



Mass Save® Municipal Energy Manager Grant — Application Reference Guide

This Guide provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Municipal Energy Manager Grant. Use it as a reference when completing the online version for more detailed explanations. Please contact Shannon Donovan at SDonovan@need.org with any questions regarding this application form. Applications will be accepted through January 31, 2025.

Note: Eversource and/or National Grid must be notified of any deviation(s) from this document. An amendment to this document must be duly executed if the Project scope, completion date, or other details change. This program application and any available funds related to the MEM Grant are contingent on the approval of the 2025-2027 Three Year Energy Efficiency and Decarbonization Plan.

| Municipal Information | | | |
|--------------------------------------|--|--|--|
| Lead Municipality (project manager): | | Additional Municipalities (if applicable): | |
| Mailing Address: | | | |
| Municipal Hiring Manager | | | |
| Contact Name: | | Contact Title: | |
| Contact Phone: | | Contact Email: | |

Note: The Municipal Hiring Manager will serve as the lead contact for Eversource and/or National Grid until the Municipal Energy Manager is hired and should act as the supervisor to the Municipal Energy Manager.

| Funding Request | |
|---|--|
| Please indicate the program incentives you are applying for: | |
| Full Time | |
| <input type="checkbox"/> Up to \$120,000 a year from Eversource or National Grid, as Sponsors of Mass Save, toward salary and benefits for a full-time Municipal Energy Manager role with salary to be set by the municipality. | |
| Part Time | |
| <input type="checkbox"/> Up to \$60,000 a year from Eversource or National Grid toward salary and benefits for a part-time Municipal Energy Manager role with salary to be set by the municipality. | |
| Contractor-Part Time | |
| <input type="checkbox"/> Up to \$60,000 a year from Eversource or National Grid toward a part-time Municipal Energy Manager role working as an external contractor. | |
| Note: Approval for Year Two and Year Three funding is contingent on the Municipal Energy Manager meeting the minimum Year One and Year Two requirements. | |
| Has the municipality applied to the Mass Save Community First Partnership for 2025-2027? Applications were due November 1, 2024, unless otherwise noted on the application website. | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Does the municipality intend to apply for funding from the MassCEC Green School Works program when the application opens in 2025? | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Overview of Municipal Portfolio

Please include:

- Number of schools and other buildings in the municipal building portfolio and description of why an Energy Manager is required for the size of the building portfolio.
- Note any anticipated retrofits, new buildings, or equipment replacements in municipal buildings over the next five years. Please include the specific buildings and stage of planning.
- Include a separate Excel spreadsheet with the name of each building, address, and square footage.

Click or Tap Here to Enter Text _____

Rationale

Please describe why your municipality(ies) needs a Municipal Energy Manager. Please include:

- An estimated number of full-time and part-time employees currently working on energy management, energy efficiency, renewable energy, energy procurement, or other related initiatives,
- A list of all the entity(ies) that oversee maintenance and improvements at municipal facilities such as the Department of Public Works (DPW), School Facilities Department (if separate from DPW), and contracted building operators, such as water plant operators or operators of recreational facilities.
- An indication whether the Municipal Energy Manager is intended to be an internal or external hire.
- A description of energy management, energy efficiency, renewable energy, energy procurement, or other related initiatives within the municipality (i.e., are you a Green Community? Do you have a Municipal Aggregation/ Community Power Choice program, are you participating in Mass Save Community First Partnership, etc.)
- Please identify the percentage of students in the school district defined as high needs by MA Department of elementary and Secondary Education. This information can be found at <https://profiles.doe.mass.edu/statereport/selectedpopulations.aspx>.
- Please identify percentage of population living in EJ census blocks as defined by the Commonwealth. This information is available by visiting <https://www.mass.gov/info-details/massgis-data-2020-environmental-justice-populations> then scrolling to the section entitled "Summary Tables" and clicking on "EJ_2020_municipal_stats.xls" to download an Excel sheet of this data.

