**MEA Combined Heat and Power Grant Program**

**Groundbreaking Disbursement Request**

**Grantees are encouraged to submit their Groundbreaking Disbursement Requests using MEA’s online** [**Groundbreaking Disbursement Request Portal**](https://form.jotform.com/220835710620043)**[[1]](#footnote-1) in lieu of this form.**

**Section 1: Grantee Information**

|  |  |
| --- | --- |
| **MEA Grant Number\*** |  |

*\*The number specified in the Grant Agreement (e.g. 2021-00-456S2)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Grantee Name** | | **Federal Tax ID** | |
|  | |  | |
| **Grantee Address as Reported on IRS Form W9** | | | |
|  | | | |
| **City** | **State** | | **Zip Code** |
|  |  | |  |
| **Contact Name** | **Contact Title** | | |
|  |  | | |
| **Phone Number** | **Email Address** | | |
|  |  | | |

**Section 2: Disbursement Request Amount and Signature**

|  |  |  |
| --- | --- | --- |
| **Total Grant Amount *(As indicated in the Grant Agreement)*** | **Multiplier**  ***(Groundbreaking incentive can be up to 30% of the Total Grant Amount)*** | **Disbursement Request from MEA**  ***(Multiply the Total Grant Amount by the Multiplier)*** |
| $ | % | $ |

By signing this invoice, I affirm that the CHP project for which this award was executed is in compliance with all terms, conditions, and requirements of the Grant Agreement.

***For FY20 and Newer Projects only:*** I affirm that all activities funded through the Program award have been completed in compliance with section 9-20B-05 of the State Government Article which requires that at least 80% of workers participating in a project or program that receives money from the Strategic Energy Investment Fund ("SEIF") must reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland’s borders. In addition, and if applicable to my organization, I affirm that this project also complies with §14-416 and §17-303 of the State Finance and Procurement Article.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature of Authorized Representative** | | | OFFICIAL USE ONLY | |
| **X** | | | ☐ | OK TO PAY |
| AMOUNT: |  |
| **Printed Name** | **Title** | **Date Signed** |  | |
|  |  |  | MEA PM APPROVAL  SIGNATURE | |

**Section 3: Project Site Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Site Name** | | | | |
|  | | | | |
| **Project Site Address** | | | **City** | |
|  | | |  | |
| **State** | **Zip Code** | **County** | **Congressional District\*** | **MD Legislative District\*** |
| MD |  |  |  |  |

*\*Find your Congressional and MD Legislative Districts at* [*www.mdelect.net*](http://www.mdelect.net)

**Section 4: Required Attachments and Additional Notes**

(*Table continues on next page.)*

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| --- | --- |
| *The following attachments are* ***required*** *to receive the Groundbreaking Disbursement. Failure to submit any of the documents below will result in delay of payment until all missing information is submitted to the Maryland Energy Administration (“MEA”). If you have questions, concerns, or are uncertain about any of the documents below, please contact MEA at* [*CHP.MEA@Maryland.gov*](mailto:CHP.MEA@Maryland.gov) *or by calling (410) 537-4000.* | |
|  | |
| ☐ | **Complete and signed Groundbreaking Disbursement Request Form (this form)**  Please ensure that this form has been completely and accurately filled out. The Grantee’s Authorized Representative must sign the form on the first page. **Forms that are not signed will not be accepted.** |
| ☐ | **Developer/Contractor/Manufacturer Invoice(s)**  Attach one or more invoices for the CHP costs incurred so far. They should document that the unit has been delivered to the project site. |
| ☐ | **Customer Agreement**  Attach the executed purchase agreement between the Grantee and the CHP vendor (for Grantee-owned systems) or the Grantee and the power purchase agreement (PPA)/lease (for third party-owned systems). |
| ☐ | **CHP Manufacturer Cutsheets/Datasheets**  Attach the executed purchase agreement between the Grantee and the CHP vendor (for Grantee-owned systems) or the Grantee and the power purchase agreement (PPA)/lease (for third party-owned systems). |
| ☐ | **Finalized CHP System Design Drawings**  Attach one or more files documenting the finalized CHP system design drawings. |
| ☐ | **Permits**  Attach copies of all permits issued to the CHP system by all applicable authorities having jurisdiction. These typically include building, electrical, and Maryland Department of the Environment (MDE) air permits. Check with your local permitting authority and with MDE to determine what permits are required for the CHP system. If no permits are required, please attach a document stating that no permits were required with an explanation for why. |
| ☐ | **Utility Interconnection Agreement**  Attach a copy of the utility interconnection agreement for the CHP system. |
| ☐ | **Certificate(s) of Insurance**  Attach one or more Certificate(s) of Insurance (COI) evidencing that MEA has been named as an additional insured party pursuant to the insurance requirements of the Grant Agreement. |
| ☐ | **Warranty or Service Agreement**  Attach a copy of the warranty/service agreement for the CHP system. The minimum period of servicing/warranty is five (5) years. |
| ☐ | **CHP System Commissioning Plan**  Attach a copy of the CHP system's commissioning plan. |
| ☐ | **CHP System Photo(s)**  Attach one or more photos of the project site documenting that the CHP system has been delivered and construction has begun. |
| ☐ | **EmPOWER CHP Incentive Documentation (if applicable)**  If applicable, attach a copy of the utility approval letter documenting that an EmPOWER utility CHP incentive has been awarded to the CHP project. If not applicable, disregard this attachment request and explain in the Additional Notes section below why the CHP system will not receive an EmPOWER CHP Incentive (e.g. it's in a service territory without the incentive, etc.). |

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| **Additional Notes**  Enter any additional information you believe is relevant to the CHP System, this Groundbreaking Disbursement Request, (an) explanation(s) for why certain attachments have been omitted, etc. If you have no additional comments or information, leave this box blank. |
|  |

**COMPLIANCE EVALUATION REQUIREMENT**

The MEA CHP Program Manager will contact the Grantee Point of Contact to complete a Groundbreaking Compliance Evaluation for the CHP system. This can be done either in person as a site visitation and inspection by the CHP Program Manager or completed remotely by the Grantee and/or its representatives. Evaluation type is at the sole discretion of the MEA CHP Program Manager. **The Grantee is required to pass the Groundbreaking Compliance Evaluation in order to receive the Groundbreaking Disbursement.**

**SUBMIT THIS COMPLETED DISBURSEMENT REQUEST FORM TO MEA AT** [**CHP.MEA@MARYLAND.GOV**](mailto:CHP.MEA@MARYLAND.GOV)**.**

1. <https://form.jotform.com/220835710620043> [↑](#footnote-ref-1)