



Multifamily Energy Efficiency Programs Application Form

Information about the Maryland Multifamily Energy Efficiency Programs:

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

Please consult the program information web link before completing this application form.

1. Contact Information for Person Completing this Application on Behalf of the Owner

Name:	Title:
Telephone:	Email:

2. Information about the Property Owner

Legal Name:	FEIN:	
Legal Structure (check one): <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non Profit Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:		
Business Address:		
City:	State:	Zip:
Telephone:	Website:	

3. Information about the Grantee

<input type="checkbox"/> Check if same as Property Owner		
Legal Name:	FEIN:	
Legal Structure (check one): <input type="checkbox"/> For-Profit Corporation <input type="checkbox"/> Non Profit Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Other:		
Business Address :		
City	State:	Zip:
Telephone:	Website:	

4. Property Information

Property Name:		
Property Address:		
City:	County:	ZIP Code:

Property Information:

Year Building Built: _____

Date of Last Major Rehab: _____

Rehab Planned Within Next Five Years?: Yes No

Number of Buildings: _____

Number of Residential Units: _____

Does the gross floor square footage of any single building equal or exceed 35,000 sf (excluding parking garage space)?: Yes No

Does the gross floor square footage of attached buildings (such as attached townhouses) equal or exceed 35,000 sf (excluding parking garage space)?: Yes No

Utility Provider:

Electric _____

Account #: _____

Gas _____

Account #: _____

Additional Project Information

Does the project have an existing affordability designation such as a regulatory agreement or tax covenant? Yes No

- If No, the Program will create a regulatory agreement to be executed and recorded with the land records if funds are awarded.

Is the project interested in switching from gas space, water heating, or other gas appliances to electric equipment? Yes No

N/A

Is the project interested in installing renewable energy systems such as solar? Yes No

Has the property previously participated in any utility programs (i.e. Quick Home Energy Check-up (QHEC), Smart Savers, Business Energy Solutions)? Yes No

- If yes: Name of program: _____ Date Work Completed: _____

- Work completed under this program: _____

How did you hear about the MEEHA Program?

- Previously participated in the program
- DHCD Website
- Referral from other DHCD program
- Utility company website or brochure
- Qualified Project Manager or Energy Auditor (company name) _____
- Other _____

5. Certification, Authorization and Signature

The undersigned hereby certifies, authorizes, and acknowledges:

1. That they have the legal authority to sign this application on behalf of the Property Owner.
2. That the information contained in this Application and the attached Exhibits is complete, true and correct.
3. To notify the Maryland Department of Housing and Community Development (the Department) promptly of any material changes to the Application and the attached Exhibits.
4. That as part of the underwriting process the Department may require the Owner or Grantee to submit additional documents and agrees to submit these additional materials in a timely manner when requested.
5. The above named utility provider(s) to release energy use information (including the project name, address(s), account number(s), and use and consumption information) to DHCD, and DHCD authorized staff, contractors, and agents who require the information for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of the program. The authorization is valid for up to 3-years after the project is complete.
6. In the event the funding is provided as a loan, an additional fee may apply.

Certified and Agreed To this day of , 20____.

Name:
Title

NOTE: A complete energy funding application package consists of the following:

- **One electronic copy of the completed application form.**
- **Required exhibits**

Applicants should email the complete application package to :
Email: MultifamilyEnergy.DHCD@Maryland.gov
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706

Required Documents for Commitment	
1.	Application
2.	Commercial Utility Bill (Electric and Gas if Applicable)
3.	Customer Consent to Obtain Energy Use Information Form (Commercial Electric and Gas Accounts)
4.	Grantee Signature Block
5.	Project Legal Description
6.	SDAT Property Ownership Check
7.	SDAT Status Check (Owner)
8.	SDAT Status Check (Grantee – if different from owner)
9.	Minority Business Enterprise Plan Form
10.	ACH Direct Deposit Form
11.	Proof of Affordability (Regulatory Agreement or Tax Covenant)
12.	W-9 Form (for the Grantee)

- ❖ Project Legal Description attached as an exhibit to the property deed.
- ❖ SDAT Property Ownership Check Website: <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>
- ❖ SDAT Status Check Website: <https://egov.maryland.gov/businessexpress/entitysearch>
- ❖ ACH Direct Deposit Form must be submitted to the Comptroller of Maryland.
- ❖ Minimum requirements for Regulatory Agreements or Tax Covenants are:
 - 20% of units must be at or below 80% AMI.
 - Must be in place for a minimum of five (5) years.
- ❖ If a Regulatory Agreement or Tax Covenant does not currently exist, DHCD will create a regulatory agreement to be recorded for projects that are awarded program funds.