Frederick County Power Saver Retrofits
Home Application

1.	Applicant Name:	
2.	Do you own or rent? Own ☐ Rent ☐ If the Property is a rental, who is the utility account holder? Owner ☐ Tenant ☐ If the Property is a rental, who should be contacted to set up the audit and appointments? Owner ☐ Tenant ☐ Both ☐	
3.	What type of building do you live in? Single Family Home ☐ Townhouse ☐ Duplex ☐ Condo ☐ Apartment ☐	
4.	Street Address of home applying for retrofit: Is your home part of Habitat for Humanity of Frederick County MD's 7th Street Neighborhood Revitalization Initiative? Yes ☐ No ☐	Mailing Address of home applying for retrofit:
5.	Primary Daytime Phone Number: Alternative Daytime Phone Number: Email Address:	
6.	If renter, Landlord Name: Landlord Mailing Address:	Primary Daytime Landlord Phone Number: Alternative Daytime Landlord Phone Number: Landlord Email Address:
7.	Square footage of the conditioned space of the house applying for retrofits:	
STOP	*If the conditioned space of your house is <u>greater than 2,600 square feet</u>, you are <u>not eligible</u>.*	
8.	What companies provide the energy for your home? ☐ Electric: _____ ☐ Oil: _____ ☐ Gas: _____ ☐ Other (list): _____	
9.	What energy efficiency retrofits that you know of have already been performed on the home? (e.g. energy audit, air sealing, insulation, low-flow showerhead installation, etc.)	

10.	Do you have the following appliances in your house? If yes, describe where in the home it is located (be specific—e.g. interior closet, exterior shed, interior laundry room, attic, etc.). Is it vented or unvented? See "Combustion Appliances Guide" for guidance on making this determination. In order to be eligible for participation, all combustion appliances located within your home must be vented to the outside, except for a gas or propane range.
	a. All electric house; no gas, oil, kerosene, propane, wood, or coal appliances — No ☐ Yes ☐
	b. Gas or propane range — No ☐ Yes ☐ If yes, location: *(Only combustion appliance not requiring ventilation)*
	c. Gas or propane dryer — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐ If you have an electric dryer, does it vent outside the home? No ☐ Yes ☐
	d. Gas, propane, or oil water heater — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐
	e. Gas, propane, or oil furnace — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐
	f. Wall-mounted or floor gas, kerosene, or propane space heater — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐
	g. Gas or propane fireplace or logs — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐
	h. Wood burning fireplace — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐
	i. Gas, wood, or coal stove — No ☐ Yes ☐ If yes, location: If yes, Vented ☐ Unvented ☐
	j. Other combustion appliance — No ☐ Yes ☐ If yes, appliance type: If yes, location: If yes, Vented ☐ Unvented ☐
STOP	*If your home contains an <u>unvented combustion appliance</u>* (other than a gas or propane range)*, you are <u>not eligible</u>.*
11.	Does your home have central air conditioning? Yes ☐ No ☐
12.	Does this house have knob & tube wiring? Yes ☐ No ☐ Not sure ☐
13.	Are there any exposed electrical wires in the house? Yes ☐ No ☐
14.	Is the house currently in normal living condition with all electrical and mechanical units connected and working? Yes ☐ No ☐
15.	Are there any holes in any wall of your house where you can see inside the wall or through to the outside? Yes ☐ No ☐

16.	Are there any holes in any floor or ceiling larger than fist size? Yes ☐ No ☐
17.	Is there mold or mildew in your house (not including a little in the bathtub or shower) or is there any other sign of moisture damage, such as a roof leak, in the heated space? Yes ☐ No ☐
18.	Are there any sewer gas smells that might be coming from plumbing inside your house? Yes ☐ No ☐
19.	Can you clear the attic enough for the work to be performed? (If there are boards and personal possessions on top of insulation, the attic cannot be sealed or insulated). Yes ☐ No ☐
20.	Does your attic have an access point? Yes ☐ No ☐ No attic in home ☐
21.	Does your basement and/or crawlspace have an access point? Yes ☐ No ☐ No basement or crawlspace in home ☐
22.	Are you willing to give the program access to your audit report results, blower door test results, combustion testing results, and duct testing results? Yes ☐ No ☐
23.	How did you hear about Power Saver Retrofits? ☐ Friend or Colleague ☐ OSER Tabling or Outreach Event ☐ Powerware Party or OSER presentation ☐ OSER Website ☐ OSER Newsletter ☐ Green Ambassador ☐ Habitat's Neighborhood Revitalization Initiative ☐ Social Media (Facebook, Twitter, etc.) ☐ Direct Mailing ☐ TV ☐ Printed Advertisement ☐ Other (specify) _____

