



# FY18 Clean Energy Communities Low-to-Moderate Income Grant Program

## County-allocated Platform Application Instructions

**APPLICATION DEADLINE: FRIDAY, OCTOBER 6, 2017**

[Overview](#)

[Eligibility & Terms](#)

[Preparing a Competitive Application](#)

[Application Submission](#)

[Grantee Responsibilities](#)

### Overview

The County-allocated Platform of the Fiscal Year 2018 (FY18) Clean Energy Communities Low-to-Moderate Income Grant Program (Program) has been allocated approximately \$2.5 million, subject to funding availability, from the Strategic Energy Investment Fund (“SEIF”). The Program funds (“Funds”) are available to entities that serve Maryland’s low-to-moderate income (“LMI”) residents.

Clean Energy Communities LMI grants (Grants) will be competitively awarded for energy efficiency projects that generate significant energy savings and pass on the benefits of the savings to Maryland’s LMI residents. Projects that maximize energy savings and the number of LMI residents served will receive grant funding priority.

Funds are allocated to each Maryland County (or County equivalent) based on the number of LMI income households located within the respective County (or County equivalent) to ensure an equitable distribution of grant funds. Each County has been allocated at minimum \$25,000. Grants will be awarded competitively within the applicant pool for each County.

The chart below shows each County’s (or County equivalent’s) allocation of Funds.

County	Allocation	County	Allocation
<b>Allegany</b>	\$50,000	<b>Harford</b>	\$80,000
<b>Anne Arundel</b>	\$150,000	<b>Howard</b>	\$65,000
<b>Baltimore City</b>	\$470,000	<b>Kent</b>	\$25,000
<b>Baltimore County</b>	\$320,000	<b>Montgomery</b>	\$320,000
<b>Calvert</b>	\$25,000	<b>Prince George’s</b>	\$380,000
<b>Caroline</b>	\$25,000	<b>Queen Anne’s</b>	\$25,000
<b>Carroll</b>	\$45,000	<b>St. Mary’s</b>	\$45,000
<b>Cecil</b>	\$55,000	<b>Somerset</b>	\$25,000
<b>Charles</b>	\$50,000	<b>Talbot</b>	\$25,000
<b>Dorchester</b>	\$25,000	<b>Washington</b>	\$85,000
<b>Frederick</b>	\$85,000	<b>Wicomico</b>	\$65,000
<b>Garrett</b>	\$25,000	<b>Worcester</b>	\$25,000

*All listed allocations are subject to funding availability.*



## FY18 Clean Energy Communities LMI Application County-allocated Platform

If MEA does not receive sufficient grant applications in a particular County, MEA will reallocate grant funding to maximize the achievement of the Program goals.

Applications will be evaluated on a county-by-county basis. *Applicants wishing to apply for grants in multiple counties must submit a separate grant application for each county.*

### **Grant Project Period**

If a proposed project is selected for an award under the Program, MEA anticipates that grant agreements will be available for signature by approximately March 2018. For planning purposes, **all construction activities should be able to be completed by April 1, 2019**, with all invoices and project reports submitted to MEA no later than May 1, 2019.

Please note, however, that **equipment purchases and project work cannot begin prior to the execution of the grant agreement between the Grantee and MEA.**

## **ELIGIBILITY & TERMS**

### **Eligible Applicants**

The following organization types are eligible to receive funding through the FY18 Program:

- Local governments (counties and/or municipalities)
- Incorporated non-profit organizations

Non-profit organizations must include a description of the organization's mission, purpose, and organizational structure in section 11 of the grant application. Additionally, proof of incorporation should be included as an attachment to the grant application. If an applicant is a non-profit organization and will be using a for-profit entity that has a relationship to the applicant, including but not limited to a past or present business affiliate relationship, the applicant is required to disclose this relationship in the application. Nondisclosure of this information may be grounds for revocation of the grant.

