

BGS Municipal  
Energy  
Resilience

# MERP Implementation Grant

## Application Walkthrough

## Online Application Form

- Create Account!
  - You can save and revisit at any time, before submitting.
- You cannot skip required questions while working on the draft, but you can always go back and change your answers.
- Submissions will be emailed to the email provided on the application and to [BGS.MERP@vermont.gov](mailto:BGS.MERP@vermont.gov).
- Note the character limit on the narrative questions.
- Any question with a \* is a required question and must be answered to move on.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Creating an Account

- To create an account, that will allow you to save your application and come back to, scroll to the bottom of the page and click 'Save'.
- This can be done at any point during your application, on any page

City

Zip Code

Save

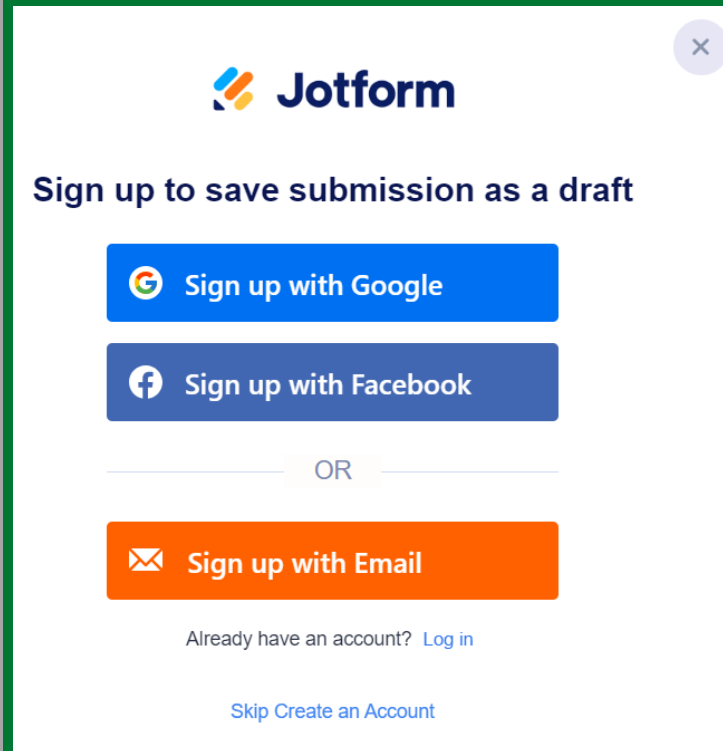
Next

# BGS Municipal Energy Resilience

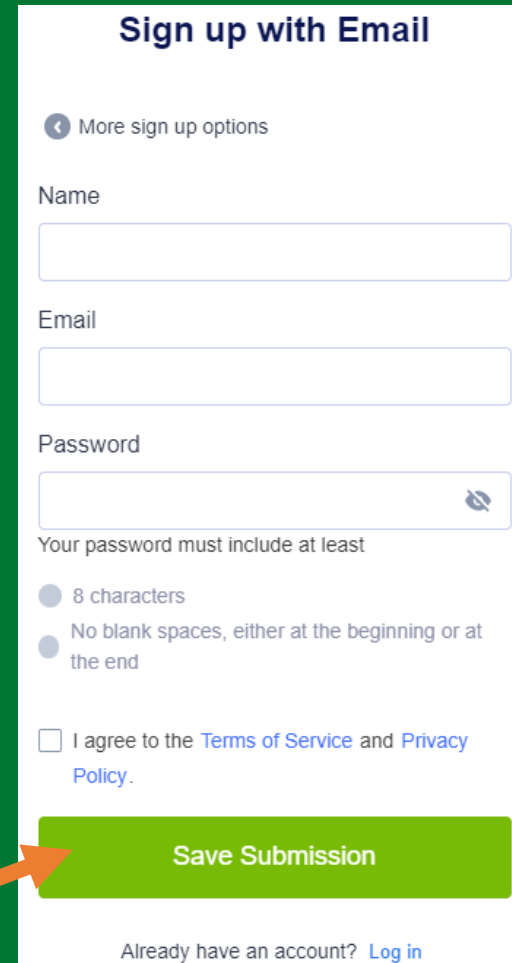
## Implementation Application Form Demonstration

