



Funding Opportunity Announcement

FY25 Solar Technical Assistance Program

Program Description:	The FY25 Solar Technical Assistance Program (the “Program”) provides technical assistance to state and local government public entities for solar site surveys and to conduct preliminary development of solar projects.
Type of Program:	MEA provides technical assistance through the Maryland Environmental Service (also commonly known as “MES”), free of charge , to the public entity. It is a Non-competitive (first-come, first-served) program.
Application Deadline:	N/A. The program remains open until funding is expended. Applications submitted before 3:00 p.m. on Friday, March 14, 2025, are likely to be funded before the end of the fiscal year.
Eligible Applicants:	This Program is limited to state and local government entities (e.g., Counties, Municipalities, State of Maryland agencies and departments, etc.), public universities, community colleges, and public schools, for projects that will be located on existing infrastructure , such as buildings, parking lots and developed properties.
Eligible Activities:	<p>This Program provides the services listed under the “List of Services Available” (below). With rare exceptions, the Program does not provide technical assistance for the Request for Proposal (RFP) development, or detailed design and construction of a specific project. The technical assistance is designed to:</p> <ol style="list-style-type: none">1. Conduct solar site assessments on government owned or controlled buildings and previously disturbed land,2. Where resiliency is needed, provide limited technical assistance to help determine the sizing and rough design of a microgrid system,3. Provide detailed technical support for a limited set of specific engineering problems,4. Provide a limited set of data analytic services,5. Provide free technical assistance for solar project reviews, or in certain circumstances, owner representative services (See List of Technical Assistance That May Be Requested section below).

- Program Budget:** MEA anticipates providing up to \$330,000 of technical assistance through the Maryland Environmental Service and its Technical Assistance provider(s).
- Technical services are normally expected to be less than \$10,000 for an individual project. However, MEA is open to larger scale projects that seek to leverage solar opportunities across larger building portfolios (either with the application or after MES develops the technical assistance estimate). An application that exceeds this funding goal may require additional justification.
- Minimum Requirements:** To be considered for technical assistance, the Applicant must submit a complete application which includes a discussion of:
1. The technical assistance required,
 2. How the technical assistance report will be used (how it becomes a project),
 3. Constraints that could limit solar location,
 4. A detailed description of the final technical assistance report being requested.
- In addition:
- The Applicant must submit required documents,
 - The Applicant must sign a Letter of Agreement (with MEA) agreeing to provide access and information required so the Technical Assistance provider(s) can carry out their work,
 - Buildings or properties must be owned by a state or local government entity; or have a lease by the state or local government with more than 15 years remaining on its lease,
- Review Process:** Project applications will be forwarded to the Maryland Environmental Service to assign to a Technical Assistance provider(s) and to receive a quote for service. A review team, selected by the MEA Program Manager and consisting of at least 3 members, will review the application and all supporting documents. If, after evaluation, a majority of the review team determines that: 1) the project meets the criteria specified above; and 2) makes a compelling case, from an energy policy perspective, the review team will recommend the project for funding. If a majority of the review team determines that the minimum requirements are met, but the Applicant does not make a compelling case for funding, the project will not be recommended for funding. Each recommendation to deny funding for a project that meets minimum criteria will automatically be reviewed by the Section Chief, Clean Energy and Resilience.
- If the project is recommended for funding and the MEA Program Manager accepts the Technical Advisor's estimate of cost, then the Letter of

Agreement (signed by the Director) is sent to the Applicant for signature. Once signed, the work will commence.

Partial awards:

MEA may adjust the application for technical assistance if the request exceeds the Program’s scope of allowable assistance or the technical assistance would exceed the \$10,000 limit. MEA will make reasonable efforts to confer with the Applicant and MES before making a significant adjustment to the scope of a technical assistance request.

Required Application Documents:

- A completed application,
- A cover letter describing the technical assistance request, any pertinent factors to explain the scope of the requested report, and a statement showing the Applicant’s commitment to signing the Letter of Agreement with MEA (which includes a commitment to providing access to the project site and to necessary information).
- A site map that highlights the location of the building(s) and property that should be considered, as well as any relevant surrounding area that may have bearing on the project. An image from Google Earth © is preferred, however a digital/print photograph is acceptable. As appropriate, include a photo of any issue that should be specifically considered as part of the technical assistance.
- Evidence of the Applicant’s control of the project site for at least 15 years, normally in the form of a State Department of Assessments and Taxation (“SDAT”)¹ record, a recorded deed or other appropriate documentation (as determined by MEA).
- The Applicant’s current, complete, and signed IRS Form W9.

