



Maryland
Energy
Administration

Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

Funding Opportunity Announcement

(Rev.01, January 10, 2025)

Commercial, Industrial & Agricultural Fiscal Year 2025 Grant Program

The mission of the Maryland Energy Administration (MEA) is to promote clean, affordable, reliable energy and energy-related greenhouse gas emission reductions to benefit Marylanders in a just and equitable manner.

APPLICATION DEADLINE: 3:00 P.M. EST, Friday, February 14, 2025

Program Description:

The Maryland Energy Administration (MEA) announces the launch of its Fiscal Year 2025 Commercial, Industrial & Agricultural Grant Program (“CI&A FY25 Program” or “Program”). The Program draws its funding from the Strategic Energy Investment Program, established under State Government Article §9-20B-02, Annotated Code of Maryland.

Now in its 12th year, the CI&A Program incentivizes investments that reduce energy waste and, where applicable, displace fossil-fuel use in Maryland-based commercial, industrial, and agricultural facilities. Program grants are offered to accelerate investment in clean, energy-efficient building technologies by defraying their installation cost. In addition to grant funding, building owners will also enjoy lower utility bills as their energy waste is reduced. Greenhouse gas emissions are reduced proportionately with energy savings and with the displacement of fossil fuel-using equipment. Depending on each facility’s unique mechanical systems, some energy improvements may also provide coincident reductions of labor, materials, and other operational expenses. MEA welcomes proposals that result in higher energy efficiency performance compared to existing assets or, for new construction, that out-perform assets that meet only minimum [prevailing energy codes or standards](#).

Type of Grant Program:

The FY25 CI&A Program offers grants on a first-come, first-served basis, with award amounts being determined by a formulaic scoring based on the magnitude of energy savings.

Anticipated Funding: The anticipated budget is **\$3,100,000** from the Strategic Energy Investment Fund (“SEIF”). MEA expects that individual award values will typically range between \$100,000 to \$250,000 per project. The total number of awards issued will depend on the quantity and quality of applications received. Grants are offered until funds are exhausted. The maximum value of any single grant award will be \$400,000.

Areas of Interest:

The FY25 Program invites applications that conform to one of the following Areas of Interest (AOIs):

<p>AOI.1: EXISTING FACILITIES, NON-AGRICULTURAL Commercial, office, retail, hospitality, institutional, multifamily residential properties with five or more units, research, laboratory, data centers, private elementary school and college facilities, factories, material processing facilities, warehouses, or distribution centers. Stationary facilities only. “Existing facilities” are those that are already in use and will use the proposed energy improvements to continue the same activities.</p>
<p>AOI.2: NEW CONSTRUCTION, NON-AGRICULTURAL Commercial, office, retail, hospitality, institutional, multifamily residential properties with five or more units, research, laboratory, data centers, private elementary school and college facilities, factories, material processing facilities, warehouses, or distribution centers. Stationary facilities only. “New construction” includes facilities being fabricated for the first time, facilities subject to substantial rehab that includes replacement of major mechanical systems, or existing structures repurposed after one year or more of vacancy.</p>
<p>AOI.3: AGRICULTURAL Energy-related systems in stationary facilities not served by residential utility meters that support production derived from pasture or tilled land.</p>
<p>AOI.4: COMBINED HEAT & POWER (CHP) CHP systems providing high-grade industrial heat for manufacturing activities, data centers or other critical loads, subject to restrictions.</p>

Key Concept Definitions:

“**Annual energy savings**” describes the anticipated reduction of energy consumed over the course of 12 consecutive months. The baseline for calculating the percent energy reduction resulting from proposed improvements will be relative to (1) 12 recent months’ energy consumption by assets currently in place, or (2) for new construction, the modeled annual energy consumption of currently-available assets or equipment that meet only minimum [prevailing energy efficiency codes or standards](#) specific to the Maryland location of the proposed scope of work. When calculating percent annual energy reduction, applicants may use the manner they find most convenient: (1) energy savings specific to the equipment in a grant application’s scope of work, or (2) for the facility as a whole as derived from utility bill data.

“**Baseline performance**” is the volume of energy consumed on an annual basis by a building, dedicated space within a building, or a specific piece of energy-using equipment. For existing facilities, the baseline is a measure of the building or equipment currently in place. For new construction, the baseline is the calculated consumption modeled with prevailing [building/energy code prescriptions](#) for minimum energy efficiency performance. A successful CI&A grant application for new construction will include evidence that the proposed investment will result in annual energy performance that exceeds prevailing minimum standards for equipment or materials currently available.

“**Cost basis**” is 75% of net total project cost (NTPC; see definition below). In [existing facilities and combined heat & power projects](#), the cost basis of an eligible ECM is derived from the cost to acquire and install one or more energy-related assets, net of any utility rebates. For [new construction](#), the cost basis of an eligible ECM is limited to the incremental cost premium (net of any utility rebates) for

high-efficiency assets relative to the cost of alternative asset selections that meet only minimum energy efficiency performance codes or standards. See Fig. 2A, p. 4 and Fig. 2B, p.5.

“ECM or “Energy conservation measure” describes any distinct, cost-effective investment that improves the energy performance of a building, its mechanical systems, or its stationary production/process equipment, thereby requiring less energy than what would be consumed by alternative technologies that meet only the prevailing minimum [energy/building codes or equipment standards](#). All proposed ECMs must perform at energy-saving levels superior to alternatives that meet minimum codes or standards. If a scope of work proposes an ECM that is deemed by MEA to exhibit insufficient cost effectiveness, MEA at its sole discretion may disallow that ECM from the proposed scope of work, so that remaining ECMs are considered for funding under the Program, assuming all other eligibility criteria are met.

