**This application form is for wind turbines that have already been installed. If your organization has not yet installed a wind turbine but will make its determination on installation after knowing whether or not it will receive a Community Wind Grant, please use the Two-step Application for Community Wind Grants, available on the Community Wind Grant Program webpage.**

**Does my organization qualify for a TPO Community Wind Grant?**

In order to qualify for a TPO Community Wind Grant, **all** of the following requirements must be met:

* The Grant Applicant must be the Lessor/Provider of a wind turbine system which has installed the system on the facility of a Maryland business, nonprofit organization, local government, or State of Maryland government agency or department under a lease or a power purchase agreement (“PPA”). The system must be located within the State of Maryland.
* The property on which the wind turbine has been installed must meet the following ownership requirements:
	+ **Lessee/Customer Businesses and Nonprofits:** Must own the property.
	+ **Lessee/Customer Local Governments and State of Maryland Agencies or Departments:** Can own or lease the property. If leased, explicit permission must be given in writing by the property owner.
* Community Wind Grants are limited to one per property.
* The Grant Applicant must submit its application for a Community Wind Grant within twelve (12) months of the date the installation costs of the wind turbine are paid-in-full, the turbine passes all required inspections, and becomes operational.

**What do I need to submit to MEA?**

* Completed Application Form (Pages 6 – 8 of this packet)
* Lease or PPA Agreement signed by both the Lessor/Provider and Lessee/Customer
* Offtake Agreement (if the turbine is not for on-site use)
* Final inspection documentation for all required permits for the wind turbine
* $0.00 balance invoice for the total installed cost of the wind turbine
* Documentation of secured leveraged funds, if applicable
* Photos of the completed wind turbine – see Page 3 of this packet for photo requirements
* Property Ownership/Permission to Install Documentation:
	+ **Lessee/Customer Businesses and Nonprofits:** Copy of the Real Property Data form for the installation property documenting that the Lessee organization owns the property. This form is available on the Maryland State Department of Assessments and Taxation (SDAT) website at <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.
	+ **Lessee/Customer Local Governments and State of Maryland government agencies/departments leasing the installation property:** Written documentation from the property owner authorizing installation of the wind turbine.

**Please mail your complete application to the following address: MEA Contact Information**

**Maryland Energy Administration Phone: (410) 537-4000
Attn: New Community Wind One-step Application
1800 Washington Boulevard, Suite 755 Email:** **wind.mea@maryland.gov** **Baltimore, MD 21230**

**Community Wind Terms and Conditions for Third-party Owned Systems (One-step)**

The following terms and conditions apply to the Community Wind Grant Program (“CWGP”), a component of the Commercial Clean Energy Grant Program, provided by the Maryland Energy Administration (“MEA”). These terms and conditions are subject to change at any time at the sole discretion of MEA. Additional copies of the Community Wind Terms and Conditions for Third-party Owned Systems (One-step) can be found on the Community Wind Grant Program webpage.

1. **Incentive Amounts and Eligible Wind Turbines**
2. Incentive amounts are calculated in seven (7) different capacity tiers, which have been designed in a declining structure to recognize the advantages of economies of scale. Please see the table below for information on the capacity tiers and incentive amounts.

|  |  |  |
| --- | --- | --- |
| Tier | Capacity Range | Grant Amount |
| 1 | 1 – 25 kW | $4,000/kW, max $100,000 OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |
| 2 | 26 – 50 kW | $3,500/kW, max $175,000 OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |
| 3 | 51 – 100 kW | $3,000/kW, max $300,000 OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |
| 4 | 101 – 250 kW | $2,500/kW, max $400,000 OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |
| 5 | 251 kW – 500 kW | $1,500/kW, max $500,000 OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |
| 6 | 500 – 750 kW | $1,000/kW, max $600,000 OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |
| 7 | 751 kW + | $500/kW, max $1 million OR 50% of Total Cost after deduction of leveraged funds, whichever is lower |

