



## Takoma Park City Council Meeting – June 14, 2017 Agenda Item 4

### **Work Session**

Discussion of Proposed Emergency Tree Fund

### **Recommended Council Action**

Discuss program concept, provide staff with direction

### **Context with Key Issues**

During the FY18 budget deliberations, the Mayor requested and Council approved the establishment of a \$25,000 fund to pay for hazardous tree removal on private properties for residents of limited income. The purpose of this cover memo is to assist the Council in determining how the program might be established, determining eligibility and other related details.

**Who is Eligible** – Staff recommends the program apply to qualified low income property owners. For the Energy Upgrade program, that is defined as households with less than 85% of the median income for Montgomery County.

**Eligibility Determination** – Staff recommends the use of an application similar to what is currently used for the Low and Moderate Income Energy Upgrade program and was previously used for the Exterior Home Repair program. A copy of the application is attached. Additionally, the Council may wish to consider the application process related to the Emergency Assistance Program. This program is administered by a third party that verifies eligibility.

**What Conditions Will Be Covered?** – Staff recommends the funds be limited to removal of hazardous trees or hazard pruning. The determination of hazard will be made by the City arborist through a site visit as part of the existing tree removal permit process.

**Selection of Contractor** – Staff recommends that the City arborist make arrangements with qualified tree care providers, rather than have individual property owners make arrangements. That way we can be sure the contractor is qualified and the price is reasonable.

**Options for Expenditure of Funds** – The costs of the hazard tree removal can be covered in total by the City, or the Council may want to consider a sliding scale or partial funding from the resident. Additionally, the Council may want to consider placing a lien on the property for the cost of tree removal. When the property is sold, the cost of the tree removal would be paid back to the City in the settlement process. The returned funds would be put back into the program to establish a revolving funding source.

### **Council Priority**

Livable Community For All, Engaged, Responsive and Service-Oriented Government

### **Environmental Impact of Action**

Removal of hazardous trees is necessary for safety.

Prepared by: Daryl Braithwaite, Public Works Director  
Approved by: Jason Damweber, Acting City Manager

Posted: 2017-06-06

**Fiscal Impact of Action**

The Council identified \$25,000 for the Emergency Tree Removal Fund. It is anticipated that the cost for removal of one tree will average \$2,000 to \$4,000. However, the cost for a particularly large and/or dangerous tree may be closer to \$8,000. The cost for pruning hazardous branches will likely range from \$1,000 to \$3,000.

**Racial Equity Impact Statement**

Those eligible for this program will have lower incomes, as determined by the criteria selected (<85% of median income). Those eligible may include a higher percentage of people of color.

**Attachments and Links**

Energy Upgrade Application



City of Takoma Park Maryland  
**ENERGY UPGRADE PROGRAM**  
**HOMEOWNER APPLICATION**

Rolling application – first come first served until grant funds are exhausted

**SECTION 1: APPLICANT INFORMATION**

Name of Homeowner				
Street Address				
Phone Number	Daytime		Email Address	
	Cell			
Number of people living in the house		Do you own other property?		
Number of years at this address		<i>If yes, list address</i>		
Do you have a mortgage?		Do you have any renters?		
Is your mortgage payment current?		<i>If yes, amount of monthly rent</i>		\$
Alternate Contact (in case we cannot reach you)			Relationship	
Phone Number	Daytime		Email Address	
	Cell			

**SECTION 2: HOUSEHOLD MEMBERS.** This information is required for of the homeowner and ALL of the people living in the home regardless of their age or familial relationship.

Name	Relationship	Date of Birth	Ethnicity Race	Disabled Yes / No
	Homeowner			

**SECTION 3: ANNUAL HOUSEHOLD INCOME.** List ALL sources of income – both taxable and nontaxable – for ALL of the members of the household. Documentation of all sources of income including but not limited to current tax returns and social security statements must be provided to the City before your application will be considered.

