

# ME Statewide Wood Energy Assistance Team

## ***Application for Technical Assistance*** (v.1)

This form is designed to assemble information about your organization and facility's heating situation to explore adding a wood biomass heating system. This application is the first step towards receiving technical assistance from the ME Statewide Wood Energy Assistance Team. Please answer each question as fully as possible. Further in the application we will ask you to describe more about what has motivated you to submit this application.

If accepted to receive technical assistance, you will receive details on the scope of assistance to be provided and cost to you (if there is a cost) and limits of assistance that will be provided. Thank you for applying for assistance.

1. Applicant Information		Contact Person for questions regarding this form:	
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Name of Entity or Organization:	Name:		
	Title:		
Mailing address:	Phone:		
Town:                      State:              Zip:	Fax:		
County:	E-mail:		

If you know, when do you anticipate or hope for wood heating project completion?

Please identify the decision maker and how a heating system decision would be made:

Have funds been secured or set aside for the heating project? If yes, how much?

As a demonstration of support of this application, please attach a letter from the decision making body.

Please describe the facility(ies) for which you are applying for assistance:

### 2. Community/Organizational Intentions:

Is there an identified "champion" for this project (i.e. who will shepherd the project through decision making)? Y N If yes, please provide name and contact information.

Do you have a policy that supports the use of biomass or its benefits? Y N If yes, please attach:

Are there other institutions/buildings in the immediate vicinity that have expressed interest in participating? Y N If yes, please provide contact information:

### 3. Required Attachments:

- a. If the facility has multiple heating plants in separate locations, please provide a rough sketch of the campus and locate each building on the sketch. Feel free to use pre-printed campus or building floor plans as available.
- b. Please provide a copy of your latest fuel bill and electric bill for all accounts on site that includes account number and cost of fuel.

### 4. On a separate sheet(s) of paper:

The goal of the ME SWEAT is to assist facility owners that can demonstrate the best likelihood of completing installation of a wood biomass system. Summarize your energy goals (2-5 years) and how you feel assistance from the ME SWEAT can help you achieve those goals. Provide as much detail as possible about your current energy outlook, previous energy efficiency projects, current plans and methods for financing a potential heating project, evidence of internal commitment to the project and external support for the project from the community. Attach and label as many sheets as necessary to explain your response (ex. letter/statement from your governing board, copies of your latest fuel and electric bills, diagrams of your facility's layout).

**For each building at your facility that you are contemplating wood heat for, complete the following page:**

**5. Questions about your Facility (complete this page for each building in your application) # of page 2 in this application**

Name of building:		Type of Facility/Building (describe):	
Year of Building Construction:	Is this building:	Public	Private
Size of building (square feet):	Years of Major Renovation(s):		
	First-	Second-	Third-
Could this building be part of a district heating system (multiple bldgs. with one heating system)?	Does this building have a central boiler?		Yes      No
yes                  no	If not, how is this building heated?		

How is heat delivered to areas that need it in this building? (check all that apply)	How is heat generated in this building? (check all that provide at least 20% of space heating)
<input type="checkbox"/> Hot water <input type="checkbox"/> Steam <input type="checkbox"/> Ducted air <input type="checkbox"/> Electric resistance	<input type="checkbox"/> Hot water boiler <input type="checkbox"/> Steam boiler <input type="checkbox"/> Hot air furnace <input type="checkbox"/> Electric baseboard <input type="checkbox"/> Rooftop packaged units <input type="checkbox"/> Heat pumps

If buried steam lines or hot water lines are used to connect multiple buildings to a central boiler plant, in what condition are the lines? Check one:

Poor     
  Fair     
  Good     
  Excellent     
  N/A     
  Don't know

Heating Equipment: For this building, list each piece of heating equipment separately below. Include size in boiler horsepower or BTU, state what fuel it uses (ex. natural gas, #2 fuel oil, propane, etc.), when it was installed, and its condition (Poor, Fair, Good, Excellent)

Size	Heater Type	Fuel type, year installed, condition
<i>Example: 3.5 MBTU or 200 BHP</i>	<i>Hot water boiler</i>	<i>#2 fuel oil, installed 1998, fair</i>

For this building, please review your heating bills from the past two years and list each type of heating fuel used, the total volume and the total spent on each fuel in the past two years.

Fuel type	Year	Volume	Units	Cost
<i>Example #2 Fuel Oil</i>	<i>2009</i>	<i>20,000</i>	<i>Gallons</i>	<i>\$50,000</i>
				\$
				\$
				\$

Is your domestic hot water provided by a different boiler than your space heat for this building?      Y      N

Is your domestic hot water heated from a central boiler?      Y      N

If your domestic hot water is provided by a different boiler than your space heat, please list the type of fuel used, the total volume used, and the total dollars spent in 2013 on hot water.

Fuel Type:      Year:      Volume:      Units:      Cost:

**Expansion Plans-** An opportune time for adding a boiler is when the building is undergoing an expansion or major renovation. Do you have any plans for expansion or major renovation in the foreseeable future?      Y      N      If yes, please describe including timing.

**Additional heating loads-** Are there additional space heating loads and is there seasonality to your space heating loads?:  
Y      N      If yes please describe:

**Fuel Storage-Where is your current fuel being stored for this building?**

Tank Capacity	Date Installed	Fuel Type
<i>Example 10,000 gallon buried</i>	<i>1953</i>	<i>#2 fuel oil</i>

**Energy Audit:** Has this building recently undergone an energy audit?      Y      N      If yes, when?

**6. Authorized signature: The signature below is that of the person authorized to testify as to the accuracy of this application.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Completed Applications mailed to: \_\_\_\_\_ or e-mailed (preferred) to:

ME SWEAT c/o INRS LLC  
63 Federal Street, Suite 4  
Portland, ME 04101

[levesque@inrslc.com](mailto:levesque@inrslc.com)

ME SWEAT thanks the USDA Forest Service, NH WEC and NY Watershed Agricultural Council for allowing the use and modify their forms for this purpose.

**Application check list. Please make sure you have done the following:**

- 1. Completed all application information.**
- 2. Included a sketch map of the building(s) location.**
- 3. Included copies of your fuel bills as requested.**
- 4. Included energy goals and other information requested in Question #4.**
- 5. Included a letter of support from decision making person or body.**
- 6. Included signature and date from authorized personnel.**

**For Internal Use Only**

Date reviewed \_\_\_\_\_ Approved: \_\_\_\_\_ Yes \_\_\_\_\_ No\*

Name of Reviewing Official:

Signature of Reviewing Official:

\*Reason for Denial:



