

PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Central Services
Sustainable Energy

**ENERGY STAR CERTIFICATION & GREEN LEASING (ESGL) GRANT
APPLICATION INSTRUCTIONS**

EFFECTIVE IMMEDIATELY: The moratorium for accepting ESGL applications will temporarily be lifted until June 24, 2022. The moratorium will then be back in effect until further notice. If you have any questions, please reach out to EnergyStarCGL@co.pg.md.us for more information.

EFFECTIVE AS OF APRIL 27, 2020

Due to the Coronavirus (COVID-19), and the restrictions put in place by the County Government, OCS Sustainable Energy will NOT perform physical site visits until further notice but will require virtual review of pertinent information. All applicants must complete the ESGL COVID19 Waiver and submit with the application to be considered for a grant award. Please see below for more details.

Thank you for your interest in the ENERGY STAR Certification and Green-Leasing grant award (ESGL grant). The Office of Central Services (OCS), Sustainable Energy (SE) provides grant awards to assist commercial buildings in Prince George's County with becoming ENERGY STAR certified. ENERGY STAR certified buildings save energy, save money, and help protect the environment by generating fewer greenhouse gas emissions than typical buildings.

This document provides instructions for filling out the grant award application. Prequalification will reserve funds for applicants that satisfy the prequalification requirements. If you have any questions, email us at EnergyStarCGL@co.pg.md.us.

To qualify for the grant award¹, the property must be in Prince George's County, in the Pepco and/or Washington Gas service territory area and must be built at the time of applying i.e., existing building. Additional eligibility requirements are referenced under the Confirm Eligibility section.

AVAILABLE INCENTIVES

Maximum grant award available per application \$150,000. The following incentives are available to qualified applicants:

1. Of the \$150,000, up to \$50,000 can cover the ASHRAE Level 2 Audit or demonstrably equivalent and shall not exceed this amount.
2. Grant awards to cover up to \$100,000 for Electric and Natural Gas measures. Each measure will be capped at \$50,000 respectively.
3. Grant awards to offset 100% of the cost of the Licensed Professional's sign off to verify and stamp the ENERGY STAR certification application, up to \$1,500. This cost will be inclusive of the

¹ **NOTE:** With the receipt of a complete application, a prequalification will be issued. Once a site visit is conducted (virtually during the pandemic) by a Sustainable Energy staff member and a final invoice is submitted, OCS Sustainable Energy will pay up to 80% of the prequalified amount. Upon receiving the ENERGY STAR Certificate, OCS Sustainable Energy will pay the remaining 20% of the prequalified amount.

For questions and assistance, direct inquiries to EnergyStarCGL@co.pg.md.us.

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\$150,000 grant amount or a separate application can be submitted to cover cost of Energy Star certification

CONFIRM ELIGIBILITY

STEP 1: CONFIRM ELIGIBILITY

To qualify for the grant award, the property must be in Prince George's County, in the Pepco and/or Washington Gas service territory area and must be built at the time of applying i.e., existing building. Applicant must provide proof of ownership of the applying property.

You will need to show proof that the property is located in Prince George's County and the Pepco and/or Washington Gas service territory area, as evidenced by a recent copy (within the last 3 months) of your electric, gas and water utility bill. Paper copies of the bill are typically mailed to the customer address on record. For customers with internet access, account information is also available via the My Account (<https://secure.pepco.com/pages/login.aspx>) portal on Pepco's website. If applying for gas incentives, you must be a Washington Gas (WGL) customer. WGL customers can access their accounts via the WGL's account portal: <https://bit.ly/2mwTUWZ>.

STEP 2: BENCHMARK THE PROPERTY IN ENERGY STAR PORTFOLIO MANAGER

Benchmarking the energy performance of your buildings is a key first step to understanding and reducing energy consumption and your carbon footprint. All buildings can assess their energy performance, water efficiency, and carbon emissions using [ENERGY STAR's Portfolio Manager](#) to receive an ENERGY STAR score (1 – 100).

For more information and how to use the ENERGY STAR Portfolio Manager, please visit the ENERGY STAR web portal for Portfolio Manager how-to guides, short videos, and live and recorded training sessions [here](#).

- If you score below 75, you must read and comply with all steps below.
- **If you receive a score of 75 or above, the property can only apply for a reimbursement to offset the cost spent to submit all the required Energy Star Certification documents to the EPA. Please skip Step 3 and 4. The grant request cannot exceed \$1,500.**

STEP 3: APPLY TO PEPKO AND OR WASHINGTON GAS APPLICABLE EMPOWER MARYLAND PROGRAM

- I. Under the EmPOWER Maryland initiative, Pepco offers a variety of programs to assist commercial properties (including office buildings and multifamily housing) with cutting costs, improving marketability, and boosting bottom lines by implementing simple energy saving strategies. **Applicants must apply for ALL applicable incentives.**

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Pepco's Energy Savings for Business Program

The Energy Savings for Business Program will pay for up to 70% of the total project cost for you to install new energy-efficient equipment in your business. By using energy-efficient equipment, your business will save money every month on your electric bill. Please see link [here](#).

Rebates for Multi-Family properties are listed below:

Looking for ways to save money for your multifamily property? Pepco offers financial incentives for energy-efficient upgrades for master-metered property units and the common areas of your multifamily property. Improving the energy efficiency of your property is an effective way to reduce energy costs and save money, while enhancing tenant comfort and increasing property value. To get started, [contact](#) the Pepco energy efficiency team for more information.

