



DEPARTMENT OF THE ENVIRONMENT
SUSTAINABLE ENERGY



Prince George's County

DEPARTMENT OF THE
ENVIRONMENT

PRINCE GEORGE'S COUNTY GOVERNMENT
Department of the Environment
Sustainable Energy

ENERGY STAR CERTIFICATION & GREEN LEASING (ESGL) GRANT
September 2024
Q1 FY25



Prince George's County Government
Department of the Environment (DoE)
Sustainable Energy

ENERGY STAR Certification and Green Leasing (ESGL) Grant



How to Apply for the ENERGY STAR and Green Leasing (ESGL) Grant



1 DEFINE BUILDING TYPE

The ESG grant award is available to owners of multifamily and office buildings owners that meet the following criteria:

Commercial Office

- 10,000 square feet or above
- In operation 30 hours per week or above
- Minimum 1 worker during the main shift
- Minimum 55% occupancy
- Built prior to March 23, 2016

Multi-Family

- 2 units or more per building
- 20 units or more per property/campus
- Greater than 80% occupancy
- Built prior to March 23, 2016

2 APPLY FOR EMPOWER

Incentives are available to Prince George's County commercial, industrial, governmental, and institutional property owners serviced by PEPCO and /or Washington Gas who successfully apply to EmPOWER Maryland for the purchase and installation of qualifying Energy Conservation Measures ("ECMs") for electric and natural gas. Vacant, empty, or non-operating facilities are not eligible for incentives.



For PEPCO Customers:
<https://www.pepco.com/ways-to-save/for-your-business/maryland>



For WGL Customers:
<https://wgsmartsavings.com/>

3 SUBMIT ESG APPLICATION

With the help of your service provider and energy auditor, compile all of the required application documents. Then complete the fillable application. When all of the documents are collected and application filled in, send as a zip file to : EnergyStarCGL@co.pg.md.us



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At a Glance

Program Summary: The ENERGYSTAR Certification and Green Leasing Grant (ESGL) reimburses commercial building owners for installing energy conservation measures (ECMs) that achieve ENERGYSTAR certification. ENERGYSTAR-certified buildings save energy and reduce operating costs while producing fewer greenhouse gas emissions.

Deadline: Applications are accepted on a rolling basis.

Eligible Project Types: "ENERGYSTAR Certification involves implementing energy conservation measures that meet the standards for ENERGYSTAR Certification. This may include conducting ASHRAE 2 and 3 or equivalent energy audits, as well as covering the licensed professional's fee to verify and stamp the ENERGYSTAR Certification."

Eligible Project Locations: Prince George’s County locations serviced by PEPCO and or Washington Gas and enrolled in the EmPOWER program.

Eligible Applicants, Property Types, and Maximum Rebate Amounts: The ESGL grant award is available for owners of multifamily and office buildings who meet specific criteria. The maximum grant award is capped at \$150,000, covering both labor and materials, per location address, and is allocated in the following manner: Up to \$50,000 can be used for reimbursing the costs of auditing, energy assessments, ENERGYSTAR certification, and validation. Additionally, \$50,000 can be used for electric ECMs, and another \$50,000 for natural gas ECMs.

Multifamily

2 units or more per building
At min, 20 per property/campus
Greater than 80% occupancy
Built prior to March 23, 2016

Commercial

10,000 square feet or above
In operation at min 30 hours
per week
Minimum 55% occupancy
Built prior to March 23, 2016

Submit Your Application: Prince George’s County, Department of the Environment, Sustainable Energy
1801 McCormick Drive, Suite 500 Largo, MD 20774
Email: EnergyStarCGL@co.pg.md.us

Contact: Email: EnergyStarCGL@co.pg.md.us, Phone: 301-883-5810

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1 ESGL Guidance Document

1.1 Introduction

In support of the County’s adopted Climate Action Plan priority recommendations, the Department of the Environment, Sustainable Energy (SE) is committed to leading by example by implementing practices that reduce the 3 Cs of energy: cost, consumption, and **carbon emissions**.

Creating funding pathways such as this ENERGYSTAR Certification and Green Leasing (ESGL) grant that incentivizes climate-ready green building choices that simultaneously increases the number of ENERGYSTAR Certified buildings within the County while also accelerating deep energy retrofits, community-wide efficiency, and weatherization efforts. These efforts directly align with Sustainable Energy’s mission to provide reliable and environmentally sound energy solutions that enhance the quality of life of Prince George’s County residents while concomitantly maximizing energy savings. The Department of the Environment, Sustainable Energy (SE) is offering funding to incentivize select commercial building owners by reimbursing some of the total costs of installing energy conservation measures (ECMs) that also achieve ENERGYSTAR certification.

The Maryland Building Energy Performance Standards (BEPS) regulation stipulates that certain building owners must begin meeting benchmarking requirements in 2025. The Maryland BEPS has two types of performance standards:



What is ENERGY STAR?

