**MEA Combined Heat and Power Grant Program**

**Quarterly Status Report**

**MEA encourages online submission of this report using the MEA CHP Quarterly Status Reporting Portal, found at** [**https://form.jotform.com/202804380801043**](https://form.jotform.com/202804380801043)**.**

Alternatively, submission of this completed form and all relevant supporting documents can be submitted to MEA at CHP.MEA@Maryland.gov.

**Part 1: Reporting Period**

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

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

|  |  |  |
| --- | --- | --- |
| **Reporting Quarter** | **Due Date** | **Reporting Year (Enter Below)** |
| ☐ Quarter 1 (Jul, Aug, Sep) | Oct 10 |  |
| ☐ Quarter 2 (Oct, Nov, Dec) | Jan 10 |
| ☐ Quarter 3 (Jan, Feb, Mar) | Apr 10 |
| ☐ Quarter 4 (Apr, May, Jun) | Jul 10 |

**Part 2: Grantee Information**

|  |  |
| --- | --- |
| **Organization (Grantee) Name** | **Federal Tax ID Number** |
|  |  |
| **Installation Address** | **City** |
|  |  |
| **State** | **Zip Code** | **County** | **Congressional District\*** | **MD Legislative District\*** |
| **MD** |  |  |  |  |
| **Contact Name** | **Contact Title** |
|  |  |
| **Phone Number** | **Email Address** |
|  |  |

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

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**Part 3: Project Status Update**

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| --- | --- |
| **Project Development Status** | **Project Groundbreaking Status** |
| ☐ In Design☐ In Solicitation☐ In Contract Negotiation☐ Contract Finalized☐ Other (Specify in Additional Project Status Details) | ☐ Not Yet Scheduled☐ Scheduled (Provide Date in Additional Project Status Details)☐ In Progress☐ Complete☐ Other (Specify in Additional Project Status Details) |
| **Project Construction Status** | **Project Commissioning Status** |
| ☐ Not Yet Scheduled☐ Scheduled (Provide Date in Additional Project Status Details)☐ In Progress☐ Complete☐ Other (Specify in Additional Project Status Details) | ☐ Not Yet Scheduled☐ Scheduled (Provide Date in Additional Project Status Details)☐ In Progress☐ Fully Commissioned☐ Other (Specify in Additional Project Status Details) |
| **Additional Project Status Details***Please provide any additional relevant information regarding project status below.* |
|  |

**Part 4: Workflow Diagram**

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| --- |
| *In the space below, please provide a chart detailing project milestone dates – both initially projected, and actually completed (e.g. Development, Design, Groundbreaking, Construction, etc.). The preferred format is a Gantt Chart, but alternative formats are acceptable as long as they logically and clearly detail the timelines.* |
|  |

**Part 5: Job Hours Worked**

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| --- |
| *Please provide the number of hours worked by the respective parties toward the completion of the CHP project. Job hours should be inclusive of all hours pertaining to CHP system completion and the administrative time required to further the Project.* |
| **Grantee** |  |
| **Contractor(s)** |  |
| **Subcontractor(s)** |  |

**Part 6: Photos & Attachments**

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| --- |
| *If applicable, please provide photos of the Project’s current stage as attachments to this report. Please name the photo files appropriately and provide a brief description in the section below regarding what is depicted in each photo.* |
| **Photo Title** | **Description** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| *Optional: Please attach any additional documentation relevant to this Quarterly Status Update, and provide a description of the relevance of this documentation in the box below.* |
|  |

**SUBMIT THIS COMPLETED QUARTERLY STATUS REPORT FORM TO MEA AT** **CHP.MEA@MARYLAND.GOV****.**