1. Tier 1 Grants will only be provided for eligible turbines with a nameplate capacity between 1 and 25 kilowatts (kW) that are listed on at least one of the following certified turbine lists:
	1. [Interstate Turbine Advisory Council (ITAC) Unified List of Wind Turbines](http://www.cesa.org/projects/ITAC/itac-unified-list-of-wind-turbines/)
	2. [Small Wind Certification Council (SWCC) List of Certified Turbines](http://smallwindcertification.org/certified-small-turbines/)
	3. [Intertek Wind Certification Program Directory](http://www.intertek.com/wind/directory/)
2. Tier 1 Grants are calculated based on expected turbine performance measured as normalized capacity (rated power at wind speeds of 11 meters per second), not nameplate capacity.
3. All wind turbines must meet the requirements of all Federal, State, and local laws, regulations, ordinances, and all other legally-binding requirements.
4. **Property Requirements**

To be eligible for a Community Wind Grant, the property on which the wind turbine has been installed must meet the following requirements:

1. **The property at which the wind turbine is installed must be owned by the Lessee/Customer if the Lessee/Customer is a business or nonprofit, and may be owned or leased by the Lessee/Customer if the
Lessee/Customer is a local government or State of Maryland government agency or department. The property must be located within the State of Maryland.**
2. **Properties held in irrevocable trusts are not eligible for Community Wind Grants.** If a property is held in a revocable trust, the Lessee/Customer (or property owner, if the property is leased) must have the right to revoke the trust for a project to be eligible for a Community Wind Grant.
3. **Community Wind Grants are limited to one grant per property.**
4. **Maryland Historical Trust (MHT)** - State law requires that MEA analyze the effect of wind turbine installations on the historical significance of the properties on which they are installed, if any historical significance is present. **Prominent installations of wind turbines on properties recorded in or deemed eligible for the Maryland Inventory of Historic Properties and/or the National Register of Historic Places will not qualify for Community Wind Grants.** Each Community Wind Grant application will undergo a historic review, which will determine if an adverse impact to the historical significance of the property is created by the wind turbine installation. The Community Wind Grant Application will be rejected from further consideration if an adverse impact is present.
5. **Application Requirements**
6. **A complete and accurate Community Wind Grant Application must be submitted to MEA no more than twelve (12) months from the date that the wind turbine is installed, paid-in-full, and has passed all final inspections required by the County or local permitting authority.**
7. **Supporting Documentation –** The following attachments must be included with the Community Wind Grant Application and meet the specified requirements:
8. **Feasibility Study –** A copy of the feasibility study for the wind turbine project must be provided.
9. **Wind Resource Site Assessment Study –** A copy of the wind resource assessment study for the wind turbine project location must be provided.
10. **Off-take Agreement (ONLY FOR TURBINES PRODUCING ELECTRICITY NOT USED ON-SITE) –** If the electricity that the wind turbine produces will not be used on-site, a copy of the off-take agreement between the Lessor/Provider of the turbine and the off-taker must be provided.
11. **Final Inspection Documentation –** Documentation of passed final inspection for all permits required by the County or local permitting authority must be provided. Acceptable documentation includes photos or copies of final inspection stickers, copies of inspection reports, copies of certificates of use and occupancy, and printouts from online permit inquiry systems provided by County or local permitting authorities.  **Contact the County or local permitting office for the jurisdiction in which the installation property is located to obtain permitting requirements.** MEA has provided a list of County permitting office phone numbers on page 9 of this application packet.
12. **Lease or PPA Agreement –** A copy of the wind turbine lease agreement or power purchase agreement (“PPA”) must be provided. The lease or PPA must be signed by the Lessor/Provider and the Lessee/Customer.
13. **Payment Documentation –** Documentation that the installation costs for the wind turbine have been paid-in-full by the applicant must be provided. Acceptable documentation is in the form of $0.00 balance itemized invoices from installation contractors and vendors. If this documentation is not available, alternative documentation will be considered by MEA on a case-by-case basis.
14. **Leveraged Funding Documentation** – If the Grant Applicant organization has secured leveraged funds, documentation of all **received leveraged funds** must be provided. Commitment letters are acceptable documentation for secured funding.
15. **Photo Documentation of the Wind Turbine –** Photos of the completed wind turbine and utility interconnection point must be provided. If the system is off-grid, a photo of the connection to the home/power storage must be provided in place of a photo of the utility interconnection point.
16. **Property Ownership/Permission to Install Documentation**
	1. **Businesses and Nonprofit Organizations:** A copy of the Real Property Data form for the installation property indicating that the Grant Applicant organization owns the property must be provided. **This form is not the same as a real property tax bill.** A copy of the Real Property Data form can be obtained from SDAT’s website at:

<http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.

* 1. **Local Governments and State of Maryland government agencies and departments leasing the installation property:** Written documentation of permission to install the wind turbine must be provided from the property owner. This documentation is determined by MEA on a case-by-case basis. **Contact MEA prior to application submission to ensure the documentation to be submitted with the application is sufficient.**
1. **\*\*MISSING INFORMATION POLICY\*\***

If required information or attachments are found missing from a Community Wind Grant application, or the application or attachments present information which requires further clarification, MEA will notify the Grant Applicant organization in writing (via email or letter). If a response from the Grant Applicant organization or its Installation Contractor is not provided within thirty (30) days of the date of the correspondence, MEA will send a final warning letter to the Grant Applicant organization requesting the missing information**. If no response from the Grant Applicant organization or Installation Contractor is received within sixty (60) days of the date of the final warning letter, the application for a Community Wind Grant will be rejected from further consideration.** A Grant Applicant Organization which has its application rejected for timing-out may reapply as long as no more than six (6) months have passed from the date that the wind turbine was installed, paid-in-full, and had passed all final inspections required by the County or local permitting authority.

1. **Site Visit** – The Wind Energy Program Manager may need to visit the completed wind turbine installation to conduct a site visit and inspection to ensure compliance with the C-CEGP requirements. If deemed necessary, the Wind Energy Program Manager will contact the Grant Applicant to schedule a site visit.
2. **Use of Personal Information**
3. In accordance with Section 4-502 of the General Provision Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:
4. The information being requested in the Application is necessary to document the completion of the project and to ensure installation of a qualifying system.
5. Failure to provide all required information ends any obligation to you under this program.
6. Upon submission for payment, some of this information will be provided to other agencies of the State to process the payment of the grant.
7. Your name, project information and the status of your grant request may be publically accessible on our website.
8. Unless otherwise provided by law or court order, portions of the information provided by you may be subject to disclosure upon request for inspection under Maryland’s Public Information Act. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.
9. As set forth in Sections 4-502 et. seq. of the General Provision Article, you have the right to inspect, amend, or correct your personal record as maintained by the Clean Energy Grant Program.

1. **Tax Status of Community Wind Grants**
2. The Maryland Office of the Comptroller has determined that, based on Internal Revenue Service (IRS) rules, a state grant is considered taxable income on the Federal and State levels. Therefore, a Form 1099-G will be issued for grants received through the Community Wind Grant Program and these grants should be reported as income on Federal and State tax returns.
3. **MEA does not provide tax information outside of what is stated in these terms and conditions and does not offer tax advice. Additional questions should be directed to a qualified tax professional.**
4. **Disclaimer**

Any statement made by an individual or entity that is not an official agent of MEA regarding eligibility requirements, grant amounts, or any other information that does not appear in these terms & conditions, on the Community Wind Grant Application form, or on MEA's website is not endorsed by MEA and should not be taken as fact. Only MEA may guarantee a Clean Energy Grant after properly reviewing the Application Package. If you believe that an individual or entity which is not an agent of MEA is making false claims about the Clean Energy Grant Program, or any other grant programs provided by MEA, please notify MEA by calling (410) 537-4000 or sending an email to DLInfo\_MEA@maryland.gov.