Application Information:

To receive full and timely consideration, please answer all questions completely. Incomplete applications will not be entered into the program. All submitted forms will be reviewed for completeness and eligibility. Qualified applicants will be awarded a space in the program on a first come first served basis.

Completed Application Packet Contains:

1. Power Saver Retrofits Home Application (this form)
2. Homeowner Agreement ***OR*** Landlord - Tenant Agreement
3. Customer Consent to Obtain Household Energy Information Form
4. Green Homes Challenge Registration (if not yet registered, complete at http://www.cvent.com/Surveys/Welcome.aspx?s=306a4eb3-7109-4f11-9da0-f3e15eb24e51)
5. A copy of your Energy Audit Report (if you already had an energy audit done)
6. Habitat for Humanity of Frederick County MD's A Brush with Kindness Application Form (if you are a Downtown Frederick 7th Street resident interested in a partial subsidy of the $400 homeowner contribution)

Reference Materials:
Use the "Combustion Appliances Guide" available with the hard copy Application Packet or online at *www.FrederickCountyMD.gov/GreenHomes* to determine whether your combustion appliances are vented or unvented.

All Application Packet components are available online at *www.FrederickCountyMD.gov/GreenHomes*. Paper copies are also available at the Frederick County Office of Sustainability and Environmental Resources located at 30 North Market Street, Frederick, MD 21701. Hours of operation are 8:00 a.m. – 4:00 p.m. Monday through Friday.

How to Submit your Application:
Applicants must fill out ALL applicable forms completely and turn them in either by mail, in person, or electronically. To submit via email, forms must be signed and scanned in. Electronic forms without signatures will be deemed incomplete. Applications will be accepted until all funds have been committed or the grant period ends, whichever comes first.

Via mail or in person:
Nicole Robinson
Office of Sustainability and Environmental Resources
30 North Market Street
Frederick, MD 21701
Hours of Operation: 8:00 a.m. – 4:00 p.m. Monday – Friday

Via email:
NRobinson@FrederickCountyMD.gov

Questions?
Visit www.FrederickCountyMD.gov/GreenHomes, call 301.600.1306, or email NRobinson@FrederickCountyMD.gov.

Frederick County Power Saver Retrofits
Landlord – Tenant Agreement and Release of Liability

(1) I, _____, certify that I am the
Landlord Name (please print)

_____ Owner of _____ Authorized Agent (herein referred to as " the Owner") for

the property located at _____
Residence Physical Address Zip

(herein referred to as " the Property." The Property is presently rented to the following

primary Tenant(s):_____ for

$ _____ rent per ____ month ____ year. The Tenant moved into the Property in _____ month _____ year, and the current lease expires in _____ month _____ year

The number of rental dwelling units in the Property's structure is _____.

Utilities at this address are paid by _____Owner or _____Tenant.

(2) Owner and Tenant hereby agree to participate, if selected, in Frederick County's Power Saver Retrofits (PSR) Program coordinated by the Frederick County Office of Sustainability and Environmental Resources (OSER). Owner and Tenant understand that if selected as a participant in PSR, Owner will purchase between October 2012 and May 2013 one or more of the following energy retrofit services and that these services will be performed by a professional private contractor trained in these specific services and selected by OSER to serve as a PSR Contractor:

1. Home energy audit
2. Combustion testing
3. Duct testing
4. Low-flow aerator and low-flow showerhead installation
5. Light bulb replacement
6. Programmable thermostat installation
7. Carbon monoxide detector installation
8. Hot water heater wrap installation
9. Hot water pipe insulation
10. Attic air sealing and insulation
11. Attic access weather-stripping and insulation
12. Basement/crawlspace air sealing and insulation
13. Basement/crawlspace access weather-stripping and insulation
14. Caulking/weather-stripping of windows and doors
15. Duct sealing and insulation

