***Attachment A***

**MSEC Project Development Form**

*(This form denotes the information necessary to approve an MSEC funded project.)*

|  |  |
| --- | --- |
| **1. Name of Grantee** | |
|  | |
| **2. Policies Passed:** | |
| Energy Efficiency  Renewable Energy  Transportation Petroleum Reduction | |
| **3. Grant Amount** | |
| Total FY16 Grant Amount:   |  |  | | --- | --- | | a. Direct Project Costs: At a **Minimum**, at least 70% of the total grant amount needs to go towards direct project costs |  | | b. Policy and Project Preparation Costs: **Maximum** of 30% of total grant amount |  | | |
| **4. Project Address (or addresses, for multiple locations)** | |
|  | |
| **5. Project Type** | |
| A project focusing solely on energy efficiency (i.e., a lighting upgrade, adding insulation, etc.)   A project focusing solely on renewable energy/clean transportation (i.e., adding solar panels to your roof)  A project which combines energy efficiency and renewable energy/clean transportation | |
| **6. Amount of Grant Funds Requested Per Project and Per Funding Track *(e.g. energy efficiency, renewable energy, or transportation petroleum reduction).***  **\***For each project, please provide a breakdown of costs (e.g. equipment, material, labor, etc.) based on actual pricing obtained through your community’s procurement process. | |
|  | |
| **7. Project Narrative (For multiple projects, please include one narrative per project):** | |
|  | |
| **8. Total Project Cost, Other Sources of Funding *(e.g. Jurisdiction Match, Rebates, Other Grants, etc.). For multiple projects, please provide complete information for question 8 on a project-by-project basis.*** | |
|  | |
| **9. Annual Energy Benefits Calculation/Estimate *(e.g. kWh reduced, kw installed, gallons reduced)* and Source of Energy Estimates**  \*Before approving any project, MEA must have a detailed estimate of projected energy savings that shows all assumptions, calculations, etc. If relying on an audit for projected energy savings, the audit should be submitted with this form. Calculations can be shown below or attached in a separate spreadsheet. Any project with incomplete or unsubstantiated energy savings estimates will not be approved. Energy efficiency project are required to be cost effective, with a simple payback (section #11) being less than the anticipated equipment life (section #10). | |
|  | |
| **10. Expected Life of the Installed Equipment** | |
|  | |
| **11. Simple Payback of the Measures *(e.g. Total project cost/annual anticipated energy savings)*** | |
|  | |
| **12. Electricity/Fuel Cost Information** | |
| Electric utility provider and cost of electricity, $/kWh |  |
| Building fuel oil cost ($/gallon) |  |
| Natural gas utility provider and cost of natural gas ($/MMcf) |  |
| Propane cost ($/gallon) |  |
| Gasoline cost ($/gallon) |  |
| Diesel cost ($/gallon) |  |
| Other fuels not listed above (please specify): |  |
| **13. Utility Rebates (if applicable):** | |
|  | |
| **14. Documentation of Maryland Historic Trust Review *(if applicable)*** | |
|  | |

***Attachment B***

***(To be completed by MEA and provided to the Grantee, once the project has been approved)***

**Maryland Energy Administration**

**Maryland Smart Energy Communities Program**

**MEA MSEC Project Approval**

The \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been approved to commence with the Maryland Smart Energy Communities project Proposed in Attachment A, as modified by MEA, if necessary, in the Scope of Work section, below. The project has been determined to comply with the following requirements of the Maryland Smart Energy Communities program (all requirements must be met before proceeding):

Reviewed to confirm that the proposed project is eligible to receive MSEC funds based on the terms of the Agreement.

Reviewed to verify that the project will cost effectively reduce electricity consumption and/or generate clean energy and/or reduce petroleum consumption.

Reviewed and determined that the proposed project will have “no adverse effect” on any historic property.

