

# APPLICATION AND GUIDELINES FOR THE 2010 COMMERCIAL ENERGY EFFICIENCY IMPROVEMENT PROGRAM

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**CITY OF EASTON, PA**

**AND**

**THE REDEVELOPMENT AUTHORITY OF EASTON, PA**

**FUNDING PROVIDED BY:**



**THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

## **EDI-2 Purpose and Scope**

In order to promote energy efficiency in Easton's commercial properties, grant money for The 2010 Commercial Energy Efficiency Improvement Program through the Redevelopment Authority of Easton (ERA) is now available. Funding is made possible through the Department of Housing and Urban Development's (HUD) Economic Development Initiative (EDI) Program. Grant money can fund a wide range of projects that will reduce the energy consumption of a commercial building. Creating a more energy efficient building will increase indoor environmental quality while lowering utility costs and minimizing your carbon footprint on the environment.

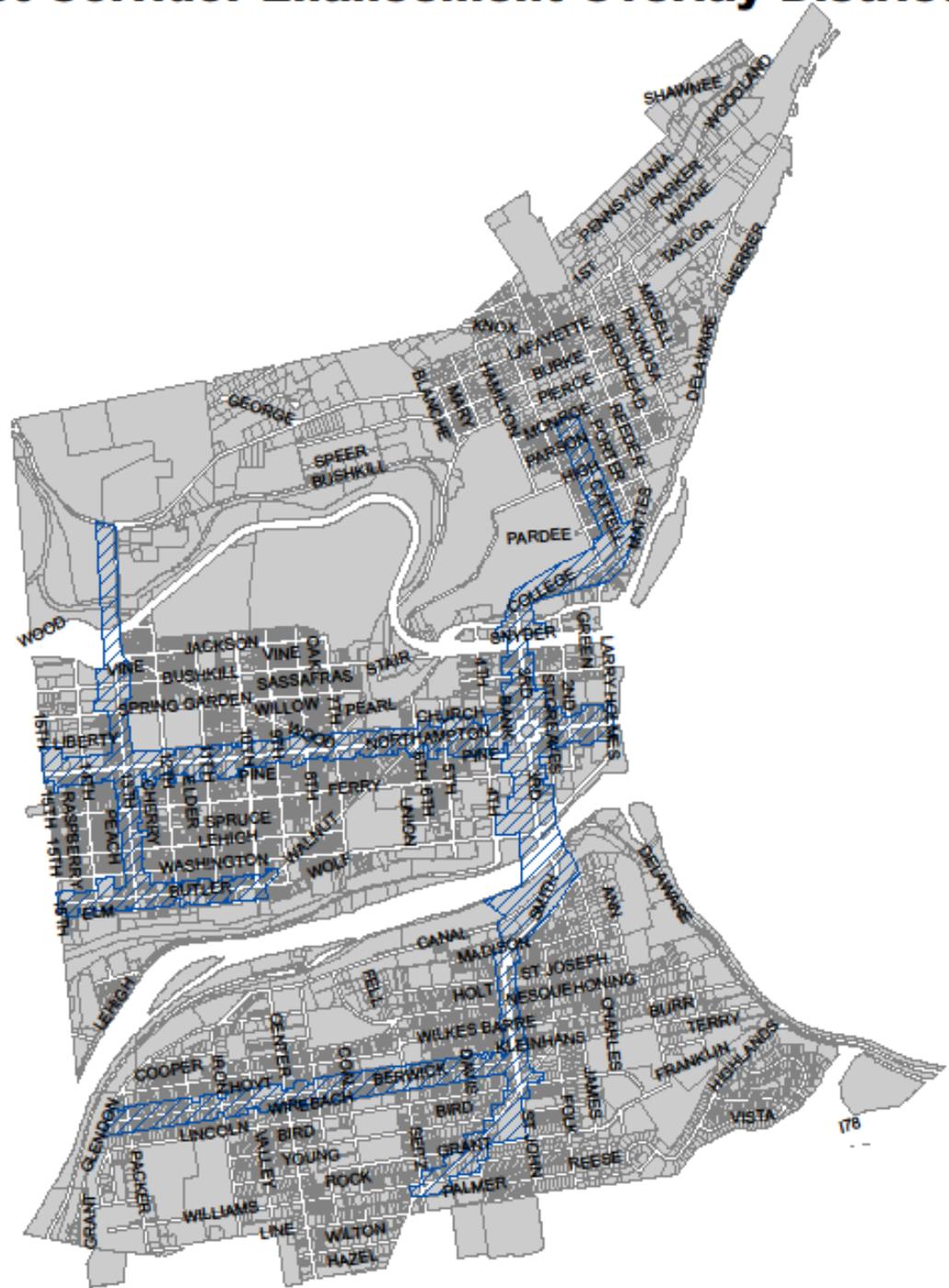
## **Available Funds**

This grant program will match fifty percent of the pre-approved project costs by the property owner up to \$10,000. If a property owner spends \$20,000 on an approved energy efficiency project, the ERA will reimburse the property owner in the amount of \$10,000. For example, the cost and installation of new front windows may be \$12,000; the property owner will receive a \$6,000 reimbursement.

