

Section 1 - Application Type

Area of Interest *

- Area of Interest 1: Equitable Solar Access for Organizations
- Area of Interest 2: Commercial Solar for Sustainability

Eligible Applicants Under Area of Interest 1

- LMI-serving non-profit
- Certified Small Business Enterprise (SBE)
- Veteran-Owned Business

System Ownership Type *

- Direct Ownership (Site Owner / Operator)
- Third Party Ownership (Solar Lease / PPA)

Eligible Facility Owner *

Eligible Facility Longterm Lessee (if applicable)

Anticipated Solar Installation Company *

Solar System Owner (if same or if different) *

Section 2 - Applicant Information

The following section submit information about the entity applying to receive grant funding. The applicant must be the intended owner of the solar system. For payment processing purposes, please enter all applicable information exactly as it appears on the applicant's IRS Form W9.

Applicant Name *

Please enter the name of the applicant exactly how it appears on their IRS Form W9. The CCSP grant Applicant must be the owner of the solar system.

Applicant Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Applicant IRS Form W9 *


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Please upload a copy of the most current, complete, and signed IRS Form W9 for the applicant.

Applicant EIN *

A blank copy of the IRS Form W9 and instructions on how to complete it can be found on the [IRS Form W9 webpage](#).

Section 3 - Relevant Contacts

Please provide information relevant to the authorized representative, the point of contact, and any legal counsel.

Applicant Authorized Representative Full Name *

This is the individual with the signatory authority to apply on behalf of the applicant, and to enter into a grant agreement with MEA if the application is approved for a grant.

Applicant Authorized Representative Title *

Applicant Authorized Representative Email *

example@example.com

Applicant Authorized Representative Phone Number *

Please enter a valid phone number.

Applicant Point of Contact Full Name *

The person tasked with day to day oversight of grant application and administration.

Applicant Point of Contact Title *

Applicant Point of Contact Email *

example@example.com

Applicant Point of Contact Phone Number *

Please enter a valid phone number.

Project Facility Name *

Project Facility Address *

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Project Facility Census Tract GeolD

Can be found using the US Census Bureau's
Geocoder tool
<https://geocoding.geo.census.gov/geocoder/geography/addresses/address/form>

Project Facility County *

Project Facility State Legislative District (enter numbers only, do not enter letters) *

Can be found using
<https://mgaleg.maryland.gov/mgawebsite/members/districts>

Project Facility Congressional District (Enter numbers only, do not enter letters.) *

Can be found using
<https://mgaleg.maryland.gov/mgawebsite/members/district>

Brief Description of Normal Business Conducted on Property *

Eligible Facility Owner *

- Same as Applicant
- Different than Applicant

Eligible Facility Owner Name

You have indicated that the site owner is not the same as the applicant, please write the name of the site owner here.

Eligible Facility Owner Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Historic Preservation

The installation of the solar PV system must not result in an "adverse finding" to the historical significance of the property, as deemed by the Maryland Historic Trust. If you know the historic preservation status of the project site, please indicate it below. You can find information on the historic status of a proposed project site using Maryland's Environmental Resources and Land Information Network (MERLIN) and Maryland's Cultural Resources Information System MEDUSA. Otherwise, indicate "I don't know." Each application that is considered for funding will be reviewed by MEA's Historic Preservation Specialist prior to issuance of a grant.

Property Historic Preservation Status *

- National Register of Historic Places (NRHP)
 - Maryland Inventory of Historic Properties (MIHP)
 - Historic Preservation Easement
 - A combination of NRHP, MIHP, or Historic Preservation Easement(s)
 - Unsure
-

Utility Service Area *

Facility average annual electricity consumption *

kWh/yeat. Enter numbers only.

Section 5 - Solar PV System Information

Solar PV System Type(s) *

- Roof-mount
- Ground-mount
- Solar Canopy
- Other

If solar canopy, what does the canopy cover?

- Parking
- Body of Water
- Other

Name of Anticipated Solar Installation Company *

Anticipated Installer Email *

example@example.com

Anticipated Installer Phone *

Please enter a valid phone number.

Full Name of NABCEP PVIP (PV Installation Professional) or PVDS (PV Design Specialist) staff member *

NABCEP Certification Number *

enter numbers only

NABCEP Certification Expiration Date *

 

Date

Solar PV System Description *

Please provide a short description (no more than 200 words) of the solar PV system installation. Describe where it will be installed, how it will be tied into the site's electrical system, how much of the site's annual load the system is expected to satisfy, and any additional information you feel is important for the MEA Program Manager to know

Rooftop/Ground-mounted Solar System nameplate capacity (kW-DC) *

As it appears on the signed contract and single line diagram. Enter numbers only.

Solar Canopy nameplate capacity (kW-DC)

As it appears on the signed contract and single line diagram. Enter numbers only.

First year system production estimate (kWh/year) *

As it appears on the system production estimate documentation. Enter numbers only.

