



Weatherization Assistance Program



Dear Weatherization Applicant,

You have expressed an interest in our free Weatherization Assistance Program. This letter is being sent to give you a general understanding of the weatherization process.

Initially, our office screens applicants for eligibility. Proof of ownership and signed consent forms are then required for the process to continue. Once the eligibility has been established and the consent forms signed and received in the Weatherization Office, the home is "ready to be assessed". A weatherization assessor/inspector will call you to schedule an assessment appointment. Scheduling of these appointments is dependent upon funding availability and priority. It is important that you honor and keep the time and date of this appointment.

The assessment, which generally takes about two hours, may include a blower door test, an air pressure diagnostic test, a combustion safety test, as well as a thorough visual inspection and measurement of the home. The assessor checks for areas in the home that may be contributing to excessive heat loss including existing insulation levels. **Be advised that the auditor will need to look thoroughly throughout the home including closets, cabinets, attics and under floors. You should place any items you do not want seen into containers and store them away from the areas stated above prior to their visit.** The audit process is a good time for you to discuss possible weatherization measures with the assessor and to ask him/her questions regarding the home. *Please be aware that some homes have problems that may be beyond the scope of the weatherization program. Occasionally, these homes may need items corrected by you before any weatherization work can begin. The project may be deferred until these corrections are satisfactorily completed.*

The amount and type of weatherization work is unique to each home and depends on the condition of the home and fund availability at the time of the assessment. Upon a successful assessment, usually within four to five weeks (but sometimes longer), an air sealing crew from the Council will schedule a time with you to begin blower door guided air sealing work. This work is intended to "tighten up" the drafty areas of the home making it feel more comfortable. The assessor may have also selected licensed, bonded contractors from our approved contractor's list. Most of their work will include insulation installation related measures and/or electrical, plumbing or HVAC repairs needed to protect the energy efficiency measures being installed.

The contractor(s) will call to schedule their own appointments and it is imperative you do your best to keep the time and dates scheduled. Depending on what is called for, their work will begin around the same time as that of the air seal crew. Their work on-site usually takes two to three days to complete. Upon completion, the contractor will notify us that the home is ready for inspection.

The inspector will return to the home, inspect the work of the contractor, perform post weatherization tests as needed (i.e. blower door, combustion safety, etc.) and pass the work if all measures are acceptable. The contractor's work is guaranteed for one year from the final inspection date. Please be advised that it can be three to four months from the time of initial assessment until the contracted measures are complete and pass inspection.

If you have any questions about this process, or the enclosed forms, please contact the Weatherization Assistance Program located at our Lacey office. The number is (360) 438-1100 or 1-800 952-2125.