ENERGY STAR is a voluntary U.S. Environmental Protection Agency (EPA) program that helps businesses and individuals protect the environment through superior energy performance.

The [commercial buildings program](#) has helped over 200,000 buildings benchmark their energy performance and more than 12,600 have earned EPA’s ENERGY STAR certification

The [energy performance score system](#) offers building managers a standardized, comparable metric for building energy efficiency.

Building managers can enter building operating characteristics and a year of utility bills into the online benchmarking tool [Portfolio Manager](#) to receive a 1-to-100 score indicating how the building compares to similar buildings nationwide. A score of 50 indicates that the building is performing at the industry average. A building with a score of 75 or higher is eligible to earn the [ENERGY STAR label](#). Portfolio Manager calculates [greenhouse gas emissions](#) (including carbon dioxide, methane, and nitrous oxide) and aligns its methodology with the requirements for most inventory and reporting programs.

Net Direct Greenhouse Gas Emissions Standards	Site Energy Use Intensity Standards
By 2030, achieve a 20% reduction as compared with 2025 levels for buildings of similar construction	By 2030, achieve progress on a straight-line trajectory to the final standard.
By 2035, achieve a 60% reduction as compared with 2025 levels for average buildings of similar construction	By 2035, progress will be achieved on a straight-line trajectory to the final standard.
By 2040, achieve net-zero direct greenhouse gas emissions	By 2040, achieve the final standard

By 2030, compliance with direct greenhouse gas emissions standards is mandatory. Upgrading buildings may be necessary for owners to meet these standards. The BEPS regulation applies to buildings in Maryland that are 35,000 square feet or larger, excluding the parking garage area. Owners of covered buildings must submit data to the **Maryland Department of the Environment (MDE)** using the **EPA**

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ENERGY STAR Portfolio Manager (ESPM) tool. This tool, a free resource, aids in **benchmarking** energy use in buildings. Furthermore, the ESGL grant can assist building owners in achieving compliance by providing funding for energy-efficient measures that enhance building performance and reduce emissions.

The ESGL grant award builds upon **EmPOWER** Maryland, an initiative to encourage Maryland homes and businesses to save energy and money. To apply for the ESGL grant award, applicants must first apply to an EmPOWER Maryland Program. To qualify for this grant, a copy of the utility-issued reservation of funds document is required in the application package. The reservation of funds documentation must directly match the funding request in the ESGL application.

This document intends to serve as both the guidance document and application for the ESGL grant. To submit a complete application, ask questions, or request assistance, please contact EnergyStarCGL@co.pg.md.us. All applications and the work associated with them must comply with all federal, state, and local codes, laws, and regulations. **All contractors performing work must be an approved EmPOWER Maryland Service Provider by Pepco and Washington Gas for the scope of work services being performed and successfully complete Prince George’s County, Office of Procurement, Vendor Registration processes. The investment grade energy audit must be performed by a “Qualified Energy Auditor by Maryland Department of Housing and Community Development or “Certified Energy Auditor” by the Association of Energy Engineers or equivalent certification organization.**

1.2 Qualifying Applicants

The ESGL grant award is available to owners of multifamily and office buildings owners that meet the following criteria:

Multi-Family	Commercial Office
2 units or more per building	10,000 square feet or above
20 units or more per property/campus	In operation 30 hours per week or above
Greater than 80% occupancy	Minimum 1 worker during the main shift
Built prior to March 23, 2016	Minimum 55% occupancy
	Built prior to March 23, 2016

Commercial office buildings must be at least 10,000 square feet; and multifamily properties must have 2 or more units. **All buildings must have been built prior to March 23, 2016.** These buildings must lie within service territory of PEPCO and/or Washington Gas as demonstrated by the utility bills. **All contractors performing work must be an approved EmPOWER Maryland Service Provider by Pepco and Washington Gas for the scope of work services being performed and successfully complete Prince George’s County, Office of Procurement, [Vendor Registration](#) processes.** The investment grade energy audit (IGA) must be performed by a “Qualified Energy Auditor” (QEA) by Maryland Department of Housing and Community Development or “Certified Energy Auditor (CEA)” by the Association of Energy Engineers or equivalent certification organization. All applicants must provide proof of participation in the EmPOWER Program for their application to be considered complete and accepted for review by SE. **All projects must prove at least 20% total energy cost savings and 20% kwh/therms savings.** Green Leasing measures must be included and shall not exceed 20% of the funding amount. See section 3 for more Green Leasing information.

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1.3 Available Incentives

The maximum grant award available is **capped at \$150,000** (labor and materials) per location address allocated the following ways. Up to \$50,000 can be allocated towards reimbursement for the costs of retaining an auditor selected in the EmPOWER program to deliver both benchmarking in **ENERGYSTAR Portfolio Manager (ESPM)** as well as the completion of an **Investment Grade Audit (IGA)** equivalent to an ASHRAE Level 2 or 3 Audit. ***A completed audit report and baseline recorded in ESPM are required for both an application and request for reimbursement to be considered complete and accepted for review by Prince George’s County Sustainable Energy.*** Up to \$50,000 for natural gas conservation measures and up to \$50,000 for electric conservation measures prescribed via the IGA Report. Up to \$1,500 may be attributed to a Licensed Professional to verify and stamp the ENERGY STAR certification application. Grant awards are designed to cover some portion of the net customer cost after other incentives and grants have been applied.

