**FY21 Maryland Energy Administration**

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

**Application Instructions and Application Form**

**APPLICATION DEADLINE: THURSDAY, OCTOBER 1ST, 2020**

*Please review all instructions prior to completing the application. This document is the only accepted application form.*

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**Application Instructions**

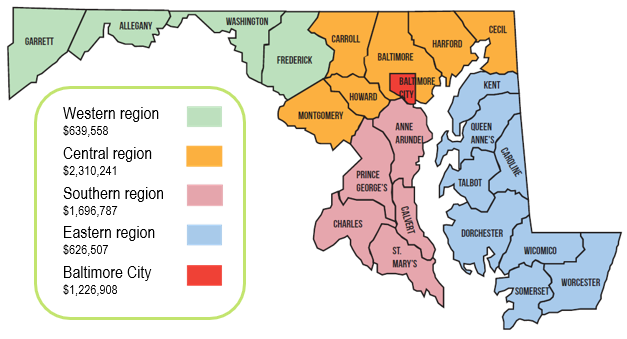
**Overview**

The Fiscal Year 2021 (FY21) Maryland Energy Administration Low-to-Moderate Income (“MEA LMI” or “LMI”) Grant Program (Program) has been initially allocated up to $6.5M, 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 residents.

MEA 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. ***The Maryland Energy Administration (MEA) will prioritize projects that maximize energy savings per dollar of MEA investment and the number of LMI residents served.***

In order to ensure an equitable distribution across the State, grant funds are first allocated to each Maryland region based on the number of LMI households located within the respective region. Grants will then be awarded competitively within the applicant pool for each region. The map below (*Figure 1*) shows each region’s estimated allocation of funds. Applicants may request any amount up to the maximum level of funding allocated to a region. However, applicants must have the capabilities to successfully implement the amount of grant funding being requested through the Program. Applicants are also encouraged to highlight the scalability of their proposed projects.

Applications will be evaluated on a regional basis. 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.**



*Figure 1: Estimated Distribution of FY21 Funding*

**New for FY21*:*** Due to the impacts of COVID-19, the MEA LMI program is taking the following actions for the FY21 program cycle:

1. Increasing the simple payback requirements for cost-effective projects to up to 12 years for residential projects and up to 18 years for commercial projects.
2. Increasing emphasis on project feasibility as an evaluation criterion. All project applications should present a clear, detailed description of project feasibility in anticipation of potential COVID-19 related challenges. Applications that demonstrate a feasible plan of action in response to COVID-19 related challenges will be prioritized. Cost-effective projects that clearly demonstrate the ability to be completed by the project construction deadline while in compliance with federal, State, and locally-issued orders concerning COVID-19 will be prioritized by the review team.
3. If necessary, grantees will be allowed to invoice up to 50% of the allowable Indirect Costs at the beginning stages of the project to help support planning, operations and project implementation. [See definition of Indirect Costs.](#bookmark=id.4d34og8)

Explanation: MEA recognizes that COVID-19 has caused significant disruptions and delays to some types of energy efficiency improvements, particularly those focused on the residential sector. Therefore, these adjustments are being implemented by MEA in the FY21 LMI program cycle to help grantees restart residential energy efficiency efforts, provide financial support and flexibility when program participants need it most, and encourage highly feasible work scopes.

**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 in Spring 2021.

**All construction activities should be able to be completed by August 1, 2022, with all invoices and project reports submitted to MEA no later than September 1, 2022.**

Equipment purchases and project work *cannot begin* prior to the execution of the grant agreement between the Grantee and MEA.

**Eligibility and Terms**

**Eligible Applicants**

The following organization types are eligible to receive funding through the FY21 Program:

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

***Note:*** *All proposed projects should include cost-effective energy efficiency upgrades that serve low-to-moderate income Marylanders. For the FY21 program, the MEA LMI program defines cost effectiveness as projects that have an aggregate simple payback of up to 12 years or less for residential buildings and up to 18 years or less for commercial buildings. Simple payback is the time, in years, it will take to recover the initial investment in an efficiency measure through energy cost savings.*

***When calculating the simple payback for the project, applicants should include the total cost and savings associated with the installed energy measures.*** *If leveraged or matching funds are used to implement measures that result in energy savings, the costs should be included in the simple payback calculation. Costs associated with non-energy measures (e.g., administrative or indirect costs, leveraged funds, etc.) that do not result in energy savings should not be used in estimating the simple payback.*

**New in FY21**: In response to COVID-19, MEA has increased the simple payback requirements for cost-effective projects to up to 12 years for residential projects and up to 18 years for commercial projects.

**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. MEA encourages grant applicants to pursue funding support through other programs available in their project location. Funding from other sources 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. **In all cases, MEA funds may supplement, but not supplant, other funding sources. MEA Funds should target households and energy measures that are ineligible under other programs.**

**Note***: Grantees leveraging funding from other sources should note that MEA will only reimburse the Grantee for the allowable cost of approved energy efficiency measures less the amount of leveraged funds. Grantees are required to share incentive and leveraged fund information with MEA as part of the grant reporting process.*

**Matching Funds**

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:

* Cash
* In-kind services
* Equipment, labor, or materials
* Energy efficiency utility incentives

***Note***: *Only leveraged or matching funds used for energy efficiency measures should be included in the simple payback calculation*.

**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:

* **Low Income** - at or below 175% of the federal poverty level
* **Moderate Income** - above low income, and at or below 85% of median income by county

While grants will be allocated based on region, income limits are based on the particular county in which a project is located. “Moderate income” is defined using median income limits from the [Maryland Department of Housing and Community Development (DHCD)](https://dhcd.maryland.gov/Pages/EnergyEfficiency/default.aspx); this information can be found on the DHCD’s website [here](https://dhcd.maryland.gov/HousingDevelopment/Documents/prhp/2019_MD_Income_Limits.pdf). “Low income” is defined as at or below 175% of the federal poverty level; these limits can be found in [the](#bookmark=id.2p2csry) table below and are posted on the Maryland Department of Human Services Office of Home Energy Programs [webpage](http://dhs.maryland.gov/office-of-home-energy-programs/how-do-you-apply/). **Grantees are responsible for verifying that program participants and/or beneficiaries comply with the established income limits**.

|  |  |  |
| --- | --- | --- |
| **FY21 Low Income Eligibility Limits** *(Based on 175% of the Federal Poverty Level)* | | |
| **Household Size** | **Maximum Gross Monthly Income Standards** | **Maximum Gross Yearly Income Standards** |
| **1** | **$1,861** | **$22,332** |
| **2** | **$2,515** | **$30,180** |
| **3** | **$3,168** | **$38,016** |
| **4** | **$3,821** | **$45,852** |
| **5** | **$4,475** | **$53,700** |
| **6** | **$5,128** | **$61,536** |
| **7** | **$5,781** | **$69,372** |
| **8** | **$6,435** | **$77,220** |
| **For Each Additional Person, Add** | **$654** | **$7,848** |

*Table 1: Income Eligibility Limits*

**Eligible Projects & Measures**

**Project Types**

In general, proposed energy efficiency projects should fit one of the following categories. If you are unsure of which category to apply under, please contact MEA Program Manager [Dean Fisher](mailto:dean.fisher@maryland.gov) (410-537-4068).

