

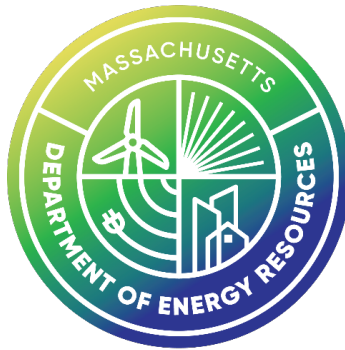
THE COMMONWEALTH OF MASSACHUSETTS  
**EXECUTIVE OFFICE OF ENERGY AND  
ENVIRONMENTAL AFFAIRS  
DEPARTMENT OF ENERGY RESOURCES**

ELIZABETH MAHONY, COMMISSIONER

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Boston, MA 02114



**Program Opportunity Notice**

**Document Title: Green Communities Competitive Grant Program**

**COMMBUYS Bid Number: BD-**

**Agency Document Number: PON-ENE-2026-001**

**Issued: September 4, 2025**

**Amended: January 14, 2026**

Please Note: This is a single document associated with a complete Bid (also referred to as Solicitation) that can be found on [www.COMMBUYS.com](http://www.COMMBUYS.com). All Bidders are responsible for reviewing and adhering to all information, forms and requirements for the entire Bid, which are all incorporated into the Bid. Bidders may also contact the COMMBUYS Helpdesk at [COMMBUYS@state.ma.us](mailto:COMMBUYS@state.ma.us) or the COMMBUYS Helpline at 1-888-MA-STATE. The Helpline is staffed from 8:00 AM to 5:00 PM Monday through Friday Eastern Standard or Daylight time, as applicable, except on federal, state and Suffolk County holidays.



# GREEN COMMUNITIES COMPETITIVE GRANT PROGRAM

*PON-ENE-2026-001*



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**SECTION 1 – GENERAL INFORMATION**

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An amount not to exceed thirty million (\$30,000,000) in grant funding has been made available for the Fiscal Years 2026 and 2027 Competitive Grant Program. The DOER anticipates awarding grant funds equally across Block 1, Block 2, Block 3, and Block 4. The amount of available funding for future competitive grant rounds, if available, may vary. The cumulative total of actual awards depends on the number of applications received that are deemed eligible for grant funding and the funding allocation available for this grant program. This Program Opportunity Notice (PON) is offering funding through three pathways; Prescriptive Measures, Traditional Energy Conversation Measures (ECMs), and Building Decarbonization; which are further defined in subsequent sections. Eligible Green Communities may submit a grant application to fund all, or a portion, of the costs of constructing and implementing energy efficiency and renewable energy projects.

**A. Schedule & Eligibility**

- Applicant must be a designated Green Communities and meet the eligibility criteria for each block at the time of application and when the grant is awarded.
- Applications will be accepted in four blocks by 4:00 PM on the dates noted in the table below

<b>Block</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Application Deadline</b>	<b>October 22, 2025</b>	<b>April 10, 2026</b>	<b>October 9, 2026</b>	<b>April 9, 2027</b>
<b>Date previous grant awards spent down, and projects complete</b>	August 29, 2025	February 13, 2026	August 28, 2026	February 12, 2027
<b>Final Grant Report Due Date</b>	August 29, 2025	February 13, 2026	August 28, 2026	February 12, 2027
<b>Final Grant Report Approved</b>	September 26, 2025	March 27, 2026	September 25, 2026	March 26, 2027
<b>Annual Report Completion</b>	FY24 Report submitted and approved	FY 25 Report submitted by November 7, 2025, and approved by March 27, 2026	FY 25 Report and approved	FY 26 Report Submitted by November 6, 2026, and approved by March 26, 2027
<b>Questions due to CommBuys</b>	September 26, 2025	March 20, 2026	September 25, 2026	March 19, 2027

**B. Award Levels, Limits, & Applicant Statuses**

Unless otherwise noted below in Special Applicant Statuses, the following are the award levels and limits for the FY 2026 and 2027 Green Communities Competitive Grants:

- The maximum grant award for prescriptive (Section 2), traditional projects (Section 3), and Special Funding Levels & Projects (Section 5, if eligible) is two hundred and fifty thousand dollars (\$250,000).
- Building Decarbonization Projects (Section 4) applications are limited to five hundred thousand dollars (\$500,000), with a minimum of twenty-five (25) percent community match or ten (10) percent community

match for applicants applying for projects that directly benefit Environmental Justice (EJ) Communities or other vulnerable populations.

- Applicants will not be awarded more than one (1) competitive grant per fiscal year.
- Please note that program administrative cost requests must include a justification statement. Program administration cost requests cannot exceed ten percent (10%) or ten thousand dollars (\$10,000) of the total requested grant funds, whichever is less.
- As this is a competitive solicitation, proposed projects cannot be significantly changed once awards are made. If an awarded project is not able to proceed within 180 days of grant contract execution, the award may be revoked at the DOER's sole discretion.
- Quarterly reporting is required upon receipt of a Green Communities Competitive Grant. The DOER will provide reporting requirements when a grant contract is executed with a selected applicant.

### **Special Applicant Statuses**

- **For applicants with greater than or equal to one million dollars (\$1,000,000)** in combined past cumulative Green Communities Competitive Grant and Climate Leader Communities Decarbonization Accelerator grant awards the maximum grant award for prescriptive (Section 2), traditional projects (Section 3), and Special Funding Levels & Projects (Section 5, if eligible) is one-hundred and twenty-five thousand dollars (\$125,000).
- **Climate Leader Communities**
  - An applicant is considered a Climate Leader Community (CLC) if they hold CLC certification when the Green Communities Competitive Grant is awarded. The DOER reserves the right to limit or deny awards based on changes in CLC status between the application and the grant award. Applicants seeking CLC status should consider this potential change when applying for a Green Communities Competitive Grant.
  - CLCs with a pre-application, pending, or open Climate Leader Communities Decarbonization Accelerator grant, are limited to a maximum grant award of one-hundred and twenty-five thousand dollars (\$125,000) for Prescriptive Projects (Section 2), Traditional Projects (Section 3), and Special Funding Levels & Projects (Section 5), provided those projects do not directly overlap in facility and scope with their Climate Leader Communities Decarbonization Accelerator grant.
    - CLCs with a pre-application, pending, or open Climate Leader Communities Decarbonization Accelerator grant, will need to demonstrate in their application they can effectively manage both grants.
  - CLCs are eligible to apply for a Green Communities Competitive Building Decarbonization Project (Section 4) if the community has applied for, completed, and closed out its Climate Leader Communities Decarbonization Accelerator grant by complying with the applicable spend down and final report dates for previous grants in the Schedule & Eligibility section of this PON.
  - See Special Funding Levels & Projects (section 5) for more information on funding levels and projects available to Climate Leader Communities. Applicants need to have met all eligibility criteria at the time of their Green Communities Competitive Grant award.
- **Specially Eligible**
  - The DOER will inform applicants of their special eligibility status based on data in their Green Communities Annual Reports. To qualify for Special Eligible status, a Green Community must have:
    - held Green Community designation for six or more years,

