

**North Carolina Weatherization Assistance Program  
1110 Navaho Drive Fourth Floor  
Raleigh, NC 27609  
(919) 713-1570  
Fax: 919-872-6683**



Thank you for your interest in the N.C. Weatherization Assistance Program. Resources for Seniors serves residents of Wake and Durham Counties. We hope to make your home more energy-efficient, which will lower your heating and cooling bills and make your home a safer, healthier place to be.

**In order to apply, please complete the application form – front and inside pages. Also include your utility account numbers for Duke Progress Energy and PSNC. If you use any other utility company, please include the name of that company, and your account number.**

Also, please include verification of income for the past 12 months, for everyone that lives in your home. Some examples of income verification are:

1. If you are receiving Social Security: a copy of your 2018 Social Security benefit award letter from the Social Security Office. If you don't have a letter, you may contact the Social Security Office at 1-800-772-1213.
2. If you are receiving a pension, a copy of a current pension benefits letter. Usually this can be obtained by calling the company from which you receive your pension, and requesting a "proof of pension" letter.
3. If you are employed, or have been employed in the last 12 months, a copy of your W-2 from 2017 (or 2017 tax return) AND your most recent pay check stub from 2018.
4. If you are receiving unemployment benefits, a copy of your full unemployment benefit history, and when you began receiving these benefits.
5. If you are receiving SSI (Supplemental Security Income) or TANF (Temporary Aid for Needy Families) services from Wake County Human Services, please have your case manager verify the amount of your income for the past 12 months.

**\*\*Please note-** unfortunately, we cannot accept bank statements as valid proof of income.

Mail the application to our office with the stamped envelope. If you have any questions, or need help filling out this application, please feel free to call **Sophia Olson 919-713-1592**.

After reviewing your completed application, we will notify you to let you know if you qualify for the Weatherization Assistance Program.

Thank you!

Gerry Massey  
Program Coordinator

## Scheduling Weatherization



### *Here's how it works:*

1. Complete the application and verify income. Resources for Seniors must verify that all weatherization clients meet the income guidelines set by the State Weatherization Office. Someone from our staff will be happy to help you fill out the application – it's not long or complicated!
2. Weatherization begins with an energy audit. One of our energy auditors will come to your home to do an inspection and explain how weatherization works. During an energy audit, auditors look for areas in your home that need to be sealed to eliminate drafty areas. He will also decide if your home needs additional insulation. Results from the audit will allow us to determine what services will most benefit your home.  
**This inspection requires the auditor to walk through every area of your home.**  
(This evaluation takes 2-4 hours)
3. Subcontractors will come to your home and do the work ordered by the energy auditor. The subcontractors will call you to schedule appointments.

### *Here's a list of service technicians that will be coming to your home:*



First, an HVAC subcontractor will clean, tune and evaluate your heating and cooling system. He will complete an evaluation report and send it to our office. Your HVAC unit must be working in order to proceed with weatherization.



Next, an electrician will install a fan near your bathroom. An HVAC technician will then come and vent the fan to the outside. This fan pulls all the damp air out of your bathroom area and sends it outside. This will eliminate mold and mildew in your home. (This job is two separate appointments)



Inspections: Once the fan is installed and has been vented to the outside, the work must be inspected by a city inspector, to insure it has been properly installed. The electrician and HVAC staff will help schedule this inspection.



Next appointment: Technicians from an insulation company will spend one or two days putting insulation in the attic and air sealing places that have not been sealed properly. This will cut down on the drafty cold air coming in during the winter months. They will also install smoke detectors and carbon monoxide detectors.