Source of Income	Homeowner	Other	Other	Other
------------------	-----------	-------	-------	-------

Wages, Salary, Tips	\$	\$	\$	\$
Interest / Dividends	\$	\$	\$	\$
Social Security/ SSDI Benefits	\$	\$	\$	\$
VA Benefits	\$	\$	\$	\$
Pensions / Annuities	\$	\$	\$	\$
Alimony / Child Support	\$	\$	\$	\$
Rental Income	\$	\$	\$	\$
Income from Business	\$	\$	\$	\$
Other - list all sources of income	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
<b>Total ANNUAL Gross Income</b>	\$	\$	\$	\$

### ELIGIBILITY REQUIREMENTS

To qualify for the Exterior Home Repair/Energy Upgrade Program, the homeowner must own and live in the house. Priority will be given to homeowners who are elderly, disabled and/or with minor children in the household. Homeowners who have participated in the Energy Efficiency Upgrade Program in the past and received insulation and air sealing are not eligible. Participation in the program is limited to income eligible households as defined by the U.S. Department of Housing and Community Development (HUD). Current income limits are identified by household size can be found in the adjoining table. This program covers incomes defined as less than 85% of median income for Montgomery County.

HOUSEHOLD SIZE	MAXIMUM ANNUAL GROSS INCOME
1	\$64,700
2	\$73,850
3	\$83,150
4	\$92,300
5	\$99,700
6	\$107,100
7	\$114,50
8	\$121,90

**SECTION 4: Agreement to program requirements and rules**

By submitting your application, you are agreeing to have the City assign an approved contractor to complete a comprehensive home energy audit at no cost to you if you meet program criteria. Eligibility for energy upgrades are subject to Maryland Energy Administration grant rules and the result of the comprehensive home energy audit. Not every participant will qualify for energy upgrades. A minimum level of possible energy use reduction is required. Based on the results of your energy audit, the City will identify the specific energy efficiency upgrades you are eligible for. Homeowners have final approval of the upgrade list, however the scope of work may be required on an all or nothing basis. Energy audits and upgrade work will be scheduled between June 2017 and April 2018. **All approved work will be completed at no cost to the homeowner.**

Listing of Repairs/Energy Upgrades	Description of Possible Repair or Upgrade
Energy Audit	Mandatory. Provided at no cost to all eligible program applicants.
Health and Safety	Excessive moisture and mold may be treated in order to make it safe to install insulation and reduce drafts. Gas leaks from gas appliances or lines may also be repaired as needed.
Insulation	Attic insulation will be installed. This may require removal of storage platforms. Basement and crawl spaces may also be insulated.
Caulking	The contractor will reduce drafts throughout your home using caulk, spray foam, and other materials as needed.
Energy Efficient Lighting	LEDs will be installed in your lamps and ceiling lights.
Water Heater	If qualified, you may receive a new EnergyStar certified water heater or tune-up.
Appliances	If qualified, you may receive a new EnergyStar certified refrigerator, dishwasher, or clothes washer.
Heating System	If qualified, you may receive a new EnergyStar certified heating unit or tune-up.
Cooling System (AC)	If qualified, you may receive a new EnergyStar certified cooling system or tune-up.

Agreement to the above terms:

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Preparer's Signature (if not the homeowner)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**SECTION 5: REQUIRED DOCUMENTATION.** Please attach the following items to the application.

	Most Recent Mortgage Statement (ONLY if there is a mortgage on the house.)
	Verification of Homeowners Insurance
	Income Documentation including, but not limited to 2014 Federal Income Tax Return, Social Security Benefit Statement, SSA Benefits or Budget Letter, etc.

**SECTION 6: APPLICANT CERTIFICATION**

By signing this application, I certify that I own the property identified herein Section 1, that it is my primary residence, and that there are no present plans to offer this property for sale or for rent over the next two years. I further certify that the information contained within this application is a true and accurate accounting of the members of my household and of the total gross annual income of the household.

\_\_\_\_\_  
Homeowner's Signature

\_\_\_\_\_  
Preparer's Signature (if not the homeowner)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**RETURN THE COMPLETED APPLICATION AND  
ALL SUPPORTING DOCUMENTATION TO**

City of Takoma Park, Maryland  
Public Works Department  
Attention: Gina Mathias  
31 Oswego Avenue  
Silver Spring MD 20910  
301.891.7623  
GinaM@takomaparkmd.gov