### **Funding from Other Sources**

Grants may be made in conjunction with, or in addition to, financial assistance provided through other state, federal, or private programs. In all cases, MEA Funds must supplement, and not supplant, other funding sources. While matching funds are not required, Grantees are encouraged to make a contribution in order to maximize the amount of energy savings achieved through the project. Matching funds may include:

- 1) Cash
- 2) In-kind services
- 3) Equipment, labor, or materials
- 4) Energy efficiency utility incentives

MEA allows grant applicants to pursue support through any EmPOWER Maryland energy efficiency utility program available in their project location. These incentives should enable Grantees to expand the size of

their respective energy projects, install more energy efficiency measures and/or serve more low-to-moderate income households.

Grantees with leveraged funding should note that MEA will only reimburse the Grantee for the allowable cost of approved energy efficiency measures less the amount of leveraged funds. Each Grantee must share incentive and leveraged fund information with MEA as part of the grant reporting process.

All grant funding leveraged from sources other than MEA, including incentives obtained through participating utility rebate programs, should be summarized in *Section 14: Total Funding Match/Leveraged Funds* of the grant application.

### **Grant Income Requirements**

Funds must be used to fund energy efficiency projects that benefit Maryland’s low-to-moderate income population. For the purposes of this application, low and moderate income households are defined as households with total household incomes that are less than 60% and 85%, respectively, of the median income for each Maryland county. Income limits for 2017 can be found on the [Maryland Department of Housing and Community Development \(DHCD\) website](#); 60% income limits can be found on pages 10 and 11, and 85% income limits can be found on pages 18 and 19.

### **Examples:**

	<u>60% AMI</u>	<u>85% AMI</u>
4 person household in Allegany County	\$41,100	\$ 58,200
2 person household in Anne Arundel County*	\$43,750	\$ 61,950

\*Anne Arundel County is located in the Baltimore Primary Metropolitan Statistical Area (PMSA), as defined by the U.S. Department of Housing and Urban Development.

**Grant applications must clearly specify how low-to-moderate-income Marylanders will benefit from the proposed grant either as participants in the program or as beneficiaries.** For instance, a nonprofit organization could apply for a Grant to make energy efficiency improvements in a senior living facility where residents are responsible for paying utility bills.

As part of Program requirements, Grantees will be responsible for verifying that program participants and/or beneficiaries comply with the established income limits. *Section 25: Eligibility Verification* of the grant application requires applicants to describe the process that the applicant will use to verify that all participants and/or beneficiaries comply with the low-to-moderate income requirements.

### **Allowable Program Measures**

The majority of Funds must be used directly on energy efficiency measures, including the purchase and installation of machinery and/or equipment. A limited amount of grant funding may be used for the costs of technical assessments, licenses, engineering, and/or training, only after written approval by MEA.