### Creating an Account

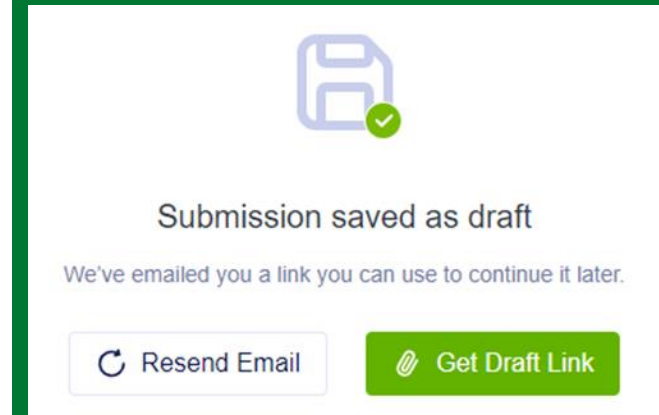
- Click on the option you'd like to sign up by, fill in your information, and then hit 'Save Submission'.
- You'll then get a message that your submission has been saved.
- You should now receive two emails, one to verify your account and another with a link to continue your application at anytime.



The screenshot shows the Jotform sign-up interface. At the top is the Jotform logo and a close button. Below it, the heading reads "Sign up to save submission as a draft". There are three main sign-up options: "Sign up with Google" (blue button), "Sign up with Facebook" (dark blue button), and "Sign up with Email" (orange button). Below these is an "OR" separator. At the bottom, there is a link for "Already have an account? Log in" and a "Skip Create an Account" link.



The screenshot shows the "Sign up with Email" form. It includes a "More sign up options" dropdown, and input fields for "Name", "Email", and "Password". The password field has a visibility toggle icon. Below the password field, there are requirements: "Your password must include at least" followed by two radio buttons: "8 characters" and "No blank spaces, either at the beginning or at the end". There is also a checkbox for "I agree to the Terms of Service and Privacy Policy". At the bottom, there is a prominent green "Save Submission" button, which is highlighted by an orange arrow from the left. Below the button is a "Log in" link for existing users.



The screenshot shows a confirmation message with a document icon and a green checkmark. The text reads "Submission saved as draft" and "We've emailed you a link you can use to continue it later." Below the text are two buttons: "Resend Email" and "Get Draft Link".

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

## Continuing Application

- As mentioned above, you can resume your application sent to your email, see top image.
- You can also resume it by logging into Jotform and under clicking on 'My Drafts' and selecting 'Continue Filling' on the right side.
- You also have the option to discard your draft, if you'd like to start over.
- **NOTE: Once you have submitted your application, you CANNOT go back to edit it.**

### You have saved a draft for Implementation Grant Application

You've saved a draft for the 'Implementation Grant Application'. Please click on the button below to continue your form.

Continue Form

The screenshot displays the Jotform web interface. At the top left, the Jotform logo is visible. The main navigation bar includes 'My Forms' with a dropdown arrow. Below this, there is a 'CREATE FORM' button. The left sidebar shows a list of categories: 'Assigned Forms', 'My Drafts' (highlighted with a red arrow and a '1' badge), and 'Filled Forms'. The main content area shows a card for 'Implementation Grant Application'. On the right side of this card, there are two buttons: 'Discard Draft' and 'Continue Filling' (highlighted with a red arrow). The top right of the interface features a search bar with 'Search Forms' and a dropdown menu with options like 'Products', 'Support', 'Enterprise', and 'Pricing'.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

- The following slides will help guide you through filling out your application.
- It is recommended you'd go through this PowerPoint before filling out your application, to make sure you have all the necessary information to fill it out.
- You can use the below link to open the application.
- <https://form.jotform.com/240564173989166>

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 1 – Municipality Information

## 1. Municipality Information

Please fill out the below information.

### 1. Municipal Designation: \*

- City
- Town
- Incorporated Village
- Unified Towns and Gores
- Fire District
- Other

### 2. Municipality Name: \*

Do not include the municipal designation (e.g. Town of, City of, Village of, etc.)

