

APPLICATION

Maryland Energy Administration

STATEWIDE COMPETITIVE

**EmPOWER Clean Energy Communities
FY2015 Low-to-Moderate Income Grant Program**

APPLICATION DEADLINE: 11:59 p.m. EST, Friday, November 21, 2014

1. Name of Applicant Organization			
2. Description of Applicant Organization: In 200 words or less, please provide MEA with a description of your organization's mission and/or purpose as well as an overview of your organizational structure.			
Authorized Representative			
3. Name of individual with signature authority for the applicant organization	4. Title	5. Phone Number	6. Email Address
<i>For Local Governments Only</i> (all others skip to 11)			
7. Name of attorney responsible for grant agreement review	8. Title	9. Phone Number	10. Email Address
Application Contact			
11. Name of individual completing the application	12. Title	13. Phone Number	14. Email Address
Project Manager			
15. Name of individual who will manage the project on a day-to-day basis	16. Title	17. Phone Number	18. Email Address

19. Application Submittal Date		20. Federal Tax Identification Number				
21. Applicant Street Address. Please include PO Box number if applicable.		22. Applicant Nine digit zip code (Zip Code+4). Nine digit zip codes can be found at http://zip4.usps.com/zip4/welcome.jsp .				
23. Applicant DUNS number. If your organization does not have a DUNS number, please enter N/A.	24. U.S. Congressional District where work is to be performed. Enter address and click "Find." Your U.S. Congressional district will be shown on the left side of the screen as "Maryland District."	25. MD Legislative District where work is to be performed. Enter address and click "Find." Your Maryland Legislative district will be shown on the left side of the screen as "District."				
26. Maryland County or Counties where project(s) will be completed.						
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27. Total Competitive EmPOWER Clean Energy Communities Grant Program funding request (\$)						
28. Total Funding Match/Leveraged Funds (\$) Please list all funding matches (dollars, labor, supplies, administrative support, etc.) provided by the applicant organization or organizations other than MEA that are helping to fund the proposed energy efficiency project. <i>Note: Matching funds are not a requirement of this grant program.</i>						
<p>Does your electric utility offer an incentive program for energy efficiency improvements? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>Check the offerings of your utility at the appropriate web site: Baltimore Gas & Electric (BGE) Potomac Edison Pepco SMECO Delmarva Power</p> <p>Have you applied or do you plan to apply to a utility incentive program? <input type="checkbox"/>Yes <input type="checkbox"/>No</p> <p>If yes: Utility _____ Potential incentive \$ _____ Check one: <input type="checkbox"/> Applied for <input type="checkbox"/> Awarded Expected date of award: _____</p> <p>Non-utility funding sources you intend to leverage for this project: Name _____ Description _____ Dollar value \$ _____</p> <p>Please attach applications, award letters or other documentation related to utility and other incentive programs. <input type="checkbox"/> Documentation is attached.</p>						

29. Project Narrative: Please provide a summary of your project. The summary should include a detailed description of each energy measure installed as part of your proposed project. If your project is occurring in multiple locations, please clearly describe the work that will be occurring in each location. While developing your project, please review the *Grant Restrictions and Limitations* outlined on pages 3 and 4 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

30. Annual Energy Savings: Please provide an estimate of the amount of energy, by type (e.g. kWh, gallons of heating oil), that will be saved annually through your proposed project. Energy savings is a key review criterion, so please do your best to show accurate energy-saving assumptions. You may attach documents showing your math and assumptions if necessary.

Some resources to help you:

- For residential energy measures, please use the energy assumptions outlined on pages 8 and 9 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions as your primary source of energy savings estimates.
- For commercial energy measures, as well as any residential energy measures not included in the list of energy assumptions outlined on pages 8 and 9, grant applicants should use energy estimates completed by qualified auditors, online calculators maintained by the U.S. Department of Energy (DOE), ENERGY STAR calculators, etc.
- A sample energy savings calculation can be found on page 10 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

31. Impact on low-to-moderate income Marylanders: Please include an estimate of the number of low-to-moderate income individuals and/or households that will benefit from this project over a fifteen year period, the anticipated life of most potential energy efficiency measures. For examples of how to calculate the number of low-to-moderate individuals who will be impacted by this grant program, see page 6 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

Clearly outline the ways in which low-to-moderate income individuals and/or households will benefit (directly or indirectly) from your project should you receive an award.

_____ (number) low-to-moderate income **Marylanders** / **households** (check one) would benefit directly from this MEA grant project.

They would benefit in the following ways:

32. Geographic Areas: Please indicate the geographic areas (city/town AND zip code) where project work is expected to take place under this grant. List all locations, if more than one.

