

GRANT SOLICITATION  
**MINI-GRANT**



**For:** Competitive Demonstration Project Mini-Grants

**Project Types:** Energy Efficiency, Renewable Energy and Clean Transportation

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**Through its State Energy Program, the US Department of Energy (DOE) has awarded funding to the Energy Office - SC Office of Regulatory Staff (Energy Office) to fund several high-impact demonstration projects in the areas of energy efficiency, renewable energy, and clean transportation.**

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**Purpose:** Encourage awareness of emerging technologies or approaches through highly visible projects.

**Eligible Applicants:** Eligible applicants include state agencies, local governments, public colleges/universities/technical colleges, K-12 public schools, and 501(c)(3) non-profit organizations.

**Available Funding:** The maximum award value will be \$10,000. Cost sharing is not required but leveraging of funds is encouraged in order to maximize the energy-related benefits of a project. Please note that, due to limited funding, the mini-grants are highly competitive and only a small number of projects may receive a grant award.

**Timeline:** Projects must be completed by **May 12, 2023**. Projects must begin within 30 days of execution of the grant agreements and periodic status reports will be requested.

**Application Process:** Applications should be submitted on the [application form provided](#), with supporting materials and technical analyses, as appropriate. Applications must be received by the close-of-business (5:00 p.m. EDT) on **August 1, 2022**.

**Application Submission:** Please complete the application, provide an authorized signature on page five, and email all documents to Rick Campana ([rcampana@ors.sc.gov](mailto:rcampana@ors.sc.gov)). Physical applications and supporting documents may be mailed to Rick Campana, Energy Office, SC Office of Regulatory Staff, 1401 Main Street, Suite 900, Columbia, SC, 29201.

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## Mini-Grant Requirements

**Project Permits:** Recipients shall be responsible for obtaining any necessary licenses and/or permits and for complying with applicable federal, state, municipal laws, codes, and regulations in connection with the project.

**Procurement:** Recipients shall procure goods and services according to their established procurement policies, provided that the procurements conform to state law.

**Reimbursement of Expenses:** Recipients shall request reimbursement for costs incurred in accordance with the approved budget on the ORS reimbursement request form provided by the Energy Office.



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**National Environmental Policy Act (NEPA):** All projects receiving a grant award must comply with NEPA. Projects not included in NEPA’s “Bounded Categories” will require submission of an Environmental Questionnaire, with review and approval by DOE.

**National Historic Preservation Act (NHPA):** All projects receiving a grant award must comply with NHPA. Projects with a potential to cause effects on historic properties will require submission of a Section 106 Review Form, with review and approval by the South Carolina State Historic Preservation Office.

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## Maintenance of Records and Audit Requirements

Recipients must maintain records pertinent to all grants, agreements, and accounts in accordance with generally accepted accounting principles. These records shall be made available to the Energy Office, or any of its designated representatives, for examination and audit. Recipients must comply with audit requirements for federal funds, OMB Circular, Audits of States, Local Governments, and Non-Profit Organizations and AICPA Standards. 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.

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## Review and Award Process

Applications will be reviewed by an Energy Office selection committee, based on the following general criteria:

- Expected energy savings and simple payback period
- Visibility of the project
- Ability to complete the project within the specified timeframe
- Applicant’s contribution to the project, including the applicant’s proposed post-installation evaluation of impact (See “Reporting” below)
- Educational and/or demonstration value of the project

If the application is for a clean transportation project, the following general criteria also apply:

- Avoided consumption of petroleum products
- Reduction in vehicle miles traveled
- Compatibility with current or future infrastructure, community interest, or policies/goals
- Expected useful life of the project and impact

The Energy Office selection committee will submit recommendations to the Energy Advisory Council for review and approval. Once a project is selected for funding, the Energy Office will send recipients a grant award agreement that will include the award notice stating the amount of the award, the approved use of



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the funds, the effective date of the award, and the assigned Energy Office contact.

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## Reporting

Following project completion, recipients must submit a Project Completion Narrative Report (form provided by the Energy Office) along with their final request for reimbursement which includes:

- All procurement supporting documentation related to the project including invoices, proofs of purchase, and vendor payment
  - Estimated annual energy savings, with offset source specified (electricity, natural gas, petroleum, etc.)
  - Qualitative information about system performance, publicity, public involvement, etc. This may include photos and news stories and/or other narrative descriptions. We are interested in exploring how to assess the degree to which demonstration projects educate and/or change behavior.
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## Monitoring

The Energy Office will conduct an on-site project monitoring/inspection visit prior to making the final grant disbursement.

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## Questions

Direct questions about the solicitation or application process to:

Rick Campana  
[RCampana@ORS.SC.GOV](mailto:RCampana@ORS.SC.GOV) | (803) 737-5229  
Energy Office - SC Office of Regulatory Staff  
1401 Main Street, Suite 900  
Columbia, South Carolina 29201

