



Maryland Smart Energy Communities Program

Deadlines for FY22

The expected deadlines for the MSEC FY2022 grant program are listed below. Requests for extensions, if necessary, must be sent to MEA at least one month prior to the relevant deadline. Extensions will be considered on a case-by-case basis. Failure to meet the deadlines outlined in the grant agreement may result in cancellation of the grant.

Grant Applications Due – November 12, 2021

The completed grant application must be received by MEA before November 12th, 2021 at 5:00 PM Eastern time. Applications must be complete when first submitted, and proposals from existing communities should include detailed calculations of expected energy reduction and cost savings.

Grant Awards Announced – late January 2022

MEA anticipates notifying applicants of its decisions by late January 2022.

Grant Agreements Signed – Spring 2022

If selected for an award from the FY22 Program, an applicant wishing to participate must provide a signed agreement to MEA by the Spring 2022 deadline, to be determined by MEA.

Project Design Finalized – August 31, 2022

Existing communities must submit completed Project Development forms (Attachment B) by this date. Specification sheets for the main project components must be included with the application, and the energy and cost savings must be clearly substantiated. The project should be in its final design stage. **Work cannot begin until the project design has been approved by MEA via the Project Approval form (Attachment C).**

Baselines and Policies – October 1, 2022 (New Communities only)

By this date, each New community must adopt at least two of the three MSEC energy policies, as well as submit its energy baselines and action plans. The baseline must be comprehensive and will serve as a roadmap for MSEC funding opportunities. An MSEC community is eligible to receive access to its full award amount only if it has adopted the policy corresponding to the proposed project.

Complete Construction – October 27, 2023

All work must be complete by this date. MEA will consider providing extensions on a case-by-case basis for good cause.

Final Report, Invoices & Reimbursement Request – November 30, 2023

All documentation must be sent via email by this date to MEA (msec.mea@maryland.gov) in order to receive reimbursement. Requested reimbursements should be made on official government letterhead and include the grant number, the grantee's federal tax identification number, and payment instructions. Grantees must submit an Invoice & Final Report Form (Attachment D), as well as vendor invoices, copies of contractor licenses and insurance certificates, staff timesheets (if requesting reimbursement for admin expenses), and photographic documentation of the work performed and completed. **The documentation must show that the work has been paid in full and that it matches the scope of work defined in the Project Development form.** MEA will not provide funding for work that does not match the project approved by MEA.

Other Notes and Reminders

MEA strongly encourages applicants to review the General Provisions document (located [here](#)) as those provisions will be included in all MEA grant agreements.

MEA would remind grantees of the following provisions indicating the level of media coordination involved in these grant projects to ensure the projects and their funding source, the Strategic Energy Investment Fund, are properly recognized:

19. Participation in Marketing and Public Events; Signage A. To the extent possible, and as requested by MEA, the Grantee shall participate in MEA organized press events and host State government officials for visits and tours of the Project Site. MEA shall provide reasonable notice to the Grantee and coordinate with the Grantee prior to scheduling a press event or official visit. B. The Grantee shall reference MEA grant funds provided under this Agreement in any of its media coverage regarding the Project including but not limited to press releases or announcements and shall provide MEA with prior notice regarding any such media coverage. Maryland Energy Administration Grant Agreement General Provisions Attachment A 7 v.2 June 2021 C. Within 90 days following the effective date of the Grant Agreement, the Grantee shall consult with MEA regarding the feasibility of displaying signage indicating MEA sponsorship of the Project. Based upon this consultation, MEA may require the Grantee to place signage indicating MEA's role in the Project in a prominent location and, if applicable, near the Project. If applicable, MEA may provide the official MEA logo for incorporation on existing Grantee produced project signage and may elect to provide any required signage.