For more information regarding Pepco's Energy Savings Program and how to apply, visit their website at <https://www.pepco.com/WaysToSave/ForYourBusiness/Pages/Maryland.aspx>. For more information on Small, Medium & Large Businesses please contact the following:

Small Business: pepco.energysavings@trccompanies.com

Medium & Large Business: pepcobusiness@icf.com

By phone: 866-353-5798

Note: Please visit Pepco's Commercial Energy Savings Program for any updates regarding changes to their incentive program in regard to COVID-19 restrictions.

Washington Gas' Energy Savings Program

Washington Gas participates in the EmPOWER Maryland initiative—offering incentives to help commercial, industrial, government, non-profit, master metered multifamily customers (including master metered to individual metered conversion) and other commercial customers offset the upfront costs for energy-efficient replacement and improvements. Rebates provide the perfect opportunity to save on overall operating costs.

Currently, we offer high-efficiency natural gas water and space heating, food service, tune-up measures and appliances.

Rebates for Existing and New Business are listed below:

- Boiler Systems
- Appliances
- Water and Space Heating
- Food Services and
- HVAC Tune Up

Rebates for Multi-Family properties are listed below:

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Master Metered customers: Are eligible for any rebates available through the [Existing Business](#) and [New Business Construction](#) programs.

Individual Metered customers: Washington Gas offers rebates for multifamily properties converting from group metered to individually metered units with the installation of high-efficiency natural gas equipment. The Existing Business Program provides rebates for the purchase and installation of energy-efficient measures such as boilers, water heaters, furnaces and boiler reset controls in your multifamily property.


Need help identifying which energy efficiency rebate is applicable to your multifamily project? Learn more about all the Residential and Commercial multifamily rebates and which one is right for you [here](#).

For more information regarding Washington Gas' Energy Savings Program and how to apply, visit their website at <https://www.washingtongas.com/business-owners/savings/existing-business> or by phone:.

To apply and learn more about available Existing Business Program rebates, please click here: [Apply](#)

Note: Washington Gas recommends that all businesses and contractors follow any federal, state, or local orders and follow [CDC guidelines](#) (i.e., safe social distancing when working on jobsites) for COVID-19.

Maryland's Department of Housing and Community (MD DHCD) administers the income-based incentives for applicants interested in EmPOWER Maryland energy efficiency incentives. The purpose of the Maryland Department of Housing and Community Development's Multifamily Energy Efficiency and Housing Affordability (MEEHA) program is to promote energy efficiency and affordability in the State's multifamily rental housing developments for limited and moderate-income households. These improvements are intended to reduce a building's energy use and lower utility bills for occupants and owners.

The MEEHA Program is funded by utility ratepayers (utility customers) through utility companies serving Maryland that are regulated by Maryland's Public Service Commission. Only projects located in the service territories of the following utility companies are eligible for funding (see the  [Service Territory Map](#)) For more information and to apply, contact:

DHCD Multifamily Housing Programs

<http://dhcd.maryland.gov/HousingDevelopment/Pages/EnergyEfficiencyWeatherization.aspx>

Community Development Administration

Maryland Department of Housing and Community Development

7800 Harkins Road, Lanham, MD 20706

Toll Free: 1-800-543-4505

Email: multifamilyenergy.dhcd@maryland.gov

STEP 4: CONDUCT AN ASHRAE LEVEL 2 AUDIT (OR EQUIVALENT) OF THE PROPERTY

An efficiency audit is a systematic review of the energy and/or water consuming installations in a building or premises to ensure that resources are being used sensibly and efficiently. As a part of the ESG grant award, we expect contractors performing the work on behalf of the applicant to achieve no less than 20% energy savings, considering the dollar amount requested per application. The scope of the audit and the audit report must be equivalent to the procedures as described for a Level 2 Energy Survey and Analysis in

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accordance with Procedures for Commercial Building Energy Audits, 2011 edition, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc. (ASHRAE).

At a minimum, the audit report must include the following:

1. All reasonable measures, including capital improvements, that would, if implemented, reduce energy/water use and/or the cost of operating the building;
2. For each measure, the associated annual consumption savings, the cost to implement, and the simple payback, calculated by a method determined by the department of energy;
3. The building's benchmarking output consistent with the United States Environmental Protection Agency Portfolio Manager tool or as otherwise established by the department;
4. A break-down of energy usage by system and predicted energy savings by system after implementation of the proposed measures;
5. A general assessment of how the major energy consuming equipment and systems used within tenant spaces impact the energy consumption of the base building systems based on a representative sample of spaces; and
6. A copy of a current or future lease agreement that incorporates green-leasing best practices. See the green-leasing section below for more information.

If your property receives a score of 75 or above, the property can only apply for a reimbursement to offset the cost spent to submit all the required Energy Star Certification documents to the EPA. In addition, you do NOT have to submit an ASHRAE Level 2 Energy Audit or equivalent.

STEP 5: SUBMIT REQUIRED INFORMATION

To qualify for the grant², the property must be in Prince George's County, in the Pepco and/ or Washington Gas service territory area and must be built at the time of applying. i.e., existing building.

- Complete the application for the Prince George's County Government, Office of Central Services, Sustainable Energy, ENERGY STAR Certification and Green-Leasing grant award. Include on your application information about the primary service provider and the contracted efficiency measures and services.
- Proof of having applied to **ALL** applicable Pepco and or Washington Gas' EmPOWER Maryland incentives, if applying for electric and or natural gas incentives.

