



# BOARD MEETING AGENDA

12.4.2024

College Park Marriott Hotel & Conference Center

Virtual Access: <https://us02web.zoom.us/j/89715109402?pwd=ezw671fb8TELQZgwayMjwxESXim2O.1>

Meeting ID: 897 1510 9402 / Passcode: 059473

<b>10:00 - 10:03 AM</b>	<b>Welcome, Introductions &amp; Overview</b>	<b>Chairman Gill</b>
<b>10:03 - 10:05 AM</b>	<b>Minutes</b> <ul style="list-style-type: none"><li>Board of Directors Meeting- September 30, 2024 (ATTACHMENT A) <i>(proposed motion)</i></li></ul>	<b>Ms. Sirois</b>
<b>10:05 - 10:15 AM</b>	<b>Financial Statements</b> <ul style="list-style-type: none"><li>FY25 MCEC through October 31 (ATTACHMENT B)</li><li>FY25 MEIA through October 31 (ATTACHMENT B.1)</li><li>FY25 Grants through October 31 (ATTACHMENT B.2)</li></ul>	<b>Ms. Kolb</b>
<b>10:15 - 10:25 AM</b>	<b>Legal Matters</b> <ul style="list-style-type: none"><li>401K Match Resolution (ATTACHMENT C) <i>(proposed motion)</i></li></ul>	<b>AAG Absher</b>
<b>10:25 - 10:45 AM</b>	<b>Executive Director Report</b> <ul style="list-style-type: none"><li>New office proposed lease &amp; prep, furnishing (ATTACHMENT D &amp; D.1) <i>(proposed motion)</i></li></ul>	<b>Ms. Magruder</b>
<b>10:45 - 10:50 AM</b>	<b>MarCom Report</b> <ul style="list-style-type: none"><li>Summit Wrap Up Report (ATTACHMENT E)</li></ul>	<b>Ms. Staudenmeier</b>
<b>10:50 - 11:00 AM</b>	<b>Government &amp; Industry Relations</b> <ul style="list-style-type: none"><li>2025 Advisory Council Appointments (ATTACHMENT F) <i>(proposed motion)</i></li></ul>	<b>Ms. Powers</b>
<b>11:00 - 11:15 AM</b>	<b>Grant Officer Report (ATTACHMENT G, G.1, G.2, &amp; G.3)</b> <ul style="list-style-type: none"><li>Proposed Grant Compliance Policy Handbook Update (ATTACHMENT G) <i>(proposed motion)</i></li><li>Grant Financial Compliance (ATTACHMENT G.1 &amp; G.2)</li><li>Grant Financial Policy Adoption (ATTACHMENT G.3) <i>(proposed motion)</i></li></ul>	<b>Ms. Gillespie</b>
<b>11:15 - 11:25 AM</b>	<b>MEIA- CTFF IOC Committee Appointments</b>	<b>Mr. Margolis</b>



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- CTFF Committee Appointment Nominations (ATTACHMENT H)  
*(proposed motion)*

**11:25 - 11:30 AM**      **Open Discussion, New Business & Announcements**      **Ms. Magruder**

- 2025 Proposed Meeting Calendar (ATTACHMENT I)

**11:30 AM**      **Adjourn** *(proposed motion)*      **Chairman Gill**

*Next Scheduled MCEC Board Meeting: To Be Confirmed*

**Present:** Chairman Mr. Mike Gill, Vice Chairman Mr. Robert H. Edwards, Jr., Ms. Whitney Washington Boles, Director Mr. Paul G. Pinsky, Dr. Salvo Vitale, Dr. Eric D. Wachsman Dr. Samuel I. Williams, Ms. Kathy Magruder, Ms. Martha Absher, Mr. Steven Cowan, Ms. Daniella DiRubba, Mr. Mike Ducker, Ms. Amy Gillespie, Ms. Maggie Groff, Mr. Daniel Hazard, Ms. Dorothy Kolb, Mr. Ben Margolis, Ms. Limunga Mingo, Ms. Tericka Mobley, Mr. Robert Parker, Ms. Pamela Powers, Ms. Maya Ross, Mr. Ben Rupert, Ms. Mary Sirois, Ms. Michelle Staudenmeier, Mr. Keith Wang. Guest Terry Hillery, President Sir Solar and Storage International.

**Welcoming Remarks:** Chairman Gill welcomed all to the meeting at 10:02 AM, and mentioned the Summit. Ms. Magruder identified the minutes for review from the July 29, 2024 Board of Directors meeting and the September 18, 2024 interim Board of Directors meeting. She informed the board where copies of the approved audited financial statements can be found.

**First Order of Business:** The first order of business was to approve the Board of Directors Meeting Minutes for July 29, 2024, and September 18, 2024.

*Chairman Gill requested a motion to approve the Board of Directors Minutes from Monday, July 29, 2024 and September 18, 2024, as presented. Chairman Gill moved the motion. Director Pinsky seconded the motion. The motion passed with no abstentions or objections.*

*Chairman Mr. Gill – AYE*

*Ms. Boles – AYE*

*Dr. Wachsman – AYE*

*Vice Chairman Mr. Edwards – AYE*

*Director Pinsky – AYE*

*Dr. Williams – Excused*

*Treasurer Ms. Powell – Excused*

*Dr. Vitale – AYE*

Director Pinsky requested the agenda item in *Open Discussion, New Business, & Announcements* be moved to the beginning of the meeting. He asked to address BGE’s request for a letter of support from MCEC as they seek approval for a multi-year rate structure from the Public Service Commission (PSC). All Members voiced their opinions, discussed procedure, MCEC’s current practice, and decided how best to respond with Ms. Absher affirming the approach.

**Financial Report:** Ms. Kolb presented MCEC and MEIA financial statements through FY24 including variance explanations and cash-on-hand. Director Pinsky, Ms. Magruder, and Ms. Kolb discussed funds received from the Climate Solutions Now Act and the funds MCEC awaits. Dr. Wachsman offered to assist with clarifying where the funds may be held in UMD’s system. Mr. Margolis added to the MEIA financial report.

**Legal Matters:** Ms. Magruder provided background circumstances of the 401(k) transition. Ms. Absher confirmed that MCEC employees can participate in the Maryland Teachers and State Employees 401(k) plan, noting the need for approval from the Members to allow MCEC to work through the step-by-step transition. Ms. Magruder and Ms. Absher responded to Ms. Boles’s inquiry about comparability of the plans.

*Ms. Magruder requested a motion to approve a resolution adopting the Maryland Teachers and State Employees Supplemental Retirement 401(k) Savings and Investment Plan to cover the employees of the Maryland Clean Energy Center. Dr. Wachsman moved the motion. Chairman Mr. Gill seconded the motion. The motion passed unanimously with no abstentions or objections.*

*Chairman Mr. Gill – AYE*

*Ms. Boles – AYE*

*Dr. Wachsman – AYE*

*Vice Chairman Mr. Edwards – AYE*

*Director Pinsky – AYE*

*Dr. Williams – AYE*

*Treasurer Ms. Powell – Excused*

*Dr. Vitale – AYE*

**Executive Director Report:** Ms. Magruder and Ms. Staudenmeier addressed adding capacity to the Marketing and Communications division with a Senior Manager of Partnerships & Communication, proposing a motion to approve a budget amendment to cover the necessary compensation. Ms. Magruder noted that the addition of this position will offset some need for external contractors. Ms. Magruder responded to Dr. Williams’s inquiry about possible candidates.

*Ms. Magruder requested a motion to approve a budget amendment to add the position, Senior Manager of Partnerships & Communication, with additional associated costs not to exceed \$73,000 to the FY25 MCEC budget, beginning October 1, 2024. Dr. Wachsman moved the motion. Vice Chairman Mr. Edwards seconded the motion. The motion passed unanimously with no abstentions or objections.*

*Chairman Mr. Gill – AYE*

*Ms. Boles – AYE*

*Dr. Wachsman – AYE*

*Vice Chairman Mr. Edwards – AYE*

*Director Pinsky – AYE*

*Dr. Williams – AYE*

*Treasurer Ms. Powell – Excused*

*Dr. Vitale – AYE*

Ms. Magruder and Ms. Powers provided an update on the Summit identifying some of the speakers, sponsorship, and registration with a year-to-date comparison from 2023 to 2024.

**MarComm Report:** Ms. Magruder acknowledged Ms. Staudenmeier and her team on the success of the FY24 Annual Report. Ms. Staudenmeier stated the goals of the Annual Report, current work of the division, and priorities for the near future. Vice Chairman Mr. Edwards and Dr. Williams shared their positive impressions of the Annual Report with Ms. Magruder responding to Dr. Williams’s inquiry about delivery of the report to legislators.

**Finance Division Report:** Ms. Magruder and Mr. Wang provided a report on the CEA Loan Program including goals reached and plans for broadening the programs consumer reach. Ms. Magruder responded to Ms. Boles’s inquiry about the relationship between utilities and program administration. Mr. Cowan responded to Director Pinsky’s inquiry about the demand for geothermal.

Ms. Magruder requested a motion to move to closed session at 11:05 AM.

*Chairman requested a motion to move to closed session under the provision or provisions from General Provisions Art. § 3-305(b)(5) “Investment of Public Funds exception” in relation to pending transactions. Chairman Gill moved the motion. Dr. Vitale seconded the motion. The motion passed unanimously with no abstentions or objections.*

*Chairman Mr. Gill – AYE*

*Ms. Boles – AYE*

*Dr. Wachsman – AYE*

*Vice Chairman Mr. Edwards – AYE*

*Director Pinsky – AYE*

*Dr. Williams – AYE*

*Treasurer Ms. Powell – Excused*

*Dr. Vitale – AYE*

Chairman Mr. Gill requested the motion to return to open meeting at 11:26 AM. The motion was moved by consensus.

Ms. Magruder reported that during the closed session the Members moved to proceed with the DOE Loan Program financing transaction with Posigen to deploy lending capital for solar installations, pending receipt of \$5M in restricted funds from Maryland Energy Administration (MEA) to support investment in Maryland; subject to both internal and external due diligence and legal reviews.

**MEIA Report:** Ms. Magruder welcomed Mr. Margolis, MEIA Director, and Mr. Ducker, MEIA Ecosystem Manager, and acknowledged some of their recent work including the start-up recognition event. Mr. Margolis informed the Members of plans to reconfigure and reinstate the MEIA Advisory Council and establish an SB960 Fund Oversight Committee.

**Grant Report:** Ms. Gillespie provided an overview of FY24 and FY25 grant applications, noting funding and grant impact metrics, awards and current status updates. She also added an update about Solar for All with Ms. Magruder noting the grant hires.

**Procurement & Technical Assistance Services Report:** Mr. Rupert provided a division status update including infrastructure as service, master service agreements, additional contract awards, energy services contract, and procurement in process. Mr. Parker provided details of additional master services agreements.

**Equity Outreach & Community Development:** Ms. Mobley provided an update on community engagement, education, and meetings. She introduced Allison Welch, Chesapeake Conservation and Climate Corps Member, currently working with MCEC and shared takeaways from engagement so far and how the approach will be refined. Ms. Magruder added a note about future funding and Dr. Williams commended the team on meeting with the Speaker of the House.

**Adjournment:** Chairman Mr. Gill requested a motion to adjourn the meeting at 11:54 PM. Chairman Mr. Gill moved the motion. Dr. Wachsman seconded moved the motion. The meeting was adjourned by consensus.

Recording of the meeting can be found at: [https://bit.ly/MCEC\\_2023\\_9-30](https://bit.ly/MCEC_2023_9-30)

# Board Financial Report

Maryland Clean Energy Center  
For the period ended October 31, 2024



Prepared on  
November 18, 2024

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# VARIANCE EXPLANATIONS

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HIGHLIGHTED BUDGET VARIANCES FOR PERIOD ENDED OCTOBER 31, 2024 - Maryland Clean Energy Center ARE AS FOLLOWS:

## REVENUE

- Ignoring the C3 Fund installment, we are currently at 59% of budgeted revenue for fiscal 2025.
  - o Federal Grant Revenue is comprised of the CFI for expenses incurred in June through October 2024. Reimbursement is currently underway.
  - o State Grant Revenue is comprised of the next installment of the USFS Wood Innovation Grant.
  - o CEA Admin Fees include retroactive billing from January 1, 2024 through September 30, 2024 due to delays in MOUs to extend the program through February 2026.

## EXPENSES

- We are currently at 39% of budgeted expenses for fiscal 2025.
  - o Expenses include Federal grant expenses that have not yet been reimbursed.
  - o All other expenses are within budget through 8/31/2024
  - o Event expenses are offset by event revenue
  - o C3 Fund Program Support includes allocation of MCEC staff to this program. This is in lieu of outside contractors
  - o Wood Energy Travel expenses will be offset by the WERC grant funds.

## CASH ON HAND

The operating/non-restricted cash on hand at October 31, 2024 was \$4,397,042.

# Statement of Revenues, Expenses and Changes in Net Position

July - October, 2024

		Total
	Jul - Oct, 2024	Jul - Oct, 2023 (PY)
<b>INCOME</b>		
4100 Grant Revenue		
C3 Fund Administration Revenue	5,000,000.00	8,750,000.00
Federal Grants	45,256.37	125,000.00
MEIF	600,000.00	592,773.00
State Grants	100,000.00	
<b>Total 4100 Grant Revenue</b>	<b>5,745,256.37</b>	<b>9,467,773.00</b>
4176 Seminars & Training		500.00
4200 Interest Income	44,564.51	16,911.89
4500 Events Income		
4521 Event Sponsors	142,500.00	112,269.47
4522 Event Registration	70,501.74	49,244.66
<b>Total 4500 Events Income</b>	<b>213,001.74</b>	<b>161,514.13</b>
4800 MCAP Fees Revenue		
4805 MCAP Shared Savings		13,618.00
<b>Total 4800 MCAP Fees Revenue</b>		<b>13,618.00</b>
4909 CEA Program Admin Fee Revenue		
4911 CEA/MCEC Admin Fees	157,264.92	106,149.46
4912 MCGB Share of CEA Services	5,833.00	
4913 DCGB Share of CEA Services		4,550.00
<b>Total 4909 CEA Program Admin Fee Revenue</b>	<b>163,097.92</b>	<b>110,699.46</b>
4920 MDPACE		6,569.69
4975 Consulting Fees	25,275.00	20,325.00
<b>Total Income</b>	<b>6,191,195.54</b>	<b>9,797,911.17</b>
<b>GROSS PROFIT</b>	<b>6,191,195.54</b>	<b>9,797,911.17</b>
<b>EXPENSES</b>		
5100 Salaries & Benefits		
5121 Salaries - Administrative Staff	420,140.46	317,129.75
5123 Payroll Service Fees	3,467.00	2,127.00
5180 Employer Taxes	40,500.75	24,421.89
5181 Health Benefits	35,510.09	44,711.92
5198 401k Employer Match	9,607.01	17,063.09
5199 Workers Comp & Disability Insurance	2,074.96	-348.65
<b>Total 5100 Salaries &amp; Benefits</b>	<b>511,300.27</b>	<b>405,105.00</b>
5400 Travel, Meetings & Meals		
5401 Admin Travel	28.59	843.88
5402 Tolls/Parking	78.50	50.00
5403 Meals	914.70	813.85



		<b>Total</b>
	<b>Jul - Oct, 2024</b>	<b>Jul - Oct, 2023 (PY)</b>
5408 Air/Train	150.00	861.88
5409 Taxi	10.00	
5410 Mileage	807.85	608.12
<b>Total 5401 Admin Travel</b>	<b>1,989.64</b>	<b>3,177.73</b>
5590 Board Meetings/Internal Conferences	1,512.00	2,997.74
5595 External Conferences	10,021.48	2,165.00
<b>Total 5400 Travel, Meetings &amp; Meals</b>	<b>13,523.12</b>	<b>8,340.47</b>
5500 Prof. Development & Training	1,166.19	1,194.00
5700 Event Expenses		
5205 Merchant Service Fees	2,877.85	
5701 Food & Venue	167,915.55	105,549.73
5704 Audio/Visual	5,308.84	
5706 Exhibitors & Speakers	1,450.22	
5707 Advertising & Marketing	2,500.00	
5708 Printing	6,551.00	2,579.79
5709 Misc.	61.80	1,120.68
5711 Website & Graphics	3,156.48	
6316 Supplies & Materials - Events	6,201.08	5,750.96
<b>Total 5700 Event Expenses</b>	<b>196,022.82</b>	<b>115,001.16</b>
5800 Contractual Services		
5122 Interns	4,848.75	1,777.35
5200 Professional Services		
5202 Accounting Fees	54,000.00	22,000.00
5203 Legal Fees	18,390.00	7,855.35
<b>Total 5200 Professional Services</b>	<b>72,390.00</b>	<b>29,855.35</b>
5204 Bank Fees	676.55	51.41
5806 Outside Contractor	79,450.73	26,899.09
<b>Total 5800 Contractual Services</b>	<b>157,366.03</b>	<b>58,583.20</b>
5804 Marketing		
5808 Printing & Publications	1,816.00	5,550.00
5809 Marketing/Advertising	2,695.72	1,000.00
5813 Website		
5815 Domain Registration	36.16	33.16
5816 Website Hosting	506.88	596.00
5818 Email Marketing	394.00	304.00
5821 Website Design	120.00	
<b>Total 5813 Website</b>	<b>1,057.04</b>	<b>933.16</b>
5814 Digital & Design Tools		89.00
<b>Total 5804 Marketing</b>	<b>5,568.76</b>	<b>7,572.16</b>
6000 Program/Grant Support		

		<b>Total</b>
	<b>Jul - Oct, 2024</b>	<b>Jul - Oct, 2023 (PY)</b>
5960 MDPACE Support		
5961 Servicing	2,142.00	
5964 Marketing Collateral	6,254.67	
<b>Total 5960 MDPACE Support</b>	<b>8,396.67</b>	
C3F Support		
Outside contractors	16,908.18	
Professional services - accounting		2,000.00
Program Support	75,019.44	
<b>Total C3F Support</b>	<b>91,927.62</b>	<b>2,000.00</b>
CEA Overhead support		
5851 Program Administration	41,723.92	7,869.45
5852 Program Coordinator		15,949.61
5854a Accounting Fees		3,000.00
5858 Marketing-Advertising & Direct Mail		23,225.00
5860 Marketing-Collateral		83.00
<b>Total CEA Overhead support</b>	<b>41,723.92</b>	<b>50,127.06</b>
Federal Grant Support		
Contractual	77,859.59	
Contractual-Match	479.58	
Equipment	2,989.32	
Fringe	18,743.58	
Other	4,048.87	
Outreach & Education	13,129.00	
Personnel	55,039.67	
Supplies	472.78	
Travel	851.86	
<b>Total Federal Grant Support</b>	<b>173,614.25</b>	
Wood Energy Project Support		2,402.65
Wood Energy Grant Coordinator	23,258.23	27,414.33
Wood Energy Printing & Collateral		275.00
Wood Energy Travel Mileage/Expenses	5,346.34	4,452.49
<b>Total Wood Energy Project Support</b>	<b>28,604.57</b>	<b>34,544.47</b>
<b>Total 6000 Program/Grant Support</b>	<b>344,267.03</b>	<b>86,671.53</b>
6300 Office Expense		
5817 IT Services	2,139.17	1,810.00
5900 Office Supplies		
5901 Supplies - Office	4,215.00	3,594.76
5904 Postage	99.67	44.22

		<b>Total</b>
	<b>Jul - Oct, 2024</b>	<b>Jul - Oct, 2023 (PY)</b>
5905 Printer Ink		69.96
<b>Total 5900 Office Supplies</b>	<b>4,314.67</b>	<b>3,708.94</b>
5915 HR Management	14,400.00	10,279.12
6301 Office Rent/Parking Fee	13,975.92	12,972.84
6308 Janitorial	900.00	1,480.00
6315 Telephone	3,749.48	2,820.45
<b>Total 6300 Office Expense</b>	<b>39,479.24</b>	<b>33,071.35</b>
6304 Dues & Subscriptions	2,255.20	180.20
6351 Software Subscriptions	6,183.56	2,818.61
<b>Total Expenses</b>	<b>1,277,132.22</b>	<b>718,537.68</b>
<b>NET OPERATING INCOME</b>	<b>4,914,063.32</b>	<b>9,079,373.49</b>
<b>OTHER INCOME</b>		
4900 Energy Savings Revenue	47,701.97	1,256,697.81
4950 Restricted Interest Income	95,432.98	48,956.64
<b>Total Other Income</b>	<b>143,134.95</b>	<b>1,305,654.45</b>
<b>OTHER EXPENSES</b>		
6305 Other Expense	1,325.00	
6325 Escrow Agent Fee	3,936.64	853.30
6401 Depreciation Expense	267,939.28	267,939.28
6500 Interest Expense	4,783.57	264,846.68
7940 Contributions to MEIA		150,000.00
<b>Total Other Expenses</b>	<b>277,984.49</b>	<b>683,639.26</b>
<b>NET OTHER INCOME</b>	<b>-134,849.54</b>	<b>622,015.19</b>
<b>NET INCOME</b>	<b>\$4,779,213.78</b>	<b>\$9,701,388.68</b>

# Statement of Net Position

As of October 31, 2024

	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Total
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Bank Accounts</b>			
1110 Cash & Cash Equivalents			
1117 Sandy Spring Operating **3401	427,707.97		500,500.99
1120 Sandy Spring Money Market **3429	3,969,333.95		4,558,102.35
<b>Total 1110 Cash &amp; Cash Equivalents</b>	<b>4,397,041.92</b>		<b>5,058,603.34</b>
1140 Restricted Cash - CEA Loan Program-Buy Down			
BGE Buy Down (4201)	13,116.52		124,156.72
Delmarva Buy Down (4207)	25,119.10		26,555.28
Pepco South Buy Down (4203)	23,061.95		32,950.71
Potomac Edison Buy Down (4209)	11,253.75		18,259.29
SMECO Buy Down (4211)	13,540.61		20,270.13
Washington Gas Buy Down (4205)	21,332.18		30,919.52
<b>Total 1140 Restricted Cash - CEA Loan Program-Buy Down</b>	<b>107,424.11</b>		<b>253,111.65</b>
1145 Restricted Cash - CEA Loan Program-Loan Loss Reserve			
BGE LLR (4202)	131,104.00		131,104.00
Delmarva LLR (4208)	40,000.00		40,000.00
Pepco South LLR (4204)	40,000.00		40,000.00
Potomac Edison LLR (4210)	40,000.00		40,000.00
SMECO LLR (4212)	40,000.00		40,000.00
Washington Gas LLR (4206)	40,000.00		40,000.00
<b>Total 1145 Restricted Cash - CEA Loan Program-Loan Loss Reserve</b>	<b>331,104.00</b>		<b>331,104.00</b>
1146 Restricted Cash - CEA Loan Program Admin			
CEA Disbursements (8902)	3,569.62		3,569.62
CEA Receipts (8901)	100.00		55.00
<b>Total 1146 Restricted Cash - CEA Loan Program Admin</b>	<b>3,669.62</b>		<b>3,624.62</b>

	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Total
1150 Restricted Cash - Project Funds			
1155 BankUnited - UMCP 2017 Project Fund **9392	0.00		1,981,833.46
1156 UMB - MSU 2022 Project Fund **872.2	1,326,944.43		1,375,237.27
<b>Total 1150 Restricted Cash - Project Funds</b>	<b>1,326,944.43</b>		<b>3,357,070.73</b>
1160 Restricted Cash - Paying Agents			
1161 US Bank - UMBC 2013 **7000	16,708.90		13,161.08
1162 US Bank - Coppin 2012 **5000	80,088.07		153,802.40
1163 BankUnited - UMCP 2017 Revenue Fund **9678	890,881.61		350,408.95
1164 US Bank - IBBR 2018 **87000	12,094.01		7,593.63
1165 UMB - MSU 2022 Revenue Fund **872.1	15,864.99		
<b>Total 1160 Restricted Cash - Paying Agents</b>	<b>1,015,637.58</b>		<b>524,966.06</b>
1170 Restricted - C3 Fund Operating Account	10,234,621.10		5,014,967.59
<b>Total Bank Accounts</b>	<b>17,416,442.76</b>		<b>14,543,447.99</b>
<b>Accounts Receivable</b>			
1200 Accounts Receivable	-862.50		-862.50
1210 Accounts Receivable	206,288.46		880,656.81
1220 Accounts Receivable - MCAP	-16,578.19		-16,578.19
1225 Loan Program - Loan Receivable	0.02		0.02
1230 Due from Servicer	0.07		0.07
<b>Total 1200 Accounts Receivable</b>	<b>188,847.86</b>		<b>863,216.21</b>
<b>Total Accounts Receivable</b>	<b>188,847.86</b>		<b>863,216.21</b>
<b>Other Current Assets</b>			
1201 Undeposited Funds	0.10		0.10
1251 Fees Due From Borrower	71,730.88		71,730.88
1410 Prepaid Expenses	10,955.14		10,088.72
1700 Current Lease Receivable	2,975,765.70		1,503,934.70
Due from C3 Fund	19,364.00		19,364.00
<b>Total Other Current Assets</b>	<b>3,077,815.82</b>		<b>1,605,118.40</b>
<b>Total Current Assets</b>	<b>20,683,106.44</b>		<b>17,011,782.60</b>

	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Total
<b>Fixed Assets</b>			
1502 Office Furniture & Equipment	0.00		0.00
1501 Furniture and Equipment	28,970.00		28,970.00
1505 Computers	1,652.04		1,652.04
1510 Accum Depr-Furn & Equip	-28,993.00		-28,441.00
<b>Total 1502 Office Furniture &amp; Equipment</b>	<b>1,629.04</b>		<b>2,181.04</b>
1625 Energy Savings Equipment	0.00		0.00
1620 Construction in Progress	0.00		0.00
1620.01 CIP - UMCP 2017	-0.37		16,230,878.97
1620.03 CIP - MSU 2022	8,775,888.09		8,664,611.12
<b>Total 1620 Construction in Progress</b>	<b>8,775,887.72</b>		<b>24,895,490.09</b>
1626 Energy Savings Equipment	0.00		0.00
1626.01 Energy Saving Equip-Coppin 2012	6,107,477.83		6,107,477.83
1626.02 Energy Savings Equip-UMBC 2013	4,880,553.17		4,880,553.17
1626.03 Energy Savings Equip-UMCP 2017	18,219,669.00		
1626.04 Energy Savings Equip-IBBR 2018	4,548,118.00		4,548,118.00
<b>Total 1626 Energy Savings Equipment</b>	<b>33,755,818.00</b>		<b>15,536,149.00</b>
1627 Accum Depr-Energy Savings Equip	0.00		0.00
1627.01 A/D-Energy Equip-Coppin 2012	-3,820,814.48		-3,510,851.24
1627.02 A/D-Energy Equip-UMBC 2013	-2,688,846.07		-2,407,770.07
1627.03 A/D-Energy Equip-UMCP 2017	-1,071,745.00		
1627.04 A/D-Energy Equip-IBBR 2018	-1,131,875.16		-919,648.56
<b>Total 1627 Accum Depr-Energy Savings Equip</b>	<b>-8,713,280.71</b>		<b>-6,838,269.87</b>
<b>Total 1625 Energy Savings Equipment</b>	<b>33,818,425.01</b>		<b>33,593,369.22</b>
<b>Total Fixed Assets</b>	<b>33,820,054.05</b>		<b>33,595,550.26</b>
<b>Other Assets</b>			
1800 Long term lease receivable	15,984,617.67		6,005,471.67
1900 Right of use asset	132,987.00		117,755.00
Accumulated amortization - lease	-108,205.33		-65,723.33
<b>Total Other Assets</b>	<b>16,009,399.34</b>		<b>6,057,503.34</b>

	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Total
<b>TOTAL ASSETS</b>	<b>\$70,512,559.83</b>	<b>\$56,664,836.20</b>	
<b>LIABILITIES AND EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
20000 *Accounts Payable	274,490.12		827,418.32
<b>Total Accounts Payable</b>	<b>274,490.12</b>		<b>827,418.32</b>
<b>Credit Cards</b>			
2215 Sandy Spring MC xxx7509	1,111.04		6,317.73
Ramp Card	10,941.31		
<b>Total Credit Cards</b>	<b>12,052.35</b>		<b>6,317.73</b>
<b>Other Current Liabilities</b>			
2000 Liabilities			
2110 Current Liabilities	0.00		0.00
2140 Borrower Payments Due To Lender	68,090.00		68,090.00
2161 3rd Party Funds Held-UMBC	10,001.92		8,751.92
2162 3rd Party Funds Held-Coppin	130,447.05		121,346.83
2163 Fees Due To 3rd Party	-4,517.86		2,201.33
2165 Fees Paid on Behalf of Borrower	0.00		18,196.99
2166 3rd Party Funds Held - IBBR	5,198.54		2,507.58
2167 3rd Party Funds Held - UMCP	909,515.29		350,137.64
2168 3rd Party Funds held-MSU	13,667.89		
2900 Due to/from MEIA	-24,929.23		-3,169.70
2901 Due to/from MAPA 501c	-9,939.20		-9,889.70
2920 Due to/from CEA-Buy Down	-104,460.35		-480.01
2935 Due to/from MCGB-CEA	-590.90		0.00
<b>Total 2110 Current Liabilities</b>	<b>992,483.15</b>		<b>557,692.88</b>
<b>Total 2000 Liabilities</b>	<b>992,483.15</b>		<b>557,692.88</b>
2150 Accrued Payroll Expenses			

	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Total
2151.05 Accrued Annual Leave	68,333.74		68,333.74
2151.08 Employee Benefit Liability	11,777.74		11,777.74
2151.09 FSA Liability	12.34		610.08
<b>Total 2150 Accrued Payroll Expenses</b>	<b>80,123.82</b>		<b>80,721.56</b>
2230 Deferred Event Revenue	2,500.00		0.00
2300 Bond Payable-Current Portion	0.00		0.00
2300.01 C/P Bond Payable-Coppin 2012	470,906.80		331,203.22
2300.02 C/P Bond Payable-UMBC 2013	312,083.42		616,927.50
2300.03 C/P Bond Payable-UMCP 2017	1,364,672.39		973,404.00
2300.04 C/P Bond Payable-IBBR 2018	296,316.74		297,185.00
2300.05 Bonds Payable-Current Portion MSU	626,757.92		306,699.93
<b>Total 2300 Bond Payable-Current Portion</b>	<b>3,070,737.27</b>		<b>2,525,419.65</b>
2700 Current lease liability	26,552.85		34,191.85
Accrued Interest - Bonds Payable	112,586.00		
Accrued interest - lease liability	2,781.32		2,849.32
Deferred Energy Savings Revenue	903,564.00		5,001,446.00
<b>Total Other Current Liabilities</b>	<b>5,191,328.41</b>		<b>8,202,321.26</b>
<b>Total Current Liabilities</b>	<b>5,477,870.88</b>		<b>9,036,057.31</b>
<b>Long-Term Liabilities</b>			
2400 Bonds Payable-Long Term Portion			
2400.01 L/T/P Bond Payable-Coppin 2012	1,308,446.30		1,822,271.72
2400.02 L/T/P Bond Payable-UMBC 2013	0.00		312,082.84
2400.03 L/T/P Bond Payable-UMCP 2017	10,625,337.25		11,990,009.50
2400.04 L/T/P Loan Payable-IBBR 2018	2,595,500.40		2,724,906.04
2400.05 L/T/P Bond Payable-MSU 2022	9,107,550.55		9,734,308.00
<b>Total 2400 Bonds Payable-Long Term Portion</b>	<b>23,636,834.50</b>		<b>26,583,578.10</b>
2500 Buy Down Liabilities			
BGE Buy Down	102,025.72		124,156.72
Delmarva Power Buy Down	25,800.28		26,555.28
Pepco South Buy Down	30,888.71		32,950.71



	As of Oct 31, 2024	As of Oct 31, 2023 (PY)	Total
Potomac Edison Buy Down	11,254.29		18,259.29
SMECO Buy Down	16,789.13		20,270.13
Washington Gas Buy Down	28,821.52		30,919.52
<b>Total 2500 Buy Down Liabilities</b>	<b>215,579.65</b>		<b>253,111.65</b>
2600 Loan Loss Reserve Liabilities			
BGE Loan Loss Reserve	131,104.00		131,104.00
Delmarva Power Loan Loss Reserve	40,000.00		40,000.00
Pepco South Loan Loss Reserve	40,000.00		40,000.00
Potomac Edison Loan Loss Reserve	40,000.00		40,000.00
SMECO Loan Loss Reserve	40,000.00		40,000.00
Washington Gas Loan Loss Reserve	40,000.00		40,000.00
<b>Total 2600 Loan Loss Reserve Liabilities</b>	<b>331,104.00</b>		<b>331,104.00</b>
2800 Long term lease liability	-2,715.15		18,051.85
Deferred inflow of resources - rents & fees collected in advance	25,788,805.62		7,420,147.62
<b>Total Long-Term Liabilities</b>	<b>49,969,608.62</b>		<b>34,605,993.22</b>
<b>Total Liabilities</b>	<b>55,447,479.50</b>		<b>43,642,050.53</b>
<b>Equity</b>			
3810 Unrestricted Net Assets	10,285,866.55		3,321,396.99
Net Income	4,779,213.78		9,701,388.68
<b>Total Equity</b>	<b>15,065,080.33</b>		<b>13,022,785.67</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$70,512,559.83</b>		<b>\$56,664,836.20</b>

**Maryland Clean Energy Center**  
**Budget vs. Actuals: Fiscal 2025 Admin/Ops Budget**  
 July 2024 - June 2025

	Total			
	Actual thru 10/31/2024	Full Year Budget	Remaining (Over) Budget	% of Budget
<b>Income</b>				
<b>4100 Grant Revenue</b>				
<b>C3 Fund Administration Revenue</b>	5,000,000.00	250,000.00	4,750,000.00	2000.00%
<b>Federal Grants</b>	45,256.37	103,000.00	(57,743.63)	43.94%
<b>MEIF</b>	600,000.00	1,200,000.00	(600,000.00)	50.00%
<b>State Grants</b>	100,000.00	100,000.00	0.00	100.00%
<b>Total 4100 Grant Revenue</b>	<b>5,745,256.37</b>	<b>1,653,000.00</b>	<b>4,092,256.37</b>	<b>347.57%</b>
<b>4176 Seminars &amp; Training</b>		2,400.00	(2,400.00)	0.00%
<b>4200 Interest Income</b>	44,564.51	142,200.00	(97,635.49)	31.34%
<b>4500 Events Income</b>			0.00	
<b>4521 Event Sponsors</b>	142,500.00	154,050.00	(11,550.00)	92.50%
<b>4522 Event Registration</b>	70,501.74	67,375.00	3,126.74	104.64%
<b>Total 4500 Events Income</b>	<b>213,001.74</b>	<b>221,425.00</b>	<b>(8,423.26)</b>	<b>96.20%</b>
<b>4600 Miscellaneous</b>				
<b>4800 MCAP Fees Revenue</b>				
<b>4802 MCAP Application Fees</b>		10,000.00	(10,000.00)	0.00%
<b>4803 MCAP Project Development Fees</b>		50,000.00	(50,000.00)	0.00%
<b>4804 MCAP Annual Admin Fees</b>		53,450.00	(53,450.00)	0.00%
<b>4805 MCAP Shared Savings</b>		40,027.00	(40,027.00)	0.00%
<b>Total 4800 MCAP Fees Revenue</b>	<b>0.00</b>	<b>153,477.00</b>	<b>(153,477.00)</b>	<b>0.00%</b>
<b>4909 CEA Program Admin Fee Revenue</b>				
<b>4911 CEA/MCEC Admin Fees</b>	157,264.92	91,830.00	65,434.92	171.26%
<b>4912 MCGB Share of CEA Services</b>	5,833.00	17,499.00	(11,666.00)	33.33%
<b>Total 4909 CEA Program Admin Fee Revenue</b>	<b>163,097.92</b>	<b>109,329.00</b>	<b>53,768.92</b>	<b>149.18%</b>
<b>4920 MDPACE</b>		9,000.00	(9,000.00)	0.00%
<b>4975 Consulting Fees</b>	25,275.00	150,000.00	(124,725.00)	16.85%
<b>Total Income</b>	<b>6,191,195.54</b>	<b>2,440,831.00</b>	<b>3,750,364.54</b>	<b>253.65%</b>
<b>Expenses</b>				
<b>5100 Salaries &amp; Benefits</b>				
			0.00	
<b>5121 Salaries - Administrative Staff</b>	420,140.46	1,178,105.00	(757,964.54)	35.66%
<b>5123 Payroll Service Fees</b>	3,467.00	16,137.00	(12,670.00)	21.48%
<b>5180 Employer Taxes</b>	40,500.75	131,650.00	(91,149.25)	30.76%
<b>5181 Health Benefits</b>	35,510.09	222,059.00	(186,548.91)	15.99%
<b>5198 401k Employer Match</b>	9,607.01	85,650.00	(76,042.99)	11.22%
<b>5199 Workers Comp &amp; Disability Insurance</b>	2,074.96	7,106.00	(5,031.04)	29.20%
<b>Total 5100 Salaries &amp; Benefits</b>	<b>511,300.27</b>	<b>1,640,707.00</b>	<b>(1,129,406.73)</b>	<b>31.16%</b>
<b>5400 Travel, Meetings &amp; Meals</b>				
			0.00	
<b>5401 Admin Travel</b>	28.59	9,000.00	(8,971.41)	
<b>5402 Tolls/Parking</b>	78.50		78.50	
<b>5403 Meals</b>	914.70		914.70	
<b>5408 Air/Train</b>	150.00		150.00	
<b>5409 Taxi</b>	10.00		10.00	
<b>5410 Mileage</b>	807.85		807.85	