### 3. Name of Authorized Representative completing this application: \*

First Name

Last Name

1. Select your municipal's designation.
  - If yours is not listed, select 'Other' and fill it in.
  - 2. Type in your municipality's name.
  - Please do NOT include the designation. Example, Rutland City and Rutland Town, will both put Rutland.
  - 3. Type in the first and last name of the representative filling out the application.
  - This can be an RPC or town staff.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 1 – Municipality Information

#### 4. Authorized Representative Position: \*

The role that the Authorized Representative fulfills for the Covered Municipality.

#### 5. Authorized Representative Email: \*

What is the best email for follow-up questions about your application?

#### 6. Authorized Representative Phone #: \*

What is the best phone number for follow-up questions about your application?

- 4. Type in the position of the representative filling out the application. If the person is part of a RPC staff, please note so.
- 5. Type in the email address for the representative.
- This is the email address that the completed application will be set to, once you submit.
- 6. Type in the phone number for the representative.



# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 1 – Municipality Information

#### 7. Regional Planning Commission: \*

Select your Regional Planning Commission.

#### 8. Applicant's Complete Mailing Address: \*

Street Address

Street Address Line 2

City

Zip Code

- 7. Select your Regional Planning Commission (RPC).
- 8. Fill in the municipality's mailing address.
- Since the mailing address should be within the State of Vermont, the State fill box has been removed.
- Select 'Next' to continue to Section 2.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 2 – Grant Information

## 2. Grant Information

Please answer the questions to the best of your ability.

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### 9. Outside of construction costs, what expenses are you requesting funds to cover?

- Clerk/Project Manager
- Design
- ADA Improvements
- Other

- 9. If you are requesting funds, other than construction costs, select from the list. You can select all that apply.
- If you have an expense, you are requesting funds for, but don't see it listed, select 'Other' and type it in.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 2 – Grant Information

10. Will you require technical assistance to implement funds, if awarded? \*

- Won't need any assistance.
- Will be seeking assistance from RPC.
- Will be seeking assistance from BGS.
- Will need assistance creating Request for Proposal or other construction documents.
- Will need assistance in the form of a Construction Manager.
- Other

10.1. Who on your staff will be administering the funds, if awarded? \*

- 10. If you need assistance but not in the above described, select RPC or BGS.
- If you need assistance, but don't see it listed, select 'Other' and type it in.
- If you select, 'Won't need any assistance,' a follow-up question will appear.
- 10.1. Fill in the name of the person on your staff who will oversee administering any awarded funds.
- Select 'Next' to continue to Section 3.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 3 – Building Information

## 3.1 Building Information

Please fill in the below information for the building(s) you plan to use the funds for, if awarded.

11. Name of building you are requesting funding for: \*

Must be a building that you received a Level 1 or Level 2 energy audit for through MERP.

11.1 Building Complete Physical Address: \*

Street Address

Street Address Line 2

City

Zip Code

- 11. Enter the name of the building you are applying for.
- If possible, try to match the name you submitted in your assessment application.
- 11.1 Enter the physical address of the building you are requesting funds for.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 3 – Building Information

#### 11.2 Building Budget Breakdown \*

	Costs
Renewable Energy Heating System Improvements/HVAC Improvements	
Building's Thermal Envelope Improvements	
Lighting Improvements	
ADA Improvements	
Project Support and Oversight Soft Costs (BGS recommends budgeting 20% of the construction budget for costs not tied to direct construction costs, such as permits, legal fees, architectural and engineering expenses, and clerking.)	
EV Chargers	
Solar Panels	
Other	
Total Building Project Budget	
Total with 10% Contingency automatically added to budget	

- 11.2. Enter amounts you will spend on each row.
- The amounts will automatically total in “Total budget”.
- A 10% contingency is automatically added to your “Total Project Budget” generating a new project total budget. This will pad your project budget to cover uncertain or unexpected circumstances.
- NOTE: All ‘Building Budget Breakdown’ totals will populate on the ‘Project Budget Breakdown’ table in section 4 for how many buildings you are requesting funds for.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 3 – Building Information

11.3 For each line item above, please briefly describe the scope of work of the renovations/upgrades that will be done to this building: \*

Word limit - 0/300

11.4 Please select all that apply to this building:

- This building is used as an emergency shelter for the town.
- This building used by the public for events and/or meetings.
- This building is on the historic register.
- This building is used by the public to access internet.
- Other

11.5 Do you have another building that you will be using funds for, if awarded? \*

- Yes.
- No.

