

Commercial Clean Energy Rebate Program
Solar PV, Solar Water Heating, and Geothermal
 Effective July 1, 2020

Commercial Clean Energy Rebate Program Terms and Conditions for Applicant Purchased Systems

The following terms and conditions apply to purchased solar photovoltaic ("PV"), solar thermal, and geothermal technologies under the Commercial Clean Energy Rebate Program ("C-CERP") provided by the Maryland Energy Administration ("MEA"). These terms and conditions are subject to change at any time at the sole discretion of MEA. The C-CERP Terms and Conditions can be found on the "Purchased System Eligibility Requirements" section of the C-CERP webpage at:

<https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyRebates.aspx>

1. Eligible Clean Energy Systems

The following clean energy systems are eligible for Commercial Clean Energy Rebates. Systems must fall within the Eligible System Capacity Range to qualify for Rebate consideration. Systems below the minimum capacity or above the maximum capacity are not eligible for Commercial Clean Energy Rebates.

Clean Energy Technology	Eligible System Capacity Range	Rebate Amount
Solar Photovoltaic (PV) For roof and ground mounted systems	1-8 kW-DC	\$1,000
	8-108 kW-DC	\$1,000 + \$150/kW *(capacity – 8 kW)
	108-250.0 kW-DC	\$16,000 + \$100/kW *(capacity – 108 kW), up to \$20,000 maximum (for systems under 250 kW)
Solar Photovoltaic (PV) (roof mounted systems only)	250 -375 kW-DC**	\$20,000 + \$80/kW * (capacity – 250 kW) \$30,000 maximum
Solar Thermal (Hot Water)	10-2,000.0 sq. ft.	\$20/sq. ft., \$12,000 maximum
Geothermal	1-10 tons	\$3,000,
	10-50.0 tons	\$3,000+\$400*(capacity – 10 tons), \$12,000 maximum

****The incentive for 250 kW-DC – 375kW-DC is for solar installations that are roof mounted only. Ground mounted arrays are still capped at 250kW, with a maximum award of \$20,000.**

Clean Energy Technology Requirements

A. Solar Photovoltaic ("PV") Systems Solar PV systems must be installed and operated in compliance with the requirements of the local codes and the following national safety certification systems:

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(1) Underwriters Laboratories (UL) - Solar PV system hardware must be in compliance with all applicable performance and safety standards, including: UL 1741, Standard for Inverters, Converters, Controllers, and Interconnection System Equipment for Use with Distributed Energy Resources, and UL 1703, Standard for Flat-Plate Photovoltaic Modules and Panels.

(2) Maryland Net Energy Metering Law & Local Electric Utility - Solar PV systems must be in compliance with the Maryland Net Energy Metering Law and the requirements of the local electric utility.

(3) Institute of Electrical and Electronics Engineers (IEEE) - Solar PV systems must meet the requirements of IEEE 1547, Standard for Interconnecting Distributed Resources with Electric Power Systems with applicable requirements of local electrical codes and the National Electric Code (NEC).

B. Geothermal Heat Pumps – If applicable, Geothermal Heat Pumps should meet the ENERGY STAR standards specified on the ENERGY STAR website:

https://www.energystar.gov/products/heating_cooling/heat_pumps_geothermal/key_product_criteria.

C. Solar Water Heater (SWH) Systems - Solar Water Heater (SWH) Systems must meet the requirements of the local codes and possess the Solar Rating and Certification Corporation OG-100 Certification.

2. Property Requirements

To be eligible for a Commercial Clean Energy Rebate, the property on which the clean energy system has been installed must meet the following requirements:

A. If the Rebate Applicant is a Maryland business or nonprofit organization, the property on which the clean energy system is installed must be owned by a Maryland resident, business, or non-profit and must be located within the State of Maryland. If the Rebate Applicant is a local government or State of Maryland government agency or department, the property may be owned or leased, but formal permission from the property owner must be given for the installation of the clean energy system if the property is leased.