**Maryland Clean Energy Center**  
**Budget vs. Actuals: Fiscal 2025 Admin/Ops Budget**  
 July 2024 - June 2025

	Total			
	Actual thru 10/31/2024	Full Year Budget	Remaining (Over) Budget	% of Budget
<b>Total 5401 Admin Travel</b>	<b>1,989.64</b>	<b>9,000.00</b>	<b>(7,010.36)</b>	<b>22.11%</b>
5590 Board Meetings/Internal Conferences	1,512.00	17,250.00	(15,738.00)	8.77%
5595 External Conferences	10,021.48	15,000.00	(4,978.52)	66.81%
<b>Total 5400 Travel, Meetings &amp; Meals</b>	<b>13,523.12</b>	<b>41,250.00</b>	<b>(27,726.88)</b>	<b>32.78%</b>
5500 Prof. Development & Training	1,166.19	9,880.00	(8,713.81)	11.80%
5700 Event Expenses			0.00	
5205 Merchant Service Fees	2,877.85	2,801.00	76.85	102.74%
5701 Food & Venue	167,915.55	218,113.00	(50,197.45)	76.99%
5704 Audio/Visual	5,308.84	13,434.00	(8,125.16)	39.52%
5706 Exhibitors & Speakers	1,450.22		1,450.22	
5707 Advertising & Marketing	2,500.00		2,500.00	
5708 Printing	6,551.00	6,400.00	151.00	102.36%
5709 Misc.	61.80		61.80	
5710 Event Travel Expense		1,450.00	(1,450.00)	0.00%
5711 Website & Graphics	3,156.48	7,200.00	(4,043.52)	43.84%
6316 Supplies & Materials - Events	6,201.08	7,200.00	(998.92)	86.13%
<b>Total 5700 Event Expenses</b>	<b>196,022.82</b>	<b>256,598.00</b>	<b>(60,575.18)</b>	<b>76.39%</b>
5800 Contractual Services			0.00	
5122 Interns	4,848.75	12,000.00	(7,151.25)	40.41%
5200 Professional Services			0.00	
5202 Accounting Fees	54,000.00	216,000.00	(162,000.00)	25.00%
5203 Legal Fees	18,390.00	75,000.00	(56,610.00)	24.52%
<b>Total 5200 Professional Services</b>	<b>72,390.00</b>	<b>291,000.00</b>	<b>(218,610.00)</b>	<b>24.88%</b>
5204 Bank Fees	673.55	1,800.00	(1,126.45)	37.42%
5806 Outside Contractor	79,450.73	253,000.00	(173,549.27)	31.40%
<b>Total 5800 Contractual Services</b>	<b>157,363.03</b>	<b>557,800.00</b>	<b>(400,436.97)</b>	<b>28.21%</b>
5804 Marketing		24,000.00	(24,000.00)	0.00%
5807 Graphic Design		4,000.00	(4,000.00)	0.00%
5808 Printing & Publications	1,816.00	4,400.00	(2,584.00)	41.27%
5809 Marketing/Advertising	2,695.72	8,100.00	(5,404.28)	33.28%
5813 Website			0.00	
5815 Domain Registration	36.16	1,000.00	(963.84)	3.62%
5816 Website Hosting	506.88	6,588.00	(6,081.12)	7.69%
5818 Email Marketing	394.00	912.00	(518.00)	43.20%
5821 Website Design	120.00	1,600.00	(1,480.00)	7.50%
<b>Total 5813 Website</b>	<b>1,057.04</b>	<b>10,100.00</b>	<b>(9,042.96)</b>	<b>10.47%</b>
5814 Digital & Design Tools		4,439.00	(4,439.00)	0.00%
<b>Total 5804 Marketing</b>	<b>5,568.76</b>	<b>55,039.00</b>	<b>(49,470.24)</b>	<b>10.12%</b>
6000 Program/Grant Support			0.00	
5960 MDPACE Support			0.00	
5961 Servicing	2,142.00	15,000.00	(12,858.00)	14.28%
5964 Marketing Collateral	6,254.67		6,254.67	
<b>Total 5960 MDPACE Support</b>	<b>8,396.67</b>	<b>15,000.00</b>	<b>(6,603.33)</b>	<b>55.98%</b>

**Maryland Clean Energy Center**  
**Budget vs. Actuals: Fiscal 2025 Admin/Ops Budget**  
 July 2024 - June 2025

	Total			
	Actual thru 10/31/2024	Full Year Budget	Remaining (Over) Budget	% of Budget
<b>C3F Support</b>			0.00	
Outside contractors	16,908.18	160,000.00	(143,091.82)	10.57%
Professional services - accounting		20,500.00	(20,500.00)	0.00%
Professional services - legal		20,000.00	(20,000.00)	0.00%
Program Support	75,019.44	44,000.00	31,019.44	170.50%
<b>Total C3F Support</b>	<b>91,927.62</b>	<b>244,500.00</b>	<b>(152,572.38)</b>	<b>37.60%</b>
<b>CEA Overhead support</b>			0.00	
5851 Program Administration	41,723.92		41,723.92	
5852 Program Coordinator		75,000.00	(75,000.00)	0.00%
5853 Legal Fees		600.00	(600.00)	0.00%
5854a Accounting Fees		12,000.00	(12,000.00)	0.00%
5855 Marketing-Website Development		1,000.00	(1,000.00)	0.00%
5856 Marketing-URL Fees & Hosting		563.00	(563.00)	0.00%
5857 Marketing-Maintenance & Updates		667.00	(667.00)	0.00%
5858 Marketing-Advertising & Direct Mail		18,000.00	(18,000.00)	0.00%
5860 Marketing-Collateral		1,500.00	(1,500.00)	0.00%
<b>Total CEA Overhead support</b>	<b>41,723.92</b>	<b>109,330.00</b>	<b>(67,606.08)</b>	<b>38.16%</b>
<b>Federal Grant Support</b>			0.00	
Contractual	77,859.59		77,859.59	
Contractual-Match	479.58		479.58	
Equipment	2,989.32		2,989.32	
Fringe	18,743.58		18,743.58	
Other	4,048.87		4,048.87	
Outreach & Education	13,129.00		13,129.00	
Personnel	55,039.67		55,039.67	
Supplies	472.78		472.78	
Travel	851.86		851.86	
<b>Total Federal Grant Support</b>	<b>173,614.25</b>	<b>0.00</b>	<b>173,614.25</b>	
<b>Wood Energy Project Support</b>			0.00	
Wood Energy Contractual Services		16,000.00	(16,000.00)	0.00%
Wood Energy Grant Coordinator	23,258.23	79,872.00	(56,613.77)	29.12%
Wood Energy Printing & Collateral		2,000.00	(2,000.00)	0.00%
Wood Energy Reports		6,000.00	(6,000.00)	0.00%
Wood Energy Travel Mileage/Expenses	5,346.34	7,440.00	(2,093.66)	71.86%
<b>Total Wood Energy Project Support</b>	<b>28,604.57</b>	<b>111,312.00</b>	<b>(82,707.43)</b>	<b>25.70%</b>
<b>Total 6000 Program/Grant Support</b>	<b>344,267.03</b>	<b>480,142.00</b>	<b>(135,874.97)</b>	<b>71.70%</b>
<b>6300 Office Expense</b>			0.00	
5817 IT Services	2,139.17	9,000.00	(6,860.83)	23.77%
5900 Office Supplies			0.00	
5901 Supplies - Office	4,215.00	24,000.00	(19,785.00)	17.56%
5904 Postage	99.67	500.00	(400.33)	19.93%
5906 Copier Lease		2,400.00	(2,400.00)	0.00%
<b>Total 5900 Office Supplies</b>	<b>4,314.67</b>	<b>26,900.00</b>	<b>(22,585.33)</b>	<b>16.04%</b>

**Maryland Clean Energy Center**  
**Budget vs. Actuals: Fiscal 2025 Admin/Ops Budget**  
 July 2024 - June 2025

	Actual thru 10/31/2024	Full Year Budget	Total Remaining (Over) Budget	% of Budget
5915 HR Management	2,205.00	14,400.00	(12,195.00)	15.31%
6301 Office Rent/Parking Fee	13,975.92	60,792.00	(46,816.08)	22.99%
6302 Insurance		2,000.00	(2,000.00)	0.00%
6303 Misc.	0.00	2,400.00	(2,400.00)	0.00%
6308 Janitorial	900.00	4,800.00	(3,900.00)	18.75%
6315 Telephone	3,685.60	12,885.00	(9,199.40)	28.60%
<b>Total 6300 Office Expense</b>	<b>27,220.36</b>	<b>133,177.00</b>	<b>(105,956.64)</b>	<b>20.44%</b>
6304 Dues & Subscriptions	2,255.20	9,007.00	(6,751.80)	25.04%
6351 Software Subscriptions	6,183.56	12,283.00	(6,099.44)	50.34%
<b>Total Expenses</b>	<b>1,264,870.34</b>	<b>3,195,883.00</b>	<b>(1,931,012.66)</b>	<b>39.58%</b>
<b>Net Operating Income</b>	<b>4,926,325.20</b>	<b>(755,052.00)</b>	<b>5,681,377.20</b>	<b>-652.45%</b>

# A/R Aging Summary

As of November 18, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Baltimore County Office of Budget & Finance	2,175.00	1,500.00				3,675.00
CLEARresult	2,000.00					2,000.00
DOT CFI Grant FY23 693JJ323NF00004						0.00
MCEC (O&E-ADMIN)	17,808.51					17,808.51
<b>Total DOT CFI Grant FY23 693JJ323NF00004</b>	<b>17,808.51</b>					<b>17,808.51</b>
First Energy Potomac Edison		3,703.33				3,703.33
Frederick County Division of Energy & Environment	250.00					250.00
Goucher College	18,837.00					18,837.00
International Biorefineries					1,200.00	1,200.00
Lightlity	2,000.00					2,000.00
Maryland Port Authority	525.00					525.00
MEIA				-2,690.29		-2,690.29
Montgomery County Green Bank	1,458.25	1,458.25				2,916.50
Morgan State University	18,799.32		46,963.21	20,138.81	10,800.00	96,701.34
NORESCO			1,500.00			1,500.00
Pepco Holdings, Inc.					2,500.00	2,500.00
Town of Chestertown	1,650.00					1,650.00
Univ. of Maryland - IBBR					19,869.98	19,869.98
Washington Gas	25,913.20					25,913.20
<b>TOTAL</b>	<b>\$91,416.28</b>	<b>\$6,661.58</b>	<b>\$48,463.21</b>	<b>\$17,448.52</b>	<b>\$34,369.98</b>	<b>\$198,359.57</b>

# A/P Aging Summary

As of November 18, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Alpha Engineering Associates, Inc		452.50				452.50
Benjamin Rupert		76.01				76.01
Clean Energy Credit Union	65,846.47		33,636.24			99,482.71
Council Fire LLC		798.14				798.14
Ecologix			17,750.00			17,750.00
Emerald Operating Partners LLC		3,000.00				3,000.00
InClime Solutions	2,500.00					2,500.00
Justin Sykes				-3,700.00		-3,700.00
MCEC					63.60	63.60
NV5 Inc.		24,532.00				24,532.00
Raissa Macasieb-Ludwig		6,695.00				6,695.00
SC&H Attest Services PC		8,750.00				8,750.00
Siemens Industry Inc	3,454.32		46,963.21	20,138.81	19,869.98	90,426.32
Tericka Mobley		75.00				75.00
<b>TOTAL</b>	<b>\$71,800.79</b>	<b>\$44,378.65</b>	<b>\$98,349.45</b>	<b>\$16,438.81</b>	<b>\$19,933.58</b>	<b>\$250,901.28</b>

# Board Financial Report

Maryland Energy Innovation Accelerator  
For the period ended October 31, 2024



Prepared on  
November 21, 2024



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# Variance Analysis

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## Variance Analysis

### Revenue

The largest revenue item is expected from State Grant Income, this is allocated from the SB960 legislation. This is \$625,000 expected from amongst \$1,200,000 committed annually in the SB960 legislation. Approximately \$250,000 of that funding will be used for investing as part of the CTFF and the remaining amount will go to MEI2 grants. MCEC is currently working on getting the funding out of MEA. An MOU between MEA and MCEC and a budget amendment is before the budget committee to unlock that funding. We expect to hear from them by November 29.

### Expenses

The largest variance is the 6000 Cohort Expenses. To get the revenue out of the EDA grant, we had to spend down our annual cohort expenses in the first quarter of this year. This was because we have historically underspent our match for the EDA grant and so had to spend the equivalent of our annual FY budget within the first quarter (which matches the Federal FY). We successfully spent our match in order to obtain the full revenue expected out of the EDA grant.

**MEIA's unrestricted cash balance at October 31, 2024 was \$40,626.**

# Statement of Revenues, Expenses and Changes in Net Position

July - October, 2024

	Total	
	Jul - Oct, 2024	Jul - Oct, 2023 (PY)
<b>INCOME</b>		
4200 Unrestricted Donations/Sponsorships		
4205 MCEC Unrestricted Commitment		150,000.00
4210 Corporate General Sponsorships	5,000.00	
<b>Total 4200 Unrestricted Donations/Sponsorships</b>	<b>5,000.00</b>	<b>150,000.00</b>
4300 Grant Revenue		
4215 Federal Grant Income	155,171.50	55,320.75
<b>Total 4300 Grant Revenue</b>	<b>155,171.50</b>	<b>55,320.75</b>
<b>Total Income</b>	<b>160,171.50</b>	<b>205,320.75</b>
<b>GROSS PROFIT</b>	<b>160,171.50</b>	<b>205,320.75</b>
<b>EXPENSES</b>		
6000 Cohort Expenses		
6004 Outside Contractors	76,254.56	10,116.64
6005 EEIRs	139,069.00	32,988.50
6007 Awards Given		1,000.00
6016 Cohort Marketing Support		2,163.50
6019 Cohort Events	2,697.36	
6026 Travel	2,460.50	
6060 Other Business Expenses	2,610.00	1,100.00
<b>Total 6000 Cohort Expenses</b>	<b>223,091.42</b>	<b>47,368.64</b>
7000 Administrative Expenses		
7001 Administration	60,063.00	93,804.30
7002 Salaries	19,923.08	
7003 Payroll Taxes	2,646.20	
7004 Fringe	2,539.25	
7005 Contracted Services	33,382.33	
<b>Total 7001 Administration</b>	<b>118,553.86</b>	<b>93,804.30</b>
7010 Advertising & Marketing	13,515.00	
7011 Printing	170.00	
7012 Graphic Design		4,562.50
<b>Total 7010 Advertising &amp; Marketing</b>	<b>13,685.00</b>	<b>4,562.50</b>
7018 Pitch Finale Event	196.80	
7020 Legal & Professional Services		
7021 Legal Fees	800.00	
7022 Accounting Fees	4,187.50	2,000.00
<b>Total 7020 Legal &amp; Professional Services</b>	<b>4,987.50</b>	<b>2,000.00</b>

		<b>Total</b>
	<b>Jul - Oct, 2024</b>	<b>Jul - Oct, 2023 (PY)</b>
7030 Office Expenses		
7034 Telephone	75.00	
7037 Office Supplies	73.11	3,668.76
<b>Total 7030 Office Expenses</b>	<b>148.11</b>	<b>3,668.76</b>
7036 Dues & Subscriptions		1,275.00
7038 Bank Charges & Fees	30.00	33.00
7039 Outreach & Education	5,000.00	
7040 Computer & Internet		
7041 Software Subscriptions	180.00	1,127.22
7042 Website & Domain	1,000.00	
<b>Total 7040 Computer &amp; Internet</b>	<b>1,180.00</b>	<b>1,127.22</b>
7045 Rent & Lease	2,430.99	2,770.81
7060 Travel	464.16	
7061 Parking & Tolls	112.32	
7062 Conferences	28.52	8,098.07
7065 Travel Meals	438.68	
<b>Total 7060 Travel</b>	<b>1,043.68</b>	<b>8,098.07</b>
<b>Total 7000 Administrative Expenses</b>	<b>147,255.94</b>	<b>117,339.66</b>
<b>Total Expenses</b>	<b>370,347.36</b>	<b>164,708.30</b>
<b>NET OPERATING INCOME</b>	<b>-210,175.86</b>	<b>40,612.45</b>
<b>OTHER INCOME</b>		
9200 Interest Earned	954.16	
<b>Total Other Income</b>	<b>954.16</b>	<b>0.00</b>
<b>NET OTHER INCOME</b>	<b>954.16</b>	<b>0.00</b>
<b>NET INCOME</b>	<b>\$ -209,221.70</b>	<b>\$40,612.45</b>

# Statement of Net Position

As of October 31, 2024

		Total
	As of Oct 31, 2024	As of Oct 31, 2023 (PY)
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Bank Accounts</b>		
1000 Sandy Spring Operating Account (4901)	29,682.00	373,552.60
1005 Sandy Spring HY Savings Account (4918)	10,944.16	
<b>Total Bank Accounts</b>	<b>40,626.16</b>	<b>373,552.60</b>
<b>Accounts Receivable</b>		
1100 Accounts Receivable (A/R)	155,171.50	55,320.75
<b>Total Accounts Receivable</b>	<b>155,171.50</b>	<b>55,320.75</b>
<b>Total Current Assets</b>	<b>195,797.66</b>	<b>428,873.35</b>
<b>TOTAL ASSETS</b>	<b>\$195,797.66</b>	<b>\$428,873.35</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable (A/P)	54,061.41	44,472.42
<b>Total Accounts Payable</b>	<b>54,061.41</b>	<b>44,472.42</b>
<b>Total Current Liabilities</b>	<b>54,061.41</b>	<b>44,472.42</b>
<b>Total Liabilities</b>	<b>54,061.41</b>	<b>44,472.42</b>
<b>Equity</b>		
3100 Retained Earnings	350,957.95	343,788.48
Net Income	-209,221.70	40,612.45
<b>Total Equity</b>	<b>141,736.25</b>	<b>384,400.93</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$195,797.66</b>	<b>\$428,873.35</b>

# 2025 Budget vs Actuals

July 2024 - June 2025

	Actual	Budget	over Budget	Total % of Budget
<b>INCOME</b>				
4200 Unrestricted Donations/Sponsorships				
4210 Corporate General Sponsorships	5,000.00	20,000.00	-15,000.00	25.00 %
<b>Total 4200 Unrestricted Donations/Sponsorships</b>	<b>5,000.00</b>	<b>20,000.00</b>	<b>-15,000.00</b>	<b>25.00 %</b>
4300 Grant Revenue				
4215 Federal Grant Income	155,171.50	160,000.00	-4,828.50	96.98 %
4310 State Grant Income		625,000.00	-625,000.00	
<b>Total 4300 Grant Revenue</b>	<b>155,171.50</b>	<b>785,000.00</b>	<b>-629,828.50</b>	<b>19.77 %</b>
<b>Total Income</b>	<b>160,171.50</b>	<b>805,000.00</b>	<b>-644,828.50</b>	<b>19.90 %</b>
<b>GROSS PROFIT</b>	<b>160,171.50</b>	<b>805,000.00</b>	<b>-644,828.50</b>	<b>19.90 %</b>
<b>EXPENSES</b>				
6000 Cohort Expenses				
6004 Outside Contractors	76,254.56		76,254.56	
6005 EEIRs	139,069.00	215,000.00	-75,931.00	64.68 %
6019 Cohort Events	2,697.36		2,697.36	
6026 Travel	2,460.50		2,460.50	
6060 Other Business Expenses	2,610.00		2,610.00	
<b>Total 6000 Cohort Expenses</b>	<b>223,091.42</b>	<b>215,000.00</b>	<b>8,091.42</b>	<b>103.76 %</b>
7000 Administrative Expenses				
7001 Administration	60,063.00		60,063.00	
7002 Salaries	19,923.08	281,250.00	-261,326.92	7.08 %
7003 Payroll Taxes	2,646.20	21,519.00	-18,872.80	12.30 %
7004 Fringe	2,539.25	57,240.00	-54,700.75	4.44 %
7005 Contracted Services	33,382.33	99,400.00	-66,017.67	33.58 %
<b>Total 7001 Administration</b>	<b>118,553.86</b>	<b>459,409.00</b>	<b>-340,855.14</b>	<b>25.81 %</b>
7010 Advertising & Marketing	13,515.00		13,515.00	

				Total
	Actual	Budget	over Budget	% of Budget
7011 Printing	170.00		170.00	
7016 Business development & outreach		0.00	0.00	
<b>Total 7010 Advertising &amp; Marketing</b>	<b>13,685.00</b>	<b>0.00</b>	<b>13,685.00</b>	
7018 Pitch Finale Event	196.80	20,000.00	-19,803.20	0.98 %
7020 Legal & Professional Services				
7021 Legal Fees	800.00		800.00	
7022 Accounting Fees	5,187.50	12,000.00	-6,812.50	43.23 %
<b>Total 7020 Legal &amp; Professional Services</b>	<b>5,987.50</b>	<b>12,000.00</b>	<b>-6,012.50</b>	<b>49.90 %</b>
7030 Office Expenses				
7034 Telephone	75.00	6,000.00	-5,925.00	1.25 %
7037 Office Supplies	73.11		73.11	
<b>Total 7030 Office Expenses</b>	<b>148.11</b>	<b>6,000.00</b>	<b>-5,851.89</b>	<b>2.47 %</b>
7038 Bank Charges & Fees	30.00		30.00	
7039 Outreach & Education	5,000.00		5,000.00	
7040 Computer & Internet				
7041 Software Subscriptions	229.50	6,000.00	-5,770.50	3.83 %
7042 Website & Domain	1,000.00		1,000.00	
<b>Total 7040 Computer &amp; Internet</b>	<b>1,229.50</b>	<b>6,000.00</b>	<b>-4,770.50</b>	<b>20.49 %</b>
7045 Rent & Lease	2,430.99	9,600.00	-7,169.01	25.32 %
7060 Travel	464.16		464.16	
7061 Parking & Tolls	139.32		139.32	
7062 Conferences	528.52	25,000.00	-24,471.48	2.11 %
7065 Travel Meals	438.68		438.68	
<b>Total 7060 Travel</b>	<b>1,570.68</b>	<b>25,000.00</b>	<b>-23,429.32</b>	<b>6.28 %</b>
<b>Total 7000 Administrative Expenses</b>	<b>148,832.44</b>	<b>538,009.00</b>	<b>-389,176.56</b>	<b>27.66 %</b>
<b>Total Expenses</b>	<b>371,923.86</b>	<b>753,009.00</b>	<b>-381,085.14</b>	<b>49.39 %</b>
<b>NET OPERATING INCOME</b>	<b>-211,752.36</b>	<b>51,991.00</b>	<b>-263,743.36</b>	<b>-407.29 %</b>

OTHER INCOME

	Actual	Budget	over Budget	Total % of Budget
9200 Interest Earned	954.16		954.16	
<b>Total Other Income</b>	<b>954.16</b>	<b>0.00</b>	<b>954.16</b>	<b>0.00%</b>
<b>OTHER EXPENSES</b>				
6070 Other Miscellaneous Expense	0.00		0.00	
<b>Total Other Expenses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>NET OTHER INCOME</b>	<b>954.16</b>	<b>0.00</b>	<b>954.16</b>	<b>0.00%</b>
<b>NET INCOME</b>	<b>\$ -210,798.20</b>	<b>\$51,991.00</b>	<b>\$ -262,789.20</b>	<b>-405.45 %</b>



# A/R Aging Summary

As of November 21, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
EDA Grant		155,171.50				155,171.50
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$155,171.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$155,171.50</b>

# A/P Aging Summary

As of November 21, 2024

	Current	1 - 30	31 - 60	61 - 90	91 and over	Total
Ben Margolis (ben.margolis@mdeia.org)		75.00				75.00
Connect the Dotz LLC			4,225.00			4,225.00
dk east associates		1,049.50	1,045.00			2,094.50
Finev Inc			5,000.00			5,000.00
Gro Enterprises Inc			5,000.00			5,000.00
JM and Associates LLC				50.00	-3,500.00	-3,450.00
Justin Brodie-Kommit			486.95			486.95
Kathleen Baireuther			4,250.00	-1,400.00		2,850.00
Mario Urdaneta			6,000.00			6,000.00
Maryland Clean Energy Center*		29,196.83			-1,253.37	27,943.46
Randi Williams				-750.00		-750.00
Rising Stride Strategies LLC				-1,150.00		-1,150.00
Technoventures LLC			5,000.00			5,000.00
Todd Sabin			1,040.00			1,040.00
Xquisite Catering LLC			746.00			746.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$30,321.33</b>	<b>\$32,792.95</b>	<b>\$ -3,250.00</b>	<b>\$ -4,753.37</b>	<b>\$55,110.91</b>

# Grants and Programs Report

Maryland Clean Energy Center

For the period ended October 31, 2024



Prepared by

**Dorothy Kolb**

Prepared on

**November 19, 2024**

# Program Reporting:C3 Fund Admin P&L By Fiscal Year

September 2023 - October 2024

	Sep 2023 - Jun 2024	Jul - Oct, 2024	Total
<b>INCOME</b>			
<b>Total Income</b>			<b>0.00</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>			
5100 Salaries & Benefits			0.00
5121 Salaries - Administrative Staff	124,319.95		124,319.95
5181 Health Benefits	25,898.62		25,898.62
<b>Total 5100 Salaries &amp; Benefits</b>	<b>150,218.57</b>		<b>150,218.57</b>
5800 Contractual Services			0.00
5806 Outside Contractor	1,750.00		1,750.00
<b>Total 5800 Contractual Services</b>	<b>1,750.00</b>		<b>1,750.00</b>
6000 Program/Grant Support			0.00
C3F Support			0.00
Outside contractors		4,200.00	4,200.00
Program Support		75,019.44	75,019.44
<b>Total C3F Support</b>		<b>79,219.44</b>	<b>79,219.44</b>
<b>Total 6000 Program/Grant Support</b>		<b>79,219.44</b>	<b>79,219.44</b>
<b>Total Expenses</b>	<b>151,968.57</b>	<b>79,219.44</b>	<b>231,188.01</b>
<b>NET OPERATING INCOME</b>	<b>-151,968.57</b>	<b>-79,219.44</b>	<b>-231,188.01</b>
<b>NET INCOME</b>	<b>\$ -151,968.57</b>	<b>\$ -79,219.44</b>	<b>\$ -231,188.01</b>

# Program Reporting:C3 Fund Direct P&L By Fiscal Year

September 2023 - August 2024

	Sep 2023 - Jun 2024	Jul - Aug, 2024	Total
<b>INCOME</b>			
4100 Grant Revenue			0.00
C3 Fund Administration Revenue	5,000,000.00	5,000,000.00	10,000,000.00
<b>Total 4100 Grant Revenue</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>10,000,000.00</b>
<b>Total Income</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>10,000,000.00</b>
<b>GROSS PROFIT</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>10,000,000.00</b>
<b>EXPENSES</b>			
6000 Program/Grant Support			0.00
C3F Support			0.00
Outside contractors	3,622.50		3,622.50
Professional services - accounting	5,000.00		5,000.00
Professional services - legal	3,450.50		3,450.50
<b>Total C3F Support</b>	<b>12,073.00</b>		<b>12,073.00</b>
<b>Total 6000 Program/Grant Support</b>	<b>12,073.00</b>		<b>12,073.00</b>
<b>Total Expenses</b>	<b>12,073.00</b>	<b>0.00</b>	<b>12,073.00</b>
<b>NET OPERATING INCOME</b>	<b>4,987,927.00</b>	<b>5,000,000.00</b>	<b>9,987,927.00</b>
<b>OTHER INCOME</b>			
4950 Restricted Interest Income	149,634.36	36,542.32	186,176.68
<b>Total Other Income</b>	<b>149,634.36</b>	<b>36,542.32</b>	<b>186,176.68</b>
<b>NET OTHER INCOME</b>	<b>149,634.36</b>	<b>36,542.32</b>	<b>186,176.68</b>
<b>NET INCOME</b>	<b>\$5,137,561.36</b>	<b>\$5,036,542.32</b>	<b>\$10,174,103.68</b>

# Federal Grant Reporting:CFI 1A/Community P&L By Fiscal Year

January - October, 2024

	Jan - Jun, 2024	Jul - Oct, 2024	Total
<b>INCOME</b>			
4100 Grant Revenue			0.00
Federal Grants		17,808.51	17,808.51
<b>Total 4100 Grant Revenue</b>		<b>17,808.51</b>	<b>17,808.51</b>
<b>Total Income</b>	<b>0.00</b>	<b>17,808.51</b>	<b>17,808.51</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>17,808.51</b>	<b>17,808.51</b>
<b>EXPENSES</b>			
5804 Marketing			0.00
5809 Marketing/Advertising	1,332.34		1,332.34
<b>Total 5804 Marketing</b>	<b>1,332.34</b>		<b>1,332.34</b>
6000 Program/Grant Support			0.00
Federal Grant Support			0.00
Contractual	7,210.00	21,677.33	28,887.33
Contractual-Match		49.58	49.58
Fringe		1,626.34	1,626.34
Personnel		9,003.12	9,003.12
Supplies	590.00	63.55	653.55
<b>Total Federal Grant Support</b>	<b>7,800.00</b>	<b>32,419.92</b>	<b>40,219.92</b>
<b>Total 6000 Program/Grant Support</b>	<b>7,800.00</b>	<b>32,419.92</b>	<b>40,219.92</b>
<b>Total Expenses</b>	<b>9,132.34</b>	<b>32,419.92</b>	<b>41,552.26</b>
<b>NET OPERATING INCOME</b>	<b>-9,132.34</b>	<b>-14,611.41</b>	<b>-23,743.75</b>
<b>NET INCOME</b>	<b>\$ -9,132.34</b>	<b>\$ -14,611.41</b>	<b>\$ -23,743.75</b>

# Federal Grant Reporting:EPA Solar For All P&L By Fiscal Year

July - October, 2024

	Jul - Oct, 2024	Total
<b>INCOME</b>		
<b>Total Income</b>		<b>0.00</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>		
5100 Salaries & Benefits		0.00
5123 Payroll Service Fees	39.00	39.00
<b>Total 5100 Salaries &amp; Benefits</b>	<b>39.00</b>	<b>39.00</b>
6000 Program/Grant Support		0.00
Federal Grant Support		0.00
Contractual	11,003.22	11,003.22
Fringe	2,155.61	2,155.61
Other	75.00	75.00
Personnel	11,219.14	11,219.14
Supplies	1,992.88	1,992.88
Travel	851.26	851.26
<b>Total Federal Grant Support</b>	<b>27,297.11</b>	<b>27,297.11</b>
<b>Total 6000 Program/Grant Support</b>	<b>27,297.11</b>	<b>27,297.11</b>
<b>Total Expenses</b>	<b>27,336.11</b>	<b>27,336.11</b>
<b>NET OPERATING INCOME</b>	<b>-27,336.11</b>	<b>-27,336.11</b>
<b>NET INCOME</b>	<b>\$ -27,336.11</b>	<b>\$ -27,336.11</b>



# Maryland Clean Energy Center

## USDA REAP Grant P&L By Fiscal Year

October 2023 - October 2024

	OCT 2023 - JUN 2024	JUL - OCT, 2024	TOTAL
<b>Income</b>			
4100 Grant Revenue			\$0.00
Federal Grants	48,832.02	27,447.86	\$76,279.88
<b>Total 4100 Grant Revenue</b>	<b>48,832.02</b>	<b>27,447.86</b>	<b>\$76,279.88</b>
<b>Total Income</b>	<b>\$48,832.02</b>	<b>\$27,447.86</b>	<b>\$76,279.88</b>
<b>GROSS PROFIT</b>	<b>\$48,832.02</b>	<b>\$27,447.86</b>	<b>\$76,279.88</b>
<b>Expenses</b>			
6000 Program/Grant Support			\$0.00
Federal Grant Support			\$0.00
Contractual	33,991.00	16,500.00	\$50,491.00
Fringe	1,811.11	387.40	\$2,198.51
Other		1,189.99	\$1,189.99
Outreach & Education		13,129.00	\$13,129.00
Personnel	8,455.19	2,076.34	\$10,531.53
Supplies	451.91	174.00	\$625.91
Travel	640.81	362.80	\$1,003.61
<b>Total Federal Grant Support</b>	<b>45,350.02</b>	<b>33,819.53</b>	<b>\$79,169.55</b>
<b>Total 6000 Program/Grant Support</b>	<b>45,350.02</b>	<b>33,819.53</b>	<b>\$79,169.55</b>
<b>Total Expenses</b>	<b>\$45,350.02</b>	<b>\$33,819.53</b>	<b>\$79,169.55</b>
<b>NET OPERATING INCOME</b>	<b>\$3,482.00</b>	<b>\$ -6,371.67</b>	<b>\$ -2,889.67</b>
<b>NET INCOME</b>	<b>\$3,482.00</b>	<b>\$ -6,371.67</b>	<b>\$ -2,889.67</b>





# Maryland Clean Energy Center

## US Energy Foundation Grant P&L By Fiscal Year

July 2023 - October 2024

	JUL 2023 - JUN 2024	JUL - OCT, 2024	TOTAL
<b>Income</b>			
4100 Grant Revenue			\$0.00
Federal Grants	125,000.00		\$125,000.00
<b>Total 4100 Grant Revenue</b>	<b>125,000.00</b>		<b>\$125,000.00</b>
<b>Total Income</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>
<b>GROSS PROFIT</b>	<b>\$125,000.00</b>	<b>\$0.00</b>	<b>\$125,000.00</b>
<b>Expenses</b>			
5800 Contractual Services			\$0.00
5806 Outside Contractor		17,750.00	\$17,750.00
<b>Total 5800 Contractual Services</b>		<b>17,750.00</b>	<b>\$17,750.00</b>
6000 Program/Grant Support			\$0.00
Federal Grant Support			\$0.00
Contractual		17,955.00	\$17,955.00
Contractual-Match		430.00	\$430.00
Equipment		996.44	\$996.44
Fringe	10,503.92	13,903.94	\$24,407.86
Other	525.00	154.43	\$679.43
Outreach & Education	9,941.25		\$9,941.25
Personnel	53,028.65	28,811.50	\$81,840.15
Supplies	25.15	235.23	\$260.38
Travel	65.74	426.51	\$492.25
<b>Total Federal Grant Support</b>	<b>74,089.71</b>	<b>62,913.05</b>	<b>\$137,002.76</b>
<b>Total 6000 Program/Grant Support</b>	<b>74,089.71</b>	<b>62,913.05</b>	<b>\$137,002.76</b>
<b>Total Expenses</b>	<b>\$74,089.71</b>	<b>\$80,663.05</b>	<b>\$154,752.76</b>
<b>NET OPERATING INCOME</b>	<b>\$50,910.29</b>	<b>\$ -80,663.05</b>	<b>\$ -29,752.76</b>
<b>NET INCOME</b>	<b>\$50,910.29</b>	<b>\$ -80,663.05</b>	<b>\$ -29,752.76</b>



