



BALTIMORE HOUSING

Application

From the Division of Green, Healthy & Sustainable Homes

443-984-1066

www.baltimorehousing.org



Stephanie Rawlings-Blake,
Mayor of Baltimore City



BALTIMORE
HOUSING





BALTIMORE HOUSING

Division of Green, Healthy
& Sustainable Homes
2700 North Charles Street,
Suite 201
Baltimore, MD 21218

Guidelines for Completing the Baltimore Housing Division of Green, Healthy & Sustainable Homes Application

- Select the services you wish to apply for on the next page.
- Answer ALL questions on the application.
- Place your signature in the appropriate spaces.
- Turn in all required documents for the services selected.

Include proof of income for everyone in the household 18 or over for the most recent 30-day period (include all earnings of family members with a source of income)

Examples of proof of income

- Copy of latest award letter or copy of bank statement if you receive Social Security, SSI, Veterans benefits, and/or pension(s).
- Employment- ALL pay stubs received in the last 30 days.
- Unemployment- Benefit determination letter or check stubs from your Unemployment Office.
- TCA/TEMHA: Copy of the award letter, or a copy of the check.
- Rental income: Copy of rent receipts from tenants.
- Child support or alimony: Copy of the check, check stub, or court order

Mail completed application, along with all required documentation to:
Baltimore City Office of Energy Conservation Services
Attn: Light Program
2700 North Charles Street, Suite 201
Baltimore, MD 21218

***A Return Envelope is enclosed in this packet.**
If you have any questions about the application contact:

443.984.1066

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Program Checklist and Required Documentation

***CHECK ANY OF THE PROGRAMS LISTED BELOW THAT YOU WISH TO APPLY FOR.**

All documentation required to complete application for listed programs are detailed below. Documentation for each program is different. All items are required. *NOTE: Send photocopies only. NO ORIGINALS.

STRUCTURAL (Office of Rehab Services)

Service	Grant or Loan	Eligibility	Documentation
<input type="checkbox"/> Roof Repair	Loan *May be deferred or forgiven depending on eligibility	Income	<ul style="list-style-type: none"> Your Deed of Assignment Most recent Property Tax Bill Recent Mortgage Statement 3 recent consecutive Pay Stubs or a Current Public Assistance Award Letter Homeowners Insurance (Declaration Page) Current Checking or Savings Account Statements Repair Estimate from MHIC licensed contractor List of all Real Estate owned
<input type="checkbox"/> Furnace Replacement		1 person \$46,032	
<input type="checkbox"/> Water/Sewage Break Repair		2 person \$52,608	
<input type="checkbox"/> Electrical Repair		3 person \$59,184	
<input type="checkbox"/> Plumbing Repair		4 person \$65,760	
<input type="checkbox"/> Disability Accessibility		5 person \$74,898	
		6 person \$86,420	
		7 person \$98,766	
	8 person \$111,870		

ENERGY EFFICIENCY (Office of Energy Conservation)

Service	Grant or Loan	Eligibility	Documentation
<input type="checkbox"/> Energy Efficiency/ Conservation	Grant	Income	<ul style="list-style-type: none"> Photo ID of Applicant/you and everyone in your household 18 and over 3 recent consecutive Pay Stubs or a Current Public Assistance Award Letter Social Security Card for you and everyone in your household Most recent BGE bill
	1 person \$22,340		
	2 person \$30,260		
	3 person \$38,180		
	4 person \$46,100		
	5 person \$54,020		
	6 person \$61,940		
	7 person \$69,860		
	8 person \$77,780		

LEAD HAZARD CONTROL (Lead Hazard Reduction Program)

Service	Grant or Loan	Eligibility	Documentation
<input type="checkbox"/> Lead Hazard Control	Loan or Grant *Depending on eligibility *Only for children 6 and under or pregnant woman in the house.	Income	<ul style="list-style-type: none"> Your Deed of Assignment 3 recent consecutive Pay Stubs or a Current Public Assistance Award Letter Homeowners Insurance (Declaration Page) Most recent Property Tax Bill Last 2 years Tax Returns Birth Certificates for all children less than 6 years old Bankruptcy Discharge (if applicable) Most recent monthly mortgage statement
	1 person \$46,032		
	2 person \$52,608		
	3 person \$59,184		
	4 person \$65,760		
	5 person \$74,898		
	6 person \$86,420		
	7 person \$98,766		
	8 person \$111,870		