The ESGL grant award builds on EmPOWER Maryland, an initiative to encourage Maryland homes and businesses to save energy and money. To apply for the ESGL grant award, applicants must first apply to an EmPOWER Maryland Program. Examples of sufficient proof are: A copy of the application to the program, or:

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- For [Pepco's Energy Savings for Business Program](#): A copy of the final project approval letter which indicates the incentives for the project.
 - For [Washington Gas' Business Owner Savings Program](#): A copy of the final project approval letter which indicates the incentives for the project.
 - For [Maryland DHCD's Multifamily Housing Programs](#): A copy of the QC inspection form that lists the work that was performed in the home.
- A copy of recent electric, natural gas and water bills for all meters on the property.
 - Electricity and natural gas are the most common energy sources used in commercial buildings. Most individual commercial buildings have their own heating and cooling systems. Typically, energy audits require 12 months of all energy and water consumption data. Applicants should submit 12 months of energy and water bills for all meters on the property. Most utilities provide online access to individual accounts:
 - Pepco: <https://www.pepco.com/Pages/default.aspx> or call Customer Care at 202-833-7500.
 - Washington Gas: <https://eservice.washgas.com/Pages/Login.aspx> or Contact 844-WASHGAS (927-4427)
 - WSSC: <https://my.wsscwater.com/selfcare/views/public/login/login.faces> or contact 301-206-4001

Other utility bills are obtainable in a similar manner.

- Read access to the applicant's building data the ENERGY STAR Portfolio Manager.
The steps to share read-access to your building's data with the program staff are available on the ENERGY STAR web portal: [https://How to Share Properties with Other Portfolio Manager Users](#) Sustainable Energy staff is available to assist with these processes.
- Certificate of status from Maryland State Department of Assessments and Taxation.
You can obtain a certificate by going to the Maryland Business Express website at <https://businessexpress.maryland.gov/>.

You can email attachments, or send hardcopies, with required information along with your application to EnergyStarCGL@co.pg.md.us.

STEP 6: SUBMIT ADDITIONAL ATTACHMENTS

- A copy of the results of the ASHRAE Level 2 (equivalent or better) energy audit, if applying for electric and or natural gas incentives. The scope of the audit and the audit report must be equivalent to the procedures as described for a Level 2 Energy Survey and Analysis in accordance with Procedures for Commercial Building Energy Audits, 2011 edition, published by the American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc. (ASHRAE).

At a minimum, the audit report must include the following information:

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1. All reasonable measures, including capital improvements, that would, if implemented, reduce energy/water use and/or the cost of operating the building.
2. For each measure, the associated annual consumption savings, the cost to implement, and the simple payback, calculated by a method determined by the department.
3. The building's benchmarking output consistent with the United States Environmental Protection Agency Portfolio Manager tool or as otherwise established by the department.
4. A break-down of energy usage by system and predicted energy savings by system after implementation of the proposed measures; and
5. A general assessment of how the major energy consuming equipment and systems used within tenant spaces impact the energy consumption of the base building systems based on a representative sample of spaces.

The Environmental Protection Agency (EPA) created ENERGY STAR Portfolio Manager, an online tool you can use to measure and track energy and water consumption, as well as greenhouse gas emissions. It produces the 1 – 100 ENERGY STAR score via a screening tool that helps you assess how your building is performing. Buildings with an ENERGY STAR score of 75 or higher are eligible to apply for ENERGY STAR certification. Your licensed professional can help identify those measures that would lead to ENERGY STAR certification.

EPA's ENERGY STAR Portfolio Manager tool helps users measure and track the energy and water use, waste and materials, and greenhouse gas emissions of their buildings, all in a secure online environment. Results can be used to identify under-performing buildings, set investment priorities, verify efficiency improvements, and receive EPA recognition for superior energy performance.

By entering details about the property and consumption data into Portfolio Manager, one can:

- Assess whole building energy performance.
 - Track changes in energy, water, waste, greenhouse gas emissions, and cost over time.
 - Track green power purchases.
 - Create custom reports; and
 - Share data with others.
- The steps to share read-access to your building's data with the program staff are available here: [How to Share Properties with Other Portfolio Manager Users](#) if contract with cost to install, remedy, or perform measures needed achieve ENERGY STAR certification.
 - Invoice showing the cost for a Licensed Professional (LP) to sign and stamp the ENERGY STAR Data Verification Checklist for Certification.
 - A brief narrative of no more than 500 words describing your organization's existing and planned approach to green-leasing and landlord/tenant engagement.
 - A copy of a current or future lease agreement which features green-leasing best practices.

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STEP 7: APPLY FOR ENERGY STAR CERTIFICATION

Grant award recipients must achieve ENERGY STAR certification within 9 months of the prequalification notice if the property received a benchmark score of 75 or above at the time of the prequalification and provide evidence to OCS Sustainable Energy. Upon completion of the site visit, grant award recipients must achieve ENERGY STAR certification within 12 months if the property received a benchmark score below 75 at the time of the prequalification notice. OCS Sustainable Energy may extend the terms of this grant award, if you successfully meet the performance objectives outlined in the application and submit a written request for an extension. The total period the grant award/application can remain valid, including any extensions, shall not exceed 18 months.

OCS Sustainable Energy may extend the terms of this grant award, if you successfully meet the performance objectives outlined in your application and submit a written request for an extension.

To earn certification, buildings and plants must meet strict energy performance standards set by the EPA - a facility must operate among the top 25 percent of similar facilities nationwide, with no sacrifices in comfort or quality. ENERGY STAR certified buildings use less energy, are less expensive to operate, and cause fewer greenhouse gas emissions than their peers. For more information, visit:

- “How to Apply for ENERGY STAR® Certification”:
(https://www.energystar.gov/buildings/building_recognition/building_certification/how_apply)
- Alternatively, contact the ENERGY STAR Program: calling 888-STAR-YES.

