

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 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/>
5. **Applicant Contact Information.** Please provide the name of the employee of the applicant that will serve as the primary contact for this tax exemption. Consultants or advisors may assist applicants through the application process, but the Development Services Agency (DSA) will direct all correspondence and requests for information to the contact identified in this question. In addition, please provide the address in which the applicant prefers that all mailed documents and correspondence be sent. If this address is the same as the answer provide in Part I, Question 2, please click the “copy address information from 2 above” box. Finally, please provide the direct phone number and electronic mail address for the contact person. The DSA will use electronic mail when possible to provide updates about an application, however all correspondence relating to revocation shall be sent using the 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 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. For each listed item, indicate if it 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 (Please label as “**Attachment B**”) (ORC § 5727.75(F)(1)). For instructions on how to complete Attachment B, please see the Attachment B instructions on the Qualified Energy Project Tax Exemption webpage. ****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 be eligible for the exemption.

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, or if construction has not yet begun, the date that the applicant predicts the project will begin construction.
14. **Construction Contract.** Please attach a copy of the construction contract, if one exists, to this application. ****Note if the applicant is not subject to a certificate from the Ohio Power Siting Board AND has not yet received any license, permit, or approval for the project, the applicant has not met the requirements of ORC § 5727.75(B)(1)(a).**

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 shaded. 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 by 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.

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 found on the DSA’s Qualified Energy Project website at http://dsastaging.development.ohio.gov/bs/bs_qepte.htm
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 found on the DSA’s Qualified Energy Project website at http://dsastaging.development.ohio.gov/bs/bs_qepte.htm

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 the requirements of OAC § 122:23-1-03(E).
21. **Fire and Emergency Responder Training.** 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 Pre-Construction Approval.** Applicants with a nameplate capacity greater than 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). (Please label as “**Attachment G**”). The county engineer pre-construction approval does not address the applicant’s obligation to make repairs to the roads, bridges and culverts used in the project to their pre-construction condition, nor does it 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 H**”).

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

24. Applicants are encourage to click the “Print Draft” 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.
25. If the application is satisfied that all of the answers are correct and complete, click “Finish Application”. 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 DSA’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.
26. Once an applicant finishes the application, a final application will appear in .pdf form. Print this application and turn to the final page. There you will note a list of all of the required attachments for the application and the certification section.
27. Review all of the necessary attachments for accuracy and completeness, and then append these required attachments to the application, placing the appropriate labels on attachments when necessary.
28. Allow an authorized representative to review to the certification paragraph. Once this authorized representative is satisfied that application is accurate



and complete, sign the application. Unsigned applications will not be accepted by DSA.

29. Submit the entire application to the Ohio Department of Development at:
Ohio Development Services Agency
Qualified Energy Project Certification
77 S. High St., PO Box 1001
Columbus, OH 43216-1001
30. 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.