(3) Owner and Tenant agree that, if their Property is selected for Program participation, a private contractor who is part of PSR will visit the Property to perform an energy audit, perform combustion appliance safety testing, and/or determine the exact scope of services from the above list. Owner and Tenant understand that the PSR Contractor will determine the retrofits recommended and cost of recommended projects based on the Property's

size and characteristics. Owner and Tenant understand that OSER and Owner will both approve the PSR Contractor's proposed project list and project costs before the work is undertaken. Owner and Tenant understand that OSER will assess the completed work before payment is made to the PSR Contractor. Owner and Tenant understand that Owner or Tenant must be available at the Property when the PSR Contractor comes to do the audit and retrofit work (2-5 visits).

(4) If selected as a participant in PSR, Owner agrees to pay the private contractor the first $400 for these services, and Owner understands that OSER will pay up to the next $1,600. Owner and Tenant understand that the Owner is required to pay the home energy audit fee directly to the PSR Contractor at the time of the audit. Owner and Tenant understand that payment for the audit is considered part of the $400 homeowner contribution. Owner and Tenant understand that any work completed using the $1,600 in grant funds must be from the eligible projects list and any work completed using the $400 homeowner contribution must be related to energy efficiency, and Owner and Tenant understand that any work completed beyond this $2,000 will be paid for by the Owner and negotiated independently with the PSR Contractor. Owner and Tenant understand that Owner will contract for these services directly with the PSR Contractor and that OSER is only acting as the administrator. If a home energy audit and/or combustion appliance safety testing is performed by the PSR Contractor, Owner agrees to submit payment for the audit and initial combustion appliance testing directly to the PSR Contractor upon completion of the home energy audit and combustion appliance testing. Owner understands that payment for the audit and combustion appliance testing is considered part of the $400 homeowner contribution. Upon completion of the contracted work, Owner will submit required payment directly to the PSR Contractor. Owner and Tenant understand that the Owner's payment and OSER's payment will go toward labor expenses and that therefore the Owner will not be entitled to a federal energy tax credit for this expense.

(5) Owner and Tenant agree that the PSR Contractor or OSER may determine that this work cannot be performed, due to the Property's construction or for other reasons. Reasons for not being able to perform this work include (but are not limited to) the presence of hazardous conditions such as mold or unsafe electrical wiring, significant structural problems, failure of combustion appliance safety testing, presence of unvented combustion appliances in the living space, or inability to access work spaces. Owner and Tenant further understand that the private contractor may measure the square footage of the Property, and that if the conditioned space of the unit is greater than 2,600 square feet, then the Property will not qualify for PSR. Owner and Tenant understand that the Owner must pay the home energy audit fee and/or combustion appliance testing fee upon completion of the audit and/or combustion appliance testing, regardless of whether any additional eligible projects will be completed through PSR.

(6) Owner and Tenant agree that, if selected as a participant, Owner or Tenant shall remove or set aside stored items in the Property's attic or basement so that the PSR Contractor can perform air sealing and insulation. The space shall be cleared prior to the energy audit.

(7) Owner and Tenant understand that OSER may conduct a walk-through on the above services once they are completed by the PSR Contractor. Owner and Tenant understand that in order for project costs to be subsidized up to $1,600 by OSER, Owner or Tenant must schedule a walk-through with OSER within one week of retrofit completion and allow an OSER representative to complete the walk-through within two weeks of retrofit completion.

(8) If selected as a participant, Owner and Tenant consent to sharing of their energy audit report results, combustion testing results, duct testing results, blower door testing results, utility and energy supplier information, and proposed project plans by the PSR Contractor with OSER and the Maryland Department of Housing and Community Development. Owner and Tenant agree to respond to a post-retrofit survey regarding their experience.

(9) If the Property is located on 7th Street between Bentz Street and East Street, Owner and Tenant understand that OSER has partnered with Habitat for Humanity of Frederick County, MD (Habitat) on their 7th Street Neighborhood Revitalization Initiative and that OSER and Habitat may share information about the Property and its status in their respective programs. Owner understands if the Property is located on 7th Street between Bentz Street and East Street, Owner can apply to receive a need-based partial homeowner contribution subsidy by completing Habitat's A Brush with Kindness application.

