

**City of Elyria  
Department of Community Development**

Date: \_\_\_\_\_

**ENERGY SMART HOMES PROGRAM - WEATHERIZATION REBATE PROGRAM**

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone #2 \_\_\_\_\_

Birth Date: \_\_\_\_\_ Age: \_\_\_\_\_ Martial Status: \_\_\_\_\_

Dependents	Sex	Age	Relationship to Head of Household

Please check your total household income below.

- |   |                |
|---|----------------|
|   | Maximum Rebate |
| <input type="checkbox"/> \$24,999 & Below     | \$2,500        |
| <input type="checkbox"/> \$25,000 to \$49,999 | \$1,500        |
| <input type="checkbox"/> \$50,000 & Above     | \$1,000        |

***If applying for a voucher of more than \$1000 you are required to complete the back of this application.***

Upgrades Requested:

- Gas Furnace Replacement
- Hot Water Heater Replacement
- Attic Insulation

Existing System:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you or are any members of your household employees of the City of Elyria?    Yes        No   

I SWEAR THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I ALSO UNDERSTAND THAT THE CITY OF ELYRIA MAY NOT BE HELD LIABLE FOR PERSONAL PROPERTY DAMAGE OR PERSONAL INJURY INCURRED BY CONTRACTORS OR VOLUNTEERS WHILE CARRYING OUT THIS PROGRAM.

To be completed by City Official:

Perm. Parcel No. \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
City Official

## City of Elyria Energy Smart Home Weatherization Rebate Program Income Verification

The City of Elyria offers rebates to all Elyria homeowners to help pay for certain weatherization upgrades. The rebate voucher amount is based on the amount of household income (see guidelines below) and type of weatherization. This assistance does not have to be repaid to the City, however, the homeowner must have the ability to pay the difference between the eligible rebate amount and total cost of the project.

### Energy Smart Home Program Income Guidelines

\$24,999 & Below	\$2,500 maximum
\$25,000 to \$49,999	\$1,500 maximum
\$50,000 & Above	\$1,000 maximum

To verify income the City requires certain source documents, which provide evidence of annual income.

Employer: \_\_\_\_\_ Empl. Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Soc. Sec. \_\_\_\_\_

Job Status      Permanent      Temporary      Part-time      Retired

Monthly Salary \_\_\_\_\_ Pension \_\_\_\_\_ Soc. Sec. \_\_\_\_\_

Other Income \_\_\_\_\_ Total Income: \_\_\_\_\_

**Please include copies of source documents below .**

- If employed copies of 4 most recent pay stubs.
- Unemployment compensation (Award Statement)
- Pension: Statement or pay stub.
- Social Security: Statement for the year's income (Award Statement).
- Any child-support or spousal support (alimony) payments, workman's compensation, welfare, etc.
- Copies of statements for bank savings accounts, CD's or other accounts earning interest.
- Copies of the last 4 statements of checking account(s).
- Copy of 2009 income tax filing and W-2 forms.

**Required for all applicants:**

- A copy of homeowner's insurance and yearly amount paid. (Declaration Page)

Should you have any questions please contact Community Development.

## **ENERGY SMART HOME WEATHERIZATION REBATE PROGRAM GUIDELINES**

*(To Participate: Page 4 of this document must be signed & returned to the City of Elyria)*

The ultimate goal of the Energy Smart Home Program is to reduce the energy costs to qualified homeowners of the City of Elyria. This can be accomplished by installation of Energy Star® Programmable Thermostats, Energy Star® gas furnaces, energy efficient hot water heaters, and/or attic insulation.

The City of Elyria offers rebates ranging from \$1000 to \$2,500 toward the cost of energy upgrades. The program is open to all Elyria homeowners and the amount of assistance is based on the amount of household income (see guidelines below) and type of weatherization. This assistance does not have to be repaid to the City, however, the homeowner must have the ability to pay the difference between the eligible assistance amount and total cost of the project.

### **Energy Smart Home Program Income Guidelines**

\$24,999 & Below	\$2,500 maximum
\$25,000 to \$49,999	\$1,500 maximum
\$50,000 & Above	\$1,000 maximum

The City of Elyria requires that installation of a furnace or hot water heater will result in a minimum 15% energy savings over existing equipment. Installation of attic insulation will require a 10% energy use reduction. An energy audit will be conducted prior to final approval.