- 11.3. enter the Scope of Work for this building. This is to let BGS know how you intend to spend the funds from the table above.
- NOTE: 300 word limit.
- 11.4 select all that applies to this building.
- If 'Other' is selected type it in.
- 11.5. if you have more buildings to request funds for click 'Yes' and it will bring you to a new building page, if you have no other buildings click 'No'

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 3 – Building Information

- Sections 3.1, 3.2, 3.3, 3.4 & 3.5
- If you are applying for funds for more than one building and make it through the section 3.1, use the previous three slides to assist you.
- If you have entered all buildings, you are requesting funds for, hit 'Next' to Section 4.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 4 – Project Budget

#### 4. Project Budget

Please fill in the table below with each buildings project budget to get full project budget.

##### 16. Project Budget Breakdown \*

	Costs
Building One Total Budget	
Building Two Total Budget	
Building Three Total Budget	
Building Four Total Budget	
Building Five Total Budget	

Total Project Budget:

- 16. This table will auto-populate from each of your building budget breakdowns.
- For 'Total Project Budget' this will auto total from the above table.
- Note: If your total on this page does not match the one on Section 2 'How much are you applying for' you will be prompted to return to section 2.



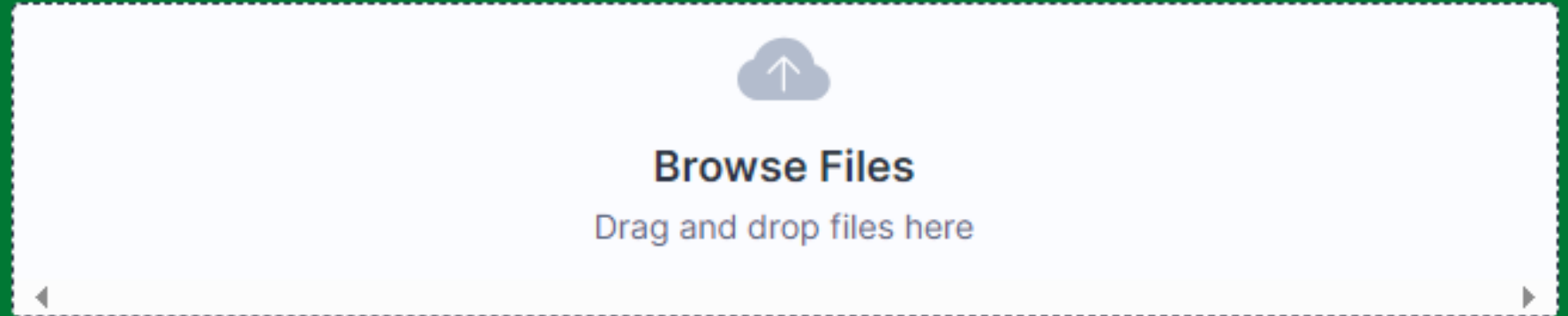
# BGS Municipal Energy Resilience

## Implementati on Application Form Demonstrati on

## Filling out the Application

## Section 4 – Project Budget

17. Please include a copy of your energy assessment for each building you are requesting funds for. Also add any other documents you think BGS will need. \*



- 17. Here is where you upload your MERP assessment report and any other documents you think BGS might need.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 5 – Project Narrative

#### 5. Project Narrative

18. Is there anything else about your project that has not been addressed in the preceding questions that would be beneficial for reviewers to know as they score your application?

Word limit - 0/250

19. Were any of your buildings red tagged after the assessment was performed as a result of the 2024 flooding?

- Yes
- No

- 19., If one of your buildings was red tagged after your energy assessment was performed as a result of the 2024 flooding click yes, by clicking yes, another narrative section will

Please let us know which building/s were red tagged?

