Attachment B: Application Form

**Instructions:**

* Please fill in the following sections below:

* + [Applicant Contact information](#_Applicant_Contact_Information)
  + [Project Site information](#_Project_Site_Information)
  + [Project Description](#_Project_Description)
  + [Project Goals & Impact](#_Project_Goals_&)
  + [Project Team](#_Project_Team)
  + [Project Budget & Proposed Milestones](#_Project_Budget_&)
  + [Review of Attachment C: Sample Agreement](#_Review_of_Attachment)
  + [Attachments](#_Attachment_Checklist)
* Applications should not exceed 25 pages, not including requested attachments.
* Note: If you do not have Microsoft Word and are having difficulty with using this application form, please reach out to [greenschools@masscec.com](mailto:greenschools@masscec.com), and we will work with you to provide the application in a different format.
* For questions, contact [greenschools@masscec.com](mailto:greenschools@masscec.com). Questions are due by April 23, 2025.

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| Applicant Contact Information | |
| **School District, Collaborative, or Municipality Name** | Click or tap here to enter text. |
| **Primary Contact Person for Application (must be an employee of the school district, collaborative, or municipality)** | Click or tap here to enter text. |
| **Primary Contact Pronouns** | Click or tap here to enter text. |
| **Primary Contact Title** | Click or tap here to enter text. |
| **Primary Contact Email** | Click or tap here to enter text. |
| **Primary Contact Phone** | Click or tap here to enter text. |
| **Secondary Contact Person (if applicable)** | Click or tap here to enter text. |
| **Secondary Contact Pronouns** | Click or tap here to enter text. |
| **Secondary Contact Title** | Click or tap here to enter text. |
| **Secondary Contact Organization (if different than School District, Collaborative, or Municipality)** | Click or tap here to enter text. |
| **Secondary Contact Email** | Click or tap here to enter text. |
| **Secondary Contact Phone** | Click or tap here to enter text. |

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| Project Site Information | | | | |
| ***Instructions:*** *If the proposed project will serve multiple different schools/sites, please copy this table and complete it for each school/site.* | | | | |
| **Name of School or School District/Collaborative Property that will be the Project Site** | Click or tap here to enter text. | | | |
| **Type of School** | Public Municipal  Charter Public  Educational Collaborative  Career/Technical  Regional Non-Career/Technical  Notes about the type of school: Click or tap here to enter text. | | | |
| **Grades Served** | Pre-Kindergarten  Kindergarten  1st Grade  2nd Grade  3rd Grade | 4th Grade  5th Grade  6th Grade  7th Grade  8th Grade | | 9th Grade  10th Grade  11th Grade  12th Grade |
| Notes about the grades served: Click or tap here to enter text. | | | |
| **Street Address**  **Number, street, apt. or suite no.** | Click or tap here to enter text. | | | |
| **City or Town** | Click or tap here to enter text. | | **Zip Code** | Click or tap here to enter text. |
| **Does the school occupy the entirety of the building that it is located in?** | Yes  No | | | |
| **Building ownership** | **Who owns the building that the school is located in?**  Click or tap here to enter text.  **What entity has responsibility for maintaining and making capital improvements to the building?**  Click or tap here to enter text.  **If applicable, when does the lease or ground lease end? Are there any special provisions in the lease or ground lease relevant to capital investments?**  Click or tap here to enter text. | | | |
| **Will this building remain in use as a public K-12 school facility for at least 20 years?** | Yes  No  Unsure. Please explain: Click or tap here to enter text. | | | |
| **Does the school meet MassCEC’s eligibility criteria for the percentage of low-income students served? If the project involves multiple schools, do all schools meet the eligibility criteria?** *(Review Section 4 of the RFP to confirm)* | Yes  No | | | |

