**FY23 Maryland Energy Administration Low-to-Moderate Income Grant Program Application Form**

**Please complete this form in its entirety. Applications missing substantive information or supporting documents will be deemed ineligible. All applications must be submitted prior to the application deadline. Applications will be evaluated per the FY23 Program Review Criteria, found in the FY23 Funding Opportunity Announcement (FOA).**

**Section 1: Organization and Contact Information**

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| 1. **Name of Applicant Organization**   *(Must be the full legal name as it appears on the IRS W9 tax form (Request for Taxpayer Identification Number and Certification).* ***The******IRS W9 tax form must be submitted with your application****.* | | | |
| Click here to enter text. | | | |
| 1. **Street Address of Applicant Organization** | | 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)* | | 1. **Point of Contact**   *(The individual who would manage the grant on a day-to-day basis)* | |
| **Name:** Click here to enter text.  **Title:** Click here to enter text.  **Organization**: Click here to enter text.  **Phone:** Click here to enter text.  **Email:**  Click here to enter text. | | **Name:** Click here to enter text.  **Title:** Click here to enter text.  **Organization**: Click here to enter text.  **Phone:** Click here to enter text.  **Email:**  Click here to enter text. | |
| 1. **Individual Preparing Application** | | 1. **Legal Counsel Responsible for Grant Review** *(Local Governments Only)* | |
| **Name:** Click here to enter text.  **Title:** Click here to enter text.  **Organization**: Click here to enter text.  **Phone:** Click here to enter text.  **Email:**  Click here to enter text. | | **Name:** Click here to enter text.  **Title:** Click here to enter text.  **Organization**: Click here to enter text.  **Phone:** Click here to enter text.  **Email:**  Click 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 W9 form.**) | | 1. [**U.S. Congressional District and MD Legislative District**](http://mdelect.net/)[[1]](#footnote-1). Enter address and click “Find” in the linked address above. 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.gjdgxs). | | | |
| **☐ 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. 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. | | | |
| **12**. **How did you learn about the FY23 MEA LMI Grant Program?** | | | |
| ☐ MEA Communications  ☐ Participated in prior year(s)  ☐ Organization that we work with  ☐ Other (Please Specify) Click or tap here to enter text. | | | |

**Section 2: Proposed Project**

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| **Project Description** | |
| 1. **Total Funding Request ($) from the LMI Grant Program**   *All inclusive, including any health and safety or indirect costs* | |
| Click here to enter text. | |
| 1. **Which of the following categories does your project best fit?** | |
| 1. ☐ Whole House/Building Residential Retrofit 2. ☐ Whole Building Commercial Retrofit 3. ☐New Construction with Incremental Efficiency Upgrades 4. ☐ Limited Upgrades to Commercial/Residential Buildings | |
| 1. **Please provide a detailed summary about your project below**.   *The summary should include a detailed description of your proposed energy efficiency and/or weatherization measures.* | |
| Click here to enter text. | |
| 1. **Project-related Training Assistance (If Applicable)**   Please identify any training cost for which you will request reimbursement from MEA as part of this Program. For more information on eligible costs and types of certifications, please see the Project Related Training Assistance section under Eligible Activities in the [FY23 Funding Opportunity Announcement (FOA)](https://energy.maryland.gov/govt/SiteAssets/Pages/CleanEnergyLMI/MEA%20FY23%20LMI%20Grant%20Program%20Funding%20Opportunity%20Announcement.pdf)[[2]](#footnote-2). | |
| **Total Training Request ($)** |  |
| **Certification/Type of Training** |  |
| **Total Persons Proposed to be Trained** |  |
| **Please explain why the training requested is important for this project, and how it will help advance energy efficiency upgrades for LMI Maryland residents.**  Click here to enter text. | |

