



8025 Liberty Road

Windsor Mill, MD 21244

(410)-496-1214 – (410)-496-9352

## **MEA Document Checklist**

In this packet, you will find all of the information that needs to be turned in for the **WEATHERIZATION PROGRAM**. Please submit copies by mail, email, or fax to Diversified Housing. Make sure to have all of the documentation to prevent delay in the approval process which can lead to you missing out on the funding. Please give our office a week to process documentation and feel free to contact our office.

- \_\_\_\_\_ MEA Weatherization Application
- \_\_\_\_\_ Explanations for Home's Health, Safety, and Structure Conditions (If Applicable)
- \_\_\_\_\_ Personal Information Privacy Protection Policy
- \_\_\_\_\_ Customer Consent to Obtain Energy Information (labeled pg. 17 and 18 at the bottom)
- \_\_\_\_\_ DHD Disclosure Statement
- \_\_\_\_\_ Owner's Release Form
- \_\_\_\_\_ **60 Days** of Household Income (Weekly = 8/9 Pays, Semi Monthly = 4 Pays, Bi-Weekly = 5 Pays)
- \_\_\_\_\_ Proof of identification
- \_\_\_\_\_ Social Security Cards for everyone in the household
- \_\_\_\_\_ Current Gas and Electric Bill (**Front and Back - We must be able to see the usage. Crossing out the amount due is allowed.**)

**\*DO NOT SEND IN YOUR DOCUMENTATION WITHOUT HAVING ALL OF THESE ITEMS\***



## MEA WEATHERIZATION APPLICATION

*Diversified Housing Development will review your application for the Maryland Energy Administration (MEA) program.*

**PLEASE PRINT ALL INFORMATION**

Please complete the two pages in this MEA application. Return completed form to Diversified Housing Development along with the following

- Proof of Household's income received in the 60 days prior to the date you sign this application
- Proof of identification, of residence, and Social Security Cards
- A current electric bill and /or a current gas bill (if you are responsible for paying heat)

1.

Name	Home Phone Number
Your Street Address	Other Phone Number
City, State, Zip	Email
Mailing Address (If different from your mailing address or if you've moved)	

(Check One)     Apartment or Multi- Family     Double, Row or Townhome     Single Family Home

**2. Fill in all spaces below or ALL Household members (List Yourself First):**

**TOTAL NUMBER OF HOUSEHOLD MEMBERS IS \_\_\_\_\_ Total # of household members 18 years and over is \_\_\_\_\_**

**Please use the following choices for "Race Code":**

- |                     |                                      |          |
|---------------------|--------------------------------------|----------|
| 1. African-American | 4. Asian or Pacific Islander         | 7. Other |
| 2. White            | 5. Native American or Alaskan Native |          |
| 3. Hispanic         | 6. Multi-Racial                      |          |

First & Last Name	Birthdate M/D/Yr	Relationship To Applicant	SEX M/F	Race Code	Disabled (Yes or No)	Types of Income	30-Day Gross Income
<b>1.</b>							
<b>2.</b>							
<b>3.</b>							
<b>4.</b>							
<b>5.</b>							
<b>6.</b>							

**4. ELECTRIC COMPANY INFORMATION**

My electric company is \_\_\_\_\_  
 The name on the account is Account Number \_\_\_\_\_

I have a turn-off notice from this company: Yes  No  My Service is off now: Yes  No

**5. CHECK ONE BOX BELOW FOR THE MAIN HEATING SOURCE OF YOUR HOME**

Electricity  Utility Gas  Propane  Oil  Kerosene  Coal Wood/Pellets

My Heat supplier or fuel Company is \_\_\_\_\_  
 The name on the account is Account Number \_\_\_\_\_

**UTILITY GAS CUSTOMERS ONLY:**

I have a turn-off notice from this company: YES  NO  My service is turned off now: Yes  NO

**6. HOME'S HEALTH, SAFETY, AND STRUCTURE CONDITIONS:**

- 1. Do you have any missing external windows or doors? Y N
- 2. Is there mold or mildew in the house? Y N
- 3. Are there any active roof leak(s)? Y N
- 4. Do you have any damage to the exterior walls/ siding/ trims or ceiling? Y N
- 5. Are you aware of any electrical code violations/hazards? Y N
- 6. Are you aware of any plumbing leaks/ moisture problems? Y N
- 7. How old is your heating system/furnace? \_\_\_\_\_
- 8. What is the age of the home? \_\_\_\_\_
- 9. How many bedrooms in the home? \_\_\_\_\_
- 10. Any other structural or health concerns? \_\_\_\_\_

7. The applicant or proxy must sign this application before it can be processed.

Family Size	1	2	3	4	5	6	7	8
Annual Income	\$58,384	\$66,725	\$75,066	\$83,406	\$90,100	\$96,794	\$103,434	\$110,128

I declare that the information provided to Diversified Housing Development (DHD) is true, correct, and complete. I understand that when this application is signed, permission is given: 1) for the DHD to check all household income and any other benefits; and (2) for the other governmental/non-governmental agencies to give and/or receive information from DHD needed to complete this application. I also certify that I meet the income guidelines listed above which is required to receive weatherization services from DHD.

 \_\_\_\_\_  
 Applicant's Signature      Date

**Scheduling – Must be available all day**

Please list dates in which you can have someone home from 9 a.m. to 5 p.m. over the age of 18.

