Terms and Conditions

Maryland Commercial Grant Program Terms and Conditions
February 15, 2019

Terms and Conditions are subject to change at any time by the Maryland Energy Administration (MEA). Please browse http://energy.maryland.gov/business/Pages/incentives/cleanenergygrants.aspx for full details.

Eligible Projects and Properties

Grants are allocated on a first come/first served basis across technologies and are subject to change in amount and existence based on funding availability. A business may receive awards that aggregate up to the maximum award per technology per fiscal year (from July 1 of any given year through June 30 of the next). Grants are provided only after installation of the system is complete and approved by MEA.

Please be advised of the following:

- A list of supported technologies, qualifying capacities, and available incentives are posted at: http://energy.maryland.gov/business/Pages/incentives/cleanenergygrants.aspx.
- Multiple projects on contiguous parcels of property will be considered one project.
- A project may not receive more than one grant.
- Installations must be located in Maryland
- ***Applications have to be submitted to MEA within 12 months of the start of operation*** of the qualified clean energy system to give MEA the ability to re-assign Commercial CEGP funds from stagnant to current projects.

PV systems must be installed and operated in compliance with the requirements of the local codes and, by July 1, 2014, national safety certification systems:

- PV 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*
- PV systems must be in compliance with the Maryland Net Energy Metering law and the requirements of the local electric utility
- PV 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 local electrical codes and the National Electrical Code (NEC).
- PV systems that are installed on or after ***July 1, 2014***, have to be completed by installation contractors who maintain at least one staff member with a North American Board of Certified Energy Practitioners ("NABCEP") Installation Certification; or, for companies with at least 50 employees, at least one staff member with a NABCEP Installation Certification for every 25 non-administrative employees, except if an installation contractor has been registered to do business in Maryland for less than 12 months prior to the submission of an application for a grant.

Solar Water Heating systems, hardware, and installation must be in compliance with:

- The requirements of the local codes
- The Solar Rating and Certification Corporation's OG-100 Certification

Geothermal Heating & Cooling systems must meet ENERGY STAR standards:
http://www.energystar.gov/index.cfm?c=geo_heat.pr_crit_geo_heat_pumps

Maryland Historical Trust Review

Maryland Energy Administration (MEA) is required to assess the impact of Clean Energy Grants on historic resources; ***Applicants are encouraged to "pre-screen" their projects*** to reduce the odds of applications being rejected on historic preservation grounds. If the property is less than 45 years old and is NOT recorded in the Maryland Inventory of Historic Properties (MIHP) the project is exempt from historic preservation review. Applicants can:

- Browse the Department of Assessments website, at: http://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx to find the age of their property.
- Browse the Department of Natural Resources *Maryland's Environmental Resources and Land Information Network*, or *MERLIN Online*, at: http://geodata.md.gov/imaptemplate/?appid=a8ec7e2ff4c34a31bc1e9411ed8e7a7e to see if a property is recorded in the MIHP.
- Contact MEA's historic preservation specialist via email at fred.shoken@maryland.gov

Application Paperwork

Properly review all forms and documentation for completeness prior to submitting a grant application to the Maryland Energy Administration. Step one of two of the Commercial Clean Energy Grant Process requires the following documents:

- Application Form for non-leased (purchased) systems
- A copy of an itemized and signed cost estimate, contract, purchase order, or letter of intent between the Applicant and the Contractor.
- A signed and dated copy of The Commercial Clean Energy Grant Program Terms and Conditions. Terms and Conditions may be submitted with a scanned copy of an original signature
- A system diagram detailing locations, dimensions, and orientations of the collectors, modules, wells, loops, or turbines on the roof or property. If roof mounted, system diagram must include dimensions of the roof.
- A site map exhibiting the location of collectors, modules, or turbines on the roof or property (image from Google Earth/Maps ©, digital/print photograph is acceptable)
- MD SDAT *Certificate of Good Standing* is included for the ***Applicant***

The latest version of the application can be found on our website at: http://energy.maryland.gov/Business/Documents/Commercial_CEGP_Grant_Application.pdf.

After MEA accepts a completed application and has been notified that the application has passed MHT review, MEA will send the applicant a Grant Commitment Letter notifying them of their approval and the amount for which they were approved. The offer letter also instructs the Applicant that they must complete their project and submit to MEA the Completion Certificate and all required supporting documentation within 180 days from the time the offer letter is sent out.