# Maryland Clean Energy Center

## Wood Energy P&L By Fiscal Year

July 2021 - October 2024

	JUL 2021 - JUN 2022	JUL 2022 - JUN 2023	JUL 2023 - JUN 2024	JUL - OCT, 2024	TOTAL
<b>Income</b>					
4100 Grant Revenue		0.00			\$0.00
4140 Wood Energy Grant Funding	212,100.00	59,000.00			\$271,100.00
Federal Grants			12,500.00		\$12,500.00
State Grants			112,100.00	100,000.00	\$212,100.00
<b>Total 4100 Grant Revenue</b>	<b>212,100.00</b>	<b>59,000.00</b>	<b>124,600.00</b>	<b>100,000.00</b>	<b>\$495,700.00</b>
<b>Total Income</b>	<b>\$212,100.00</b>	<b>\$59,000.00</b>	<b>\$124,600.00</b>	<b>\$100,000.00</b>	<b>\$495,700.00</b>
<b>GROSS PROFIT</b>	<b>\$212,100.00</b>	<b>\$59,000.00</b>	<b>\$124,600.00</b>	<b>\$100,000.00</b>	<b>\$495,700.00</b>
<b>Expenses</b>					
5100 Salaries & Benefits					\$0.00
5199 Workers Comp & Disability Insurance			38.36		\$38.36
<b>Total 5100 Salaries &amp; Benefits</b>			<b>38.36</b>		<b>\$38.36</b>
6000 Program/Grant Support					\$0.00
Federal Grant Support					\$0.00
Contractual			12,500.00		\$12,500.00
Travel			104.52		\$104.52
<b>Total Federal Grant Support</b>			<b>12,604.52</b>		<b>\$12,604.52</b>
Wood Energy Project Support			6,152.65		\$6,152.65
Wood Energy Contractual Services		3,500.00			\$3,500.00
Wood Energy Grant Coordinator	60,509.81	71,337.65	72,792.81	23,258.23	\$227,898.50
Wood Energy Printing & Collateral	259.47	251.00	275.00		\$785.47
Wood Energy Reports		17,000.00	14,500.00		\$31,500.00
Wood Energy Software Subscriptions	106.99				\$106.99
Wood Energy Travel Mileage/Expenses	1,150.04	9,566.39	17,635.63	5,346.34	\$33,698.40
<b>Total Wood Energy Project Support</b>	<b>62,026.31</b>	<b>101,655.04</b>	<b>111,356.09</b>	<b>28,604.57</b>	<b>\$303,642.01</b>
<b>Total 6000 Program/Grant Support</b>	<b>62,026.31</b>	<b>101,655.04</b>	<b>123,960.61</b>	<b>28,604.57</b>	<b>\$316,246.53</b>
<b>Total Expenses</b>	<b>\$62,026.31</b>	<b>\$101,655.04</b>	<b>\$123,998.97</b>	<b>\$28,604.57</b>	<b>\$316,284.89</b>
<b>NET OPERATING INCOME</b>	<b>\$150,073.69</b>	<b>\$ -42,655.04</b>	<b>\$601.03</b>	<b>\$71,395.43</b>	<b>\$179,415.11</b>
<b>NET INCOME</b>	<b>\$150,073.69</b>	<b>\$ -42,655.04</b>	<b>\$601.03</b>	<b>\$71,395.43</b>	<b>\$179,415.11</b>

# Grants and Programs Report

Maryland Clean Energy Center

For the period ended October 31, 2024



Prepared by

**Dorothy Kolb**

Prepared on

**November 19, 2024**

# Program Reporting:C3 Fund Admin P&L By Fiscal Year

September 2023 - October 2024

	Sep 2023 - Jun 2024	Jul - Oct, 2024	Total
<b>INCOME</b>			
<b>Total Income</b>			<b>0.00</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>			
5100 Salaries & Benefits			0.00
5121 Salaries - Administrative Staff	124,319.95		124,319.95
5181 Health Benefits	25,898.62		25,898.62
<b>Total 5100 Salaries &amp; Benefits</b>	<b>150,218.57</b>		<b>150,218.57</b>
5800 Contractual Services			0.00
5806 Outside Contractor	1,750.00		1,750.00
<b>Total 5800 Contractual Services</b>	<b>1,750.00</b>		<b>1,750.00</b>
6000 Program/Grant Support			0.00
C3F Support			0.00
Outside contractors		4,200.00	4,200.00
Program Support		75,019.44	75,019.44
<b>Total C3F Support</b>		<b>79,219.44</b>	<b>79,219.44</b>
<b>Total 6000 Program/Grant Support</b>		<b>79,219.44</b>	<b>79,219.44</b>
<b>Total Expenses</b>	<b>151,968.57</b>	<b>79,219.44</b>	<b>231,188.01</b>
<b>NET OPERATING INCOME</b>	<b>-151,968.57</b>	<b>-79,219.44</b>	<b>-231,188.01</b>
<b>NET INCOME</b>	<b>\$ -151,968.57</b>	<b>\$ -79,219.44</b>	<b>\$ -231,188.01</b>

# Program Reporting:C3 Fund Direct P&L By Fiscal Year

September 2023 - August 2024

	Sep 2023 - Jun 2024	Jul - Aug, 2024	Total
<b>INCOME</b>			
4100 Grant Revenue			0.00
C3 Fund Administration Revenue	5,000,000.00	5,000,000.00	10,000,000.00
<b>Total 4100 Grant Revenue</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>10,000,000.00</b>
<b>Total Income</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>10,000,000.00</b>
<b>GROSS PROFIT</b>	<b>5,000,000.00</b>	<b>5,000,000.00</b>	<b>10,000,000.00</b>
<b>EXPENSES</b>			
6000 Program/Grant Support			0.00
C3F Support			0.00
Outside contractors	3,622.50		3,622.50
Professional services - accounting	5,000.00		5,000.00
Professional services - legal	3,450.50		3,450.50
<b>Total C3F Support</b>	<b>12,073.00</b>		<b>12,073.00</b>
<b>Total 6000 Program/Grant Support</b>	<b>12,073.00</b>		<b>12,073.00</b>
<b>Total Expenses</b>	<b>12,073.00</b>	<b>0.00</b>	<b>12,073.00</b>
<b>NET OPERATING INCOME</b>	<b>4,987,927.00</b>	<b>5,000,000.00</b>	<b>9,987,927.00</b>
<b>OTHER INCOME</b>			
4950 Restricted Interest Income	149,634.36	36,542.32	186,176.68
<b>Total Other Income</b>	<b>149,634.36</b>	<b>36,542.32</b>	<b>186,176.68</b>
<b>NET OTHER INCOME</b>	<b>149,634.36</b>	<b>36,542.32</b>	<b>186,176.68</b>
<b>NET INCOME</b>	<b>\$5,137,561.36</b>	<b>\$5,036,542.32</b>	<b>\$10,174,103.68</b>

# Federal Grant Reporting:CFI 1A/Community P&L By Fiscal Year

January - October, 2024

	Jan - Jun, 2024	Jul - Oct, 2024	Total
<b>INCOME</b>			
4100 Grant Revenue			0.00
Federal Grants		17,808.51	17,808.51
<b>Total 4100 Grant Revenue</b>		<b>17,808.51</b>	<b>17,808.51</b>
<b>Total Income</b>	<b>0.00</b>	<b>17,808.51</b>	<b>17,808.51</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>17,808.51</b>	<b>17,808.51</b>
<b>EXPENSES</b>			
5804 Marketing			0.00
5809 Marketing/Advertising	1,332.34		1,332.34
<b>Total 5804 Marketing</b>	<b>1,332.34</b>		<b>1,332.34</b>
6000 Program/Grant Support			0.00
Federal Grant Support			0.00
Contractual	7,210.00	21,677.33	28,887.33
Contractual-Match		49.58	49.58
Fringe		1,626.34	1,626.34
Personnel		9,003.12	9,003.12
Supplies	590.00	63.55	653.55
<b>Total Federal Grant Support</b>	<b>7,800.00</b>	<b>32,419.92</b>	<b>40,219.92</b>
<b>Total 6000 Program/Grant Support</b>	<b>7,800.00</b>	<b>32,419.92</b>	<b>40,219.92</b>
<b>Total Expenses</b>	<b>9,132.34</b>	<b>32,419.92</b>	<b>41,552.26</b>
<b>NET OPERATING INCOME</b>	<b>-9,132.34</b>	<b>-14,611.41</b>	<b>-23,743.75</b>
<b>NET INCOME</b>	<b>\$ -9,132.34</b>	<b>\$ -14,611.41</b>	<b>\$ -23,743.75</b>

# Federal Grant Reporting:EPA Solar For All P&L By Fiscal Year

July - October, 2024

	Jul - Oct, 2024	Total
<b>INCOME</b>		
<b>Total Income</b>		<b>0.00</b>
<b>GROSS PROFIT</b>	<b>0.00</b>	<b>0.00</b>
<b>EXPENSES</b>		
5100 Salaries & Benefits		0.00
5123 Payroll Service Fees	39.00	39.00
<b>Total 5100 Salaries &amp; Benefits</b>	<b>39.00</b>	<b>39.00</b>
6000 Program/Grant Support		0.00
Federal Grant Support		0.00
Contractual	11,003.22	11,003.22
Fringe	2,155.61	2,155.61
Other	75.00	75.00
Personnel	11,219.14	11,219.14
Supplies	1,992.88	1,992.88
Travel	851.26	851.26
<b>Total Federal Grant Support</b>	<b>27,297.11</b>	<b>27,297.11</b>
<b>Total 6000 Program/Grant Support</b>	<b>27,297.11</b>	<b>27,297.11</b>
<b>Total Expenses</b>	<b>27,336.11</b>	<b>27,336.11</b>
<b>NET OPERATING INCOME</b>	<b>-27,336.11</b>	<b>-27,336.11</b>
<b>NET INCOME</b>	<b>\$ -27,336.11</b>	<b>\$ -27,336.11</b>

# MARYLAND CLEAN ENERGY CENTER (“MCEC”) BOARD RESOLUTION

WHEREAS, the Board, on the recommendation of the President and Executive Director has determined to implement a § 401(k) Special Independent Match program; and

WHEREAS, the Board of Trustees of the Maryland Teachers and State Employees Supplemental Retirement Plans is expected to approve MCEC’s request to make employee contributions to the Plan as an autonomous agency.

It is hereby RESOLVED:

1. That a special independent match contribution by MCEC to the State of Maryland § 401(k) Savings and Investment Plan is AUTHORIZED and APPROVED.
2. The formula for the match contribution shall be 100% of up to 6% of employee contributions to the State of Maryland §401(k) Savings and Investment Plan.
3. The maximum match contribution for a fiscal year (July 1<sup>st</sup> to June 30<sup>th</sup>) shall be \$15,000.00 adjusted by cost-of-living increases (an automatic increase in a dollar value for the purpose of reflecting increases in the cost of living to the extent prescribed in or pursuant to regulations under Section 415(d), section 402(g), or section 414(v) of the Internal Revenue Code).
4. Eligible employees shall be all MCEC full-time employees and part-time employees working at least 1,000 hours per year who participate in the State of Maryland § 401(k) Savings and Investment Plan.
5. The effective date of the special independent match plan shall be 30 days after the adoption of this resolution or as soon thereafter as the necessary procedures can be implemented.
6. The management of MCEC is authorized to, and instructed to take all steps that are necessary or desirable to carry out the intent and purpose of this resolution.

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## CERTIFICATION

I, Katherine Magruder, Secretary of the Board of Directors of MCEC, CERTIFY that the above resolution was adopted by the Board at a duly held meeting on \_\_\_\_\_, 2024 by a vote of \_\_\_\_\_.

Date: \_\_\_\_\_.



**MCEC OFFICE Space- Tech  
Ventures Building, UMD**

FY 2025	TOTAL SF		COST per SF	MONTHLY COST	ANNUAL COST	FY25 EXPENSE	PREP & FURNISHING	TOTAL COST	FY 25 APPROVED BUDGET	COVERED BY GRANT FUNDS	FY 2025 TOTAL VARIANCE	Assumptions
1122 (CURRENT) MEIA budget	442	7/1/24-6/30/25	\$ 22.00	\$ 810	\$ 9,724	\$ 9,724		\$ 9,724	\$ 9,724	\$ -	\$ -	
3101 (CURRENT) lease expiring	1996	7/1/24-1/31/25	\$ 16.37	\$ 2,723	\$ 32,675	\$ 19,060		\$ 19,060	\$ 35,462	\$ 1,362	\$ 17,764	
3101 (PROPOSED) new lease for current space	1996	2/1/25-6/30/25	\$ 19.10	\$ 3,177	\$ 38,124	\$ 15,810		\$ 15,810	\$ 25,330	\$ 7,905	\$ 17,425	50% of rent to SFA indirect
											\$ -	
2122 (PROPOSED) new space	326	1/1-6/30/25	\$ 22.00	\$ 598	\$ 7,172	\$ 3,586	\$ 12,688	\$ 16,274	\$ -	\$ 16,274	\$ -	100% covered by SFA direct
											\$ -	
3102 (PROPOSED) new space	892	4/1/25-6/30/26	\$ 22.00	\$ 1,635	\$ 19,624	\$ 4,906	\$ 33,200	\$ 38,106	\$ -	\$ 33,200	\$ (4,906)	
						\$ 53,086		\$ 98,974	\$ 70,516	\$ 58,741	\$ 30,283	

FY 2026	TOTAL SF		COST per SF	MONTHLY COST	ANNUAL COST	FY26 EXPENSE	PREP & FURNISH	TOTAL COST		COVERED BY GRANT FUNDS	FY 2026 BUDGET REQUIRED	
1122 (RENEW)	442		\$ 22.66	\$ 835	\$ 10,016	\$ 10,016		\$ 10,016		\$ -	\$ 10,016	
3101 (CURRENT) new lease 2/1/2025	1996		\$ 19.10	\$ 3,177	\$ 38,124	\$ 38,124		\$ 38,124		\$ 18,997	\$ 19,127	50% rent SFA indirect / 50% MCEC operating budget
2122 (PROPOSED)	326		\$ 22.00	\$ 598	\$ 7,172	\$ 7,172		\$ 7,172		\$ 7,172	\$ -	covered by SFA
3102 (PROPOSED) new space	892		\$ 22.00	\$ 1,635	\$ 19,624	\$ 19,624		\$ 19,624		\$ 19,624	\$ -	covered by CFI 1B
						\$ 74,935		\$ 74,935		\$ 45,793	\$ 29,142	

\*Lease terms are year to year, unless otherwise negotiated.

FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	
\$ 34,870	\$ 74,935	\$ 77,183	\$ 79,499	\$ 81,884	\$ 84,340	Total Gross Rent
\$ 43,888						Furnishings for 2nd & additional 3rd floor
\$ (15,000)						SFA budget line item for furnishings direct line item
\$ (5,000)	\$ (5,000)					furnishings covered by SFA indirect
\$ (8,750)	\$ (17,500)	\$ (17,500)	\$ (17,500)	\$ (17,500)	\$ (17,500)	rent covered by SFA indirect
\$ (3,586)	\$ (7,172)	\$ (7,391)	\$ (7,613)	\$ (7,841)	\$ (8,076)	rent covered by SFA direct
\$ (24,000)	\$ (48,000)	\$ (48,000)	\$ (48,000)	\$ (48,000)	\$ (48,000)	rent 80% coverage by CFI 1B indirect
\$ (24,456)						Remaining FY2025 MCEC rent budget
\$ (2,034)	\$ (2,737)	\$ 4,292	\$ 6,386	\$ 8,543	\$ 10,764	Required rent budget in future fiscal years



**Office of Business,  
Finance, and Facilities**

Maryland Technology Enterprise  
Institute Office of Business, Finance, and  
Facilities  
Room 1105, Herbert Rabin Technology Advancement Bldg  
387 College Park, MD 20742  
301-405-0126

November 20, 2024

To Whom It May Concern,

The Maryland Clean Energy Center (MCEC) will have to go through the Facilities Use Application (FUA) process to renew the Facilities Use License (FUL) that is up for renewal in early 2025. As of November 20, 2024, the University of Maryland has decided to only allow 1-year terms for all entities leasing space on campus, including MCEC. Mtech is in communication with the intake committee about granting multi-year leases to certain groups without a conflict of interest, but those talks are still ongoing. Mtech will notify the Maryland Clean Energy Center as soon as a decision is reached.

Mtech has granted MCEC new spaces for 2025 and the terms and rates of those new rooms are in the table below:

Suite Number	Total Square Footage	Price Per Square Foot	Yearly Rate	Monthly Rate	Start Date
3105 (03101)	1996	\$19.10	\$38,123.60	\$3,176.97	2/1/25
1122	442	\$22.00	\$9,724.00	\$810.33	2/1/25
2122	326	\$22.00	\$7,172.00	\$597.67	1/1/25
3102	892	\$22.00	\$19,624.00	\$1,635.33	4/1/25

The end date for all four suites will be January 31, 2026 and starting February 1, 2026 all four suites will be on the same term schedule. If the university enforces the 1-year term limit, then MCEC will experience a 3% increase for all four suites starting on February 1, 2026. The terms and rates for 2026 will look like this:

Suite Number	Total Square Footage	Price Per Square Foot	Yearly Rate	Monthly Rate	Start Date
3105 (03101)	1996	\$19.67	\$39,261.32	\$3,271.78	2/1/26
1122	442	\$22.66	\$10,015.72	\$834.64	2/1/26
2122	326	\$22.66	\$7,387.16	\$615.60	2/1/26
3102	892	\$22.66	\$20,212.72	\$1,684.39	2/1/26

Mtech will let MCEC know if multi-year terms will be available, but a decision won't be made until December or January.

Sincerely,

Dan Kunitz, Mtech Ventures Director, Maryland Technology Enterprise Institute (Mtech)



Presented by the  
**Maryland Clean  
Energy Center**

# WRAP-UP REPORT

# EVENT OVERVIEW

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## 2024 CLEAN ENERGY SUMMIT

### Event Details:

- Event Dates: October 7-8, 2024
- Hosted By: Maryland Clean Energy Center
- Pre-Summit Event: MEIA Climate Tech Exchange, Roundtable Sessions on October 7, 2024
- Location: College Park Marriott Hotel & Conference Center

### Primary Goal:

The 2024 Clean Energy Summit will bring together key stakeholders—policymakers, industry leaders, and advocates—to discuss clean energy challenges, initiatives, and opportunities. The goal is to turn these discussions into actionable solutions that drive Maryland’s transition to a sustainable, decarbonized future, advancing clean technologies and reducing greenhouse gas emissions.



# KEY METRICS

Summit Day 2  
Attendance

**378**

2023=293

**29%**

Increase  
from 2023

Tech Exchange  
Registrations

**164**

2023=74

**121%**

Increase  
from 2023

Sponsorship  
Revenue

**\$140,500**

2023=\$93,500

Budgeted=\$124,500

**55%**

Increase  
from 2023

Ticket  
Revenue

**\$71,141**

2023=\$31,605

Budgeted= \$62,925

**125%**

Increase  
from 2023







# PROGRAM HIGHLIGHTS

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- **Pre-event Climate Tech Exchange**
- **Pre-event Roundtables**
- **Networking Happy Hour**
- **Partner Dinner**
- **Plenary Sessions:** Panel discussions featuring roundtable recommendations and grant award announcements.
- **Keynote Speaker:** Alexander G. Núñez, Esq., SVP, Governmental, Regulatory & External Affairs
- **Announcements:** C3 Fund project updates and new initiatives.
- **Breakout Sessions:** Tailored tracks focused on specific audience interests.
- **Luncheon & Difference Maker Awards:** Guest speakers Congressman Glen Ivey
- **Networking Happy Hour**





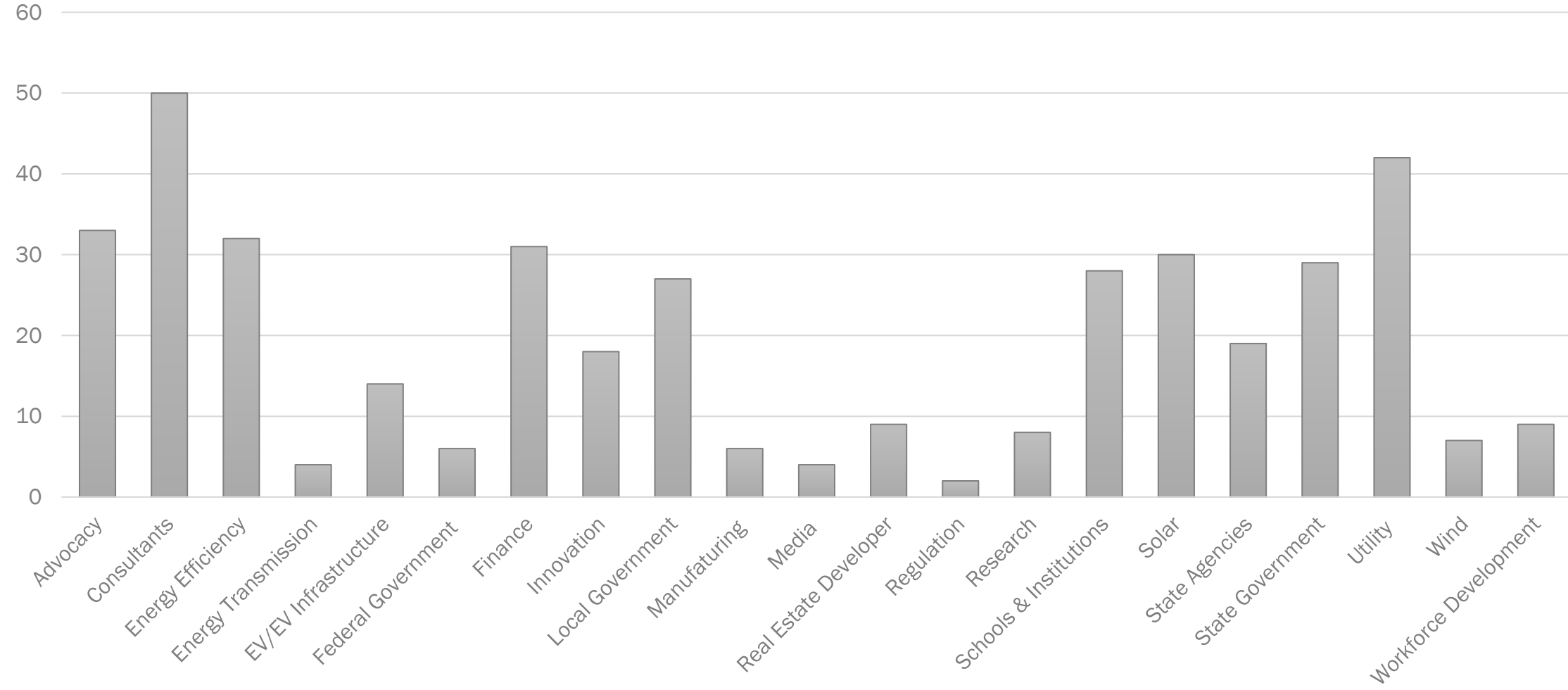
# VIP ATTENDANCE

## Special Guests:

- John Sarbanes, Congressman, District 3
- Dereck Davis, Treasurer of Maryland
- Paul Pinsky, Director Maryland Energy Administration
- Joe McAndrew, Assistant Secretary-Maryland Department of Transportation
- Senator Brian Feldman, District 15
- Delegate Mark Korman, District 16
- Senator Benjamin Brooks, District 10
- Delegate Lorig Charkoudian, District 20
- Delegate Mark Edelson, District 46
- Delegate David Fraser-Hidalgo, District 15
- Delegate Jazz Lewis, District 24
- Delegate Lily Qi, District 15
- Delegate Stephanie Smith, District 45
- Delegate Joe Vogel, District 17
- Hon. Monique Ashton, Mayor, City of Rockville
- Alexander G. Núñez, Esq., SVP, Governmental, Regulatory & External Affairs
- Paula Carmody, Retired - Former People's Counsel, Maryland Office of People's Council
- Bob Smith, Policy Analyst, House Economic Matters Committee



# PARTICIPANTS BY INDUSTRY





# FINANCIAL OVERVIEW

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Event Budget  
**\$182,887**

Event Expenses  
**\$164,288**

Event Income  
**\$211,641**

Net Income  
**\$47,352**



# MARKETING OVERVIEW

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## Primary Goal:

Sell 300+ event tickets and generate sufficient revenue to ensure a net positive financial outcome for the event.

## Objective:

Use free and owned media to generate ticket sales. The 2024 campaign focused on targeted email marketing with increasing urgency as the event approached.

## Key Components of the Strategy:

1. Email Marketing
2. Social Media Engagement (Organic)
3. Partnership Outreach
4. Public Relations





# MARKETING OVERVIEW

## Target Audiences:

- Energy sector leaders, policy and research professionals
- Business and utility sector leaders
- Municipal Governments: County, City, Town
- MD Schools/Superintendents/Principals
- Commercial & Residential Builders
- Commercial & Industrial Property Owners

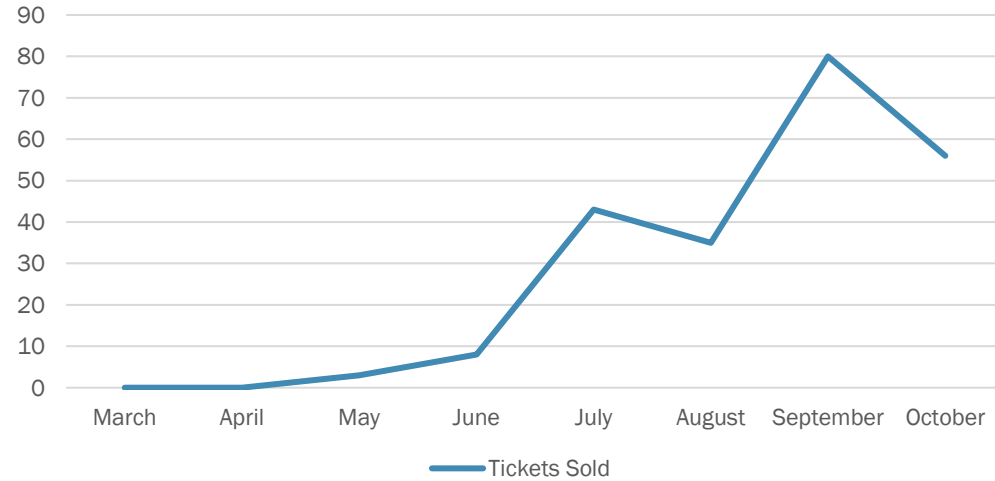
## Strategic Tactics:

1. **Email Marketing:** Send 1-2 emails per week, increasing frequency and urgency as the event approaches.
2. **Organic Social Media:** Align messaging with email campaigns for consistent cross-platform promotion.
3. **Partnership Outreach:** Collaborate with partners to share event promotions through their channels.
4. **Public Relations:** Engage the press to secure earned media coverage and boost event visibility.



# MARKETING OVERVIEW

## 2024 Ticket Sales By Month



Note: A majority of September ticket sales occurred during the final week of the month.

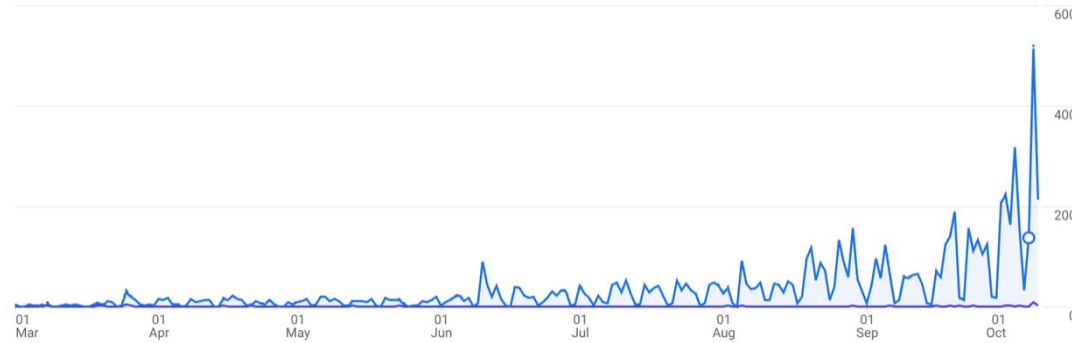
## Sample 2024 Summit Email Outreach

Date	Recipients	Opens (%)	Click Rate	Bounce Rate
8/29/24	2,432	896 (38%)	6%	2%
9/5/24	94	61 (73%)	21%	11%
9/5/24	135	31 (22%)	17%	36%
9/11/24	3,937	1,430 (43%)	9%	16%
9/11/24	27	9 (41%)	5%	19%
9/18/24	3,839	1,256 (39%)	4%	15%
9/20/24	3,832	1,233 (38%)	5%	16%
9/23/24	3,826	1,173 (36%)	4%	16%
9/25/24	3,824	1,134 (35%)	3%	16%
9/30/24 **	3,257	1,157 (36%)	3%	2%
10/1/24	3,257	1,116 (35%)	4%	2%
10/1/24	236	79 (35%)	1%	5%
10/3/24	3,251	1,205 (38%)	7%	3%
10/4/24	383	213 (58%)	24%	14%
10/7/24	3,247	1,155 (36%)	6%	2%
10/15/24	400	160 (41%)	11%	2%

Note: Emails with fewer than 1,000 recipients were targeted toward specific audiences.

# MARKETING OVERVIEW

## Main Landing Page – Page Views



	Main Landing Page	Tickets	Sponsorship
<b>March *</b>	140 (102 Unique)	-	-
<b>April</b>	250 (151 Unique)	2 (1 Unique)	21 (15 Unique)
<b>May</b>	295 (199 Unique)	93 (66 Unique)	72 (55 Unique)
<b>June</b>	599 (417 Unique)	233 (181 Unique)	111 (73 Unique)
<b>July</b>	844 (566 Unique)	520 (355 Unique)	124 (93 Unique)
<b>August</b>	1,586 (1,161 Unique)	645 (449 Unique)	84 (65 Unique)
<b>September</b>	2,184 (1,533 Unique)	1,529 (1,259 Unique)	65 (52 Unique)
<b>October (Thru 10/8)</b>	1,750 (1,138 Unique)	864 (689 Unique)	31 (28 Unique)

\*Tickets and sponsorship pages were created on April 1.

## Social Media Engagement

Month	# of Tweets	Impressions	Engagements
March	0	-	-
April	2	48 (24 per Tweet)	0 (0%)
May	0	-	-
June	0	-	-
July	11	230 (21 per Tweet)	12 (5.2%)
August	9	269 (29 per Tweet)	17 (6.3%)
September	19	1,521 (80 per Tweet)	91 (6.0%)
October	18	964 (53 per Tweet)	74 (7.6%)
<b>2024 Total</b>	<b>59</b>	<b>3,032 (51 per Tweet)</b>	<b>194 (6.4%)</b>

X/Twitter

Month	# of Posts	Post Reach	Post Engagements
March	1	301	30 (10%)
April	3	687 (229 per Post)	49 (7.1%)
May	0	-	-
June	0	-	-
July	13	5,573 (428 per Post)	493 (8.8%)
August	8	1,617 (202 per Post)	85 (5.2%)
September	16	3,204 (200 per Post)	209 (6.5%)
October	6	1,805 (301 per Post)	368 (20.3%)
<b>2024 Total</b>	<b>47</b>	<b>13,187 (280 per Post)</b>	<b>1,234 (9.3%)</b>

LinkedIn

Month	# of Posts	Post Reach	Engagements
March	0	-	-
April	2	37 (18 per Post)	0
May	0	-	-
June	0	-	-
July	13	185 (14 per Post)	3
August	9	119 (13 per Post)	0
September	15	213 (14 per Post)	1
October	6	71 (12 per Post)	1
<b>2024 Total</b>	<b>45</b>	<b>625 (14 per Post)</b>	<b>5 (1%)</b>

Facebook



# CROSS PROMOTION

**CELEBRATING**  
  
**ANNIVERSARY GALA LUNCHEON**

**15**  
**YEARS**

**INVESTING**  
IN CLEAN ENERGY & DECARBONIZATION



2025 MCEC LEGISLATIVE RECEPTION





# SURVEY FEEDBACK\*

- How would you rate your overall experience at the Clean Energy Summit? (1 - Poor, 5 - Excellent) **4.4**
- What was your primary reason for attending the Clean Energy Summit? **NETWORKING**
- How did you hear about this event? **EMAIL**

*“I got a better understanding of the gaps in the BEPs legislation that need to be filled.”*

*“Working with industry experts can only enhance our understanding of where we are with our energy goals and where we need to go. Having all these industry experts in one place is super helpful and increases the chances of collaboration.”*

*“We discussed working groups or task forces to identify barriers and recommend solutions. I plan to act on these recommendations. This is very meaningful.”*

*\*Survey data collection is ongoing; current results reflect responses received so far.*



# KEY TAKEAWAYS

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- **Event Success:** This was our largest and most successful event to date, with increases across all key metrics, including attendance, revenue, and sponsorships.
- **Positive Feedback:** Event feedback has been overwhelmingly positive, reinforcing the success of the program and attendee satisfaction.
- **Roundtables:** Highly engaging and productive, generating rich discussions and actionable recommendations. Feedback on this segment was overwhelmingly positive, making it a standout element of the event.
- **Breakout Sessions:** Valuable content delivered with high levels of participation. Attendees were actively engaged, contributing to dynamic discussions.
- **Networking Opportunities:** Networking and connections remained a top priority for attendees, who consistently cited it as one of the most valuable aspects of the event.
- **Marketing Success:** Our strategic marketing efforts and targeted approach proved highly effective, resulting in a 122% increase in ticket sales and overall attendance. This success reflects the planning and execution of outreach campaigns, which resonated with our key audiences and drove engagement.
- **Event Branding:** Branding was consistent across all touchpoints, creating a seamless experience, reinforcing key messaging and enhancing the event's professionalism. Onsite, it was especially impactful, elevating the event's profile and leaving a lasting impression on attendees.
- **Challenges:**
  - We encountered some challenges, including inefficiencies with registration software and system issues. There's room for improvement in streamlining registration and sales processes.
  - We will revisit room setups for future roundtables and breakout sessions to enhance comfort and participation.



# NEXT STEPS

- **Survey Data Collection:** Continue collecting and analyzing attendee feedback for insights.
- **Social Media:** Share event highlights and key takeaways, across owned platforms over the next 5 weeks maximizing event content and insights.
- **Newsletter:** Include event highlights in the next newsletter.
- **Data Collection:** Ongoing evaluation of survey feedback.
- **Systems Research:** Explore software to improve event management.
- **Partnerships:** Develop relationships for future collaboration.
- **Event Planning:** Begin preparations for the next event using insights and feedback to shape strategy, marketing, and programming for greater success.
- **Policy & Business Development:** Identify actionable steps from event discussions and outcomes to advance clean energy policy, drive innovation, and create new business opportunities.





MEMO

To: MCEC Board of Directors
From: Pamela Powers, Government & Industry Relations Manager
CC: I. Katherine Magruder
Re: MCEC 2025 Advisory Council Appointment Confirmations

The following Appointment Roster of sixty-six individuals is recommended for appointment to serve on the 2025 MCEC Advisory Council. This list includes twenty new applicants, designated in green.

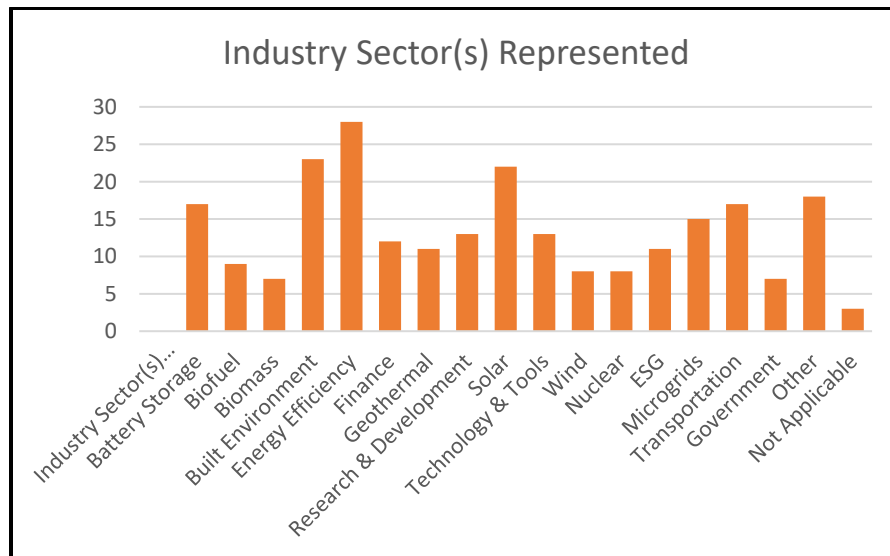
The MCEC Advisory Council exists to assist in developing strategic objectives for the Maryland Clean Energy Center (MCEC), advises the Executive Director, and informs the Board of Directors. The Council evaluates issues, reviews proposed policy and regulatory matters, facilitates relationship building, and builds awareness of MCEC to encourage the adoption of its mission. In addition, the group identifies and works to remove barriers to success in the energy sector.

