



# Energy Efficiency Rebates

FY17 Rebate Cycle September 1, 2016 – May 30, 2017

**FIRST COME, FIRST SERVED** until funding is exhausted OR May 30, 2017, whichever comes first.

## **\$50 for a Comprehensive Home Energy Audit**

Audit must have been completed by a qualified Pepco participating contractor AFTER June 1, 2016. Limit one per household including previous rebate cycles. To receive the \$50 audit rebate you must become Green Home Certified Light Green level.

## **Up to \$500 for Energy Efficiency Improvements**

Eligible improvements include air sealing, insulation, EnergyStar Certified appliances, ceiling fans, and more. Rebate cannot exceed more than 50% of the total project cost after other rebates and incentives have been deducted. Rebate is \$0.15 per kilowatt hour (kWh for electricity) or therm (for natural gas) in annual estimated energy savings improvements. Maximum rebate \$500 per household. Supporting documents and Rebate Worksheet must be submitted to be eligible for rebate. Roofs, light bulbs, computers, and small household electronics are not eligible for this rebate. To receive your energy efficiency rebate you must become Green Home Certified Medium Green level.

## **Eligibility**

To be eligible for the energy efficiency rebates all work must be completed at a property in the City of Takoma Park. Homeowners, landlords, or renters may apply for rebates. Renters must have permission from their landlord for any improvements made to the property.

## **Submit material via email, drop-off, or mail to:**

Gina Mathias, Sustainability Manager, Public Works Department  
[Ginam@takomaparkmd.gov](mailto:Ginam@takomaparkmd.gov)  
31 Oswego Avenue  
Silver Spring, MD 20910

Rebates can take up to 60 days to process. Checks will be mailed to the address on your application. For questions or free energy efficiency advice, contact Gina Mathias at:  
301-891-7623  
[ginam@takomaparkmd.gov](mailto:ginam@takomaparkmd.gov)

# EXAMPLE

## Energy Efficiency Rebate Worksheet

1

Improvement Description	Before	Main Attic, 5" of loose fiberglass, poorly insulated, air leaks.			
	After	Main Attic, 18" of loose fiberglass, R49, air sealed by contractor and home blower-door tested.			
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**
	6/30/16	1,410 kWh & 435 Therms	\$3,200	Pepco \$1,600	\$276.75

2

Improvement Description	Before	Crawl Space fiberglass batts falling down, uneven, no air barrier			
	After	Crawl space insulated with foam and sealed by energy auditor contractor, see attached report.			
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**
	6/30/16	300 kWh & 100 Therms	\$625	Included w/ Pepco ↑	\$60.00

3

Improvement Description	Before	Air Conditioner 30 years old, Model ZXY987			
	After	SEER 17 AC, Lennox Model ABC12345, XYZ HVAC Company installed			
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**
	7/5/16	885 kWh	\$7,000	\$450 Pepco	\$132.75

4

Improvement Description	Before	Comprehensive Home Energy Audit			
	After	Pepco qualified contractor _____ performed the audit			
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**
	6/15/16		\$100		\$50.00

Name	Skippy Jon Jones
Total Project Costs	\$11,925
Total project costs minus rebates and incentives received	\$9,775
Total Rebate Calculation for All Projects	\$519.50
Final Rebate Request (Maximum \$500 per household)	\$500

\* Estimated annual savings can be found in your Energy Audit Report and online calculators. You MUST attach supporting documentation showing where your estimate came from.

\*\* Rebate Calculation = (Annual kWh Savings + Annual Therms Savings) x \$0.15. For energy audits enter \$50.