You may also contact the ESGI staff for assistance.

PREQUALIFICATION AND INVOICING PROCESS

Prequalification Process: With the receipt of a complete application, a prequalification notice will be sent out by an OCS Sustainable Energy staff member within **15 business days**.

You or your service provider must achieve ENERGY STAR certification within 9 months of the prequalification notice if the property received a benchmark score of 75 or above at the time of the prequalification and provide evidence to OCS Sustainable Energy. Upon completion of the site visit, grant award recipients must achieve ENERGY STAR certification within 12 months if the property received a benchmark score below 75 at the time of the prequalification notice. Additional documents required for complete application must be submitted within 90 days from the date of confirmation of receipt of your complete application by OCS Sustainable Energy. If OCS Sustainable Energy has not received your invoice within 90 days of confirmation of complete application, your application will be retired, and you must prequalify again. OCS Sustainable Energy may extend the terms of this grant award, provided you successfully meet the performance objectives outlined in your application and submit to the staff a written request for an extension. The total time-period the grant can remain valid, including any extensions, shall not exceed six (6) months.

Invoicing Process: The invoicing for the grant award is a two-part process. The first invoice will be processed upon a receipt of the complete application; a site visit is conducted by a Sustainable Energy staff member and a final invoice is submitted. In this instance, OCS Sustainable Energy will pay up to 80% of the prequalified amount. Final approval of application and site visit will occur within **15 business days** of

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receipt of invoice. The second invoice will be processed upon receiving proof of the ENERGY STAR Certificate. OCS Sustainable Energy will then pay the remaining 20% of the prequalified amount. Upon submitting request for payment, the Office of Finance will approve invoices within **30 business days**.

Note: As previously mentioned, due to the Coronavirus (COVID-19) pandemic, OCS Sustainable Energy will NOT be performing any physical site visits until further notice but will perform virtual review of required documents.

Applications with a benchmarked score of 75 or above that are ONLY applying for ENERGY STAR Certification are not required to apply for an EmPOWER Maryland Incentive Program. In this case, an invoice to apply for ENERGY STAR Certification can be processed.

For more information regarding the invoicing process, send questions to EnergyStarCGL@co.pg.md.us

GREEN-LEASING

Green leasing aligns the financial and environmental benefits of landlords and tenants to work together to save money, conserve resources, and ensure the efficient operation of buildings. These contractual arrangements can serve as a powerful mechanism to assist the commercial real estate industry in responding to market pressures and increase energy efficiency of the existing and newly constructed building stock.

Applicants must submit documentation showcasing specific clauses or language that promotes energy efficiency practices. **The applicant must implement green leasing best practices or adopt a green lease.**

If the applicant chooses green leasing best practice, they are to implement at least three of the following:

- Adoption of green lease between landlord and tenant. **(High Priority of the County)**
- Obtaining LEED EB Operation and Maintenance (O +M) certification. More information on LEED Certification for existing buildings can be found here: [LEED for Operations and Maintenance](#) **(High Priority of the County)**
- Building standards and/or tenant improvement guidelines for energy efficiency. For example:
 - Tenant improvements will conform to LEED C.I. standard or better.
 - Tenants will install ENERGY STAR appliances only.
 - This may also cover items like lighting specification or available plug load watts per square foot. **(High Priority of the County)**
- Agreement to disclose monthly utility data to the landlord for the purposes of whole-building energy benchmarking by the landlord. Request the landlord share the ENERGY STAR score of the building and/or other energy and waste usage information on a regular basis.
- Sustainable operations and maintenance rules and regulations. (Language should cover restricted HVAC weekend operating hours, janitorial services provided during daytime hours, tenants not allowed to bring in space heaters).

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- Sub-metering of tenant spaces or separate metering of tenant plug load and equipment, including data centers. Ideally tenants are billed per actual use rather than on a pro-rata basis.
- Landlord agrees to incorporate energy management best practices into building operations, such as regular benchmarking, energy audits, or commissioning of building systems.
- Landlord provides sustainability training to leasing agents and/or building marketing materials cover sustainability and energy efficiency features. (Documentation can include any relevant materials and is not expected to be included in a lease itself.)
- Landlord designates a sustainability point of contact within the lease or related documents.
- Lease language specifies that the landlord may sell power generated on-site to tenants at a competitive price.
- Encourage the deployment of additional energy efficiency and conservation measures in the space and/or building (this could cover a range of language from agreeing to cost recovery clauses for capital improvement to agreeing to share the costs of LEED certification or retro-commissioning of the building).

NOTE: Of the green leasing best practices listed above, implementing any of the practices denoted as a high priority of the County will supersede requiring the implementation of three practices. In addition, Green Leasing measures shall not exceed 20% of prequalification amount.

Please note: OCS Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor, or the work, materials, or services provided by any contractor.

Applications may be emailed:

Prince George's County, Office of Central Services, Sustainable Energy
1400 McCormick Drive, Suite 281 Largo, MD 20774
Email: EnergyStarCGL@co.pg.md.us

For more information, call: 301-883-6450 or visit <http://bit.ly/PGCEnergyStarAward>

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Finding a Service Provider

The information below is provided as a courtesy to applicants for the ENERGY STAR and Green-Leasing grant award and should not be considered an endorsement of any particular company or organization.

