

Sample Instrument

HOUSING UNITS AND STRUCTURES WEATHERIZED OR RETROFITTED

Environmental Stewardship Focus Area

Output: Number of unduplicated housing units of low-income households and structures weatherized or retrofitted to significantly improve energy efficiency and reduce carbon emissions (EN1).

Sample Instrument

Weatherization/Retrofit Log

This instrument can be used to document the number of unduplicated low-income household homes and other structures that are weatherized and/or retrofitted. The log allows you to document the name of the resident or owner, the street address (including zip code), the type of dwelling or structure, the date when weatherization or retrofitting work was completed, and whether a Certificate of Occupancy (CO), a written statement (WS) from the resident or owner, or some other certification (OC) of completion was obtained.

Weatherization/Retrofit Log

Instructions

What is the purpose?	To determine how many low-income household homes and other structures are weatherized or retrofitted to significantly improve energy efficiency and reduce carbon emissions (output EN1).
Who should complete this instrument?	Site supervisors or other staff who manage the weatherization/retrofit project and who can verify that a certification was obtained for work completed.
When should we complete this instrument?	Document the name and address of the resident or owner as soon as weatherization and retrofitting efforts are scheduled. Enter the completion date once work is completed on each housing unit/structure. Check the appropriate certification box once written certification has been obtained. If no written certification is obtained, then check the "No" box and do not count that location towards your output target.
What should we do to prepare?	Verify that households meet the "low income" definition. Enter the name of the household or structure and address for each location where weatherization or retrofitting has been scheduled.
What should we do afterwards?	Once service activities are completed, generate subtotals for the unduplicated locations where written certification was obtained and add up these subtotals to get a grand total. Add up the grand totals for all log sheets to get the total number of homes/structures weatherized or retrofitted.
Can I use an alternative instrument?	Different forms can be developed/used to document the number of unduplicated homes or structures where weatherization and retrofits were completed. Remember to save these "raw" data as proof that a systematic process was used to document the outputs.

Weatherization/Retrofit Log

Program Name: _____ **Program Year:** _____

Form Completed by: _____

Instructions: For each location, enter the zip code, street address, name of the contact person, code for type of structure, and the date when the work was completed. Also, note whether a Certificate of Occupancy, written statement from the resident/owner, or other certification of completion was obtained.

Report the total number of unduplicated housing units where a certification was obtained verifying that the weatherization and/or retrofitting work was completed.

HOUSING UNIT/STRUCTURE					OUTPUT (EN1)				
Zip Code	Street Address	Last Name	First Name	Structure Type ¹	Date Completed	Certification Type ² (check one)			
						CO	WS	OC	No
						CO	WS	OC	No
						CO	WS	OC	No
						CO	WS	OC	No
						CO	WS	OC	No
						CO	WS	OC	No
						CO	WS	OC	No
<i>Add rows</i>						CO	WS	OC	No

Certification Subtotals:

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TOTAL
(EN1) Total unduplicated housing units (CO+WS+OC): _____

¹ Structure Type: **FH** = Single Family Home, **MH** = Mobile Home, **AU** = Apartment Unit, **DU** = Duplex Unit, **OS** = Other Structure

² Certification Type: **CO** = Certificate of Occupancy, **WS** = Written statement from resident/owner, **OC** = Other certification, **No** = No certification obtained