- met and sustained a minimum 15% energy reduction against their Energy Reduction Plan target for at least three of the past six years, and
- maintained full compliance (no violations) with all five Green Community criteria in the past year.
- See Special Funding Levels & Projects (section 5) for more information on funding levels and projects available to Specially Eligible applicants. Applicants need to have met all eligibility criteria at the time of their Green Communities Competitive Grant award.
- **Environmental Justice (EJ) Communities and Other Vulnerable Populations**
  - A project will be considered as benefiting Environmental Justice (EJ) communities and other vulnerable populations if it meets any of the following criteria:
    1. Directly benefits members of an EJ community ([Click here to access the 2020 EJ Map Viewer](#));
    2. Directly benefits other vulnerable individuals, such as children, the elderly, or people with disabilities; or
  - Applicants applying for enhanced funding toward projects that benefit EJ Communities and Other Vulnerable Populations must describe how their projects will specifically benefit these communities and populations across the natural, built, and social environments in their project narrative.
    - Projects may describe how an HVAC upgrade to a municipal building will enable the facility to serve as a cooling center, providing residents with a safe, air-conditioned space during extreme heat events. Or projects may describe how electrifying a portion of the municipal vehicle fleet will reduce tailpipe emissions and improve outdoor air quality, especially in neighborhoods with high pedestrian activity or in Environmental Justice areas that experience disproportionate exposure to vehicle-related air pollution.
    - Furthermore, project narratives must extend beyond simply identifying the project's location within an Environmental Justice (EJ) community. Narratives should demonstrate, through both measurable data and qualitative insight, an understanding of the population's burdens and clearly explain how the proposed project will directly address and benefit those needs.
  - Refer to the eligible project descriptions in this PON for additional details.

### C. Non-Qualified Projects

To assist applicants, the DOER has compiled a list of projects that fall outside the scope of this grant program. This list is not exhaustive. All proposals must adhere strictly to the requirements set forth in this Program Opportunity Notice (PON).

Please be advised that the following will **not** be funded in this grant round:

- Staffing beyond ten percent (10%) of the grant amount (not to exceed ten thousand dollars (\$10,000) for program administration.
- Revolving loan funds
- Energy audits, feasibility studies, or assessments
- Air or water-source heat pumps that are used solely for space cooling.
- Non-commercial appliances
- Projects for buildings/facilities not included in the municipality's baseline and therefore not in the municipality's Energy Reduction Plan (e.g., a Regional School District), except for *Specially Eligible* applicants (see Section 1.C).

## D. Evaluation Criteria

On June 30th 2022, the Secretary of the EEA released the [Clean Energy and Climate Plan for 2025 and 2030](#). The 2025/2030 CECP represents the Commonwealth of Massachusetts' comprehensive plans to achieve aggressive emissions reduction in 2025 and 2030. The 2025/2030 CECP is rooted in the understanding that climate change poses a unique and potentially irreversible threat to the well-being of society. It expresses the Commonwealth's plans for 2025 and 2030 that maximize the ability to realize a 2050 future in which the heat in homes, power in vehicles, and electric grid can all operate with a minimum reliance on fossil fuels, and natural and working lands can be protected from conversion and better managed and restored to enhance carbon sequestration. The 2025/2030 CECP exhibits the confidence that Massachusetts can help lead the clean energy transition and that doing so will mean more well-paying jobs, improved public health, reduced consumer costs, and better quality of life for all residents. Projects funded through this PON are expected to contribute to the Commonwealth's commitment to these goals and efforts. For more information on the plan and planning process please visit the [Massachusetts Clean Energy and Climate Plan for 2025 and 2030](#) site.

### Projects within the applications will be assessed by:

- Project **viability**, including shovel readiness and appropriateness of the project
- Overall **energy and greenhouse gas emission reductions**
- **Cost effectiveness**, as determined by the amount of grant dollars requested for each MMBtu of energy reduced by the project (GC\$ per MMBtu) **AND** the amount of grant dollars requested per ton of GHG emissions reduced by the project Green Community Dollars (GC\$ per GHG) in the project's first year and lifetime. Projects with a low GC\$ per MMBtu and projects with a low GC\$ per GHG ton reduced are more likely to receive funding<sup>1</sup>
- Direct benefits to **Environmental Justice (EJ) Communities and other vulnerable populations (including children, elderly, and disabled)**. Applicants are encouraged to describe how projects would benefit EJ Communities and other vulnerable populations in the Project narrative. Click here to access the [2020 EJ Map Viewer](#)
- Priority will be given to projects that limit and/or eliminate the use of fossil fuels through **strategic electrification**: the powering of buildings and vehicles with electricity instead of fossil fuels in a way that increases efficiency and results in a long-term reduction in GHG emissions

### Other application considerations:

- **Application completeness**. DOER reserves the right in its sole discretion to reject incomplete applications
- The Competitive Grant application should include estimated **utility incentives**. Documentation that the applicant has met, teleconferenced, or had an email exchange with its utility representatives regarding the availability of utility incentives for any eligible energy conservation or efficiency measures. If the utility considers a rebate or incentive "prescriptive" and does not require preapproval, then applicants must include a description in the grant narrative noting how the project meets the utility's established criteria and any supporting documentation of the prescriptive incentive (e.g. brochures or screenshots from the utility's website)
- Municipal cost contribution

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<sup>1</sup> The excel workbook included with the grant application will calculate the Green Community's grant dollar per MMBtu and the Green Community's grant dollar per GHG. Lifetime energy savings will be determined during the DOER's grant review process and will be calculated from estimated measured life of the equipment.

- The potential for projects in the application to have a **payback period** lower than the measure-life of the proposed equipment
- Applicant's percentage of meeting its twenty percent (20%) energy reduction goal achieved since Green Community designation
- Continuous adherence to Green Communities criteria in effect to date (An example of non-adherence is a vehicle purchased that does not meet the Fuel-Efficient Vehicle Policy that was in effect at the time of purchase)
- Previous competitive grant awards. Please note that municipalities that had forfeited grant-funded projects to close out previously awarded grants to be eligible for a Competitive Grant will be viewed unfavorably unless they had a compelling reason to withdraw a project
- The receipt of grant funds is contingent upon the grantee being able to certify that it will comply with the Massachusetts General Laws, including G.L. c. 40A, § 3A, the MBTA Communities Act. Compliance with the MBTA Communities Act is determined by the Executive Office of Housing and Livable Communities.

