



*September 4, 2014*

**COMMONWEALTH OF MASSACHUSETTS**

*Deval L. Patrick, Governor  
Maeve Vallely Bartlett, Secretary  
Meg Lusardi, Acting Commissioner*

***Energy Manager Boot Camp  
DOER staff***

# Finding Grants & Contracts

Up-to-date grant opportunities on DOER's website, link from Home Page

The screenshot shows the DOER website interface. At the top, there is a navigation bar with links for 'State Offices & Courts', 'State A-Z Topics', 'State Forms', 'No Active Alerts', 'Skip to main content', and a language selector set to 'English'. Below this is the 'Energy and Environmental Affairs' header with a search bar and a dropdown menu set to 'in Energy & Environment'. A secondary navigation bar includes categories like 'Agriculture', 'Energy & Utilities', 'Environmental Protection', 'Fisheries, Wildlife & Habitats', 'Recreation & Conservation', 'Services & Assistance', and 'Agencies'. The main content area shows a breadcrumb trail: 'EEA Home > Services & Assistance > Guidance & Technical Assistance > Agencies and Divisions > Department of Energy Resources (DOER) > Grants & Contracts'. The 'Grants & Contracts' section lists various program areas such as 'Combined Heat & Power', 'Competitive Grants', 'Drinking & Waste Water', 'Energy Education', 'Energy Policy', 'Financial Instruments', 'Leading By Example', 'Municipal Light Plants', 'Owner's Agent Technical Assistance', 'Renewable Thermal', 'Resiliency', 'Rooftop Solar', 'Solar (other)', 'Transportation', and 'Undergrounding'. A link for 'View Archived Grants & Contracts - as of 8/6/14' is also present.

**Our Organization**  
 [Meg Lusardi](#)  
[Acting Commissioner](#)  
[About Us: Overview and Resources](#)  
[Grants & Contracts](#) ←  
[Employment](#)



*Helping Massachusetts Municipalities Create A Cleaner Energy Future*



# Other Resources & Information

For all municipalities, link from DOER's Home Page

## Key Initiatives

- Clean Cities Coalition and Alternative Transportation
- Energy Education
- Energy Efficiency
- Green Communities ←

Agriculture	<b>Energy &amp; Utilities</b>	Environmental Protection	Fisheries, Wildlife & Habitats	Recreation & Conservation	Services & Assistance	Agencies
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EEA Home > Energy & Utilities > Green Communities

## Green Communities

The Green Communities Division strives to help all 351 Massachusetts cities and towns find clean energy solutions that reduce long-term energy costs and strengthen local economies. The division provides technical assistance and financial support for municipal initiatives to improve energy efficiency and increase the use of renewable energy in public buildings, facilities and schools.

Click images for more

Green Communities Designation and Grant Program

Find Your Green Communities Regional Coordinator

Faces of the Green Communities



Designated Green Communities

Designation Year	Grant Funding	Project Program
2016-2017	\$1.0M	10 municipalities
2015-2016	\$1.0M	10 municipalities
2014-2015	\$1.0M	10 municipalities
2013-2014	\$1.0M	10 municipalities
2012-2013	\$1.0M	10 municipalities
2011-2012	\$1.0M	10 municipalities
2010-2011	\$1.0M	10 municipalities
2009-2010	\$1.0M	10 municipalities
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1801-1802	\$1.0M	10 municipalities
1800-1801	\$1.0M	10 municipalities

Green Communities Project Grant Funding



Faces of Green Communities

## News & Updates

Green Communities Grants Awarded to 43 Cities and Towns

PR Municipal Light Plant Energy Efficiency Programs

Celebrates Opening of Community-Owned Solar in Harvard

Press Release re Summer Solstice Solar Tour Easthampton

Press Release re Summer Solstice Solar Tour Worcester

See All

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## Stretch Energy Code - Next Steps

DOER seeks input on revising and updating the Stretch Energy Code. Submit written comments to [stretchcode@state.ma.us](mailto:stretchcode@state.ma.us).

[Stretch Code Public Comments](#)

Posted 10MB

## How to Become a Green Community and Qualify for Grants

The Green Communities Designation and Grant Program helps municipalities navigate and meet the five criteria required to become a Green Community, in turn qualifying them for grants that finance additional energy efficiency and renewable energy projects at the local level.

## How to Find Your Regional Coordinator



Helping Massachusetts Municipalities Create A Cleaner Energy Future



# Green Communities Designation and Grant Program

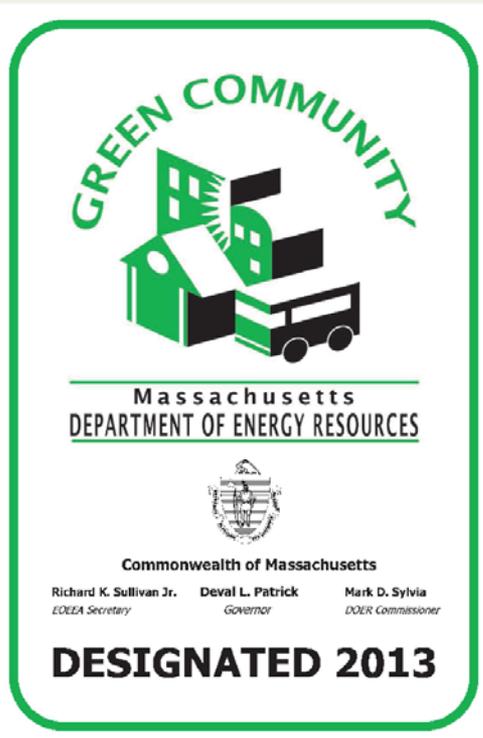
## QUALIFICATION CRITERIA – DESIGNATION

1. Adopt as-of-right siting for RE/AE generation, R&D, or manufacturing
2. Adopt expedited permitting process
3. Create an Energy Reduction Plan to reduce energy use by 20% in 5 years
4. Purchase only fuel-efficient vehicles
5. Minimize life cycle cost in new construction  
→ adopt the Stretch Code

