

Multifamily Energy Efficiency and Housing Affordability Program Energy Professional Qualification Form January 1 – December 31, 2025

The Maryland Department of Housing and Community Development (DHCD) implements the Multifamily Energy Efficiency and Housing Affordability (MEEHA) Programs. DHCD maintains a Qualified Energy Professionals List containing a list of energy professionals that have been approved to perform energy efficiency and/or decarbonization evaluations on MEEHA projects. DHCD requires submission of the Energy Professional Qualification Form to reaffirm qualification annually. DHCD accepts applications from energy professionals interested in being included on the Qualified Energy Professionals List on an ongoing basis.

Qualified Energy Professionals can participate in MEEHA projects by performing energy audits for rehabilitation projects, electrification assessments for rehabilitation projects, or energy efficiency certification compliance and approval for new construction projects. Additionally, Qualified Energy Professionals that perform contracting/construction services, or Energy Use Benchmarking and Third Party Verification services must inform the program below if they would like this information to be stated on the Qualified Energy Professionals List.

Rehabilitation Projects

DHCD requires comprehensive energy audits to be completed by approved Qualified Energy Professionals for all rehabilitation projects seeking to receive funding from MEEHA. New applicants seeking consideration for inclusion on the Qualified Energy Professionals List are required to:

- Submit copies of three (3) comprehensive multifamily energy audit reports for DHCD to review as examples of the applicant's work. These reports will be used to determine the applicant's qualifications in conjunction with the minimum required building science certifications, and must demonstrate the extent of the applicant's knowledge in building science and recommendations of energy efficiency measures. These reports must be no more than 18 months old.
- Submit and maintain the following building science certifications: BPI Building Analyst Professional **OR** BPI Multifamily Building Analyst **AND** at least one additional similar building science certification.

Former Energy Professionals, not removed from the program, that are reapplying, are only required to submit copies of the above stated building science certifications.

Rehabilitation Project Evaluation Requirements

Qualified Energy Professionals completing comprehensive evaluations for the MEEHA Programs must:

- Inspect a sample number of units: The Energy Professional shall inspect a representative 10 percent sample of all dwelling units; or a minimum of 5 units, whichever is greater. The sample shall include, at a minimum, one representative dwelling unit from each unique type. In buildings where only one- or two-unit types exist, and testing shows little variation between similar units (no more than 20% difference), it is reasonable to reduce the sample size to no fewer than 10

units. In most cases, no more than 20 units should require inspection. However, if results are inconsistent, additional units must be sampled.

- Variations in basic floor plan layout, HVAC type, capacity, quantity or fuel source located in each dwelling unit shall cause the dwelling unit to be considered a unique type.
- Develop a practical solution (scope of work) to repair pressure and thermal boundary deficiencies that will provide a continuous and aligned pressure and thermal boundary in all accessible spaces, including interstitial spaces (i.e. chase ways, attics, porch overbuild areas, overhangs, and basement/crawl spaces). Individual unit compartmentalization must be a focus as well as utilizing current building science best practices (do no harm to occupants or building). Visually inspect units, common areas, and interstitial spaces for air sealing and duct sealing opportunities.
- Document efficiency ratings for all items that may be an energy saving opportunity. The Energy Professional must be able to provide this information to DHCD upon request.
- Perform calculations to determine compliance with current ASHRAE ventilation requirements. Results of ASHRAE calculations must be provided to DHCD upon request.
- HVAC system sizing is a function of the energy audit and recommendations must be based on demand/load calculations using Manuals “J” and “S” or appropriate ASHRAE calculations based on the improved building condition. Demand/load calculations must be submitted to DHCD upon request.

Electrification Analysis

Qualified Energy Professionals performing electrification analysis must have the ability to perform thorough electrification assessments including:

- Evaluation of existing systems and potential necessary changes to those systems.
- Infrastructure upgrades including local utility service impacts.

