

Mass Save® Municipal Energy Manager (MEM) Grant

Guidebook 2024

This Guidebook provides an overview of the eligibility requirements, available funding, and process for municipalities to participate in the Municipal Energy Manager (MEM) grant.



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1.0 Program Overview

Program Name	Mass Save Municipal Energy Manager (MEM) Grant	
Timelines	Application open	November 8, 2024
	Application Deadline	January 31, 2025
	Deadline for project completions	December 2027

Program Incentive Value

Three years of funding, including:

- Full-time with benefits MEM role with salary to be set by the municipality; up to \$120,000 per year (\$360,000 over three years).
- Part-time MEM role with salary to be set by the municipality; up to \$60,000 per year (\$180,000 over three years).
- Part-time MEM role external contractor; up to \$60,000 per year (\$180,000 over three years).

Program Description

The Municipal Energy Manager (MEM) Grant provides staffing grants to municipalities in Massachusetts that are served by Eversource and/or National Grid, Sponsors of Mass Save, to offset the cost (salary plus benefits of a full- or part-time employee or an external consultant) of an Energy Manager. The Energy Manager will work for a municipality to develop an energy management plan, implement energy- saving opportunities and realize energy savings, with a priority on K-12 school buildings. Additional funding is also made available to support the implementation of decarbonization initiatives.

1.1 Background

The Municipal Energy Manager Grant provides a staffing grant to offset the cost of hiring a Municipal Energy Manager. The Municipal Energy Manager Grant helps municipalities by giving them resources to develop an energy management plan, find energy-saving opportunities, and lead energy and GHG reduction projects, with a particular focus on K-12 school buildings. The Municipal Energy Manager Grant supplements the salary of a new or existing municipal employee identified to serve as the Municipal Energy Manager for communities that do not yet have a full-time energy or sustainability manager.

This grant is administered by Eversource and National Grid, Sponsors of Mass Save, as part of the 2025-2027 Three Year Energy Efficiency and Decarbonization Plan.

2.0 Eligibility

2.1 Eligible Participants

The following are eligible to participate in the Municipal Energy Manager Grant:

- Municipalities: designated municipalities within Massachusetts that are served by Eversource, National Grid, or both are eligible to participate in the Municipal Energy Manager Grant. This includes:
 - Municipalities that do not currently have a full-time Energy or Sustainability Director/Manager/Coordinator on staff are eligible to apply.
 - Municipalities that have a part-time or contracted Energy or Sustainability Manager may apply to create a full-time role.
 - Municipalities that received funding from MA DOER through the EECBG grant to small communities for energy manager funding that must be spent by June 30, 2026.
- In partnership with one or more municipalities, a Massachusetts regional planning agency or Massachusetts-based for-profit organization that the municipality(ies) have selected to host the Municipal Energy Manager role.

2.2 Ineligible Participants

The following are considered ineligible to participate:

- Municipalities that already have funding for or have already hired a full-time Energy or Sustainability Director/Manager/Coordinator.
- Non-profit organizations other than regional planning authorities.
- For-profit businesses other than as referenced above.
- Institutions such as schools, school districts separate from municipalities, hospitals, universities, or colleges.
- Other organizations deemed ineligible by Eversource or National Grid.

2.3 Description of Need and Application Scoring Criteria

The Municipal Energy Manager Grant helps municipalities that lack the internal capacity to develop energy management practices, track energy consumption, oversee the installation of energy-saving projects, and plan decarbonization efforts. To apply, municipalities must describe their current energy management capabilities and justify their need for energy management support.

Eversource and/or National Grid will review the municipality's justification of need and approve program participation on a case-by-case basis, while considering the number of applications received and amount of funding requested.

The following scoring criteria will be used to assess applications for the Municipal Energy Manager Grant:

	Score
The 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. Include as a separate Excel spreadsheet the name of each building, address, and square footage.	15
The percentage of students in the school district defined as high needs by the MA Department of Elementary and Secondary Education (DESE). This information can be found at: https://profiles.doe.mass.edu/statereport/select-edpopulations.aspx .	15
The percentage of population living in EJ census blocks as defined by the Commonwealth of Massachusetts. This information can be found at: https://www.mass.gov/info-details/massgis-data-2020-environmental-justice-populations scrolling to the section titled “Summary Tables” and clicking on “EJ_2020_municipal_stats.xls” to download an Excel sheet of this data.	15
Completeness and quality of application, such as goals and expectations for the municipal energy manager and anticipated projects, as well as signatures of support from municipal and school district leadership, and quality of answers.	40
Financial sustainability plan, including whether the community is committing to funds after the grant period ends.	15
Total possible score	100