#### **E. Additional Information**

- The list of qualified projects is subject to change in future competitive grant rounds
- This application is available as PON-ENE-2026-001 on COMMBUYS (as a "Bid").
- To find an item on COMMBUYS: log into [COMMBUYS](#), locate the Bid, acknowledge receipt of the Bid, and scroll down to the bottom of the Bid Header page. The "Bid Q&A" button allows Bidders access to the Bid Q&A page.
- **Applicants should not submit their competitive grant applications to COMMBUYS.** To submit an application, see the Instructions on page 23.
- This (PON) is being conducted under 815 CMR 2.00 and has been distributed electronically using COMMBUYS, the Commonwealth's official procurement record system (<http://www.commbuys.com>). The project name is the Green Communities Competitive Grant Program FY26-27, and the project number is PON-ENE-2026-001. Correspondence to the DOER shall include the project number as well as the project name. All notifications and amendments to this PON will be posted on COMMBUYS. It is the responsibility of every potential respondent to check COMMBUYS for any addenda or modifications to a PON to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to respondents who fail to check for amended PONs or submit inadequate or incorrect responses.
- Respondents may not alter PON language or any PON component files. Those submitting a proposal must respond in accordance with the PON directions and complete only those sections that prompt a respondent for a response. Modifications to the body of this PON, specifications, terms and conditions, or which change the intent of this PON are prohibited. Any unauthorized alterations will disqualify a response.
- All proposals and information submitted in response to this PON are subject to the Commonwealth of Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7 and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

## SECTION 2 – PRESCRIPTIVE MEASURES

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Prescriptive measures are fixed grants awarded per unit. Please use the savings methodology noted under each measure to calculate the energy savings on the grant table. DOER is offering prescriptive grants for the following project types:

### A. Variable Frequency Drives (VFDs)

Installation of VFDs for 3 phase 10hp or less motors

*Funding details:*

- Two thousand four hundred dollars (\$2,400) for up to 1HP and then an additional \$200/HP above 1HP up to 10HP
- Maximum of four thousand four hundred dollars (\$4,400) for 10HP or not to exceed total project cost, including incentives

*The application must include:*

- Quantity and horsepower for each motor
- Briefly describe the current motor application – (e.g. exhaust fan, hot water recirculation pump, etc.)
- Identify utility incentives if available
- Specification sheets

*Savings Methodology:*

- [Massachusetts Technical Reference Manual for Estimating Savings from Energy Efficiency Measures 2025 – 2027 Three-Year Plan Version](#) (October 31, 2024), Annual Energy Savings Factors for Commercial & Industrial VFDs (kWh/HP). Note: Demand savings are not required to be calculated

### B. Walk-in Refrigeration Controls

Walk-in refrigerator and freezer controls including, evaporator fan electronically commutated (EC) motor, and fan/compressor controls.

*Funding details:*

- One thousand six hundred and fifty dollars (\$1,650) per evaporator fan motor
- Not to exceed nine thousand nine hundred dollars (\$9,900) per walk-in unit, or not to exceed total project cost, including incentives

*The application must include:*

- Total number of Walk-in refrigerators and freezers along with the number of evaporator fans per unit
- Identify utility incentives if available

*Savings Methodology:*

- Assume 1,800 kWh savings per evaporator fan motor

### C. Door and Window Weather-Stripping

*Funding details:*

- Up to twenty-four dollars (\$24) per linear feet
- Not to exceed twenty-four thousand dollars (\$24,000) per facility (1,000 linear feet).
- Not to exceed total project cost, including incentives
- Excludes attic and wall insulation projects

*The application must include:*

- Total number of single and double doors
- Number of operable windows with approximate size per window OR total linear feet of window openings proposed for weather-stripping
- Identify utility incentives, if available

*Savings Methodology:*

- None required.

#### **D. Window Replacements**

*Funding details:*

- Support is limited to seventy-five dollars (\$75) per square foot of the total window area being replaced; or one hundred dollars (\$100) per square foot of the total window area being replaced in municipal facilities that benefit EJ Communities and Other Vulnerable Populations per [Section 1.B Award Levels, Limits, & Applicant Statuses](#)
- Not to exceed fifty thousand dollars (\$50,000) per application; or seventy-five thousand (\$75,000) per application in municipal facilities that benefit EJ Communities and Other Vulnerable Populations per [Section 1.B Award Levels, Limits, & Applicant Statuses](#)
- Not to exceed total project cost, including incentives.
- While the maximum U-values of replacement windows are .25 for fixed windows and .30 for operable windows, DOER will prioritize funding the installation of Energy Star ® Most Efficient certified windows for the northern climate zone.
- DOER will prioritize applications for window replacements in buildings that are fully electrified.

*The application must include:*

- Name and age of the facility where project proposed
- Age of current windows
- Photographs and descriptions of the existing conditions
- Existing and proposed U-values
- Basic floor plans identifying the specific areas where the windows will be replaced.
- Specification sheets
- Square footage of the windows being replaced – categorized by the types of windows in the application.
- Any scope of work must include proper air sealing / added insulation during window and trim replacement.

*Savings Methodology:*

- None required

#### **E. Workforce Development**

Education and training for existing municipal workers looking to enhance their skills in energy-related technologies.

*Funding details:*

- Funding is limited to the cost of the training – staff time will not be reimbursed by this grant
- Maximum of three thousand dollars (\$3,000) per employee
- Limited to three (3) municipal staff in building or vehicle operations/maintenance departments
- Training examples may include advanced HVAC systems and heat pump maintenance and repair building controls training, Building Operator Certification, electric vehicle maintenance and repair, and electric vehicle station installation and maintenance
- DOER will not fund training for proprietary equipment
- If requesting training for three (3) personnel, at least one must be in school facilities

*The application must include:*

- Identify the position/duties of the employee(s)
- Provide a short narrative that specifies how the training will enhance and facilitate existing and proposed new energy conservation measures

*Savings Methodology:*

- None required.

#### **F. Light-duty Hybrid (HEVs) or Plug-in Hybrid Vehicles (PHEVs)**

Purchase or lease of new light-duty (<8,500 lbs. GVWR) HEVs or PHEVs. HEVs must replace an “exempt” gas or diesel vehicle in the municipal fleet. PHEVs must replace a gas or diesel vehicle in the municipal fleet.

