



# Save Energy Somerville!

Helping make energy more affordable in Somerville.

## Microgrant Program Information Packet



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If you need assistance translating or understanding this information, please call 311 (617-666-3311) or contact us at [languageaccess@somervillema.gov](mailto:languageaccess@somervillema.gov). The City of Somerville can provide you with an interpreter for free.

Si necesita ayuda para traducir o comprender esta información, llame al 311 (617-666-3311) o contáctenos a través de [languageaccess@somervillema.gov](mailto:languageaccess@somervillema.gov). La ciudad de Somerville puede proporcionarle un intérprete de forma gratuita.

Caso você precise de assistência para traduzir ou entender o conteúdo deste informativo, por favor, ligue para 311 (617-666-3311) ou entre em contato conosco por e-mail: [languageaccess@somervillema.gov](mailto:languageaccess@somervillema.gov). A Prefeitura de Somerville oferece serviço de interpretação gratuitamente.

Si ou bezwen ed pou tradwi oswa konprann enfòmasyon sa yo, tanpri rele 311 (617-666-3311) oswa kontakte nou nan [languageaccess@somervillema.gov](mailto:languageaccess@somervillema.gov). Vil Somerville ka ba ou yon entèprèt gratis.

यदि तपाईंलाई यो जानकारी अनुवाद गर्न वा बुझ्न सहयोग चाहिन्छ भने कृपया ३११ (६१७-६६६-३३११) [311 (617-666-3311)] मा फोन गर्नुहोस् वा हामीलाई [languageaccess@somervillema.gov](mailto:languageaccess@somervillema.gov) मा सम्पर्क गर्नुहोस्। समरभिल सिटिले तपाईंलाई निःशुल्क अनुवादक सेवा उपलब्ध गराउन सक्छ।

如果您需要翻譯或協助理解此資訊，請致電 311 (617-666-3311) 或發送電郵至 [languageaccess@somervillema.gov](mailto:languageaccess@somervillema.gov)。薩默維爾市可以免費為您提供口譯服務。

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# About the SES Microgrant Program

The Save Energy Somerville (SES) microgrant program intends to improve the energy performance of rental homes in Somerville. This is a grant-funded effort supported by the Massachusetts Clean Energy Center (MassCEC) offered by the City of Somerville Sustainability and Environment Division. It is designed to benefit property owners and renters in small multifamily (2-4 unit) buildings by providing supplemental funding for Mass Save eligible projects. Microgrant awards of \$2,000 each are available for 25 rental units in Somerville. At this time, tenant income must qualify for the program.

## Benefits may include:

- Creating a cleaner, safer environment
- Maximizing state incentives for upgrades
- Improving tenant retention by increasing comfort and lowering bills
- Improving your property value

## How to apply:

- 1) Submit an [application form](#)
- 2) Receive notice of conditional acceptance

## Once conditional acceptance is received:

- 1) Complete a no-cost Mass Save Home Energy Assessment if needed.
  - a. A no-cost Mass Save Home Energy Assessment must be completed within the unit(s) either
    - i. within the past two years (for fuel assistance recipients, within the past four years), or
    - ii. scheduled within 30 days and completed within 90 days of receiving notification of conditional acceptance into the SES microgrant program.
  - b. An assessment can be scheduled by:
    - i. calling [\(617\) 329-4825](tel:617-329-4825);
    - ii. filling out the form at [www.masssave.com/somerville](http://www.masssave.com/somerville); or
    - iii. scheduling directly with a Mass Save certified contractor listed at <https://www.masssave.com/residential/find-a-contractor>
  - c. Save the report for submission during the close-out phase.
- 2) Submit additional materials to confirm project(s) and unit(s) are eligible.
- 3) Complete project(s).
- 4) Submit project close-out documentation.
- 5) If approved, receive microgrant.

**Program contact information:** [ose@somervillema.gov](mailto:ose@somervillema.gov) | 857-270-4965 | [somervillema.gov/ses](http://somervillema.gov/ses) | Instagram [@sustainaville.ma](https://www.instagram.com/sustainaville.ma) | 50 Evergreen Ave, Somerville, MA 02145

# Tenant Information

Verification of income is required for acceptance into the program. Eligible units must have tenants with an income of less than or equal to 100% Area Median Income. Tenants residing in units of property owners applying for the program must complete a signed affidavit. The affidavit is available at [somervillema.gov/ses](http://somervillema.gov/ses) and at City Hall Annex. One form is required for each unit occupant over the age of 18.