2.4 Regional Collaboration

Small municipalities with a population of fewer than 20,000 and/or with fewer than five (5) school buildings are encouraged to partner with neighboring municipalities and share a Municipal Energy Manager or to apply for a part-time or contracted Municipal Energy Manager. When multiple municipalities form a partnership, a lead municipality must submit the Municipal Energy Manager Application, be the signatory to the Funding Agreement, and receive incentive funding on behalf of the partnership. It is recommended that one Municipal Energy Manager position may be shared by a maximum of three municipalities with a planned percentage-of-time workplan. If the applicant plans to include more than three municipalities, please provide further explanation for why this is necessary in the application. Time spent in each municipality does not need to be equal throughout any given period or over the course of a year; however, it must, to a substantive degree, align with the planned percentages to achieve the required energy savings/GHG reduction results. Regional partnership will need to outline commitment and time by each participant during the application stage.

Small municipalities may also apply for a single dedicated Municipal Energy Manager if they provide appropriate rationale, demonstrate high municipal energy use, and identify significant energy-saving opportunities, with a focus on K-12 school buildings, during the application stage.

The partnering municipalities are responsible for determining their own financial and operational arrangements as partners in the program. A regional Municipal Energy Manager is subject to all the Minimum Required Deliverables outlined in Section 4.0.

3.0 Financial Incentive Rate

3.1 Municipal Energy Manager Incentive Rate

Eversource and/or National Grid will pay the municipality an incentive for the employment of a Municipal Energy Manager in accordance with the incentive rates defined in Table 3.1. Year Two funding is contingent on the Municipal Energy Manager meeting the minimum Year One requirements and Year Three funding is contingent on the Municipal Energy Manager meeting the minimum Year Two requirements.

Table 3.1: Municipal Energy Manager Incentive Rates

Municipal Energy Manager Type	Salary Rebates
Municipal Energy Manager – Full Time	Maximum of \$120,000 per year for three years.
Municipal Energy Manager – Part Time or Contracted	Maximum of \$60,000 per year for three years.

All funding is subject to the following provisions:

- No more than one position will be funded for any municipality or partnership.
- Funding is provided for a dedicated energy manager actively employed by the municipality, regional planning authority, or a third-party contractor.
- The program will be delivered to eligible municipalities based on the number of applications received by the deadline of January 31, 2025, using the scoring criteria in section 2.3.
- Eversource and National Grid anticipate estimated funding for up to 16 full-time municipal energy managers or part-time equivalents.

Eversource and National Grid, at their sole discretion, reserve the right to adjust program implementation incentives over time in accordance with changing market conditions. Such changes will be announced publicly, highlighting a clear cut-off date for application approval under existing rebate levels. As Sponsors of Mass Save, Eversource and National Grid reserve the right to provide an add-on incentive or adjust funding caps to achieve geographic distribution of funding.

3.2 Eligible Expenses

Eligible expenses consist of direct salaries, or wages paid by the municipality to the Municipal Energy Manager for time worked on energy savings/GHG reduction activities and in accordance with the municipality’s pay scales as regular salary excluding overtime pay and bonuses. Costs associated with benefits such as sick days, short- or long-term disability, health, medical, and life insurance, pension plans, any other fringe benefits are also eligible for reimbursement for employees hired with this grant, but not for contractors.

Note: Eversource and National Grid reserve the right to request detailed salary cost breakdowns for Municipal Energy Manager employment. Labor costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.

3.3 Ineligible Expenses

Expenses that are ineligible for reimbursement through the Municipal Energy Manager Grant include:

- In-kind contribution of services.
- Day-to-day office supplies and equipment (e.g., telephone, computer).
- Salaries of staff participating in related activities (except for the Municipal Energy Manager role).
- Expenditures related to regular business activities such as computing equipment.
- Overtime pay.
- Bonuses/performance pay.
- Costs related to ongoing or other business activities and not specifically required for energy savings/ GHG reduction activities.
- Training sessions or courses.
- Travel expenses including fuel, lodging, and all other travel-related expenses.
- Membership fees or dues.
- Any other expense deemed by Eversource and/or National Grid to be ineligible.