*Funding details:*

- Maximum of five thousand dollars (\$5,000) towards the purchase OR three thousand dollars (\$3,000) towards the lease
- Not to exceed vehicle purchase/lease cost. All vehicles purchased must remain in the municipal fleet for five (5) years. Leases are for a minimum of three (3) years
- The award limit for this measure shall increase to two (2) times the standard funding amount for Climate Leader Communities, Specially Eligible, or for projects located at municipal facilities that serve EJ communities and Other Vulnerable Populations per Section 1.B Award Levels, Limits, & Applicant Statuses. These increases are not cumulative or stackable for communities meeting multiple special applicant statuses.
- See VEH 110 for the state vehicle contract

*The application must include:*

- Provide the year, make, model, and Vehicle Identification Number (VIN) of the vehicle in the municipality’s fleet that is being replaced
- Provide the vehicle’s average annual mileage, fuel costs, the make/model of the proposed HEV or PHEV, and the MPGe for both vehicles

*Savings Methodology:*

- <https://afdc.energy.gov/calc/>

#### **G. Light-duty Battery Electric Vehicles (BEVs)**

Purchase or lease of new light-duty (<8,500 lbs. GVWR) BEVs. BEVs must replace a gas or diesel-powered vehicle in the municipal fleet.

*Funding details:*

- Maximum of seven thousand five hundred dollars (\$7,500) towards the purchase OR five thousand dollars (\$5,000) towards the lease
- Not to exceed vehicle purchase/lease cost. All vehicles purchased must remain in the municipal fleet for five (5) years. Leases are for a minimum of three (3) years
- The award limit for this measure shall increase to two (2) times the standard funding amount for Climate Leader Communities, Specially Eligible, or for projects located at municipal facilities that serve EJ communities and Other Vulnerable Populations per Section 1.B Award Levels, Limits, & Applicant Statuses. These increases are not cumulative or stackable for communities meeting multiple special applicant statuses.
- See VEH 110 for the state vehicle contract

*The application must include:*

- Provide the year, make, model, and Vehicle Identification Number (VIN) of the vehicle in the municipality’s fleet that is being replaced
- Provide the vehicle’s average annual mileage, fuel costs, the make/model of the proposed BEV, and the MPGe for both vehicles

*Savings Methodology:*

- <https://afdc.energy.gov/calc/>

#### **H. Medium- or Heavy-duty BEVs**

Purchase or lease of new medium- or heavy-duty (>8,500 lbs. GVWR) BEVs. BEVs must replace a gas or diesel-powered vehicle in the municipal fleet.

*Funding details:*

- Maximum of fifteen thousand dollars (\$15,000) towards the purchase OR ten thousand dollars (\$10,000) towards the lease
- Not to exceed vehicle purchase/lease cost. All vehicles purchased must remain in the municipal fleet for five (5) years. Leases are for a minimum of three (3) years
- The award limit for this measure shall increase to two (2) times the standard funding amount for Climate Leader Communities, Specially Eligible, or for projects located at municipal facilities that serve EJ communities and Other Vulnerable Populations per Section 1.B Award Levels, Limits, & Applicant Statuses. These increases are not cumulative or stackable for communities meeting multiple special applicant statuses.
- See VEH 111 for the state vehicle contract

*The application must include:*

- Provide the year, make, model, and Vehicle Identification Number (VIN) of the vehicle in the municipality's fleet that is being replaced
- Provide the replaced vehicle's average annual mileage, fuel costs, the make/model of the proposed BEV, and the MPGe for both vehicles

*Savings Methodology:*

- <https://afdc.energy.gov/calc/>

## **I. Electric Vehicle Charging Stations**

Installation of new publicly accessible and/or fleet EV charging stations on municipally owned property.

*Funding details:*

- Maximum of seven thousand five hundred dollars (\$7,500) per charging station. Not to exceed implementation cost less any incentives.
- See VEH 102 for the state contract with EV charging stations
- Equipment must meet MA appliance efficiency standards – visit the [State Appliance Standards Database - Homepage](#)
- Please note that funding from MassEVIP cannot be combined with funding from Green Communities for a single EV charging station

*The application must include:*

- Location, type (public or fleet), and make/model of the charging station.
- Confirmation the equipment meets the [Massachusetts appliance efficiency standard](#)

*Savings Methodology:*

- None required

## **J. Battery-powered Lawn Care & Landscaping Equipment**

Purchase of new battery-powered lawn equipment for maintaining municipal or school properties.

*Funding details:*

- Must replace existing fossil-fuel-powered lawn equipment
- Award not to exceed the equipment purchase cost less any incentives
- Retail-Grade Battery-Powered Product Categories
  - Lawnmower: up to seventy-five dollars (\$75) (battery capacity < 500-watt hours)
  - Leaf blower: up to thirty dollars (\$30)
  - String Trimmer: up to thirty dollars (\$30)
  - Chainsaw: up to thirty dollars (\$30)
- Professional-Grade Product Categories
  - Lawnmower or Electric Utility Vehicle: up to three thousand five hundred dollars (\$3,500) (battery capacity > 7000-watt hours)
  - Leaf blower: up to one hundred dollars (\$100) (battery capacity > 500-watt hours)
  - String Trimmer: up to one hundred dollars (\$100) (battery capacity > 500-watt hours)
  - Chainsaw: up to one hundred dollars (\$100) (battery capacity > 500-watt hours)

- Must apply for MassSave or other utility incentives if available
- The award limit for this measure shall increase to two (2) times the standard funding amount for Climate Leader Communities, Specially Eligible, or for projects located at municipal facilities that serve EJ communities and Other Vulnerable Populations per Section 1.B Award Levels, Limits, & Applicant Statuses. These increases are not cumulative or stackable for communities meeting multiple special applicant statuses.

•  
*The application must include:*

- Name of the facility where the equipment is located and used
- Hours per day, days per month, and months per year the equipment is used
- The product category, make, and model of the fossil-fuel-powered equipment being replaced
- The product category, make, model, and battery size of the battery-powered equipment being proposed

*Savings Methodology:*

- None required

## K. LED Lighting

*Funding details:*

- Funding for lighting retrofit and replacement projects is limited to \$1.00 per kilowatt-hour (kWh) of the electricity savings estimated for the first 12 months. This limit increases to \$1.20/kWh for projects in municipal facilities that benefit EJ Communities and Other Vulnerable Populations per Section 1.B Award Levels, Limits, & Applicant Statuses.
- LED retrofit/replacement **must include controls (e.g. dimmers, timers, motion/daylight sensors, etc.)** or already have controls in place.
- LED retrofit/replacements must be either:
  1. whole fixture replacements of existing lamps and ballasts.
  2. retrofit kits with internal drivers for non-linear and specialty lighting fixtures; or
  3. Type C TLED lamp replacements with compatible external LED drivers.
- Daylighting – for existing, high-efficiency interior lighting
- Not to exceed total project cost, including incentives.