Electric Measures	Natural Gas Measures	Auditing and ENERGYSTAR
\$50,000 to reimburse the costs for electric conservation measures prescribed in the audit report.	\$50,000 to reimburse the costs for natural gas conservation measures prescribed in the audit report.	\$50,000 to reimburse the costs of hiring an auditor from the EmPOWER program to conduct benchmarking in ENERGYSTAR Portfolio Manager (ESPM) and complete an Investment Grade Audit (IGA) equivalent to an ASHRAE Level 2 or 3 Audit. Up to \$1,500 may be attributed to a Licensed Professional to verify and stamp the ENERGY STAR certification application.

1.4 EmPOWER Maryland



Under the EmPOWER Maryland initiative, Pepco and Washington Gas (WGL) offer a variety of programs to assist commercial office buildings and multifamily housing with cutting costs, increasing marketability, and boosting bottom lines by implementing simple energy saving strategies. To qualify for the ESG grant award, **the authorized applicant (AA)** must provide a copy of the signed PEPCO or WGL EmPOWER Terms and Conditions with the application package. ***It is important to note that the Prince George’s County Government does not offer protections or mediation between parties for the service providers selected through EmPOWER program participation. Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor, or the work, materials, or services provided by any contractor.***

Incentives are available to Prince George’s County commercial, industrial, governmental, and institutional property owners for the purchase and installation of qualifying **Energy Conservation Measures (“ECMs”)** for electric and natural gas. Vacant, empty, or non-operating facilities are not eligible for incentives. An email from EmPOWER detailing the incentives for your project as well as the audit report are required documents to be submitted with your application package.

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Typical ECM Measures with Incentive Potential from EmPOWER and ESGL Grant		
Air Sealing	ENERGY STAR Certification	Lighting Equipment
Appliances	Fenestration Improvements	Lighting Controls
Commercial Kitchen	Full Building Tune-Up	Operations and Maintenance Training
Consumer Electronics	Health and Safety	Variable Frequency Drives
DHW	HVAC	Windows
Energy Auditor/IGA	Insulation	

A copy of the signed Terms and Conditions Form from EmPOWER is required to apply for the ESGL grant. **No project-related energy-saving measures may be installed before the signed Terms and Conditions date.** Sustainable Energy may conduct a pre-inspection of any project before providing pre-approval. The organization reserves the right to approve or deny any incentives associated with proposed ECMs at its sole discretion. **Incentives are dispersed as reimbursements for actual costs incurred for installed measures up to the approved amounts for approved measures.** For more information on EmPOWER, please visit the links below. EmPOWER will issue a pre-approval email with the incentive amount. This notification as well as the signed Terms and Conditions form received from participation in the EmPOWER program are required documents for the ESGL Grant Application Package. Authorized Applicant(AA), Approved Service Provider(SP), and Energy Auditor(EA) are responsible for submitting the complete application package, containing all of the required documents and completed fillable application as one zip file to: EnergyStarCGL@co.pg.md.us. **All files submitted must follow the naming convention: Street #_Street Name_File Type.pdf. As such, an electric bill for a property with the address 1801 McCormick Drive would be titled as 1801_McCormick_ElectricBill.pdf.** This address should reflect the approved address on **SDAT**, which should also match the fillable application. Applications without this documentation will not be considered completed and will not be prequalified for the ESGL grant. **DOE Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor, or the work, materials, or services provided by any contractor.**

Pepco Business Solutions

<https://homeenergysavings.pepco.com/md/business/mlb-incentives>

https://homeenergysavings.pepco.com/sites/default/files/public/Pepco_ApplicationInstructions.pdf

<https://homeenergysavings.pepco.com/md/business/applymlb>

[Pepco CI TCs Fillable Existing Buildings Custom.pdf](#)

https://homeenergysavings.pepco.com/sites/default/files/public/Pepco_CI_IncentiveReference_Sheet.pdf

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MEEHA for Multifamily Properties

<https://dhcd.maryland.gov/HousingDevelopment/Documents/MEEHA/Qualified-Energy-Auditors-List.pdf>

<https://dhcd.maryland.gov/HousingDevelopment/Documents/MEEHA/GHGRP-Quick-Start-Guide.pdf>
[Multifamily Energy Efficiency and Housing Affordability Program Guide \(maryland.gov\)](#)

<https://dhcd.maryland.gov/HousingDevelopment/Documents/MEEHA/Energy-Application.pdf>

Email: multifamilyenergy.dhcd@maryland.gov

Washington Gas Commercial Incentives

<https://wgsmartsavings.com/programs-rebates/business/md>

<https://wgsmartsavings.com/network/business/find>

Please note that WGL will only offer rebates for the purchase and installation of new gas equipment through the end of 2024. Washington Gas will provide an update on the status of 2025 gas equipment rebates at a later date¹.

