MEEHA EmPower Program Guidance
1/1/2025

The Maryland Department of Housing and Community Development (DHCD) is administering the MEEHA EmPower Program for the 2024-2026 Program Cycle. DHCD accepts funding requests for projects seeking funds for energy conservation or decarbonization measures (ECMs). Starting on January 1st, 2025, projects applying to receive MEEHA funds will use this guidance to determine measure eligibility and the maximum funding amount for each measure.

EmPower Rehabilitation Projects:

Projects that include both rehabilitation and new construction units in the scope of work can receive MEEHA Rehabilitation funding for the rehabilitation units and New Construction funding for the new construction units.

Projects must complete an energy audit by an energy professional from DHCD's Qualified Energy Professionals (QEP) List that is approved to complete energy audits for the program. QEPs must perform comprehensive, unbiased, whole building energy audits in full compliance with program guidance. In the case that this guidance conflicts with previously stated program guidance, this guidance takes precedence.

QEPs must perform energy audits in accordance with current BPI Multifamily Building Analyst standards. This includes inspecting a sample of units based on the total unit count, including one representative dwelling unit from each unique unit type, as defined in BPI's Technical Standards for the Multifamily Building Analyst Professional[1]. Variations in basic floor plan layout, HVAC type, space or water heating fuel source, or location within the building shall cause the dwelling unit to be considered a unique type. The sample shall include a representative 10 percent of all dwelling units; or a minimum of 5 units, whichever is greater. In projects with 100 units or greater, where evaluation shows little variation between similar units, the sample size may be reduced 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.

QEPs must confirm that the estimated post-retrofit condition of the project will meet current ASHRAE ventilation standards. When requested, QEPs must provide building ventilation recommendations that align with current building ventilation standards and take into account the recommended scope of work. QEPs must submit ASHRAE ventilation calculations to DHCD upon request.

QEPs must consider all feasible energy saving opportunities and complete a MEEHA Funding Request by entering the recommended energy conservation measures (ECMs) into DHCD's

[1] https://www.bpi.org/sites/default/files/Technical%20Standards%20for%20the%20Multifamily%20Building%20Analyst%20Professional.pdf

Hancock Mobile Intake Tool (MINT)[2]. MINT is currently under development and plans to be fully operational in 2025. Prior to MINT's "Go-Live" date, QEPs must use DHCD's Rehab Funding Request Form to create and submit funding requests. The funding request is completed and submitted on behalf of the project owner and must have the owner's approval. Measure costs must be identified for each ECM utilizing actual contractor bids prepared by the owners' selected contractor(s) and must include cost of materials, equipment, and installation.

ECMs will be entered into MINT or the Rehab Funding Request Form separately for measures associated with a residential utility meter and commercial utility meter. ECMs must be labeled indicating the location, measure type, efficiency and capacity (if applicable).

The MEEHA EmPower program can fund electrification measures in projects that show a reduction in total utility costs. Additional funding for costs related to electrification (i.e. electric panel upgrades) can also be funded. Additional electrification funding cannot exceed 10% of total energy efficiency funding.

At least one authentic picture of the existing condition uniquely identifying the equipment and its location for each recommended ECM must be provided to DHCD. An additional picture showing the model and serial number of the existing condition is required for all measures that have model or serial numbers. Pictures of model and/or serial numbers must be legible. Typically no more than 2 or 3 pictures will be needed for each ECM. More information and examples can be found in Appendix C "MEEHA Photo Guidance" below.

Additional project information is required to be entered into the Building Information's Notes section of MINT or the Rehab Funding Request. The following information must be provided for each project:

- Building Type
- Building Age
- Number of Units
- Number of Buildings
- Electric and Gas Metering Structure (Master Metered or Individually Metered)
- Square Feet of Residential Space
- Square Feet of Commercial Space (Excluding Garage/Parking Area)
- Quantity of Inspected Units
- Date of Energy Audit
- Additional Information

Additional information is required for each measure and must be stated in the notes section for that measure. The additional required information is stated below in each measure section. DHCD may also request additional clarifying information during the project review.

[2] MINT is under development and plans to be fully operational in 2025. There will be a separate MINT Guide once it is operational.

System efficiencies may be degraded from nameplate specifications. Degraded values must fall within the Measure Specification Parameters stated in Appendix A “Measure Specification Parameters”. Sources used to determine degraded values must be cited in the measure’s notes.

