**Application for the 2017 Kathleen A. P. Mathias Agriculture Energy Efficiency Grant Program**

**Instructions:** Please read the application thoroughly and fill out the application electronically (enter text in the gray boxes). This ensures the document is legible for those reviewing the application. Since accurate information is important in ranking your application, please add additional sheets if more room is needed to explain your project. If you have any questions about the program, completing your application, or estimating your costs and energy savings, you may contact Program Managers Dean Fisher or Brandon Bowser, or MEA’s subcontractor, [EnSave](http://www.ensave.com/), at (800) 732-1399. The MEA strongly recommends that you read the [Application Information Q&A](http://energy.maryland.gov/business/Documents/Mathias_Program_Overview_QA.pdf) before completing this application.

**\*\*\*APPLICATION DEADLINE: 11:59 p.m. EST, Thursday, December 15, 2016\*\***

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| **1. Name of Farm/Business**  |
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| **2. Description of Farm/Business:**  |
| Type of Operation: [ ] Dairy [ ] Orchard [ ] Produce [ ] Poultry/egg [ ] Greenhouse [ ] Vegetable [ ] Hog [ ] Vineyard [ ] Grain Dryer [ ] Food Processor [ ] Sawmill/Forestry [ ] Other Please explain the Farm/Business:      |
| **Authorized Representatives** **of Farm/Business** |
| **3. Name** (the individual with signature authority for the applicant organization) | **4. Title**  | **5. Phone Number**  | **6. Email Address**  |
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| **Application Contact (if different from authorized representative)** |
| **7. Name** (the individual completing the application) | **8. Title**  | **9. Phone Number**  | **10. Email Address**  |
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| **Project Manager (if different from authorized representative)** |
| **11. Name** (the individual who will be managing the project on a day-to-day basis) | **12. Title**  | **13. Phone Number**  | **14. Email Address**  |
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| **15. Application Submittal Date** |
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| **16. Applicant/Project Street Address.** Please include PO Box number if applicable. | **17. Correspondence Address** (if different from Project Address) |
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| **18.** **Applicant zip code**  | **19.** [**U.S. Congressional District**](http://mdelect.net/) **where work is to be performed**. Enter address and click “Find.” Your U.S. Congressional district will be shown on the left side of the screen as “U.S. Representative (Maryland District #).” Do not include any letters in this number (E.g. “1A” should be listed as “01.”) | **20.** [**MD Legislative District**](http://mdelect.net/) **where work is to be performed**. Enter address and click “Find.” Your Maryland Legislative district will be shown on the left side of the screen as “State Senator (District #).” Do not include any letters in this number (E.g. “37B” should be listed as “37”). |
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| **21. Maryland County where the project will be completed**. |
| [ ]  Allegany County[ ]  Anne Arundel County[ ]  Baltimore City[ ]  Baltimore County[ ]  Calvert County[ ]  Caroline County[ ]  Carroll County[ ]  Cecil County | [ ]  Charles County[ ]  Dorchester County[ ]  Frederick County[ ]  Garrett County[ ]  Harford County[ ]  Howard County[ ]  Kent County[ ]  Montgomery County | [ ]  Prince George’s County[ ]  Queen Anne’s County[ ]  St. Mary’s County[ ]  Somerset County[ ]  Talbot County[ ]  Washington County[ ]  Wicomico County[ ]  Worcester County |
| **22. Total** **2016** **Kathleen A. P. Mathias Agriculture Energy Efficiency Grant Program grant funding request (maximum $150,000)** | **23. Type of energy measures(s) (i.e., lighting upgrades, insulation, PV array, etc.) for which grant funding is being pursued** |
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| **24. Utility Information**  |
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| Please attach copies of 12 consecutive months of utility bills. [ ]  I certify that I have attached 12 months of utility bills.Please indicate below which utility accounts are associated with the proposed energy efficiency project.  |
| Electric Utility Name | Propane Provider Name      |
| Natural Gas Utility Name      | Other Fuel Provider Name      |