1.5 Construction

DOE Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor, or the work, materials, or services provided by any contractor. To initiate the construction phase, all projects must submit a complete application package. This application requires as-built site photos and a copy of the affidavit affirming that work has not begun and that the original equipment will remain on site until a pre-qualification notice is received. **The date on the prequalification notice received from Sustainable Energy determines the clock to begin the construction phase. The Authorized Applicant and team are responsible for ensuring all applicable permits and licenses are obtained to affect the removal and installation of equipment.**

Prior to the start of work, the project team shall conduct an on-site walk-through with the contractor, auditor, building owner, and any other stakeholders to ensure that all energy conservation measures (ECMs) are captured in the Scope of Work (SOW). To facilitate this process, a detailed checklist of all ECMs and any other relevant measures must be provided to the contractor from the energy auditor. The contractor must provide the energy auditor with accurate costs for energy measures, and when determining the cost of a measure, the contractor must make sure the specifications for efficiency match the energy auditor's recommendation. Throughout the construction phase, regular on-site meetings with contractors should be scheduled among the auditor, building owner, and any other involved parties to review the work and address any questions or concerns. **Prince George's County Government staff may, at any time, conduct site visits to inspect work for verification of satisfactory**

¹ <https://wgsmartsavings.com/programs-rebates/business/md>

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installation per ECMs on the cut sheets previously submitted in the complete application package. SE will request applicable permits and proof of passed inspection as a condition of reimbursement.

The installation of ECMs must be in accordance with the manufacturer's installation instructions. The contractor must understand the scope of work for each funded measure before beginning construction. **Any ECM that has been installed incorrectly or in a way that will not achieve the calculated energy savings must be appropriately reinstalled, or the funding amount may be recalculated and adjusted to reflect the difference in energy savings.** Finally, the energy auditor performs a close out inspection and diagnostic testing to verify if the ECMs are installed correctly and meeting intended results. If intended results are not met, the construction service professional is responsible for repairs and adjustments until the calculated energy savings are met. Once met, a report is generated, and the **Qualified or Certified Energy Auditor** submits the post-completion testing report and proof of measures installed. Then, a final invoice shall be submitted from the contractor. ***The Authorized Applicant and team are responsible for submitting the required documentation. The award disbursement phase will not initiate until the invoice, the post-completion report, the verification of measures, and the Request for Reimbursement (RFR) form are submitted to EnergyStarCGL@co.pg.md.us. When a receipt of the complete invoice package is confirmed via email from Sustainable Energy, the date on the notification begins the clock for the award disbursement and close-out phase.***

1.6 Award Disbursement

To initiate the award disbursement phase, a post-completion testing report and verification of measures installed must be submitted to Prince George's County. This report must contain the results of verification and diagnostic testing. **The contractor, energy auditor, and authorized applicant must engage with and coordinate with SE Staff to schedule an appointment to conduct a final request for reimbursement site visit.** A site visit is required to verify compliance, accuracy, and equipment operation. Award disbursement is dependent upon the final installed measures. Installations that do not match approved measures and product specification sheets in the application package may result in a reduction or loss of funding; all final reimbursement approval falls within the purview of SE. With the Request for Reimbursement, the Authorized applicant is encouraged to submit any documentation provided by EmPOWER utility, such as inspections and approval documentation.

Owners may request funds by completing and submitting a **Request for Reimbursement (RFR)** and the required documentation for project closeout. Be prepared to provide proof of the date of installation, project location address, full model and serial numbers of equipment installed at the project site, and installed equipment quantity. Before-and-after images must also be submitted in jpg format and geotagged.

Awards shall only reimburse properly documented projects demonstrating accurate and realistic project costs and savings. SE may ask that the RFR be adjusted if the installed ECMs do not match the approved measures from the application package. **Finally, a narrative of no more than 500 words describing your organization's existing and planned approach to incorporate green leasing best practices. The Green Leasing measures shall not exceed 20% of the funding amount.** The narrative

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must also discuss the estimated cost of each green leasing practice selected and its implementation process and Proof of **Energy Star Certification**. EPA credentials for the person performing the Energy Star Certification must also be received. ***Upon receiving confirmation of a complete request for payment, the Office of Finance will approve invoices for payment within 90 business days. The reimbursement schedule is as follows; Payment 1 will be up to 80% of the prequalified amount upon the receipt of a complete request for payment, and the remaining balance of the prequalified amount will be paid out when proof of successful ENERGYSTAR Certification is furnished to Sustainable Energy. Failure to receive ENERGYSTAR Certification and, or failure to submit proof of ENERGYSTAR certification to Sustainable Energy will lead to actions by Prince George's County to reclaim any previously disbursed funds.***

Authorized Applicant

Date

- The authorized applicant acknowledges that Prince George's County Government makes no representation or warranty and assume no liability with respect to quality, safety, performance, or other aspect of any design, system, or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty, or liability.

