

Application

FY21 Commercial Wood Feasibility Study

Application Deadline: 11:59 P.M. EDT, May 15, 2021

To support the development and use of Maryland's renewable biomass resources, the Maryland Energy Administration (MEA) established the Commercial Wood Feasibility Study (CWFS). The CWFS will help fund the cost of a wood energy feasibility study for a facility located in Maryland. This feasibility study will allow an entity to determine whether converting from a fossil fuel energy conversion system to a sustainable wood energy conversion system is financially and technically viable.

**Instructions:** Please thoroughly read the FY21 CWFS Program Funding Opportunity Announcement (FOA), available on the FY21 CWFS Program webpage under the “How to Apply” section, prior to beginning your CWFS Program application. Please carefully review your application and ensure all required documents are included prior to submission. An incomplete application will be considered unresponsive and will not be evaluated. The checklists provided on the first page of this application will help you verify that your application package is complete.

**Submit your complete Application via email to** [**CWP.MEA@Maryland.gov**](mailto:CWP.MEA@Maryland.gov)**.**

Application Checklist

**Step 1: Verify that the project meets the following requirements:**

Applicant is a Maryland business, nonprofit, or government agency.

Property selected for feasibility study is either owned (business, non-profit, government) or leased (government only) by the applicant.

Application form is complete, and signatures are provided.

All required documents are included with application package.

Required Documents

Proposal or contract to conduct a feasibility study between applicant and its selected engineering firm.

Engineering firm’s resume, evidencing previous experience conducting similar wood energy feasibility studies.

Evidence of commitment to potential wood energy conversion system in the form of a letter of support from a representative with authority to act on behalf of the applicant.

Evidence of a project’s ability to obtain financing in the form of a letter of intent to self-finance, including supporting financial documents, or in the form of a letter of intent to provide financing from a financial partner.

Evidence of site control by the applicant, in the form of a Maryland State Department of Assessments and Taxation (MD SDAT) Real Property databases entry or deed.

A copy of the MD SDAT Certificate of Good Standing

IRS Form W9 for Applicant.

Disclaimer

Submitting a complete Application to the FY21 CWFS Program **does not** guarantee that the project will be awarded funds. Funding amounts are subject to change at the discretion of MEA. After the application period has closed, proposed projects will be reviewed on a First Come, First serve basis using the Evaluation Criteria specified in the FOA.

Section 1: Applicant Information

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| **Organization Name\*** |  |
| **Type of Organization** |  |

*\*As reported on IRS Form W9.*

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Organization Street Address\*** | | |  | | | | |
| **City** |  | | | **State** | [Select] | **Zip Code** |  |
| **Federal Tax ID Number** | |  | | | | | |

*\*As reported on IRS Form W9.*

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| --- | --- | --- | --- | --- |
| **Authorized Representative (First and Last Name) \*** | |  | | |
| **Title** | |  | | |
| **Phone Number** |  | | **Email Address** |  |

***\*Individual with signatory authority to enter into a Grant Agreement with MEA. The Grant Agreement will include this individual (name and title) as the signatory on behalf of the Grantee.***

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| --- | --- | --- | --- | --- |
| **Application Point of Contact (First and Last Name) \*** | |  | | |
| **Title** | |  | | |
| **Phone Number** |  | | **Email Address** |  |

***\*Individual whom MEA may contact regarding questions or concerns about the material in the Application Package.***

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| --- | --- | --- | --- | --- |
| **Legal Counsel (First and Last Name) \*** | |  | | |
| **Title** | |  | | |
| **Phone Number** |  | | **Email Address** |  |

***\*Individual who will hold responsibility for legal review of the Grant Agreement, if project is selected for a Grant.***

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| **Project Point of Contact (First and Last Name) \*** | |  | | |
| **Title** | |  | | |
| **Phone Number** |  | | **Email Address** |  |

Section 2: Site Information

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| --- | --- | --- | --- | --- | --- | --- |
| **Facility Name** | |  | | | | |
| **Facility Street Address** | |  | | | | |
| **City** |  | | **State** | **MD** | **Zip Code** |  |

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| --- | --- | --- | --- |
| **Facility Age (Years)** |  | **Facility Size (sq. ft.)** |  |

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| --- | --- |
| **Electric Utility** |  |
| **Electricity Cost per kWh** | $ |

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| --- | --- | --- | --- |
| **Current Heating System** |  | **Age of Heating System (Years)** |  |
| **Current Fuel Type** |  |

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| **Total Prior Year Fuel Consumption (specify unit)** |  |
| **Total Prior Year Electricity Consumption (kWh)** |  |

Section 3: Engineering Contractor Information

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Entity Name** | | |  | | | | | | |
| **Type of Organization** | | |  | | | | | | |
| **Street Address** | | |  | | | | | | |
| **City** |  | | | **State** | | [Select] | | **Zip Code** |  |
| **Contact Person (First and Last Name)** | | |  | | | | | | |
| **Title** | | |  | | | | | | |
| **Phone Number** | |  | | | **Email Address** | |  | | |

Section 4: Project Information

Provide a description of the facility, including its structural characteristics, use/purpose, hours of operation, and the average number of people who use the facility per day:

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Describe the study's purpose and scope of work, including an approximate date of commencement and of completion:

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If the building recently (within two years) received an energy audit, please summarize the results of the audit, and explain if or how the results influenced the applicant’s desire to conduct a feasibility study:

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Explain the applicant’s strategy/plan to inform decision makers (e.g., follow up meetings/presentations with a Board) of the study's results. What steps are necessary to move a project forward (e.g., permitting, zoning, community involvement)?