- 18., This is to allow you to include anything else that you think would be beneficial for BGS to know, that wasn't included elsewhere in your application.
  - NOTE: Section 6 (next section) is the LAST section before submitting.

If none of your buildings were red tagged, click no to continue to the next section of the application.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 6 - Acknowledgements

20. Municipalities can request a financial hardship on a case-by-case basis to fully fund the project upfront if the municipality doesn't have the funds to cover the project in advance or reimbursement. The award amount will depend on the assessment recommendations and their cost estimates, the award maximum, and available funds. Do you need to request a financial hardship?

- Yes.
- No.

21. What type of administrative staff does your municipality have? \*

- Volunteer Support
- Part Time Admin
- Full Time Admin/Manager

- 20., This is where a municipality can request a financial hardship. This is only for municipalities that do not have the funds to cover the project in advance or reimbursement.
- 21., This is where a municipality can select which type of administrative staff that municipality has.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

#### Section 6 - Acknowledgements

22. Has your municipality been awarded a State awarded energy efficiency grant within the last 5 years? Does not include a Mini-Grant. \*

Yes

No

23. What is the Driving Distance from your municipality to the closest largest Vermont municipality (municipality over 7,000 in population)? \*

Enter in miles.

- 22., This is where a municipality can tell BGS if they have been awarded “within the last 5 years” an energy efficiency grant. \*this does not include the MERP Mini-Grant.
- 23., This is where a municipality can tell BGS how far their municipality is to the closest largest Vermont municipality, a municipality that is over 7,000 in population.

# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Section 6 - Acknowledgements

24. What is the population of your municipality? \*

Return to Section:

This is a chance to go back and review any previous sections before submitting your application.

- 24., This is where a municipality can tell BGS the population of their municipality.
- 'Return to Section' this is where you can return to any section of this application to review.
- To finish your application, you must agree to the following acknowledgements.
- These are similar acknowledgements that you would have seen when filling out the Assessment application.
- All 3 acknowledgments are required.

NOTE: If you did not create an account, you can not save and return later to finish the application. Once you submit this application you cannot edit or get it back.

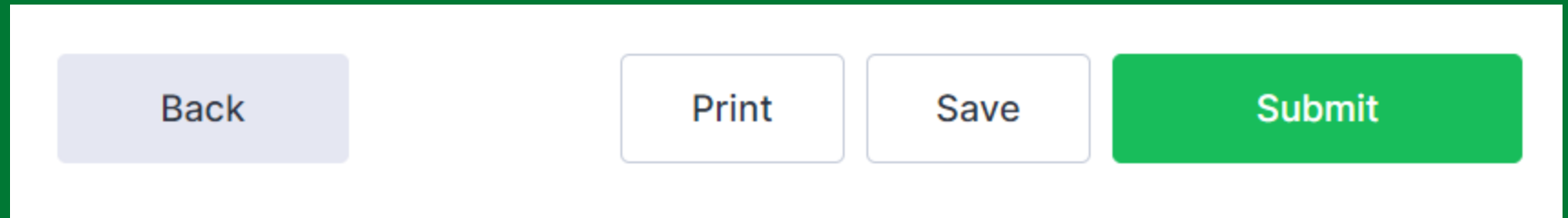
# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

### Filling out the Application

### Submitting Application

- Section 6 Acknowledgements is the last section.
- If you have sections you'd like to return to, see Section 5.
- Once agreeing to all three acknowledgements you have 3 options
  - Print your completed application: this would be for cases where you must get the application approved by the town before submitting.
  - Save your application to come back to.
  - When you are ready, hit the submit button to submit your application.
- **NOTE: Once you hit submit, you can no longer edit your application.**



# BGS Municipal Energy Resilience

## Implementation Application Form Demonstration

## Filling out the Application

## Submitting Application

- Once you have hit the submit button, you will see the image below.
- A copy of your submission will be emailed to you with your responses.
- If you have any questions about your application, reach out to your [RPC](#), or email us at [bgs.merp@vermont.gov](mailto:bgs.merp@vermont.gov)



# Thank You!

Your submission has been received.