

Qualified Energy Project Certification Application

Instructions

I. Part I – Applicant Information

1. **Applicant Legal Name.** Please supply the applicant’s legal name, as registered with the Ohio Secretary of State.
2. **Applicant Address.** Please supply the address of the headquarters or principal place of business of the applicant.
3. **Applicant State of Incorporation/Organization.** Please supply the state of incorporation or the state in which the primary place of business is located for the applicant.
4. **Applicant Secretary of State Registration Number.** Please supply the applicant’s registration number with the Ohio Secretary of State. This number may be found by searching the Secretary of State’s website at <http://www.sos.state.oh.us/SOS/businessServices.aspx>.
5. **Applicant Contact Information.** Please provide the name of the applicant’s employee that will serve as the primary contact for this tax exemption. Consultants or advisors may assist applicants through the application process, but the Ohio Department of Development (“the Department”) will direct all correspondence and requests for information to the contact identified in this question. In addition, please provide the address to which the applicant prefers that all mailed documents and correspondence be sent. If this address is the same as the answer provided in Part I, Question 2, please click the box indicating “copy address information from 2 above”. Finally, please provide the direct phone number and electronic mail address for the contact person. The Department will use electronic mail when possible to provide updates about an application, however, all correspondence relating to revocation shall be sent using the postal mailing address provided in response to this question.
6. **Type of Applicant.** Please select from the drop-down menu whether the applicant is the owner of the energy equipment identified later in this application or whether the applicant is a lessee pursuant to a sale and leaseback transaction.

Before Continuing on to Part II of the application, please review your answers, and then click “Save & Continue”

II. Part II – Project Information

7. **Type of Energy Resource Employed in the Project.** Please select from the drop-down list the technology used to generate electricity. Only those technologies listed are eligible for exemption. *See* ORC § 5727.01(N).
8. **Project Narrative.** Provide a brief project description, including the specific energy resource, nameplate capacity, anticipated construction start date and intended use of the electricity generated. The project description should be suitable for use in a public announcement regarding the application or any subsequent certification. Do not include in this project description information the applicant considers to be a trade secret, as that term is defined in Ohio law.
9. **Nameplate Capacity of Project in Megawatts (MW).** Please provide the nameplate capacity of the project. Nameplate capacity refers to the “original interconnected maximum rated alternating current output of a generator or other electric production equipment under specific conditions designated by the manufacturer, expressed in the number of kilowatts or megawatts.” ORC § 5727.01(Q).
10. **Does the Project require a Certificate from the Ohio Power Siting Board (PSB)?** Generally, the Ohio Power Siting Board exercises jurisdiction over energy projects that generate 50 MW or more; however, the PSB also reviews wind power projects that produce 5 MW or greater. If the applicant’s project is subject to the PSB’s jurisdiction, please indicate the docketing number and the date of the filing of the application before the PSB. In addition, please attach the scheduling entry from the PSB and label the document as **Attachment A**.
11. **Licenses, Permits, and Approvals.** Applicants are required to be in compliance with all applicable regulations during the construction and operation of the energy facility. Please attach a list of ALL licenses, permits and approvals required for the project, including construction, installation, and operation. Use the form provided by the Ohio Department of Development, which has been labeled “**Attachment B**”. For each listed item, indicate if the item has been obtained, if the application is pending, or if the approval of the item is not yet required. Include copies of all licenses, permits, and approvals obtained to date (ORC § 5727.75(F)(1)). ****Note if the project is not subject to the jurisdiction of the Ohio Power Siting Board AND the applicant has not executed a construction contract, then the applicant must receive at least one license, permit or approval for the project to meet the application requirements.**
12. **Previous Power Production.** Please indicate whether any part of the energy facility has produced power prior to the date of the application. If so, please provide the date in which power generation began.
13. **Project Construction Beginning Date.** Please supply the date upon which the construction of the facility began. ****Note the start of**

construction is described in ORC § 5727.75(B)(1)(b) as the earlier of: 1) the date of an application of the Ohio Power Siting Board pursuant to ORC § 4906.20, 2) the date of this application, 3) an approval or permit required for the project, or 4) the date of a construction or installation contract for the energy facility.

