**FY22 Maryland Energy Administration Low-to-Moderate Income Grant Program Application Form**

**Please complete this form in its entirety. Applications that are missing information and lack supporting documents may be deemed ineligible. All applications must be submitted prior to the application deadline. Applications will be evaluated per FY22 Review Criteria, found in the FY22 LMI Energy Efficiency Grant Program Funding Opportunity Announcement (FOA).**

**Section I: Organization and Contact Information**

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| 1. **Name of Applicant Organization**

 *(Must be full legal name as appears on the Applicant’s IRS Form W9.* ***A complete, current, and accurate******IRS Form W9 must be submitted with your application****)* |
| Click or tap here to enter text. |
| 1. **Street Address**
 | 1. **Mailing Address** *(If different)*
 |
| 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 an award)* | 1. **Point of Contact**

*(The individual who would manage the grant on a day-to-day basis)* |
| **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. **Individual Preparing Application**
 | 1. **Legal Counsel Responsible for Grant Review** *(Local Governments Only)*
 |
| **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, this 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 Form W9.**)
 | 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:** Click or tap here to enter text.**MD Leg. District:**Click or tap here to enter text. |
| 1. **Maryland region in which work will occur** (Please select **only one** region, per application. Projects in multiple regions will require separate applications for each region. In addition, please select all counties in which work will be done under this application. See Regional Map.)
 |
| [ ]  **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** |
| **11. Has your organization ever received funding from the Maryland Energy Administration Low-to-Moderate Income Grant Program?** |
| [ ]  Yes [ ]  No  If yes, year of award(s) Click or tap here to enter text.. |
| **12. Organization Overview.** Please provide a brief description (**500 words** **or fewer**) 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. |
| **13**. **How did you learn about the MEA LMI Grant Program?**  |
| [ ]  MEA Communication (e.g., MEA email, Facebook page, LinkedIn, etc.)[ ]  Participated in prior year(s)[ ]  Via a partner organization [ ]  Other (Please Specify) Click or tap here to enter text. |

**THIS SECTION IS FOR NON-PROFITS ONLY**

**Proof of incorporation and non-profit status for the applicant**

**organization has been attached to this application.**

[ ] Yes [ ] No

**Will your organization be using a for-profit entity to provide a service**

**under the grant?**

[ ] Yes [ ] No

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.

**Section II: Proposed Project**

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| **Project Description** |
| 1. **Total Amount of LMI Grant Program Request**

*All Inclusive, including Health and Safety, Indirect, and Electrical Upgrade Costs (as applicable)* |
| Click or tap here to enter text. |
| 1. **Which of the following categories does your project best fit?**
 |
| 1. [ ]  Whole House/Building Residential Retrofit
2. [ ]  Whole Building Commercial Retrofit
3. [ ] New Construction with Incremental Efficiency Upgrades
4. [ ]  Limited Upgrades to Commercial/Residential Buildings
 |
| 1. **Please provide a detailed summary about your project below**.

*The summary should include a detailed description of your proposed energy efficiency and/or weatherization measures.*  |
| Click or tap here to enter text. |

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| **Project Feasibility** |
| 1. **Approximately how many homes/buildings do you plan to upgrade with your project(s)?**
 |
| Click or tap here to enter text. |
| 1. **Have you identified the buildings to be upgraded? If not, describe your strategy for identifying and recruiting eligible properties. Please be as detailed as possible, but limit your response to 500 or fewer words.**
 |
| Click or tap here to enter text. |
| 1. **Please list the expected completion date for each project milestone.**
 |
| **Project Milestone** | **Expected Completion Date** |
| Receive Potential Grant Agreement from MEA | **Spring 2022** |
| 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, 2023)** |
| Submit Final Reports to MEA | Click or tap here to enter text.**(No later than September 1, 2023)** |
| 1. **Provide a detailed project implementation timeline of how you expect to complete your project by the program deadline of August 1, 2023.**
 |
| Click or tap here to enter text. |
| 1. **Is your proposed project capable of being scaled larger or smaller based on the availability of funding? If yes, please provide a detailed explanation of how your project could be scaled both up and down to accommodate available grant funds.**
 |
| [ ] Yes [ ] No Click or tap here to enter text. |
| 1. **How many homes/buildings could you upgrade with $100,000 worth of funding? Please show your calculations and assumptions.**
 |
| Click or tap here to enter text. |

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| **Impact on Maryland’s Low-to-Moderate Income Residents** Use the following formula to provide an estimated number of low-to-moderate income individuals and/or households that will benefit from your project over a fifteen-year period.  |
| 1. **Using the above formula, calculate the estimated number of LMI Marylanders that would benefit directly from this project. Please show your calculations.**
 |
| Click or tap here to enter text. |
| 1. **Please describe what direct benefits (economic, health, social, etc.) the project and proposed energy efficiency upgrades will have on LMI Marylanders.**
 |
| Click or tap here to enter text.  |

