



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038  
Website: [www.growsd.org](http://www.growsd.org) Email: [info@growsd.org](mailto:info@growsd.org)

Dear Weatherization Applicant:

Your request for the GROW South Dakota Weatherization Assistance Program indicated that you are renting your home. In order for our agency to process your weatherization request, we will need the following documents completed and returned:

- 1) The enclosed/attached South Dakota Weatherization Assistance Application. The application must be filled out and signed by applicant and any co-applicants (co-applicants refers to any adult living in the household).
- 2) If you are not on the current fuel assistance, you will need to submit a copy of your last 3 months income for the household. To apply for energy assistance you may visit their website at <http://dss.sd.gov> or you may call 1-800-233-8503 to request an energy assistance application.
- 3) The Landlord Agreement/Homeowner Notice. The landlord and tenant will need to sign this form. Please have the homeowner read this agreement to familiarize themselves with the landlord requirements. Landlords are responsible for 33.3% of the cost of the weatherization measures installed, plus program support costs, unless their income falls below 200% of the poverty income guidelines. Landlords will be billed for their portion of the cost after GROW South Dakota completes an audit on the home. At that time the landlord may decide if they would like to continue with the program.
- 4) Proof of homeownership from the landlord. This may be a copy of the property tax notice, deed, or if a mobile home, a copy of the mobile home title.

If you have any questions, concerning your request, feel free to contact our agency.

Sincerely,

*Kristin Hofland*

Kristin Hofland  
Weatherization Coordinator



# **GROW South Dakota Sisseton, SD**

## **Weatherization Assistance Program**

The home, as well as the applicant, will need to meet criteria for this program. It is the discretion of GROW South Dakota to cancel an application if the rehabilitation is not considered feasible.

- This program is in the form of a grant, there is no financial obligation to the applicant unless the applicant moves or sells the property within 2 years.
  
- If your home has received weatherization services after September 30, 1994, it will not be eligible for this program.
  
- Rental units can be eligible if they meet the DOE requirements. The landlord is responsible for 33.3% of the total cost unless the homeowner's income falls below 200% of the poverty income guidelines. There is additional paperwork that needs to be completed by the homeowner and applicant, prior to any approval for rental units.
  
- Ownership must be verified. A copy of the deed, contract for deed or property tax receipt must accompany the application. Ownership for mobile homes will need to be a copy of the title.
  
- A home audit is conducted by the GROW South Dakota Energy Auditor. Information is obtained and installed in the NEAT/MHEA computer program. This program will determine what measures, if any, are to be installed on the home.

Energy saving measures to be considered may include but are not limited to:

1. Insulation, proper ventilation.
2. Air infiltration measures, weather strip, glass replacement, foam sealant, caulk.
3. Minor health and safety measures, furnace clean and tune, water heater replacement.
4. Pressure balancing.
5. Furnace replacement/repair.
6. Minor repairs that will reduce energy consumption.

# GROW South Dakota

104 Ash Street East, Sisseton, SD 57262

605-698-7654, www.growsd.org

- WEATHERIZATION ASSISTANCE PROGRAM
- EMERGENCY FURNACE REPAIR/REPLACEMENT PROGRAM

**Mailing Address** **City**   **State**   **Zip Code**   **County**

**Residence Address** **City**   **State**   **Zip Code**   **County**

**Provide Directions - use landmarks**

**Home Phone Number**

**Work phone Number**

**Cell phone Number**

**Other phone number to leave message**

**Email address**

## TELL US WHO LIVES IN THE HOME (LIST ALL HOUSEHOLD MEMBERS)

\*You are not required to furnish race or gender information.

