



FY24 Mechanical Insulation Grant Program Application Form

Application Deadline: Wednesday, February 28, 2024 at 5:00 P.M., subject to funding availability as the FY24 Mechanical Insulation Grant Program is offered on a first-come, first-served basis to eligible applicants submitting eligible applications.

Instructions: Applicants are strongly encouraged to thoroughly read the FY24 Mechanical Insulation grant program [Funding Opportunity Announcement \(FOA\)](#), available on the [Maryland Energy Administration \(MEA\) webpage](#), prior to completing and submitting this application package. Providing concise and accurate information is important for the application review process, as incomplete applications will not be considered.

Submit your complete application package via email to
Insulation.mea@Maryland.gov.

Section 1: Requirements

Please refer to the requirements presented in the FOA. An application must meet all requirements to qualify for consideration under the Mechanical Insulation Program.

Signature requirements: Refer to the FOA and Section 7 of this application for details.

Required application documents: Verify that all required documentation, which is described in the FOA, has been completed and is included. **Failure to submit documentation may result in an application being deemed ineligible.**

Section 2: Applicant Information

Complete all information regarding the Applicant organization below. **All information is required**, unless otherwise noted.

Organization Legal Name, as shown on the Applicant's IRS W-9 form (Note: If selected for an award under this Program, the grant award will be sent to the applicant name with the federal tax identification number and address identified on this form)	
Type of Maryland Organization (e.g., individual, business entity, or non-profit organization)	

Applicant Organization Mailing Address (this should match the IRS Form W-9)					
City		State		Zip Code:	
Federal Tax ID Number / Employer Identification Number*					

Premise Address (location of proposed project)					
City		State: MD		Zip Code:	

Authorized Representative** (First and Last Name)					
Title					
Phone Number		Email Address			

**** If the applicant's federal tax identification number is a social security number, the applicant must***

contact MEA prior to submitting an application to request a secure email link via Virtru, the State of Maryland’s encrypted email tool. No personally identifiable information, such as a social security number, should be submitted to MEA via a non-encrypted email.

****The authorized representative is the individual with signatory authority to enter the Applicant organization into a Grant Agreement with MEA, if selected for an award. The Grant Agreement will list this individual (name and title) as the signatory on behalf of the Grantee. For Program purposes, an applicant is identified by a unique federal tax identification number.**

Application Contact*** (First and Last Name)			
Title			
Phone Number		Email Address	

***** The individual that MEA will contact regarding any questions or concerns about the material in the Application package.**

Legal Counsel**** (First and Last Name)			
Title			
Phone Number		Email Address	

******If applicable, the name of the legal counsel representing the Applicant organization that is responsible for legal review of the Grant Agreement, if Applicant is selected for award.**

Project Contact***** (First and Last Name)			
Title			
Phone Number		Email Address	

*******Individual who will serve as Applicant’s point of contact for MEA throughout the duration of the Project, if selected for an award. The Project Contact must be a representative of the Applicant organization.**

Section 2-A: Contractor Information

Contractor Organization Name					
Street Address					
City		State		Zip Code	

Section 3: Project Information

Projects eligible for a FY24 Mechanical Insulation grant award will propose a scope of work for the installation of **mechanical insulation materials**. Any other thermal system equipment that may be installed concurrently is not eligible.

Insulation to be installed in a building envelope, which includes external-facing walls, roofs, floors, and other building shell surfaces, is not eligible for a FY24 Mechanical Insulation grant award. Entities interested in building envelope insulation should consider MEA’s Commercial, Industrial, and Agricultural (CI&A) grant program.

To propose a mechanical insulation Project eligible for a Mechanical Insulation grant, applicants are strongly encouraged to use the [3E Plus[®]](#) online calculator (see description below) when calculating the volume of energy to be saved by the proposed scope of work. See the “Demonstration of Energy Performance Improvement” section of the FOA for more details.

ABOUT [3E Plus](#)[®]

The 3E Plus mechanical insulation calculator is a free, unbiased resource developed by the insulation manufacturing industry in cooperation with the U.S. Department of Energy to meet [ASTM C-680](#) industry standards. 3E Plus calculates a variety of performance measures as selected by the user, including energy and cost savings, emissions reductions, and economically optimal thickness of insulation.

