



# SMARTBUILDINGS PROGRAM GRANTS & GREEN FUND LOANS APPLICATIONS PACKAGE

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Thank you for your interest in the SmartBuildings Detroit Program – available energy program grants and the Green Fund revolving loan fund.

Included in this application package is information about the program and your application.

1. Overview description
2. FAQ
3. Program Area Map
4. Application for a SmartBuildings Program Grant
5. Green Fund Loan Guidelines

## Overview

The Economic Development Corporation of the City of Detroit (EDC) is now accepting applications for grants from its \$1.9 million SmartBuildings Detroit Program, and loans from its \$1 million revolving loan Green Fund, for energy efficiency improvements in privately owned buildings in the Woodward corridor. Building owners may apply for grants and loans totaling up to \$100,000 for eligible energy-saving projects.

Applicants will be required to leverage grant funds 3:1 at a minimum, with money from other sources and Green Fund loans limited to 40% of total eligible project costs. In general, any improvements identified in an energy assessment for the building are eligible. These might include:

**Building Enclosures** Insulation and weatherization, glass replacement.

**Building Systems** Interior and exterior lighting and electrical, HVAC, low flow water/plumbing.

**Alternative Energy Generation** Solar panels, geothermal, wind, & water systems

The program area is generally bounded by the Detroit River on the south, the Lodge Freeway (M-10) on the west, Seward on the north and the Walter Chrysler Freeway (I-75) including the Eastern Market area - on the east.

The program is encouraging businesses to invest in energy saving updates to their properties by offering a combination of grants and loans to eligible businesses. These incentives and financial commitments from owners will pay off in energy savings and reduced operating costs.

The Economic Development Corporation of the City of Detroit is managing the SmartBuildings Detroit program. The Detroit Economic Growth Corporation (DEGC) acts as staff for the EDC.

## Background

The Economic Development Corporation of the City of Detroit (EDC) is implementing the SmartBuildings Detroit Program using a \$10 million U.S. Department of Energy grant to encourage the installation of energy saving improvements for commercial, institutional and public buildings in downtown Detroit to optimize the performance of city real estate. The program leverages other incentives and energy optimization programs available to commercial property owners. SmartBuildings Detroit is part of the statewide BetterBuildings for Michigan Program.

Of the total SmartBuildings Detroit Program funds, approximately \$6.1 million are allocated to help fund energy conservation improvements to the Coleman A. Young Municipal Center, Cobo Regional Convention Center, as well as other Woodward Corridor buildings such as the Detroit Institute of Art, Wayne State University structures, the Detroit Historical Museum, Henry Ford Health System, and Detroit Receiving Hospital. Funding of \$2.9 million is set aside for private owners of commercial properties including industrial facilities, warehouses and large residential buildings.

BetterBuildings for Michigan uses a community approach to deliver energy efficiency improvements for homes and businesses by providing access to incentives and affordable loans. The program is supported by the American Recovery and Reinvestment Act (ARRA) and developed by the Michigan Department of Energy, Labor and Economic Growth (DELEG); Michigan Saves; the City of Grand Rapids; the Economic Development Corporation of the City of Detroit; and the Southeast Michigan Regional Energy Office.

Detroit Economic Growth Corporation is a non-profit organization that serves as the lead implementing agency for business retention, attraction and economic development initiatives in the city of Detroit. DEGC is led by a 60-member board comprised of business, civic, labor and community leaders. Its 35 professionals provide staff services for key public authorities that offer tax credits and other forms of financing for projects that bring new jobs or economic activity to the city. Among them: the Downtown Development Authority (DDA), Detroit Brownfield Redevelopment Authority (DBRA), Economic Development Corporation (EDC), Neighborhood Development Corporation (NDC), Local Development Finance Authority (LDFA), and Tax Increment Finance Authority (TIFA). The DEGC also provides planning, project management and other services under contract to the City of Detroit.