**Section 3: Project Evaluation**

| **Annual Energy Savings** | |
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| **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 additional funds and be used for the simple payback calculation*.** | |
| **Total Requested Grant Award from MEA**  *(All inclusive, including any health & safety and indirect costs)* |  |
| **Leveraged Funds**, if applicable*(Energy measures for this project only)*  \*This should match the $ amounts in section C7 below. |  |
| **Total Project Cost** *(Sum of Total Requested Grant Award from MEA and Leveraged Funds)* |  |
| **Total Natural Gas Savings** *(therms/year)* |  |
| **Total Natural Gas Cost Savings** *($/year)*  *\*Assume $2.66/therm* |  |
| **Total Electricity Savings** *(kWh/year)* |  |
| **Total Electricity Cost Savings** *($/year)*  *\*Assume $0.1476/kWh for residential projects and $0.1275/kWh for commercial projects.* |  |
| **Estimated Savings per MEA Dollar** *(kWh or therms/year)*  \*Total requested grant award divided by estimated cost savings for electricity and natural gas |  |
| **Simple Payback** *(Years)*  \*Divide total project cost for energy efficiency measures only by total cost savings for electricity and natural gas. **Do not include leveraged funds for non-energy efficiency related activities.** |  |

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| **Supporting Documentation for Energy Savings and Cost Information** |
| To evaluate the estimated energy savings for accuracy, supporting documentation must be included with your application. Supporting documentation may include a completed energy audit or comparable report. MEA has developed a [**Savings Estimate and Assumptions Worksheet**](https://energy.maryland.gov/govt/SiteAssets/Pages/CleanEnergyLMI/FY23%20Savings%20Estimates%20and%20Assumptions.docx)**[[3]](#footnote-3)** to help applicants satisfy this requirement. Applicants may use these worksheets or other forms of supporting documentation. 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   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, and any assumptions used to make this estimate. Applicants should use energy estimates from a qualified auditor, online calculators maintained by the US Department of Energy (DOE), ENERGY STAR® calculators, or other trusted industry resources.  *Note: 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.* |
| **The following supporting documentation is attached to this application:**  ☐ Energy Audit Report  ☐ Energy Savings Worksheet & Energy Assumptions Worksheet  ☐ Other |

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| **Project Feasibility, Scope, and Scalability** | |
| **Approximately how many homes/buildings do you plan to upgrade with your project(s)?** | |
| Click here to enter text. | |
| **Have you identified the buildings to be upgraded? If you selected “NO”, describe your strategy for identifying and recruiting eligible properties. Please be as detailed as possible.**  ☐Yes ☐No | |
| Click here to enter text. | |
| **Please list the expected completion date for each project milestone.** | |
| **Project Milestone** | **Expected Completion Date** |
| Receive Potential Grant Agreement from MEA | **Spring 2023** |
| Construction Work Begins | Click here to enter text. |
| Work 50% Complete | Click here to enter text. |
| Complete Construction & Installation | Click here to enter text.  **(No later than August 1, 2025)** |
| Submit Final Reports to MEA | Click here to enter text.  **(No later than September 1, 2025)** |
| **Please attach to your application a separate, detailed project implementation timeline of how you expect to complete your project by the program deadline of August 1, 2025.** At a minimum your timeline should include estimated dates for project start-up, contractor selection, construction/project milestones, completed project scope, and final invoicing and reporting to MEA.  Has a separate, detailed project implementation timeline been attached to this application? ☐Yes | |
| **Is your proposed project capable of being scaled larger or smaller based on the availability of funding?** Please see the funding opportunity announcement for more information about project scaling.  **Larger** ☐Yes ☐No **Smaller** ☐Yes ☐No | |
| **If yes, please provide a detailed explanation of how your project could be scaled to accommodate available grant funds. Please provide a funding range for which your project would remain feasible and cost effective.**  Click here to enter text. | |
| **How many homes/buildings could you upgrade with $100,000 worth of funding? Please show your calculations, and clearly describe the type of buildings being upgrades (e.g., single family homes, apartments, etc.)** | |
| Click or tap here to enter text. | |
| **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. **Do not include any personally identifiable information (PII) in your application.** | |
| Click or tap here to enter text. | |

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| **Impact on Maryland’s Low-to-Moderate Income Residents** |
| **Using the formula below, calculate the estimated number of LMI Marylanders that would benefit directly from this project. Please show your calculations.**  **Residential**  **Non-residential**  Please estimate the number of LMI Marylanders that would be served by the  proposed project over a 15 year period. |
| Click here to enter text. |
| **Please provide detailed descriptions of the direct benefits (e.g., economic, health, social, etc.) the project and proposed energy efficiency upgrades will have on LMI Marylanders.** |
| Click here to enter text. |

