



WEATHERIZE TRUCKEE PROGRAM GUIDELINES

1. Program Overview and Purpose

Weatherize Truckee is a pilot program that connects income-qualified Truckee residents with no-cost weatherization upgrades to improve comfort, energy efficiency, and indoor air quality. The program will operate from 2026 through 2027 and will have one application period at the beginning of the pilot, with selected households receiving services over the two-year implementation period.

While existing local weatherization programs, such as the Weatherization Assistance Program run by the Department of Energy, the Southwest Gas Energy Savings Assistance Program, the Liberty Utilities Energy Assistance Program, and weatherization rebates through the Truckee Donner Public Utility District provide valuable support, not all households can access them. Barriers such as low income eligibility thresholds, differing requirements based on heating fuel type, and upfront costs that not everyone can afford can leave some residents without assistance.

Weatherize Truckee is designed to address these gaps. Through this pilot:

- **Up to 20 households** will receive supplemental funding for critical repairs to enable participation in existing utility and federal no-cost weatherization programs for otherwise qualified homes.
- **Up to 20 additional households** that do not qualify for existing no-cost weatherization assistance programs will receive no-cost, turnkey weatherization upgrades funded by the Town of Truckee.

What is weatherization? Weatherization refers to improvements made to a home to better protect it from the outside elements and reduce energy use. Common weatherization measures include adding insulation, sealing air leaks, and improving the efficiency of heating and cooling systems through measures such as duct sealing. Implementing weatherization measures in a home provides benefits such as increased energy efficiency, lower utility costs, and improved comfort.

Weatherization improvements included in the Weatherize Truckee program are:

Category	Examples of Improvements
Reducing Air Leakage	Seal gaps around doors, windows, light fixtures, pipes, and wiring using weatherstripping, caulk, and foam. Cover exposed soil in underfloor areas and seal vents when appropriate.
Upgrading Insulation	Evaluate, upgrade or replace existing insulation in accessible areas such as attics and crawlspaces.
Mechanical, Plumbing & Electrical	Furnace servicing, programmable thermostats, kitchen and bathroom exhaust fans, hot water pipe insulation, exterior lighting, and air purifiers
Building Testing	Blower door testing and radon testing
Repairs (when necessary)	Roof, structural, plumbing, electrical, mold, pest, asbestos, or radon mitigation work needed to support weatherization improvements

Maximum funding: Up to **\$25,000** in eligible weatherization improvements may be provided per home. Limited critical repairs may also be approved when necessary to complete the weatherization work.

Weatherize Truckee serves homeowners and renters earning up to **80% of the household Area Median Income (AMI)** for Nevada County. The program website, WeatherizeTruckee.com, contains an eligibility quiz for those who are interested in better understanding what programs they are eligible for.

2. Program Administration and Roles

Town of Truckee Role: The Town will oversee Weatherize Truckee with support from a Program Operator (see definition below) that will directly implement the program. The Town is responsible for managing the contract with the Program Operator, providing funding for program administration and implementation of eligible upgrades, and program evaluation. Additionally, the Town will support Weatherize Truckee through community outreach and engagement.

Program Operator Role: The Program Operator for Weatherize Truckee is Cinder Garden Designs. The Program Operator is responsible for operating the customer-facing side of Weatherize Truckee and providing the following services for the Town's Weatherization Program: Program development, customer service, and processing applications per program guidelines. The Program Operator may subcontract with a third party such as a licensed contractor to carry out upgrades in the home.

General Contractor Role: The General Contractor is a licensed contractor under contract to the Program Operator responsible for managing the construction work on the participant's

home. The General Contractor coordinates the installation of approved weatherization upgrades, obtains any required permits, oversees subcontractors, ensures the work meets building codes and safety requirements, and communicates directly with participants to schedule and complete the project.

3. Program Eligibility: Each application will initially be screened for eligibility with existing utility and federal weatherization programs. If they appear to be eligible, applicants will be referred to the appropriate program to apply. Applicants who do not qualify for existing utility or federal no-cost weatherization programs may still be eligible for no-cost weatherization upgrades through the Town of Truckee's Weatherize Truckee program if they meet the following household and property eligibility requirements.

