



# Multifamily Building Grant for Electrification & Building Improvements

## **Purpose**

The City of Takoma Park has made \$750,000 available in funding to assist multifamily, condominium and cooperative building owners in making electrification and building improvements within the City. This is a grant, not a loan that you will need to pay back.

## **Application Period**

The Electrification and Building Improvement Grant will begin accepting applications on Friday 7/15/2022. **The application period will close on Thursday 9/1/2022 at 11:59pm.** Any application received after this date will be considered as funding allows.

## **Who Can Apply?**

The Electrification and Building Improvement Grant is intended for any building owner or property manager of a multifamily, condominium, or cooperative residential building that contains two (2) or more units and is located within the City of Takoma Park. Previous City of Takoma Park grant recipients may apply.

This grant does not apply to recently completed projects, it is only for new projects that have not started construction.

## **Requirements**

### **Green Power**

Awardees must buy 100% green electricity for a minimum of 24 months after grant award for the common areas of their building/common meters. If a rate comparable to Pepco's standard offer is not available, additional funding to offset the difference may be added to the grant award. Grantees must provide proof of green power before grant payments will be issued. <https://www.mdelectricchoice.com/>

### **Stacking Incentives**

Awardees are required to apply for all applicable grants and rebates before receiving their grant award payment from the City. For example, an LED parking lot lighting project must apply for Pepco's Retrofit Lighting Incentives and a window replacement project must apply for the Montgomery County Energy Efficiency and Housing Affordability Program (MEEHA). Please note that not all projects eligible for funding through the City's Multifamily Building Grant Program have applicable stackable grants and rebates.

The City will not make awards that result in more funding than is necessary to complete the project. Initial award amounts may be reduced to accommodate additional funding from other sources.

Please see below for the required incentives:

1. <https://homeenergysavings.pepco.com/business/overview>
2. <https://energy.maryland.gov/business/Pages/incentives.aspx>
3. <https://dhcd.maryland.gov/HousingDevelopment/Pages/EnergyEfficiencyWeatherization.aspx>

## **Grant Award Amounts**

The City anticipates awarding maximum grant amounts of \$49,999 per multifamily, condominium or cooperative building. The City reserves the right to revise the maximum award amount after determining the number of eligible applications received, the number of units in a building, and the work that is being proposed.

## **Project Timeline**

All funded projects must take place between 9/1/2022 and 6/1/2023. **Projects must be completed by 6/1/2023.**

## **Payment Timeline**

Selected grantees may choose to receive payment in one of two ways:

1. Be reimbursed directly after submitting receipts and proof of project completion, or
2. The City can pay the chosen contractor directly.

## **Reporting**

All electrification project grantees will be required to benchmark using EnergyStar Portfolio Manager and report energy usage or other metrics to measure the impact of the grant.

## **Eligible Projects**

The grant can be used for projects that support the transition away from fossil fuel based systems, and that improve major building systems. Preferred projects include but are not limited to:

- **Electrification Projects**
  - Replacing natural gas, propane, or heating oil equipment and appliances with electric or non-fossil-fuel-based alternatives. This includes EnergyStar Certified high efficiency heating and cooling (HVAC), heat pump water heaters, electric dryers, induction and electric cooktops, and electric convection ovens. EnergyStar certified options are required unless there is a financial or availability hardship to consider.
  - Electrification project costs may include panel and wiring work if they are required. Stand-alone electrical upgrades or rewiring not part of an electrification project are not eligible.
- **Building Improvements**
  - Repair or Replacement of:
    - Plumbing and Septic
    - Windows
    - Roofs
    - Porches
    - Insulation
    - HVAC systems
    - Heating/cooling systems
    - Elevator and stairs
    - Fire extinguishing equipment

- **Building Improvements (cont.)**
  - Structural rehabilitation
  - Accessibility aids such as hand railings, ramps, grab bars, and wider doorways
  - Seal air and whole building envelope
  - Bicycle parking and storage
  - Purchase of additional garbage bins
  - Correct building code violations:
    - Moisture and mildew remediation
    - Unsafe or unsecured structures
    - Broken windows, missing doors, collapsed roofs, unsafe steps or rotting porches
    - Chipping peeling paint and deteriorating wood
    - Missing or damaged fencing or other site improvements

### **Ineligible projects and expenses**

- Any equipment or appliance that uses fossil fuels.
- Electric vehicles (See existing incentives for EVs here: <https://mde.maryland.gov/programs/air/mobilesources/pages/zev.aspx>)
- Rain gardens, pollinator gardens, rain barrels, landscaping, compost bins, permeable paving projects, and tree planting.
- Small appliances such as microwaves, vacuums, printers, power tools, lawn care equipment, and coffeemakers.
- Payroll and operating expenses.
- Lead paint repair/replacement.
- Mice, rodent, bed bug or flea infestation.

