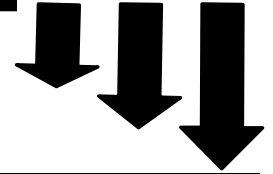




INTERIOR WEATHERIZATION, INC.



Enclosed is your application for the Weatherization Program

To be eligible for the program, your gross income for the previous 12 months cannot exceed 100% of median income for your family size. See box at right for 75% & 100% income limits for different size households. If your family income falls below 100%, you qualify for the program. A household is automatically income qualified if they received SSI, LIHEAP, ATAP, TANF, APA/IA, Food stamps or Senior Benefits.

<i>Family Size</i>	<i>75% Median Income</i>	<i>100% Median Income</i>
1	\$27,995	\$52,300
2	\$36,608	\$59,800
3	\$45,222	\$67,200
4	\$53,836	\$74,700
5	\$62,449	\$80,700
6	\$71,063	\$86,700
7	\$72,678	\$92,600
8	\$74,293	\$98,600

Effective 3/19/2009

NEXT STEP: Determine the household priority that applies to your situation. Priority definitions established by AHFC are listed in the box to the right. The weatherization guidelines require that Interior Weatherization serve priority one clients first, then priority two, and so on as budget allows. Please do not get upset or argue with Interior Weatherization over the priorities, it is not our choice.

NEXT STEP

PRIORITY 1 through 4: you will need to complete an entire application, which will include income verification backup, proof of ownership or landlord/ tenant agreement and energy usage.

PRIORITY 5 through 7: you will need to complete an application and return it to our office at this time. Please bring in your last year's Income Tax Return as a basic Income verification as we need to place you in the correct Priority status at this time. The returned application will place you on a wait list by priority/date received. When your priority gets close to being served, we will contact you to update the application and obtain all required income verification and ownership information. You must qualify in the future to be eligible for the program, if you receive a pay raise or change jobs this may affect your qualifications. We will contact you when we are within 3 months of working on your priority category.

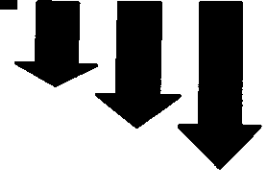
PRIORITY CATEGORIES

1. The household includes a resident who is elderly, disabled, or a child under 6 years old, **and** the total household unit income is less than or equal to 75% of median income.
2. The household includes a child who is 6-18 years old, **and** the total household unit income is less than or equal to 75% of median income.
3. Other households with total household unit income that is less than or equal to 75% of median income.
- 4a. The household includes a resident who is elderly, disabled, or a child under 6 years old, the total household unit income is less than or equal to 75% of median income **and** the house has been previously weatherized.
- 4b. The household includes a child who is 6-18 years old, the total household unit income is less than or equal to 75% of median income **and** the house has been previously weatherized.
- 4c. Other households with total household unit income less than or equal to 75% of median income **and** the house has been previously weatherized.
5. The household includes a resident who is elderly, disabled, or a child under 6 years old, and the total household income is 76-100% of median income.
6. The household includes a child who is 6-18 yrs. old and the total household income is 76-100% of median income.
7. Other households with total household income that is 76-100% of median income.



INTERIOR WEATHERIZATION, INC.

Enclosed is your 2009 application for the
Low Income Weatherization Program
Please fill out and include the following:



- 1 *If you are a homeowner; **proof of ownership** (tax payment slip, deed, etc. -(must contain legal description of property); or
*If you are a trailer owner; **Title** to your trailer, if it is available or proof of ownership, together with the serial number, if it is available; or
*If you are a renter, the enclosed **Landlord/Tenant agreement** completed by your landlord and yourself . If you are renting a trailer, also ask your landlord for the serial number.
*If you are buying your home through a Lease-Purchase or Rent-to-own Agreement, you are a renter.
- 2 **Income verification** for the past 12 months; **W-2's and I.R.S. Statement (1040) and most recent check stubs**, payroll records, printout from unemployment, Social Security or Public Assistance printout, bank statement for direct deposited income, etc.(submit required proofs as described on page 2).
- 3 **A map** with accurate directions to your home.
- 4 **Energy usage documentation** for fuel and electric for the past 12 months or since you moved in. (printout from fuel or electric supplier or old fuel and electric bills).