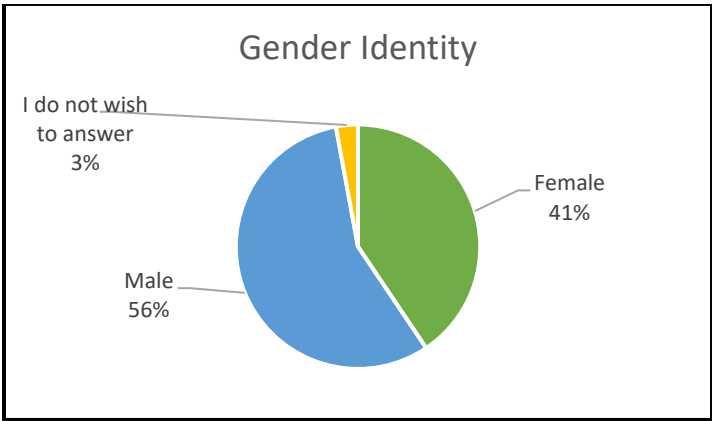
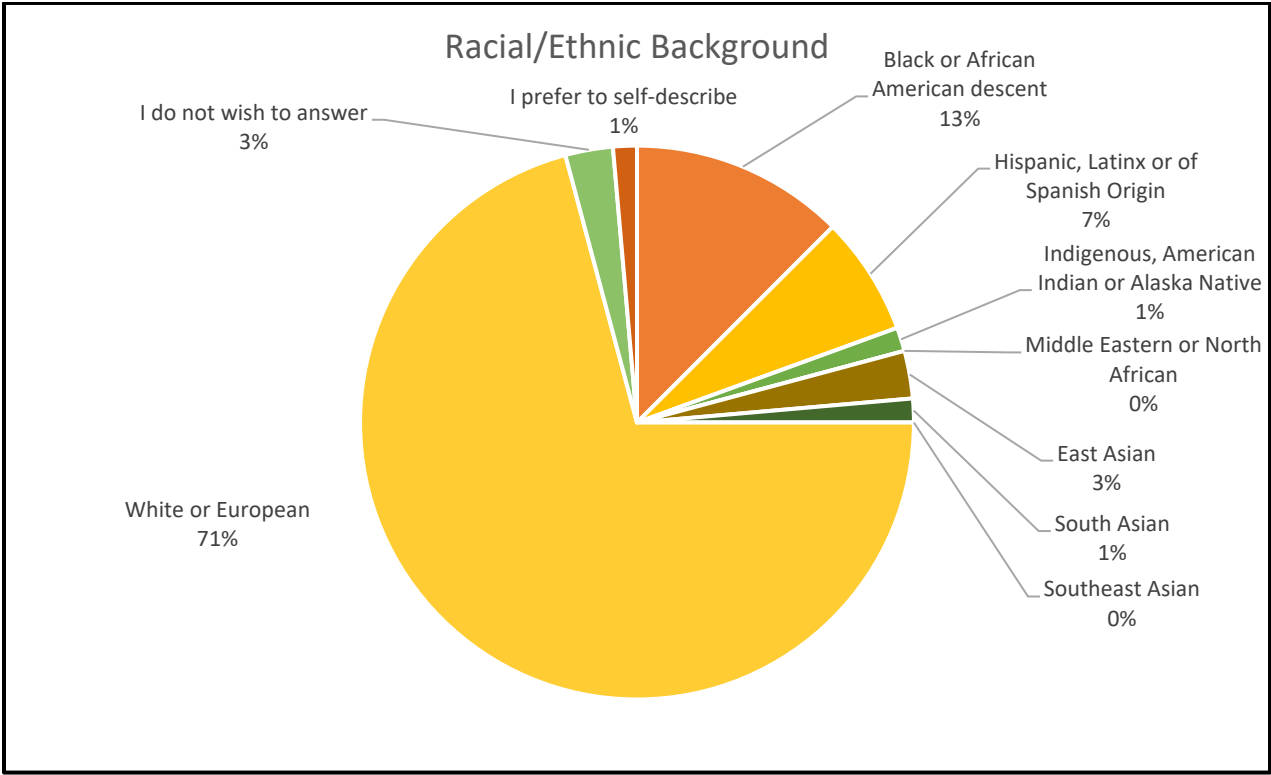
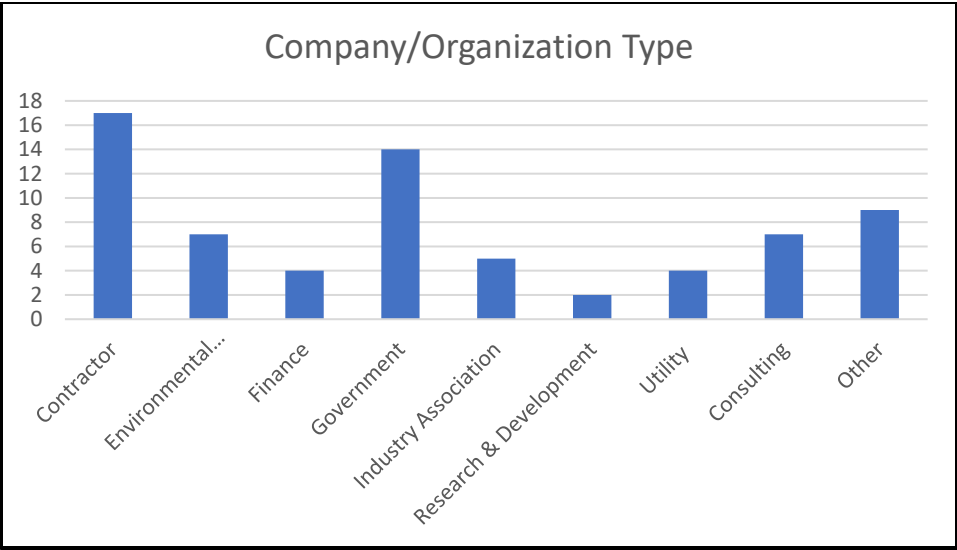
The Advisory Council draws input from collaborative groups to direct activity related to finance, outreach & education, policy & legislation, advancing innovation, and measuring impacts as related to the MCEC mission and market expansion for advanced energy.

Advisory Council members serve in a voluntary capacity for a term of one year. Members are expected to participate in an annual meeting, serve on at least one committee, and engage with MCEC staff, board members, and stakeholders, as needed to accomplish Council goals and objectives.

Fifty-eight individuals served on the 2024 Advisory Council. Fifteen members chose to forego service to the council in 2025, allowing others within their organization to serve.

2025 Advisory Council Applicants represent a variety industry sectors, company and organization types, and racial and ethnic backgrounds. Applicants are provided the option to select more than one identification option for racial and ethnic backgrounds, and gender identity.





<b>Industry Sector(s) Represented – Other Specified</b>
Low-income Residential households
Energy Procurement and Power Purchase Agreements
Utility
Energy economics and regulatory consulting
Climate and environment research and climate justice
Energy Delivery
Data centers
HVAC, Plumbing, Electrical Trades
Electrical
Public outreach
Hydropower; pumped storage hydro
Energy Delivery
Regional Transmission Organization
Solar thermal energy systems
Mass Timber
We are a nonprofit organization that runs clean energy and efficiency programs

<b>Company/Organization Type – Other Specified</b>
Resident of PGC
Environmental and Energy Study Institute
Ad Hoc Coalition
Energy Service Company
Community Development Organization
Advocacy
Clean Energy Developer/Asset Owner
Non-profit/Service
University/Workforce/Outreach & Engagement
MEP & FP Engineering, Commissioning
NGO
Think Tank
Nonprofit Technical Assistance
Developer
Demand Response Aggregator
Clean Energy Generation

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Joseph	Agenbroad	Director	Atwell	I would like to be involved more in Maryland's energy and learn from local leaders. Network with leaders and partner on upcoming projects to help Maryland meet its goals.	<a href="#">agenbroad_joseph_atwell.docx</a>
Sabrina	Bachman	Deputy Director of Sustainability	Straughan Environmental	Sabrina is the Deputy Director of Sustainability at Straughan Environmental- a leading multi-disciplinary engineering and environmental firm, focused on the advancement of sustainable and resilient communities.	
Erica	Bannerman			Erica Bannerman is a 25-year seasoned leader and Subject Matter Expert (SME) in policy development, regulatory enforcement, and program management for energy, climate, and sustainability initiatives within the public and private sectors. She spearheads clean energy initiatives for Prince George's County, Department of the Environment.	<a href="#">bioericabannerman.docx</a>
Dylan	Behler	Director of Legislative and Constituent Services	Department of Natural Resources	I have served in a variety of professional and nonprofessional capacities in my career. Professionally I have previously served in the Office of Senate President Mike Miller, and as Chief of Staff for then Senator Elfreth. Currently I serve as the director of Legislative and Constituent Services at the Department of Natural Resources. I also currently serve as a Trustee on the Anne Arundel County Library Board of Trustees and as Chair of the Anne Arundel County Democratic Central Committee (term is complete on December 5th). Previously I have served on the Executive Committees of the Anne Arundel and Maryland Sierra Club and as Deputy Campaign Manager for Steuart Pittman in 2018 and for Senator Sarah Elfreth in 2022.	<a href="#">dylan_behler_2024_resume.pdf</a>
Jarrett	Blanc	Principal	Orzyc River 143 LLC	I am enthusiastic about the mission of the Maryland Clean Energy Center (MCEC). I believe climate change to be the most profound and important challenge we face, and it is clear that we can only tackle it with a clean energy strategy that promotes investment and jobs while making clean energy reliable and affordable for residential and business consumers. My main work now is developing clean electricity generation – namely, civil nuclear power – and I would like to be helpful and thoughtful in integrating solutions in the generation space with solutions in the consumer and energy efficiency spaces.	<a href="#">jarrett_blanc_resume.pdf</a>

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Daniel	Bresette	President	Environmental and Energy Study Institute	Daniel Bresette serves as President of the Environmental and Energy Study Institute in Washington, D.C.—a non-profit education and policy organization. Before joining EESI, Daniel served as the Vice President of Policy at the Alliance to Save Energy, which also involved leading the Energy-Efficient Codes Coalition as its Executive Director. Previously, Daniel was the Maryland Energy Administration’s Senior Energy Policy Manager and oversaw a diverse portfolio of state energy efficiency financing initiatives. He has provided expert testimony to Congress, the Maryland General Assembly, and other regulatory agencies on energ	
Michael	Bryant	President	Sabot Ventures LLC	My bio is on file from previous years work with the MCEC but I currently run my company Sabot Ventures supporting several EV Charging companies like Red E Charging, DC America and others.	
Paula	Carmody	Volunteer	Retired - MD Energy Advocates Coalition	I am retired and a volunteer member of the MD Energy Advocates Coalition. I have 40 years of consumer protection experience, including 28 years as a residential customer advocate in federal and state energy regulation (Office of People’s Counsel,(including 14 years as People’s Counsel). I am a President Emeritus of the National Association of State Consumer Advocates (NASUCA), and a co-founder of the Consumer Advocates of PJM States (CAPS), which actively engages in PJM stakeholder processes. I also was a member of the federal DOE’s Energy Advisory Council under President Obama.	
Susan	Casey	Communications and Public Engagement Manager, Climate Change Program	Maryland Department of the Environment	These are complex issues that need to be broken down into digestible parts that help to inform the public and businesses. There is a great need for communications and public awareness campaigns. I just ran an outreach campaign for the statewide MD Climate Pathway Report and the 2031 GHG Reduction Plan. I'm hoping to expand partnerships everywhere they make sense.	<a href="#">susan_e_casey_resume.pdf</a>
Andrew	Cassilly	Vice President of Gov. Relations	Bioenergy Devco	I currently serve as Vice President of Governmental Relations for Bioenergy Devco, an anaerobic digester development company. In prior rolls I served as the Chief Legislative Officer and Senior Advisor to Governor Hogan where I oversaw the governor’s environmental and renewable energy legislative initiatives. I was elected to two terms in the Maryland General Assembly as a State Delegate where he served five years on the House Environment and Transportation Committee where I passed several State laws promoting organics recycling and renewable energy. I serve on the Board of ABC and a current member of MCEC legislative review committee, Montgomery County Solid Waste Advisory Committee, and the Rural Maryland Foundation. While serving as the Resource Conservation Supervisor in the public school system I implemented renewable energy and energy efficiency projects.	



# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Dave	Castille	Director, Public Sector	Blue Whale EV	Dave Castille is leading BWEV's public sector market as well as our post-installation customer support	
Paul	Clary	Co-Founder	Maryland Energy Advisors	Paul is co-founder of MD Energy Advisors where he is responsible for business development. His persistent efforts coupled with his laser focus on providing unparalleled customer service have helped build MD Energy Advisors into the premier energy solutions firm in the Greater Baltimore area.	<a href="#">dsc_8239.jpg</a>
Shelley	Cohen	Director, Clean Technology Business Development	Ameresco	Shelley Cohen is a CEO, Entrepreneur, and Project Developer serving as Ameresco's Director of Clean Technology Business Development where she focuses on integrating clean technologies that incorporate solar, storage, building efficiency, and microgrids into resilient energy systems. Ms. Cohen successfully developed 15MWs of renewable energy and implemented \$50M in building efficiency projects. She previously served as Director of Solar Programs for the DC Sustainable Energy Utility where she developed the Solar for All (SfA) program and managed the program's \$12M annual budget, incentivizing the rapid deployment of solar across DC to benefit low-income (LMI) residents. Under her leadership, SfA delivered 15MWs of community/residential solar, made solar more accessible and affordable, and expanded workforce development opportunities for residents in solar careers. Ms. Cohen founded/served as CEO of Alpha Solar Group, a consultancy providing solar project, interconnection, and permitting expertise. Other career highlights: EPA's Landfill Methane Outreach Program, President's Council on Sustainable Development, White House Office on Environmental Policy, and Office of Senator Lieberman (CT). Board experience: NWF, MDV-SEIA, DC Environmental Film Festival. Leader/Mentor with the Climate Reality Project. Graduate of the Maxwell School at Syracuse University (MPA) and Tufts University (BA). Mom of two daughters, advocate for girls, women, underserved populations.	
Musa	Collidge-Asad	Chief Investment Officer	Inclusive Prosperity Capital, Inc.	See LI Profile: <a href="https://www.linkedin.com/in/musa-collidge-asad-b057636/">https://www.linkedin.com/in/musa-collidge-asad-b057636/</a>	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Lushaé	Cook	Sr. Manager - Innovation & New Programs	Pepco Holdings	Lushaé Cook is Director of Strategy, Utility of the Future for Pepco Holdings. In this role he leads regulatory initiatives related to the development and deployment of new and emerging energy technologies. These initiatives involve a range of grid-connected solutions, including distributed energy resources, transportation electrification programs, and data-enabled grid components. Prior to this role, Lushaé served as the Senior Manager, Innovation and New Programs with Pepco Holdings where he was responsible for leading Pepco Holdings' (PHI's) efforts to advance the development of critical infrastructure projects and programs by securing alternative funding via federal, state, and other grant opportunities (e.g. Infrastructure Investment and Jobs Act (IIJA)), developing strategies to optimize partnerships within PHI's jurisdictions, and managing cross-functional teams to develop competitive responses to grant solicitations. Prior to joining Pepco Holdings, he served as the Senior Account Executive for Ameresco, Inc., a leading renewable energy company and energy efficiency company offering ESPC-funded energy solutions for public and private organizations. In this role he oversaw the development and implementation of comprehensive, budget-neutral energy efficiency, renewable, and water conservation projects across the Mid-Atlantic, including Maryland's first 100% low-and moderate-income community solar project at the Montgomery County, MD Oaks Landfill, City of Philadelphia Streetlight Improvement Project, Baltimore City Public Schools' Building Efficiency Project, and Montgomery County Public Schools Building Efficiency Project. Lushaé holds a Bachelor of Science in Electrical Engineering and a Master of Business Administration, both from Howard University in Washington, DC. He is currently a Maryland Clean Energy Center (MCEC) Advisory Board Member, Co-Treasurer for the Woolly Mammoth Theatre Company Board of Directors, and a former Commissioner with the District of Columbia Innovation & Technology Inclusion Council (ITIC).	
Sade	Dennis	Director, Market Transformation & Development	USGBC	As the Director of Market Transformation and Development for the US Green Building Council,DC-MD-VA, I believe that serving on the Maryland Clean Energy Center (MCEC) Advisory Council for the 2024 term would be a fantastic opportunity. My experience in coalition building and stakeholder engagement uniquely positions me to contribute towards advancing clean energy initiatives in Maryland. I am excited about the prospect of utilizing my expertise to shape policies, programs, and projects that promote sustainable practices and support the growth of clean energy solutions within the state.	

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Ashleigh	Diaz	Sustainability Manager	City of Bowie	I have been the Sustainability Manager for the City of Bowie for 2 years now, and for 5 years before that I was the Sustainability Planner. I currently sit on the board for the MD Recycling Network, the MCEC Advisory Council, and earned the LEED Green Associate certificate in early 2024. I have a background in anthropology and a Masters in Marine Affairs and Policy, though I now focus exclusively on Sustainability at the local level.	
Nadine	Dlodlo	CEO	Women's Home Preservation	Nadine is a dynamic leader in impact investment and a strategic force in community development. She is the founder of Women's Home Preservation and earned her MBA from Harvard Business School. Before establishing Women's Home Preservation in 2019, Nadine honed her expertise in international banking, global infrastructure financing, and public-private partnerships. Driven by a commitment to equity in real estate, she launched Women's Home Preservation, positioning it as a catalytic force dedicated to transforming underinvested communities, with a particular focus on advancing housing opportunities for women. Currently, Women's Home Preservation boasts a diverse portfolio encompassing commercial, residential, and clean energy projects. Nadine is a member of the Placemaking Product Council at the Urban Land Institute, a select group of global thought leaders dedicated to cultivating vibrant, mixed-use spaces where people can live, work, and play. She was a founding advisory board member of the Forum for Growth and Innovation at Harvard Business School. In recognition of her transformative work in Maryland's communities, Nadine received the esteemed Secretary's Citation from the Maryland Secretary of Planning. CREW acknowledged her as a Maryland Woman of Influence, and the Harvard Business School Women Association named her a 2023 Rising Star finalist.	
Adam	Dubitsky	Principal / State Director	ABD Communications	Adam Dubitsky is a government relations and strategic communications professional with more than 25 years' experience enabling clients to communicate effectively, influence decision-makers, and expand markets. His clients have included trade associations, global law firms, Fortune 50s, and candidates for president, US Senate, and statewide office. Adam's energy and infrastructure work includes serving as consulting State Director of the Land & Liberty Coalition of Maryland, a 501c3 project of the Conservative Energy Network. Through engagement with local officials, stakeholders, regulators, and the media, L&LC advocates for renewable energy projects and favorable local regulations from a conservative perspective – economic opportunity for landowners and their communities, protecting property rights, preserving rural areas, and advancing American energy independence.	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Dorothy	Estrada	Sustainability Manager	City of Takoma Park	Dorothy (Dory) Estrada currently serves as the Sustainability Manager for the City of Takoma Park, MD where she manages clean energy programs, including direct grants to residents and businesses, the City's fleet electrification plan, GoSolar TkPk, Sustainable Maryland and CDP certifications, special public-sector energy projects, BEPs reporting, and other energy resilience and waste reduction initiatives. Prior to this, she worked in Community & Economic Development with the City of Hyattsville, as well as a consultant with the international development and innovation management company, Steinbeis 2i, in Stuttgart, Germany. She holds a B.S. in Environmental Science from the University of Tampa and worked in the environmental non-profit sector in Florida for two years. Dory is a recipient of the DAAD German Academic Exchange Scholarship from 2015-2017, and holds a dual M.Sc. in Integrated Urbanism and Sustainable Design through the University of Stuttgart and Ain Shams University in Cairo, Egypt. Dory has over 10 years of proposal writing experience and has specific expertise in climate change, sustainable urban development, local economic development, and entrepreneurship. She is a certified facilitator for cultural safety, cross-cultural communication, and conflict resolution. Dory served as the Vice President of the NGO, Weltweit e.V., from 2018-2021, and is currently a member of MEDA, the DC EcoWomen Network, and is co-founder and President of the Network of Interdisciplinary Urbanists (NIU). She resides in Brentwood, Maryland.	
John	Fiastro	Lobbyist	Fiastro Consulting	John C. Fiastro, Jr. is an experienced government relations and energy professional with a strong background in distributed energy resources and electric vehicles. As the principal of Fiastro Consulting, Inc., John provides lobbying and government affairs services to clients in Maryland, specializing in energy policy, renewable generation, and regulatory affairs. Previously, he served as Director of Government Affairs and Communications at the Maryland Energy Administration, where he led efforts in energy policy development and regulatory advocacy. John has deep-rooted experience working with local and state government agencies, shaping policies that impact Maryland's environment, energy landscape, and economy. With a Bachelor's degree from Towson University, he combines strong interpersonal and strategic communication skills with a commitment to ethical advocacy and effective policy outcomes	
William	Fields	Deputy People's Counsel	Office of People's Counsel	I am Deputy People's Counsel. I focus on rate utility rate matters as well as regional and federal energy market issues.	

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Armando	Gaetaniello	Community Solar Product Manager II	Reactivate	Armando serves as a Product Manager II at Reactivate. His role includes shaping the business strategies for Distributed Generation in East Coast states. Armando manages opportunities for the firm to pursue under a variety of business models. These could be applications to a clean energy utility program, state RFPs, or bilateral RFPs. Prior to joining Reactivate, Armando was the Vice President of Business Development at Neighborhood Sun. Armando focused primarily on developing new business opportunities and negotiating partnerships with community solar developers and asset owners. Through these efforts, Neighborhood Sun expanded to 8 state jurisdictions and obtain over 160 MWs of solar assets under management. Originally from Italy, Armando holds a Bachelor's degree in Human Geography and a Master's degree in Global Environmental Change Management. Besides English, he speaks mothertongue Italian and intermediate German and Spanish.	
Terry	Hillery	President	Sir Solar & Sorage International	I have been active in various aspects of renewable energy development since my 2008-2009 participation in the Massachusetts Governor's Zero Net Energy Buildings Task Force. I have and an extensive background in building construction & business development, holding a 'Master Builder' license in Massachusetts and Florida and General Contractor license in MD & VA. I have started 14 businesses and had an INC Magazine, INC 500 company in 2008. I believe that Maryland has a large base of entrepreneurial talent with the numerous colleges and universities, which I foresee focusing on renewable energy.	
Malika	Holmes	Deputy Director, Housing and Building Energy Programs	Maryland Department of Housing and Community Development	Malika Holmes is the Deputy Director of Housing and Building Energy Programs with the Maryland Department of Housing and Community Development. With ten years of service in Maryland state government, she is committed to improving policies to ensure all Marylanders thrive. She is devoted to enhancing her community through outreach, advocacy, and volunteering with nonprofit organizations. Her educational background includes a Master of Engineering (PM) degree from the University of Maryland, a Bachelor of Architecture degree from Hampton University, and she is currently pursuing an MBA from the University of Maryland.	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Jeffrey	Hood	Chief Executive Officer	Hood Engineering and Consulting Services, LLC	Mr. Jeffrey Hood P.E. is the Founder and Chief Executive Officer of Hood Engineering and Consulting Services. In addition to guiding the company's growth and vision, as a licensed Professional Engineer and experienced advisor on critical infrastructure for federal defense and civilian agencies, he oversees all quality control of company products and serves as an expert on national security interests. Over his career, Jeffrey has worked across both defense and civilian clients, leading teams of professionals delivering results for the U.S. Departments of Energy, Army, Navy, Air Force, and the Defense Advanced Research Projects Agency, Defense Information Systems Agency, and various National Laboratories and Warfare Centers.	
Matthew	Hoyt	Vice-President and Principal	Exeter Associates	Mr. Hoyt is a Senior Analyst and Principal with Exeter Associates, Inc., with over 10 years of experience in the energy industry. At Exeter, Mr. Hoyt's work is primarily related to competitive retail electricity markets; energy supply acquisition; utility bill and rate analysis; residential electrification; and policy design, implementation, and evaluation. Recent projects that Mr. Hoyt has led include: a multi-year review of demand-side management and demand response opportunities at all U.S. Army sites; assessments of energy storage, electric school buses, nuclear energy, and renewable portfolio standard policies for the state of Maryland; a comprehensive evaluation of opportunities to optimize the U.S. Army's utility procurement practices and policies; an assessment of resource adequacy constructs in organized wholesale markets for the Consumer Advocates of the PJM States; a review of energy storage research, development, and deployment strategies on behalf of the National Association of State Energy Officials; and comprehensive reviews of default electric service procurement practices on behalf of consumer advocate and state department of energy entities in several New England-area states.	<a href="#">mth_resume_91624.pdf</a>

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Joanne	Ivancic	Executive Director	Advanced Biofuels USA	<p>Joanne Ivancic (Advanced Biofuels USA) is co-founder and executive director of Advanced Biofuels USA, a nonprofit educational organization which advocates for the understanding, development and use of sustainable, renewable fuels as an immediate carbon reduction solution in the US and around the world. As a graduate of George Washington University National Law Center with careers in public relations, healthcare, law, policy and healthcare risk management, she applied her organizational, legal and political skills to managing nonprofit organizations. Under her direction, Advanced Biofuels USA maintains an online library of more than 50,000 indexed articles related to renewable fuels; and produces three monthly newsletters; one with updates on US legislation, litigation, regulations and international policy; a conference/event calendar; and an educational newsletter. She organizes and manages presentations to many audiences: state, federal and local legislators and agencies, professional and industry conferences, university programs, civic groups, and schools. She coordinates an international volunteer staff who write papers, create educational materials, cover conferences and represent the organization around the world. She has observed the development of advanced biofuels' research and financing for more than 20 years and has been voted one of the Top 100 People in Bioenergy by Biofuels Digest readers and editors.</p>	
Brittany	Jones	Director of Governmental & External Affairs	BGE	<p>I currently serve as the director of Governmental and External Affairs for BGE. I have 16 years of energy experience and have held a number of positions ranging from Customer Operations leadership roles to local and state lobbyist for the company. In my current role, I am responsible for leading teams who cultivate and maintain relationships with local and state elected officials, state agencies, local government, civic organizations, and community leaders. We pride ourselves in advocating for a cleaner and brighter future, in strong alignment with Exelon's mission statement.</p>	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Rebekah	Jones	Climate and Environmental Specialist	AmeriCorps with CASA	Rebekah Jones is an internationally celebrated scientist and advocate specializing in climatology, natural hazards, data science, and public communications and advocacy. Jones earned her degrees from Syracuse University (undergraduate) and Louisiana State University (M.Sci), and completed her doctoral coursework at Florida State University. She's a peer-reviewed climate scientist who has been nominated for and won some of the highest honors in her field, including the Gilbert F. White Dissertation Award (AAG) and the John Maddox Prize (Nature). Her notable work in Florida during COVID-19 also won awards, including Forbes' Technology Person of the Year, Fortune's 40 under 40, Elemental's 50 Experts to Trust in a Pandemic, Whistleblower of the Year, DAMA's Data Management Excellence Award, the Samuel Lawrence Foundation Prize, and more.	<a href="#">rjones_longcv.pdf</a>
Dr. Masica	Jordan Alston	Professor/CEO/Board Member	Bowie State University/Appex Adams Tran	Dr. Masica Jordan Alston is the CEO of Apex Adams Transportation and Clean Energy, LLC, a co-founder of Black Wall Street, and a tenured associate professor at Bowie State University. She holds a B.S. in Sociology (2003) and an M.A. in Counseling Psychology (2005) from Bowie State University, along with a Doctorate of Education in Counseling/Psychology (2010). In 2022, she completed a certificate in Participatory Design and Applications from the Massachusetts Institute of Technology (MIT).	
Andrew	Kays	Executive Director	Northeast Maryland Waste Disposal Authority (NMWDA)	I am the Executive Director of the Northeast Maryland Waste Disposal Authority ("Authority") and have over 20 years of experience in the solid waste and renewable energy industry. My role includes direct management of organizational operations. I am responsible for overseeing the Authority's annual budget, staff and coordination of our governing board. As part of my duties, I analyze state and federal legislation for potential organizational impacts, then present findings and recommendations to the board and member jurisdiction staff. As a team we coordinate with member jurisdictions and contractors to resolve project issues related to solid waste/recycling/energy operations as they arise. I lead staff as they research and prepare reports and presentations to various audiences, including elected officials, related to projects. Prior to my time at the Authority, I worked in quality assurance for five years with McCormick and Company ("MCC"). My main responsibility at MCC was monitoring food safety, as well as environmental and sanitation compliance for one of the company's production facilities. In these 25-plus years of experience I have found energy, the use, consumption and need to reduce the same, have been part of my professional life. I reside in Baltimore County, MD.	



# MCEC 2025 Advisory Council Applicant Roster

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First Name	Last Name	Title	Company/Organization	Bio	Resume
Faith	Klareich	Chair	Frederick County Sustainability Comm	I have served on the Frederick County Data Center Working Group this past year. I have also served on a number of advisory groups related to the County's Livable Frederick Plan and to grid expansion in Maryland. Living in Brunswick, MD I am helping to establish a Green Team there (named Sustainable Brunswick) -- which is about to receive a Maryland Sustainable Community certification during the Maryland Municipal League conference. My involvement in clean energy technologies has spanned 40 years and covered many sectors and programs including the earliest energy savings contracts undertaken by the Federal government as well as Energy Star and Rebuild America. I directed the over \$200 million technical support contract for DOE's Office of Energy Efficiency and Renewable Energy during the Bush and Obama administrations. In my early career I provided market research and analysis on energy efficiency in buildings and industry to both private sector and government clients.	
Rebecca	Koch	Director, Commissioning, Energy & Sustainability Services	Henry Adams LLC	Commissioning, energy efficiency and sustainability professional with over 30 years' experience in the design, construction and operation of commercial and institutional facilities and building systems. Excellent communication and team building skills resulting in focused and engaged stakeholders at all levels and across disciplines. Dedicated to shedding light on energy efficiency and conservation of natural resources. Areas of Expertise: Commissioning - Energy Audits - Building Assessments - Utility Incentive Program Assistance - Project Management /MEP Coordination - Energy Strategy Consulting and Planning	<a href="#">r_koch_resume_for_mcec.pdf</a>
John	Kotek	Sr. VP, Policy & Public Affairs	Nuclear Energy Institute		
Adam	Landsman	President	PulseIQ	Adam Landsman is the President of PulseIQ, based in Takoma Park, MD. This year, PulseIQ provided energy benchmarking and BEPS advisory services to over 500 properties comprising more than 50 million square feet of real estate in both Montgomery County, Washington, DC, and beyond. Adam is also a member of the Montgomery County Building Performance Improvement Board and the Maryland Clean Energy Center Advisory board. Before joining PulseIQ, Adam spent 10+ years as a Portfolio Manager and Vice President for a leading local property management. In addition to managing a large and diverse portfolio of community associations, he worked with clients to implement cost-effective energy efficiency strategies.	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Robin	Lewis	Director for Climate Equity	Interfaith Power & Light (DC.MD.NoVA)	Robin Lewis is an environmental justice activist and organizer with over ten years of experience promoting sustainability and inclusiveness. She currently serves as the Director of Climate Equity at Interfaith Power and Light DMV, where she collaborates with Black churches on advocacy efforts related to environmental justice and sustainable solutions and encourages community involvement in this movement. Robin Lewis's extensive experience in environmental justice is diverse and comprehensive. Over the years, she has worked on various campaigns with multiple nonprofits in the DMV region, focusing on a wide range of issues such as trash incineration, water quality, renewable energy, affordable housing, green jobs, and the creation of green spaces. Her active board membership in WhyHunger and the Baltimore Green Justice Workers Cooperative further demonstrates her expertise and commitment to this field. In addition to her advocacy roles, Robin leads the Social Justice Ministry at Beloved Community UCC and is a member of the UCC Climate Justice Council. She holds a BA and an MBA from Rutgers University and an MA in Sustainable Urban Planning from George Washington University, where she concentrated on affordable housing, displacement, and gentrification.	<a href="#">robinlewis_resume_2024.pdf</a>
Kevin	Lucas	Sr. Dir. of Utility Regulation and Policy	SEIA	Kevin Lucas is SEIA's Vice President of Policy Analysis. In this role, he focuses on cross-cutting policy issues that are shaping the energy transition. Kevin's team of subject matter experts focus on topics such as cybersecurity, virtual power plants, rate design, long-term resource planning, distribution system planning, grid reliability, and interconnection reform at the state, regional, and federal level. He also works with other State Affairs, Regulatory Affairs, and Congressional Affairs team members providing technical support for policy and regulatory issues across the country. Prior to joining SEIA, Kevin worked at the Alliance to Save Energy, a non-profit focused on implementing technology-neutral energy efficiency policies and programs. Before that, Kevin was Director of Policy for the Maryland Energy Administration, focused on efforts including renewable energy, energy efficiency, and greenhouse gas reduction.	

