FY23 Decarbonizing Public Schools Program

Application Form

**Click here for:** [**Funding Opportunity Announcement (FOA)**](https://energy.maryland.gov/SiteAssets/Pages/SchoolDecarbonization/FY23_Funding%20Opportunity%20Announcement%20DRAFT.docx.pdf)



Application Deadline: 5:00 P.M. EDT, Friday, December 16, 2022

**Instructions:** Applicants are strongly encouraged to thoroughly read MEA’s Funding Opportunity Announcement (FOA), available on the Maryland Energy Administration (MEA) [webpage](https://energy.maryland.gov/Pages/SchoolDecarbonization.aspx), prior to completing and submitting this application package. Concise and accurate information entered on this application is important for the application review process. Please be sure that all required information and accompanying documents specified by the FOA are included when submitting the application package. An application missing required information may be deemed ineligible.

**Submit your complete application package via email to:** [**schools.mea@maryland.gov**](mailto:schools.mea@maryland.gov)



Section 1: Requirements

**Eligibility requirements:** Please refer to the eligibility requirements presented in the FOA.An application must meet all eligibility requirements to qualify for consideration under the Decarbonizing Public Schools Program.

**Signature requirements:** Refer to the FOA for signature requirements specific to AOI.1 and AOI.2. Each LEA shall be responsible for ensuring that the terms and conditions in a grant award under this program pass through to any contractors working for an LEA under this program.

Section 2: Required Documents

Before submitting this Application form, verify that each of the following required documents have been completed and are included. **The Application package will not be accepted for consideration if any of these documents are missing.**

|  | **Complete and accurate** FY23 Decarbonizing Public Schools Program Application Form (**this** **form)** | |
| --- | --- | --- |
|  | **A PDF attachment** with a narrative explanation (maximum one page per AOI) indicating the applicant’s intended approach to organizational and human resource engagement for meeting the FOA’s evaluation criteria. If applying for both AOIs, two separate narratives should be submitted. The narrative included in the PDF attachment should clearly address the evaluation criteria for the respective AOI. | |
|  | **Complete, current, and accurate** IRS Form W-9 for the Applicant organization | |



Section 3: Applicant Information

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

| **Organization Name** |  |
| --- | --- |

| **Applicant Organization Street Address**  **(As listed on IRS Form W9)** | |  | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **City** |  | **State** | |  | **Zip Code** |  |
| **Federal Tax ID Number / Employer Identification Number** | | |  | | | |

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

***\*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 who MEA will contact regarding 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 who 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. Must be a representative of the Applicant organization.***



Section 4:

Summary of Awardee’s Project Management Approach

Please respond to the following to describe the applicant LEA’s approach to managing the resources needed to accomplish the scope of work per AOI.1 or AOI.2.

| **Area of Interest (AOI** |  | AOI.1: Energy data management technical support |
| --- | --- | --- |
|  | AOI.2: Net-zero energy planning and analysis |
| **Anticipated Staffing Approach** |  | Contract consultant |
|  | Temporary staff hire |
|  | Not yet determined |
| **LEA Supervisor,  Point of Contact**  **(Name, title):** |  | |
| **LEA’s Designated Staff for Post-Award Activity**  **(Name, title):** |  | |



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:**

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

Applicants may contact MEA via [schools.mea@maryland.gov](mailto:schools.mea@maryland.gov).

**OR**

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



Section 6: 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.

**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 FY23 Decarbonizing Public Schools Program FOA.
2. I understand and acknowledge that MEA evaluates Application Packages and awards Grants on a competitive basis, and that Application packages are due to MEA **no later than 5:00 P.M. EDT, Friday, December 16, 2022.**
3. I understand and acknowledge that submission of this Application Package does not guarantee that a Grant will be awarded for the project.
4. I understand and acknowledge that Grant funds cannot be used to offset costs that are incurred by the Applicant organization or any project contractor prior to the execution of a Grant Agreement between the Applicant and the Maryland Energy Administration.
5. I understand and acknowledge that the Maryland Energy Administration will determine the final award amount for each grant.
6. 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.
7. I have read MEA’s Grant Agreement [General Provisions](https://energy.maryland.gov/SiteAssets/Pages/all-incentives/General%20Provisions%20v3%202.11.22.pdf) (“General Provisions”) for fiscal year 2022 (<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.
8. I understand and acknowledge that, if selected for a Grant award, an Applicant must provide the Maryland Energy Administration with its IRS Form W-9. All Applicant information on the IRS Form W-9 must match the information provided on this Application form.
9. I understand and acknowledge that the FY23 Decarbonizing Public Schools Program program terms and conditions are subject to change at the discretion of MEA.
10. 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), based on the requirements for payment outlined in the grant agreement.
11. I understand and acknowledge that grant funding for the FY23 Decarbonizing Public Schools Program is available as outlined in the program’s FOA.

| **AUTHORIZED APPLICANT SIGNATURE (REQUIRED)** | |
| --- | --- |
| **Signature Requirements:**  A signature must be applied to this application by an LEA officer with the authority to commit the LEA to execute the grant’s requirements. Refer to “Minimum Application Requirements” presented in the FOA with details for AOI.1 and AOI.2. | |
| **Authorized Signature:** |  |
| **Name (First and Last):** |  |
| **Title:** |  |
| **Applicant Organization Name:** |  |
| **Date:** |  |

**SUBMIT THIS APPLICATION VIA EMAIL TO:**

**>>>** [**schools.mea@maryland.gov**](mailto:schools.mea@maryland.gov)**<<<**

**APPLICATIONS ARE DUE BY 5:00 P.M. EST, Friday, December 16, 2022.**

**APPLICATIONS SUBMITTED AFTER THIS DEADLINE WILL NOT BE ACCEPTED.**

Any questions or concerns regarding Program requirements, Application instructions, or general Decarbonizing Public Schools Program questions should be directed as follows:

* AOI.1- **Christopher Russell, program manager,** at [chris.russell@Maryland.gov](mailto:chris.russell@maryland.gov) or via phone at (443) 908-1767;
* AOI.2 - **Garry Aime, program manager**, at [garry.aime@maryland.gov](mailto:garry.aime@maryland.gov), phone (410) 537-4097.