Page **1** of **15**

**FY19 Clean Energy Communities**

**Low-to-Moderate Income Grant Program**

Application Instructions

**APPLICATION DEADLINE: FRIDAY, OCTOBER 26, 2018**

[**Overview**](#Overview)[**Application Submission**](#Submission)

[**Eligibility & Terms**](#Eligibility)[**Grantee Responsibilities**](#GranteeResponsibilities)

[**Preparing a Competitive Application**](#Preparing)

|  |
| --- |
| **SECTION 1: OVERVIEW** |

The Fiscal Year 2019 (FY19) Clean Energy Communities Low-to-Moderate Income Grant Program (Program) has been allocated approximately $4.8 million, subject to funding availability, from the Strategic Energy Investment Fund (“SEIF”) for energy efficiency projects. The Program funds (“Funds”) are available to eligible 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 per dollar of Maryland Energy Administration (MEA) investment and the number of LMI residentsserved will receive grant funding priority**.

Funds are allocated to each Maryland Region based on the number of LMI income households located within the respective Region, in order to ensure an equitable distribution of grant funds. Grants will be awarded competitively within the applicant pool for each Region. The map on the next page shows each region’s allocation of funds.

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

Applications will be evaluated on a region-by-region basis. However, MEA reserves the right to factor in geographic diversity within each region when evaluating grant applications. **Applicants wishing to apply for grants in multiple regions must submit a separate grant application for each region.**

**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 April 1, 2019**.** For planning purposes, **all construction activities should be able to be completed by August 1, 2020, with all invoices and project reports submitted to MEA no later than September 1, 2020.**

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

###### **Regional Allocation Map**



***Note: All listed allocations are subject to funding availability.***

|  |
| --- |
| **SECTION 2: ELIGIBILITY & TERMS** |

**Eligible Applicants**

The following organization types are eligible to receive funding through the FY19 Program:

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

A Non-profit organization must include a description of the organization’s mission, purpose, and organizational structure in *Section 11: Organization Overview* 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 to provide a service under the grant, the applicant must include in the application a disclosure about any relationship that the applicant has with the for-profit entity, including but not limited to a past or present business affiliate relationship. 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 may supplement, but 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. While grants will be allocated based on region, income limits are based on the particular county in which a project is located. Income limits for 2018 can be found on the [Maryland Department of Housing and Community Development (DHCD) website;](http://dhcd.maryland.gov/HousingDevelopment/Documents/prhp/2018_MD_Income_Limits.pdf) 60% income limits can be found on pages 10 and 11, and 85% income limits can be found on pages 18 and 19.

**Examples:**

 60% AMI 85% AMI

4 person household in Allegany County $42,800 $ 60,600

2 person household in Anne Arundel County\* $45,600 $ 64,600

\*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 24: 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 building materials and/or equipment. Only upon written approval by MEA, a limited amount of grant funding may be used for the costs of technical assessments, licenses, engineering, and/or training, that is shown to be necessary or beneficial to the project(s).

**Program Restrictions & Limitations**

* ﷟All projects funded through the Program must comply with the [2015 International Energy Conservation Code (IECC).](https://www.energycodes.gov/adoption/states/maryland)
* All work must be completed by contractors and/or staff holding all necessary certifications and licenses to work in Maryland. Additionally, all work performed pursuant to the Grant shall comply with all applicable local, State, and federal building codes.
* 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 only allowed in homes that have been weatherized.
	+ For the purposes of this program, an unweatherized home is considered any home to which cost-saving envelope energy efficiency measures could be applied, including air sealing, insulation, and other 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 in existing homes or buildings, only ENERGY STARTM certified appliances qualify under the Program. MEA will not provide reimbursement for the replacement of any appliance for which the ENERGY STAR certification is unavailable.
	+ Refrigerator replacements -The maximum reimbursable cost per ENERGY STAR certified refrigerator is $800 under the Program.
	+ Water heater replacements
		- ENERGY STAR certified heat pump water heaters and natural gas water heater replacements are eligible under the Program.
		- ENERGY STAR no longer certifies 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 a new construction project, 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 14) to a higher efficiency ENERGY STAR certified heat pump (SEER 15+). 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. An application for a new construction project should include incremental costs based on the LMI Incremental Cost Allowance schedule located in *Section 5: Allowable Costs for New Construction* of *Part C:* *Application Exercise* in the [FY19 LMI Grant Program Application Form.](FY19%20LMI%20Grant%20Program%20Application%20Form.docx)
* 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. If applicable, see the [NEEP Mid-Atlantic TRM](https://neep.org/sites/default/files/resources/Mid_Atlantic_TRM_V7_FINAL.pdf) resource to determine anticipated equipment life.
* 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. This prohibition against charging for participation applies to any project 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](http://energy.maryland.gov/business/Pages/incentives.aspx) and [residential](http://energy.maryland.gov/residential/Pages/incentives/default.aspx) renewable energy incentives.
* MEA will consider fuel switching only if it can be shown to be cost effective and will result in a net reduction in overall energy usage.
* 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).