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Leah	Miller	Energy Manager	Howard County	Leah Miller is the Energy Manager for Howard County. In this position, Ms. Miller develops policies and manages programs to address climate change, conserve energy, and promote the use of renewables both within County government and for the public. She has twenty years of experience in sustainability and environmental education program management. She has a BA in Political Science and Organismal Biology from Yale and is a Certified Energy Manager, LEED Green Associate and a Climate Change Professional. Before working for Howard County, she worked as the Sustainability Program Manager for Montgomery County and the Clean Water Program Director for the Izaak Walton League of America. Leah serves as a volunteer Board Member for the Community Ecology Institute at Freetown Farm in Columbia.	<a href="#">leah_miller_resume.pdf</a>
Michele	Mitch-Peterson	Energy & Sustainability Transformation	Siemens Smart Infrastructure	Michele Mitch-Peterson is a passionate Energy & Sustainability Transformation Executive at Siemens, specializing in guiding customers through the challenges of decarbonization and technology at the grid edge. With a focus on both the supply and demand sides across diverse vertical markets, Michele strategizes and implements technologies to reduce utility consumption and drive sustainability initiatives. She is passionate about producing clean energy and optimizing energy mixes through digital data solutions to achieve deeper savings and efficiency. Michele believes in the power of public-private collaboration to drive transformative change in the energy sector, aiming to create sustainable and resilient energy ecosystems for all.	
Nandini	Mouli	President/Founder	eSai LLC	Nandini Mouli is the Founder/CEO of eSai LLC, an energy engineering company located at Reisterstown, Maryland. Prior to starting eSai LLC, she managed energy and chemical businesses at DuPont and at Maryland Energy Administration (MEA). At MEA working with the Maryland utilities and stakeholders she helped institute a financial incentive program for Combined Heat and Power program for the first time in Maryland. For its contributions in the clean energy field, eSai LLC has received the SBA's "2018 Maryland Woman-Owned business of the year" award and "The innovative Small Business of the year" award in 2016 from the Greater Baltimore Business Council, among others. Ms. Mouli is an inventor of 49 US and International patents in chemical and energy fields and is a certified Six Sigma Black Belt. She has written over 10 white papers on climate change, carbon reduction, HVAC processes, and materials. Currently, she has been serving as the President of the Association of Energy Engineers (AEE)-Baltimore and a Board member of the International Council on Women in Energy and Environmental Leadership (CWEEL).	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Steven	Munson	Principal	CohnReznick LLP	Steven Munson, CFA, ASA, is a Principal in CohnReznick's Valuation Advisory Services practice based in the New York office. Steven Munson has 14 years of experience providing valuation and other advisory services to leading energy companies in the U.S. and globally. He leads the Energy, Infrastructure, and Machinery & Equipment Valuation practice for CohnReznick. Steven performs valuation and financial advisory engagements for expert witness testimony & litigation support, mergers and acquisitions, cost segregation, transaction structuring, debt and equity funding, buy/sell planning, financial reporting and purchase accounting, due diligence, tax structuring and reporting, charitable donations, and strategic planning.	<a href="#">steven_munson2025.docx</a>
Kobby	Osei-Kusi	CEO	Pirl Technology, Inc.	Kobby leads Pirl Technology, a company building next-generation EV charging stations. Before founding Pirl, he developed over 700 MW of power plants in Africa while at AES, a Fortune 500 company based in Arlington, VA. Before AES, he was an investment banker at Credit Suisse in the New York office where he worked in the Global Industrials Group on over \$2 billion of financing transactions. He serves on the Maryland Clean Energy Center's Advisory Council and the board of D+R International, a Maryland-based energy services company, and holds a BA in Economics, Mathematics and Statistics from St. Lawrence University and an MBA from Harvard Business School.	
Kwabena	Osei-Sarpong	President and CEO	RIFE International, LLC	Over the past 20 years, Kwabena Osei-Sarpong has led and executed numerous energy and construction projects across the U.S., Africa, and Southeastern Europe. As the President and CEO of RIFE International, Kwabena has established the company as a leader in energy efficiency, sustainability, and renewable energy. Under his leadership, RIFE International has earned recognition as a trusted advisor to several U.S. government organizations, private companies, and academic institutions globally.	<a href="#">kwabena_bio_2024_3.pdf</a>
Alex	Pavlak	Chairman	Future of Energy Initiative		<a href="#">resumepavlak2018.pdf</a>

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Thomas	Perrot	VP, Sustainable Transportation and Resilience	Energetics	I would like to serve on the board to assist the MCEC increase its footprint in the clean transportation and energy resiliency space. There are significant opportunities within Maryland to move our state to cleaner, more efficient, and resilient transportation solutions and I would like to assist MCEC with this effort. There is an opportunity to strengthen both energy resiliency and efficiency through technology in Maryland, which can lead toward lower consumer energy prices. I would like to help develop a statewide strategic plan to ensure these advanced technologies are integrated into the energy and transportation sectors. By developing a technology deployment roadmap, the investments will be made in a manner to support the comprehensive deployment of advanced technology. As a board member, I believe I could help the MCEC achieve this vision.	
Pamela	Peseux	Principal	Tuatara/Cimperium		
Tom	Peterson	President and CEO	Center for Climate Strategies (CCS)	Tom Peterson serves as the President and CEO of the Center for Climate Strategies (CCS). Since founding CCS in 2004, he has directed more than 100 high impact projects and bilateral cooperation initiatives at the local, state, and national levels in the US, Africa, Asia, Latin America, and the Middle East. This includes policy research on multi objective solutions to climate change as well as consensus-based policy planning and assessment processes resulting in the development and implementation of sector level climate change mitigation and adaptation approaches. In addition, Tom serves an Adjunct Professor and Lecturer at the Johns Hopkins' University Energy Policy and Climate program and as an Adjunct Professor in the Environmental Science and Policy Department at George Mason University. He also is Chair of the City of Fairfax Environmental Sustainability Committee. Tom has authored many studies on public policy decision procedures innovations. He previously served as a Senior White House Advisor, Legislative Fellow to US Senator Joe Lieberman, Economist with the US EPA, and Vice President of DSL Capital Corporation. He holds a BS in Biology from the College of William and Mary, an MS in Environmental Management from Duke University, and an MBA from the University of Texas at Austin.	<a href="#">tom_peterson_resume.docx</a>
Dr. Ryan	Powell	Energy Program Manager	Maryland Department of Commerce	I am a PhD trained scientist and seasoned entrepreneur with 20 years of experience in science and technology development. For details on my background please see the attached resume.	<a href="#">resume_ryan_powell.pdf</a>

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Rebecca	Price	Manager, Clean Energy Hub	Maryland Energy Administration	Rebecca was hired at the Maryland Energy Administration (MEA) in September 2023 to stand up the statutorily mandated Maryland Clean Buildings Hub, which connects building owners with the information and resources they need to make investments that reduce onsite energy use intensity and emissions. She also serves as a subject matter expert on building decarbonization policy within the agency. Prior to MEA, she worked in state & local advocacy with the U.S. Green Building Council and federal advocacy at the Alliance to Save Energy. She holds a BA from the University of British Columbia and an MA from Sciences Po, Paris.	
Nicole	Rentz	Director of Market Development and Policy	New Columbia Solar	Nicole Rentz is the Director of Market Development and Policy for New Columbia Solar, a solar company focused on transforming how the built environment is powered in Maryland and DC. Previously, she served as Legislative Director for the District of Columbia's Department of Energy and Environment, where she helped establish the nation's first mandatory Building Energy Performance Standards program; as Legislative Director to DC Councilmember Mary Cheh; and as Committee Director of the DC Council Committee on Transportation and Environment, where she led the passage of several major clean energy laws, including the CleanEnergy DC Omnibus Act of 2018. She is a graduate of Tulane University and the George Washington University Law School.	<a href="#">resume_11.2024.pdf</a>

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
Chris	Rice	Director, PJM Policy Lead	Sustainable Energy Advantage	Chris Rice, Director, PJM Policy Lead, has 20 years of experience driving positive change in the clean energy sector. At Sustainable Energy Advantage, Chris leverages his extensive experience to provide strategic guidance and technical expertise on PJM market issues. He is a proven leader with a talent for building and managing high-performing teams, while also contributing to SEA's diverse consulting engagements. In addition, Chris spearheads SEA's efforts in the PJM Interconnection footprint, a crucial electricity market serving millions of customers. He offers insightful leadership to the Eyes & Ears team, ensuring SEA stays abreast of the latest market developments and regulatory changes. Chris actively contributes to SEA's consulting engagements, tackling complex challenges and delivering successful outcomes for SEA's clients. Chris plays a key role in further strengthening SEA's market-leading Renewable Energy Market Outlook (REMO) fundamentals analysis. His expertise is instrumental in expanding this analysis into the PJM/mid-Atlantic region, providing valuable insights to market participants and stakeholders. Prior to joining SEA, Chris's career included numerous roles at the Maryland Energy Administration (MEA). His experience encompasses leadership positions such as Chief of Staff and Director of Clean Energy Programs, where he excelled at managing staff, budgets, and delivering complex clean energy programs. Chris holds a Bachelor of Science in Biology from the University of Georgia.	
Mariana	Rosales	Director of Climate	The Nature Conservancy	Mariana Rosales is the Director of Climate Mitigation at the Maryland DC Chapter of TNC. She has over 15 years of experience crafting and implementing public policy that fosters sustainable development. Before joining The Nature Conservancy Ms. Rosales developed her career in Switzerland, Peru, Nicaragua and Costa Rica, where she offered advice on topics like multi-stakeholder partnerships, public investment, international finance, sustainable development goals, knowledge transfer and supply chains.	<a href="#">mariana_rosales_resume.pdf</a>
Perry	Rosensweig	Director, Public Sector	Enerwise Global Technologies (d/b/a CPower)	Perry Rosensweig is an energy professional with more than 25 years of experience in the renewables, energy efficiency, and demand response sectors. His work history includes a mix of sales and business development positions for leading firms such as CPower, Pepco Energy Services, Noresco, and Mitsubishi Electric. Mr. Rosensweig earned a JD from Tulane University and is a Certified Energy Manager through the Association of Energy Engineers (AEE).	<a href="#">perry_rosensweig_resume.pdf</a>



# MCEC 2025 Advisory Council Applicant Roster

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First Name	Last Name	Title	Company/Organization	Bio	Resume
Jack	Schammel			<p>Jack Schammel is a key contributor to Maryland’s innovation ecosystem. He is also the Founder of Leading Logic LLC where he has, for more than a decade, guided many companies to dramatically improved results. A certified executive coach, Jack’s expert knowledge of leadership and management, process improvement, organizational development, and business operating systems have helped transform companies on two continents. His industry experience includes tech startups, power generation, training &amp; development, supply chain, finance, petroleum equipment and health care. He is also active in the community, presently serving on the board of Youth Empowerment Source. Jack also served as past board chair for the Cecil County Chamber of Commerce, Venture Access Inc., and the Boy Scouts of America; and on the boards of the Harford County Chamber of Commerce, the Harford Historical Society, and the United Way of Central Maryland.</p>	<a href="#">schammel_jack_2024.pdf</a>
Edward	Sears	Program Manager VI	National Renewable Energy Laboratory	<p>Ted Sears is a Senior Project Leader in the National Renewable Energy Laboratory’s (NREL) Center for Integrated Mobility Sciences Sustainable Transportation Integration Group, and is located at NREL’s Washington, D.C., office. He is presently on loan in two ways – 50% to CEQ serving as a Director of the Biden Administration’s Zero Emission Vehicle Federal Fleet Initiative; and 50% to the US DOE DAS-S,T&amp;F on Inflation Reduction Act tax credit policy issues. Preeviously Ted has supported the US DOE Vehicle Technologies Office, primarily as the task leader for Energy Policy Act tasks within the U.S. Department of Energy’s Vehicle Technologies Office. These tasks include the State &amp; Alternative Fuel Provider Fleet program, New Rulemaking, and Legislative Analysis. His work also involves facilitating government-industry partnerships and advanced mobility programmatic work. Ted is a graduate of Dartmouth College, the Harvard School of Public Health, and the University of Connecticut School of Law. Before coming to NREL, Ted was a senior environmental consultant with the law firm of Bergeson &amp; Campbell, P.C. in Washington, D.C. His past positions include serving as a senior environmental consultant with The Technical Group, LLC, an adjunct faculty member of the U.S. Department of Agriculture Graduate School, and an attorney at the Environmental Law Institute.</p>	<a href="#">edward_ted_sears_cv.docx</a>

# MCEC 2025 Advisory Council Applicant Roster

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First Name	Last Name	Title	Company/Organization	Bio	Resume
Shurid	Sen	Impact Partner	Raise Green	We are at a pivotal juncture in Maryland's fight to combat climate change. The passage and now implementation phase of both federal and state laws in the Inflation Reduction Act and Climate Solutions Now Act uniquely positions Maryland as a state to address the climate crisis and be an example to the nation of the best of what a state can achieve in the face of climate change. I'm interested in joining the Advisory Council to help Maryland stake out this leadership position. I believe the MCEC to be the driving force behind galvanizing the investment, implementation, and public awareness for this monumental transition away from fossil fuels. I am eager to help play a role in that process.	<a href="#">shurid_sen_resume.pdf</a>
Alison	Shea	VP Sales	The Efficiency Network	I have more than 30 years of experience in the energy and energy related fields. The entirety of my career has included technical, engineering, sales, and management roles to include the MD region. Over my tenure, I have facilitated energy related conversations and projects as a consultant, owner, and contractor/service organization and understand the challenges and opportunities energy presents across the supply chain. In my role as SVP of Sales for TEN I am responsible for the organization-wide business growth by developing solutions that solve customers needs and to include expanding into the Maryland market in a more meaningful way.	
Jared	Shelton	Commercial Sales & Project Manager	National HVAC Service	Jared Shelton is an experienced sales and project management professional with a strong background in commercial construction supervision and key account management in the energy industry. He is a licensed HVAC/R Master Contractor in Maryland and Delaware, and holds a Certified Energy Manager (CEM) designation from the Association of Energy Engineers, and earned his MBA from Salisbury University in Salisbury, Maryland.	
Grant	Shmelzer	CEO	IEC Chesapeake		
Nicholas	Silbergeld	Director	HASI	I am a Director on the Investment Team at HASI, focused primarily on energy efficiency and related building energy infrastructure across multiple sectors (federal, state/local, education, commercial).	
Maurice	Simpson Jr.	Senior Manager, State Government Affai	Constellation	To leverage Constellation's assets as a supportive resource to MCEC.	

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Jessica	Tamayo	President/ Owner	Civic Operations Group	Jess Tamayo is the founding partner and president of the Civic Operations Group, Inc (COG), a leader in providing quick and scalable aid during times of crisis. Combining two of her passions, peer-to-peer engagement and service to the community, COG's focus is to connect the public and private sector to a wide array of constituents, and distribute critical information, offer application assistance, aid and relief resources, and guidance at scale, especially to those hardest to reach. Witnessing the level of distress COVID-19 created in areas across the world intensified her passion to reach communities in need. Jess is a first-generation immigrant from Colombia. She brings over a decade worth of organizing experience in some of the hardest-to-reach places in North America and abroad. She has implemented massive statewide voter registration programs, executed successful community outreach campaigns, and has been part of the senior managing team for critical senate, mayoral, and district elections across the country. Jess began her career working as a policy aide in Florida's House of Representatives and worked in community engagement and event planning in the US Embassy in Beijing, China. Over the last ten years, her experience has ranged from the non-profit sector to the corporate field, working with members of the UN, U.S. government, educators, international NGOs, and corporate executives to foster civic programming and dialogue. Jess has a double BA in Diplomacy and International Relations, and Asian Studies from Seton Hall University, NJ, and MA degree in International Trade from Donghua University in Shanghai, China. She is fluent in Spanish, English, and Mandarin.	<a href="#">jessica_tamayo_resume_1.pdf</a>
Barbara	Tyran	Director, External Relations	National Hydropower Association	Barbara Tyran is Director, External Relations, at the National Hydropower Association (NHA) and also serves as Advisor, Macro Grid Initiative, at the American Council on Renewable Energy (ACORE). She brings outstanding federal / state government relations experience, following two decades as Director, Washington & State Relations, in EPRI's Washington DC office. She was the principal liaison between EPRI executive management and Congress, the Administration, the national trade associations, state legislators / regulators, and the Washington policy community.	<a href="#">bbt_nha_bio2023_rtf.rtf</a>

# MCEC 2025 Advisory Council Applicant Roster

## 2025 Advisory Council Applicants

First Name	Last Name	Title	Company/Organization	Bio	Resume
Jennifer	Vandervort	C&I Key Account Manager	Chesapeake Utilities	Jennifer “Jen” Vandervort serves as the Delmarva Commercial and Industrial Key Account Manager for Chesapeake Utilities Corporation. Jen holds a Bachelor of Science in Agricultural Science from Penn State University and spent 16 years in the animal health industry before joining Chesapeake Utilities. Since 2014, she has collaborated across various business units, building her expertise in the energy industry's unregulated and regulated sectors. Jen’s combined energy delivery and agriculture background brings a unique perspective to her role, where she manages large industrial and commercial natural gas clients and drives new business development. She also takes pride in educating customers about Chesapeake Utilities’ commitment to safety, energy efficiency, and reliability in alignment with our carbon reduction goals. Chesapeake Utilities Corporation is a diversified energy delivery company operating in nine Mid-Atlantic and South Eastern States listed on the New York Stock Exchange, offering sustainable energy solutions through its natural gas transmission and distribution, electricity generation and distribution, propane gas distribution, mobile compressed natural gas utility services and solutions and emerging renewable energy business.	
Stuart	Widom	Manager, Regulatory & Legislative Affairs	PJM Interconnection, LLC	I received a BS degree in Chemistry from the State University of NY, University Center at Albany and a MS degree in Air Resource Engineering from Virginia Tech. I have been employed in the electric utility generation and transmission industry for several decades as an environmental engineer, power plant project developer, merger and acquisition specialist and regulatory and legislative affairs director. Previous employers have included Delmarva Power & Light, Pepco Holdings, Conectiv Energy and Calpine Corporation. I am presently the regulatory and legislative affairs manager assigned to Maryland for at PJM Interconnection, the Regional Transmission Organization that ensures electric reliability throughout the mid-Atlantic region.	

# MCEC 2025 Advisory Council Applicant Roster

2025 Advisory Council Applicants					
First Name	Last Name	Title	Company/Organization	Bio	Resume
John	Willis	Co-Founder	Zero Net Energy Homes	I would like to serve on MCEC's Advisory Council for the 2025 term because it provides an opportunity to make a direct impact on advancing clean energy and sustainability in Maryland, which aligns with my passion and expertise. I want to apply my knowledge of cutting-edge technologies, such as Stirling chillers and distributed solar thermal systems, to help shape innovative solutions that address the state's energy challenges. Serving on the Council would allow me to collaborate with a diverse group of stakeholders and expand my network, fostering partnerships that can drive forward the clean energy agenda. Additionally, I'm eager to contribute to Maryland's leadership in clean energy and support policies that promote sustainable development, attract investments, and strengthen public-private collaborations. Personally, this role aligns with my commitment to driving innovation in energy systems and sustainability. It would allow me to grow both professionally and personally while contributing to something meaningful, and I'm excited about the potential to influence strategic decisions that make a real difference.	<a href="#">john_m_willis.docx</a>
David	Wilson	Project Manager	Chesapeake Contracting Group	I have been a general contractor for 5 years now and part of the MCEC for 2. I graduated with my masters in Building Construction and Science from Virginia Tech in 2019. I moved to Maryland immediately after to start estimating vertical construction projects and did that for 2 years. I moved into a project management role afterwards to begin the construction of the first mass timber building in Maryland and kept at it bidding on and building the interior tenant fit outs. I've worked on a marijuana grow facility, daycare spaces, tilt up warehouses, and most recently, a self storage building. Outside of work, I like to sail, bike, read, cook, build things, and enjoy time outside with good people and good food.	<a href="#">dmwilson_resume.pdf</a>
David	Wright	VP of Energy Programs	Groundswell	I am interested in serving on MCEC's Advisory Council for 2024 because I am interested in breaking down barriers to success in the energy sector, particularly for low-income and disadvantaged communities who have traditionally been excluded from the market. This is something that is central to my work at Groundswell, where I oversee various community solar, resilience, and energy efficiency initiatives that are dedicated to expanding access to clean energy and connecting participants with economic development opportunities. Serving on MCEC's Advisory Council would be a wonderful opportunity to connect the dots among different clean energy stakeholders across the state. Right now--and the coming year--is a particularly exciting time given the plethora of IRA-related and IRA-funded opportunities that exist in the clean energy space. Having the chance to advise MCEC's Executive Director and inform the Board of Directors through this Council would be a true honor.	

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**MARYLAND CLEAN ENERGY CENTER  
GRANT ADMINISTRATION POLICY HANDBOOK**



February 26, 2024

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## **WELCOME LETTER**

*Dear Maryland Clean Energy Center Grant Partner,*

*Thank you for your partnership on grants with the Maryland Clean Energy Center. As a sub awardee partner or procured partner of a federal, state, or foundational grant opportunity we are looking forward to working with you.*

*As the administrator of an awarded grant, it is MCEC's responsibility to ensure that Federal Uniform Guidance for all received grants is followed <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.*

*We honor this guidance for all levels of grant funding federal, state or foundational. We expect our sub awardees and partners to do the same.*

*MCEC intends to honor the public trust we hold. We are committed to operating in a manner that follows the highest standards of performance and ethical accountability. We believe our sub awardees and partners do as well. To this end, we want to make sure that you are aware of uniform guidance grant requirements so that you can successfully carry out your grant responsibilities.*

*With this aim in mind, we are providing you with this Grant Compliance Policy Handbook. We ask that you read and familiarize yourself with this document, because you will be held accountable by MCEC and the grant funder for abiding by the policies and procedures outlined herein. To violate these policies and procedures at a federal level can result in federal debarment and being unable to apply for federal grants or procurement opportunities in the future.*

*The work that we do makes a substantial difference to those we serve and the environment. We are excited to be working with you and your team.*

*Sincerely,*

A handwritten signature in blue ink that reads "Katherine Magruder".

*I. Katherine Magruder  
Executive Director*

## **UNIFORM FEDERAL GUIDANCE**

The policies highlighted below are included in the Federal Uniform Grant Guidance and/or grant Notice of Funding Opportunity Announcements and must be honored as part of all grant agreements by our employees, partners, and sub awardees. Uniform Guidance applies to all federally funded grant programs and state federal pass-through grants.

The complete Federal Uniform Guidance documents can be reviewed here:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>.

### **In all cases, violation of Uniform Federal Guidance can be reported to:**

- Amy R Gillespie, Grants Administration & Compliance Officer  
[agillespie@mdcleanenergy.org](mailto:agillespie@mdcleanenergy.org) 301-314-6091
- Katherine Magruder, MCEC Executive Director, [IKM@mdcleanenergy.org](mailto:IKM@mdcleanenergy.org) 301-314-6061
- Chair of the Board of Directors: <https://www.mdcleanenergy.org/about-mcec/board-of-directors/>
- Grant Specific Governance Boards (as applicable)

## **ADMINISTRATIVE AND PROGRAMMATIC CAPABILITY ASSESSMENT**

Non-profit applicants that are recommended for funding can be subject to pre-award administrative capability reviews consistent with Section 8b, 8c, and 9d of EPA Order 5700.8: EPA's Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards.

In addition, non-profit applicants selected for awards over \$200,000 may be required to fill out and submit to the EPA Grants Management Office EPA Form 6600.09, United States Environmental Protection Agency Administrative Capability Questionnaire with supporting documents as required in EPA Order 5700.8.

## **AMERICANS WITH DISABILITIES ACT AND SECTION 504 OF THE REHABILITATION ACT AND ALL OTHER CIVIL RIGHTS REQUIREMENTS AND REGULATIONS**

Recipients of Federal financial assistance are subject to administrative enforcement of the requirements under the provisions of [49 CFR part 27, subpart C](#). Public entities, whether or not they receive Federal financial assistance, are also subject to enforcement action as provided by the Department of Justice. Private entities, whether or not they receive Federal financial assistance, are also subject to enforcement action as provided in the regulations of the Department of Justice implementing title III of the ADA ([28 CFR part 36](#)).

Under Section 503 of the Rehabilitation Act and its implementing regulations, affirmative action obligations for certain contractors include an aspirational **employment goal of 7 percent workers with disabilities**.

### **BUILD AMERICA, BUY AMERICA**

Federal funds are subject to the domestic preference requirement in the Build America, Buy America Act (Pub. L. No 117-58, div. G §§ 70901–70927). MCEC expects all partners and sub awardees to comply with this requirement. If a recipient must seek a waiver, they must be prepared to demonstrate how they will maximize the use of domestic goods, products, and materials in constructing their project.

[https://www.fhwa.dot.gov/construction/contracts/buyam\\_qaev/](https://www.fhwa.dot.gov/construction/contracts/buyam_qaev/)

### **CIVIL RIGHTS OBLIGATIONS & NON-DISCRIMINATION LAWS, TITLE VI OF THE CIVIL RIGHTS ACTS OF 1964**

Employees, partners, and sub awardees must ensure that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance. If employees, partners or sub awardees feel that their civil rights have been violated, they should file a written complaint with the MCEC Executive Director, Chair of the Board of Directors, or Grant Governance Board (where applicable). An investigation will be conducted, and the individual will receive a written report on the findings.

### **CONFIDENTIALITY**

All employees, partners and sub awardees are required to keep grant-related information confidential.

Confidential information can include:

- Program client loan applications and related materials
- Business information such as financial and marketing data, bid proposals, contract negotiations, and research and development ideas
- Personnel actions, such as promotions, demotions, terminations, personnel controversies, compensation, payroll data, and performance evaluations
- Information about program recipients and clients of a personal nature
- Particular legal advice, opinions, and documents

If you are not sure if the information you are handling is confidential, consult the Grants Administration & Compliance Officer and/or the Executive Director of MCEC.

All inquiries from representatives of media organizations are to be referred to the Executive Director of MCEC or their designee.

### **COMMUNITY BENEFITS AGREEMENTS**

Community Benefits Agreements are strategic vehicles for community improvement, while benefiting private sector developers and both state and local governments. They are legal

agreements between community benefit groups and developers, stipulating the benefits a developer agrees to fund or furnish, in exchange for community support of a project. Benefits can include commitments to hire directly from a community, contributions to economic trust funds, local workforce training guarantees and more. MCEC encourages our employees, partners, and sub awardees to promote these agreements with local communities during grant development and planning.

### **COMMUNITY PARTICIPATION PLAN**

MCEC requires that partners and sub awardees receiving federal funds conduct and/or participate in a community participation plan through at minimum a public comment session. Public education meetings and events are also encouraged. Community participation events and outcomes should be reported to MCEC and the Governance Board (where applicable).

### **CONFLICT OF INTEREST POLICY**

A conflict of interest may exist when the interests or concerns of an interested party (employees, partners, or sub awardees) may be seen as competing with the interests or concerns of the organization. There are a variety of situations, which raise conflict of interest concerns, including, but not limited to, the following:

*Financial Interests* – A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits because of a decision made or transaction entered into by the organization. Examples include situations where:

- The organization contracts to purchase or lease goods, services, or properties from an interested party, or a relative or business associate of an interested party
- The organization purchases an ownership interest or invests in a business entity owned by an interested party or a relative or business associate of an interested party
- An interested party, or a relative or business associate of an interested party, is provided with a gift, gratuity, or favor, of a substantial nature, from a person or entity which does business with, or seeks to do business, with the organization

*Other Interests* – A conflict may also exist where an interested party or a relative or business associate of an interested party obtains a non-financial benefit or advantage that he would not have received without his or her relationship with the organization, or where his/her duty or responsibility owed to the organization conflicts with an assignment or obligation owed to another organization.

Examples include:

- An interested party seeks to obtain preferential treatment by the organization for himself, herself, or business associate
- An interested party seeks to make use of confidential information obtained from the organization for his own benefit or the benefit of a relative, business associate, or other organization

- An interested party seeks to take advantage of an opportunity or enable a relative, business associate, or other organization to take advantage of an opportunity, which he/she has reason to believe would be of interest to the organization

### **CONSUMER PROTECTION PLAN**

MCEC follows federal laws including the Federal Trade Commission Act (15 U.S.C. § 45), Consumer Financial Protection Act (12 U.S.C. § 5536), and Fair Debt Collection Practices Act (15 U.S. Code § 1692e), and Regulation Z (12 CFR § 1026) and the Maryland Consumer Protection Act to ensure that all consumers of federal funds are treated fairly and justly. We also require that our employees, partners, and sub awardees comply with these federal and state regulations as well. MCEC will audit our employees, partners and sub awardees to ensure compliance. Consumers who feel that they are being treated unfairly or unjustly are asked to reach out to Amy R Gillespie, Grants Administration & Compliance Officer [agillespie@mdcleanenergy.org](mailto:agillespie@mdcleanenergy.org) 301-314-6091; I. Katherine Magruder, MCEC Executive Director, [IKM@mdcleanenergy.org](mailto:IKM@mdcleanenergy.org) 301-314-6061; or directly to the Consumer Protection Division, Office of the Attorney General at 401.576.6307.

### **COST SHARE/MATCH**

Partners and sub awardees are required to provide their portion of cost share/match as specified by their grant requirements and submitted budgets. Cost share is calculated based on total project costs. -Partners and sub awardees must submit proof of cost share/match to MCEC as part of the total grant administration.

### **DAVIS-BACON ACT**

Recipients of an award under federal grant programs are also required to comply fully with the Davis-Bacon Act (40 U.S.C. §§ 3141-3148; 23 U.S.C. § 109(s)(2); 23 U.S.C. § 113(a)) <https://www.govinfo.gov/content/pkg/USCODE-2011-title23/html/USCODE-2011-title23-chap1-sec113.htm>, which **requires all laborers and mechanics employed by contractors or subcontractors in the performance of construction, alteration, or repair work on a project assisted in whole or in part by an award made available under this program, be paid wages at rates not less than those prevailing on similar projects in the locality**, as determined by the Secretary of Labor.

### **DISADVANTAGED BUSINESS ENTERPRISES (DBE)**

MCEC and its partners and sub awardees will comply fully with the Federal DBE Program, which helps remove barriers to the participation of DBEs in federal and state-assisted contracts. The DBE Program was most recently reauthorized by the Moving Ahead for Progress in the 21st Century Act (P.L. 112-141).

### **DISCLOSURE OF ACTUAL OR POTENTIAL CONFLICTS OF INTEREST**

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known. Those disclosures should be in writing.

## **DISTRIBUTION OF FUNDING**

All MCEC grant awards to partners and sub awardees are reimbursable and require receipts be submitted with funding draw down requests. Grant specific reporting forms may also be required.

## **EQUAL EMPLOYMENT OPPORTUNITY**

MCEC and its sub awardees and partners must honor all terms and conditions of employment through the EEOC and will ensure that hiring will be carried out without regard to race, creed, color, religion, gender, nationality, marital status, age, or other characteristics protected by law.

Complaints can be reported to Amy R Gillespie, Grants Administration & Compliance Officer [agillespie@mdcleanenergy.org](mailto:agillespie@mdcleanenergy.org) 301-314-6091; I. Katherine Magruder, MCEC Executive Director, [IKM@mdcleanenergy.org](mailto:IKM@mdcleanenergy.org) 301-314-6061; or directly to the EEOC at: 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only), 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only), or [info@eeoc.gov](mailto:info@eeoc.gov).

## **EXECUTIVE ORDER 11246**

Executive Order 11246, EEO (30 FR 12319, and as amended), all Federally assisted contractors are required to make good faith efforts to meet the goals of **6.9 percent of construction project hours being performed by women, in addition to goals that vary based on geography for construction work hours and for work being performed by people of color.**

## **EXECUTIVE ORDER 13166 (IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY)**

MCEC honors EO 13166 which mandates that federal grantees have accessibility services in place if they have limited English proficiency consumers benefitting from federal funds. MCEC expects its employees, partners, and sub awardees to honor and plan for EO 13166 as well.

## **EXECUTIVE ORDER 14005**

Executive Order 14005 directs the Executive Branch Departments and Agencies to maximize the use of goods, products, and materials produced in, and services offered in, the United States through the terms and conditions of Federal financial assistance awards. MCEC will require employees, partners, and sub awardees to honor EO 14005. Partners and Sub awardees must be prepared to demonstrate to MCEC how they will maximize the use of domestic goods, products, and materials in constructing their project(s).

## **EXECUTIVE ORDER 14082 (IMPLEMENTATION OF THE ENERGY AND INFRASTRUCTURE PROVISIONS OF THE INFLATION REDUCTION ACT OF 2022) FISCAL STEWARDSHIP PLAN**

MCEC as a federal grant recipient, will follow requirements in 2 CFR § 200.303 and 2 CFR § 200.332(b) and (d). We intend to work with sub recipients and expect that all partners and sub awardees working with MCEC should have comprehensive policies and procedures to ensure robust risk management across your activities; prevent fraud, waste, and abuse; and prudently manage grant funds.



## **FEDERAL UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDITS**

All awards will be administered pursuant to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards found in 2 CFR Part 200 (<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200>).

Partners and sub awardees will be required to submit their audit records each year that they are participating in a federal grant with the Maryland Clean Energy Center.

## **FEDERAL FINANCIAL REPORT**

In accordance with 2 CFR § 200.328 and 2 CFR § 200.344, federal grantees must submit the Federal Financial Report (SF-425) at least annually and no more frequently than quarterly. The frequency of reporting and report submission instructions will be specified in the terms and conditions of the grant agreement.

## **FINANCIAL RECORDS RETENTION**

In accordance with 2 CFR § 200.334, the grantee will be required to retain financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to the grant award for a period of three years from the date of submission of the final expenditure report.

## **GOOD JOBS PRINCIPLES**

The Departments of Commerce and Labor partnered to identify what comprises a good job. These eight principles create a framework for workers, businesses, labor unions, advocates, researchers, state and local governments, and federal agencies for a shared vision of job quality. Federally funded grants with required Good Jobs Principles are expected to provide recruitment and hiring, benefits, diversity, equity, inclusion and accessibility (DEIA), empowerment and representation, job security and working conditions, organizational culture, pay and skills and career advancement <https://www.dol.gov/general/good-jobs/principles>.

## **GRIEVANCE PROCEDURES**

Whenever several people work together, personal problems or differences will occasionally arise. Typically, these concerns can be resolved informally. The first step toward solving a problem is a frank and early discussion with the Grants Administration & Compliance Officer.

In exceptional cases, a need may arise for a more formal approach. In such a case, you may file a written complaint with the Executive Director, Chair of the Board of Directors, or Grant Governance Board (where applicable). You will be informed of the resolution either verbally or in writing as promptly as possible unless exceptional circumstances delay the consideration or investigation of the grievance.

## **HARASSMENT POLICY**

MCEC does not condone or excuse harassment of any kind. MCEC grant policy prohibits employees, sub awardees and partners from discriminating against or harassing their colleagues based on gender, sexual preference, religion, mental or physical impairment, age, race, marital status, creed, color, or national origin. MCEC will take immediate steps to address complaints of racist or ethnic slurs or harassment based on age, disability, sexual preference, or

any characteristic protected by law.

An employee, sub awardee or partner who believes he or she has been a victim of any harassment should report the incident to the Grants Administration & Compliance Officer or the Executive Director, Chair of the Board of Directors, or MES Human Resources Director.

### **JUSTICE40 INITIATIVE**

The Justice40 Initiative directs that federal funders track and measure program benefits, setting the goal that at least 40% of the overall benefits from certain federal investments in climate, clean energy and other areas flow to disadvantaged communities. Justice40 required statistics will be audited, monitored, and tracked by MCEC.

### **LEGACY INFRASTRUCTURE/FACILITIES NOT COMPLIANT WITH ADA STANDARDS PLAN**

When federally funded projects are legacy infrastructure or in facilities not compliant with ADA standards, partners and sub awardees must develop a plan of how they will comply with ADA standards on the project site and submit that plan to MCEC prior to beginning work on a project. That plan will be submitted to the grant funding administrator for approval.

### **MINORITY OWNED BUSINESS ENTERPRISE (MBE)/WOMEN BUSINESS ENTERPRISE (WBE) UTILIZATION**

When required, the grantee must complete and submit a “MBE/WBE Utilization Under Federal Grants and Cooperative Agreements” report (EPA Form 5700-52A) on an annual basis. Employees, partners, and sub awardees are required to submit data to MCEC as requested to complete this report.

### **NATIONAL ELECTRIC VEHICLE INFRASTRUCTURE STANDARDS AND REQUIREMENTS (23 CFR PART 680)**

MCEC will work with partners and sub awardees to ensure that the National Electric Vehicle Standards and Requirements <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-G/part-680> regarding EV charging infrastructure, including installation, operation, and maintenance requirements, interoperability and connectivity standards, minimum uptime requirements, data submission requirements, as well as certain data fields that must be made available, free of charge, to third-party software developers, via application programming interface are met.

### **NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REGULATIONS**

All employees, partners and sub awardees must comply with Federal NEPA regulations (42 U.S.C. §§ 4321 et seq. <https://www.epa.gov/laws-regulations/summary-national-environmental-policy-act>; 40 CFR parts 1500 – 1508 <https://www.ecfr.gov/current/title-40/chapter-V>; 23 CFR part 771 <https://www.ecfr.gov/current/title-23/chapter-I/subchapter-H/part-771>).

### **NATIONAL HISTORIC PRESERVATION ACT (NHPA)**

Section 106 of the NHPA requires all federal agencies to consider the effects of their undertakings, including the act of awarding a grant agreement, on historic properties. If NHPA

compliance is required, necessary Section 106 consultation activities, such as historic or architectural surveys, structural engineering analysis of buildings, public meetings, and archival photographs, can be considered allowable and allocable grant costs. A term and condition specifying NHPA compliance requirements will be included in the grant agreement.

### **PERSONAL BELIEFS AND PARTISAN POLITICAL ACTIVITY**

MCEC recognizes that our partners and sub awardees may hold a wide range of personal beliefs, values, and commitments. However, these beliefs, values, and commitments are a conflict of interest only when they prevent you from fulfilling your job responsibilities, if you attempt to use grant funded time and facilities to further them, or if you continue to attempt to convince others of your personal beliefs after you have been asked to stop. You may not use organizational authority to coerce or attempt to command or advise other employees, partners, or sub awardees to pay or contribute anything of value for political purposes.

### **PHYSICAL AND CYBER SECURITY RISKS**

All grant partners and sub awardees must consider and address, in a written plan submitted to MCEC, their plan to address physical and cyber security risks relevant to the transportation mode and type and scale of the project <https://www.cisa.gov/cross-sector-cybersecurity-performance-goals>.

### **PROGRAM EVALUATIONS**

MCEC will conduct evaluations of program administration and project portfolios. These program evaluations will include assessment of effectiveness and efficiency in achieving outputs, outcomes, and objectives as described in the application logic model. All evaluations must be conducted in adherence with ORDER 1000.33 03/25/2022. The finding of these evaluations will be published as required by the funding source.

### **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT**

All federal funding recipients must be in compliance with 2 CFR § 200.216 and the prohibition on certain telecommunications and video surveillance services or equipment <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-C/section-200.216>.

### **REAL PROPERTY STATUS REPORT**

In accordance with 2 CFR § 200.329, the grantee must submit a “Real Property Status Report” (SF-429) to report real property status or request agency instructions on real property that was/will be provided as Government Furnished Property (GFP) or acquired (i.e. purchased or constructed) in whole or in part under a federal financial assistance award.

### **SEXUAL HARASSMENT POLICY**

MCEC is committed to providing a work environment free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment.

MCEC and federal harassment policy defines sexual harassment as unwelcome or unwanted sexual conduct; requests for sexual favors; verbal, nonverbal, or physical conduct of a sexual

nature that adversely affects the employee's employment terms or conditions or creates an intimidating, hostile, or offensive work environment. Such conduct is strictly prohibited and will not be tolerated.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after negative responses to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal behavior that provides for making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes unwanted touching, assaulting, or impeding or blocking movements

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly
- Submission or rejection of the behavior is used as a basis for making employment decisions
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment

If you experience or witness sexual or other unlawful harassment in the workplace or on a grant funded site or project, report it immediately to the Grants Administration & Compliance Officer or if that is uncomfortable, reporting can be escalated to the Executive Director, Chair of the Board of Directors, or MES Human Resources Director.

Employees, partners, or sub awardees of the organization can raise concerns and make reports without fear of reprisal or retaliation.

### **SINGLE AUDIT**

In accordance with 2 CFR § 200.501(a), grantees will be required to obtain a single audit from an independent auditor, if their organization expends \$1,000,000 or more in total federal funds.