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs and savings.
- Room-by-room lighting inventory including the number and wattage of the existing lights and hours of operation.
- The existing lights' total electric consumption for the previous year in kWh
- Wattage and cost of proposed replacement lights
- Proposed, or already installed, lighting control equipment
- Specification sheets of proposed lighting products and controls

## L. LED Streetlights

*Funding details:*

- Funding for lighting retrofit and replacement projects is limited to \$1.00 per kilowatt-hour (kWh) of the electricity savings estimated for the first 12 months. This limit increases to \$1.20/kWh for projects in municipal facilities that benefit EJ Communities and Other Vulnerable Populations per Section 1.B Award Levels, Limits, & Applicant Statuses.
- LED streetlights must be controls-ready (7-pin)
- The municipality must own, or be in the process of purchasing, the streetlights.
- Not to exceed total project cost, including incentives.

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs, savings, and hours of operation.
- Metering status (unmetered or metered)
- Existing streetlights
  - Number and wattages of existing
  - Streetlights total electric consumption for the previous fiscal year in kWh
- Proposed streetlights:
  - Wattage and cost of proposed replacement lights
  - Specification sheets
- Proposed, or already installed, lighting control equipment
- Email or letter of support from the utility

### **SECTION 3 – ENERGY CONSERVATION MEASURES (ECMS) IN EXISTING BUILDINGS**

Eligible Green Communities can apply for one or more ECMs for buildings included in their Baseline and Energy Reduction Plan. This section includes ECMs that are commonly applied for in Green Community Competitive Grants. Please check with your DOER Green Communities Regional Coordinator for questions on the project categories.

For requests to fund measures as part of an **Energy Savings Performance Contract (ESPC)**, please explain whether the measure(s) would be included in the ESPC without the funding, and, if not, why. Also, describe whether the ESPC will proceed without this funding.

#### **A. Building Envelope Improvements**

Building envelope improvements include any modifications to the building shell or building enclosure that enhance the building's energy efficiency, thermal comfort, and overall performance. These modifications most commonly include storm windows, window inserts, added insulation and air sealing. For exterior doors, windows, and window weatherstripping please see Section 2 Prescriptive Measures. If the weatherstripping is part of a more comprehensive building envelope measure, then it can be included as part of a traditional ECM. Building Envelope Improvements are a prerequisite for applying for HVAC improvements.

*Funding details:*

- Storm windows, window inserts, insulation, and air sealing

*The application must include:*

- An assessment recommending the proposed measure(s) including the estimated costs and savings.
- Photographs and descriptions of the existing conditions
- Existing and proposed R-values and/or U-values
- Calculations listing all assumptions for projected energy savings and costs.
- Mass Save weatherization calculation spreadsheet with the application, if applicable
- Basic floor plans identifying the specific areas within the building where the building envelope improvements will take place.
- Specification sheets, if applicable

#### **B. Heating, Ventilation, and Air Conditioning (HVAC) Equipment**

- a) Heat pumps (Ground Source, Energy Star-certified Cold Climate Air Source Heat Pumps, Reverse Cycle Chillers, etc.)
- b) Energy Recovery Ventilation
- c) Repair and/or replacement of non-heating HVAC equipment and controls (e.g. steam traps, VFDs)

- d) DOER's support of fossil-fuel heating equipment is limited to:
- i. Hybrid roof-top units (RTUs) – DOER will consider funding Energy Star-certified cold climate hybrid RTUs (heat pump with natural gas back-up). Projects must replace existing gas RTUs and use existing gas supply lines. New gas service lines and/or connections will not be funded by this grant. Applicants seeking funding for equipment with gas backup must:
    1. Provide an analysis demonstrating that a fully electric RTU is unable to meet the heating demands of the facility.
    2. Identify the outdoor temperature that will signal the switch from operating as a heat pump to operating as a gas-fired RTU
  - ii. Infrared heaters for garage bays - DOER will consider funding infrared heaters for garage bays only if the adjacent conditioned spaces (such as offices) in the building are heated and cooled with air or ground source heat pumps at the time of the application or included with the application.

*Funding details:*

- Building envelope improvements are necessary for a successful HVAC project and, therefore, are required for any HVAC application. Applications for new HVAC equipment require proof of the building's adequate weatherization and insulation through one of the following four options:
  1. Recent audit confirming proper good weatherization and insulation.
  2. An audit stating that further weatherization and insulation isn't feasible without a major renovation. For example, brick or masonry buildings cannot add wall insulation without major renovations to add insulation on the interior wall of every room. Attic spaces in these buildings, however, often can be insulated without major renovation and documentation must be shown that these spaces have been weatherized and insulated.
  3. Documentation of recent full-building weatherization and insulation within the past five years.
  4. DOER will consider applications that include both weatherization and HVAC equipment at the same facility. Applications shall include assurances that the HVAC equipment is properly specified and sized to take the weatherization activities into account. Energy and cost savings attributed to each project should be calculated by taking the other project into account.
- Projects that retain fossil-fuel heating systems as a backup source are allowed but must include integrated controls. New backup fossil-fuel heating systems are ineligible for funding, aside from infrared heaters for garages and hybrid RTUs. Projects that fully replace fossil-fuel heating systems are prioritized

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs and savings. The audit of the proposed measure must also contain an evaluation from a qualified contractor or electrician assessing that the building's electrical supply is adequate for the requested equipment.
- Documentation that one of the four options for meeting the building envelope improvements is met. Documentation can be an audit, study, or past invoices.
- For projects that retain fossil-fuel heating systems as a backup source, please include verification of integrated controls and information on the switchover temperature.
- Specification sheets

**C. Water Heaters**

Air-source heat pump water heaters, solar thermal, or tankless electric.

*Funding details:*

- Water heaters using fossil fuels are ineligible

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs and savings. The audit of the proposed measure must also contain an evaluation from a qualified contractor or electrician assessing that the building's electrical supply is adequate for the requested equipment.
- Specification sheets
- A description, including make and manufacturer, of the facility's existing and proposed water heater.

