**FY18**

**Jane E. Lawton**

**Conservation Loan Program**

**Application Packet**



**FY18 Jane E. Lawton Conservation Loan Program**

**Introduction**

Thank you for submitting an application to the Jane E. Lawton Conservation Loan Program (“Lawton Loan Program,” “the Program”) provided by the Maryland Energy Administration (“MEA”). The Lawton Loan Program offers low-interest loans (currently 2.00%) to Maryland businesses, nonprofit organizations, and local governments (“Borrower(s)”) to finance projects which improve the **energy efficiency** of Borrower facilities. Lawton Loans are structured so that repayment schedules are tied to actual savings generated by the energy efficiency improvements—known as energy conservation measures or “ECMs.”

Lawton Loans can be made for ECMs such as, but not limited to, lighting retrofits, HVAC and other mechanical measures, controls, building management systems, industry-specific equipment upgrades (such as the replacement of manufacturing equipment that uses energy), etc. **Lawton Loans** **cannot finance renewable measures**—i.e. solar photovoltaic systems, geothermal heating and cooling, solar thermal (or “hot water”) systems, wind turbines, etc. The energy efficiency project as a whole must pay for itself within 10 years or less of implementation—that is, the annual energy cost savings generated by the reduction in energy consumption must be significant enough to recoup the initial investment within 10 years. Individual measures may exceed 10 years in simple payback, but the aggregated savings of all measures must meet the 10-year requirement.

Lawton Loans can be made for ECMs that are retrofitted or replace existing equipment/fixtures in existing facilities, or for the installation of energy efficient equipment/fixtures in facilities which have yet to be constructed. **Replacement and retrofit projects** can receive funding for up to 100% of the total project cost, less any applicable rebates, incentives, or other leveraged funding sources. **New construction projects** can receive funding for up to 100% of the incremental cost of the ECMs. Incremental cost is defined as the difference between the cost of the energy efficient equipment/fixtures and the standard, code-minimum equipment/fixtures that would otherwise be required to be installed. The standard, code-minimum equipment/fixtures used to calculate the incremental cost should be the same equipment/fixtures used to calculate the baseline energy consumption assumptions in new construction projects.

Please carefully read the following pages of the Application package and provide all required information. Submitting incomplete and incorrect information will delay the review process, so be sure to check that all necessary fields are complete and that all required attachments are provided in the initial Application package prior to submission. Reviews generally take approximately 45 days to complete, but this timeframe may vary based on the complexity of the energy efficiency project proposed in the Application package. MEA may request additional or clarifying information during its review, and will provide in writing its determination on whether or not to fund the project with a Lawton Loan.

In addition to the completed Application package, there is a one-time, nonrefundable **$250.00 Application Fee**, payable by check or money order to the Maryland Energy Administration. Once complete, please address the Application package and Application Fee to MEA at the following address:

Maryland Energy Administration

Attn: Lawton Loan Program

1800 Washington Boulevard, Suite 755

Baltimore, MD 21230

**Application Checklist**

Please carefully read the following sections and provide the requested information regarding the eligibility of the Applicant Organization.

|  |  |
| --- | --- |
| **Official Name of Applicant Organization\*** |  |
| **Date of Application** |  |

*\*The name of the organization as registered with the Maryland State Department of Assessments and Taxation*

**Type of Organization**

Please indicate the type of Organization below – Maryland business, nonprofit organization, or local government. Maryland businesses must be registered with the Maryland State Department of Assessments and Taxation to conduct business in the State, and Maryland nonprofit organizations must be registered as such with the Maryland State Department of Assessments and Taxation. If the Applicant Organization does not meet one of these descriptions, it is ineligible for a Lawton Loan.

[ ]  Maryland Business (Corporation, LLC, LLP, etc. – for-profit entity)

[ ]  Maryland Nonprofit Organization (Must be registered as a non-profit organization)

[ ]  Local Government

**Project Eligibility**

All proposed energy efficiency projects must meet the following criteria to be eligible for a Lawton Loan.

[ ]  The energy efficiency project will be installed on or in a facility owned or leased by the Applicant Organization.