Click or Tap Here to Enter Text _____

Activities

Of the Required Minimum Deliverables listed in the Municipal Energy Manager Guidebook, use the table below to check off which deliverables which will be Priority 1 (most urgent) and which will be Priority 2 (less urgent but still completed in year one). Add more rows if necessary to describe additional deliverables the Energy Manager will work on and their level of priority.

| Deliverable | Priority 1 | Priority 2 | Project Description |
|--|------------|------------|---------------------|
| Facilitate an Energy Management Assessment to evaluate the current state of energy management practices and policies in the municipality. | | | |
| Prepare a Year One Work Plan that provides an overview of all Year One deliverables and a timeline of all Year One activities. | | | |
| Through use of the Mass Energy Insight tool offered by the MA Department of Energy Resources, develop or refresh an Energy Management Plan, covering three or more years, for all in-scope municipal facilities. | | | |
| Present the Energy Management Plan and Work Plan to municipal staff and elected officials. | | | |
| Establish a regular check-in meeting time at least quarterly with Eversource and/or National Grid to leverage support for Work Plan activities. | | | |
| Complete all tasks to ensure that the municipality is a DOER Green Community in good standing, or for communities that have not yet applied, consider completing the application to become a designated Green Community in conversation with municipal leaders and other stakeholders. | | | |
| Solicit support from Eversource and/or National Grid, as Sponsors of Mass Save, to receive no-cost technical assistance for, at minimum, the highest energy-consuming municipal school building (or school building with the most energy efficiency potential). Work with Eversource and/or National Grid and their approved vendors on a timeline to assess the remaining school buildings and other municipal buildings and select school buildings that are priorities for electrification and decarbonization-readiness. | | | |
| Complete quarterly progress reports and identification of additional energy-related work beyond Municipal Energy Manager deliverables to be submitted to Eversource and/or National Grid. | | | |

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|---|-------------------|-------------------|----------------------------|
| Present an overview of Year One achievements and deliverables to municipal and elected officials that includes details on Year One progress including the Work Plan, the Energy Management Plan, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to Eversource and/or National Grid. | | | |
| Facilitate an Energy Management Assessment update to evaluate the changes and status of energy management practices and policies over Year One. | | | |
| Deliverable | Priority 1 | Priority 2 | Project Description |
| Engage landlords and tenants to participate in comprehensive energy efficiency upgrades. | | | |
| Coordinate and facilitate participation of small business customers, including non-profits. | | | |
| Coordinate with Eversource and/or National Grid on a small business main streets event. | | | |
| Create a process to engage new construction and major renovations with Eversource and/or National Grid as early as possible through collaborations with municipal Planning Department and other stakeholders. | | | |

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| <p>Salary Provide the intended Municipal Energy Manager's annual salary, inclusive of benefits (total salary, benefits, etc.). Include rationale to support the anticipated salary/salary band.</p> <p>Click or Tap Here to Enter Text. _____</p> <p>_____</p> <p>_____</p> |
| <p>Funding Request Please specify the amount of the annual salary being requested from Eversource and/or National Grid, as Sponsors of Mass Save.</p> <p>Click or Tap Here to Enter Text. _____</p> |
| <p>Start Date Please communicate the intended start date for the Municipal Energy Manager, within 90 days of signing the program agreement. Describe your municipality's plan for hiring within this timeframe.</p> <p>Click or Tap Here to Enter Text. _____</p> |

Implementation Funding (Optional - While not required, response to this question can strengthen your application)
Please describe the commitment of yearly implementation funding the municipality is willing and able to allocate to cover project costs related to energy efficiency, building electrification, and renewable energy. If you are unable to commit implementation funding at this time, do you anticipate that a budget line item could be requested in the next municipal fiscal year budget? If so, estimate the amount of funding you could feasibly request.

If a quantitative value is difficult to determine at all, please describe how your community typically funds capital projects and how they typically fund matching requirements for grants? Does your municipality have reserve funds within its fiscal year budget for energy efficiency updates? Is your community already anticipating funding any energy efficiency, building electrification, and renewable energy projects in the next year? If none, please describe why.

Click or Tap Here to Enter Text _____

Financial Sustainability

Describe at a high level how the Municipal Energy Manager role could be funded after the conclusion of funding from this offer in December 2027. This could include how the municipality plans to approach thinking about funding. Eversource and National Grid understand that a municipality cannot commit now to funding past 2027 but do want to see a demonstration that the applicant is thinking about it and is interested in continuing the Municipal Energy Manager role.

