

PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Central Services
Sustainable Energy
CLEAN ENERGY PROGRAM
INSTRUCTIONS FOR SOLAR PHOTOVOLTAIC (PV) GRANT APPLICATION

Introduction & Background

Thank you for your interest in the Prince George's County's Clean Energy Program, Solar PV Grant administered by the Office of Central Services, Sustainable Energy (OCS SE). Prince George's County is working to improve the quality of life in nine designated neighborhoods, classified as *Energy Resiliency Communities* (ERCs), while identifying ways to improve service delivery throughout the county for all residents.

The ERC evolved from a County initiative, formerly known as Transforming Neighborhoods Initiative (TNI), which utilized several metric indicators such as education, public safety, and employment to identify key neighborhoods across the County needing holistic uplifting.

From an energy perspective, resiliency is the ability to prepare for and adapt to utility disruptions and recover quickly from these disruptions. This involves the deployment of distributed energy resources such as energy efficiency, renewable energy such as solar PV and thermal, battery storage, and microgrids.

This grant award, coupled with state energy incentives, provides assistance to residents to access the benefits of solar photovoltaic (PV) upon the successful implementation of energy efficiency (electricity and natural gas) measures. It also builds on Maryland and Prince George's County's energy efficiency and carbon reduction goals and will help in making our County more energy resilient, using a holistic approach to break energy and cost barriers.

This document provides instructions for filling out the Clean Energy Program, Solar PV Grant application. If you have additional questions, please see the Clean Energy Program's contact information below to reach out to OCS Sustainable Energy staff.

All systems supported through the grant award are subject to the following conditions:

- The minimum system size to qualify for a grant award is 2kWDC for solar PV.
- Only photovoltaic (PV) systems installed *after* January 1, 2018 are eligible.
- Solar PV systems must be installed by an appropriately licensed contractor in accordance with state and county laws. Self-installers are not eligible to receive rebates at this time.
- All selected solar PV contractors must be North American Board of Certified Energy Practitioners (NABCEP) Certified as well as registered as a vendor of Prince George's County.
- All major system components (panels, inverters, and solar power outlets) must be new and not previously placed in service in any other location or for any other application. Rebuilt, refurbished, or relocated equipment are not eligible for a solar incentive.
- In order to increase the resiliency of the solar PV system, a solar power outlet can be included in the scope of work or contract between the resident and the contractor, and the solar power outlet design analysis must be provided (the County provides up to \$2,000 towards the cost of a solar power outlet).
- A manual or manuals must be provided with each system and balance-of-system, including the inverter.
- To protect the purchaser against defective workmanship, system or component breakdown, or severe degradation, all systems must carry the original manufacturer's warranty of one year or

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greater, and all installation workmanship must be guaranteed for a minimum of one year. The entire solar generating system must carry a warranty, including PV modules (panels) and inverters, solar power outlet, and warranties should provide for no-cost repair or replacement of the system or system components, including any associated labor during the warranty period.

Submission of an application for a grant award does not guarantee receipt of an incentive or the amount of the requested incentive. The Solar PV Grant award operates on a first-come, first-served basis and incentive rebates are dependent upon cost effectiveness and funding availability.

Read and follow these step-by-step instructions to better navigate a successful application submittal:

Step 1: CONFIRM YOUR ELIGIBILITY

To qualify for the grant award, homeowners must:

- I. Be a Prince George's County resident.
- II. Be a Pepco customer as evidenced by a copy of recent (i.e. within 3 months) utility bill.
Paper copies of the bills are typically mailed to the customer address on record. For Pepco customers with internet access, account information is available via the Pepco's account portal: <https://bit.ly/3b17pJK>.
- III. Live in a single-family, townhouse residence, or condominium that is individually metered (built before March 23, 2016), in one of the following designated Energy Resiliency Communities (ERC): Bladensburg - East Riverdale; Forestville; Hillcrest Heights - Marlow Heights; Kentland - Palmer Park; Oxon Hill - Glassmanor; Silver Hill; Suitland - Coral Hills; Langley Park; and Woodlawn - West Lanham.
To confirm you are in one of the ERC communities, you must look up your address by using the ERC Address Locator: <https://bit.ly/3aZStLH>. Please note the ERC Address Locator is the definitive tool for determining the eligibility of an application.
- IV. Have proof of successful completion and implementation of energy efficiency measures through a comprehensive whole-house energy audit by a trained Contractor that is actively certified by the Building Performance Institute (BPI) on or after March 23, 2016.

