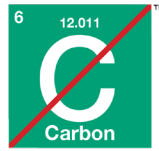


RENEWABLE JUNEAU'S CARBON OFFSET FUND HEAT-PUMP INSTALLATION APPLICATION



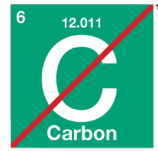
PLEASE COMPLETELY READ THE INFORMATION BELOW ABOUT OUR PROCESSES AND REQUIREMENTS.

- If you are interested in **reducing your annual utility bills** while eliminating your current oil heating system's carbon emissions, and you and your home meet the eligibility criteria listed on page two of this application packet, please complete the application, supply the requested information, and read and sign the release found on page five.
- For application-specific questions, send an email to: juneaucarbonoffset@gmail.com.
- Applications can be emailed to juneaucarbonoffset@gmail.com or printed and mailed to:
Juneau Carbon Offset Fund
P.O. Box 22227
Juneau, AK 99801
- Applications will be reviewed by Renewable Juneau's board of directors as time and funding permit.
- Applications will be considered on first-come, first-serve basis and the number of granted oil to heat pump conversions will be based on available funding. If your application is accepted and adequate funds are unavailable, you will be notified and placed on a wait list.
- It is our hope that the process will take no more than two to six weeks, from application and documentation review to final installation of your new air source heat pump.
- Recipients of Juneau Carbon Offset Funds may be asked to speak with local media outlets about their experience.
- Recipients of Juneau Carbon Offset Funds may be asked to display a yard sign or small home sign 'advertising' their home energy system upgrade.

SUMMARY OF APPLICATION & AWARD PROCESS:

- Step 1: Complete the initial application form and begin gathering income and utility information
- Step 2: Board review of initial applications
- Step 3: Submit income, employment, utility, and asset verification documentation and signed Information Release and Waiver
- Step 4: Board final review of applications and associated paperwork. Recipient selection and contact
- Step 5: Home inspection and home owner interview by an Alaska Heat Smart energy advisor
- Step 6: Home visit by bid-winning heat pump installation company and electrician
- Step 7: Heat pump installation

RENEWABLE JUNEAU'S CARBON OFFSET FUND HEAT-PUMP INSTALLATION APPLICATION



ABOUT RENEWABLE JUNEAU

Renewable Juneau is a non-profit (501c3) organization that provides education and advocacy to support the increased use of renewable energy, such as electrification of heating, transportation and building efficiency, in Alaska's capital city.

The volunteer board of Renewable Juneau brings a wide variety of backgrounds, perspectives and skills to this task. We're excited and inspired by the improvements in energy technologies and the innovative spirit of Juneau residents.

By promoting electric vehicles and charging infrastructure, supporting the conversion of electric resistance and oil heat to highly energy-efficient heat pumps, and advocating for policies that support renewable energy, *Renewable Juneau's* aim is to help achieve the CBJ's goal of powering Juneau with 80% renewable energy by the year 2045.

ABOUT THE JUNEAU CARBON OFFSET FUND:

The Juneau Carbon Offset Fund (juneaucarbonoffset.org) is *Renewable Juneau's* unique approach to improving housing affordability by eliminating the carbon emissions of participants. The purpose of the Fund is to reduce heating and maintenance costs for lower income households by providing air-source heat pumps to replace fossil fuel heating systems. With the installation of each heat pump, the Fund reduces local carbon emissions by up to 19,000 pounds per year.

Renewable Juneau designed the Juneau Carbon Offset Fund to create a long term, effective means to assist Juneau's lower income families, to keep money in the community, and to reduce dependence on imports and reduce Juneau's carbon emissions. The Fund targets both local individuals and businesses as well as visitors and tourism business to build an income stream that will provide installation of heat pumps, and education about their operation and maintenance. The number of families assisted is dependent upon revenue raised.

ELIGIBILITY CRITERIA:

1. HOME OWNERSHIP: Applicants must provide proof of home ownership when and if their initial application is accepted. Only property owners or a property owner designee may apply.
2. HOUSEHOLD INCOME must not exceed 80% of median area income. Income verification paperwork must be submitted if your initial application is approved.

Income Level 80%	1 Person	2 Persons	3 Persons	4 + Persons
	\$58,545	\$66,005	\$73,555	\$81,105

3. INSPECTION AND CONSULTATION: Applicants must agree to a home inspection. The inspection, by an energy specialist with Alaska Heat Smart and a professional heat pump installation company, will assist in determining the home's appropriateness for use of a heat pump, the best size and location for a heat pump, and the degree of potential electrical work needed. The homeowner must agree to the installation of the heat pump in the location recommended by the assessing professional or installer.
4. EXISTING HEAT SOURCE: Heat source to be replaced must be a Monitor or Toyo diesel stove or other oil-burning boiler system. Some oil-based systems may be ineligible for replacement due to complexity of the existing system, home layout, ducting, poor condition of current electrical infrastructure, high cost, etc.
5. Applicants agree to allow *Renewable Juneau* and the Juneau Carbon Offset Fund to share information about the work performed with the public, local media and social media. All personal and financial information is confidential and will not be shared.

**RENEWABLE JUNEAU'S CARBON OFFSET FUND
HEAT-PUMP INSTALLATION
APPLICATION**



INITIAL APPLICATION

Please complete each question and write clearly. The Juneau Carbon Offset Fund will return illegible or incomplete application forms.

