**APPLICATION DEADLINE: NOVEMBER 13, 2020**

***Instructions:*** *Please read the application thoroughly and complete all sections. Please note that writing “See attachment” in a section of the application is insufficient*.*Accurate information is important in evaluating this application, so please submit all necessary supplemental documents to explain your project****.*** *MEA strongly recommends that you read the* ***Notice of Grant Availability,*** *with particular attention to program eligibility, requirements, and evaluation criteria**before completing this application.*

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, or that have participated in the past, that are interested in pursuing additional funding should complete the MSEC Existing Community Application available online: <http://energy.maryland.gov/govt/Pages/smartenergycommunities.aspx>.

The complete application is **due no later than November 13, 2020** and requires authorization from the individual with signatory authority for the proposed new Maryland Smart Energy Community (i.e., local government) indicating that the community wishes to participate in the program, and intends to adopt the required energy policies, develop the necessary energy baselines, and create the required energy action plan.

**Electronic Communication**

Electronic communication provides the fastest and most efficient method of interacting with MEA; therefore, MEA intends to use electronic communication as the primary way to communicate with each applicant. If you do not agree to using electronic communication, you must indicate your decision to opt out below:

**The Applicant opts out of using electronic communication \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (initial here).**

**Please submit applications via email to** [**MSEC.MEA@maryland.gov**](mailto:MSEC.MEA@maryland.gov), or if email is not available, mail them to the following address:

Maryland Energy Administration  
Attn: MSEC Program – FY21 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: "FY21MSEC\_Community Name\_MMDDYY". For example, an application submitted by ABC County on November 10, 2020 would look like this: "FY21MSEC\_ABCCounty\_111020”.

–Once the file has been saved and renamed, email it as an attachment to MSEC.MEA@maryland.gov using the subject line "FY21 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., "FY21MSEC Grant Application\_CommunityName - Part 1").

–A confirmation email should be sent to you within two business days of your submission. If you do not receive a confirmation email within 48 hours, please contact the MSEC Program Manager at msec.mea@maryland.gov

**Section 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. **Mailing Address** (where grant agreements could be mailed) | |
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| **3. 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, titles and emails 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. Finally, MEA has adopted an electronic signature system. If selected for an award, can your organization process documents electronically via DocuSign?** | |
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| 1. **Expression of Intent:** | |
| **We intend to pass two of the three energy policy goals\* by October 1, 2021, 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. The Community should provide a recent baseline for the type of energy its proposal is 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 make a good faith effort towards completing all three deliverables (i.e., energy policy adoption, baselines, and action plan) by October 1, 2021.**  ☐ **If selected to participate in the fiscal year 2021 MSEC program, we acknowledge that all projects must be completed by October 7, 2022.**  **\*** Local governments may 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 | |

**Section B: Applicant Information**

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| 1. **List the number and type of staff (with job titles) that will be working on adopting 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 much time 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, Environmental Protection Agency (EPA) Community Challenge participation, Department of Housing and Community Development (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 web link, or a copy of the authorizing resolution or ordinance.** |
| Click or tap here to enter text. |
| 1. **Provide a proposed monthly schedule for the three deliverables 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 energy reduction plan and/or renewable energy action plan and/or transportation petroleum reduction plan;  (d) MEA approval of a specific project. |
| Click or tap here to enter text. |
| 1. **Policy and/or Practices: Briefly describe your organization’s procurement policy for obtaining contractors, materials, etc.** |
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**Section 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 for which the community rents/leases AND pays electrical utilities? 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. **Since 2015 how many energy audits have been performed on buildings owned by your community? 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 energy utility company 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. |

**Section 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 for which the community rents/leases AND pays electrical utilities? 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. |

**Section 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-related 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. |

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

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| 1. **If you were to receive an award through the MSEC program, what type of project(s) do you intend to pursue with your grant funding?** Note: To be eligible, the proposed MSEC project(s) must correspond with the proposed policies. |
| **☐** A project focusing on energy efficiency  **☐** 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 have indicated above in Question 1. Your response in this section must be completed and should not state only “see attachment.”**   **Please note:** All projects must be approved by MEA prior to be eligible for reimbursement under the grant . 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. The Community 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. |

**Section 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 applications are accepted and grants are awarded on a competitive basis. **Electronic** **applications must be submitted to msec.mea@maryland.gov no later than November 13, 2020.**  If I have affirmatively opted out, as specified above, I understand that a paper application must be mailed to the MEA office and must arrive by November 13, 2020. Mailed applications should be addressed to:  
   Maryland Energy Administration, Attn: MSEC Program – FY21 Application  
   1800 Washington Boulevard, Suite 755, Baltimore, MD 21230

1. I certify that the proposed energy project will be located in the State of Maryland.
2. I understand that this application does not guarantee that I will be awarded a grant for the proposed project.
3. To be eligible for grant funding, I understand that the equipment **must not** be purchased or installed before my organization has an executed Grant Agreement with MEA **and** received a Project Approval Form from 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.
7. If selected for an award, I will allow authorized representatives of the Maryland Smart Energy Communities Grant Program access to my facility in order to conduct site inspections or measurement & verification activities, when requested by MEA.
8. I understand that the program terms & conditions are subject to change at the sole discretion of MEA.
9. 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.
10. 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 are not required to be included in the baseline unless one of the planned MSEC projects will focus on school bus transportation. [↑](#footnote-ref-1)