

**Application**

**Maryland Energy Administration**

**Resilient Maryland Pilot Program**

**Application Deadline: 11:59 p.m. EDT, May 5, 2020**

**Instructions:** Please read the application thoroughly and complete all sections. Since accurate information is important in reviewing your application, please submit with required supplemental documents to explain your project. The Maryland Energy Administration (MEA) strongly recommends that you read the **Notice of Availability** *before completing this application.* ***Submit this application and all required attachments via email to*** [***RMP.MEA@Maryland.gov***](mailto:RMP.MEA@Maryland.gov)***.***

Application checklist

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|  | Before starting the application, please verify you have met the following requirements and obtained the following documents as they will be required to be uploaded to submit the application.  **NOTE: Failure to submit these required documents may result in your application being rejected.** |

**Step 1: Verify your project meets the following requirements:**

The Microgrid, CHP system, or Resiliency Hub will be located within Maryland.  
 The project for which this Application is submitted includes requests only for its feasibility, engineering, financial, environmental, and/or public benefit analysis.  
 The Microgrid, CHP system, or Resiliency Hub will be installed on a Campus or Facility as defined by the **Notice of Availability.**

**Step 2: Verify that you have the following documents ready to upload:**

**Complete and Signed Application Form** **Authorized Signature** provide an authorized signature on this document (found at the end)  
 **Project Proposal** *(instructions on required content are detailed under each AOI subsection in Section 2: Project Information)* **Estimated budget for the Project** (note that this is the definition of Project per the Notice of Availability, and **NOT** the hard and soft asset costs for equipment). ***For AOI 2 and AOI 3 Projects Only:*****Utility Bills corresponding to usage data** **Electrical and Natural Gas/Fuel (if applicable) Utility Tariff/Rate Schedule(s)** **Letter(s) of Commitment for Leveraged Funds** *(as applicable, e.g. utility incentives\*, grants, loans, etc.)* **Certificate of Good Standing from Maryland SDAT** *(as applicable, see p. 2 for details)* **Completed IRS Form W9**

section 1: applicant information

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| **Organization Name** | Click or tap here to enter text. |
| **Type of Organization\*** | Choose an item. |

*\*MEA considers Critical Infrastructure facilities as they are defined by the U.S. Department of Homeland Security,* [*https://www.cisa.gov/critical-infrastructure-sectors*](https://www.cisa.gov/critical-infrastructure-sector)

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| **Organization Street Address** | | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | | **State** | [Select] | **Zip Code** | Click or tap here to enter text. |
| **Federal Tax ID Number** | | Click or tap here to enter text. | | | | | |

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| **Authorized Representative (First and Last Name)\*** | | Click or tap here to enter text. | | |
| **Title** | | Click or tap here to enter text. | | |
| **Phone Number** | Click or tap here to enter text. | | **Email Address** | Click or tap here to enter text. |

***\*Individual with signatory authority to enter into a Grant Agreement with MEA. The Grant Agreement will use this name and title.***

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| **Application Point of Contact (First and Last Name)\*** | | Click or tap here to enter text. | | |
| **Title** | | Click or tap here to enter text. | | |
| **Phone Number** | Click or tap here to enter text. | | **Email Address** | Click or tap here to enter text. |

***\*Individual whom MEA can contact with questions or concerns regarding the material in the Application Package.***

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| **Project Point of Contact (First and Last Name)\*** | | Click or tap here to enter text. | | |
| **Title** | | Click or tap here to enter text. | | |
| **Phone Number** | Click or tap here to enter text. | | **Email Address** | Click or tap here to enter text. |

***\*Individual whom MEA can contact throughout the Project, if selected for a Grant.***

**Is the organization in Good Standing with the** [**Maryland State Department of Assessments and Taxation (SDAT)**](https://dat.maryland.gov/Pages/default.aspx)**[[1]](#footnote-1)?**

**Yes (Attach a Certificate of Status[[2]](#footnote-2))  Exempt (Nonprofit or Government)  No (Please Explain Below)**

*If No, please explain:* Click or tap here to enter text.

section 2: project information

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| **Area of Interest (AOI)** | Choose an item. |

