



DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

Funding Announcement

Customer Investment Fund Building Operator Training Program

The Maryland Department of Housing and Community Development (Department) is announcing the availability of funds for building operator training in eligible properties in the Baltimore Gas & Electric utility territory.

What is this opportunity?

This opportunity provides reimbursement for an applicant's staff to attend building operator training. No guarantee of certification is conveyed; two test attempts may be funded for each certification. Certification is not a condition to receive reimbursement.

What is the funding period?

Funding is available until the earlier of June 30, 2017, pending State approval, or until funds have been fully expended.

All invoices for reimbursement must be submitted by June 1, 2017.

How much funding is available for training?

Up to \$250,000 total funding.

What are the eligible training criteria under this announcement?

Building operation personnel may take a variety of approved classes related to energy management, lighting, HVAC, indoor air quality and more. Training must meet one of the following criteria:

1. Provided by a qualified trainer / testing proctor accredited by the Northwest Energy Efficiency Council (NEEC) as an instructor in the Building Operator Certification program; or
2. Building Energy Certificate (BEC) or Building Systems Maintenance Certificate (SMC) training from a BOMI International accredited Training provider; or
3. Lighting energy savings testing and training by an accredited provider under the International Association of Lighting Management Companies or
4. Building Operation and Performance training and certification under the American Society of Heating, Refrigeration, and Air-Conditioning Engineers (ASHRAE) Certification Programs.

The referenced certifying organizations may be found at the links below. Courses may also be approved on a case-by-case basis.

Building Operator Certification™ <http://www.theboc.info/about/approved-provider/>
<http://www.bomi.org/>
<http://www.nalmco.org/>
<https://www.ashrae.org/education--certification/certification/opmp-operations-and-performance-management-professional-certification>

Training attendees must be responsible for the energy management of the facility or facilities where they are employed, or have a direct impact on their energy performance.

How will organizations receive funding?

Applicants will be reimbursed after staff has attended classes pre-approved by the Department. Associated costs, including but not limited to: employee time, travel, food, lodging, etc., are not eligible.

Reimbursement is subject to the applicant:

1. Submitting the Building Operator Training Application (attached hereto) to the Department;
2. Receiving pre-approval from the Department for a training course(s);
3. Submitting proof of attendance via a certificate of completion or other similar documentation and;
4. Submitting a copy of the paid training invoice.

Details of the program, including reimbursement level and eligibility requirements, are subject to change without prior notice. Contact Thomas Walz at thomas.walz@maryland.gov or call 301-429-7737.



Building Operator Training Application

Note: Building Operation Personnel can take a variety of approved certification or classes related to energy management, lighting, HVAC, indoor air quality and more. The incentives are designed to cover 100% of the enrollment costs. Associated costs, including but not limited to employee time, travel, food, lodging, etc., are not eligible for funding.

The Attendees must also be responsible for the energy management of the facility where they are employed, or have a direct impact on the energy performance of the facility.

Please return completed form and supporting documents by email to:

Email: multifamilyenergy.dhcd@maryland.gov

1. Applicant/Property / Management Company			
Name:		Title:	
Address:			
City:	State:	Zip Code:	Telephone:

2. Facility Information		
Facility Name:		Utility Provider:
Facility Address:		
City:	State:	Zip Code:
Building Type: <input type="checkbox"/> Single Room Occupancy (SRO) in shared housing facilities with five (5) or more units <input type="checkbox"/> Townhouse developments <input type="checkbox"/> Garden Style Apartments <input type="checkbox"/> Mid-rise Apartments <input type="checkbox"/> High-rise Apartments		
Authorized Facility Representative:		Title:
Cell Telephone:	Work Telephone:	Email:

3. What systems are associated with this building? (Select all that apply)
<input type="checkbox"/> HVAC equipment <input type="checkbox"/> Building controls/ EMS <input type="checkbox"/> Refrigeration <input type="checkbox"/> Compressed Air <input type="checkbox"/> Motors <input type="checkbox"/> Building Envelops <input type="checkbox"/> HVAC Controls <input type="checkbox"/> VFD/ASD for Motors <input type="checkbox"/> Industrial Process <input type="checkbox"/> Water Heating <input type="checkbox"/> Other _____

4. Attendee Information			
Name:		Title:	
Facility Address:			
City:	State:	Zip Code:	Telephone:
Experience			
Education Highest Level : <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Masters			
Trade Certification (Union, Journeymen, Etc.)		Desired Course and Cost :	

5. Attendee Information			
Name:		Title:	
Facility Address:			
City:	State:	Zip Code:	Telephone:
Experience			
Education Highest Level : <input type="checkbox"/> GED <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Masters			
Trade Certification (Union, Journeymen, Etc.)		Desired Course and Cost:	

Note: Attach additional pages if necessary with Employee's Information.

6. Application Certification and Signature	
<p>The applicant must submit proof of attendance via a certificate of completion or other similar documentation and a copy of the paid invoice to receive a reimbursement. Each class and Certification test must be preapproved by the Department prior to registration and attendance.</p> <p>Eligibility is limited to Building Operations and Maintenance personnel assigned to Properties in the Baltimore Gas and Electric service territory. The property must be located in the Baltimore Gas & Electric utility service area.</p> <p>TRAINING Amount Total \$ _____</p>	
Sign: _____	Name: _____
Title: _____	Date: _____

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