Step 2: DETERMINE INCENTIVE AMOUNT

To improve the resiliency of the system during outages, a solar power outlet can be included in the scope of work. From an energy perspective, resiliency is the ability to prepare for and adapt to utility disruptions and recover quickly from these disruptions. It involves the deployment of distributed energy resources such as energy efficiency, renewable energy such as solar PV, battery storage, and microgrids. The incentive amount depends on whether the system is owned by the homeowner or a third-party:

- A. If system is owned by the homeowner:
 - ✓ Grant awards up to \$10,000 to cover eligible costs associated with installing a solar photovoltaic system.

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- ✓ Grant awards up to \$2,000 to purchase and install a solar power outlet in case of grid failure.
- B. For third-party owned systems:
 - ✓ Grant awards up to \$2,000 to cover eligible costs associated with installing a solar photovoltaic system.
 - ✓ Grant awards up to \$2,000 to purchase and install a solar power outlet in case of grid failure.

Eligible costs include any parts, component, or accessory equipment necessary to operate and/or install the device. A maximum of 15% of the grant award can be spent on reasonable measures to facilitate the installation of the system on a home (for example, tree trimming). OCS Sustainable Energy staff should be contacted to ensure the measure(s) qualifies.

ASSOCIATED ENERGY SAVINGS REQUIREMENT(S)

As a part of the Clean Energy Program, we expect contractors on behalf of the applicant to achieve no less than 15% energy savings for electric and natural gas incentives or 10% energy savings for electric only incentives (excluding free direct installed measures) for Energy Efficiency Grant award applications and at least an additional 10% energy savings for Solar Grant award applications, considering the dollar amount requested per application.

SELECTING A SOLAR CONTRACTOR

Residents can choose their own solar PV contractor to install their solar PV system.

In order for a solar company to become a participating contractor as a part of the Clean Energy Program, the company *must* be [registered as a vendor of Prince George's County](#) with the Contract Administration and Procurement Division. This ensures more secure and efficient transactions between solar companies/suppliers and the County.

- To begin, the vendor registration form can be found here: <https://erpvendorapp.sap.mypgc.us>.

If you have further questions about vendor registration, please contact Betty Carter in Contract Administration and Procurement at 301-883-6400.

Step 3: SUBMIT PREQUALIFICATION REQUIRED DOCUMENTS

PREQUALIFICATION

Apply for the Solar PV Grant award and submit the required documents to the Office of Central Services, Sustainable Energy.

**SECTION A: REQUIRED ATTACHMENTS &
SECTION B: APPLICANT INFORMATION**

Working along with the selected contractor, email or send in copies of:

- A copy of recent (within 3 months) Pepco electricity bill for the property;**

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- Proof of successful implementation of energy efficiency measures;**
There are several programs to help Marylanders make their homes more energy efficient. Examples include the EmPOWER Maryland Programs - Pepco's residential energy efficiency incentives, Washington Gas' Rebates Program, and Maryland Department of Housing and Community Development (DHCD)'s Low Income Energy Efficiency Program (LIEEP); Maryland DHCD's WholeHome Programs - BeSMART Energy Efficiency Financing, Enhanced Weatherization Program, and the Rehab and Special Loan Programs.
Examples of proof of successful implementation of energy efficiency measures include:
 - A copy of the final project approval letter that indicates the incentives for the project.
 - A copy of the quality control inspection form that lists the work that was performed in the home.
- A copy of the signed contract to install a solar photovoltaic system on the roof of the property** that includes an itemized scope of work to include cost and all system components;
- A solar PV analysis that includes a detailed breakdown specifying the proposed system** size; lifetime; yearly estimated output inclusive of degradation rates; lifetime avoided cost savings; overall energy savings from utility bills (i.e. kWh offset); etc.
 - The report is to also indicate the solar PV project cost minus all applicable incentives that are to be received as well as the SREC owner and estimated value.
 - Overall energy savings from installation of the solar PV for the residence must be at least 10%.
- IRS Form W-9:** Request for Taxpayer Identification Number and Certification which can be found: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- Proof of becoming a registered vendor of Prince George's County** from Contract Administration and Procurement (i.e. successful registration email confirmation);
- Proof of the contractor being **North American Board of Certified Energy Practitioners (NABCEP Certified);**
- The signed Affidavit of Income**, please note that supporting documents are required if applying to be income qualified for the grant award; and
- The signed Grant Award Terms and Conditions Agreement.**

PREQUALIFICATION TIMELINE:

Note: The Solar PV Grant application approval timeline is as follows but we reserve the right to modify this timeline:

- County staff will send a notice of prequalification that reserves funds for the project within 20 days upon receiving **the completed requirements**, and after successfully reviewing required documents.
- Grant awardees will have two weeks to accept the grant award after receiving a notice of prequalification.
- Installation should be completed within 4 (four) months of receiving prequalification approval notification. Applicants may request a one-time extension provided the total allowed timeframe is within 12 months of the prequalification approval notification. The County is not required to grant an extension.