The recipient must submit the form SF-SAC and a Single Audit Report Package within nine months of the end of the recipient's fiscal year or 30 days after receiving the report from an independent auditor. The SF-SAC and a Single Audit Report Package **MUST** be submitted using

the Federal Audit Clearinghouse's Internet Data Entry System available at:  
<https://facides.census.gov>.

### **TITLE I OF THE FOUNDATIONS FOR EVIDENCE-BASED POLICYMAKING ACT OF 2018 (EVIDENCE ACT)**

The Evidence Act Pub. L. No. 115-435 (2019) urges Federal awarding Agencies and Federal assistance recipients and subrecipients to use **program evaluation** as a critical tool to learn, to improve equitable delivery, and to elevate program service and delivery across the program lifecycle. MCEC, in support of the Evidence Act, will evaluate through survey, site audit and document audit the progress of grant deliverables from our partners and sub awardees.

### **UNIFORM RELOCATION AND REAL PROPERTY ACQUISITION ACT (URA)**

All grant awards are subject to all applicable Federal laws, rules, and regulations, including the Uniform Relocation and Real Property Acquisition Act (42 U.S.C. §§ 4601 et seq.; 49 CFR part 24) <https://www.ecfr.gov/current/title-49/subtitle-A/part-24>.

### **WHISTLEBLOWER POLICY**

Whistleblowing means disclosing information that you reasonably believe is evidence of a violation of any law, rule, or regulation; gross mismanagement; a gross waste of funds; an abuse of authority; or a substantial and specific danger to public health or safety. MCEC will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm.

### **Notification of Federal Uniform Guidance**

Effective October 1, 2024, the Federal Uniform Guidance has been updated to include new policies regarding Whistleblower Protections. It is essential that you review these protections to understand your rights and responsibilities.

**Whistleblower Protections Overview:** Under the updated guidance, employees are protected from discharge, demotion, or discrimination for disclosing information they reasonably believe demonstrates:

- Gross mismanagement of a federal contract or grant
- Gross waste of federal funds
- Abuse of authority relating to a federal contract, grant, or subaward
- A substantial and specific danger to public health or safety
- Violations of law, rules, or regulations related to federal contracts or grants

**Who Can You Report To?** You may disclose concerns to the following individuals or bodies:

- A member of Congress or a congressional committee representative
- An Inspector General

- The Government Accountability Office
- A Federal employee responsible for contract or grant oversight
- An authorized official of the Department of Justice or other law enforcement agency
- A court or grand jury
- A management official or employee of the contractor, subcontractor, or grantee responsible for addressing misconduct
- MCEC's Human Resources Consultant, Brenda Foca [brenda@focashr.com](mailto:brenda@focashr.com)

In accordance with 41 U.S.C. 4712(d), we are required to inform you in writing about your rights and protections under the whistleblower laws.

For further information about whistleblower protections, please visit the [EPA Office of Inspector General's Whistleblower Protection page](#).

### **Employees of EPA Contractors, Subcontractors, Grantees, or Subgrantees or Personal Service Contractors**

Under 41 U.S.C. § 4712, it is illegal for an employee of a federal contractor, subcontractor, grantee, or subgrantee or personal services contractor to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. If you are an employee of an EPA contractor, subcontractor, grantee, subgrantee, or personal services contractor and believe you have been retaliated against for making a protected whistleblower disclosure, you may submit a retaliation complaint to the [OIG Hotline](#). For more information about whistleblower protections for such employees, please review this [whistleblower protection informational brochure](#).

### **FHWA Required Additions for Charging Fueling Infrastructure Grant (5/30/2024):**

[eCFR :: 23 CFR Part 172 -- Procurement, Management, and Administration of Engineering and Design Related Services](#)

[Awarding Engineering & Design Contracts on Brooks Act Requirements - Consultant Services - Design - Federal Highway Administration \(dot.gov\)](#)

[Consultant Services - Design - Federal Highway Administration \(dot.gov\)](#)

### **GENERAL REFERENCES**

This Document is not an exhaustive list of Laws, Orders, Regulations and Guidance – Some of the below 23 CFR requirements may not be directly applicable to each Non-State DOT project, however regulations may reference other applicable Federal Laws that must be adhered to. It is advised to review all of Title 23 to ensure Certain Federal Laws are followed. Every regulation cited and additional recommendations come from established industry best practices.

- 23 CFR 630, Subpart B - Plans, Specifications, and Estimates
- 23 CFR 633, Subpart A – Required Contract Provisions - Federal-aid Construction Contracts (Other than Appalachian Contracts)
- Geometric Design
- Geometric Design - Design - Federal Highway Administration (dot.gov)
- MUTCD
- Manual on Uniform Traffic Control Devices (MUTCD) - FHWA (dot.gov)
- Build America, Buy America
- Buy America - Construction Program Guide - Contract Administration - Construction - Federal Highway Administration (dot.gov)
- PROWAG - Public Right-of-Way Accessibility Guidelines
- About PROWAG (access-board.gov)
- Construction Program Guide
- Office of Civil Rights | FHWA (dot.gov)
- Office of Civil Rights
- <http://www.fhwa.dot.gov/construction/cqit/>
- Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation  
<http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>
- Contract Administration Core Curriculum Manual and Reference Guide  
<http://www.fhwa.dot.gov/programadmin/contracts/coretoc.cfm>
- Development and Review of Specifications
- <http://www.fhwa.dot.gov/legsregs/directives/techadv/t508016.htm>
- Bipartisan Infrastructure Law
- Bipartisan Infrastructure Law - FHWA | Federal Highway Administration (dot.gov)
- Guidelines on Preparing Engineer's Estimate, Bid Reviews and Evaluation

<http://www.fhwa.dot.gov/programadmin/contracts/ta508046.cfm>

## **2 CFR PART 200**



The recipient should review and understand the following relevant 2 CFR § 200 Sections. Please note that this list is not exhaustive, and it is incumbent on any recipient of federal funding to familiarize themselves with all applicable federal requirements.

## [2 CFR 200 Subpart A - Acronyms and Definitions](#)

### [2 CFR 200.1](#) Definitions

[“Contract”](#)  
[“Contractor”](#)  
[“Equipment”](#)  
[“Indirect \(Facilities & Administrative \(F&A\)\) costs”](#)  
[“Indirect cost rate proposal”](#)  
[“Equipment”](#)  
[“Recipient”](#)  
[“Subaward”](#)  
[“Subrecipient”](#)

### [2 CFR Part 200 Subpart D](#) – Post Federal Award Requirements

[2 CFR § 200.306](#) – Cost sharing or matching

[2 CFR § 200.313](#) – Equipment

[2 CFR § 200.314](#) – Supplies

[2 CFR 200.317 - 2 CFR 200.327](#) – Procurement Standards

[2 CFR § 200.331](#) – Subrecipient and contractor determinations

### [2 CFR § 200 Subpart E](#) – Cost Principles

[2 CFR § 200.413](#) – Direct costs

[2 CFR § 200.414](#) – Indirect (F&A) costs

[2 CFR § 200.431](#) – Compensation-fringe benefits

[2 CFR § 200.439](#) – Equipment and other capital expenditures

[2 CFR § 200.453](#) – Materials and supplies costs, including costs of computing devices

[2 CFR § 200.475](#) – Travel costs

**11.4.2024 UPDATE TO THE MCEC GRANT COMPLIANCE HANDBOOK: 2 CFR Part 200 Federal Guidance was updated on 10/1/2024. The links included in this compliance guide are reflective of the most recent changes to Uniform Guidance and apply to all grant subrecipients put under contract after 10/1/2024.**

## **EPA SOLAR FOR ALL TERMS & CONDITIONS (11/02/2024):**

### **PREFACE**

#### **1. Introduction**

- a. These terms and conditions are in addition to the assurances and certifications made as part of the award and terms, conditions, and restrictions reflected on the official

assistance award document. Recipients must review their official award document for additional administrative and programmatic requirements. Failure to comply with the general terms and conditions outlined below and those directly reflected on the official assistance award document may result in enforcement actions as outlined in [2 CFR 200.339](#) and [2 CFR 200.340](#).

- b. If the EPA General Terms and Conditions have been revised, EPA will update the terms and conditions when it provides additional funding (incremental or supplemental) prior to the end of the period of performance of this agreement. The recipient must comply with the revised terms and conditions after the effective date of the EPA action that leads to the revision. Revised terms and conditions do not apply to the recipient's expenditures of EPA funds or activities the recipient carries out prior to the effective date of the EPA action. EPA will inform the recipient of revised terms and conditions in the action adding additional funds.

## **2. Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards**

This award is subject to the requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Title [2 CFR Part 200](#) and [2 CFR Part 1500](#). 2 CFR 1500.2, Adoption of 2 CFR Part 200, states the EPA adopts the Office of Management and Budget (OMB) guidance Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards to Non-Federal Entities (subparts A through F of 2 CFR Part 200), as supplemented by 2 CFR Part 1500, as the EPA policies and procedures for financial assistance administration. 2 CFR Part 1500 satisfies the requirements of [2 CFR 200.110\(a\)](#) and gives regulatory effect to the OMB guidance as supplemented by 2 CFR Part 1500. This award is also subject to applicable requirements contained in EPA programmatic regulations located in 40 CFR Chapter 1 Subchapter B.

## **3. Termination**

Consistent with [2 CFR 200.340](#), EPA may terminate this award in part or its entirety:

- (a) If a recipient or subrecipient fails to comply with the terms and conditions of the award, including statutory or regulatory requirements;
- (b) With the consent of the recipient when both the recipient and the EPA agree upon the termination conditions, which include the effective date and, in the case of partial termination, the portion to be terminated;
- (c) If a recipient sends the EPA a written notification of the reasons for such termination, the effective date, and in the case of partial termination, the

portion to be terminated; however, if the EPA determines that the remaining portion of the Federal award will not accomplish the purposes for which the Federal award was made, the EPA may terminate the award in its entirety; or (d) Pursuant to the programmatic terms and conditions specified in the Federal award.

## FINANCIAL INFORMATION

### 4. Reimbursement Limitation

EPA's financial obligations to the recipient are limited by the amount of federal funding awarded to date as reflected on the award document. If the recipient incurs costs in anticipation of receiving additional funds from EPA, it does so at its own risk. See [2 CFR 1500.9](#).

### 5. Automated Standard Application Payments (ASAP) and Proper Payment Draw Down Electronic Payments

Recipients must be enrolled or enroll in the Automated Standard Application for Payments (ASAP) system to receive payments under EPA financial assistance agreements unless:

- EPA grants a recipient-specific exception;
- The assistance program has received a waiver from this requirement;
- The recipient is exempt from this requirement under [31 CFR 208.4](#); or,
- The recipient is a fellowship recipient pursuant to [40 CFR Part 46](#).

EPA will not make payments to recipients until the ASAP enrollment is completed or if recipients fall under one of the above categories. EPA's Research Triangle Park Finance Center (RTPFC) will initiate the ASAP enrollment based on the key contact information on the grant application. The "payee" on the key contacts form will receive an email from ASAP indicating the steps required for completing the enrollment. Recipients may request exceptions using the procedures below.

Under this payment mechanism, the recipient initiates an electronic payment request online via ASAP, which is approved or rejected based on the amount of available funds authorized by EPA in the recipient's ASAP account. Approved payments are credited to the account at the financial institution of the recipient organization set up by the recipient during the ASAP enrollment process.

Additional information concerning ASAP and enrollment can be obtained by contacting the EPA RTPFC, at [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov), or by visiting: <https://www.fiscal.treasury.gov/asap/>.

EPA will grant exceptions to the ASAP enrollment requirement only in situations in which the recipient demonstrates to EPA that receiving payment via ASAP places an undue administrative or financial management burden on the recipient or EPA determines that granting the waiver is in the public interest. Recipients may request an exception to the requirement by following the procedures specified in [RAIN-2018-G06-R](#).

#### **Proper Payment Drawdown (for recipients other than states)**

- As required by [2 CFR 200.305\(b\)](#), the recipient must draw funds from ASAP only for the minimum amounts needed for actual and immediate cash requirements to pay employees, contractors, subrecipients or to satisfy other obligations for allowable costs under this assistance agreement. The timing and amounts of the drawdowns must be as close as administratively feasible to actual disbursements of EPA funds. Disbursement within 5 business days of drawdown will comply with this requirement and the recipient agrees to meet this standard when performing this award.
- Recipients may not retain more than 5% of the amount drawn down, or \$1,000 whichever is less, 5 business days after drawdown to materially comply with the standard. Any EPA funds subject to this paragraph that remain undisbursed after 5 business days must be fully disbursed within 15 business days of draw down or be returned to EPA.
- If the recipient draws down EPA funds in excess of that allowed by paragraph b., the recipient must contact [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov) for instructions on whether to return the funds to EPA. The recipient must comply with the requirements at [2 CFR 200.305\(b\)\(11\)](#) regarding depositing advances of Federal funds in interest bearing accounts.
- Returning Funds: [Pay.gov](#) is the preferred mechanism to return funds. It is free, secure, paperless, expedient, and does not require the recipient//vendor to create an account. Contact RTPFC-Grants at [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov) to obtain complete instructions. Additional information is available at the [Pay.gov website](#). Information on how to repay EPA via check is available at <https://www.epa.gov/financial/makepayment>. Instructions on how to return funds to EPA electronically via ASAP are available at <https://www.fiscal.treasury.gov/asap/>.
- Failure on the part of the recipient to materially comply with this condition may, in addition to EPA recovery of the un-disbursed portions of the drawn down funds, lead to changing the payment method from advance payment to a reimbursable basis. EPA may also take other remedies for noncompliance under [2 CFR 200.208](#) and/or [2 CFR 200.339](#).
- If the recipient believes that there are extraordinary circumstances that prevent it from

complying with the 5-business day disbursement requirement throughout the performance period of this agreement, recipients may request an exception to the requirement by following the procedures specified in [RAIN-2018-G06-R](#). EPA will grant exceptions to the 5-business day disbursement requirement only if the recipient demonstrates that compliance places an undue administrative or financial management burden or EPA determines that granting the exception is in the public interest. EPA will grant exceptions to the 5-business day disbursement requirement only if the recipient demonstrates that compliance places an undue administrative or financial management burden or EPA determines that granting the exception is in the public interest.

### **Proper Payment Drawdown for State Recipients**

In accordance with [2 CFR 200.305\(a\)](#), payments are governed by Treasury-State Cash Management Improvement Act (CMIA) agreements and default procedures codified [at 31 CFR Part 205, Subparts A and B](#) and [Treasury Financial Manual \(TFM\) 4A-2000, “Overall Disbursing Rules for All Federal Agencies”](#) unless a program specific regulation (e.g. 40 CFR 35.3160 or 40 CFR 35.3560) provides otherwise. Pursuant to 31 CFR Part 205, [Subpart A—Rules Applicable to Federal Assistance Programs Included in a Treasury-State Agreement](#), States follow their Treasury-State CMIA Agreement for major Federal programs listed in the agreement. For those programs not listed as major in the Treasury-State agreement, the State follows the default procedures in 31 CFR Part 205, [Subpart B— Rules Applicable to Federal Assistance Programs Not Included in a Treasury-State Agreement](#), which directs State recipients to draw-down and disburse Federal financial assistance funds in anticipation of immediate cash needs of the State for work under the award. States must comply with [2 CFR 200.302\(a\)](#) in reconciling costs incurred and charged to EPA financial assistance agreements at time of close out unless a program specific regulation provides otherwise

### **SELECTED ITEMS OF COST**

#### **6. Prohibition on Certain Telecommunications and Video Surveillance Service Equipment or Services**

As required by [2 CFR 200.216](#), EPA recipients and subrecipients, including borrowers under EPA-funded revolving loan fund programs, are prohibited from obligating or expending Federal loan or grant funds to procure or obtain covered telecommunications equipment or services; extend or renew a contract to procure or obtain covered telecommunications equipment or services; or enter into a contract (or extend or renew a contract) to procure or obtain covered telecommunications equipment or services. As described in section 889 of [Public Law 115-232](#), “covered telecommunications equipment or services” means any of the following:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities);
2. For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment;
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

Pursuant to [2 CFR 200.216\(c\)](#), “covered telecommunications equipment or services” also include systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. Consistent with [2 CFR 200.471](#), costs incurred for telecommunications and video surveillance services or equipment such as phones, internet, video surveillance, and cloud servers are allowable except for the following circumstances:

- Obligating or expending EPA funds for covered telecommunications and video surveillance services or equipment or services as described in [2 CFR 200.216](#) to:
  - Procure or obtain, extend or renew a contract to procure or obtain;
  - Enter into a contract (or extend or renew a contract) to procure; or
  - Obtain the equipment, services, or systems.

Certain prohibited equipment, systems, or services, including equipment, systems, or services produced or provided by entities identified in section 889 of [Public Law 115-232](#), are recorded in the System for Award Management exclusion list.

## **7. Consultant Cap**

EPA participation in the salary rate (excluding overhead) paid to individual consultants retained by recipients or by a recipient's contractors or subcontractors shall be limited to the maximum daily rate for a Level IV of the Executive Schedule, available at: <https://www.opm.gov/policy-dataoversight/pay-leave/salaries-wages/>, to be adjusted annually. This limit applies to consultation services of designated individuals with specialized skills who are paid at a daily or hourly rate. This rate does not include

transportation and subsistence costs for travel performed (the recipient will pay these in accordance with their normal travel reimbursement practices).

Information on how to calculate the maximum daily rate and the daily pay limitation is available at the Office Of Personnel Management's [Fact Sheet: How to Compute Rates of Pay](#) and [Fact Sheet: Expert and Consultant Pay](#). Specifically, to determine the maximum daily rate, follow these steps:

1. Divide the Level IV salary by 2087 to determine the hourly rate. Rates must be rounded to the nearest cent, counting one-half cent and over as the next higher cent (e.g., round \$18.845 to \$18.85).
2. Multiply the hourly rate by 8 hours. The product is the maximum daily rate.

Contracts and subcontracts with firms for services that are awarded using the procurement requirements in Subpart D of 2 CFR Part 200 are not affected by this limitation unless the terms of the contract provide the recipient with responsibility for the selection, direction and control of the individuals who will be providing services under the contract at an hourly or daily rate of compensation. See [2 CFR 1500.10](#).

## **8. Establishing and Managing Subawards**

If the recipient chooses to pass funds from this assistance agreement to other entities, the recipient must comply with applicable subaward provisions of 2 CFR Part 200 and the [EPA Subaward Policy](#).

As a pass-through entity, the recipient agrees to:

- Select subrecipients and conduct subaward competitions, as appropriate, using a system that properly differentiates between subrecipients and procurement contractors consistent with the differentiating characteristics explained in [2 CFR 200.331](#) and EPA's supplemental guidance in [Appendix A of the EPA Subaward Policy](#).
- Verify that the potential subrecipient is not excluded or disqualified in accordance with the verification methods provided in [2 CFR 180.300](#), such as confirming in SAM.gov that a potential subrecipient is not suspended, debarred, or otherwise excluded from receiving Federal funds.
- Establish and follow a system that ensures all subaward agreements are in writing and contain all of the elements required by [2 CFR 200.332\(b\)](#). EPA has developed a template for subaward agreements that is available in [Appendix D of the EPA Subaward Policy](#).
- Prior to making subawards, ensure that each subrecipient has a "Unique Entity Identifier" (UEI). The UEI is required by [2 CFR Part 25](#) and [2 CFR 200.332\(b\)](#).



Subrecipients are not required to complete full [System for Award Management \(SAM.gov\)](http://www.sam.gov) registration to obtain a UEI. Information regarding obtaining a UEI is available at the System for Award Management (SAM.gov) Internet site:

<http://www.sam.gov/SAM/> and in the General Condition of the pass-through entity's agreement with EPA entitled "**System for Award Management and Universal Identifier Requirements**" T&C of the pass-through entity's agreement with the EPA.

- Ensure that subrecipients are aware of the requirements that apply to the subaward, including those that flow down from the recipient, as required by [2 CFR 200.332\(b\)](#) and monitor the activities of the subrecipient to ensure compliance with these requirements per [2 CFR 200.332\(e\)](#). These requirements include, among others:
  - Title VI of the Civil Rights Act and other Federal statutes and regulations prohibiting discrimination in Federal financial assistance programs, as applicable, including provisions protecting free speech, religious liberty, public welfare, and the environment per [2 CFR 200.300\(a\)](#), as well as regulations, including [2 CFR 200.300\(b\)](#) prohibiting discrimination based on sex, sexual orientation, or gender identity.
  - Reporting Subawards and Executive Compensation under Federal Funding Accountability and Transparency Act (FFATA) set forth in the General Condition pass-through entity's agreement with EPA entitled "**Reporting Subawards and Executive Compensation.**"
  - Limitations on individual consultant fees as set forth in [2 CFR 1500.10](#) and the General Condition of the pass-through entity's agreement with EPA entitled "**Consultant Fee Cap.**"
  - EPA's prohibition on paying management fees as set forth in General Condition of the pass-through entity's agreement with EPA entitled "**Management Fees.**"
  - The Procurement Standards in [2 CFR Part 200](#) including those requiring competition when the subrecipient acquires goods and services from contractors (including consultants) and Domestic preferences for procurements at [2 CFR 200.322](#).
  - Other statutes, regulations and Executive Orders that may apply to subawards are described at [Information on Requirements that Pass-Through Entities must "Flow Down" to Subrecipients](#). Many Federal requirements are agreement- or program-specific, and EPA encourages pass-through entities to review the terms of their assistance agreement carefully and consult with their EPA Project Officer for advice if necessary.
- Establish and follow a system for evaluating subrecipient fraud risk and risk of

noncompliance with a subaward to determine the appropriate monitoring described at [2 CFR 200.332\(c\)](#) and consider whether, based on the evaluation of risk, additional monitoring tools may be useful as described in [2 CFR 200.332\(f\)](#). When evaluating a subrecipient's risk, a pass-through entity should consider:

- The subrecipient's prior experience with same or similar subawards;
  - Results of previous audits, including considering whether the subrecipient receives a Single Audit, in accordance [with 2 CFR Part 200, Subpart F](#) and the extent to which the same or similar subawards have been audited as a major program;
  - Whether the subrecipient has new personnel or new or substantially change systems, and
  - The extent and results of any Federal agency monitoring (for example, if the subrecipient also receives Federal awards directly from the Federal agency).
- Establish and follow a process for deciding whether to implement specific conditions in subawards based on risk factors, as described in [2 CFR 200.208](#), and notify EPA of the specific conditions as required by [2 CFR 200.332\(d\)](#). Examples of specific conditions, per [2 CFR 200.208](#), may include:
    - Requiring payments as reimbursements rather than advance payments;
    - Withholding authority to proceed to the next phase until receipt of evidence of acceptable performance;
    - Requiring additional or more detailed financial reports;
    - Requiring additional or project monitoring;
    - Requiring the recipient or subrecipient to obtain technical or management assistance; or
    - Establishing additional prior approvals.
  - Establish and follow a system for monitoring subrecipient performance that includes the elements required at [2 CFR 200.332\(e\)](#), such as reviewing financial and performance reports, and report the results of the monitoring in performance reports as provided in the reporting terms and conditions of this agreement.
  - Ensure that a subrecipient provides a plan for and takes corrective action on all significant developments that negatively affect the subaward. Per [2 CFR 200.332\(e\)\(2\)](#), significant developments include Single Audit findings related to the subaward, other audit findings, site visits, and written notifications from a subrecipient of adverse conditions that will impact their ability to meet the milestones or objectives of the subaward.
  - Establish and maintain an accounting system which ensures compliance with the

\$50,000 limitation at [2 CFR 200.1](#), Modified Total Direct Costs, if applicable, on including subaward costs in Modified Total Direct Costs for the purposes of distributing indirect costs. Recipients with Federally approved indirect cost rates that use a different basis for distributing indirect costs to subawards must comply with their Indirect Cost Rate Agreement.

- Work with EPA's Project Officer to obtain the written consent of EPA's Office of International and Tribal Affairs (OITA) prior to awarding a subaward to a foreign or international organization or a subaward to be performed in a foreign country, even if that subaward is described in a proposed scope of work.
- Obtain prior written approval from the EPA's Award Official for any subawards or subaward activities that are not described in the approved work plan in accordance with [2 CFR 200.308](#). As provided in [2 CFR 200.308\(f\)\(6\)](#), recipients must obtain prior approval to change a named subrecipient from the EPA Award Official if the pass-through entity described the original subrecipient's qualifications and/or performance history in the competitive application. Recipients must contact their Project Officer to begin the prior approval process.
- Obtain prior written approval from the EPA's Award Official before awarding a subaward to an individual if the EPA-approved scope of work does not include a description of subawards to individuals.
- Establish and follow written procedures under [2 CFR 200.302\(b\)\(7\)](#) for determining that subaward costs are allowable in accordance with [2 CFR Part 200, Subpart E](#) and the terms and conditions of this award. These procedures may provide for allowability determinations on a pre-award basis, through ongoing monitoring of costs that subrecipients incur, or a combination of both approaches provided the pass-through entity documents its determinations.
- Verify that the subrecipient is audited, as applicable, per [2 CFR part 200, Subpart F](#), and establish and maintain a system under [2 CFR 200.332\(g\)](#) and [2 CFR 200.521](#) for issuing management decisions for audits of subrecipients that relate to the Federal award from the recipient. The recipient remains accountable to EPA for ensuring that unallowable subaward costs initially paid by EPA are either reimbursed or offset with allowable costs, regardless of whether the recipient recovers those costs from the subrecipient.
- As provided in [2 CFR 200.333](#), pass-through entities must obtain EPA approval to make fixed amount subawards. Recipients should consult with their EPA Project Officer regarding how to obtain EPA approval.

By accepting this award, the recipient is certifying that it either has systems in place to

comply with the requirements described in Items 1 through 16 above or will refrain from making subawards until the systems are designed and implemented.

**Subawards to Federal Agencies – Clarity on Applicable EPA Terms and Conditions:** If the subrecipient is a Federal agency, the only provisions of the EPA General Terms and Conditions implementing 2 CFR Part 200 on subawards that apply are: (1) the requirement for the Federal agency to obtain a Unique Entity Identifier (UEI) in accordance with 2 CFR Part 25 as described in Item 4 above and (2) the requirement for the recipient to report on first-tier subawards as described in EPA General Term and Condition 15.1, “Reporting of first tier subawards.”

As provided within [2 CFR 200.101\(a\)\(2\)](#), all other provisions of 2 CFR Part 200, Subparts A through E, do not apply to subawards with federal agencies. Transactions between the recipient and the Federal agency subrecipient will be governed by the Federal agency subrecipient’s cost reimbursement agreement with the recipient.

## **9. Management Fees**

Management Fees or similar charges in excess of the direct costs and approved indirect rates are not allowable. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses; unforeseen liabilities; or for other similar costs which are not allowable under this assistance agreement. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

## **10. Federal Employee Costs**

The recipient understands that none of the funds for this project (including funds contributed by the recipient as cost sharing) may be used to pay for the travel of Federal employees or for other costs associated with Federal participation in this project unless a Federal agency will be providing services to the recipient as authorized by a Federal statute.

## **11. Foreign Travel**

*EPA policy requires that all foreign travel must be approved by its Office of International and Tribal Affairs.* The recipient agrees to obtain prior EPA approval before using funds available under this agreement for international travel unless the trip(s) are already described in the EPA approved budget for this agreement. Foreign travel includes trips to Mexico and

Canada but does not include trips to Puerto Rico, the U.S. Territories or possessions. Recipients that request post-award approval to travel frequently to Mexico and Canada by motor vehicle (e.g., for sampling or meetings) may describe their proposed travel in general terms in their request for EPA approval. Requests for prior approval must be submitted to the Project Officer for this agreement.

## **12. The Fly America Act and Foreign Travel**

The recipient understands that all foreign travel funded under this assistance agreement must comply with the Fly America Act. All travel must be on U.S. air carriers certified under 49 U.S.C. Section 40118, to the extent that service by such carriers is available even if foreign air carrier costs are less than the American air carrier. 13. Union Organizing Grant funds may not be used to support or oppose union organizing, whether directly or as an offset for other funds.

## **13. Union Organizing**

Grant funds may not be used to support or oppose union organizing, whether directly or as an offset for other funds.

## **REPORTING AND ADDITIONAL POST-AWARD REQUIREMENTS**

### **14. System for Award Management and Universal Identifier Requirements**

#### **14.1 Requirement for System for Award Management (SAM)**

Unless exempted from this requirement under [2 CFR 25.110](#), the recipient must maintain current and active registration SAM.gov. The recipient's registration must always be current and active until it submits all final reports required under this Federal award or receive the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

#### **14.2 Requirement for Unique Entity Identifier (UEI).**

If the recipient is authorized to make subawards under this award, the recipient:

- Must notify potential subrecipients that no entity may receive a subaward unless the entity has provided its UEI to the recipient.
- Must not make a subaward to an entity unless the entity has provided its UEI. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

### 14.3 Definitions.

For the Purpose of this award term:

- a. **System for Award Management (SAM.gov)** means the Federal repository into which an entity must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at: <https://www.sam.gov>).
- b. **Unique Entity Identifier** means the universal identifier assigned by SAM.gov to uniquely identify an entity.
- c. **Entity** is defined at [2 CFR 25.400](#) and includes all of the following types as defined in [2 CFR 200.1](#):
  - Non-federal entity,
  - Foreign organization;
  - Foreign public entity;
  - Domestic for-profit organization; and
  - Federal agency.
- d. **Subaward** has the meaning given in [2 CFR 200.1](#)
- e. **Subrecipient** has the meaning given in [2 CFR 200.1](#)

## 15. Reporting Subawards and Executive Compensation

### 15.1 Reporting of first tier subawards.

- a. **Applicability.** Unless the recipient is exempt as provided in paragraph 15.4. of this award term, the recipient must report each action that obligates \$30,000 or more in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000.
- b. **Reporting Requirements.** (1) The entity or Federal agency must report each subaward described in paragraph 15.1.a of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <https://www.fsrs.gov>. (2) For subaward information, report no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on any date during the month of November of a given year, the obligation must be reported by no later than December 31 of that year.)

### 15.2 Reporting Total Compensation of Recipient Executives.

- a. **Applicability.** The recipient must report the total compensation for each of its five most highly compensated executives for the preceding completed

fiscal year, if:

**15.2.a.1** The total Federal funding authorized to date under this award is \$30,000 or more;

**15.2.a.2** In the preceding fiscal year, the recipient received: (i.) 80 percent or more of their annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act); (ii.) and \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

**15.2.a.3** The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at: [http:// www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

**b. Reporting Requirements.** The recipient must report executive total compensation described in paragraph 15.2.a of this award term: (i.) As part of the recipient's registration profile at <https://www.sam.gov/SAM/> (ii.) No later than the end of the month following the month in which this award is made, and annually thereafter (For example if this award was made on any date of November in a given year, the executive total compensation must be reported by no later than December 31 of that year.)

**15.3 Reporting Total Compensation of Subrecipient Executives.**

**a. Applicability.** Unless a first-tier subrecipient is exempt as provided in paragraph 15.4. of this award term, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

**15.3.a.1.** The total federal funding authorized to date under the subaward equals or exceeds \$30,000; and

**15.3.a.2.** In the subrecipient's preceding fiscal year, the subrecipient received: (i.) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards subject to the Transparency Act; and (ii.) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and



**15.3.a.3.** The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at: [http:// www.sec.gov/answers/execomp.htm](http://www.sec.gov/answers/execomp.htm).)

**b. Reporting Requirements.** Subrecipients must report their executive total compensation described in paragraph 15.3.a. of this award term to the recipient. The recipient is required to submit this information to FSRS at <http://www.fsrc.gov> no later than the end of the month following the month in which the subaward was made. (For example, if a subaward was made on any date during the month of October of a given year, the subaward must be reported no later than November 30 of that year).

**15.4 Exemptions**

a. If, in the previous tax year, the recipient had gross income, from all sources, under \$300,000, the recipient is exempt from the requirements to report:  
15.4.a.1. (i) subawards, and (ii) the total compensation of the five most highly compensated executives of any subrecipient.

**15.4 Definitions.**

For purposes of this award term:

**a. Entity:** includes:

(1) whether for profit or nonprofit: (i) A corporation; (ii) An association; (iii) A partnership; (iv) A limited liability company; (v) A limited liability partnership; (vi) A sole proprietorship; (vii) Any other legal business entity; (viii) Another grantee or contractor that is not excluded by subparagraph (2); and (ix) Any State or locality. (2) It does not include: (i) An individual recipient of Federal financial assistance; or (ii) A Federal employee.

**b. Executive** means an officer, managing partner, or any other employee holding a management position.

**c. Subaward:** has the meaning given in [2 CFR 200.1](#)

**d. Subrecipient** has the meaning given in [2 CFR 200.1](#).

**e. Total compensation** means the cash and noncash dollar value an executive earns during the recipient's or subrecipient's preceding fiscal year. This includes all items of compensation as prescribed in [17 CFR 229.402\(c\)\(2\)](#).

## **16. Recipient Integrity and Performance Matters – Reporting of Matters Related to Recipient Integrity and Performance**

### **16.1 General Reporting Requirement**

If the total value of your currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient during that period of time must maintain the currency of information reported to SAM.gov that is made available in the designated integrity and performance system (currently the responsibility/qualification information) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

### **16.2 Proceedings About Which You Must Report**

Submit the information required about each proceeding that:

- a.** Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b.** Reached its final disposition during the most recent five-year period; and
- c.** Is one of the following:

**16.2.c.1.** A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;

**16.2.c.2.** A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

**16.2.c.3.** An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

**16.2.c.4.** Any other criminal, civil, or administrative proceeding if:

**16.2.c.4.1.** It could have led to an outcome described in paragraph 16.2.c.1, 16.2.c.2, or 16.2.c.3 of this award term and condition;

**16.2.c.4.2.** It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

**16.2.c.4.3.** The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

**16.3 Reporting Procedures**

Enter in SAM.gov Entity Management area the information that SAM.gov requires about each proceeding described in paragraph 2 of this award term and condition. You do not need to submit the information a second time under assistance awards that you received if you already provided the information through SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

**16.4 Reporting Frequency**

During any period of time when you are subject to the requirement in paragraph 16.1 of this award term and condition, you must report proceedings information through SAM.gov for the most recent five-year period, either to report new information about any proceeding(s) that you have not reported previously or affirm that there is no new information to report. Recipients that have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000 must disclose semiannually any information about the criminal, civil, and administrative proceedings.

**16.5 Definitions**

For purposes of this award term and condition:

**a.** Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

**b.** Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

**c.** Total value of currently active grants, cooperative agreements, and procurement contracts includes –

**16.5.c.1.** Only the Federal share of the funding under any Federal award with a recipient cost share or match; and

**16.5.c.2.** The value of all expected funding increments under a Federal award and options, even if not yet exercised.

### **17. Federal Financing Reporting (FFR)**

Pursuant to [2 CFR 200.328](#) and [2 CFR 200.344](#), EPA recipients must submit the Federal Financial Report (SF-425) at least annually and no more frequently than quarterly. EPA's standard reporting frequency is annual unless an EPA Region has included an additional term and condition specifying greater reporting frequency within this award document in accordance with [2 CFR 200.208](#). EPA recipients must submit the SF-425 no later than 30 calendar days after the conclusion of each specified reporting period for quarterly and semi-annual reports and 90 calendar days for annual reports. Final reports are due no later than 120 calendar days after the conclusion of the period of performance of the award. Extension of reporting due dates may be approved by EPA when requested and justified by the recipient. The FFR form is available on the internet at:

<https://www.epa.gov/grants/sf-425-federal-financial-report>. All FFRs must be submitted to the Research Triangle Park Finance Center (RTPFC) via email at [rtpfc-grants@epa.gov](mailto:rtpfc-grants@epa.gov) or mail it to:

US Environmental Protection Agency  
RTP-Finance Center (Mail Code AA216-01)  
4930 Page Rd.  
Durham, NC 27703

The RTPFC will make adjustments as necessary, to obligated funds after reviewing and accepting a final Federal Financial Report. Recipients will be notified and instructed by EPA if they must complete any additional forms for the closeout of the assistance agreement.

### **18. Indirect Cost Rate Agreements**

This term and condition provides requirements for recipients using EPA funds for indirect costs and applies to all EPA assistance agreements unless there [are statutory or regulatory limits on IDCs](#). See also [EPA's Indirect Cost Policy for Recipients of EPA Assistance Agreements \(IDC Policy\)](#).