### **Application Process**

Completed applications with all requested supporting documentation should be submitted to the EDC for review and processing. An appointment will be scheduled with each applicant to review all information and discuss the scope of the project. Individual projects are approved by the EDC board of directors. Upon approval, a funding agreement is entered into between the EDC and participant. Project information on the building and energy improvements installed will be collected and reported to the US Department of Energy.

Program information is also available at the DEGC web site: [DEGC.org](http://DEGC.org).



# APPLICATION FOR FUNDING: COMMERCIAL BUILDING

The Economic Development Corporation of the City of Detroit (EDC) has received a grant from the US Department of Energy (US DOE) that provides incentives for the installation of energy efficiency improvements for institutional, public and commercial buildings under the SmartBuildings Detroit Program established as part of the statewide BetterBuildings for Michigan Program. Program participants may receive funding for eligible energy improvements at a 3:1 ratio. For example, a \$60,000 energy improvement project would be eligible for a \$15,000 incentive. Please read the application carefully. Submit information separately for each building. Should you have any questions, please call the SmartBuildings Detroit Program at: 313 963 2940.

<b>Applicant Information</b>	Name:	Phone:
	Mailing Address	Fax:
	Project Address:	Email:
	Name of Business:	
	Federal Tax Identification #:	

<b>Owner Information</b>	Does the applicant own the property: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If not, please provide the owner's name:	Owner's phone:
	Owner's Address:	

<b>Proposed Energy Improvements</b>	<b>Building Enclosure:</b> <input type="checkbox"/> Insulation <input type="checkbox"/> Glazing treatments <input type="checkbox"/> Replacement of windows and doors <input type="checkbox"/> Weatherstripping <input type="checkbox"/> Insulated roof <input type="checkbox"/> Other (please explain) <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	<b>Alternative Energy Generation:</b> <input type="checkbox"/> Solar panels <input type="checkbox"/> Geothermal <input type="checkbox"/> Wind <input type="checkbox"/> Water <input type="checkbox"/> Other (please explain) <hr/> <hr/> <hr/>
		<b>Building Systems:</b> <input type="checkbox"/> Thermal Load Reduction <input type="checkbox"/> HVAC <input type="checkbox"/> Interior lighting & electrical <input type="checkbox"/> Exterior Lighting & electrical <input type="checkbox"/> Humidification <input type="checkbox"/> Low flow water/plumbing <input type="checkbox"/> Other (please explain) <hr/> <hr/> <hr/>
	Describe any additional proposed energy improvements to building. Include any cost estimates you may have for proposed work. <i>(Attach additional sheets if necessary as Exhibit A)</i> <hr/> <hr/> <hr/>	

<b>Project Information</b>	The US DOE grant requires benchmark data on energy usage. Please provide energy consumption information in sufficient detail to measure the impact of the energy improvement project such as utility bills for the past 12 months. Utility usage will also be required for up to 36 months after the improvements are completed. <i>(Attach information as Exhibit B.)</i>
	How do you plan to finance the non US DOE funded energy improvements? <i>(Attach information as Exhibit C.)</i>  Do you need additional financing from the Green Fund loan if eligible? _____