1. **Whole Home/Building Residential Retrofits:** Whole Home/Whole Building upgrades consist of performing a [Building Performance Institute](https://www.bpihomeowner.org/home-energy-audit) (BPI) energy audit on the residential home or building and then installing cost-effective energy efficiency and weatherization measures. For residentially metered buildings, Grantees should develop projects whose energy conservation measures (ECMs), in aggregate, have a simple payback that is less than 12 years. Examples of installed measures are LED light bulbs, ENERGY STAR® qualified appliance upgrades, insulation improvements, air sealing, etc.
2. **Whole Building Commercial Retrofits:** Similar to the residential retrofits above, an energy audit on a commercial building is performed followed by the installation of cost-effective energy efficiency and weatherization measures to achieve an aggregate simple payback of 18 years or less based on the audit results. Examples of installed measures are LED light bulbs, control upgrades, insulation improvements, air sealing, etc.
3. **New Construction with Incremental Efficiency Upgrades:** New construction projects in which the project aims to improve efficiency to above the levels required by the most current version of the energy code in effect in Maryland. Only the incremental purchase cost of upgrading to a higher level of energy efficiency is reimbursable under the Program.
4. **Limited Upgrades to Existing Commercial/Residential Buildings:** An existing building/home in which the project does not require an energy audit, but rather seeks to make limited cost-effective upgrades to improve the performance and efficiency of the home/building. Examples include but are not limited to:

* HVAC replacement- Projects under this category may implement standalone HVAC replacements, if it can be demonstrated that weatherization has already been done within the past five years.
* Energy kits- Measures included in energy kits must provide cost effective energy savings without the need of an energy audit. Examples of energy kits could include installation of LED light bulbs, low-flow shower heads, smart power strips, etc.

*Note: While energy audits may not be required under the limited upgrades category, applicants must still adhere to relevant combustion safety testing protocols per the relevant industry standards (i.e., BPI), if applicable, as required based on the energy measures being considered for implementation.*

**New in FY21:**In response to COVID-19, MEA has increased payback periods on projects. MEA has also increased emphasis on project feasibility as a review criterion. Examples of projects that are potentially viable to implement in the current working environment, drawn from current program grants and contractors in the field, include:

* Incremental upgrades to new construction;
* Upgrades to unoccupied existing homes/buildings;
* Common area lighting upgrades;
* Exterior lighting upgrades (controls, lamps) for building exterior, parking lots, landscape, and security lighting; and,
* Attic insulation and air sealing where the building has exterior attic access available and contractors don’t need to go into dwellings

Grantee is ultimately responsible for determining eligible energy measures that can be safely completed during COVID-19, based on the most up-to-date federal, state, and local guidance.

The MEA LMI program encourages applicants to think creatively about how they can provide LMI Marylanders with significant energy and cost savings.

**Allowable Program Measures**

The majority of any award made under this Program must be used directly for energy efficiency measures, including the purchase and installation of building materials and/or equipment. A limited amount of grant funding may be used for the costs of technical assessments, licenses, engineering, and/or training but only upon the written approval of MEA. To be considered by MEA, an applicant must include in its application a description of why such a use of grant funding would be necessary or beneficial to the project.

**Indirect Costs**

A grantee may request reimbursement for indirect costs; however, the total grant amount award will be all-inclusive to include any indirect costs. The total amount of funding requested should reflect the indirect costs that the applicant anticipates requesting for reimbursement.

MEA will use the same definition of indirect costs provided in the federal Office of Management and Budget (OMB) Uniform Guidance, 2 CFR § 200.56[1]. 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.”

For a tax exempt applicant, as outlined in § 501(c)(3), (4), or (6) of the Internal Revenue Code, that has negotiated and received an indirect cost rate under a direct federal award or from a non-federal entity, indirect costs 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.

**New for FY21**: If necessary, a grantee will be allowed to invoice up to 50% of total allowable Indirect Costs in the beginning stages of the project to help support planning, operations and project implementation.

**Health and Safety Repairs**

For projects involving whole home/building energy retrofits, health and safety repairs that enable or support energy efficiency upgrades are capped at $1,500 per home. For commercial buildings in which kitchen and bath facilities are shared among multiple residents, health and safety repairs that enable or support energy efficiency upgrades are capped at $5,000 per building, after first receiving approval from MEA.

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 maximum budget per home ($7,000 without a HVAC upgrade, $10,000 with an HVAC upgrade).

To be eligible for LMI Program funding, health and safety repairs must fall into one of these four categories:

* Measures that enable the installation of an energy efficiency measure, i.e., they are a prerequisite to the successful installation of the measure. For example, repairing a hole in a roof that must be patched before installing insulation in the attic would qualify. Items such as repairing a broken step in a stairwell would not qualify as this repair has no connection to an energy efficiency measure being installed.
* Measures to install carbon monoxide (CO) monitors for homes with combustion appliances and/or an attached garage.
* Measures to correct combustion appliance zone (CAZ) problems.
* Measures to install required mechanical ventilation measures, such as the installation of bathroom ventilation fans and controls and kitchen ventilation fans/hoods vented to the outdoors.

Grantees should pursue other sources of funding for health and safety repairs if the cost of those repairs exceeds the allowable amount from MEA, or the repairs are not eligible.