### **Program Restrictions & Limitations**



FY18 Clean Energy Communities LMI Application  
County-allocated Platform

- All projects funded through the Program must comply with the 2015 International Energy Conservation Code (IECC).
- For home energy retrofit projects, but for the HVAC exception noted below, no more than \$7,000 per home energy retrofit is reimbursable under the Program. For home energy retrofits necessitating an HVAC upgrade, no more than \$10,000 per home energy retrofit is reimbursable under the Program. Note that HVAC upgrades are not allowable in homes that have not been weatherized.
  - For the purposes of this program, an unweatherized home is considered any home to which cost-saving energy efficiency measures could be applied, including air sealing, insulation, and building envelope improvements. For MEA to consider installation of HVAC equipment as part of this Program, applicants must provide proof of weatherization or propose weatherization as part of the retrofit project. Homes that have already been weatherized must have received weatherization measures **within the last five years to be eligible for an HVAC replacement.**
- For appliance replacements, only ENERGY STAR™ qualified appliances qualify under the Program. MEA will not provide reimbursement for the replacement of any appliance for which the ENERGY STAR qualification is unavailable.
  - Refrigerator replacements -The maximum reimbursable cost per ENERGY STAR refrigerator is \$800 under the Program.
  - Water heater replacements - ENERGY STAR qualified heat pump water heaters and natural gas water heater replacements are eligible under the Program. ENERGY STAR no longer qualifies electric tank water heaters and electric instantaneous water heaters. For this reason, electric tank water heater or electric instantaneous water heater replacements are not eligible under the Program.
- For new construction projects, only the incremental purchase cost of upgrading to a higher level of energy efficiency is reimbursable under the Program. For example, MEA will cover the cost of upgrading from a baseline efficiency heat pump (SEER 13) to a higher efficiency heat pump (SEER 14.5+). MEA will not cover the cost of installing energy efficiency measures in new construction projects unless the Grantee can explain why the cost of installing the energy efficiency measure is more expensive than the costs of installing a baseline efficiency measure. Applications for a new construction project should include cost estimates for both the energy efficient technology and the baseline efficiency technology.
- For residentially metered buildings, Grantees should develop projects whose energy conservation measures (ECMs), in aggregate, have a simple payback that is less than 10 years. For commercially metered buildings, Grantees should develop projects with ECMs that, in aggregate, have a simple payback less than 15 years. When a single measure is proposed, it should have a simple payback that is less than the anticipated equipment life.



## FY18 Clean Energy Communities LMI Application County-allocated Platform

- The Maryland Strategic Energy Investment Fund (SEIF) Act specifies that low income residents cannot be charged for participation in any program that receives SEIF funding, including any projects receiving grant funds through the Program.
- **Renewable energy technologies are not eligible for the Program.** See the MEA website for information on programs that provide [commercial](#) and [residential](#) renewable energy incentives.
- MEA will consider fuel switching only if it can be shown to be cost effective and will result in energy savings.
- MEA encourages all applicants to focus on residential households that are [ineligible](#) for assistance through the Weatherization Assistance Program (WAP) or the EmPOWER Maryland Low Income Energy Efficiency Program (LIEEP) run by the Department of Housing and Community Development (DHCD).

### **Administrative Costs**

Administrative costs are capped at a maximum of 10% of the grant award. MEA defines administrative costs to be non-energy related costs required to execute a proposed energy project (e.g., financial staff). If an applicant plans to request administrative costs, the amount of the administrative funds requested must be clearly indicated, with supporting documentation, in *Section 19: Cost Breakdown* and *Section 20: Administrative Costs* of the Program application.

### **Health and Safety Repairs**

For projects involving whole home (or whole building, for commercial projects) energy retrofits (referred to as Whole Home or Whole Building upgrades for the purposes of this Program), non-energy related health and safety repairs that enable energy efficiency upgrades are capped at \$1,500 per home. For the purposes of this Program, MEA defines a home as a residential unit that operates with independent systems, including its own HVAC system and kitchen and bath facilities. The cost of the health and safety repairs must be included in the \$7,000 per home maximum budget (or \$10,000 per home maximum budget for any home receiving an HVAC upgrade). For commercial buildings in which kitchen and bath facilities are shared among multiple residents, non-energy related health and safety repairs are also capped at \$1,500 per building.

*Health and safety measures can only receive LMI Program funding if they are necessary for the installation of energy efficiency and weatherization measures.* Grantees should pursue other sources of funding for health and safety repairs if the cost of those repairs exceeds the \$1,500 per home/building cap.

## **PREPARING A COMPETITIVE APPLICATION**

### **Grant Evaluation Criteria**

For each county, MEA will evaluate applications using four primary criteria:

- **Annual energy savings per dollar of MEA investment.** MEA is looking for projects that maximize potential electricity savings. (While other kinds of energy savings can increase an application's competitiveness, they are not as critical to the application's standing as estimated electricity savings.)



