


Applicant Name:		Reviewer Name:	
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 Maryland Energy Administration	FY25 Solar Canopy Grant Program Purchased Systems	
	APPLICATION	REVIEW CHECK LIST (INTERNAL)
A. System Information and Installation Location		
Information in block A1 is complete?		NOTE:
Information is provided in A2 describing the use, operating hours and location of the parking lot/floating solar array? Additional solar installation (in addition to the solar canopy) is discussed here.		NOTE:
B. Point of Contact		
Is a primary Point of Contact designated?		NOTE:
C. Applicant Signature		
Information in block C1 is complete?		NOTE:
Printed name, title, date of signature, and applicant signature are complete in block C2. Signatory name, title and email address included?		NOTE:
D. Installing Contractor Information and Signature		
Information in block D1 is complete (to include NABCEP name and certification number)?		NOTE:
Printed name, title, date of signature, and applicant signature are complete in block D2?		NOTE:
E. Eligibility		
Verify the applicant is a government entity, business, non-profit organization, non-profit educational institution, or sole proprietor farmer		NOTE:
F. Documentation		
SDAT Certificate of Good Standing provided for applicant and installer?		NOTE:
Letter of intent between applicant and installing contractor?		NOTE:
System diagram detailing locations, dimensions and orientations of the system on the property? The diagram must include dimensions of the parking lot and the solar canopy (dimensions of the pond and solar array for floating solar arrays).		NOTE:
Site map exhibiting the location of the system on the property (i.e., Google Earth)?		NOTE:
Evidence of site control by the applicant (such as in the form of a recorded deed)?		NOTE:
Evidence of project finance (i.e., statement of self-finance or a financier's Letter of Commitment)?		NOTE:
Construction schedule (assumes grant agreement signed April 1, 2025)?		NOTE:
Solar production estimate (PVWatts, PVsyst, SAM or equivalent)?		NOTE:
W-9 provided for applicant/grantee?		NOTE:
G. Evaluation Comments		
Include adders and subtractors (geographic diversity, larger overall project, ability to be seen from highway, and anything else you think worthy of note) Evaluation criteria include: <ul style="list-style-type: none"> The GHG savings per dollar of grant: For microgrids Points = (Array Productivity (in kWh/kW) * 30.6628)/1,100 For non-microgrids Points = Array Productivity (in kWh/kW) * 30.6628/800 		NOTE: If a point is added for innovative design, please specify why you think it was innovative. Points =

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<ul style="list-style-type: none"> • Beneficiaries: = add up to ten points if the project provides direct, identifiable benefits to Marylanders that reside in an LMI, overburdened, or disadvantaged community • Additional roof or ground mounted capacity installed in conjunction with a canopy/floating solar system. Please note, however, that MEA will not include roof or ground mounted capacity when determining the grant amount. = (total capacity in kW_{dc} – 500)/1000 • Inclusion of an innovative project design and/or use; = add one point for innovative project design • Waterway use: = add two points if the project is located in a wastewater treatment pond, stormwater retention pond or private waterway. • Microgrid services: = add fifteen (15) points if the project provides community care or community continuity microgrid. • Estimated accessibility and frequency of use of the proposed carport and the EV chargers; = add one point if available to the public • The frequency of parking lot use. = add one point if indication they will be used at least 5 days a week • Projects that are the first Solar Canopy grant request from within the agency/organization = 5 points if the first 	<p>Points =</p> <p>Points =</p> <p>Points =</p> <p>Points =</p> <p>Points =</p> <p>Points =</p> <p>Points =</p> <p>Points =</p>
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H. Additional Comments

I. Your Recommendation

Include, don't include, need more information, etc.	NOTE:
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Date Reviewed:	
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