

# APPLICATION, PART ONE



## Commercial-Industrial Grant Program

**Instructions:** Please read the application thoroughly and complete all sections. Since accurate information is important in ranking your application, please submit with required supplemental documents to explain your project. *The MEA strongly recommends that you read the [Frequently Asked Questions](#) before completing this application.*

This application covers multiple sites owned by the same entity. Such applicants must also submit the [Multi-Site Addendum](#), along with all required documentation as outlined below. **A separate Part Two of the application must be included for each site.**

**Applications will be accepted on a first come/first served basis through February 28, 2017 or until funding has been expended.**

### Application Checklist

**Applicants must check off ALL of the following in order for the application to be considered for funding.**

- No equipment has been purchased and no work has begun on the proposed project.
- This project includes at least two energy efficiency measures.
- This project meets the requirement for at least 15% estimated electricity savings through the proposed energy efficiency measures.

*All of the following required attachments are included with this submission.*

- Application Part Two (for each site covered in your proposal)
- 12 months of electric utility bills
- The [Utility Addendum](#) summarizing electric utility costs
- Contractor bid(s)
- Applicant's monthly project plan
- Application for utility incentives (if the utility offers an incentive program)
- Certificate of Status from the [Maryland State Department of Assessments and Taxation](#)
- [Multi-Site Addendum](#) (if the application involves more than one project site)

### Guidelines for Submission

**Follow these steps for successful application submission:**

1. When you have completed your application, go to the File menu and select "Save As" and then "PDF."
2. Rename your file using the following naming convention: "LASTNAME\_BUSINESSNAME\_MMDDYY". For example, an application submitted by John Smith for ABC Company on November 16, 2016 would look like this: "SMITH\_ABCCompany\_111616."
3. Once the file has been saved and renamed, email it as an attachment along with the required utility bills, Utility Addendum, contractor bid, and monthly project plan to [MEACIProgram@sra.com](mailto:MEACIProgram@sra.com) using the subject line "FY17 MEA C&I Grant Application."
4. Email transmissions are limited to 20 MB each. If your files are too large for a single transmission, please number your transmissions consecutively on the subject line (e.g., "FY17 MEA C&I Grant Application - Part 1").
5. You should receive a confirmation e-mail within 24 hours of your submission. If you do not receive a confirmation email within 24 hours, please contact [Madeline\\_Koewler@sra.com](mailto:Madeline_Koewler@sra.com).

#### Troubleshooting:

If your files are too large for transmission in 2 or 3 emails, contact [Madeline\\_Koewler@sra.com](mailto:Madeline_Koewler@sra.com).

If you wish to submit a paper application, please contact [ci.mea@maryland.gov](mailto:ci.mea@maryland.gov) for mailing instructions.

**SECTION A: Contact Information**

**Applicant Information (payment will be made to entity below)**

Company Name		Project Contact/Title	
_____		_____	
Company Address	City	State	Zip Code
_____	_____	_____	_____
Phone	Email	Federal Tax ID No.	
_____	_____	_____	

**Contractor Information**

Company Name		Project Contact/Title	
_____		_____	
Company Address	City	State	Zip Code
_____	_____	_____	_____
Phone	Email		
_____	_____		

(Complete the [Multi-Site Addendum](#) if you have more than one project address.)

**SECTION B: Terms & Conditions**

**By signing and dating the application below, I certify under penalty of perjury that the information provided in this application and all of its attachments is complete, accurate, and true. I further certify that I am authorized to submit this Application on behalf of the Applicant and to the following terms and conditions:**

Authorized Applicant Signature:	Contractor Signature:*
_____	_____
Name (please print):	Name (please print):
_____	_____
Title:	Title:
_____	_____
Business Name:	Business Name:
_____	_____
Date:	Date:
_____	_____

\*If the contractor prepared the application.

1. Applications are accepted and grants are awarded on a first come/first served basis, with applications to be submitted no later than 11:59 p.m. Eastern Time, February 28, 2017 or until funding has been expended.
2. The equipment for the proposed project shall not be purchased or installed prior to execution of grant agreement.

3. This facility is located in the state of Maryland, and any grant-funded upgrades will remain installed in this facility for the entire useful life of the measure.
4. Submission of this application does not guarantee that the Applicant will be awarded a grant for the proposed energy efficiency project.
5. The energy savings retrofits/upgrades will achieve at least 15% savings for the treated / upgraded space.
- 6 The Applicant will apply for all other applicable incentives and grants and will notify MEA of any other grants or incentives received.
7. The Maryland Energy Administration (MEA) and its representative(s) may use photos and video of the facility for marketing, publicity, and advertising purposes. MEA and its representatives, subject to Maryland Public Information Act and any other applicable law will not divulge any confidential information or trade secrets. Grantees may review and approve any photos and videos taken of their facility.
8. If this project is approved, the Applicant will provide MEA with a complete IRS W-9 Form. All Applicant information on the W-9 Form must match the information provided on this Application.
9. Any grant received through this program is taxable as income and will be reported as income on the Applicant's Federal and State tax returns.
10. Authorized representatives of the Grant Program may access the facility in order to conduct energy audits, site inspections, or measurement & verification activities.
11. The program Terms & Conditions are subject to change.
12. Any grant payment is contingent upon the successful inspection of the equipment installed.
13. MEA and its contractors make no representation or warranty, and assume no liability with respect to quality, safety, performance, or other aspect of any design, system or appliance installed pursuant to this application, and expressly disclaim any such representation, warranty or liability.