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Division of Green, Healthy & Sustainable Homes Application

Name [last, first]: _____

Total Annual Household Income: _____

Social Security Number: _____ Date: _____

Phone: _____

Alternative Phone Number: _____

Mailing Address: _____

_____, Maryland Zip Code: _____

*(Check one) Apartment Multi-Family, Double, Row or Townhome
 Single Family Home Mobile Home

Applicant's Marital Status: single married widowed/widower

Applicant's Employer: _____

Number of Years Employed: _____

Email Address: _____

CO-APPLICANTS (all information is from Co-applicant)

Co-Applicant's Name: _____

Phone Number: _____ Alternative Phone Number: _____

Email Address: _____

Mailing Address: _____

_____, Maryland Zip Code: _____

Employer: _____

Number of Years Employed: _____ Social Security Number: _____

Marital Status: single married widowed/widower

RENTERS ONLY

Do you receive

reduced rent through HUD or subsidized housing?

Yes No

Is heat included in the rent:

Yes No

*[Landlord] Name/Apartment Unit: _____

*[Landlord] Mailing Address: _____

City: _____, Maryland zip: _____

*[Landlord] Phone Number: _____

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THIS PAGE IS REQUIRED FOR ALL APPLICANTS

I understand that when this application is signed, I am granting permission for:

- 1) Baltimore City Division of Green, Healthy & Sustainable Homes to check all household income, bank accounts, housing expenses, insurance and any other benefits.
- 2) The Unemployment Insurance Administration or any other agency to give and/or receive information from the Baltimore City Division of Green, Healthy & Sustainable Homes Program needed to complete this application.

An appeal can be filed to change the decision on this application if notice is not given in reasonable time. The appeal must be filed within 15 days of decision. The local agency will inform me on how to file. Free legal advice is available through the Legal Aid Bureau by calling toll free: 1-800-999-8904. **Maryland has fraud law. Punishment can occur for not telling the truth when applying for assistance to pay home energy costs.** I declare that the information provided to the Baltimore City Division of Green, Healthy & Sustainable Homes Program is true, correct and complete.

Applicant

Date

Lead-Based Paint Notification For Existing Homeowners [All Applicants]

Acknowledge receipt of the pamphlet 'Protect Your Family From Lead in Your Home' by signing below. This brochure explains the hazards of lead-based paint and offers suggestions for reducing and preventing lead poisoning.

Applicant

Signature and Date

Co-Applicant

Signature and Date

For Office Use Only

Date	County	Center	# in HH	Intake Worker Signature	Certifier Signature



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*What is the Bid List?

The Bid List is for clients seeking assistance finding a contractor when applying for structural improvements through Baltimore Housing's Office of Rehab Services. Client's scope of work will be posted on a Bid List available for licensed contractors to contact the client to provide competing proposals. The client has the choice to select which contractor they would like to use. If the client does not want to be on the Bid List, they must find a contractor on their own to complete the work.

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Baltimore Housing Division of Green, Healthy & Sustainable Homes

Must be signed if applying for Structural or Lead Hazard Control Credit Report Authorization

In accordance with Executive Officer Order 01.01.1983.18, the Department of Housing & Community Development advises you as follows regarding the collection of personal information. The information requested by the Department of Housing & Community Development (the "Department") is necessary in determining your eligibility for a Special Loan Program. Your failure to disclose this information may result in the denial of your application. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et. seq. of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, the staff of the local administrator of the grant, and participating mortgage lender, if any purposes directly connected with administration of the program.

Any person who knowingly makes, or causes to be made, a false statement or representation relative to this application shall be subject to criminal prosecution, a fine up to \$50,000 and/or imprisonment up to five years and if a loan grant is made, immediate call of the loan/grant requiring payment in full of all amounts disbursed, pursuant to Article, Section 2-207 - Annotated Code of Maryland.

I/We authorize the Program or is agent to obtain credit information for the purpose of evaluating this application and disclose this same information to local agencies participating in the program and/or a private lending institution agreeing to participate in the funding.

