



FY2024 Decarbonizing Schools Program

Area of Interest 3: Solar on Schools

This application form is for the Maryland Energy Administration (MEA) FY2024 Decarbonizing Schools Program, Area of Interest 3 (AOI 3): Solar on Schools. Application forms for all AOIs can be found on the Decarbonizing Schools webpage. This is a competitive AOI that provides Maryland LEAs with the opportunity to request funding to support the installation and planning of solar arrays on existing school roofs and infrastructure. Eligible locations are ones that meet the [HB550](#) requirements including being located in a low-income census tract, and/or in an overburdened or disadvantaged community.

Instructions: Please review the FY24 Decarbonizing Schools Program Overview Document (Overview Document) and AOI 3 Funding Opportunity Announcement (FOA) prior to completing this application form. Applications that do not meet the requirements listed in the FOA will not be considered for funding. Carefully read each section of the application form and provide all required information. The supporting documentation requested in the FOA must be submitted with this completed application form in order to constitute a complete application package. Applications are due to MEA by **3:00 P.M. EST, March 15, 2024**.

Section 1: Applicant Information

Please provide information about the Applicant below. **All fields are required.**

| Name of Local Education Agency (LEA) (must exactly match its IRS Form W9) | | |
|---|--|--|
| | | |

| LEA Street Address (must exactly match its IRS Form W9) | | |
|---|-------|----------|
| | | |
| City | State | Zip Code |
| | | |

| LEA Application Point of Contact* | | |
|-----------------------------------|-------|-------|
| | | |
| Title | Email | Phone |
| | | |

*Individual MEA can contact regarding this application. Must be employed by the Applicant or an authorized agent.

| Name of Applicant Authorized Representative* | | |
|--|-------|-------|
| | | |
| Title | Email | Phone |
| | | |

*Individual holding signatory authority to sign this application form and enter the Applicant into a Grant Agreement with MEA, if awarded (e.g. Chair of the Board of Education, Chief Financial Officer, General Manager, etc).

Section 2: Project Information

Please provide information about the project below. **All fields are required.**

| Project Category (select one only) |
|--|
| <input type="checkbox"/> Category 1: Planning and Technical Studies |
| <input type="checkbox"/> Category 2: Solar System Purchased/Owned by LEA |
| <input type="checkbox"/> Category 3: Third (3 rd) Party-Owned Solar System |

| Project Site Name |
|-------------------|
| |

| Project Street Address* | | |
|-------------------------|-------|----------|
| | | |
| City | State | Zip Code |
| | MD | |

*If this project will have multiple locations, provide the main project site address and list additional addresses in the project site description box on the following page.

Describe the project site(s) in the box below **(250 words or fewer)**. Please describe the location of the project and list the low-income or disadvantaged and overburdened census tract(s) served. Additionally, provide a brief description of the category selected above.

Describe how the proposed project(s) will address the competitive application criteria as described in the FOA **(250 words or fewer)**. Demonstrate how the proposed project(s) will show the greatest energy reduction and greenhouse gas savings per dollar spent.

Section 3: Financial Information

Please provide all information regarding the project’s funding below. **All fields are required.**

Grant Request

Please enter the amount of funding requested from the Schools Decarbonization Program AOI 3 in the box below.

| | |
|----------------------|----|
| Grant Request | \$ |
|----------------------|----|

Additional Funding Incentives

Project funding is encouraged to be combined with other incentives, including the Inflation Reduction Act’s Direct Pay incentives for clean energy technologies. Total incentive reimbursables combined with grant funding may not exceed the project budget.

| | |
|------------------------------------|----|
| Total Additional Incentives | \$ |
|------------------------------------|----|

Total Project Cost

Please enter the total cost of the project before the consideration of rebates and incentives.

| | |
|---------------------------|----|
| Total Project Cost | \$ |
|---------------------------|----|

Section 4: Required Supporting Documents Checklist

The following supporting documents must be provided with this application form at the time of submission to constitute a complete application package. Failure to provide any of the required documents will result in rejection from funding consideration. An Applicant whose application package is rejected for this reason may reapply when all required documents are obtained. Please indicate that each document has been included by checking the box beside it.

| | |
|--------------------------|---|
| <input type="checkbox"/> | Complete application form (this form), signed by an Applicant authorized representative |
| <input type="checkbox"/> | Complete, current, and accurate IRS Form W9 for the Applicant |
| <input type="checkbox"/> | Project proposal conforming to the requirements as explained in the FOA |

AOI 3 Specific Documents

| | |
|--------------------------|---|
| <input type="checkbox"/> | A system diagram detailing locations, dimensions, and orientations of the proposed system on the property |
| <input type="checkbox"/> | A site map exhibiting the location of the system on the property |
| <input type="checkbox"/> | Construction schedule |
| <input type="checkbox"/> | PVWATTS, PVSYST (or equivalent) document showing expected energy production |
| <input type="checkbox"/> | A basic electrical schematic of the facility's electrical system (a one-line diagram is acceptable) and where/how the solar array connects to it. |
| <input type="checkbox"/> | Project budget showing full cost and requested funding from MEA. Funding should take into consideration Direct Pay incentives for LEAs through the Federal Government. |
| <input type="checkbox"/> | For a purchased system, calculate and provide the simple payback period. For a 3 rd party-owned system, show the cost savings to the site owner over a 15-year period. |

Section 5: Electronic Communications

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: Email via schools.MEA@Maryland.gov.

