

**Commercial Clean Energy Rebate Program (CERP) Application Form - Third party-owned systems**

This form should be used for commercial CERP submissions where the clean energy system is not yet installed and the applicant is seeking a Commitment Letter from MEA. Properly review all forms and documentation for completeness prior to submitting an application to the Commercial Clean Energy Rebate Program offered through the Maryland Energy Administration (MEA). Be advised that any incomplete or missing information and documentation will prevent your application from being approved.

**Checklist for Application Form:**

- Applicant owning a qualified Clean Energy Conversion system is a business or non-profit organization registered to do business in the State of Maryland, or a local government.
- Applicant and system information has been filled out completely, and signed and dated by Applicant (Note: It is acceptable for the application to be submitted with a scanned copy of an original handwritten signature).
- Please include a valid Applicant email address for communication purposes.** MEA will only use your email for communications related to the Commercial Clean Energy Rebate program.
- The Commercial Clean Energy Rebate Program Funding Opportunity Announcement has been reviewed. It can be found on the MEA website at:  
<https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx>.

**Supporting Documentation to be submitted with Application Form:**

**Required Documents:**

- A copy or screenshot of the Maryland State Department of Assessments and Taxation (SDAT) *Certificate of Good Standing* for the applying commercial entity.
- A copy of an itemized and signed cost estimate, contract, purchase order, or a letter of intent between the Applicant (system owner) and the Installing Contractor, or Applicant (system owner) and the site (property) owner. Cost estimates, contracts, and purchase orders must be on either the contractor's letterhead, or signed by the individual providing the cost estimate.
- A system diagram detailing locations, dimensions, and orientations of the system on the roof or property. If roof mounted, system diagram must include the roof dimensions.
- A site map exhibiting the location of the system, collectors, or modules on the roof or property (an image from Google Earth/Maps®, digital/print photograph is acceptable).

**Historic Review:**

Clean Energy Rebates will not be awarded to projects which are deemed to create an adverse impact on the historical significance of a historical property, or district, as determined by the Maryland Historical Trust. Prominent installations of clean energy systems on historic properties or properties within historic areas will not qualify for this Rebate program. Additional information on this subject is contained in the Funding Opportunity Announcement for the Commercial Clean Energy Rebate Program. [↗](#)

**Mail the Application Form and Supporting Documentation to:**

**Maryland Energy Administration**  
**Attn: Commercial Clean Energy Rebate Program**  
**1800 Washington Blvd., Suite 755**  
**Baltimore, MD 21230**

| Section 1 -System Owner  |                             |   |          |
|--|-----------------------------|---|----------|
| Business Name  | Contact First and Last Name | Title   |          |
|  |                             |   |          |
| Email Address  | Phone Number                |   |          |
|  |                             |   |          |
| Mailing Address  | City                        | State   | Zip Code |
|  |                             |   |          |
|  |                             |   |          |
|  |                             |   |          |
| Section 2 - System Owner - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUCEMENT AT <a href="https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx">https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx</a> , REVIEW AND SIGN THE STATEMENT BELOW  |                             |   |          |
| <p>I certify that I am authorized to submit this application and to provide on behalf of the system owner all of the information contained in the application. The site owner cited in section 3 owns and controls the site of the "Project" that is the subject of this application. The system owner intends to install, and agrees to operate the Project in accordance with all local, State, and federal permitting and licensing requirements, as well as the terms, conditions, and requirements of MEA's Rebate Program. The system owner agrees to comply with all Federal, state laws, local ordinances and other legally binding requirements, and limitations outlined in the FY22 Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The installation contractor information listed in Section 6 of this application is true and correct. The system owner has read and agrees to the Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The system owner attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Rebate Program. <u>For businesses and nonprofits:</u> The system owner affirms that it is registered to do business in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. <u>If the applicant for funding is a unit of State or local government:</u> The applicant attests that the project will be installed in compliance with § 9-20B-05(m)(1) of the State Government Article, Annotated Code of Maryland. <u>If the proposed recipient of the Clean Energy Rebate Program award is the installer of the clean energy system and the system owner is submitting this Application prior to construction after seeking a Commitment Letter from MEA:</u> I attest that the Clean Energy Rebate Program Project for which I am seeking a commitment letter from MEA prior to construction will be installed in compliance with Section 9-20B-05(m)(2), State Government Article, Annotated Code of Maryland.</p> |                             |   |          |
| Print Full Legal Name of Signatory for System Owner  |                             | Federal Tax Identification Number of System Owner |          |
|  |                             |   |          |
| Handwritten Signature  |                             | Date Signed                                       |          |
| X  |                             |   |          |

| Section 3 - Site (property) Owner                        |                         |                                  |          |
|--|-------------------------|----------------------------------|----------|
| Business/Non-Profit/Government Name                      |                         | First and Last Name of Signatory | Title    |
|  |                         |                                  |          |
| Email Address of Signatory                               |                         | Phone Number                     |          |
|  |                         |                                  |          |
| Installation Address                                     |                         | City                             | State    |
|  |                         |                                  | Zip Code |
|  |                         |                                  |          |
| County   | Congressional District* | MD Legislative District*         |          |
|  |                         |                                  |          |
| Mailing Address (If different from Installation Address) |                         | City                             | State    |
|  |                         |                                  | Zip Code |
|  |                         |                                  |          |
| Primary Point of Contact                                 |                         |                                  |          |