[ ]  The energy efficiency project will be located within the State of Maryland.

[ ]  The simple payback of the entire energy efficiency project, with all ECMS taken in aggregate, does not exceed 10 years.

**Required Supporting Documentation**

The following documents, based upon Applicant Organization type, are required as part of the Application package.

[ ]  Documents detailing organizational structure (Bylaws, Operating Agreement, etc. as applicable)

[ ]  Articles of Incorporation (Incorporated businesses and nonprofit organizations only)

[ ]  Company/Partnership Agreement (LLCs, LLPs, GPs, etc. only)

[ ]  Three Years of Financial Statements (businesses and nonprofit organizations only)

[ ]  IRS Form 990 or Form 990-EZ (nonprofit organizations only)

[ ]  Roster of Board Directors (nonprofit organizations only)

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

[ ]  Current (not older than 3 months) Certificate of Good Standing from the State Dept. of Assessments and Taxation (see page 12 of this packet for instructions)

If unable to provide any of the required documents above, please explain why:

|  |
| --- |
|  |

**Optional Supporting Documentation**

While not required as part of the Application package, it is strongly recommended that the following documents are provided, if available.

[ ]  Energy Efficiency Project Feasibility Study

[ ]  Energy Audit of the facility to receive upgrades

[ ]  Completed Utility Rebate Application for ECMs eligible for utility rebates (if offered by the utility company)

**Additional Supporting Documentation**

If you have provided any additional supporting documentation not specified above which you believe would be beneficial in the review of the Application package, please list each additional item below:

|  |
| --- |
|  |

**Additional Questions (Required)**

Has the Applicant Organization previously applied for a Lawton Loan or other MEA funding for this energy efficiency project?

[ ]  No

[ ]  Yes, previously applied for a Lawton Loan for this project

[ ]  Yes, previously applied for other MEA funding for this project (please specify the funding source below – e.g. Commercial & Industrial Grant Program, etc.):

|  |
| --- |
|  |

How did the Applicant Organization discover the Lawton Loan Program?

[ ]  Referred by utility company

[ ]  Referred by the Regional Manufacturing Institute (“RMI”)

|  |
| --- |
|  |

[ ]  Referred by another entity (specify):

[ ]  Social Media

[ ]  Web Search

[ ]  Found on MEA website through another Program

|  |
| --- |
|  |

[ ]  Other (specify):

**Lawton Loan Application Form**

Please provide all information requested in the following sections. Incomplete or missing information will result in delayed processing of the Application package.

**Organization Administrative Information**

|  |  |
| --- | --- |
| Applicant Organization – Official Name | Organization Type |
|  | [ ]  Business (Inc., LLP, LLC, GP, etc.)[ ]  Nonprofit Organization[ ]  Local Government |
| Mailing Address | Organization Federal Tax Identification Number |
|  |  |
| Individual Preparing the Lawton Loan Application | Primary Point of Contact (“PPC”)  |
| Full Name:Title:Phone Number:Email Address: | Full Name:Title:Phone Number:Email Address: |
| Authorized Representative\* | Legal Counsel |
| Name:Title:Phone Number:Email Address: | Name:Title:Phone Number:Email Address: |

*\*Individual with authority to enter Organization into legally-binding agreements (such as grants and loans)*

**Energy Efficiency Project Site Information**

|  |  |
| --- | --- |
| Official Name of Facility or Complex | Street Address |
| [ ]  Existing Structure(s) [ ]  New Construction | [ ]  Same as Mailing Address  |
| Type of Facility (e.g. office building, warehouse, etc.) | Facility/Complex Size Information |
|  | Total No. of Buildings:Total Floor Area (sq. ft.):  |
| If project site is owned by the Applicant Organization: | If project site is leased by the Applicant Organization: |
| List all Mortgage Holder(s) and Secured Parties: | Name of Lessor:Term of Lease: |
| Facility/Complex District Information | Utility Service Territory |
| *Find your districts at* [*http://www.mdeclect.net*](http://www.mdeclect.net)Congressional District: Choose an item.Legislative District: Choose an item. | [ ]  BGE [ ]  Pepco [ ]  Potomac-Edison [ ]  Delmarva[ ]  SMECO [ ]  Choptank Electric Cooperative[ ]  Other (Specify): |
| All numbers and types (electric, gas, etc.) of energy utility accounts that service the building/complex: |
|  |
| Legal Land Description of Facility/Complex as Described by the Land Records Filed with the Local Jurisdiction |
|  |

