***Attachment C***

**Maryland Smart Energy Communities Grant Program Invoice Report (FY19)**

**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 3 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.**
 |  |
| 1. **Provide Date/Time for Site visit**
 |  |
| **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**
 |  |