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Explain any efforts the applicant has engaged in thus far with respect to a potential project developer (e.g., has the applicant taken any steps towards obtaining a project developer? Has the applicant written or issued a solicitation for a developer? Has the applicant consulted with a project developer?)

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What sources of woody biomass has the applicant identified? How far from the facility are these sources located and has the applicant discussed commodity and transportation costs with any distributors? Lastly, has the applicant identified a potential space for feedstock storage?

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Section 5: Financial Information

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| **Feasibility Study Total Cost\*** | $ |
| **Grant Request Amount (75% of Total Cost, not to exceed $15,000 total)** | $ |
| **Applicant Cost Share ($)** | $ |
| **Applicant Cost Share  (% of Total Cost)** |  |

Section 6: Primary Point of Contact Designation

**Applicant** will be the Primary Point of Contact.

**Contractor** will be the Primary Point of Contact.

Section 7: Contractor Affirmation of Feasibility Study Quality

**Instructions:** The **Contractor** must read and agree to the affirmation of feasibility study quality below and sign.

I hereby affirm that the feasibility study I will conduct on behalf of the grant applicant will be both reasonable and accurate to the best of my knowledge, information, and belief.

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| --- | --- |
| **Contractor Entity Name** |  |
| **Entity Representative** |  |
| **Title** |  |
| **Signature** | X |
| **Date** |  |

Section 8: Applicant Certification and Signature

**By signing this Application, I certify under penalty of perjury that the information provided in this Application and each 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 agree to the terms and conditions stated below on behalf of the Applicant:**

1. Applications are accepted and Grants are awarded on a first come first served basis, with applications due to MEA **no later than 11:59 P.M. EDT, May 15, 2021.**
2. The project for which I am requesting these funds, if ultimately installed, will be located on (a) facility (facilities) within the State of Maryland.
3. I acknowledge that the use of any funds awarded under this Grant Program for projects benefitting facilities and/or off takers not located within the State of Maryland **is strictly prohibited.**
4. I acknowledge that submission of this application does not guarantee that I will be awarded a Grant for the proposed project.
5. **If awarded a grant, the Grantee and Contractor must submit the Completion Package. The Completion Package consists of proof of payment in full for the feasibility study; a copy of the feasibility study including an executive summary which covers the technical and financial assessment of a potential project; and an explanation of the grantee's decision to deploy or not to deploy a wood energy conversion system.**
6. Any planning and design funds awarded under this Grant Program cannot be used for any associated equipment or installation costs for a wood energy system.
7. Costs for any project component awarded under this Grant Program shall not be incurred prior to the execution of a Grant Agreement with the Maryland Energy Administration (MEA).
8. The Maryland Energy Administration (MEA) or its representative(s) may use photos and video of my facility (or the facility under analysis, subject to written agreement with MEA by the facility owner), and data presented in my final reports for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, and other applicable laws, will not divulge any confidential information or trade secrets.
9. Prior to grant award, an Applicant must provide MEA with a completed IRS Form W9. All Applicant information on the Form W9 must match the information provided on this Application.
10. The Applicant certifies that the information provided on the IRS W-9 form is accurate when submitted. The Applicant will provide an updated form promptly if any information on the W-9 form changes.: The Federal Tax Identification Number on this form is my correct Tax Identification Number (or I am waiting for a number to be issued to me); I am not subject to backup withholding because:

(a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (as defined in IRS Form W9).

1. Tax Status of Grant: MEA does not provide tax information or tax advice. Questions should be directed to a qualified tax professional. If awarded a grant, MEA Representatives must have reasonable access to the relevant facility to conduct site inspections and measurement and verification activities, and to take photos or videos of the project, as deemed appropriate by MEA in consultation with the Grantee. If the relevant facility is owned by a third party, a written agreement with the facility owner is required.
2. Program Terms & Conditions are subject to change at the discretion of MEA.
3. Any Grant payment will be contingent upon the successful MEA review and approval of Grantee’s submissions, including progress reports and requests for reimbursement (including supporting documentation).
4. Program funding is limited as outlined in the Commercial Wood Feasibility Program Funding Opportunity Announcement.

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| **AUTHORIZED APPLICANT SIGNATURE** | |
| **Authorized Signature:** |  |
| **Name (First and Last):** |  |
| **Title:** |  |
| **Organization Name:** |  |
| **Date:** |  |

**SUBMIT THIS APPLICATION VIA EMAIL TO:**

**>>>** [**CWP.MEA@Maryland.gov**](mailto:CWP.MEA@Maryland.gov) **<<<**

Any questions or concerns regarding Program requirements, Application instructions, or general questions should be directed to **Garry Aime, Biomass Program Manager,** at [Garry.Aime@Maryland.gov](mailto:Garry.Aime@Maryland.gov) or via phone at (443) 306-8149.