“High performance” describes the superior energy-saving potential provided by an ECM that performs a given level of work using less energy than the prescribed minimum that prevails in current [building/energy codes or standards](#) as of MEA’s closing date for submitting applications to the FY25 CI&A Program. Applicants are encouraged to refer to building/energy codes currently enforced by the jurisdiction in which the proposed project is located.

“Incremental investment” describes the proposed total installed cost of a high-performance ECM, net of any rebates, incentives or other leveraged funding, minus the installed cost of an alternative investment that would perform the same work while consuming no less energy than the volume prescribed by [prevailing building/energy codes or standards](#). (See Fig. 2B, p. 5)

“Maximum award amount” is the upper limit, or “cap,” on the value of any single grant award. Each FY25 CI&A award value will be proportional to its score result. Award values are a “not-to-exceed” dollar figure. Actual payout of grant funds will be in arrears and will be a function of actual documented project expenses. Under no circumstances will an award exceed a proposal’s cost basis. In no case shall any award exceed \$400,000.

“Minimum total investment” is the lowest gross total project cost (all ECMs combined in a proposal) that is eligible to be considered for a grant award. MEA will consider only those grant proposals with a total project value of \$50,000 or more for AOI.1, AOI.2, and AOI.4. The minimum total investment considered for AOI.3 is \$20,000.

“Net total project cost (NTPC)” is the gross total project cost minus the sum of any utility rebates applied to the same scope of work. The cost basis for grant valuation is 75% of NTPC.

“Simple payback” (SPB) describes the investment performance of any distinct ECM. SPB indicates the number of years in which the ECM will pay for itself through the accumulated dollar value of annual energy savings provided by that ECM. Note that the “total ECM cost” for this calculation is its gross cost before subtraction of values representing any rebate, incentive, or other leveraged funds. Applicants are encouraged to submit proposals in which each ECM displays a SPB of twenty years or less. When one or more ECMs in a proposed scope of work display an insufficient SPB (i.e., the SPB is over 20 years), MEA may at its sole discretion allow the proposal if the scope of work in its entirety displays a SPB of 20 years or less (see Fig. 1):

Fig. 1: Simple Payback (SPB)

$$\text{SPB} = \frac{\text{TOTAL PROJECT COST}}{\text{ANNUAL DOLLAR VALUE OF NET ENERGY SAVINGS PROVIDED BY THE PROJECT}}$$

“Score points” are the summation of several numerical criteria, each judged by MEA, that represent a combination of application quality (documentation) and the quality of the proposed scope of work (magnitude of savings). Quality points are normalized on a scale from 0 to 100. Four scoring templates are provided, one for each Area of Interest (AOI; see p. 2). Applicants are encouraged to review the template specific to their proposal’s AOI to become familiar with scoring criteria so that they can compile their best possible application.

“Total project cost” refers to the sum of all investment outlays needed to acquire, install, and commission one or more proposed energy improvements in their entirety. The costs of energy audits, feasibility studies, and electrical infrastructure upgrades may be eligible for inclusion in total project cost, but only if the recommended ECMs are actually installed. See Figs. 2A & 2B.

- FOR EXISTING FACILITIES, AGRICULTURAL FACILITIES, and CHP PROJECTS: “total project cost” is the cumulative cost of acquisition, installation and commissioning of an eligible asset or project.
- FOR NEW CONSTRUCTION: “total project cost” is the incremental cost of acquisition, installation, and commissioning of high-efficiency assets relative to the cost of alternative assets that meet only minimum energy performance codes or standards.