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| Project Description | |
| **Project Elevator Pitch:***Please describe the project in 1-3 sentences, including the location and the technologies/decarbonization solutions that are part of project.* | |
| Click or tap here to enter text. | |
| **Technologies included**  *(Select all that apply)* | Heat pumps (including distribution conversion costs)  Ground-source heat pumps  Air-source heat pumps  Solar Photovoltaics (PV)  Rooftop  Ground mount  Parking canopy  Electric battery energy storage systems  Thermal energy storage systems  Ventilation system upgrades, including energy recovery  Electrification of other building systems and appliances (e.g. domestic hot water, kitchen equipment, laundry equipment, landscaping equipment)  Electric vehicle supply equipment (i.e., charging infrastructure) for school buses and other fleet vehicles  Electrical service and system upgrades if they are part of a broader electrification or clean energy project  Building management systems if they are part of a broader electrification project  Roof repair and window replacements may be funded if they are part of a broader energy efficiency, electrification, decarbonization, resilience, or clean energy projects  Other health and safety barrier mitigation if they are part of a broader energy efficiency, electrification, decarbonization, resilience, or clean energy project  Note: Green School Works grant funding cannot be used toward fire safety compliance or ADA compliance costs that may be triggered by these projects.  Other energy efficiency and weatherization projects (e.g. high-performance building envelope improvements)  ☐ Other, please describe: Click or tap here to enter text. |
| **If proposing a solar PV project without storage, has the school district considered storage? Why or why not? (If not applicable, please move on to the next question.)** | Click or tap here to enter text. |
| **Project Narrative:** *Please describe the project in more detail.**Include an explanation of how the proposed project will deliver decarbonization, energy efficiency, clean energy, or resiliency benefits above and beyond business-as-usual equipment replacements and building updates that would have otherwise been undertaken.* | |
| Click or tap here to enter text. | |
| **Project Feasibility & Design*:*** *Please describe any feasibility and design work that has been completed for the proposed project to date, including:*   * *Any preliminary studies or assessments that have been done (solar feasibility, ground conditions for GSHP, electrical grid integration for storage).* * *Any project design work and/or engineering work.* * *Any feasibility or design work that has been approved/funded but not yet completed.* * *Note: Any relevant feasibility and design work should be attached to this application as an attachment.*   *\*MassCEC recognizes that without an identified source of funding, it is not always possible to begin feasibility and/or design work. MassCEC welcomes applications for projects that have not yet begun feasibility and/or design work.\** | |
| Click or tap here to enter text. | |
| **Existing Building Conditions** | |
| **Current Primary Heating Fuel** | Gas  Oil  Propane  Electric resistance  Air-source heat pump  Ground-source heat pump  OtherClick or tap here to enter text. |
| **Current Cooling Approach** | Central air-conditioning (non-heat pump)  Air-source heat pump  Ground-source heat pump  Window air-conditioners (permanently installed)  Window air-conditioners (seasonally installed)  None/Fans  OtherClick or tap here to enter text. |
| **Have the school building(s) had a comprehensive building assessment or other relevant capital study?** | Yes  No  Unsure  *If yes, please attach findings as an attachment to this application.* |
| **Please describe any recent upgrades to meet fire codes, accessibility requirements, or other relevant regulations.** | Click or tap here to enter text. |
| **Are there any expected abatements, code upgrades, or enabling work likely to be a part of this project?** | Yes  No  Unsure  If yes, please describe: Click or tap here to enter text. |
| **Please describe any other recent upgrades to the project site/s that are relevant to the proposed project (e.g. solar-ready roof, electrical work, weatherization, efficiency upgrades, window replacement) with scope and year completed.** | Click or tap here to enter text. |
| **If proposing a project with rooftop solar PV and/or installation of other equipment on the roof:**   * **What is the installation and/or repair year of the roof where it is being installed?** * **Is the roof in sufficient condition to support the proposed project during its equipment lifetime?** * **What is the roof type and material?** * **Has the roof been assessed for solar siting?** * **What is the shading percentage on the roof?** | Click or tap here to enter text. |
| **Project Timeline:** *With as much detail as currently available please describe your project timeline including design, construction, and any follow-up activities. Insert additional rows as needed.* | |
| |  |  |  |  | | --- | --- | --- | --- | | **Milestone** | **Expected Start** | **Expected Completion** | **Notes** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | |
| **Permits and approvals:** *Provide status of any local approval, required permits, zoning approvals, or regulatory reviews needed for the project to go forward, including interconnection approvals, if relevant.* | |
| Click or tap here to enter text. | |