## Energy Efficiency Rebate Application

### Required Application Documents:

- ☐ 1. Completed Rebate Application, Rebate Worksheet, and Green Home Certification Application
- ☐ 2. Signed W9
- ☐ 3. Copies of paid invoices, receipts, or other proof of payment
- ☐ 4. Proof of work completed:
  - a. Energy Audit Report
  - b. Energy Audit Test Out Report
  - c. Signed proposal or "scope of work" from contractor
  - d. Delivery and installation receipts
  - e. Do-it-yourself improvements require photos of before and after

Name: \_\_\_\_\_ Date: \_\_\_\_\_

☐ City of Takoma Park Resident

☐ Landlord

☐ Renter

Social Security # or Tax Payer ID: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

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

Remittance Address (Where to send rebate check):

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Rebate Request Amount: \_\_\_\_\_

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Address where energy efficiency improvements were made (if different than above):

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Resident Name: \_\_\_\_\_



# Energy Efficiency Rebate Worksheet

1

Improvement Description	Before				
	After				
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**

2

Improvement Description	Before				
	After				
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**

3

Improvement Description	Before				
	After				
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**

4

Improvement Description	Before				
	After				
Project Details	Date of Work	Estimated Annual Energy Savings in kWh & Therms*	Cost	Other Rebates Received	TKPK Rebate Calculation**

Applicant name	
Total project costs	
Total project costs minus rebates and incentives received	
Total rebate calculation for all projects	
<b>Final Rebate Request (Maximum \$500 per household)</b>	

\* Estimated annual savings can be found in your Energy Audit Report and online calculators. You MUST attach supporting documentation showing where your estimate came from.

\*\* Rebate Calculation = (Annual kWh Savings + Annual Therms Savings) x \$0.15

## Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above N/A	
3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input checked="" type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
City of Takoma Park Resident	
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

### Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.







# Green Home Certification

## *Energy Efficiency*



## What is Green Home Certification?

The Green Home Certification is a Takoma Park program to help residents learn how to save energy at home. The program helps Takoma Park meet its goals to reduce greenhouse gas emissions, and win the \$5 Million Georgetown University Energy Prize. Residents will be able to work towards new certifications each year. *Future Green Home Certification themes may include: Zero Waste, Transportation, Backyard Habitat, and more!*

There are three levels of Green Home Certification: Light Green, Medium Green, and Dark Green. Certifications checklists are not rigid. For example, if you have completed most actions from Light Green, some from Medium, and some from Dark Green, you likely will qualify for a Medium Green Certification.

## Energy Coaching:

The Takoma Park Sustainability Manager is available to:

- Review your Energy Audit report as a second opinion
- Review proposals from insulation contractors, HVAC, contractors, and other companies
- Help you identify opportunities to save energy at home
- Compare energy saving potential of improvements or equipment
- **REBATES! There are THOUSANDS of dollars available in rebates from Pepco, Washington Gas, Montgomery County, and even Takoma Park.**

Gina Mathias, Sustainability Manager

City of Takoma Park, Department of Public Works

31 Oswego Ave., Silver Spring, MD 20910

[ginam@takomaparkmd.gov](mailto:ginam@takomaparkmd.gov)

301-891-7623

**Green Home Certification is required to be eligible for City of Takoma Park rebates.**



Every household earning a Green Home Certification will receive a yard sign with the corresponding certification sticker. Those earning Dark Green Certification will also receive a sustainably grown and harvested, locally made wood plaque.



# Green Home Certification Application    Instructions:

- 1. Fill out contact information below.
- 2. Check off actions you have completed in your home. Partial submissions will be accepted. You may also update an existing application at any time to earn the next level.
- 3. Scan and email, mail, or drop off to:  
Gina Mathias, Sustainability Manager  
City of Takoma Park, Department of Public Works  
31 Oswego Ave., Silver Spring, MD 20910  
ginam@takomaparkmd.gov  
301-891-7623

Household Primary Contact Name(s)	
Property Address	
Phone Number	
Email Address	
Number of Adults and Children in home	_____Adults      _____Children
Green Certification Level Applying for	<input type="checkbox"/> Light Green <input type="checkbox"/> Medium Green <input type="checkbox"/> Dark Green
Notes:	

## Light Green Certification

The Light Green Certification requires a commitment to completing basic activities designed to get households started on going green and saving energy. To earn Light Green Certification your household must:

