

GRANT APPLICATION
MINI-GRANT



SC Office of Regulatory Staff - Energy Office
Energy Office Competitive Demonstration Project Mini-Grants

1401 Main Street, Suite 900
Columbia, SC 29201

Federal Award ID: DE-EE0008294 – **CFDA #**81.041

Contact: Rick Campana

Phone: (803) 737-5229 / **Email:** rcampana@ors.sc.gov

Mini-Grants are for new projects ONLY. Acceptance of an application does not guarantee nor represent approval of a grant.

I. APPLICANT INFORMATION:

Print clearly or type

Type of Project: Energy Retrofit Alternative Fuel/Transportation Renewables
Must check one

Project Title: _____

Name of Institution: _____

Mailing Address: _____

Federal Tax ID #: _____ **DUNS/SAM #:** _____

*Required if awarded:
[DUNS/SAM # FORM \(PDF\)](#)*

Project Coordinator: _____
print or type name and title

Telephone: _____ Email: _____

Organization Head/Signatory: _____
print or type name

Title: _____ Email: _____

Telephone: _____ Fax: _____

Financial Department Contact: _____
print or type name

Title: _____ Email: _____

Telephone: _____ Fax: _____

II. TYPE OF INSTITUTION:

Check appropriate description

Public School District (K-12) County / City Municipality

State Agency State-Supported Colleges and Universities

501(C) (3) Organizations Other Governmental Entity: Specify _____



III. PROJECT DESCRIPTION

- A. **Project Overview:** Provide a detailed description of your proposed project. Include location, facility type, and plans to use the project to educate the public about energy efficiency, renewable energy or clean transportation. Please consult the review and award process criteria located in the mini-grant solicitation document when preparing your project overview description. (Attach additional sheets if necessary. If your project receives funding, your project deliverables will be created from this description.)

- B. **Project Metrics Summary:**
 Estimate the total benefits that will result from the installation/implementation of the project.
Attach documentation to support calculations

Funds Requested (<i>Not to exceed \$10,000</i>)	\$
Total Project Costs (<i>Energy Office Grant PLUS any other funding sources, including staff time for installation, etc.</i>)	\$
Total Project Annual Energy Savings by Fuel Type (<i>Express in BTU</i>) [Note: 1 kWh=3,412 BTU, 1 Therm=100,000 BTU]	BTU
Total Projected Annual Cost Savings	\$
Total Projected Life-Cycle Cost Savings (<i>base calculation on 15-year equipment life</i>)	\$
Simple Payback Period (<i>calculate simple payback by dividing total cost by annual savings</i>)	years

Environmental Benefits (*greenhouse gas reduction, etc.*):



C. Project Site Information

Please provide the following information regarding the project site:

Project Site Information	
Annual Hours of Operation	
Square Footage	
Age of Building (years)	

IV. TOTAL PROPOSED PROJECT BUDGET

Cost Categories	Projected Costs
	\$
	\$
	\$
	\$
Total Proposed Project Budget	\$

V. PROJECT DURATION

Proposed Project Start Date	Estimated Project Completion Date <i>(May not be later than May 14, 2021)</i>

VI. DEFINITIONS

- A. **Annual Cost Savings:** Annual energy cost savings from the implementation of an energy measure. When appropriate, the annual cost savings may also include the annual reduction in maintenance expenses and the savings from reallocation of personnel to other functions.
- B. **Environmental Benefits:** Benefits such as avoided greenhouse gas emissions in units of carbon dioxide equivalent (CO2e) may be determined using calculators including [EPA's Greenhouse Gas Equivalencies Calculator](#). Other environmental benefits could include improved water quality, noise reduction, etc.



- C. **Life Cycle of Energy Measure:** The planned duration of cost savings, taking into consideration the generally accepted life of materials installed and equipment placed in service, the remaining useful life of the building, and other pertinent factors.
- D. **Life Cycle Cost Savings:** The annual cost savings multiplied by the life cycle of the energy measure.
- E. **Simple Payback Period:** The simple payback period is the total project cost, divided by the expected annual savings.
- F. **Project Annual Energy Savings:** The sum of annual energy savings for all energy measures included in the project.
- G. **Project Cost Savings:** The sum of annual cost savings for all energy measures included in the project.
- H. **Project Life Cycle Cost Savings:** The sum of life cycle cost savings for all energy measures included in the project.
- I. **Total Project Cost:** The estimated cost to implement full project. The total project cost includes costs to be paid from all funding sources.

VII. APPLICANT'S OBLIGATION(S)

By submitting a grant application, the applicant understands all applicable funding obligations [US DOE Terms and Conditions \(PDF\)](#)

- A. **Applicant's Responsibility** - The Applicant shall be fully acquainted with conditions relating to the scope and restrictions applicable to an award as a result of this application. The failure or omission of Applicants to acquaint themselves with existing conditions shall in no way relieve them of any obligation with respect to the award. Recipients and sub-recipients must comply with all applicable federal, state and local laws and regulations.
- B. The Applicant will be required to assume sole responsibility for the complete effort as required by the award. The Energy Office will consider the applicant to be the sole point of contact with regard to all award matters.
- C. Schools are responsible for complying with all construction, renovation and retrofit requirements of the Office of School Facilities (OSF), SC Department of Education. The Energy Office does not assume any responsibility for obtaining or verifying OSF compliance.
- D. **Funding Source** - Funding for the Competitive Mini-Grant Program is provided entirely from the federal State Energy Program and, consequently all federal regulations and reporting requirements apply. Additionally, the SC Office of the State Auditor requires grant funds retain their character as federal expenditures and disbursements by the Energy Office are to be reported on the Schedule of Expenditures of Federal Awards.

1. **Federal Award Identifier:** DE-EE0008294
2. **CFDA Number:** 81.041



- E. **Monitoring Visit** - ORS will conduct an on-site project monitoring/inspection visit prior to making the final grant disbursement.

- F. **Federal Audits** – Annual financial statements are required to be audited by a Certified Public Account (CPA) in accordance with the applicable OMB Circular and/or AICPA Standards. These funds are required to be listed on the Schedule of Federal Expenditures under CFDA #81.041. Within nine (9) months of the close of your fiscal year recipients will forward to the Office of Regulatory Staff financial statements that reflect the receipt of these federal funds.

VIII. APPLICANT’S SIGNATORY OFFICIAL

“I certify that by signing below, I have the legal signatory authority to bind my organization and request this grant; that, if approved, (a) these funds will be used for the authorized scope of work; and, (b) that my organization owns the property involved in the energy retrofit project(s) or (c) the applicant is a State Agency designated as the controlling agency of the property titled to the State of South Carolina; and, d) as the Grant Recipient, I fully understand the responsibilities of accepting the federal funds identified herein.”

Name: _____ (typed/printed)

Title: _____

Signature: _____ (L.S.) (blue ink)

Date: _____

Electronic submissions may be emailed to:
rcampana@ors.sc.gov

Physical submissions may be mailed to:
Rick Campana
ATTN: MINI-GRANT PROGRAMS
SC Office of Regulatory Staff - Energy Office
1401 Main Street, Suite 900
Columbia, South Carolina 29201

