



HomeWise Clean Heat Program Application Instructions

Thank you for your interest in the City of Seattle, Office of Housing Clean Heat Program. This is a program designed to serve single-family homeowners/renters with **oil heated homes**. Our goal is to reduce carbon emissions and environmental hazards.

Please review the instructions below. To qualify, your income must not exceed Income Guidelines (see Page 3).

Please apply by completing the attached forms: **CHECK-OFF EACH ITEMS YOU SEND WITH YOUR APPLICATION:**

- 1. HomeWise Clean Heat Application** (completed and signed)
- 2. Seattle City Light Utility Release Form**
- 3. COVID-19 Protection Plan Permission to Proceed - Resident**
- 4. Pick one of these items to send with your application: U.S. Birth Certificate(s), Social Security card(s), passport, or qualified alien residence card documents. See page 2 for additional instructions.**
- 5. Declaration of No Income Form**
 - You must complete this form if you do not have income for the previous 3 months.
 - Each household member, age 19 years or older, with no income must complete a form. If you have more than one individual with no income in the household, call us for additional forms.
- 6. OTE Client Participation Agreement**
- 7. Weatherization Client Release Form**
- 8. Heating Oil, Pollution Liability Insurance**
Attach a copy of your declaration of insurance with the State of Washington's Pollution Liability Insurance Agency (PLIA). If you don't have a copy, request one by calling 1-800-822-3905 or email pliamail@plia.wa.gov. Your insurance coverage must be current and active for a period of at least 12-months (minimum) to apply for our program.
- 9. Send a copy of your previous 3 months income documents.**
ALL PERSONS IN YOUR HOUSEHOLD MUST SEND COPIES OF THEIR INCOME.
 - **Paycheck stubs** (these documents must show your name and address)
 - **TANF (Public Assistance payments)**
 - **Child Support Income:** send copy of checks and copy of full Divorce Decree
 - **Pension/retirement income**
 - send form or letter from the company you receive payment. Send most current letter with payment information.
 - **Social Security payment information**
 - Send copy of Benefits form or letter from Social Security showing **current year** monthly payments. Do not send 1099 Form. Your copy must show name and address of recipient, call 1-800-772-1213 or go to their webpage: <https://www.ssa.gov/myaccount/>
 - **Unemployment payments/ Claim History from Employment Security Dept**
 - Send copy of your records from Employment Security Dept. (website) <https://esd.wa.gov/newsroom/public-records>, or call our office to request this form. Have them return it to you, then send it with your HomeWise Weatherization application.
 - **Self-employment income**
 - Call our office to request the Self Employment Income Worksheet. Attach applicable forms, proof of income, and receipts per instructions.

CONTINUED ON PAGE 2

Continued from Page 1:

9. **Send a copy of your previous 3 months income documents.**

➤ **Bank Statements**

If you have drawn from investment accounts within the last 3 months (example: IRA, and/or CDs).
Send all pages, do not cross out information 2) self employment payment deposits.

10. **Verification of Residency- Pick one of these items to send with your application**

- Current Seattle City Light bill
- fuel bill in the applicant's name
- Mortgage payment receipt
- current Lease/rental agreement or statement from landlord

#4	<p>Continued from Page 1: Instructions for sending a copy of one of these items: Birth Certificate(s), Social Security card(s), passport, or qualified alien residence card document</p> <ul style="list-style-type: none"> ➤ Call our office if you need a list of other acceptable alien residence documents. ➤ The copy of this document must have your current name. All persons in your household must provide a copy. <p>We may still provide weatherization services without a copy.</p> <p>If you don't send a copy, it might result in fewer home improvements available to you.</p>
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If you can't provide a copy of your U.S. Birth Certificate, passport, or alien residence card, write a brief note, (in the space provided below), explaining why you didn't send the copy. If you have lost your copies, that explanation is acceptable.

Signature

Date

REMINDER: before mailing the application to our office, check-off each of the items you are sending with your application (page 1). Then send the list (pages 1&2) with your application. Please call if you have any questions 206-684-0244.

Mail your completed application to:
City of Seattle, Office of Housing
HomeWise Weatherization Program
PO Box 94725
Seattle, WA 98124-4725

No faxed or electronic copies will be processed. All applications provided to our office is kept confidential.
Processing of applications may take approximately 4–6 weeks. Once approved you will receive a notification letter.