33. Cost Breakdown: Complete the following table describing each component of the project and its estimated cost. Please add more rows as necessary. For each item, please list the source of the estimate (vendor estimate, quotation, website, etc). If available, please provide price estimate documentation as an attachment. Costs must include both material and labor. This information is critical to ranking your application.

Item or activity	Check as appropriate		Source of Price Estimate	Cost Amount (\$)
	Labor	Equipment or Supplies		
Applicant supplied matching funds				
Administrative costs (maximum of 10% of total project costs):				
Total Cost of Project				

34. Administrative Costs: If you have requested administrative costs in **Section 33. Cost Breakdown**, outline how administrative costs will be used in your project. Note that only up to 10% of your award may be earmarked to cover administrative costs. See page 5 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions for more on administrative costs.

Total administrative costs: \$ _____

Use	Amount
_____	_____
_____	_____
_____	_____

35. Project Schedule: Describe your proposed project schedule in the table below. List all major project milestones in the first column. In the last column, please list the expected completion date. For this schedule, assume that **February 1, 2015** is the earliest that your grant funds will be available. Grant construction must be completed by **September 30, 2015**, with invoices submitted to MEA by **October 31, 2015**. Create your project schedule accordingly to comply with this timeframe, taking into consideration scheduling concerns that may impact your organization (facility schedules, holidays, weather, etc.), as well as equipment and material lead times.

Project Milestone	Expected Completion Date

36. Project Completion: This project can be completed and invoices can be submitted to MEA within the anticipated grant period occurring between **February 2015** and **October 31, 2015**.

Yes No

37. Proof of incorporation: Proof of incorporation is required for all non-profit organizations. Local governments do not need to provide proof of eligibility.

Proof of eligibility has been attached for my organization.

Yes No Not applicable (local governments only)

38. Procurement Policy and/or Practices: Briefly describe your organization's procurement policy. If your organization does not have a formalized procurement policy, outline how you would identify contractors and vendors to provide goods and services, should you receive a grant award from MEA.

39. Additional Funds: If additional Competitive EmPOWER Clean Energy Communities grant funding becomes available, does your organization have an interest and the capability to complete additional energy efficiency projects consistent with your original grant application by the grant deadlines?

Yes No

Comments:

40. Eligibility verification (individual participants): If your organization is awarded a Competitive EmPOWER Clean Energy Communities Grant Program grant, describe the process that will be used to verify that all participants/beneficiaries comply with the low-to-moderate income requirements outlined on pages 3 and 4 of the EmPOWER Clean Energy Communities Fiscal Year 2015 Low-to-Moderate Income Grant Program Application Instructions.

Agreement to Terms, Conditions and Certification

By signing and dating the application below, I certify that I agree to the following terms and conditions:

1. I understand that applications are accepted and grants are awarded on a competitive basis, with applications to be **e-mailed no later than 11:59 p.m. Eastern Time, November 21, 2014**. Applications must be submitted electronically to EmPOWERMD.LMI@sra.com.
2. I certify that the building(s) to be upgraded are located in the state of Maryland.
3. I understand that this application does not guarantee that I will be awarded a grant for the proposed energy efficiency project.
4. To be eligible for grant funding, I understand that the equipment **MAY NOT** be installed before my organization has an executed Grant Agreement with MEA.
7. I give permission to the Maryland Energy Administration (MEA) or its representative(s) to use photos of my facility, and data presented in my final energy evaluation or audit report for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, §10-611 et seq. of the State Government Article, will not divulge any confidential information or trade secrets.
8. Under penalties of perjury, I, the Applicant, certify that: Federal ID# and/or social security number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (as defined in IRS Form W-9).

9. I understand that any grant received through this program is taxable as income; therefore the Maryland Energy Administration will be sending a 1099-G form, and shall be reported as income on federal and state tax returns. For more information, applicants should contact a qualified tax professional.

10. I will allow authorized representatives of the EmPOWER Clean Energy Communities Low-to-Moderate Income Competitive Grant Program access to my facility in order to conduct energy audits, site inspections, or measurement & verification activities.

11. I understand the program terms & conditions are subject to change.

12. I understand that any grant payment will be contingent upon MEA acceptance and/or inspection of the equipment installed.

13. Each party shall indemnify the other for any losses or damages, except to the extent that the losses or damages arise from a party's sole negligence or willful misconduct.

14. MEA and its contractors make no representation or warranty, and assume no liability with respect to quality, safety, performance, or other aspect of any design, system or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty or liability.

15. I certify that I am an authorized signatory for the Applicant.

Authorized Applicant Signature: _____

Name and title (please print): _____

Business Name: _____

Date: _____