**Do I qualify for a Residential Wind Grant?**

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

* The Grant Applicant must be a Maryland resident who has installed a wind turbine at his or her primary residence.
* The property on which the wind turbine has been installed must meet the following ownership requirements:
	+ Be owned by the Grant Applicant.
	+ Be located within the State of Maryland.
* Residential Wind Grants are limited to one per property.
* The Grant Applicant must submit an application for a Residential Wind Grant within twelve (12) months of the date the wind turbine is paid-in-full, passes all required inspections, and becomes operational.

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

* Completed Application Form (Pages 6 – 7 of this packet)
* Final inspection documentation for all required permits for the wind turbine
* $0.00 balance invoice for the total installed costs 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
* Copy of the Maryland State Department of Assessments and Taxation (SDAT) Real Property Data form for the installation property indicating that the Grant Applicant owns and primarily resides at the property. **This form is not the same as a Real Property Tax bill.** You must obtain this form from the SDAT website at <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.

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

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

**Residential Wind Terms and Conditions**

The following terms and conditions apply to the Residential Wind component of the Residential Wind Grant Program (“RWGP”), which is a component of the Clean Energy Grant Program (“CEGP”), 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 Residential Wind Terms and Conditions can be found on the Residential Wind Grant Program webpage.

1. **Incentive Amounts and Eligible Wind Turbines**
2. Residential Wind 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. Residential Wind Grants are calculated based on expected turbine performance measured as normalized system capacity (“NSC”) (rated power at wind speeds of 11 meters per second), not nameplate capacity.
4. The grant amount is calculated at $4,000/kW NSC, **not to exceed** $100,000 OR 50% of the Total System Cost **after the reduction of rebates and incentives,** whichever is lower.
5. Wind turbines must meet the requirements of all Federal, State, and local laws, regulations, ordinances, and all other legally-binding requirements.
6. **Property Requirements**

To be eligible for a Residential 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 Grant Applicant and he or she must primarily reside at the property. The property must be located within the State of Maryland.**
2. **Properties held in irrevocable trusts are not eligible for Residential Wind Grants.** If a property is held in a revocable trust, the Grant Applicant must have the right to revoke the trust for a project to be eligible for a Residential Wind Grant.
3. **Residential 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 Residential Wind Grants.** Each Residential 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 Residential Wind Grant Application will be rejected from further consideration if an adverse impact is present.

1. **Application Requirements**
2. **A complete and accurate Residential 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 (also known as the Project End Date).**
3. **Supporting Documentation –** The following attachments must be included with the Residential Wind Grant Application and meet the specified requirements:
4. **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 8 of this application packet.
5. **Payment Documentation –** Documentation that the wind turbine and installation services have been paid-in-full by the Grant 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.
6. **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.
7. **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.
8. **Property Ownership and Primary Residency Documentation**
9. A copy of the State Department of Assessments and Taxation (SDAT) Real Property Data form indicating that the Grant Applicant is a listed property owner and primarily resides at the property must be provided. **This form is not the same as a Real Property Tax bill.** A copy of this form may be obtained on the SDAT website at <http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>. Follow the instructions provided on the website to obtain and print the Real Property Data form.
10. If a Grant Applicant primarily resides at the property, and the Real Property Data form for the property lists the Grant Applicant as a property owner but indicates that he or she does not primarily reside at the property, a copy of the Grant Applicant's Maryland driver's license/photo ID or Motor Vehicle Administration (MVA) change of address card listing the

installation property may be provided to document primary residency at the property. MEA requests that Grant Applicants redact social security numbers and driver's license numbers before submission of copies of photo identification to MEA.

1. If a Grant Applicant is a listed property owner, but the Real Property Data form does not list the Grant Applicant as a property owner, a copy of the Grant Applicant's Maryland driver's license/photo ID or MVA change of address card may be provided along with alternative property ownership documentation. Alternative property ownership documentation will be determined by MEA on a case-by-case basis. MEA requests that Grant Applicants redact social security numbers and driver's license numbers before submission of copies of photo identification to MEA.
2. **Active Duty Military Service** - If a Grant Applicant is a member of the military with active duty status who owns a residential property in the State of Maryland that serves as his or her primary domicile, but whose permanent residence is located within another state, he or she must provide a copy of the Real Property Data form indicating ownership of the property (or alternative ownership documentation determined by MEA on a case-by-case basis if the Real Property Data form does not list the Grant Applicant as a property owner), a copy of his or her military ID, a copy of his or her driver's license, and a copy of a utility bill for the property. If a spouse or other property resident is listed on the utility bill, alternative documentation will be determined by MEA on a case-by-case basis. MEA requests that Grant Applicants redact social security numbers and driver's license numbers before submission of copies of photo identification to MEA.
3. **\*\*MISSING INFORMATION POLICY\*\***

If required information or attachments are found missing from a Residential Wind Grant application, or the application or attachments present information which requires further clarification, MEA will notify the Grant Applicant in writing (via email or letter). If a response from the Grant Applicant or his or her 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 requesting the missing information**. If no response from the Grant Applicant or Installation Contractor is received within sixty (60) days of the date of the final warning letter, the application for a Residential Wind Grant will be rejected from further consideration.** A Grant Applicant whose application is 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 Residential Wind Grant Program 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 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 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.
10. **Tax Status of Residential Wind Grants**
11. 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 Residential Wind Grant Program and these grants should be reported as income on Federal and State tax returns.
12. **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.**
13. **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 Residential 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 Residential Wind 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 Organization Information**

|  |
| --- |
| **Legal First and Last Name of Grant Applicant** |
|  |
| **Email Address** | **Phone Number** |
|  |  |
| **Mailing Address (If Different than Installation Address in Section 2)** | **Preferred Method of Contact** |
|  | [ ] Email [ ] Letter |

**Section 2 – 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.\*Find your Congressional or Maryland Legislative Districts at: <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. | *Systems must range from 1 to 25 kW in capacity.***Capacity (Max 25 kW):** 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 3 – Applicant Signature**

I have installed a qualified wind turbine on my property. I affirm under penalties of law that I am a legal resident of the State of Maryland and I own the property for which I am applying and this is my primary domicile. I have complied with all state laws, local ordinances, and other legally binding requirements, and the contents of this Residential Wind Grant Application are true to the best of my knowledge, information, and belief. I affirm that the clean energy system has been installed to best practices and in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements, and 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 Residential Wind Terms and Conditions. *For properties held in trusts:* I attest that the trust is revocable and that I, the Grant Applicant, have the right to revoke the trust.

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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** | **Social Security No.** | **Date Signed** |
|  |  | Enter Date |

x

**ORIGINAL INK SIGNATURE (NO COPIES OR SCANS)**

**Section 4 – Permitting & Installation Information**

**Select the County which issued the permit(s) for the wind turbine 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.**

|  |  |  |
| --- | --- | --- |
| **Project Development Start Date** | **Operational Date** | **Total Hours Worked on Project** |
| Click or tap to enter a date. | Click or tap to enter a date. |  |

**Section 5 - 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 |