Fig. 2A: COST BASIS AND AWARD VALUE ELEMENTS, AOI.1, AOI.3, AOI.4

*See “Key Concept Definitions,” pp. 2-4

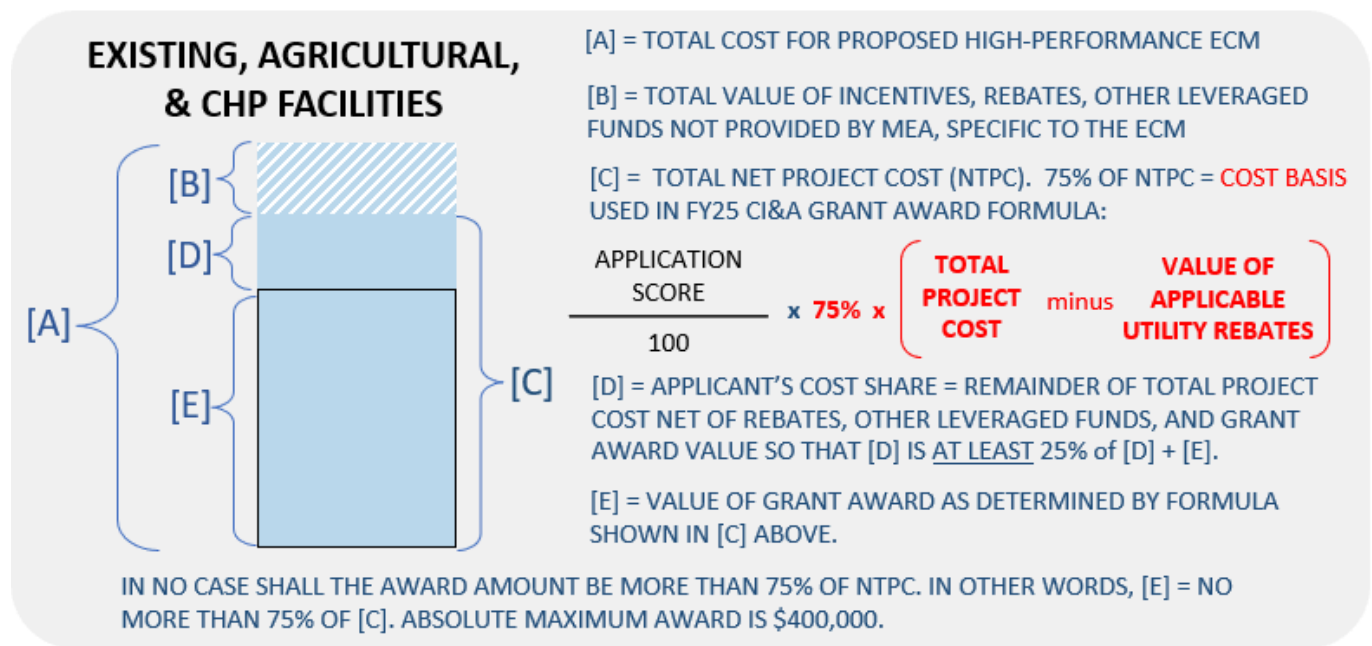
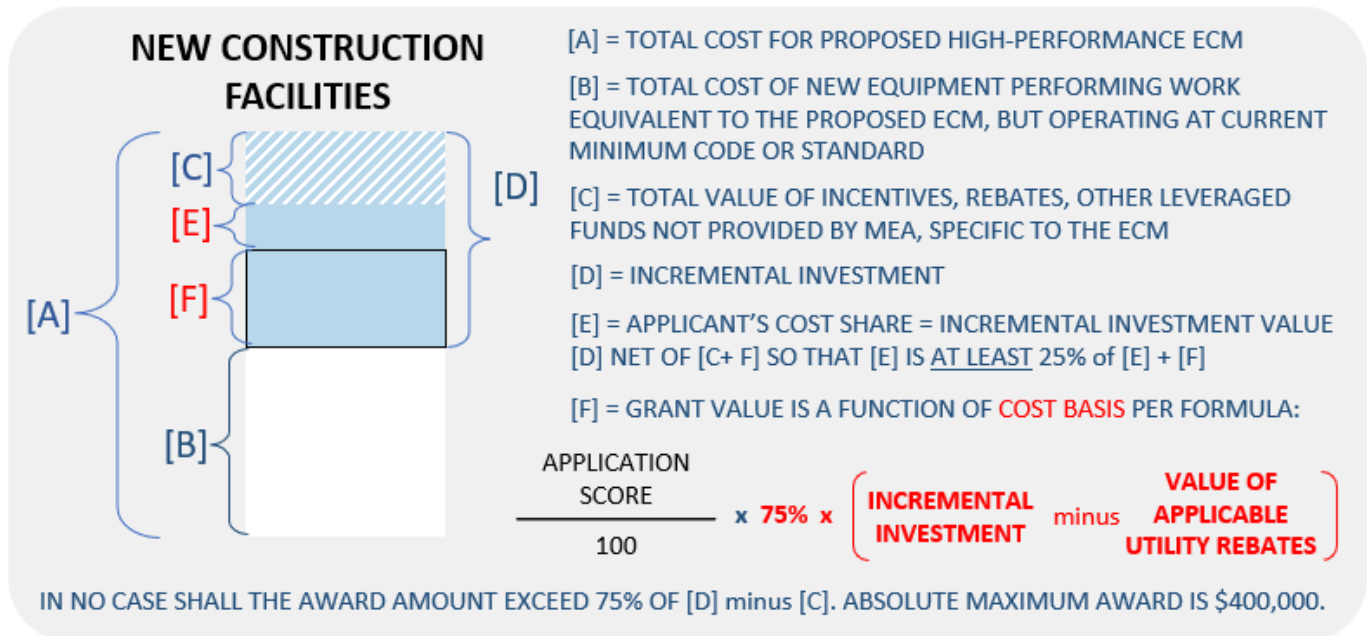


Fig. 2B: COST BASIS AND AWARD VALUE ELEMENTS, AOI.2

*See "Key Concept Definitions," pp. 2-4



Determination of Application Scores and Award Values:

FY25 CI&A Program grants will be awarded on a first-come, first-served basis. Awards will be issued until funding is exhausted. MEA will evaluate each application as it is received, using a point-based scoring rubric to determine the actual award value. The value for each award [VALUE] is determined by multiplying its [BASIS], which is 75% of its net total project cost, by a proportion represented by its normalized application score [SCORE] divided by 100, such that:

$$\text{VALUE} = [\text{BASIS}] \text{ times } (\text{SCORE}/100)$$

Grant award values are calculated as a function of the proposed cost basis (see Fig. 3), which results in an "up to" or "not to exceed" value. The value of disbursed grant funds is a function of the actual cost basis as documented in vendor invoices marked "paid." Paid vendor invoices serve as back-up to the grantee's invoice to MEA requesting disbursement of grant funds after project completion. Due to fixed values of State program appropriations, award values cannot be adjusted above an award value to meet any escalation of project costs. In no case shall an award exceed \$400,000. In order to receive a disbursement of grant funds, grantees are required to contribute a cost match equal to the cost basis minus the calculated grant award value.