**Program Restrictions & Limitations**

* All projects funded through the Program must comply with the relevant provisions of the [2018 International Energy Conservation Code (IECC).](https://codes.iccsafe.org/content/IECC2018P3)
* All work must be completed by contractors and/or staff holding all necessary certifications and licenses to work in Maryland. Permits shall be obtained, when necessitated. Additionally, all work performed pursuant to the Grant shall comply with all applicable local, State, and federal building codes.
* MEA will consider fuel switching as an energy efficiency measure if it can be shown to be cost effective and will result in a net reduction in overall energy usage or emissions reduction.
* MEA encourages all applicants to focus on residential households that are ineligible for assistance through the [Weatherization Assistance Program](https://dhcd.maryland.gov/Residents/Pages/wap/default.aspx) (WAP) or the [EmPOWER Maryland Low Income Energy Efficiency Program](https://dhcd.maryland.gov/Residents/Pages/lieep/default.aspx) (LIEEP) run by the Department of Housing and Community Development (DHCD).
* Low income residents cannot be charged for participation in any program that receives Strategic Energy Investment Fund (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.
* For Whole Home/Building Residential Retrofit projects (i.e., residential projects under Category 1 in Section 3 above) not involving an HVAC upgrade, no more than $7,000 per home energy retrofit is reimbursable under the Program. For home energy retrofits incorporating an HVAC upgrade, no more than $10,000 per home energy retrofit is reimbursable under the Program. *HVAC upgrades are only allowed in homes that have been weatherized within the past five years and can provide proof of weatherization; or propose weatherization as part of the project.*
* For appliance replacements in existing homes or buildings, only ENERGY STAR® qualified appliances qualify under the Program.
  + Refrigerator replacements: The maximum reimbursable cost per ENERGY STAR® qualified refrigerator is $800 under the Program.
  + Water heater replacements: ENERGY STAR® qualified heat pump water heaters and natural gas water heater replacements are eligible under the Program.
* Under Category 1, for Whole Home/Building Residential Retrofits in residentially metered buildings, Grantees should develop projects whose energy conservation measures (ECMs), in aggregate, have a simple payback that is less than 12 years. For commercially metered buildings, Grantees should develop projects with ECMs that, in aggregate, have a simple payback less than 18 years.
* Under Category 4, Limited Upgrades to Existing Commercial/Residential Buildings, when a single energy efficiency measure is proposed, it should have a simple payback that is less than the anticipated equipment life. If applicable, the [Northeast Energy Efficiency Partnership (NEEP) Mid-Atlantic Technical Reference Manual (TRM](https://neep.org/sites/default/files/resources/Mid_Atlantic_TRM_V9_Final_clean_wUpdateSummary%20-%20CT%20FORMAT.pdf)) resource can be used to determine anticipated equipment life.
* Chapter 757 of the 2019 Acts of the General Assembly of Maryland includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article.  Applicants affected by those provisions should take them into account when developing FY21 applications to SEIF-funded programs.
* Effective October 1, 2019, Chapter 757 of the 2019 Acts of the General Assembly of Maryland requires at least 80% of workers participating in a SEIF-funded project or program to reside within 50 miles of the project or program.  As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland’s borders.  Applicants should take this requirement into account when developing FY21 applications to the Program. FY21 SEIF-funded grant agreements will contain a section outlining this requirement.

**Application Evaluation Criteria**

**Grant Evaluation Criteria**

For each region, the MEA review team will evaluate applications using the following evaluation criteria.

Primary Criteria:

1. **Annual energy savings per dollar of MEA investment**. MEA is looking for projects that maximize potential electricity savings. Projects that show the ability to achieve economies of scale will be given priority. If an applicant will be accessing leveraged or matching funds, only the funds associated with energy efficiency measures will be used to evaluate this criterion.
2. **Accuracy of energy savings and cost information for the project**: How accurate are the applicant’s estimates? Are assumptions behind the numbers clearly stated in a manner allowing the review team to evaluate the project?
3. **Project Feasibility**: Does the project application present a clear, detailed description of project feasibility in anticipation of potential COVID-19 related challenges?
4. **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.
5. **Responses to the FY21 Application Exercise**. Applicants are required to complete the Application Exercise to help MEA assess the applicant’s understanding of building energy audits, building science, and LMI program requirements.
6. **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 execution of past awards (including the proposed number of home upgrades compared to the actual number of completed upgrades), expended award amounts, any extensions necessary to complete projects; accuracy and timeliness of reporting; the ability to achieve economies of scale, and the results of compliance monitoring (as applicable).
7. **Applicant’s willingness and ability to deliver energy upgrades to households that are not eligible for assistance through other channels.** MEA is looking for applications that propose methods to target households unable to access energy efficiency programs and/or can leverage other funding sources such as the Department of Housing and Community Development’s Weatherization Assistance Program (WAP) and Maryland Low Income Energy Efficiency Program (LIEPP) programs to increase their scope of work.
8. **Method of Delivery of energy products and services and whether the proposed method will provide the best value to the State of Maryland.**
9. **Location:** The State gives priority to projects occurring in Priority Funding Areas[[1]](#footnote-1). According to the Maryland Department of Planning (MDP), [Priority Funding Areas](https://planning.maryland.gov/Pages/OurProducts/pfamap.aspx) are existing communities and places where local governments want State investment to support future growth.

**Application Submission Requirements**

**Please only submit this completed application form and attach any additional supporting documents, as necessary. No other documents will be accepted in lieu of this application.** For an applicant applying for grants in multiple regions, a separate application must be submitted for each region-specific grant.

**Deadlines for Application Submission**

MEA is encouraging the use of electronic applications to streamline processing and reduce environmental impacts. If you cannot apply electronically, please contact MEA at 410-537-4068 no later than five (5) business days prior to the grant deadline in order to determine an alternative method to submit an MEA LMI application. Applications must be submitted no later than **Thursday, October 1st, 2020 by 11:59 P.M**. Eastern Daylight Time. Unless the Applicant has contacted MEA regarding an alternative method, applications must be submitted electronically to MEA’s technical assistance contractor at [MEALMI@newportpartnersllc.com](mailto:MEALMI@newportpartnersllc.com).

**Guidance for Submission**

* Unless the Applicant has contacted MEA regarding an alternative application method, email application and all supporting documents to [MEALMI@newportpartnersllc.com](mailto:MEALMI@newportpartnersllc.com). This email address is monitored by MEA’s technical assistance contractor for the Maryland Energy Administration Low-to-Moderate Income Grant program.
* 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.
* Each file should only include the Application Form and Exercises along with any supporting documents. Please remove the Application Instructions (pages 1- 13 of this document) and remove all track changes prior to submitting.
* 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 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 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.

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](mailto: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.

**THIS PAGE IS INTENTIONALLY LEFT BLANK. DO NOT INCLUDE THE APPLICATION INSTRUCTIONS IN YOUR SUBMISSION. PLEASE SUBMIT ONLY THE APPLICATION FORM AND THE COMPLETED APPLICATION EXERCISES THAT CORRESPOND TO YOUR PROJECT TYPE.**

**FY21 Maryland Energy Administration Low-to-Moderate Income Grant Program Application Form**

Please complete this form in its entirety. Applications with missing information and lacking supporting documents will be deemed ineligible. All applications must be submitted prior to the application deadline. See the section, *Application Submission Requirements,* above for more information.

