

**Application Process Information Sheet
for the Solar Energy Grant Program**
Maryland Energy Administration (MEA)
December 2004

Applications will be accepted by MEA **starting January 3, 2005 and ending March 15, 2005.**

Applications must be sent by U.S. mail, by delivery service, or hand-delivered to MEA.
No e-mails or FAXes will be accepted. Address applications to:

-Attention- Solar Energy Grant Program
Maryland Energy Administration
1623 Forest Drive, Suite 300
Annapolis, MD 21403

A limited number of grants are available to Maryland individuals, businesses and local governments.

Grant amounts are 20 percent of total installed cost up to a maximum grant amount of:

Solar Water Heating:..... \$2000
Residential Photovoltaics:..... \$3000
Nonresidential Photovoltaics:..... \$5000

Necessary Steps Prior to Applying

Please become familiar with all the program requirements prior to applying for a grant.

The following items are required and must be enclosed with the application forms:

- A completed and signed Pre-Qualification Form (available from MEA)
- A signed cost estimate, purchase order or letter of intent
- Itemized list of components
- System schematic or line drawing
- Site plan
- Shading analysis (if the system will be shaded between 9:00 a.m. and 3:00 p.m. at any time of year)
- For a system installed on a roof:
 - Roof dimensions, including angle, length, and width;
 - Location of collectors or modules on the roof;
 - The orientation and tilt of collectors or array
- For a system not installed on a roof:
 - The orientation and tilt of array or collectors

Application

The Application is a two page form plus an accompanying Pre-Qualification Form and required accompanying documentation. These documents will be available on MEA's Web site www.energy.state.md.us/programs/renewable/solargrant/ beginning December 10, 2004. Application Packages can be sent to you by mail as well. Contact MEA at meainfo@energy.state.md.us or 1-800-723-6374 for an Application Package.

There are separate application forms for Solar Water Heating and Photovoltaics.

Individuals, businesses and local governments may apply for only one solar grant per funding cycle. They must choose either one water heating grant or one photovoltaic grant in each funding cycle.

An original signature of the applicant is required.

A signature of the individual providing the cost estimate, purchase order or letter of intent is required. This may be provided on a separate form and enclosed with the application.

If there are any questions, check MEA's Web site: (www.energy.state.md.us/programs/renewable/solargrant) or send an e-mail to -Attention- Solar Energy Grant Program to meainfo@energy.state.md.us or call 1-800-73-ENERGY.

Due to limited funding it is possible that some qualified applications will not be funded. To enhance your chances of funding send MEA your completed Application, Pre-Qualification Form and accompanying documentation as soon as possible but no sooner than January 3, 2005.

Review and Award Process

All grant applications and accompanying documentation must be complete and accurate. Among other things, they must include a site assessment to ensure that the site is appropriate for a solar project. It is possible that some applications may be deemed ineligible based on site conditions.

It is the intent of the Administration to provide incentives throughout the State. Therefore, the first screening of applications will be done to ensure that projects from as many counties as possible receive consideration for funding. The second review criteria will be a first-come, first-served basis for all remaining qualified applications.

Grant Offers

Conditional contracts will be provided to a limited number of qualified eligible applicants in the form of a Grant Commitment Letter. Qualified applicants then have three weeks to accept the offer by signing the Grant Commitment Letter and returning it and two additional copies to MEA within the specified timeframe. MEA typically allows three weeks for the Grant Commitment Letters to be signed and returned to MEA.

Project Implementation

By returning the signed Grant Commitment Letter to MEA within the specified timeframe the applicant officially becomes a program participant and may begin the installation of the project. The program participant has six months from the date the Grant Commitment Letter was accepted to complete the installation of the solar project.

Completion Certificate

Upon completion of the project, the program participant must provide all the information required on the Completion Certificate and enclose the necessary supporting documentation. The certificate must be signed by the owner and the system installer. Please be sure to be aware of all requirements prior to undertaking the project.