



## **Funding Opportunity Announcement (FOA)**

# **COMMERCIAL WOOD BOILER**

# **GRANT PROGRAM**

**November 2016**

## **I. General Overview and Purpose**

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The Maryland Energy Administration (MEA) is an independent unit of State government that works to promote the development of affordable, reliable, clean, and resilient renewable energy resources for all Marylanders while maximizing economic development opportunities in the State. Among other things, MEA provides technical and financial assistance to Maryland's residents, businesses, and State and local government partners to encourage the development of innovative and alternative energy resources in the State.

As part of its mission, MEA announces the Commercial Wood Boiler Grant Program (CWB Grant Program). The purpose of the Program is to invest in projects that will use woody biomass to generate electric and/or thermal energy while replacing traditional fossil fuels and capitalizing on a renewable resource.

This is a competitive grant program. All eligibility and grant award determinations are made at the sole discretion of MEA in accordance with grant criteria and are contingent upon funding availability. Grant funds are available to reimburse the grantee for up to 50% of net costs. Grantees must agree to all terms and conditions required by MEA in a written grant agreement. Grantees will be required to comply with certain reporting and auditing requirements.

For more information please visit:

<http://energy.maryland.gov/business/Pages/incentives/CWB.aspx>

## **II. Grant Eligibility**

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- Maryland businesses and non-profit entities registered and in good standing to do business in Maryland, and State and local government entities are eligible to receive funding under the CWB Program.
- Projects must use woody biomass (wood chips or pellets) to generate electric and/or thermal energy.
- Projects must be located in the State of Maryland.
- Applicants (including any officers or directors of Applicant and any person substantially involved in the contracting or fund-raising activities of the Applicant) must not be suspended or debarred from contracting with the State of Maryland or any other public entity at the time of application.
- Applicants must not be in default on any financial obligation to the State of Maryland at the time of application.

## **III. Grant Amount**

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The total budget for the CWB Grant Program for State Fiscal Year 2017 is \$1,000,000 dollars. Grant awards are available to reimburse up to 50% of net project cost. The CWB Grant Program has a per project cap of \$500,000. All grant awards are made at the sole discretion of MEA.

#### **IV. Application and Award Deadlines**

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- October 2016 – Program open for applications
- February 15, 2017 - Application deadline

#### **V. Criteria for Award Determinations**

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An evaluation team will include MEA Staff members and may also include staff and consultants from other agencies, institutions, or organizations. The evaluation team will make award recommendations to the Director of MEA for final determination. In developing award recommendations, the evaluation team will consider the following criteria:

- Grant eligibility requirements set forth above
- Effectiveness of project in generating thermal energy and electricity
- Capacity and efficiency of the project in producing electric/thermal energy
- The current state of the existing system including the type of fuel being replaced.
- Ability to accurately describe the current state of how heat is currently generated, how it is delivered, and the current state of existing system
- Amount of other public or private funds secured or already invested in the project (including by the applicant itself), including funds from other Maryland State and local agencies or institutions
- Appropriateness of identified project site, including environmental and socioeconomic considerations as well as proximity to fuel sources, and the ability to utilize electricity/thermal energy generated from project on-site
- Whether any contracts have been secured for biomass to fuel the system
- A letter of financial commitment to the project from someone with the authority to do so
- Economic impacts on the host site including a cost benefit analysis
- Qualifications and experience of the project team

The evaluation team may present Applicants with additional written questions during the review process and may invite to present their applications in person to the evaluation team.

#### **VI. Application Requirements**

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## Required Application Materials

1. Completed CWB Program Application Form;
2. Certificate of Status from the Maryland State Department of Assessments and Taxation;
3. Site map with location of the proposed renewable energy system components;
4. System diagram;
5. Narrative of no more than twenty 8½ by 11-inch pages, which includes the following sections:
  - *Project description*: This section should give the evaluation team a detailed overview of the project and should address evaluation criteria set forth in Section V above.
  - *Project timeline and key internal milestones*
  - *Project budget and grant request*: This section should include details on cost-share (minimum 50% required), total project costs, and how applicant intends to use grant funds. It should include, at minimum, the following:
    - i. A description of how the applicant intends to use grant funds;
    - ii. A total project budget with line items for equipment, labor, personnel, permitting/inspections, and administrative expenses; and
    - iii. Other sources of leveraged funds to be used in the project, including cash, other grants, or in-kind services.
6. Any supporting documentation related to the evaluation criteria (e.g., letters of commitment, evidence of availability of financing, biomass transportation and/or supply contracts). Please note that supporting documentation does not count toward the twenty-page limit.

## Confidentiality

Please mark or otherwise indicate any portion of your application that you consider confidential. Any documents provided to MEA must be treated by MEA in accordance with the protection and disclosure requirements of Maryland's Public Information Act. If MEA is required to disclose a document that an applicant has marked as "confidential," MEA will give the applicant notice prior to disclosure.

## Application Submission

Hard copy applications must be received by MEA by **February 15, 2017**. Applications should be addressed to:

Commercial Wood Boiler Grant Program  
Maryland Energy Administration  
1800 Washington Blvd. Suite 755  
Baltimore, MD 21230

## VII. Questions

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Grant application questions may be submitted via email to [chris.clark1@maryland.gov](mailto:chris.clark1@maryland.gov).