Scoring templates and criteria are unique to each of the Program's four Areas of Interest: AOI.1, AOI.2, AOI.3, and AOI.4. All templates generate normalized values in a range from 0 to 100. Each application will be scored by MEA for quality, which in turn determines the award value as follows (See Fig. 3):

Fig. 3. FY25 CI&A **Cost Basis** and Grant Award Value Determination Formula:

$$\frac{\text{NORMALIZED SCORE}}{100} \times 75\% \times \text{NET TOTAL PROJECT COST} = \text{GRANT VALUE}$$

WHERE:

$$\text{AOI.1, AOI.3, \& AOI.4 COST BASIS} = 75\% \times \left(\text{TOTAL PROJECT COST} \text{ minus } \text{VALUE OF APPLICABLE UTILITY REBATES} \right)$$

$$\text{AOI.2 COST BASIS} = 75\% \times \left(\text{INCREMENTAL INVESTMENT} \text{ minus } \text{VALUE OF APPLICABLE UTILITY REBATES} \right)$$

Award amounts are up to 75% of net total project cost.
IN NO CASES WILL A GRANT AWARD VALUE EXCEED \$400,000

EXAMPLE GRANT VALUE CALCULATIONS

Example 1:

- normalized grant score = 90.1
- total project cost = \$1,000,000
- total value of all applicable rebates = \$150,000
- net total project cost (NTPC) = \$850,000
- cost basis = 75% of NTPC = \$637,500
- calculated grant value = .901 x (\$1,000,000 - \$150,000) = ~~\$766,018~~ max = \$400,000
- Applicant's cost share = (\$850,000 - \$400,000) = \$450,000

Example 2:

- normalized grant score = 42.9
- total project cost = \$1,000,000
- total value of all applicable rebates = \$150,000
- net total project cost (NTPC) = \$850,000
- cost basis = 75% of NTPC = \$425,000
- calculated grant value = .429 x (\$1,000,000 - \$150,000) = **\$364,770**
- Applicant's cost share = (\$850,000 - \$364,770) = \$485,230

Eligible Applicants: Entities eligible to apply for grants are facility owners that operate businesses (registered corporations, LLPs, LLCs, GPs, etc.) or non-profit entities. Eligible applicants are:

- entities that own the subject facility in which the proposed activities are to be located; or
- entities that rent or lease their subject facility if both of these requirements are fulfilled:
 1. The FY25 CI&A application includes a letter of concurrence signed by the property owner stating that (a) the property owner permits the grantee to install the proposed upgrades, and (b) the property owner will ensure that these upgrades to the subject property remain in place and operational for the balance of the equipment's economic life, regardless of lessee turnover.
 2. The performance analysis demonstrates that the payback on investment for the proposed

improvements is shorter than the balance of term for the lease currently in force.

Note: For a grantee that is leasing property, the grant agreement will require the grantee to return grant funds to MEA if the requirements in (1) and (2), above, are not met.

- Manufacturing or industrial production/distribution/warehousing
- Data center operations
- Office, commercial, service, hospitality, or retail operations
- Private school (Pre-K, K-12) education and administration
- Private college and university education, administration, and recreation facilities
- Multifamily residential buildings containing five or more units
- Agricultural entities

Other types of non-residential buildings may be eligible, determined by MEA on a case-by-case basis.

Ineligible Applicants include, but are not limited, to the following:

- Federal agencies or facilities owned by the U.S. General Services Administration.
- Public schools should apply for grant funding to support energy efficiency upgrades and construction planning through MEA’s [Decarbonizing Public Schools Program](#).
- Local government entities should participate in MEA’s [Maryland Smart Energy Communities](#) program and/or the [Jane E. Lawton Conservation Loan Program](#).
- Owners or property managers proposing measures that pertain to single-family homes or residential structures containing four or fewer dwelling units. Explore rebates offered by local energy utility companies.
- Any office, shop, or farm operation located in a residential dwelling or served by one or more residential utility meters.
- Mechanical insulation investments are not eligible for FY25 CI&A grant awards. However, MEA offers the FY25 [Mechanical Insulation Grant Program](#) specifically for this purpose.

Eligible Investments:

The Program considers only energy efficiency measures in stationary facilities. Typically, measures that effectively reduce energy waste are located within a building or embedded in the building shell itself. This program does not fund transportation equipment or the installation of solar panels or other measures intended to supplant traditional power and fuel inputs. Eligible investments are those that allow facilities to reduce the energy consumption and expense required to perform intended work, sustain occupant comfort, or meet safety or regulatory requirements. The investments eligible for grant reimbursement are limited to qualified equipment which is procured after the date of the grant agreement’s ratification. In no case will grants be issued to refinance a scope of work that is already underway.¹ CI&A FY25 Program grants are intended to defray the cost of improvements that enhance energy efficiency and displace fossil-fuel-consuming equipment in dedicated spaces² within buildings. Investments in existing facilities or new construction may be eligible. “New construction” includes facilities fabricated from the ground up, substantial rehab of existing facilities that are stripped down to the studs to allow

¹ “Already underway” is a qualification pertaining to any energy-related scope of work proposed in an FY25 CI&A grant application. An energy-related scope is distinct from the balance of facility construction elements such as site preparation, structural fabrication, interior fittings and decoration, etc. An energy-related scope of work can still be eligible for an FY25 CI&A grant when non-energy construction elements are “already underway,” as long as procurement commitments for the grant-related scope do not pre-date ratification of the FY25 CI&A grant agreement.

