**Commercial Clean Energy Rebate Program Terms and Conditions for Third Party Owned Systems**

The following terms and conditions apply to third party owned solar photovoltaic ("PV"), and solar thermal 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 “Third-Party Owned 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.

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| Clean Energy Technology | Eligible System Capacity Range | Rebate Amount |
| Solar Photovoltaic (PV) | 1-8 kW-DC8-108 kW-DC108-250.0 kW-DC | $1,000,$1,000 + $150/kW \*(capacity – 8 kW), $16,000 + $100/kW \* (capacity – 108 kW),$20,000 maximum |
| Solar Thermal (Hot Water) | 10-2,000.0 sq. ft. | $20/sq. ft.,$12,000 maximum |

 **Clean Energy Technology Requirements**

1. **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:

**(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. Solar Water Heater (SWH) Systems -** Solar Thermal (Hot Water) 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 the organization listed as the Site Owner on the Application and/or Completion Certificate and 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. Properties held in irrevocable trusts are not eligible for Commercial Clean Energy Rebates.** If a property is held in a revocable trust, the applicant must have the right to remove the property from the trust for a project to be eligible for a Commercial Clean Energy Rebate.

**C. 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.

**D. Maryland Historical Trust (MHT)** - Clean Energy Rebates cannot be awarded to projects which are deemed to create an adverse impact to the historical significance of a historical property, 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 (“MERLIN Online”[[1]](#footnote-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. **MEA recommends that for buildings that are 45 years in age (or older), or are 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](https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx)[[2]](#footnote-2).

**3. Application Requirements**

1. **MEA Rebate Commitment Letter** – If the applicant requests an MEA Letter of Fund Commitment prior to the commencement of a project, submit a completed Application and submit it with all required documentation. When the project is completed, submit the Completion Certificate along with all required documentation.

If an MEA Rebate Commitment Letter is not requested, do not submit the Application form, rather submit the Completion Certificate along with all required documentation. This 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. Applications received for incomplete systems will not be considered. If desired, system developers may request MEA to unofficially review Maryland Historical Trust status, technical or other concerns before proceeding with a project.

**C. Supporting Documentation -** The following attachments must be included with the Commercial Clean Energy Rebate Application 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. **MEA does not contact County and local permitting agencies for permitting information. You are responsible for contacting the County or local permitting office for the jurisdiction where the project is located to obtain permitting requirements.** MEA has provided a list of County permitting office phone numbers at the end of this terms and conditions packet.

**(2) Payment Documentation -** Documentation that the clean energy system has been paid-in-full by the third party (the applicant) must be provided. Acceptable documentation is in the form of $0.00 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. If this documentation is not available, alternative documentation will be considered by MEA on a case-by-case basis. For projects that are self-financed, the third-party owner (the applicant) must provide documentation that all outside vendors have been paid.

**(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.

(b) **Solar Water Heating (SWH) Systems:** Photos of the collectors and hot water tank(s) must be provided.

**(4) Property Ownership Documentation**

A copy of the State Department of Assessments and Taxation (SDAT) Real Property Data form indicating that the site owner 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**](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.In addition, documentation must be submitted showing the relationship between the site owner and the system owner (with signatures from both organizations). This documentation may be in the form of a PPA agreement (only the pages specifying the property, the time period, and the signatures). MEA does not require nor desire the entire PPA agreement. For questions on documentation, contact MEA at (410) 537-4000 or via email at **CERP.mea@maryland.gov**.

**(5) Project Location –** Documentation showing compliance with Section 9.B. of these Terms and Conditions**.**

**D. A Commercial Clean Energy Rebate Completion Certificate 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 letter through the U.S. Mail 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 of the General Provision 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.

 **(6)** As set forth in Sections 4-502of 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**](http://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 incorporated or 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.

**8. Commitment Letters**

Commencing July 1, 2019, MEA letters of commitment are no longer required. If an applicant or contractor is unwilling to commence a project without an MEA letter of commitment, a commitment letter request may be made to MEA by letter, submitting sections 1, 2, 3, and 5 of the Rebate application, as well as a system design, showing system capacity (kW, sq. ft.), and estimate of annual energy generation (with modeling documents).

**9. New Regulations 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. Applicants affected by those provisions should take them into account when developing FY20 applications to SEIF-funded programs.

**B. Project Location** - (for projects requesting an MEA Rebate Commitment Letter) Effective October 1, 2019, Chapter 757 of the 2019 Acts of the General Assembly of Maryland will require at least 80% of workers participating in a SEIF-funded project or program to reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine 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. Applicants should take this new requirement into account when developing FY20 applications to SEIF-funded programs. FY20 SEIF-funded agreements will contain a section further outlining this requirement, including any documentation of compliance that will be required before Rebate funds are disbursed.

**10. Disclaimer**

Any statement made by an individual who is not an employee of MEA regarding eligibility requirements, Rebate amounts, or any other information pertaining to the Clean Energy Rebate Program, is not endorsed by MEA and should not be taken as fact. Only MEA may authorize a Clean Energy Rebate after reviewing the Application Package. If you believe that an individual 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.

1. Installations must be located in Maryland

**D.** Completion Certificates have to be submitted to MEA within twelve (12) months of the start of operation of the qualified clean energy system. If a lease contract/PPA is canceled, site owner must notify MEA within 10 business days of the date of cancelation.

**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.

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| 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. 2552301-855-1243 ext. 2552410-535-2155 |
| Caroline | 410-479-8100 |
| Carroll | 410-386-2674 |
| Cecil | 410-996-5235 |
| Charles | 301-645-0692301-870-3935 |
| 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: 311Outside 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 |

1. <http://dnrweb.dnr.state.me.us/MERLIN/> [↑](#footnote-ref-1)
2. <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx> [↑](#footnote-ref-2)