\_\_\_\_\_  
 \_\_\_\_\_

**OFFICE USE ONLY:**

Date Received:	Intake Worker Signature:	Date:
Total Income:	Certifier Signature:	Date:

**Explanations for Home’s Health, Safety, and Structure Condition**  
**Answers**

This document is to be completed if you answered “yes” to any of the questions in section 6 of the MEA Application. For each question that is answered yes, provide detailed information for why you chose that answer. Please be sure to give complete and accurate information because some weatherization work can make existing problems worse if work is performed. (Ex. If your home has a lot of mold and the contractor seals up the holes where the air is leaking out of the home the mold can get worse.)

**Do you have missing external windows or doors?** \_\_\_\_\_

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**Is there mold or mildew in the house?** \_\_\_\_\_

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**Are there any active roof leak(s)?** \_\_\_\_\_

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**Do you have any damage to the exterior walls/siding/trims or ceiling?** \_\_\_\_\_

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**Are you aware of any electrical code violations/hazards?** \_\_\_\_\_

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**Are you aware of plumbing leaks/moisture problems?** \_\_\_\_\_

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Staff Notes:
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**Diversified Housing Development, Inc.**

**Personal Information Privacy Protection Policy**

Protecting the privacy and confidentiality of your personal information is important to Diversified Housing Development, Inc and to our employees. In order to offer you the services you seek to obtain, we collect, maintain, and use information about you on a routine basis. To help you better understand how your personal information is protected, we are providing you with the following statement describing our practices and policies with respect to the privacy of the customer information. In the event you terminate your customer relationship with us, or become an inactive customer, we will continue to adhere to the policies and practices described in the notice.

**What Information We Collect**

We collect nonpublic personal information about you on application or other forms during the application process, gather from your transactions and experiences with us, and obtained from other authorized sources, such as consumer reporting agencies. All information collected and stored by Diversified Housing Development, Inc is used for specific business purposes to ensure compliance with the federal and county programs we administer, and developing a better understanding of your financial situation, to provide you with improved services.

**What Information We Disclose**

We do not disclose any nonpublic personal information about our customers or former customers to anyone except as permitted by law. We are permitted under law to disclose such information about you to other third parties in certain circumstances. For example, we may disclose nonpublic personal information about you to third parties to assist us in servicing your home or application, to government entities in response to subpoena's and federal and local reporting requirements.

**Our Security Procedures**

We understand that the protection of you nonpublic personal information is of the utmost importance. Guarding your privacy is our obligation. Diversified Housing Development, Inc maintains strict procedures and policies to safeguard your privacy. We restrict employee access to customer information to only those who have a business reason to know such information, and we educate our employees about the importance of confidentiality and customer privacy. We maintain physical, electronic and procedural safeguards that guard your nonpublic personal information.

**ACKNOWLEDGMENT OF MORTGAGE LOAN APPLICANT(S)**

I/We have read this disclosure form and understand its contents, as evidenced by my/our signature(s) below.

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Applicant                      Date

\_\_\_\_\_  
Applicant                      Date



8025 Liberty Road, Windsor Mill, MD 21244

Phone: (410) 496-1214 Fax: (410) 496-9352 Website: [www.diversifiedhousing.org](http://www.diversifiedhousing.org)

### DHD Disclosure Statement

Diversified Housing Development is a non-profit organization with a mission to create and sustain homeownership in the Baltimore metro region. To assist residents and potential residents of Baltimore County, we offer the following services;

- Home Buyer Workshops
- Individual Pre Purchase Counseling
- Foreclosure Prevention Counseling
- Weatherization Assistance
- Down Payment and Closing Cost Assistance

These Services are available to any customer that requests it; however, we do not steer or expect any of our customers to utilize these products or services beyond their initial service. ***Clients are not obligated to receive any other services offered by the organization.*** You may be referred to other housing services of the organization or another agency or agencies as appropriate who may be able to assist with particular concerns that have been identified. A counselor may answer questions and provide information, but not give legal advice. If you would like legal advice, you will be referred for appropriate assistance.

### Client Statement

I have read the above mentioned disclosure and understand that I am not obligated or steered toward using any of the above services beyond my initial service.

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counselor Signature

**Diversified Housing Development  
Weatherization Assistance Program**

**Owner's Release Form**

This is a program funded by State resources to provide assistance to low income owners by making their homes more energy efficient. The goal of the program is to help owners reduce their fuel bills by lowering the energy consumption needed to heat and cool their homes. The weatherization services provided to approve applicants may include, but are not limited to:

- A. Caulking, weather stripping, door sweeps, replacement of cracked or broken glass windows and doors.
- B. Install Compact Fluorescent Lights (CFLs)
- C. Install Low-Flow shower Heads and aerators
- D. Air seal home and air seal ducts
- E. Hot water heater jackets, duct wraps, pipe insulation and attic insulation
- F. Furnace efficiency testing (gas and oil-fired furnaces only)

**This is a FREE ONE TIME ONLY service and the work performed is of a permanent nature. After the inspection, the contractor does not return to make repairs at a later date.**

**Currently, approximately 30 houses will be selected for Diversified Housing Development Weatherization Assistance Program. This is done on a first come first serve basis. These services are contingent on availability of funding.**

I have read the above statement and understand it. In consideration for the above services being performed on my home at no expense to me, I consent to permit staff members of Diversified Housing Development Weatherization Assistance Program and the Weatherization Contractor and his staff, to enter my property and perform the services on my home. All contractors utilized by the program are licensed and bonded by the State of Maryland and are fully insured. Your signature below makes the owner and or applicant a patty to Diversified Housing Development's with its weatherization contractors.

**Please Return With MEA Packet**

Owner's Name (Please Print) \_\_\_\_\_

Owner's Name (Please Print) \_\_\_\_\_

Street Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Cell Phone \_\_\_\_\_

Days available (please circle) M Tu W Th F Sa Su

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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