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Step 4: SUBMIT FINAL REQUIRED DOCUMENTS

FINAL APPROVAL

Working along with the selected contractor, email or send in copies of:

- Final invoice that itemizes all system component(s) installed. Included on the invoice should be the job completion date;
- Copy of Pepco's *Authorization to Operate* letter;
- Proof of purchase/installation of the solar power outlet (if applicable);
- A copy of the official sticker used by a third-party solar inspector participating in the Third Party Residential Solar System Inspections Program;
 - Administered by the Department of Permitting, Inspection and Enforcement (DPIE), third party inspectors place inspection stickers on the electric panel box indicating that the system has successfully passed inspection;
- Proof of system registration with the Maryland, or District of Columbia (DC), Public Service Commission (PSC);
 - Maryland and DC have Renewable Portfolio Standards (RPS) which serve to recognize and develop the benefits associated with a diverse collection of renewable energy supplies. To find out more, visit the Maryland PSC's website:
<http://www.psc.state.md.us/electricity/renewable-portfolio-standard/> or DC's PSC:
<https://www.dcpsc.org/Utility-Information/Electric/Renewables.aspx>.

IMPORTANT SOLAR NOTES:

- Solar PV system owners that are located on the District's and Maryland's [cross border feeder](#) serving the District can register with the District's PSC, others with the Maryland PSC.
- Registering your system with the respective PSC's is part of the process that allows the system owner to participate in the RPS, and to subsequently sell Renewable Energy Credits (RECs). A REC is equal to the attributes associated with one (1) megawatt-hour (1,000 kWh) from a certified Renewable Energy Facility. RECs are tradable commodities in states with RPS markets. Visit the Maryland PSC website for more information.
- When your solar PV system is registered with the respective PSCs, it is assigned a certification number. The certification number will serve as proof that the installed system is certified as a renewable energy facility.
- For the Maryland PSC certification process go to: <http://www.psc.state.md.us/electricity/solar-renewable-portfolio-standard-documents-rps/>.
- For the DC PSC certification process go to: <https://dcpsc.org/Utility-Information/Electric/RPS.aspx>

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FINAL APPROVAL TIMELINE:

It is the intent of the Clean Energy Program, Solar PV Grant award to pay incentives in a timely manner after the administrator has received the applicant's completed application, the signed grant award letter, and approve his or her documentation. However, no guarantees of timing on incentive payments can or will be made.

Application final approval timeline is as follows but we reserve the right to modify this timeline:

- Upon receiving all the requirements and successful review of the full application, a notification of grant award prequalification will be sent out to the applicant within 20 days.
- Installation should be completed within 4 (four) months of receiving prequalification approval notification. A complete installation is evidenced by Pepco's Authorization to Operate letter. Applicants may request a onetime extension provided the total allowed timeframe is within 12 months of the prequalification approval notification. The County is not required to grant an extension.
- Final approval of application and satisfactory site visit will occur within 10 business days of receipt of the final invoice. Final payment is subject to a satisfactory site visit and customer verification of the completion of work.
- Upon submitting request for payment to the OCS Director, the Office of Finance will approve invoices within 30 business days.

Please note: OCS Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor or the work, materials, or services provided by any contractor.

Applications may be emailed, hand-delivered or mailed to:

Prince George's County, Office of Central Services, Sustainable Energy
1400 McCormick Drive, Suite 281, Largo, MD 20774
Email: CleanE@co.pg.md.us

For more information, call: [301-883-6450](tel:301-883-6450) or visit MyPGC.us/SustainableEnergy

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The Clean Energy Program, Solar Photovoltaic (PV) Grant joins ongoing efforts and programs created by Prince George's County to uplift neighborhoods that face significant economic, health, public safety, and educational challenges. This grant award, coupled with state energy incentives, provides assistance to residents to adopt energy efficiency measures in nine designated neighborhoods, classified as *Energy Resiliency Communities* (ERCs).

The ERCs evolved from a County initiative, formerly known as Transforming Neighborhoods Initiative (TNI), which utilized several metric indicators such as education, public safety, and employment to identify key neighborhoods across the County needing holistic uplifting.