(10) Owner and Tenant understand that the Property must be located in Frederick County, Maryland in order to be eligible for PSR. Owner and Tenant understand that the Tenant must register for the Green Homes Challenge and work toward Power Saver Certification in order to be eligible for PSR.

(11) Owner understands that he/she may participate in PSR with up to two rental properties and his/her own dwelling unit. Only at the time that work has been completed on these three properties may the Owner apply for participation with additional units, if funds are still available.

(12) Owner and Tenant understand that their participation in PSR is contingent upon the maintenance of grant funding for PSR by the Maryland Department of Housing and Community Development and on Frederick County's ability to secure contracts with qualified vendors for performance of the PSR work.

(13) Owner and Tenant understand that the retrofit funding amount may or may not be considered taxable income. Consult your tax advisor for additional guidance.

(14) By their signatures, Owner and Tenant state that they are both 18 years of age or older. Owner and Tenant recognize that Frederick County, OSER, and their staff and agents have not undertaken any duty or responsibility for Owners' or Tenants' safety or any duty, responsibility, or warranty with regard to the services provided as part of this Agreement. Owner and Tenant hereby release and covenant not to sue or make any claims of any type against Frederick County, OSER and/or their directors, officers, employees, volunteers, and/or other agents arising out of or related in any way (either in whole or in part) to participation in PSR. The PSR Contractor is an independent contractor and is not an agent or employee of Frederick County or OSER for the purposes of this agreement.

(15) Owner and Tenant warrant that they are not relying on any oral representations, statements, or inducement apart from the statements made on this form.

<u>Owner</u> hereby affirms that he/she has read this entire Application and Agreement, fully understands it, is aware that it has legal implications, including but not limited to, a release of liability, and agrees to be legally bound by it. Owner further affirms that he/she holds actual legal title to the subject property and/or has the actual legal authority to bind all other individuals or corporations who may hold actual legal title to the subject property.

Signature of Owner:_____ Date:_____

Full Printed Name of Owner Signing:_____

Full printed name(s) of all co-Owners:_____

_____

Owner Mailing Address:_____Zip:_____

Primary Daytime Owner Phone: _____Alternative Daytime Owner Phone:_____

Owner Email: _____

Witness signature: _____Date: _____

Witness printed name: _____

<u>Tenant</u> hereby affirms that he/she has read this entire Application and Agreement, fully understands it, is aware that it has legal implications, including but not limited to, a release of liability, and agrees to be legally bound by it. Tenant further affirms that he/she is the actual tenant or lessee of the subject property and/or has the actual legal authority to bind all other individuals or corporations who also may be the tenants or lessees of the subject property.

Signature of Tenant:_____Date:_____

Full Printed Name of Tenant Signing:_____

Full printed name(s) of all co-Tenants:_____
_____

Tenant Mailing Address:_____Zip:_____

Primary Daytime Tenant Phone: _____Alternative Daytime Tenant Phone:_____

Tenant Email: _____

Witness signature: _____Date: _____

Witness printed name: _____

In the case of multiple Tenants, please have all Tenants sign:

<u>Tenant</u> hereby affirms that he/she has read this entire Application and Agreement, fully understands it, is aware that it has legal implications, including but not limited to, a release of liability, and agrees to be legally bound by it. Tenant further affirms that he/she is the actual tenant or lessee of the subject property and/or has the actual legal authority to bind all other individuals or corporations who may also be the tenants or lessees of the subject property.

Signature of Tenant:_____Date:_____

Full Printed Name of Tenant Signing:_____

Full printed name(s) of all co-Tenants:_____
_____

Tenant Mailing Address:_____Zip:_____

Primary Daytime Tenant Phone: _____Alternative Daytime Tenant Phone:_____

Tenant Email: _____

Witness signature: _____Date: _____

Witness printed name: _____

<u>Tenant</u> hereby affirms that he/she has read this entire Application and Agreement, fully understands it, is aware that it has legal implications, including but not limited to, a release of liability, and agrees to be legally bound by it. Tenant further affirms that he/she is the actual tenant or lessee of the subject property and/or has the actual legal authority to bind all other individuals or corporations who may also be the tenants or lessees of the subject property.