Household eligibility criteria

- The household income is up to 80% area median income for Nevada County, which is updated annually by the California Department of Housing and Community Development. A chart showing current 80% AMI income limits can be found at <https://www.townoftruckee.gov/389/Learn-About-Housing-in-Truckee>.
- The applicant is the primary, full-time resident of the property.
- The applicant is the account holder for the heating utility.
- The applicant agrees to the terms and conditions defined in the Home Improvement & Participation Agreement.
- The applicant is not eligible for existing no-cost utility-funded or federal weatherization assistance programs.

Renters meeting the eligibility criteria may apply to the Weatherize Truckee program if the property owner authorizes Weatherize Truckee to evaluate their property for upgrades as defined in the applicable Participation Agreement.

Living with roommates does not usually affect income eligibility. Roommates are not counted as part of the household unless they are claimed as dependents on the applicant's tax return. If the applicant owns the home and/or collects rent from roommates, the rental income must be included when determining eligibility.

Property Eligibility

- The home is within the Town of Truckee limits.
- The property is a single-family home (including townhomes and mobile homes). Detached accessory dwelling units may be considered on a case-by-case basis.
- The property has no known code violations, open code violation cases, or unpermitted construction.

- There is safe access to the building, including interior spaces, to provide services.
- The home must be habitable according to California Health and Safety Code Division 13. Housing, Part 1.5. Regulation of Buildings used for Human Habitation, Chapter 2. Rules and Regulations.

4. Application & Prioritization Process

Weatherize Truckee will have one open application period. Interested households must submit an application through the Weatherize Truckee website. The Program Operator will review all submitted applications and determine if they are complete, or if there is any missing information. If additional information is needed, the Program Operator will notify the Applicant. Once an application is complete, the Program Operator will notify the Applicant that it is being processed.

If the Applicant appears to be eligible for an existing utility or federally funded weatherization program, they will be referred to that program to apply. If the applicant is not eligible for third-party weatherization assistance program, the Program Operator will conduct an initial review to determine eligibility for the Weatherize Truckee program based on the Applicant and Property eligibility criteria.

Eligible applications will be prioritized based on energy burden, which is the percentage of gross household income spent on energy costs, with households experiencing the highest energy costs relative to their income receiving assistance first. Applicants will be prioritized based on household energy burden using the following tiers:

- Severe: 10% or more of gross household income spent on energy costs.
- High: 6% to less than 10% of gross household income spent on energy costs.
- Lower / Insufficient Data: Less than 6% of gross household income spent on energy costs, or insufficient information to calculate energy burden.

To calculate energy burden, applicants are encouraged to submit utility cost information with their application, including at least one utility bill. While providing this information is voluntary, applicants who do not provide verification of energy costs will receive a lower priority because the Program Operator cannot verify their level of need. If two or more applicants have the same or similar energy burden, priority will be given to the application that was submitted first. A waitlist may be created if there is high demand for the Weatherize Truckee program. Applicants will be notified if they are placed on the waitlist. Wait times will vary depending on an applicant's position on the waitlist, and the Program Operator will keep applicants informed of current expected wait times.

The applicant shall act in good faith to report factual information to the Program Operator and/or Town Staff, including but not limited to information provided as part of the Weatherize Truckee application and other information requested by the Program Operator and/or Town Staff. An applicant who submits false information to the Program Administrator and/or Town Staff may be disqualified from Program participation.

Applicants accepted into the program will be required to provide documentation to verify household income. Depending on the type of income received, acceptable documentation may include:

- Federal income tax return with W-2s and/or 1099s
- Recent pay stubs or payroll deposit notices
- Social Security, pension, unemployment, disability, or other benefit award letters
- Bank statements showing direct deposits
- Self-employment tax documents (such as Schedule C)
- Rental income documentation
- Court documents related to alimony or child support
- Affidavits or notarized statements of income (when applicable)
- Other documentation requested to verify household income

The specific documents required depend on each household's sources of income. The Program Operator or Sierra Community House will let applicants know which documents are needed. A detailed list of acceptable documentation for different types of income is available in the "Household Income Types and Documentation" reference document.

Income verification will be completed by Sierra Community House, which will review the submitted documents and provide a letter confirming the verified household income to the Program Operator.

Applications submitted to Weatherize Truckee are considered public records, and any information provided on these documents could be subject to disclosure as part of a public records request. Supplemental documentation used to provide proof of income will not be provided to the Town and is not subject to disclosure.

