

PRINCE GEORGE'S COUNTY GOVERNMENT  
Office of Central Services  
Sustainable Energy Program  
**THE ENERGY STAR CERTIFICATION & GREEN - LEASING (ESGL) GRANT  
APPLICATION**

**Now accepting office building applications.**

**NOTE: Due to EPA's temporary moratorium on performing Energy Star Certification, we halted the processing of applications for "office buildings". However, we are indeed again now accepting ESGL applications for both "multi-family housing" property types as well for "office buildings" type.**

The Office of Central Services (OCS), Sustainable Energy Program administers the ENERGY STAR Certification and Green Leasing Grant, 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.

There are two parts to the application. Part 1: Prequalification, will reserve funds for applicants that satisfy the prequalification requirements. Part 2: Full Qualification, completes the application for requesting the grant award. For questions and assistance, direct inquiries to [EnergyStarCGL@co.pg.md.us](mailto:EnergyStarCGL@co.pg.md.us).

**PART 1: PREQUALIFICATION**

**A. CONFIRM ELIGIBILITY**

The applying property must meet the following criteria:

- **Is located in the Pepco service territory;**
- Is located in Prince George's County;
- Demonstrate proof of having applied to one of Pepco's applicable EmPOWER Maryland incentive programs;
- Has or will perform, at minimum, an ASHRAE Level 2 Commercial audit or demonstrable equivalent;
- Commercial buildings must be built prior to March 23, 2016;
- Has or will apply for Energy Star Certification on or after March 23, 2016.

**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.

**For Multifamily Housing:**

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

With receipt of the full application, OCS Sustainable Energy Program will pay up to 80% of the prequalified amount. Upon receiving the ENERGY STAR Certificate, OCS Sustainable Energy Program will pay the remaining 20% of the prequalified amount. For questions and assistance, direct inquiries to [EnergyStarCGL@co.pg.md.us](mailto:EnergyStarCGL@co.pg.md.us).

*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 as long as 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.

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

**B. CONTACT INFORMATION**

Information about the point of contact for the application.

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

**C. CONTRACTOR INFORMATION**

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

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

**D. ADDITIONAL INFORMATION**

<i>Provide a narrative why your project should be selected for a grant:</i>
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**E. SUBMIT REQUIRED INFORMATION**

Attachments required for prequalification:

- A copy of applicant's energy efficiency grant application.
- A copy of recent (i.e. within the last 3 months) energy and water bills for all meters on the property.
- Proof of having applied to one of the EmPOWER Maryland incentive programs.
- Read access to the applicant's building data in the ENERGY STAR portfolio manager.

**If ENERGY STAR Score is 75 or Above:**

- A copy of contract, with cost, to achieve ENERGY STAR certification.
- The signed Terms and Conditions.
- IRS Form W-9: Request for Taxpayer Identification Number and Certification.

**If ENERGY STAR Score is Below 75:**

- A copy of the results of the ASHRAE Level 2 (or an equivalent or better) energy audit.
- 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.

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.

<b>Name of Authorized Signatory:</b>	
<b>Signature:</b>	
<b>Date:</b>	

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**PART 2: FULL APPLICATION**

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**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.
- IRS Form W-9: Request for Taxpayer Identification Number and Certification.

(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.

**Is the property ENERGY-STAR Certified?**     Yes     No

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

**H. PROJECT AFFIDAVIT**

The undersigned warrants certifies 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:** \_\_\_\_\_

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**Grant Agreement/Terms & Conditions**

By signing this application, the applicant 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 will be awarded.
2. The ENERGY STAR Certification and Green Leasing Grant requires that projects must be cost effective.
3. Grants are designed to cover some portion of the net customer cost after other incentives and grants have been applied.
4. This applying facility ("facility") meets the eligibility criteria as stated by OCS Sustainable Energy Program, and will make reasonable effort to ensure all measures approved for a grant shall stay in the County within the facility in which they were installed.
5. The grantee also agrees to:
  - a. Achieve ENERGY STAR certification within 9 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 supported certification date;
  - c. If this project is approved, the applicant will provide 5 years of read-access to the property data on the ENERGY STAR Portfolio Manager portal:  
[\[https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/share-and-request-data\]](https://www.energystar.gov/buildings/facility-owners-and-managers/existing-buildings/use-portfolio-manager/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 verifying professional should sign and stamp the SEP 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. OCS Sustainable Energy Program may extend the terms of this grant, provided that you successfully meet the performance objectives outlined in your application and submit to the grant administrator a written request for an extension. The total time-period the grant/application can remain valid, including any extensions, shall not exceed one 18 months from the date of prequalification.
  - g. Participants agree to allow Pepco's, 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 application to facilitate the applicant's application and request for an incentive.

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6. The application may be cancelled without liability if customer has (1) not installed the approved measures, (2) achieved the ENERGY STAR certification, and has (3) not been approved for a project extension 30 days prior to the expiration date. Customers who fail to provide timely notification for an extension request and/or fail to provide required documentation may be denied incentive payment.
7. The Office of Central Services, Sustainable Energy Program, or its representative(s) may use photos and video of the property, and relevant data presented for marketing, publicity, and advertising purposes. OCS Sustainable Energy Program, 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 ENERGY STAR Certification and Green Leasing Grant may request that participants provide oral or written feedback regarding their participation in the program.
8. OCS Sustainable Energy Program, or its representative(s) may use photos and video of the property, and relevant data presented for marketing, publicity, and advertising purposes. Prince George's 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, Sustainable Energy Program may request that participants provide oral or written feedback regarding their participation in the program. Prince George's County, or its representative(s) may use photos and video of the facility, and data for marketing, publicity, and advertising purposes. Prince George's 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.
9. Representatives of the Sustainable Energy Program may access the facility in order to conduct site inspections and measurement and verification activities, and to take photos or videos of the project.
10. Grant Terms & Conditions are subject to change.
11. Any grant payment will be contingent upon the successful inspection of all equipment installed.
12. 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.
13. All applicants ("Applicant") who seek to claim grants and/or incentives under the ENERGY STAR Certification and Green Leasing Grant ("ESGL") are required to acknowledge reading and understanding the following terms and conditions, and must accept these terms and conditions before your application and/or incentive payment are processed. Incentives provided through ESG are only available for qualifying properties in Prince George's County, and in the Pepco service area, that are built prior to March 23rd, 2016.
14. Final payment is subject to a satisfactory site visit and customer verification of the completion of work.

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Part A:

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

Part B:

<b>PAYMENT INFORMATION</b>
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: _____

Applications may be emailed, hand-delivered or mailed to:

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

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