<b>Building Information</b>  <i>(Attach information and identify each building participating in the Program)</i>	<p>According to the Description of Commercial Buildings Energy Consumption Survey (CBECS) buildings are classified according to principal use, i.e., what best describes the type of activity occupying the most floor space of the building:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>OFFICE</b> Administration, professional, bank or financial institution, government offices, sales, call center, contractor, non-profit or social services, etc.</li> <li><input type="checkbox"/> <b>EDUCATION</b> Buildings used for academic or technical classroom instruction, etc.</li> <li><input type="checkbox"/> <b>PUBLIC ASSEMBLY</b> Exhibition hall, library, recreation, transportation terminal, convention or community center, etc.</li> <li><input type="checkbox"/> <b>PUBLIC ORDER AND SAFETY</b> Police and fire stations, courthouse, jail, etc</li> <li><input type="checkbox"/> <b>FOOD SALES</b> Buildings used for retail or wholesale of food such as grocery store</li> <li><input type="checkbox"/> <b>FOOD SERVICE</b> Buildings used for preparation and sale of food and beverages for consumption such as a restaurant or cafeteria</li> <li><input type="checkbox"/> <b>HEALTH CARE (Inpatient)</b> Buildings used as diagnostic and treatment facilities for inpatient care such as a hospital or inpatient rehabilitation facility</li> <li><input type="checkbox"/> <b>HEALTH CARE (Outpatient)</b> Buildings used as diagnostic and treatment facilities for care such as medical offices, clinics, rehabilitation or veterinarian facilities</li> <li><input type="checkbox"/> <b>LODGING</b> Buildings used as a dormitory, fraternity, or sorority, nursing or assisted living or other residential care, retirement home, hotel, motel, or other shelter</li> <li><input type="checkbox"/> <b>MERCANTILE (Retail)</b> Buildings used for the sale and display of goods other than food, such as retail stores, studios &amp; galleries, rental centers, dealerships, and showrooms, etc.</li> <li><input type="checkbox"/> <b>MERCANTILE (Enclosed malls)</b> Buildings such as a strip shopping center or enclosed mall</li> <li><input type="checkbox"/> <b>SERVICE</b> Buildings used for service other than food or retail sales, such as vehicle storage, service and repair, postal center, car wash, photo processing, gas station, dry cleaner, copy center, salons, etc.</li> <li><input type="checkbox"/> <b>WAREHOUSE AND STORAGE</b> Buildings used to store goods and manufactured products, including refrigerated and non-refrigerated space, distribution or shipping center, etc.</li> <li><input type="checkbox"/> <b>OTHER</b> Buildings such as a Laboratory, data center, telephone switching, industrial use with some retail space, crematorium, etc.</li> </ul>
	<p>What year was the building constructed? _____</p> <p>Does the building have a historic designation? <i>(Circle one)</i> YES NO</p> <p>Is the building Energy Star rated or LEED certified? _____</p> <p>What is the total square footage of the building? _____</p> <p>How many stories is the building? _____</p> <p>What % of the building is occupied? _____</p> <p>What % is common area? _____</p> <p>What is the primary heating fuel for the building? _____</p> <p>Has an energy audit been completed for the building? YES NO If so, when? _____</p> <p>Name of firm that completed the energy audit _____</p> <p>What source or method was used for predicting energy savings for the proposed energy improvements? _____</p> <p>How did you hear about the Smart Buildings Detroit Program? <i>(Circle most appropriate response)</i>  DEGC Website                      Workshop/Outreach                      Mailing                      Other <i>(Please Explain)</i>  _____</p> <p>What is your primary reason for participating in the Smart Buildings Program? <i>(Circle most appropriate response)</i>  Comfort                      Savings                      Environment                      Community                      Other <i>(Please Explain)</i>  _____</p>

## Statement of Understanding

**By signing below, the applicant/property owner acknowledges and agrees to the following:**

1. I (we) understand that submission of an application does not guarantee funding under the SmartBuildings Detroit Program.
2. I (we) certify that all the information provided is true and accurate to the best of my/our knowledge, and if approved, work will be completed by June 2, 2013.
3. I (we) agree that the incentive will be used for energy efficiency improvements for the following buildings (attach additional sheets for the buildings identified in the **Building Information** section above :  

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4. I (we) understand that the incentive will be provided at the completion of the energy improvement project construction after paid invoices and supporting documentation have been submitted to EDC.
5. I (we) understand that the US DOE incentive requires compliance with Buy American provisions of the American Recovery and Reinvestment Act of 2009 (ARRA) for the project.
6. I (we) understand that the project being undertaken must comply with all provisions of the Davis Bacon Act.
7. I (we) understand that the energy usage and energy savings realized from the energy improvement project will be reported to the EDC for a period of up to three years after completion of the work and submitted in a form to be provided by the EDC. This data will be provided to the US DOE to evaluate the success of the program.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

## Photography Agreement

I hereby authorize the Program staff to retain any photographs to be used in any printed material or other materials or media in connection with the released images used during and for the SmartBuildings Detroit Program. Additionally, I understand that by applying I have agreed to the foregoing rights regarding use of all obtained images in any and all media and methods of distribution now or hereafter known, including but not limited to film, print, video, computer, Internet, and digital reproduction and distribution, for illustration, art, promotion, advertising, trade, sales, or any other purpose whatsoever to promote the City of Detroit.

