**FY18**

**Jane E. Lawton**

**Conservation Loan Program**

**Application Packet**



**Dear Prospective Applicant:**

Thank you for applying to the Maryland Energy Administration (“MEA”) Jane E. Lawton Conservation Loan Program (“Lawton Loan Program,” “the Program”). The Lawton Loan Program is a revolving loan fund that offers financial assistance to local governments, nonprofit organizations, and businesses for energy conservation purposes. Lawton Loans are structured so repayment is tied to actual savings from energy conservation measures.

This application package includes the following items:

1. Application Checklist (Pages 3 – 4)
2. Loan Application (Pages 5 – 6)
3. Building Information Worksheet (Page 7)
4. Energy Conservation Worksheet (Page 8 – 10)
5. Project Budget Worksheet (Pages 11 – 12)
6. Project Timetable Template (Page 13)
7. Certification Form (Page 14)
8. Instructions for Obtaining a Certificate of Good Standing (Page 15)

Lawton Loan Program applications may be submitted and are accepted on a rolling basis. All applications will be reviewed on a first-come, first-served basis. **All attachments are required; please include all attachments, marked as indicated (e.g., Attachment A to the Loan Application), with a completed application in one submission.** Incompleteness is the main source of delay during the application process, so please ensure that you provide complete and accurate information to avoid delays caused from insufficient information. You will be notified if any information is missing or if more information is required for a complete analysis during the review process. The review process can be lengthy, but you are welcome to call or email to request a progress report from time to time.

Please address all correspondence to:

Maryland Energy Administration
Attn: Lawton Loan Program
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230

Sincerely,

Brandon Bowser
Lawton Program Manager

1. **Lawton Loan Program Application Checklist**

|  |  |
| --- | --- |
| **Official Name of Organization** |  |
| **Date of Application** | Click or tap to enter a date. |

**Applicant Eligibility**

Please indicate your organization type:

[ ]  Local Government (includes boards of education, colleges, and universities)

[ ]  Nonprofit Organization (includes private schools and hospitals)

[ ]  For-profit Organization (businesses that are registered to do business in Maryland)

[ ]  Other (If your organization falls into the “Other” category, please explain in the space below.)

|  |
| --- |
|  |

**Project Eligibility**

All proposed projects must meet the following criteria:

1. Proposed project is in a building (or in a number of buildings) owned or leased by the Applicant organization [ ]  **Yes** [ ]  **No**
2. Proposed project is located within the State of Maryland [ ]  **Yes** [ ]  **No**
3. Proposed project has a simple payback period of 10 or fewer years (Refer to the Project Budget Worksheet for directions on payback calculations.) [ ]  **Yes** [ ]  **No**

**If your organization is not an eligible entity or does not meet all three of the Project Eligibility criteria, your organization is ineligible to receive a Lawton Loan.**

**Application Checklist**

All of the following items are required for a complete Lawton Loan application:

[ ]  Loan Application (including Attachments A and B)

[ ]  Building Information Worksheet (including Attachments A and B and a legal land description)

[ ]  Energy Conservation Worksheet

[ ]  Project Budget Worksheet (including Attachments A and B, if applicable)

[ ]  Project Timetable Template (including Attachment A (if applicable) and Attachment B)

[ ]  Certification

[ ]  Application Fee ($250.00)

It is not mandatory, but it is strongly recommended, to also include the following:

[ ]  Feasibility Study

[ ]  Energy Audit

[ ]  Completed Utility Rebate Application

You may also be required to include, based on the structure of your organization:

[ ]  Organization Bylaws

[ ]  Articles of Incorporation (nonprofit and business Applicants only)

[ ]  Three Years of Financial Statements (businesses only)

[ ]  IRS Tax Forms (nonprofits only)

[ ]  Certificate of Good Standing\* from the State Department of Assessments and Taxation

[ ]  Roster of Board Directors (nonprofits only)

[ ]  General Information on Services Provided or Goods Produced (businesses only)

*\*Maryland Certificates of Good Standing are valid for three (3) months. An updated Certificate of Good Standing may be required at the time of closing.*

**Note:** *If your organization is unable to provide any of the required items in the above checklist, please explain why:*

|  |
| --- |
|  |

If you have included any additional information in support of your application, please provide an itemized list of the additional attachments in the space below:

|  |
| --- |
|  |

**Has your organization previously applied for a Lawton Loan?** [ ]  **Yes** [ ]  **No**

**Has your organization previously applied for other MEA funding for this project or any other project(s)?** [ ]  **Yes** [ ]  **No**

