



# THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

## ABOUT AIAS + FBD

### OUR MISSION

Advancing leadership, design, and service among architecture students

**The American Institute of Architecture Students (AIAS)** is an independent, nonprofit, student-run organization dedicated to providing unmatched progressive programs, information, and resources on issues critical to architecture and the experience of education. The AIAS aims to promote excellence in architectural education, training, and practice; to foster an appreciation of architecture and related disciplines; to enrich communities in a spirit of collaboration; and to organize students and combine their efforts to advance the art and science of architecture. AIAS membership supports architecture students in collegiate schools across the United States but has also expanded into international academic programs.

### DESIGN

Architectural practice is constantly evolving. A large part of that evolution happens in schools. A pedagogy that promotes experimentation and exploration above all. AIAS members understand their role in the profession as leaders. Not the future of the profession but the now. Programs like Freedom by Design, CRIT and Grassroots mentorship empower students to own that role. CRIT is the journal of the AIAS and the premier publication of student's in architecture, design, and associated fields. Published since 1976, CRIT offers a variety of opportunities for AIAS members and acts as a forum for critical discourse and the dissemination of knowledge.

### LEADERSHIP

We are the sole student voice in the collateral discussion and decision making process that include The American Institute of Architects (AIA), The Association of Collegiate Schools of Architecture (ACSA), The National Council of Architecture Registration Boards (NCARB) and The National Architectural Accrediting Board (NAAB).

### SERVICE

**Freedom by Design (FBD)**, the AIAS community service program in partnership with the National Council of Architectural Registration Boards (NCARB), uses the talents of architecture students to radically impact the lives of people in their community through modest design and construction solutions. The program embraces efforts to provide both design-build and engagement solutions to address 5 barriers:

Physical · Educational · Environmental · Socio-Economic · Cultural

Freedom by Design encourages students to serve their communities by addressing issues with design solutions. FBD provides real-world experience through working with clients, learning from local licensed architects and contractors, and experiencing the practical impacts of architecture and design.



# THE AMERICAN INSTITUTE OF ARCHITECTURE STUDENTS

FREEDOM BY DESIGN  
CARNEGIE MELLON UNIVERSITY

## ABOUT OUR CHAPTER

Our team is composed of a diverse group of students from first year to fifth year. While we differ in background, what unites us is the desire to give back to Pittsburgh. Some of us are more interested in the design/build aspect of Freedom By Design, while others are more intrigued with the idea of making information accessible to those in need. Our first project aims to connect these preferences to give the community a physical and informational resource.

## EXECUTIVE BOARD



**Director: SOPHIE NAHRMANN**

The Director acts as the primary link between the local AIAS Chapter, FBD Program and the AIAS National Office. Directors are responsible for general oversight of the program, attending the annual AIAS Freedom by Design tracks and Orientation each year at AIAS Grassroots, leading client interviews and overseeing the selection process, and periodically with support from their chapter president, updating the AIAS on the progress of the program.



**Project Manager: ELIZABETH LEVY**

The Project Manager is responsible for overseeing a specific Freedom by Design project, including establishing the schedule, coordinating the building approval process, and coordinating team members.



**Development Manager: ALISON KATZ**

The Development Manager is responsible for developing a fundraising strategy and locating donated materials.



**Public Relations/Historian: KATELYN SMITH**

The Historian is responsible for recording the progress of the team and assembling presentations for the AIAS Office.



**Design Mentor: JOHN FOLAN**

The Design Mentor is a licensed, local architect who helps to guide the team through the design process, including critiquing design solutions and overseeing the creation of construction documents.



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## PROJECT DETAILS

### THE ISSUE: THE REAL COST OF HEAT

In Pittsburgh 66% of working families make the choice between paying for rent or paying for utilities. When the house you are renting is poorly maintained and you can't afford to make the repairs, much of the heat you are paying for will go out the window. Simple initiatives such as caulking and weatherstripping your home can reduce infiltration rates by 20% which can amount to significant savings on utilities, and reducing the need to make tough choices about which bills to pay. We will be putting together weatherizing kits for people in need from the East Liberty, Larimer and Homewood communities in Pittsburgh. These kits are both addressing a need for information on how to perform these energy and cost-saving initiatives, as well as providing the materials necessary to do so.