Printed Name of Primary Borrower

Printed Name of Primary Co-Borrower

Signature of Primary Borrower

Signature of Primary Co-Borrower

Date

Date

Must be completed if applying for Structural Services Contractor Bid List Request Form

Date: _____

Subject Property Address: _____

I Do _____ / I Do Not _____ give the Department of Housing & Community Development (DHCD), Office of Rehabilitation permission to post my name, address, and phone number as being interested in receiving bids for rehab work on my property.

I am aware that the selection of a licensed contractor will be my responsibility for any repairs funded by the Department. The City of Baltimore, through the Department of Housing & Community Development, does not maintain a list of approved or sanctioned home improvement contractors and therefore make no recommendation on selection for work to be completed on your residence.

Printed Name

Phone Number

Must be signed if applying for Energy Efficiency

Customer Consent to Obtain Household Energy Information

The Maryland Department of Housing and Community Development (DHCD) works with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work and prosper. As part of this mission, DHCD has a number of programs that are geared towards making Maryland homes and businesses more comfortable, efficient, and affordable through energy savings measures. Baltimore City Department of Housing & Community Development (BCDHCD) works with DHCD to provide energy conservation services in Baltimore.

WHY WE NEED A RELEASE

For our energy efficiency programs to be successful, DHCD and BCDHCD will need to compare energy usage before and after the efficiency improvements. To understand how effective these measures are in reducing your energy bills, we will need access to actual energy usage data for your home, as well as data on energy saving measures installed in your home. This data will allow us to more accurately personalize energy savings estimates for home energy improvements provided by participating contractors, ensure that installed measures are delivering the expected energy savings, and allow us to provide feedback to you on energy reductions. This data will also be used by the U.S. Department of Energy's (DOE) and our own program research staff for program evaluation purposes. We take the security and privacy of your information very seriously. We will never sell, rent, or otherwise release personal data to outside parties.

Utility and Energy Supplier Information

Gas Utility: _____ Name on Account: _____
Electric Utility: _____ Account #: _____
Other Fuel Supplier: _____ Oil Propane Account #: _____

Utility and Energy Supplier and Program Information Release

ENERGY USAGE INFORMATION RELEASE

As the account holder, I hereby authorize and give permission to the utilities and fuel or energy suppliers named above to release account and energy usage information (including my name, address, account number, and usage or consumption information) to DHCD and BCDHCD, for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of the program. This permission is given for the monthly and total amount of energy used by my household.

PROGRAM DATA RELEASE

As a participant in a DHCD and BCDHCD program, I hereby authorize DHCD and BCDHCD to access my program data and release it to DOE for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of its program.

RELEASE PERIOD

This authorization covers the period starting 24 months before the date below and ending 24 months after the date below. I may revoke this authorization by written notice to:

Office of Energy Conservation Services, 2700 N. Charles St, Suite 201 Baltimore MD 21218

CONSENT

-I understand and agree that my account information (including my name, address, account number, and usage or consumption information) will be provided to DHCD and BCDHCD by the above-named utilities and fuel or energy suppliers for the sole and limited purpose of evaluating energy conservation measures. DHCD and BCDHCD and DOE will protect the confidentiality of this information the same as it does for their own customer or other confidential information. By signing this release, I authorize the above-named utilities and fuel or energy suppliers to release my customer account information to DHCD and BCDHCD and for DHCD and BCDHCD to release this information to DOE.

An electronic copy of this authorization may be accepted with the same authority as the original.

Printed Name: _____ Signature: _____
Date: _____ Mailing Address: _____

Health and Safety Screen

Child Safety

Lead Paint

1. Was your house built before 1978?
2. Is there any chipping or peeling paint in your house?
3. How many children under 6 live in your household? _____
4. How many children under 6 do not live in your household, but spend more than 10 hours per week in your home? _____
5. Have any of the children listed above ever been diagnosed as having lead poisoning (elevated blood-level, or EBL)?

CIRCLE
YES or NO

YES/NO

YES/NO/unknown

YES/NO

Heating System

1. What type of heating system do you have?
 Gas Oil Electric Other
2. Do you have?
 Furnace [Ducts] Boiler [Radiators] Space Heater Other
3. Is your heating system working?
4. If no, describe the problem: _____

5. How long has it not been operating? _____
 Months Weeks Days
6. Do you have a service contract?

YES/NO

YES/NO

Community Volunteer

1. After you receive the service(s) that you are applying for from Baltimore Housing, would you be interested in volunteer opportunities to engage in community service in Baltimore?

YES/NO