You are not required to give this information to your landlord as part of this program. Information should be delivered directly to City program staff by mailing or delivering it to:

**City Hall Annex, 50 Evergreen Ave, Somerville, MA 02145  
ATTN: Sustainability and Environment Division RE: SES Microgrant**

The affidavit must be notarized. The City Hall Annex has notaries available at no cost on site. Please remember to bring valid photo identification. We strongly encourage applicants to contact City staff ahead of going to the Annex so we can coordinate assistance. Please contact staff at [ose@somervillema.gov](mailto:ose@somervillema.gov) or 857-270-4965.

### Income guidelines:

Please review the tenant income eligibility guidelines below. Eligible units must have tenants with an income of less than or equal to 100% Area Median Income. Maximum Gross Income is defined as the total annual income of household members over the age of 18.

# Persons per Household	1	2	3	4	5	6
Maximum Gross Income (\$)	\$115,800	\$132,350	\$148,900	\$165,400	\$178,650	\$191,900

*Households with 7+ members, please contact [ose@somervillema.gov](mailto:ose@somervillema.gov). Eligible units must have tenants with an income of less than 100% Area Median Income (see table above). These income limits are current as of 7/01/2025 and are subject to annual updates.*

### What qualifies as income:

- **Earned income** -wages, salaries, overtime pay, tips and bonuses, commission, and self-employment.
- **Unearned income** - Interest from savings, income from stocks, and rental income.
- **Benefits** - SS, SSDi, SSi, unemployment, workers' comp, veterans' benefits, TANF
- **Retirement** - Pension, 401K
- **Family / Friends** - Alimony, child support, regular payment from family or friends

The definition of a household is everyone residing in the unit, whether they are related or not. The City may request additional documentation for income and project verification.

**If you do not believe a household's income will qualify a unit for participation, we encourage you to contact program staff so we can contact you about new opportunities.**

**Property owners/landlords will be required to:**

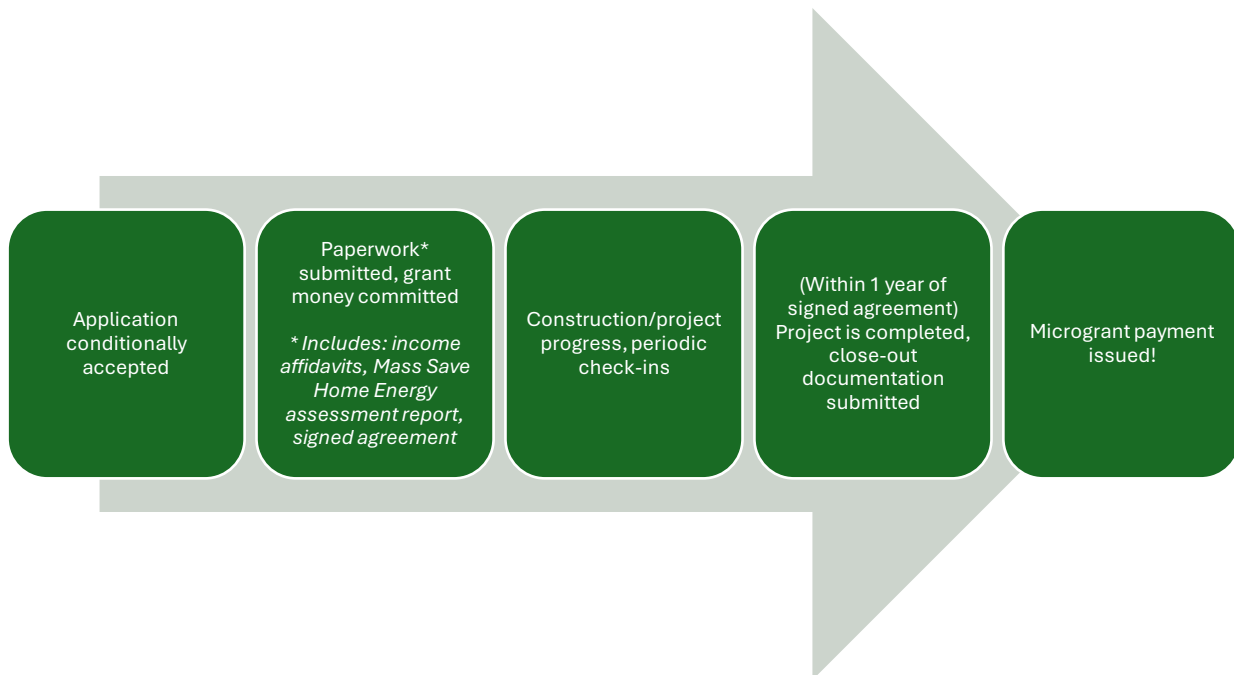
- Provide names of tenants over 18 residing in the unit they are applying for;
- Follow state laws and regulations regarding tenant notice of entry and if necessary, temporary relocation, at all times throughout participation in the SES microgrant program;
- Provide proof that the work was completed, including but not limited to, photos of any appliances installed and nameplates and serial numbers of products installed, a video call with City program staff on the outside and inside of the home.