\_\_\_\_\_  
Signature of Applicant(s)

\_\_\_\_\_  
Date

## Additional Instructions

**Please attach the following items with the completed application:**

1. Color photograph of each building participating in the Program
2. Completed W-9 form by the entity applying for and receiving incentive
3. Exhibit A: Cost estimates for energy improvements  
Exhibit B: Energy consumption data documenting energy consumption for each building such as utility bills for the past 12 months  
Exhibit C: Verification of ability to finance the energy improvement project  
Exhibit D: A copy of energy audit (if previously completed) with contractor identification

**Note:**

**For Property Owners or Applicants with more than one property:**

A separate Application for Funding must be filled out for each property.

**Return Completed Application for Funding to:**

Scott Veldhuis  
Project Manager  
SmartBuildings Detroit Program

Economic Development Corporation of the City of Detroit  
500 Griswold, Suite 2200  
Detroit, MI 48226

Tel: 313 237 4601  
Fax: 313 963 8839



*BetterBuildings for Michigan uses a community approach to deliver energy efficiency improvements for homes and businesses by providing access to incentives and affordable loans. The program is supported by the American Recovery and Reinvestment Act (ARRA) and developed by the Michigan Department of Energy, Labor & Economic Growth (DELEG); Michigan Saves; the City of Grand Rapids; the Economic Development Corporation of the City of Detroit; and the Southeast Michigan Regional Energy Office.*



**SMART  
BUILDINGS  
DETROIT**

ENERGY SAVINGS  
FOR YOUR  
COMMERCIAL BUILDING

# SMARTBUILDINGS DETROIT GREEN FUND

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The SmartBuildings Detroit Program (Program) is funded by a grant from the US Department of Energy and administered by the Economic Development Corporation of the City of Detroit (EDC) in connection with the BetterBuildings for Michigan program. As part of the Program, a \$1 million Green Fund has been established to assist commercial property owners with the installation of eligible energy efficiency improvements within the Program Area. Applicants for loans from the Green Fund will be evaluated by the EDC based upon the proposed borrower's ability to repay, the potential impact of the proposed project on Detroit's economy, and the energy savings realized by the individual project.

The Green Fund may be used for up to 40% of the costs of an eligible project, to a maximum of \$100,000. The borrower must have a minimum 10% equity contribution to the project. The remaining 50% can be senior debt or borrower's equity. The borrower may be required to pledge certain assets not connected with the project and/or personal assets.

## **INTEREST RATE AND TERMS**

Interest rate and loan terms to be negotiated on a case-by-case basis. For more details on the terms see the financial assistance section of the Detroit Economic Growth Corporation's web site: [DEGC.org](http://DEGC.org).

## **FEES**

A processing fee of 1% of the loan amount shall be required of the applicant. The borrower shall also reimburse the EDC for all out-of-pocket expenses, including but not limited to, legal costs, recording fees and filing fees.