In order for the assistance agreement recipient to use EPA funding for indirect costs, the IDC category of the recipient's assistance agreement award budget must include an amount for IDCs and at least one of the following must apply:

- With the exception of “exempt” agencies and Institutions of Higher Education as noted below, all recipients must have one of the following current (not expired) IDC rates, including IDC rates that have been extended by the cognizant agency:
  - Provisional
  - Final
  - Fixed rate with carry-forward
  - Predetermined
  - Grants awarded before October 1, 2024 - 10% de minimis rate of modified total direct costs authorized by [2 CFR 200.414\(f\)](#)
  - Grants awarded on or after October 1, 2024 – up to a 15% de minimis rate of modified total direct costs authorized by [2 CFR 200.414\(f\)](#)
  - EPA-approved use of an expired fixed rate with carry-forward on an exception basis, as detailed in section 6.4.a. of the IDC Policy
- “Exempt” state of local governmental departments or agencies are agencies that receive up to and including \$35,000,000 in Federal funding per the department or agency’s fiscal year and must have an IDC rate proposal developed in accordance with 2 CFR Part 200, Appendix VII, with documentation maintained and available for audit.
- Institutions of Higher Education must use the IDC rate(s) on the approved rate agreement in place at the time of award during the life of the assistance agreement (unless the rate was provisional at time of award, in which case the rate will change once it becomes final). As provided by 2 CFR Part 200, Appendix III(C)(7), the term “life of the assistance agreement”, means each competitive segment of the project. If negotiated rate agreements do not extend through the life of the Federal award at the time of the initial award, then the negotiated rate for the last year of the Federal award must be extended through the end of the award. Additional information is available in the regulation.

IDCs incurred during any period of the assistance agreement that are not covered by the provisions above are not allowable costs and must not be drawn down by the recipient. Recipients may budget for IDCs if they have submitted a proposed IDC rate to their cognizant Federal agency, or requested an exception from EPA under subsection 6.4 of the IDC Policy. However, recipients may not draw down IDCs until their rate is approved, if applicable, or EPA grants an exception. IDC drawdowns must comply with the indirect rate corresponding to the period during which the costs were incurred. If the recipient’s indirect cost rate has not been finalized within one year after the period of performance

ends, the EPA Grants Management Officer is authorized to close the recipient's award using their most recently negotiated rate per [2 CFR 200.344\(h\)](#).

This term and condition does not govern indirect rates for subrecipients or recipient procurement contractors under EPA assistance agreements. Pass-through entities are required to comply with 2 CFR 200.332(b)(4)(i) and (ii) when establishing indirect cost rates for subawards.

## **19. Audit Requirements**

In accordance with [2 CFR 200.501\(a\)](#), the recipient hereby agrees to obtain a single audit from an independent auditor, if their organization expends \$1,000,000 or more in total Federal funds in their fiscal year for that year.

The recipient must submit a single audit report within 9 months of the end of the recipient's fiscal year or 30 days after receiving the report from an independent auditor. The single audit report MUST be submitted using the Federal Audit Clearinghouse available at: <https://fac.gov/>.

For complete information on how to accomplish the single audit submissions, the recipient will need to visit the Federal Audit Clearinghouse Web site: <https://fac.gov/>

## **20. Closeout Requirements**

Reports required for closeout of the assistance agreement must be submitted in accordance with this agreement. Submission requirements and frequently asked questions can also be found at:

<https://www.epa.gov/grants/frequent-questions-about-closeouts>

## **21. Suspension and Debarment**

Recipient shall fully comply with Subpart C of 2 C.F.R. Part 180 entitled, "Responsibilities of Participants Regarding Transactions Doing Business With Other Persons," as implemented and supplemented by [2 C.F.R. Part 1532](#). Recipient is responsible for ensuring that any lower tier covered transaction, as described in Subpart B of [2 C.F.R. Part 180](#), entitled "Covered Transactions," and [2 C.F.R. § 1532.220](#), includes a term or condition requiring compliance with 2 C.F.R. Part 180, Subpart C. Recipient is responsible for further requiring the inclusion of a similar term and condition in any subsequent lower tier covered transactions. Recipient acknowledges that failing to disclose the information required under [2 C.F.R. § 180.335](#) to the EPA office that is

entering into the transaction with the recipient may result in the delay or negation of this assistance agreement, or pursuance of administrative remedies, including suspension and debarment. Recipients may access the SAM.gov exclusion list at <https://sam.gov/SAM/> to determine whether an entity or individual is presently excluded or disqualified.

## **22. Representation by Corporations Regarding Delinquent Tax Liability or a Felony Conviction under any Federal Law**

This award is subject to the provisions contained in an appropriations act(s) which prohibits the Federal Government from entering into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee to any corporation having a delinquent Federal tax liability or a felony conviction under any Federal law, unless the agency has considered suspension or debarment of the corporation and has made a determination that this further action is not necessary to protect the interests of the Government. A “corporation” is a legal entity that is separate and distinct from the entities that own, manage, or control it. It is organized and incorporated under the jurisdictional authority of a governmental body, such as a State or the District of Columbia. A corporation may be a for-profit or non-profit organization.

As required by the appropriations act(s) prohibitions, the Government will not enter into a contract, memorandum of understanding, or cooperative agreement with, make a grant to, or provide a loan or loan guarantee with any corporation that — (1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless an agency has considered suspension or debarment of the corporation and made a determination that suspension or debarment is not necessary to protect the interests of the Government; or (2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless an agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

By accepting this award, the recipient represents that it is not a corporation that has any



unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability; and it is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

Alternatively, by accepting this award, the recipient represents that it disclosed unpaid Federal tax liability information and/or Federal felony conviction information to the EPA. The recipient may accept this award if the EPA Suspension and Debarment Official has considered suspension or debarment of the corporation based on tax liabilities and/or Federal felony convictions and determined that suspension or debarment is not necessary to protect the Government's interests.

If the recipient fails to comply with this term and condition, EPA will annul this agreement and may recover any funds the recipient has expended in violation of the appropriations act(s) prohibition(s). The EPA may also pursue other administrative remedies as outlined in [2 CFR 200.339](#) and [2 CFR 200.340](#) and may also pursue suspension and debarment.

## **23. Disclosing Conflict of Interest**

### **23.1 For Awards to Recipients, Subrecipients, and Individuals (other than states and fellowship recipients under 40 CFR Part 46)**

As required by [2 CFR 200.112](#), EPA has established a policy (COI Policy) for disclosure of conflicts of interest (COI) that may affect EPA financial assistance awards. EPA's COI Policy is posted at <https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy>. The posted version of EPA's COI Policy is applicable to new funding (initial awards, supplemental and incremental funding) awarded on or after October 1, 2015.

For competitive awards, recipients must disclose any competition related COI described in section 4.0(a) of the COI Policy that are discovered after award to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of discovery of the COI. The Grant Specialist will respond to any such disclosure within 30 calendar days.

EPA's COI Policy requires that recipients have systems in place to address,

resolve and disclose to EPA COIs described in sections 4.0(b), (c) and/or (d) of the COI Policy that affect any contract or subaward regardless of amount funded under this award. The recipient's COI Point of Contact for the award must disclose any COI to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of the discovery of the potential COI and their approach for resolving the COI.

EPA's COI Policy requires that subrecipients have systems in place to address, resolve and disclose COI's described in section 4.0(b)(c) and (d) of the COI Policy regardless of the amount of the transaction. Recipients who are pass-through entities as defined at 2 CFR 200.1 must require that subrecipients being considered for or receiving subawards disclose COI to the pass-through entities in a manner that, at a minimum, is in accordance with sections 5.0(d) and 7.0(c) of EPA's COI Policy. Pass-through entities must disclose the subrecipient COI along with the approach for resolving the COI to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of receiving notification of the COI by the subrecipient.

EPA only requires that recipients and subrecipients disclose COI's that are discovered under their systems for addressing and resolving COI. If recipients or subrecipients do not discover a COI, they do not need to advise EPA or the pass-through entity of the absence of a COI.

Upon notice from the recipient of a potential COI and the approach for resolving it, the Agency will then make a determination regarding the effectiveness of these measures within 30 days of receipt of the recipient's notice unless a longer period is necessary due to the complexity of the matter. Recipients may not request payment from EPA for costs for transactions subject to the COI pending notification of EPA's determination. Failure to disclose a COI may result in cost disallowances.

Disclosure of potential COI will not necessarily result in EPA disallowing costs, with the exception of procurement contracts that the Agency determines violate [2 CFR 200.318\(c\)\(1\) or \(2\)](#), provided the recipient notifies EPA of measures the recipient or subrecipient has taken to eliminate, neutralize or mitigate the conflict of interest when making the disclosure.

## **23.2 For Awards to States Including State Universities that are State Agencies or Instrumentalities**

As required by [2 CFR 200.112](#), EPA has established a policy (COI Policy) for disclosure of conflicts of interest (COI) that may affect EPA financial assistance awards. EPA's COI Policy is posted at: <https://www.epa.gov/grants/epas-financial-assistance-conflict-interest-policy>. The posted version of EPA's COI Policy is applicable to new funding (initial awards, supplemental, incremental funding) awarded on or after October 1, 2015.

For competitive awards, recipients must disclose any competition related COI described in section 4.0(a) of the COI Policy that are discovered after award to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of discovery of the COI. The Grants Specialist will respond to any such disclosure within 30 calendar days.

States including state universities that are state agencies and instrumentalities receiving funding from EPA are only required to disclose subrecipient COI as a pass-through entity as defined by [2 CFR 200.1](#). Any other COI are subject to state laws, regulations, and policies. EPA's COI Policy requires that subrecipients have systems in place to address, resolve and disclose COIs described in section 4.0(b)(c) and (d) of the COI Policy that arise after EPA made the award regardless of the amount of the transaction. States who are pass-through entities as defined at [2 CFR 200.1](#) must require that subrecipients being considered for or receiving subawards disclose COI to the state in a manner that, as a minimum, in accordance with sections 5.0(d) and 7.0(c) of EPA's COI Policy. States must disclose the subrecipient COI along with the approach for resolving the COI to the EPA Grants Specialist listed on the Assistance Agreement/Amendment within 30 calendar days of receiving notification of the COI by the subrecipient.

EPA only requires that subrecipients disclose COI's to state pass-through entities that are discovered under their systems for addressing, resolving, and disclosing COI. If subrecipients do not discover a COI, they do not need to advise state pass-through entities of the absence of a COI.

Upon receiving notice of a potential COI and the approach for resolving it, the Agency will make a determination regarding the effectiveness of these measures

within 30 days of receipt of the state's notice of a subrecipient COI unless a longer period is necessary due to the complexity of the matter. States may not request payment from EPA for costs for transactions subject to the COI pending notification of EPA's determination. A subrecipient's failure to disclose a COI to the state and EPA may result in cost disallowances.

Disclosure of potential subrecipient COI will not necessarily result in EPA disallowing costs, with the exception of procurement contracts that the Agency determines violate [2 CFR 200.318\(c\)\(1\) or \(2\)](#), provided the subrecipient has taken measures that EPA and the state agree eliminate, neutralize or mitigate the conflict of interest.

## **24. Transfer of Funds**

### **24.1 Transfer of Funds**

**Applicable to all assistance agreements other than Continuing Environmental Program Grants subject to 40 CFR 35.114 and 40 CFR 35.514 when EPA's share of the total award exceeds the Simplified Acquisition Threshold. Simplified Acquisition Threshold is defined at 2 CFR 200.1 and is currently set at \$250,000 but the amount is subject to adjustment.**

1. As provided at [2 CFR 200.308\(i\)](#), the recipient must obtain prior approval from EPA's Grants Management Officer if the cumulative amount of funding transfers among direct budget categories or programs, functions and activities exceeds 10% of the total budget, as last approved by EPA, including cost share. Recipients must submit requests for prior approval to the Grant Specialist and Grants Management Officer with a copy to the Project Officer for this agreement.
2. Recipients must notify EPA's Grant Specialist and Project Officer of cumulative funding transfers among direct budget categories or programs, functions and activities that do not exceed 10% of the total budget for the agreement. Prior approval by EPA's Grants Management Officer is required if the transfer involves any of the items listed in [2 CFR 200.407](#) that EPA did not previously approve at time of award or in response to a previous post-award request by the recipient.

### **24.2 Post- Award Changes for Continuing Environmental Program Grants**

**Applicable to Continuing Environmental Program Grants subject to 40 CFR 35.114 and 40 CFR 35.514 when EPA's share of the total project costs exceeds the Simplified Acquisition Threshold. Simplified Acquisition Threshold is defined at 2 CFR 200.1 and is currently set at \$250,000 but the amount is subject to adjustment.**

To determine if a post-award change in work plan commitments is significant and

requires prior written approval for the purposes of [40 CFR §35.114\(a\)](#) or [40 CFR §35.514\(a\)](#), the recipient agrees to consult the EPA Project Officer (PO) before making the change. The term work plan commitments is defined at [40 CFR §35.102](#). If the PO determines the change is significant, the recipient cannot make the change without prior written approval by the EPA Award Official or Grants Management Officer.

The recipient must obtain written approval from the EPA Award Official prior to transferring funds from one budget category to another if the EPA Award Official determines that such transfer significantly changes work plan commitment(s). All transfers must be reported in required performance reports. In addition, unless approved with the budget at the time of award, Continuing Environmental Program (CEP) recipients must also obtain prior written approval from the EPA Award Official or Grants Management Officer to use EPA funds for directly charging compensation for administrative and clerical personnel under [2 CFR 200.413\(c\)](#) and the General Provisions for Selected Items of Cost allowability at [2 CFR 200.420](#) through [2 CFR 200.476](#) as supplemented by [EPA's Guidance on Selected Items of Cost](#). The recipient is not required to obtain prior written approval from the EPA Award Official for other items requiring prior EPA approval listed in [2 CFR 200.407](#).

**25. Electronic/Digital Signatures on Financial Assistance Agreement Form(s)/Document(s)**

Throughout the life of this assistance agreement, the recipient agrees to ensure that any form(s)/document(s) required to be signed by the recipient and submitted to EPA through any means including but not limited to hard copy via U.S. mail or express mail, hand delivery or through electronic means such as e-mail are: (1) signed by the individual identified on the form/document, and (2) the signer has the authority to sign the form/document for the recipient. Submission of any signed form(s)/document(s) is subject to any provisions of law on making false statements (e.g., 18 U.S.C. 1001).

**26. Extension of Project/Budget Period Expiration Date**

EPA has not exercised the waiver option to allow automatic one-time extensions for non-research grants under [2 CFR 200.308\(g\)\(2\)](#). Therefore, if a no-cost time extension is necessary to extend the period of availability of funds, the recipient must submit a written request to the EPA at least 10 calendar days before the conclusion of the period of performance as required by [2 CFR 200.308\(f\)\(10\)](#). **The written request must include:** a justification describing the need for additional time, an estimated date of completion, and a revised schedule for project completion including updated milestone target dates for the approved workplan activities. In addition, if there are overdue reports required

by the general, administrative, and/or programmatic terms and conditions of this assistance agreement, the recipient must ensure that they are submitted along with or prior to submitting the no-cost time extension request.

## **27. Utilization of Disadvantages Business Enterprises**

### **General Compliance, 40 CFR, Part 33**

The recipient agrees to comply with the requirements of EPA's Disadvantaged Business Enterprise (DBE) Program for procurement activities under assistance agreements, contained in [40 CFR, Part 33](#).

The following text provides updates to 40 CFR Part 33 based upon the associated class exception or highlights a requirement.

#### **1. EPA MBE/WBE CERTIFICATION, 40 CFR, Part 33, Subpart B**

EPA no longer certifies entities as Minority-Owned Business Entities (MBEs) or Women Owned Business Entities (WBEs) pursuant to a class exception issued in October 2019. The class exception was authorized pursuant to the authority in [2 CFR, Section 1500.4\(b\)](#).

#### **2. SIX GOOD FAITH EFFORTS, 40 CFR, Part 33, Subpart C**

Pursuant to [40 CFR Section 33.301](#), the recipient agrees to make good faith efforts whenever procuring construction, equipment, services and supplies under an EPA financial assistance agreement, and to require that sub-recipients, loan recipients, and prime contractors also comply. Records documenting compliance with the six good faith efforts shall be retained. The specific six good faith efforts can be found at: [40 CFR Section 33.301 \(a\)-\(f\)](#).

However, in EPA assistance agreements that are for the benefit of Native Americans, the recipient must solicit and recruit Native American organizations and Native American-owned economic enterprises and give them preference in the award process prior to undertaking the six good faith efforts ([40 CFR Section 33.304](#)). If recruiting efforts are unsuccessful, the recipient must follow the six good faith efforts.

#### **3. CONTRACT ADMINISTRATION PROVISIONS, 40 CFR, Section 33.302**

The recipient agrees to comply with the contract administration provisions of [40 CFR Section 33.302](#) (a)-(d) and (i).

#### **4. BIDDERS LIST, 40 CFR Section 33.501(b) and (c)**

Recipients of a Continuing Environmental Program Grant or other annual

reporting grant, agree to create and maintain a bidders list. Recipients of an EPA financial assistance agreement to capitalize a revolving loan fund also agree to require entities receiving identified loans to create and maintain a bidders list if the recipient of the loan is subject to, or chooses to follow, competitive bidding requirements. Please see [40 CFR Section 33.501 \(b\) and \(c\)](#) for specific requirements and exemptions.

#### **5. FAIR SHARE OBJECTIVES, 40 CFR, Part 33, Subpart D**

Recipients must negotiate with the appropriate EPA Award Official, or their designee, fair share objectives/goals for MBE and WBE participation in procurement under financial assistance agreements. The recipient is exempted if this agreement meets one or more of the exemptions outlined in [40 CFR 33.411](#).

Applicability of Fair Share Objectives:

- If the total dollar amount of the agreement or all the recipient's EPA agreements in a fiscal year is \$250,000 or more.
- The applicable MBE/WBE fair share objectives/goals are those negotiated with EPA for the State-lead environmental entity where the majority of the procurement activity will occur. This applies unless the recipient has been specially identified, to the year in which the procurement activity occurred.

The negotiated fair share objectives/goals are located at:

<https://www.epa.gov/grants/fairshare-objectives>

By accepting this financial assistance agreement, the recipient is accepting the fair share objectives/goals negotiated with the State-lead environmental entity and attests to the fact that they are purchasing the same or similar construction, supplies, services, and equipment, in the same or similar relevant geographic buying market.

#### **Negotiating Fair Share Objectives/Goals, 40 CFR, Section 33.404**

The recipient has the option to negotiate their own MBE/WBE fair share objectives/goals. If the recipient elects to negotiate their own MBE/WBE fair share objectives/goals, the recipient agrees to submit the proposed MBE/WBE fair share objectives/goals with the supporting availability analysis or disparity study, of qualified MBEs and WBEs in their relevant geographic buying market



for construction, services, supplies, and equipment, to the Regional MBE/WBE Coordinator within 120 days of their acceptance of the assistance agreement. EPA will respond to the proposed fair share objective/goals within 30 days of receiving the submission. Failure to respond within this time frame may be considered an agreement by EPA to the fair share objectives/goals submitted by the recipient. MBE and WBE fair share objectives/goals must be agreed upon by the recipient and EPA before funds may be expended for procurement under the recipient's assistance agreement.

In accordance with 40 CFR, Part 33, Subpart D, established fair share objectives/goals remain in effect for three fiscal years unless there are significant changes to the data supporting the fair share objectives. The recipient is required to follow requirements as outlined in 40 CFR Part 33, Subpart D when renegotiating the fair share objectives/goals.

#### **Fair Share Objectives/Goals of Loan Recipients**

As a recipient of an EPA financial assistance agreement to capitalize revolving loan funds, the recipient agrees to either apply their fair share objectives/goals negotiated with EPA to identified loans using a substantially similar relevant geographic market or negotiate separate fair share objectives with their identified loan recipients. These separate fair share objectives/goals must be based on demonstrable evidence of the availability of MBEs and WBEs in accordance with 40 CFR, Part 33, Subpart D. The recipient agrees that if procurements will occur over more than one year, the recipient may choose to apply the fair share objectives/goals in place either for the year in which the identified loan is awarded or for the year in which the procurement action occurs. The recipient must specify this choice in the financial assistance agreement or incorporate it by reference therein.

The recipient is not required to apply the fair share objectives requirements to an entity receiving an identified loan of \$250,000 or less or to an entity receiving more than one identified loan with a combined total of \$250,000 or less in any one fiscal year.

#### **6. MBE/WBE REPORTING, 40 CFR, Part 33, Subpart E**

When required, the recipient agrees to complete and submit a "MBE/WBE

Utilization Under Federal Grants and Cooperative Agreements” report (EPA Form 5700-52A) on an annual basis. The current EPA Form 5700-52A can be found at the EPA Grantee Forms Page at [https://www.epa.gov/system/files/documents/2021-08/epa\\_form\\_5700\\_52a.pdf](https://www.epa.gov/system/files/documents/2021-08/epa_form_5700_52a.pdf).

Reporting is required for assistance agreements where funds are budgeted for procuring construction, equipment, services and supplies (including funds budgeted for direct procurement by the recipient or procurement under subawards or loans in the “Other” category) with a cumulative total that exceed the Simplified Acquisition Threshold (SAT) (currently, \$250,000 however the threshold will be automatically revised whenever the SAT is adjusted; See 2 CFR Section 200.1), including amendments and/or modifications. When reporting is required, all procurement actions are reportable, not just the portion which exceeds the SAT.

**Annual reports are due by October 30th of each year. Final reports are due 120 days after the conclusion of the period of performance.**

This provision represents an approved exception from the MBE/WBE reporting requirements as described in [40 CFR Section 33.502](#).

#### **7. MBE/WBE RECORDKEEPING, 40 CFR, Part 33, Subpart E**

The recipient agrees to comply with all recordkeeping requirements as stipulated [in 40 CFR Part 33, Subpart E](#) including creating and maintain a bidders list, when required. Any document created as a record to demonstrate compliance with any requirements of 40 CFR Part 33 must be maintained pursuant to the requirements stated in this Subpart.

### **PROGRAMMATIC GENERAL TERMS AND CONDITIONS**

#### **28. Sufficient Progress**

EPA will measure sufficient progress by examining the performance required under the workplan in conjunction with the milestone schedule, the time remaining for performance within the project period and/or the availability of funds necessary to complete the project. EPA may terminate the assistance agreement for failure to ensure reasonable completion of the project within the project period.

#### **29. Copyrighted Material and Data**

In accordance with [2 CFR 200.315](#), EPA has the right to reproduce, publish, use and authorize others to reproduce, publish and use copyrighted works or other data developed under this assistance agreement for Federal purposes. This includes the right to require recipients and subrecipients to make such works available through agency-designated public access repositories.

Examples of a Federal purpose include but are not limited to: (1) Use by EPA and other Federal employees for official Government purposes; (2) Use by Federal contractors performing specific tasks for [i.e., authorized by] the Government; (3) Publication in EPA documents provided the document does not disclose trade secrets (e.g. software codes) and the work is properly attributed to the recipient through citation or otherwise; (4) Reproduction of documents for inclusion in Federal depositories; (5) Use by State, Tribal and local governments that carry out delegated Federal environmental programs as “co-regulators” or act as official partners with EPA to carry out a national environmental program within their jurisdiction and; (6) Limited use by other recipients to carry out Federal grants provided the use is consistent with the terms of EPA’s authorization to the other recipient to use the copyrighted works or other data.

Under Item 6, the recipient acknowledges that EPA may authorize another recipient(s) to use the copyrighted works or other data developed under this grant as a result of:

- The selection of another recipient by EPA to perform a project that will involve the use of the copyrighted works or other data, or
- Termination or expiration of this agreement.

In addition, EPA may authorize another recipient to use copyrighted works or other data developed with Agency funds provided under this grant to perform another grant when such use promotes efficient and effective use of Federal grant funds.

### **30. Patents and Inventions**

Rights to inventions made under this assistance agreement are subject to federal patent and licensing regulations, which are codified at [Title 37 CFR Part 401](#) and Title 35 USC Sections 200-212.

Pursuant to the Bayh-Dole Act (set forth in 35 USC 200-212), EPA retains the right to a worldwide, nonexclusive, nontransferable, irrevocable, paid-up license to practice the invention owned by the assistance agreement holder, as defined in the Act. To streamline the invention reporting process and to facilitate compliance with the Bayh-Dole Act, the recipient must utilize the Interagency Edison extramural invention

reporting system at <https://www.nist.gov/iedison>. Annual utilization reports must be submitted through the system. The recipient is required to notify the Project Officer identified on the award document when an invention report, patent report, or utilization report is filed at <https://www.nist.gov/iedison>. EPA elects not to require the recipient to provide a report prior to the close-out of a funding agreement listing all subject inventions or stating that there were none.

In accordance with Executive Order 12591, as amended, government owned and operated laboratories can enter into cooperative research and development agreements with other federal laboratories, state and local governments, universities, and the private sector, and license, assign, or waive rights to intellectual property “developed by the laboratory either under such cooperative research or development agreements and from within individual laboratories.”

### **31. Acknowledgment Requirements for Non-ORD Assistance Agreements**

The recipient agrees that any reports, documents, publications, or other materials developed for public distribution supported by this assistance agreement shall contain the following statement: “This project has been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement (number) to (recipient). The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the Environmental Protection Agency endorse trade names or recommend the use of commercial products mentioned in this document, as well as any images, video, text, or other content created by generative artificial intelligence tools, nor does any such content necessarily reflect the views and policies of the Environmental Protection Agency.”

Recipients of EPA Office of Research Development (ORD) research awards must follow the acknowledgement requirements outlined in the research T&Cs available at: <https://www.nsf.gov/awards/managing/rtc.jsp>. In accordance with the [Research Terms and Conditions Overlay to the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards \(Uniform Guidance\), 2 CFR §200](#), recipients of EPA ORD research must abide by the research T&Cs.

### **32. Electronic and Information Technology Accessibility**

Recipients are subject to the program accessibility provisions of Section 504 of the Rehabilitation Act, codified in [40 CFR Part 7](#), which includes an obligation to provide

individuals with disabilities reasonable accommodations and an equal and effective opportunity to benefit from or participate in a program, including those offered through electronic and information technology (“EIT”). In compliance with Section 504, EIT systems or products funded by this award must be designed to meet the diverse needs of users (e.g., U.S. public, recipient personnel) without barriers or diminished function or quality. Systems shall include usability features or functions that accommodate the needs of persons with disabilities, including those who use assistive technology. At this time, the EPA will consider a recipient’s websites, interactive tools, and other EIT as being in compliance with Section 504 if such technologies meet standards established under Section 508 of the Rehabilitation Act, codified at [36 CFR Part 1194](#). While Section 508 does not apply directly to grant recipients, we encourage recipients to follow either the 508 guidelines or other comparable guidelines that concern accessibility to EIT for individuals with disabilities.

Recipients may wish to consult the latest Section 508 guidelines issued by the U.S. Access Board or W3C’s Web Content Accessibility Guidelines (WCAG) 2.0 (see <https://www.accessboard.gov/about/policy/accessibility.html>).

### **33. Human Subjects**

Human subjects research is any activity that meets the regulatory definitions of both research AND human subject. Research is a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Human subject means a living individual about whom an investigator (whether professional or student) conducting research: (i) Obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (ii) Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens 40 CFR 26.102(e)(I).

No research involving human subjects shall be conducted under this agreement without prior written approval of the EPA Human Subject Research Review Official (HSRRO) to proceed with that research. If engaged in human subjects’ research as part of this agreement, the recipient agrees to comply with all applicable provisions of EPA Regulation 40 CFR 26 (Protection of Human Subjects). This includes, at Subpart A, the Basic Federal Policy for the Protection of Human Research Subjects, also known as the Common Rule. It also includes, at Subparts B, C, and D, prohibitions and additional

protections for children, nursing women, pregnant women, and fetuses in research conducted or supported by EPA.

The recipient further agrees to comply with EPA's procedures for oversight of the recipient's compliance with 40 CFR 26, as given in EPA Order 1000.17A (Policy and Procedures on Protection of Human Research Subjects in EPA Conducted or Supported Research). As per this order, no human subject may be involved in any research conducted under this assistance agreement, including recruitment, until the research has been approved or determined to be exempt by the EPA HSRRO after review of the approval or exemption determination of the Institutional Review Board(s) (IRB(s)) with jurisdiction over the research under 40 CFR 26.

For HSRRO approval, the recipient must forward to the Project Officer: (1) copies of all documents upon which the IRB(s) with jurisdiction based their approval(s) or exemption determination(s), (2) copies of the IRB approval or exemption determination letter(s), (3) copy of the IRB-approved consent forms and subject recruitment materials, if applicable, and (4) copies of all supplementary IRB correspondence.

Following the initial approvals indicated above, the recipient must, as part of the annual report(s), provide evidence of continuing review and approval of the research by the IRB(s) with jurisdiction, as required by [40 CFR 26.109\(e\)](#). Materials submitted to the IRB(s) for their continuing review and approval are to be provided to the EPA HSRRO via the Project Officer upon IRB approval. During the course of the research, investigators must promptly report any unanticipated problems involving risk to subjects or others according to requirements set forth by the IRB. In addition, any event that is significant enough to result in the removal of the subject from the study should also be reported to the EPA HSRRO via the Project Officer, even if the event is not reportable to the IRB of record.

#### **34. Animal Subjects**

The recipient agrees to comply with the Animal Welfare Act of 1966 (P.L. 89-544), as amended, 7 USC 2131- 2156. Recipient also agrees to abide by the "U.S. Government Principles for the Utilization and Care of Vertebrate Animals used in Testing, Research, and Training." (Federal Register 50(97): 20864-20865. May 20,1985). The nine principles can be viewed at <https://olaw.nih.gov/policies-laws/phs-policy.htm>. For additional information about the Principles, the recipient should consult the [\*Guide for the Care and Use of Laboratory Animals\*](#), prepared by the Institute of Laboratory Animal Resources,

National Research Council.

### **35. Light Refreshments and/or Meals**

#### **a. APPLICABLE TO ALL AGREEMENTS EXCEPT STATE CONTINUING ENVIRONMENTAL PROGRAMS (AS DESCRIBED BELOW):**

Unless the event(s) and all of its components are described in the approved workplan, the recipient agrees to obtain prior approval from EPA for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). The recipient must send requests for approval to the EPA Project Officer and include:

1. An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s)
2. A description of the purpose, agenda, location, length, and timing for the event, and
3. An estimated number of participants in the event and a description of their roles

Costs for light refreshments and meals for recipient staff meetings and similar day-to-day activities are not allowable under EPA assistance agreements.

Recipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the recipient's EPA Project Officer; however, the Agency Award Official or Grant Management Officer will make final determinations on allowability. Agency policy prohibits the use of EPA funds for receptions, banquets and similar activities that take place after normal business hours unless the recipient has provided a justification that has been expressly approved by EPA's Award Official or Grants Management Officer.

EPA funding for meals, light refreshments, and space rental may not be used for any discrete portion of an event or meeting, such as a reception, banquet, or another similar entertainment oriented activity, where alcohol is served, purchased, or otherwise available as part of the discrete portion of the event or meeting, even if EPA funds are not used to purchase the alcohol. This restriction does not prohibit a recipient from using its own funds, private donations, or separate fees charged to the meeting attendees (that are not program income) for discrete portions of events or meetings, such as receptions, banquets, or another similar entertainment-oriented activity where alcohol is served.

Note: U.S. General Services Administration regulations define light refreshments for



morning, afternoon, or evening breaks to include, but not be limited to, coffee, tea, milk, juice, soft drinks, donuts, bagels, fruit, pretzels, cookies, chips, or muffins. ([41 CFR 301-74.7](#))

**b. FOR STATE CONTINUING ENVIRONMENTAL PROGRAM GRANT RECIPIENTS  
EXCLUDING STATE UNIVERSITIES:**

If the state maintains systems capable of complying with federal grant regulations at [2 CFR 200.432](#) and [2 CFR 200.438](#), EPA has waived the prior approval requirements for the use of EPA funds for light refreshments and/or meals served at meetings, conferences, and training, as described in paragraph (a) above. The state may follow its own procedures without requesting prior approval from EPA. However, notwithstanding state policies, EPA funds may not be used for (1) Meetings (e.g. routine staff meetings) that do not meet the definition of “Conference” in [2 CFR 200.432](#), (2) evening receptions, or (2) other evening events (with the exception of working meetings). Examples of working meetings include those evening events in which small groups discuss technical subjects on the basis of a structured agenda or there are presentations being conducted by experts. EPA funds for meals, light refreshments, and space rental may not be used for any portion of an event (including evening working meetings) where alcohol is served, purchased, or otherwise available as part of the event or meeting, even if EPA funds are not used to purchase the alcohol. By accepting this award, the state is certifying that it has systems in place (including internal controls) to comply with the requirements described above.

**36. Tangible Personal Property**

**36.1 Reporting**

Pursuant to [2 CFR 200.312](#) and [2 CFR 200.314](#), property reports, if applicable, are required for Federally-owned property in the custody of a recipient or subrecipient upon completion of the Federal award or when the property is no longer needed. Additionally, upon termination or completion of the project, residual unused supplies with a total aggregate fair market value exceeding \$10,000 not needed for any other Federally-funded programs or projects must be reported. For Superfund awards under Subpart O, refer to [40 CFR 35.6340](#) and [40 CFR 35.6660](#) for property reporting requirements. Recipients should utilize the Tangible Personal Property Report form series (SF-428) to report tangible personal property.

**36.2 Disposition**

**36.2.1 Most Recipients or Subrecipients.** Consistent with [2 CFR 200.313](#), unless

instructed otherwise on the official award document, this award term, or at closeout, the recipient or subrecipient, including a subrecipient of a State or an Indian Tribe, may keep the equipment and continue to use it on the project originally funded through this assistance agreement or on other federally funded projects whether or not the project or program continues to be supported by Federal funds.

**36.2.2 State Agencies.** Per [2 CFR 200.313\(b\)](#), recipients that are State agencies must manage and dispose of equipment acquired under this assistance agreement in accordance with state laws and procedures.

**36.2.3 Indian Tribes.** Per [2 CFR 200.313\(b\)](#), recipients that are Indian Tribes must manage and dispose of equipment acquired under this assistance agreement in accordance with tribal laws and procedures. If such laws and procedures do not exist, Indian Tribes, unless instructed otherwise on the official award document or at closeout, may keep the equipment and continue to use it on the project originally funded through this assistance agreement or on other federally funded projects whether or not the project or program continues to be supported by Federal funds.

**36.2.4 Superfund Recipients.** Equipment purchased for Superfund projects under Subpart O is subject to specific disposal options in accordance with [40 CFR Part 35.6345](#).

### **37. Dual Use Research of Concern (DURC)**

The recipient agrees to conduct all life science research\* in compliance with [EPA's Order on the Policy and Procedures for Managing Dual Use Research of Concern](#) (EPA DURC Order) and [United States Government Policy for Institutional Oversight of Life Sciences Dual Use Research of Concern](#) (iDURC Policy). If the recipient is an institution within the United States that receives funding through this agreement, or from any other source, the recipient agrees to comply with the iDURC Policy if they conduct or sponsor research involving any of the agents or toxins identified in Section 6.2.1 of the iDURC Policy. If the institution is outside the United States and receives funding through this agreement to conduct or sponsor research involving any of those same agents or toxins, the recipient agrees to comply with the iDURC Policy. The recipient agrees to provide any additional information that may be requested by EPA regarding DURC and iDURC. The recipient agrees to immediately notify the EPA Project Officer should the project use or introduce use of any of the agents or toxins identified in the iDURC Policy. The recipient's Institution/Organization must also comply with USG iDURC policy and EPA DURC Order and will inform the appropriate government agency if funded by such agency of

research with the agents or toxins identified in Section 6.2.1 of the iDURC Policy. If privately funded the recipient agrees to notify the National Institutes of Health at [DURC@od.nih.gov](mailto:DURC@od.nih.gov).

\* “*Life Sciences Research*,” for purposes of the EPA DURC Order, and based on the definition of research in [40 CFR §26.102\(d\)](#), is a systematic investigation designed to develop or contribute to generalizable knowledge involving living organisms (e.g., microbes, human beings, animals, and plants) and their products. EPA does not consider the following activities to be research: routine product testing, quality control, mapping, collection of general-purpose statistics, routine monitoring and evaluation of an operational program, observational studies, and the training of scientific and technical personnel. [Note: This is consistent with Office of Management and Budget Circular A-11.]