Applications may be emailed to:

Prince George's County, Department of the Environment, Sustainable Energy

1801 McCormick Drive, Suite 500 Largo, MD 20774

Email: EnergyStarCGL@co.pg.md.us

For more information, call: 301-883-5810 or visit <http://bit.ly/PGCEnergyStarGrant>

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2 Required Documentation

The next section provides a detailed explanation of the required documentation for the ESGL Grant. DOE Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor, or the work, materials, or services provided by any contractor.

Required Document	Info	How to Submit
Project Narrative	Provide a project narrative summarizing your organization's project plan in 500 words or less. Please discuss the estimated cost, benefits, implementation plan, and approach to green leasing and landlord/tenant engagement if applicable.	Enter text into the fillable application or attach it as a PDF if more space is needed.
Project Plan	Submit a Gantt chart schedule that reflects the projected schedule to perform retrofits. Note that there is a 12-month Performance Period from notice of award to project completion. The plan shall also incorporate an accurate timeline from project completion to ENERGYSTAR Certification.	As PDF with the application package.
Proposal, Scope of Work, Contract	This plan shall include a copy of the contract and SOW, including the cost to install, remedy, or perform measures needed to achieve ENERGY STAR certification.	As PDF with the application package.
Signed Terms and Conditions	Signed Terms and Conditions form received from participation in the EmPOWER program	As PDF with the application package.
Specification Sheets	Provide updated and accurate manufacturer specifications or "cut" sheets for all ECMs with the application package, reflecting the final delivery product.	As PDF with the application package.
AHRI Certification	Provide updated and accurate AHRI Certificates for all ECMs that reflect the final delivery product.	As PDF with the application package.
Proof of benchmarking in ESPM	<p>Register and Benchmark Property in ESPM, Submit Score and Performance Documents. Enter the required building and utility data into the U.S. Environmental Protection Agency's (EPA) Portfolio Manager (ESPM) energy benchmarking system. Provide a copy of the ENERGY STAR Score for each building and provide the information necessary to access the Portfolio Manager account. The reporting feature in Energy Star Portfolio Manager offers a variety of reports and graphics to help you view and share performance metrics to capture a snapshot of your building performance. The Authorized applicant is required to submit a copy of either report based on a single building or campus application:</p> <ul style="list-style-type: none"> • Performance Highlights Report is for a portfolio-level, multi-year summary. • Statement of Energy Performance is for a building-level, 12-month performance period. <p>More details on how to generate the report can be found at EnergyStar "How To" Series: Generating Standard Reports and Performance Documents</p>	As PDF with the application package.
GHG Emissions Reductions Data	Provide a copy of Direct GHG emissions (kgCO ₂ e/ft ²) generated by Energy Star Portfolio Manager.	As PDF with the application
Utility Bill(s)	Provide pdf copy of bill no less than 3 months old from date of application submission with the application package.	As PDF with the application

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ECM Data Sheet	<p>Submit using Table on Fillable Application. The ECM Data Sheet is used to make the formal request for funding. It is also a communication tool used to relay information about the Energy Conservation Measures that exist for the project. It is a comprehensive list of energy conservation measures, associated costs, and proposed funding amounts. Include a measure-by-measure summary of the calculated energy and demand savings associated with the project. Clearly indicate all assumptions and variables used in the analysis. This includes all engineering formulas and documentation of all the factors, values and assumptions used in the formulas (Microsoft Excel® spreadsheet preferred). All projects must prove at least 20% total energy cost and 20% kWh/therms savings over the baseline Energy Audit upon completion. Green Leasing measures must be included and shall not exceed 20% of the funding amount.</p> <p>List of Potential Energy Conservation Measures (ECMs) should contain at a minimum:</p> <ol style="list-style-type: none"> 1. Identify and propose potential ECMs for installation or implementation at the Facility(s), including water conservation measures 2. Estimate the cost, savings and life expectancy of each proposed ECM; 3. Specify Facility(s) operations and maintenance procedures which will be affected by the installation/implementation of the proposed ECMs; 4. Provide analysis methodology, supporting calculations and assumptions used to estimate savings, which shall be based on life cycle cost calculations. Manual calculations should disclose essential data, assumptions, formulas, etc. so that reviewer could replicate the calculations based on the data provided 5. Provide a preliminary savings measurement and verification plan for each of proposed ECMs 6. Provide a preliminary commissioning plan for the proposed ECMs 7. Provide detailed calculations for any rate savings proposals 8. Provide detailed supporting calculations for any proposed maintenance or other operational savings; 9. Estimate any environmental costs or benefits of the proposed ECMs (e.g., disposal costs, avoided emissions, water conservation, etc.) <p>For all proposed ECMs, contractors shall comply with all applicable state, federal and local codes and regulations in effect at the time of this analysis. Grant amount is based on the economic analysis of each measure and cumulative project. An auditor must analyze each measure's energy savings as well as implementation cost to determine the measure's feasibility using actual costs from the contractor to perform the economic analysis. Building owner and auditor shall review the package of measures to ensure compliance with the program requirements. Economic analysis shall be provided by the auditor.</p>	PDF or Excel with the application package.
Site Photos	Provide existing condition photos for each recommended ECM must be submitted with the application. These photos must be submitted as individual jpg saved so that the metadata remains and is geotagged.	As jpg with the application package.
Contractor Licenses	Provide documentation of the main contractors that are performing the work.	As PDF with the application package.
EmPOWER Pre-Approval Notice	Provide a signed copy of the EmPOWER Preapproval Notice	As PDF with the request for reimbursement package.
Property Deed	Provide copy of property deed with the application package.	As PDF with the application package.
Certificate of Status	Source from Maryland State Department of Assessments and Taxation.	As PDF with the application