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| Project Goals & Impact | | |
| **Energy & emissions reductions**  (Optional) As an attachment to this application, if available please provide a summary of the building’s energy use for the project site building(s) for the past 2 years. If awarded, grantees will be required to submit detailed energy records for the past 2 years plus records for energy use after project implementation. | | |
| **Please provide any estimates of energy reductions and/or renewable energy generation expected from the project, including the fuel that will be reduced. Provide estimates in 1) kwh or kbtu reduced per year and 2) % reduction relative to current baseline.** | Click or tap here to enter text. | |
| **Optional, if available: Please provide estimates of greenhouse gas savings from the project. Please provide estimates in 1) Metric Tons of Carbon Dioxide Equivalent (MTCO2-e) reduced per year and 2) % reduction relative to current baseline.**  MassCEC suggests that projects use the [EPA's Greenhouse Gases Equivalencies Calculator](https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator-calculations-and-references) as a guide. If another approach was taken to calculate estimates, please explain. | Click or tap here to enter text. | |
| **Other Project Goals** | | |
| **How will this project improve the experience of staff and students using the building/s?** | | Click or tap here to enter text. |
| **Please describe any** **indoor air quality, health, and wellbeing benefits that would result from the project.** | | Click or tap here to enter text. |
| **Will this project provide resilience benefits to the school and its community?** | | Click or tap here to enter text. |
| **Will the project be incorporated into student learning? If so, how?** | | Click or tap here to enter text. |
| **Please describe any other benefits from the proposed project.** | | Click or tap here to enter text. |
| **Project Impact** | | |
| **Please describe any innovative technologies, financing solutions, or other aspects of the proposed project.** | | Click or tap here to enter text. |
| **Please describe any plans to replicate a similar project in other schools within your district based on the success of this project.** | | Click or tap here to enter text. |
| **Please describe the overall potential for replicability/scalability of this project for other K-12 public schools in Massachusetts.** | | Click or tap here to enter text. |

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| Project Team |
| *Please describe the project team and their capacity, including any organization already under contract for this role. Add additional rows as necessary. Attach resumes for each team member.*  *MassCEC recognizes that without an identified source of funding, it is not always possible to assemble a project team. MassCEC welcomes applications for projects that have not yet assembled a project team. MassCEC will look first and foremost for an identified project manager or a credible plan to hire a project manager.* |
| | **Name** | **Title** | **Organization/Company** | **Role in Project** | | --- | --- | --- | --- | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Briefly describe role on project and relevant background.  Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | |
| *Please provide a brief narrative describing the Project Team, including their qualifications, experience, and relevant past projects.* |
| Click or tap here to enter text. |

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| Project Budget & Milestones | |
| **Total Project Budget** | Click or tap here to enter text. |
| **Funding Requested from Green School Works**  *(Reminder: See Section 4 of the RFP for eligible costs. Applicants should only request the amount of Green School Works funding that is necessary for the project to happen.)* | Click or tap here to enter text. |
| **If the GSW funding request is greater than or equal to $1 million, describe how a plan for full school decarbonization has been or will be created.**  *Applicants may enroll in Green School Work’s comprehensive building assessment technical assistance offering, complete an equivalent study, and/or have integrated decarbonization into capital planning.* | Click or tap here to enter text. |
| *Reminder: As stated in Section 7 (Selection Criteria) of the RFP, projects requesting over $2.5 million must meet further additional criteria.* *Please refer to Section 7 (Selection Criteria) of the RFP for further details.* | |