²A “dedicated space” is an area of specific functional purpose, clearly partitioned from the balance of a facility. If not separately metered for electricity/gas/etc., the dedicated space’s energy savings calculations must be documented separately from the energy performance of the overall building.

reconfiguration with new mechanical systems, or existing facilities that are repurposed for new activities after a year or more of vacancy.

NOTE: The FY25 CI&A Program prioritizes proposals that provide solid documentation of proposed equipment specifications, costs and savings estimates. Proposals that provide vague descriptions or poorly-documented project costs will be adversely scored, thus minimizing the potential grant award value.

Examples of technologies subject to energy-efficiency improvement and thus eligible for award under the Program include, but are not limited to, the following:

- Expenses directly attributable to the engineering, procurement, installation, and commissioning of electrical infrastructure upgrades in existing facilities to the extent that these are required to accommodate new, energy-saving, electrically-powered equipment. Such upgrades may include (but are not limited to) service panel expansion and transformer capacity reconfigurations. The costs of electrical infrastructure upgrades are reimbursable only if at least one energy conservation measure (ECM) is installed as part of the same grant proposal.
- The applicant's costs of obtaining an energy audit or similar report of energy improvement opportunities is eligible for reimbursement, but only if the recommended improvements are actually installed.
- Improvements to a building shell, including insulation, air-sealing, window film treatment, etc.
- Lighting and controls³: Lighting upgrades are eligible for grant awards in existing facilities or, in new construction, only when lighting energy performance is modeled concurrently with other non-lighting measures contributing to a total-building performance simulation.
- High-efficiency electric motors and variable frequency drives (VFDs)
- Heating, ventilation, and air conditioning (HVAC)
- Refrigeration systems
- Retro-commissioning or recommissioning performed on specific facilities (the Program will award application score points only; the cost is not reimbursable)
- Data center server virtualization, server decommissioning and consolidation, airflow optimization, aisle containment, and uninterruptible power supply (UPS) upgrades
- Energy-consuming manufacturing equipment that perform unique industrial process tasks
- Other technologies to be considered by MEA on a case-by-case basis

For facilities served by two or more types of energy: Any thermal (heating and/or cooling) energy consumption baseline measure must consider both electric and non-electric energy consumption. Proposed thermal energy equipment is considered eligible for award only if it displaces fossil-fueled equipment currently in use or contributes to net energy savings by the equipment that it replaces.

Proposals representing equipment upgrades or building retrofits should include an analysis that (1) documents energy performance improvements superior to prevailing standard energy performance levels defined by [current energy/building codes](#), and (2) shows a cost effectiveness payback measure of twenty (20) years or less (See Fig. 1, p. 3). When installing new industrial process equipment, the applicant is required to provide a technical analysis showing the proposed technology's energy efficiency performance compared to that of conventional alternatives.

³ The Program will count lighting paired with controls as a single measure. MEA will not provide funding for installing incandescent, fluorescent (CFL, T5, T8, etc.), or halogen lighting.

Ineligible Investments:

CI&A grant awards are issued to defray the costs of energy efficiency-enhancing investments in stationary facilities only. Specific examples ineligible investments include:

- Motor vehicles and all other non-energy, real property investments are ineligible for award.
- Solar panels, ground-source (geothermal) heat pumps, and any other renewable energy applications intended to supplant traditional utility-supplied power and other fuel commodities are ineligible for award. Proposals for renewable energy measures should pursue funding from MEA's [Commercial Solar Grant Program](#).
- Building automation systems and building re- or retro-commissioning solutions are NOT eligible for award in the FY25 Program. However, the extra points will be awarded to CI&A proposals indicating that the facility owner has secured (or has pending) a utility rebate for these measures.
- Mechanical insulation materials. See instead MEA's [Mechanical Insulation Grant Program](#).
- Repairs of existing equipment.
- Procurement of extra fixtures or equipment to create inventories for future use.
- Consistent with MEA's Fossil Fuel Policy (see Appendix D), projects that install or result in significant life extension of fossil fuel-fired systems, beyond basic health and safety repairs or efforts that enhance efficiency. Note: Limited exceptions may be considered where there is no other technically feasible technology or where an energy source can be demonstrated to be zero-emission. Any applications for projects involving fossil fuel should provide evidence that a technical analysis of why electrified or other zero emission alternatives cannot be implemented. **In no case can proposed fossil fuel applications be justified simply by operating or capital cost savings.**

Exemptions to MEA's Fossil Fuel Policy (Appendix D): All exemption requests will be in writing and provide a thorough technical analysis of why electrification and other zero emission technologies cannot be applied from a technical perspective and consider the following:

- currently available commercialized technologies;
- ability of locationally specific existing utility infrastructure to support non-fossil fuel applications;
- thorough evaluation of alternatives;
- mitigation efforts to offset the greenhouse gas emissions of fossil fuel use;
- a description of any efforts to make infrastructure ready for future technologies, such as green hydrogen, or phase out fossil fueled technology in the future; and
- statutorily directed activities.

FY25 Program grant funding may not be used for activities already completed or for which procurement agreements have already been committed. Funding may be used to finance investments that are clearly delineated as a supplement or expansion of existing construction activities. Program grant funds cannot be used to refinance scopes of work already underway. Costs incurred prior to the execution of a grant agreement with MEA are not eligible for reimbursement except for the expense of energy audits that precede project development, however, audit expenses are reimbursable only if the audit report's recommendations are actually implemented.