From an energy perspective, resiliency is the ability to prepare for and adapt to utility disruptions and recover quickly from these disruptions. It involves the deployment of distributed energy resources such as energy efficiency, renewable energy such as solar photovoltaic and thermal, battery storage, and microgrids.

This grant award, coupled with state energy incentives, provides assistance to residents to install solar photovoltaic (PV) upon successful implementation of energy efficiency measures.

A. CONFIRM YOUR ELIGIBILITY

Homeowners applying for the grant award must:

- Be a Prince George's County resident;
- Be a Pepco customer as evidenced by a copy of recent bill (i.e. within 3 months);
- Live in a single-family, townhouse residence, or condominium that is individually metered, built before March 23, 2016, and in one of the following Energy Resiliency Communities (ERCs): Bladensburg - East Riverdale; Forestville; Hillcrest Heights - Marlow Heights; Kentland - Palmer Park; Oxon Hill - Glassmanor; Silver Hill; Suitland - Coral Hills; Langley Park; and Woodlawn - West Lanham.

Applicants for the Solar PV Grant award can satisfy this condition with the address on record as shown on the recent copy of the electric utility bill. To confirm you are in one of the ERC communities, you must look up your address by using the ERC Address Locator:

<https://bit.ly/3aZStLH>. Please note the ERC Address Locator is the definitive tool for determining the eligibility of an application. You must drill in to ensure your address is in the ERC boundary.

- Have proof of successful completion and implementation of energy efficiency measures through a comprehensive whole-house energy audit by a trained Contractor that is actively certified by the Building Performance Institute (BPI) on or after March 23, 2016

All systems supported through the grant award are subject to the following conditions:

- The minimum system size to qualify for a solar PV grant award is 2,000 watts direct current (2.0 kilowatts DC, or 2kWDC).
- Only photovoltaic (PV) systems installed after January 1, 2018 are eligible.

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- Solar PV systems must be installed by an appropriately licensed contractor in accordance with state and county laws. Self-installers are not eligible to receive rebates at this time.
- All selected solar PV contractors must be North American Board of Certified Energy Practitioners (NABCEP) Certified as well as register as a vendor of Prince George's County.
- All major system components (panels, inverters, and solar power outlets) must be new and not previously placed in service in any other location or for any other application. Rebuilt, refurbished, or relocated equipment are not eligible for a solar incentive.
- If funding is requested for a solar power outlet for resiliency purposes, the solar power outlet must be included in the scope of work or contract between the resident and the contractor, and the solar power outlet design analysis must be provided.
- A manual or manuals must be provided with each photovoltaic system and balance-of-system, including the inverter.
- To protect the purchaser against defective workmanship, system, or component breakdown, or severe degradation, all systems must carry the original manufacturer's warranty of one year or greater, and all installation workmanship must be guaranteed for a minimum of one year. The entire solar PV system must carry a warranty, including PV modules (panels) and inverters, and warranties should provide for no-cost repair or replacement of the system or system components, including any associated labor during the warranty period.

Submission of an application for the grant award does not guarantee receipt of a rebate or the amount of the requested rebate. The County operates on a first-come, first-served basis and incentive rebates are dependent upon cost effectiveness and funding availability.

B. REQUIRED FOR PREQUALIFICATION

- Proof of successful implementation of energy efficiency measures;
- Copy of a recent (within 3 months) Pepco bill;
- A copy of the signed contract to install a solar photovoltaic system on the roof of the property that includes an itemized scope of work to include cost and all system components;
- A solar PV analysis report to include a detailed analysis specifying the proposed solar project: system size, lifetime, total cost after receiving other incentivizes, yearly estimated output inclusive of degradation rates, lifetime avoided cost savings, energy savings from utility bills (i.e. kWh offset, SREC value and ownership, etc.). *Energy savings must be at least 10%.*
- IRS Form W-9: Request for Taxpayer Identification Number and Certification;
- Proof of vendor registration from the Contract Administration and Procurement Division;
- Proof of the contractor being a North American Board of Certified Energy Practitioners (NABCEP) Certified;
- The completed and signed Affidavit of Income; and
- The completed and signed Grant Award Terms and Conditions Agreement.

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C. REQUIRED FOR FINAL APPROVAL

- Final invoice that itemizes all system component(s) installed, to include job completion date;
- Copy of Pepco's *Authorization to Operate* letter;
- Proof of purchase/installation of the solar power outlet (if applicable);
- A copy of the official sticker used by a third-party solar inspector participating in the Third Party Residential Solar System Inspections Program; and
- Proof of system registration with the Maryland (or District of Columbia) Public Service Commission.

