

Commercial Clean Energy Rebate Program (CERP) Application Form - Applicant-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**. Please 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 installing a qualified Clean Energy Conversion system is a business or non-profit that is 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 have been reviewed. This document 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* website for the Applicant.
- A copy of an itemized cost estimate, contract, purchase order, or a letter of intent between the Applicant and the Installing Contractor. 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 the solar system is roof mounted, the 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 - Proposed Clean Energy System Information				
Clean Energy Technology	System Capacity		Total Cost	Rebate Amount
<input type="radio"/> Solar Photovoltaic (PV)		kW-DC		
<input type="radio"/> Solar Water Heating (SWH)		sq. ft.		
<input type="radio"/> Geothermal Heat Pump (GEO)		tons		
For Solar PV Projects Only : Indicate array location				
Roof Mounted Array <input type="radio"/>		Ground Mounted Array <input type="radio"/>		

Section 2 - Applicant Information (Site and System Owner)			
Business/Non-Profit/Government Name		First and Last Name of Signatory	Title
Email Address of Applicant Signatory		Phone Number of Applicant Signatory	
Installation Address		City	State Zip Code
County	Congressional District*	MD Legislative District*	
Mailing Address (If different from Installation Address)		City	State Zip Code
Name of Primary Point of Contact			

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

Section 3 - Applicant Signature - AFTER REVIEWING THE FUNDING OPPORTUNITY ANNOUNCEMENT AT https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx , REVIEW AND SIGN THE STATEMENT BELOW	
<p>I certify that I am authorized by applicant to submit this application and provide on behalf of applicant all information contained in this application. Applicant intends to install, own and operate the qualified clean energy conversion system "Project" proposed in this application. Applicant agrees to construct and operate the proposed Project in accordance with all local, State, and federal permitting and licensing requirements, and terms, conditions, and requirements of MEA's Rebate Program. Applicant understands and agrees to comply with the qualifications, project requirements, and limitations outlined in the FY22 Commercial Clean Energy Rebate Program Funding Opportunity Announcement. A qualified clean energy system will be installed on installation property specified in Section 2. Applicant 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. <u>For businesses and nonprofits:</u> I affirm the Rebate Applicant is a business or nonprofit organization, 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 Applicant Signatory	Federal Tax ID Number of Commercial Applicant

Handwritten Signature	Date Signed
X	

PLEASE NOTE: Your application is not valid unless it is signed.

Section 4 - Additional System Information

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

Indicate Type of Hot Water Heater to be Replaced:

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

The following two questions apply to Geothermal Systems Only (otherwise leave blank).

Indicate Proposed System Type:

<input type="radio"/>	Horizontal Loop Field
<input type="radio"/>	Vertical Well
<input type="radio"/>	Pond/Lake
<input type="radio"/>	Other (specify):

Indicate Type of HVAC System to be Replaced:

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

Section 5 - Installation Contractor Information (To be completed by Installation Contractor)

Company Name	License Type	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 5. A - For Solar PV Systems Only: MANDATORY (To be completed by Installation Contractor)

Name of NABCEP PV Installation Professional to be used	NABCEP Certification Number

Section 6 - Installation Contractor's Signature (To be signed after reviewing the Funding Opportunity Announcement terms at <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx>.)

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 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 the applicant that is both reasonable and accurate to the best of its knowledge, information, and belief. The installation contractor is incorporated or registered to do business in the State of Maryland and it is in good standing with the Maryland State Department of Assessments and Taxation. The 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.

Contractor's Printed Name	Title
Contractor's Signature	Date Signed
X	

Section 7: Comments (Include any additional comments or explanation relating to the project or Rebate application.)

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