



## Memorandum of Understanding

This Memorandum of Understanding (MOU) is between the Holden Municipal Light Department (HMLD) and \_\_\_\_\_ located in Holden, Massachusetts, and regards the awarding of incentives for selected energy efficiency improvement projects through HMLD's Retrofit Pilot Program.

- 1.) \_\_\_\_\_ herein expresses an explicit intention to proceed with the following selected energy efficiency improvement projects within **180 days** of the date this MOU is executed:

Energy Efficiency Measure	Total Cost of Installation (\$)	Maximum HMLD Incentives Offered (\$)	Intention to Proceed? (Yes/No)

- 2.) \_\_\_\_\_ has read and agrees to comply with the Terms and Conditions included as Attachment 1 to this Memorandum of Understanding.
- 3.) \_\_\_\_\_ understands that incentive payments will be issued on a lump sum (per project) basis upon the successful completion of each respective project and upon field verification of the installations by a HMLD program representative. The incentive recipient is wholly responsible for documenting actual project costs and submitting written documentation of project costs to HMLD prior to the processing of incentive payments. In no circumstance will incentive payments exceed 50% of the actual incurred project costs, or the maximum incentive offered summarized in the table above.
- 4.) \_\_\_\_\_ understands that this offer is valid for **180 days** from the date this MOU is executed. Selected projects not completed within 180 days will forfeit incentives under this round of funding but may reapply to the program during future rounds.

**Pre-Installation Acknowledgement** (to be signed and returned to HMLD within 30 days of the receipt of this document)

\_\_\_\_\_  
(Name of Business)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Job Title)

\_\_\_\_\_  
(Date)

Holden Municipal Light Department  
(Name of Business)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Job Title)

\_\_\_\_\_  
(Date)