14. **Construction Contract.** Please attach a copy of the construction contract, if one exists, to this application. (Please label as “**Attachment B-1**”).

Before Continuing on to Part III of the application, please review your answers, and then click “Save & Continue”

III. Part III – Project Location Information

15. **Project Construction Office Address.** Provide the address of the local construction office.
16. **Ohio Counties Involved in Project.** Please choose from the list all of the counties in which property that comprises the energy facility will be located. To add a county to the project list, find that county in the column labeled “All Counties”. Click on that county; this will cause the name of the county to become highlighted. Next, click on the button between the columns labeled “add >”. This will copy the selected county to the column labeled “Project Site County(ies)”. Repeat this procedure for each county included in the project. If a mistake is made, highlight the mistake in the “Project Site County(ies)” column and then click the “< remove” button between the columns.
17. **Fire and Emergency Responder Force(s) Involved in Project.** Please choose from the list of all fire/emergency responder forces that will be affected by the project. The list of the fire/emergency responder forces is organized alphabetically by county, and then by the name of the fire/emergency responder force. For instructions on how to add fire/emergency responder forces to the “Project Site” column, please refer to the instructions found in question 16, above. If the applicant has questions regarding which fire/emergency responder force(s) cover certain territory, please refer to the Ohio Department of Commerce, Division of the State Fire Marshall’s website that enables applicants to search for the contact information of each fire/emergency responder for in Ohio. A link is provided on the application to this search page. If applicants are unable to utilize the link, please navigate to https://www.comapps.ohio.gov/sfm/fire_apps/fmpr/FDLookup/Default.aspx. In order to determine which fire department services a given parcel of land, it may be necessary to contact the fire/emergency responder force(s).
18. **Real Property Affected by the Project.** Complete “**Attachment C**” which requires a list of all of the real property parcels affected by the Project. Attachment C may be accessed by clicking on the link in the application. In completing Attachment C, be sure to include a legal description/survey for each parcel implicated. If a given parcel of land will have more than one

improvement upon it, and the improvements are not described in the same legal description, list that parcel in multiple rows and provide a legal description for each improvement.

19. **Taxing Units (Districts) Affected by the Project.** Complete “**Attachment D**” which requires a list of all of the Taxing Units (commonly referred to as Taxing Districts) that are affected by the project. Information concerning a taxing district is commonly found on the County Auditor’s webpage. Attachment D may be accessed by clicking on the link in the application. In completing Attachment D, provide information in each cell within the spreadsheet. The “Taxing Authority” column requires the applicant to select an answer from the dropdown menu. In selecting your answer, please refer to ORC § 5705.01(C).

Before Continuing on to Part IV of the application, please review your answers, and then click “Save & Continue”

IV. Part IV – Required Agreements/Approvals

20. **Relationship with University or Apprenticeship Program.** If the nameplate capacity of the project is in excess of two (2) megawatts, please attach a copy of the agreement or other written description of relationship that the applicant has established with a member of the university system of Ohio or other qualifying entity as required by ORC § 5727.75(F)(7). (Please label as “**Attachment E**”). The agreement or other written description must meet the requirements of OAC § 122:23-1-03(E).
21. **Fire and Emergency Responder Training (and Equipment) Certificate.** If the nameplate capacity of the project is less than five (5) megawatts, please complete “**Attachment F-1**” for each of the fire/emergency responder forces that are affected by the project as identified in Part III, Question 17. If the nameplate capacity of the project is five (5) megawatts or greater, please complete “**Attachment F-2**” for each of the fire/emergency responder forces that are affected by the project as identified in Part III, Question 17. If the applicant enters into a joint training plan with multiple fire/emergency responder forces, also attach that joint agreement, consistent with OAC § 122:23-1-03(D)(iv) and (E)(iii).
22. **County Engineer Construction Certificate.** Applicants with a nameplate capacity greater than five (5) megawatts must receive approval from the county engineer that the roads, bridges, and culverts that will be used to transport construction materials to the project site are adequate. *See* ORC § 5727.75(F)(4). The county engineer construction approval does not address the applicant’s obligations surrounding the eventual decommissioning of the energy facility.
23. **Response to Renewable Energy Credit and Power Request for Proposal (RFP).** Applicants must indicate whether there was an RFP issued before 12/31/2010 from either an electric distribution utility or an electricity service company to buy power or renewable energy credits. If no RFP exists, please

proceed to the next question. If such an RFP exists, indicate whether the applicant is exempt from this requirement because:

- i. The owner or lessee is a rural electric company or a municipal power agency as defined in section 3734.058 of the Revised Code; OR
- ii. The owner or lessee is a person that, before completion of the energy project, contracted for the sale of power or renewable energy credits with a rural electric company or a municipal power agency; OR
- iii. The owner or lessee contracted for the sale of power or renewable energy credits from the energy project before June 17, 2010.

If the applicant does meet one of the above listed criteria, please proceed to the next question. If an applicant is not exempted from this requirement because it does not meet one of the criteria above, please indicate whether the applicant has responded to the RFP. If the applicant has responded to the RFP, please attach a copy of the offer. (Please label as “**Attachment G**”).

24. **Conditional Certification.** If an applicant defers submission of any required agreement or approval under Part IV of this application, the applicant will be eligible only to receive a conditional certification. Conditional certifications will expire if all of the required agreements and approvals under Part IV of this application are not submitted to the Department by the time periods specified in Section 122:23-1-03(G) of the Administrative Code. If the applicant wishes to request a conditional certification, please check the box to the left.

Before Continuing on to Part V of the application, please review your answers, and then click “Save & Continue”

V. Part V – Review and Completion of Application

Applicant, you have now completed the entry of data for the Qualified Energy Project Certification Application. Before finishing the application, applicants are encouraged to click the “Print” button. This will generate a draft copy of the application. Please review your responses to the questions posed in Parts I-IV of this application. All applicants should carefully read the certification language that is found at the end of the printed application as well as at the top of the Part V electronic application.

After review, if you are satisfied that all of the answers are correct and complete, click “Finish”. A pop-up box will appear that will ask you to confirm whether you want to finish the application. Once an applicant finishes an application, all of the electronic information that has been supplied will be locked with the Department of Development’s system. If the applicant were to need to change details of the application after clicking the finish button, a new application will have to be created.

Once an applicant clicks the “Finish” button, applicants must again click the “Print” button to print a final copy of the application, which will appear in .pdf form. Print this application and turn to the final page. There you will note a list of all required attachments for the application and the certification section. After reviewing all the necessary attachments for accuracy and completeness, append these required attachments to the

application, placing the appropriate labels on attachments when necessary. In addition, an authorized representative must initial next to each attachment on the final page of the application, attesting to its inclusion and completeness.

Finally, an authorized representative should again review the certification paragraph. Once this authorized representative is satisfied that the application is accurate and complete, he/she should sign the application. Unsigned applications will not be accepted by the Ohio Department of Development. After signing the application, applicants must create on a compact disk (CD), an electronic version of the application along with all of the required attachments. Applicants should submit the entire application (both paper and CD) to the Ohio Department of Development at:

Ohio Department of Development
Qualified Energy Project Certification
77 S. High St., PO Box 1001
Columbus, OH 43216-1001

An application for certification will not be considered submitted to the director of development until a paper copy with the original signature of an authorized representative and a CD containing all of the application materials is received at the Columbus, Ohio office of the department of development. See OAC Section 122:23-1-03(A). Applicants must also provide a cover page on company letterhead that provides the applicant's federal tax identification number. This cover letter will be excluded from the public record and will only be used to properly identify the applicant.

If the applicant would like a time-stamped copy of the application, please include a second copy of the completed application, less attachments, along with a self-addressed, postage-paid envelope.