A letter will be sent to you as soon as your application is approved. For more information about Weatherization services, visit our City of Seattle webpage: <http://www.seattle.gov/housing/homeowners/weatherization>



City of Seattle Office of Housing HOMEWISE WEATHERIZATION PROGRAM				
Servicing ALL Seattle City Light (SCL) customers living in Seattle with ELECTRIC HEAT (main heat) including those properties located outside Seattle & SCL customers only				
Servicing properties ONLY within City of Seattle boundaries with GAS or OIL heated homes (main heat)				
2021 INCOME GUIDELINES Effective: 6/1/21 Total gross income must not exceed \$ income limits below:				
Household size	Homeowner		Renter	
	80% AMI		60% SMI	
	Annual Income	Monthly Income	Annual Income	Monthly Income
1	64,790	5,399	48,590	4,049
2	74,050	6,170	55,540	4,628
3	83,300	6,941	62,480	5,206
4	92,560	7,713	69,420	5,785
5	99,960	8,330	74,970	6,247
6	107,370	8,947	80,601	6,716
7	114,770	9,564	86,080	7,173
8	122,180	10,181	91,630	7,635
* Electrically heated households who have 5 members or more and are outside the City of Seattle have lower income limits than what is listed here. Please call for more information.				

**OFFICE OF HOUSING WEATHERIZATION/REPAIR PROGRAM
COVID-19 Protection Plan Permission to Proceed by Resident****Name of Resident:** _____**Project address:** _____

PURPOSE: At the City of Seattle, Office of Housing (OH), we value the health and safety of our clients, staff, and contractors. This document contains the expectations for your contractor, and you the resident, during the course of your project.

We recognize that this is a stressful and uncertain time. Your safety and comfort are our top priority. If you would prefer to postpone your Weatherization/Repair project, OH will work with you to reschedule. In some cases, you may have to submit another application before work could begin.

CONTRACTOR EXPECTATIONS:

- Your contractor will provide a COVID-19 Safety Plan to you prior to beginning work.
- OH will review the contractor's COVID-19 Safety Plan and require the contractor to address any deficiencies in the plan prior to beginning work.
- If you, the contractor, or OH believes the project cannot be performed according to the contractor's COVID-19 Safety Plan, the project will be postponed until the work can be performed safely.
- If you have any concerns that work is not being completed according to your contractor's COVID-19 Safety Plan, please contact the contractor and OH staff immediately.

RESIDENT EXPECTATIONS: By signing below, you acknowledge everyone living in your home will abide by the following expectations. Failure to abide by these expectations could result in the work being postponed or canceled.

- Agree to communicate with contractors by phone or text whenever possible, rather than in person.
- Agree to a Health Symptoms Survey on any day work is scheduled to be performed at your home. The contractor will contact you prior to arriving at your home to ask if:
 - Anyone in household has a temperature or feels ill (cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.)
 - Any visitors are anticipated for the day.

Contractors will not go to your home if the Health Symptoms Survey cannot be completed or if anyone in the household is ill. The contractor will work with you to reschedule for a later date.

- Immediately contact OH staff and tell any workers on site if anyone in your household is feeling ill (cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea)
- Do not shake hands with workers.
- At all times, maintain at least 10 feet distance from all workers.

**Office of Housing Weatherization/Repair Program
Covid-19 Protection Plan Permission to Proceed by Resident**

- Make a plan, with contractors, on where and how to isolate yourself and others living in your home while work is being performed and stick to that plan.
- Give workers access to running water. Workers will supply their own soap and disposable drying towels.
- Give workers access to bathroom facilities if needed.
- While work is being performed at your home, encourage all members of the household to wash and disinfect their hands regularly, before and after going to the bathroom, before and after eating and after coughing, sneezing, or blowing their nose.
- If not able to isolate yourself from workers, agree that every occupant in the home will wear a cloth mask while work is being performed on your home. If you do not have a mask, OH will provide one.
- Only allow essential visitors while workers on-site. Limit access to all visitors to your home for the entire duration of the Weatherization/Repair project.
- Log all occupants and visitors to home during the project (project start with the first site visit to final inspection which is the last site visit) and retain for your records for 4 weeks minimum.

INDEMNIFICATION: I hereby release and pledge to hold harmless, indemnify and defend City of Seattle, Office of Housing (OH), its agents, elected and appointed officials, servants and employees (collectively, "Indemnified Parties"), harmless from and against any liability and all claims for injuries, sickness or damage to persons or property of whatsoever kind or character in connection with the work, or any act or eventuality arising from this work, performed by any of the Indemnified Parties and any business contracted by any of the Indemnified Parties to perform work in the home located at the address listed above (Page 1).

