**APPLICATION DEADLINE: October 10, 2018**

**Important Information and Deadlines:**

***Instructions:*** *Please read the application thoroughly and complete all sections. Please note that solely writing “See attachment” in a section of the application is not sufficient*.*Since accurate information is important in evaluating your application, please submit all necessary supplemental documents required to explain your project****.*** *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 who have not yet participated in the Maryland Energy Administration's (MEA) Maryland Smart Energy Communities (MSEC) program. Communities currently accepted into the MSEC program that are interested in pursuing additional funding should complete the MSEC Existing Communities application available online <http://energy.maryland.gov/govt/Pages/smartenergycommunities.aspx>.

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.**](mailto: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 and submit one copy of Parts A, B, C, D, E, and G.

2. Complete Part F: Potential MSEC Program Information for each project. 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).

3. If necessary, please provide a supplemental letter that ranks the multiple projects proposed based on community preference.

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

Brandon Baik, E: [MSEC.MEA@maryland.gov](mailto:MSEC.MEA@maryland.gov), T: 410-537-4070

**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(es)** (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) |
| **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). |
| **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 your internal approval process and expected time frame necessary to obtain all necessary approvals and signatures.** | |
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| 1. **Expression of Intent:** | |
| **If awarded funding, we intend to complete the proposed project(s) below by November 10, 2020.**  Yes No  **We intend to pass two of the three energy policy goals\* by September 10, 2019, making us eligible for project funding. If so, please select 2 of 3 policies, below:**  **Energy efficiency:** Establish an electricity consumption baseline and develop a plan to reduce per-square foot electricity consumption of local government-owned buildings by 15% within five years of the baseline year.  **Renewable Energy:** Reduce conventional centralized electricity generation serving local government-owned buildings by meeting 20% of those buildings' electricity demand with distributed, renewable energy generation within five years of the baseline year.  **Transportation Petroleum Reduction:** Establish a petroleum consumption baseline for all local government vehicles, and put in place a plan to reduce petroleum consumption by 20 % within five years of the baseline year.  **We understand that in addition to the policy goals, our community must complete an energy baseline and develop an action plan for achieving the goals before we can receive full project funding. We intend to put a good faith effort towards completing all three deliverables and by September 10, 2019.**  **\*** Local governments can formally commit to the above energy goals by ordinance, resolution, executive order, or similar policy mechanism (as appropriate). Descriptions of the policy goals can be found at http://energy.maryland.gov/govt/Pages/smartenergycommunities.aspx | |

**Part B: Applicant Information**

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| 1. **List the number and type of staff (with job titles) that will be working on passing the policies, developing the energy baselines and action plans, and eventually running the approved energy project(s).** |
| Click or tap here to enter text. |
| 1. **Provide a detailed description of how policies are passed in your local government, including key points of approval needed and approximately how long it takes from start to finish. This must be consistent with the procedures outlined in your local charter.** |
| Click or tap here to enter text. |
| 1. **Energy/Sustainability Initiatives: List any ongoing energy-related or sustainability initiatives already taking place in your local government, such as ENERGY STAR ratings, EPA Community Challenge participation, DHCD Sustainable Communities participation, Sustainable Maryland Certified participation, etc.** |
| 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.** |
| Click or tap here to enter text. |

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| 1. **Provide a proposed monthly schedule that includes detailed information on the following:**   (a) Working the policies through each step of the legislative process in your municipality/county;  b) Completing the baseline electricity/fuel consumption;  (c) Developing the electricity reduction plan and/or renewable energy action plan and/or transportation petroleum reduction plan; and,  (d) MEA approval of a specific project Please refer to the Policy Guidance Documents on the MEA website to ensure that you fully understand the deliverables |
| Click or tap here to enter text. |
| 1. **Assistance from MEA:**   **MEA can provide MSEC participants with a limited amount of technical assistance related to the achievement of the MSEC goals. What form of technical assistance would be most useful for your municipality as you work on the three deliverables for each of the goals?** Technical assistance may be used to: help collect and organize community energy information, compile baselines, create plans, formulate a workable timeline, review policies for adherence to the program, and assist with energy project ideas, among other activities. Technical assistance may not be used for advocacy or lobbying activities. |
| Click or tap here to enter text. |
| 1. **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 C: Energy Efficiency** (This section is mandatory if you are pursuing the energy efficiency policy)

