

Properly review all forms and documentation for completeness prior to submitting an application to the Parking Lot Solar Canopy with EV Charger Program. Be advised that MEA will not consider any incomplete applications that are missing information or documentation.

**Checklist for Application Form, Area of Interest II:**

- Applicant installing a solar PV parking lot canopy with EV charger is a Maryland state agency, county, or municipal government.
- Applicant information has been filled out completely, and signed and dated by Applicant. Application must be submitted with an original signature.
- Please include a valid email for communication purposes. MEA will not distribute your email to any outside party or use it for any purpose other than communication about this grant program, unless required by Maryland's Public Information Act.

**Important Information and Deadlines:**

- All applications must be submitted to MEA by February 23, 2017.
- Please review the FY17 Notice of Grant Availability - Parking Lot Solar PV Canopy with EV Charger Grant Program (Notice) dated September 2016 (updated January 2017) for more details. The Notice contains information concerning the program budget, eligibility, evaluation criteria, and available grant amounts, as well as program restrictions and limitations.

**Required Documents:**

- In Part F of the application form, MEA has provided space to include a description for an optional second proposed project site. If you would like to propose more than two project sites, please attach additional copies of Part F to your application package.
- A site map of each possible project site, including the dimensions and orientation of the parking lot or garage (image from Google Earth/Maps ©, digital/print photograph is acceptable). The site map must identify the electric meter location that meets minimum load requirements and include a distance measurement to the proposed project site.
- Evidence of state agency or local government commitment in the form of a signed contract with an installing contractor or letter of commitment from a senior level agency or local government official who is authorized to act on behalf of the state agency or local government.
- Evidence of site control by the applicant in the form of a recorded deed.
- Overview of state agency's or local government's procurement process, which includes steps, approvals that must be obtained, and an approximate timeline for each step of the process.

**Parking Lot Solar PV Canopy with EV Charger Grant Program**  
**Application Form - Area of Interest II**  
**State Agencies and Local Governments**

Please Fill Out Form Electronically or Manually, Print, Sign and Return to MEA.

**A. Applicant Information\***

Grant Applicant	State or Local Government Entity Name			
	Contact Name		Contact Title	
	Phone Number		Email (Used ONLY for communication purposes)	
Mailing Address	Mailing Address		Suite/Apt/Bld	
	City		County	
	Congressional District	Legislative District	State	Zip

If You Do Not Know Your Congressional or Maryland Legislative District: <http://mdelect.net>

\*Applicant name/site owner must match the entity name listed on the Applicant organization's IRS W9 form. If selected for an award, Applicant will need to provide a copy of their IRS W9 form when requested by MEA.

**B. System Information (please fill out as much information as possible; the Grant Request Amount is mandatory)**

Photovoltaic Canopy System Capacity	Units	Number of Electric Vehicle Chargers	Charger Type
	kW DC		
Charger Make and Model		Total System Cost (Exclude EV cost)	Grant Request Amount
Proposed Start Date of Installation		Proposed Installation Completion Date	Please note that we are only accepting applications for new installations

**C. Applicant Signature**

The Applicant intends to install a qualified solar PV parking lot canopy with EV charger project proposed in this application. The Applicant or the organization represented in the application agrees to construct and operate the proposed Project in accordance with all local, State and federal permitting and licensing requirements and the terms, conditions and requirements of MEA's Grant Program. I understand and agree to comply with the qualifications, project requirements, restrictions, and limitations outlined in the FY17 Parking Lot Solar PV Canopy with EV Charger program Notice of Grant Availability. I attest that I have not and will not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Grant Program.

