Streetlight and Outdoor Lighting Efficiency

FY24 Grant Program

Application Form



Application Deadline: March 8th, 2024 at 5:00 P.M. ET



**Instructions:** Applicants are strongly encouraged to thoroughly read the Streetlight and Outdoor Lighting Efficiency [FY2024 Funding Opportunity Announcement (FOA)](https://energy.maryland.gov/SiteAssets/Pages/SOLE/SOLE_FY24_FOA_FINAL.docx.pdf), available on the SOLE FY24 [web page](https://energy.maryland.gov/Pages/SOLE.aspx), prior to completing and submitting this application package. Providing concise and accurate information is important for the application review process.

**Submit your complete application package via email to** [**lighting.mea@Maryland.gov**](mailto:lighting.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 SOLE Program.

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

**Required 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 IRS W-9 form** |  |
| --- | --- |
| **Type of Organization**  **(e.g., local government, non-profit organization, etc.)** |  |

| **Applicant Organization Street Address where payment would be sent, if selected for an award**  **(this should match the IRS Form W-9)** | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **City** |  | **State** | |  | **Zip Code** |  |
| **Federal Tax ID Number / Employer Identification Number** | | |  | | | |

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

***\*This 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.***

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

***\*\* 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** |  |

***\*\*\*Legal counsel representing the Applicant organization that is responsible for legal review of the Grant Agreement, if awarded.***

| **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

Please complete all information below regarding the project contractor, **if known at the time of application to the Streetlight and Outdoor Lighting Efficiency Program,** that is tasked with installation of fixtures per the scope of the project described in Section 3 of this application.

* The project contractor **IS** CURRENTLY KNOWN, please fill out the section below.
* If the project contractor **IS NOT** CURRENTLY KNOWN, or the project installation will be completed by Applicant staff, skip the section below.

The grantee is responsible for ensuring that any contractor complies with the terms of the grant agreement.

NOTE: if more than one contractor is to be engaged, please copy this table and paste below as needed, or append a document with this information.

| **Contractor Organization Name** | | | |  | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Street Address** |  | | | | | | | | | |
| **City** |  | | | | **State** | |  | **Zip Code** |  |
| **Federal Tax ID Number / Employer Identification Number** | | | | | | |  | | | |
| **Contractor Contact**  **(First and Last Name)** | |  | | | | | | | | |
| **Title** |  | | | | | | | | | |
| **Phone Number** |  | | **Email Address** | | |  | | | | |



Section 3: Project Information

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

| **OPTIONS** | ☐ | **Option 1**: Street lighting for any vehicular or pedestrian rights-of-way, as well as parking lots |
| --- | --- | --- |
| ☐ | **Option 2**: Exterior lighting for athletic fields, parks, or other outdoor spaces |

| **EXISTING FIXTURES. Provide a listing of light fixtures currently in place and subject to replacement with LED or other efficient technology. If more space is needed, present this information in a spreadsheet/table to be submitted in concert with this application.** | | |
| --- | --- | --- |
| FIXTURE TYPES | **NUMBER OF EXISTING FIXTURES TO BE REPLACED** | |
| Option 1 | Option 2 |
| Street lighting for any vehicular or pedestrian rights-of-way, as well as parking lots | Exterior lighting for athletic fields, parks, or other outdoor spaces |
| Metal halide |  |  |
| High pressure sodium |  |  |
| Other |  |  |
| ***Additional comments or clarifications:*** | | |
| **ELECTRIC UTILITY BILLS.** Attach one or more PDF files that present copies of one month’s history of past utility bills for all electricity accounts that represent utility meters dedicated to outdoor lighting per the scope of this project. Bills issued within the past 12 months will suffice. | | |

**The Applicant must contact a representative with the 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 ELECTRIC UTILITY  OR 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 and Applicant Contribution

**Total Project Cost (Acquisition and Installation).** Provide the anticipated total project cost (acquisition, installation, and installation-related utility fees) for the proposed fixture upgrade for which the Applicant organization seeks SOLE Program grant funding.