- Prince George's County's Supplier Development and Diversity Division maintains a directory of certified Prince George's County suppliers as providers of goods & services, and/or contractors. SDDD strongly believes the certified firms in each directory have the skill and capability to deliver quality services and products.
 - Applicants can visit <https://www.princegeorgescountymd.gov/1315/Supplier-Directories> or call 301-883-6480 for assistance.
 - Pepco's Energy Savings for Business Program Service Provider Network is available here: ([Service Provider Directory | Pepco](#)). The link for Small Business Service Providers can be found [here](#). The link for Medium and Large Businesses can be found [here](#).
 - For a list of approved service providers and contractors to participate in Washington Gas' Existing Business, New Business Construction, and Custom Business Solutions Programs, [Wash-Gas PDF-Ready Service Providers \(aegonline.com\)](#)
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EFFECTIVE AS OF APRIL 27, 2020

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The Office of Central Services (OCS), Sustainable Energy (SE) administers the ENERGY STAR Certification and Green Leasing Grant (ESGL), which provides grants to assist eligible commercial properties in Prince George's County with becoming ENERGY STAR certified, and to demonstrate the use of green-leasing best practices.

Prequalification will reserve funds for applicants that satisfy the prequalification requirements. For questions and assistance, direct inquiries to EnergyStarCGL@co.pg.md.us.

PREQUALIFICATION

To qualify for the grant award¹, the property must be in Prince George's County, in the Pepco and/or Washington Gas service territory area and must be built at the time of applying i.e., existing building. Additional eligibility requirements are referenced below under Confirm Eligibility section.

AVAILABLE INCENTIVES

Maximum grant award available per application: \$150,000. The following incentives are available to qualified applicants:

1. Of the \$150,000, up to \$50,000 can cover the ASHRAE Level 2 Audit or demonstrably equivalent and shall not exceed this amount.
2. Grant awards to cover up to \$100,000 for Electric and Natural Gas measures. Each measure will be capped at \$50,000 respectively.
3. Grant awards to offset 100% of the cost of the Licensed Professional's sign off to verify and stamp the ENERGY STAR certification application, up to \$1,500. This cost will be inclusive of the

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\$150,000 grant amount or a separate application can be submitted to cover cost of Energy Star certification

CONFIRM ELIGIBILITY

The applying property must meet the following criteria:

- **Located in Pepco (for electric incentives) and/or Washington Gas (for natural gas incentives) service territory.**
- Located in Prince George's County.
- Provide a copy of a recent (i.e., within the last 3 months) electric, gas utility bills for the property.
- Demonstrate proof of having applied to **ALL** applicable Pepco and/ or Washington Gas' EmPOWER Maryland incentive programs, if applying for electric and or natural gas incentives **(SEE SECTION E)**.
- Has or will perform, at minimum, an ASHRAE Level 2 Commercial audit or demonstrable equivalent if applying for electric and or natural gas incentives.
- Commercial buildings must be existing at the time of application.
- Has or will apply for Energy Star Certification upon completion of project.
- Applicant must provide proof of ownership of the applying property.

For Commercial Office Buildings

*Gross floor area must be at least 10,000 square feet
 In operation, at least 30 hours per week
 Have at least 1 worker during the main shift
 Greater than 50% occupancy*

For Multifamily Housing

*2 units or more per building
 20 units or more per property/campus
 Greater than 75% occupancy*

PARTICIPANT CERTIFICATION

In participation in our ENERGY STAR Certification and Green Leasing grant award and being eligible to receive the benefits provided, you hereby acknowledge and agree to the Terms and Conditions, and hereby certify the accuracy of the information provided in this agreement.

This application is for (please select one of the options below):

- Electric
 Natural Gas
 Electric and Natural Gas

NOTE: With the receipt of a complete application, a prequalification will be issued. Once a site visit (to be performed virtually during the pandemic) is conducted (virtual during the pandemic) by a Sustainable Energy staff member and a final invoice is submitted, OCS Sustainable Energy will pay up to 80% of the prequalified amount. Upon receiving the ENERGY STAR Certificate, OCS Sustainable Energy will pay the remaining 20% of the prequalified amount.

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NOTE: Communities of single-family homes are not eligible. If the housing property is a mix of multifamily and single-family homes, the property would still be eligible if the single-family homes are less than 25% of the total gross floor area.

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A. APPLYING PROPERTY INFORMATION

Information about the property for which funding is being requested. Incomplete applications will be returned.

Property Owner/ Property Management Org:		
Street Address:		
City:	Zip Code:	Year Built:
Number of Buildings:	Gross Sq. Footage:	
Building Type: <input type="checkbox"/> Office <input type="checkbox"/> Multifamily		
Pepco Account Number(s):		
Washington Gas Account Number(s):		

B. CONTACT INFORMATION

Information about the point of contact for the application.

Point of Contact:	Title:
Organization:	Federal Tax ID #:
Street Address:	City:
State:	Zip Code:
Phone #:	Email Address:

C. CONTRACTOR INFORMATION

Include here information about the primary service provider that will provide the efficiency measures.

Company:	
Point of Contact:	
Street Address:	
City:	
State:	Zip Code:
Phone:	Federal Tax ID #:
Email Address:	

Company:	
Point of Contact:	
Street Address:	
City:	
State:	Zip Code:
Phone:	Federal Tax ID #:
Email Address:	

D. ADDITIONAL INFORMATION

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A narrative of no more than 500 words describing your organization's existing and planned approach to incorporate green leasing best practices. Please discuss the estimated cost of each green leasing practice selected and implementation process.

E. SUBMIT REQUIRED INFORMATION

To qualify for the grant award², the property must be in Prince George's County, in the Pepco and/or Washington Gas service territory area and must be built at the time of applying i.e., existing building. Applicant must provide proof of ownership of the applying property.