No assessment will be scheduled until the entire application is complete and the client has attended the Client Education Workshop. (see enclosed flyer) All information submitted is confidential, and any documents you submit will be returned to you. We will do our best to see that your application is processed quickly and that your assessment and weatherization work are finished as soon as possible. Your cooperation completing the application and turning in all required documentation will assure that your home will be weatherized according to the program guidelines.

Applicant must be a permanent resident living in the dwelling at the time of application, assessment and completion of work to be eligible for weatherization services. Our top priorities are the elderly and handicapped. They will have work scheduled first. .

Also, it would be best if you returned your application in person to our office, if possible. If you have any questions, please feel free to call. 452-5323 (Ext. 0) or 1-800-478-5323.

CURRENT INCOME GUIDELINES (12/1/08)	
Income is determined from date of application for the prior twelve (12) months	
Current Income Period: Last 12 Months (call if you have questions).	
<u>Family Size</u>	<u>Current Income Guidelines</u>
1	\$49,900
2	57,000
3	64,200
4	71,300
5	77,000
6	82,700
7	88,400
8	94,100
9	99,800

The "household" or family unit consists of all individuals who reside within the dwelling

All items replaced by Interior Weatherization will be removed from the premises.

DEFINITION OF INCOME

"Household Income" means the total cash receipts before taxes from all sources listed below, including non-taxable income. **Submit copies of required proofs for all types of income that your household receives.** (If you do not submit the required proof(s), this will delay processing of your application, as you will be asked *again* to submit the required proofs. If you cannot provide the required proof(s), call 452-5323 ext. 0 for help.

If anyone received the following income: Submit copies of the REQUIRED proof(s) below:

Alaska Permanent Fund Dividend	None; Included for DOE eligibility, however State guidelines do not include this income.
Alimony	Divorce decree (and most recent amendments, if applicable)
Annuity payments	Statements or checks received during most recent 12 months, 1099's
Assistantships	Statements or checks received during most recent 12 months, 1099's
Cost-of-Living Allowance (COLA)	Most recent pay stub showing year-to-date gross allowance, w-2's
Dividend Income (investments)	Statements or checks received during most recent 12 months, 1099's
Employment income (wages, tips, overtime, bonuses, etc.)	Most recent check stubs from all employers showing year-to-date gross income, W-2's and IRS Tax return
Estate Income	Statements or checks received during most recent 12 months, 1099's
Fellowships	Statements or checks received during most recent 12 months, 1099's
Gambling or Lottery Winnings (net)	Statements or checks received during most recent 12 months, 1099's or a witnessed, signed statement of net income.
General Assistance	Ask your caseworker for a 12 month statement of benefits.
Government Employee Pensions	Most recent check stub*, 1099's
Grant Income	Statements or checks received during most recent 12 months, 1099's
Insurance Payments (not lump sum)	Statements or checks received during most recent 12 months, 1099's
Interest Income	Statements or checks received during most recent 12 months, 1099's
Longevity Bonus	None; just record total received during most recent 12 months
Military Family Allotments	Most recent check stub showing year-to-date gross allotments, W-2's.
Native Dividends (over \$2,000 per person)	Statements or checks received during most recent 12 months, 1099's
Private Pensions	Most recent check stub*, 1099's
Railroad Retirement	Most recent check stub*, 1099's
Rental Income (net)	Most recent tax return and Schedule E (signed and dated by taxpayer and a signed year-to-date Profit/Loss Statement for this year.
Royalties (net)	Statements received during most recent 12 months, 1099's
Self-Employment Income (net)	Most recent tax return and Schedule C (signed and dated by taxpayer and a signed year-to-date Profit/Loss Statement for this year.
Social Security (retirement or disability); no exception for dependent students	Most recent benefit notification letter or most recent check*, 1099's (Indicate whether or not Medicare premiums are deducted.)
Strike benefits from union funds	Statements or checks received during most recent 12 months, 1099's
Support from an absent family member (someone not living in the household)	A witnessed, signed statement from the person providing the support, indicating how much money was contributed.
Training Stipends (net)	Statements or checks received during most recent 12 months, 1099's
Trust Income	Statements received during most recent 12 months, 1099's
Unemployment Compensation	12-month benefit statement from the Department of Labor, 1099-G
Veterans Benefits & Disability Pmts.	Statements or checks received during most recent 12 months, 1099's
Workers Compensation	Statements or checks received during most recent 12 months, 1099's