Some measures stated below are mandatory and must be included. A waiver for mandatory measures may be granted on a case by case basis.

Air Sealing: Air sealing is mandatory. The project must make all reasonable efforts to reduce air leakage. After the retrofit is complete, the project must meet ASHRAE ventilation requirements. If mechanical ventilation is needed for the project to achieve compliance with ASHRAE ventilation requirements, the QEP must recommend the appropriate mechanical ventilation to achieve compliance.

Locations of typical air sealing opportunities are as follows in their respective locations:

Measure	Existing Condition	Recommended Condition	Maximum Funding Amount
In Unit Air Sealing	No Effective Air Sealing Present	Locations: - Plumbing penetrations - Electrical penetrations (light switches, electric plugs, other junction boxes) - Mechanical penetrations (PTHP openings, exhaust fans) - Around duct registers - Accessible gap along base of drywall to floor - Weatherstripping of all exterior doors - Gaps around fenestration trim	$250/unit
Exterior Mechanical Closet	No Effective Air Sealing Present	Locations: - Around ducting - Plumbing penetrations - Other penetrations in exterior walls	$150/unit
Attic Air Sealing	No Effective Air Sealing Present	Locations: - Plumbing or electrical penetrations in the attic floor - Top plates - Chases or bulkheads - Junctions where dissimilar building materials meet - Other penetrations to the building shell found in the attic	Low to mid rise or garden style $250/unit Townhouse or Detached House $700/unit

Air Sealing Measure Notes Must State:

- All locations of recommended air sealing actions
- Average volume of treated space (i.e. dwelling unit)
- If air leakage testing was performed or if air leakage values were estimated
- If the project requires mechanical ventilation to achieve ASHRAE ventilation requirements after the recommended air sealing scope of work has been completed
- Reasons why Air Sealing was not recommended in the building information notes section when Air Sealing is not recommended

Appliances: Appliance replacement measures are optional based on the QEP's recommendations.

Bath and kitchen fans or whole unit dehumidifiers can be replaced if they are shown to have an energy savings. If no bath or kitchen fan exists, they can be funded as a Health and Safety measure if they are needed to achieve ASHRAE ventilation requirements. Kitchen and bathroom exhaust fans must vent to the exterior of the building envelope and outside the attic space.

Maximum funding amounts below are per appliance.

Measure	Existing Condition	Minimum Recommended Efficiency Specification	Maximum Funding Amount	
Bathroom Exhaust Fan	2 CFM/W or less	Energy Star Certified	$300	
Bathroom Exhaust Fan w/controls	2 CFM/W or less	Energy Star Certified with Controls	$325	
Kitchen Exhaust Fan	2 CFM/W or less	Energy Star Certified	$300	
Clothes Washer	5 years old or more	Energy Star Certified and at least 25% more efficient rating (IMEF, IWF) than existing	$500	
Clothes Dryer	5 years old or more	Energy Star Certified and at least 25% more efficient rating (CEF) than existing	$500	
Refrigerator	5 years old or more	Energy Star Certified and at least 25% more efficient rating (kWh/yr) than existing	10-14 CF	$650
			14.1-18 CF	$700
			18.1-22 CF	$750
Dishwasher	5 years old or more	Energy Star Certified and at	$500	

		least 25% more efficient rating (kWh/yr) than existing	
Induction Range	Gas range or cooktop (Electrification Only)	Induction Range or Cooktop	$600
Elevator Motor or Controls	If no soft start controls exist	Geared/Gearless Regenerative; Gearless Nonregenerative	$2,000
Vending Miser	If no miser exists	Miser	$300

Appliance Measure Notes Must State:

- Source used to determine existing condition specifications
- Nameplate efficiency for appliance measures if the efficiency specification has been derated
- Ventilation settings needed to meet ASHRAE standards for mechanical ventilation requirements
- Heating fuel for clothes dryer measures

Domestic Hot Water (DHW): Existing water heaters past their expected useful life must be replaced.

Maximum funding amounts below are per appliance.