GRANT AWARDS AGREEMENT/TERMS & CONDITIONS

All applicants ("Grant awardee") who seek to claim incentives for eligible photovoltaic systems are required to acknowledge reading and understanding of the following terms and conditions and must accept these terms and conditions before the County processes their application and/or incentive payment. Incentives are only available for qualifying residents in the designated Energy Resiliency Communities (ERCs), who have successfully implemented efficiency measures on or after March 23rd, 2016 (when the Public Service Commission approved the Pepco-Exelon Merger). To qualify to receive an incentive, you agree to install a solar energy system that meets the requirements set forth in all grant award-related documents.

ELIGIBILITY/PROCESS

1. Grant awardee understands that the grant award may be modified, suspended, or discontinued by the County at any time and without notice.
2. Grant awardee agrees to provide all documentation required to qualify for an incentive.
3. Grant awardee understands that incentives will be reserved and distributed on a first-come, first-served basis until funds are depleted for the applicable fiscal year.
4. Grant awardee may only apply for one solar photovoltaic system incentive that is funded with the County funds, for a single, unique, and verifiable physical address in a designated ERC.
5. A third-party owner is a system owner who does not own the qualifying building located in the ERC. The third-party owner must apply the full grant award amount as prepayment to the total cost of the system. Prepayment is the deposit paid towards the cost of the system, which includes, but is not limited to, down payments, forward payments of expected fees/bills, or money used to establish a contract.
6. Completed installation: The County defines a completed installation as being all equipment necessary for the proper operation of a solar system having been safely and securely affixed to a permanent building, inter-tied into the building's electrical system, inspected and approved by the Department of Permitting, Inspections and Enforcement ("DPIE") as evidenced by an inspection approval sticker and by a copy of Pepco's *Authorization to Operate* letter.

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7. Incentives provided are for *complete* installation(s). Complete installation is evidenced by Pepco's Authorization to Operate letter and DPIE inspection approval sticker;
8. Installation should be completed within four (4) months of receiving prequalification approval notification. Grant awardee may request a one-time extension subject to approval. The County is not required to grant an extension.
9. The grant awardee and selected contractor shall comply with, apply for and obtain all necessary permits from applicable regulatory agencies including federal, state, and local jurisdictions and local utilities.
10. It is the grant awardee's responsibility to contract for the purchase and proper installation of a qualifying system. The County reserves the right to inspect all projects to verify system completion.

EQUIPMENT

1. To be eligible for an incentive, the photovoltaic system must meet the minimum size of 2.0 kWDC.
2. Grant awardee must comply with all grant award requirements and provide documentation acceptable to the County before an incentive will be fulfilled.
3. The photovoltaic system hardware must be in compliance with all applicable performance and safety standards including: Underwriters Laboratories (UL) 1741, Standard for Static Inverters and Charge Controllers for Use in Photovoltaic Systems and UL 1703, Standard for Safety: Flat-Plate Photovoltaic Modules and Panels.
4. For utility interconnected photovoltaic systems, the system must be in compliance with Maryland Net Energy Metering laws and the requirements of the local electric utility – The Potomac Electric Power Company (PEPCO).
5. The photovoltaic system must be installed in compliance with Institute of Electrical and Electronics Engineers ("IEEE") Standard 929-2000, Recommended Practice for Utility Interface of Photovoltaic Systems, and with applicable requirements of the local electrical codes and the National Electrical Code (NEC).
6. Applying for and receiving incentives under this grant award does not preclude the grant awardee from seeking any federal tax credit for which he/she may be eligible. However, eligibility for an incentive does not guarantee eligibility for any tax credit.

REVIEW

1. The selected contractor must be certified to install by the North American Board of Certified Energy Practitioners (NABCEP). The review of the solar system will include the solar photovoltaic analysis and the Solar Renewable Energy Credits (SREC) ownership and value.
2. For a period of up to two (2) years after incentive fulfillment, grant awardee may be randomly selected to provide additional information to assist the County in documenting and validating actual benefits of the energy production and equipment. Grant awardee agrees to participate,

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and if selected, agrees that the incentive received is fair compensation and consideration for reasonable time and effort to participate.

3. Grant awardee agrees to permit public disclosure of information. The County requires transparency and public disclosure of how funds are managed, grant awarded, and spent. It is possible that information about how individual incentives were awarded and spent could be publicly disclosed in some manner, including disclosure on a government website, in a media report, or as a result of a request under the Freedom of Information Act. Grant awardee agrees to allow the County and/or its contracted representatives access to the incentivized system to verify that it is properly installed, operational, and conforms to the eligibility criteria as specified.
4. The system cannot be removed from Prince George's County for a period of 10 years following installation. The County may request that all/or portion of the grant award be refunded if the system is removed.