FY18 Clean Energy Communities LMI Application  
County-allocated Platform

If an applicant can access matching funds, the ratio of energy savings to dollar of MEA investment will improve.

- **Impact on Maryland's low-to-moderate income residents.** MEA is looking for projects that maximize the number of low-to-moderate income residents that can be served with Program grant funding. MEA will evaluate this metric based on the number of low-to-moderate income individuals that will benefit from Funds over a 15-year period, the standard life of many energy measures. MEA looks at two housing categories: temporary housing (higher turnover with a lower length of residence, such as a homeless shelter) and permanent housing (e.g., a purchased home).

**Formula for Temporary Housing:**  $\# \text{ of homes/units} \times \frac{\# \text{ of LMI individuals per home}}{\text{years in home (must be } < 15 \text{ years)}} \times 15 \text{ years}$

**Formula for Permanent Housing:**

$\# \text{ of homes/units} \times \frac{\# \text{ of LMI individuals per home}}{\text{years in home}} \times 15 \text{ years}$

For example:

A Grantee has developed a project that consists of providing Whole Home Upgrades to a homeless shelter with 3 units that house up to 5 individuals, with each individual staying approximately two years. This project also includes Whole Home Upgrades to 2 single-family, rented homes with 4 residents per home, with each resident spending 5 years in the home.

To calculate the number of LMI Marylanders served in the homeless shelter (temporary housing):

$$3 \text{ units} \times \frac{5 \text{ individuals per unit}}{2 \text{ years}} \times 15 \text{ years} = 112.5 \rightarrow 113 \text{ LMI Marylanders}$$

To calculate the number of LMI Marylanders served in the single-family homes:

$$2 \text{ households} \times \frac{4 \text{ individuals per unit}}{5 \text{ years}} \times 15 \text{ years} = 24 \text{ LMI Marylanders}$$

So, the total number of LMI Marylanders served by this project is  $113 + 24 = \underline{137 \text{ Marylanders}}$ .

- **Applicant's willingness and ability to deliver energy upgrades to households that are not eligible for assistance through other channels.** In particular, MEA is looking for applications that propose methods to target households unable to access the Department of Housing and Community Development's Weatherization Assistance Program (WAP) and Maryland Low Income Energy Efficiency Program (LIEPP) programs.
- **Applicant's proposed method of delivery of energy products and services and whether the proposed method will provide the best value to the State of Maryland (State).** The Program is based on the successful continuation of cost effective energy conservation measures. Thus, MEA will be reviewing

applications to assure that methods of delivery will be cost effective and provide the best value to the State.

In addition to the primary criteria shown above, MEA will also consider the following secondary criteria:

- Project feasibility:
  - a. Can project construction be completed by April 1, 2019 with all invoices submitted to MEA by no later than May 1, 2019?
- Accuracy of energy savings and cost information for the project:
  - a. How accurate are the applicant's estimates?
  - b. Are assumptions behind the numbers clearly stated in a manner allowing the review team to evaluate the project?
- Applicant's past performance complying with program requirements and participating in other state programs, if applicable.
- Location, as related to the State's Priority Funding Areas<sup>1</sup>. The State gives priority to projects occurring in Priority Funding Areas. According to the Maryland Department of Planning (MDP), [Priority Funding Areas](#) are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:
  - a. Every municipality, as they existed in 1997
  - b. Areas inside the Washington Beltway (I-495) and the Baltimore Beltway (I-695)
  - c. Areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas and existing industrial land.

### **Energy Savings Estimates**

To be competitive, the application must include detailed energy savings estimates. To simplify energy savings calculations, MEA has developed some simple energy assumptions for residential energy projects using formulas outlined in the [Mid-Atlantic Technical Reference Manual \(TRM\)](#).<sup>2</sup> The residential energy assumptions are outlined on the following pages.

For commercial energy projects and for residential energy measures not quantified in this document, grant applicants should cite alternative sources of energy estimates including, but not limited to, energy audits

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<sup>1</sup> A map of Priority Funding Areas, including a search by address feature, can be found on the [MDP website](#).