Measure	Existing Condition	Minimum Recommended Efficiency Specification	Size	Maximum Funding Amount
Electric Water Heater	0.9 EF or less	0.92 UEF	39 Gal or less	$700
			40-49 Gal	$750
			50-79 Gal	$800
			80 Gal or greater	$850
Heat Pump Water Heater	1.0 EF or less	2.8 UEF	49 Gal or less	$2,200
		3.0 UEF	50-79 Gal	$2,600
		3.0 UEF, 3.0 COPh	80 Gal or greater	$3,000
Natural Gas Water Heater	0.8 EF or less	0.81 UEF	79 gal or less	$400
Natural Gas Water Heater	0.8 EF or less	0.86 UEF / 95 TE	80 gal or greater	$400
Kitchen Faucet Aerator	2 GPM or greater	1.5 GPM		$5
Bath Faucet Aerator	1.5 GPM or greater	1.0 GPM		$5
Showerhead	2.0 GPM or greater	1.5 GPM		$25

DHW Measure Notes Must State:

- Source used to determine existing condition specifications for DHW measures
- Nameplate efficiency for DHWs if the DHW efficiency specification has been derated
- Draw pattern (high, med, low, very low) and First Hour Rating
- If DHW is a central system, include the total number of dwellings served by the DHW
- State if flow rate was tested or nameplate efficiency was used for aerators and showerheads

Fenestration: Exterior window or door replacement measures are optional based on the QEP's recommendations. Square footage of windows and glass doors must be measurements of glazing only, and not include the framing.

Measure	Existing Condition	Minimum Recommended Efficiency Specification	Maximum Funding Amount
Exterior Door	R-3 or less	R-5 (door assembly)	$450/ea
Window	0.4 U-value and 0.45 SHGC or greater	Energy Star or equivalent windows, 0.25 U-value and 0.4 SHGC or less	$20/sq ft

Fenestration Measure Notes Must State:

- Source used to determine existing condition specifications and area measurements for window measures
- Framing material for window measures
- Efficiency ratings of the HVAC system(s) for window measures if HVAC systems are not recommended to be replaced
- Door area (sq ft)

HVAC: The replacement of space heating and cooling equipment is mandatory if the existing equipment is past its expected useful life. All space heating and cooling equipment must be evaluated for capacity reduction based on post retrofit conditions. Demand/load calculations must be submitted to DHCD upon request. HVAC equipment cannot increase in size without written approval from DHCD.

Duct systems must be evaluated. Accessible ducts must be sealed, including ducts that exist outside the building envelope. Projects may request funding to use Aeroseal to seal the entire system's ducts when recommended by the QEP.

Maximum funding amounts below are per equipment unless otherwise stated.

Measure	Existing Condition	Minimum Recommended Efficiency Specification	Size	Maximum Funding Amount
Packaged Terminal Heat	2.8 COP and 10 EER or less	3.0 COP, 10.8 EER		$3,000

Pump				
Split System Heat Pump	13 SEER and 7.5 HSPF or less or electric resistance	15.2 SEER2, 6.9 HSPF2	18K BTU	$5,875
			24K BTU	$6,000
			30K BTU	$6,125
			36K BTU	$6,250
			42K BTU	$6,375
			48K BTU or greater	$6,500
	15 SEER and 7.9 HSPF or less or electric resistance	17.1 SEER2, 7.2 HSPF2	18K BTU	$6,875
			24K BTU	$7,000
			30K BTU	$7,125
			36K BTU	$7,250
			42K BTU	$7,375
			48K BTU or greater	$7,500
Mini-Split Heat Pump	15 SEER / 12 EER, 7.9 HSPF or less or electric resistance	17.1 SEER2, 7.2 HSPF2	18K BTU	$7,750
			24K BTU	$8,000
			30K BTU	$8,250
			36K BTU	$8,500
			42K BTU	$8,750
			48K BTU or greater	$9,000
	16 SEER / 14 EER, 8.5 HSPF or less or electric resistance	19 SEER2, 7.6 HSPF2	18K BTU	$8,250
			24K BTU	$8,500
			30K BTU	$8,750
			36K BTU	$9,000
			42K BTU	$9,250
			48K BTU or greater	$9,500
Combination Space and Water Heating Gas Boiler	82 AFUE or 0.8 EF or less	90 AFUE or .86 UEF		$2,000
Gas Furnace	82 AFUE or less	90 AFUE		$1,500
Condensing Unit	13 SEER or less	15.2 SEER2	18K BTU	$1,875
			24K BTU	$2,000
			30K BTU	$2,125
			36K BTU	$2,250
			42K BTU	$2,375
			48K BTU or greater	$2,500