Attachments required for prequalification:

- A copy of applicant's energy efficiency grant award application.
- A copy of recent (i.e., within the last 3 months) electric, gas, and water bills for all meters on the property.
- Proof of having applied to **ALL** of the EmPOWER Maryland incentive programs, if applying for electric and or natural gas incentives.
- Read access to the applicant's building data in the ENERGY STAR portfolio manager.
- A copy of the results of the ASHRAE Level 2 (or an equivalent or better) energy audit, if applying for electric and or natural gas incentives.
- The invoice for ASHRAE Level 2 (or an equivalent or better) energy audit.
- A copy of the "Progress and Goals" report from Portfolio Manager.
- The resulting Statement of Energy Design Intent ("SEDI" from Target Finder) based on the projected energy savings of proposed measures (as shown in the statement of work). **(The SEDI should show a score at or above the minimum threshold required for ENERGY STAR certification.)**
- A copy of contract, with cost, to install, remedy, or perform the selected measures as noted in the SEDI.
- The signed Terms and Conditions.
- IRS Form W-9: Request for Taxpayer Identification Number and Certification.

If ENERGY STAR Score is 75 or above, the property can only apply for a reimbursement to offset the cost spent to submit all the required Energy Star Certification documents to the EPA.

² **NOTE: With the receipt of a complete application, a prequalification will be issued. Once a site visit is conducted (virtually during the pandemic) by a Sustainable Energy staff member and a final invoice is submitted, OCS Sustainable Energy will pay up to 80% of the prequalified amount. Upon receiving the ENERGY STAR Certificate, OCS Sustainable Energy will pay the remaining 20% of the prequalified amount.**

For questions and assistance, direct inquiries to EnergyStarCGL@co.pg.md.us.

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- A copy of applicant's energy efficiency grant award application.
- A copy of recent (i.e., within the last 3 months) electric, gas, and water bills for all meters on the property.
- Read access to the applicant's building data in the ENERGY STAR portfolio manager.
- A copy of contract, with cost, to achieve ENERGY STAR certification including all pertinent data.
- The signed Terms and Conditions.
- IRS Form W-9: Request for Taxpayer Identification Number and Certification.

F. ATTACHMENTS

Required attachments to complete the application:

(For 80% payment of prequalified incentive):

- The final invoice.
- A narrative of no more than 500 words describing your organization's existing and planned approach to incorporate green leasing best practices. The narrative must also discuss estimate cost of each green leasing practice selected and its implementation process. See the green-leasing section below for more information.

(For 100% payment of prequalified incentive):

- Proof of ENERGY STAR Certification.

G. DETAILED INFORMATION

Include here information about the property for which funding is being requested.

Cost of efficiency actions being performed:	\$
Cost of measures required for certification:	\$
Incentive received/expected from the utility:	\$ from the following utility(s):
Other incentives/funding expected/received:	\$ from the following source(s):
Amount of grant award funding requested:	\$

Maximum grant award available per application: \$150,000. The following incentives are available to qualified applicants:

1. Grant awards to offset up to \$150,000 of out-of-pocket costs, after accounting for other available and applicable incentives, of implementing efficiency measures required to achieve ENERGY STAR certification.
2. Grant awards to offset 100% of the cost of the Licensed Professional's sign off to verify and stamp the ENERGY STAR certification application, up to \$1,500. This cost will be inclusive of the \$150,000 grant amount or a separate application can be submitted to cover cost of Energy Star certification.

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H. GREEN LEASE REQUIREMENT

Green leasing aligns the financial and environmental benefits of landlords and tenants to work together to save money, conserve resources, and ensure the efficient operation of buildings. These contractual arrangements can serve as a powerful mechanism to assist the commercial real estate industry in responding to market pressures and increase energy efficiency of the existing and newly constructed building stock. Applicants must submit documentation showcasing specific clauses or language that promotes energy efficiency practices. **The applicant must implement green leasing best practices or adopt a green lease. If the applicant chooses green leasing best practices, they are to implement at least three of the following:**

- Adoption of green lease between landlord and tenant. ***(High Priority of the County)***
- Obtaining LEED EB Operation and Maintenance (O +M) certification. More information on LEED Certification for existing buildings can be found here: [LEED for Operations and Maintenance](#) ***(High Priority of the County)***
- Building standards and/or tenant improvement guidelines for energy efficiency. For example:
 - Tenant improvements will conform to LEED C.I. standard or better.
 - Tenants will install ENERGY STAR appliances only.
 - This may also cover items like lighting specification or available plug load watts per square foot. ***(High Priority of the County)***
- Agreement to disclose monthly utility data to the landlord for the purposes of whole-building energy benchmarking by the landlord. Request the landlord share the ENERGY STAR score of the building and/or other energy and waste usage information on a regular basis.
- Sustainable operations and maintenance rules and regulations. (Language should cover restricted HVAC weekend operating hours, janitorial services provided during daytime hours, tenants not allowed to bring in space heaters).
- Sub-metering of tenant spaces or separate metering of tenant plug load and equipment, including data centers. Ideally tenants are billed per actual use rather than on a pro-rata basis.
- Landlord agrees to incorporate energy management best practices into building operations, such as regular benchmarking, energy audits, or commissioning of building systems.
- Landlord provides sustainability training to leasing agents and/or building marketing materials cover sustainability and energy efficiency features. (Documentation can include any relevant materials and is not expected to be included in a lease itself.)
- Landlord designates a sustainability point of contact within the lease or related documents.