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		package.
Permits or signed statement that permits are not required.	Provide copy of permits or signed statement that permits are not required with the application package.	As PDF with the application package.
Liability Insurance	Provide copy of liability insurance required with the application package.	As PDF with the application package.
Property Insurance	Provide copy of property insurance required with the application package.	As PDF with the application package.
Credit Report	Provide copy of recent credit report with the application package.	As PDF with the application package.
Minority Business Enterprise (MBE) form	Provide completed and signed Minority Business Enterprise (MBE) form with the application package.	As PDF with the application package.
Resolutions/Incumbency Certificate	Provide copy of Resolutions/Incumbency Certificate with the application package.	As PDF with the application package.
Signed Certificate of Maryland Good Standing	Provide Certificate of Maryland Good Standing with the application package, must be less than 30 days old.	As PDF with the application package.
Affidavit Work Start	Provide signed letter on letter head that affirms that work has not started and equip will remain until prequalification notice is received. Any invoices whose work start date does not follow this sequence will not be processed.	As PDF with the application package.

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3 Green Lease Requirement

Green leasing aligns the financial and environmental benefits of landlords and tenants to work together to save money, conserve resources, and ensure the efficient operation of buildings. These contractual arrangements can serve as a powerful mechanism to assist the commercial real estate industry in responding to market pressures and increase energy efficiency of the existing and newly constructed building stock. Applicants must submit documentation showcasing specific clauses or language that promotes energy efficiency practices. **The applicant must implement green leasing best practices or adopt a green lease. If the applicant chooses green leasing best practices, they are to implement at least three of the following:**

1. Adoption of green lease between landlord and tenant. ***(High Priority of the County)***
2. Obtaining **LEED EB Operation and Maintenance (O +M) certification**. More information on LEED Certification for existing buildings can be found here: [LEED for Operations and Maintenance \(High Priority of the County\)](#)
3. Building standards and/or tenant improvement guidelines for energy efficiency. For example:
 - Tenant improvements will conform to LEED C.I. standard or better.
 - Tenants will install ENERGY STAR appliances only.
 - This may also cover items like lighting specification or available plug load watts per square foot. ***(High Priority of the County)***
4. Agreement to disclose monthly utility data to the landlord for the purposes of whole-building energy benchmarking by the landlord. Request the landlord share the ENERGY STAR score of the building and/or other energy and waste usage information on a regular basis.
5. Sustainable operations and maintenance rules and regulations. (Language should cover restricted **HVAC** weekend operating hours, janitorial services provided during daytime hours, tenants not allowed to bring in space heaters).
6. Sub-metering of tenant spaces or separate metering of tenant plug load and equipment, including data centers. Ideally tenants are billed per actual use rather than on a pro-rata basis.
7. Landlord agrees to incorporate energy management best practices into building operations, such as regular benchmarking, energy audits, or commissioning of building systems.
8. Landlord provides sustainability training to leasing agents and/or building marketing materials cover sustainability and energy efficiency features. (Documentation can include any relevant materials and is not expected to be included in a lease itself.)
9. Landlord designates a sustainability point of contact within the lease or related documents Lease language specifies that the landlord may sell power generated on-site to tenants at a competitive price.
10. Encourage the deployment of additional energy efficiency and conservation measures in the space and/or building (this could cover a range of language from agreeing to cost recovery clauses for capital improvement to agreeing to share the costs of LEED certification or retro- commissioning of the building).

NOTE: Of the green leasing best practices listed above, implementing any of the practices denoted as a high priority of the County will supersede requiring the implementation of three practices. In addition, Green Leasing measures shall not exceed 20% of funding amount.