**AOI 1: COMMUNITY/CAMPUS MICROGRID PLANNING PROJECTS ONLY**

*The following subsection applies only to projects under AOI 1.*

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| **What is the scale of the Microgrid under consideration?** | | Choose an item. | |
| **Approximately how many buildings will be connected to the Microgrid?** *(Must be at least two (2)).* | | | Choose an item. |
| **What technologies are under consideration for this Microgrid? Select all that apply.** | | | |
| Solar Photovoltaics (PV)  Wind Turbines  Battery Storage  Thermal Storage  Electrolysis (Hydrogen Storage)  Backup Diesel Generators | Reciprocating Gas/Biogas Engine  Gas or Steam Turbine/Microturbine  Fuel Cell  Anaerobic Digestion (Biogas from organic waste)  Heat Recovery Steam Generator (HRSG)  Other (Specify Below) | | |
| *If Other, please explain:* Click or tap here to enter text. | | | |

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| **Local Electric Utility:** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Local Gas Utility (if applicable):** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Other Fuel Utility (as applicable, specify type of fuel):**  Click or tap here to enter text. | **Company Name:** Click or tap here to enter text. |

**Please describe the community, campus, or geographic boundaries of the anticipated microgrid. A map or satellite photo from Google Earth, GIS, or similar 3D representation indicating the scope and boundaries of the anticipated microgrid will be helpful in evaluating the proposal.**

Click or tap here to enter text.

**Project Proposal Instructions**

An AOI 1 project proposal must include information on:

* Community/campus description (include facility types, customer types (residential, commercial, etc.), and a general description of the community/campus);
* A local or campus workgroup is required. Please describe the anticipated workgroup composition (e.g., participants and organizations, size and mission) and how the workgroup will be convened. Existing workgroups specific to resiliency may be used to fulfill this requirement.
* Preliminary justifications for Microgrid analysis, which include expected benefits to subscribers, community resilience, the local economy, and environment.
* Summary of committed and anticipated partners;
* A detailed description of how the funds will be utilized to gauge: project feasibility; preliminary engineering and design; financial modeling; potential obstacles; projected: energy generation, greenhouse gas reductions, efficiency gains, and energy cost savings; and *(if community-scale)* impact on subscriber utility tariffs. The Applicant may apply for funds for energy vulnerability assessments but must combine this with at least one of the proceeding elements.
* Describe how the local electricity and/or natural gas utility will be involved in planning.
* The proposed project timeline **(Each project must be completed no later than May 31, 2021, with all final deliverables due to MEA by no later than June 30, 2021).**

**AOI 2: SINGLE FACILITY MICROGRID PLANNING PROJECTS ONLY**

*The following subsection applies only to projects under AOI 2.*

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| **Facility Name** | Click or tap here to enter text. |
| **Type of Facility\*** | Choose an item. |

*\*MEA considers Critical Infrastructure facilities as they are defined by the U.S. Department of Homeland Security,* [*https://www.cisa.gov/critical-infrastructure-sectors*](https://www.cisa.gov/critical-infrastructure-sector)

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| **Facility Street Address** | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | **State** | MD | **Zip Code** | Click or tap here to enter text. |

**Is this facility owned or leased by the Applicant?**   Owned  Leased  No Affiliation

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| **What technologies are being considered for this Microgrid? Select all that apply.** | |
| Solar Photovoltaics (PV)  Wind Turbines  Battery Storage  Thermal Storage  Electrolysis (Hydrogen Storage)  Backup Diesel Generators | Reciprocating Gas/Biogas Engine  Gas or Steam Turbine/Microturbine  Fuel Cell  Anaerobic Digestion (Biogas from organic waste)  Heat Recovery Steam Generator (HRSG)  Other (Specify Below) |
| *If Other, please explain:* Click or tap here to enter text. | |

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| **Local Electric Utility:** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Local Gas Utility (if applicable):** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Other Fuel Utility (as applicable, specify type of fuel):**  Click or tap here to enter text. | **Company Name:** Click or tap here to enter text. |