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- Lease language specifies that the landlord may sell power generated on-site to tenants at a competitive price.
- Encourage the deployment of additional energy efficiency and conservation measures in the space and/or building (this could cover a range of language from agreeing to cost recovery clauses for capital improvement to agreeing to share the costs of LEED certification or retro-commissioning of the building).

NOTE: Of the green leasing best practices listed above, implementing any of the practices denoted as a high priority of the County will supersede requiring the implementation of three practices. In addition, Green Leasing measures shall not exceed 20% of prequalification amount.

I. PROJECT AFFIDAVIT

The undersigned warrants certify and represents that the information provided in this application is true and correct to the best of his or her knowledge.

Applicant (Print Name): _____
Signature: _____
Date: _____

By signing below, the signatory represents and warrants that the property meets the eligibility criteria, and the signatory is duly authorized with legal capacity to sign on behalf of the applying organization and property.

Name of Authorized Signatory:	
Signature:	
Date:	

GRANT AWARDS AGREEMENT/TERMS & CONDITIONS

By signing this application, the grant awardee certifies under penalty of perjury that the information provided in the application and all of its attachments is complete, accurate, and true. The signatory further certifies that he/she is authorized to submit this application on behalf of the property and agrees to the terms and conditions stated below:

1. Submission of this application is not a guarantee that a grant award will be granted.
2. The ENERGY STAR Certification and Green Leasing grant award requires that projects must be cost effective.
3. Grant awards are designed to cover some portion of the net customer cost after other incentives and grants have been applied.

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4. This applying facility (“facility”) meets the eligibility criteria as stated by the County and will make reasonable effort to ensure all measures approved for a grant award shall stay in the County within the facility in which they were installed.
5. The grant awardee also agrees to:
 - a. Achieve ENERGY STAR certification within 9 (nine) months of the prequalification notice, and to provide evidence of having achieved certification.
 - b. Maintain certification for at least three (3) consecutive years from the initial grant award supported certification date.
 - c. If this project is approved, the grant awardee will provide 5 years of read-access to the property data on the ENERGY STAR Portfolio Manager portal: [\[Service Providers That Exchange Data with Portfolio Manager via Web Services | Commercial Buildings | ENERGY STAR/share-and-request-data\] to Prince George’s County government](#)];
 - d. For the 5 years, provide a yearly copy of the ENERGY STAR Statement of Energy Performance (SEP). A licensed professional (Professional Engineers and Registered Architects) should sign and stamp the Statement of Energy Performance to verify the validity of the data.
 - e. Develop and promote green-leasing best practices, including providing a copy of a current or future lease agreement which features green-leasing best practices.
 - f. The County may extend the terms of this grant award, provided you successfully meet the performance objectives outlined in your application and submit to the grant award administrator a written request for an extension. The total time-period the grant award/application can remain valid, including any extensions, shall not exceed one 18 months from the date of prequalification.
 - g. Grant awardees agree to allow Pepco and or Washington Gas’ and Maryland Department of Housing and Community Development’s (DHCD) respective EmPOWER Maryland programs to discuss and share information from the ENERGY STAR Certification and Green Leasing grant award application to facilitate the grant awardee’s application and request for an incentive. The application may be cancelled without liability if grant awardee has (1) not installed the approved measures, (2) achieved the ENERGY STAR certification, and/or has (3) not been approved for a project extension 30 days prior to the expiration date. Grant awardees who fail to provide timely notification for an extension request and/or fail to provide required documentation may be denied incentive payment.
6. The County or its representative(s) may use photos and video of the property, and relevant data presented for marketing, publicity, and advertising purposes. The County, and/or its representatives, subject to the requirements of the Maryland Public Information Act and other applicable laws, will not divulge any confidential information or trade secrets. In addition, the County may request that grant awardees provide oral or written feedback regarding their participation in the grant award.

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7. Prince George’s County or its representative(s) may use photos and video of the facility and data for marketing, publicity, and advertising purposes.
8. Representatives of the County may access the facility in order to conduct site inspections and measurement and verification activities, and to take photos or videos of the project.
9. Grant award Terms & Conditions are subject to change.
10. Any payment will be contingent upon the successful inspection of all equipment installed.
11. Prince George’s County and its representatives make no representation or warranty and assume no liability with respect to quality, safety, performance, or other aspect of any design, system, or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty, or liability.
12. All Applicants (“Grant Awardee”) who seek to claim grant awards and/or incentives under the ENERGY STAR Certification and Green Leasing grant award (“ESGL”) are required to acknowledge reading and understanding the following terms and conditions and must accept these terms and conditions before their application and/or incentive payment are processed. Incentives provided through ESGL are only available for existing properties in Prince George’s County and in the Pepco and or Washington Gas service area at the time of the application submission.
13. Grant awardee and selected contractor are required to obtain all applicable permits from local, state, and federal agencies.
14. Final payment is subject to a satisfactory site visit and grant awardee verification of the completion of work.
15. The grant awardee and selected contractor shall comply with, apply for, and obtain all necessary permits from applicable regulatory agencies including federal, state, and local jurisdictions and local utilities.

By signing this application, the grant awardee certifies under penalty of perjury that the information provided in the application and all its attachments is complete, accurate, and true. The signatory further certifies that they are authorized to submit this application on behalf of the property and to agree to these terms and conditions.