### THE KITS

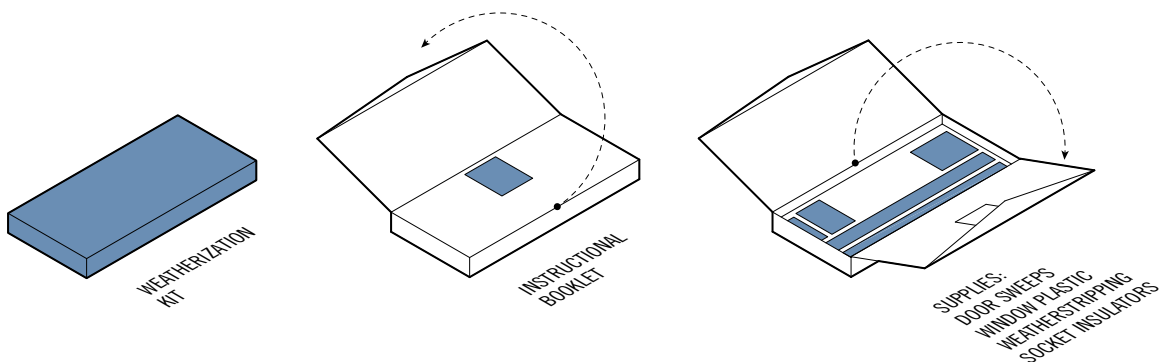
Weatherization kits will contain door sweeps, window plastic, weatherstripping, electrical socket insulators, and an instructional booklet. The booklet adds a resource not only to those who receive the kit, but those who we are not able to initially reach. Through this publication we hope to give residents some information to help them reduce the cost and energy consumption throughout winter. These kits are targeted towards low income renters who cannot make permanent alterations to their homes.

### DISTRIBUTION

The weatherization kit will be distributed through our connection with community centers at events which will feature workshops that demonstrate how each of the components work as well as a platform for answering questions on other initiatives individuals can take to improve their energy savings. Additional booklets will be left with the local libraries to be distributed as a resource to other community members, and an online version will be available for distribution as well. We hope that the immediate impact will be that the people who receive the kits will be able to live more comfortably this winter without having to dig into their food or rent budgets. The booklet adds a resource not only to those who receive the kit, but those who we are not able to initially reach. Through this publication we hope to give residents some information to help them reduce the cost and energy consumption throughout winter.

### LONG-TERM GOALS

This is not a project that will solve the problem at a large scale, but it aims to provide a solution for the immediate season and provide access to easily digested information on what longer term solutions residents could pursue, should they become a home-owner or be moving in the future. This is intended to be the beginning of an annual initiative for our chapter allowing new members to Freedom by Design and have a lasting relationship with communities in Pittsburgh. In doing this every year, we develop a sustained relationship and presence within the community which is critical if we want to pursue other larger scale build projects in the future.





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## HOW YOU CAN HELP

### **Every little bit helps!**

We understand that it can be hard to donate materials or money, however here is a list of small items and materials that we could put to very good use:

- Weatherstripping
- Window Plastic
- Door Sweeps
- Electric Socket Insulators
- Caulk
- Caulk Guns
- 1 Ply Cardboard sheets

Monetary donations must be made out to "Carnegie Mellon University" with "FBD" in the memo and mailed to:

Alison Katz  
5000 Forbes Ave  
SMC 7335  
Pittsburgh, PA 15213

**All donors will be listed in the publication and mentioned in all press releases. A personalized thank you will be sent from our FBD team as well.**

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

Print or type  
 See Specific Instructions on page 2.

<b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>CARNEGIE MELLON UNIVERSITY</b>	
<b>2</b> Business name/disregarded entity name, if different from above	
<b>3</b> Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ <b>501(c)(3) NON-PROFIT</b>	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>1</u> Exemption from FATCA reporting code (if any) <u>A</u> <i>(Applies to accounts maintained outside the U.S.)</i>
<b>5</b> Address (number, street, and apt. or suite no.) <b>5000 FORBES AVENUE</b>	Requester's name and address (optional)
<b>6</b> City, state, and ZIP code <b>PITTSBURGH, PA 15213</b>	
<b>7</b> List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

<b>Social security number</b>									
<b>or</b>									
<b>Employer identification number</b>									
2	5	-	0	9	6	9	4	4	9

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <i>Carrie Yelen</i>	Date ▶ 10/14/2016
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.