Accurate information must be provided by all parties.

# How the SES Microgrant Program Works

There are **4 phases** to the microgrant program, each described below:

1. Application Period
2. Conditional Acceptance Period
3. Project Period
4. Close-Out Period



Property owners may apply for multiple buildings and multiple units within the same building. One application is needed per unit. Vacant units are not eligible for the program.

**After you submit this form, your application is still not complete. Additional documentation is required to confirm your project meets eligibility requirements.**

## 1. Application Period

During this phase, applications will be open, advertised, technical assistance will be provided as needed. Applications will be reviewed on a rolling basis until 25 eligible projects are conditionally accepted.

- If there are more than 25 eligible units that meet the criteria, then additional criteria will be used to prioritize applicants based on the goals of the MassCEC EmPower grant.
- If there are more than 25 eligible units that meet these additional criteria, then we will utilize a first-come, first-serve basis for determining the first 25 accepted into the program.
- Any applicants who meet the required criteria but do not receive a microgrant due to funding limitations will be put on a waiting list. The next household on the waitlist will be notified if post-acceptance requirements (Mass Save Home Energy Assessment and Documentation) are not completed, until all 25 slots are filled.
- If we make 3 attempts to contact an applicant and they do not respond within 48 hours, they will be moved to the waitlist and we will go to the next applicant.
- If we do not receive 25 eligible units, then the application period will be re-opened and the City of Somerville may expand the program eligibility guidelines.

## **2. Conditional Acceptance Period**

During this phase, the City of Somerville will issue conditional acceptance notifications to applicants. **At this point, all additional documentation to confirm eligibility will be requested from applicants.**

Accepted applicants who haven't completed a Mass Save Home Energy Assessment within the past two (2) years (or for fuel assistance recipients, 4 years) will have 30 days to schedule from date of conditional acceptance. The assessment must be completed within 90 days from the date of conditional acceptance.

If required documentation is not completed and submitted to City program staff within 90 days of receiving the notice of conditional acceptance, then the application will be moved to the waitlist and the next applicant will be contacted.

Detailed instructions for documentation are included below ("Instructions for Required Documentation").

### **SES Microgrant Eligibility Requirements:**

- A. The applicant must be the property owner of a multifamily home (up to 4 units) located in Somerville. Renters cannot apply on behalf of the owner.
- B. The owner must apply on behalf of a rented housing unit. Owner-occupied units will not be eligible.
- C. Tenants' income must meet eligibility requirements, to qualify the property owner for the SES microgrant program, at this time. Please review the Tenant Income

Eligibility section, below. Households will be required to provide income verification in the form of a notarized written statement from each income-earning adult in the household.