OR

The Applicant does not agree to communicate electronically with MEA: I do not agree

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Section 6: Attestations, Acknowledgements, Certifications, and Signature

Carefully read the list of attestations, acknowledgements, and certifications below prior to signing this application form. The application may be rejected from consideration if any of the following are found to be untrue during the course of the evaluation of the application package.

Attestations, Acknowledgements, and Certifications

By signing this application, I certify that the information provided on this application form and in each of the attached supporting documents required by the FOA is complete, accurate, and true, to the best of my knowledge and belief. I certify that I am authorized to sign this application and submit the application package on behalf of the Applicant, and I agree to the attestations, acknowledgements, and certifications listed 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 Decarbonizing Schools Program Overview Document (Overview Document) and AOI 3 Funding Opportunity Announcement (FOA).
2. I understand and acknowledge that MEA accepts application packages and awards FY24 Decarbonizing Schools Program awards on a competitive basis, and that application packages are due to MEA no later than **3:00 P.M. EST, March 15, 2024**.
3. I affirm that the project for which the grant funds have been requested, if ultimately installed, will be located on (a) facility (facilities) within the State of Maryland.
4. I understand and acknowledge that the use of any funds awarded under this grant program for projects designed to benefit one or more person(s) outside of the State of Maryland is strictly prohibited.
5. I understand that submission of this application package does not obligate MEA to award a grant under the grant program.
6. I affirm that any feasibility analysis and planning funds awarded under this grant program will not be used for any equipment or installation costs. I acknowledge that funds are only permitted for feasibility analysis and preconstruction activities as specified by the FOA.
7. I understand that grant funds cannot be used to offset costs that are incurred by the Applicant or any contractor(s) or developer(s) prior to the execution of a Grant Agreement or Commitment Letter between the Applicant and MEA.
8. I understand and acknowledge that MEA reserves the right to determine the final award amount for each grant issued under the grant program, and that the amount of funds that have been requested in this application are not guaranteed.

9. I understand and acknowledge that MEA or its representative(s) may use photos and video footage of the Applicant's facility (facilities), or the facility (facilities) under analysis if not owned by the Applicant subject to written agreement with MEA by the facility (facilities) owner, and data presented in the Applicant's reports for marketing, publicity, and advertising purposes. MEA and its representatives, subject to the requirements of the Maryland Public Information Act, and other applicable laws, will not divulge any confidential information or trade secrets.
10. I understand and acknowledge that if the Applicant is selected for a grant award, the Applicant must provide MEA with a complete, current, and accurate IRS Form W9. All information about the Applicant provided on this application form must exactly match the information as it appears on the Applicant's IRS Form W9.
11. I, the Authorized Representative for the Applicant, certify that: (1) the Federal Tax Identification Number or Employer Identification Number provided on this application form is the correct Federal Tax Identification Number or Employer Identification Number for the Applicant, or the Applicant is waiting for a number to be issued to them; and (2) the Applicant is not subject to backup withholding because:
 - a. the Applicant is exempt from backup withholding; or
 - b. the Applicant has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends; or
 - c. the IRS has notified the Applicant that it is no longer subject to backup withholding; and I am a U.S. citizen or other U.S. person (as defined in IRS Form W9).
12. 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, an Applicant should contact a qualified tax professional.
13. I understand and acknowledge that if a Grant award is provided for this project, MEA Representatives and MEA agents must have reasonable access to the relevant facility or facilities to conduct site inspections and measurement and verification activities, and to take photos or videos of the project, as deemed appropriate by MEA in consultation with the Grantee. If the relevant facility or facilities is (are) owned by (a) third party (parties), a written agreement between the Applicant and the facility (facilities) owner(s) is (are) required.
14. I understand and acknowledge that the FY24 Decarbonizing Schools Program's terms and conditions are subject to change at the discretion of MEA.
15. I understand and acknowledge that if MEA awards a grant to the Applicant, any grant award payment will be contingent upon the successful MEA review and approval of the Grantee's submissions, including but not limited to: progress reports and requests for reimbursement, including supporting documentation, etc.
16. I understand and acknowledge that the FY24 Decarbonizing Schools Program funding is limited as outlined in the FY24 Decarbonizing Schools Program Document and FOA.



Wes Moore, Governor
Aruna Miller, Lt. Governor
Paul G. Pinsky, Director

17. I understand and acknowledge that participation in MEA grant programs is voluntary. If selected for award and to ensure the secure transmission of grant funds, grantee recipients of MEA funding are generally required to receive electronic payments from the State of Maryland. Electronic payments are set up through the State of Maryland's Comptroller's Office. Grantee must fill out and submit the "[ACH/Direct Deposit Authorization for Vendor Payments Form X-10](#)" to the Comptroller's Office via the submission methods outlined on the X-10 form. ACH/Direct Deposit Authorization for Vendor Payment Form X-10 should not be sent to MEA. Failure to submit ACH/Direct Deposit Authorization Form X-10 may result in award reimbursement being delayed. If an applicant is unable to receive ACH/Direct Deposit payments, MEA may provide an exception to this requirement on a case-by-case basis, at the sole discretion of MEA.

The Authorized Representative for the Applicant must sign and date the section below to constitute a complete application form. Unsigned Application forms will result in the entire application package being rejected from MEA consideration. Applicants whose application packages are rejected for this reason are free to reapply.

X

Name (Printed):

Title:

Date:

SUBMISSION INSTRUCTIONS

Submit this completed and signed application form and all required supporting documents as described in Section 4 to the following email address:

schools.MEA@Maryland.gov

ALL APPLICATION PACKAGES ARE DUE TO MEA NO LATER THAN 3:00 P.M. EST, March 15, 2024. NO EXCEPTIONS WILL BE MADE.