## **INFORMATION**

For more information, and to receive a loan application, contact:

Scott Veldhuis  
SMARTBUILDINGS DETROIT PROGRAM  
Economic Development Corporation of the City of Detroit  
500 Griswold, Suite 2200  
Detroit, MI 48226  
313.963.2940



*BetterBuildings for Michigan uses a community approach to deliver energy efficiency improvements for homes and businesses by providing access to incentives and affordable loans. The program is supported by the American Recovery and Reinvestment Act (ARRA) and developed by the Michigan Department of Energy, Labor & Economic Growth (DELEG); Michigan Saves; the City of Grand Rapids; the Economic Development Corporation of the City of Detroit; and the Southeast Michigan Regional Energy Office.*



# PROGRAM AREA MAP



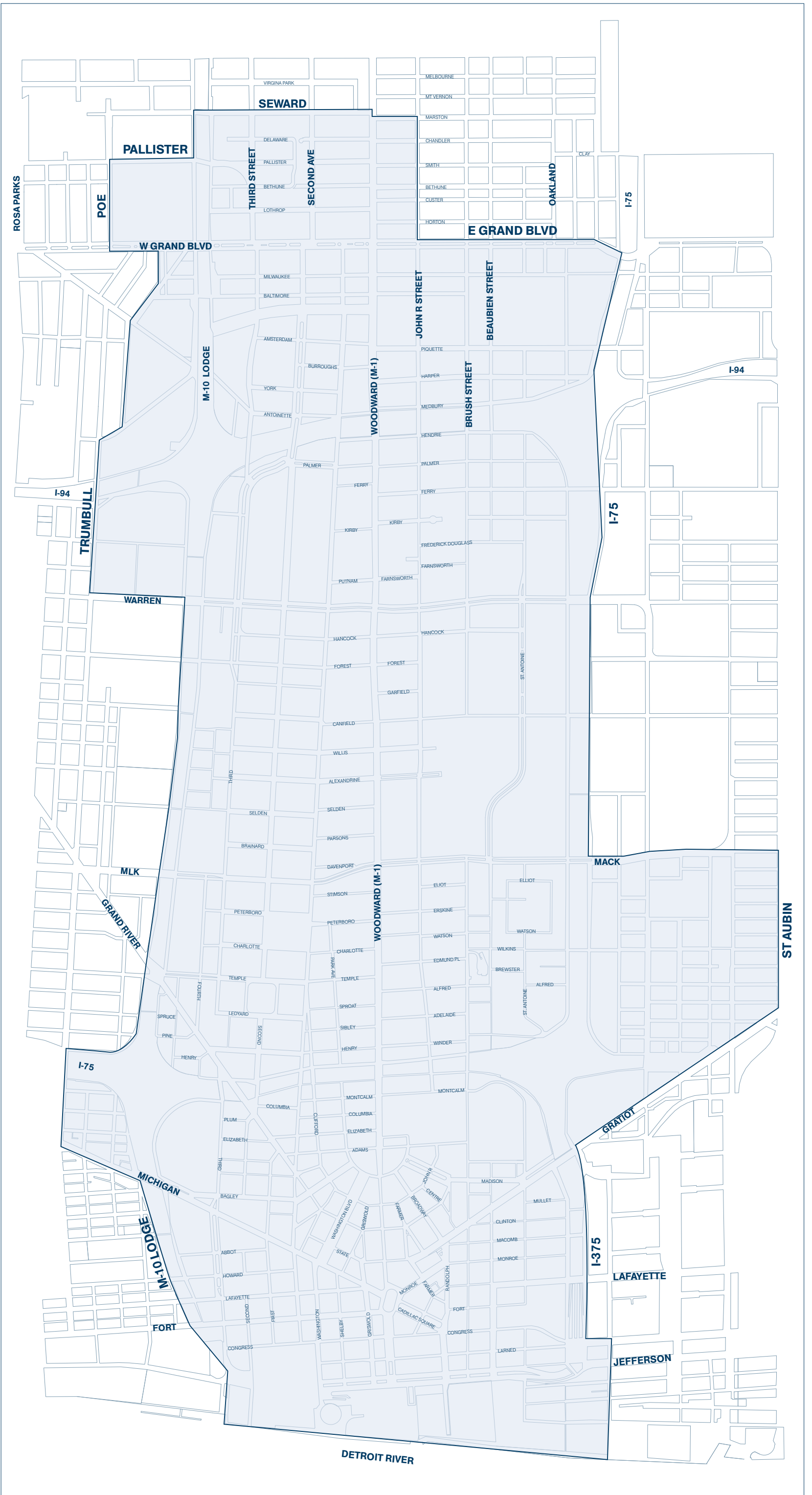
## SMART BUILDINGS DETROIT

ENERGY SAVINGS FOR YOUR COMMERCIAL BUILDING

for more info:  
313 963 2940



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**SMART  
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DETROIT**