#### **D. Building Controls Systems**

Building control systems, also known as Building Automation Systems (BAS), Energy Management Systems (EMS), or Building Management Systems (BMS)

*Funding details:*

- The building controls system and communication protocol must be open-source and allow communication with other vendors' control systems. Technicians, beyond the proposed vendor, should be able to install updates and revisions to the system.
- The building controls system's remote-control units and transducers must be interchangeable with the main building control units from other vendors.
- Project applications shall include training. Training must cover operations, emergencies, adjustments, troubleshooting, maintenance, and repairs.

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs and savings.
- Manufacturer and model of the facility's existing and proposed building controls system.
- Number of data points requested.
- Systems and equipment to be monitored and/or controlled.
- The communication protocol (e.g., BACnet) of the building controls network.
- The training proposal from the vendor or manufacturer. Please identify the municipal and/or school personnel to be trained to operate the building controls.

*The following materials are recommended to be included in the application, but not required:*

- Operations and Maintenance manuals
- As-built control drawing package
- Graphical user interface
- As-built control sequences
- Maintenance service agreements, state of warranty date, and similar continuing commitments

#### **E. Retro-commissioning**

*Funding details:*

- Square footage (must be a minimum of 20,000 square feet)
- Priority is given to buildings with EUIs between fifty (50) and one hundred and twenty (120)

*The application must include:*

- A brief building description
- The audit recommending the proposed measure(s) including the estimated costs and savings.
- A general description of the HVAC system (central plant as well as distribution systems for both heating and cooling)

- Controls system description, including brand, age, and date of last software update.
- A list of major equipment, including number and age of each type
- A brief history of any renovations, retrofits, and equipment replacements
- Building Energy Use Intensity (kBtu/square foot). Mass Energy Insight can calculate building EUI.
- Commitment to implement cost-effective retro-commissioning measures identified.

## **F. Pumps, Motors, and Drives**

*Funding details:*

- Variable frequency drives over 10 horsepower (for VFDs on pumps or motors under 10 horsepower see the prescriptive measures listed in Section 2)

*The application must include:*

- Quantity and horsepower for each motor
- Briefly describe the current motor application – (e.g. exhaust fan, hot water recirculation pump, etc.)
- The audit recommending the proposed measure(s) including the estimated costs and savings.
- Specification sheets

## **G. Battery Energy Storage Systems (BESS)**

*Funding details:*

- BESS technologies that enable municipal facilities to mitigate demand charges and/or regional network service and installed capacity charges.

*The application must include:*

- Specification sheets
- Annual energy consumption of the facility
- A copy of a recent bill showing demand charges
- Interval data for the proposed facility (if exists)
- If paired with existing municipally owned solar PV, identify system location and size.
- If paired with a new solar PV installation, provide information on the solar PV system as appropriate
- If onsite energy generation is available (e.g. solar PV, CHP, etc.), indicate whether the BESS is configured in such a way as to enable those resources to continue to provide power to the facility in the case of an outage.

## **H. Repairs to Existing Renewable Energy Systems**

Awards can be used to maintain or repair behind-the-meter renewable energy systems that are inoperable or malfunctioning. Systems must be owned by the municipality and tracked in MassEnergyInsight.

*Funding details:*

- Repairs or replacement of the system’s critical components that restore equipment to its original production levels (e.g. inverter repair or replacement, production tracking system repair or replacement, replacing damaged PV panels, repairing wiring or mounting systems, etc.)
- Ineligible uses:
  - Expanding renewable energy system capacity beyond the original installation amount
  - Existing or ongoing maintenance contracts, such as cleaning

*The application must include:*

- Cost estimates and a quote for the repairs/replacements.

- Description of the original system
- Briefly mention the current malfunctioning situation and its impact on energy production and clearly state the specific repairs or replacements needed for the renewable energy system to function properly.
- Specification sheets, if applicable.

### **I. Commercial Refrigeration**

*Funding details:*

- Energy Star-rated Commercial Refrigeration – (see prescriptive measures listed in Section 2 for walk-in refrigerator and freezer controls)
- Case motor replacement
- Cooler night covers
- Door heater controls
- Electronic defrost controls
- Novelty cooler shutoff

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs and savings.
- Specification sheets

### **J. Other Energy Efficiency Projects**

Other energy efficiency projects not explicitly listed in [Section 1.C. Non-Qualified Projects](#) may be considered for funding.

*Funding details:*

- Municipalities considering applying for Other Energy Efficiency Projects are highly encouraged to contact their Green Communities Regional Coordinator to discuss potential proposals

*The application must include:*

- The audit recommending the proposed measure(s) including the estimated costs and savings.
- Specification sheets

## **SECTION 4 – BUILDING DECARBONIZATION PROJECTS**

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Applications will be accepted from municipalities seeking funding for comprehensive building decarbonization projects that extend beyond the typical grant in implementation time and cost and are ready for immediate implementation. Awards for building decarbonization projects are capped at five hundred thousand dollars (\$500,000), require a minimum twenty-five (25) percent match<sup>2</sup> or a minimum ten (10) percent match for applications that benefit EJ Communities and Other Vulnerable Populations per [Section 1.B Award Levels](#).

<sup>2</sup> The 25%, or 10% for EJ, community match for building decarbonization grants is based on the total project cost minus utility incentives and other grants. For example, if the project cost was \$800,000 and the utility incentives were \$150,000, the community match at 25% would be [\$650,000 x 25%] or \$162,500. The maximum grant request in this example would be \$487,500 [\$800,000 project cost – \$150,000 incentive – \$162,500 community match = \$487,500].

[Limits, & Applicant Statuses](#). All applications must demonstrate reductions in greenhouse gas emissions and must be completed within three (3) years of grant contract execution.

Grant awards in this category are highly competitive and will be limited. **Full fossil-fuel replacement projects are prioritized. Other system types will only be considered when accompanied by a clear justification.** Municipalities applying for a building decarbonization grant cannot apply for other projects in this PON. Building decarbonization grant awardees under this PON will be ineligible to apply for competitive grants for two (2) years after the award.

Municipalities considering applying for building decarbonization projects are highly encouraged to contact their Green Communities Regional Coordinator to discuss potential proposals with DOER staff.

