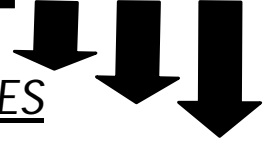




INTERIOR WEATHERIZATION, INC.

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.

WEATHERIZATION STEPS

- 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.