* If you receive this income as a Direct Deposit to your bank account, you may submit a complete copy of your most recent bank statement.

Household income does not include: Federal non-cash benefits such as school lunches, food stamps, Medicare, Medicaid, housing assistance; dependent student income (earnings of full-time high school or college student enrolled in a minimum of 12 credit hours), grants or loans to a student, college scholarships, JTPA payments; LIHEAP payments; Native corp. dividends not exceeding \$2000 per individual; Child support; capital gains; any assets drawn down as withdrawals from a bank, sale of property, house or car; tax refunds; gifts; lump-sum inheritances; one-time insurance payments, or compensation for injury. Also excluded are non-cash benefits, such as employer-paid health insurance and other employee fringe benefits; and food or rent received in lieu of wages.

A household is automatically eligible if any household resident documents receipt of Supplemental Security Income (SSI), Low Income Home Energy Assistance (LIHEAP), cash assistance under Title IV (ATAP or TANF) or Food Stamps under the Food Stamp Act of 1977.



713 15th Avenue, Fairbanks, Alaska 99701 - (907) 452-5323

INTERIOR WEATHERIZATION, INC.

Funded By



Alaska Housing Finance Corporation, DOE, LIHEAP



WEATHERIZATION PROGRAM APPLICATION

A. APPLICANT DATA: Renter _____ Owner _____

Single Family _____ Multi-Family _____ Mobile Home _____ Serial # _____

NAME _____ HOME PHONE _____

RESIDENCE ADDRESS _____ WORK PHONE _____

MAILING ADDRESS _____ CITY _____ ZIP _____

SSN _____ - _____ - _____

NUMBER OF PEOPLE RESIDING IN THE DWELLING: _____

How many are:

1. Elderly (55 yrs. Or older)* _____ 3. Native Americans _____

2. Disabled * _____ 4. Other _____

* All disabilities must be verified. Submit proof, such as a doctor's letter or report; a VA Letter of Disability; proof of SSI, SSDI, etc. * Age must be verified through drivers license or other doc.

B. HAS THIS HOME BEEN WEATHERIZED AT ANY PRIOR TIME? _____

If yes: date previously weatherized _____

C. ANNUAL INCOME: All income as listed in the State's "Definition of Income" must be declared below:

<u>NAME</u> (List all permanent residents residing in this dwelling)	<u>AGE</u>	<u>DOB</u>	<u>ANNUAL AMOUNT</u> (Office use only)
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____
_____	_____	_____	\$ _____

TOTAL ANNUAL HOUSEHOLD INCOME _____
(Last 12 months from date of application)

APPLICANT CERTIFICATION

Permission is granted to perform weatherization work on my residence. I understand that funds for weatherization assistance are being provided by Alaska Housing Finance Corp. (AHFC). As such AHFC may monitor dwellings on a random basis for the sole purpose of determining that work was actually accomplished and that program funds were properly expended. This monitoring does not include an inspection for or in any way address compliance with fire, building, or any other safety codes. According to the terms of the contract between AHFC and Interior Weatherization, Inc. responsibility for weatherization work performed on your dwelling must comply with existing applicable codes and/or manufacturers' instructions as appropriate. The Weatherization contractor is solely responsible to assure this compliance. This responsibility in no way extends to work or conditions not associated with the performance of weatherization work. Accordingly, I understand that it is the dwelling occupant/owner's responsibility to discover and correct unsafe or out-of-compliance conditions which might otherwise exist.

I certify that all information furnished in support of this application is true and correct. I further certify that I meet the income guidelines of the Weatherization Program.