**Section 1: Organization and Contact Information**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **Name of Applicant Organization (Must be the full legal name of the organization as it appears on the IRS W9 tax form.) Please attach the IRS W9 tax form associated with your application organization.** | | | |
| Click or tap here to enter text. | | | |
| 1. **Street Address** | | 1. **Mailing Address (if different than physical location)** | |
| Click or tap here to enter text. | | Click or tap here to enter text. | |
| 1. **Authorized Representative**   (The individual who would sign a Grant Agreement, if selected for award) | | 1. **Individual Preparing Application** | |
| **Name:** Click or tap here to enter text.  **Title:** Click or tap here to enter text.  **Organization**: Click or tap here to enter text.  **Phone:** Click or tap here to enter text.  **Email:**  Click or tap here to enter text. | | **Name:** Click or tap here to enter text.  **Title:** Click or tap here to enter text.  **Organization**: Click or tap here to enter text.  **Phone:** Click or tap here to enter text.  **Email:**  Click or tap here to enter text. | |
| 1. **Point of Contact**   (The individual who would manage the grant on a day-to-day basis) | | 1. **Legal Counsel Responsible for Grant Review (FOR LOCAL GOVERNMENTS ONLY – Nonprofits skip to 8.)** | |
| **Name:** Click or tap here to enter text.  **Title:** Click or tap here to enter text.  **Organization**: Click or tap here to enter text.  **Phone:** Click or tap here to enter text.  **Email:**  Click or tap here to enter text. | | **Name:** Click or tap here to enter text.  **Title:** Click or tap here to enter text.  **Organization**: Click or tap here to enter text.  **Phone:** Click or tap here to enter text.  **Email:**  Click or tap here to enter text. | |
| 1. **Does your organization have a Federal Tax Identification Number?** (If selected for a grant award, the Federal Tax ID number will need to be provided prior to grant execution. The Federal Tax ID and organization name must match what is listed on your organization’s IRS W9 form.) | | 1. [**U.S. Congressional District and MD Legislative District**](http://mdelect.net/)where work is to be performed. Enter address and click “Find.” Your U.S. Congressional district will be shown on the left side of the screen as “U.S. Representative (Maryland District #).” Your Maryland Legislative district will be shown on the left side of the screen as “State Senator (District #).” Do not include any letters in these numbers (E.g. “1A” should be listed as “01.”) | |
| **☐ Yes ☐ No** | | **U.S. Cong. District:** Choose an item.  **MD Leg. District:** Choose an item. | |
| 1. **Maryland region in which work will occur** (Please select **only one** region. Projects in multiple regions will require separate applications for each. In addition, please select all counties in which work will be done under this application. [See Regional Map](#bookmark=id.1fob9te). | | | |
| ☐**Central Region**  ☐ Baltimore County  ☐ Carroll County  ☐ Cecil County  ☐ Harford County  ☐ Howard County  ☐ Montgomery County  ☐**Southern Region**  ☐ Anne Arundel County  ☐ Calvert County  ☐ Charles County  ☐ Prince George’s County  ☐ St. Mary’s County | ☐**Eastern Region**  ☐ Caroline County  ☐ Dorchester County  ☐ Kent County  ☐ Queen Anne’s County  ☐ Somerset County  ☐ Talbot County  ☐ Wicomico County  ☐ Worcester County | | ☐**Western Region**  ☐ Allegany County  ☐ Frederick County  ☐ Garrett County  ☐ Washington County  ☐**Baltimore City** |
| 1. **Has your organization ever received funding from the Maryland Energy Administration Low-to-Moderate Income (LMI) Grant Program in a prior fiscal year?** | | | |
| **☐** Yes ☐ No  Year(s) of Award: Click or tap here to enter text. | | | |
| 1. **Organization Overview:** Please provide MEA with a brief description (500 words or less) of your organization’s mission and/or purpose, as well as an overview of your organizational structure. **If applicable, please provide a link to your organization’s website.** | | | |
| Click or tap here to enter text. | | | |
| 1. **Proof of Incorporation (*Non-Profits Organizations Only*):** Proof of incorporation is required for all nonprofit organizations. | | | |
| **Proof of incorporation for the applicant organization has been attached to this application.**  ☐Yes ☐No ☐N/A (Local Governments Only)  **Will your organization be using a for-profit entity to provide a service under the grant?**  ☐Yes ☐No ☐N/A (Local Governments Only)  If yes, please disclose any relationship that the applicant has with the for-profit entity, including but not limited to a past or present business affiliate relationship. *Failure to disclose this information may be grounds for revocation of the grant.*  Click or tap here to enter text. | | | |
| **Additional Information** | | | |
| Please describe how you learned about MEA’s LMI program:  ☐ MEA Communications  ☐ Participated in prior year(s)  ☐ Organization that we work with  ☐ Other (Specify): Click or tap here to enter text. | | | |
|  | | | |