INDEMNIFICATION/NOTICES

1. Grant awardee shall hold the County harmless from any and all claims, demands, and actions based upon or arising out of any purchases of goods or services performed by grant awardee or by grant awardee's agents.
2. Grant awardee agrees to assume all risks of loss and to indemnify and hold the County and its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, damages, suits, costs, fees, and expenses, incidents thereto, for injuries or death to persons and for loss of, damage to, or destruction of property because of grant awardee's negligence, intentional acts, or omissions. In the event of any demand or claim, the County may elect to defend any such demand or claim and will be entitled to be paid by grant awardee for all damages and legal fees.
3. Grant awardee agrees to comply with all applicable local, state, and federal electrical, plumbing, building, fire, and safety codes and regulations, including but not limited to obtaining plumbing, electrical, and building permits, observing zoning requirements, and consulting with neighbors or adjacent property owners as needed, as well as local, state, or federal safety and regulatory officials.
4. Grant awardee certifies that he or she, at all times, will be truthful in his or her representations, that no documentation of work or expenses will be altered, manufactured, or falsely represented, and that no incentive will be claimed in a manner or fashion that does not comply with grant award requirements.
5. Grant awardee assumes full risk and responsibility for all purchases of goods or services and agrees that Grant awardee is solely responsible for decisions to make purchases that might be eligible for an incentive.

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PAYMENT

1. Grant awardee affirms that he or she understands and agrees to comply with equipment as well as all other eligibility standards and requirements.
2. The County operates on a first-come, first-served basis and incentive requests are dependent on funding availability.
3. Incentives are provided only after a full application and the signed Terms and Conditions from grant awardee have been approved by the County.
4. The incentive maximums per installation apply to a single, unique, and verifiable physical address. Grant awardee further certifies that he or she has not applied and will not apply for an incentive or incentives that would exceed the limits per installation by using multiple real or fictitious addresses, multiple real or fictitious grant awardee names, or by any other means or process.
5. It is the intent of the County to pay incentives after the agency has received the grant awardee's completed application and signed Terms and Conditions and approved his or her documentation. However, no guarantees of timing on incentive payments can or will be made.
6. Final payment may be subject to a satisfactory site visit and customer verification of the completion of work.

HOLISTIC TIMELINE FOR PROJECT COMPLETION

- ✓ Upon receiving the completed prequalification requirements and after successfully reviewing required documents, the County staff will send a notice of prequalification that reserves funds for the project within 20 days. Upon receiving all the aforementioned requirements and after successful review of the full application, a notification of grant award will be proffered to the applicant.
- ✓ Grant awardees will have two weeks to accept the grant award after receiving a notice of prequalification.
- ✓ Installation should be completed within 4 (four) months of receiving prequalification approval notification. A complete installation is evidenced by Pepco's *Authorization to Operate* letter. Applicant may request a onetime extension provided the total allowed timeframe is within 12 months of the prequalification approval notification. The County is not required to award an extension.
- ✓ Final approval of application and satisfactory site visit will occur within 10 business days of receipt of final invoice. Final payment is subject to a satisfactory site visit and grant awardee verification of the completion of work.
- ✓ Upon submitting request for payment, the Office of Finance will approve invoices within 30 business days.

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PARTICIPANT CERTIFICATION

I hereby certify that I have read, understood, and agree to abide by the County's Terms and Conditions. I understand that failure to abide by these terms and conditions may lead to withholding or suspending, in whole or in part, funds provided under this grant award, or recovering unspent or misspent funds through the placement of a lien on the my real and/or personal property to secure repayment.

By signing this application, the applicant certifies under penalty of perjury that the information provided in the application and all of its attachments is complete, accurate, and true. The signatory further certifies that they are authorized to submit this application on behalf of the property, and, to agree to the terms and conditions.

