**APPLICATION DEADLINE: October 10, 2018**

**Important Information and Deadlines:**

***Instructions:*** *Please read the application thoroughly and complete all sections. Since accurate information is important in ranking your application, please submit with required supplemental documents to explain your project.* **Writing “See attachment” is not an acceptable substitute for providing the information.** *The MEA strongly recommends that you read the* ***Notice of Grant Availability*** *before completing this application for program* eligibility*, requirements, and evaluation criteria.*

This application should only be used by communities already accepted into the Maryland Energy Administration's Maryland Smart Energy Communities (MSEC) program who are now seeking additional MSEC funding (i.e., accepted in the MSEC Program in FY 13- FY 18).

The full application (this document) is **due no later than, October 10, 2018** and requires sign- off from the individual with signatory authority for the Smart Energy Community (*i.e*., local government) indicating that the Community intends to complete the project(s) proposed in the application. MEA can provide technical assistance through the University of Maryland Environmental Finance Center to help participants complete the application, if necessary. **Applications must be submitted to** **MSEC.MEA@maryland.gov.**

**Guidelines for Submission**

**Follow these steps for successful application submission:**

-When you have completed your application, go to the File menu and select "Save As".

-Rename your file using the following naming convention: "FY19MSEC\_Community Name\_MMDDYY". For example, an application submitted by Baltimore County on October 10, 2018 would look like this: "FY19MSEC\_BaltimoreCounty\_111018."

-Once the file has been saved and renamed, email it as an attachment to MSEC.MEA@maryland.gov using the subject line "FY19 MSEC Grant Application \_CommunityName."

-Email transmissions may be limited in file size. If your files are too large for a single transmission, please number your transmissions consecutively on the subject line (e.g., "FY19<MSEC Grant Application\_CommunityName - Part 1").

-You should receive a confirmation e-mail within two business days of your submission. If you do not receive a confirmation email within 24 hours, please call MEA at (410) 537-4000 .

**If an existing MSEC community would like to submit more than one project for consideration, complete the** **Application in the following manner:**

1. Complete a Project Proposal Form (Section C) for each project,

2. Complete and submit one copy of Sections A, B and D.

Also, please provide a supplemental letter that ranks the multiple projects proposed based on community preference. Please include the estimated project cost and estimated energy benefits for each proposed project on a project-by- project basis, as well as the source of that information (e.g. energy audit, vendor quote, engineering estimate).

**Questions about the application or MSEC program may be directed to:**

 Caitlin Madera, E: MSEC.MEA@maryland.gov, T: 410-537-407

**Part A: Organization and Contact Information**

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| 1. **Name of Local Government- Applicant) (Must be the full legal name of the organization as it appears on the IRS W9 tax form.)**
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| 1. **Project Location Address(s)** (if multiple, please number and include project name.)
 | 1. **Mailing Address (if different than location)**
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| 1. **Authorized Representative**

(If awarded a grant, this is the individual with signatory authority for the Applicant Organization that will sign the Grant Agreement.) | 1. **Application Point of Contact** (Individual Preparing Application)
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| **Name:****Title:****Phone:****Email:** | **Name:****Title:****Phone:****Email:** |
| 1. **Project Manager** (If awarded a grant, this individual will manage the grant on a day-to-day basis.)
 | 1. **Legal Contact** (the individual who is responsible for Applicant’s legal review).
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| **Name:****Title:****Phone:****Email:** | **Name:****Title:****Phone:****Email:** |
| 1. **If chosen for an award, please list the names and titles of the individuals whose signatures are required to enter into a Grant Agreement with MEA for your local government. Additionally please briefly describe the process and expected time frame to obtain those required signatures and return**
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| 1. **Intent:**
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| **If awarded funding, we intend to complete the proposed project below by November 10, 2020**[ ] Yes [ ] No **Optional: We intend to adopt a third MSEC energy policy goal and complete a baseline as action plan associated with meeting that policy goal by September 10,2019. Our third adopted policy will be:**[ ] Renewable Energy Policy [ ] Transportation Policy  |

