**APPLICATION DEADLINE: March 8, 2024**

***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 requested in the application.** *MEA strongly recommends that you read the* ***Funding Opportunity Announcement*** *with particular attention to program eligibility, requirements, and evaluation criteria**before completing this application.*

This application should only be used by communities already participating in the Maryland Energy Administration’s Maryland Smart Energy Communities (MSEC) program who are now seeking additional funding.

The complete application is **due no later than March 8, 2024** and requires authorization from the individual with signatory authority for the applicant indicating that the community intends to complete the project(s) proposed in the application.

**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 to this address (postmarked by November 17):

Maryland Energy Administration  
Attn: CELG Program – FY24 Application  
1800 Washington Boulevard, Suite 755  
Baltimore, MD 21230

**Guidelines for Submission**

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

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

–Rename the file using the following naming convention: "CELGFY24\_Community Name\_MMDDYY". For example, an application submitted by ABC County on January 10, 2024 would look like this: "CELGFY24\_ABCCounty\_011024."

–Once the file has been saved and renamed, email it as an attachment to MSEC.MEA@maryland.gov using the subject line "CELG FY24 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., "CELG FY24 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 CELG Program Manager at [msec.mea@maryland.gov](mailto:msec.mea@maryland.gov).

**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).

**Also, please submit a copy of your organization’s current W-9 form. The address on this application must match the address on the W-9.**

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

Briggs Cunningham, CELG Program Manager

email: [MSEC.MEA@maryland.gov](mailto:MSEC.MEA@maryland.gov)or phone: 410.537.4070

**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.) Please attach a copy of the current W-9 form.** | |
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| 1. **Project Location Address(s)** (if multiple, please number and include project name) | 1. **Mailing Address** (where grant agreements could be mailed & should match the W-9) |
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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, list the name, title and email address of the individual whose signature is required for your local government to enter into a grant agreement with MEA. Additionally, briefly describe the process and expected time frame to obtain all required approvals and signatures, and to return application to MEA. Finally, let us know if your organization can process documents electronically via DocuSign.** | |
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**Section B: Progress towards MSEC Goals**

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| 1. **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. **Briefly summarize any clean 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. **Describe the system you are currently using to track energy consumption and renewable energy generation, and whether 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? 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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**Section C: Proposed Project or Measure Information** (fill out for each individual project or measure proposed)

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| 1. **Project/Measure Name** | | |
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| 1. **Total Grant Request (see CELG Funding Opportunity Announcement for maximum funding amounts per proposed project or measure.)** | | |
| **$** | | |
| 1. **Project Narrative:** 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, 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:** Provide a detailed estimate of the project(s)’ anticipated annual energy benefits using these metrics:  * 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 calculations and assumptions, if necessary. **Applications that do not clearly document how energy benefits are calculated will not be chosen for funding.**  **4B. Expected Annual Cost Savings:** Provide a detailed estimate of the project’s anticipated annual cost savings**.** | | |
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| 1. **System Life:** Provide the anticipated system life (years) of the clean 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. List the source of the estimate (vendor estimate, quotation, proposed installation cost, website, etc.). If available, 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 ($)” entries must add up to the Total Project Cost. The **Total Project Cost** equals the total expenses for completing the project **minus** the MSEC award and any other rebate or funding source. Attach applications, award letters, or other documentation related to utility and other incentive programs for which you have applied or been awarded funds.   **MEA looks favorably on applications that maximize all funding opportunities available, such as utility incentives and other energy grants. A higher participant cost share will also increase the likelihood of being awarded a grant.**  **A minimum 15% cost-share of the Total Project Cost is required per proposed project.** | | |
| **Name of Source:** Maryland Energy Administration  **Description of Source:** CELG Grant Request  **Dollar Value:** **$**  **Name of Source:**  **Description of Source:**  **Dollar Value:** **$**  **Name of Source:**  **Description of Source:**  **Dollar Value:** **$**  **Name of Source:**  **Description of Source:**  **Dollar Value:** **$**  **Name of Source:**  **Description of Source:**  **Dollar Value:** **$** | | |
| 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 **October 27, 2025,** with final reports and invoices submitted to MEA by **November 28, 2025.** 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/March2024 | | 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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**Section 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 awarded on a competitive basis. **Electronic applications must be submitted to msec.mea@maryland.gov no later than March 8, 2024.** If I have affirmatively opted out as specified above, I understand that a paper application must be mailed to the MEA office and be postmarked by **March 8, 2024**. Mailed applications should be addressed to:

Maryland Energy Administration  
Attn: CELG Program – FY24 Application  
1800 Washington Boulevard, Suite 755  
Baltimore, MD 21230

1. I certify that any building(s) to be upgraded under this proposed project are located in the State of Maryland, and that each proposed project will occur in Maryland, on eligible facilities or vehicles owned by the applicant.
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, 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. I certify that the Applicant Organization will be able to provide a Federal Tax ID number should it be selected for an award.

1. 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, if requested by MEA.
2. 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.
3. I have read MEA’s Grant Agreement General Provisions document and understand it will be included in a grant agreement under this program.
4. I have enclosed a copy of my organization’s current W-9 form.
5. 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 & Title:**

**Email & phone:**

**Community:**

**Date:**