 552a(e) (3), each agency that maintains a system of records shall inform each individual from whom it solicits information of the authority which permits the solicitation of the information, whether disclosure is voluntary; the principal purpose for which the information is intended to be used; the routine uses which may be made of the information; and the consequences, if any, resulting from failure by the individual to provide the requested information. This statement is required by the Privacy Act to be furnished prior to the collection and use of the information requested on the attached sheet follows. You may retain this statement for you records.

Authority

The specific authority for the maintenance of this report is in Sections 416 and 417 of the Energy Conservation and Production Act, Pub. L. 94-385. These sections direct the Department of Energy (DOE), which is sponsoring this program, to monitor the effectiveness of the program, and to require the local weatherization agency implementing the program to keep records to enable DOE monitoring.

Voluntariness

Your responses to the request for information on the attached sheet are entirely voluntary.

Principal purpose for which the information is intended to be used.

The information will be used by the weatherization agency to implement the weatherization program; it will be used by the DOE to monitor the effectiveness of this program.

Routine Uses

The information, which you provide, on the attached sheet may be used in monitoring and evaluating the effectiveness of the weatherization programs. In addition the information may be used in investigative, enforcement, or prosecutorial proceedings.

Effects of your not providing the requested information

Should you decline to provide the information requested on the Building Weatherization Report, your dwelling cannot be considered for weatherization assistance. However, you need not sign the Fuel Information Release form in order to be considered for weatherization assistance.