

Commercial Clean Energy Rebate Program (CERP) Completion Certificate Form - Applicant-owned systems

This form should be used by Applicants seeking a Commercial Clean Energy Rebate Program award **after** the clean energy system has been installed, and can be used by Applicants who have or have not received a Commitment Letter from MEA. Properly review all forms and documentation for completeness prior to submitting a completion certificate 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 Completion Certificate:

- Applicant and system information has been filled out completely, and signed and dated by Applicant. The Completion Certificate may 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.
- Installing Contractor and project information, including hours worked, has been filled out completely.
- Permit and Inspection information has been included for all required permits. The permits that are required for each technology are determined locally, by the county or municipality having jurisdiction. A geothermal system with a vertical well is the only exception, with the well permit being issued by the Maryland Department of the Environment.
- The Commercial Clean Energy Rebate Program Funding Opportunity Announcement has been reviewed, this document can be found on the MEA website at:
<https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx>.

Supporting Documentation that must be submitted with Completion Certificate:

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. (If the Certificate of Good Standing was already submitted prior to receiving a commitment letter from MEA, this certificate does not need to be submitted again.)
- Documentation of Passed final permit inspections (a photocopy of the permit inspection sticker or a copy of the report is sufficient).
- A copy of an itemized \$0.00 Balance Invoice from the Installing Contractor.
- A photograph of the complete system installation, including all PV and/or thermal panels, tanks, heat pump, etc.
- If applicable, a MEA Clean Energy Rebate Commitment Letter that is signed and dated (if the commitment letter has not already been signed and returned to MEA).
- 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).
- A copy of the applicant's Internal Revenue Service (IRS) W-9 form. (Available at <https://www.irs.gov/pub/irs-pdf/fw9.pdf>). The name on the W-9 form should match what is listed on the Clean Energy Rebate Program application.

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 - Clean Energy System Information (As Installed)				
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.		
<input type="radio"/> Geothermal Heat Pump (GEO)		tons		

Section 2 - Applicant Information (System and Site Owner)				
Business/Non-Profit/Government Name		First and Last Name of Signatory		Title
Applicant Email Address		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 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

I certify that I am authorized by the applicant to submit this completion certificate and to provide on behalf of the applicant all of the information contained in the completion certificate. The applicant has installed, owns and operates the qualified clean energy conversion system "Project" described in this completion certificate. The applicant has had the Project constructed and operates the Project in accordance with all local, State, and federal permitting and licensing requirements, and the terms, conditions, and requirements of MEA's Rebate Program. The applicant understands and is complying with the qualifications, project requirements, and limitations outlined in the FY22 Commercial Clean Energy Rebate Program Funding Opportunity Announcement. A qualified clean energy system has been installed on the installation property specified in Section 2 of this Completion Certificate. The 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. For businesses and nonprofits: I affirm that the 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. If the applicant is a county or local government, the applicant has complied with Chapter 757 of the 2019 Acts of the General Assembly of Maryland, which includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. If applicant has received a Commitment Letter from MEA, and the proposed recipient of the Clean Energy Rebate Program award is the installer of the clean energy system: I attest that the Clean Energy Rebate Program Project that received a commitment letter from MEA prior to construction complied with Chapter 757 of the 2019 Acts of the General Assembly of Maryland, with at least 80% of the applicant's workers participating in the residing within 50 miles of the project or program.

Print Full Legal Name	OFFICIAL USE ONLY				
	D13	03	516S2	1298	
Federal Tax Identification Number	AGENCY	FUND	PCA	SUB-OBJ	FY
Handwritten Signature	FTIN		AMOUNT		
X		MEA-			
	PM INIT	NUMBER		DATE RECEIVED	
PLEASE NOTE:					
Your application is not valid unless it is signed.		MEA APPROVAL	FINANCIAL ADM APPROVAL		
Posted:		DATE:			

Section 4 - Permitting & Installation information

State the Permitting Authority (County or Municipality having jurisdiction) and all applicable permit numbers and dates of final inspections, below.

Circle Y or N: Required Permit where the system is being installed?

	Permitting Authority	Building Permit Number	Final Inspection Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Electrical Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Mech/HVAC Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Zoning Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	Plumbing Permit Number	Date <i>Passed</i>
Y/N			
Required?	Permitting Authority	MD Well Permit Number**	Date <i>Passed</i>
Y/N			

**MD Well Permit Numbers for Vertical-Well Geothermal systems only .

Project Information:

Project Start Date	Project Completion Date	Total Person Hours Worked

For Solar PV Projects Only : Indicate array location

Roof Mounted Array Ground Mounted Array

Section 4.1 - Business/Building Description (i.e., what is the use of the building where the project is being installed?)

Additional System Information

The following question applies to Solar Water Heating Systems only.

Indicate Type of Hot Water Heater 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 system type:

<input type="radio"/>	Horizontal Loop Field
<input type="radio"/>	Vertical Well
<input type="radio"/>	Pond/Lake

<input type="radio"/>	Other (specify):
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Indicate Type of HVAC System 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	Contractor License Type	MD 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	NABCEP Certification Number

Section 6 - 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 installed the qualified clean energy conversion system "Project" presented in this application. The installation contractor constructed the 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 and this completion certificate. The installation contractor hereby affirms that the qualified clean energy conversion system meets minimum system requirements, and that each component of the system is 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. For Projects that applied and received a Clean Energy Rebate Program commitment letter from MEA prior to construction, and the applicant is also the installer of the clean energy system: 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. If the applicant for funding is a unit of State or local government: The applicant attests that the project will be installed in compliance with § 9-20B-05(m)(1) of the State Government Article,

Contractor's Printed Name	Title

Contractor's Signature	Date Signed
x	