**APPLICATION DEADLINE: December 20, 2019**

**Important Information and Deadlines**

***Instructions:*** *Please read the application thoroughly and complete all sections. Please note that writing “See attachment” in a section of the application is not sufficient*.*Accurate information is important in evaluating this application, so please submit all necessary supplemental documents to explain your project****.*** *MEA strongly recommends that, before completing this application, you read the* ***Notice of Grant Availability*** *to best understand program eligibility, requirements, and evaluation criteria.*

This application should only be used by communities that have not yet participated in the Maryland Energy Administration's (MEA) Maryland Smart Energy Communities (MSEC) program. Communities currently participating in the MSEC program that are interested in pursuing additional funding should complete the MSEC Existing Community Application available online: <http://energy.maryland.gov/govt/Pages/smartenergycommunities.aspx>.

A completed application must be received by MEA **no later than December 20, 2019** and requires sign-off from the individual with signatory authority for the Smart Energy Community (i.e., local government) indicating that the community intends to complete the project(s) proposed in the application. **Applications submitted via email to**

**[MSEC.MEA@maryland.gov are highly preferred; if necessary, hard copies may be mailed to:](mailto:MSEC.MEA@maryland.gov are highly preferred; if necessary, hard copies may be mailed to:Maryland Energy Administration, Attn: MSEC Program – FY20 Application1800 Washington Boulevard, Suite 755, Baltimore, MD 21230 .)**

[Maryland Energy Administration, Attn: MSEC Program – FY20 Application  
1800 Washington Boulevard, Suite 755, Baltimore, MD 21230](mailto:MSEC.MEA@maryland.gov are highly preferred; if necessary, hard copies may be mailed to:Maryland Energy Administration, Attn: MSEC Program – FY20 Application1800 Washington Boulevard, Suite 755, Baltimore, MD 21230 .) **[.](mailto:MSEC.MEA@maryland.gov are highly preferred; if necessary, hard copies may be mailed to:Maryland Energy Administration, Attn: MSEC Program – FY20 Application1800 Washington Boulevard, Suite 755, Baltimore, MD 21230 .)**

**If electronic submittal will be used, please…**

**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 files are too large for a single transmission, please number the 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.

**Part A: Organization and Contact Information**

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| 1. **Name of Local Government (Applicant) (Must be the full legal name of the organization as it appears on the IRS W9 tax form.)** | |
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| 1. **Project Location Address(es)** (if multiple, please number and include project name) | 1. **Mailing Address** (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 your internal approval process and expected time frame to obtain all required approvals and signatures, and return application to MEA.** | |
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| 1. **Expression of Intent:** | |
| **If awarded funding, we intend to complete the proposed project(s) below by November 10, 2021**  Yes No  **We intend to pass two of the three energy policy goals\* by October 30, 2020, making us eligible for project funding. If so, please select 2 of 3 policies, below:**  **Energy Efficiency:** Establish an energy efficiency policy with the goal of reducing energy usage in city/town or county-owned facilities by 15% within five years of the baseline year through efficiency policies. Communities should provide recent baselines for the types of energy their proposals are expected to affect.  **[Note: As energy efficiency should always be done prior to installing renewable energy, new communities should typically adopt the energy efficiency policy as one of their two initial MSEC energy policies.]**  **Renewable Energy:** Establish a renewable energy policy to meet 20% of the total electricity demand with distributed, renewable generation within five years of the baseline year.  **Transportation Petroleum Reduction:** Establish a transportation-focused policy to reduce petroleum consumption for local government vehicles[[1]](#footnote-1), and put in place a comprehensive program designed to reduce the baseline by 20% within five years of the baseline year.  **We understand that in addition to the policy goals, our community must complete energy baselines and develop an action plan for achieving the adopted energy goals before we can receive full project funding. We intend to put a good faith effort towards completing all three deliverables (i.e., energy policy adoption, baselines, and action plan) by October 30, 2020.**  **\*** Local governments can formally commit to the above energy goals by ordinance, resolution, executive order, or similar policy mechanism (as appropriate). Descriptions of the policy goals can be found at: http://energy.maryland.gov/govt/Pages/smartenergycommunities.aspx | |

**Part B: Applicant Information**

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| 1. **List the number and type of staff (with job titles) that will be working on passing the policies, developing the energy baselines and action plans, and eventually running the approved energy project(s).** |
| Click or tap here to enter text. |
| 1. **Provide a detailed description of how policies are passed in your local government, including key points of approval needed and approximately how long it takes from start to finish. This process description must be consistent with the procedures outlined in your local charter.** |
| Click or tap here to enter text. |
| 1. **Energy/Sustainability Initiatives: list any ongoing energy-related or sustainability initiatives occurring in your local government, such as ENERGY STAR ratings, EPA Community Challenge participation, DHCD Sustainable Communities participation, Sustainable Maryland Certified participation, etc.** |
| Click or tap here to enter text. |
| 1. **Energy codes: What year of the International Energy Conservation Code (IECC) is being enforced by your community? Please provide a weblink or a copy of the authorizing resolution or ordinance.** |
| Click or tap here to enter text. |
| 1. **Provide a proposed monthly schedule that includes detailed information on the following:**   (a) Working the policies through each step of the legislative process in your municipality/county;  (b) Completing the baseline(s) for each type of energy usage;  (c) Developing the electricity reduction plan and/or renewable energy action plan and/or transportation petroleum reduction plan;  (d) MEA approval of a specific project. Please refer to the Policy Guidance Documents on the MEA website to ensure that you fully understand the deliverables |
| Click or tap here to enter text. |
| 1. **Policy and/or Practices: Briefly describe your organization’s procurement policy for obtaining contractors, materials, etc.** If your organization does not have a formalized procurement policy, explain how you would identify contractors and vendors to provide goods and services, should you receive a grant award from MEA. |
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**Part C: Energy Efficiency** (This section is mandatory if you are pursuing the energy efficiency policy.)

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

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

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

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

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

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

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

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

**Part G: Agreement to Terms, Conditions, and Signature**

**By signing and dating this application, I certify that I agree to the following terms and conditions:**

1. I understand that grants are awarded on a competitive basis based on an evaluation of applications. **Applications must be received by MEA no later than December 20, 2019 and may be submitted electronically to msec.mea@maryland.gov.** If necessary, paper application may be submitted via U.S. mail or in-person to the MEA office by close of business, 5:00 P.M. Eastern Time, 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
2. I certify that the proposed project will be 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 project.
4. To be eligible for grant funding, I understand that the equipment **may not** be purchased or installed before my organization has provided an executed Grant Agreement **and** Project Approval Form to MEA.
5. I give permission to MEA or its representative(s) to use photos of my facility, and data presented in my final energy evaluation or audit report for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, §10-611 et seq. of the State Government Article, will not divulge any confidential information or trade secrets.
6. Under penalties of perjury, I certify that the Applicant Organization will be able to provide a Federal Tax ID number should it be selected for an award; it is not subject to backup withholding because: (a) it is exempt from backup withholding, or (b) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified it that it is no longer subject to backup withholding.
7. I will allow authorized representatives of the 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.**

1. School bus fleets do not have to be included in the baseline unless one of the planned MSEC projects will focus on school bus transportation. [↑](#footnote-ref-1)