**General Condition of Project Site (Existing Structure(s) Only)**

Describe the general condition of the building(s) to receive the proposed ECMs in the space below. Include the age of the structure(s) and condition of any existing energy-consuming equipment or fixtures to be replaced.

|  |
| --- |
|  |

**Electricity Consumption Metrics**

The following information should be for the entire project site (all buildings). For projects in facilities yet to be constructed, the energy consumption and cost assumptions for the previous year should be modeled assuming that standard, code-minimum equipment/fixtures are installed.

|  |  |
| --- | --- |
| Total Electricity Consumption from Previous Year (kWh) | Projected Annual Electricity Savings from Project (kWh) |
|  |  |
| Non-electric Fuel Consumption from Previous Year(Specify fuel type – e.g. MMBtu, gallons of propane, etc.) | Projected Annual Non-electric Fuel Savings(Specify fuel type – e.g. MMBtu, gallons of propane, etc.) |
|  |  |
| Total Energy Costs from Previous Year | Projected Annual Energy Cost Savings |
| Total Electric Costs: $Total Non-electric Costs: $ | Total Electric Savings: $Total Non-electric Savings: $**Total Savings (Electric + Non-electric):****$** |

**Proposed Energy Conservation Measures**

Please describe each proposed ECM in the tables below. If your project employs more than five (5) ECMs, you may copy and add as many tables as necessary to capture all ECMs. Information provided in the Existing or Baseline Equipment Description box should:

For Retrofit and Replacement Projects

Identify the type of existing equipment/fixtures, and model number(s), if available.

For New Construction Projects

Identify the type of equipment/fixtures used for the baseline assumptions.

If the operational schedule of the equipment to be replaced does not adhere to a standard 12-month timeframe (e.g. it’s a seasonal business), please leave the Hours of Operation sections blank in the tables below and instead attach a description of the typical operational schedule for a 12-month timeframe.

**ECM 1**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |

**ECM 2**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |

**ECM 3**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |

**ECM 4**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |

**ECM 5**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |

*If necessary, copy and add the table below as many times as necessary to capture all ECMs.*

**ECM [Enter # Here]**

|  |  |
| --- | --- |
| Existing or Baseline Equipment Description | Existing or Baseline Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Proposed New Equipment | Proposed Hours of Operation |
|  | Mon. – Fri.:Saturday:Sunday: |
| Projected Annual Energy Savings(Specify type – kWh, MMBtu, gallons of propane, etc.) | Projected Annual Energy Cost Savings |
|  | $ |

**Lawton Loan Request Amount**

Please provide the amount of funding the Applicant Organization is requesting from the Lawton Loan Program below. This amount cannot exceed the total cost of the energy efficiency project (for retrofit and replacement projects) or the difference between the total cost of the proposed energy efficient equipment fixtures and the total cost of the assumed baseline equipment/fixtures (for new construction projects), and should be less any anticipated utility rebates and other leveraged sources of funding (private donations, grants, etc.).

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

**Itemized List of Loan-funded Expenses**

Please provide to the best of ability an itemized list of all equipment and labor expenses that the requested Lawton Loan would fund in whole or in part in the table below.

|  |  |
| --- | --- |
| Line Item  | Cost |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
|  | $ |
| TOTAL | $ |

**Applicant Organization Contribution to Project**

The Lawton Loan Program Regulations (COMAR 14.26.01) require that Borrowers make a contribution toward the energy efficiency project funded by the Lawton Loan. This can be, at minimum, the $250.00 Application Fee. However, the Applicant Organization can also contribute additional funds or equipment to the energy efficiency project. Please indicate all contributions below.