	15 SEER or less	17.1 SEER2	18K BTU	$2,875
			24K BTU	$3,000
			30K BTU	$3,125
			36K BTU	$3,250
			42K BTU	$3,375
			48K BTU or greater	$3,500
Duct Sealing	No existing or ineffective duct sealing	Seal all accessible ducts with mastic sealant		$3/ln ft
Duct Sealing (Aeroseal)	No existing or ineffective duct sealing	8% total system leakage		$600
Smart Thermostat	Analog or programmable thermostat	Smart thermostat		$200
Variable Frequency Drive	Drive is not variable frequency	Variable Frequency Drive		$1,500

HVAC Measure Notes Must State:

- Nameplate efficiency for HVAC systems if the HVAC system efficiency specification has been derated
- Source used to determine existing condition specifications for HVAC system replacements
- Heating and cooling capacities for HVAC system replacements
- Average age of HVAC systems for HVAC system replacements
- Square footage of area the HVAC system heats or cools for HVAC system replacements
- HVAC efficiency ratings, capacity, and ducting insulation levels for duct sealing measures
- State if systems were tested for leakage or if an estimated value was used for duct sealing measures
    - If systems were tested, average test results must be stated
- HVAC efficiency ratings and capacity for smart thermostat measures if HVAC is not recommended to be replaced
- Variable Frequency Drives: include the fluid type and nominal horsepower

Insulation: Insulation measures in accessible gabled attics are mandatory if the existing insulation level is below R-19. Funding will not be provided for attic or roof insulation levels above R-60.

Crawlspace and basement rim joist and ceiling and wall insulation is mandatory if no insulation exists in the location of the building shell (thermal boundary). QEPs may recommend

encapsulating crawlspaces that are currently vented based on the existing conditions and industry best practices.

All insulation materials must not contain formaldehyde if the formaldehyde:

- Was intentionally added
- Is present in the product at grater than 0.1% by weight

Spray foam insulation must be continuous and achieve the minimum required R-value on all intended covered surfaces. Spray foam insulation must cover all joist and framing members on the surface it is insulating.

Duct insulation measures on accessible ducts that exist outside the building envelope are mandatory where no insulation exists or existing insulation is not effective.

Minimum efficiency specifications for the recommended condition in these locations are stated in the table below.

Insulation Measure Location	Existing Condition	Minimum Recommended Efficiency Specification
Gabled Attic	R-38 or less	Minimum R-49
Flat Roof	R-25 or less	Minimum R-30
Above Grade Wall	R-10 or less	Minimum R-19
Below Grade Wall	R-10 or less	Minimum R-12
Rim Joist	R-10 or less	Minimum R-19
Crawlspace or Basement Ceiling	R-10 or less	Minimum R-30
Duct Insulation	R-5 or less	Minimum R-8
Pipe Insulation	R-3 or less	Minimum R-6

Costs for each type of insulation are stated in the table below.

Measure	Insulation Level	Maximum Funding Amount
Blown-in Insulation	R-18 and below	$1.50/sq ft
	R-19 - 29	$2.15/sq ft
	R-30 - 37	$2.75/sq ft
	R-38 - 48	$3.25/sq ft
	R-49 - 60	$3.50/sq ft
Batt Insulation	R-11	$1.35/sq ft
	R-13	$1.90/sq ft
	R-19	$2.35/sq ft
	R-30 - 60	$2.95/sq ft
Spray Foam or Rigid Insulation	2”	$4.50/sq ft
	3”	$5.75/sq ft
Duct Insulation	R-8	$3.00/ln ft
Pipe Insulation	R-6	$1.50/ln ft

Insulation Measure Notes Must State:

- Scope of work for all insulation measures
- Insulation type, thickness, and R-value per inch for all insulation measures
- Roof type for attic insulation measures
- Heating system equipment type if HVAC is not recommended to be replaced
- Pipe diameter, pipe material, and application (DHW, hydronic space heating, steam space heating) for pipe insulation measures

Lighting: Lighting measures must show a minimum 25% improvement in energy specification. The location of each lighting ECM must be stated in the measure description. (Example: “Kitchen Ceiling Lighting Replacement”, “Bathroom Vanity Lighting Replacement”, “Entry/Foyer Lighting Replacement”, “Exterior Entry Way Lighting Replacement”, etc.)

