Mary Beth Tung, Esq

Director

Maryland Energy Administration

1800 Washington Blvd.

Baltimore, MD 21230

RE: Letter of Engagement for Maryland Energy Administration Education, Outreach, and Technical Assistance Program under U.S. Department of Energy’s State Energy Program 2019 Competitive Award

Dear Dr. Tung,

The U.S. Department of Energy (DOE) has awarded a State Energy Program 2019 competitive award to the Maryland Energy Administration (MEA) to provide education, outreach and technical assistance to local jurisdictions and state highway departments to support implementation of streetlighting conversions to LEDs. The goal of this grant is to provide technical assistance services to explore the feasibility of conversions and provide major financing options, such as energy performance contracting (EPC), utility incentives, and utility bill repayments.

MEA will offer technical assistance at no cost to local jurisdictions during the three-year grant period of performance and while DOE funding is available. We understand that a local government that chooses to participate in this program will have access to MEA’s team of expert consultants, who have decades of experience in energy efficiency, EPCs, and financing, including specific experience in streetlight conversion negotiations with utilities. In addition to MEA, the project team consists of consultants from Clean Energy Solutions, Inc. (CESI), the Metropolitan Washington Council of Governments (MWCOG), Northern Virginia Regional Council (NRVC), and the National Association of State Energy Officials.

The technical assistance options available to local governments through this program may include:

1. Analyze the inventory of existing streetlights, once provided the list including the number of lights by wattage and type (HPS vs. mercury vapor), to estimate the costs and savings for up front purchasing and installation, given a few scenarios about tariff issues;
2. Meet with key stakeholders in local government and the utility, as needed;
3. Examine the existing streetlighting tariff and suggest opportunities to negotiate the terms of investment and maintenance in a downward direction;
4. Field technical questions, such as warranties, maintenance responsibilities of the respective parties, procurement options, and lighting performance specs;
5. Discern the availability of financial incentives from a utility;
6. Provide draft RFQs or RFPs for ESCOs and lighting contractors to secure the LED conversions, including their financing, installation, and maintenance, if desired;
7. Review the RFQ or RFP responses from vendors for comprehensiveness and cost reasonableness;
8. Provide references of other local communities that have already converted to LEDs;

We understand that we can select from any one or more of these technical assistance options, depending upon our needs and questions.

This letter extends a commitment of technical assistance from MEA to ANYTOWN, Maryland. Our signature below indicates our willingness to engage MEA in this program. This letter does not obligate ANYTOWN to enter into any contract with any vendors, including MEA’s team of expert consultants.

We understand that this program is voluntary and that MEA and its team of consultants are not responsible for any liabilities that may arise with regard to any contractual parties we may later engage.

ANYTOWN understands that MEA will not provide EPC services, purchase any equipment, or install any streetlighting measures. MEA will not provide compensation for any contractors, vendors, or services that ANYTOWN may need to 1) participate in the program, 2) take full advantage of opportunities or financial resources identified by the program, 3) engage an ESCO, or 4) implement a conversion. All assistance provided by MEA and its team of expert consultants will conclude by December 2021 or when DOE funds are exhausted, whichever occurs first. Any questions about the technical assistance program can be directed to Steve Morgan at Clean Energy Solutions Inc., smorgan@cleanenergysol.com.

ANYTOWN looks forward to working with MEA to realize the cost and energy-saving benefits from cost-effective energy efficiency projects.

OFFERED:

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Mary Beth Tung, Esq. Director

Maryland Energy Administration

ACCEPTED:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, YEAR.

NAME, TITLE

ANYTOWN, Maryland