Grant applicants are expected to invest in the assets as described in their proposals. If for any reason the applicant chooses to rescind one or more ECMs from their proposed scope of work, the value of their award is adjusted downward accordingly. MEA discourages applicants from changing equipment

selections subsequent to ratifying a grant agreement. If just cause is demonstrated for such changes, expect the grant value to be adjusted to reflect any change in efficiency performance. MEA is unable to increase an award amount to reflect (1) swapping out proposed equipment for higher-performance alternatives, or (2) cost escalations imposed on the applicant organization for any reason.

Review Process:

Applications will be reviewed by a team of MEA programs staff and technical assistance contractors, using the evaluation criteria and scoring rubric outlined in this FOA. Awardees will be notified as soon as possible after submitting a complete application.

Partial Awards:

Awards will be distributed until funds are exhausted. In the case where the remaining funds are insufficient to fully fund an additional qualified project, a partial award will be offered to the applicant based on budget availability. If the partial award is not accepted, MEA will offer the residual funding to the remaining approved but unfunded applications.

Application Checklist:

See this FOA's Appendix A: "Documents Checklist."

Grant Program General Provisions:

MEA grant programs, including pilot programs, are covered by standardized General Provisions. The General Provisions are available for review on [MEA's website](#). These General Provisions, Version 3.0, are incorporated into all MEA FY25 Grant Agreements.

Submission Instructions:

Once complete, application packages should be submitted to MEA electronically via email to ci.mea@maryland.gov. Applications submitted to the direct email inbox(es) of MEA employees will not be considered. **All documents must be submitted no later than 3:00 P.M. EST, Friday, February 14, 2025.** MEA will not accept any application packages after this deadline under any circumstances, and all documents received by the deadline will constitute the entire submission. If electronic submission is not possible, an Applicant should contact MEA via email at ci.mea@Maryland.gov or by calling Program Manager Christopher Russell at (443) 908-1767 no fewer than fourteen (14) days prior to the deadline to arrange an alternative method of submission.

Contact Information:

For more information or assistance, please visit MEA's [Commercial, Industrial & Agricultural Grant Program webpage](#) or contact:

Christopher Russell
Program Manager
ci.mea@maryland.gov

Appendix A DOCUMENTS CHECKLIST

TO QUALIFY FOR CONSIDERATION, an application must meet or provide the following elements:

- The proposal must pertain to a facility located in the State of Maryland.
- The subject facility is not served by a residential utility meter (gas or electric).
- No fossil-fueled equipment is proposed (with exception under very limited circumstances; “high cost to procure or to operate” does NOT constitute a valid waiver). See Appendix D.
- Complete contact information for the owner entity and address of the facility.
- Signed IRS FORM W9 “Request for Taxpayer Identification Number and Certification”
- A Maryland State Department of Assessments and Taxation certificate of good standing.
- For AOI.1 and AOI.3 applicants: 12 consecutive months of recent utility bills or energy commodity consumption records (for existing facilities).

NOTE: AOI.1 and AOI.3 applicants receive extra points when demonstrating that at least 12 months of utility bill history has been uploaded onto the [US EPA’s Portfolio Manager](#) platform. See Appendix B for more information. for a sample screen shot image. At your option, images like this (screenshots in PDF format) can be submitted with your application.

- Google Earth map or diagram showing facility location and structural footprint.
- Signed copy of the signature page from MEA’s FY25 CI&A Program application document.
- Project costs specific to the proposed scope of work are clearly documented.
- The total scope of work demonstrates a simple payback measure of 20 years or less.
- Clear and thorough documentation of the proposed scope of work must describe current and proposed annual energy performance, including the projected energy savings.
- Manufacturer cut sheets for the proposed materials and equipment.
- The proposed scope of work must demonstrate a reduction in greenhouse gas (GHG) emissions relative to baseline performance. MEA will calculate the GHG emissions based on annual energy quantities provided by the applicant.
- Gross total project cost of at least \$50,000 for AOI.1, AOI.2, or AOI.4; \$20,000 for AOI.3.
- Only if the applicant rents or leases the subject facility: Include a letter of concurrence signed by the property owner stating that (a) the property owner permits the grantee to install the proposed upgrades, and (b) the property owner will ensure that these upgrades to the subject property remain in place and operational for the balance of the equipment’s economic life, regardless of lessee turnover.

APPLICATION COMPLETENESS. To be considered complete, an application must include:

- A completed application form with all required information.
- Evidence that a utility rebate is either pending, secured, or not available from the energy utility/commodity provider.
- The applicant organization’s authorized signature.
- Signed IRS FORM W9.
- Maryland SDAT certificate.
- A map or Google Earth photo of the subject property or a simple diagram of the subject project.

TOTAL APPLICANT QUALITY POINTS are further modified by a multiplier which is the sum of points for

each of the following:

- indication of whether the applicant is a non-profit entity
- For AOI.1 or AOI.3: 12 continuous, recent months of utility bill history for the subject facility
- For AOI.2 or AOI.4: a whole-building model simulation report that describes energy performance
- evidence that the scope for an applicant's utility rebate, or pending application for such rebate, includes either (or both) a building automation software system and/or a facility-wide re- or retro-commissioning solution.

PROJECT QUALITY. Points are assessed for each of the following features in the proposed scope of work:

- number of ECMs included in the scope
- percentage annual energy reduction attributable to the proposed scope of work

PROJECT QUALITY POINTS are further modified by a multiplier which is the sum of points for each of the following:

- annual metric tons of greenhouse gas equivalent (mTCO₂e) avoided by the total scope of work
- quality of documentation of the proposed scope of work's estimated energy savings

The range of possible point values for each scoring criterion is displayed in spreadsheet (XLSX) templates found on the Program webpage. Note that there are four templates, so that each one corresponds to a program Area of Interest (AOI). Applicants are encouraged to download the appropriate scoring template to estimate their proposal's score. MEA staff have the sole responsibility to calculate the definitive score for each application.