B. Commercial Clean Energy Rebates are limited to one Rebate per qualifying clean energy technology per property. If the capacity of a clean energy system which has already received a Commercial Clean Energy Rebate is increased, an additional Commercial Clean Energy Rebate shall not be issued to the system for the increase in capacity.

C. Maryland Historical Trust (MHT) - Clean Energy Rebates will not be awarded to projects which are deemed to create an adverse impact on the historical significance of a historical property, or district, as determined by the Maryland Historical Trust. Prominent installations of clean energy systems on historic properties or properties within historic areas will not qualify for this Rebate program. Applicants can visit **Maryland's Environmental Resources and Land Information Network**

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(“[MERLIN Online](#)”¹) to see if a property is recorded in the Maryland Inventory of Historic Properties, the National Register of Historic Places, or a Maryland Historical Trust Preservation Easement. For a building that falls within these boundaries, pre-coordination with the Maryland Historical Trust (410) 697-9591) or MEA’s historic preservation specialist (410-537-4083 or fred.shoken@maryland.gov) should be conducted before installing a prominent clean energy system. Buildings that are older than 45 years old must also go through historic preservation screening. **MEA recommends that for buildings that are 45 years in age (or older), or located in a historic district, Rebate Applicants provide a photo of the front of the building taken from the street (“street view”) and sidewalks to help expedite the historical review process.** The age of a property can be found in the State Department of Assessments and Taxation (SDAT) [Real Property database](#)². For new geothermal systems in a historic district, a diagram showing the location of the well field is also required.

3. Application Requirements

A. MEA Rebate Commitment Letter – If the applicant requests an MEA Rebate Commitment Letter prior to the commencement of a project, the Applicant must submit a completed Application with all required documentation. When the project is completed, the Applicant must then submit the Completion Certificate along with all required documentation.

If an MEA Rebate Commitment Letter is not requested prior to construction, the Applicant should not submit the Application form. Instead, the applicant should only submit the Completion Certificate along with all required documentation. In this case, the Completion Certificate will serve as the Rebate Application.

B. Application Timeframe - A Commercial Clean Energy Rebate Completion Certificate shall be submitted only **after** the clean energy system has been installed, paid in full, and has passed all final inspections required by the County or local permitting authority. Completion Certificates submitted for incomplete systems will not be considered.

C. Supporting Documentation - The following attachments must be included with the Commercial Clean Energy Rebate Completion Certificate and meet the specified requirements:

(1) Final Inspection Documentation - Documentation of passed final inspection for all permits required by the County or local permitting authority must be provided. Acceptable documentation includes photos or copies of final inspection stickers, copies of inspection reports, copies of certificates of use and occupancy, and printouts from online permit inquiry systems provided by County or local permitting authorities. **Applicants are responsible for contacting the County or local permitting office for the jurisdiction in which you reside to obtain permitting requirements.** MEA has provided a list of County permitting office phone numbers on **Page 7** of this **Terms and Conditions** packet.

(2) Payment Documentation - Documentation that the clean energy system has been paid in full by the applicant must be provided. Acceptable documentation is in the form of \$0.00

¹ <http://dnrweb.dnr.state.md.us/MERLIN/>

² <https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx>

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balance itemized invoices from installation contractors and vendors. If a \$0.00 balance itemized invoice is not available, MEA will accept receipts or letters from installation contractors and vendors indicating a \$0.00 balance, with itemized proposals. For systems financed through the installer, a "payment-in full" document is still required from the installation arm of the installer. A loan is considered a separate transaction (unless the payment amount is somehow tied to the monthly production of energy from the solar array). If this documentation is not available, alternative documentation will be considered by MEA on a case-by-case basis.

(3) Photo Documentation of the Clean Energy System - Photo documentation of the completed clean energy system must be provided. Please see the list below for photo requirements for each clean energy technology:

(a) Solar PV Systems: Photos of all panels in the system, the inverters (unless the system utilizes microinverters), and the meter must be provided. Additional photos may be required to facilitate the historical trust review as indicated in paragraph 2.D above.