Reviewed to confirm that the Grantee has in place baselines and plans for the two policies they chose to pursue, and has adopted formal, written policies through their legislative or governing body committing the local government to the policies specified in the Policy Guidance Documents

**DETAILED SCOPE OF WORK (Project address(es), detailed description of energy measure(s) to include system efficiency information (e.g., SEER rating, motor efficiency, etc.), if applicable):**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Reporting Metrics**:

**EXPECTED USEFUL LIFE (YEARS): \_\_\_\_\_\_\_\_\_\_\_**

**PAYBACK (YEARS, attach calculations as appropriate):** ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved by:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Maryland Energy Administration Signature Date

Revised 5/23/16

***Attachment C***

**Maryland Smart Energy Communities Grant Program Invoice Report**

**Instructions: Please complete and forward the MSEC Invoice Report to MEA along with the corresponding invoice requesting MSEC reimbursement.**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Local Government Name and Address:** | | **2. Name/ Title/Phone Number of Report Submitter:** | |
| **3. Congressional District:** | | **4. Address of Project (if different than the address shown above)** | |
| **5. Reporting Period**  **Month:** \_\_\_\_\_\_\_\_\_  **Year: \_\_\_\_\_\_\_\_\_\_\_**  **Is this the final MSEC Invoicing report?**  **Yes  No** | | **6. MEA Grant Number:** | |
| **7. Local Government Invoice Number (if invoices are being submitted to MEA for payment)** | |  | |
| **8. MSEC Grant Expenditures** Please indicate the amount of MSEC grant funds spent during a. the reporting period and b. over the course of the project to date. Please note that if you are receiving funding from multiple funding categories, as specified in Section III of the Grant Agreement, you must track, invoice, and report this funding stream separately. | | | |
| 1. **MSEC Grant Dollars Spent during this Reporting Period ($)** | | Direct Project Costs (minimum 70% of total Grant amount): |  |
| Policy and Project Preparation Costs (maximum 30% of total Grant amount): |  |
| **Total grant funds requested, this reporting period (this number should match the invoiced amount):** |  |
| 1. **MSEC Grant Dollars Spent to date ($)** | | Direct Project Costs (minimum 70% of total Grant amount): |  |
| Non-Project Costs (maximum 30% of total Grant amount): |  |
| **Total grant funds requested, spent to date (this number should match the invoiced amount):** |  |
| **9. Non-MSEC Grant Expenditures** | | | |
| 1. **Utility Rebates, by energy measure ($) (if applicable)** | | 1. **Other Project Expenditures ($)** Please include description and the $ amount (e.g., community matching funds) | |
| **10. Policy Status Update** | | | |
| 1. **Provide a brief narrative of the status of the baselines, plans, and policies required under this program.** | | Energy Efficiency: | |
| Renewable Energy: | |
| Transportation Petroleum: | |
| **11. Project Status Update** | | | |
| 1. **Provide a brief narrative of project milestones and/or accomplishments achieved during the reporting period.** | |  | |
| 1. **Were any obstacles encountered during the reporting period? If so, please explain.** | |  | |
| **12. Is this your final report?  Yes No** | | | |
| **13. Reporting Metrics:**  The required project reporting metrics are listed below. | | | |
| 1. **Jobs created (Hours worked) *Required***   Please report the total number of hours worked (and paid for using Grant funds) by Grantee staff, contractors, and vendors |  | | |
| 1. **Energy Cost Savings ($ saved per year due to project) *Required*** |  | | |
| 1. **Building Energy Savings**   ***Required for all energy efficiency projects*** | | | |
| 1. **Reduction in annual electricity consumption (MWh)** |  | | | |
| 1. **Reduction in annual fuel oil consumption (gal)** |  | | | |
| 1. **Reduction in annual natural gas consumption (MMcf)** |  | | | |
| 1. **Reduction in annual propane consumption (gal)** |  | | | |
| 1. **[Insert other measure]** |  | | | |
| 1. **[Insert other measure]** |  | | | |
| 1. **Renewable Energy Capacity and Generation**   ***Required for all renewable energy projects*** | | | |
| 1. **Amount of electricity generated by photovoltaic systems (MWh) annually** |  | | |
| 1. **Amount of electricity generated by wind systems (MWh) annually** |  | | |
| 1. **Amount of electricity  generated by other renewable systems (MWh) annually** |  | | |
| 1. **Installed photovoltaic system capacity (MW)** |  | | |
| 1. **Installed wind capacity (MW)** |  | | |
| 1. **Installed capacity of all other renewable systems (MW)** |  | | |
| 1. **[Insert other measure]** |  | | |
| 1. **Transportation-Related Energy Savings**   ***Required for all transportation petroleum reduction projects*** | | | |
| 1. **Reduction in annual gasoline consumption (gal)** |  | | |
| 1. **Reduction in annual diesel consumption (gal)** |  | | |
| 1. **[Insert other measure]** |  | | |
| 1. **[Insert other measure]** |  | | |
| 1. **Building Retrofits (number of buildings) – Required** |  | | |