3.4 Incentive Disbursement

As Sponsors of Mass Save, Eversource and/or National Grid will pay the Municipal Energy Manager incentive to the participating municipality as follows (note that references to “quarters” are in accordance with the calendar year, not the municipal fiscal year):

Date	Milestone	Payment Schedule
2025 (estimated February/March)	<ul style="list-style-type: none"> • Execution of funding agreement between municipality or partnership and Eversource and National Grid, including annual salary value. • Invoice to Eversource and/or National Grid, Sponsors of Mass Save for 75% of year one salary. 	75% of year one salary
October 2025	<ul style="list-style-type: none"> • Verification that the Energy Manager submitted their first quarter report in April 2025 and second quarter report in July 2025. • Energy Manager’s third quarter report submitted. • Invoice to Eversource and/or National Grid, Sponsors of Mass Save for final 25% of year one salary. 	25% of year one salary
December 2025	<ul style="list-style-type: none"> • Submission of end of year report that includes: <ul style="list-style-type: none"> ▪ A high-level Year Two Work Plan including the continuation of the Energy Management Plan, ▪ An overview, timeline, and plan to achieve Year Two deliverables, ▪ Examples of potential GHG reducing projects, ▪ And other planned activities. • Invoice to Eversource and National Grid, Sponsors of Mass Save for 75% of year two salary. 	75% of year two salary

October 2026	<ul style="list-style-type: none"> • Verification that the Energy Manager submitted their first quarter report in April 2026 and second quarter report in July 2026. • Energy Manager's third quarter report submitted. • Invoice to Eversource and/or National Grid, Sponsors of Mass Save for final 25% of year one salary. 	25% of year two salary
December 2026	<ul style="list-style-type: none"> • Submission of end of year report that includes: <ul style="list-style-type: none"> ▪ A high-level Year Two Work Plan including the continuation of the Energy Management Plan, ▪ An overview, timeline, and plan to achieve Year Two deliverables, ▪ Examples of potential GHG reducing projects, ▪ and other planned activities. • Invoice to Eversource and/or National Grid, Sponsors of Mass Save for 75% of year three salary. 	75% of year three salary
October 2027	<ul style="list-style-type: none"> • Verification that the Energy Manager submitted their first quarter report in April 2027 and second quarter report in July 2027. • Submit a final report 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. • Invoice Eversource and/or National Grid, Sponsors of Mass Save for final 25% of year three salary. 	25% of year three salary

Municipalities must inform Eversource and/or National Grid about the planned start date for the Municipal Energy Manager.

As Sponsors of Mass Save, Eversource and/or National Grid reserve the right to deny Year Two funding if the quality and comprehensiveness of Year One deliverables are not to their satisfaction. The Year One final report must detail any Year One deliverables that were not met and provide a detailed rationale as to why.

During Year Two and/or Year Three participation, the municipality reserves the right to provide their Municipal Energy Manager a merit, cost of living, or performance-based raise, but funding from Eversource and/or National Grid will not change from the rate approved in the municipality's Municipal Energy Manager application.

Eversource and/or National Grid must be immediately notified of any scope deviation from the Municipal Energy Manager Application or Funding Agreement, and an amendment must be duly executed to capture the scope change.

4.0 Deliverables

The Year One, Year Two, and Year Three deliverables outlined below describe the minimum activities a Municipal Energy Manager must complete. In addition to completing these minimum deliverables, a table of Priority Goals is below for implementation over the three-year grant period. Participating municipalities may leverage their Municipal Energy Manager in other energy management, energy efficiency, renewable energy, or emission reduction initiatives as time permits. Other municipal staff, including the Municipal Energy Manager’s supervisor, will be expected to attend several workshops and sessions organized by the Municipal Energy Manager throughout the employment term. These sessions will focus on findings of the Municipal Energy Manager’s work as well as outlining action items. Other existing staff may also need to support the Municipal Energy Manager in meeting program deliverables.

Priority Goals	
Priority Goal Area	Required Objectives
Municipal Buildings	Access technical and financial support from the Sponsors of Mass Save, to study municipal buildings in the first year, with a focus on school buildings. The purpose of technical support from the Sponsors of Mass Save is to identify and prioritize energy upgrades and measures needed across the building portfolio in the near, medium, and long term.
	Lead by Example: With a focus on school buildings, implement municipal energy efficiency and electrification decarbonization measures with incentive support from the Sponsors of Mass Save, DOER Green Communities, Massachusetts Clean Energy Center, Massachusetts School Building Authority, and other sources.
	Optional Objectives
	Applicants should plan to implement at least one initiative annually from one or more of the following areas to benefit residents and businesses within the
Multifamily	Engage landlords and tenants to participate in comprehensive energy efficiency upgrades.
Small Business	Coordinate and facilitate participation of small business customers, including non-profits.
	Coordinate with the Sponsors of Mass Save on a small business Main Streets
New Construction / Major Renovations	Create a process for new construction and major renovations projects that engage with the Sponsors of Mass Save as early as possible through collaborations with municipal Planning Department and other stakeholders.
Residential	Work with the Sponsors of Mass Save and community-based organizations to aggressively promote energy efficiency retrofit programs for existing residential buildings.
	Coordinate with local community action agencies to connect eligible residents with energy efficiency and fuel assistance.