4. Final Audit: A final inspection by our energy auditor will insure that the work has been completed properly.

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administered by:



For assistance in completing, please call:  
919-713-1570

### Application For Weatherization Services

Date \_\_\_\_\_

#### ABOUT THE HEAD OF YOUR HOUSEHOLD

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
County: Durham \_\_\_\_\_ Wake: \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
Are you a US Citizen? Yes ( ) No ( ) Race \_\_\_\_\_  
Do you receive SSI? Yes ( ) No ( ) Do you receive Work First? Yes ( ) No ( )

#### ABOUT YOUR HOME

Type of Heat \_\_\_\_\_ Electrical ( ) Natural gas ( ) Propane gas ( ) Oil / Kerosene ( )  
Type of Water Heater \_\_\_\_\_ Electrical ( ) Natural gas ( )  
Type of Cook Stove \_\_\_\_\_ Electrical ( ) Natural gas ( ) Propane gas ( )  
Your PSNC Gas Account Number (if applicable) # \_\_\_\_\_  
Your Duke Energy Account Number # \_\_\_\_\_  
Other Oil or Propane Gas Company Account Numbers# \_\_\_\_\_  
Is your heating system currently working? \_\_\_\_\_

RFS will request 12 months of your billing and usage information from all utility companies that serve you.

Has this home been Weatherized before? \_\_\_\_\_ If yes, what year? \_\_\_\_\_

Do you have any animals? \_\_\_\_\_

Do you own your home: Yes ( ) No ( ) If you answered no, who is your landlord?

Landlord Name: \_\_\_\_\_ Address: \_\_\_\_\_

Landlord's Phone Number: \_\_\_\_\_ Cost of Rent: \$ \_\_\_\_\_ per month

#### SOURCES OF ALL HOUSEHOLD INCOME

Head of Household's Name \_\_\_\_\_

Total Monthly Household Income: \$ \_\_\_\_\_

Type of Income Verification & Date of Document: \_\_\_\_\_  
(PLEASE REMEMBER TO ATTACH THESE DOCUMENTS)

Please list all members of your household, starting with yourself.

Name	Social Security Number	Date of Birth	Age	Relationship to Applicant	Gender (M/F)	Handicap/Disabled	Income and Source
				SELF			

Income for the past twelve months: \_\_\_\_\_

How did you hear about this program? \_\_\_\_\_

**SELF-DECLARATION OF ELIGIBILITY FOR SERVICES AND AUTHORIZATION**

I give my permission to the North Carolina Weatherization Assistance Program, a service of Resources for Seniors, Inc. to secure whatever information is necessary for the purpose of verifying my household income, authorizing full disclosure in my behalf from those sources of household income disclosed above and/or from any additional sources the agency may discover on it's own.

I understand that it is unlawful to willfully withhold information or make false statement regarding this declaration and that I am subject to prosecution if I do so.

I certify that to the best of my knowledge, the information provided in this application is true and correct.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signature of all persons 18 years or older, living in this home is required. \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**North Carolina Weatherization Assistance Program  
Permission to Enter Premises Form**

To the dwelling owner or tenant:

Your dwelling is being considered for weatherization services under the Weatherization Assistance Program (WAP). The North Carolina State Energy Office, funds the weatherization program.

At the bottom of this page is a form granting your permission for Resources for Seniors to enter your dwelling to perform an energy audit in order to determine what work needs to be done to your home to decrease energy usage.

**Permission to Enter Premises**

I, as the owner/ tenant of the dwelling located at \_\_\_\_\_

\_\_\_\_\_, have read and understand the above. I hereby grant

permission for the representatives of Resources for Seniors to enter this premises for the purpose of conducting an energy audit for the residents.

\_\_\_\_\_  
Signature of owner or tenant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resources for Seniors Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

## Weatherization Assistance Program Guidelines

**Important Information: Getting Ready For Your Energy Audit**  
**PLEASE SUBMIT LAST PAGE ALONG WITH YOUR APPLICATION**

Thank you for your application for weatherization services. We want you to know that our staff and contractors will do everything possible to make your home a more comfortable and economical place to live. While there is no out of pocket financial cost to you, we all know that everything in life comes at some cost. The cost involved here is not financial but the cost of your time. You will need to make yourself available for the series of appointments that are necessary to provide weatherization service to you. The first visit will involve a 3 to 4 hour audit of your home. There will be appointments for contractors to complete the work, for code officials to examine and approve the work, and a final audit by our staff to insure that all the work has been completed properly. This could involve from 6 to 8 appointments that you will have to be present for. We cannot work in your home unattended. If you cannot be present for these appointments anyone you appoint to be present for you must be over the age of 18 years old. We will try to be mindful of your time but, this is the investment you will have to make to receive these services. Please mindfully consider if you will be able to make the commitment and investment of your time so that we will be able to assist you as quickly as possible.