1. **Lawton Loan Program Application**

|  |  |
| --- | --- |
| **Lawton Loan Request Amount** | **$** Click or tap here to enter text. |
| **Official Name of Organization** |  |
| **Mailing Address of Organization** |  |
| **Organization Federal Tax Identification Number** |  |
| **Name and Title of Person Preparing Application** |  |
| **Name and Title of Primary Point of Contact (“PPC”) (if different)** |  |
| **Phone Number(s) of PPC** |  |
| **Email Address of PPC** |  |
| **Name and Title of Authorized Representative** |  |
| **Phone Number(s) of Authorized Representative** |  |
| **Name and Title of Legal Counsel** |  |
| **Phone Number(s) of Legal Counsel** |  |
| **Email Address of Legal Counsel** |  |

**Note:** *An “Authorized Representative” is an individual with authority formally granted by the organization to enter into arrangements such as loans. You may have to consult your organization’s articles of incorporation, bylaws, or counsel to determine who is authorized to sign the Lawton Loan Program Certification (Page 11).*

**May MEA copy your organization’s legal counsel on email messages sent to the PPC concerning this Lawton Loan Program Application?** [ ]  **Yes** [ ]  **No**

**Instructions for Attachment A: Proposed Project Narrative**

Please describe the proposed energy efficiency project on a separate page (or pages, if more than one is necessary), and title the description “Attachment A: Proposed Project Narrative.” In your description, explain why a Lawton Loan is necessary for the project to be successful. Include a detailed breakdown of project costs and energy savings. This information will be used to determine the feasibility of the proposed project for loan funding. If applicable, discuss how the proposed project complements your organization’s current and planned clean energy initiatives.

1. **Building Information Worksheet**

Please provide all requested information regarding the building the project proposes to upgrade.

|  |  |
| --- | --- |
| **Official Name of Building or Complex** |  |
| **Total Number of Buildings and Total Floor Area** | Total No. of Buildings: **Click or tap here to enter text.**Total Floor Area: **Click or tap here to enter text.**sq. ft. |
| **Address of Building or Complex** |  |
| **Congressional and State Legislative Districts***Find your districts at* [*http://www.mdelect.net/*](http://www.mdelect.net/) | Congressional District: **Click or tap here to enter text.**State Legislative District: **Click or tap here to enter text.** |
| **Utility Service Territory** |  |

Please indicate whether your organization owns or leases the building or complex:

[ ]  Owns Building or Complex

|  |  |
| --- | --- |
| **Please list the existing mortgage holders and secured parties:** |  |

[ ]  Leases Building or Complex

|  |  |
| --- | --- |
| **Term of Lease:** |  |

**Please submit a legal land description for the property where the energy efficiency improvements will be located.**

Describe the general condition of the building or complex (e.g. age of structures and major mechanical systems) that would receive energy conservation improvements in the space below or as an attachment titled “Building Information Worksheet – Attachment A.”

|  |
| --- |
|  |

Provide all energy accounts that service the building or complex in the space below or on an attachment titled “Building Information Worksheet – Attachment B.”

|  |
| --- |
|  |

1. **Energy Conservation Worksheet**

Summarize the project’s projected energy savings in the table below and attach all supporting documentation including calculations, assumptions, equipment brochures, etc. A licensed Professional Engineer (P.E.) must approve the estimates underlying the calculations on this Energy Conservation Worksheet. A project feasibility study can be submitted in lieu of a certification by a licensed Professional Engineer.

**Electricity Metrics**

|  |  |
| --- | --- |
| **Electricity Use of Previous Year (kWh)** |  |
| **Electricity Cost of Previous Year** | $ Click or tap here to enter text. |
| **Projected Annual Electricity Savings (kWh)** |  |
| **Projected Annual Electricity Cost Savings** | $ Click or tap here to enter text. |

**Non-electric Energy Metrics**

|  |  |
| --- | --- |
| **Fuel Consumption of Previous Year\*** |  |
| **Fuel Cost in Previous Year** | $ Click or tap here to enter text. |
| **Projected Annual Fuel Consumption Savings\*** |  |
| **Projected Annual Fuel Cost Savings** | $ Click or tap here to enter text. |