4.1 Year One Deliverables

- 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 including:
 - ▶ Results of the Energy Management Assessment including the action plan and organizational engagement plan.
 - ▶ An internal assessment of energy performance and associated greenhouse gas emissions of all municipal buildings.
 - ▶ Assigned GHG reduction targets for the in-scope municipal building portfolio.
 - ▶ Identify, prioritize, and recommend specific opportunities to improve energy efficiency, electrify HVAC and other building systems, and pursue GHG reductions in the municipal building portfolio, prioritizing school buildings, working closely with building managers and utilizing the Municipal Energy Manager's criteria for meaningful impact (size of emission reductions, cost savings, turnaround, ease of implementation, etc.), leveraging support from utility vendors and Mass Save Comprehensive Building Assessments.
 - ▶ A comprehensive list of incentive funding available to support the identified opportunities.
 - ▶ Initiate a greenhouse gas (GHG) emission inventory of municipal buildings and municipal fleet.
- 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 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 for them to complete no-cost technical assistance, at minimum, the highest energy-consuming municipal school building (or school building with the most energy efficiency potential). Work with Eversource, National Grid and/or 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
- 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 the main point of contact for the Grant at 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.

4.2 Year Two Deliverables

- Expand upon and finalize the Year Two Work Plan submitted in the third-quarter progress report that includes at a minimum: an overview of all Year Two required deliverables, a timeline of all Year Two activities, and potential GHG reducing projects.

- Continue following the Year One Energy Management Plan deliverables for all municipal facilities, with a focus on school buildings, and refresh as needed to reflect the following:
 - ▶ Updated results of the Energy Management Assessment to evaluate the changes and status of energy management practices over Year One.
 - ▶ Updated results of all Comprehensive Building Assessments and municipal building audits.
 - ▶ Updated municipal building portfolio energy performance via energy benchmarking with up-to-date energy consumption information.
 - ▶ Revised GHG reduction targets for the entire municipal building portfolio, if required.
 - ▶ Additional identification of specific opportunities to realize measurable and meaningful improvements in energy efficiency as recommendations to building managers, if any.
 - ▶ An updated list of the best opportunities for pursuing GHG reductions in the municipal building portfolio, with a focus on school buildings.
 - ▶ An updated list of incentive funding available to municipalities that will support the identified opportunities.
- Present the Energy Management Plan and Work Plan to municipal staff and elected officials and share with Eversource and/or National Grid.
- Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve an additional 3% GHG reduction over the previous year's emissions or an approved reduction based on the Energy Management Plan scope, including at least one project on a school building and one project on a school or municipal building (two total) that qualify for Mass Save incentives.
- Complete quarterly progress reports on deliverable progress, updates to the Work Plan and Energy Management Plan, and identification of additional energy-related work beyond Municipal Energy Manager deliverables to be submitted to Eversource and/or National Grid.
- Present an overview of Year Two deliverables to municipal staff and elected officials that includes details on Year Two progress including the Work Plan, the Energy Management Plan, case studies on the GHG reducing projects, and any other related initiatives. Share materials with Eversource and/or National Grid.
- Participate in the Energy Management Assessment update with Eversource and/or National Grid to evaluate the changes and status of energy management practices and policies over Year Two.

4.3 Year Three Deliverables

- Continue the deliverables as listed in Year Two.
- Complete the community-wide greenhouse gas (GHG) emission inventory begun in Year One.
- Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve an additional 3% GHG reduction over the previous year's emissions or an approved reduction based on the Energy Management Plan scope, including at least two projects on school buildings and one project on a school or municipal building (three total) that qualify for Mass Save incentives.
- 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.

All deliverables including the Energy Management Plan, Work Plans, presentation slides, or other materials must be sent to Eversource and/or National Grid for progress tracking purposes upon completion. Municipalities receiving Municipal Energy Manager funding are encouraged to apply for additional project funding from the Sponsors of Mass Save, DOER Green Communities, Massachusetts Clean Energy Center (MassCEC), Massachusetts School Building Authority (MSBA) and other organizations to offset the cost of identified projects.

