

Multifamily Energy Efficiency and Housing Affordability (MEEHA) Programs Application Form

Information about the Maryland Multifamily Energy Efficiency Programs:
<https://dhcd.maryland.gov/Energy-Home-Repair/Pages/Multifamily-Energy-Program/MEEHA.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: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Website: _____

3. Information About the Recipient: ☐ Check this Box if Same as the Property Owner: ☐

Legal Name: _____ FEIN: _____
Business Address: _____
City: _____ State: _____ Zip: _____
Telephone: _____ Website: _____

Legal Structure (Check One): ☐ For Profit Corporation ☐ Non-Profit Corporation
☐ General Partnership ☐ Limited Liability Company ☐ Sole Proprietorship ☐ Other

Please Provide Contact Information for Legal Representation for Document Legal Review (as available):

Name:

Phone Number:

Email Address:

4. Property Information:

Property Name:

Property Address:

City:

State:

County:

Zip:

Year Building was Built:

Date of Last Major Renovation:

Number of Buildings:

Number of Residential Units:

Number of Residential Units Occupied by Households with Incomes at or Below 80% AMI:

One or More Buildings Master Metered: ☐ Yes ☐ No ☐ Unsure

How Many:

Any Central System(s): HVAC: ☐ Yes ☐ No Domestic Hot Water: ☐ Yes ☐ No Unsure: ☐

5. Utility Information:

Utility Provider Electricity:

Account Number:

Utility Provider Gas:

Account Number:

6. Additional Information:

- How do you prefer to receive funds: ☐ Grant ☐ Loan ☐ Unsure
- Is there existing Financing on the Property: ☐ Yes ☐ No ☐ Unsure
- Will the project require a Subordination Agreement: ☐ Yes ☐ No ☐ Unsure
- Does the project have an existing affordability designation such as a regulatory agreement or tax covenant? ☐ Yes ☐ No ☐ Unsure



MARYLAND DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
7800 HARKINS RD • LANHAM, MD 20706 • DHCD.MARYLAND.GOV
301-429-7400 • 1-800-756-0119 • TTY/RELAY 711 or 1-800-735-2258



- Rehab Planned within the next five years: ☐ Yes ☐ No
- Has the property recently received any energy upgrades (i.e. Quick Home Energy Check-up (QHEC), Smart Savers, Business Energy Solutions)? ☐ Yes ☐ No
- If Yes, please enter the name of the program:
- If Yes, please provide a brief description of the work performed:
- Is the building(s) a Building Energy Performance Standards (BEPS) “Covered Building”: ☐ Yes ☐ No ☐ Unsure ☐
- Is the project interested in switching from gas space, water heating, or other gas appliances to electric equipment? ☐ Yes ☐ No
- Will you self-perform installing measures (profit and overhead are Not permissible): ☐ Yes ☐ No

7. Areas of Interest (check all that apply):

- ☐ Building Electrification (Decarbonization) Funds
- ☐ Energy Efficiency Funds
- ☐ Solar Photovoltaic (PV) Funds
- ☐ EV Charging Station(s) Funds

Do you want to Opt-In to the BEPS Roadmap Program: ☐ Yes ☐ No

If Yes:

Unique Building ID (UBID #):

Provide a PDF of the MDE BEPS Compliance Dashboard

Provide Portfolio Manager Benchmarking Report

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
- ☐ Other:



8. 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 attached document(s) 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 any attached Exhibits.
4. That as part of the application process the Department may require the Owner or Grantee to submit additional documents and agree to submit additional documents 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 funds are provided as a loan, an additional fee may apply.
7. The Application will be removed from consideration if the Application Package is Not received within 180-days of the Application being submitted.

Certified and Agreed To this ____ day of 20 ____.

Electronic Signature

Printed Name

NOTE: An energy funding application package consists of the following:

- The completed application form
- Required documents

Email the application package to :
MultifamilyEnergy.DHCD@Maryland.gov

OR mail to:
Maryland Department of Housing and Community Development
7800 Harkins Road
Lanham, MD 20706



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REQUIRED DOCUMENTS FOR FUNDING COMMITMENT

1. Application
2. Commercial Utility Bill (Electric and Gas if Applicable)
3. Grantee Signature Block
4. Project Deed with Legal Description
5. SDAT Property Ownership Check Website: <https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx>
6. SDAT Standing Check (Owner) Website: <https://egov.maryland.gov/businessexpress/entitysearch>
7. SDAT Standing Check (Grantee – if different from owner)
8. Proof of Affordability (Regulatory Agreement or Tax Covenant)
 - ❖ Minimum requirements for Regulatory Agreements or Tax Covenants:
 - a. Range from 20% - 51% of units must be for households with income at or below 80% AMI.
 - b. Restrictions must be in place for a minimum of five (5) years, up to 15 years for some funds.
 - ❖ If a Regulatory Agreement or Tax Covenant does Not currently exist or the time remaining on an existing Agreement doesn't meet program minimums, the Department will place the necessary affordability restrictions on the property.

AFTER SUBMITTING YOUR APPLICATION PACKAGE

Select a Qualified Energy Professional (QEP)

After submitting your application, choose a QEP from DHCD's [list of Qualified Energy Professionals](#).

- The QEP will conduct the energy audit and complete the funding request.
- They will submit the energy audit and funding request on your behalf.

Document request - Technical review

- Once the application, funding request, and energy audit are received, a **Program Associate** and a **Project Manager** will be assigned to your project.
- The **Program Associate** will provide a detailed list of the documents needed.
- The **Project Manager** will complete the technical review and serve as your primary point of contact throughout the process.

Grant/Loan Agreement-Office of the Attorney General (OAG)

The OAG will draft the grant/loan agreement for circulation and signatures.

- Once fully executed, a kickoff meeting between the Project Team and DHCD's Project Manager will be scheduled.
- It is recommended that the installation of measures does Not begin until spec sheets have been submitted and approved by the DHCD Project Manager.

Ongoing support

If you have any questions at any point, please reach out—we are here to help.