*The application must include:*

- Utility rebate
- A letter from the municipality’s CEO committing a minimum of twenty-five percent (25%) of local matching funds toward the project
- Specification sheets
- A building description, including:
  - Age of building, size of conditioned space
  - Building Energy Use Intensity (kBtu/square feet). Mass Energy Insight can calculate building EUI.
  - Current and future use of the building
  - Annual operating hours
  - A description of the HVAC system (central plant as well as distribution systems for both heating and cooling)
  - A brief history of any renovations, retrofits, and equipment replacements
  - Controls system description, including brand, age, and date of last software update.
  - Status of the building envelope
    - Has the building been weatherized?
    - What are the plans to further weatherize the building?
- The audit recommending the proposed measure(s) including the estimated costs and savings. The audit of the proposed measure must also contain an evaluation from a qualified contractor or electrician assessing that the building’s electrical supply is adequate for the requested equipment.
- Engineering plans and drawings
- Existing and proposed building carbon (GHG) emissions intensity, (CO2e per square foot)
- Proportion of building thermal load being addressed.
- Commissioning plans for requested equipment.
- Detailed project cost estimates.

## **SECTION 5 – SPECIAL FUNDING LEVELS & PROJECTS (Specially Eligible & CLCs)**

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**Specially eligible** communities and certified **Climate Leader Communities** are eligible to apply for increased award limits on specified prescriptive measures in Section 2. Please refer to the prescriptive measures to see if they qualify for an increased award limit. These increases are not cumulative or stackable for communities meeting multiple special applicant statuses.

For information on the qualifications for both Specially Eligible and Climate Leader Communities (CLCs), please see [Section 1.B Award Levels, Limits, & Applicant Statuses](#)

Please note that projects in this section are highly competitive. Achieving Specially Eligible or CLC status does not guarantee funding for these projects.

Specially eligible communities and Climate Leader Communities are eligible to apply for the following project categories:

**A. Projects at facilities not in the applicant’s Green Community baseline**

Energy efficiency projects, which are included in the list of qualified projects, at a facility not included in the municipality’s baseline but in a district associated with the municipality, such as a regional school district, a water district, or a wastewater district.

**B. Other innovative clean energy projects**

Applicants may apply for other innovative energy and emission-saving projects, provided they meet all competitive grant eligibility requirements. Applicants must contact their Green Communities Regional Coordinator to discuss potential proposals.

**C. Community outreach programs**

Community outreach programs to promote existing residential and/or commercial energy efficiency programs, such as MassSave, including supplemental grant programs; and/or to promote other clean energy initiatives such as community-shared solar, Solarize, or HeatSmart. These funds can also be used to bolster and extend efforts underway in the [Mass Save Community First Partnerships](#) and Mass Clean Energy Center’s [EmPower program](#). Applicants for community outreach projects should have clear, tangible goals for these projects and are required to partner with at least one community group, business, and/or institution. Applications must include strategies for addressing the needs of EJ Communities and Other Vulnerable Populations per [Section 1.B Award Levels, Limits, & Applicant Statuses](#), as appropriate.

*Funding details:*

- Awards are capped at twenty-five thousand dollars (\$25,000) for municipalities with populations under thirty-five thousand and fifty thousand dollars (\$50,000) for municipalities with populations over thirty-five thousand.
- If expanding or extending an existing EmPower or Community First Partnership, provide a summary of results to date, what activities grant funds would support
- For information on how to run a local clean energy campaign visit the [Mass Clean Energy Center](#)

*The Application must include:*

- The application must provide a thorough Scope of Work that includes:
  - Target audience
  - Tasks and timelines
  - Itemized budget
  - Outreach/education methods and materials
  - Qualifications of person(s) completing the work – please attach resume(s)
  - Memorandum(s) of Agreement with partners as applicable
  - Letters of support
  - Intended outcomes
  - Measurement and verification methodology of clean energy results

#### D. Solar PV for facilities already electrified

Onsite solar PV systems providing electricity to a municipal facility heated with cold-climate heat pumps. Grants may not be used for project elements that are not directly associated with the solar project (e.g., roof replacement). Grant funds, regardless of system ownership, can only be used for costs associated with the deployment of new solar PV.

*Funding details:*

- Eligible costs include but may not be limited to:
  - Solar panels and related equipment procurement, including balance of system materials such as inverters, controllers, and wiring.
  - Related structural systems procurement, including steel.
  - Interconnection and permitting costs.
  - Commencement of construction (site prep) or installation.
  - Award not to exceed project costs less any incentives.

Ownership and Metering	Rooftop Solar, per Watt	EJ facility <sup>3</sup>
Muni-owned, behind the meter	\$1.00	\$1.25
Third party-owned, behind the meter	\$0.75	\$1.00

*The application must include:*

- Documentation illustrating a clear plan for moving the project forward including a detailed project proposal and utility interconnection application, or a proposed project schedule.
- Site assessment (Google Earth maps or [NREL's PV Watts](#) can provide assessment information)
- The site's suitability score as defined by [DOER's Technical Potential for Solar Study](#)
- Roof age and confirmation of its structural integrity to support solar equipment.
- Visuals that demonstrate solar access. Images should clearly show any HVAC equipment, trees, structures that cause shading.
- Bid documentation.

*If applicable:*

- Signed memorandum of understanding or a letter of intent between the applicant and the solar developer demonstrating intent to proceed with the project (power purchase agreements).
- Proof of submission to the SMART program
- Preliminary SMART statement of qualification (SOQ)

## SECTION 6 – APPLICATION INSTRUCTIONS

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This application is available as PON-ENE-2026-001 on COMMBUYS (as a “Bid”).

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<sup>3</sup> For projects in municipal facilities that benefit [EJ Communities and Other Vulnerable Populations](#) per [Section 1.B Award Levels, Limits, & Applicant Statuses](#).

Applicants must complete all required sections [via the online Green Communities grant application portal](#) to be considered for a grant award. No paper submissions will be accepted. If you don't submit all sections online, your application will be considered late and won't be reviewed. The instructions for the online submission of the materials below are contained in [Attachment D](#).

**Block 1** - Applications must be submitted by 4:00 PM October 22, 2025

**Block 2** - Applications must be submitted between 9:00 AM April 6, 2026, through 4:00 PM April 10, 2026

**Block 3** - Applications must be submitted between 9:00 AM October 5, 2026, through 4:00 PM October 9, 2026

**Block 4** - Applications must be submitted between 9:00 AM April 5, 2027, through 4:00 PM April 9, 2027

- Applications must include:
  1. The information required under each project category. Please refer to the Worksheets referenced in Attachment A for more information.
  2. Completed Grant Table that contains specific metrics for the municipality's proposed project(s). This file must be submitted as an Excel spreadsheet. (Available with the PON on COMMBUYS, an example is contained in [Attachment B](#))
  3. Supporting material in its original and complete format (e.g., the entire audit report, not a portion of it)
  4. A completed Certification of Application – (see [Attachment C](#))
  5. Please name each of your files for the above-listed documents with your municipal name and wording that makes the content of the file clear (see examples below) – this is **REQUIRED**. Please do not preface with "Town (or City) of," just the municipality's name. Examples for "Muni A":