5. Site Assessments & Proposal Development

Once an applicant has completed income verification and reaches the top of the program waitlist, the Program Operator will begin the next steps in the process. Applicants will receive an estimated wait time, which may be updated as projects are completed and the program schedule becomes more established. The Program Operator will then begin

preparing the applicant's project, including completing any remaining application requirements, scheduling a site assessment, and developing a proposal. The Program Operator aims to complete the site assessment and proposal within approximately 60 days after income verification is complete.

Before work can begin, the applicant and property owner (if different from the applicant) must sign the Home Improvement and Participation Agreement. If the applicant is also the property owner, they will sign all applicable portions of the agreement.

After the agreement is signed, the Program Operator will contact the applicant to schedule a site assessment. During the site assessment, the project team will evaluate the home's condition and confirm that it meets program requirements. This may include inspecting areas such as the attic, crawl space, kitchen, bathroom, garage, roof, and other parts of the home to determine which weatherization upgrades are appropriate.

Project timelines vary based on the recommended improvements and contractor availability. After the site assessment, the Program Operator will prepare a proposal that includes the recommended work and an estimated project timeline. A timeline cannot be provided until the proposal has been completed.

Based on the site assessment, the General Contractor will develop a proposal that defines the scope of work and outlines the recommended weatherization upgrades and any necessary repairs, based on the eligible measures for the Weatherize Truckee Program. A full list of weatherization and repair measures included in this program can be found in the Approved Measures and Not-to-Exceed Costs document attached to these Program Guidelines. The Town will review and approve the proposal, and the property owner will sign the approved proposal. Once the proposal is finalized, installation work can begin.

Property owners are responsible for ensuring that their home has all required permits and meets applicable building codes before participating in the program. Should the home appear to have unpermitted work, code violations, or otherwise not meet the eligibility criteria, the applicant will be advised that they cannot continue with the program. Any unpermitted work or code violations that are uncovered as a result of participation of this project may need to be remedied at the property owner's cost.

6. Installation & Construction

If needed, the general contractor will apply for a building permit to begin construction. After the building permit (if applicable) is issued, the applicant will be contacted to schedule initial building test and installation work. If a building permit is required, then a building inspector with the Town of Truckee will visit the property. In general, a building inspector will only visit aspects of the house relevant to the upgrades. However, applicants are

advised that if a building inspector happens to see an aspect of the building that is considered out of compliance or a threat to health and safety, they are legally required to report it.

If the installation process reveals conditions that must be addressed that were not identified in the approved proposal, a change order will be prepared. The change order will describe the scope of the extra work or change and the cost to be added or subtracted from the contract. Change orders must be signed by the Town and the homeowner prior to initiating any work under the revised scope. The homeowner may be held responsible for paying to complete work outside of the approved scope of work, unless approved through this process. Once construction is completed, there will be a final report summarizing the work completed.

Participants will be asked to complete a follow-up survey about their experience with the program and the improvements made to their home. Survey responses will be anonymous and used to help improve future program delivery and better understand the benefits of weatherization.



Approved Measures and Not to Exceed Costs

Maximum Cost Per Unit: \$25,000

Not-to-Exceed Limits

By Task

By Category

1 Attic Sealing and Insulating

\$10,000

1.1	Clean and prepare workspace, existing insulation removal and disposal.	\$3,000
1.2	Locate and seal all gaps in framing, and around electrical penetrations.	\$2,000
1.3	Install necessary accommodations for increased insulation depth.	\$3,000
1.4	Install new loose fill insulation, R-50 <i>up to 20" depth, per manuf.</i>	\$4,000

2 Crawl Space Sealing and Insulating

\$10,000

2.1	Prepare work area: Remove owner/tenant storage items. Clear soil of sharp rocks or debris.	\$2,500
2.2	Install 12 mil (min) reinforced vapor barrier over soil, taped and sealed to stemwalls, piers & penetrations.	\$5,000
2.3	Seal and Insulate perimeter walls	\$6,000

3 Mechanical, Plumbing, Electrical

\$3,000

3.1	Heater Service, Replace furnace filters, 1-year supply,	\$200
3.2	Install and configure Smart Thermostat.	\$400
3.3	Install kitchen and bathroom exhaust, ducted to the exterior.	\$1,500
3.4	Insulate Hot Water Pipes	\$800
3.5	Install Dark Sky Compliant Exterior Light Fixtures	\$500
3.6	Air Purifier Unit and Filters	\$450