### **ASSISTANCE IS AVAILABLE IN THE FOLLOWING AREAS:**

- (1) Energy Star® Programmable Thermostats – The Thermostat Program will provide a free Energy Star® rated digital programmable thermostat for 2300 owner-occupied homes. The thermostats will be made available to all residents of the City and the funding will be used to cover the cost of the thermostat and professional installation.
- (2) Heating - Energy Star® Gas Furnace replacement; additional ductwork; chimney or flue repair or replacement; and other repairs as approved by the Community Development Department. AFUE  $\geq 95$  and must result in a minimum 15% energy use reduction. Eligible amount of assistance is tiered based on income. Minimum rebate is \$1000 and maximum is \$2500.
- (3) Plumbing - Replacement of hot water tanks with an energy factor of .62 or greater or a tankless hot water heater; and other repairs related to installation of hot water heater as approved by the Community Development Department. Must result in a minimum 15% energy use reduction. Eligible amount of assistance is tiered based on income. Minimum rebate is \$1000 and maximum is \$2500.
- (4) Insulation - Insulation of attics that will result in a minimum 10% energy use reduction. Rebate of 50% up to \$1000 for attic insulation.

## **ELIGIBILITY REQUIREMENTS:**

- (1) The applicant must be the owner-occupant of the home and live within the City of Elyria corporate boundaries. Persons with a Lease-Option agreement are deemed ineligible for participation. Land contract ownerships are deemed eligible to participate only if the "buyer" and "seller" sign the required documents.
- (2) The City requires certain source documents, which provide evidence of annual income, such as: wage statements, bank statements, and tax returns, etc, which will be annualized over a 12 month period from the date of application. Household income will be evaluated and calculated based upon annual (gross) income. This documentation is not a public record.
- (3) The City reserves the right to reject the applicant if:
  - (a) The energy audit determines that the energy use reduction will not meet specified requirements.
  - (b) The homeowner has insufficient funds to pay for the difference between the project cost and the approved assistance.

## **PROCEDURE:**

- (1) An application along with the Weatherization Program Guidelines will be given to the applicant. The application must be completed and return to Community Development along with the guideline signature page. At this same time, the applicant is instructed to obtain the required income verification. (NOTE: The applicant will have thirty (30) days from the date application is received by the City to provide all necessary income verification. Failure to do so will result in disqualification.)
- (2) Once all income verification has been received and the complete application has been signed by the applicant and City official it will be processed for approval.
- (3) Prior to final approval of the application, an inspection will be scheduled in order to conduct an energy audit of the home to determine compliance with energy use reduction requirements.
- (4) Applicant will then be notified if the project has been approved or rejected.
- (5) Approved applicants will be issued a rebate voucher. The applicant will also receive the list of contractors participating in the program. The homeowner will then have sixty (60) days to complete the work (Vouchers will expire after 60 days and be voided. The funding will then be reissued to the next person on the waiting list.)
- (6) The homeowner will sign the voucher and give to the contractor once the work has been completed. The homeowner must have the ability to pay the difference between the eligible assistance amount and the cost of the project.
- (7) For applicants who are unable to pay the difference the City may have assistance through the City of Elyria Emergency Home Repair Program (EHR). To qualify for EHR, the household income can be no more than 50% of medium income for Elyria. Homeowners

that receive this funding will follow proper contractor procurement guidelines through the Department of Community Development.

- (8) After completion of the job, and before payment is rendered, the Community Development and Building Department will make a final inspection to assure compliance with the City Codes and Energy Audit Requirements.
- (9) Payment will be made to the contractor based upon the receipt from the contractor of a completed and signed EECBG Rebate Voucher and a copy of the invoice showing that the homeowners portion of the job has been paid in full. To be considered paid in full the total cost of the job minus the City approved portion must be a zero (0) balance due.

**GENERAL:**

- (1) Repairs may only be completed by contractors who are licensed and registered as required by the Elyria Building Department. The City will provide a list of participating contractors.
- (2) The City of Elyria administers all programs without regard to race, creed, color, sex, ancestry, national origin, or handicap.

*After reading the program guidelines, please sign below and return to:*

Office of Community Development  
131 Court Street  
Elyria, OH 44035

I have received a copy of the ENERGY SMART HOME WEATHERIZATION PROGRAM GUIDELINES on the \_\_\_\_\_ day of \_\_\_\_\_, 2010.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Homeowner

Address & Phone #  
\_\_\_\_\_  
\_\_\_\_\_