**Part B: Progress Towards MSEC Goals** (please fill out for each individual project proposed)

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| 1. **Please provide an update on all MSEC goals adopted by your community, including whether or not the goal has been reached and outlook for meeting remaining goals:**
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| [ ]  Energy Efficiency Goal: 15% reduction in kWh/gross square feet within 5 years of the baseline year[ ]  renewable Efficiency Goal: 20% of electricity consumed by the community will come from renewable energy sources within 5 years of the baseline year[ ]  Transportation Petroleum Goal: 20% reduction in on-road gasoline & diesel consumption within 5 years of the baseline year |
| Click or tap here to enter text. |
| 1. **Please summarize energy related projects, initiatives, and other related work that has been completed by your community since becoming a Maryland Smart Energy Community, including whether project funding has come from sources other than MEA (e.g., Private Foundations, other Federal/State grants, General Funding).**
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| Click or tap here to enter text. |
| 1. **Please describe the system you are currently using to track energy consumption and renewable energy generation and whether or not it is suitable for monitoring progress toward your community's MSEC goal**
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| Click or tap here to enter text. |
| 1. **Energy codes: What year of the International Energy Conservation Code (IECC) is being enforced by your community? Please provide a weblink or a copy of the authorizing resolution or ordinance.**
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| Click or tap here to enter text. |
| 1. **Provide any other pertinent information that the MEA evaluation team should know about your community's pursuit of the MSEC energy goals.**
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| Click or tap here to enter text. |

**Part C: Proposed Project Information** (please fill out for each individual project proposed)

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| 1. **Project Name:**
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| Click or tap here to enter text. |
| 1. **Total Grant Request ($ from MEA)**
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| Click or tap here to enter text. |
| 1. **Total Funding Match/Leveraged Funds ($)** Please list all funding matches (dollars, labor, supplies, administrative support, etc.) provided by the applicant organization or organizations other than MEA that are helping to fund the proposed energy efficiency project. *Note: Utility Incentives do not count towards 20% leveraged funds requirement*
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| **Does your electric utility offer an incentive program for energy efficiency improvements?**[ ] Yes [ ] No*Check**the offerings of your utility at the appropriate website:* [ ] [Baltimore Gas & Electric (BGE)](http://www.bgesmartenergy.com/residential) [ ] [Potomac Edison](https://www.firstenergycorp.com/save_energy/save_energy_maryland.html) [ ] [Pepco](http://www.pepco.com/my-home/save-money-and-conserve-energy/efficiency-rebates-and-incentives-and-programs/) [ ] [SMECO](https://www.smeco.coop/~/link.aspx?_id=2322BEE44EE44469BB5D13B7F2AD884A&_z=z) [ ] [Delmarva](http://www.delmarva.com/my-home/save-money-and-conserve-energy/efficiency-rebates-and-incentives-and-programs/) [ ] [Washington Gas](https://www.washingtongas.com/home-owners/savings/rebates)**Have you applied or do you plan to apply to a utility incentive program?**[ ] Yes [ ] No*If yes: Which utility?* Click or tap here to enter text. *What is the potential incentive amount?* Click or tap here to enter text. *Have you received or only applied?* [ ] Received [ ] Applied**Do you intend to leverage non-utility funding sources for this project?**[ ] Yes [ ] No*If yes (fill out as many as needed):* Name of Source: Click or tap here to enter text. Description of Source: Click or tap here to enter text. Dollar Value ($): Click or tap here to enter text. Name of Source: Click or tap here to enter text. Description of Source: Click or tap here to enter text. Dollar Value ($): Click or tap here to enter text. Name of Source: Click or tap here to enter text. Description of Source: Click or tap here to enter text. Dollar Value ($): Click or tap here to enter text.Please attach applications, award letters, or other documentation related to utility and other incentive programs for which you’ve applied or been awarded. |
| 1. **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. **This section must be completed and should not state only “see attachment.”**

**Please Note: $50,000 funding cap per proposed project, additionally a 20% cost-share contribution is required per proposed project.** |
| Click or tap here to enter text. |
| 1. **Annual Energy Savings:** Please provide a detailed estimate of your project(s) annual energy impact, addressing all relevant categories:
* Energy efficiency: annual electricity savings (kWh)
* Other relevant energy savings (e.g., therms, MMBtu, gallons of propane, etc.)

Please be sure to include the price that your community is paying for electricity ($/kWh), and natural gas, as this information will be used to calculate cost effectiveness. All energy efficiency projects must be found to be cost effective, in aggregate or on an individual basis, with a simple payback at least equal to the expected life of the equipment.The energy saved through your project is a key review criterion for funding consideration, so please do your best to show accurate energy savings data. You may attach documentation showing your math and assumptions if necessary. Some helpful resources to aid in your calculations: * Grant Applicants should use energy estimates completed by qualified auditors, online calculators maintained by the U.S. Department of Energy, ENERGY STAR calculators, etc.
* MEA recommends that local governments leverage an energy audit or use the formulas contained in the Northeast Energy Efficiency Partnership (NEEP) Technical Resource Manual.