5.0 How to Participate

Step 1: Review Program Materials

Prior to getting started with the Municipal Energy Manager Grant, Eversource and National Grid recommend that interested municipalities review all Municipal Energy Manager Grant program materials in detail such as this Guidebook, the Municipal Energy Manager Application Reference Guide, and the Sample Job Description. Program materials can be found on the Mass Save site at [MassSave.com/community](https://www.mass.gov/info-details/municipal-energy-manager-grant) under "*Municipal Energy Manager Grant*".

Step 2: Submit the Municipal Energy Manager Grant Application

The Municipal Energy Manager Grant Application is available online at [MassSave.com](https://www.mass.gov/info-details/municipal-energy-manager-grant)

Municipalities must submit the Municipal Energy Manager Application and all required attachments to Shannon Donovan at SDonovan@need.org. Eversource and National Grid will review the Municipal Energy Manager Grant application to verify participant, project eligibility, and confirm approval through to the next step.

Eversource and/or National Grid will review applications submitted by January 31, 2025. They will, at their sole discretion, reserve the right to deny or limit approval of any Municipal Energy Manager Grant Application for reasons including but not limited to the quality of application, or otherwise.

Step 3: Sign Funding Agreement

If approved, municipalities will be issued a Municipal Energy Manager Funding Agreement. A signed copy of the Municipal Energy Manager Funding Agreement should be sent to Shannon Donovan at SDonovan@need.org. Eversource and/or National Grid will return a final copy of the executed agreement to the municipality and formally reserve funding. They must be notified of any scope changes or deviations from the application, including any changes from what was included in the Agreement. An amendment to the funding agreement must be duly executed to capture the scope of change.

Step 4: Hire a Municipal Energy Manager

After receiving a fully executed copy of the Funding Agreement, the municipality can begin the hiring process. Municipalities will hire a candidate of their choice. Eversource and/or National Grid must be notified of the job posting, and the final hiring decision, however they do not need to approve the job posting before it is published. The municipality is responsible for all steps of the hiring process including preparation of a job posting, selecting, and interviewing candidates, checking references, and selecting a successful candidate.

A Sample Job Description has been provided by Eversource and/or National Grid. The municipality is encouraged to recruit an Energy Manager that is professionally designated as described in the sample job description.

The municipality must employ the Municipal Energy Manager on either a full-time or part-time contract or permanent basis, as outlined on the original grant application. Municipal Energy Manager positions must begin actively working in the municipality within 90 days of signature of Municipal Energy Manager Funding Agreement.

Start dates for Municipal Energy Managers should be determined in partnership with the candidate, the municipalities, and Eversource and/or National Grid. Eversource and/or National Grid may seek to coordinate start-dates to improve peer-to-peer learning opportunities.

As Sponsors of Mass Save, Eversource and National Grid will send the municipality the first incentive payment in accordance with the Municipal Energy Manager Guidebook, the Municipal Energy Manager Funding Agreement, and the salary value provided.

Step 5: Complete the Year One, Year Two, and Year Three Required Deliverables and Work Plan

The Municipal Energy Manager is to complete, at a minimum, the Year One, Year Two, and Year Three deliverables within Section 4.0 Minimum Required Deliverables and is encouraged to complete all items identified in their Year One, Year Two, and Year Three Work Plan. The municipality is solely responsible for ensuring that this work is completed within the allotted timeframe. All reports and presentation slides are to be sent to the Sponsors of Mass Save upon completion. Eversource and/or National Grid will schedule touch points with the Municipal Energy Manager to monitor progress. Incomplete deliverables must be identified and explained with rationale and remediation.

Step 6: Year Two and Year Three Funding Approval

Year Two funding is reserved upon approval of the third-quarter progress report. If approved, 75% of Year Two funding will be disbursed to the municipality. The same process will be used for year three. All remaining funds for Year Three from the Sponsors of Mass Save must be disbursed to the municipality before December 31, 2027.

Step 7: Municipal Energy Manager Completion Activities

In the final three months of the Municipal Energy Manager's employment through funding from Eversource and/or National Grid, Sponsors of Mass Save, the municipality must complete the following tasks:

- Produce a final report (submitted in Q4 of 2027), including an overview of the completed projects with the energy savings, cost savings, and GHG emission reductions facilitated by the Municipal Energy Manager.
- Provide updated copies of all completed deliverables including the Work Plan, Energy Management Plan, and presentation slides.
- Supply a financial report or summary, demonstrating the use of grant proceeds.
- Complete a Program evaluation interview and survey (provided by the Eversource or National Grid).