Lighting sensor funding can only be provided for measures located in common areas.

Measure	Existing Condition	Minimum Recommended Efficiency Specification	Maximum Funding Amount
Lighting	Non-LED Lighting	LED Screw or Pin Base Bulbs	$10
		LED Fixtures 29W or less	$20
		LED Fixtures 30-54W	$40
		LED Fixtures 55-89W	$50
		LED Fixtures 90W or above	$100
T-Type Lighting	Non-LED Bulbs or Fixtures	T-Type LED Bulbs	$25
Lighting Sensor	No Sensor	Sensor (Occupancy, Photocell, Timer, etc.)	$30

Lighting Measure Notes Must State:

- Changes in the quantity of lamps including lighting measures going from lamp fixtures to integrated LED fixtures as well as measures where the new lighting fixtures will have fewer bulbs than existing fixtures
- Hours of use per year for all lighting measures
- Number of lamps being controlled by the lighting sensor and average wattage per lamp for sensor measures

Miscellaneous/Other: Projects are eligible to receive incentives for the Energy Audit, Health and Safety, Incidental Repair, and Electrification Cost measures. Incentives for the energy audit are released no earlier than the first construction draw which must include energy conservation measures. Incentives for energy conservation or direct greenhouse gas reductions can be requested as an “Other” measure. Funding for “Other” measures is determined on a case by case basis.

Health and Safety and Incidental Repair measures are approved on a case by case basis. Projects can request Incidental Repair funding for work that is required to install or protect a program funded energy savings measure. Projects can request Health and Safety funding if the measure shows it will prevent issues regarding indoor air quality (IAQ), mold, etc.

Costs associated with electrification measures can be funded. The funding amount cannot exceed 10% of the total funding amount of energy efficiency measures. Electrification Costs measure descriptions must state the action that requires additional costs to be incurred by the project.

Maximum amounts available for Energy Audit, Health and Safety, and Incidental Repair measures are as follows.

Measure Category	Measure	Maximum Funding Amount	
Energy Auditor Fee		$4,000	
Other	Energy Efficiency or Greenhouse Gas Reduction Measure Not Stated Above	Determined on a Case by Case Basis	
Incidental Repair	Electrical Repairs	Up to 10% of Energy Efficiency Funding Total	
	Plumbing Repairs		
	Carpentry Repairs		
	Exterior Wall Repairs		
	Interior Wall Repairs		
	Floor Repair		
	Install Access (Attic, Kneewall, Crawlspace)		
	Other		
Health and Safety	ERV/HRV	Up to 10% of Energy Efficiency Funding Total	
	Fan Timer/Controls		
	Exhaust Vent/Flue Pipe Repair		
	Exterior Vent Termination		
	Exhaust Vent Insulation		
	Supply Air Vent Installation		
	Vapor Barrier		
	Asbestos Remediation		
	Other		
	Bathroom Exhaust Fan (If needed to achieve ASHRAE ventilation compliance and no existing ventilation)	Energy Star Certified	$300
	Bathroom Exhaust Fan w/controls (If needed to achieve ASHRAE ventilation compliance and no existing ventilation)	Energy Star Certified w/Controls	$325
	Kitchen Exhaust Fan (If needed to achieve ASHRAE ventilation	Energy Star Certified	$300

	compliance and no existing ventilation)		
	Dehumidifier	Energy Star Certified (must be hard wired)	$430
Electrification Costs	Costs Associated With Electrification (Planning, Permitting, Electric System Upgrades, etc.)	Up to 10% of Energy Efficiency Funding Total	

Miscellaneous/Other Measure Notes Must State:

- A description of each Other, Incidental Repair, or Health and Safety measure
- The associated energy conservation measure must be stated for each Incidental Repair measure
- The reason for Health and Safety measures (i.e. to meet ASHRAE requirements, to control humidity, etc.)
- The Energy Auditor Fee measure must include the name of the energy auditor and the date of the energy audit
- GHGRP funding details and requirements can be found below in the GHGRP section

EmPower New Construction Projects:

Projects that include both new construction and rehabilitation units in the scope of work can receive MEEHA New Construction funding for the new construction units and Rehab funding for the rehabilitation units.

Projects that are considered Gut Rehabilitation or Change in Use by DHCD's Rental Lending Programs are eligible for New Construction funding. Projects are eligible to receive new construction funding for the number of new construction units.