Name:	Single Family home	Apartments and Renters
Address:		
Complete a <u>free</u> PEPCO Quick Home Energy Checkup (including installation of recommended free improvements) -Best for apartments-	<input type="checkbox"/>	<input type="checkbox"/>
-or-	Report Attached	Report Attached
Get a Comprehensive Home Energy Audit as part of the PEPCO Home Performance with Energy Star Program. Visit <a href="https://homeenergysavings.pepco.com/home-performance-with-energy-star-program">https://homeenergysavings.pepco.com/home-performance-with-energy-star-program</a> for more details. The TKPK Sustainability Manager can coach you through the process. Typically costs \$100. -Best for single family homes-		
Activate a free MyAccount online with Pepco (for those with internet access or smart phone).	<input type="checkbox"/>	<input type="checkbox"/>
Provide annual utility data via copies of your bills (account number blacked out) or a spread-sheet of one year's usage, including gas and electric.	<input type="checkbox"/>	<input type="checkbox"/>
Replace <b>ALL</b> lightbulbs in home/unit with either CFLs or LEDs (Get up to 16 free CFLs during your Pepco Quick Home Energy Check-up, and purchase discounted bulbs from Strosnider's Hardware, Home Depot and other retailers).	# CFLs # LEDs	# CFLs # LEDs
Introduce yourself to three or more of your neighbors and encourage them to get Green Home Certified.	# Neighbors Reached	# Neighbors Reached
Set thermostat between 66 and 70 degrees F in winter (and lower when building is unoccupied) and between 74 and 78 degrees F in summer (and higher when building is unoccupied).	Temps:	Temps:
Turn off all lighting, appliances, and electronic devices when not in use. Install power strips to make it easier.	<input type="checkbox"/>	<input type="checkbox"/>
Sign up for and participate in Takoma Park's Curbside Food Waste Collection program. (may not apply to buildings with more than 12 units)	<input type="checkbox"/>	<input type="checkbox"/>
Make sure furniture, curtains, rugs, and dust are not blocking air vents or registers.	<input type="checkbox"/>	<input type="checkbox"/>
On winter days, open shades on windows that allow direct sunlight to enter to help heat your home. On summer days, close the shades to block the sun's rays to keep your home cool.	<input type="checkbox"/>	<input type="checkbox"/>

## Medium Green Certification

*The Medium Green Home Certification requires a commitment to completing not just basic activities designed to save energy, but taking additional steps to maximize efficiency.*

Name:	Single Family home	Apt. and Renters
Address:		
<b>All Light Green Requirements Met</b> – please check off boxes in Light Green section.	<input type="checkbox"/>	<input type="checkbox"/>
Get a Comprehensive Home Energy Audit as part of the PEPCO Home Performance with Energy Star Program. Visit <a href="https://homeenergysavings.pepco.com/home-performance-with-energy-star-program">https://homeenergysavings.pepco.com/home-performance-with-energy-star-program</a> for more details. The TKPK Sustainability Manager can coach you through the process. <i>Typically costs \$100.</i>	<input type="checkbox"/>	N/A
Increase or verify attic insulation to R49*. Insulate and seal basement rim joists, and address major areas of concern identified in your Comprehensive Home Energy Audit Report.	<input type="checkbox"/>	N/A
Tighten the building envelope to seal air gaps in the attic, basement, living spaces, and around doors and windows.	<input type="checkbox"/>	N/A
Block window and door drafts by using draft stoppers, heavy curtains, and window film. Ask your landlord to caulk around drafty windows and doors, or ask if you can DIY.	N/A	<input type="checkbox"/>
Replace or install faucet aerators with a target flow rate of 0.5 gallon per minute on all lavatory faucets.	<input type="checkbox"/>	<input type="checkbox"/>
Set refrigerator temperatures between 35 and 38 degrees F and freezer temperatures between 0 - 5 degrees F.  FR Temp:                      FZ Temp:	<input type="checkbox"/>	<input type="checkbox"/>
Care for your trees. Trees can reduce your energy use! Ensure proper watering, trimming, disease prevention, pest removal, and protection from damage to roots, branches, and trunk.	<input type="checkbox"/>	N/A
Use natural ventilation instead of air conditioning when possible (e.g., open windows at opposite ends of space and turn off cooling system to facilitate cross breezes).	<input type="checkbox"/>	<input type="checkbox"/>
Only run full loads in the dishwasher or washing machine.	<input type="checkbox"/>	<input type="checkbox"/>
Wash clothes on the COLD cycle. <i>New detergents work equally well with cold water.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Air dry your clothes instead of using the dryer as frequently as possible. A collapsible rack is a great option for apartments.	<input type="checkbox"/>	<input type="checkbox"/>
Regularly check for and repair all water leaks in your home.	<input type="checkbox"/>	<input type="checkbox"/>
Clean your refrigerator coils every 6 months. <i>TIP: Set a calendar reminder.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Replace your furnace filter every 3 months and Service your heating and cooling system annually. <i>*TIP: Buy 4 at a time, and set a calendar reminder so you don't forget!</i>	<input type="checkbox"/>	<input type="checkbox"/>

## Dark Green Certification

*The Dark Green Home Certification demonstrates a deep commitment to going above ordinary measures to save energy and make environmentally friendly choices at home. To earn Dark Green Certification your household must:*

Name: Address:	Single Family Homes	Multi-Family & Rental Homes
All Light Green and Medium Green Requirements Met – please check off boxes in Light Green and Medium Greens sections.	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
If replacing or upgrading windows and doors, install ENERGY STAR models. Install storm windows or window inserts on old windows if not replacing.	<input type="checkbox"/>	Not Applicable
Purchase clean, renewable energy through a competitive supplier. Refer to the Sustainability Manager for a current list of suppliers in Maryland. You can purchase offsets if your utilities are included in your rent.	<input type="checkbox"/>	<input type="checkbox"/>
Sign up for Pepco's Energy Wise Rewards program (you may need landlord permission).	<input type="checkbox"/>	<input type="checkbox"/>
Help enroll your building in a pilot project for Takoma Park's Curbside Food Waste Collection Program.	Not Applicable	<input type="checkbox"/>
Deliver energy-saving information packets to your landlord, encouraging them to make energy efficiency improvements through Pepco's Small Business program - which offers rebates and incentives. The Sustainability Manager can help you.	Not Applicable	<input type="checkbox"/>
Shade sun-exposed windows and walls by planting shade trees and shrubbery, using awnings and sunscreens, or applying window film or other treatments to reduce solar heat gain (especially on south and west facing single-pane windows).	<input type="checkbox"/>	Not Applicable
Install and use ceiling fans for air circulation. If you rent, use oscillating or box fans. Turn them off when not in the room, fans cool YOU, not the air.	<input type="checkbox"/>	<input type="checkbox"/>
Insulate all accessible hot water pipes.	<input type="checkbox"/>	Not Applicable
Install motion detectors on outdoor lighting. Renters—only if applicable.	<input type="checkbox"/>	<input type="checkbox"/>
Install low-flow showerheads, 1.5 gallons per minute (gpm).	<input type="checkbox"/>	<input type="checkbox"/>



## Dark Green Certification Continued

Name:	Single Family Homes	Multi- Family & Rental Homes
Address:		
Place cable box, modem, and wireless routers on a timer switch or power strip, to turn off while at work and while sleeping.	<input type="checkbox"/>	<input type="checkbox"/>
Replace high use non-ENERGY STAR electronics older than 10 years (television, dehumidifier, etc.) with new ENERGY STAR models.	<input type="checkbox"/>	<input type="checkbox"/>
Update outdated HVAC equipment to ENERGY STAR Certified options.	<input type="checkbox"/>	Not Applicable
Replace (or ask management to replace) refrigerators, freezers, dishwashers, water heaters, washing machines, and dryers purchased before 2000 with new ENERGY STAR labeled models.	<input type="checkbox"/>	<input type="checkbox"/>
Replace , retrofit or ask management to upgrade lighting to LEDs in and around your home or building. Payback is typically less than a year, and Pepco offers rebates in most situations.	<input type="checkbox"/>	<input type="checkbox"/>
Install on-site renewable energy systems such as photovoltaic, solar water heating, geothermal, or pellet (or corn) stove heating. If you cannot install renewable energy, consult with the Sustainability Manager for a suitable alternative for your home.	<input type="checkbox"/>	Not Applicable
Install (or verify) programmable thermostats, and program them for occupied and unoccupied times. Renters, ask your landlord, you can even get free a programmable thermostat from Pepco's Energy Wise Rewards program or a \$30 rebate from Washington Gas.	<input type="checkbox"/>	<input type="checkbox"/>

**Other Energy-Saving Actions / Substitution Requests:**