| **Anticipated Total Project Cost** | **$** |
| --- | --- |

**Applicant contribution and Grant Request Amount.** Applicants are required to provide a minimum 15% cost-share of the proposed net total project cost (where “net total project cost” is total project cost minus the value of any expected utility rebate and other incentives). The Applicant’s SOLE award, when combined with any utility incentives or state, federal, or other grant and rebate funds, shall not exceed 85% of the total Project costs (inclusive of equipment, materials, and labor). In a circumstance where the 85% threshold would be exceeded if the maximum SOLE incentive were used, the MEA SOLE incentive will be lowered to make the combined SOLE plus utility incentive total no more than 85% of total project costs.

While a single applicant may submit applications for multiple projects, the aggregate maximum award per applicant is capped at $250,000. For the purposes of the program, an applicant is identified by a unique federal tax identification number, and not per individual project site. MEA is targeting projects of a certain minimum size and will not award projects valued at less than $20,000.

Applicants are encouraged to download from MEA’s SOLE FY24 program web page an award calculator provided as an Excel worksheet. The award calculator can illustrate the applicant’s potential award value.

**Please indicate the type and amount of contribution below.**

| **Type of Contribution**  **(If a combination of both, check both boxes)** | ☐ Capital cost-match  ☐ Value of Donated Labor | |
| --- | --- | --- |
| **Amount of Contribution**  **(Minimum is 15% of anticipated total project cost\*)** | Capital cost-match Amount | **$** |
| Value of Donated Labor | **$** |

*\*To calculate minimum contribution, multiply the Anticipated Total Project Cost, net of any utility rebates, from Section 5 by 0.15. Example: <Anticipated total cost of $120,000 minus rebate of $20,000> x 0.15 = $15,000 minimum Applicant contribution.*



Section 5: Grant Request Amount

Please provide the total amount requested by the Applicant Organization from the SOLE FY24 Program. Applicants are encouraged to download from MEA’s SOLE FY24 program webpage an Excel worksheet, which serves as a template for calculating the award value for the applicant’s proposed project. The **maximum amount** is provided in the FOA (see p. 1, “Funding”). The grant request amount should reflect the anticipated total project cost minus applicant contribution. **Note** that MEA will determine the final grant amount for each Grantee after review of all proposals received and consistent with funding availability at that time.

| **Grant Request Amount** | **$** |
| --- | --- |



Section 6: 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:**

| ☐ I agree | The contact information MEA should use to communicate with the Applicant electronically is: |  |
| --- | --- | --- |

Applicants may contact MEA via lighting.MEA@Maryland.gov.

**OR**

**The Applicant does not agree to communicate electronically with MEA:**

☐ I do not agree



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. If the Applicant has contracted with a project contractor at the time of submitting the Application package, the Authorized Representative for the project contractor should also carefully read the attestations and acknowledgements before signing the Application Form.

**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 Streetlight and Outdoor Lighting Efficiency FY24 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 March 8th, 2024 at 5:00 P.M. ET.**
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 offtakers 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 feasibility studies, evaluations, or costs associated with any remediation and repair costs related to streetlight poles, fuses, and other hardware distinct from the fixtures themselves.
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 MEA’s Grant Agreement General Provisions (“[General Provisions](https://energy.maryland.gov/SiteAssets/Pages/all-incentives/General%20Provisions%20v3%202.11.22.pdf)”) and understand the General Provisions will be incorporated into any grant agreement under this program.
11. I understand and acknowledge that, if selected for a Grant award, 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 MSEC AOI2 Streetlight and Outdoor Lighting Efficiency FY24 Grant 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 Streetlight and Outdoor Lighting Efficiency FY24 Grant Program funding is available as outlined in the SOLE Program FOA.

| **AUTHORIZED APPLICANT 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:**

**>>>** [**LIGHTING.MEA@Maryland.gov**](mailto:lighting.MEA@Maryland.gov) **<<<**

**APPLICATIONS ARE DUE BY 5:00 P.M. EDT, March 8th, 2024.**

NOTE, the Program may close early if funding is fully committed.

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