APPENDIX B OPTIONAL USE OF U.S. EPA PORTFOLIO MANAGER

Grant applicants are encouraged, **but not required**, to establish an account for their subject facility on the [US EPA’s Portfolio Manager](#) (PM) platform. When analyzing energy performance across multiple facilities, or when comparing a single facility’s year-over-year performance, PM is a useful tool for benchmarking energy consumption and for prioritizing investments for potential improvements. Please visit [US EPA’s Portfolio Manager](#) website for complete instructions for establishing a PM account at no cost.

FY25 CI&A grants are scored for quality (see Appendix A). Applications for AOI.1 or AOI.3 that include an exhibit showing that at least 12 months of the subject facility’s utility bill history is established in a PM account will be awarded extra points. No points are subtracted for NOT having a PM account. Utility bill histories are irrelevant to AOI.2 (new construction) and AOI.4 (combined heat & power), so the scoring template for these are adjusted to avoid a scoring handicap.

Applicants wishing to demonstrate their creation of a PM account for the subject facility can simply make a screenshot of the PM page showing their 12-month utility bill summary. Multiple screenshots may be required to capture all 12 months. Please submit the screenshot(s) in a PDF file. Screenshots should be submitted in addition to copies of utility bills for the same period. A sample image is shown in Fig. B1:

Fig. B1: Screenshot Image of Utility Bill Data on U.S. EPA’s Portfolio Manager

Manage Bills (Meter Entries) for [Sample Office](#)

You may select one of your meters to get started. Or, if you are coming here from your meter list, a meter may already be selected.

Meter A - Electricity Display Year(s): 2014 X

	Start Date	End Date	Usage kWh (thousand Watt-hours)	Cost (\$)	Estimation	Green Power	Last Updated
<input type="checkbox"/>	1/1/2014	1/31/2014	55,250	5,525.00	<input type="checkbox"/>	<input type="checkbox"/>	7/29/2015 Data Import
<input type="checkbox"/>	2/1/2014	2/28/2014	55,250	5,525.00	<input type="checkbox"/>	<input type="checkbox"/>	7/29/2015 Data Import
<input type="checkbox"/>	3/1/2014	3/31/2014	55,250	5,525.00	<input type="checkbox"/>	<input type="checkbox"/>	7/29/2015 Data Import
<input type="checkbox"/>	4/1/2014	4/30/2014	55,250	5,525.00	<input type="checkbox"/>	<input type="checkbox"/>	7/29/2015 Data Import
<input type="checkbox"/>	5/1/2014	5/31/2014	55,250	5,525.00	<input type="checkbox"/>	<input type="checkbox"/>	7/29/2015 Data Import

X Delete Selected Entries + Add Another Entry Download to Green Button XML Download to Excel

Upload data in bulk for this meter:

You can copy/paste into the table above, or upload an Excel spreadsheet using our [spreadsheet template](#).

Choose File no file selected Upload

**APPENDIX C: MINIMUM CRITERIA
SPECIFIC TO COMBINED HEAT & POWER PROPOSALS
See page 2, AOI.4, “Combined Heat & Power”**

**FY25 COMMERCIAL, INDUSTRIAL, AND AGRICULTURAL
GRANT PROGRAM**

The FY25 CI&A Program offers grants under AOI.4, “Combined Heat & Power” (CHP) systems, for new construction proposals. Successful proposals will be those that enhance the cost efficiency of manufacturing facility operations by reducing overall energy expenses.

CHP eCatalog:

Applicants are highly encouraged to utilize the U.S. Department of Energy (DOE) [CHP eCatalog](#)⁴ when considering CHP systems for their operations. This comprehensive searchable database provides detailed information on commercially available packaged CHP systems which has been technically vetted by the U.S. DOE. The eCatalog also provides valuable information regarding funding sources, such as incentives available from utilities and low-cost financing available from [C-PACE](#) programs. Additionally, users can access valuable CHP resources such as project profiles, FAQs, installation databases, site screening tools such as performance calculators and emissions reduction estimators, and networks of developers and solution providers. See the [USDOE](#) and the [USEPA](#).

Eligible Activities:

Grant proposals for CHP systems are eligible for award under AOI.4, but must comply with MEA’s Fossil Fuel Policy (Appendix D) and explain why full electrification for the proposed function cannot be achieved, thus making CHP the chosen alternative. Eligible scopes for CHP will pertain to core system components and the ancillary equipment needed to operate and successfully interconnect the system with the site and, when applicable, the electric distribution grid. CHP systems under AOI.4 are not required to include black start and islanding capabilities or to use renewable fuels. A list of eligible CHP system types and ancillary equipment include:

- Reciprocating engines
- Turbines and microturbines
- Micro-CHP systems (less than 60 kW nameplate capacity)
- Waste heat to power
- Fuel cells
- Wood-fired CHP systems
- Others, considered by MEA on a case-by-case basis

Ancillary Equipment and Technologies. The following ancillary equipment and technologies are typically installed with core CHP systems to ensure their optimal operation and, when applicable, interconnection with the electric distribution grid and other customer-side distributed energy resources. The costs for ancillary components installation are eligible for reimbursement under the FY25 CI&A Program.