**Section 1 – Grant Applicant (Lessor/Provider) Organization Information**

|  |  |
| --- | --- |
| **Name of Lessor/Provider Business** | **First and Last Name of Signatory** |
|  |  |
| **Name of Contact Person****(If Different than Signatory)** | **Email Address of Contact Person/Signatory** | **Phone Number of Contact Person/Signatory** |
|  |  |  |
| **Lessor/Provider Address** | **Preferred Method of Contact** |
|  | [ ] Email [ ] Letter |

**Section 2 – Lessee/Customer Organization Information**

|  |  |
| --- | --- |
| **Name of Lessee/Customer Organization (Business, Nonprofit, Gov’t.)** | **First and Last Name of Contact Person** |
|  |  |
| **Email Address of Contact Person** | **Phone Number of Contact Person** |
|  |  |
| **Mailing Address (If Different than Installation Address in Section 4)** | **Preferred Method of Contact** |
|  | [ ] Email [ ] Letter |

**Section 3 – Applicant Signature**

I affirm under penalties of law that a qualified wind turbine system has been installed on the installation property specified in Section 4 of this Community Wind Grant Application, under a lease or power purchase agreement with the Lessee/Customer specified in Section 2. I affirm that I hold signatory authority for the Grant Applicant (Lessor/Provider) organization, that the Grant Applicant (Lessor/Provider) organization has complied with all state laws, local ordinances and other legally binding requirements, is registered to do business in the State of Maryland and is in good standing with the Maryland State Department of Assessments and Taxation, and the contents of this application form are true to the best of my knowledge, information and belief. I affirm that the Lessee/Customer is a business or nonprofit organization registered to do business in the State of Maryland, or a local government or State of Maryland government agency or department. I affirm that the components of the system have been listed or labeled by a recognized National Testing Laboratory. I affirm that I have read and agree to the Community Wind Terms and Conditions for Third-party Owned Systems (One-step). *For Lessee/Customer business or nonprofit properties held in trusts:* I attest that the trust is revocable and that the property owner for the Lessee/Customer organization has the right to revoke the trust.

D13

03

516S2

1298

18

MEA

OFFICIAL USE ONLY

AGENCY

FUND

PCA

SUB-OBJ

FY

FEDERAL TAX ID

AMOUNT

PM INIT

MEA INVOICE NO.

DATE RECEIVED

MEA APPROVAL

FINANCIAL ADMIN APPROVAL

|  |  |  |
| --- | --- | --- |
| **Print Name** | **Federal Tax ID No.** | **Date Signed** |
|  |  | Enter Date |

x

**ORIGINAL INK SIGNATURE**
(PHOTOCOPIES AND SCANNED SIGNATURES NOT ACCEPTED)

**Section 4 – Wind Turbine Information**

|  |  |
| --- | --- |
| **Installation Address (Must be located in MD)** | **County and District Information** |
|  | **MD County of Installation:** Choose an item.**Congressional District\*:** Choose an item.**MD Legislative District\*:** Choose an item.\*If you do not know your Congressional or Maryland Legislative District, please go to: <http://mdelect.net> |
| **Wind Turbine Make and Model Number** | **Wind Turbine Capacity (kW)** |
| **Make:** Click or tap here to enter text.**Model #:** Click or tap here to enter text. | **Capacity:** Click or tap here to enter text. |
| **Total System Cost** | **Grant Amount** |
| **Total System Cost ($):** Click or tap here to enter text.**Total Leveraged Funds ($):** Click or tap here to enter text.**Total System Cost Minus Total Leveraged Funds ($):** Click or tap here to enter text. | *Refer to the table on Page 2 of the Terms and Conditions to calculate your Grant Amount.***Grant Amount ($):** Click or tap here to enter text. |