<sup>2</sup> MEA's approximations of energy savings below are based on the Mid-Atlantic TRM [version 2](#), [version 4](#), [version 5](#), [version 6](#) and [version 7](#), which were developed by the [Northeast Energy Efficiency Partnership \(NEEP\)](#) to standardize energy savings assumptions across the Mid-Atlantic region. MEA uses TRM formulas to develop a preliminary estimate of potential energy savings, which allows MEA to make an "apples to apples" comparison of proposed energy measures. If you have alternative energy savings calculations, please include these estimates as well, clearly describing their source.

completed by a qualified auditor, online calculators maintained by the U.S. Department of Energy (DOE), ENERGY STAR calculators, etc. For all alternative energy savings estimates, please be sure to cite the source of your estimate and provide all necessary back-up documentation (e.g., website URLs, formulas, etc.).

**Residential Energy Assumptions (based on Mid-Atlantic Technical Reference Manual, versions 2, 4, 5 & 7)**

**Lighting & Appliance Measures**

Replacement of an incandescent bulb with a CFL:	$\Delta\text{kWh/year} = 30$
Replacement of an incandescent bulb with a Screw Based LED:	$\Delta\text{kWh/year} = 93.5$
Replacement of an existing refrigerator with an ENERGY STAR refrigerator:	$\Delta\text{kWh/year} = 117$
Replacement of an existing clothes washer with an ENERGY STAR clothes washer:	
a) Using hot water produced by electricity:	$\Delta\text{kWh/year} = 153$
b) Using hot water produced by natural gas:	$\Delta\text{MMBTU/year} = 0.42$
c) Using hot water produced by oil:	$\Delta\text{MMBTU/year} = 0.05$
d) Using hot water produced by propane:	$\Delta\text{MMBTU/year} = 0.01$
Replacement of an existing clothes dryer with an ENERGY STAR clothes dryer:	$\Delta\text{kWh/year} = 176.3$
Replacement of an existing dishwasher with an ENERGY STAR dishwasher:	$\Delta\text{kWh/year} = 37$

**HVAC Measures**

Replacement of an existing air conditioning unit with an ENERGY STAR AC unit:	$\Delta\text{kWh/year} = 101$
Replacement of an air source heat pump with an ENERGY STAR heat pump:	$\Delta\text{kWh/year} = 297$
Replacement of existing air conditioning with a Ductless Mini-Split heat pump:	$\Delta\text{kWh/year} = 1,450$
Replacement of an existing natural gas boiler with an ENERGY STAR gas boiler:	$\Delta\text{MMBTU/year} = 4.56$
Replacement of a gas furnace with an ENERGY STAR condensing gas furnace:	$\Delta\text{MMBTU/year} = 8.6$
Replacement of an existing room AC unit with an ENERGY STAR room AC unit:	$\Delta\text{kWh/year} = 121$

Replacement of an existing bath exhaust fan with an ENERGY STAR bath exhaust fan:	$\Delta\text{kWh/year} = 35.4$
Replacement of an existing ceiling fan with an ENERGY STAR ceiling fan:	$\Delta\text{kWh/year} = 88.5$
Installation of a programmable thermostat (fossil fuel heating savings only) <sup>3</sup> :	$\Delta\text{MMBTU/year} = 3.41$
Duct sealing – cooling (central AC or heat pump):	$\Delta\text{kWh/year} = 212$
Duct sealing – heating (electric heat pump):	$\Delta\text{kWh/year} = 467$
Duct sealing – heating (electric resistance heat):	$\Delta\text{kWh/year} = 934$
Duct sealing – fossil fuel heating:	$\Delta\text{MMBTU/year} = 8.2$