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| **25. Proposed Energy Efficiency Measure(s).** ***This section needs to be completed and should not just state “see attachment”*** |
| 1. Have you had an energy audit report completed within the last 4 years? [ ]  Yes [ ]  NoIf **yes**, please include a copy of the audit report with the application. This project is proposing: [ ]  Energy Efficiency only [ ]  Renewable + Energy Efficiency 2. Please describe the *existing* system, building or equipment that will be modified. Include a basic description of the facility and its function, location of affected equipment, and typical facility operating hours.      3. Please describe the *proposed* project. Attach contractor bids, including labor rates as applicable, as well as supporting documentation such as manufacturer data sheets or performance ratings. *(If more space is required please attach a separate sheet describing the energy efficiency project. If you are submitting an audit report, you may indicate on the audit report the measures you wish to pursue.)*[ ]  A contractor bid or bids for all aspects of the proposed project are attached.     4. Please explain how your project will improve your farm and serve as an example of good agricultural energy best practices to other agricultural businesses within the State of Maryland.       |
| **26. Leveraged Funds*****This section must be completed for the application to be considered by the review team. It cannot state “see attachment” or something similar.*** |
| 1. What is the total cost of the project, including labor, before incentives?

     1. Are there any other funding sources that you intend to leverage for this project? [ ]  Yes [ ]  No

Applicants who leverage additional funding sources will be given greater consideration than applicants who do not leverage. 1. If you have applied for and expect to receive an incentive from an additional funding source, please provide the following information:

Name and contact information of funding organization (i.e. utility):      Amount of incentive in dollars:     Expected date of award:      1. If you have applied for funding and are uncertain if you will receive an incentive from an additional funding source, please provide the following information:

Name and contact information of potential funding organization (i.e. utility):      Amount of potential incentive in dollars:     Expected date of award (if awarded):     **Note:**  *Your Mathias Ag Program energy efficiency incentive will be provided at up to 50% of your project cost minus any other incentives received. Your Mathias Ag Program renewable energy incentive will be at up to 25% of your project costs minus any other incentives received. In no case shall the total FY17 Mathias Agriculture award exceed $150,000, inclusive of both energy efficiency and renewable energy incentives. In the Agreement to Terms and Conditions below, you will need to declare that you will notify the Mathias Ag Program of any other project funds received.*  |
| **27. Estimated Project Costs and Savings*****This section must be completed for the application to be considered by the review team. It cannot state “see attachment” or something similar.*** |
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| **Please use the table below to list the project location, current energy usage, projected energy savings and/or generation and estimated costs for your proposed project. If you are attaching supplemental information to support this question, you must still fill out this table. This information is critical to ranking your application.** Note that the current energy use is for the location of your proposed project, which may not be your entire operation. If you need assistance estimating how much energy is used by your facility or the projected energy savings for your project, you may contact MEA’s subcontractor, EnSave, at (800) 732-1399. |
| **Location and Description of Project** (i.e. poultry house #1 heaters, workshop lighting, etc.) | **Current Annual Energy Usage for Project Location** (kWh, BTU, etc.) | **Projected Annual Energy Savings** | **Estimated Project Cost** | **Cost Savings** | **Payback** | **% measure Saved** |
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| **Location and Description of Project** (i.e. poultry house #2, workshop, etc.) | **Current Annual Energy Usage for project location** (kWh, BTU, etc.) | **Projected Annual Energy Savings** | **Estimated Project Cost** | **Cost Savings** | **Payback** | **% measure Saved** |
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| **Location and Description of Project** (i.e. poultry house #3, workshop, etc.) | **Current Annual Energy Usage for project location** (kWh, BTU, etc.) | **Projected Annual Energy Savings** | **Estimated Project Cost** | **Cost Savings** | **Payback** | **% measure Saved** |
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| **28. Project Schedule**: Describe your proposed project schedule in the table below. For this schedule, MEA anticipates that the earliest grant funds will be available is April 2017**.** Grant construction must be completed by **April 1, 2018** withinvoices submitted to MEA by **May 1, 2018.** Create your project schedule accordingly to comply with this timeframe, taking into consideration scheduling concerns that may impact your farm/business (facility schedules, holidays, weather, etc.), as well as equipment and material lead times.  |
| **Project Milestone** | **Expected Completion Date** |
| Equipment Ordered |       |
| Project Installation Begun |       |
| Project Installation Completion |       |
| Invoice Received from Equipment Dealer/Installer |       |
| Invoice Submitted to MEA |       |
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| **29. Project Completion:** This project can be completed and invoices can be submitted to MEA within the anticipated grant period occurring between **April 1, 2018** and **May 1, 2018.** |
| [ ]  Yes [ ]  No **Comments:** |
| **30.** **Procurement Policy and/or Practices:** Please explain how you selected the quotes for equipment and/or labor to install your project, and how you will ensure the contractor(s) have the applicable licenses and certifications to perform the work  |
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| **31. Nutrient Management** |
| Do you have a current Nutrient Management Plan (NMP)? [ ]  Yes [ ]  No  |
| Have you submitted the Annual Implementation Report (AIR) to the Maryland Department of Agriculture (MDA)?  [ ]  Yes [ ]  No  |
| *Submit a copy of the AIR with this application.*The required AIR is attached to this grant program application. [ ]  Yes [ ]  No  |

