

**CITY OF OMAHA
PLANNING DEPARTMENT**

**ENERGY CONSERVATION PROGRAM (ECP)
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

I. INTRODUCTION

The City of Omaha's Energy Conservation Program (ECP) is designed to help homeowners improve their homes. Homeowners living east of 72nd Street in the City's Reinvestment Area are eligible to participate. See Reinvestment Area Map (Attachment A).

The ECP provides a way for eligible homeowners to improve their homes through a grant provided from the Community Development Block Grant (CDBG) funds.

A waiting list is not maintained and applications are processed in the order received. Program availability is contingent on funding allocation.

PLEASE NOTE: *ITEMS UNDERWAY OR COMPLETED BY YOU ARE NOT ELIGIBLE FOR CITY FUNDING.*

TO REQUEST AN ECP APPLICATION: Call the City of Omaha Planning Department, Liz Birkel-Leddy, ECP Coordinator, 1819 Farnam Street, Suite 1111, Omaha, Nebraska 68183 at (402) 444-5150 Ext. 2034.

II. HOW DOES THE PROGRAM WORK?

Under the ECP, the City uses Community Development Block Grant (CDBG) funds to perform energy conservation improvements. Individual projects will be funded with a CDBG grant up to a maximum of \$3,500.00.



III. WHO CAN PARTICIPATE?

You can participate in the Energy Conservation Program if:

- A. you are the owner and occupant of the property to be rehabilitated (no land contract financing) and it is your principal place of residence;
- B. your property has one to two dwelling units and you reside in one of the units;
- C. your property is located east of 72nd Street, west of the Missouri River, north of Harrison Street and south of I-680;
- D. your anticipated annual household income does not exceed 80% of the Area Median Family Income (see Attachment B, Median Family Income Chart). (These income limits change annually - ask the ECP Program Coordinator for current year income limits);
- E. all mortgage, student loans, federal, state and real estate taxes, and child support payments are current;
- F. no judgments have been filed against your property;
- G. you or a household member are not current employees of the City of Omaha;
- H. your property is not dilapidated beyond reasonable repair as determined by the City's Construction Specialist.

IV. ELIGIBLE / INELIGIBLE IMPROVEMENTS:

Eligible improvements are as follows:

Insulation: Typically, blown-in cellulose is used for attic and walls. Adding one inch of insulation raises R-value by approximately three.

The savings and comfort level are significantly improved when adding wall insulation to un-insulated or under-insulated homes.

Sill Insulation (also called rim joist insulation): The rim joist refers to the space between the underside of the floor and top of the basement wall. For optimal energy savings, this area must be properly sealed and insulated. The structural floor beams and siding alone offer minimal R-value.

Lighting: Replacement of incandescent bulbs with energy efficient CFL's (Compact Fluorescent Lights, the curly ones) is a tremendous energy saving upgrade. CFL bulbs last longer and use a fraction of the energy of a traditional incandescent bulb.

Thermostats: New thermostats can assure accuracy of the temperature in a residence.

Air Leakage Control: Obvious leaks will be identified and repaired. Caulking will be done at all visible air gaps and penetrations. Switches and outlet boxes will be insulated.

Furnace: Limited maintenance such as cleaning and changing filters may be done to gain more efficiency in the furnace function.

Storm Windows and Storm Doors: Storm windows will be added to single pane windows. The aftermarket storm window will have combination screen and sliding storm on bottom. It will be constructed of aluminum and fastened to the exterior of the home. Storm doors may be added at all exterior doors.

Water Heater: Insulate tank and piping of hot side at the water heater.

Ineligible improvements are as follows:

- Furnace replacement
- Water heater replacement

- Remodeling work
- Structural repairs
- Plumbing or electrical repairs
- Window and exterior door replacement

Additional considerations:

If you filed a Chapter 7 Bankruptcy within the past ten (10) years, you must have a Court Order of Discharge. A verifiable traditional form of credit (trustee, verification of rent, insurance, utilities, rent to own furniture, cell phone service, etc.) must be established for two years after the bankruptcy discharge. A copy of the Court Order of Discharge and a letter explaining the reason for filing the bankruptcy and circumstances surrounding it must be submitted with the initial application.

In the case of Chapter 13 Bankruptcy currently being paid, you must obtain an Order from the Bankruptcy Court giving authorization to enter into an agreement with the City, which may result in liens being placed against the property. The Court Order must also consent to the indebtedness. You must show 24 months good standing payment history to the Trustee of the Courts. There should be no delinquencies during the 24 months from the filing date to current.

If you are in the process of a divorce, you must wait 30 days after a divorce is granted before the loan closing.

If you have received the maximum allowed grant assistance for previous rehabilitation through one of the City's rehabilitation programs, you are not eligible for further grant assistance for a period of fifteen (15) years from the date of closing of the grant.

V. THE PROGRAM APPLICATION

A telephone call to the ECP Coordinator at (402) 444-5150 Ext. 2034 will initiate the program application process. Our ECP Coordinator is responsible for the initial program intake. The ECP Coordinator will answer any questions you might have and provide you with information about the program and a preliminary application. The completed application is returned to the Planning Department. The City will determine if you qualify for the program based on your income, where you live (east of 72nd Street), and if you own and occupy your home.

If, after preliminary review, it appears that you may qualify for the program, the ECP Coordinator will submit your completed application, including verifications and pertinent information, to the City of Omaha Planning Department's Loan Section for preliminary approval. You will then be assigned a Construction Specialist (CS) to begin the next step of the program.

VI. INSPECTION AND SCOPE OF WORK PROCESS

The CS will inspect your home identifying **priority items** that will be addressed. When the inspection is complete, the CS will generate a work write-up and discuss his findings with you. Once you approve and sign the work write-up, the CS will put your project out to bid. During the bid process, an open house will be required to allow contractors access to the property. The project is competitively bid which means that the contractor with the lowest bid will be awarded the project.

NOTE: The inspection by the CS does not obligate or require you to make repairs in the event that you decide not to proceed with the rehabilitation of your property.

VII. CONSTRUCTION PHASE

Once a proceed order is issued, a pre-construction meeting to discuss contractor's time frame, and other construction issues is conducted involving the homeowner, the CS and the contractor selected to do the

work. Following the pre-construction meeting, work on your home begins. The contractor is granted approximately thirty (30) days to complete the work.

The CS oversees the project and makes inspections throughout the course of the project. Your signature will be required to issue payment to the contractor.

Once the energy conservation work is completed, a final inspection is made by the CS and contractor. A final payment is made to the contractor. A disposition of funds statement that shows the total dollars spent in the funding sources will be prepared and you, the owner, will sign to complete the project.

The CS is responsible for approving the work based on his inspection. You, as the owner, approves and signs off on pay requests. If you refuse to sign-off on a pay request that the CS has approved, then the owner is non-compliant and in default. Consequently, the outstanding amount of the grant at the time of default shall be due and payable immediately from you and owed to the City.

VIII. GRIEVANCE PROCEDURES

Should any dispute arise respecting the percentage of work completion, the construction, the meaning of drawings or specifications, the true value of any omitted or improper workmanship or materials, or any loss sustained by the owner, and if the manner or estimation is not otherwise provided for, the same shall be determined in the following manner: Either party shall notify the other in writing that the dispute be submitted to arbitration. Within ten (10) days after such written notice, each of the parties shall meet with an appointed arbitrator or representative from the City's law department. Both contractor and owner agree to be bound by the decision reached as a result of this meeting.

