

Application for the 2019 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](#), or [David Giusti](#). The MEA strongly recommends that you read the [Application Information Q&A](#) before completing this application.

*****APPLICATION DEADLINE: 11:59 p.m. EST, Friday, November 2, 2018****

1. Name of Farm/Business			
2. Description of Farm/Business:			
Type of Operation: <input type="checkbox"/> Dairy <input type="checkbox"/> Orchard <input type="checkbox"/> Produce <input type="checkbox"/> Poultry/egg <input type="checkbox"/> Greenhouse <input type="checkbox"/> Vegetable <input type="checkbox"/> Hog <input type="checkbox"/> Vineyard <input type="checkbox"/> Grain Dryer <input type="checkbox"/> Food Processor <input type="checkbox"/> Sawmill/Forestry <input type="checkbox"/> 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
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

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)

18. Applicant zip code	19. U.S. Congressional District 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 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.

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|---|--|--|
| <input type="checkbox"/> Allegany County
<input type="checkbox"/> Anne Arundel County
<input type="checkbox"/> Baltimore City
<input type="checkbox"/> Baltimore County
<input type="checkbox"/> Calvert County
<input type="checkbox"/> Caroline County
<input type="checkbox"/> Carroll County
<input type="checkbox"/> Cecil County | <input type="checkbox"/> Charles County
<input type="checkbox"/> Dorchester County
<input type="checkbox"/> Frederick County
<input type="checkbox"/> Garrett County
<input type="checkbox"/> Harford County
<input type="checkbox"/> Howard County
<input type="checkbox"/> Kent County
<input type="checkbox"/> Montgomery County | <input type="checkbox"/> Prince George's County
<input type="checkbox"/> Queen Anne's County
<input type="checkbox"/> St. Mary's County
<input type="checkbox"/> Somerset County
<input type="checkbox"/> Talbot County
<input type="checkbox"/> Washington County
<input type="checkbox"/> Wicomico County
<input type="checkbox"/> Worcester County |
|---|--|--|

22A. Estimated total cost of proposed energy efficiency measures: \$ _____	23. Type of energy efficiency measure(s) (i.e., lighting upgrades, insulation, etc.)
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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, relevant to the project scope of work, 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.

2. Does your utility company offer any incentives towards energy efficiency measures? Yes No

3. 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:

4. 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 FY19 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.

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 May 2019. Grant construction must be completed by **August 1, 2020** with invoices submitted to MEA by **September 1, 2020**. 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 August 1, 2020)
Equipment Ordered	
Project Installation Begun	
Project Installation Completion	
Invoice Received from Equipment Dealer/Installer	
Invoice Submitted to MEA	

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, 2019** and **September 1, 2020**.

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

31. Nutrient Management

Do you have a current Nutrient Management Plan (NMP)? Yes No

If no, please explain:

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

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, 2018 would look like this: "SMITH_APPLEFARMS_091818."
3. Once the file has been saved and renamed, email it to MathiasAgProgram@icf.com as an attachment.

4. MEA will send an email confirming receipt of your application within one business day of submission. If you do not receive a confirmation email within one business day of submission, please contact [Alec Fields](#) to ensure that your application was received.

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, November 2, 2018. Applications should be submitted electronically to MathiasAgProgram@icf.com.

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: