

GRANT APPLICATION
MINI-GRANT



Energy Office - SC Office of Regulatory Staff
Energy Office Competitive Demonstration Project Mini-Grants
1401 Main Street, Suite 900
Columbia, SC 29201
Federal Award ID: DE-EE0009486 – **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>(The total estimated cost, including requested mini-grant funds, to implement the project)</i> | \$ |
| Total Project Annual Energy Savings <i>(Express in British thermal units)</i> <i>[Note: 1 kWh = 3,412 Btu, 1 Therm = 100,000 Btu]</i> | <i>Btu</i> |
| Total Projected Annual Cost Savings | \$ |
| Projected Simple Payback Period <i>(Calculate simple payback by dividing total cost by annual savings)</i> | <i>years</i> |

Environmental Benefits (*greenhouse gas reductions, 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 12, 2023)</i> |
|-----------------------------|--|
| | |

VI. DEFINITIONS

- A. **Funds Requested:** Amount of grant funds requested for this project application. Grant request may not exceed \$10,000.
- B. **Total Project Costs:** The total estimated cost to implement the full project. The total project costs include costs to be paid from all funding sources
- C. **Total Project 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 required 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 including [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 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 completion of the scope of work by May 12, 2023, 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. The Energy Office 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 Energy Office does not assume any responsibility for obtaining or verifying OSF compliance.
- E. **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-EE0009486
 - 2. **CFDA Number:** 81.041
- F. **Monitoring Visit:** The Energy Office will conduct an on-site project monitoring/inspection visit prior to making the final grant disbursement.
- G. **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 PROGRAM
Energy Office - SC Office of Regulatory Staff
1401 Main Street, Suite 900
Columbia, South Carolina 29201