**Air Sealing Measures**

Air sealing – air conditioning savings:	$\Delta\text{kWh/year} = 309$
Air sealing – heat pump (heat only) savings:	$\Delta\text{kWh/year} = 943$
Air sealing – electric resistance heat savings:	$\Delta\text{kWh/year} = 1888$
Air sealing – fossil fuel heat savings:	$\Delta\text{MMBTU/year} = 9.76$

**Attic/Roof/Ceiling Insulation Measures**

Attic/roof/ceiling insulation – air conditioning load savings:	$\Delta\text{kWh/year} = 28$
Attic/roof/ceiling insulation – electric heat pump load savings:	$\Delta\text{kWh/year} = 470$
Attic/roof/ceiling insulation – electric resistance heat load savings:	$\Delta\text{kWh/year} = 940$
Attic/roof/ceiling insulation – fossil fuel heat load savings:	$\Delta\text{MMBTU/year} = 4.86$

**Crawl Space Insulation Measures**

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<sup>3</sup> The TRM does not estimate energy savings associated with the use of programmable thermostats with electrical heating and/or cooling.

Crawl Space Insulation and Encapsulation – electric heat:	$\Delta$ kWh/year = 1,040
Crawl Space Insulation and Encapsulation – fossil fuel heat:	$\Delta$ MMBTU/year = 12.7
<b><u>Water Related Measures</u></b>	
Low flow showerhead:	
a) In a home with an electric domestic water heater:	$\Delta$ kWh/year = 168
b) In a home with a fossil fuel domestic water heater:	$\Delta$ MMBTU/year = 0.75
Faucet aerators:	
a) In a home with an electric domestic water heater:	$\Delta$ kWh/year = 29
b) In a home with a fossil fuel domestic water heater:	$\Delta$ MMBTU/yr = 0.128
Domestic hot water tank wrap <sup>4</sup> :	$\Delta$ kWh/year = 79
Domestic hot water pipe insulation:	
a) In a home with an electric domestic water heater:	$\Delta$ kWh/year = 95
b) In a home with a fossil fuel domestic water heater:	$\Delta$ MMBTU/yr = 0.425
Installation of an ENERGY STAR high efficiency gas storage water heater:	$\Delta$ MMBTU/year = 3.0
Installation of an ENERGY STAR gas condensing water heater:	$\Delta$ MMBTU/year = 5.9
Installation of an ENERGY STAR whole home tankless water heater:	$\Delta$ MMBTU/year = 6.3

**Sample Energy Savings Calculation**

A sample energy savings calculation using the provided residential energy savings assumptions is shown below. Each grant application should include a similar breakdown of estimated energy savings, by technology, in *Section 16: Annual Estimated Energy Savings*. Lengthy calculations can be included as a separate attachment referenced in the application.

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<sup>4</sup> In a home containing an electric water heater that is not already well insulated.

**Example:** A grant applicant proposes to complete three whole home retrofits. All three homes have electric heat pumps. Likely energy measures include air sealing and the installation of 1 low flow showerhead, 2 faucet aerators, and 5 LEDs per home.

For each electric home:

Air sealing – air conditioning savings:	$\Delta\text{kWh/year} = 309$
Air sealing – heat pump (heat only) savings:	$\Delta\text{kWh/year} = 943$
Low flow showerhead in a home with an electric water heater:	$\Delta\text{kWh/year} = 168$
Faucet aerators in a home with an electric domestic water heater:	$\Delta\text{kWh/year} = 29 * 2 \text{ per home}$
Replacement of an incandescent bulb with a CFL:	$\Delta\text{kWh/year} = 93.5 * 5 \text{ CFLs/home}$

Total anticipated energy savings per home:  $(309+943+168+(29*2)+(93.5*5)) = 1,945.5 \text{ kWh/year}$

Total anticipated energy savings (entire project)  $= 5*1,945.5 \text{ kWh} = 9,727.5 \text{ kWh/year}$

## APPLICATION SUBMISSION

Please use the grant application entitled “FY18 LMI County-allocated Application Form.” This document can be found on the [Maryland Energy Administration Clean Energy Communities Low-to-Moderate Income Grant Program webpage](#). Additional supporting documents should be attached as necessary.