Click or Tap Here to Enter Text _____

Hosting / Partnerships

Describe how the Municipal Energy Manager will be hosted within the municipality (i.e., office space, organizational hierarchy, collaboration with public school district, high-level overview of ability/process for accessing buildings for opportunity identification, etc.).

If relevant, please outline any regional partnerships and how partner municipalities will be sharing the services of the Municipal Energy Manager.

If the applicant is part of a regional school district, please describe how you will coordinate with the other communities that are also included in the district.

Click or Tap Here to Enter Text. _____

Joint Communications

During the term of participation in the Municipal Energy Manager offering, the municipality agrees to provide the following:

a. A brief abstract describing the municipality's involvement in the MEM offer, including one or more quotes from municipal leaders to be used for Mass Save program marketing and reporting.

Yes No

b. A draft of any media releases the municipality plans to send related to participation in the Municipal Energy Manager Grant. The release should:

- Include a description of the Project and its benefits.
- Include one or more quotes from municipal leaders or other municipal representatives, to be used for Mass Save program marketing.
- An acknowledgment that, "This project was funded in part by Eversource and National Grid, Sponsors of Mass Save.

c. Invitations to Eversource and/or National Grid, partner organizations, and the MA Department of Energy Resources to public events held by the Municipal Energy Manager.

d. Project details related to the Municipal Energy Manager and photographs on municipal social media networks such as Facebook, X (Twitter), or LinkedIn, as applicable.

e. A set of high-resolution photographs of the Project suitable for print publication. Photographs should focus on the Municipal Energy Manager, staff engagement activities, or energy-saving projects completed.

Yes No

Reporting

The municipality agrees to provide the following items as evidence supporting progress on and completion of the Municipal Energy Manager offering during the grant period:

f. Produce a quarterly report in Q1, Q2, and Q3 of each calendar year and an annual report in Q4 of each calendar year including overview, timeline, and plan to achieve annual deliverables and planned GHG reducing projects.

Yes No

g. Submit a final report (submitted in October 2027) that summarizes for 2025-2027 all projects, energy saved, grants applied to, continued energy management recommendations, financial sustainability plan to support continued Municipal Energy Manager role, and municipal learning outcomes.

Yes No

h. Provide updated copies of all completed deliverables including the Work Plan, Energy Management Plan, and presentation slides.

Yes No

i. Supply a financial report or summary, demonstrating the use of grant proceeds.

Yes No

j. Complete a Program evaluation interview and survey (provided by Eversource and National Grid).

Yes No

Municipal Energy Manager Guidebook

The municipality has reviewed and understands the program requirements as outlined in the Municipal Energy Manager Guidebook.

Please Initial: _____

Financial Sustainability

The municipality understands that, with leadership from the Municipal Energy Manager, it will be expected to develop a financial sustainability plan to maintain the role of the Municipal Energy Manager past the three-year term of this offer. It further understands that Eversource and National Grid, as Sponsors of Mass Save, are not responsible for providing funds to sustain the role after the three-year term of this offer.

Please Initial: _____

Please include the following documentation as an attachment or link, as applicable:

- Documentation supporting the anticipated salary band.
- A signed letter of support of this application from the municipal leader (mayor, city administrator, town administrator, or town manager) and school superintendent using the available template.
- A shared services agreement for regional Municipal Energy Management, if relevant, or signed letters from each participating municipality outlining their involvement.
- (OPTIONAL) Signed letter(s) of support from any entity within the municipality that oversees maintenance and improvements at municipal facilities such as the Department of Public Works (DPW), School Facilities Department (if separate from DPW), and contracted building operators, such as water plant operators or operators of recreational facilities. A single sign-on letter with multiple signatories is acceptable.
- (OPTIONAL) Municipal Climate Action Plan or Sustainability Plan, if available.
Link: _____
- (OPTIONAL) Existing Municipal Energy Management Plan, if available.
Link: _____

Authorized Signature

The [INSERT MUNICIPALITY NAME] _____ represents and warrants that all information contained in this Municipal Energy Manager Offer Application is true and correct.

Per: _____
Signature

Name: _____

Title: _____

Date: _____

Per: _____
Signature

Name: _____

Title: _____

Date: _____