**Section 2: Proposed Project**

|  |
| --- |
| 1. **Total LMI Grant Program Request (All inclusive, including Health & Safety and Indirect Costs)** |
| **$** |
| 1. **Total Funding Match/Leveraged Funds** Please list all funding matches (dollars, labor, supplies, administrative support, etc.) provided by the applicant organization or any other organization other than MEA that is helping to fund the proposed energy efficiency project. *Note: Matching funds are not required for this grant program.* |
| **Does your electric utility offer an incentive program for energy efficiency improvements?**  ☐Yes ☐No  *Check**the offerings of your utility at the appropriate website:*  ☐[Baltimore Gas & Electric (BGE)](http://www.bgesmartenergy.com/residential) ☐[Potomac Edison](https://www.firstenergycorp.com/save_energy/save_energy_maryland.html)  ☐[Pepco](https://www.pepco.com/WaysToSave/ForYourHome/Pages/Maryland.aspx) ☐[SMECO](https://www.smeco.coop/~/link.aspx?_id=2322BEE44EE44469BB5D13B7F2AD884A&_z=z) ☐[Delmarva](https://www.delmarva.com/WaysToSave/ForYourHome/Pages/Maryland.aspx) ☐[Washington Gas](https://www.washingtongas.com/home-owners/savings/rebates) ☐Other (Specify): Click or tap here to enter text.  **Have you secured leveraged funding from a utility incentive program?**  ☐Yes ☐No  *If yes: Which utility? Select all that apply.*  ☐Baltimore Gas & Electric (BGE) ☐Potomac Edison  ☐Pepco ☐SMECO ☐Delmarva ☐Washington Gas ☐Other (Specify): Click or tap here to enter text.  *What is the incentive amount?* Click or tap here to enter text.  **Have you applied to a utility incentive program but are unsure if you will receive funding?**  ☐Yes ☐No  *If yes: Which utilities? Select all that apply.*  ☐Baltimore Gas & Electric (BGE) ☐Potomac Edison  ☐Pepco ☐SMECO ☐Delmarva ☐Washington Gas ☐Other (Specify): Click or tap here to enter text.  *What is the potential incentive amount?* Click or tap here to enter text.  *If approved, what is the expected award date?* Click or tap to enter a date.  **Do you intend to leverage non-utility funding sources (e.g. Weatherization Assistance Program, donations, private grant funds, matching funds, volunteer labor) for this project?**  ☐Yes ☐No  *If yes, report all:*   |  |  |  |  | | --- | --- | --- | --- | | **Funding Source** | **Description of Funding** | **Amount ($)** | **Is this funding secured, anticipated, or proposed?** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | **TOTAL** | |  |  |     *Please attach each application, award letter, or other documentation related to utility and other incentive programs for which you’ve applied or been awarded.*  ☐ I affirm that documentation is attached to this application. |
| 1. **Project Description:** Please answer the following questions about your proposed project(s). The summary should include a detailed description of your proposed energy efficiency and/or weatherization measures. *Grantees are allowed to propose projects in multiple categories. If your project is occurring in multiple locations, please clearly describe the work that will be occurring in each location.*   ***This section must be completed and should not state “see attachment.”*** |
| **Which of the following categories does your project best fit?** [**See Eligible Project Types**](#_heading=h.147n2zr)  ☐ Whole House/Building Residential Retrofit  ☐ Whole Building Commercial Retrofit  ☐New Construction with Incremental Efficiency Upgrades  ☐ Limited Upgrades to Commercial/Residential Buildings   * Approximately how many homes/buildings do you plan to upgrade? Include your strategy for identifying and recruiting eligible properties. Be as detailed as possible. Click or tap here to enter text. * Please provide a detailed description of how your organization intends to complete the project while adhering to Maryland’s directives related to COVID-19. Please include any precautionary safety measures your organization intends to implement, availability of contractors, access to homes/buildings, and other items that could be directly impacted by the limitations and regulations.   Click or tap here to enter text.   * Do you intend to complete your project before the program deadline of August 1, 2022?   **☐** Yes ☐ No  If yes, when is the anticipated project completion date:   * **For whole home/building residential and commercial retrofits**, have you already had an energy audit performed?*If yes, please attach a copy of the audit report.*   **☐** Yes ☐ No   * + **For all other project types please provide a detailed summary of your proposed project:**   Click or tap here to enter text. |
| 1. **Project Scalability:** Is your organization interested and capable of scaling your project larger or smaller, based on the availability of funding? |
| ☐Yes ☐No  If Yes, please describe how you would scale your project both larger and smaller to accommodate available grant funds and best serve LMI Marylanders. Please be as specific as possible in your strategy for scaling both larger and smaller. Click or tap here to enter text. |
| 1. **Impact on Low-to-Moderate Income Marylanders:** Please include an estimate of the number of low-to-moderate income individuals and/or households that will benefit from this project over a fifteen-year period.   **The formula to determine the # of LMI Individuals impacted by a project is:**    **This section must be completed and should not state “see attachment.”** |
| Please show your calculations:  Insert the calculated number of LMI Marylandersthat would benefit directly from this project.  Click or tap here to enter text.  Please describe, in detail, what direct benefits (energy and cost savings, health, social) the project and proposed energy efficiency upgrades will have on LMI Marylanders.  Click or tap here to enter text. |
| 1. **Priority Funding Areas:** The State of Maryland gives priority to projects occurring in Priority Funding Areas. According to the Maryland Department of Planning website, [Priority Funding Areas](https://planning.maryland.gov/Pages/OurProducts/pfamap.aspx) are existing communities and places where local governments want State investment to support future growth. The following areas qualify as Priority Funding Areas:  * **Every municipality, as they existed in 1997** * **Areas inside the Washington Beltway (I-495) and the Baltimore Beltway (I-695)** * **Areas already designated as enterprise zones, neighborhood revitalization areas, heritage areas, and existing industrial land**   See the [map of Priority Funding Areas](http://mdpgis.mdp.state.md.us/PFA/publicinfotemplate/index.html), including a search by address box, on the MDP website. |
| **Will your proposed project, in full or in part, occur in an area designated for Priority Funding?**  ☐Fully within a PFA ☐Partially within a PFA ☐Not within a PFA |
| 1. **Indirect Costs as defined by 2 CFR § 200.56:**   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 non-federal 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 allowed up to 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.  **2 CFR § 200.56:** “*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 benefited, 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.”*  ***This section must be completed and should not state “see attachment.”*** |
| **Do you plan to request reimbursement of indirect costs if you are awarded a grant? ☐ Yes ☐ No**  **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 non-federal 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.**  **NOTE: GRANT AWARDS ARE ALL INCLUSIVE AND WILL NOT PROVIDE FOR ANY COSTS IN EXCESS OF THE TOTAL GRANT AMOUNT.** |
| 1. **Project Timeline:** In the second column of the table below, please list the expected completion date for each project milestone. Assume that **Spring 2021** is the earliest that your potential grant award will be completely executed and potential grant funds available. Construction and installation of your project must be completed by **August 1, 2022,** with final reports and invoices submitted to MEA by **September 1, 2022.** Draft the project timeline accordingly to comply with this timeframe, taking into consideration scheduling concerns that may impact your organization (e.g., COVID-19 impacts, facility schedules, holidays, weather, etc.), as well as equipment and material lead times.   **This section must be completed and should not state “see attachment.”** |
| |  |  | | --- | --- | | **Project Milestone** | **Expected Completion Date** | | Receive Potential Grant Agreement from MEA | **Spring 2021** | | Construction Work Begins | Click or tap here to enter text. | | Work 50% Complete | Click or tap here to enter text. | | Complete Construction & Installation | Click or tap here to enter text.  **(No later than August 1, 2022)** | | Submit Final Reports to MEA | Click or tap here to enter text.  **(No later than September 1, 2022)** |   Please provide a detailed project implementation timeline below, describing how your organization intends to complete the project in the timeframe outlined above.  Click or tap here to enter text. |
| 1. **Procurement 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. |
| Click or tap here to enter text. |
| 1. **Will your organization perform the work on your proposed project, or will you hire (a) contractor(s)?** |
| ☐Hire Contractor(s) ☐Perform Work In-house  **If you selected “Hire Contractor(s)” and already have a contractor in mind, please explain how you procured that contractor and your organization’s business affiliation with them, if any such relationship is present:**  Click or tap here to enter text. |
| 1. **Eligibility Verification (Individual Participants):** If your organization is awarded a Low-to-Moderate Income Energy Efficiency Grant, describe the process that will be used to verify and document that each participant/beneficiary meets the low-to-moderate income requirements as outlined in *Eligibility and Terms* section Application Instructions above.   **This section must be completed and should not state “see attachment.”** |
| Click or tap here to enter text. |

**Section 3: Application Exercise**

**Objective**:

The Application Exercise (Exercise) is intended to provide a problem-solving element to the LMI application, which evaluates the applicant’s abilities related to building audits and building science. The purpose of using the Exercise is to evaluate the applicant’s approach to delivering cost-effective efficiency upgrades.

**Instructions**:

An applicant’s responses to these questions will be used to evaluate the applicant’s understanding of energy efficiency measures and LMI program policies, as well as be used to evaluate the applicant’s ability to cost effectively deliver energy efficiency upgrades. Applicants may consult with their contractors or staff to assist them in completing this section.

Only the exercises relevant to your project type, as defined in the table below, need to be completed. Project types are defined in the *Eligible Projects & Measures* section of the Application Instructions above.

If you are uncertain as to which project type your project falls under, please contact MEA Program Manager [Dean Fisher](mailto:dean.fisher@maryland.gov) (Phone: 410-537-4068).

**Eligible Project Types**

|  |  |
| --- | --- |
| Project Type | Exercises to Complete |
| 1. Whole House/Building Residential Retrofit | 1, 2, 3, 4, 5 |
| 1. Whole Building Commercial Retrofits | 1, 2, 4, 5, 7 |
| 1. New Construction with Incremental Efficiency Upgrades | 1, 2, 4, 6 |
| 1. Limited Upgrades to Existing Commercial/Residential Buildings | 1, 2, 4, 7 |

*Table 2: FY21 Eligible Project Types*

**Exercise 1: Program Goals (*All Project Types)***

*“The LMI Program encourages innovative ideas directed at helping communities, neighborhoods, or entire buildings take advantage of economies of scale.”*

1. Does your proposal achieve economies of scale (yes/no)? If yes, please explain briefly.
2. Does your proposal contain innovative technologies (yes/no)? If yes, what are these technologies?