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4 Terms

Term	Definition	Source
Approved Service Provider (ASP)	Contractors are vetted through the EmPOWER program. The ASP is approved by applying to be a participating contractor with EmPOWER.	
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers dedicated to advancing the arts and sciences of heating, ventilation, air conditioning, and refrigeration to serve humanity and promote a sustainable world	https://www.ashrae.org/about
Authorized Applicant (AA)	The AA is the building owner or property manager who hired the ASP when applying to the EmPOWER Program	
Benchmarking	To measure and compare your building's energy to similar buildings, past consumption, or a reference performance level.	https://www.energy-star.gov
Carbon Emissions	Carbon dioxide (CO ₂) enters the atmosphere through burning fossil fuels (coal, natural gas, and oil), solid waste, trees, and other biological materials, and also as a result of certain chemical reactions (e.g., cement production). It is the emission of CO ₂ from burning fossil fuels. It is considered pollution because of the negative impact this gas has on the planet. It absorbs heat in the form of infrared radiation, so it works like glass in a greenhouse.	https://www.epa.gov/ghgemissions/overview-greenhouse-gases
Certified Energy Auditor (CEA)	Energy Auditors undertake energy efficiency assessments of large buildings and industrial facilities. Their audits cover building systems, occupancy, operations, maintenance, and code compliance. An auditor aims to provide their client with detailed survey results, risk mitigation analysis, implementation plans, and a final investment-grade analysis. Many auditors work to predefined codes and standards, such as the ASHRAE Standard 211-2018 for Commercial Building Energy Audits.	https://www.aeece-nter.org/certified-energy-auditor
Claimed (gross) savings.	Values are reported by a program implementer or administrator after the activities are complete.	
Direct GHG emissions kgCO ₂ e/ft ²	Generated by Energy Star Portfolio Manager	https://portfoliomanager.energystar.gov/pdf/reference/Emissions.pdf

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ECM	Energy conservation measures are applied to a building to improve energy efficiency and are life cycle cost-effective and involve energy conservation, cogeneration facilities, renewable energy sources, improvements in operations and maintenance, or retrofit activities.	https://www.energy.gov/femp/articles/doe-guidance-statutory-definition-energywater-conservation-measures-ecms-and
EmPOWER Maryland	Offers incentives and technical expertise to help businesses of all types and sizes save energy and money by investing in . an initiative to encourage Maryland homes and businesses to save energy and money. To apply for the ESGl grant award, applicants must first apply to an EmPOWER Maryland Program. Under the EmPOWER Maryland initiative, Pepco and Washington Gas (WGL) offer a variety of programs to assist commercial office buildings and multifamily housing with cutting costs, increasing marketability, and boosting bottom lines by implementing simple energy saving strategies.	
Energy Audit	Energy Audits involve onsite assessments that provide a comprehensive analysis of a building's energy performance and potential energy savings. They typically include a whole-building evaluation of current energy usage compared to the prospective energy usage achievable through improved operational procedures and upgrades to building systems, such as lighting, HVAC, and the building envelope. Energy audits vary in rigor and complexity, ranging from low-cost or limited-detail analyses to high-cost, highly detailed investment-grade audits (IGAs). The American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) offers a standardized audit approach with three levels of audits that increase in detail, depth of analysis, and cost.	https://www.energy.gov/scep/blueprint-2a-energy-efficiency-energy-audits-building-upgrades
ENERGYSTAR Certification	To earn the ENERGY STAR, eligible commercial buildings must earn an 1–100 ENERGY STAR score of 75 or higher—indicating that they operate more efficiently than at least 75% of similar buildings nationwide. Before applying, a building's application must be verified by a Professional Engineer or Registered Architect. This licensed professional must verify that all energy use is accounted for accurately, that the building characteristics have been properly reported, and that the building operates in accordance with industry standards for indoor environmental quality.	https://www.energy.gov/star/about/how-energy-star-works/energy-star-certification
ENERGYSTAR Portfolio Manager (ESPM)	Portfolio Manager is an interactive resource management tool that enables you to benchmark the energy use of any type of building, all in a secure online environment. Nearly 25% of U.S. commercial building space is already actively benchmarking in Portfolio Manager, making it the industry-leading benchmarking	https://www.energy.gov/star/buildings/benchmark