6.0 Technical Support

Eversource and National Grid will provide guidance, advice, and resources to the Municipal Energy Manager, to support energy management planning and projects.

Eversource and National Grid will also offer hired Municipal Energy Managers with training and professional development opportunities such as Building Operator Certification and through partnership with the MA Energy Efficiency Partnership at UMass Amherst.

7.0 Evaluation And Verification

7.1 Evaluation

Municipalities will be invited to provide feedback on the Municipal Energy Manager Grant implementation processes and operations, to help Eversource and National Grid to improve program efficiency and cost-effectiveness, encourage further program participation, and increase the satisfaction of program participants. Municipalities will also be asked to help determine the extent to which the Municipal Energy Manager Grant is achieving intended outcomes and objectives.

Providing feedback through the Evaluation Survey and interview is a project completion requirement. Completion of the survey will be verified before the issuing of final grant payments.

7.2 Verification

Eversource and National Grid, Sponsors of Mass Save, may contact any municipality receiving funding through the Municipal Energy Manager Grant, to verify project activities or be asked to complete a written, oral, or electronic participant survey.

Upon request, the municipality must submit documentation to establish, to the satisfaction of Eversource and/or National Grid, that the municipality incurred and paid all eligible expenses reported. All items on an invoice other equivalent submitted by the municipality must be listed separately, and the cost for each eligible expense must be clearly identified.

The municipality must also provide any other documentation requested by Eversource and/or National Grid.

8.0 Remedies and Warranties

This document is subject to change at the discretion of Eversource and/or National Grid as the Sponsors of Mass Save. As program administrators, Eversource and/or National Grid reserve the right to modify, amend, or update any provisions within this document as deemed necessary. Changes may be made with or without prior notice, and all modifications shall be effective upon posting or notification to the relevant parties. It is the responsibility of users to regularly review this document for any updates or revisions.

8.1 Limitation of Liability

Eversource and/or National Grid's sole liability is limited to paying the properly qualified incentives specified herein. The municipality acknowledges that any Municipal Energy Manager, service provider, contractor, or other provider selected by the participant is not an agent, contractor, or subcontractor of Eversource and/or National Grid. Municipalities are responsible for exercising due diligence in selecting qualified Contractors and ensuring that projects relating to the Required Deliverables in Section 4.0 are completed in accordance with all applicable municipal bylaws (e.g., permitting and inspections) and the laws of the Commonwealth of Massachusetts. Neither Eversource and/or National Grid nor any of their affiliates shall be liable to the municipality or to any other party caused by the Municipal Energy Manager, or for all damages to property or injuries to persons caused by or arising from any activities associated with this program.

9.0 Program Participation Checklist

Submit the Municipal Energy Manager Grant Application

- Complete and submit the Mass Save Municipal Energy Manager Grant Application online.

Sign Funding Agreement

- Review, sign, and submit the Municipal Energy Manager Funding Agreement issued by Eversource and/or National Grid.

Hire a Municipal Energy Manager

- Review the Sample Job Description and begin the hiring process.
- Submit the selected candidate's resume, contact information, and annual salary value to Shannon Donovan at SDonovan@need.org
- Appoint a Municipal Energy Manager to begin work within 90 days of execution of Municipal Energy Manager Funding Agreement.

Complete the Year One Required Deliverables and Work Plan

- Municipal Energy Manager to complete Year One deliverables as per Section 4.0.
- Access project implementation funding to complete energy management initiatives and projects.

Year Two Funding Approval

- Submit items described in Section 3.4 for approval.
- Receive incentive funding from Eversource and/or National Grid, Sponsors of Mass Save, as per Section 3.4.

Complete the Year Two Required Deliverables and Work Plan

- Municipal Energy Manager to complete the Year Two deliverables as per Section 4.0.

Year Three Funding Approval

- Submit items described in Section 3.4 for approval.
- Receive incentive funding from Eversource and/or National Grid, Sponsors of Mass Save, as per Section 3.4.

Complete the Year Three Required Deliverables and Work Plan

- Municipal Energy Manager to complete the Year Three deliverables as per Section 4.0.

Municipal Energy Manager Completion Activities

- Provide documentation as outlined in Section 5.0.

Contact Us

Additional questions about the Municipal Energy Manager Grant may be directed to Eversource and National Grid, Sponsors of Mass Save, at Info@MassSave.com.

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