Property/Home Address: _____ **Do you own this home: Yes No**

Approximate square footage of home (do not include unheated garage, etc.) _____

Names and ages of all household members:

Total household income: _____

Phone and email of home owner: _____

Current heating sources (oil stove or boiler, propane, electric, wood): _____

PLEASE PROVIDE THE FOLLOWING DOCUMENTATION:

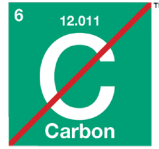
- proof of property ownership** (may be deed to the property, copies of purchase documents, certificate of title (for a mobile home), property tax receipts, copies of mortgage payment records, or homeowner's insurance in your name.
- Adjusted Gross Income total**, from each adult, from most recent federal tax return
- Detailed summary of assets:** pension, retirement accounts, investments...
- copies of last two (2) pay stubs** from ALL adult wage earners in the home
- copies** of heating fuel bills for the past 2 years (or as long as you've owned the home, if less than 2 years)
- 1 picture** of EACH current home heating source, electrical panel, and rough sketch of floor plan showing oil stove or boiler AND electrical panel

Applicant Signature

Date

Applicant Printed Name

RENEWABLE JUNEAU'S CARBON OFFSET FUND
HEAT-PUMP INSTALLATION
APPLICATION



RELEASE OF INFORMATION AND WAIVER

I hereby declare that the information provided in this application is accurate and complete to the best of my knowledge and belief, and is submitted for the purpose of obtaining assistance with changing my existing oil heat equipment to an air source heat pump.

Authorization for Release of Information

I authorize and direct any federal, state or local agency, organization, business, or individual to release to the Renewable Juneau Carbon Offset Fund and affiliated entities, if applicable, any information needed to complete and verify my application. I understand and agree that the information obtained via this authorization with its use may be used in administering this program and changing out my existing oil heat source to an air source heat pump.

I understand that previous and current information regarding my family may be needed. Verifications and inquiries that may be requested include, but are not limited to: employment and income public assistance, bank statements, photo identification, and utility shut-off notices.

Groups or Individuals That May Be Asked

The groups or individuals that may be asked to release the above information include, but are not limited to: banks and other financial institutions, medical and child care providers, employers' retirement systems, social security administration, state unemployment agencies, support and alimony providers, veterans' agencies, and Alaska Native corporations.

Waiver

I understand and agree to hold *Renewable Juneau, The Juneau Carbon Offset Fund*, and any affiliated agencies harmless for all and any reasons related to the replacement of my existing heating with an air source heat pump, and any and all related activities and procedures.

Signature

Date

Printed Name

RENEWABLE JUNEAU'S CARBON OFFSET FUND HEAT-PUMP INSTALLATION APPLICATION



SUPPLEMENTAL INFORMATION & FREQUENTLY ASKED QUESTIONS:

What is a heat pump and how does it work?

If you have a refrigerator, you already own heat pump technology. Your fridge moves heat from the air inside the unit out of its base or back, chilling the interior to keep your milk and leftovers cool. A heat pump reverses this process, moving heat contained in the outdoor air into your home. An outdoor compressor unit captures the heat energy and a fan unit inside the home releases the heat energy.

Heat pumps are perfectly suited for Juneau. The new generation of cold climate air source heat pumps operate efficiently down to a bit below zero degrees. Heat pumps run on electricity generated by Juneau's renewable hydropower. There are no emissions, heat is only moved and not created, and the cost to operate the heat pump is roughly half that of the cost of burning oil in a diesel heating stove.

Do other homes in Juneau use heat pumps instead of oil?

Heat pumps are very common in Europe, Asia and increasingly in the US. The number of heat pumps in use in Juneau is rising rapidly as homeowners and business owners realize the quality of the heat and the money that can be saved from these clean and efficient devices. Hundreds are in use in Juneau homes and many large businesses use them as well. Juneau Urgent Care, Tyler Rental and the Foodland Shopping Center are all heated by heat pumps. The valley pool and library use heat pumps that take heat from the ground, while the Ted Stevens NOAA facility at Lena Point uses a seawater heat pump, moving heat from sea water into the building.

What benefits will I realize if I install a heat pump?

Replacing a diesel-burning Monitor or Toyo stove with an air-source heat pump can cut annual heating bills by up to 50%. The level of savings realized in a given home is dependent on the home's energy efficiency and the home owner's heating preferences, as well as the square footage of the home.

What steps do I take if my application is not approved, but I still want to install a heat pump in my home?

There are numerous heat pump installers in Juneau who are able to assist you. A program called **Alaska HeatSmart** can streamline and simplify the process of buying and installing a heat pump. Visit renewablejuneau.org for additional heat pump information or akheatsmart.org.

How can I learn more about heat pumps?

Renewablejuneau.org has a great deal of information about heat pumps, local heat pump installers, public testimonials and more. And, feel free to call any one of the installers listed on the Renewable Juneau heat pump pages for detailed information.

What will happen to my existing oil heating equipment after I have a heat pump installed?

Your existing oil heating equipment will be left as is. If your home has an alternative heat source as a back up for extended colder stretches of weather, you may opt to remove the oil heating equipment to sell or otherwise dispose of. City code requires a secondary heat source be in place.