The number of permanent residents residing in my year round, primary household is _____ and the total annual household income is \$ _____.

I certify that no household member " holds temporary resident status".

I certify that the residence referenced in Section A "has not received the AHFC Home Energy Rebate".

PRINT NAME

SIGNATURE

DATE

PRIVACY ACT PROVISIONS

Under section 3(e)(3) of the Privacy Act 1974, [5USC 522a(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 application for weatherization. You may retain this statement for your records.

The specific authority for the maintenance of this information is 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 subgrantee agency implementing the program to keep records to enable DOE monitoring. The Alaska Housing Finance Corporation (AHFC), is the recipient of weatherization funding from both DOE and the State of Alaska Dept. of Health and Social Services, and is required by 10 CFR 440, to document the eligibility of every dwelling unit weatherized and to maintain records for program monitoring and evaluation.

Your responses to the request for information on the attached sheets are entirely voluntary. The information will be used by Interior Weatherization, Inc. to implement the weatherization program. It may also be used by DOE and AHFC to monitor the effectiveness of this program. In addition, it may be used in investigative enforcement of prosecutorial proceedings.

Should you decline to provide the information requested on the application, your dwelling would not be considered for weatherization assistance.

Weatherization Assistance Program Fuel Information Form

Type of primary heating system: Oil Natural Gas Electric
 Forced Air Boiler Wood Propane Other _____

Type of domestic hot water heater Oil Natural Gas Electric
 Propane Other _____

Is there an alternative supplementary heating source? No Yes, percent of time used _____%
 If yes, state type: _____

Have you received Heating Assistance in the last year? _____

How many GALLONS of heating fuel _____ and/or cords of wood _____ used for the last 12 months?

Last time heating system serviced: _____

Release

To: Fuel Supplier	Mailing Address	
City	AK Zipcode	Account No.

To: Fuel Supplier	Mailing Address	
City	AK Zipcode	Account No.

To: Electric Utility	Mailing Address	
City	AK Zipcode	Account No.

I hereby authorize you to release information on my fuel bills, both past and future, to the following agency. I agree that a photocopy of this release may be used for the purpose stated.

Interior Weatherization Fairbanks, AK 99701
 713 15th Avenue 452-5323

I understand that this information will be used only to provide data for the above-named agency, and no information obtained through this release shall be made public in such a manner that the dwelling or occupants can be identified.

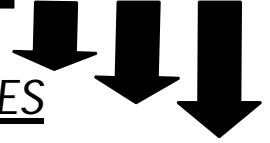
Fuel Customer Name	Street Address	Mailing Address
City	State	Zipcode

Signature **X** _____ Date _____
 If possible, attach copies of fuel bills to this form.



INTERIOR WEATHERIZATION, INC.

STANDARD WEATHERIZATION PROCEDURES



The following is a general outline of what you can expect in the process of receiving weatherization (some exceptions do apply). The first step is determining your income eligibility. To be eligible for the weatherization program, your gross income for the previous 12 months cannot exceed 100% of median income for family size as determined by Alaska Housing Finance Corporation. See box at right for income limits. There are several automatic qualifiers that override the income limits for the weatherization program, for example - qualification for low income heating assistance program in the last 12 months. Please contact the client intake specialist with any questions concerning automatic qualifiers. Once your application is complete, you will receive a letter from us indicating if you are eligible or not for the program. A letter of non-eligibility will indicate why you are not eligible and your rights to appeal if you choose too.

<i>Family Size</i>	<i>Income Limit</i>
1	\$52,300
2	\$59,800
3	\$67,200
4	\$74,700
5	\$80,700

Effective 3/19/09

If you are eligible, you will be placed on the appropriate priority list. Priorities are defined by AHFC and are listed at the right. Depending on the priority category the household qualifies for, time on the waitlist can be lengthy (lower priorities could be years depending on number of families applying). If you feel that the waitlist is too long, then you can apply and utilize the Energy Rebate program. Interior Weatherization does not administer this program, the rebate program is for homeowners who want to make their own energy efficiency improvements on their home. The program is based on a before and after energy rating and the amount of the rebate is determined by incremental increase of the post rating compared to the pre-work rating. Contact AHFC for information on the rebate program at 1-800-478-2432 or www.ahfc.us or the Energy Portal at 455-4328 or www.cchrc.org/portal . Households cannot utilize both the weatherization AND rebate program. If you choose to use the rebate program, then you are no longer eligible for weatherization and if you utilize the weatherization program you are not eligible for the rebate program.

