**APPLICATION DEADLINE: December 20, 2019**

**Important Information and Deadlines**

***Instructions:*** *Please read the application thoroughly and complete all sections. Accurate information is important in ranking this application, so please submit the required supplemental documents to explain your project.* **Writing “See attachment” is not an acceptable substitute for providing the information.** *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 already participating in the Maryland Energy Administration's Maryland Smart Energy Communities (MSEC) program (i.e., in the MSEC Program in FY13–FY19) who are now seeking additional MSEC funding.

The full application is **due no later than December 20, 2019** and requires sign-off from the individual with signatory authority for the community (i.e., local government) indicating that the community intends to complete the project(s) proposed in the application. **Applications may be submitted via email to** [**MSEC.MEA@maryland.gov**](mailto:MSEC.MEA@maryland.gov)(preferred) or, if necessary, mailed to the following address:

Maryland Energy Administration  
Attn: MSEC Program – FY20 Application  
1800 Washington Boulevard, Suite 755  
Baltimore, MD 21230

**Guidelines for Submission**

**Follow these steps for successful application submission:**

–Upon completing this application, go to the File menu and select "Save As".

–Rename the file using the following naming convention: "FY20MSEC\_Community Name\_MMDDYY". For example, an application submitted by ABC County on November 15, 2019 would look like this: "FY20MSEC\_ABCCounty\_111519."

–Once the file has been saved and renamed, email it as an attachment to MSEC.MEA@maryland.gov using the subject line "FY20 MSEC Grant Application\_CommunityName."

–Email transmissions may be limited by file size. If the application files are too large for a single transmission, please number your transmissions consecutively on the subject line (e.g., "FY20MSEC Grant Application\_CommunityName - Part 1").

–A confirmation e-mail should be sent within two business days of your submission. If you do not receive a confirmation email within 48 hours, please call MEA at (410) 537-4000, and ask for the MSEC Program Manager.

**If an existing MSEC community would like to submit more than one project for consideration, complete the** **Application in the following manner:**

–Complete a Project Proposal Form (Section C) **for each project**;

–Complete and submit **only one copy** of Sections A, B and D.

–Please provide a supplemental letter that ranks the multiple projects proposed based on community preference. 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).

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

Briggs Cunningham, MSEC Program Manager

email: [MSEC.MEA@maryland.gov](mailto:MSEC.MEA@maryland.gov)or phone: 410-537-4070

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**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(s)** (if multiple, please number and include project name) | 1. **Mailing Address** (where grant agreements should be mailed) |
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| 1. **Authorized Representative**   (if awarded a grant, this is the individual with signatory authority for the Applicant Organization who 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** (individual who is responsible for legal review of application) |
| **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 for your local government to enter into a grant agreement with MEA. Additionally, please briefly describe the process and expected time frame to obtain all required approvals and signatures, and to return application to MEA.** | |
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**Part B: Progress towards MSEC Goals**

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| 1. **Please provide an update on all MSEC goals adopted by your community, including whether or not the goal has been reached and outlook for meeting remaining goals.** |
| Energy Efficiency Goal: 15% reduction in energy consumption within 5 years of the baseline year.  Renewable Efficiency Goal: 20% of electricity consumed by the community will come from renewable energy sources within 5 years of the baseline year.  Transportation Petroleum Goal: 20% reduction in on-road gasoline & diesel consumption within 5 years of the baseline year. |
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| 1. **Please summarize energy related projects, initiatives, and other related work that has been completed by your community since becoming a Maryland Smart Energy Community, including whether project funding has come from sources other than MEA (e.g., private foundations, other Federal/State grants, general funding).** |
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| 1. **Please describe the system you are currently using to track energy consumption and renewable energy generation, and whether or not it is suitable for monitoring progress toward your community's MSEC goal.** |
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| 1. **Energy codes: What year of the International Energy Conservation Code (IECC) is being enforced by your community? Please provide a web link or a copy of the authorizing resolution or ordinance.** |
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| 1. **Provide any other pertinent information that the MEA evaluation team should know about your community's pursuit of the MSEC program’s energy goals.** |
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**Part C: Proposed Project Information** (please fill out for each individual project proposed)

