



Be SMART Home Loan Application

The Be SMART Home Loan Program offers innovative financing to improve home energy efficiency through replacement and upgrading of appliances, systems, and whole house envelope improvements to Maryland homeowners. The Be SMART Home Loan Program offers the following type of financing:

Up to \$30,000 at 4.99% for 10 year term

Unsecured loans for whole house, energy efficiency improvements and weatherization based on a certified energy audit. Audit recommendations to maximize energy efficiency throughout the home could include: Energy efficient Roof replacement, Solar Panels, Geothermal system, air infiltration reduction measures, increased insulation, hot water system improvements, heating systems maintenance or replacement, programmable thermostats, ceiling fans, windows, doors, and energy star appliance replacement.

Eligibility Requirements:

- Verification of income
- Credit score of 640 or greater
- Debt-to-income ratio of up to 50%

Program Instructions:

1. Submit Be SMART Home Loan Application
2. Schedule a home energy audit.
3. Choose an approved contractor for your work
4. Submit audit report and proposal of work to be performed
5. Be SMART will process your Home loan application; approval is based on your energy efficiency plans, satisfactory credit and affordability
6. Upon loan approval your Be SMART Contractor performs the energy efficiency improvements.
7. The Be SMART Contractor is paid by DHCD in draws. The final payment is provided by DHCD when the work is completed to your satisfaction and a DHCD inspector confirms that work has been completed to specifications.

NOTE: DO NOT ALLOW CONTRACTOR TO BEGIN WORK UNTIL YOUR LOAN IS APPROVED AND YOU HAVE RECEIVED 1ST PAYMENT

Please return application and supporting documentation to:

Email: besmarthome.dhcd@maryland.gov

Or

Fax: 1- 240- 334-4881

For more information:

www.dhcd.maryland.gov/energy

(301) 429-7402

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Be SMART Program Guidelines and Summary of ARRA Special Terms & Conditions

Eligible Uses of Be SMART (Better Buildings) Funds and Financing

Be SMART Funds are provided through the Department of Energy's (DOE) Better Buildings/Energy Efficiency and Conservation Block Grant program and are authorized through Section 544 of the Energy Independence and Security Act of 2007. Funds available through this program are to be used only for installation of measures that directly and significantly improve the energy efficiency of a building. All installed materials and equipment must be new. Eligible measures are those that will result in an improvement of energy efficiency by at least 15% and include:

- Whole house air sealing measures (interior and exterior), including use of sealants, caulks, insulating foams, gaskets, weather-stripping, mastics and other building materials.
- Attic and crawl space insulation, including sealing of air leakage between the attic and the conditioned space, addition of at least R-19 insulation to existing insulation and other significant insulation improvements.
- Wall insulation that results in significant energy savings.
- Duct sealing or duct replacement and sealing that result in significant energy savings and /or replaces and seals at least 50 percent of a building's distribution system.
- Skylight replacement that meets the most recent ENERGY STAR standards.
- Installation of energy efficient lighting.
- Replacement of heating systems (gas/propane/oil burner/furnace) and water heaters with new units that meet the most recent ENERGY STAR specifications. (Installation of a solar hot water heater is an eligible measure as long as it significantly reduces the amount of electricity or fuel needed to heat the water.)
- Replacement of air source air conditioner or air source heat pump with a new unit that meets the most recent ENERGY STAR specifications.
- Installation of ENERGY STAR ceiling fans, ventilating fans, dampers and programmable thermostats.
- Installation of energy monitoring devices.
- Health and safety measures and other improvements (such as asbestos removal, lead paint removal, ADA compliance and other similar activities) that are incidental to carrying out the eligible Be SMART activity may be eligible as long as the total cost of health and safety measures is not equal to more than 25% of the total project cost.
- Replacement of appliances (refrigerator, dish washer, clothes washer) with new units that meet the most recent ENERGY STAR specifications.
- Metal or asphalt "cool roofs" that meet the most recent ENERGY STAR specifications (to be approved on a case-by-case basis by the Maryland Department of Housing and Community Development).
- Installation of renewable energy measure (such as qualified geothermal systems, photovoltaic systems or wind turbines) may be eligible on a case-by-case basis, as approved by the Maryland Department of Housing and Community Development and the U.S. Department of Energy.
- *Projects related to regular maintenance and repairs are not eligible.*
- *Energy Efficient windows and doors are eligible pending Historic Preservation review approval.*
- Other measures may be eligible based on the results of an approved energy audit and discussions with DHCD Be SMART program staff.

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Be SMART Program Guidelines and Summary of ARRA Special Terms & Conditions *continued*

Historic Preservation

Before work begins to alter any historic structure or site using Be SMART funds, DHCD and the contractor/subcontractor must ensure that the work is in compliance with Section 106 of the National Historic Preservation Act (NHPA). Section 106 applies to historic properties that are listed in or eligible for listing in the National Register of Historic Places, or are located in or contribute to a National Register Historic District. Certain undertakings may be exempt from review and approval by the Maryland State Historic Preservation Office. If the undertakings for a particular project are not exempt, the contractor must notify DHCD and the State Historic Preservation Officer (SHPO) to coordinate the Section 106 review outlined in 36 CFR Part 800. In these cases where projects are referred to the SHPO for approval, work may not begin on these projects until documented approval has been received.