For applicants applying for grants in multiple counties, a separate application must be submitted for each County-specific grant. Combined applications for multiple counties will not be evaluated.

### Deadlines for Application Submission

Applications must be submitted to the Maryland Energy Administration by **Friday, October 6, 2017**.

Emailed applications, the preferred method of submission, are due by 11:59 p.m. on October 6, 2017.

All paper applications are due onsite at the Maryland Energy Administration by 5:00 p.m. on October 6, 2017.

***No applications will be accepted after the deadline. No exceptions.***

### Guidance for Electronic Submission

- Email application and all supporting documents to [MEALMI@csra.com](mailto:MEALMI@csra.com).
- All files should be saved in PDF or DOCX format.
- All files should be less than 10 MB in size. Files in excess of 10 MB may not be reliably delivered.



FY18 Clean Energy Communities LMI Application  
County-allocated Platform

- If you submit your application in parts, please number your email submissions (Part 1 of 3, Part 2 of 3, etc.) so that we can verify that the entire application is received.
- Please be sure to include the name of the county in the email's subject line, followed by your organization's name (for example: "Garrett Bright Start Foundation"). If you are sending documents in a series of emails, number the emails at the end of each subject line (i.e., "Garrett Bright Start Foundation 1 of 2," etc.).
- Please be sure to not include any personally identifiable information (PII) of potential LMI participants in your application.
- **As stated above, your application must be submitted by 11:59 P.M. on Friday, October 6, 2017.**

You should receive an email from MEA's Technical Assistance Team confirming receipt of your application. If you do not receive a confirmation email within an hour of submission, please contact [Madeline.Koewler@csra.com](mailto:Madeline.Koewler@csra.com) to ensure that your application was received.

#### **Guidance for Mail Submission**

- All pages should be legible.
- All documents should be included in one envelope.
- Please be sure to not include any personally identifiable information (PII) of potential LMI participants in your application.
- Mail or deliver<sup>5</sup> to:  
  
Maryland Energy Administration  
Attn: 2018 LMI Program – Application  
1800 Washington Blvd., Suite 755  
Baltimore, MD 21230
- **MEA must receive the paper application by close of business (5:00 P.M.) on Friday, October 6, 2017.**

#### **GRANTEE RESPONSIBILITIES**

**If you are selected for a Grant Award, you will be responsible for completing the following tasks/adhering to the following requirements:**

##### **Grant Agreement**

Before making project-related purchases or starting work, each Grantee must first have an executed grant agreement with MEA. Depending on available funding levels and the type of measures proposed, grant

<sup>5</sup> The Maryland Energy Administration is collocated with the Maryland Department of the Environment (MDE). If hand-delivering an application, please check in at the MDE reception area on the first floor of Montgomery Park. The MDE receptionist will contact MEA to have someone come down to accept your application.

applications may not be funded exactly as written in the applicant's original proposal. MEA staff will work with the Grantee to develop a mutually agreeable scope of work that will be incorporated into the grant agreement.

### **Grant Reporting**

Grantees are responsible for submitting the following reporting documents to the Maryland Energy Administration as a condition of the grant award (descriptions of each item are provided below the list):

- 1) Grant Timeline
- 2) Monthly Grant Progress Reports
- 3) Monthly Energy Savings Data Worksheets (when applicable)
- 4) Monthly Grant Expenditure Summary Report (when applicable)

#### Grant Timeline

Once the Grant Agreement has been executed, the Grantee is required to provide an estimated timeline of the completion of project milestones, such as expected contractor/materials procurement, start of work, 50% project completion, and project completion. The timeline can be in any format of the Grantee's choosing, but it must be concise and easy to follow.