If MEA has to start a waitlist for the Commercial Grant Program, MEA will send out an Application Acceptance Acknowledgement Letter to the accepted Applicants and add the Applicant to an approval queue. Once the Applicant comes up in the queue, then MEA will send the Applicant a Grant Commitment Letter.

Grants are not assignable or transferable. Applicants may request an extension, but MEA approval is not guaranteed.

Grant Completion Paperwork

Upon completion of the installation and receipt of *Grant Commitment Letter*, the program participant and contractor must complete The Completion Package. The Completion Package consists of:

- The signed *Grant Commitment Letter*
- *Completion Certificate*
- Proof that the project is paid for in full with a copy of a zero-balance, final invoice
- Copies of all issued inspection documents, permit documents, etc. as provided by the local authority having jurisdiction
- A photograph of the installed clean energy system. If the system is a roof-mounted PV or SWH system, the photograph must clearly demonstrate where the system has been installed, with all panels or collectors clearly visible.

The latest version of the completion certificate can be found on our website at: http://energy.maryland.gov/Business/Documents/Commercial_CEGP_Completion_Certificate.pdf.

Upon MEA's review of *The Completion Package* and verification that the project meets the Terms and Conditions of the offer, the Grant will be processed for payment.

Use of Personal Information

In accordance with Section 10-624(c) of the State Government Article of the Annotated Code of Maryland, MEA is required to advise Applicants of the following:

- The information being requested by the Application is necessary to document the completion of the project and to ensure installation of a qualifying system.
- Failure to provide all required information terminates any further obligation to you.
- Upon submission for payment, some of this information will be provided to other agencies of the State to process the payment of the grant.
- Unless otherwise provided by law or court order, portions of the information may be subject to disclosure upon request for inspection under Maryland's Public Information Act as set forth in Sections 10-611 *et seq*. of the State Government Article. To the extent permitted by law, personal information will not be disclosed except for the purpose of processing your grant application.

Tax Status of Clean Energy Grants

Grants issued by the State of Maryland may be taxable. As the Maryland Energy Administration is unable to give tax advice, any tax-related questions should be directed to a qualified tax professional.

Renewable Energy Credits

Solar

Electricity suppliers must purchase and retire Solar Renewable Energy Credits (SRECs—equal to 1 MWh) in order to meet their Renewable Portfolio Standard (RPS) compliance obligations under the law, or pay a Solar Alternative Compliance Payment (SACP) for any shortfalls in SRECs purchases.

To help Maryland business owners realize the benefits of solar energy, Maryland manages the SRECs program. Owners of solar PV and hot water systems can earn and sell SRECs based on the amount of energy their solar system produces on the open market.

In order to begin producing SRECs for the Maryland RPS, a solar generator must apply for certification as a qualifying generator from the Maryland Public Service Commission (PSC). Beginning in 2012, to be eligible for use for Maryland RPS compliance, SRECs must come from qualifying solar facilities connected to the distribution grid serving Maryland.

- The SRECs FAQ document provides additional details about how to register systems and sell SRECs.
- The PJM-GATS Public Reports web site contains a variety useful data, including monthly weighted average SREC trading prices for Maryland and other states.

Geothermal Heating & Cooling

With 2012 HB 1186, Maryland became the first state in the country to make the energy generated by Geothermal Heating & Cooling (GHC) technologies eligible for the RPS as a Tier 1 renewable source. To qualify, the GHC technologies must meet ENERGY STAR standards and displace electric or non-natural gas heating, and/or old and presumed inefficient air conditioning. Home owners will be eligible to receive Renewable Energy Credits (RECs) for GHC systems that are commissioned on or after January 1, 2013.

Learn More

To learn more about incentives, clean energy, and responsible contractors, please see the below websites.

- The Database of State Incentives for Renewable & Efficiency (DSIRE) offers a comprehensive list of Federal, State, and Local incentives for renewable energy and energy efficiency measures.
- The U.S. Department of Energy's Energy Efficiency and Renewable Energy Division provide a wealth of resources about clean energy including Energy Savers: Your Workplace.
- Visit the Better Business Bureau website to check out a contractor, find a BBB-accredited contractor, or file a complaint about your experience.
    - Better Business Bureau for consumers
    - Better Business Bureau for businesses