## **Eligibility Requirements**

This grant is available to owners of commercial properties located in the downtown business district as well as the business corridors. See attached map for eligible locations. Applications must be submitted by property owners.

# Street Corridor Enhancement Overlay District




**City of Easton**  
 Department of Planning  
 & Codes  
 One South Third Street, Third Floor  
 Easton, Pennsylvania 18042  
 Tel: (610) 250-6721 - Fax: (610) 250-6607

Map By:  
 CAM  
 Map Date:  
 04-15-10



1 inch = 1,884.7 feet



**Legend**  
 Street Corridor  
 Parcels

All products utilized in the improvement project are required to meet the government rating of ENERGY STAR®. The ENERGY STAR® program is an EPA established set of specifications for energy efficient products. Products that achieve this rating are easily identified by the ENERGY STAR® label.



To learn more about the ENERGY STAR® program, product specification, and potential Federal Tax Credits, visit [www.energystar.gov](http://www.energystar.gov).

For energy improvements or products that do not carry the energy star label, please be as specific as possible when describing the improvement and supply any information that will validate its energy savings benefits.

Examples of energy efficient improvements may include but are not limited to:

- Insulation installation
- Caulking/Sealing
- Door/window replacement
- HVAC replacement or improvements to existing systems
- Trade Specific Fixtures
- Solar Panels

Work must be performed by a licensed professional. Eligibility will be restricted to permanent fixtures in the building. Exclusions may include but are not limited to:

- Printers/Copiers
- Computers
- Communication and Audio Systems

### **Application Checklist**

Please include the following:

1. A completed application
2. Minimum 2 Contractor bids/quotes for the project
3. Provide a statement of projected impact the project will have on the energy efficiency of the building
4. Manufacturer's information to validate the energy efficiency of the products
5. Any other information that might be useful in reviewing your application

### **Additional Information**

1. Depending on the scope of the project the ERA may require an energy audit before and after the improvements. This will be determined upon review of application
2. Complete Permit Application (if necessary): Some improvement projects will require a City permit. To find out if your project will need permits call the Codes and Zoning Department on the 3<sup>rd</sup> floor of City Hall or visit [\\_www.easton-pa.gov](http://www.easton-pa.gov).
3. If a building is in the Historic District and the proposed work includes the exterior of the façade (such as doors or windows) a Historic District Commission (HDC) Certificate of Appropriateness is required: Every alteration to the façade of a building or home proposed in the Downtown requires a Certificate of Appropriateness application be filed and reviewed by the HDC. The HDC meets once a month and makes recommendation to Easton City Council to approve, approve with conditions, or deny applications that are received. The recommendation is then acted upon by City Council. In total, this review process can take as little as four weeks or up to two and a half months depending upon the application submission date and the HDC and City Council meeting dates.
4. Properties citywide may be subject to review by the State Historic Preservation Office for potential effect upon both historic and archaeological resources.
5. All applications will be reviewed by the ERA and awarded based on successful fulfillment of the application and the project's impact on energy efficiency. If approved, work must begin within 60 days from receipt of grant approval letter from the ERA and must be completed within 3 months from that date.
6. The ERA reserves the right to decline any or all applications or to waive any informalities in the review process.

### **Payment**

1. When all work is complete and contractors are paid, please forward receipts for work completed to the ERA office for payment. ERA staff will inspect the work for compliance with application details.
2. The ERA will pay approved contractors directly for compensation of work, or reimburse expenditures made by the property owner. In no instance will a property owner be paid directly for work not yet completed and approved.

Contact the ERA Office, at 610-250-6721 or Michael Brett at 610-250-6727 for more information or questions.

**APPLICATION FOR THE COMMERCIAL ENERGY EFFICIENCY  
IMPROVEMENT PROGRAM**

Applicant name: \_\_\_\_\_  
(property owner)

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

Name of Business: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT INFORMATION**

Project description (note if attached separately):

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Total project cost (attach bids/quotes/budget): \_\_\_\_\_

Total cost of eligible activities: \_\_\_\_\_

Total requested for reimbursement: \_\_\_\_\_

Statement of proposed impact of energy efficiency on the building (note if attached separately):

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Timetable for Completion:

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Do you plan improvements in addition to those that will be covered by the grant, please explain:

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**Submit Application to:** Gretchen Lippincott, Executive Director  
Redevelopment Authority  
1 South Third Street, fourth floor  
Easton, PA 18042

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