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**FY20** **Maryland Anchor**

**Customer Grant Program**

Application Form

**APPLICATION DEADLINE: WEDNESDAY, December 11, 2019**

Please review the FY20 Maryland Anchor Customer Grant Application Checklist, which is located on the webpage and fill out each section with the requested information. Writing “See attachment” is not an acceptable substitute for providing the information herein; unless otherwise instructed.

**Section 1: Organization and Contact Information**

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| 1. **Name of organization (Must be the full legal name of the organization as it appears on the IRS W9 tax form.)**
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| 1. **Street Address**
 | 1. **Mailing Address (if different than physical location)**
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|  |  |
| 1. **Authorized Representative (The individual who would sign a Grant Agreement, if selected for award)**
 | 1. **Individual Preparing Application**
 |
| **Name:** Click or tap here to enter text.**Title:** Click or tap here to enter text.**Phone:** Click or tap here to enter text.**Email:**  Click or tap here to enter text. | **Name:** Click or tap here to enter text.**Title:** Click or tap here to enter text.**Phone:** Click or tap here to enter text.**Email:**  Click or tap here to enter text. |
| 1. **Point of Contact (The individual who would manage the grant on a day-to-day basis)**
 | 1. **Legal Counsel Responsible for Grant Review (For LOCAL GOVERNMENTS ONLY – Nonprofits skip to 8.**
 |
| **Name:** Click or tap here to enter text.**Title:** Click or tap here to enter text.**Phone:** Click or tap here to enter text.**Email:**  Click or tap here to enter text. | **Name:** Click or tap here to enter text.**Title:** Click or tap here to enter text.**Phone:** Click or tap here to enter text.**Email:**  Click or tap here to enter text. |
| 1. **Does your organization have a Federal Tax Identification Number?** (If selected for a grant award, this number will need to be provided prior to grant execution. The Federal Tax ID and organization name must match what is listed on your organization’s IRS W9 form. Please list below)
 | 1. **Proof of Incorporation:** Proof of incorporation is required for all nonprofit organizations. Local governments do not need to provide proof of incorporation. (Proof of incorporation for the applicant organization has been attached to this application)
 |
| [ ]  **Yes** [ ]  **No**

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 | [ ]  **Yes** [ ]  **No** [ ]  **N/A (Local Governments only)** |
| 1. **Maryland county/counties in which work will be completed (Please select below. Please note that Somerset, Wicomico, and Worcester Counties are considered Lower Eastern Shore.)**
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|

|  |  |  |  |
| --- | --- | --- | --- |
| [ ] Allegany County | [ ] Cecil County | [ ] Kent County | [ ] Washington County |
| [ ] Anne Arundel County | [ ] Charles County | [ ] Montgomery County | [ ]  Worcester County |
| [ ] Baltimore City | [ ] Dorchester County | [ ] Prince George’s County | [ ] Wicomico County |
| [ ] Baltimore County | [ ] Frederick County | [ ] Queen Anne’s County |
| [ ] Calvert County | [ ] Garrett County | [ ] Somerset County |
| [ ] Caroline County | [ ] Harford County | [ ] St. Mary’s County |
| [ ] Carroll County | [ ] Howard County | [ ] Talbot County |

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| 1. **Are you located within Washington Gas and Light (“WGL”) territory?**
 |
| [ ] Yes[ ] No  |
| 1. **Organization Overview:** Please provide MEA with a brief description (500 words or less) of your organization’s mission and/or purpose, as well as an overview of your organizational structure. **If applicable, please provide a link to your organization’s website.**
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**Section 2: Proposed Project**

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| 1. **Total Program Request**
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|  **$** |
| 1. **What is the average estimated energy demand of your project in normalized dekatherms per month? (Please see funding announcement for acceptable supporting documentation)**
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| 1. **If you are an Existing facility. Please separately attach**: Data from the most recent 12 consecutive months’ natural gas consumption volume. If natural gas consumption volume data is not readily available, then applicants shall provide fuel consumption invoices, utility bills, or another acceptable third party accounting. Applicants may petition MEA in writing, for an alternative time period and method for the baseline which MEA may approve.
 | 1. **If your project is To-be-constructed facilities. Please separately attach:** 12 consecutive months’ projected natural gas consumption volume; and assuming the installation of energy code-minimum equipment, technology, building materials, etc. Applicants may petition MEA in writing, for an alternative time period and method for the baseline which MEA may approve.
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| 1. **Project Timeline:** In the second column of the table below, please list the expected completion date for each project milestone. Assume that **March 1, 2020** is the latest that your potential grant funds will be available. Construction and installation of your project must be completed by **November 16, 2022,** with final reports and invoices submitted to MEA by **December 14, 2022.** Draft the project timeline accordingly to comply with this timeframe, taking into consideration scheduling concerns that may impact your organization (facility schedules, holidays, weather, etc.), as well as equipment and material lead times.
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| **Project Milestone** | **Expected Completion Date** |
| Receive Potential Grant Agreement from MEA | **(No later than March 1, 2020)** |
| Ground Breaking (Up to 30% of the grant award amount will be available) | Click or tap here to enter text. |
| Work 50% Complete | Click or tap here to enter text. |
| Complete Construction & Installation | Click or tap here to enter text.**(No later than November 16, 2022)** |
| Submit Final Reports to MEA | Click or tap here to enter text.**(No later than December 14, 2022)** |