- 3E Plus is not designed to evaluate models of distribution systems in their entirety. Rather, it will reference either (1) 12-inch horizontal, vertical or diagonal sections of pipe or duct runs; or (2) one square foot of surface space on the top or side of a tank or vessel.
- To achieve a total-project performance evaluation with 3EPlus, the applicant must generate performance reports for a 12-inch or one square-foot segment of unique surface area, then scale up those results to reflect the total linear feet or square feet involved.
- Access to 3E Plus is free of charge, requiring only that the user create a log-in account be established. Once this is accomplished, multiple calculations can be generated, saved, and documented in PDF format reports.
- Youtube [instructional videos](#) for 3E Plus users include:
 - Part 1 (1min 30sec): Sign-up
 - Part 2 (3min 46sec): Setting up Projects and Scenarios
 - Part 3 (4min 59sec): Navigating Calculations
 - Part 4 (14min 52sec): Calculation Types
 - Part 5 (7min 45sec): Materials
 - Part 6 (6min 02sec): Data and Reporting

DESCRIPTION OF THE PROPOSED PROJECT. Whether using the 3EPlus calculator or another method outlined in the “Demonstration of Energy Performance Improvement” section of the FOA, applicants are required to attach one or more exhibits that describe the proposed Project’s components and overall energy-saving performance. This description should:

- describe a single facility or process (“Project”). If a single site or facility hosts two or more thermal systems, each of which is characterized by a distinct and separate system of prime movers, distribution networks, thermal exchangers, and thermal media, then the Program will (1) recognize each system as a separate Project, and (2) require separate grant applications for each Project;
- identify the thermal heating and/or cooling system to which the mechanical insulation will be applied. For this purpose, a brief narrative description will suffice (e.g., “Boiler serving a

hydronic heating loop for 50 fan-coil space heating units”). MEA reserves the right to request a supplementary schematic diagram if the narrative project description is not sufficiently clear;

- provide thermal system load factors and annual operating hours;
- itemize distinct segments of the thermal system to be insulated, with each segment varying by the base material to be insulated, if applicable, and the operating temperature of the media it conveys. A segment to be insulated may be described as:
 - a dedicated prime mover such as a boiler, furnace or chiller;
 - a distribution (pipe or duct) run that distributes thermal media within a prescribed range of temperatures;
 - one or more heat exchanger units;
 - and tanks, valves, and other distribution-related hardware as needed.
- itemize each unique type of mechanical insulation to be incorporated into the project, with each type characterized by:
 - surface area (number of square feet) and thickness of jackets (if any) to be applied to its corresponding segment(s), or
 - footage (number of linear feet) and thickness of sleeves or other configurations intended to enclose pipes or ducts;
 - the distinct thickness, material formulation, and R-value; and
 - fully-loaded installation cost to reflect materials, labor, overhead, system design, taxes, statutory fees, and post-installation commissioning;
- estimate the annual energy savings to be conveyed by the project. Savings should be expressed as units of avoided fuel/year and dollars/year. Annual energy savings estimates can be assembled by any practical means, as long as the back-up calculations are clearly documented. Note that reports generated by [3E Plus](#) can generate reliable inputs for energy-savings calculations and are highly recommended for this purpose.

ACCOUNT FOR ANY UTILITY REBATES OR INCENTIVES. The Applicant must contact their local utility to identify and apply for any specific incentives that are available. A completed application for utility incentives must be attached. Please indicate if no program is available to the Applicant.

NAME OF GAS/ELECTRIC UTILITY OR POWER COOPERATIVE	REBATE OR INCENTIVE AVAILABLE? Y/N	APPLIED DATE	SECURED DATE	DOLLAR AMOUNT (IF SECURED)
Additional comments or clarifications:				

Section 4: Summary of Project Cost

Total Project Cost (Acquisition and Installation). Provide the anticipated total project cost (design, acquisition, installation, and commissioning) for the proposed insulation upgrade for which the Applicant organization seeks FY24 Mechanical Insulation Program grant funding. Attach the contractor estimate upon which the Total Project Cost is based.

Anticipated Total Project Cost	\$
---------------------------------------	----

Award Calculation. An individual grant award may not exceed the lesser of: (1) 30% of the total amount of qualified Project expenses paid or incurred by the applicant, or (2) \$20,000. MEA will consider only applications indicating a total project cost valued at no less than \$10,000. Multiple applications, each representing a distinct Project, can be submitted by a single entity, but the total value of Program award disbursements per entity are capped at \$100,000.

Anticipated Grant Amount (subject to eligibility and funding availability, based on the formula outlined in “Award Calculation” above)	\$
---	----

Section 5: Electronic Communication

Electronic communication provides the fastest and most efficient method of interacting with MEA; therefore, MEA encourages the use of electronic communication for all matters relating to this grant program. Unless the applicant opts out as indicated below, MEA will require the

electronic submission and receipt of all documents (including but not limited to the application, the grant agreement, reports, and invoices.

The Applicant agrees to use electronic communication for all purposes relating to this grant program:

<input type="checkbox"/> I agree	The email address that MEA should use to communicate with the Applicant electronically is:	
----------------------------------	--	--

Applicants may contact MEA via insulation.mea@maryland.gov.

OR

The Applicant does not agree to communicate electronically with MEA:

I do not agree.

