



## City of Naperville Home Energy Savings Program



The City of Naperville has received funds from the Department of Energy (DOE) through the American Recovery and Reinvestment Act (ARRA) to perform residential home energy evaluations for incorporated Naperville residents. The energy evaluations will be available to residents age 55 and older who own a home built prior to 1980. A minimum of 350 energy evaluations will be conducted by the city.

Certified Energy Technicians employed by the City of Naperville will conduct the energy evaluations to determine the overall energy efficiency of a home. Based on this energy evaluation, technicians will provide residents with information on potential changes to make their home more energy efficient. Changes can include a range of items, including new weather stripping, caulking, light bulbs, programmable thermostats, insulation, new windows, ENERGY STAR appliances and combustion equipment.

Residents who participate in the energy savings program are required to sign a contract with the city since qualified residents may be eligible for a 50% reimbursement, up to \$1,500, to assist them in making energy improvements to their home. In order to receive matching funds, all improvements need to be completed, verified by a follow-up inspection by the city, and validated with detailed receipts within three months of receiving the energy evaluation report from the city.

### FAQs

#### **How Do I Qualify for the Program?**

Incorporated Naperville residents age 55 and older who own a home built prior to 1980 qualify for the program.

#### **How Many Applications Will the City Accept for the Program?**

All residents who meet the qualifications of the program can apply for an energy evaluation, up to a minimum of 350 applicants.

#### **What Are the Benefits of the City's Residential Energy Evaluations?**

Naperville's home energy savings program provides eligible residents with a **FREE** city-conducted energy evaluation to determine how they can make their home more energy efficient. Private sector energy evaluations are estimated to cost upwards of \$600-\$800. Residents who make energy improvement to their homes may benefit from reduced utility bills as well as be eligible for certain tax credits.

#### **How Much Money Am I Eligible to Receive?**

Residents who qualify under the program may be eligible for a 50% reimbursement for energy improvements made to their home, up to \$1,500. In order to receive funds, improvements need to comply with recommendations from the home evaluation report. After completion, the work will be verified through a follow-up evaluation by the city, and validated with detailed receipts within three months of receiving the evaluation report from the city.

### **Where Can I Obtain a Notary Signature?**

A number of members of city staff are Notaries Public. They can notarize your application at no cost. Visit the Transportation, Engineering and Development Business Group located on the first floor of the Naperville Municipal Center to have your application notarized.

### **How Can I Find Out More?**

For more information, please visit the City of Naperville's Web site at [www.naperville.il.us/HESP.apx](http://www.naperville.il.us/HESP.apx). You may also contact a customer service representative by phone at (630) 420-6077.

## **APPROVAL PROCESS FOR QUALIFIED GRANT APPLICATIONS**

### **1. Complete and Submit Home Energy Savings Program Application (see APPLICATION form)**

Completed applications must be submitted to the City of Naperville Transportation, Engineering and Development (TED) Department, 1<sup>st</sup> Floor, to verify eligibility. A minimum of 350 applications will be accepted for an energy evaluation.

### **2. Approval of Energy Evaluation by the City**

After the city receives a complete application, eligible applicants will be requested to complete the Energy Evaluation Reimbursement Agreement.

### **3. Execution of the Energy Evaluation Reimbursement Agreement (see AGREEMENT form)**

A Matching Energy Evaluation Reimbursement Agreement specifying the responsibility of the grant recipient and the City of Naperville must be executed by all selected candidates. This agreement must be signed and submitted to the city prior to the energy evaluation being scheduled. As part of the agreement, applicants will be eligible for a 50% reimbursement, up to \$1,500, for energy improvements made to their home in conjunction with the city's energy evaluation report. Reimbursement will require the submittal of paid contractor receipts and verification of work being done at the property.

### **4. Initial Energy Evaluation**

Energy evaluations will be conducted by the city's Certified Energy Technicians. The energy evaluations will determine the energy efficiency of a home and specify changes that can be made to improve the home's energy efficiency. The average initial energy evaluation will take approximately 1.5 to 3 hours and will require access to all portions of your home, including the basement and attic. Energy evaluations will include a blower door test and

infrared testing for air leakage along with an inventory of appliances and building insulation materials.

### **5. Begin Work – Permits and Contractor Selection**

After the contract has been executed and the evaluation has been completed, an "Energy Evaluation Report" will be sent to the applicant by the city. The homeowner will need to review the report and determine which improvements they intend to pursue for their home. Where applicable, a building permit will be required in compliance with the Naperville Municipal Code. Contact a customer service representative at (630) 420-6077 to determine whether or not your project will require a building permit.