**Exercise 2: Eligibility and Terms (*All Project Types)***

1. True / False: An important evaluation criterion is a project’s feasibility, including accounting for how the project can proceed in the context of COVID-19 challenges.

☐True

☐False

1. True / False: LMI-funded projects must meet all applicable provisions of the 2015 International Energy Conservation Code.

☐True

☐False

1. True / False: Leveraged funding that is not used for an energy efficiency measure should be included in Simple Payback calculations for the project.

☐True

☐False

1. True/ False: Low income clients are households with income equal to or less than 175% of the federal poverty level.

☐True

☐False

1. True/False: Health and safety repairs of any type may not be paid for with LMI funds.

☐True

☐False

**Exercise 3: Energy Savings Estimates Table *(Project Type 1)***

Please complete the tables below to provide an estimate of the amount of energy that will be saved annually through your proposed whole building retrofit project by the appropriate unit (e.g., kWh, therms, gallons). Use the table below to calculate potential energy savings based on the estimated savings provided for each measure, based on hypothetical energy savings derived from the Mid-Atlantic TRM. Then fill in the Energy Savings Estimates table related to costs, savings, and payback.

The energy saved through your project is a key review criterion for funding consideration, so please do your best to show accurate energy savings data.

For any residential energy measures not included in the list below, an applicant should use energy estimates from qualified auditors, online calculators maintained by the U.S. Department of Energy (DOE), ENERGY STAR® calculators, etc. For fuel oil and/or propane measure upgrades, please assume natural gas for the purposes of this exercise.

When completing the table below, the number of homes should be based upon your **Total Requested Grant Award** amount and should not include measures from leveraged or matching funds.

**Lighting & Appliance Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure** | **Unit** |  | **# per home** | **# of homes** | **Natural Gas Savings (therms/year)** | **Electricity Savings (kWh/year)** |
| Replacement of an incandescent bulb with a LED |  | 93.5 |  |  | N/A |  |
| Replacement of existing refrigerator with an ENERGY STAR® qualified refrigerator |  | 117 |  |  | N/A |  |
| Replacement of existing clothes washer with an ENERGY STAR® qualified clothes washer: |  |  |  |  |  |  |
| a) Using hot water produced by electricity |  | 153 |  |  | N/A |  |
| b) Using hot water produced by natural gas |  | 0.42 |  |  |  | N/A |
| Replacement of an existing clothes dryer with an ENERGY STAR® qualified clothes dryer |  | 176.3 |  |  | N/A |  |
| Replacement of an existing dishwasher with an ENERGY STAR® qualified dishwasher |  | 37 |  |  | N/A |  |
| **Total Lighting & Appliance Savings** |  |  |  |  |  |  |

**HVAC Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure** | **Unit** |  | **# per home** | **# of homes** | **Natural Gas Savings (therms/year)** | **Electricity Savings (kWh/year)** |
| Replacement of an existing air conditioning unit with an ENERGY STAR® qualified AC unit |  | 101 |  |  | N/A |  |
| Replacement of an air source heat pump with an ENERGY STAR® qualified heat pump |  | 297 |  |  | N/A |  |
| Replacement of existing air conditioning with a Ductless Mini-Split heat pump |  | 1450 |  |  | N/A |  |
| Replacement of an existing natural gas boiler with an ENERGY STAR® qualified gas boiler: |  | 45.6 |  |  |  | N/A |
| Replacement of a gas furnace with an ENERGY STAR® qualified condensing gas furnace |  | 86 |  |  |  | N/A |
| Replacement of an existing room AC unit with an ENERGY STAR® qualified room AC unit |  | 121 |  |  | N/A |  |
| Replacement of an existing bath exhaust fan with an ENERGY STAR® qualified bath exhaust fan |  | 34.5 |  |  | N/A |  |
| Replacement of an existing ceiling fan with an ENERGY STAR® qualified ceiling fan |  | 88.5 |  |  | N/A |  |
| Installation of a programmable thermostat (natural gas heating savings only) : |  | 34.1 |  |  |  | N/A |
| Duct sealing – cooling (central AC or heat pump) |  | 212 |  |  | N/A |  |
| Duct sealing – heating (electric heat pump) |  | 467 |  |  | N/A |  |
| Duct sealing – heating (electric resistance heat) |  | 934 |  |  | N/A |  |
| Duct sealing – natural gas heating |  | 82 |  |  |  | N/A |
| **Total HVAC Savings** |  |  |  |  |  |  |

**Envelope Air Sealing Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure** | **Unit** |  | **# per home** | **# of homes** | **Natural Gas Savings (therms/year)** | **Electricity Savings (kWh/year)** |
| Air sealing- air conditioning savings |  | 309 |  |  | N/A |  |
| Air sealing- heat pump (heat only) savings |  | 943 |  |  | N/A |  |
| Air sealing- electric resistance heat savings |  | 1888 |  |  | N/A |  |
| Air sealing- natural gas savings |  | 97.6 |  |  |  | N/A |
| **Total Air Sealing Savings** |  |  |  |  |  |  |

**Attic/Roof/Ceiling Insulation Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure** | **Unit** |  | **# per home** | **# of homes** | **Natural Gas Savings (therms/year)** | **Electricity Savings (kWh/year)** |
| Attic/roof/ceiling insulation- air conditioning savings |  | 28 |  |  | N/A |  |
| Attic/roof/ceiling insulation- electric heat pump savings |  | 470 |  |  | N/A |  |
| Attic/roof/ceiling insulation- electric resistance heat savings |  | 940 |  |  | N/A |  |
| Attic/roof/ceiling insulation- natural gas savings |  | 48.6 |  |  |  | N/A |
| **Total Attic/Roof/Ceiling Insulation Savings** |  |  |  |  |  |  |

**Crawl Space Insulation Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure** | **Unit** |  | **# per home** | **# of homes** | **Natural Gas Savings (therms/year)** | **Electricity Savings (kWh/year)** |
| Crawl Space Insulation and Encapsulation – electric heat |  | 1040 |  |  | N/A |  |
| Crawl Space Insulation and Encapsulation – natural gas heat |  | 127 |  |  |  | N/A |
| **Total Crawl Space Insulation Savings** |  |  |  |  |  |  |

