**Schedule “B”
Municipal Energy Manager (MEM) Application**

Please complete and submit this MEM Application form along with all required information to contact@mccac.ca. The MCCAC will review each application on a case by case basis with regards to eligibility, the described need for energy management support, and other criteria. Preference may be given to applicants that: have limited experience/capacity with energy management; that identify the greatest opportunities for greenhouse gas (GHG) reductions; and those that have set aside funding to implement GHG reduction projects.

Note: The MCCAC must be notified of any deviation from the MEM Application Form, and amendment(s) to the Funding Agreement must be duly executed as necessary should any details herein change.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Municipality Name:** | Click to add text. |  | **Project Manager Name:** | Click to add text. |
| **Municipality Type:** | Choose an item. |  | **Title/Position:** | Click to add text. |
| **Municipal Population:** | Click to add text. |  | **Email:** | Click to add text. |
| **# of Municipal Facilities:**  | Click to add text. |  | **Phone:** | Click to add text. |

*Note: The Project Manager will serve as the lead contact to the MCCAC and should act as the supervisor to the Municipal Energy Manager.*

Please respond to the items below:

|  |
| --- |
| **RATIONALE. Describe why your municipality needs a Municipal Energy Manager. Please include an estimated number of full-time employees currently working on energy management, energy efficiency, renewable energy, or other related initiatives. Indicate whether the Municipal Energy Manager is intended to be an internal or external hire.** |
| Click here to add text. |

|  |
| --- |
| **ACTIVITIES. Describe, at a high level, the projects and tasks the Municipality anticipates the Municipal Energy Manager will focus on, including but not limited to details that pertain the items listed in** **Section 4.0 MEM Required Minimum Deliverables in the MEM Guidebook.** |
| Click here to add text. |

|  |
| --- |
| **SALARY. Describe the intended Municipal Energy Manager annual salary, including rationale supporting the anticipated salary or salary band.** |
| Click here to add text. |

|  |
| --- |
| **IMPLEMENTATION FUNDING. Briefly describe the estimated amount of implementation funding your municipality is willing and able to allocate to energy efficiency and renewable energy projects during the term of this agreement.** |
| Click here to add text. |

|  |
| --- |
| **HOSTING/PARTNERSHIPS. Describe how the Municipal Energy Manager will be hosted within the municipality and whether the municipality will be sharing the services of the Municipal Energy Manager with other municipalities along with a detailed description of the shared services agreement.** |
| Click here to add text. |

  **Municipal Energy Manager Program Guidebook:**

The municipality has reviewed and understands the MEM Guidebook.

Please initial: \_\_\_\_\_\_\_\_\_

**Data Sharing Agreement:**

The municipality agrees to grant the MCCAC, and our technical advisors’ permission to access data on projects initiated as a result of the MEM which includes, but is not limited to, the progress reports, presentations, energy audits, and other information as listed in Section 4.0 MEM Required Minimum Deliverables in the MEM Guidebook.

Please initial: \_\_\_\_\_\_\_\_\_

**Please include the following documentation as an attachment to the MEM Application, as applicable:**

[ ]  Existing energy management or climate change plan (if available)

The municipality represents and warrants that all information contained in this MEM Application is true and correct to the best of their knowledge.

Dated this [ ] day of [ ], 20[ ].

|  |
| --- |
| [**INSERT MUNICIPALITY NAME**] |
|  Per: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:Title: |
|  Per: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name:Title: |