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| 1. **How many public buildings are owned by your local government (including water and sewage treatment facilities, but excluding school buildings)?** |
| Click or tap here to enter text. |
| 1. **Are there any additional public facilities, which the community rents/leases AND pays electrical utilities for? Please list the properties.** |
| Click or tap here to enter text. |
| 1. **Do you track public building energy consumption using ENERGY STAR Portfolio Manager, or an equivalent method? If yes, please note how many buildings are currently tracked.** |
| Click or tap here to enter text. |
| 1. **How many energy audits have been performed on buildings owned by your community since 2010? Please list all buildings that have received an energy audit and to what extent the recommendations have been implemented.** |
| Click or tap here to enter text. |
| 1. **Please provide the name, title, and contact information of the person responsible for keeping electricity consumption records and/or utility bills.** |
| Click or tap here to enter text. |
| 1. **Please list each of the energy utility companies servicing your local government (i.e., all utilities that send regular invoices).** |
| Click or tap here to enter text. |

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| 1. **Describe, in detail, all existing policies related to energy efficiency. Include links to or copies of existing policies, resolutions, ordinances, laws, etc.** |
| Click or tap here to enter text. |

**Part D: Renewable Energy** (This section is mandatory if you are pursuing the renewable energy policy)

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| 1. **How many public buildings are owned by your local government (including water and sewage treatment facilities, but excluding school buildings)?** |
| Click or tap here to enter text. |
| 1. **Are there any additional public facilities, which the community rents/leases AND pays electrical utilities for? Please list the properties.** |
| Click or tap here to enter text. |
| 1. **Do you track public building energy consumption using ENERGY STAR Portfolio Manager, or an equivalent method? If yes, please note how many buildings are currently tracked.** |
| Click or tap here to enter text. |
| 1. **Describe, in detail, all existing policies related to renewable energy. Include links to or copies of existing policies, resolutions, ordinances, laws, etc.** |
| Click or tap here to enter text. |
| 1. **Are there any renewable energy technologies currently installed on your local government facilities? If so, please describe what types (e.g. solar, wind, geothermal, biomass) and their capacities (e.g. kilowatts of installed solar).** |
| Click or tap here to enter text. |

**Part E: Transportation** (This section is mandatory if you are pursuing the transportation petroleum reduction policy)

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| 1. **Describe, in detail, all existing policies related to transportation petroleum reduction. Include links to or copies of existing policies, resolutions, ordinances, laws.** |
| Click or tap here to enter text. |
| 1. **Describe your fleet (number and type of vehicles, type of use, etc.). Are all vehicles owned by the municipality or do you have contracted vehicles/services?** |
| Click or tap here to enter text. |
| 1. **Please provide the name, title, and contact information of the person responsible for keeping transportation fuel records.** |
| Click or tap here to enter text. |

**Part F: Potential MSEC Project Information** (please fill out for each individual project proposed)

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| 1. **What type of projects do you eventually intend to pursue with your grant funding? Please note that in FY19 only energy efficiency funding is available.** |
| A project focusing on cost effective energy efficiency (i.e., a lighting upgrade, adding insulation, etc.)  A project focusing on renewable energy  A project focusing on transportation-related petroleum reductions |
| 1. **Project Narrative: Please provide a list of potential projects that you may wish to pursue through this program. This list is not binding, but will help MEA have an idea of the types of projects needed by municipalities. Please ensure that your project ideas are consistent with policies chosen and with the type of project you've indicated above in Part F, Question 1. This section must be completed below and should not state only “see attachment.” Please note that in FY19 only energy efficiency funding is available.**   **Please note:** All projects must be approved by MEA prior to spending grant funds. A minimum of 70% of the funds must go towards direct costs associated with an energy project, but communities will be allowed to spend up to 30% of funds on indirect costs including: project design, feasibility studies, and energy audits. Depending on the complexity of the project(s) being pursued, an energy audit may be required prior to project(s) approval in order to accurately quantify the projected energy benefits associated with a project. Communities should factor in the potential cost of an energy audit when planning potential projects. The MSEC program team is available to provide guidance on the types of projects that will likely require an energy audit to quantify energy savings. |
| Click or tap here to enter text. |

**Part G: 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 considered and grants are awarded on a competitive basis. **Applications must be submitted electronically to msec.mea@maryland.gov no later 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), October 10, 2018. Paper applications should be addressed to:  
   Maryland Energy Administration  
   Attn: MSEC Program – FY19 AOI 1 Application  
   1800 Washington Boulevard, Suite 755  
   Baltimore, MD 21230
2. I certify that the building(s) to be upgraded under my proposed project are located in the State of Maryland.
3. I understand that this application does not guarantee that I will be awarded for a grant for the proposed energy project.
4. 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.
5. 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.
6. 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.
7. 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.
8. I understand that the program terms & conditions are subject to change at the sole discretion of MEA.
9. 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.
10. 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.
11. 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.**