Annual GHG Emissions avoided (CO2 metric ton equivalent) *

Enter numbers only. Can be calculated by utilizing the following EPA tool:
<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator#results>

Projected System Life (years) *

Lifetime GHG Emissions avoided

Percentage of onsite load offset by the system *

enter numbers only, do not enter a % symbol

Rooftop/Ground-Mounted Solar System Cost *

enter numbers only, do not enter a comma or \$ symbol

Solar Canopy Cost

enter numbers only, do not enter a comma or \$ symbol

Section 6 - Required Supporting Documents

Please upload all requested supporting documents. Failure to upload a required supporting document may result in rejection of the application. Applicants whose applications are rejected for this reason are free to reapply. An application's place in the review queue is only reserved once all required documents have been received.

AOI 1 Evidence of Applicant Status (Proof of Eligibility for AOI1)


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You indicated that this is an AOI 1 project. Please provide documentation that certifies that the proposed project site meets the eligibility requirements for AOI 1 as specified in the "Required Application Documents" section of the FOA. Acceptable documentation includes: Small Business Enterprise (SBE) certification; A screenshot of the MDOT OMBE Directory of Certified Firms that demonstrates that the business on the proposed project site has a pending application to be designated as a SBE; documentation demonstrating that the owners received an honorable discharge, or a disability discharge from the U.S. Military (e.g. DD 214, DD 13, DA 1569); OR A letter from the Internal Revenue Service attesting to the 501(c)(3) tax exempt status of the organization.

Evidence of Facility Control (Project Site Maryland DAT Real Property or Property Deed) *


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Please provide documentation demonstrating the property owner of the project site using either a) the Maryland Department of Assessments and Taxation (DAT) Real Property Data Search tool or b) Property Deed

Please upload a copy of the Maryland Department of Assessments and Taxation (DAT) Real Property Data Search result (a PDF or a screenshot) for the project site (where the system will be installed). You can obtain a copy of this search information on DAT's website [here](#).

Property Owner Permission Letter


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You have indicated that the project site is not owned by the Applicant. Please upload the Property Owner's Permission Letter to document that you have permission to install the solar PV system at the project site. Please refer to the Funding Opportunity Announcement for information on what constitutes an acceptable Property Owner's Permission Letter.

Good Standing Documentation (Applicant and Installer) *



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Please upload documentation that the Applicant, and any contractor that the Applicant works with to complete the project, is in Good Standing with the Maryland Department of Assessments and Taxation (DAT). Acceptable documentation includes a PDF of the organization's result from Maryland DAT's [Business Entity Search](#) that indicates Good Standing, or a Certificate of Status from Maryland DAT that indicates Good Standing. Instructions on how to obtain a Certificate of Status are available on DAT's website [here](#).

Project Budget Workbook *



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Please upload a completed copy of the Project Budget Workbook. A blank copy of the workbook is available on the MEA Program webpage.

Facility Utility History *



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Please upload the most recently available twelve (12) continuous months of electric utility consumption data for the project site listed in a table or spreadsheet in an easily-readable format, AND PDF copies of the corresponding utility bills. The data in the table or workbook must exactly match the information provided on the utility bills. Please combine utility bills into a single document.

Project Map *



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Please upload a site map exhibiting the location of the solar PV system on the property. Acceptable formats include screenshots or images from Google Earth, Google Maps, or similar widely-accepted online geographic information system with the proposed location of the solar PV system array indicated. Please note the map to clearly demonstrate the location and orientation of the proposed system.

Solar PV System Information *



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Solar Canopy EV-Ready System Information



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Please upload comprehensive information regarding the proposed solar PV project, which must include at minimum:

- A. **Size of the solar PV system in kilowatts of direct current ("kW-dc");**
- B. **Location of the solar PV system, including street address and specific location on the installation property;**
- C. **Solar production estimate from a widely-accepted solar estimation program, such as PVWatts, PVsyst, or others, on a case-by-case basis;**
- D. **A single-line diagram of the proposed solar PV system, inclusive of all wiring, communications, and other ancillary equipment necessary for the safe and successful installation of the solar PV system; and**
- E. **A basic electrical schematic of the facility's electrical system (a one-line diagram is acceptable) and where and how the solar PV system connects to it.**

If the proposed project is a solar canopy, please also include EV-Ready documentation described in Appendix A of the Funding Opportunity Announcement, which includes at minimum:

- F. **Electrical One-Line Diagram showing:**
 - Reserved panel capacity for future EV loads.
 - Dedicated breaker space labeled "EV Ready."
 - Conduit routing to parking spaces.
- G. **Site Plan showing the locations of at least four EV-Ready parking spaces.**
- H. **Narrative Description confirming how the design meets [IECC Appendix CG101.2.3](#) definition of "EV Ready.", and estimated future EVSE capacity (e.g., 7.2 kW per charger).**

Signed Solar Contract (System Purchase, Letter of Intent, Power Purchase Agreement, or Lease Agreement) *



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Please upload a copy of an itemized and signed contract, or signed letter of intent, from the solar PV provider selected for the project, that must include, at minimum, the location and estimated nameplate capacity of the solar PV system.

Multifamily Building Only - Complete Tenant Synopsis Form



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Please submit a filled out copy of the Tenant Synopsis Form you will use to inform the tenants of the multifamily building that a solar PV system installation will take place. A copy of the template can be found on the program website.

Application Authorization



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If an installer or other third party is preparing this application on behalf of the Applicant (the ultimate recipient of the grant funding, and signatory of a potential Grant Agreement), please submit a letter of authority from the Applicant giving explicit permission to do so. The letter should be signed by the Applicant's Authorized Representative.