



James D. Plankenhorn, President & CEO

**Lycoming-Clinton Counties Commission for Community Action (STEP), Inc.**

**March 25, 2021**

Weatherization is a federally funded program designed to help eligible residents of Lycoming/Clinton Counties reduce their home energy costs. Homeowners and renters are eligible to apply for services. Weatherization measures are performed on houses, apartments, and mobile homes. An eligible client may be weatherized twice, but only once in the same dwelling.

**INCOME GUIDELINES (02/2021) – these change annually**

Household Size		Household Size	
1 person	\$25,760	5 people	\$62,080
2 people	\$34,840	6 people	\$71,160
3 people	\$43,920	7 people	\$80,240
4 people	\$53,000	8 people	\$89,320

**HOW TO APPLY – Please read below directions have been modified for applying due to COVID-19**

**NO APPLICATIONS WILL BE CONSIDERED SUBMITTED IF LEFT IN THE DROP BOX ON THE EXTERIOR OF THE BUILDING.**

**The applicant must personally hand deliver the packet to either STEP at 2138 Lincoln Street, second floor General Information Desk between 8:00 a.m. and 5:00 p.m., Monday thru Friday or Clinton County Community Center Reception Desk between 8:00 a.m. and 5:00 p.m., Monday thru Friday.**

**At that time, the applicant will be required to show a valid photo ID to the receptionist prior to the acceptance of the application packet. Approved ID include: Current PA Driver's License, State Photo Id Card, U.S. Passport card, U.S. Military ID.**

**You must also include a copy of your current electric bill and a copy of your current gas bill (if applicable). Mobile Homeowner's must also submit a copy of their trailer title.**

Approved applicants are served on a first-come first-serve basis with priority given to senior citizens and the disabled. Once an applicant is approved, it can take six to ten months or more depending on availability of funding for the work to begin.

Unfortunately, a no response to this letter within 10 days from the date of this letter will result in the removal of your name from the notification list.

**WHAT WORK IS DONE?**

After a client is determined eligible, an Energy Auditor will visit the home. The Energy Auditor will inspect:

1. The heating and water systems to ensure that they are operating safely and efficiently. If minor heating or water system repairs or a clean and tune are needed, weatherization can usually provide the service.

In the case of a heating system replacement, there are a limited number of funds available to assist homeowners on a first-come first-serve basis. Weatherization does provide rental properties with heating system repairs when possible but does not assist landlords with heating system replacements.

2. The dwelling will be visually inspected, and sophisticated equipment will be used to determine air leakage into the home.

Upon the completion of an estimate, the Energy Auditor will review it with the Director of the Program to determine what type of measures will be performed. This determination is based on two criteria:

1. the results of the air infiltration test performed during the estimate; and
2. the visual inspection by the Energy Auditor. The job will be classified as either a LOW or FULL Cost job.

### **LOW COST WEATHERIZATION**

Low cost jobs are usually homes that are "tight" in terms of air infiltration or heat loss. Energy costs are reasonable compared to the square footage of heated living area and the number of occupants. These jobs will receive the following:

- ♦ Inspection of the heating and water systems.
- ♦ Water conservation measures such as wrapping the hot water heater and pipes, the installation of low flow shower head and faucet aerators.
- ♦ Client energy education.

### **FULL COST WEATHERIZATION**

Full cost jobs will receive measures\* which are called for by the Energy Auditor and approved by the Director. Measures may include the following:

- ♦ Inspection of the heating and water systems.
  - ♦ Sealing structural bypasses which stop heat loss.
  - ♦ Water conservation measures.
  - ♦ Attic insulation and ventilation.
  - ♦ Wall, basement, or floor insulation.
  - ♦ Weather-stripping of doors and windows.
  - ♦ General air sealing measures.
- \* Measures are approved based on the current funding available, those which will have the greatest air infiltration reduction, and based on directives and priority lists provided by the funding source.

Weatherization does not perform general carpentry or construction services. The program does not install or repair roofing, porches, windows, etc. Storm windows are installed on an extremely limited basis because they are costly items and do not save enough energy for a cost to savings investment.

We thank you for your patience and understanding and look forward to hearing from you soon. Any questions regarding this letter please contact (570) 601-9657 or 1-800-346-3020 extension 9657 Monday through Friday from 7:00 a.m. until 3:30 p.m.

Sincerely,  
Connie Baker  
Housing Administration Coordinator / STEP, Inc. Housing Options