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| **Current Annualized Energy Profile** | | |
| Annual Electricity Consumption | Click or tap here to enter text. | **kWh** |
| Annual Peak Demand | Click or tap here to enter text. | **kW** |
| Annual Average Demand | Click or tap here to enter text. | **kW** |
| Annual Gas Consumption (if applicable) | Click or tap here to enter text. | **therms  CF  MMBtu** |
| Annual Other Fuel (if applicable, specify): Click or tap here to enter text. | Click or tap here to enter text. | **Unit: Click or tap here to enter text.** |

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| **Current Annual Energy Expenses** | |
| Annual Electricity Expense | **$** Click or tap here to enter text. |
| Annual Gas Expense (if applicable) | **$** Click or tap here to enter text. |
| Annual Other Fuel (if applicable, specify): Click or tap here to enter text. | **$** Click or tap here to enter text. |

**Project Proposal Instructions**

An AOI 2 project proposal must include information on:

* Current facility description;
* Current energy infrastructure (utility feeder(s), HVAC system, boilers, chillers, process-specific equipment, etc.);
* Most recent 12 consecutive months of electricity data;
* *If applicable*: Most recent 12 consecutive months of natural gas/other fuel data (months must be the same as electricity data);
* A detailed description of how the funds will be utilized to gauge: project feasibility; preliminary engineering and design; financial modeling; potential obstacles; projected: energy generation, greenhouse gas reductions, efficiency gains, and energy cost savings; and impact on utility rate(s) (e.g., standby charges, etc.). An Applicant may apply for funds for energy vulnerability assessments but must combine this with at least one of the proceeding elements.
* The proposed project timeline **(Each project must be completed no later than May 31, 2021, with all final deliverables due to MEA by no later than June 30, 2021).**

**AOI 3: ADVANCED CHP PLANNING AND DESIGN PROJECTS ONLY**

*The following subsection applies only to projects under AOI 3.*

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| **Facility Name** | Click or tap here to enter text. |
| **Type of Facility\*** | Choose an item. |

*\*MEA considers Critical Infrastructure facilities as they are defined by the U.S. Department of Homeland Security,* [*https://www.cisa.gov/critical-infrastructure-sectors*](https://www.cisa.gov/critical-infrastructure-sector)

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| **Facility Street Address** | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | **State** | MD | **Zip Code** | Click or tap here to enter text. |

**Is this facility owned or leased by the Applicant?**   Owned  Leased  No Affiliation

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| **What type of CHP unit(s) are under consideration for this facility?** | |
| Reciprocating Gas/Biogas Engine  Gas or Steam Turbine/Microturbine  Fuel Cell  Other (Specify Below) | Anaerobic Digestion (Biogas from organic waste)  Heat Recovery Steam Generator (HRSG)  Energy Storage (Battery, Thermal, etc.) |
| *If Other, please explain:* Click or tap here to enter text. | |

**A project must design for black start and islanding capability\*. Please confirm that black start and islanding capability will be included as part of the analysis.**  Yes   
 *\*Black start capability allows the CHP unit to start without grid power, and islanding capability means the unit can operate independent of grid power.*

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| **Current Annualized Energy Profile** | | |
| Annual Electricity Consumption | Click or tap here to enter text. | **kWh** |
| Annual Peak Demand | Click or tap here to enter text. | **kW** |
| Annual Average Demand | Click or tap here to enter text. | **kW** |
| Annual Gas Consumption (if applicable) | Click or tap here to enter text. | **therms  CF  MMBtu** |
| Annual Other Fuel (if applicable, specify): Click or tap here to enter text. | Click or tap here to enter text. | **Unit: Click or tap here to enter text.** |

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| **Local Electric Utility:** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Local Gas Utility (if applicable):** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Other Fuel Utility (as applicable, specify type of fuel):**  Click or tap here to enter text. | **Company Name:** Click or tap here to enter text. |

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| **Current Annual Energy Expenses** | |
| Annual Electricity Expense | **$** Click or tap here to enter text. |
| Annual Gas Expense (if applicable) | **$** Click or tap here to enter text. |
| Annual Other Fuel (if applicable, specify): Click or tap here to enter text. | **$** Click or tap here to enter text. |

**Project Proposal Instructions**

An AOI 3 project proposal must include information on:

* Current facility description;
* Current energy infrastructure (utility feeder(s), HVAC system, boilers, chillers, process-specific equipment, etc.);
* Most recent 12 consecutive months of electricity data;
* *If applicable*: Most recent 12 consecutive months of natural gas/other fuel data (months must be the same as electricity data);
* A detailed description of how the funds will be utilized to gauge: project feasibility; preliminary engineering and design; financial modeling; potential obstacles; projected: energy generation, greenhouse gas reductions, efficiency gains, and energy cost savings; and impact on utility rate(s) (e.g., standby charges, etc.).
* The proposed project timeline **(Each project must be completed no later than May 31, 2021, with all final deliverables due to MEA by no later than June 30, 2021).**

**AOI 4: RESILIENCY HUB PLANNING AND DESIGN PROJECTS ONLY**

*The following subsection applies only to projects under AOI 4.*

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| **Primary Facility Name** | Click or tap here to enter text. |
| **Type of Facility\*** | Choose an item. |

*\*MEA considers Critical Infrastructure facilities as they are defined by the U.S. Department of Homeland Security,* [*https://www.cisa.gov/critical-infrastructure-sectors*](https://www.cisa.gov/critical-infrastructure-sector)

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| **Facility Street Address** | | Click or tap here to enter text. | | | | |
| **City** | Click or tap here to enter text. | | **State** | MD | **Zip Code** | Click or tap here to enter text. |

**A Resiliency Hub that will primarily benefit Low-to-Moderate Income (LMI) Marylanders will receive more favorable consideration in MEA funding decisions. Will this Resiliency Hub primarily benefit LMI Marylanders?**

Yes  No

|  |  |  |
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| **Approximately how many buildings will be connected to the Resiliency Hub?** | | Choose an item. |
| **What technologies are under consideration for this Resiliency Hub? Select all that apply.** | | |
| Solar Photovoltaics (PV)  Wind Turbines  Battery Storage  Thermal Storage  Electrolysis (Hydrogen Storage)  Backup Diesel Generators | Reciprocating Gas/Biogas Engine  Gas or Steam Turbine/Microturbine  Fuel Cell  Anaerobic Digestion (Biogas from organic waste)  Heat Recovery Steam Generator (HRSG)  Other (Specify Below) | |
| *If Other, please explain:* Click or tap here to enter text. | | |

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| **Local Electric Utility:** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Local Gas Utility (if applicable):** | Choose an item. |
| *If Other, specify:* | Click or tap here to enter text. |
| **Other Fuel Utility (as applicable, specify type of fuel):**  Click or tap here to enter text. | **Company Name:** Click or tap here to enter text. |

**Project Proposal Instructions**

An AOI 4 project proposals must include information on:

* Current facility description(s);
* Description of the community that will benefit from the Resiliency Hub (location, approximately how many residents are LMI, evacuation routes, etc.);
* Preliminary justifications for Microgrid analysis, which include expected benefits to the local economy, the local community, and environmental benefits;
* A detailed description of how the funds will be utilized to gauge: project feasibility; preliminary engineering and design (to include determination of energy loads and times); financial modeling; potential obstacles; projected: energy generation, greenhouse gas reductions, efficiency gains, and energy cost savings; and impact on utility rate(s) (e.g. standby charges, etc.).
* The proposed project timeline **(Projects must be complete no later than May 31, 2021, with all final deliverables due to MEA by no later than June 30, 2021).**

section 3: applicant contributions and leveraged funds

At minimum, each Applicant is expected to contribute donated work hours to the Project. Additional contributions, such as additional funding, are highly encouraged, and may impact MEA’s decision to fund the Project. Please specify below how the Applicant will contribute (select all that apply):

Donated Work Hours (Specify Estimated Number of Hours): Click or tap here to enter text.

Matching Funds (Specify Amount): Click or tap here to enter text.  Dollars ($) OR  Percentage (%) of Total Cost

Leveraged Funds (e.g. Third-party donation, grant, etc.): $ Click or tap here to enter text.

Other (Specify): Click or tap here to enter text.

**Each Applicants is HIGHLY ENCOURAGED** **to participate in incentive programs offered by the local utility.** Generally, all five (5) major EmPOWER MD utilities (BGE, PEPCO, Potomac Edison, SMECO, and Delmarva Power & Light (DPL)) offer incentives for energy efficient technologies and combined heat and power (CHP) systems. **However, the Applicant should check with its respective utility to identify the specific incentives that are available.**

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| **By checking this box, I affirm that the Applicant will consult with its local utility companies to obtain information on incentives available for technologies under consideration in its Project.** |

section 4: applicant certification and signature

**By signing this Application, I certify under penalty of perjury that the information provided in this 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 accepted and Grants are awarded on a competitive basis, with applications to be **submitted electronically no later than 11:59 P.M. Eastern Time, May 5, 2020.** If submitting via U.S. Mail (to include the U.S. Postal Service and private couriers), applications must be received by MEA no later than 5:00 P.M. Eastern Time, May 5, 2020.
2. The project for which I am requesting these funds, if ultimately installed, will be located on facility/facilities within the State of Maryland.
3. I acknowledge that the use of any funds awarded under this Grant Program for projects benefitting facilities and/or offtakers not located within the State of Maryland **is strictly prohibited.**
4. I acknowledge that submission of this application does not guarantee that I will be awarded a Grant for the proposed project.
5. Any funds awarded under this Grant Program will not be used for any soft or hard costs associated with Microgrid, advanced CHP, or Resiliency Hub physical assets.
6. Costs for any project component awarded under this Grant Program shall not be incurred prior to the execution of a Grant Agreement with the Maryland Energy Administration (MEA).
7. If selected for a Grant, MEA reserves the right to set the final award amount at its discretion.
8. The Maryland Energy Administration (MEA) or its representative(s) may use photos and video of my facility (or the facility under analysis, subject to written agreement with MEA by the facility owner), and data presented in my final reports 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.
9. The Applicant will provide MEA with a completed IRS Form W9. All Applicant information on the Form W9 must match the information provided on this Application.
10. Under penalties of perjury, I, the Applicant, certify that: the Federal Tax Identification Number on this form is my correct Tax Identification Number (or I am waiting for a number to be issued to me); 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 W9).

1. Any Grant received through this program is taxable as income; therefore, if a Grant is awarded to this project, 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.
2. Representatives of the Grant Program may access my facility or the facility under analysis (subject to written agreement with MEA by the facility owner) in order to conduct site inspections and measurement and verification activities, and to take photos or videos of the project.
3. Program Terms & Conditions are subject to change at the discretion of MEA.
4. Any Grant payment will be contingent upon the successful MEA review and approval of Grantee progress reports and requests for reimbursement with supporting documentation.
5. Program funding is limited as outlined in the Resilient Maryland Pilot Program Notice of Availability.

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| **AUTHORIZED APPLICANT SIGNATURE** | |
| **Authorized Signature:** |  |
| **Name (First and Last):** | Click or tap here to enter text. |
| **Title:** | Click or tap here to enter text. |
| **Organization Name:** | Click or tap here to enter text. |
| **Date:** | Click or tap here to enter text. |

**SUBMIT THIS APPLICATION VIA EMAIL TO:**

**>>>** [**RMP.MEA@Maryland.gov**](mailto:RMP.MEA@Maryland.gov) **<<<**

Alternatively, an Applicant may submit an Application package via U.S. Mail (to include the U.S. Postal Service and private couriers) or by hand-delivery **by no later than 5:00 P.M. EDT, May 5, 2020** (MEA must **receive** mailed Application Packages by this deadline) to:

Maryland Energy Administration  
 Attn: Resilient Maryland Program  
 1800 Washington Blvd. Ste 755  
 Baltimore, MD 21230

Any questions or concerns regarding Program requirements, Application instructions, or general Resilient Maryland questions should be directed to **Brandon Bowser, Energy Program Manager,** at [BrandonW.Bowser@Maryland.gov](mailto:BrandonW.Bowser@Maryland.gov) or via phone at (410) 537-4086.

1. [*https://dat.maryland.gov/Pages/default.aspx*](https://dat.maryland.gov/Pages/default.aspx) [↑](#footnote-ref-1)
2. *Obtainable from SDAT at* [*https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx*](https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx) [↑](#footnote-ref-2)