Applicants not agreeing to communicate electronically with MEA should mail their application to:

Maryland Energy Administration
ATTN: Mechanical Insulation Grant Program
1800 Washington Blvd., Suite 755
Baltimore, MD 21230

Section 7: Applicant Certification and Signature

Instructions: The Authorized Representative for the Applicant organization (hereafter “Applicant”) should carefully read the attestations and acknowledgements below before signing this Application form. The Applicant is responsible for ensuring that the project contractor complies with all Program attestations and acknowledgements.

Attestations and Acknowledgements

By signing this Application, I certify under penalty of perjury that the information provided on this Application form and in each of its attachments (hereafter “Application Package”) is complete, accurate, and true, and that I am authorized to submit this Application Package on

behalf of the Applicant, and agree to the terms and conditions stated below on behalf of the Applicant:

1. I affirm to the best of my knowledge, information, and belief, that the entire contents of this Application Package meet all requirements of the FY24 Mechanical Insulation Design & Application Support (Mechanical Insulation) Program Funding Opportunity Announcement (FOA).
2. I understand and acknowledge that MEA accepts Application Packages and awards Grants on a first-come, first-served basis until program funding is depleted, and that Application packages are due to MEA **no later than Wednesday, February 28, 2024 at 5:00 P.M. EDT.** I understand that as a first-come, first-served Program, FY24 Program funding may be exhausted prior to Wednesday, February 28, 2024.
3. I affirm that the project for which the grant funds have been requested will be located within the State of Maryland.
4. I understand and acknowledge that the use of any funds awarded under this Grant Program for projects benefitting facilities and/or oftakers not located within the State of Maryland **is strictly prohibited.**
5. I understand and acknowledge that submission of this Application Package does not guarantee that a Grant will be awarded for the project.
6. I affirm that any funds awarded under this Grant Program will not be used for any costs associated with remediation or repair of thermal system equipment to which mechanical insulation is to be applied.
7. I understand and acknowledge that Grant funds cannot be used to offset costs incurred by the Applicant or any project contractor prior to the execution of a Grant Agreement between the Applicant and the Maryland Energy Administration.
8. I understand and acknowledge that the Maryland Energy Administration will determine the final award amount for each grant.
9. All information submitted to MEA is subject to the Maryland Public Information Act, Md. Code Ann., General Provisions §§ 4-101 to 4-601, (“PIA”). If an applicant believes information is confidential and therefore should be exempt from disclosure under the PIA, the applicant should clearly mark this information and identify it by page and section or line number. Upon request for information from a third party, MEA is required to make an independent determination whether the information must be disclosed under the PIA.

Designating information as confidential does not guarantee that it will be exempt from disclosure.

10. I have read Version 3 of MEA’s Grant Agreement General Provisions (“[General Provisions](#)”) and understand the General Provisions will be incorporated into any grant agreement under this program. MEA reserves the right to amend the Grant Agreement General Provisions up to the execution of the Grant Agreement.
11. I understand and acknowledge that an Applicant must provide the Maryland Energy Administration with an IRS Form W-9. All Applicant information on the IRS Form W-9 must match the information provided on this Application form.
12. (For taxable applicants only) I understand and acknowledge that any Grant award received through this program is taxable as income. Therefore, if a Grant award is provided to the Applicant for this project, the State of Maryland will send a 1099-G form, which the Applicant must report as income on its federal and state tax returns. For more information, Applicants should contact a qualified tax professional.
13. I understand and acknowledge that the program terms and conditions for the FY24 Mechanical Insulation Program are subject to change at the discretion of MEA.
14. I understand and acknowledge that if MEA awards a Grant to the Applicant, any Grant award payment will be contingent upon MEA review and approval of the Grantee’s submissions, including progress reports and requests for reimbursement (including supporting documentation).
15. I understand and acknowledge that FY24 Mechanical Insulation Program funding is available as outlined in the FY24 Mechanical Insulation Program Funding Opportunity Announcement (FOA).

AUTHORIZED APPLICANT REPRESENTATIVE SIGNATURE (REQUIRED)	
An authorized representative of the applicant must sign the Application Form.	
Authorized Signature:	
Name (First and Last):	
Title:	

Applicant Organization Name:	
Date:	

SUBMIT THIS APPLICATION VIA EMAIL TO:

>>> insulation.mea@Maryland.gov <<<

APPLICATIONS ARE DUE BY 5:00 P.M. EDT, Wednesday, February 28, 2024.

APPLICATIONS SUBMITTED AFTER THIS DEADLINE WILL NOT BE ACCEPTED.

The program may close early if funding is fully committed.

Any questions or concerns regarding Program requirements, Application instructions, or general FY24 Mechanical Insulation Program questions should be directed to insulation.mea@maryland.gov.