Energy Use Benchmarking and Third Party Verification

The Energy Professional must have the ability to assist projects in energy benchmarking efforts, and must be able to provide third party verification in accordance with Maryland Department of the Environment’s benchmarking guidance for Building Energy Performance Standards.¹

New Construction Projects

Energy Professionals working on new construction projects receiving specific certifications, must be authorized by the certifying body and able to perform the tasks necessary to certify projects for their respective certifications. To be accepted as a Qualified Energy Professional working on new construction projects for the MEEHA program, Energy Professionals must submit proof that the Energy Professional or Professional’s company is listed on the certifying body’s website. Energy certifications funded by MEEHA are:

- Energy Star New Construction and Energy Star NextGen
- Zero Energy Ready Home
- Passive House (US)

New Construction Project Certification Requirements

Qualified Energy Professionals providing certification evaluations for the MEEHA Programs must complete all efforts required by the respective certification bodies including but not limited to:

¹ <https://mde.maryland.gov/programs/air/ClimateChange/Pages/BEPS.aspx>



- Review plans and specifications to ensure the project will achieve the anticipated building certification(s) as designed.
- Provide field reports as requested to show compliance with building certification(s) during construction to DHCD upon request.
- Provide building certification modeling files or reports at the substantial completion or conclusion of the project.

All Qualified Energy Professionals

Qualified Energy Professionals are responsible for the following activities:

- Maintain required certifications throughout this period.
 - Adhere to all requirements stated in MEEHA program guidance.
 - Perform comprehensive, unbiased project evaluations in full compliance with program guidance.²
 - Consider all feasible energy saving opportunities, regardless of an owner's desired work scope.
 - Submit Funding Requests and ensure their accuracy and completeness.
 - Submit Funding Requests using MEEHA's Funding Request Forms or the Hancock Mobile Intake Tool (MINT) when applicable.
 - Provide building ventilation recommendations that align with current ASHRAE building ventilation standards and take into account the recommended scope of work. In cases where diagnostic testing is required to determine building ventilation recommendations, the results of diagnostic testing must be provided to DHCD upon request. A letter must be provided to DHCD stating the project will meet building ventilation requirements.
 - Provide specific and detailed responses to Funding Request questions within 10 business days of DHCD issuing questions. Inadequate, delayed, or non-responses may result in the Energy Professional being removed from the Qualified Energy Professional List.
- ❖ When in conflict with BPI, the MEEHA Program Guide takes precedence but does not take precedence over State and/or local code.
 - ❖ Entities that require excessive revisions to energy audit reports or Funding Requests to meet program guidance may be removed from the Qualified Energy Professionals List at DHCD's sole discretion.
 - ❖ Qualified Energy Professionals must complete a minimum of 1 project per program year. Energy Professionals that do not participate in program activities with at least one project per year will be removed from the list. Energy Professionals removed from the list can reapply to be included on the list.

Additional Services

Contracting / Construction

The Business Entity must be able to act as a General Contractor for the installation of measures funded by MEEHA. The General Contracting company must be able to install measures or have the ability to hire subcontractors to complete the work. All work must be completed in adherence to local, State, and Federal laws. All MEEHA projects are subject to DHCD's Minority Business Enterprise (MBE) requirements for participation.

² Program Guidance consists of the current BPI Building Analyst Professional Standards, [Multifamily Building Analyst Professional Standards](#) (and as amended), applicable [BPI Envelope Professional](#), [BPI Building Analyst standards](#), and any supplemental Program Guidance issued by DHCD.



Signature Page

This qualification form must be executed by a responsible individual authorized to legally bind the entity to enter into agreements and signed by Energy Professionals.

By signing this form, I hereby acknowledge that I have read this application form and agree to perform and deliver compliant energy audits and audit reports as outlined here and detailed in BPI and DHCD guidance. I represent and warrant all personnel that will perform audit activities for DHCD finance programs are aware of the requirements of this application.

I understand I will contract with the property owners and be paid by them for this service. DHCD is not contracting these services.

Business Entity Name

Signature

Date

Printed name

Title

As an Energy Professional seeking DHCD qualified status, I have read these requirements and agree to perform and be responsible for the final energy audit product produced under DHCD's guidelines. I have read and agree to perform said energy audits in accordance with all of DHCD's guidelines including those outlined in this document.

Energy Professional Printed Name

Signature

Energy Professional Printed Name

Signature

Services Offered

By signing this form, I attest that this company can provide the following services for projects participating in the MEEHA program:

Rehabilitation Projects

- ☐ Energy Auditing
- ☐ Electrification Assessment
- ☐ Energy Use Benchmarking and Third Party Verification

New Construction Projects

- ☐ Energy Certification Rater/Verifier

Additional Services

- ☐ Contracting/Construction