- Black start and islanding technologies (eligible, but not required)
- Heat exchangers
- Absorption chillers
- Heat recovery steam generators (“HRSG”)
- Carbon sequestration and carbon capture technologies

⁴ <https://chp.ecatalog.ornl.gov/>

- Associated connections, piping, and wiring
- Innovative technologies, considered by MEA on a case-by-case basis

Eligible Fuel Sources:

- Natural gas
- Renewable natural gas (RNG or “biogas”)
- Hydrogen
- Woody biomass
- Propane
- Biodiesel/other biofuels, approved by MEA on a case-by-case basis

NOTE: CHP systems fueled by coal, fuel oil, or diesel fuel are **not eligible** to receive awards.

Minimum Requirements:

The following requirements must be met for consideration under the Program:

- **System Types:** Only systems described in the “Eligible Activities” section of this Appendix are eligible under this incentive program.
- **Annual Fuel Use Efficiency:** A combusting CHP system must achieve annual fuel use efficiency of at least **60%** (higher heating value, or “HHV”). A non-combusting CHP system must achieve an annual fuel use efficiency of at least **50%** (HHV). Annual fuel use efficiency (“FUE”) is defined by this incentive program as follows, where all figures are in million British thermal units (MMBtu) and annualized:

$$FUE = \frac{(Electricity\ Produced + Thermal\ Energy\ Recovered\ for\ Use)}{Fuel\ Consumed}$$

- **Simple Payback Requirement:** All systems must achieve simple payback in no more than twenty (20) years. Simple payback for purposes of this program is calculated as total capital cost of the CHP system and its ancillary technologies, without accounting for any incentives, divided by annual net energy cost savings produced by the system. (see Fig. 1, p. 3)
- **Capacity of Multiple CHP Units:** MEA will consider the **total** nameplate capacity of all CHP units serving the Applicant organization facility/facilities when calculating the incentive amount. Multiple CHP units are ineligible for individual awards. *For example: three (3) 60 kW units will be considered as one 180 kW system.*

APPENDIX D:
MEA FOSSIL FUEL POLICY

Each project that receives financial support from MEA must adhere to this MEA Fossil Fuel Policy:

1. Projects that include fossil-fuel or other combustion technologies that produce greenhouse gas emissions are typically not eligible for funding. *See Paragraph (3) below.*
2. Specific examples of projects that would not be eligible for funding under the Program include:
 - Efforts that expand the use of fossil fuel or natural gas technologies, except where meeting one of the exemptions or those efforts are technically infeasible;
 - Expansion of infrastructure that results in an expansion of fossil fuel delivery volume;
 - New installations of fossil fuel or natural gas fired technologies;
 - Projects that result in significant life extension of fossil fuel fired systems, beyond basic health and safety repairs or efforts that enhance efficiency but do not extend the gas system/or fossil fueled fired equipment life. Note: Limited exceptions may be considered where there is no other technically feasible technology or where a source can be demonstrated to be zero emission. Any applications for projects involving fossil fuel should provide evidence that a technical analysis of why electrified or other zero emission alternatives cannot be implemented, this analysis should not be on the basis of operating or capital costs alone.
3. While allowable projects include those that implement basic health and safety improvements or efforts that enhance efficiency but do not extend the life of gas system- or fossil fueled-fired equipment, projects must be part of a scope of work that proposes other energy efficiency improvements so that the proposal in aggregate reduces or eliminates fossil fuel use. In the context of the FY25 CI&A program, this situation applies primarily, but not exclusively, to multifamily residential energy efficiency projects. Eligible measures for multifamily residential project funding include minor repairs to existing fossil fuel equipment (e.g., HVAC, water heating, etc.) that remedy health and safety related issues, or reduce energy usage and greenhouse gas emissions, as long as the upgrades do not significantly extend the anticipated life of the equipment.
4. Exemptions: All exemption requests will be in writing and provide a thorough technical analysis of why electrification and other zero emission technologies cannot be applied from a technical perspective and consider the following:
 - currently available commercialized technologies,
 - ability of locationally specific existing utility infrastructure to support non-fossil fuel applications,
 - thorough evaluation of alternatives,
 - mitigation efforts to offset the greenhouse gas emissions of fossil fuel use, and
 - a description of any efforts to make infrastructure ready for future technologies, such as green hydrogen, or phase out fossil fueled technology in the future.

Operating and capital costs alone will not be considered justification for any exemption. Exemptions will not be approved purely on cost saving opportunities alone.

Limited exemptions will be provided for (1) new construction of combined heat & power installations, or (2) existing equipment upgrades with circumstances where electrification and other zero emission technologies are technically infeasible given the current state of readily-available technologies. Possible examples in the context of the FY25 Commercial, Industrial & Agricultural Program include (1) manufacturing processes that require large quantities of thermal energy that cannot be met with electrification or other technologies; and (2) uses where the infrastructure needed to implement

electrification technologies is not feasible or requires upgrades and improvements beyond the applicant's immediate control (e.g., upgrades to the utility grid).

Any application being submitted to MEA for funding consideration that involves fossil fuel technologies, including natural gas, shall be accompanied by a thorough technical justification or study indicating how electrification and/or zero emission technologies could not fulfill the anticipated functional need. To be considered for MEA funding, any project that proposes consumption of natural gas or other fossil fuels must demonstrate consideration of all practical mitigation efforts to offset the project's greenhouse gas and other environmental impacts of natural gas or other fossil fuels consumed by the proposed project. No exemptions will be granted for projects based solely on economic justifications.

No fossil fuel fired replacement or significant service life extension measures will be applicable to any cost matches or in kind requirements of any grant application or award.

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