Signature of Tenant:_____Date:_____

Full Printed Name of Tenant Signing:_____

Full printed name(s) of all co-Tenants:_____

_____

Tenant Mailing Address:_____Zip:_____

Primary Daytime Tenant Phone: _____Alternative Daytime Tenant Phone:_____

Tenant Email: _____

Witness signature: _____Date: _____

Witness printed name: _____

<u>Tenant</u> hereby affirms that he/she has read this entire Application and Agreement, fully understands it, is aware that it has legal implications, including but not limited to, a release of liability, and agrees to be legally bound by it. Tenant further affirms that he/she is the actual tenant or lessee of the subject property and/or has the actual legal authority to bind all other individuals or corporations who may also be the tenants or lessees of the subject property.

Signature of Tenant:_____Date:_____

Full Printed Name of Tenant Signing:_____

Full printed name(s) of all co-Tenants:_____

_____

Tenant Mailing Address:_____Zip:_____

Primary Daytime Tenant Phone: _____Alternative Daytime Tenant Phone:_____

Tenant Email: _____

Witness signature: _____Date: _____

Witness printed name: _____

Frederick County Power Saver Retrofits

Customer Consent to Obtain Household Energy Information

The Maryland Department of Housing and Community Development (DHCD) works with partners to finance housing opportunities and revitalize great places for Maryland citizens to live, work, and prosper. As part of this mission, DHCD has a number of programs, such as Frederick County Office of Sustainability and Environmental Resources' (OSER) Power Saver Retrofits, which are geared towards making Maryland homes and businesses more comfortable, efficient, and affordable through energy saving measures.

WHY WE NEED A RELEASE – For our energy efficiency programs to be successful, DHCD and OSER will need to compare energy usage before and after the efficiency improvements. To understand how effective these measures are in reducing your energy bills, we will need access to actual energy usage data for your home, as well as data on energy saving measures installed in your home. This data will allow us to more accurately personalize energy savings estimates for home energy improvements provided by participating contractors, ensure that installed measures are delivering the expected energy savings, and allow us to provide feedback to you on energy reductions. This data will also be used by the U.S. Department of Energy's (DOE) and our own program research staff for program evaluation purposes. We take the security and privacy of your information very seriously. We will never sell, rent, or otherwise release personal data to outside parties.

Utility and Energy Supplier Information

Electric Utility: _____ **Account #:** _____

Fuel Supplier: _____ ☐ **Oil** ☐ **Gas** ☐ **Propane** **Account #:** _____

Fuel Supplier: _____ ☐ **Oil** ☐ **Gas** ☐ **Propane** **Account #:** _____

Utility and Energy Supplier and Program Information Release

ENERGY USAGE INFORMATION RELEASE – As the account holder, I hereby authorize and give permission to the utilities and fuel or energy suppliers named above to release account and energy usage information (including my name, address, account number, and usage or consumption information) to DHCD and OSER, for confidential use in connection with calculating energy savings estimates and evaluating the program effectiveness. This permission is given for the monthly and total amount of energy used by my household.

PROGRAM DATA RELEASE – As a participant in a DHCD and OSER program, I hereby authorize DHCD and OSER to access my program data and release it to DOE for confidential use in connection with calculating energy savings estimates and evaluating the effectiveness of its program.

RELEASE PERIOD – This authorization covers the period starting 24 months before the date below and ending 24 months after the date below. I may revoke this authorization by written notice to Community Development Administration, Maryland DHCD, 100 Community Place, Crownsville, MD 21032 and Office of Sustainability and Environmental Resources, 30 North Market Street, Frederick, MD 21701.

CONSENT – I understand and agree that my account information (including my name, address, account number, and usage or consumption information) will be provided to DHCD and OSER by the above-named utilities and fuel or energy suppliers for the sole and limited purpose of evaluating energy conservation measures. DHCD, OSER, and DOE will protect the confidentiality of this information the same as it does for their own customer or any other confidential information. By signing this release, I authorize the above-named utilities and fuel or energy suppliers to release my customer account information to DHCD and OSER and for DHCD to release this information to DOE. An electronic copy of this authorization may be accepted with the same authority as the original.

Signature: _____ **Date:** _____

Printed Name: _____

Mailing Address: _____

Utility Service Address (if different): _____