Once the weatherization application is approved, clients must attend a 2-hour weatherization workshop prior to having an assessment completed on the dwelling. The workshop covers Indoor air quality issues, moisture problems, weatherization

PRIORITY CATEGORIES

1. The household includes a resident who is elderly, disabled, or a child under 6 years old, **and** the total household income is less than or equal to 75% of median income.
2. The household includes a child who is 6-18 years old, **and** the total household income is less than or equal to 75% of median income.
3. Other households with total household income that is less than or equal to 75% of median income.
- 4a. The household includes a resident who is elderly, disabled, or a child under 6 years old, the total household income is less than or equal to 75% of median income **and** the house has been previously weatherized.
- 4b. The household includes a child who is 6-18 years old, the total household income is less than or equal to 75% of median income **and** the household has been previously weatherized.
- 4c. Other households with total household income that is less than or equal to 75% of median income **and** the household has been previously weatherized.
5. The household includes a resident who is elderly, disabled, or a child under 6 yrs. old, and the total household income is 76-100% of median income.
6. The household includes a child who is 6-18 yrs. old and the total household income is 76-100% of median income.
7. Other households with total household income that is 76-100% of median income.

program expectations, energy conservation tips and much more. Workshops are regularly scheduled and appointments are not necessary to take the workshop. If you have any questions about the workshop schedule or if for any reason you have a difficulty attending (waivers are available for certain circumstances), please contact the client intake specialist at 452-5323 x 0.

You will be contacted to schedule an assessment in order of your priority rank. Number of assessments completed each month is determined by funding levels and production schedule. Weatherization assessments include advanced diagnostics tests such as: a blower door test (if possible), heating efficiency test, and a safety test for carbon monoxide. For this reason, we ask that you do not have a fire in your woodstove or fireplace if possible for at least 24 hours prior to an assessment. After completing the testing and visual inspection, a determination will be made on possible work weatherization will like to complete for your dwelling. The determination is based on the cost effectiveness of each measure and program guidelines. The assessor will discuss the possible measures with you and have you sign a statement acknowledging that you approve the suggested work to be completed on your home. **The proposed measures may or may not be implemented. This will be determined by the Director of the agency, available funding, program guidelines, and in some cases - we will need prior approval from AHFC.** In the case of renters, weatherization guidelines require owners to participate financially or with in-kind services in certain circumstances. If this is required, no work will be completed by Interior Weatherization, Inc. until the owner contribution is received and/or in-kind work is completed as agreed.

Once your measures have been determined, your materials will be ordered and a contractor will be scheduled to complete the job. The contractor will contact you ahead of time to let you know the date your job is scheduled. Again, we will request that you do not have a fire in your woodstove or fireplace for at least 24 hours, if possible, because the contractor will conduct another blower door test after work is completed.

<u>WEATHERIZATION STEPS</u>
Step 1 – Complete Application
Step 2 – Attend Weatherization Workshop
Step 3 – Home Assessment Completed
Step 4 – Heating Work Completed
Step 5 – Weatherization Work Completed
Step 6 – Inspection of work

After all work is finished, we will contact you to arrange a final inspection of your home. The final inspection is completed to assure all work was done in a quality and professional manner. The inspector will place a weatherization decal on the circuit breaker box as per program guidelines. Once we have finished the final inspection (or any required follow-up work noted during the final inspection if applicable) we will report the dwelling as complete to Alaska Housing Finance Corporation. AHFC and the Department of Energy monitor several homes every year. If your home is chosen, we will contact you ahead of time to schedule an inspection.