*\*Please specify the type of fuel and units of measurement (e.g. therms, BTUs, gallons of fuel oil, etc.)*

|  |  |
| --- | --- |
| **Total Projected Energy Cost Savings**(Projected Annual Electricity Cost Savings + Projected Annual Fuel Cost Savings) | $ Click or tap here to enter text. |

**Certification of Professional Engineer (P.E.)**

|  |  |
| --- | --- |
| **Name and Title of P.E.** |  |
| **Signature of P.E.** | **x** |

Please describe each proposed energy conservation measure (“ECM”) in the tables below. Please provide the existing equipment (unless this is a new construction project, in which case enter “N/A”), the proposed equipment, and the anticipated energy savings for each measure.

**ECM 1**

|  |  |
| --- | --- |
| **Existing Equipment** |  |
| **Existing Hours of Operation** |  |
| **Proposed New Equipment** |  |
| **Proposed Hours of Operation** |  |
| **Anticipated Annual Energy Savings**(Specify type – kWh, MMBtu, etc.) |  |
| **Annual Energy Cost Savings** | **$** |

 **ECM 2**

|  |  |
| --- | --- |
| **Existing Equipment** |  |
| **Existing Hours of Operation** |  |
| **Proposed New Equipment** |  |
| **Proposed Hours of Operation** |  |
| **Anticipated Annual Energy Savings**(Specify type – kWh, MMBtu, etc.) |  |
| **Annual Energy Cost Savings** | **$** |

**ECM 3**

|  |  |
| --- | --- |
| **Existing Equipment** |  |
| **Existing Hours of Operation** |  |
| **Proposed New Equipment** |  |
| **Proposed Hours of Operation** |  |
| **Anticipated Annual Energy Savings**(Specify type – kWh, MMBtu, etc.) |  |
| **Annual Energy Cost Savings** | **$** |

**ECM 4**

|  |  |
| --- | --- |
| **Existing Equipment** |  |
| **Existing Hours of Operation** |  |
| **Proposed New Equipment** |  |
| **Proposed Hours of Operation** |  |
| **Anticipated Annual Energy Savings**(Specify type – kWh, MMBtu, etc.) |  |
| **Annual Energy Cost Savings** | **$** |

**ECM 5**

|  |  |
| --- | --- |
| **Existing Equipment** |  |
| **Existing Hours of Operation** |  |
| **Proposed New Equipment** |  |
| **Proposed Hours of Operation** |  |
| **Anticipated Annual Energy Savings**(Specify type – kWh, MMBtu, etc.) |  |
| **Annual Energy Cost Savings** | **$** |

**ECM 6**

|  |  |
| --- | --- |
| **Existing Equipment** |  |
| **Existing Hours of Operation** |  |
| **Proposed New Equipment** |  |
| **Proposed Hours of Operation** |  |
| **Anticipated Annual Energy Savings**(Specify type – kWh, MMBtu, etc.) |  |
| **Annual Energy Cost Savings** | **$** |

1. **Lawton Loan Program Project Budget Worksheet**

|  |  |
| --- | --- |
| **Lawton Loan Request Amount** | **$** |

[ ]  **Check if this request is the minimum amount needed for the completion of the proposed project.** Projects can sometimes be partially funded when full funding is unavailable.

Please provide, to the best of your ability, an itemized accounting of equipment and labor expenses that the requested loan amount would fund on a separate page titled “Project Budget Worksheet – Attachment A”.

Lawton Loan Program Regulations require that borrowers make a contribution toward the project. Please list the contribution(s) that your organization would make to the proposed project in the spaces below:

|  |  |
| --- | --- |
| **Cash (Including Application Fee)** | $ |
| **In-kind** | $ |
| **Equipment** | $ |
| **TOTAL** | **$** |

Please list any other sources of leveraged funding (e.g. utility rebates, federal tax incentives, etc.) that you plan to pursue for this project in the spaces below:

|  |  |
| --- | --- |
| **Utility Rebates** | $ |
| **Other State Incentives** | $ |
| **Other (specify):**Click or tap here to enter text. | $ |
| **TOTAL** | **$** |

Please complete all fields in the boxes below:

|  |  |
| --- | --- |
| **Lawton Loan Request** | $ |
| **Total Applicant Contributions** | $ |
| **Total Leveraged Funds** | $ |
| **TOTAL PROPOSED PROJECT COST** | **$** |