Name: First	MI	Last	Last 4 Digits of Social Security #	Date of birth	*Race: a=Native American b=Asian c=black d=Hawaiian e=white f=Other g=Mult-Race	*Ethnicity a=Hispanic b=Not Hispanic	*Gender M=Male F=Female O=Other	Disabled: Y=Yes N=No	Grade of Post Secondary School Level Completed	Insurance: a=Medicaid b=Medicare c=CHIP d=State Provided Adult e=Military f=Direct paid g=Employer provided h=none	Military: A=Active b=Veteran

## TELL US ABOUT INCOME & NON-CASH BENEFITS

Enter **GROSS INCOME (amount before deductions)** for all Types of Income: \*Wages, \*Self-employment, \*Alimony, \*Social Security, \*SSI, \*SSDI, \*BIA GA, \*EITC, \*TANF, \*Unemployment, \*Worker's Compensation, \*Retirement, \*Pensions, \*Annuities, \*Dividends, \*Rental Income, \*Tribal Lease or \*Per Capita Income, \*AFDC, \*TANF, \*Child Support, \*Net Gambling or Lottery Winnings, \*VA Disability Compensation or VA Pension, and \*all non-cash benefits: SNAP; WIC; LIHEAP; Housing Choice Voucher; Public Housing; Permanent Supportive Housing; HUD-VASH; Childcare Voucher; Affordable Care Act Subsidy; or Other . **FOR ALL PERSONS IN THE HOME.**

**WORK STATUS:** A=full time;b=part time;c=Migrant Seasonal Farm Worker; D=unemployes 6 mo. or less; E=Unemployes more than 6 mo.; f=not in labor force; g=retired

**Income (indicate Frequency** A. Weekly B. Bi-Weekly C. Semi-Monthly D. Monthly E. Quarterly F. Annually)

Person with Income	Work Status	Type of Income & Frequency	Gross Amount
			\$
			\$
			\$
			\$
			\$

## TELL US ABOUT THE HOME

1. This is a  
 \_\_\_ House: Number of Stories:     \_\_\_ 1 \_\_\_ 2 \_\_\_ 3  
       Built before 1978?            \_\_\_ Yes \_\_\_ No  
       Age of Home                    \_\_\_\_\_  
       Permanent basement?        \_\_\_ Yes \_\_\_ No  
 \_\_\_ Mobile Home: Serial Number or Title Number \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_ Apartment

6. Is the problem with:  
 \_\_\_ Plumbing                            \_\_\_ Roofing  
 \_\_\_ Electrical                           \_\_\_ Siding  
 \_\_\_ Heating                              \_\_\_ Other Please List  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Do you currently own or are you buying the home?  
 \_\_\_ Yes \_\_\_ No If yes purchased from? \_\_\_\_\_

is this a contract for deed?        \_\_\_ Yes \_\_\_ No  
 is the residence for sale?           \_\_\_ Yes \_\_\_ No  
 have homeowners insurance?     \_\_\_ Yes \_\_\_ No  
 is it located in a flood zone?      \_\_\_ Yes \_\_\_ No

7. What type of Siding do you have?  
 \_\_\_ Vinyl                                   \_\_\_ Steel  
 \_\_\_ Wood                                  \_\_\_ Masonite  
 \_\_\_ Stucco                                \_\_\_ Other \_\_\_\_\_

*If you own the home, please **attach** a copy of the real estate tax notice and the deed to the property.*

If rent, Name of Landlord: \_\_\_\_\_  
 Landlord Address: \_\_\_\_\_  
 Landlord's Phone: \_\_\_\_\_

8. The home has unhealthy conditions relating to:  
 \_\_\_ Lead Based Paint (home built before 1978)  
 \_\_\_ Mold/Mildew                        \_\_\_ Sewage fumes  
 \_\_\_ Asbestos                              \_\_\_ Chemicals/Smoke Fumes  
 \_\_\_ Other                                  \_\_\_ Not aware of unhealthy conditions

3. Is the home currently being remodeled/ or will be within the next 6 months.     \_\_\_ Yes \_\_\_ No

4. Has the home ever been weatherized?  
 \_\_\_ Yes \_\_\_ No \_\_\_ Unsure If yes, who did the weatherization? \_\_\_\_\_

5. The home is heated with:  
 \_\_\_ Natural Gas     \_\_\_ Electric     \_\_\_ Wood  
 \_\_\_ Fuel Oil         \_\_\_ Kerosene     \_\_\_ Coal  
 \_\_\_ Propane/Bottled Gas

Have you ever received a forgivable loan or down payment assistance through another Affordable Housing Project such as, Homes are Possible Inc. (HAPI), Home Ownership Assistance Program (HOAP), Northeast South Dakota Community Action Program (NESDCAP), Opportunities for Independent Living (OIL), South Dakota Housing Development Authority (SDHDA) or Sisseton-Wahpeton Oyate (SWO)?