4 Building Testing

\$1,150

4.1	Blower Door Tests, Before and After installing upgrades	\$900
4.2	Radon testing: Document initial conditions	\$250

5

Repairs: as required to support weatherization upgrades, which could include but is not limited to:

\$7,500

- 5.1** Heating System Repairs
- 5.2** Door and Window: Operable and weather resistant.
- 5.3** Fire Hazard Mitigation (exterior or interior)
- 5.4** Electrical upgrade or repair: Replacing recessed cans with airtight light fixtures.
- 5.5** Plumbing repair (including sewer/septic repair)
- 5.6** Mold remediation (visible)
- 5.7** Pest infestation
- 5.8** Interior Finishes: Repair holes in walls, ceilings, floors, with air barriers where appropriate.
- 5.9** Roof repair
- 5.10** Exterior drainage repairs (e.g., landscaping or gutters, bulk moisture control)
- 5.11** Structure repair
- 5.12** Asbestos remediation
- 5.13** Radon mitigation (approx 1 in 4 homes).

NOTES:

- (1) Limited building repairs (Category 5) may be approved on a case-by-case basis by Town staff when required to support weatherization upgrades
- (2) Total cost of proposed repairs (Category 5) may not exceed the cost of proposed weatherization measures (Sum total of Categories 1-4)
- (3) A minimum contingency budget of \$5,000 shall be established for all projects. This shall be increased to \$10,000 when repair costs exceed 25% of the proposed work.

Household Income Types and Documentation

Alimony or child support

- ☐ Check or check stubs
- ☐ Most recent court documents
- ☐ Affidavit of income
- ☐ Notarized document
- ☐ Bank statement with direct deposit source (gross amount)

Capital or other gains

- ☐ Federal income tax filing with W2s and/or 1099s attached

Disability or unemployment

- ☐ Check or check stubs
- ☐ Award letter/Notice of Action letter
- ☐ Screen shot/print screen¹ from issuing agency with linking document(s)
- ☐ Federal income tax filing with W2s and/or 1099s attached

Foster Care/VA Benefits/Workers Comp.

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Check or check stubs
- ☐ Award letter/Notice of Action letter

Gambling/lottery winning

- ☐ Case-by-case (ESA Program approval required)

General relief (cash assistance)

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Award letter/Notice of Action letter
- ☐ Copy of uncashed check(s)

Insurance/legal settlements²

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Settlement document
- ☐ Annuity letter
- ☐ Check stub

Interest/Dividends

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Customer's investment statement(s)
- ☐ Federal income tax filing with W2s and/or 1099s attached

Monetary gift(s)

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Affidavit of income

Pension/401K(IRA) disbursement³

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Check or check stubs
- ☐ Award letter/Notice of Action letter
- ☐ Federal income tax filing with W2s and/or 1099s attached
- ☐ Form 1099

Rental income or royalty payments⁴

- ☐ Rental receipts
- ☐ Rental agreement specifying rent amount AND affidavit
- ☐ Federal income tax filing with Schedule E attached

¹ Screen shot/print screen must clearly link customer to household.

² Not including loan proceeds.

³ For rental income and self-employment income, only positive values of income are included. Negative net rents and negative self-employment income are ignored.

⁴ See note 3

Household Income Types and Documentation

School grants/scholarships/student aid/foreign exchange⁵

- ☐ Cancelled check(s)
- ☐ Award letter/Notice of Action letter

Self-employment earnings⁶

- ☐ Federal income tax filing with Schedule C attached
- ☐ Affidavit of income

SSA (Social Security)

- ☐ Bank statement with direct deposit source (gross amount)
- ☐ Screen shot/print screen⁷ from issuing agency showing current participation
- ☐ Award letter/Notice of Action letter
- ☐ Federal income tax filing with W2s and/or 1099s attached
- ☐ Form 1099
- ☐ Uncashed check(s)
- ☐ Case worker may fax information to the Program Representative

Union strike benefits

- ☐ Benefits payment stubs

Wages/salaries/commissions

- ☐ Federal income tax filing with W2s and/or 1099s attached
- ☐ Payroll check stub(s) or deposit notice(s)
- ☐ Affidavit from the employer (for cash wages only and only for one employer)

⁵ Not including loan proceeds.

⁶ For rental income and self-employment income, only positive values of income are included. Negative net rents and negative self-employment income are ignored.

⁷ Screen shot/print screen must clearly link customer to household.