ENERGY SAVINGS  
FOR YOUR  
COMMERCIAL BUILDING

# FREQUENTLY ASKED QUESTIONS

SMARTBUILDINGS DETROIT GRANT FUNDS  
GREEN FUND REVOLVING LOAN FUND

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## **WHAT IS THE SMARTBUILDINGS DETROIT PROGRAM AND HOW IS IT FUNDED?**

The Economic Development Corporation of the City of Detroit (EDC) is implementing the SmartBuildings Detroit program using a \$10 Million US Department of Energy grant to encourage the installation of energy efficiency improvements for commercial, institutional and public buildings in downtown Detroit to optimize the performance of city real estate. The Program leverages other incentives and energy optimization programs available to commercial property owners. The SmartBuildings Detroit Program is part of the statewide BetterBuildings for Michigan Program.

## **WHAT IS THE GOAL OF THE PROGRAM?**

The Program will help demonstrate how energy efficiency improvements can help make a wide range of older commercial properties economically viable.

## **IS THERE A SPECIFIC PROGRAM AREA?**

Yes. The Program Area is generally bounded by the Detroit River on the south, the Lodge Freeway (M-10) on the west, Seward on the north and the Walter Chrysler Freeway (I-75) including the Eastern Market area on the east. Please see map for specific Program area.

## **HOW IS THE MONEY BEING SPENT?**

\$2.9 million has been allocated for direct assistance to owners of buildings in the program area to make energy efficiency improvements. About \$6.1 million has been allocated for energy saving work on key public buildings, such as the Coleman A. Young Municipal Center and the Cobo Convention Center, as well as other downtown institutions such as Wayne State University and the Detroit Medical Center.

## **WHAT FINANCIAL ASSISTANCE IS AVAILABLE UNDER THE PROGRAM?**

Two forms of assistance are available: loans and grants. They may be used separately or together.

1. The SmartBuildings grant is an incentive that can leverage other private and public sources of funding at a 3:1 ratio up to the maximum assistance of \$100,000 per project.

*Example: For a \$60,000 energy improvement project, a property owner could apply for a \$15,000 incentive grant; and she would be required to finance the additional \$45,000 through other sources.*

2. The Green Fund will offer loans to cover 40% of eligible project costs, up to the maximum assistance of \$100,000 per project.

*Example: For the same \$60,000 energy improvement project, the property owner could apply for a \$24,000 Green Fund loan. The loan would be considered part of the 3:1 match. If an owner also received a \$15,000 incentive grant, she would be responsible for the remaining \$21,000 for the project.*

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## WHAT ENERGY IMPROVEMENTS ARE ELIGIBLE?

In general, any improvements identified in an energy assessment for the building are eligible. These might include:

**Building Enclosure** Insulation and weatherization, glass replacement.

**Building Systems** Interior and exterior lighting and electrical, HVAC, low flow water/plumbing.

**Alternative Energy Generation** Solar panels, geothermal, wind, & water systems

## WHO IS ELIGIBLE TO APPLY UNDER THE PROGRAM?

Property owners and tenants of commercial buildings within the Program Area, including owners of mixed-use projects, and residential projects with 5 or more units.

## HOW DO I APPLY?

Property owners within the Program Area must submit an application for funding to be considered. Individual projects are approved by the EDC Board of Directors, with a funding agreement executed between the EDC and the participant. The Green Fund loan application and loan criteria are also available from the EDC.