#### Monthly Grant Progress Report

Once the grant agreement has been executed, a Grantee is required to submit a grant progress report each month until all Funds have been expended. Grant progress reports are due to MEA by the 10th of the month following the month covered (for example, the grant report for April 2018 should be submitted to MEA by May 10, 2018).

#### Monthly Energy Savings Data Worksheet

For any month that a Grantee completes the installation of energy measures, the Grantee is required to complete the [monthly energy savings data worksheet](#). The information submitted on this worksheet will enable MEA to estimate the energy savings associated with each project. MEA recommends that each potential Grantee review the attached Monthly Energy Savings Data Worksheet to fully understand the energy reporting requirements of this grant program.

#### Monthly Grant Expenditure Summary Report

For any month in which a Grantee submits a reimbursement request to MEA, the invoice should be accompanied by the Monthly Grant Expenditure Summary Report. This report will detail how the Grantee calculated the reimbursement request.

### **Grant Invoicing**

All Program grants will be distributed through a reimbursement process. The Grantee must provide an invoice with supporting documentation (e.g., copies of contractor/vendor receipts and invoices) to MEA in order to

receive Funds. Grantee invoices must be submitted to MEA on Grantee letterhead or using the MEA-generated Grantee Invoice Template. The invoice should also list the Grantee's federal tax identification number and MEA grant number. Invoices should accompany the monthly progress report and be submitted by the 10<sup>th</sup> of the month, with all final invoices submitted no later than May 1, 2019. Once all required invoice and reporting documentation has been received **and approved** by MEA, Grantees can expect to receive reimbursement in approximately 45 days.

### **Historic Preservation**

In order to comply with the State historic preservation requirements, all buildings (including individual homes) to be updated with a Program grant must first be reviewed to ensure that the proposed grant project will not have any adverse effects on the historical significance of a historic property. MEA must have documentation from the Maryland Historical Trust, or other qualified historian or historic organization, showing that the proposed project will not adversely affect historic properties in order to fund a project.

Additional information on the historic preservation review process can be found on the [Maryland Historical Trust website](#).

### **Liability Insurance**

Comprehensive third-party liability insurance, or its equivalent, will be required to be maintained for all work funded by Program Funds. MEA must be named as an additional insured on the third-party liability insurance policy for the Grantee organization and on the third-party liability insurance policies of all contractors it utilizes. The insurance provided should protect MEA from bodily injury and property damage, including, but not limited to all workers' compensation insurance, and errors and omissions. All insurance certificates must be maintained in Grantee's files and made available upon MEA request.

### **Licensing**

Grantees must ensure that contractors working on projects funded under this program comply with all necessary state and local licensing requirements, including Maryland Home Improvement Commission (MHIC) licensing, as appropriate.

### **Procurement**

To ensure that Funds are properly used, MEA requests that each potential Grantee provide a brief summary of the organization's procurement policy and/or practices in *Section 22: Procurement Policy and/or Practices* of the grant application.

### **Scalability**

If your organization has the capacity to scale your project larger or smaller based on available funds, please so indicate in Section 24 of the grant application. Please note that any additional funding must be used on projects that are consistent with your original grant application.

### **Showcasing**



FY18 Clean Energy Communities LMI Application  
County-allocated Platform

Additionally, the Maryland Energy Administration showcases selected projects to demonstrate how MEA energy programs are benefiting Maryland residents and businesses. If selected for award, please note that the MEA grant agreement will contain participation requirements for project showcasing.

**Grant Conditions**

As a condition of the grant award, all grant recipients must agree to not discriminate in any manner against an employee or grant beneficiary because of race, color, religion, creed, age, gender, sexual orientation, marital status, national origin, ancestry, or disability.

**Questions**

Grant program questions should be directed to MEA Program Managers [Dean Fisher](#) (Phone: 410-537-4068) or [David Giusti](#) (Phone: 410-537-4072).