DHCD will retain sufficient documentation (to be provided to DOE upon their request) from the contractor and SHPO for individual projects, in order to demonstrate that the required approval was received from the SHPO or THPO for the project. DHCD will report annually to DOE on the disposition of all historic preservation consultations by category.

Restrictions on Use of Funds

None of the funds provided through Be SMART may be expended, directly or indirectly, for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool.

Whistleblower Protection

All recipients of Be SMART funding are required to comply with the Whistleblower Protection requirements of the Recovery Act, Section 553 of Division A, Title XV, Public Law 111-5, which provides protection for non-federal employees (including contractors and subcontractors) making specified disclosures relating to possible fraud, waste or abuse of Recovery Act funds. Recipients of Be SMART funding shall display a poster at their job sites. The poster can be downloaded from: <http://www.oig.doc.gov/Pages/Hotline.aspx>.

Borrower Responsibilities for Be SMART

Borrowers participating in a Be SMART program will agree, as part of their participation, to release to the Maryland Department of Housing and Community Development 24 months of historical utility data and 24 months of utility data following completion of the project. The borrower will release this information to the Maryland Department of Housing and Community Development by signing a one-time release of information that will allow DHCD to access their energy consumption data directly from the provider. This information will be provided for confidential use in calculating energy savings estimates, and will also be used by the U.S. Department of Energy's (DOE) and DHCD's program research staff for program evaluation purposes. DHCD and the U.S. Department of Energy will protect the confidentiality of this information the same as it does for their own customer or other confidential information.

Borrowers will also agree to permit a quality assurance inspection within 30 days after completion of the Be SMART work.

**Be SMART Home Loan
Application**

Part 1 - Applicant's Information

HOW DID YOU HEAR ABOUT US: _____

Applicant Name: _____

Mailing Address: _____

City: _____ **State:** ____ **Zip Code:** _____ **County** _____

Email Address: _____ **Telephone:** _____

Social Security Number: _____ **Date of Birth:** _____

Name and Address of Employer: _____

Position/Title: _____ **Years on Job:** _____

Immediate Supervisor: _____ **Telephone:** _____

If less than 2 years provide previous employment information:

Name and Address of Employer: _____

Position/Title: _____ **Years on Job:** _____

Immediate Supervisor: _____ **Telephone:** _____

() **Self-employed, Type of Business:** _____

Co-Applicant Name: _____

Mailing Address: _____

City: _____ **State:** ____ **Zip Code:** _____ **County** _____

Email Address: _____ **Telephone:** _____

Social Security Number: _____ **Date of Birth:** _____

Name and Address of Employer: _____

Position/Title: _____ **Years on Job:** _____

Immediate Supervisor: _____ **Telephone:** _____

If less than 2 years provide previous employment information:

Name and Address of Employer: _____

Position/Title: _____ **Years on Job:** _____

Immediate Supervisor: _____ **Telephone:** _____

() **Self-employed, Type of Business:** _____

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Part 2 - Property Information

Property Street Address: _____

City: _____ State _____ ZIP Code: _____ County _____

Property Owner(s): _____

Provide an explanation of your energy efficiency project plans:

See Program Guidelines for Eligible Uses (Old appliances must be recycled so they are rendered inoperable)

The undersigned applicant(s) hereby makes application to DHCD for Be SMART Home Loan Program, as follows:

Loan Amount Requested (estimated): _____

(\$30,000 maximum) *no contingency allowances for unforeseen repairs above loan approval amount*

NOTE: DO NOT ALLOW CONTRACTOR TO BEGIN WORK UNTIL YOUR LOAN IS APPROVED AND YOU HAVE RECEIVED 1ST PAYMENT

Sign ATTACHMENT B - Customer Consent to Obtain Household Energy Information form and submit with application.

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Part 3 – Financial Statement

GROSS ANNUAL INCOME			
Item	Applicant	Co-Applicant	Total
Salary (Base Income)	\$ /yearly	\$ /yearly	\$ /yearly
Pensions, Social Security, Annuity			
Alimony, Child Support			
Net Rental Income			
Other (specify)			
TOTAL	\$ /yearly	\$ /yearly	\$ /yearly

MONTHLY HOUSING EXPENSES	
Item	Amount
First Mortgage (P&I)	\$ /month
Other Mortgages (P&I)	
Utility Expenses	
Hazard Insurance/ Real Estate Taxes/Mortgage Insurance (if not incl. in mortgage)	
Homeowner Association Dues	
Other (i.e. Ground Rent)	
TOTAL Monthly Payments	\$ /month

LIABILITIES (10 months or greater)		
Creditors	Outstanding Balance	Monthly Payments
Installment Debts	\$	\$ /month
Automobile Loans		
Other Debts (specify)		
TOTAL Monthly Payments	\$	\$ /month