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| 1. **Project Name** | | |
| Click or tap here to enter text. | | |
| 1. **Total Grant Request (Max. $50,000 per project)** | | |
| Click or tap here to enter text. | | |
| 1. **Project Narrative:** Please provide a summary of your proposed project, including the project location. The summary should include a detailed description of each energy measure installed as part of your proposed project. 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 only “see attachment.”** | | |
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| 1. **Annual Energy Benefits:** Please provide a detailed estimate of your project(s) anticipated annual energy benefits.  * Energy efficiency: annual reduction of energy consumption (kWh, MMBTU, or gallons) * Renewables: system capacity (kW) and annual generation (kWh generated) * Transportation: annual reduction of fuel usage, (gallons avoided)   The energy benefits of your project is a key review criterion for funding consideration, so please show accurate energy data. You may attach documentation showing your math and assumptions, if necessary. **Applications that do not clearly document how energy benefits are calculated will not be chosen for funding.** | | |
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| 1. **System Life:** Please provide an estimate on the system life (years) of the energy measures. If using manufacturer’s data, please provide the relevant specification sheets. **This section must be completed and should not state only “see attachment.”**   Information on energy measure life for some energy efficiency projects can be found in the Mid-Atlantic Technical Reference Manual (TRM) from the Northeast Energy Efficiency Partnership (NEEP): <https://neep.org/mid-atlantic-technical-reference-manual-trm-v9>. | | |
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| 1. **Cost Breakdown:** Complete the following table describing each component of the project and its estimated cost. You can add more rows as necessary. Please list the source of the estimate (vendor estimate, quotation, proposed installation cost, website, etc.). If available, please provide price estimate documentation as an attachment. Costs must include both material and labor. This information is critical for the ranking of your application. **This section must be completed and should not state only “see attachment.”** | | |
| **Line Item (Type of equipment, labor, admin., etc.)** | **Source of Price Estimate** | **Cost ($)** |
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| **TOTAL PROJECT COST:** |  |  |
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| 1. **Sources of Funding:** List all sources of funding that will be used towards the project. The “Dollar Value ($)” entries must add up to the Total Project Cost. Please attach applications, award letters, or other documentation related to utility and other incentive programs for which you’ve applied or been awarded.   **MEA looks favorably on applications that maximize all funding opportunities available, such as utility incentives and other energy grants. A higher participant cost share will also increase the likelihood of being awarded for funding. MEA calculates cost share via the following formula:**  **A minimum 20% cost-share contribution is required per proposed project.** | | |
| **Name of Source:** Maryland Energy Administration  **Description of Source:** MSEC Grant Request  **Dollar Value ($):** Click or tap here to enter text.  **Name of Source:** Click or tap here to enter text.  **Description of Source:** Click or tap here to enter text.  **Dollar Value ($):** Click or tap here to enter text.  **Name of Source:** Click or tap here to enter text.  **Description of Source:** Click or tap here to enter text.  **Dollar Value ($):** Click or tap here to enter text.  **Name of Source:** Click or tap here to enter text.  **Description of Source:** Click or tap here to enter text.  **Dollar Value ($):** Click or tap here to enter text.  **Name of Source:** Click or tap here to enter text.  **Description of Source:** Click or tap here to enter text.  **Dollar Value ($):** Click or tap here to enter text. | | |
| 1. **Project Timeline:** Describe your proposed project timeline in the table below. List all major project milestones in the first column. List the expected completion date in the second column.   Construction and installation of the project must be completed by **November 10, 2021,** with final reports and invoices submitted to MEA by **December 10, 2021.** Draft your project timeline accordingly to comply with this timeframe, taking into consideration scheduling concerns that may affect your organization (e.g., facility schedules, holidays, weather, etc.), as well as equipment and material lead times. **Add rows for other milestones as necessary.** | | |
| |  |  | | --- | --- | | **Project Milestone** | **Expected Completion Date** | | Award Notice from MEA | Anticipated to be in February 2020 | | Design Completion |  | | Materials on Site |  | | Project Completion |  | | Invoices/Final Reporting Submitted |  | | | |
| 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. | | |
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**Part D: 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. **It is preferred that applications are submitted electronically to msec.mea@maryland.gov no later than December 20, 2019.**  If necessary, paper applications can be submitted via U.S. mail or in person to the MEA office by close of business, 5:00 P.M. Eastern Time, on December 20, 2019. Mailed applications can be addressed to:

Maryland Energy Administration  
Attn: MSEC Program – FY20 Application  
1800 Washington Boulevard, Suite 755  
Baltimore, MD 21230

1. I certify that the building(s) to be upgraded under my proposed project are located in the State of Maryland.
2. I understand that this application does not guarantee that I will be awarded for a grant for the proposed project.
3. 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.
4. 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.
5. Applicant agrees to give MEA reasonable advance notice of, as well as an opportunity to potentially participate in, any Applicant-organized ribbon-cuttings or other public events highlighting the MSEC-funded project
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. I certify that I am a U.S. citizen or other U.S. person (as defined in IRS Form W-9).
7. If selected for an award, I will allow authorized representatives of the FY20 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.**