- D. A no-cost Mass Save home energy assessment must be completed within the unit(s) either 1) within the past two years, or 2) scheduled within 30 days and completed within 90 days of receiving notification of acceptance into the SES microgrant program. An assessment can be scheduled by: calling (617) 329-4825; by filling out the form at [www.masssave.com/somerville](http://www.masssave.com/somerville) ; or by scheduling directly with a Mass Save certified contractor listed at <https://www.masssave.com/residential/find-a-contractor> . Save the report for submission during the close-out phase.
- E. To qualify for a microgrant, projects must have been identified during a no-cost Mass Save Home Energy Assessment and be eligible for a Mass Save incentive, rebate, or financing. Projects may include but are not limited to:
  - a. **Weatherization:** Insulation and air sealing by approved Mass Save contractor
  - b. **Heat pumps and/or heat pump water heaters:** Mass Save eligible equipment
  - c. **High efficiency electric appliances:** Mass Save eligible equipment
  - d. **Electrical panel upgrades** needed for above projects
  - e. Other recommended measure from a Mass Save Home Energy Assessment
  - f. Note that no fossil fuel-based appliances are eligible to participate in this program (for instance, no oil- or natural-gas-powered furnaces, no gas-powered stoves or dryers, etc.).
- F. The total out-of-pocket cost of the project must exceed \$2,000. Multiple eligible projects may be combined to reach \$2,000 out of pocket, after rebates and incentives.
- G. Work must be completed by a contractor currently licensed to do work in Massachusetts. It is recommended applicants follow best practices when selecting a contractor. Resources can be found on the state website: [www.mass.gov/check-if-your-contractor-is-a-registered-home-improvement-contractor](http://www.mass.gov/check-if-your-contractor-is-a-registered-home-improvement-contractor)
- H. Property owners/landlords will be required to follow state laws and regulations regarding tenant notice of entry and if necessary, temporary relocation, at all times throughout participation in the SES microgrant program.

- I. Property owners/landlords must ensure project receives all necessary permitting through the Inspectional Services Department, as applicable.
- J. Accurate information must be provided.

**Tenant Income Eligibility**

If you do not believe your tenants will meet income requirements, please skip to the first question below. We encourage you to share your name and email so we can contact you about new opportunities. Depending on demand for the program, the program offerings may be expanded in 2026-2027.

Eligible tenant income is defined as less than or equal to 100% Area Median Income (AMI) for Somerville as defined by the City of Somerville Inclusionary Housing Program at the time of the microgrant application. These income limits are current as of 7/01/2025 and are subject to annual updates. Income refers to gross annual household income, which is pre-tax and pre-deduction (excepting expenses for self-employment).

# Persons per Household	1	2	3	4	5	6
Maximum Gross Income (\$)	\$115,800	\$132,350	\$148,900	\$165,400	\$178,650	\$191,900

Tenants will be required to submit a signed and notarized affidavit stating their income. This can be submitted directly to the Sustainability and Environment Division. We recommend beginning this requirement early. City staff are able to offer support to assist in communications between landlords and tenants. Households with 7+ members, please contact [ose@somervillema.gov](mailto:ose@somervillema.gov)

**Once all documentation is received or the Conditional Acceptance Period is complete, City of Somerville SES program staff will review the application and notify the applicant if they are accepted. If the project is accepted (eligible for a microgrant), then the City will sign the Grant Recipient Agreement and return the signed version to the applicant.**

**3. Project Period**

During the project period, participants will finalize the scope of their project within the eligibility guidelines, and meet any contractor and permitting requirements.

Ensure the project receives all necessary permitting through the Inspectional Services Department, as applicable. More information is available

at [https://www6.citizenserve.com/Portal/PortalController?Action=showPermit&ctzPagePrifix=Portal\\_&installationID=149](https://www6.citizenserve.com/Portal/PortalController?Action=showPermit&ctzPagePrifix=Portal_&installationID=149)

Contact information: [isd@somervillema.gov](mailto:isd@somervillema.gov) and 617-625-6600 ext. 5600 (Building, Electrical, Plumbing permitting). Location: 1 Franey Road, Somerville, MA 02145. Hours: M-W 8:00 AM-4:00 PM R 8:00 AM-7:00 PM Fri: 8:00 AM-12:00 PM.

Projects must be started by **11/02/2026** unless waived by exception by authorized staff.

If City program staff are unable to verify a project has started after three (3) attempts to contact the owner, or by **11/02/2026**, whichever is earlier, then the application will be moved to the waitlist and the next applicant may be contacted, subject to approval from the grantor.

#### **4. Close-out Period**

During the closeout period, participants will help City staff confirm completion of an eligible project and issue the microgrant.

