***Attachment A***

**MSEC Project Development Form (FY19)**

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

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| **1. Name of Grantee** |
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| **2. Policies Passed:**  |
| [ ]  Energy Efficiency [ ]  Renewable Energy [ ]  Transportation Petroleum Reduction  |
| **3. Grant Amount** |
| Total FY19 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 |  |

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| **4. Project Address (or addresses, for multiple locations)** |
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| **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. Project Narrative**\*Description of the energy measure(s) and the location(s)  |
|  |
| **7. Total Project Cost Breakdown** \* Detailed breakdown of all project costs (e.g. equipment, material, labor, admin, etc.) based on actual pricing obtained through your community’s procurement process.\*All sources of funding must be listed, including utility rebates, jurisdiction matches, other grants. |
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| **8. Project Schedule** **\***Include dates for all relevant milestones. Must include a minimum of start date and end date. |
|  |
| **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).  |
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| **10. Expected Life of the Installed Equipment** \*The project’s system life must be substantiated. If manufacturer data is being used, cutsheets of the main components must be included.  |
|  |
| **11. Simple Payback of the Measures *(e.g. Total project cost/annual anticipated energy savings)*** |
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| **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))*** |
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