\_\_\_ Yes \_\_\_ No

## TELL US ABOUT THE HOME

**Privacy Act Information:** This information will be used to determine your eligibility for the program. In addition, this information may be used for investigative or prosecutorial proceedings in the event of fraudulent claims or statements. If you refuse to provide the information requested on this application, your home will not be considered for assistance. No information on this application is made available to the general public. This authorization is given only in connection with its use by GROW South Dakota in its administration of its programs and for no other purpose. It shall continue in effect until such time as I state, in writing, to GROW South Dakota.

**By my signature below**

- ⇒ I authorize the agency to make any necessary contacts to verify any aspect of eligibility.
  
- ⇒ I authorize investigation of past, present and future heating costs in order to evaluate the effectiveness of the Weatherization Program.
  
- ⇒ I authorize employees of GROW South Dakota to perform, monitor and inspect work.
  
- ⇒ I authorize Office of Energy Assistance and Weatherization staff of the Department of Social Services to monitor to ensure quality Weatherization work.
  
- ⇒ I agree to report if the home is scheduled for acquisition or clearance by a Federal, State or local program within 12 months from the date Weatherization work is scheduled.
  
- ⇒ I authorize any person, agency or institution to supply information requested by GROW South Dakota concerning me or my family and to allow reproduction of records in their possession pertaining to me or my family by a duly authorized representative of GROW South Dakota.
  
- ⇒ I understand that any false statement made in this application is legal grounds for prosecution by any agency of the government using this application as a basis for assistance and certify, under penalty of perjury, the truth of the information in this application.
  
- ⇒ I have furnished this application information to the best of my knowledge and by this signature approve and verify it.
  
- ⇒ Any misrepresentation regarding this information may lead to the recapture of the total amount of funds allocated to each project.

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Applicant Signature

Date

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Co-Applicant Signature

Date

**AGENCY USE ONLY**

Approved by

Date Approved

# in Household \_\_\_\_\_ Total income \_\_\_\_\_ Maximum Allowable Income \_\_\_\_\_

**GROW South Dakota**  
**Weatherization Rental Owner Agreement**

This agreement is made and entered into by and between GROW South Dakota and [OWNER]

\_\_\_\_\_  
OWNER of Property to be Weatherized

\_\_\_\_\_  
Address

\_\_\_\_\_  
Name of Tenant

\_\_\_\_\_  
Address of Property to be Weatherized

In consideration for the Agency weatherizing the property pursuant to the Energy Conservation in Existing Building Act of 1976 (Weatherization Act) and guidelines established thereby, the owner does hereby agree as follows:

1. The Tenant and Owner/Landlord have a written/verbal lease agreement.
2. Contribute 1/3 of the cost for the weatherization activities prior to work beginning on the home UNLESS the property owner's income is less than 200% below the poverty level.
3. Inform the agency if the building is currently for sale or is put up for sale anytime during the weatherization process
4. Upon completion of the weatherization of the property, the owner/landlord shall not evict or otherwise request Tenant to leave the property so long as Tenant complies with all obligations and responsibilities under the present lease agreement
5. No undue or excessive enhancement shall occur to the value of the dwelling unit(s)
6. Rent shall not be increased solely due to the weatherization improvements provided under this part.
7. Owner agrees to generally cooperate with the Agency in connection with the aforesaid property.
8. The Tenant and Owner agree the agency will have access to the property to be weatherized in accordance with **GROW South Dakota** schedule, inclusive of pre and post weatherization inspections, during **GROW South Dakota** normal business hours. Failure of the Tenant/Owner to provide **GROW South Dakota** with access to the property to be weatherized may cause the Owner's property to NOT be weatherized or to NOT have the weatherization work completed once it has begun.

After the Energy Audit has been conducted, the **GROW South Dakota** agrees to provide a detailed report of the Weatherization measures that will be installed in the home prior to that work beginning.

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Representative

\_\_\_\_\_  
Date