Part A. AUTHORIZED APPLICANT

Authorized Applicant:	
Contractor/Vendor:	
Date:	
Organization Name:	
Title:	
Name:	
Authorized Signature: Contractor/Vendor Signature*:	
<i>* To be completed only if the contractor/vendor completed the application.</i>	

Part B. PAYMENT INFORMATION

PAYMENT INFORMATION
<p><i>If the contractor or trade ally completing the work or another 3rd party will be receiving the incentive directly, the customer must authorize payment by signing below.</i></p> <p>Payment to: <input type="checkbox"/> Contractor/Trade Ally <input type="checkbox"/> Other 3rd Party Customer</p>
<p>Signature: _____</p> <p>Contractor Name: _____</p> <p>Date: _____</p>

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APPLICANT INFORMATION

A.T.N

Applicant name/Property Owner:		SSN/Tax I.D.	
Street Address:			
City:		Zip Code:	Year Built:
Daytime Phone:		Email:	
Do you own the property?		System Size in DC and AC (kW):	
System Owner:			

CONTRACTOR INFORMATION

Solar System Contractor/Installer:	
Contact Person:	
Company Address:	
Daytime Phone:	Email:
Primary Prince George's County License Type (e.g. Home Improvement, Business, Contractor):	
License Number:	

Panel Size and Manufacturer:	
Inverter Type & Manufacturer:	
Solar Power Outlet Type & Manufacturer:	

A. DETAILED INCENTIVE INFORMATION

List other incentives applied to the project. Attach additional sheets if necessary.			
<i>Incentive Program</i>	<i>Issuing Organization</i>	<i>Purpose</i>	<i>Incentive Amount</i>

PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Central Services
Sustainable Energy
CLEAN ENERGY PROGRAM
SOLAR PHOTOVOLTAIC GRANT APPLICATION

List the costs for which you are seeking a grant award; the list should be supported by the scope of work.

<u>COST</u>	<u>AMOUNT REQUESTED</u>
<u>ACCESSORY EQUIPMENT, REASONABLE HEALTH/SAFETY COSTS ASSOCIATED WITH INSTALLING THE DEVICE.</u>	<u>AMOUNT REQUESTED</u>

Please note: OCS Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor or the work, materials, or services provided by any contractor.

Applications may be emailed, hand-delivered or mailed to:

Prince George's County, Office of Central Services, Sustainable Energy
1400 McCormick Drive, Suite 281, Largo, MD 20774
Email: CleanE@co.pg.md.us

For more information, call: [301-883-6450](tel:301-883-6450) or visit MyPGC.us/SustainableEnergy

[Click here to download the W9 form](#)

COVID19 Participation Terms and Conditions

Office of Central Services, Sustainable Energy

Clean Energy Program

<i>I. TERMS AND CONDITIONS</i>	<i>READ CAREFULLY AND SIGN</i>
<p>APPLICATION: The Clean Energy Grant Application, and all supporting documents, including this Terms and Conditions must be signed by the Contractor and Applicant to be valid.</p> <p>GRANT AWARD AMOUNT & AUDIT FEES: The Clean Energy grant offers up to \$7,500 in funds for residential energy efficiency measures, in addition to Pepco and Washington Gas incentives. The maximum grant award amount is \$7,500 (for gas and electric incentives), of which \$5,000 can be allocated towards electric incentives and \$2,500 toward natural gas incentives, and up to 50% of total grant award amount (\$3,750) can be allocated towards air sealing and insulation (does not include ancillary equipment like baffles/ventilation). OCS Sustainable Energy (OCS SE) will provide up to \$100 (amount included in total \$7,500) for the cost of the home energy assessment. The applicant is eligible to receive direct installs at no cost from his/her contractor as part of the audit. Talk to your contractor about your needs for direct installs during the audit.</p> <p>For Solar PV Application:</p> <p>A. If system is owned by the homeowner:</p> <ul style="list-style-type: none">✓ Grant awards up to \$10,000 to cover eligible costs associated with installing a solar photovoltaic system.✓ Grant awards up to \$2,000 to purchase and install a solar power outlet in case of grid failure. <p>B. For third-party owned systems:</p> <ul style="list-style-type: none">✓ Grant awards up to \$2,000 to cover eligible costs associated with installing a solar photovoltaic system.✓ Grant awards up to \$2,000 to purchase and install a solar power outlet in case of grid failure.	<p>For Solar Water Heater Application:</p> <p>A. If system is owned by the homeowner:</p> <ul style="list-style-type: none">✓ Grant awards up to \$7,500 to cover eligible costs associated with installing a solar water heater. <p>B. For third-party owned systems:</p> <ul style="list-style-type: none">✓ Grant awards up to \$2,000 to cover eligible costs associated with installing a solar water heater. <p>ELIGIBILITY: The grant awards are valid for Pepco and/or Washington Gas customers living in a single-family, townhouse residence, or condominium that is individually metered (built before March 23, 2016), in one of the following designated Energy Resiliency Communities (ERC): Bladensburg - East Riverdale; Forestville; Hillcrest Heights - Marlow Heights; Kentland - Palmer Park; Oxon Hill - Glassmanor; Silver Hill; Suitland - Coral Hills; Langley Park; and Woodlawn - West Lanham. To confirm you are in one of the ERC communities, you must look up your address ensure it is within the boundary by using the ERC Address Locator. The ERC Address Locator is the definitive tool for determining the eligibility of an application.</p> <p>ENDORSEMENT & WARRANTY: OCS SE does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor or the work, materials, or services provided by any contractor.</p> <p>APPROVAL, VERIFICATION & INSPECTION: Grant funds will be reserved upon review and approval of the application. OCS SE reserves the right to inspect and verify that all components in the work scope have been implemented in accordance with federal, state and county laws.</p>
<p>HEALTH AND SAFETY: Any health and safety issues identified during the audit must be resolved prior to an application being pre-approved by OCS SE.</p> <p>CORONAVIRUS/COVID-19 LIABILITY AND INDEMNIFICATION: Applicant and Contractor each acknowledges the contagious nature of the Coronavirus/COVID-19 and that the CDC and many other public health authorities still recommend practicing social distancing. Applicant and Contractor each further acknowledges that Prince George’s County has put in place preventive measures to reduce the spread of the Coronavirus/COVID-19. Applicant further acknowledges that his/her selected contractor and OCS SE cannot guarantee he/she will not be infected with the Coronavirus/COVID-19. Contractor further acknowledges that OCS SE cannot guarantee he/she will not be infected with the Coronavirus/COVID-19.</p>	