(b) Geothermal Systems: Photos of the heat exchanger(s), air distribution system, and outdoor location of the ground/pond loops must be provided. Replacement geothermal system applications do not require photos of the outdoor location of the ground/pond loops. If any part of the system may be seen from the street or sidewalk, additional photos may be required to meet the historical trust review as indicated in paragraph 2.D above.

(c) Solar Water Heating (SWH) Systems: Photos of the collectors and hot water tank(s) must be provided. Additional photos may be required to meet the historical trust review as indicated in paragraph 2.D above.

(4) Property Ownership Documentation

(a) Businesses and Nonprofits: A copy of the State Department of Assessments and Taxation (SDAT) Real Property Data form indicating that the Rebate Applicant is a listed property owner for the property must be provided. **This form is not the same as a Real Property Tax bill.** A copy of this form may be obtained on the SDAT website at:

<http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>.

Follow the instructions provided on this page to obtain and print the Real Property Data form.

(b) Local governments and State government agencies/departments leasing property: If the Rebate Applicant is a local government or State government agency that has leased the installation property, documentation indicating that the property owner has permitted the installation of the clean energy system must be provided. Documentation must be determined by MEA on a case-by-case basis. Contact MEA at (410) 537-4000 or via email at CERP.mea@maryland.gov.

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(5) Business W9 – A copy of the Internal Revenue Service (IRS) Form W-9 for the entity receiving the rebate. The name listed on the W-9 form must match the name on the application, if applicable, and the completion certificate.

D. A Commercial Clean Energy Rebate Application must be submitted to MEA no more than twelve (12) months from the date that the clean energy system is installed, paid-in-full, and has passed all final inspections required by the County or local permitting authority. This date is considered the Project End Date.

E. **MISSING INFORMATION POLICY******If required information or attachments are missing from a Commercial Clean Energy Rebate application, or the application or attachments present information which requires further clarification, MEA will notify the Rebate Applicant in writing (by email or letter). If a response from the Rebate Applicant or the Installation Contractor is not received within thirty (30) calendar days of the date on the MEA correspondence, MEA will send a final warning to the Rebate Applicant requesting the missing information. **If no response from the Rebate Applicant or Installation Contractor is received within sixty (60) calendar days of the date on the final warning letter, the application for a Commercial Clean Energy Rebate will be cancelled.** Rebate Applicants whose applications are cancelled for lack of response to MEA requests may reapply as long as the new application is submitted within twelve (12) months of the Project End Date.

4. Use of Personal Information

A. In accordance with Section 4-501(c)(3) of the General Provisions Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:

- (1)** The information being requested by the Application is necessary to document the completion of the project and to ensure installation of a qualifying system.
- (2)** Failure to provide all required information will result in cancellation of your Rebate application and ends any obligation to you under this program.
- (3)** Upon submission for payment, some of this information will be provided to other agencies of the State to process the payment of the Rebate.
- (4)** Project information (e.g. technology, system capacity), the name of the company, and the status of the Rebate request may be publicly accessible on our website.
- (5)** Unless otherwise provided by law or court order, portions of the information provided by a company may be subject to disclosure upon request for inspection under Maryland's Public Information Act. To the extent permitted by law, confidential information will not be disclosed except for the purpose of processing your Rebate application.

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(6) As set forth in Sections 4-502 of the General Provisions Article, you have the right to inspect, amend, or correct your personal record as maintained by the Clean Energy Rebate Program.

5. Tax Status of Commercial Clean Energy Rebates

MEA does not provide tax information or tax advice. Questions should be directed to a qualified tax professional.

6. Adherence to Clean Energy Rebate Program Regulations

The Rebate Applicant, the clean energy system, and the information provided on this application must adhere to all requirements of the Clean Energy Rebate Program Regulations. These regulations are found in the Code of Maryland Regulations, Title 14, Subtitle 26, Chapter 04 (COMAR 14.26.04). They can be found online at:

www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=14.26.04

7. Eligible System Installers

A. Maryland Authorized Business - Any contractor utilized to perform a clean energy system installation must be registered to do business in the State of Maryland, possess all licenses and certifications required by all applicable Federal, State, and local laws and regulations, and be in good standing with the Maryland State Department of Assessments and Taxation.