\*Find MD Congressional and Legislative Districts at <https://www.mdelect.net>

| Section 4 - Site Owner - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUNCEMENT AT <a href="https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx">https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx</a> , REVIEW AND SIGN THE STATEMENT BELOW  |                                   |
|---|-----------------------------------|
| <p>I certify that I am authorized by the site owner to submit this application and to provide on behalf of the site owner all of the information contained in the application. The site owner cited in section 3 owns and controls the site of the "Project" that is the subject of this application. The site owner agrees to the construction and operation of the proposed Project by the System Owner in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements. <u>For businesses and nonprofits:</u> I affirm the site owner is a business or non-profit organization registered to operate in the State of Maryland, and is in good standing with the Maryland State Department of Assessments and Taxation. The site owner has read and agrees to the Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The site owner attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished</p> |                                   |
| Print Full Legal Name   | Federal Tax Identification Number |
|   |                                   |
| Handwritten Signature   | Date Signed                       |
| X   |                                   |

**PLEASE NOTE:**

**Your application is not valid unless it is signed.**

**Section 5 - Clean Energy System Information**

| Clean Energy Technology                         | System Capacity | Total System Cost | Rebate Amount |
|---|-----------------|-------------------|---------------|
| <input type="radio"/> Solar Photovoltaic (PV)   |                 | kW-DC             |               |
| <input type="radio"/> Solar Water Heating (SWH) |                 | sq. ft.           |               |

**For Solar PV Projects Only : Indicate array location**

|  |  |
|--|--|
| Roof Mounted Array <input type="radio"/> | Ground Mounted Array <input type="radio"/> |
|--|--|

The following question applies to Solar Water Heating Systems Only (otherwise leave blank).

Replaced:

|                       |                        |
|-----------------------|------------------------|
| <input type="radio"/> | Electric               |
| <input type="radio"/> | Non-Electric           |
| <input type="radio"/> | N/A - New Construction |

**Section 6 - Installation Contractor Information (to be completed by Installation Contractor)**

|                        |                                |                |          |
|------------------------|--------------------------------|----------------|----------|
| Company Name           | Type of Contractor License     | License Number |          |
|                        |                                |                |          |
| Name of Contact Person | Title of Contact Person        |                |          |
|                        |                                |                |          |
| Company phone number   | Contact Person's Email Address |                |          |
|                        |                                |                |          |
| Company Street Address | City                           | State          | Zip Code |
|                        |                                |                |          |

**Section 6.A For Solar PV Systems Only: MANDATORY (To be completed by Installation Contractor)**

|   |                             |
|---|-----------------------------|
| Name of NABCEP PV Installation Professional | NABCEP Certification Number |
|   |                             |

**Section 7 - Installation Contractor's Signature - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUNCEMENT AT <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx>, REVIEW AND SIGN THE STATEMENT BELOW**

I certify that I am authorized by the installation contractor to submit this application and to provide on behalf of the installation contractor all of the information contained in this section. The installation contractor intends to install the qualified clean energy conversion system "Project" proposed in this application. The installation contractor agrees to construct the proposed Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program as specified in the FY22 Commercial Clean Energy Rebate Program Funding Opportunity Announcement. The installation contractor hereby affirms that the qualified clean energy conversion system will meet minimum system requirements, and that each component of the system will be listed or labeled by a recognized national testing laboratory. The installation contractor has conveyed an estimate of system performance to both the site owner and the system owner that is both reasonable and accurate to the best of its knowledge, information and belief. The installation contracting company registered to do business in the State of Maryland and is in good standing with the Maryland State Department of Assessments and Taxation. The installation contractor possesses all licenses and certifications required by all applicable Federal, State and local laws, regulations, and other legally binding requirements. The installation contractor attests that it has not, and will not, knowingly make or cause to be made any false statement or report in any document required to be furnished to MEA in relation to the Rebate Program. If the installation company is also the proposed recipient of the Clean Energy Rebate for which a Commitment Letter is being sought, it is understood that Chapter 757 of the 2019 Acts of the General Assembly of Maryland requires that at least 80% of workers participating in a project or program that receives money from the SEIF reside within 50 miles of the project or program.

|                       |             |
|-----------------------|-------------|
| Print Full Legal Name | Title       |
|                       |             |
| Handwritten Signature | Date Signed |
| <b>X</b>              |             |

**Section 8 - Comments (Include any additional comments relating to the project, lessor/provider or lessee/customer.)**