**Section 5 – Permitting & Installation Information**

**Select the County which issued the permit(s) for the clean energy system from the drop-down menu. If the permit(s) was/were issued by a municipality, select "Municipality (Specify)" from the drop-down menu and indicate the jurisdiction in the box to the right of the menu.**

|  |  |
| --- | --- |
| **Permitting Authority** | **Municipality (If Applicable)** |
| Choose an item. |  |

**Enter all applicable permit numbers below.**

|  |  |
| --- | --- |
| **Building Permit** | **Electrical Permit** |
|  |  |

**Enter the date installation began, the date the project was completed, and the total hours worked by all parties.**

|  |  |  |
| --- | --- | --- |
| **Date Project Began** | **Date Project was Completed** | **Total Hours Worked on Project** |
| Click or tap to enter a date. | Click or tap to enter a date. |  |

**Section 6 - Installation Contractor Information**Please enter the information for the installation contracting company which installed the wind turbine system in the section below. Contractors must be incorporated or registered to do business in the State of Maryland, possess all licenses and certifications required by all applicable Federal, State, and local laws, regulations, and other legally binding requirements, and be in good standing with the Maryland State Department of Assessments and Taxation. **By signing the application in Section 3 of this form, you are affirming that the following information about the installation contractor is true and correct to the best of your knowledge, information and belief.**

|  |  |  |
| --- | --- | --- |
| **Company Name** | **License Type** | **License Number** |
|  |  |  |
| **Name of Contact Person** | **Title of Contact Person** | **Email Address** | **Phone Number** |
|  |  |  |  |
| **Company Address** |
|  |

**Section 6 – List of Leveraged Funds**

Please list all leveraged funding sources received for your wind turbine project in the table below.

|  |  |  |
| --- | --- | --- |
| **Funding Source (Grant, Loan, etc.)** | **Amount ($)** | **Date Received** |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
|  |  | Click or tap to enter a date. |
| **TOTAL** |  |  |

**County Permitting Office Phone Numbers**

The following list contains the contact phone numbers for all County permitting departments and Baltimore City’s permitting department. If the facility on which the wind turbine is installed is in a jurisdiction where permitting is handled by a local permitting department, contact that office instead of the County permitting office. Either your organization or your installation contractor should contact the appropriate permitting office to obtain permitting requirements for the clean energy system MEA does not enforce nor regulate County and local permitting.

|  |  |
| --- | --- |
| **County** | **Phone Number** |
| **Allegany** | (301) 777-5951 |
| **Anne Arundel** | (410) 222-7730 |
| **Baltimore County** | (410) 887-3900 |
| **Baltimore City** | (443) 984-1809 |
| **Caroline** | (410) 479-8100 |
| **Calvert** | (410) 535-1600 ext. 2552(301) 855-1243 ext. 2552(410) 535-2155 |
| **Carroll** | (410) 386-2674 |
| **Cecil** | (410) 996-5235 |
| **Charles** | (301) 645-0692(301) 870-3935 |
| **Dorchester** | (410) 228-9636 |
| **Frederick** | (301) 600-2313 |
| **Garrett** | (301) 334-7470 |
| **Harford** | (410) 638-3122 |
| **Howard** | (410) 313-2455 |
| **Kent** | (410) 778-7423 |
| **Montgomery** | Within County: 311Outside County: (240) 777-0311 |
| **Prince George's** | (301) 636-2050 |
| **Queen Anne's** | (410)758-4088 |
| **Somerset** | (410) 651-1424 |
| **St. Mary's** | (301) 475-4200 (General County Government) |
| **Talbot** | (410) 770-6840 |
| **Washington** | (240) 313-2460 |
| **Wicomico** | (410) 548-4810 |
| **Worcester** | (410) 632-1200 |