Submission Instructions:

MEA encourages the use of electronic applications to streamline processing and reduce environmental impacts. If you cannot apply electronically, please contact MEA no later than seven (7) days prior to the application deadline to identify an alternative method to submit the application.

The application spreadsheet and required documents should be submitted electronically to MEA via email to: **solar.mea@maryland.gov**. If specifically authorized by MEA, the Applicant should mail the supporting documents to:

Maryland Energy Administration
Attn: Solar Technical Assistance Program
1800 Washington Blvd. Suite 755
Baltimore, MD 21230

¹ A record of the property’s SDAT information can be found by entering the applicable local jurisdiction and street address information using the online SDAT Real Property Data Search Engine at <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

Program-specific Requirements:

GENERAL PROGRAM CONSTRUCT

MEA has a Memorandum of Understanding (MOU) with Maryland Environmental Services (MES) to provide technical assistance to public entities for the siting and preliminary development of solar projects. For projects accepted under this Program, MEA will cover the costs of technical assistance provided by MES or a Technical Assistance provider, who will be selected by MES and MEA. The Application (request for technical assistance) must be submitted by an individual authorized to submit for consideration a request to include construction of a solar project in the Applicant's budget and, as relevant, in the Applicant's energy plan.

ACCESS TO DATA

To ensure that necessary data will be available to MES and its Technical Assistance provider(s), the Applicant must sign a Letter of Agreement with MEA agreeing to provide data needed to provide technical services. The requested data should already be available to the Applicant and should not require new research or impose additional cost that is beyond the time and effort needed to collect the existing data.

LIST OF TECHNICAL ASSISTANCE THAT MAY BE REQUESTED

Assistance in paragraphs 1, 2, and 3a (for a solar canopy) may be requested at the same time. Assistance in paragraphs 3b, 3c, 4 and 5 may only be requested after solar siting has been completed.

1. Public and Private Building and Site Solar Assessment Technical Support
 - a) Identification and inventory of public or private properties to determine which properties are owned by the applicant, or where the applicant has more than 15 years left on its lease.

 - b) An initial evaluation of buildings identified using satellite and other photographic means, to determine solar access of the roof and the grounds immediately surrounding the building. Evaluation may include the use of a single solar array (or multiple solar arrays) for multiple co-located buildings.

 - c) A list of proposed buildings and sites that warrant further review, including a description of each building or surrounding grounds proposed and the rationale for its recommendation or exclusion.

 - d) An on-site inspection of a list of identified buildings or surrounding grounds for future solar projects and further refinement of the list to include those that most warrant further consideration. The on-site inspections will include:
 - Use of a Solmetric SunEye 210 (or equivalent) to evaluate the solar resource,
 - Assessment of nearby vegetation to determine if and when encroachment on the solar resource would be expected,

- Coordination with the Applicant to determine the condition of the roof and the approximate date for roof replacement,
- Visual evaluation of the roof support structures to determine if repair or augmentation would be required,
- A proposal for a solar system for use on the building(s), and
- Identification of the percentage of the building's energy usage to be supplied by the proposed solar system.

e) A report, indexed by the building owner or operator, identifying whether buildings included in the report are recommended, or not recommended, to host an individual solar project. For each project being recommended, the report will include the SunEye pictures, an estimate of each building's annual energy usage, and an estimate of the proposed solar array's output using PVWATTS or other solar array energy estimating program.

2. Microgrid/Resiliency Hub Technical Support

- Assistance in identifying the required loads and the appropriately sized solar system to run for a specified period of time while remaining independent from the grid.
- Basic Assistance with microgrid design, support, and control, to include system integration and control system software. Microgrid feasibility studies are properly addressed by applying to the [Resilient Maryland Program, Area of Interest 1: Preconstruction Planning](#).

3. Technical Support for Solar Siting Design and Engineering

- Assistance addressing geology for solar canopies and ground mounted systems.
- Review of contractor engineering analysis concerning recommended improvements to building structures to allow for proposed solar and battery installation (i.e., a second opinion).
- Review of documents, bids, plans, project financials and other information provided by the Applicant related to a specific project or portfolio of projects.

4. Analytics

- Data analytic services as needed to include GIS mapping, energy modeling (over time), and financials (to include return on investment (ROI) and net present value (NPV)).

5. Solar Project Review and Owner Representative Services

- Assistance in developing procurement documents, specifications, and other information necessary for a public or private organization to develop requests for proposals or task orders.
- Supplemental reviews of information, design changes and other aspects of the project through the system's construction and commissioning.

Questions can be directed to:

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Last Modified: July 29, 2024

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