New Construction projects can receive funds for achieving specific energy efficiency certifications. Projects must submit a New Construction Funding Request Form signed by a Qualified Energy Professional. By signing the New Construction Funding Request Form, the QEP attests that the project has been designed to achieve the anticipated building certification(s) prior to the commitment of funds.

During construction, the project must provide field reports as requested to show compliance with building certification(s) to DHCD. At the substantial completion or conclusion of the project, building certification modeling files or reports must be provided to DHCD.

Funding for new construction projects is cumulative and projects may receive funding for multiple certifications. Funding is released at project milestones after submitting a requisition form attesting to the progress towards energy certifications for the project, and after DHCD Project Manager inspection and approval. 30% of total funds are released at 30% completion, 30% of total funds at 60% completion, and 40% of total funds at substantial (100%) completion.

Measure	Maximum Funding Amount
Energy Star New Construction Certification	$700/Unit
Energy Star NextGen Certification	$600/Unit
Zero Energy Ready Home Certification	$1,500/Unit
Passive House Certification	$1,500/Unit

Greenhouse Gas Reduction Program (GHGRP) Projects:

Projects can request GHGRP funding for the electrification of fossil fuel equipment in eligible projects. Projects can also request funding for incidental repairs or electrical upgrades associated with electrification measures, energy efficiency improvements, and alternative energy generating systems.

Eligible projects include:

- Individual buildings that are at least 35,000 gross square feet (excluding the parking garage)
- Two or more buildings with a gross floor area with at least 35,000 sq ft (not including parking garages) that are served in whole or in part by the same electric or gas meter or are served by the same heating or cooling system or systems, which is not a district energy system

GHGRP can fund up to $15,000 per unit, not exceeding $1,250,000 per project.

Projects must follow MDE or EPA guidelines to create the project portfolio in Energy Star Portfolio Manager. The project's Portfolio Manager account must be shared with the Department at application.

Projects must complete and submit the GHGRP section of the Rehab Funding Request Form. Additional information about the required Rehab Funding Request Form can be found in Appendix B.

It is recommended to have a certified electrical engineer or licensed electrician evaluate potential service changes to a property considering electrification.

Appendix A:

Measure Specification Parameters

Measure specification parameters are being implemented for energy savings calculation inputs in MINT. All MINT inputs for specific equipment must fall within the ranges stated below. Inputs must be based on existing conditions found by the energy auditor during the energy audit.

There may be situations where the existing condition input falls outside the stated input parameter range. In this situation, the Auditor may use an input outside of the stated range but must also state the condition causing the situation in the measure notes in MINT, including a detailed description of why this input is outside the parameter range. DHCD will review the description of the situation and will approve or deny the input change.

The following table is a list of measures and their acceptable high and low input ranges. The table also states the typical or average input based on historical program results.

Measure Category	Measure	Input	Parameter High	Typical Input or Average Value	Parameter Low
Heating System	Gas Furnace	AFUE	Nameplate Efficiency	2.0 AFUE reduction	5.0 AFUE reduction
	Heat Pump (Heat)	HSPF	Nameplate Efficiency	1.4 HSPF reduction	1.7 HSPF reduction
	Electric Resistance Heat (PTAC, Baseboard, Furnace)	COP	1	0 reduction	0 reduction
	PTHP (heating)	COP	Nameplate Efficiency	0.4 COP reduction	0.5 COP reduction
Cooling System	Split System Condensing Unit	SEER, EER	Nameplate Efficiency	2 EER or 2.3 SEER reduction	2.5 EER or 2.8 SEER reduction
	PTAC (cooling)	SEER, EER	Nameplate Efficiency	2 EER or 2.3 SEER reduction	2.5 EER or 2.8 SEER reduction
DHW	Electric DHW	EF, UEF	Nameplate Efficiency	0.01 EF/UEF reduction	0.03 EF/UEF reduction
	Gas DHW	EF, UEF	Nameplate Efficiency	0.02 EF/UEF reduction	0.05 EF/UEF reduction
	Instantaneous Gas DHW	EF, UEF	Nameplate Efficiency	0.02 EF/UEF reduction	0.05 EF/UEF reduction