Muni A Grant Table.xls

Muni A Efficiency Narrative.pdf

Muni A Efficiency Audit.pdf

Muni A Certification of Application

**ATTACHMENT A – WORKSHEETS**

Please refer to the Word document “Green Communities Competitive Grant Application Worksheets” for additional information on gathering and preparing information required for your Green Communities Competitive Grants application. **The document is included with this PON in Combuys.**

Sample Worksheet:

**C. Door and Window Weather-Stripping**

Funding details

- Up to twenty-four dollars (\$24) per linear feet
- Not to exceed twenty-four thousand dollars (\$24,000) per facility (1,000 linear feet).
- Not to exceed total project cost, including incentives
- Excludes attic and wall insulation projects

+ 1. Facility Name(s) (from MassEnergyInsight) and Address(es)

Facility Name(s)	Address(es)

2. Municipal Personnel Responsible for Project Oversight

Name	Title	Phone	Email

3. Weather Stripping Summary Table

Facility Name	Linear Feet of Weather Stripping	Funding Request

4. Short Narrative (describe current building conditions, timeline, procurement, future plans for building)  
Click or tap here to enter text.

5. Cost/Budget

Grant Request	
Utility Incentive	
Community Funds	
Other (describe in narrative)	
<b>Total Project Cost</b>	

6. Are there any permits required for this project? (Yes/No, please describe)  
Click or tap here to enter text.

7. Attachments:

Energy audit or study recommending project.



**ATTACHMENT C – CERTIFICATION OF APPLICATION**

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The Certification of Application below must be completed, scanned, and uploaded as a PDF file.

**CERTIFICATION OF APPLICATION**

The **Chief Executive Officer** must complete this certification.

I, \_\_\_\_\_ am authorized to execute said Application on behalf of

\_\_\_\_\_, the applying municipality and verify that the information in the Green Communities Competitive Grant Application is true.

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[Signature of Chief Executive Officer]

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[Title of Chief Executive Officer]

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[Date]

NOTE: The Chief Executive Officer is defined as the manager in any city having a manager and, in any town, having a city form of government, the mayor in any other city, and the board of selectmen in any other town unless some other officer or body is designated to perform the functions of a chief executive officer under the provisions of a local charter or laws having the force of a charter.

## ATTACHMENT D – SUBMITTING THE APPLICATION ONLINE

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The Green Communities Online Grant Application System is a portal available via [iMeet Central](#).

**PLEASE NOTE:** *Once you start filling out this form, you cannot save your progress and return later to complete it.* If you close your browser or log out without clicking the "Submit" button, all the information you've entered will be lost. If you'd like to practice using the form, feel free to fill it out without clicking "Submit." This will allow you to familiarize yourself with the process without saving any data. Only click "Submit" when you are sure your form is complete and accurate. Submitting the form will save all your information and uploaded files to DOER's system. If you log back in, the form will be blank, BUT the system saved your files and information. **Please only submit once.** If you do not see your community's name on the drop-down pick list, made a mistake, or forgot something, please contact Jane Pfister at [jane.pfister@mass.gov](mailto:jane.pfister@mass.gov), (857) 202-9720.

### Getting Started

- Only one person can submit the grant application from your community. Please designate a single point of contact (if it has changed from the previous point of contact) and provide their email address to your Regional Coordinator. A new single point of contact will receive an email invitation to the online application system and will be required to create a user profile. People who already registered on iMeet Central (previous point of contact) retain their system access, but their Regional Coordinator needs to let DOER know they will be the point of contact for the competitive grant application.
- Use a high speed (broadband) Internet connection if possible. Dial-up connections work but are very slow. If you cannot find a suitable Internet connection, contact [Jane Pfister](#).
- No paper submission is required or accepted for the grant application. The process is online and electronic only.

### Grant Application Process

1. Make sure you have all the files you will submit/upload ready and saved in one folder somewhere on your computer, easy to find and select once you begin. Begin EACH electronic file name with city or town name. Begin EACH electronic file name with city or town name, (example: "Springfield" rather than "City of Springfield"), then wording that makes the content of the file clear.
2. Fill out the Online Grant Application form in [iMeet Central](#) completely. You will upload all your application files using the form: Grant Application Table as Excel, signed Certification of Application (Attachment B as PDF), relevant Grant Application Worksheets (Attachment A), along with any other supporting files including energy audits, studies, proposals, specifications, or other documentation. Please upload a complete energy audit or study, not just relevant page(s).
3. Use the Upload lines (green lines at the bottom), one for each file, by either clicking in the blank space or grey <Browse> button. Then browse to and select a file on your computer, double click on it, or select the Open option on the dialog box. The file's path on your computer will show in the blank white space.
4. If you have more supporting documents than the available Upload lines (there are 20 Upload lines), you can create a compressed (zipped) file (with the required name format) with all supporting files for a proposed project.
5. Click on the Calendar icon to access a calendar. Then, click on the date to select Date and Time which will be filled in on the blank line.
6. Now you are ready to submit everything. Click on the <Submit> button.
  - *When you submit a form, you may receive the following message: "This form is non-secure - do you still want to send it?" It is just informational; nothing to worry about. Answer <Yes>.*

7. After you submit, a confirmation page will appear. DOER will also receive a message from the system. Shortly, you will receive an email confirming that DOER's Green Communities Division has received your grant application, and the number of files uploaded with it. If you have any concerns, please email [Jane Pfister](#).

### **Create a Compressed (zipped) Folder**

1. Put all the files you want to attach somewhere on your computer (e.g., in one folder).
2. Select all the files you wish to include: Hold down the <Ctrl> key as you click each one. They will all be highlighted in blue.
3. Right-click any of the highlighted files (put your cursor over one of the files and click the right button on your mouse or other pointing device).
4. Select <Send To> (about halfway down the pop-up menu).
5. Select <Compressed (zipped) Folder> from the next pop-up menu.
6. Find the new folder. It will have the name of one of the files you selected (in step 3), but with a .zip extension (e.g., Town Efficiency Audit.zip).
7. Rename the zip folder (right-click the folder name, select <Rename> near the bottom of the menu).
8. Change only the name to the left of the period (i.e., keep the .zip extension).
9. Begin with town/city name and then wording that makes the content of the file clear.
10. Upload the same way, using a green Upload line on the form.

### **Get Help**

**Pre-Grant Application Process** - [Contact your Regional Coordinator](#)

**Online Process and Technical Issues** - Contact [Jane.Pfister@mass.gov](mailto:Jane.Pfister@mass.gov), (857) 202-9720