### **38. Research Misconduct**

In accordance with [2 CFR 200.329](#), the recipient and subrecipient agree to notify the EPA Project Officer in writing about research misconduct involving research activities that are supported in whole or in part with EPA funds under this project. EPA defines research misconduct as fabrication, falsification, or plagiarism in proposing, performing, or reviewing research, or in reporting research results [65 FR 76262. I], or ordering, advising or suggesting that subordinates engage in research misconduct. The recipient agrees to:

1. Immediately notify the EPA Project Officer who will then inform the EPA Office of Inspector General (OIG) if, at any time, an allegation of research misconduct falls into one of the categories listed below:
  - a. Public health or safety is at risk
  - b. Agency resources or interests are threatened
  - c. Circumstances where research activities should be suspended
  - d. There is a reasonable indication of possible violations of civil or criminal law
  - e. Federal action is required to protect the interests of those involved in the investigation
  - f. The research entity believes that the inquiry or investigation may be made public prematurely so that appropriate steps can be taken to safeguard evidence and protect the rights of those involved
  - g. Circumstances where the research community or public should be informed. [65 FR 76263.III]
2. Report other allegations to the OIG when they have conducted an inquiry and

determined that there is sufficient evidence to proceed with an investigation. [65 FR 76263. III]

### **39. Scientific Integrity Terms and Conditions**

The recipient agrees to comply with [EPA's Scientific Integrity Policy](#) when conducting, supervising, and communicating science and when using or applying the results of science. For purposes of this award condition scientific activities include, but are not limited to, computer modelling, economic analysis, field sampling, laboratory experimentation, demonstrating new technology, statistical analysis, and writing a review article on a scientific issue. The recipient agrees to:

#### **39.1 Scientific Products**

- 39.1.1** Produce scientific products of the highest quality, rigor, and objectivity, by adhering to applicable [EPA information quality guidelines, quality policy](#), and peer review policy.
- 39.1.2** Prohibit all recipient employees, contractors, and program participants, including scientists, managers, and other recipient leadership, from suppressing, altering, or otherwise impeding the timely release of scientific findings or conclusions
- 39.1.3** Adhere to [EPA's Peer Review Handbook, 4th Edition](#), for the peer review of scientific and technical work products generated through EPA grants or cooperative agreements which, by definition, are not primarily for EPA's direct use or benefit.

#### **39.2 Scientific Findings**

- 39.2.1** Require that reviews regarding the content of a scientific product that are conducted by the project manager and other recipient managers and the broader management chain be based only on scientific quality considerations, e.g., the methods used are clear and appropriate, the presentation of results and conclusions is impartial.
- 39.2.2** Ensure scientific findings are generated and disseminated in a timely and transparent manner, including scientific research performed by employees, contractors, and program participants, who assist with developing or applying the results of scientific activities.
- 39.2.3** Include, when communicating scientific findings, an explication of underlying assumptions, accurate contextualization of uncertainties, and a description of the probabilities associated with both optimistic and pessimistic projections, if applicable.
- 39.2.4** Document the use of independent validation of scientific methods.

- 39.2.5** Document any independent review of the recipient's scientific facilities and testing activities, as occurs with accreditation by a nationally or internationally recognized sanctioning body.
- 39.2.6** Make scientific information available online in open formats in a timely manner, including access to data and non-proprietary models

### **39.3 Scientific Misconduct**

- 39.3.1** Prohibit intimidation or coercion of scientists to alter scientific data, findings, or professional opinions or non-scientific influence of scientific advisory boards. In addition, recipient employees, contractors, and program participants, including scientists, managers, and other leadership, shall not knowingly misrepresent, exaggerate, or downplay areas of scientific uncertainty.
- 39.3.2** Prohibit retaliation or other punitive actions toward recipient employees who uncover or report allegations of scientific and research misconduct, or who express a differing scientific opinion. Employees who have allegedly engaged in scientific or research misconduct shall be afforded the due process protections provided by law, regulation, and applicable collective bargaining agreements, prior to any action. Recipients shall ensure that all employees and contractors of the recipient shall be familiar with these protections and avoid the appearance of retaliatory actions.
- 39.3.3** Require all recipient employees, contractors, and program participants to act honestly and refrain from acts of research misconduct, including publication or reporting, as described in [EPA's Policy and Procedures for Addressing Research Misconduct](#), Section 9.C. Research misconduct does not include honest error or differences of opinion. While EPA retains the ultimate oversight authority for EPA-supported research, grant recipients conducting research bear primary responsibility for prevention and detection of research misconduct and for the inquiry, investigation, and adjudication of research misconduct alleged to have occurred in association with their own institution.
- 39.3.4** Take the actions required on the part of the recipient described in the EPA's Policy and Procedures for Addressing Research Misconduct, Sections 6 through 9, when research misconduct is suspected or found.

### **39.4 Additional Resources**

For more information about the Scientific Integrity Policy, an introductory video can be accessed at: <https://youtu.be/FQJCy8BXXq8>. A training video is available at: <https://youtu.be/Zc0T7fooot8>.

## **40. Post-Award Disclosure of Current and Pending Support on Research Grants**

The recipient is required to notify EPA if there has been a change in support for senior/key persons since submission of its application or the last reporting period in the performance report. If there has been a change, the recipient must report the change within 30 calendar days to the EPA Project Officer. The information should also be included in the next due performance report. If there has been a change, submit a revised current and pending support form (see 'EPA Current and Pending Support'). Senior/key persons must certify that the information contained in the updated current and pending support form is current, accurate, and complete. For additional details on what information needs to be disclosed, please see NSTC Pre-award and Post-award disclosures Relating to the Biographical Sketch and Current and Pending (Other) Support at [NSTC Research Security Subcommittee NSPM-33 Implementation Guidance Disclosure Requirements & Standardization](#).

EPA may consult with the Lead/Contact PI and the Authorized Organization Representative (AOR), if necessary, to determine the impact of the new information on the EPA-funded research grant and, where necessary, take appropriate action.

If the recipient discovers that a senior/key person on an active EPA grant failed to disclose current and pending support information or provided inaccurate information as part of the proposal submission process, it must submit a revised current and pending support form (see 'EPA Current and Pending Support') to the EPA Project Officer within 30 calendar days of the identification of the undisclosed or inaccurate current and pending information.

#### **41. Procurement of Synthetic Nucleic Acids and Benchtop Nucleic Acid Synthesis Equipment**

Beginning on April 26, 2025, the recipient must procure synthetic nucleic acids and benchtop nucleic acid synthesis equipment, as defined in the [2024 Office of Science and Technology Policy \(OSTP\) Framework for Nucleic Acid Synthesis Screening \(Framework\)](#), from providers or manufacturers that attest to adhering to the Framework. The attestation may be posted on a public website or provided directly to the recipient upon request. The recipient must include this requirement in all lower tier agreements (for example subrecipients or subcontractors).

### **PUBLIC POLICY REQUIREMENTS**

#### **42. Civil Rights Obligations**

This term and condition incorporates by reference the signed assurance provided by the recipient's authorized representative on: 1) EPA Form 4700-4, "Preaward Compliance

Review Report for All Applicants and Recipients Requesting EPA Financial Assistance”; and 2) Certifications and Representations in SAM.gov or Standard Form 424D, as applicable.

These assurances and this term and condition obligate the recipient to comply fully with applicable civil rights statutes and implementing federal and EPA regulations.

**a. Statutory Requirements**

- In carrying out this agreement, the recipient must comply with:
  1. Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, and national origin, by entities receiving Federal financial assistance.
  2. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination against persons with disabilities by entities receiving Federal financial assistance; and
  3. The Age Discrimination Act of 1975, which prohibits age discrimination by entities receiving Federal financial assistance.
- If the recipient is an education program or activity (e.g., school, college, or university) or if the recipient is conducting an education program or activity under this agreement, it must also comply with:
  1. Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities operated by entities receiving Federal financial assistance. For further information about your compliance obligations regarding Title IX, see <https://www.justice.gov/crt/title-ix>
- If this agreement is funded with financial assistance under the Clean Water Act (CWA), the recipient must also comply with:
  1. Section 13 of the Federal Water Pollution Control Act Amendments of 1972, which prohibits discrimination on the basis of sex in CWA-funded programs or activities.

**b. Regulatory Requirements**

- The recipient agrees to comply with all applicable EPA civil rights regulations, including:
  1. For Title IX obligations, 40 C.F.R. Part 5; and
  2. For Title VI, Section 504, Age Discrimination Act, and Section 13 obligations, [40 C.F.R Part 7](#).

**Note that for financial assistance awarded to any entity, including any**



**subrecipient, in the State of Louisiana**, pursuant to a permanent injunction issued by the U.S. District Court for the Western District of Louisiana, EPA will not impose any disparate-impact or cumulative-impact-analysis requirements under Title VI of the Civil Rights Act of 1964 in any pre-award assurances or terms and conditions accompanying the application for and receipt of this grant award.

3. The statutory and national policy requirements at [2 CFR 200.300\(a\)](#).
4. For Federal awards that are subject to a Federal statute prohibiting discrimination based on sex, the Federal agency or pass-through entity must ensure that the award is administered in a way that does not unlawfully discriminate based on sexual orientation or gender identity consistent with the Supreme Court's reasoning in *Bostock v Clayton County*, 140 S. Ct. 1731 (2020), in accordance with [2 CFR 200.300](#).
5. As noted on the EPA Form 4700-4 signed by the recipient's authorized representative, these regulations establish specific requirements as applicable, including, but not limited to collecting, maintaining, and providing upon request compliance information, establishing grievance procedures, designating a Civil Rights Coordinator, and providing notices of non-discrimination.

**c. Title VI – Limited English Proficiency (LEP), Public Participation and Affirmative Compliance Obligation**

- As a recipient of EPA financial assistance, you are required by Title VI of the Civil Rights Act to take reasonable steps to provide meaningful access to LEP individuals. In implementing that requirement, the recipient may refer to the EPA document entitled "Guidance to Environmental Protection Agency Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons." The Guidance can be found at: <https://www.federalregister.gov/documents/2004/06/25/04-14464/guidance-to-environmental-protection-agency-financial-assistance-recipients-regarding-title-vi>.
- If the recipient is administering permitting programs under this agreement, the recipient may refer to EPA's "Title VI Public Involvement Guidance for EPA Assistance Recipients Administering Environmental Permitting Programs." The Guidance can be found at: <https://www.govinfo.gov/content/pkg/FR-2006-03-21/pdf/06-2691.pdf>.
- In accepting this assistance agreement, the recipient acknowledges it has an

affirmative obligation to implement effective federal civil rights compliance programs, as required by EPA's nondiscrimination regulations at 40 C.F.R. Parts 5 and 7, and ensure that it does not discriminate in its programs and activities in violation of federal civil rights laws and regulations. The recipient must be prepared to demonstrate to EPA that such compliance programs exist and are being implemented, or to otherwise demonstrate how it is meeting its federal civil rights obligations. For further assistance on civil rights compliance, the recipient may refer to the EPA document entitled, "Civil Rights Guidance on Procedural Safeguards: Requirements and Best Practices." The Guidance can be found at: [www.epa.gov/system/files/documents/2024-08/civil-rights-guidance-on-proceduralsafeguards-august-2024.pdf](http://www.epa.gov/system/files/documents/2024-08/civil-rights-guidance-on-proceduralsafeguards-august-2024.pdf).

#### **43. Drug-Free Workplace**

The recipient organization of this EPA assistance agreement must make an ongoing, good faith effort to maintain a drug-free workplace pursuant to the specific requirements set forth in [Title 2 CFR Part 1536 Subpart B](#). Additionally, in accordance with these regulations, the recipient organization must identify all known workplaces under its federal awards and keep this information on file during the performance of the award.

Those recipients who are individuals must comply with the drug-free provisions set forth in [Title 2 CFR Part 1536 Subpart C](#).

The consequences for violating this condition are detailed under [Title 2 CFR Part 1536 Subpart E](#). Recipients can access the Code of Federal Regulations (CFR) Title 2 Part 1536 at [www.ecfr.gov/](http://www.ecfr.gov/).

#### **44. Hotel-Motel Fire Safety**

Pursuant to U.S.C. 2225a, the recipient agrees to ensure that all space for conferences, meetings, conventions, or training seminars funded in whole or in part with federal funds complies with the protection and control guidelines of the Hotel and Motel Fire Safety Act (PL 101-391, as amended). Recipients may search the Hotel-Motel National Master List at <https://apps.usfa.fema.gov/hotel/> to see if a property is in compliance, or to find other information about the Act.

#### **45. Lobbying Restrictions**

**a. This assistance agreement is subject to lobbying restrictions as described below.**

**Applicable to all assistance agreements:**

- i. The chief executive officer of this recipient agency shall ensure that no grant funds awarded under this assistance agreement are used to engage in lobbying

of the Federal Government or in litigation against the U.S. unless authorized under existing law. The recipient shall abide by the Cost Principles available at [2 CFR Part 200](#) which generally prohibits the use of federal grant funds for litigation against the U.S. or for lobbying or other political activities.

- ii. The recipient agrees to comply with Title [40 CFR Part 34](#), New Restrictions on Lobbying. The recipient shall include the language of this provision in award documents for all subawards exceeding \$100,000 and require that subrecipients submit certification and disclosure forms accordingly.
- iii. In accordance with the Byrd Anti-Lobbying Amendment, any recipient who makes a prohibited expenditure under Title 40 CFR Part 34 or fails to file the required certification or lobbying forms shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure.
- iv. Contracts awarded by a recipient shall contain, when applicable, the anti-lobbying provision as stipulated in the contract provisions provided in [Appendix II to Part 200](#).
- v. By accepting this award, the recipient affirms that it is not a nonprofit organization described in Section 501(c)(4) of the Internal Revenue Code of 1986 as required by Section 18 of the Lobbying Disclosure Act; or that it is a nonprofit organization described in Section 501(c)(4) of the Code but does not and will not engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act. Nonprofit organizations exempt from taxation under section 501(c)(4) of the Internal Revenue Code that engage in lobbying activities are ineligible for EPA subawards.

**b. Applicable to assistance agreements when the amount of the award is over \$100,000:**

- a. By accepting this award, the recipient certifies, to the best of its knowledge and belief that:
  - 1. No Federal appropriated funds have been or will be paid, by or on behalf of the recipient, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or any employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the recipient shall complete and submit the linked [Standard Form -- LLL, "Disclosure Form to Report Lobbying,"](#) in accordance with its instructions.
3. The recipient shall require that the language of this certification be included in the award documents for all subawards exceeding \$100,000 at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
  - ii. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

#### **46. Recycled Paper**

When directed to provide paper documents, the recipient agrees to use recycled paper and double-sided printing for all reports which are prepared as a part of this agreement and delivered to EPA. This requirement does not apply to reports prepared on forms supplied by EPA.

#### **47. Resource Conservation and Recovery Act**

Consistent with goals of section 6002 of RCRA (42 U.S.C. 6962), State and local institutions of higher education, hospitals and non-profit organization recipients agree to give preference in procurement programs to the purchase of specific products containing recycled materials, as identified in [40 CFR Part 247](#).

- a. Consistent with section 6002 of RCRA (42 U.S.C. 6962) and [2 CFR 200.323](#), the recipient or subrecipient that is a State agency or agency of a political subdivision of a State and its contractors are required to purchase certain items made from recycled materials, as identified in 40 CFR Part 247, when the purchase price exceeds \$10,000 during the course of a fiscal year or where the quantity of such items acquired in the course of the preceding fiscal year was \$10,000 or more. Pursuant to [40 CFR 247.2\(d\)](#), the recipient or subrecipient may decide not to procure

such items if they are not reasonably available in a reasonable period of time; fail to meet reasonable performance standards; or are only available at an unreasonable price.

- b. The recipient or subrecipient should, to the greatest extent practicable and consistent with law, purchase, acquire, or use products and services that can be reused, refurbished, or recycled; contain recycled content, are biobased, or are energy and water efficient; and are sustainable. This may include purchasing compostable items and other products and services that reduce the use of single-use plastic products per Executive Order 14057, section 101, Policy.

#### **48. Trafficking in Persons**

- a. Provisions applicable to a recipient that is a private entity receiving funds under the award.
  - i. The recipient, the recipient's employees, subrecipients under this award, and subrecipients' employees may not engage in:
    1. Severe forms of trafficking in persons
    2. The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;
    3. The use forced labor in the performance of this award or any subaward; or
    4. Acts that directly support or advance trafficking in persons, including the following acts:
      - Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;
      - Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless:
        - Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreements; or
        - The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
      - Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;

- Charging recruited employees a placement or recruitment fee; or
  - Providing or arranging housing that fails to meet the host country's housing and safety standards.
- ii. EPA may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:
1. Is determined to have violated a prohibition in paragraph 47.a.i. of this award term; or
  2. Has an employee that is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph 47.a.i. of this award term through conduct that is either:
    - Associated with the performance under this award; or
    - Imputed to the recipient or subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in [2 CFR Part 180](#), "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non- procurement)," as implemented by EPA at [2 CFR Part 1532](#).
- b. Provision applicable to a recipient other than a private entity.** EPA may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:
- i. Is determined to have violated an applicable prohibition in paragraph 47.a.i. of this award term; or
  - ii. Has an employee that is determined to have violated a prohibition in paragraph 47.a.i. of this award term through conduct that is either:
    1. Associated with the performance under this award; or
    2. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (No procurement)," as implemented by EPA at [2 CFR Part 1532](#).
- c. Provisions applicable to any recipient**
- i. The recipient must inform the EPA and the EPA's Office of Inspector General immediately of any information received from any source alleging a violation of a prohibition in paragraph 47.a.i. of this award term.
  - ii. The EPA's right to terminate unilaterally that is described in paragraphs 47.a. and 47.b.:

1. Implements the requirements of 22 U.S.C. Chapter 78, and
  2. Is in addition to all other remedies for noncompliance that are available to the EPA under this award.
- iii. The recipient must include the requirements of paragraph 47.a.1. of this award term in any subaward made to a private entity.
  - iv. If applicable, the recipient must also comply with the compliance plan and certification requirements in [2 CFR 175.105\(b\)](#).
- d. Definitions.** For purposes of this award term:
- i. “Employee” means either:
    1. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
    2. Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.
  - ii. “Private Entity” means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in [2 CFR 200.1](#)
  - iii. The terms “severe forms of trafficking in persons,” “commercial sex act,” “sex trafficking,” “Abuse or threatened abuse of law or legal process,” “coercion,” “debt bondage,” and involuntary servitude” have the meanings given at section 103 of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7102).

**49. Build America, Buy America – Required Use of American Iron, Steel, Manufactured Products, and Construction Materials (effective October 23, 2023, and forward)**

**Buy America Preference.** Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for an infrastructure project unless:

1. All iron and steel used in the project are produced in the United States—this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;



2. All manufactured products used in the project are produced in the United States—this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product; and
3. All construction materials are manufactured in the United States—this means that all manufacturing processes for the construction material occurred in the United States. The construction material standards are listed below.

***Incorporation into an infrastructure project.*** The Buy America Preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America Preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project, but are not an integral part of the structure or permanently affixed to the infrastructure project.

***Categorization of articles, materials, and supplies.*** An article, material, or supply should only be classified into one of the following categories: (i) Iron or steel products; (ii) Manufactured products; (iii) Construction materials; or (iv) Section 70917(c) materials. An article, material, or supply should not be considered to fall into multiple categories. In some cases, an article, material, or supply may not fall under any of the categories listed in this paragraph. The classification of an article, material, or supply as falling into one of the categories listed in this paragraph must be made based on its status at the time it is brought to the work site for incorporation into an infrastructure project. In general, the work site is the location of the infrastructure project at which the iron, steel, manufactured products, and construction materials will be incorporated.

***Application of the Buy America Preference by category.*** An article, material, or supply incorporated into an infrastructure project must meet the Buy America Preference for only the single category in which it is classified.

***Determining the cost of components for manufactured products.*** In determining whether the cost of components for manufactured products is greater than 55 percent of the total cost of all components, use the following instructions:

- a. For components purchased by the manufacturer, the acquisition cost, including transportation costs to the place of incorporation into the manufactured product (whether or not such costs are paid to a domestic firm), and any applicable duty (whether or not a duty-free entry certificate is issued); or
- b. For components manufactured by the manufacturer, all costs associated with the manufacture of the component, including transportation costs as described in paragraph (a), plus allocable overhead costs, but excluding profit. Cost of components does not include any costs associated with the manufacture of the manufactured product.

***Construction material standards.*** The Buy America Preference applies to the following construction materials incorporated into infrastructure projects. Each construction material is followed by a standard for the material to be considered “produced in the United States.” Except as specifically provided, only a single standard should be applied to a single construction material.

1. Non-ferrous metals. All manufacturing processes, from initial smelting or melting through final shaping, coating, and assembly, occurred in the United States.
2. Plastic and polymer-based products. All manufacturing processes, from initial combination of constituent plastic or polymer-based inputs, or, where applicable, constituent composite materials, until the item is in its final form, occurred in the United States.
3. Glass. All manufacturing processes, from initial batching and melting of raw materials through annealing, cooling, and cutting, occurred in the United States.
4. Fiber optic cable (including drop cable). All manufacturing processes, from the initial ribboning (if applicable), through buffering, fiber stranding and jacketing, occurred in the United States. All manufacturing processes also include the standards for glass and optical fiber, but not for nonferrous metals, plastic and polymer-based products, or any others.
5. Optical fiber. All manufacturing processes, from the initial preform fabrication stage through the completion of the draw, occurred in the United States.
6. Lumber. All manufacturing processes, from initial debarking through treatment and planning, occurred in the United States.

7. Drywall. All manufacturing processes, from initial blending of mined or synthetic gypsum plaster and additives through cutting and drying of sandwiched panels, occurred in the United States.
8. Engineered wood. All manufacturing processes from the initial combination of constituent materials until the wood product is in its final form, occurred in the United States.

**Waivers.** When supported by rationale provided in IJA §70914, the recipient may submit a waiver request in writing to EPA. Recipients should request guidance on the submission instructions of an EPA waiver request from the EPA Project Officer for this agreement. A list of approved EPA waivers (general applicability and project specific) is available on the [EPA Build America, Buy America website](#).

EPA may waive the application of the Buy America Preference when it has determined that one of the following exceptions applies:

1. applying the Buy America Preference would be inconsistent with the public interest;
2. the types of iron, steel, manufactured products, or construction materials are not produced in the United States in sufficient and reasonably available quantities or of a satisfactory quality; or
3. the inclusion of iron, steel, manufactured products, or construction materials produced in the United States will increase the cost of the overall project by more than 25 percent.

For questions regarding the Build America, Buy America Act requirements for this assistance agreement or to determine if there is an approved waiver in place, please contact the EPA Project Officer for this agreement.

**Definitions.** For legal definitions and sourcing requirements, the recipient must consult the [EPA Build America, Buy America website](#), [2 CFR Part 184](#), and [the Office of Management and Budget's \(OMB\) Memorandum M-24-02 Implementation Guidance on Application of Buy America Preference in Federal Financial Assistance Programs for Infrastructure](#).

## 50. Required Certifications and Consequences of Fraud

Per [2 CFR 200.415\(a\)](#), financial reports must include a certification that must be signed by an official who is authorized to legally bind the recipient which reads as follows:

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

As outlined in [2 CFR 200.415\(b\)](#), subrecipients of all tiers under the Federal award must certify to the pass-through entity whenever applying for funds, requesting payment, and submitting financial reports as follows:

“I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812.”

The certifications must be maintained in accordance with the record retention requirements at [2 CFR 200.334](#).

## **51. Reporting Waste, Fraud and Abuse**

Consistent with [2 CFR 200.113](#), the recipient and any subrecipients of this award must promptly report in writing whenever there is credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733) to the EPA Project Officer, the pass-through entity (if applicable), and the [EPA Office of Inspector General \(OIG\)](#). The methods to contact the EPA OIG are (1) online submission via the [EPA OIG Hotline Complaint Form](#); (2) email to [OIG\\_Hotline@epa.gov](mailto:OIG_Hotline@epa.gov); (3) phone 1-888-546-8740; or (4) mail directed to Environmental Protection Agency, Office of Inspector General, 1200 Pennsylvania Avenue, N.W. (2410T), Washington, DC 20460.

To support awareness of the OIG hotline, recipients and/or subrecipients receiving an EPA award or subaward of \$1,000,000 or more must display EPA OIG Hotline posters in

facilities where the work is performed under the grant. EPA OIG Hotline posters may be [downloaded or printed](#) or may be obtained by contacting the OIG at 1- 888-546-8740. Recipients and subrecipients need not comply with this requirement if they have established a mechanism, such as a hotline, by which employees may report suspected instances of improper conduct and have provided instructions that encourage employees to make such reports.

Recipients and subrecipients are also required to report matters related to recipient integrity and performance in accordance with [Appendix XII to 2 CFR Part 200](#).

## **52. Whistleblower Protections**

This award is subject to whistleblower protections, including the protections established at 41 U.S.C. 4712 and [2 CFR 200.217](#) providing that an employee of the recipient or subrecipient may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in paragraph (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract, grant, or subaward, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract), grant.

These covered persons or bodies include:

- a. A member of Congress or representative of a committee of Congress.
- b. An Inspector General.
- c. The Government Accountability Office.
- d. A Federal employee responsible for contract or grant oversight or management at the relevant agency.
- e. An authorized official of the Department of Justice or other law enforcement agency.
- f. A court of grand jury.
- g. A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct.

Consistent with 41 U.S.C. 4712(d), the recipient and subrecipients must inform their employees in writing, in the predominant language of the workforce or organization, of employee whistleblower rights and protections under 41 U.S.C. 4712. Additional information about whistleblower protections, including protections for such employees

may be found at the [EPA Office of Inspector General's Whistleblower Protection page](#).

### **53. Access to Records**

In accordance with [2 CFR 200.337](#), EPA, the pass-through entity, the EPA Office of Inspector General (OIG), and the Comptroller General of the United States have the right to access any records of the recipient and subrecipient pertinent to this award, to perform audits, execute site visits, or for any other official use. This right of access also includes timely and reasonable access to the recipient and subrecipient's personnel for the purpose of interview and discussion related to such documents or the Federal award in general. This right of access shall continue as long as the records are retained.

DRAFT

NOVEMBER 20, 2024

**MEMO**



**To: MCEC Board of Directors**  
**FROM: Dorothy Kolb, Controller**  
**RE: Federal Grant Accounting Policy**

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Per the Federal grant requirements and recommendations from our auditors, staff has written the MCEC Federal Grant Accounting Policy to conform with the reporting and reimbursement requirements of our grants.

Staff recommends Board approval of the MCEC Federal Grant Accounting Policy as written and presented. See Attachment A.

DRAFT



MARYLAND CLEAN ENERGY CENTER

ACCOUNTING PROCESS & PROCEDURES  
ALL FEDERAL GRANTS



## ACCOUNTING PROCESS & PROCEDURES

### GRANT MANAGER or designee

1. All vendor/sub-awardee (“subs”) invoices must be sent to the grant manager.
2. All invoice packages must include the following information:
  - Invoice Number
  - Vendor name, complete address, and email address
  - Type of work completed and description
  - Supporting documentation to include all receipts and proof of payment
  - Any payroll reimbursement must include proof of payment to employee
  - Reference to program or grant
  - Reference to budget line item from approved budget
  - Total amount
  - Federal match & awardee match
  - W9s are required from all new vendors.
  - All new vendors must complete a wire/ACH datasheet
  - Vendors will be issued a 1099 when applicable.

Cost trackers are to be maintained for all subs and must be confirmed to the approved budget and spending to date.

### EXAMPLE REIMBURSEMENT SUMMARY

The tracker below was created to allow for the tracking of costs and all other associated invoices attributed to the completion of the grant-funded work. This helps to ensure total project funding is not exceeded and consolidates all costs included in individual reimbursement requests submitted to the granting agency.

#### Cost Tracker:

Cost Classification	Total Grant Budget	Request #1
1. Administrative & legal expenses		
2. Land, structures, rights-of-way, appraisals, etc		
3. Relocation expenses and payments		
4. Architectural and engineering fees		
5. Other architectural and engineering fees		
6. Project inspection fees		
7. Site Work		
8. Demolition and removal		
9. Construction		

10. Equipment		
11. Miscellaneous		
TOTAL	\$0.00	\$0.00

PAYMENT POLICIES

- Grant managers will review and approve all sub reimbursement requests
- Requests will be sent to [accounting@mdcleanenergy.org](mailto:accounting@mdcleanenergy.org) with all supporting documents
- Once an invoice is fully approved, payment will be processed.
- We will make all payments via wire or ACH transfer.

ACCOUNTING:

- All sub-awardee invoices will be forwarded from [accounting@mdcleanenergy.org](mailto:accounting@mdcleanenergy.org).
- The MCEC accounting team will set all invoices up for payment
- All invoices must have approval and sign-off from the grant manager
- Accounting will confirm that all support agrees to the cost/reimbursement tracker and that the tracker is properly rolled forward from the prior submission
- Invoices will be coded to the proper expense account, period and grant classification
- Payment via wire or ACH will be initiated and submitted through Sandy Spring Bank by the Controller and approved the Executive Director
- All payments will be made only after receipt of reimbursement funds from the grant program
- All payments included in that reimbursement request must be made within 5 business days of receipt of funds by MCEC.
- Grant Program Officers have final approval on all documents and payouts based on the individual grants. MCEC will not payout on any reimbursement without the express written approval of the applicable Grant Program Officer.

FINANCIAL REPORTING:

- Financial reports will be issued on all grants on a monthly basis.
- Reports will show all grant budget line items and expenses to date
- Financial reports will include detailed schedules of all transactions to date



November 20, 2024

MEMO

To: MCEC Board of Directors

From: Ben Margolis, Director; Maryland Energy Innovation Accelerator

RE: Motion for Appointments to the Fund Oversight Committee of the Climate Technology Founder's Fund

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The purpose of this memo is to put forth a motion to appoint the staff's proposed members of the Fund Oversight Committee (FOC) for the Climate Technology Founder's Fund (CTFF).

As you know, the CTFF is a critical initiative born out of Maryland's recent legislation, [SB960](#), aimed at advancing innovative climate technology solutions. The Fund is part of a broader effort to promote the development and deployment of cutting-edge technologies that will drive Maryland towards its ambitious climate goals. As detailed in the Maryland legislation, the Fund Oversight Committee will play a pivotal role in ensuring that the state's financial resources are allocated effectively and that the technologies supported are both viable and impactful.

The responsibilities of the Committee include overseeing the allocation of funds, providing strategic advice to ensure alignment with Maryland's climate goals, and ensuring transparency and accountability in the Fund's operations. The Committee will meet monthly, and members will be asked to contribute their expertise in a collaborative and forward-thinking environment.

Below are the names as well as a description of the staff's proposed members of the Fund Oversight Committee:

**Robert H. Edwards Jr. (BOARD REPRESENTATIVE)**

*Vice Chairman, MCEC*

*Managing Director, Hamilton Clark Sustainable Capital*

*Advisory Board Member, H/L Ventures*

Mr. Edwards currently serves as the Vice Chairman of MCEC and is proposed to hold the committee seat held for an MCEC Board Representative. In addition, he serves as the Managing Director at Hamilton Clark Sustainable Capital where he helps companies raise equity and debt capital. He has a history of engaging with startups and large companies on financial matters, understands market conditions and fund management. His previous roles include JP Morgan Chase, Department of Energy, DOE Loan Program's Office, Kilpatrick Townsend & Stockton LLP, and Hunton & Williams LLP.

**Robert F. Parker (MCEC REPRESENTATIVE)**

*Deputy Director of Finance & Innovation Investment, MCEC*

*Adjunct Professor, New York University*



Mr. Parker is the Deputy Director of Finance & Innovation Investment at MCEC and is proposed to hold the committee seat held for MCEC Staff Representative. Mr. Parker has nearly 20 years of experience at the intersection of finance and innovation in ClimateTech, Renewable Energy, and the Clean Energy Transition in roles that range from investment banking & consulting to venture investing & project development to entrepreneur. His most recent professional roles have focused on scaling early and growth stage ClimateTech companies and helping them build a full, diversified capital stack, as well as supporting investment funds and government agencies dedicated to ClimateTech with due diligence, program development, and program operations.

### **Gwen Cheni**

*Co-Founder, Stealth Startup*

*Former Partner, Khosla Ventures & IndieBio*

Ms. Cheni is currently a cofounder of a stealth startup but was previously a Partner on the investment team at Khosla Ventures, and a Partner at IndieBio/SOSV covering bio and AI. She is proposed to join the Committee based on her fund experience and exposure to the industry and financing structures. Prior to IndieBio, Gwen was the founder and Managing Partner of Galapagos Ventures, an early stage venture fund focused on the intersection of biology and AI/ML. Prior to Galapagos Ventures, she was a Director at StudioX (machine learning venture studio funded by Shell and Boston Consulting Group) and a Venture Partner at Fusion Fund (early stage fund focused on AI/ML, robotics and devices). Gwen was on the Board of Advisors at Singularity University Ventures, an impact-focused accelerator, and helped launch their first batch of startups in the Nordics. Prior to venture, Gwen spent eighteen years on Wall Street investing in public equities, started her career at Goldman Sachs, JPMorgan, and was promoted to portfolio manager at a \$300 million innovation-themed hedge fund.

### **Faith Davis**

*Lead Climate Change Venture Capital Fund (2c2i), Exelon*

*Board Member, University of Maryland Medical System*

*Founder & Director of Technology and Innovation, DAF Technologies*

Ms. Davis is currently a key leader with the Exelon Foundation's 2c2i initiative, an investment vehicle focused on making impacts in key geographies for the Exelon corporation, a key sponsor for MEIA and MCEC. Ms. Davis is proposed to serve on this committee based on her experience running an impact oriented fund. She is an accomplished technology strategist with an extensive emerging technology, venture capital (VC), entrepreneurship, and leadership background from over extensive global experience across multiple industries including a strategic venture capital firm, F100 company, a government agency, and a national lab. I've developed deep expertise in the areas of open innovation, venture capital investment, sustainability, climate change, wireless communications, networking, mobile applications, wearable devices, electrical engineering, and internet companies.

### **Katherine Hill Ritchie**

*Senior Director of Venture Funds, TEDCO*

*Founder, CIO & CEO, Private Capital Investments, LLC*

*Chair of Investment Committee, Beyond Impact VC*

Ms. Hill Ritchie is currently the Senior Director of Venture Funds at TEDCO and is proposed to serve as on this Committee both for her connection to TEDCO and the Maryland ecosystem as well as her experience serving



on previous Investment Committees related to impact investing. Katherine has an MBA and 23 years of finance and investment experience in venture capital, private equity and working with family offices. She also ran 2 broker dealers and has extensive experience in private placements and investment banking. She has worked for 8 family offices, and 4 Billionaires. Her work has expanded to also include advising companies and funds on their investments, due diligence, operations, fundraising and strategy.

**Shounok Sinha**

*Managing Director, Constellation Technology Ventures*

Mr. Sinha currently serves as the Managing Director for Constellation Technology Ventures (CTV), a key sponsor for the MEIA organization. He was selected to serve on this committee both for his connection to CTV and the Maryland ecosystem as well as his experience as a shrewd investor in the climate space. Prior to his current role, as an energy investment & development professional he has led structured investments and project financing across a variety of power and cleantech assets/technologies focused on clean, resilient and agile generation technologies & infrastructure projects. In that capacity he originated, structured and executed investments amounting to approx. \$2B across traditional generation (CCGTs), Renewables (Solar, wind, storage, biomass) and Distributed Generation (Fuel cells, Combined Heat & Power etc.). He also has co-led investments and served on the Investment Committee for Exelon's Impact Investment Initiative/fund (2c2i).

**Stanley W. Tucker**

*President, Meridian Management Group Inc.*

Mr. Tucker serves as the President of the Meridian Management Group and was selected to serve on this committee due to his extensive experience investing into disadvantaged businesses and communities. Mr. Tucker has more than 30 years of diversified business experience with a strong emphasis on lending, venture capital investing and the development of socially or economically disadvantaged small businesses. Combined, MMG managed programs have provided over \$232 million financing to small, minority, and women owned businesses located in Maryland. Prior to forming Meridian Management Group, he was the Executive Director of the Maryland Small Business Development Financing Authority (MSBDF), 1981 to 1995.

<b>MCEC Board of Directors Meeting Calendar 2025</b>			
<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Time</b>
January	NO BOARD MEETING		
Thursday, February 20	Legislative Reception	Governor Calvert House	11 AM - 2 PM
Monday, February 24	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
March 16 or 17	MEIA ARPA-E Preconference Event	TBD	TBD
Monday, March 31	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
May	2024 Advisory Council Meeting	TBD	TBD
Monday, April 28	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
Monday, May 19	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
Monday, June 30	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
Monday, July 28	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
August	NO BOARD MEETING		
Monday, September 29	Board Meeting	Zoom-MCEC Conference	10 AM - Noon
October 14	Climate Tech Exchange		TBD
October 14 & 15	Clean Energy Summit		TBD
October	NO BOARD MEETING		
November 19 or 20	Board Meeting & Retreat	Zoom-TBD	TBD
December	NO BOARD MEETING		