Annual Lighting Run Times by Location	Exterior (commercial)	hrs	8,670	3,650	730
	Exterior (residential)	hrs	4,380	365	182
	Kitchen (residential)	hrs	3,650	1,095	365
	Bathroom (residential)	hrs	1,825	912	365
	Living / Dining Room (residential)	hrs	2,920	1,095	365
	Hallway / Foyer (residential)	hrs	2,920	1,095	1365
	Range (in kitchen) (residential)	hrs	1,460	365	182
	Closet (used by tenant) (residential)	hrs	1,095	365	182
	Closet (not used by tenant) (residential)	hrs	365	182	91

Appendix B:

Rehab Funding Request Form (Excel Sheet) Guidance

The below guidance provides QEPs with information needed to successfully submit a Rehab Funding Request Form.

- All recommended ECM's must be entered into the Rehab Funding Request Form.
- The top section states project information including project name, address, QEP, Electric and Gas Utility Provider
- There is a section for Building Information Notes. This section must be completed with the following information including any additional information that may be helpful for the funding request review:
    - Building Type
    - Building Age
    - Square Footage of Project
    - Number of Units
    - Number of Buildings
    - Electric and Gas Metering Structure (Master Metered or Individually Metered)
    - Square Feet of Residential Space
    - Square Feet of Commercial Space (Excluding Garage/Parking Area)
    - Quantity of Inspected Units
    - Date of Energy Audit
    - Additional Information
- All ECM's must adhere to the MEEHA Measure Specifications Parameters (Appendix A)
- The Funding Request Form is split into two main sections, EmPower funded measures and GHGRP funded measures
    - Requests for all EmPower funded measures must be entered in the EmPower section
    - Requests for all GHGRP funded measures must be entered in the GHGRP section
- The EmPower measures section is split into residential and commercial sections
    - ECM's must be entered in the appropriate section respective to the utility meter affected by the ECM
        - Measures in residential spaces in an individually metered building affect a residential meter and must be entered in the residential section
        - Measures in common area spaces in an individually metered building affect a commercial meter and must be entered in the commercial section
        - Measures in residential spaces in a master metered building affect a commercial meter and must be entered in the commercial section
        - Shell measures in common area spaces that affect residential meters, such as attic air sealing or insulation, must be entered in the residential and commercial sections
            - Measure quantities for measures that affect both residential and commercial utility meters must be proportional to the quantity of residential and commercial sq ft
    - ECM's must meet the existing and recommended criteria as stated in the MEEHA Program Guidance document
    - ECM's must be listed as separate ECM's if the recommended ECM specifications, sizing, or capacity is different

    - Location of each lighting ECM must be stated in the Measure Description
        - Example: Kitchen Ceiling Lighting Replacement, Bathroom Vanity Lighting Replacement, Entry/Foyer Lighting Replacement, etc.
    - Provide measure notes in the Rehab Funding Request as required by the Program Guidance document.
    - Clearly identify and describe ECM assumptions for the Funding Request inputs in measure notes (Column L-N)
        - Example: attic fiberglass batt insulation measured R-30, downgraded to R-28 using the BPI Batt insulation effectiveness chart based on installation quality
    - Total Measure Cost (Column I) must be identified for each ECM utilizing <u>actual</u> contractor bids prepared by the owners' selected contractor(s)
        - Total Costs may include cost of materials, equipment, and installation
    - In cases where diagnostic testing is required to determine building ventilation recommendations, the results of diagnostic testing must be input into the measure's notes in the Funding Request.
- GHGRP funding can be used for costs associated with electrification measures in eligible buildings
    - GHGRP project eligibility:
        - Single buildings with a gross floor area above 35,000 sq ft (not including parking garages)
        - Two or more buildings with a gross floor area above 35,000 sq ft (not including parking garages) that are served in whole or in part by the same electric or gas meter or are served by the same heating or cooling system or systems, which is not a district energy system
    - Eligible measures include but are not limited to:
        - Electrical infrastructure upgrades
        - Engineering design fees specific to electrification efforts
        - Permitting costs specific to the electrification efforts
        - Equipment replacement (HVAC, DHW, Cooking Equipment)
    - Maximum funding for GHGRP measures:
        - $15,000 per unit
        - $1,250,000 per project

Appendix C

MEEHA Photo Guidance

This photo guidance provides guidelines and examples of the required photos for measures to be funded by the MEEHA programs. Photo submissions must be in the form of individual photos in a zipfile or PDF document, organized by measure category.

