**Application for the 2018 Kathleen A. P. Mathias Agriculture Energy Efficiency Grant Program**

**Instructions:** Please read the application thoroughly and fill out the application electronically (entering 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](mailto:dean.fisher@maryland.gov), or [David Giusti](mailto:david.giusti1@maryland.gov), 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/FY18MathiasAgProgramInformation.docx) before completing this application.

**\*\*\*APPLICATION DEADLINE: 11:59 p.m. EST, Friday, September 29, 2017\*\***

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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/Specify \_\_\_\_\_\_\_\_\_\_\_\_\_  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** | |
|  |  | | | |  | | | |  | |
| **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 | | |
| **22A. Estimated total cost of proposed energy efficiency measures:**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **23. Type of energy efficiency measure(s) (i.e., lighting upgrades, insulation, etc.)** | | | | | | | | |
| **22B. Total amount requested from MEA (Maximum $50,000 and/or 50% of project costs):**  **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  | | | | | | | | |
| **24. Utility Information** | | | | | | | | | | |
| |  |  | | --- | --- | | 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 | | | | | | | | | | | |
| **25. Proposed Energy Efficiency Measure(s).**  *This section must be completed for application consideration. Do not state “see attachment.”* | | | | | | | | | | |
| 1. Have you had an energy audit report completed within the last 4 years?  Yes  No  If **yes**, please include a copy of the audit report with the application.  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 the proposed energy efficiency measures will improve your farm and serve as an example of energy best practices to other agricultural businesses within the State of Maryland. | | | | | | | | | | |
| **26. Leveraged Funds**  ***This section must be completed for application consideration. Do not state “see attachment.”*** | | | | | | | | | | |
| 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. Does your utility company offer any incentives towards energy efficiency measures?  Yes  No 2. 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 or other grant programs):    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 or other grant programs):    Amount of potential incentive in dollars:    Expected date of award (if awarded):    **Note:**  *Mathias Ag Program energy efficiency incentives are provided at up to 50% of project cost minus any other incentives received. In no case shall the total FY18 Mathias Agriculture award exceed $50,000 for energy efficiency 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 application consideration. Do not state “see attachment.”* | | | | | | | | | | |
| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Please use the table below to list the project location, current energy usage, projected energy savings 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** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **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** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | **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** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | | | | | | | | | | | |
| **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 2018**.** Grant construction must be completed by **April 1, 2019** withinvoices submitted to MEA by **May 1, 2019.** 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**  **(No later than May 1, 2019)** | | | | |
| 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 **approximately June 1, 2018** and **May 1, 2019.** | | | | | | | | | | |
| 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 September 18, 2017 would look like this: “SMITH\_APPLEFARMS\_091817.”
3. Once the file has been saved and renamed, email it to [MathiasAgProgram@sra.com](mailto: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](mailto:Madeline.Koewler@csra.com) 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, Friday, September 29, 2017. Applications should be submitted electronically to [MathiasAgProgram@sra.com](mailto: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, §4-101 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: