**Instructions:** Please read the application thoroughly and complete all sections. Complete and accurate information is imperative in ranking your application – be sure to complete all fields as accurately as possible and attach supporting documentation. *Before completing the application, please read the FY18 C&I Application Information and Requirements document, available on the C&I webpage under the “How To Apply” section at* [*http://energy.maryland.gov/business/Pages/incentives/empowermdcigp.aspx*](http://energy.maryland.gov/business/Pages/incentives/empowermdcigp.aspx)*.*

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**APPLICATION DEADLINE: 5:00 P.M. on Tuesday, November 14, 2017**

**Application Checklist**

**Applicants must meet ALL of the following requirements in order for the application to be considered for funding (check each box):**

[ ]  No equipment has been purchased and no work has begun on the proposed project.
[ ]  This project includes multiple energy efficiency measures.
[ ]  This project meets the requirement for at least 15% estimated electricity savings through the proposed energy
 efficiency measures.
**All of the following attachments must be provided:**

[ ]  Application Part 2 of 2 (a separate copy must be submitted for each site in your proposal)
[ ]  12 months of electric utility bills
[ ]  The Utility Addendum summarizing electric utility costs
[ ]  Contractor bid(s)
[ ]  Applicant’s monthly project plan
[ ]  Application for utility incentives (if the utility offers an incentive program)
[ ]  Certificate of Status from the [Maryland Department of Assessments and Taxation](http://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx)
[ ]  Multi-Site Addendum (if your proposed project covers more than one project site)
**Will this application cover more than one project site?** [ ]  Yes [ ]  No, only one site
*If yes, you must submit a completed copy of the Multi-Site Addendum.*

**Guidelines for Application Submission
Follow these steps to successfully submit your application:**

1. When you have completed your application, go to the File menu, select “Save As” and select “PDF.”
2. Name your file in the following format: “LASTNAME\_BUSINESSNAME\_MMDDYY”. For example, an application submitted by Kathy Davis for ABC Company on October 12, 2017 would be named as follows: “DAVIS\_ABCCompany\_101217”.
3. Once the file has been saved, email it as an attachment along with the required application attachments to MEACIProgram@sra.com. Use “FY18 MEA C&I Grant Application” in the email subject line.
4. Email transmissions are limited to 20 MB per email. If your files are too large for a single email, please number your emails consecutively in the subject line (e.g. “FY18 MEA C&I Grant Application – Submission 1 of 3”, etc.).
5. You should receive a confirmation email within 24 hours of your submission. If you do not receive this email within 24 hours, please contact Madeline Koewler of CSRA (MEA’s Technical Assistance contractor), at Madeline.Koewler@csra.com.

**Troubleshooting:**If your files are too large to submit in 2 or 3 emails, please contact Madeline Koewler at Madeline.Koewler@csra.com to request access to an FTP site NO LATER THAN 12:00 P.M. on Monday, November 13, 2017. Applications can also be delivered to MEA’s offices, located at 1800 Washington Boulevard, Suite 755, Baltimore, MD 21230 by no later than 5:00 P.M. on Tuesday, November 14, 2017.

**SECTION A: Applicant Information**

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**Applicant Organization (Entity to which payments will be made)**

|  |  |
| --- | --- |
| Company Name | Contact Name/Title |
|  |  |
| Company Address | City | State | Zip Code |
|  |  | MD |  |
| Phone Number | Email Address |
|  |  |

**Partner/Contractor Information**

|  |  |
| --- | --- |
| Company Name | Contact Name/Title |
|  |  |
| Company Address | City | State | Zip Code |
|  |  | MD |  |
| Phone Number | Email Address |
|  |  |

**SECTION B: Terms and Conditions**

**By signing and dating the application below, I agree to be bound by the following terms and conditions:**

1. Applications are accepted and grants are awarded on a competitive basis. Applications must be submitted no later than 5:00 P.M. on Tuesday, November 14, 2017. Electronic applications are strongly encouraged and should be submitted to MEACIProgram@sra.com. Refer to the Guidelines for Application Submission section on Page 1 for more detailed instructions.
2. The equipment for the proposed project shall not be purchased or installed prior to the execution of a Grant Agreement between the Applicant Organization and the Maryland Energy Administration (“MEA”).
3. The project site(s) is (are) located in the State of Maryland and any grant-funded upgrades will remain installed at the project site(s) for the entire useful life of the measure.
4. Submission of this application package does not guarantee that the Applicant Organization will be awarded for the proposed energy efficiency project.
5. The energy efficiency retrofits/upgrades will achieve at least 15% electricity savings for the site(s) or treated/updated space(s).
6. The Applicant Organization will apply for all other applicable incentives and grants and will notify MEA of all leveraged funding that is received.
7. MEA and its representative(s) may use photos and video for the facility for marketing, publicity, and advertising purposes. MEA and its representative(s), subject to the Maryland Public Information Act and any other applicable law, will not divulge confidential information or trade secrets. Grantees may review and approve any photos and videos taken of their facility.
8. If this project is approved for a Commercial & Industrial Grant, the Applicant Organization will provide MEA with a complete and accurate IRS W-9 Form. All Applicant Organization information on the W-9 Form must match the information provided on this application form.
9. Commercial & Industrial Grants are considered taxable as income and will be reported on the Applicant Organization’s Federal and State tax returns.
10. Authorized representatives of the Commercial & Industrial Grant Program may access the project site(s) in order to conduct energy audits, site inspections, or measurement and verification activities.
11. I have read and agree to all requirements, restrictions, and limitations described in the FY18 C&I Application Information and Requirements document provided in the “How to Apply” section of the [FY18 Commercial & Industrial Grant Program webpage](http://energy.maryland.gov/business/Pages/incentives/empowermdcigp.aspx) on MEA’s website.

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1. The Program Terms & Conditions, requirements, restrictions, and limitations are subject to change at the sole discretion of MEA.
2. If awarded, MEA will issue payments under the Grant upon the successful inspection of the installed equipment.
3. 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.
4. In accordance with Section 10-624(c) of the State Government Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:
	* The information being requested by the Application is necessary to document the completion of the project and to ensure the installation of a qualifying system.
	* Failure to provide all required information ends any obligation to you under this program.
	* If you are awarded a grant, upon submission for payment, some of this information will be provided to other agencies of the State to process the payment of the grant.
	* Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland’s Public Information Act as set forth in Sections 10-611 *et. seq.* of the State Government Article. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.

**I have read, understand, and agree to these terms and conditions.**

|  |  |
| --- | --- |
| Authorized Applicant Signature | Partner/Contractor Signature\* |
|  |  |
| Name (please print) | Name (please print)\* |
|  |  |
| Title | Title\* |
|  |  |
| Company Name | Partner/Contractor Name\* |
|  |  |
| Date | Date |
|  |  |

 \*If partner/contractor prepared the application