Program participants will be required to participate in an in-person or virtual site visit beginning in the front of the property, then going inside to see the work was completed. A final set of documentation will also be required.

If staff cannot verify the work applied for was completed at the property, then we will not be able to disperse the funds.

All close-out requirements must be met by **12/4/2026** or the City may not be able to issue the microgrant.

Program contact information: [somervillema.gov/ses](https://somervillema.gov/ses) | [ose@somervillema.gov](mailto:ose@somervillema.gov) | 857-270-4965.

Assuming all terms and conditions are met, the City will issue the microgrant payment by check, or direct deposit if selected by the applicant. Checks must be cashed within one (1) year of issue.

#### **Instructions for Documentation**

##### **Application Documentation**

Documentation required with this application is listed below. Documentation may be submitted online, by mail, or in person; and may be submitted at the same time as this application, or after, but no later than the date the conditional acceptance period ends. Please note your microgrant application will not be considered complete until the form and all documentation is received.

Required Documentation to complete your SES microgrant application includes:

- Tenant Income Affidavits (for all adults in household)
- Mass Save Home Energy Assessment Report
- Project Description
- Grant Recipient Agreement
- Certificate of Good Standing
- W-9
- (Optional) Direct Deposit Form

### **Tenant Income Affidavits**

Tenant Income Affidavits. The income affidavit form is available at [this link](#). At the request of the property owner, City staff will send a welcome packet to tenants via email and/or mail, including a letter, information about the program, instructions for the affidavit, copies of the affidavit, and a return envelope.

Tenants should deliver the form via mail or in person to 50 Evergreen Ave, Somerville, MA 02145 ATTN: SES Microgrant, Sustainability and Environment Division. Applications will not be considered complete until this information is received.

### **Mass Save Home Energy Assessment Report**

If you have completed a Mass Save Home Energy Assessment on the unit within two years, you have the option to submit the report at the time of submitting this form.

Otherwise, please note that you will need to schedule a no-cost Mass Save Home Energy Assessment and submit the report within 90 days of conditional acceptance.

### **Project Description**

If you are working with a contractor, upload a quote describing the scope of work and project cost. Otherwise, provide expected project cost and supporting information (such as publicly listed product cost), along with information sufficient to determine eligibility under Mass Save programs (such as model number of selected equipment). Note that out-of-pocket cost, after rebates and incentives, must exceed \$2,000. Multiple eligible projects may be combined to reach \$2,000 out-of-pocket cost.

### **Grant Recipient Agreement**

A grant recipient agreement form will be sent to applicants who have been conditionally accepted.

### **Certificate of Good Standing**

Contact the City of Somerville Treasury Department to obtain a no-cost certificate of good standing. Instructions for obtaining the certification online or in person are below.

How to use the online Certificate of Good Standing Request Form for the SES microgrant program:

- A. Visit <https://form.jotform.com/202463989019060>
- B. Select "Other" purpose.
- C. For Business Address, enter the address of the rental unit you are applying for.
- D. For Taxpayer Home Address, enter the property owner's physical address.
- E. For Business Name: If you do not have one, enter "rental unit."
- F. After submitting the form, the request will be reviewed by City staff. You will receive communications and the form to the email provided.

Contact information: [treasury@somervillema.gov](mailto:treasury@somervillema.gov), 617-625-6600 ext. 3500. Location: City Hall, 1st floor, 93 Highland Ave., Somerville, MA 02143. Hours: M-W 8:30 AM-4:30 PM, R 8:30 AM-7:30 PM, Friday 8:30 AM-12:30 PM.

### **W-9**

Obtain a copy of your W-9. This is a document you would have at your home or business.

If you need access to a copier, you may visit us in person at the City Hall Annex, 50 Evergreen Ave, Somerville, MA 02145. Hours: M-W 8:30 AM-4:30 PM, R 8:30 AM-7:30 PM, Friday 8:30 AM-12:30 PM. We recommend contacting program staff ahead of your visit to ensure smoother service: [ose@somervillema.gov](mailto:ose@somervillema.gov), 857-270-4965.

### **Direct Deposit Form (Optional)**

To receive payment via direct deposit, [complete this form](#), and send in a voided check .

