

CITY OF DOUGLAS WEATHERIZATION GRANT - LOAN PROGRAM POLICIES AND PROCEDURES

The City of Douglas Board of Commission has approved funds to assist qualified city residents with limited weatherization improvements to their homes meeting the following requirements:

- Must be a resident of the City of Douglas and a U.S. Citizen
- Applicant must be the Utility Account Holder or listed on the utility account.
- Must provide proof of home ownership.
- Must occupy structure as the primary residence.
- Must provide proof that property taxes are current.
- Must provide proof of insurance.
- Must provide 3 quotes for proposed items and work.
- Must meet the age requirement of 55-64 years of age or older for 50% Grant and 50% applicant match. (Driver's License or Picture ID required showing date of birth).
- Must meet the age requirement of 65 years of age or older for 75% Grant and 25% applicant match. (Driver's License or Picture ID required showing date of birth).
- Must be current on utility account and applicant must not be a participant of the City Utility Payment Plan.
- Manufactured homes are eligible provided they are permanently affixed. Permanently affixed means the mobile home has been made substantially immobile by the use of brick, wood, or masonry underpinning and has wheels and axles removed.
- Rental property is ineligible for the program.

Weatherization Improvements: An energy audit will be performed on each housing unit to determine needed improvements by qualified city staff.

Eligible Energy Items:

- HVAC Replacement – one per structure unless a split-level home, which may require two units
- Attic Insulation & Ventilation
- Interior/ Exterior Doors
- Windows and/or Caulking or Sealing Existing Windows

****The maximum amount eligible per household is \$5,000, including labor costs****

Repayment:

- If the total invoice amount is over the eligible **maximum** amount per household of **\$5,000**; the homeowner is responsible for any amount over the \$5,000 up front to the contractor.
- The applicant for ages 55-64 will be required to repay fifty percent (50%) of the total amount of improvements on their monthly utility bill for up to 60 months. Repayment will begin the first billing cycle after work is completed. An amortization schedule will be provided. The remaining fifty percent (50%) will be considered a grant. A \$3.00 monthly administration fee will be collected. The administration fee will be used to assist with costs in case of forfeiture.

- The applicant for ages 65+ will be required to repay twenty five percent (25%) of the total amount of improvements on their monthly utility bill for up to 30 months. Repayment will begin the first billing cycle after work is completed. An amortization schedule will be provided. The remaining seventy five percent (75%) will be considered a grant. A \$3.00 monthly administration fee will be collected. The administration fee will be used to assist with costs in case of forfeiture.

Security:

- The applicant(s) will be required to execute a Promissory Note for their portion of the weatherization improvements to their home.

Contractor:

- The City will provide a list of licensed and certified contractors for applicants to choose from. The contractor must be licensed and certified.

Conflict of Interest Qualification

- Members of the Board of Commission, their immediate family members, and city employees will not be eligible to participate in the program. The immediate family shall be identified as: Husband, Wife, Parent, Children, Siblings, or any In-laws of the foregoing or grandparents and grandchildren.

Applicant List

- Due to limited funds, applications will be received and processed on a first come-first serve basis.

CERTIFICATION AS TO CONFLICT OF INTEREST

Name of Applicant: _____

This is to certify that we are not aware of any conflict of interest that exists between the family benefitting from the receipt of Weatherization funds and the members of the Board of Commission, their immediate family members, _____ and city employees.

Signature of Applicant

Date

CITY OF DOUGLAS WEATHERIZATION PROGRAM
APPLICATION FORM

Date: _____
 Applicant Name: _____
 Address: _____
 Telephone No. _____ Cell No. _____
 Utility Account Holder _____
 Utility Account Number: _____

FAMILY COMPOSITION

Family Member No.	Name of Family Members
1	
2	
3	
4	
5	

<input type="checkbox"/> Proof of Home Ownership <input type="checkbox"/> Proof of Property Taxes are up to date <input type="checkbox"/> Proof of Insurance <input type="checkbox"/> Signed Certification As To Conflict of Interest Form <input type="checkbox"/> Proof of Quotes	
Full Quote Amount	Company or Contractor Received Quote From
Quote 1: \$	
Quote 2: \$	
Quote 3: \$	

Are you related to the Mayor or any City Council Member? () Yes () No
 Are you employed by the City of Douglas? () Yes () NO Are you related to a City Employee () Yes () No
 If yes to any of above, give name and relationship: _____

By signing you acknowledge that you understand the Weatherization Grant- Loan Program Policies and Procedures and the statements below.

- A. If you meet the age requirement of 55-64 years of age or older for 50% Grant and 50% applicant match.
- B. If you meet the age requirement of 65 years of age or older for 75% Grant and 25% applicant match.
- C. I the homeowner is responsible for obtaining quotes for the work to be completed.

Applicant Signature: _____
 Application Approved By: _____

 City of Douglas Community Development Director

 City of Douglas Utilities Director

This is a recommendation list but are welcome to contact others for at least **3 quotes**:

Insulation Contractors:

FTP Spray Foam Insulation – (912) 259-0251

Will Insulation- (229) 251-0669

South Georgia Spray Foam LLC- (912) 347-1708

Contractors: Windows & Doors:

Day Construction- (912) 393-4495 or (912) 384-0552

RL Peacock- (912) 381-1015

Window World- (229) 474-4500

HVAC System:

Osteen Heating and Cooling- (912) 384-2780

Stalvey Heating & Cooling- (912) 389-1337

AAction Air Conditioning & Heating Co.- (912)384-2247

Chancey's Heating & Cooling- (912) 384-2036

Surrency Heating & Air Conditioning- (912) 384-7335