When it is time for your home to be weatherized, an energy auditor will contact you to schedule a time to visit your home, and conduct an energy audit. An energy audit is the process that evaluates the amount of energy your home consumes. Results from the audit will allow us to determine what services will most benefit your home. Some measures include installing attic, floor and wall insulation, installing a vented mechanical fan to reduce the risk of mold, weather stripping and the sealing of doors and ducts.

Because this *is not* a home repair program, your auditor will be looking for conditions which may cause your home to be temporarily deferred from consideration. Please note the following list of program deferral conditions:

- A) The dwelling has been condemned or major dwelling mechanical systems have been "red tagged" by a licensed subcontractor, local or state code enforcement officials, or utility providers.
- B) The dwelling structure or its mechanical systems, including electrical and plumbing, are in such a state of disrepair that failure is imminent and the conditions cannot be resolved within cost limitations.
- C) The primary heating system at the dwelling is nonfunctioning or is functioning improperly and is deemed unsafe and must be replaced, or major repairs are needed and there are insufficient resources available.
- D) Dangerous conditions exist due to high carbon monoxide levels in combustion appliances which cannot be resolved within weatherization program guidelines.
- E) Moisture problems are so severe they cannot be resolved within program guidelines.
- F) Unsanitary conditions are present in the dwelling that may endanger the health and safety of dwelling occupants or weatherization personnel should weatherization work be performed.
- G) Household members report documented health conditions that prohibit the installation of insulation and other weatherization materials.

*(Continued on other side)*

H) Household members, guests, or pets maintained at the dwelling are uncooperative, abusive, or threatening to weatherization staff or contractors.

I) The extent and condition of lead-based paint or similar hazards in the dwelling may potentially create health and safety risks if weatherization work is performed.

J) Illegal activities are being conducted in the dwelling unit.

K) The dwelling has a dryer that cannot be vented to the outdoors.

We ***may have*** other programs that are available to resolve some of these issues. If you are already aware that any of these conditions exist, please report them to our office staff so that we can try to assist you through other programs. We cannot guarantee that repair assistance will be available so you may have to resolve the issues yourself, before weatherization can take place.

**Please have your home ready for the energy audit:**

- Be sure we can easily access all areas of your home, especially the attic, crawl space, and basement.
- All utilities and energy sources ***must*** be hooked up at the time of the audit or we will be unable to proceed.
- If you have propane gas, please be sure that there is enough fuel in the tank for testing.
- In compliance with program guidelines we may request ***updated*** proof of income.
- ***All rooms*** must be cleared enough to allow the auditor to access the air vents for purposes of measuring the airflow and leakiness of the duct system.
- ***All pets*** must be confined while our staff and contractors are in your home working. ***No exceptions.***
- Please fill out, sign and date the attached “Acknowledgement of Weatherization Assistance Program Guidelines form. ***This must be signed and returned with your application before any services can be provided!***

If your home has any conditions that may prevent us from weatherizing, or if you would like to discuss any other concerns, please contact the Weatherization Assistance Program at 919-713-1543.

Thank you,

Resources For Seniors, Inc. Weatherization Staff

## Acknowledgement of WAP Program Guidelines

I acknowledge that I have read and understand the guidelines set forth in the letter I received entitled, "Important Information: Getting Ready for Your Energy Audit". I further acknowledge that I will make every effort to be available for weatherization related appointments so that the process can move forward in a timely manner.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

RFS Staff Person: \_\_\_\_\_

Acknowledgement was received with the Application on this date: \_\_\_\_\_