**Water Related Measures**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Measure** | **Unit** |  | **# per home** | **# of homes** | **Natural Gas Savings (therms/year)** | **Electricity Savings (kWh/year)** |
| Low flow showerhead |  |  |  |  |  |  |
| 1. In a home with an electric domestic water heater |  | 168 |  |  | N/A |  |
| 1. In a home with a natural gas domestic water heater |  | 7.5 |  |  |  | N/A |
| Faucet aerators |  |  |  |  |  |  |
| 1. In a home with an electric domestic water heater |  | 29 |  |  | N/A |  |
| 1. In a home with a natural gas domestic water heater |  | 12.8 |  |  |  | N/A |
| Domestic hot water tank wrap |  | 79 |  |  | N/A |  |
| Domestic hot water pipe insulation |  |  |  |  |  |  |
| 1. In a home with an electric domestic water heater |  | 95 |  |  | N/A |  |
| 1. In a home with a natural gas domestic water heater |  | 42.5 |  |  |  | N/A |
| Installation of an ENERGY STAR® qualified high efficiency gas storage water heater |  | 30 |  |  |  | N/A |
| Installation of an ENERGY STAR® qualified gas condensing water heater |  | 59 |  |  |  | N/A |
| Installation of an ENERGY STAR® qualified whole home tankless water heater |  | 63 |  |  |  | N/A |
| **Total Water Related Energy Savings** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Total Requested Grant Award from MEA**  *Do not include matching or leveraged funds* |  |
| **Estimated Number of Homes/Buildings Upgraded** |  |
| **Total Natural Gas Savings (therms/year)**  *Sum from tables above* |  |
| **Total Natural Gas Cost Savings ($/year)**  *Assume ($1.13/therm)* |  |
| **Total Electricity Savings (kWh/year)**  *Sum from tables above* |  |
| **Total Electricity Cost Savings ($/year)**  *Assume $0.14/kWh* |  |
| **Simple Payback (Years)**  *Divide Total Grant Award ($) by Total Energy Savings for Electricity and Natural Gas (in $)* |  |

**Exercise 4: Total Energy Savings Estimates *(Project Types 2, 3, and 4)***

|  |  |
| --- | --- |
| **Total Requested Grant Award from MEA\*** |  |
| **Estimated Number of Homes/Buildings Upgraded** |  |
| **Estimated Natural Gas Savings (therms/year)** |  |
| **Estimated Natural Gas Cost Savings ($/year)**  *Assume ($1.13/therm)* |  |
| **Estimated Electricity Savings (kWh/year)** |  |
| **Estimated Electricity Cost Savings ($/year)**  *Assume $0.14/kWh* |  |
| **Estimated Simple Payback (Years)\***  *Divide Total Project Costs by Total Energy Savings (in $) for Electricity and Natural Gas* |  |

*\*When calculating a simple payback for the project, applicants should include the total cost and savings associated with the installed energy measures. If leveraged or matching funds are used to implement measures that result in energy savings, those funds should be included in the simple payback calculation. Costs associated with non-energy measures such as administrative or indirect costs, and leveraged or matching funds that do not result in energy savings should not be used in estimating the simple payback.*

**Exercise 5: Whole House/Building Residential Retrofits Exercise *(Project Types 1 & 2)***

Below is a description of a sample home. Please use the specifications and details in the building description below to answer the questions that follow.

**Building Description**:

* Building type: Interior townhouse unit, only exterior walls are front and back walls
* Building size: 2,000 SF, 2-story with 25’ x 40’ footprint
* Foundation type: slab on grade
* Building specifications:
  + Envelope
    - Attic insulation is poorly installed 6” fiberglass batt
    - Front & rear walls are 2x4 frame construction, R-13 insulation
    - Both side walls are 6” concrete block with townhouse on the other side
    - Windows are all double pane vinyl frame units
    - Preliminary blower door = 11 ACH50 (roughly 3,000 CFM50); significant leakage areas noted in ceiling plane
  + HVAC
    - Heating is a gas furnace, 80 AFUE atmospheric combustion unit in good working condition. Metal flue vent goes up through the home and vents through the roof.
    - Cooling system is a 16-year-old, 9 SEER centrally ducted, split system A/C
    - Upstairs bath fan vents to attic, visible condensation damage on nearby roof rafters
  + Water heating
    - Water heater is a natural gas-fired, natural draft tank water heater, 40-gallon capacity. Water heater vent merges with the furnace flue. Approximate age is 7 years.
  + Duct System
    - Central duct system with supply registers in all bedrooms and living spaces
    - 1 return in each room of the house excluding bathrooms
    - Ducts are located in conditioned space
  + Lighting
    - 12 incandescent light bulbs in permanent fixtures throughout the house
  + Appliances
    - Clothes washer is 5 years old in good working condition
    - Electric dryer is 10 years old; the exhaust has been disconnected because the dryer vent cap to the outside was blocked.
* Incidental repair needs observed at time of audit:
  + Bottom of wooden front door is showing slight signs of water damage
  + 2nd story bath fan vents to the attic, condensation damage is apparent in nearby roof rafters
  + Non-operational CO detector
  + Chipped kitchen tile
  + Broken door handles on 2 interior doors
  + Furnace/domestic hot water (DHW) combined flue vent allows exterior water leakage to occur where it passes through the roof, wetting the nearby insulation
  + Rear exterior door has a damaged hinge and the weather stripping is peeling away as a result
  + Garbage disposal in sink does not run

**Evaluation Questions**:

Evaluation questions will be a mix of True/False questions and multiple-choice questions.

1. Which of the following Energy Efficiency Measures are allowable under the program under a whole-building retrofit and would most likely be cost effective (simple payback < 12 years) in this home, based on the audit information? Select all that apply.
2. Replace incandescent light bulbs with LEDs
3. Air seal joints in the leaky attic floor, then increase attic insulation up to R49 (space permitting)
4. Increase attic insulation up to R-38 without air sealing attic floor
5. Replace existing A/C system with a new Energy Star 15 SEER A/C system
6. Replace all windows with vinyl, low-E, triple pane windows
7. Perform envelope air sealing at accessible locations
8. Add additional window A/C units in upstairs bedrooms
9. Replace tank water heater with a whole-home gas tankless unit
10. Which of the following incidental repairs would be eligible for reimbursement under the LMI program? Assume the total amount of eligible repairs will be less than $1,500. Select all that apply.
    1. Repairing the roof at the leaky flue penetration which is wetting the insulation
    2. Replacing the broken door handles on 2 interior doors
    3. Remove dryer vent obstruction and reconnect dryer to vent to outdoors
    4. Replace the slightly water-damaged front door
    5. Replacing the detached weather-stripping on rear door
    6. Replacing the non-operational CO detector
    7. Vent the bath fan through to the exterior to prevent further condensation damage to roof framing
    8. Replace chipped kitchen tile
    9. Repair sink garbage disposal
    10. Repair the damaged rear door hinge
11. Would this house require a combustion safety test?
12. Yes
13. No

Please explain your answer:

|  |
| --- |
|  |

**Project Cost Estimation**

Assume that the work scope would include the following energy efficiency measures (EEMs) and Repairs, and that a $100,000 LMI grant was available. *(Note: these EEMs and Repairs should not be interpreted as being the correct answers to Questions 1 and 2 above).*

EEMs:

* Replacing incandescent light bulbs with LEDs (12)
* Replace existing A/C system with a new Energy Star 15 SEER A/C system
* Perform envelope air sealing

Repairs:

* Repairing the roof at the leaky flue penetration
* Remove dryer vent obstruction and reconnect dryer to vent to outdoors
* Replace non-operational CO detector

1. What would be your organization’s estimated retrofit cost per house of ***LMI program funds***:

* Applicants are encouraged to consider economies of scale in their response.
* Applicants should factor outside funding sources into their response. The response should only indicate the amount of LMI program funds, which could be reduced if an Applicant is leveraging funds from another source.

