**A Grant Applicant (Lessor/Provider) organization that has received a Grant Commitment Letter from the Maryland Energy Administration (“MEA”) regarding a Community Wind Grant for a third-party owned wind turbine system must submit this Completion Certificate Package to MEA in order to receive its grant funds.**

**What needs to happen before my organization submits the Completion Certificate Package?**

In order for your organization to receive its Community Wind Grant funds, **all** of the following requirements must be met:

* The wind turbine system must be complete and operational.
* All final inspections required by the permitting authority with jurisdiction must be completed and passed.
* If any changes to the design, capacity, or total cost of installation have occurred since the submission of the Two-step Community Wind Grant Application, a change order signed by the Lessor/Provider and Lessee/Customer must be included with the Completion Certificate Package.
* The MEA Wind Energy Program Manager may need to conduct a site visit to the wind turbine location to review and inspect the wind turbine system for compliance. You will be contacted if this is necessary.

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

* Completed Completion Certificate Form (Pages 2 – 4 of this packet)
* Final inspection documentation for all permits
* Lease or PPA Agreement signed by both the Lessor/Provider and Lessee/Customer
* Payment documentation for all installation costs (must show that all costs are paid-in-full)
* Photo(s) of the completed wind turbine system
* Lessor/Provider-signed Grant Commitment Letter from MEA
* Documentation of secured leveraged funds, if applicable

**MEA will review the completion certificate package, and if all requirements are met, will issue the Community Wind Grant funds to the Grant Applicant.**

**Please mail your completion certificate package to the following address: MEA Contact Information**

**Maryland Energy Administration Phone: (410) 537-4000  
Attn: Community Wind – Completion Certificate  
1800 Washington Boulevard, Suite 755 Email:** [**wind.mea@maryland.gov**](mailto:wind.mea@maryland.gov) **Baltimore, MD 21230**

**Completion Certificate 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 3 – Applicant Signature**

I affirm under penalties of law that my organization has installed a qualified wind turbine system on the installation property specified in Section 2 of this Commercial Clean Energy 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, and the contents of this completion certificate package are true to the best of my knowledge, information and belief. I affirm that the components of the wind turbine system are listed or labeled by a recognized national testing laboratory, and I affirm that the wind turbine project has adhered to the Community Wind Grant Program Terms and Conditions for Third-party Owned Systems (Two-step).

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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** | **Federal Tax ID No.** |
|  |  |
| **Date Signed** |
| Enter Date |

x

**ORIGINAL AUTHORIZED APPLICANT SIGNATURE**

**Photocopied/scanned signatures are 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](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 ($):** Click or tap here to enter text. | *Grant amount is provided on the Grant Commitment Letter.*  **Grant Amount ($):** 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 5 – 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** |  |  |

**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** | | | |
|  | | | |

**Be sure to attach the following items to this completion certificate in order to receive your grant funds:**

* **Final inspection documentation**
* **Lease or PPA Agreement signed by Lessor/Provider and Lessee/Customer**
* **Payment documentation for all installation costs**
* **Photo of the entire wind turbine system**
* **Lessor/Provider-signed Grant Commitment Letter**
* **Documentation of secured leveraged funds, if applicable**

**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: 311 Outside 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 |