The City may request additional documentation if necessary to make a determination for SES microgrant program eligibility.

### **Project Close-Out Documentation**

To close a microgrant project and receive the microgrant award payment, the following must be completed:

- A. Site visit (virtual or in-person)
- B. Receipt for payment(s) to contractor or equipment supplier showing project costs to property owner, after rebates and incentives, of greater than \$2,000.
- C. Photos of installed equipment including nameplate (optional if site visit is completed)
- D. Completed Mass Save rebate or HEAT loan form, or screenshot/PDF of online approval
- E. Verify delivery preference for microgrant by confirming mailing address or submitting direct deposit form.

**There are two (2) ways to submit documents:**

- A. Upload them via the online form: [Document Upload Form](#)
- B. Mail or deliver documentation to: 50 Evergreen Ave, Somerville, MA 02145 ATTN: Sustainability and Environment Division RE: SES Microgrant. Hours for in-person delivery: **Mondays, Tuesdays, and Wednesdays 8:30am-4:30pm, or by appointment. Please contact [ose@somervillema.gov](mailto:ose@somervillema.gov)**

Sign up for the [SustainaVille Newsletter](#) to stay informed about future initiatives from the City of Somerville Sustainability and Environment Division

# Printed version of the application

## SES Microgrant Application

1. Name: \_\_\_\_\_
2. Email: \_\_\_\_\_
3. Phone: \_\_\_\_\_
4. Preferred language: \_\_\_\_\_
5. Property owner mailing address (Unless otherwise specified or if selecting direct deposit, this will be where the microgrant check is mailed.):  
\_\_\_\_\_
6. Street address: \_\_\_\_\_
7. City: \_\_\_\_\_
8. State: \_\_\_\_\_
9. Zip code: \_\_\_\_\_
10. I am the owner of a 2-4 unit residential building located in Somerville, MA:
  - a. Yes
  - b. No
11. I am applying on behalf of a rented unit that I am planning to make upgrades in:
  - a. Yes
  - b. No
12. Street address of the rental unit I am applying for:  
\_\_\_\_\_
13. Are you applying for multiple units?
  - a. Yes (and I understand I need to submit this application form for each unit separately)
  - b. No
14. How many adults (18+ years old) live in the unit? \_\_\_\_\_
15. What language(s) are spoken in the household? Please list all that apply.  
\_\_\_\_\_

16. Have you recently completed a no-cost Mass Save Home Energy Assessment on this unit, within the past 2 years?

- a. Yes
- b. No

17. Please describe the home energy retrofits you plan to use this funding for. Project specifics can be changed up until 90 days after conditional acceptance, within program limitations.

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18. We offer to send program applicants' tenants an information packet about the program post-conditional acceptance. Would you like us to mail and/or email this information to your tenants?

- a. Yes.
- b. No, I'd like to deliver information myself.
- c. Maybe, I'd like to discuss more first.

19. How would you like the information delivered?

- a. Mail
- b. Email

20. Is the mailing address the same as above?

- a. Yes
- b. No
- c. Mix

21. Please provide the mailing address(es) and email address(es) for each tenant in the unit. Please make it clear whose information belongs to who.

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22. I understand that if my application is conditionally accepted, I will need to submit additional documentation within 90 days to complete my application and move forward in the microgrant program. This documentation includes: Tenant Income Affidavits (for all adults in household); Mass Save Home Energy Assessment Report; Project Description; Grant Recipient Agreement; Certificate of Good Standing; W-9; and (Optional) Direct Deposit Form

a. Yes

b. No

23. Add me to the SustainaVille Newsletter

a. Yes

b. No

24. I have read the information included in this form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submission instructions:**

**Information should be delivered directly to City program staff by mailing or delivering it to:**

**City Hall Annex, 50 Evergreen Ave, Somerville, MA 02145  
ATTN: Sustainability and Environment Division RE: SES Microgrant**

**Program contact information: [ose@somervillema.gov](mailto:ose@somervillema.gov) | 857-270-4965 | [somervillema.gov/ses](http://somervillema.gov/ses) | Instagram [@sustainaville.ma](https://www.instagram.com/sustainaville.ma) | 50 Evergreen Ave, Somerville, MA 02145**