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Part 4 – Applicant Certification and Signature

In accordance with Executive Order 01.01.1983.18, the Department of Housing and Community Development advises you as follows regarding the collection of personal information:

The information requested by the Department of Housing and Community Development (the "Department") is necessary in determining your eligibility for a Be SMART Home loan. Your failure to disclose this information may result in the denial of your application for a loan. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, State Government Article, Sections 10-611 et. seq. of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, the staff of the local administrator for the loan, and participating mortgage lender, if any, for purposes directly connected with administration of the loan and the loan program. Such information is not routinely shared with state, federal or local government agencies, but would be made available to the extent consistent with the Maryland Public Information Act. You have the right to inspect, amend or correct personal records in accordance with the Maryland Public Information Act.

Any person who knowingly makes, or causes to be made, a false statement or representation relative to this loan application shall be subject to criminal prosecution, a fine of up to \$5,000 and/or imprisonment up to two years and if a loan has been made, immediate call of the loan requiring payment in full of all amounts disbursed, pursuant to Housing and Community Development Article, Section 4-933, Annotated Code of Maryland.

I/We authorize the Program or its agent to obtain credit information for the purpose of evaluating this application and disclose this same information to local agencies participating in the Program and/or a private lending institution agreeing to participate in the loan.

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Applicant Name (print)

Co-Applicant Name (print)

Applicant Signature

Date

Co-Applicant Signature

Date

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Part 5 – Checklist of Supporting Documentation

Supporting Documents Required at time of Application

- Application

- Copy of valid identification of all applicants

- 30 days of most recent pay stubs

- Most recent mortgage statement(s)

Self Employed Only

- Copies of Federal Tax Returns (2 years)

- Consent to Obtain Household Energy Information Form

These items can follow after your loan approval

- Home Energy Audit Report

- Itemized contractor's Estimate

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Attachment B: Customer Consent to Obtain Household Energy Information

The Maryland Department of Housing and Community Development (DHCD) works with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work and prosper. As part of this mission, DHCD has a number of programs that are geared towards making Maryland homes and businesses more comfortable, efficient, and affordable through energy savings measures. **WHY WE NEED A RELEASE** – For our energy efficiency programs to be successful, DHCD will need to compare energy usage before and after the efficiency improvements. To understand how effective these measures are in reducing your energy bills, we will need access to actual energy usage data for your home, as well as data on energy saving measures installed in your home. This data will allow us to more accurately personalize energy savings estimates for home energy improvements provided by participating contractors, ensure that installed measures are delivering the expected energy savings, and allow us to provide feedback to you on energy reductions. In order to ensure program compliance DHCD may share with the utilities and fuel or energy suppliers providing your energy, the fact you participate in the BeSMART program, the name of your contractor(s) and the type of work done. This data will also be used by the U.S. Department of Energy's (DOE) and our own program research staff for program evaluation purposes. We take the security and privacy of your information very seriously. Except as provided in this consent. We will never sell, rent, or otherwise release personal data to outside parties.

Utility and Energy Supplier Information

Gas Utility: _____ Account #: _____

Electric Utility: _____ Account #: _____

Other Fuel Supplier: _____ Oil Propane Account #: _____

Utility and Energy Supplier and Program Information Release

ENERGY USAGE INFORMATION RELEASE – As the account holder, I hereby authorize and give permission to the utilities and fuel or energy suppliers named above to release account and energy usage information (including my name, address, account number, and usage or consumption information) to DHCD, for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of the program. This permission is given for the monthly and total amount of energy used by my household. Additionally I authorize DHCD to inform the above utilities and fuel or energy suppliers I am participating in the BeSMART program and provide them with the name of my contractor(s) and a description of the work done.

PROGRAM DATA RELEASE – As a participant in a DHCD program, I hereby authorize DHCD to access my program data and release it to DOE for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of its program. I hereby authorize DHCD to provide my utilities and fuel or energy suppliers with the name of my contractor(s) the work done and that I am a participant in the BeSMART program. **RELEASE PERIOD** – This authorization covers the period starting 24 months before the date below and ending 24 months after the date below. I may revoke this authorization by written notice to Community Development Administration, Maryland DHCD, 100 Community Place, Crownsville, MD 21108. **CONSENT** – I understand and agree that my account information (including my name, address, account number, and usage or consumption information) will be provided to DHCD by the above-named utilities and fuel or energy suppliers for the sole and limited purpose of evaluating energy conservation measures. I understand and agree that my participation in the BeSMART program, the name of my contractor(s) and the work done may be shared with the above named utilities and fuel or energy suppliers for the purpose of program compliance. DHCD and DOE will protect the confidentiality of this information the same as it does for their own customer or other confidential information. By signing this release, I authorize the above-named utilities and fuel or energy suppliers to release my customer account information to DHCD and for DHCD to release this information to DOE. An electronic copy of this authorization may be accepted with the same authority as the original.

Signature: _____ Date: _____

Printed Name: _____

Address: _____