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| Total Project Budget: *Complete the budget table below including any project costs related to:*  * + *Planning, design, feasibility*   + *Project management*   + *Equipment*   + *Installation and construction*   + *Enabling work*   + *Other (please describe)*   *If known, identify the organization or company responsible for each budget line item, the amount, the status, and the source of funds. A single budget item may have multiple sources of funds. Add additional rows to the table below as needed. Ensure “soft costs” like planning, design, feasibility, and project management are listed on separate rows from equipment and construction costs. To the extent that Applicants are aware, budget line items that may be eligible for federal tax credits should be listed on separate rows, and a note should be included identifying those costs as expected to be tax credit eligible.* |
| | **Description of Budget Item** | **Organization/ Company Responsible** | **Status (Complete/ In Progress/ Not yet started)** | **Total Budget Item Amount** | **Amount of MassCEC Funding Requested for Budget Item** | **Other Source of funds (e.g., MSBA, etc.) if applicable** | **Other Notes (including expected federal tax credit eligibility, if known)** | | --- | --- | --- | --- | --- | --- | --- | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | | **Total** |  |  |  |  |  |  | |

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| **Please describe any other sources of funding or financing for this project that are already secured, including the amounts.** | Click or tap here to enter text. |
| **Please describe any other sources of funding or financing for this project that are currently being pursued, including the amounts.** | Click or tap here to enter text. |
| **Please describe any other sources of funding or financing for this project that will be pursued if the Green School Works grant is awarded.** | Click or tap here to enter text. |
| **Please describe whether there is a plan and/or ability to address potential added project costs such as: code upgrades, abatements, or other upgrades.** | Click or tap here to enter text. |
| **If the project is a part of a power purchase agreement, is being done with an energy savings company, or has another mechanism in which a private entity is collecting interest, savings, or other monetary benefit, please note how MassCEC funding will be directed in relation to this arrangement. MassCEC expects its funding to be used for the benefit of the school to the greatest extent possible.** | Click or tap here to enter text. |
| **Please describe any cost savings calculations that have been completed, including an estimate of the system’s simple payback period (in years) based on energy savings (if applicable).** | Click or tap here to enter text. |
| Budget Narrative: *Please describe any uncertainties or risks with the proposed budget, including uncertainties about the likelihood of approval, final value, or timing. Include any other information you think MassCEC should know about the project budget.* | |
| Click or tap here to enter text. | |
| **Grant Payments**: *Applicants should provide input on when they would like to receive grant disbursements. Answers below are not binding. The payment milestones will be discussed and finalized during contracting for selected Applicants.* | |
| In one payment when the project is complete.  In multiple payments, based on completion of milestones. If you would like to receive multiple payments, please suggest proposed milestones and associated deliverables.  Click or tap here to enter text.  Other. Please elaborate: Click or tap here to enter text. | |

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| Review of Attachment C: Sample Grant Agreement |
| **Have you reviewed the sample grant agreement?** **(Required)**  Yes |
| **Are there any changes to this template contract agreement that would be necessary before the Applicant could sign the contract?** *(Note: MassCEC has limited ability to change our standard legal contract terms. Please note that reviewing and requesting changes to standard legal contract terms (if selected) may impact timelines for contracting.)*  No  Yes. If so, please elaborate below and/or provide an annotated version of Attachment 3 with your application.  Click or tap here to enter text. |
| **If you have any questions about these documents, please contact MassCEC prior to applying.** |

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| Additional Narrative |
| *Please use the space below to provide any additional narrative necessary to help us understand the proposed project.* |
| Click or tap here to enter text. |

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| Attachment Checklist |
| Team member resumes  Optional (as available):  Energy use data for the project site building(s) for the past 2 years  Capital assessments of the project site/s  Project plans, narratives, drawings, and/or other project documents |