1. What is the approximate magnitude of annual energy savings, per house, that you might expect from implementing the work scope described in Question 6? Check one.

☐ Electricity Savings: 750 kWh/year; Natural Gas Savings: 1,750 therms/year

☐ Electricity Savings: 1,200 kWh/year; Natural Gas Savings: 45 therms/year

☐ Electricity Savings: 22,500 kWh/year; Natural Gas Savings: 0 therms/year

**Exercise 6: Allowable Costs for New Construction *(Project Category 3)***

Please review the Incremental Cost Allowances Schedule below. The values in the fourth column (“Incremental Cost Allowance”) show the amount of funds that will be allowed by MEA for incremental energy efficiency upgrades through the fiscal year 2021 LMI program. For the proposed incremental cost project for which you are submitting an application, please complete the far-right column in this table by entering the dollar amount being proposed for each measure. For example, if an upgrade to a heat pump water heater is being proposed for 4 new homes, the applicant would enter 4\* $700 = $2,800 in the row for heat pump water heaters. This information will be based on the incremental energy upgrades envisioned as part of your project. Please note that any claimed incremental costs must be reduced by any utility incentives that are being utilized for the same system or equipment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Efficiency Upgrade | Baseline Efficiency Level | Upgraded Efficiency Level | Incremental Cost Allowance | # of Units | Total $ Amount Proposed (for all homes) |
| Envelope Measures | | | | | |
| Above Grade Wall Insulation | R-20 2x6 batts | Closed cell spray polyurethane foam (SPF) insulation in 2x6 cavity (R6/inch) | $0.11/SF of above-grade wall area (excluding openings) |  |  |
| Water Heating | | | | | |
| Heat Pump Water Heater | 0.95 EF electric resistance storage tank (federal min.) | ENERGY STAR® qualified heat pump water heater | $700 |  |  |
| Gas Tank Water Heater | 0.62 EF gas storage tank water heater (federal min.) | ENERGY STAR® qualified  gas storage tank water heater | $50 |  |  |
| Gas Tankless Water Heater | 0.62 EF gas storage tank water heater (federal min.) | ENERGY STAR® qualified  gas tankless water heater | $300 |  |  |
| HVAC | | | | | |
| High Efficiency Heat Pump | SEER 14; HSPF 8.2  (federal min.) | ENERGY STAR® qualified air source heat pump | $380 |  |  |
| Gas/Propane Furnace | 0.80 AFUE  (federal min.) | ENERGY STAR® qualified gas/propane furnace | $500 |  |  |
| Ductless mini-splits | SEER 14  HSPF 8.2  (federal min.) | Mini-Split heat pump System with minimum 20 SEER, 12.5 EER and (for heat pumps) 10 HSPF | $750 for a single zone system  $1000 (total) if multiple zones are used |  |  |
| Appliances | | | | | |
| Washing Machine | Standard | ENERGY STAR® qualified | $100 |  |  |
| Clothes Dryer | Standard | ENERGY STAR® qualified | $180 |  |  |
| Dishwasher | Standard | ENERGY STAR® qualified | $50 |  |  |
| Bath Exhaust Fans | Standard | ENERGY STAR® qualified | $15 per fan |  |  |
| Ceiling Fans | Standard | ENERGY STAR® qualified | $20 per fan |  |  |
| Refrigerator | Standard | ENERGY STAR® qualified | $50 |  |  |

Please complete this table based on the prior table and additional information about your organization’s proposed incremental cost project.

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Requested Grant Award (Including Indirect Costs)** |  | **Total Requested Incremental Costs (LMI funds only, based on schedule)** |  |
| **# of Homes** |  | **Total LMI Funds per House** |  |

**Exercise 7: Upgrades to Existing Commercial/Residential Buildings *(Project Categories 2 & 4)***

For upgrades to commercial or residential buildings that serve LMI populations, please describe each of the efficiency measure(s) to be implemented. This description should include:

* Specifications for the new energy efficiency measure(s)
* Specifications for the system(s) being replaced
* Estimated energy savings, ***with explanation of the calculation method that was used***. If an audit has been completed, please attach.
* If no audit has been completed, please provide other available observations
* Simple Payback calculation
  + *Only leveraged or matching funds used for energy efficiency measures should be included in the*  *simple payback calculation*.
* For energy kit projects (light bulbs, low-flow showerheads, smart strips, etc.), please describe the cost-effective measures to be included.
* For HVAC replacements, please include proposed weatherization measures or proof that weatherization has been done within the past five years.
* While energy audits may not be required under this category, applicants must still adhere to relevant combustion safety testing per the relevant industry standards (i.e. BPI) depending on the measures implemented. If applicable, please explain your approach to adhering to these standards.

|  |
| --- |
|  |

**Section 4: 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 accepted and grants are awarded on a competitive basis. MEA is encouraging the use of electronic applications to streamline processing and reduce environmental impacts. I understand that if I cannot apply electronically, I will contact MEA to work on an alternative method to submit an application no later than five (5) business days before the application deadline. **Applications must be submitted no later than Thursday, October 1st, 2020 by 11:59 P.M. Eastern Daylight Time**. Unless I have contacted MEA regarding an alternative application method, I understand that applications must be submitted electronically to MEA’s technical assistance contractor at MEALMI@newportpartnersllc.com.
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 a grant for the proposed energy efficiency 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 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 understand that grants issued by the State of Maryland may be taxable. As the Maryland Energy Administration is unable to give tax advice, I understand that any tax-related questions should be directed to a qualified tax professional.
8. I will allow authorized representatives of the Maryland Energy Administration access to my facility in order to conduct energy audits, site inspections, or measurement & verification activities. In addition, I agree to work with MEA to facilitate remote inspections through video conferencing, sharing of photos, and other forms of documentation required by MEA. If selected for an award, I understand that the MEA grant agreement will contain participation requirements for project showcasing. Additionally, I understand that if selected to be a Grantee, my organization will give MEA reasonable advance notice of, as well as an opportunity to potentially participate in, any Grantee-organized ribbon-cuttings or other public events highlighting the LMI-funded project.
9. I understand that the program terms and conditions are subject to change at the sole discretion of MEA.
10. I understand that any grant payment will be contingent upon MEA acceptance and/or inspection of the equipment installed.
11. I agree to indemnify the State for any losses or damages, except to the extent that the losses or damages arise from the sole negligence or willful misconduct of a representative of the State.
12. I understand that MEA staff 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.
13. I certify that I am an authorized signatory for the Applicant Organization.

**Authorized Applicant Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Typing your name constitutes a signature*

**Name and Title (Please Print): Click or tap here to enter text.**

**Organization Name: Click or tap here to enter text.**

**Date: Click or tap to enter a date.**

1. 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-1)