|  |  |
| --- | --- |
| Application Fee | $250.00 |
| Additional Applicant Organization Funds | $ [ ]  N/A |
| Equipment (Dollar Value) | $ [ ]  N/A |
| In-kind Donations | $ [ ]  N/A |
| TOTAL CONTRIBUTION | $ |

**Leveraged Funds**

Please list all sources of other funds leveraged for the energy efficiency project – utility rebates, grants, other loans, etc.

|  |  |
| --- | --- |
| Utility Rebates | $ |
| Grants/Incentives | $ |
| Other Loans | $ |
| Other (Specify): |  | $ |
| TOTAL | $ |

**Project Simple Payback**

The energy savings generated by the energy efficiency project as a whole must be significant enough to generate enough annual cost savings to pay back the total cost of the project within 10 years – defined as the simple payback of the project. To calculate simple payback, divide the Total Project Cost (before the deduction of any leveraged funds) by the Total Annual Energy Cost Savings. The simple payback of the project plus interest will determine the repayment schedule of the Lawton Loan (e.g. if the simple payback is 6.5 years, the Lawton Loan would likely have a repayment schedule of 7-8 years, allowing for 2.00% interest).

|  |  |
| --- | --- |
| Total Project Cost | $ |
| Total Annual Energy Savings | $ |
| Project Simple Payback | $ |

**Lawton Loan Collateral**

Lawton Loans made to businesses and nonprofit organizations must be secured by some form of collateral acceptable to MEA. This may include interests in real property, installed equipment and fixtures, guaranties, the subordination of existing liens, etc. MEA will notify potential Lawton Loan Borrowers of what collateral will be required for the Lawton Loan after a creditworthiness review conducted by a sister State agency as part of the Application package review.

[ ]  By checking this box, it is understood by the Applicant Organization that MEA will require some form of collateral to secure its interest in the Lawton Loan.

**Project Timeline**

Please provide a project timeline which includes expected completion dates of specified milestones. The template below may be used, modified as necessary, or an alternative project schedule may be provided (such as a Gantt chart).

|  |  |
| --- | --- |
| Expected Project Start Date |  |
| Procurement of Materials/Equipment/Contractor(s) |  |
| Begin Installation/Construction |  |
| 25% Project Completion |  |
| 50% Project Completion |  |
| 75% Project Completion |  |
| Complete Installation/Construction |  |
| Project Commissioning |  |
| Expected Project End Date |  |

If you anticipate any risks that could affect the proposed project timeline, please detail them in the space below. Do not consider inadequate funding a risk for this purpose.

|  |
| --- |
|  |

**Applicant Organization Certification and Signature**

**By signing the Lawton Loan Application Form 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 funding from the Jane E. Lawton Conservation Loan Program is authorized under local law and the Applicant Organization possesses the 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. The individual signing this Application Form at the bottom of this page is the Authorized Representative of the Applicant Organization with legal authority to apply to the Lawton Loan Program on behalf of the Applicant Organization.
3. I understand that 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.
4. 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.
5. I understand that any person who violates these rules shall be subject to the following penalties: (1) immediate cancellation of the Lawton 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 (1) year or both.
6. I understand that the Applicant Organization 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 serving the project site 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 individual signing this Application package has caused this document to be duly executed on this \_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_.**

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

**Additional Information**

The following information provides contact information for questions about the Lawton Loan Program as well as instructions for obtaining a Certificate of Good Standing from the Maryland State Department of Assessments and Taxation.

**MEA Contact Information**

Maryland Energy Administration

1800 Washington Boulevard, Suite 755

Baltimore, MD 21230

General MEA Phone Number: (410) 537-4000 (Toll Free: 1-800-72-ENERGY)

MEA Email for Lawton Loan Inquiries: ci.mea@maryland.gov

**Obtaining a Certificate of Good Standing**

MEA requires Lawton Loan Program applicant organizations to submit a Certificate of Status (indicating Good Standing) 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 (Good Standing), visit SDAT online at <http://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>.

SDAT can also be contacted toll-free at (888) 246-5941.