



# GreenWorks Small Business Energy Efficiency Rebate

City of Philadelphia, Department of Commerce

## APPLICATION FOR CITY FUNDED ENERGY ASSESSMENT/AUDIT

Address of Property Being Improved \_\_\_\_\_ ZIP Code \_\_\_\_\_

Applicant Name (person or company applying for program) \_\_\_\_\_

Contact Person & Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Applicant's Mailing Address (if different than above) \_\_\_\_\_ ZIP Code \_\_\_\_\_

Business Privilege Tax # \_\_\_\_\_ EIN or SSN# \_\_\_\_\_

Name of Business in Property Being Improved \_\_\_\_\_

Type of Business (brief description) \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Total \_\_\_\_\_ Full time \_\_\_\_\_ Part time

Legal Name of Real Estate Owner \_\_\_\_\_

*If owner and applicant are not the same entity, the application must include a letter from the owner granting permission to implement the proposed improvements to be considered eligible for the program.*

**NOTE: Applications submitted after construction has begun will not be considered.**

## CERTIFICATION FOR COMPLIANCE WITH FEDERAL, STATE & LOCAL REQUIREMENTS. I certify:

1. The information contained here is accurate.
2. The business and property owner(s) are current with all City obligations, including but not limited to taxes, licenses, water revenue billings, etc. All permits, licenses, environmental and historical requirements associated with the above work will be complied with.
3. I have read and will comply with the requirements outlined in the Philadelphia Small Business Energy Efficiency Rebate Program.
4. I certify that all expenditures under this project will comply with federal regulations as outlined in **Appendix A** of this application.
5. I certify to make "best and good faith efforts" to include businesses owned and controlled by minority persons (MBEs), women (WBEs) and disabled persons (DSBEs) in the project NOTE: Potential M/W/DSBE project participants can be found in the City of Philadelphia's Office of Economic Opportunity Directory of Certified Firms (Contact OEO at 215-686-6232 or review the online directory at <http://www.phila.gov/mbec/directory.asp>) or the Pennsylvania Unified Certification Program's Directory of Disadvantaged Business Enterprises (<http://www.paucp.com>).

**FAILURE TO COMPLY WITH THE ABOVE WILL MAKE YOU INELIGIBLE FOR THE REBATE**

### OWNER OR DESIGNATED REPRESENTATIVE

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## BUSINESS DESCRIPTION

Describe the business associated with the property making energy improvements. Include business sector, number of employees, square footage of space occupied by the business.

## PRE-PROJECT ENERGY AUDIT OR ASSESSMENT

An energy assessment is required for an application to be approved. Please refer to the program guidelines for specifics. All expenditures under this project will comply with federal regulations as outlined in Appendix A of this application. Please indicate which improvements you anticipate making - if possible - once an audit or assessment is conducted. This information will not lock-you in to any specific improvements; it will simply assist the City's energy consultant as they prepare to work with you.

Please check all that apply:

- |  |  |
|--|--|
| <input type="checkbox"/> HVAC  | <input type="checkbox"/> Water Heating Systems |
| <input type="checkbox"/> Lighting                                      | <input type="checkbox"/> Electric Motors       |
| <input type="checkbox"/> Building Envelope (i.e. windows + insulation) | <input type="checkbox"/> Renewable Energy      |
| <input type="checkbox"/> Energy Management Control System              | <input type="checkbox"/> Other: _____          |
| <input type="checkbox"/> Commercial Equipment/Major Appliances         | <i>(please specify)</i>                        |

Please briefly describe the energy improvement(s) you anticipate will be made to the business:

## ADDITIONAL DOCUMENTS REQUIRED

Please attach the following:

- Letter from building owner (if this is not you) granting permission for the proposed energy audit or assessment to be conducted and the intention to grant permission for energy improvements to be implemented.

***Please submit all applications via mail or email to:***

**Jeremy Thomas  
Philadelphia Department of Commerce  
1 Parkway, 1515 Arch Street, 12th Floor  
Philadelphia, PA 19102  
jeremy.thomas@phila.gov**