PART A:

Electric Incentives	
Authorized Applicant:	
Date:	
Organization/ Name*:	
Title*:	
Name*:	
Contractor/Vendor Signature*:	
<i>* If the contractor/vendor completed the application.</i>	

Natural Gas Incentives	
Authorized Applicant:	

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Date:	
Organization/ Name*:	
Title*:	
Name*:	
Contractor/Vendor Signature*:	
<i>* If the contractor/vendor completed the application.</i>	

PART B:

PAYMENT INFORMATION
If the contractor or trade ally completing the work or another 3rd party will be receiving the incentive directly, the customer must authorize payment by signing below.
Payment to: <input type="checkbox"/> Contractor/Trade Ally <input type="checkbox"/> Other 3rd Party Customer
Signature: _____ Date: _____

Please note: OCS Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor, or the work, materials, or services provided by any contractor.

Applications may be emailed to:
 Prince George's County, Office of Central Services, Sustainable Energy
 1400 McCormick Drive, Suite 281 Largo, MD 20774
 Email: EnergyStarCGL@co.pg.md.us
 For more information, call: 301-883-6450 or visit <http://bit.ly/PGCEnergyStarGrant>

Office of Central Services
Sustainable Energy
ENERGY STAR Green Leasing and Certification Grant
COVID-19 NOTICE

I. GRANT OVERVIEW

BACKGROUND - ENERGY STAR certified buildings save energy, save money, and help protect the environment by generating fewer greenhouse gas emissions than comparable buildings. Further, a building's energy usage and efficiency are increasingly becoming factors to attract new, and to retain existing, tenants. ENERGY STAR certification can help to increase a building's value and generate more income when compared to similar buildings.

GOALS - The ENERGY STAR Certification and Green Leasing Grant seeks to increase the number of ENERGY STAR certified buildings and encourage the adoption of green-leasing practices within Prince George's County. This effort will help support the County's goals of reducing greenhouse gas emissions and attract and retain high-valued tenants in the county.

OBJECTIVES - Grant funds are available to assist commercial buildings (*office and multifamily housing*) with ENERGY STAR certification. Funds can be used to offset the costs of electric energy-efficiency, water-efficiency, natural gas and retrofitting measures, and for professional services required to achieve ENERGY STAR Certification. Buildings receiving funding from the ENERGY STAR Certification and Green Leasing Grant are required to maintain certification for at least three (3) years, and to adopt green leasing practices that align the interests of property owners and tenants so that they are both motivated to engage in energy efficient actions for buildings.

AVAILABLE INCENTIVES - Maximum grant award available per application: \$150,000

1. The following incentives are available to qualified applicants: Of the \$150,000, if required, up to \$50,000 will cover the ASHRAE Level 2 Audit and shall not exceed this amount.
2. Grant awards to cover up to \$100,000 for Electric and or Natural Gas measures.
3. Grant awards to cover up to \$150,000 for Electric and or Natural Gas measures, if ASHRAE Level 2 Audit is not required.
4. Grant awards to offset 100% of the cost of the Licensed Professional's sign off to verify and stamp the ENERGY STAR certification application. This cost will be inclusive of the \$150,000 grant amount.

III. COVID-19 LIABILITY STATEMENT

Due to the 2019-2020 outbreak of the novel Coronavirus (COVID-19), the Office of Central Services, Sustainable Energy is taking extra precautions to ensure a healthy and safe working environment for every applicant/contractor participating in our energy grant.

Symptoms of COVID-19 include but not limited to:

- Fever
- Fatigue
- Dry Cough
- Difficulty Breathing

As an applicant/contractor, you agree to the following:

- I understand the above symptoms and affirm that I, as well as all contractors, do not currently have, nor have experienced the symptoms listed above within the last 14 days.
- I affirm that I, as well as all contractors, have not been diagnosed with COVID-19 within the past 30 days.
- I affirm that I, as well as all contractors, have not knowingly been exposed to anyone diagnosed with COVID-19 within the past 30 days:

- I affirm that I, as well as all contractors, have not traveled outside of the country or to any city considered to be a “hot spot” for COVID-19 infections within the past 30-days; and
- I understand that Prince George’s County Office of Central Services Sustainable Energy cannot be held liable for any exposure to the COVID-19 virus caused by misinformation on this form or the health history provided by each applicant/contractor.

Personal Protective Equipment: PPE is mandatory 100% of the time at 100% of job sites. All technicians are to always wear face coverings and gloves during their workday.

Using Personal Protective Equipment (PPE)

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>

Strict physical distancing: During site work, the contractor will follow strict physical distancing of at least six feet, or customers can make accommodations to not be on site at the same time as the install.

Limiting people at job site: Contractors should look for opportunities to limit the number of employees at a job site and number of people inside the building at a given time. Crews will work in separate spaces maintaining physical distancing to the greatest extent possible.

What Construction Workers/Contractors Need to Know about COVID-19?

<https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/construction-workers.html>

You can view PEPCO’s COVID-19 statement on their website:.

By signing below, I agree to each statement above and release Prince George’s County Office of Central Services Sustainable Energy from any and all liability for unintentional exposure or harm due to COVID-19.

IV. APPLICANT INFORMATION AND SIGNATURES

APPLICANT	CONTRACTOR
<input type="checkbox"/> By signing this form, I agree to all of the Terms and Conditions in this agreement	<input type="checkbox"/> By signing this form, I agree to all of the Terms and Conditions in this agreement
Customer Signature:	Contractor Signature:
Print Name:	Print Name:
Address:	Address:
Date:	Date:
Email	Contractor’s Signature
Pepco Account Number	
Washington Gas Account Number:	

For questions about the grant application process and procedures, call our Office at 301-883-6450 or email us: EnergyStarCGL@co.pg.md.us.