Building Elevation

Provide a clear photo of the building(s) exterior that shows the building type, exterior cladding, and attic type.

Air Sealing

If diagnostic testing was conducted, provide a photo of the set up (blower door or duct blaster) and the manometer reading.

In-Unit Air Sealing

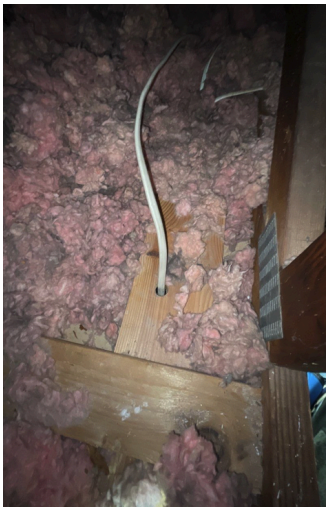
- Plumbing penetrations
- Electrical penetrations (light switches, electric plugs, other junction boxes)
- Mechanical penetrations (PTHP openings, exhaust fans)
- Around duct registers
- Accessible gap along base of drywall to floor
- Weatherstripping of all exterior doors
- Gaps around fenestration trim

Exterior Mechanical Closet Air Sealing

- Around ducting
- Plumbing penetrations
- Other penetrations in exterior walls

Attic Air Sealing

- Plumbing or electrical penetrations in the attic floor
- Top plates
- Chases or bulkheads
- Other penetrations to the building shell found in the attic
- Elevator shafts



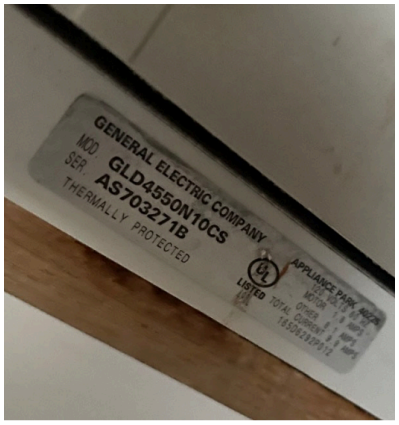
Appliances
A photo of the appliance and the nameplate showing the model and serial numbers is required for all appliance measures.

Exhaust Fans

Clothes Washer / Dryer

Refrigerator

Dishwasher

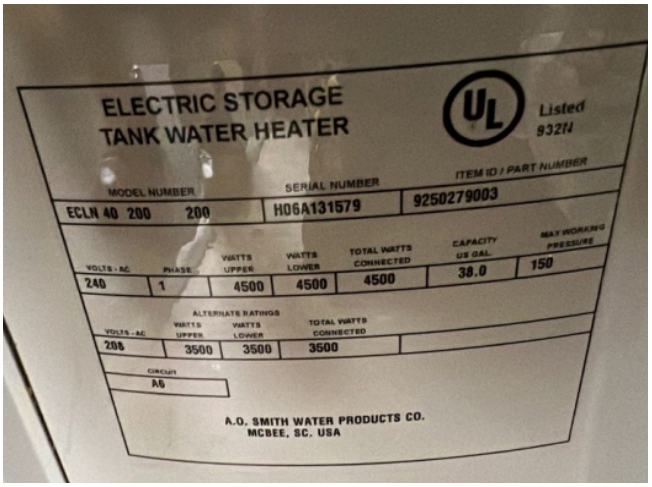


Vending Miser

Domestic Hot Water

A photo of the water heating system, aerator, or showerhead and the nameplate (if applicable) showing the model and serial numbers is required for all domestic hot water measures.

Water Heater



Aerator

Showerhead

Fenestration

Photos of doors and windows are required. Window pictures must show the frame type.

Doors

Window

HVAC

A photo of the heating and/or cooling system and the nameplate showing the model and serial numbers is required for all HVAC system replacement measures. A picture of the thermostat is required for thermostat measures. Pictures showing duct leakage locations are required for duct sealing measures.

Split system Air Handling Unit

Split System Condensing Unit

Thermostat

Duct Sealing

Insulation
Photos of the existing insulation type and thickness are required.

Attic Floor

Crawlspace Wall

Pipe Insulation

Lighting
Photos of the fixture in the space, and a close up of the bulb are required. If possible, the picture should show the wattage if stated on the bulb.