Applicant - Print Name	Title	Date Signed
Grant Agreement Signatory Authority - Print Name	Title	
Applicant Signature		

**Parking Lot Solar PV Canopy with EV Charger Grant Program**

**Application Form - Area of Interest II  
 State Agencies and Local Governments**

**D. Proposed Project Site I**

Site Address			
City		County	
Congressional District	Legislative District	State	Zip
Size of Parking Lot or Garage (in sqft)	Number of Parking Spaces		On-Site Load at the Host Electric Meter

Please provide a short statement, one or two paragraphs, describing the use, operating hours, and location of the parking lot. To be eligible for this program, the parking lot must be accessible at least five days a week, have a minimum of 50 shade free parking spaces, and a minimum load of 150,000kWh/year attributed to an on-site state agency or local government electric meter. If the solar canopy at this location will have an innovative project design and/or use (e.g. such as use as an educational tool), please include that information here.

As an attachment, please include a site map of this potential project site, including the dimensions and compass orientation of the parking lot or garage (image from Google Earth/Maps ©, digital/print photograph is acceptable). The site map must identify the electric meter location that meets minimum load requirements and include a distance measurement to the proposed project site.

## Parking Lot Solar PV Canopy with EV Charger Grant Program

### Application Form - Area of Interest II State Agencies and Local Governments

#### E. Proposed Project Site II - Optional

Site Address			
City		County	
Congressional District	Legislative District	State	Zip
Size of Parking Lot or Garage (in sqft)	Number of Parking Spaces		On-Site Load at the Host Electric Meter

Please provide a short statement, one or two paragraphs, describing the use, operating hours, and location of the parking lot. To be eligible for this program, the parking lot must be accessible at least five days a week, have a minimum of 50 shade free parking spaces, and a minimum load of 150,000kWh/year attributed to an on-site state agency or local government electric meter. If the solar canopy at this location will have an innovative project design and/or use (e.g. such as use as an educational tool), please include that information here.

As an attachment, please include a site map of this potential project site, including the dimensions and compass orientation of the parking lot or garage (image from Google Earth/Maps ©, digital/print photograph is acceptable). The site map must identify the electric meter location that meets minimum load requirements and include a distance measurement to the proposed project site.

**F. Grant Completion Paperwork**

Upon execution of the *Grant Agreement* and completion of the installation, the Primary Point of Contact must complete the Completion Package. The Completion Package consists of:

- The Parking Lot PV/EV Charger Completion Certificate;
- Proof that the project is paid for in full with a copy of a zero-balance, final invoice;
- Copies of all inspection documents, permits and licenses that are required to operate the project;
- A photograph of the installed and operational project

The Grant will be processed for payment after MEA's review of *The Completion Package*, verification that the Project meets the terms and conditions of the Grant Agreement, and verification that the Project is operating.

**G. Use of Personal Information**

In accordance with Section 10-624(c) of the State Government Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:

- The information being requested by the Application is necessary to document the completion of the project and to ensure installation of a qualifying system.
- Failure to provide all required information ends any obligation to you under this program.
- Upon submission for payment, some of this information will be provided to other agencies of the State to process the payment of the grant.
- Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland's Public Information Act as set forth in Sections 10-611 *et. seq.* of the State Government Article. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.

**H. Tax Status of Clean Energy Grants**

To determine the tax implications of your grant, please consult a tax professional.

**I. Site Visit:**

By accepting a Solar PV Canopy/EV Grant, Grantee agrees to grant MEA or its representatives the right to visit the project installation to monitor the project and to take photos and/or videos for marketing, publicity, or educational purposes.

**J. Other Incentives**

Electricity suppliers must purchase and retire Renewable Energy Credits (RECs equal to 1 MWh) in order to meet their Renewable Portfolio Standard (RPS) compliance obligations under the law, or pay an Alternative Compliance Payment (ACP) for shortfalls in REC purchases. To learn more about RECs and other incentives, please see the websites below:

- The [Database of State Incentives for Renewable & Efficiency \(DSIRE\)](#) offers a comprehensive list of Federal, State, and Local incentives for renewable energy and energy efficiency measures.
- DSIRE has also compiled an informative [summary of Maryland incentives](#) and policies for renewable energy.

## **Application Submission**

Please mail Application Package to:

Maryland Energy Administration  
Attn: Solar Canopy Grant Program  
1800 Washington Blvd., Suite 755  
Baltimore, MD 21230