Applications can be obtained at the DEGC web site [www.DEGC.org](http://www.DEGC.org), or by contacting:

**SMARTBUILDINGS DETROIT PROGRAM**

Economic Development Corporation of the City of Detroit  
500 Griswold, Suite 2200  
Detroit, MI 48226  
313.963.2940

## WHAT INFORMATION WILL I NEED TO APPLY?

The application asks for information to track, measure and verify data collected on key indicators for all individual projects including: name of participant, size and type of building(s), type of occupancy, energy usage (pre and post energy retrofit improvement), and cost and type of energy efficiency measures being installed. Additional detailed information about the energy efficiency measures installed will be required as projects move forward.

## HOW DO I GET HELP WITH MY APPLICATION?

Henry Ford Community College (HFCC) is assisting the EDC in holding workshops and coordinating preliminary energy assessments for prospective commercial applicants to help educate commercial property owners on the benefits of energy efficiency improvements and to encourage participation in the Program.

Information is also available at the Detroit Economic Growth Corporation (DEGC) web site : [DEGC.org](http://DEGC.org).



# ADDITIONAL FUNDING AND INCENTIVE RESOURCES

Company/Program	Eligibility	Funding Type/Availability	Website/Contact
<p align="center"><b>DTE</b> <b>Your Energy Savings</b></p>	<p>DTE Customers installing qualified measures, gas and/or electric, are eligible for incentives after projects are complete.</p>	<ul style="list-style-type: none"> <li>· Up to \$150,000 per facility (\$500,000 per customer) for electric</li> <li>· Up to \$25,000 per facility (\$100,000 per customer) for gas.</li> <li>· Incentive amounts for specific items</li> </ul>	<p>www.YourEnergySavings.com YourEnergySavings@kema.com Phone – 1.866.796.0512 Fax – 1.877.607.0744</p>
<p align="center"><b>DTE</b> <b>SolarCurrents</b></p>	<p>DTE Customers installing solar energy systems between 1kW and 20kW.</p>	<ul style="list-style-type: none"> <li>· Payment of 50% of value of Renewable Energy Credits (RECs) upon installation.</li> <li>· 50% of value of remaining RECs over next 20 years (as credit on DTE bill)</li> </ul>	<p>www.dteenergy.com/solar solarcurrents@dteenergy.com Ph: 1.313.235.4786 (4SUN)</p>
<p align="center"><b>Michigan Saves</b> <b>with</b> <b>Enterprise Detroit Loans</b></p>	<p>DTE Customers participating in the Your Energy Savings program are eligible for these low interest loans</p>	<p>Loan amounts of \$10,000 to \$150,000 with flexible terms up to 7 years.</p>	<p>for an application: mmullen@enterprisedetroit.com www.michigansaves.org</p>
<p align="center"><b>Michigan Pollution</b> <b>Prevention Loans</b></p>	<p>Small, independently owned and operated businesses.</p>	<p>Up to \$400,000 at less than 5% through lender of your choice.</p>	<p>Michigan.gov/deq (click on “Pollution Prevention” &gt; “P2 Project Financing”) Ph: 800.662.9278</p>
<p align="center"><b>Section 179 D Energy</b> <b>Tax Incentive</b></p>	<p>Any size commercial building with substantial energy use reductions. Energy savings must be at least 16 2/3%, up to 50% for the full credit.</p>	<ul style="list-style-type: none"> <li>· Up to \$1.80 per square foot (with 50% energy reduction)</li> <li>· Is applied as a tax deduction in the year services are implemented</li> </ul>	<p>Contact your Certified Public Accountant to take advantage of this tax deduction.</p>
<p align="center"><b>Detroit Public Lighting</b> <b>Department</b> <b>EnergyWise Program</b></p>	<p>PLD Customers installing qualified measures.</p>	<p>Up to \$40,000 per facility (\$80,000 per customer)</p>	<p>www.detroitmi.gov/publiclighting (Click “Energy Wise Program”) submissions@pldenerywise.com Ph: 313-279-3034 Fax: 313-918-3681</p>