B. North American Board of Certified Energy Practitioners (NABCEP) - Solar PV installation contractors with a staff of 49 or fewer individuals must maintain at least one staff member who possesses a NABCEP PV Installation Professional Certification. Solar PV installation contractors with a staff of 50 or more individuals must maintain one staff member who possesses a NABCEP PV Installation Professional Certification for every 25 non-administrative employees. Solar PV installation contractors that have been registered to do business in the State of Maryland less than twelve (12) months prior to the submission of a Commercial Clean Energy Rebate Application are exempt from this requirement.

9. New Requirements pursuant to the Clean Energy Jobs Act of 2019:

A. American Manufactured Goods – Chapter 757 of the 2019 Acts of the General Assembly of Maryland includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article. A rebate to a county or local government must comply with Chapter 757 of the 2019 Acts of the General Assembly of Maryland, which includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article.

B. Project Location – For projects receiving an MEA Rebate Commitment Letter prior to construction and for which the rebate recipient will employ the workers installing the project: Chapter 757 of the 2019 Acts of the General Assembly of Maryland requires that at least 80% of workers participating in a project or program that receives money from the SEIF reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine

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compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland's borders. Therefore, applicants who have received an MEA commitment letter and have directly employed workers for the project will be required to retain records and certify compliance with this requirement before Rebate funds are disbursed.

10. Disclaimer

Any statement made by an individual or entity that is not an official agent of MEA regarding eligibility requirements, Rebate amounts, or any other information that does not appear in these terms & conditions, on the Commercial Clean Energy Rebate Application form, or on MEA's website is not endorsed by MEA and should not be taken as fact. Only MEA may authorize a Clean Energy Rebate after properly reviewing the Application Package. If you believe that an individual or entity has made false claims about the Clean Energy Rebate Program, or any other Rebate programs provided by MEA, please notify MEA by calling (410) 537-4000 or sending an email to DLInfo_MEA@maryland.gov.

11. Additional Requirements:

Rebates are allocated on a first come/first served basis across technologies and are subject to change in amount and existence based on funding availability. Rebates are provided only after installation of the system is complete and approved by MEA.

Please be advised of the following:

- A.** Multiple projects on contiguous parcels of property will be considered one project.
- B.** A project may not receive more than one Rebate.
- C.** Installations must be located in Maryland
- D.** Applications have to be submitted to MEA within twelve (12) months of the project end date to give MEA the ability to re-assign Commercial CERP funds from stagnant to current projects. If a lease contract/PPA is canceled, site owner must notify MEA within 10 business days.

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**County Permitting Office
 Phone Numbers**

The following list contains contact phone numbers for all County permitting departments and Baltimore City's permitting department. If you live in a jurisdiction where permitting is handled by a local permitting department, contact that office instead of your County permitting office. Either you or your installation contractor should contact the appropriate permitting office to obtain permitting requirements for your clean energy system. MEA does not enforce nor regulate County and local permitting.

County	Phone Number
Allegany	301-777-5951
Anne Arundel	410-222-7730
Baltimore County	410-887-3900
Baltimore City	443-984-1809
Calvert	410-535-1600 ext. 2552 301-855-1243 ext. 2552 410-535-2155
Caroline	410-479-8100
Carroll	410-386-2674
Cecil	410-996-5235
Charles	301-645-0692 301-870-3935
Dorchester	410-228-9636
Frederick	301-600-2313
Garrett	301-334-7470
Harford	410-638-3122
Howard	410-313-2455
Kent	410-778-7423
Montgomery	Within County: 311 Outside County: 240-777-0311
Prince George's	301-636-2050
Queen Anne's	410-7588-4088
Somerset	410-651-1424
St. Mary's	301-475-4200 (General County Government)
Talbot	410-770-6840
Washington	240-313-2460
Wicomico	410-548-4810
Worcester	410-632-1200