**Project Simple Payback**

Projects funded by Lawton Loans must have a simple payback of **10 or fewer** years. Please fill out the boxes below and calculate the simple payback by dividing the Total Proposed Project Cost by the Total Project Energy Cost Savings. **Note:** *The simple payback period does not include interest (currently 2.0%, compounded annually), which will lengthen the actual time the Applicant organization will need to realize savings.*

|  |  |
| --- | --- |
| **Total Proposed Project Cost** | **$** |
| **Total Project Energy Cost Savings** | **$** |
| **Projected Simple Payback Period***Total Proposed Project Cost divided by Total Project Energy Cost Savings* |  |

**Lawton Loans to nonprofit organizations and businesses must be secured by some form of collateral acceptable to MEA.** Collateral may include interests in real property, installed equipment and fixtures, or guaranties. Please provide the collateral being proposed to secure Lawton Loan Program financing on a separate page titled “Project Budget Worksheet – Attachment B”. **Note:** *Your organization’s response to this request could require advice of your organization’s legal counsel.*

1. **Lawton Loan Program Project Timetable Template**

|  |  |
| --- | --- |
| **Proposed Project Start Date** | Click or tap to enter a date. |
| **Estimated Project Completion Date** | Click or tap to enter a date. |

Please list key milestones critical to the proposed project in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Project Milestone** | **Funding Need** | **Source of Funding** | **Estimated Completion Date** |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |
|  |  |  | Click or tap to enter a date. |

**Note:** *Your organization may use a project management tool to prepare another project schedule on a separate page titled “Project Timeline Template – Attachment A”.*

Please provide a brief analysis of any risks that could affect the readiness of your proposed project in the space blow or on a separate paged titled “Project Timeline Template – Attachment B”. Do not consider inadequate funding as a risk for this purpose.

|  |
| --- |
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1. **Lawton Loan Program Certification**

**By signing the application at the bottom of this page, you are certifying the following information is true and correct to the best of your knowledge, information, and belief:**

1. The submission of this application for funds from the Jane E. Lawton Conservation Loan Program is authorized under local law and the applicant possesses legal authority to carry out Lawton Loan Program activities in accordance with applicable law and regulations of the Maryland Energy Administration (“MEA”) and the State of Maryland.
2. I understand a person may not make or cause to be made any false statement or report in any document required to be furnished to MEA for use in any agreement relating to financial assistance.
3. A person applying for or benefiting from financial assistance under the Lawton Loan Program may not knowingly make or cause to be made any false statement or report for the purpose of influencing the action of MEA on an application or for the purpose of influencing the action of MEA affecting financial assistance already provided.
4. I understand that any person who violates these rules shall be subject to the following penalties: 1) immediate cancelation of the loan and acceleration of the terms of financial assistance provided by the Lawton Loan Program; and 2) subject to charges and, upon conviction, subject to a fine not exceeding $50,000 or imprisonment not exceeding one year or both.
5. I understand that the applicant must adhere to all other Lawton Loan Program regulations, found in the Code of Maryland Regulations, Title 14, Subtitle 26, Chapter 01.

I authorize MEA to contact the utilities designated by me in this Lawton Loan Program application to obtain energy use data necessary to approve and monitor any loan awarded based on this application.

In witness whereof, the applicant has caused this document to be duly executed on this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_.

|  |  |
| --- | --- |
| **Signature of Authorized Representative** | **x** |
| **Typed or Printed Name of Authorized Representative**  |  |
| **Title of Authorized Representative** |  |

**Instructions for Obtaining a Certificate of Status (Good Standing)**

MEA requires Lawton Loan Program applicant organizations to submit a Certificate of Status from the Maryland State Department of Assessments and Taxation (“SDAT”). Please refer to the following instructions from SDAT:

“When one is obtaining a license, a license renewal or a loan settlement, the person is often required to obtain a “Certificate of Status” (generally called a “good standing” certificate) from the Maryland Department of Assessments and Taxation. On the specific date and time the Department issues a certificate verifying that a business entity is in “good standing,” it means that all documents and fees required by law to be submitted to the Department have been received, and that no other government agency has notified the Department that the entity is delinquent in tax payments.”

To obtain a Certificate of Status, visit SDAT online at:

<http://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>.

You can contact SDAT toll-free at 888-246-5941.