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	tool.	
EPA	The Environmental Protection Agency (EPA) plays a crucial role in safeguarding both human health and the environment by carrying out research, creating and implementing regulations, and mitigating substantial environmental risks.	https://www.epa.gov/agencies/environmental-protection-agency
Evaluated (gross) savings	Values reported by an independent, third-party evaluator after the efficiency activities and impact evaluation are complete.	http://www.nrel.gov/docs/fy17osti/68557.pdf
Green leasing	aligns the financial and environmental benefits of landlords and tenants to work together to save money, conserve resources, and ensure the efficient operation of buildings. These contractual arrangements can serve as a powerful mechanism to assist the commercial real estate industry in responding to market pressures and increase energy efficiency of the existing and newly constructed building stock	https://imt.org/wp-content/uploads/2020/02/IMT-Green-Lease-Language-Examples-January-2020.pdf
HVAC	The main purposes of a Heating, Ventilation and Air-Conditioning (HVAC) system are to help maintain good indoor air quality (IAQ) through adequate ventilation with filtration and provide thermal comfort	www.epa.gov
investment grade energy audit (IGA)	a comprehensive energy audit that seeks to identify all cost-effective investment opportunities through a combination of engineering analysis of energy-using systems and economic analysis of possible energy saving measures	https://www.pnnl.gov/main/publications/external/technical_reports/PNNL-20956.pdf
kW	A kilowatt (kW) is a unit that measures the rate of power consumption of an electrical device or load. It indicates the amount of electrical power needed to operate the device. One kilowatt is equivalent to 1000 watts (W), which means that 1000W is equal to 1kW.	https://www.eia.gov/tools/glossary/index.php?id=K
kWh	Kilowatthour (kWh): A measure of electricity defined as a unit of work or energy, measured as 1 kilowatt (1,000watts) of power expended for 1 hour. One kWh is equivalent to 3,412 Btu.	https://www.eia.gov/tools/glossary/index.php?id=K
LEED EB Operation and Maintenance (O+M) certification	LEED for Operations and Maintenance (O+M) offers existing buildings an opportunity to pay close attention to building operations, by supporting whole buildings and interior spaces that have been fully operational and occupied for at least one year.	https://www.usgbc.org/leed/rating-systems/existing-buildings
Maryland Building Energy Performance Standards (BEPS)	stipulates that certain building owners must begin meeting benchmarking requirements from 2025. By 2030, compliance with direct greenhouse gas emissions standards is mandatory. Upgrading buildings may be necessary for owners to meet these standards. The BEPS regulation applies to buildings in Maryland that are 35,000 square feet or larger, excluding the parking	https://mde.maryland.gov/programs/air/ClimateChange/Pages/BEPS.aspx

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	garage area. Owners of covered buildings must submit data to the Maryland Department of the Environment (MDE)	
Minority Business Enterprise (MBE)	An MBE is a for-profit business that is at least 51% owned, managed, and controlled by a member(s) of a qualified minority group. To be considered a member of a qualified minority group, a person must be a United States citizen who is Asian-Indian, Asian-Pacific, Black, Hispanic, or Native American. Ownership by qualified minority individuals means the business is at least 51% owned by such individuals or, in the case of a publicly owned business, at least 51% of the stock is owned by one or more such individuals.	https://nmsdc.org/certifications/definition-of-an-mbe/
Maryland Department of the Environment (MDE)	The Maryland Department of the Environment (MDE) was established with the primary mission of safeguarding Maryland's natural resources, including the air, water, and land, while also ensuring the protection of the state's environmental health for its residents. In addition to preserving the environment, MDE is responsible for enforcing environmental laws and regulations. The department engages in long-term planning and research activities to address current and potential environmental challenges. Moreover, MDE plays a critical role in providing technical support to Maryland's industries and communities to address pollution, sustainable growth, and environmental emergencies. Furthermore, MDE administers the Building Energy Performance Program (BEPs) to promote environmentally responsible practices within businesses.	https://mde.maryland.gov/
Net Savings	Change in energy use attributable to a particular energy efficiency program. These changes may implicitly or explicitly include the effects of factors such as freeridership, participant and nonparticipant spillover, and induced market effects.	http://www.nrel.gov/docs/fy17osti/68557.pdf
Projected savings	Values reported by a program implementer or administrator before the efficiency activities are complete.	http://www.nrel.gov/docs/fy17osti/68557.pdf
Qualified Energy Auditor (QEA)	Maryland Department of Housing and Community Development	
Request for Reimbursement (RFR)	Form used to request payment, submitted with all the required documents needed for invoicing your project.	
Scope of Work (SOW).	The work content and products of a project or component of a project. Scope is fully described by naming all activities performed, the resources consumed, and the end products which result, including quality standards.	https://www.pmi.org/

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SDAT	The Maryland Department of Assessments and Taxation (also known as the State Department of Assessments and Taxation, or SDAT) is a customer-focused agency that works to ensure property is accurately assessed, business records are appropriately maintained, and necessary tax-related information is conveyed to state	https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx
Site Visit	site visit is required to verify compliance, accuracy, and equipment operation.	http://www.nrel.gov/docs/fy17osti/68557.pdf
Terms and Conditions (T+C)	Terms and Conditions is an important agreement between a business and a customer or end user. It sets out the rules for the relationship and what both parties must do. It includes what the user must not do when using the site or service and what rights the business has.	http://www.nrel.gov/docs/fy17osti/68557.pdf
Total annual energy savings in therms or kWh	This is the total energy savings per year by the installation of the proposed retrofits compared to baseline.	http://www.nrel.gov/docs/fy17osti/68557.pdf
Total Energy Cost Savings in \$	This is the total dollar savings per year by the installation of the proposed retrofits compared to baseline.	http://www.nrel.gov/docs/fy17osti/68557.pdf