**Indirect Costs**

A grantee may request reimbursement for indirect costs. However, please note that the total grant amount award will be all-inclusive. Thus, the total amount of funding requested should reflect the indirect costs that the applicant anticipates being reimbursed.

Indirect costs for an applicant that is tax exempt under § 501(c)(3), (4), or (6) of the Internal Revenue Code, and has negotiated and received an indirect cost rate under a direct federal award or from a nonfederal entity, will be allowed as outlined in §2-208(b)(1) of the State Finance and Procurement Article. Indirect costs for any other non-profit organization applicant or a local government applicant will be capped at a maximum of 10% of the grant award.

MEA will use the definition of indirect costs provided in OMB Uniform Guidance, 2 CFR § 200.56[[1]](#footnote-2). In summary, indirect costs refer to facility and administrative costs that are “incurred for a common or joint purpose benefitting more than one cost objective

**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 up to $5,000 per building with MEA permission.

**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 or are not energy related.

|  |
| --- |
| **SECTION 3: PREPARING A COMPETITIVE APPLICATION** |

**Grant Evaluation Criteria**

For each region, MEA will evaluate applications using five primary evaluation criteria:

1. **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.) If an applicant can access matching funds, the ratio of energy savings to dollar of MEA investment will improve. New in Fiscal Year 2019, applicants will be required to complete an Application Exercise to help MEA assess the applicant’s understanding of building energy audits and building science. The results from this exercise will be used as part of this evaluation criteria. More information on the Application Exercise can be found in Section 4 below.
2. **Applicant’s past performance complying with LMI program requirements and participating in other State programs,** if applicable. With regard to any past LMI grants awarded to an applicant, MEA will consider the following: if the applicant achieved the proposed number of home upgrades, if past award amounts were able to be expended, if project extensions were necessary to complete projects, if grantee’s reporting was, was accurate and submitted on time, and if larger projects were able to achieve economies of scale to reduce costs per house.
3. **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 and the standard life of many different energy efficiency 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:** $\# of homes/units × \frac{\# of LMI individuals per home}{years in home \left(must be < 15 years\right)} ×15 years$

 **Formula for Permanent Housing:**

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

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):

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

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

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

So, the total number of LMI Marylanders served by this project is 113 + 24 = 137 Marylanders.

1. **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.
2. **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:
	1. Can project construction be completed by August 1, 2020 with all invoices submitted to MEA by no later than September 1, 2020?
* Accuracy of energy savings and cost information for the project:
	1. How accurate are the applicant’s estimates?
	2. Are assumptions behind the numbers clearly stated in a manner allowing the review team to evaluate the project?
* Location, as related to the State’s Priority Funding Areas[[2]](#footnote-3). The State gives priority to projects occurring in Priority Funding Areas. According to the Maryland Department of Planning (MDP), [Priority Funding Areas](http://data.imap.maryland.gov/datasets/maryland-priority-funding-areas) are existing communities and places where local governments want State investment to support future growth.

|  |
| --- |
| **SECTION 4: APPLICATION EXERCISE (New in Fiscal Year 2019)** |

To be competitive, an applicant must be able to deliver energy savings cost effectively. To evaluate this capability, MEA will review each Applicant’s responses to the Application Exercise included in the FY19 application.