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| **Past Performance** |
| **Has your organization participated in the LMI program and/or other State of Maryland energy programs in previous years?** If yes, please list program names and years participated.  ☐Yes ☐No |
| Click here to enter text. |
| **If applicable, please describe any challenges your organization may have had had in the past complying with program requirements for the MEA LMI program or other state programs.** Issues could include but are not limited to monthly reporting, project deadlines, invoicing, or award spending. Please describe any corrective actions your organization has taken to remedy these prior issues. |
| Click here to enter text. |

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| **Leveraged Funds/Best Value to the State** | | | | |
| **Does your electric or natural gas 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 | | | | |
| **Have you secured leveraged funding from a utility incentive program?** | | | | |
| ☐ Yes ☐ No ☐ Applied but not yet secured  **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. | | | | |
| **What is the incentive (or potential incentive) amount?** | | | | |
| Click or tap here to enter text. | | | | |
| **If approved, what is the expected award date?** | | | | |
| Click or tap here to enter text. | | | | |
| **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 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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| **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. | | | | |
| **Organizations 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. | | | | |
| **Will your organization perform the work internally 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. | | | | |
| **How will your project impact workforce development in energy efficiency?** | | | | |
| Click or tap here to enter text. | | | | |

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| **Non-Profits Only** |
| **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 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, do you currently have an indirect rate agreement?  ☐ 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. |
| **Will your non-profit organization be using a for-profit entity to provide a service under the grant?** |
| ☐Yes ☐No  **If yes, please disclose any closely-affiliated 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.  **If a closely-affiliated relationship exists between your non-profit and the contractor that will be working on the application proposal, please complete the**  [**Conflict of Interest disclosure form**](https://energy.maryland.gov/govt/SiteAssets/Pages/CleanEnergyLMI/FY23%20Non-Profit%20Organization%20Conflict%20of%20Interest%20Disclosure%20Form.docx)**[[4]](#footnote-4) and attach your Conflict of Interest Policy***.* |

**Section 4: 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. |
| ☐ IRS W9 Tax Form (Request for Federal Taxpayer Identification Number (FTIN) and Certification) - This should reflect the Grantee name, FTIN, and address to which grant funds would be disbursed, if selected for a grant award under this Program.  ☐ Supporting documentation for any awarded or applied for utility or non-utility funding programs, if applicable  ☐ Energy Audit, Energy Savings Estimate Table, or other supporting documentation to justify energy savings estimates  ☐ Detailed Project Timeline  ☐ **Non-Profits Only:** Proof of incorporation and non-profit status for the applicant organization  ☐ **Non-Profits Only *(If Applicable)****:* Completed Conflict of Interest Disclosure Form |

## **Section 5: 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 ten (10) business days before the application deadline. **Applications must be submitted no later than Thursday, December 1st, 2022, 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 **shall 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 has provided a Federal Tax ID number that 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 understand that if an award is provided, MEA will commit funds to a specific Federal Tax ID number and payment will not be able to be issued to another Federal Tax ID number.
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, prior to execution of an agreement between MEA and the applicant.
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. “Who Are Your Elected Officials?”, mdelect.net. [↑](#footnote-ref-1)
2. <https://energy.maryland.gov/govt/SiteAssets/Pages/CleanEnergyLMI/MEA%20FY23%20LMI%20Grant%20Program%20Funding%20Opportunity%20Announcement.pdf> [↑](#footnote-ref-2)
3. <https://energy.maryland.gov/govt/SiteAssets/Pages/CleanEnergyLMI/FY23%20Savings%20Estimates%20and%20Assumptions.docx> [↑](#footnote-ref-3)
4. <https://energy.maryland.gov/govt/SiteAssets/Pages/CleanEnergyLMI/FY23%20Non-Profit%20Organization%20Conflict%20of%20Interest%20Disclosure%20Form.docx> [↑](#footnote-ref-4)