**Deferral of Service Notification**

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| Name: |  | NotificationDate: | Click here to enter a date. |
| Address: |  |
| Building ID: |  | Agency: |  |
| Audit Date: | Click here to enter a date. | Auditor: |  |

An energy audit was completed on your home for the Weatherization Assistance Program. It is the policy of this agency to provide cost-effective weatherization services when those services may be delivered safely, without undue hazards to our staff or our customers. One or more conditions were noted by the Auditor which prevent the weatherization of your home at this time. Those conditions are checked below.

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|  | **Reason Deferred** | **Comments** |
|[ ]  Building is For Sale or in Foreclosure | State of Wisconsin Weatherization program policy prohibits providing weatherization services to buildings that are for sale or in foreclosure. Please contact the weatherization agency when the transfer is completed or the building is no longer for sale or in foreclosure. Proof of home ownership must be provided for the building before we can proceed with weatherization work. |
|[ ]  Chemical or Combustion Hazard | During the inspection of your home our auditor identified materials which pose a health and safety risk to our work crews and building occupants. These materials need to be removed from the home and properly disposed of before we can proceed with weatherization work. For more information visit [dnr.wi.gov](file:///C%3A%5CUsers%5Cdhayes%5CDownloads%5Cdnr.wi.gov) and search for “Household Hazardous Waste” or call the Wisconsin Department of Natural Resources at (262) 884-2342. |
|[ ]  Clutter/Restricted Access to Work Areas | During the inspection of your home our auditor was unable to access certain areas due to storage of personal belongings. The personal belongings must be moved or removed so our auditor and work crews can access the work areas. |
|[ ]  Lead Paint Hazard | During the inspection of your home our auditor identified potential lead paint that would be disturbed during weatherization work. A test performed according to State of Wisconsin Department of Health services rules confirmed the following surfaces contain lead: . You may request a paper copy of the test results by contacting the weatherization agency.The lead paint must be remediated before we can proceed with weatherization work. For more information on lead poising and fixing lead hazards visit <https://www.dhs.wisconsin.gov/lead> or call the Wisconsin Department of Health Services at (608) 261-6876. |
|[ ]  Moisture/Mold | During the inspection of your home our auditor identified moisture issues that must be remediated before we can proceed with weatherization work. For additional information on the impact of mold exposure on your health and guidance for cleaning mold in your home visit <https://www.dhs.wisconsin.gov/mold> or contact the Wisconsin Department of Health Services at (608) 266-1120. |
|[ ]  Not Cost Effective  | Based on a computerized energy audit the estimated job cost to complete the work exceeds the amount of estimated energy savings that would be returned to the customer. We are unable to perform weatherization work at this time. |
|[ ]  Possible Asbestos Containing Material | During the inspection of your home our auditor identified potential asbestos containing material that would be disturbed during weatherization work. All vermiculate insulation is assumed to contain asbestos material. A test performed according to State of Wisconsin Department of Health Services rules confirmed the following surfaces or areas contain asbestos: . You may request a paper copy of the test results by contacting the weatherization agency. Abatement of the existing asbestos is beyond the scope of the weatherization program. Before weatherization work can proceed, the building owner is required to provide proof that any asbestos abatement work completed by the owner or by contractors hired by the owner passed a clearance test. The clearance test must be performed in accordance with State of Wisconsin Department of Health Safety protocols, and by an asbestos professional certified by the Department of Health Services. To identify certified professionals in your area, see the list of Asbestos Inspection/Consulting Companies here: <https://www.dhs.wisconsin.gov/asbestos/contractors.htm> or call the Wisconsin Department of Health Services at (608) 261-6876. For additional information visit <https://www.dhs.wisconsin.gov/asbestos>.Funding may be available via the Zonolite Trust for a portion of asbestos abatement work. Visit the Zonolite website for more information: <http://www.zonoliteatticinsulation.com/>  |
|[ ]  Refused/Unable to Pay Contribution  | Wisconsin Weatherization program policy requires an owner contribution for this building type. The contribution must be made in cash and equal a minimum of fifteen (15) percent of the total estimated job cost. Weatherization services are being deferred due to the building owner’s refusal to pay the required owner contribution. |
|[ ]  Remodeling | During the inspection of your home our auditor identified remodeling that was in-progress. Any home remodeling projects must be completed before we can proceed with weatherization work.  |
|[ ]  Repair | During the inspection of your home our auditor identified the following repairs that are outside of the scope of the weatherization program: Financial assistance may be available from other publicly-funded programs for certain home repairs. For additional information visit <https://doa.wi.gov/Pages/LocalGovtsGrants/AffordableHousingPrograms.aspx> or call the Wisconsin Department of Administration at (608) 266-7531. |
|[ ]  Sewage/Animal Feces | During the inspection of your home our auditor identified human and/or animal waste that creates a health and safety hazard for our work crews and the home occupants. All sewage must be removed and the areas cleaned before weatherization work can proceed.  |
|[ ]  Vermin/Pests | During the inspection of your home our auditor identified evidence of mice, bats or other pests that creates a health and safety hazard for our work crews and the home occupants. All vermin and pests must be removed and the areas cleaned before weatherization work can proceed.  |
|[ ]  Other |  |

We would consider weatherizing your home if you are able to meet the conditions listed below by [INSERT DATE].

<specific steps to be taken>

When you have met these conditions please contact the agency listed below and your home will be re-evaluated. If corrections are made after the due date listed above you may be required to reapply for services.

<contact name, title, contact information>

You have the right to appeal the decision to defer weatherization services. Included with this notification are the procedures to follow in order to file an appeal. Please note your eligibility for weatherization services lapses one year from your Home Energy Plus Application date. If you have not re-applied for Energy Assistance your application and eligibility may have lapsed. You may acknowledge receipt of this notice as an understanding of the options outlined by signing below and returning it using the enclosed envelope.

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| --- | --- |
| Signature: |  |
| Printed Name: |  |
| Date: |  |