

GRANT APPLICATION
MINI-GRANT



State Energy Office within the SC Office of Regulatory Staff (SCEO)

State Energy Office Mini-Grants

1401 Main Street, Suite 900
Columbia, SC 29201

Federal Award ID: DE-EE0010099 – **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 Organization: _____

Mailing Address: _____

Employer Identification Number (EIN) or Federal Tax ID: _____

Unique Entity Identifier (UEI)/SAM: _____

Required before awards are made. [UEI/SAM REGISTRATION](#)

Project Coordinator: _____

print or type name and title

Telephone: _____ Email: _____

Organization Head/Signatory: _____

print or type name

Title: _____ Email: _____

Telephone: _____

Financial Department Contact: _____

print or type name

Title: _____ Email: _____

Telephone: _____



II. TYPE OF ORGANIZATION:

Check box for appropriate description of Eligible Applicant

Public School District (K-12)

County / City

Municipality

State Agency

State-Supported Colleges and Universities

Non-Profit Organizations

Other Governmental Entity (Specify): _____

III. PROJECT DESCRIPTION

- A. **Project Overview:** Provide a detailed description of your proposed project. Include project scope, location(s), facility type(s), and plans to increase the energy efficiency or use of 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.)

- A1. **Project Promotion:** Explain how the proposed project raises awareness of clean energy efforts and furthers the SCEO mission to promote energy efficiency, renewable energy, and clean transportation in South Carolina (e.g., press releases, social media posts, educational placards, etc.)



B. Project Metrics Summary:

Estimate the total benefits that will result from the installation/implementation of the proposed project and provide detail to support those calculations for the applicable metrics in the table below.

Additionally, please refer to the Supplemental Information Worksheet for project-specific details to submit. This information is necessary for the SCEO to properly evaluate the proposed project.

Funds Requested (Not to exceed \$25,000)	\$
Total Project Costs <i>(The total estimated cost, including requested Mini-Grant funds, to implement the project)</i>	\$
Total Projected Annual Energy Savings <i>(Express in British thermal units)</i> <i>[Note: 1 kWh = 3,412 Btu, 1 Therm = 100,000 Btu, 1 Gallon of Gasoline = 114,000 Btu]</i>	Btu
Total Projected Annual Cost Savings	\$
Projected Simple Payback Period <i>(Calculate simple payback by dividing total cost by annual savings)</i>	years

Environmental Benefits (greenhouse gas reductions, etc.):

C. Project Site Information

Please provide the following information regarding the project site:

Project Physical Address(es)	Annual Hours of Operation	Square Footage Affected by Project	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 October 1, 2025)</i>

VI. DEFINITIONS

- A. **Funds Requested:** Amount of Mini-Grant funds requested for this project application. Grant request may not exceed \$25,000.
- B. **Total Project Costs:** The total estimated cost to implement the full project. The Total Project Costs include the requested Mini-Grant award amount plus any costs to be paid from other funding sources.
- C. **Total Projected Annual Energy Savings by Fuel Type:** The sum of annual energy savings for all energy measures included in the project. Energy savings should be expressed in British thermal units (Btu).
- D. **Total Projected Annual Cost Savings:** The sum of annual energy cost savings for all energy measures included in the project.
- E. **Projected Simple Payback Period:** The projected time to recoup the funds to be expended for the project. The Simple Payback Period is calculated by dividing the Total Project Costs by the Total Projected Annual Cost Savings.
- F. **Environmental Benefits:** Any expected environmental benefits from the project. Benefits such as avoided greenhouse gas emissions in units of carbon dioxide equivalent (CO2e) may be determined using calculators such as [EPA’s Greenhouse Gas Equivalencies Calculator](#). Other environmental benefits could include improved water quality, noise reduction, etc.

VII. APPLICANT’S OBLIGATION(s)

By submitting a grant application, the applicant understands and agrees to comply with all applicable funding obligations including the [US DOE Terms and Conditions](#) (PDF).



- A. 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 are responsible for knowing, and must comply with, all applicable federal, state and local laws and regulations. This award is contingent upon the availability of funds.
- B. The Applicant assumes sole responsibility for the completion of the scope of work by October 1, 2025, as required by the award. The SCEO will consider the above-listed Project Coordinator to be the sole point of contact with regard to all award matters.
- C. The SCEO does not endorse any vendors. The Applicant is responsible for all project coordination and management of any vendors or other third parties that may be involved with the project.
- D. Schools are responsible for complying with all construction, renovation and retrofit requirements of the Office of School Facilities (OSF), SC Department of Education. The SCEO assumes no responsibility for obtaining or verifying OSF compliance.
- E. As noted in the US DOE Terms and Conditions, all projects must comply with the National Environmental Policy Act (NEPA) and Section 106 of the National Historic Preservation Act (NHPA) prior to authorization of the use of Federal funds. Additionally, projects are subject to Build America, Buy America (BABA) and Davis-Bacon Act (DBA) provisions.
- F. **Funding Source:** Funding for the Competitive Mini-Grant Program is provided entirely from federal Bipartisan Infrastructure Law (BIL) State Energy Program (SEP) funds 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 SCEO are to be reported on the Schedule of Expenditures of Federal Awards.
 - 1. **Federal Award Identifier:** DE-EE0010099
 - 2. **CFDA Number:** 81.041
- G. **Monitoring Visit:** The SCEO will conduct an on-site project monitoring/inspection visit prior to making the final grant disbursement.
- H. **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 must 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 Mini-Grant; that, if approved:

- (a) these funds will be used for the authorized scope of work; and,
- (b) my organization fully understands the responsibilities of accepting the federal funds identified herein; and, either
- (c) that my organization owns the property involved in the energy retrofit project(s), or
- (d) my organization is designated as the controlling agency of the property titled to the State of South Carolina.”

Name: _____ (typed/printed)

Title: _____

Signature: _____ (blue ink)

Date: _____

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

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