An applicant must complete all applicable sections of the Application Exercise. An Applicant’s responses to these questions will be used to evaluate understanding of energy efficiency measures and LMI program policies, as well as be used to evaluate the ability to cost effectively deliver energy efficiency upgrades, as part of [Evaluation Criteria 1](#_SECTION_3:_PREPARING). An Applicant’s responses will also be used to inform the size and scope of any potential grant award.

LMI projects generally fall into 3 main project types:

1) Whole Building Residential Retrofits

2) New Residential Construction with Incremental Efficiency Upgrades

3) Upgrades to Commercial Building Types serving LMI Populations

Each Applicant must complete only the sections of the Application Exercise applicable to the applicant’s project type, as defined in the table below.

|  |  |
| --- | --- |
| **Project Type** | **Exercise Sections to Complete** |
| Whole Building Residential Retrofit | Sections 1, 2, 3, 4 |
| New Residential Construction with Incremental Efficiency Upgrades | Sections 1, 2, 5 |
| Upgrades to Commercial Buildings | Sections 1, 2, 6 |

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

|  |
| --- |
| **SECTION 5: APPLICATION SUBMISSION** |

Please use the grant application entitled “FY19 LMI Grant Program Application Form.” This document can be found on the [Maryland Energy Administration Clean Energy Communities Low-to-Moderate Income Grant Program webpage](https://energy.maryland.gov/govt/Pages/CleanEnergyLMI.aspx). Additional supporting documents should be attached to the application, as necessary.

For an applicant applying for grants in multiple regions, a separate application must be submitted for each region-specific grant. Combined applications for multiple regions will not be evaluated.

**Deadlines for Application Submission**

Applications must be submitted to the Maryland Energy Administration by **Friday, October 26, 2018** to be considered. MEA would prefer receiving applications via email, if possible. Applications sent via email must be received by 11:59 p.m. EDT on October 26, 2018. For all other applications, paper applications must be received onsite at the Maryland Energy Administration by 5:00 p.m. EDT on October 26, 2018. **No applications will be accepted after the deadline.**

**Guidance for Electronic Submission**

* Email application and all supporting documents to MEALMI@newportpartnersllc.com
* Each file should be saved in PDF or DOCX format.
* Each file should be less than 10 MB in size. Any file in excess of 10 MB may not be reliably delivered.
* If an application is submitted in parts, please number each email submission (i.e., Part 1 of 3, Part 2 of 3, etc.) so that MEA can verify that the entire application is received.
* Please be sure to include the name of the applicable region in the email’s subject line, followed by the applicant organization’s name (for example: “Western Region 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., “Western Region Bright Start Foundation 1 of 2,” etc.).
* Please be sure to not include any personally identifiable information (PII) of any potential LMI participant in the application. Examples of PII include homeowner names, social security numbers, and phone numbers.
* **As stated above, an application must be submitted by 11:59 P.M. EDT on Friday, October 26, 2018 to be considered.**

You should receive an email from MEA’s Technical Assistance Team confirming receipt of your application. If you do not receive an email confirming your submission, it is your responsibility as an applicant to contact Sam Bowles (sbowles@newportventures.net) within the next business day after submission to ensure that your application was successfully sent from your organization’s email system and received by the LMI team.

**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[[3]](#footnote-4) to:

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

* **MEA must receive the paper application by close of business (5:00 P.M. EDT) on Friday, October 26, 2018.**

|  |
| --- |
| **SECTION 6: GRANTEE RESPONSIBILITIES** |

**If you are selected for a Grant Award, you will be responsible for completing the following tasks and 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 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.

*Indirect Costs*

Pursuant to § 2-208(b)(1) of the State Finance and Procurement Article, if a Grantee will be requesting reimbursement of indirect costs at a rate negotiated and received under a direct federal award or from a nonfederal entity, upon being selected for a grant award, Grantee shall submit to MEA its federally negotiated cost rate agreement or other documentation of its indirect cost reimbursement rate.