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| **Leveraged Funds and Target Households** **MEA encourages, but does not require, applicants to leverage funds from other sources to increase their scope of work and achieve greater savings.** |
| 1. **Does your electric utility offer an incentive program for energy efficiency improvements?** *A list of utility programs can be found on the MEA website. Please check the offerings of your utility.*
 |
| [ ] Yes [ ] No |
| 1. **Have you secured leveraged funding from a utility incentive program?**
 |
| [ ] Yes [ ] No**If yes, which utility?***Select all that apply.*[ ] Baltimore Gas & Electric (BGE) [ ]  Delmarva [ ]  Washington Gas[ ]  Potomac Edison [ ]  Pepco [ ]  SMECO [ ]  Other (Specify): Click or tap here to enter text. |
| 1. **What is the incentive amount?**
 |
| Click or tap here to enter text. |
| 1. **Have you applied to a utility incentive program but are unsure if you will receive funding?**
 |
| [ ] Yes [ ] No**If yes, which utility?***Select all that apply.*[ ]  Baltimore Gas & Electric (BGE) [ ]  Delmarva [ ]  Washington Gas[ ]  Potomac Edison [ ]  Pepco [ ]  SMECO [ ] Other (Specify): Click or tap here to enter text. |
| 1. **What is the potential incentive amount?**
 |
| Click or tap here to enter text. |
| 1. **If approved, what is the expected award date?**
 |
| Click or tap here to enter text. |
| 1. **Do you intend to leverage non-utility funding sources (e.g. donations, private grant funds, matching funds, volunteer labor) for this project?**
 |
| [ ] Yes [ ] NoIf yes, report all below: |
| **Funding Source** | **Will this funding be used to enable or to implement energy efficiency measures for the proposed projects? If yes, how?** | **Amount ($)** | **Is this funding secured, anticipated, or proposed?** |
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|  |  |  |  |
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|  |  |  |  |
| **TOTAL** |  |  |
| *Please attach each application, award letter, or other documentation related to utility and other incentive programs for which you have applied for or been awarded.*[ ]  I affirm that documentation is attached to this application. |

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| **Additional Project Details** |
| 1. **Do you plan to request reimbursement of indirect costs if you are awarded a grant?**

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 reimbursement 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.”*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.  |
| [ ]  Yes [ ]  No**If yes, when is the end date of your current Nonprofit Organization Indirect Cost Negotiation Agreement?** Click or tap here to enter text. |
| 1. **Organizations Procurement Policy and/or Practices:** Briefly describe your organization’s procurement policy (**250 or fewer words**) 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 Program 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.
 |
| Click or tap here to enter text. |

**Section III: Energy Savings Estimates**

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| 1. **Please complete the following energy savings estimates table for your project. *Note***: *Only leveraged or matching funds used for energy efficiency measures should be included in the simple payback calculation*. *For fossil fuel projects with fuel savings that are not already in therms (e.g., gallons of propane), please use an online calculator to convert the units to therms.*
 |
| **Total Requested Grant Award from MEA** *(All inclusive, including health & safety and indirect costs)* |  |
| **Leveraged Funds for Energy Measures** |  |
| **Total Project Cost***(Total requested MEA grant award + leveraged funds for energy measures)* |  |
| **Total Natural Gas Savings (therms/year)** |  |
| **Total Natural Gas Cost Savings ($/year)***Assume ($1.13/therm)* |  |
| **Total Electricity Savings (kWh/year)** |  |
| **Total Electricity Cost Savings ($/year)***Assume $0.14/kWh* |  |
| **Simple Payback (Years)***(Divide Total Project Cost ($) by Total Energy Savings for Electricity and Natural Gas (in $)* |  |
| 1. **New for FY22: Please provide supporting documentation for the energy and cost savings estimates listed in the table above**. Applicants are required to provide supporting documents that justify the cost and savings estimates they describe in the table above. For applicants completing similar projects in multiple homes/buildings, supporting documentation may be submitted based on one sample home/building and scaled to justify savings for the total project.

Supporting documentation may include a completed energy audit or comparable report. MEA has developed a Savings Estimates and Assumptions Worksheet to help applicants satisfy this requirement. The worksheet is located on the MEA LMI Webpage under the link to the FY22 Application. Applicants may use this worksheet or other form of supporting documentation. Examples of other acceptable supporting documentation include but are not limited to; energy audit reports, estimates from qualified professionals, or energy modeling reports. The information provided will be used by MEA to determine whether the applicant has a solid understanding of cost-effective energy saving measures and that the energy savings estimates claimed in the table above are accurate. At a minimum, supporting documentation must show:* 1. Proposed energy measures;
	2. Estimated annual cost and consumption savings per measure; and
	3. Total energy savings of all proposed energy measures.

Note: Supporting documentation must include the source of the estimated energy savings associated with each energy measure. Applicants should use energy estimates from a qualified auditor, online calculators maintained by the US Department of Energy (DOE), ENERGY STAR®, or other vetted and widely-trusted energy industry technical resources. Links to some available resources are provided in the Savings Estimates and Assumptions Worksheet. |
| **The following supporting documentation is attached to this application:**[ ]  Energy Audit Report[ ]  Energy Savings Estimates and Assumptions Worksheet[ ]  Other  |

**Section IV: Application Submission Checklist**

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| Please ensure the following documents are submitted along with this completed application. Applications submitted without the necessary supporting documents will be considered incomplete and ineligible for grant awards. |
| [ ]  Complete, current, and accurate IRS Form W9 is attached.[ ]  **For Non-Profits Only:** Proof of incorporation and non-profit status for the applicant organization is attached.[ ]  Supporting documentation for awarded or applied for utility or non-utility funding programs.[ ]  Energy Audit, Energy Savings Estimate Table, or other supporting documentation to justify energy savings estimates is attached. |