Applicant understands the risk of becoming exposed to and/or infected by the Coronavirus/COVID-19 may result from the actions, omissions, or negligence of him/herself and others, including, but not limited to, the selected contractor staff, and other clients and families of the selected contractor.

Applicant agrees to voluntarily seek services provided by the selected contractor and acknowledge that he/she is increasing his/her risk to exposure to the Coronavirus/COVID-19.

Applicant and Contractor hereby release and agree to hold Prince George’s County, its officials, employees and agents harmless from, and waive on behalf of him/herself, his/her heirs, and any personal representatives, any and all causes of action, claims, demands, damages, costs, expenses and compensation for damage or loss to him/herself and/or property that may be caused by any act, or failure to act by Applicant, the selected contractor, or that may otherwise arise in any way in connection with the audit and any services received from the selected contractor or provided to Applicant.

Applicant and Contractor understand that this release discharges Prince George’s County, its officials, employees and agents from any liability or claim that it, he/she, his/her heirs, or any personal representatives may have against Prince George’s County, its officials, employees and agents with respect to any bodily injury, illness, including COVID-19, death, medical treatment, or property damage that may arise from, or in connection to, the audit and any services received from the selected contractor or provided to the Applicant. This liability waiver and release extends to all owners, partners, and employees of the selected contractor and of the Applicant.

II. APPLICANT AND CONTRACTOR INFORMATION AND SIGNATURES

APPLICANT	CONTRACTOR
<input type="checkbox"/> By signing this form, I agree to all of the Terms and Conditions in this agreement	<input type="checkbox"/> By signing this form, I agree to all of the Terms and Conditions in this agreement
Customer Signature:	Contractor Signature:
Print Name:	Print Name:
Date:	Date:
Email:	Contractor’s Name:
Pepco Account Number:	
Washington Gas Account Number:	

For questions about the grant application process and procedures, call our Office at 301 803 6450 or email CleanE@co.pg.md.us.

PRINCE GEORGE'S COUNTY GOVERNMENT
Office of Central Services
Sustainable Energy
CLEAN ENERGY PROGRAM
SOLAR PHOTOVOLTAIC GRANT APPLICATION
AFFIDAVIT OF INCOME

Any information you provide will be kept completely confidential. Please note the funding source for this grant requires we spend a certain portion of the funds with low and moderate income residents. Consequently, we are unable to determine compliance with this requirement without asking for income information.

Applicant's Name: _____
 Full Address: _____
 City, State, Zip: _____
 Phone Number: (Primary)_____ (Secondary)_____ (Other)_____
 Email Address: _____

<p>I certify that there are [] persons living in the house and my/our annual gross income is \$_____.</p>
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I solemnly declare, under oath, and subject to the penalties of perjury, declare that the above information is true and correct to the best of my knowledge, information, and belief.

Signature of Affiant	Date	* Signature of Witness to the Affidavit
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Printed Name of Affiant	Date	* Printed Name of Witness to the Affidavit Date
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*The *Witness to the Affidavit* is a person witnessing the completion of this document, and need not be a notary public. For example, the contractor performing the energy retrofit service may sign as a witness.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.

You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions.

You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.