**Grant Reporting**

After being selected for a grant award by the Maryland Energy Administration, each Grantee is responsible for submitting the following reporting documents to the Maryland Energy Administration as a condition of the grant award.

*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 Reporting Attachment*

Each Grantee is required to submit a monthly reporting attachment by the 10th of each month throughout the entire duration of the grant. For each month, a grantee must complete each of the applicable sections below, regardless of project activity during the reporting month. **Failure to submit a completed monthly reporting attachment by the 10th of each month will result in delayed reimbursement and will be considered in future funding considerations.** The main sections of the consolidated, Excel-based Monthly Reporting Attachment are listed below with basic instructions.For more instruction on monthly reporting, please view the [FY18 LMI Monthly Reporting Attachment training presentation here](https://vimeo.com/271081960).

*Monthly Summary*

* Complete checklist
* Sign or write Grantee’s name at the bottom of sheet
* Input all fields highlighted in yellow

*Monthly Report*

* Complete information in all applicable columns for each project location
* Input all fields highlighted in yellow
* Add additional comments, as necessary

*Energy Savings Worksheet*

* Complete all applicable sections for projects completed during the reporting month
* Input all fields highlighted in yellow

*Monthly Invoice*

* Complete all applicable sections
* Sign or write your name at the bottom of the sheet

**Grant Invoicing**

**Program grant funding will only be distributed through reimbursement of costs or expenses**. The Grantee must invoice MEA and provide supporting documentation (e.g., copies of contractor/vendor receipts and invoices) to substantiate the requested amount of reimbursement. Grantee shall submit invoices to MEA on Grantee letterhead or using the MEA-generated Grantee Invoice Template. The invoice must also list the Grantee’s federal tax identification number and MEA grant number. The Grantee must include invoices with the monthly progress report and submit them by the 10th of the month, with all final invoices submitted no later than September 1, 2020. A Grantee can expect to receive reimbursement in approximately thirty days **after all required invoice and reporting documentation has been received, reviewed, and approved by MEA.** Failure to submit all necessary documentation may prevent or delay reimbursement.

**Historic Preservation**

In order to comply with the State historic preservation requirements, all buildings (including individual homes) to be included in a project funded by a Program grant must first be reviewed to assure that the proposed grant project will not have any adverse effects on the historical significance of a historic property. MEA will submit each project details to its in-house historic professional for review in consultation with Maryland Historic Trust, as necessary. The scope of a project may be limited by these approvals.

Additional information on the historic preservation review process can be found on the [Maryland Historical Trust website](http://mht.maryland.gov/).

**Liability Insurance**

Comprehensive third-party liability insurance, or its equivalent, must be maintained for all work funded by a Program grant. 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 each contractor 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**

A grantee must affirm that each contractor working on the Grantee’s project funded by the Program is in compliance with all necessary state and local licensing requirements, including Maryland Home Improvement Commission (MHIC) licensing, as appropriate.

**Procurement**

To assure 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 21*: *Procurement Policy and/or Practices* of the grant application.

**Scalability**

If an applicant has the capacity to scale its project either larger or smaller based on available funding, please so indicate in *Section 23: Project Scalability* of the grant application. Please note that any additional funding must be used on a project that is consistent with the original grant application.

**Showcasing**

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 require participation in project showcasing.

**Grant Conditions**

As a condition of the grant award, each grant recipient 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**

Program questions should be directed to MEA Program Managers Dean Fisher (Phone: 410-537-4068) or David Giusti (Phone: 410-537-4072). Questions about the application process or monthly reporting should be directed to Sam Bowles (Phone: 301-889-0017), a contractor on the MEA technical assistance team that supports the LMI program.

1. “*Indirect (F&A) costs* means those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.” [↑](#footnote-ref-2)
2. A map of Priority Funding Areas, including a search by address feature, can be found on the [MDP website](http://data.imap.maryland.gov/datasets/maryland-priority-funding-areas). [↑](#footnote-ref-3)
3. 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. [↑](#footnote-ref-4)