### **Finding a Contractor**

Contractors hired to conduct work using City funding must be licensed in the state of Maryland. Awardees will be required to provide proof of an active Maryland license before grant funding is released. The City does not require or recommend the use of any particular contractor. For help finding a contractor, please see the Montgomery County Green Bank's list of commercial contractors:

<https://mcgreenbank.org/directory/>

### **How to Apply**

Please submit applications via email to [ginam@takomaparkmd.gov](mailto:ginam@takomaparkmd.gov). If email is not available, mail or drop off to this address:

City of Takoma Park, Public Works  
Attn: Sustainability Manager, Gina Mathias  
31 Oswego Drive  
Silver Spring, MD 20910

Questions about Sustainability or Electrification projects may be directed to: Gina Mathias, Sustainability Manager  
[ginam@takomaparkmd.gov](mailto:ginam@takomaparkmd.gov), 301-891-7623

Questions about Building Improvement projects may be directed to:  
Makena Kirkham, HCD Coordinator  
[makenak@takomaparkmd.gov](mailto:makenak@takomaparkmd.gov), 301-891-7119



# Multifamily Building Grant for Electrification & Building Improvements Application

Please read the application thoroughly and complete all sections. Applications are due September 1, 2022. Any application received after this date will be considered as funding allows. Please see the complete grant guidelines for more details. Applications may be submitted via email to [ginam@takomaparkmd.gov](mailto:ginam@takomaparkmd.gov). If email is not available, please mail or drop off the application to:

City of Takoma Park Public Works  
Attn: Sustainability Manager, Gina Mathias  
31 Oswego Drive  
Silver Spring, MD 20910

Contact: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Type of Building: \_\_\_\_\_  Condo/Co-op  Apartment

Rental License # (if applicable): \_\_\_\_\_

Federally Subsidy (Yes/No): \_\_\_\_\_ Type of Federal Subsidy: \_\_\_\_\_

Number of Units: \_\_\_\_\_

Number of Residents: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contractor License # \_\_\_\_\_

## Project Description:

The project description should include details of each measure that will be installed as part of your proposed project.

---

---

---

---

---



### Sources of Funding:

List all sources of funding that will be used towards the project. Attach applications, award letters, or other documentation related to utility and other incentive programs for which you have applied, or to which you plan to apply.

---

---

---

---

### Project Timeline:

Describe your proposed project timeline. List all major project milestones and the expected completion date. Construction and installation of the project must be completed with final reports and invoices submitted to the City of Takoma Park by June 1, 2023. Draft your project timeline accordingly to comply with this time-frame, taking into consideration scheduling concerns that may affect your organization (e.g., facility schedules, holidays, supply chain delays, weather, etc.), as well as equipment and material lead times.

---

---

---

---

---

**Applicant Signature:**

**Date:**

---

**By signing this application, you certify that everything included is true to your knowledge and that you have not knowingly furnished any false information. Falsifying information for this grant may result in forfeiture of any and all grant awards from the City of Takoma Park.**

You should receive confirmation of your application within 48 business hours. Grant awards will be announced on or before September 30, 2022.

*Page left blank for additional information*

**EXAMPLE: Cost Description Table**

**Electrification Projects:**

Line Item & Quantity	Cost Estimate Per Item	Total Cost Estimate	Source of Cost Estimate
Induction Cooktop (6)	\$948	(6 x \$948) \$5,688	Home Depot Online Price <a href="https://www.homedepot.com/p/FRIGIDAIRE-GALLERY-30-in-Induction-Modular-Cooktop-in-Black-with-4-Elements-including-Bridge-Element-GCCI3067AB/319985853">https://www.homedepot.com/p/FRIGIDAIRE-GALLERY-30-in-Induction-Modular-Cooktop-in-Black-with-4-Elements-including-Bridge-Element-GCCI3067AB/319985853</a>
Labor for cooktop installation	\$200 per hour	(4 hours x \$200) \$800	John Doe at John Doe Contracting 301-123-4567
<b>Total Project Cost:</b>		<b>\$ 6,488</b>	

**Building Improvement Projects:**

Line Item & Quantity	Cost Estimate Per Item	Total Cost Estimate	Source of Cost Estimate
Windows (12)	\$219	(12 x \$219) \$2,628	Home Depot Online Price <a href="https://www.homedepot.com/p/American-Craftsman-29-75-in-x-40-75-in-70-Series-Double-Hung-White-Vinyl-Insulated-Window-with-Nailing-Flange-70-DH-FIN/203157319">https://www.homedepot.com/p/American-Craftsman-29-75-in-x-40-75-in-70-Series-Double-Hung-White-Vinyl-Insulated-Window-with-Nailing-Flange-70-DH-FIN/203157319</a>
Labor for window installation	\$200 per hour	(10 hours x \$200) \$2,000	John Doe at John Doe Contracting 301-123-4567
<b>Total Project Cost:</b>		<b>\$ 4,628</b>	