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**Section 3: Program Eligibility Requirements:**

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| 1. **What type of organization is applying?**
 |
| [ ] Commercial[ ] Industrial[ ] State Government[ ] Local Government[ ] Non-profit Organization |
| 1. **What is the nature of the applicant? (Please select all applicable boxes)**
 |
| [ ] New customer[ ] Customer converting their operations to natural gas[ ] Re-integration of previous natural gas customer who no longer possess natural gas infrastructure or functional natural gas infrastructure[ ] Benefit for an existing customer who is not presently utilizing their natural gas infrastructure and/or are seeking to expand their energy demand |
| 1. **Are you in Good Standing with the** [**Maryland State Department of Assessments and Taxation**](https://dat.maryland.gov/Pages/default.aspx) **(“SDAT”)? (If yes, please attach to the application. If no, please provide an explanation separately.)**
 |
| [ ] Yes[ ] No |
| 1. **Please discuss any concerns of the county government within which the project is located. Please provide the date on which you met with council members, their representatives, or representatives for the county in question.**
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|  |
| 1. **Is your project located within a One Maryland Economic Development Zone? (If you are unsure, please refer to this** [**link**](https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=1cc479d2dc3948239f0c47bda8b6967e)**?**
 |
| [ ] Yes[ ] No |

**Section 4: Agreement to Terms, Conditions, and Signature**

**By signing this Application, I certify under penalty of perjury that the information provided in the electronic Application and all of its attachments is complete, accurate, and true. I further certify that I am authorized to submit this Application on behalf of the Applicant, and to agree to the terms and conditions stated below:**

1. Applications are to be **submitted electronically no later than 11:59 p.m. Eastern Time, December 11, 2019, and** grants will be awarded on a competitive basis, with applications incorporating State Facilities on the Lower Eastern Shore in Maryland given added preference.
2. The infrastructure will be located in the State of Maryland, and all measures approved for a grant shall stay in Maryland.
3. Submission of this application does not guarantee that my organization or I will be awarded a grant for the proposed energy infrastructure project.
4. The equipment for the proposed project shall not be purchased or installed prior to the execution of Grant Agreement.
5. Entities selected for the Grant Program will receive up to 30% of the award upon verification of ground breaking, and the remaining funds upon verification of project commissioning (subject to availability).
6. Subject to General Provisions § 4-501(c) of the Maryland Annotated Code, MEA is required to disclose that the collection of any personal identifying information that will be requested (such as tax ID numbers) will be used to evaluate applications and document completion of approved projects. Refusal to provide personal information may result in disqualification of the application. Such information is not intended to be made available to the public or shared with any other entity, and will be subject to the protections afforded under the Public Information Act. An applicant submitting such information will have the right to inspect, correct, or amend such information.
7. The Maryland Energy Administration (MEA) or its representative(s) may use photos and video of my facility, and data presented in any report made to MEA or the PSC for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, and other applicable laws, will not divulge any confidential information or trade secrets.
8. Representatives of the Grant Program may access the project in order to conduct site inspections and measurement and verification activities
9. The Applicant will provide MEA with a completed IRS W9 Form. All Applicant information on the W-9 Form must match the information provided on this Application.
10. The grant received through this program is taxable as income and shall be reported as income on federal and state tax returns; therefore, the State of Maryland will be sending a 1099-G form. For more information, applicants should contact a qualified tax professional.
11. Program Terms & Conditions are subject to change.
12. Any grant payment will be contingent upon the successful inspection of all equipment installed.
13. MEA and its contractors make no representation or warranty and assume no liability with respect to quality, safety, performance, or other aspect of any energy infrastructure installed pursuant to this application, and expressly disclaim any such representation, warranty, or liability.
14. Program funding is limited as outlined in the Notice of Grant Availability for the MEA FY20 Maryland Anchor Customer Grant Program document.
15. Applicants may only apply for grants to cover the same project over multiple annual program cycles up to, but not exceeding, $3,000,000 or 30% of the total project cost in consecutive program years only.

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

 *Typing your name constitutes a signature*

 **Name and Title (Please Print): Click or tap here to enter text.**

 **Organization Name: Click or tap here to enter text.**

 **Date: Click or tap to enter a date.**