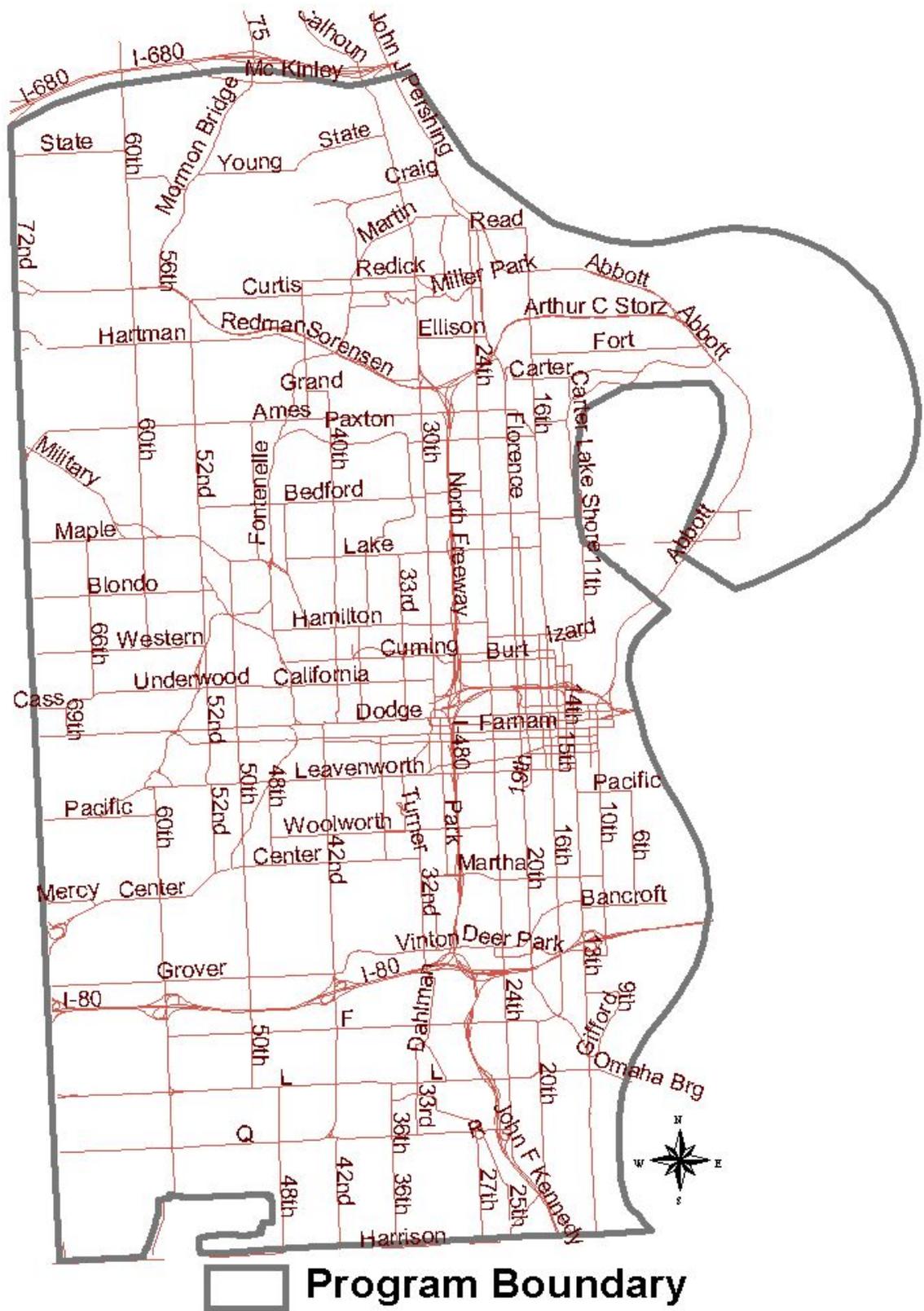
IX. STATE OF NEBRASKA

Attestation of Citizenship Neb. Rev. Stat. 4-108 through 4-114

You and each adult member applying for ECP are required to file a “United States Citizenship Attestation Form for Public Benefit” verifying eligibility status for the purpose of receiving a public benefit. The form verifies that you are in fact a United States citizen or a qualified alien under the Federal Immigration and Nationality Act.

Contractors will be required to sign a “United States Citizenship Attestation Form for Public Benefit” to verify their citizenship status only if they are a sole proprietorship.

ATTACHMENT A



**ECP Income Limits
(2013*)**

<u>Family Size</u>	<u>Maximum Income Permitted</u>
1	\$40,750
2	\$46,550
3	\$52,350
4	\$58,150
5	\$62,850
6	\$67,500
7	\$72,150
8	\$76,800

(* Effective December 1, 2012)

These income limits change annually – so ask your ECP Program Coordinator
for the current year's income limits!