**This section must be completed and should not state only “see attachment.”** |
| Click or tap here to enter text. |
| 1. **Impact:** Please describe how the financial benefits of the proposed project will positively impact the town/city/county (e.g. lower operating costs). Will the proposed project have any impact on local businesses (e.g. job activity through the installation of the HVAC units)?
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| Click or tap here to enter text.  |
| 1. **Cost Breakdown:** Complete the following table describing each component of the project and its estimated cost. You can add more rows as necessary. Please list the source of the estimate (vendor estimate, quotation, proposed installation cost, website, etc.). If available, please provide price estimate documentation as an attachment. Costs must include both material and labor. This information is critical for the ranking of your application.

**Please Note: $50,000 funding cap per proposed project, additionally a 20% cost-share contribution is required per proposed project.****This section must be completed and should not state only “see attachment.”** |
| **Line Item(Type of equipment, labor, etc.)** | **Source of Price Estimate** | **Cost ($)** |
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| **Applicant-supplied Matching Funds** |  |  |
| **Administrative Costs (Reimbursable administrative costs under the Program are a maximum of 10% of total Grant Award)** |  |  |
| **TOTAL COST OF PROJECT** |  |
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| 1. **Administrative Costs:** If you are requesting that part of your potential Grant Award be used for administrative costs, please describe how these costs enable the successful function of your project. Please note that MEA can only provide up to 10% of your total potential Grant Award as reimbursement for administrative costs.

**This section must be completed and should not state only “see attachment.”** |
| **Total Administrative Costs ($):** Click or tap here to enter text.Please detail your administrative costs:

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| --- | --- |
| **Line Item (e.g. Salary, Mileage, etc.)** | **Amount ($)** |
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| **TOTAL ADMINISTRATIVE COSTS** |  |

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| 1. **Project Timeline:** Describe your proposed project timeline in the table below. List all major project milestones in the first column. In the second column, please list the expected completion date. Assume that **June 1, 2019** is the earliest that your potential grant funds will be available. Construction and installation on your project must be completed by **November 10, 2020,** with final reports and invoices submitted to MEA by **December 10, 2020.** Draft your project timeline 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.

**This section must be completed and should not state only “see attachment.”** |
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| **Project Milestone** | **Expected Completion Date** |
| Receive MEA Funds | **April 10, 2019 (Earliest)** |
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| Complete Construction & Installation | **(No later than November 10, 2020)** |
| Submit Final Reports to MEA | **(No later than December 10, 2020)** |

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| 1. **Procurement Policy and/or Practices:** Briefly describe your organization’s procurement policy for obtaining contractors, materials, etc. If your organization does not have a formalized procurement policy, explain how you would identify contractors and vendors to provide goods and services, should you receive a grant award from MEA.
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**Part D: Agreement to Terms, Conditions, and Signature**

**By signing and dating this application, 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. **Applications must be submitted electronically to msec.mea@maryland.gov no later than October 10, 2018.** If submitting the application via U.S. mail or in-person, it must be delivered to MEA by close of business (5:00 P.M. Eastern Daylight Time) on **October 10, 2018**. Paper applications should be addressed to:

Maryland Energy Administration
Attn: MSEC Program – FY19 Application
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230

1. I certify that the building(s) to be upgraded under my proposed project are located in the State of Maryland.
2. I understand that this application does not guarantee that I will be awarded for a grant for the proposed energy project.
3. To be eligible for grant funding, I understand that the equipment **may not** be purchased or installed before my organization has an executed Grant Agreement **and** Project Approval Form with MEA.
4. I give permission to 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.
5. Under penalties of perjury, I certify that the Applicant Organization will be able to provide a Federal Tax ID number should it be selected for an award; it is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified it that it is no longer subject to backup withholding. I certify that I am a U.S. citizen or other U.S. person (as defined in IRS Form W-9).

1. I will allow authorized representatives of the FY19 Maryland Smart Energy Communities Grant Program access to my facility in order to conduct site inspections or measurement & verification activities.
2. I understand that the program terms & conditions are subject to change at the sole discretion of MEA.
3. 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.
4. 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.
5. I certify that I am an authorized signatory for the Applicant Organization.

[ ]  **By checking this box and typing my name below, I am electronically signing my application.**

 **Name and Title (Please Print): Click or tap here to enter text.**

 **Community: Click or tap here to enter text.**

 **Date: Click or tap to enter a date.**