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| **Guidelines for Electronic Submission** |

You are encouraged to submit this application electronically. Follow these steps to successfully submit your application:

1. Once you have completed your application, save it on your computer.
2. Rename your file using the following naming convention: “LASTNAME\_BUSINESSNAME\_MMDDYY.” For example, an application submitted by John Smith for Apple Farms on November 18, 2016 would look like this: “SMITH\_APPLEFARMS\_11 18 16.”
3. Once the file has been saved and renamed, email it to MathiasAgProgram@sra.com as an attachment.
4. MEA will send an email confirming receipt of your application within 24 hours of submission. If you do not receive a confirmation email within 24 hours of submission, please contact Madeline Koewler to ensure that your application was received.

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| **Agreement to Terms, Conditions and Certification** |

**By signing and dating the application below, I certify that I agree to the following terms and conditions:**

1. I understand that applications are accepted and grants are awarded on a competitive basis, with applications to be received no later than 11:59 p.m. EST, Thursday December 15, 2016. Applications should be submitted electronically to MathiasAgProgram@sra.com.

For application or technical assistance, call EnSave at (800) 732-1399.

For email applications:

* Please be sure to submit the application in Microsoft Word, with attachments in Word or PDF form.
* File size: Electronic files must be less than 10 MB in size. Your application will not be received if it is larger than 10 MB.
	+ You may break down your application if necessary into smaller sections:
		- Label them as “Part 1 of 2,” “Part 2 of 2,” etc.
		- Feel free to attach necessary supporting documentation.

2. I certify that the building(s) to be upgraded are located in the state of Maryland.

3. I understand that this application does not guarantee that I will be awarded a grant for the proposed energy project.

4. To be eligible for grant funding, I understand that the equipment may not be installed prior to notification of the grant award.

5. I give permission to the Maryland Energy Administration (MEA) or its representative(s) to use video or photos of my facility, and data presented in my final energy evaluation or audit report for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, §10-611 et seq. of the State Government Article, will not divulge any confidential information or trade secrets.

6. Under penalties of perjury, I, the Applicant, certify that: 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 W-9).

7. If selected for a grant award, I understand that I will be required to provide MEA with an IRS Form W-9 showing my organization’s federal tax identification number.

8. I understand that any grant received through this program is taxable as income; therefore the State of Maryland will be sending a 1099-G form, and shall be reported as income on federal and state tax returns. For more information, applicants should contact a qualified tax professional.

9. I will allow authorized representatives of the Mathias Ag Program access to my facility in order to conduct energy audits, site inspections, or measurement & verification activities.

10. I understand the program terms & conditions are subject to change.

11. I understand that any grant payment will be contingent upon MEA acceptance and/or inspection of the equipment installed.

12. 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.

13. I shall ensure that all work performed pursuant to the Grant and this Agreement is completed by contractors and/or staff holding all necessary certifications and licenses.  Additionally, all work performed pursuant to the Grant shall comply with all applicable local, state, and federal building codes and other applicable laws and regulations.

14. I understand MEA may request additional documentation regarding planned contractors and their cost estimates, or reject a contractor if the bid amount is far outside standard industry rates for similar work.

15. I certify that I am an authorized signatory for the Applicant/Farm.

Authorized Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Typing your name constitutes a signature*

Name and title (please print):

Farm/Business Name:

Date:

MEA anticipates receiving more applications than it will be able to fund under this program.

**If you are not selected for the Mathias Ag Program, does MEA have your permission to refer your application to alternative funding sources and incentive programs?**

**[ ] Yes** **[ ] No**

If yes, these sources may contact you regarding your application.

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