### **6. Follow-Up Evaluation/Completion of the Project**

After the improvements have been made, a follow up evaluation will be conducted. This evaluation will take approximately 1 to 2 hours and will require access to all portions of your home. During this evaluation, the work will be approved for compliance with the original evaluation recommendations and building codes. In the event the City finds the finished work product does not meet code requirements, or is not consistent with the approved grant application and evaluation report issued by the city, the City may not provide reimbursement for work completed.

### **7. Payment of the Grant (see REIMBURSEMENT form)**

Grant recipients shall provide an Energy Evaluation Reimbursement Form and all detailed receipts (including copies of cancelled checks) for work completed at their home to the City of Naperville. The city will provide reimbursement up to the agreed upon maximum after eligible grant work has been evaluated and certified as to its completion and compliance with the approved grant application.

Please note, if the homeowner conducts the improvements themselves, only invoices for materials may be submitted for reimbursement.

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**City of Naperville  
Home Energy Savings Program  
APPLICATION**



A downloadable version of the Home Energy Savings Program application is available on-line at [www.naperville.il.us/hesp.aspx](http://www.naperville.il.us/hesp.aspx).

Address of Project Property:	
Project Property Owner's Name:	
Project Property Type (Single Family; Townhome; Duplex):	
Owner's Mailing Address (if different from above):	
Owner's Phone Number:	
Owner's E-Mail:	
<b><i>THE FOLLOWING INFORMATION MUST BE VALIDATED WITH ATTACHMENTS OF SUPPORTING DOCUMENTATION AS SPECIFIED BELOW.</i></b>	
Age of Project Property Owner (Valid Driver's License, State I.D., or Birth Certificate):	
Age of Project Property (Property Tax Record):	
Project Property Owner Signature:	
By signing the above I am validating that the above information and required attachments are true. Any false information provided in this application will result in the rejection of said application and the reimbursement of any city funds disbursed to me as a result of this program.	

<i>For Internal Use Only:</i>	
DATE STAMP	TRACKING NUMBER:  -----

**Disclosure of Beneficiaries/Trust Disclosure:**

This section must be completed and attached to any grant application submitted to the City of Naperville. This form is used to ensure that the applicant has a recognized, vested interest in the property. This form is required by persons applying for permits, licenses, approvals or benefits from the City of Naperville.

1. Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

2. Nature of Applicant: (Please check one)

- a. Natural Person \_\_\_\_\_
- b. Corporation \_\_\_\_\_
- c. Land Trust/Trustee \_\_\_\_\_
- d. Trust/Trustee \_\_\_\_\_
- e. Partnership \_\_\_\_\_
- f. Joint Venture \_\_\_\_\_

3. If applicant is an entity other than described in Section 2, briefly state the nature and characteristics of applicant:

\_\_\_\_\_

4. If in your answer to Section 2 you checked box b, c, d, e or f, identify by name and address each person or entity which is a 5% shareholder in the case of a corporation, a beneficiary in the case of a trust or land trust, a joint venture in the case of case of a joint venture, or who otherwise has a proprietary interest, interest in profits and losses or right to control such entity:

a. \_\_\_\_\_ b. \_\_\_\_\_

c. \_\_\_\_\_ d. \_\_\_\_\_

5. Name, address and capacity of person making this disclosure on behalf of the applicant:

\_\_\_\_\_

**IMPORTANT NOTE:** In the event your answer to Section 5 identifies entities other than a natural person, additional disclosures are required for each entity.

**VERIFICATION**

I, \_\_\_\_\_, being first duly sworn under oath, depose and state that I am the person making this disclosure on behalf of the applicant, that I am duly authorized to make this disclosure, that I have read the above and foregoing Disclosure of Beneficiaries, and that the statements contained therein are true in both substance and fact.

Signature: \_\_\_\_\_

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

This application for a Residential Energy Evaluation Program is hereby believed to be complete and accurate.

Owner Signature: \_\_\_\_\_

**Print Owners Name:** \_\_\_\_\_

**STATE OF ILLINOIS     )**  
**COUNTY OF DUPAGE     )**  
**CITY OF NAPERVILLE   )**

The foregoing petition was acknowledged before me by \_\_\_\_\_  
*[Name of Notary]*

on the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Notary Public Signature: \_\_\_\_\_

**Notary Public Name:** \_\_\_\_\_

Applications may be submitted to the Transportation, Engineering and Development Business Group, located on the first floor of the Naperville Municipal Center, 400 S. Eagle Street. . The Municipal Center is open from 8 a.m. to 5 p.m. Monday – Friday. Applications may also be submitted via mail to:

City of Naperville  
ATTN: Rick Trujillo, Project Manager  
Transportation, Engineering, and Development Business Group  
400 S. Eagle Street  
Naperville, IL 60540

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