RESIDENT ACKNOWLEDGEMENT:

Print Name

Date

Signature

Phone

e-mail address



City of Seattle, Office of Housing
Oil to Electric Program
Homeowner Participation Agreement

Property address:
Owner's Name(s) (print)

Where is your heating oil tank located? Please check the appropriate box below:

I have a below ground heating oil tank

checkbox

I have an above ground heating oil tank

checkbox

For above ground heating oil tanks, please describe where your heating oil tank is located:

I understand that my participation in the Oil to Electric Program is subject to the following agreement:

- 1. I must provide proof of an active Washington Heating Oil Storage Tank Pollution Insurance Policy, administered by the Pollution Liability Insurance Agency (PLIA) https://plia.wa.gov/heating-oil-pollution-liability-insurance-program/ call (800) 822-3905 or (360) 407-0520

This policy must be active for a minimum of one-year prior to the date of my application to the program.

- 2. I understand that the City will decommission my below ground heating oil tank, by filling in place, in accordance with Section 5704.2.13 of the Seattle Fire Code. https://www.seattle.gov/Documents/Departments/Fire/Business/5962CAMDecommisionOilTanks.pdf

The city will bear the cost of all labor and permits to complete this work.

- 3. I acknowledge that I have been furnished information on the Heating Oil Pollution Liability Insurance Program and contact information for the PLIA agency.
4. I understand that the City will not proceed with decommission of my below ground heating oil tank if there is any evidence of a prior oil leak. I understand that should evidence of a prior oil leak be found, the City will not decommission my below ground tank. Further, my Oil to Electric conversion will be put on hold unless I decide that I will have my tank removed along with any contaminated soil. I understand I will be responsible for the removal of my tank and any costs related to remediation. I understand the removal of contaminated soil may be addressed by my PLIA insurance.
5. I understand that if my heating oil tank is above ground, I will be responsible for contracting directly with a service provider to remove my tank and I am responsible for all costs associated with removal.

Continued on reverse side of page

CLIENT COPY

City of Seattle, Office of Housing
 Oil to Electric Program
 Homeowner Participation Agreement

Homeowner must initial **one** of the paragraphs below.

_____ I elect to have my **below ground heating oil tank** decommissioned by filling in place. I understand there is the possibility that my oil tank system may have leaked in the past. I further understand that I may be held liable for cleanup costs if there has been an oil leak in the past and that an oil leak could affect my property value. I further understand that the City will not be conducting any testing to determine whether an oil leak may have occurred. Finally, I understand that my Pollution Liability Insurance under PLIA will expire 30 days after the tank is disconnected from the furnace which means I will not have PLIA coverage if a prior oil leak is found in the future. **I knowingly accept the risk that there may be an undiscovered oil leak and that by decommissioning my oil tank in place I will waive the potential to have coverage under PLIA.**

_____ I elect to have my **below ground heating oil tank** removed and understand I am required to contract directly with a service provider to remove my oil tank, and I am responsible for the cost of removing my oil tank. Further, I understand that I have 30 calendar days from the date the tank is disconnected from the furnace to file a claim with PLIA if there is contamination from an oil leak. I understand that the City of Seattle is not affiliated with PLIA and that I will be responsible for any communications and negotiations with PLIA. I understand that, if an oil leak is discovered during my elective oil tank removal, the City of Seattle will not be responsible for any contamination clean-up or related costs, or for any coverage exclusions, policy coverage limits, or liability under my policy with PLIA.

_____ I have an **above ground heating oil tank** and understand I am required to contract directly with a service provider to remove my oil tank, and I am responsible for the cost of removing my oil tank. Further, I understand that I have 30 calendar days, from the date the tank is disconnected from the furnace, to file a claim with PLIA if there is contamination from an oil leak. I understand that the City of Seattle is not affiliated with PLIA and that I will be responsible for any communications and negotiations with PLIA. I understand that, if an oil leak is discovered during my elective oil tank removal, the City of Seattle will not be responsible for any contamination clean-up or related costs, or for any coverage exclusions, policy coverage limits, or liability under my policy with PLIA.

If the property is owned by multiple owners, each owner needs to sign below.

Owner's Signature		Date	
Phone number	Email address		
Owner's Signature		Date	
Phone number	Email address		

CLIENT COPY



Client Copy

WEATHERIZATION PROGRAM CLIENT RELEASE

If you are eligible to receive City of Seattle, Office of Housing (OH) Weatherization energy conservation services, the work will be performed by a qualified OH approved licensed contractor. All work will be inspected, upon completion, by OH and will carry a one (1) year warranty.

ATTEST: By signing below, I _____ (print name of homeowner or renter) agree to provide access to my home to the HomeWise Property Rehabilitation Specialist and Program contractors and crew members for purposes of auditing, testing, installing a heating system, and follow-up inspection(s). I hereby release and hold harmless OH, and its employees, contractors, and their successors, from any liability in connection with the work.

property address

(print) owner's name

owner's signature

date

(print) renter's name

renter's signature

date