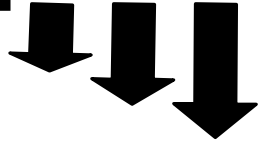
When the project is completed, we will no longer be allowed to perform any work on your dwelling, so it is important to follow all maintenance and operational instructions. Our goal is that the weatherization work will reduce your fuel and electric usage, make you home safer and more comfortable to live in. We enjoy hearing back from our clients. If something we did really helped reduce your fuel consumption and/or made your house more comfortable, we would love to hear about it.

If you have any further questions about the weatherization program, please feel free to call our office between the 8:30 a.m. and 5:00 p.m. Monday through Friday.



713 15th Avenue, Fairbanks, Alaska 99701 - (907) 452-5323

INTERIOR WEATHERIZATION, INC.



LANDLORD-TENANT AGREEMENT ALASKA WEATHERIZATION ASSISTANCE PROGRAM PERMISSION TO ENTER PREMISES/ RENTAL AGREEMENT

[Landlord completes this page.]

(Printed name)

I, _____ certify that I am the owner/authorized agent, herein referred to as "owner", for the property located at:

_____ street city state zip

Grantees that own multi-family units may complete one copy of the landlord-tenant agreement and attach a list of all units to be served under the agreement. The list should identify the units by location address and unit ID.

The property is presently rented to the following:

Primary tenant _____ for \$ _____ rent per ___ month ___ year

Number of rental dwelling units in this building _____

Owner/Agent authorizes Interior Weatherization, Inc., as provider of weatherization services, to enter premises in order to conduct energy related building inspections and assessments, repairs and improvements. Any materials installed under this agreement shall remain with the rental unit after a tenant leaves.

For all units in a dwelling of five or more units, the dollar amount of materials and labor provided by the Grantee shall not exceed \$3,000 per dwelling unit, unless the owner is willing to contribute cash or in-kind services. For any owner contribution, the Grantee will provide up to \$3,000 in materials and labor, and then match dollar-for-dollar any owner contribution up to an amount estimated by the Weatherization assessor, not to exceed \$6,000 of Weatherization funding per dwelling unit.

For rental buildings of four units or less, the dollar amount of materials and labor provided by the Grantee shall not exceed \$4,000 per dwelling unit, unless the owner is willing to contribute cash or in-kind services. For any owner contribution, the Grantee will provide up to \$4,000 in materials and labor, and then match dollar-for-dollar any owner contribution up to an amount estimated by the Weatherization assessor, not to exceed \$8,000 of Weatherization funding per dwelling unit.

A description defining the scope of work to be accomplished on this building will be attached to this agreement following the weatherization assessment, should the owner choose to participate financially or with in-kind services.

Owner will be asked to contribute. Please indicate the option you think best suits your needs

- a. () No owner contribution toward weatherization improvements. Weatherization provider will provide up to \$3,000 / \$4,000 in materials & labor per unit, depending on number of units. (see above)
- b. () Cash contribution toward weatherization services. (In addition to (a.) above, Weatherization Provider will match owner contributions dollar for dollar, to an amount to be determined by the weatherization assessor. At the discretion of the Weatherization Provider, this contribution may be paid directly to a contractor designated by the Weatherization Provider)
- c. () In-kind contribution (to be completed prior to weatherization improvements wherever possible). Legitimate expenses can qualify for the match defined in (b) above.
- d. () Waiver of owner contribution based on verification by the weatherization provider that the *owner's gross household income* does not exceed the income guidelines by more than 20%.

Only eligible weatherization measures as defined by the Alaska Weatherization Assistance Program shall be applied to any building, if the funds used to perform those measures are funds provided by the Alaska Housing Finance Corporation (AHFC), and/or the Department of Energy (DOE). No undue enhancement shall occur to the value of the dwelling units as a result of weatherization work performed. Undue enhancement is defined as any enhancement to a building that increases the value of the property, and does not provide energy conservation or health and safety benefits to the tenant.

Commencing on the date of completion sign-off and continuing for a period of eighteen (18) months, owner agrees not to increase rents on units weatherized. If a lease in effect expires prior to the end of the eighteen month period, a new lease may be signed, but rents will remain at the previous level until the expiration of the