## GRANT FUNDING

Energy Efficiency Projects

Renewable Energy Projects on municipal land



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- Contact the regional coordinator in your region to better understand the designation process, passing the stretch code, or any grant requirements, eligibility, or timelines

[EEA Home](#) > [Energy & Utilities](#) > [Green Communities](#) > [How to Find Your Regional Coordinator](#)

## How to Find Your Regional Coordinator



Four regionally-based clean energy experts are available to help answer your questions, provide advice, and assist your municipality with energy efficiency and renewable energy initiatives.

### [Kelly Brown - Central Region](#)

[kelly.brown@state.ma.us](mailto:kelly.brown@state.ma.us)

Phone (508) 767-2703

Mobile (617) 780-8144

### [Seth Pickering - Southeast Region](#)

[seth.pickering@state.ma.us](mailto:seth.pickering@state.ma.us)

Phone (508) 946-2838

Mobile (617) 780-7156

### [Joanne Bissetta - Northeast Region](#)

[joanne.bissetta@state.ma.us](mailto:joanne.bissetta@state.ma.us)

Phone (978) 694-3315

Mobile (617) 823-4029

### [Jim Barry - Western Region](#)

[jim.barry@state.ma.us](mailto:jim.barry@state.ma.us)

Phone (413) 755-2232

Mobile (617) 823-4588



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# Green Community Grants

## Open to All Municipalities and Other Entities

- Owner's Agent Technical Assistance
- Municipal Light Plant – Municipal Energy Efficiency Program
- Clean Energy Projects at Drinking Water & Wastewater Facilities



## Open to Designated Green Communities

- Designation, initial grant award
- Competitive, available post-initial grant



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# Basic Grant Application Tips

- Read the Program Opportunity Notice (PON) carefully  
Note all required submission elements, timelines, eligibility requirements, and online process.
- Ask questions before submission
  - Email person listed in the PON during open question period
  - Read the Q&A Answers posted on Grants & Contracts
  - Check periodically for new questions & answers
- Identify person to submit the application through the online system and give DOER his/her name & email
- Prepare all submission documents completely, get necessary signatures, gather all supporting files, and have all documents in one folder on your computer



# Basic Grant Application Tips

- Project Narratives should clearly describe:
  - Proposed project scope, purpose, and timeline
  - How it will reduce energy costs and any other benefits
  - Cost estimates, other funding such as incentives
- Completed Grant Table should give details:
  - List each proposed project on a separate row
  - Fill out projected energy savings, cost savings, other funding sources, an audit or study reference with page numbers
- Supporting materials
  - Energy audit or assessments, feasibility studies, design documents, vendor quotes, utility incentives or pre-approvals
- Certification of Application
  - Signed by the Chief Executive Officer, dated, and scanned



# Using the Online Application System

- Use simple grant application form to:
  - select applicant name from a drop-down list
  - complete basic information about the submission
  - upload all files to be submitted
  - select date and time
  - submit the form and files
- DOER will confirm # of files received by email

Ready--OTA Grant Application Form

\* Indicates Required

\* Applicant -- Municipal or Other Entity --

Region -

Group Application? (check box if yes)

Submitter Name

Title

Phone

Email

Upload OTA Grant Application (Word or PDF)

Upload Signed Certification of Application

Upload Summary of Project (Attachment A)

Upload Supporting File

set Date-Time w. calendar icon on right then SUBMIT

[None](#)



# Using the Online Application System

- You must submit the form and submission files only once; no return to a partial form
- If you have additional files to add, or responses to questions from DOER about the application, you will send them by email
- Designation applications will require you to submit five separate forms with uploads
- Get help
  - Grant requirements; contact your regional coordinator
  - Online process or issues; contact [jane.pfister@state.ma.us](mailto:jane.pfister@state.ma.us)



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# Contact Information

Lisa Capone

[lisa.capone@state.ma.us](mailto:lisa.capone@state.ma.us)

Mary-Leah Assad

[mary-leah.assad@state.ma.us](mailto:mary-leah.assad@state.ma.us)

[www.mass.gov/energy/greencommunities](http://www.mass.gov/energy/greencommunities)

[www.mass.gov/doer](http://www.mass.gov/doer)

Email updates via listserv – Sign up by sending an email to:

[join-ene-greencommunities@listserv.state.ma.us](mailto:join-ene-greencommunities@listserv.state.ma.us)

Grant Opportunities Page

<http://www.mass.gov/eea/grants-and-tech-assistance/guidance-technical-assistance/agencies-and-divisions/doer/doer-procurements.html>



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