

HOW TO GET YOUR LEEP HOME IMPROVEMENTS DONE

Step 1: The Home Survey and Certificate of Recommendation

- Complete and submit to GRU an application and all required documents
- You will be notified by mail if you are eligible
- Within 10 business days of receiving your letter, contact GRU at 393-1460 to schedule a GRU pre-repair inspection
- GRU will complete a repair survey and provide:
 - A "Certificate of Recommendation" (COR), list of recommended improvements
 - A list of GRU LEEP Contractors
- Once you receive the COR you have 30 days to submit estimate(s) to GRU

Note: Although you are eligible for this program, your home may not need improvements eligible for this program.

LEEP ELIGIBILITY REQUIREMENTS:

1. Must be a GRU residential electric customer
2. Applicant must own and occupy home
3. Only single family dwellings and mobile homes
4. Must provide proof the household meets income qualifications – at or below 80 percent of Median Family Income, HUD Guidelines for low income
5. Must show proof of assistance from a federal, state or local income assistance program, such as, but not limited to:
 - Neighborhood Housing & Development Corporation (NHDC)
 - Central Florida Community Action Agency (CFCAA)
 - Department of Children & Families (DCF)
6. Applicant must participate in a one hour mandatory energy efficiency education session in the form of a walkthrough by a GRU representative after repairs are completed

Step 2: Submitting your estimate to GRU

- Contact a LEEP Contractor to schedule an appointment to visit your home
- Get estimates for all the recommended work listed on the COR
- Submit the chosen estimate(s) to GRU for review and authorization. Make sure to submit these items no later than 30 days after receiving the COR and include:
 - A copy of your COR
 - Copies of estimate(s) you choose for repair

Note: You are responsible for getting estimates for the recommended work. You are allowed to contact as many contractors from GRU's LEEP Contractors list as you choose. You are responsible for selecting the contractor.

Step 3: Getting the work done

- GRU will respond to your request in writing within 15 business days
- If the work is approved, you will receive a voucher that will be valid for the selected contractor. Work must be completed within 45 days of issuance
- Contact the contractor and schedule the home improvement(s)

Step 4: Project Completion

- Once the work is completed and you are satisfied, sign the voucher and submit it to the contractor
- Make sure that you receive the necessary warranties from the contractor as GRU can not resolve these issues
- The contractor will return the voucher to GRU for payment
- GRU reserves the right to randomly inspect all work