# Schedule B - Municipal Energy Manager Program Application

This document outlines details for a project to be considered for funding under the Municipal Energy Manager (MEM) Program. Please complete each portion of this form and submit it, along with all required attachments as indicated below. Please contact the MCCAC with any questions regarding this application form.

*Note: The MCCAC must be notified of any deviation(s) from this document. An amendment to this document must be duly executed if the Project scope, completion date or other details change.*

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| **Municipal Information** | | | | |
| **Municipality:** | Click here to enter text. | **Municipality Type:** | | Click here to enter text. |
| **Mailing Address:** | Click here to enter text. | | | |
| **Project Manager** | | | | |
| **Contact Name:** | Click here to enter text. | **Contact Title:** | Click here to enter text. | |
| **Contact Phone:** | Click here to enter text. | **Contact Email:** | Click here to enter 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.*

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| **Funding Request** | |
| *Please indicate the program incentives you are applying for:*  Year One  80% of MEM salary up to a maximum of $80,000 per year.  Up to $20,000 in rebates for project implementation funding is also available to participating municipalities, to support implementation of energy management initiatives.  Year Two  40% of MEM salary up to a maximum of $40,000 per year.  Up to $40,000 in rebates for project implementation funding is also available to participating municipalities, to support implementation of energy management initiatives.  *Note: Approval for Year Two funding is contingent on the MEM meeting the minimum Year One requirements.* |

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| **Rationale**  *Please describe why your municipality needs a Municipal Energy Manager. Please include:*   * *number of municipal facilities,* * *an estimated number of full-time employees currently working on energy management, energy efficiency, renewable energy, or other related initiative,* * *an indication whether the Municipal Energy Manager is intended to be an internal or external hire.*   Click or Tap Here to Enter Text. |
| **Activities**  *Describe, at a high level, the projects and tasks the municipality anticipate the Municipal Energy Manager will focus on, including but not limited to, details that pertain to the MEM Required Minimum Deliverable listed in the MEM Guidebook.*  Click or Tap Here to Enter Text. |
| **Salary**  *Describe the intended Municipal Energy Manager’s annual salary (total salary, benefits, etc.). Include rationale to support the anticipated salary/ salary band.*  Click or Tap Here to Enter Text. |
| **Start Date**  *Please communicate the intended start date for the Municipal Energy Manager.*  Click or Tap Here to Enter Text. |
| **Implementation Funding**  *Beyond the MEM program incentives, please describe the estimated amount of implementation funding your municipality is willing and able to allocate towards energy efficiency and renewable energy projects during the term of this agreement.*  Click or Tap Here to Enter Text. |
| **Hosting / Partnerships**  *Describe how the Municipal Energy Manager will be hosted within the municipality (i.e., office space, organizational hierarchy, high-level overview of ability/process for accessing buildings for opportunity identification, etc.).*  *If relevant, please outline any regional partnerships and how partner municipalities will be sharing the services of the Municipal Energy Manager.*  Click or Tap Here to Enter Text. |
| **Project Closure Documentation**  The municipality agrees to provide the following items as evidence supporting project completion and closure:   1. Sign a Project Completion Statement (template provided by MCCAC), including a brief abstract describing the municipality’s involvement in the MEM program, including one or more quotes from municipal leaders to be used for MCCAC program marketing and reporting.   Yes  No   1. Produce a final report (submitted in either Q4 of Year One or Q4 of Year Two), including an overview of the completed projects with the energy savings, cost savings, and GHG emission reductions facilitated by the MEM.   Yes  No   1. Provide updated copies of all completed deliverables including the Work Plan, EMP, energy audits, and presentation slides.   Yes  No   1. Supply a financial report or summary, demonstrating the use of grant proceeds.   Yes  No   1. Complete a Program evaluation survey (provided by Action Centre);   Yes  No   1. Proof of completion of project profiling activities including:    * A draft media release for funding acknowledgement to be shared with MCCAC 10 business days before publishing to provide reasonable time to request quotes or participation from MCCAC partner organizations. The release must:   Include a description of the Project and its benefits;  Include one or more quotes from municipal leaders or other municipal representatives, to be used for MCCAC program marketing;  An acknowledgement that”*This project was funded in part by the Government of Alberta through Municipal Energy Manager Program administered by the Municipal Climate Change Action Centre. The Municipal Climate Change Action Centre is a partnership of Alberta Municipalities, Rural Municipalities of Alberta, and the Government of Alberta.”*  Be published after receiving approval and the municipality providing all web links.   * + Other forms of public announcements are acceptable such as webpage updates, a Project profile in the local newspaper, or event which includes news releases resulting from Project completion. MCCAC, partner organizations, and the Government of Alberta should be invited to all public events relating to the project with ample notice.;   + Sharing of Project details and photographs on municipal social media networks such as Facebook, Twitter, or LinkedIn, as applicable; and   + A set of high-resolution photographs of the Project suitable for print publication. Photographs should focus on the Municipal Energy Manager, Staff engagement activities; or Energy-saving projects completed.   Yes  No |

**Municipal Energy Manager Program Guidebook**

The municipality has reviewed and understands the program requirements as outlined in the MEM Guidebook.

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| Please Initial: |  |

**Data Sharing Agreement**

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

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| Please Initial: |  |

**Please include the following documentation as an attachment or link, as applicable:**

Documentation supporting the anticipated salary band

A shared services agreement for regional municipal energy management, if relevant

Municipal Climate Action Plan or Sustainability Plan, if available

Link: Click or Tap Here to Enter Text.

Municipal Energy Management Plan, if available

Link: Click or Tap Here to Enter Text.

**Authorized Signature**

The **[INSERT MUNICIPALITY NAME]** represents and warrants that all information contained in this Municipal Energy Manager Program Application is true and correct.

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| Per: |  |
|  | *Signature*  Name:  Title:  Date: |
|  | |
| Per: |  |
|  | *Signature*  Name:  Title:  Date: |