**This application form is for wind turbines that have not yet been installed. If your organization has already installed a wind turbine, please use the One-step Application for Purchased Community Wind Grants, available on the Community Wind Grant Program webpage.**

**Will 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 will install 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 will be 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.

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

* Completed Application Form (Pages 7 – 9 of this packet)
* Feasibility Study
* Wind Resource Site Assessment Study
* Project Diagram and Site Map which shows the location of the proposed installation
* Offtake Agreement (if the turbine is not for on-site use)
* Commitment letter stating that financing has been secured for the project
* Documentation of leveraged funding that has either been secured or for which has been applied, if applicable
* Property Ownership/Permission to Install Documentation:
	+ **Lessee/Customer Businesses and Nonprofits:** Copy of the Real Property Data form for the installation property which documents that the Lessee/Customer 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.

**MEA will review the application, and if all requirements are met, will issue a Grant Commitment Letter to the Grant Applicant. The Grant Applicant must then submit a Completion Certificate package to MEA once the project is complete (this is Step Two of the Two-step application process). The Completion Certificate can be found on the Community Wind Grant Program webpage.**

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

**Maryland Energy Administration Phone: (410) 537-4000
Attn: New Community Wind Two-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 (Two-step)**

The following terms and conditions apply to the Community Wind Grant Program (“CWGP”), which is 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 (Two-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 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 system 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 will be 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 Two-step Community Wind Grant Application must be submitted **before** the wind turbine installation.
7. **MEA will review the Two-step Community Wind Grant Application and make a determination on funding eligibility in writing. If awarded, the Grant Applicant will receive a Grant Commitment Letter from MEA and must submit a Completion Certificate package (Step Two in the Two-step application process) documenting the completion of the turbine once the project is finished in order to receive the grant funds. Projects must be completed within twelve (12) months of receiving a Grant Commitment Letter from MEA. The Completion Certificate documents are located on the Community Wind Grant Program webpage.**
8. **Application Supporting Documentation –** The following attachments must be included with the Community Wind Grant Application and meet the specified requirements:
9. **Feasibility Study –** A copy of the feasibility study for the wind turbine project must be provided.
10. **Wind Resource Site Assessment Study –** A copy of the wind resource assessment study for the wind turbine project location must be provided.
11. **Project Diagram –** A diagram of the proposed project must be provided.
12. **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 and the off-taker must be provided.
13. **Financial Commitment Letter** – A commitment letter from the financier which documents secured funding for the project must be provided.
14. **Leveraged Funding Documentation** – If the Grant Applicant organization has secured or has applied for leveraged funds, documentation must be provided. Commitment letters are acceptable documentation for secured funding, and completed leveraged funding applications are acceptable documentation for funds for which the Grant Applicant organization has applied.
15. **Lessee/Customer Property Ownership/Permission to Install Documentation**
	1. **Lessee/Customer Businesses and Nonprofit Organizations:** A copy of the Real Property Data form for the installation property indicating that the Lessee/Customer 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. **Lessee/Customer 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. **Completion Certificate Package Supporting Documentation** – The following attachments must be submitted with the Completion Certificate Package and meet the specified requirements:
2. **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.  **MEA does not enforce nor regulate County and local permitting. 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 10 of this application packet.
3. **Lease or PPA Agreement** – A copy of the lease or power purchase agreement (“PPA”) signed by both the Lessor/Provider and Lessee/Customer must be provided.
4. **Payment Documentation –** Documentation that the installation costs for wind turbine have been paid-in-full by the Grant Applicant organization 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.
5. **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.
6. **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.
7. **Copy of Applicant-signed Grant Commitment Letter** – A copy of the Grant Commitment Letter from MEA signed by the signatory for the Lessor/Provider must be provided.
8. **\*\*MISSING INFORMATION POLICY\*\***

If required information or attachments are found missing from a Community Wind Grant application or Completion Certificate package, or the application, completion certificate, 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/Completion Certificate package for a Community Wind Grant will be rejected from further consideration.** A Grant Applicant Organization which has its Completion Certificate Package 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. A Grant Applicant Organization which has its initial application rejected for timing out may re-apply as long as the project has not begun. If the project has begun, the Grant Applicant organization should reapply using the One-step Community Wind Grant Application after the project is complete.

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 4-501 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 by 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 Section 4-502 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.

**Application Form**

**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 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. |
| **Proposed Total System Cost** | **Grant Amount** |
| **Total System Cost ($):** Click or tap here to enter text.**Total Anticipated Leveraged Funds ($):** Click or tap here to enter text.**Total System Cost Minus Total Anticipated 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 – Installation Information**

**Enter the proposed project start and completion dates.**

|  |  |
| --- | --- |
| **Proposed Project Start Date** | **Proposed Project Completion Date** |
| Click or tap to enter a date. | Click or tap to enter a date. |

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 you anticipate to receive for your wind turbine project in the table below.

|  |  |  |
| --- | --- | --- |
| **Funding Source (Grant, Loan, etc.)** | **Amount ($)** | **Date Anticipated** |
|  |  | 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** |  |  |

**Section 7 – Applicant Signature**

I affirm under penalties of law that my organization intends to install a qualified wind turbine system 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 incorporated or 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. *For Lessee/Customer businesses and nonprofits:* I affirm that the Lessee/Customer is a business or nonprofit organization incorporated or registered to do business in the State of Maryland, or a local government or State of Maryland government agency or department. I affirm that I have read and agree to the Community Wind Terms and Conditions for Third-party Owned Systems (Two-step). *For 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.

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

x

**AUTHORIZED APPLICANT SIGNATURE**

**Please mail your application to MEA at the address provided on Page 1 of this application packet. MEA will conduct a review on the application and will issue its determination for funding eligibility in writing. If the project meets the requirements of the Community Wind Grant Program, the Grant Applicant organization will be issued a Grant Commitment Letter.**

**If awarded a grant, you must submit a Completion Certificate package to MEA once the project is complete. The Completion Certificate is located on the Community Wind webpage.**

**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 |