



Terms and Conditions

Maryland Residential Clean Energy Rebate Program

Effective July 1 2020

The following Terms and Conditions apply to the Residential Clean Energy Rebate Program (“R-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. A copy of the R-CERP Terms and Conditions can be found under the section entitled “Eligibility Requirements” on the R-CERP webpage:

<http://energy.maryland.gov/residential/Pages/incentives/CleanEnergyRebates.aspx>

1. Eligible Clean Energy Systems

The following clean energy systems are eligible for Residential Clean Energy Rebates. Systems below the minimum capacity are not eligible for Residential Clean Energy Rebates.

| Clean Energy Technology | Eligible System Capacity Range | Rebate Amount |
|--------------------------------|--------------------------------|---------------|
| Solar Photovoltaic (PV) | Minimum 1 kW-DC | \$1,000 |
| Solar Shingles | Minimum 1 kW-DC | \$1,000 |
| Solar Water Heating (SWH)* | Minimum 10 sq. ft. | \$500 |
| Geothermal (New Installation)* | Minimum 1 ton | \$3,000 |
| Geothermal (Replacement)* ** | Minimum 1 ton | \$500 |

*Effective July 1, 2020, the eligible maximum capacity caps no longer apply to the noted systems installed on or after July 1, 2020.

**Available only if the system did not receive a Geothermal (New Installation) Rebate.

Clean Energy Technology Requirements

A. Solar Photovoltaic (“PV”) Systems - Solar Photovoltaic 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. Geothermal Heat Pumps - Geothermal Heat Pumps must meet the ENERGY STAR standards specified on the ENERGY STAR website:

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

Upon request by MEA, geothermal replacement applicants may be required to provide documentation that the new heat pump has a higher efficiency than the heat pump being replaced.

C. Solar Water Heating (SWH) Systems - Solar Water Heating (SWH) Systems must meet the requirements of the local codes and possess the Solar Rating and Certification Corporation OG-100 Certification, as specified in the following website:

<https://codes.ICCSafe.org/content/ICC9012015/toc>

2. Property Requirements

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

A. The property on which the clean energy system is installed must be the primary residence of the Rebate Applicant, and the Rebate Applicant must be listed as an owner of the property. Second homes, recreational vehicles, and recreational properties do not qualify for Residential Clean Energy Rebates. A Residential Clean Energy Rebate may be issued to a property which is leased by the rebate Applicant only if the homeowner is an eligible co-applicant.

B. Properties held in irrevocable trusts are not eligible for Residential 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 Residential Clean Energy Rebate.

C. Residential 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 Residential Clean Energy Rebate is increased, an additional Residential Clean Energy Rebate shall not be issued to the system for the increase in capacity.

D. 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, historical district, or property determined to be eligible for historic designation, 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) 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, Fred Shoken (410-537-4083 or

¹ <https://gisapps.dnr.state.md.us/MELIN/index.html>

fred.shoken@maryland.gov) should be conducted before installing a prominent clean energy system. Homes that are older than 45 years old must also go through historic preservation screening. **MEA recommends that for homes that are 45 years in age (or older), or are in a historic district, Rebate Applicants provide a photo of the front of the home 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. Application Timeframe - A Residential Clean Energy Rebate Application 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.

B. Application Deadline - A Residential 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. Under unusual circumstances, MEA may, at its sole discretion, extend this date.

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

(1) Final Inspection Documentation - Documentation of passed final inspections 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 and/or their contractors 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 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 from the finance arm of the installer (or other financial institution) 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.

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

(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 meet 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 and Primary Residency Documentation

Provide 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 and primarily resides at the property. **The SDAT Real Property Data form is not the same as a Real Property Tax bill.** A copy of the correct form may be obtained on the [SDAT³ website](https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx).

(a) If the property is the Rebate Applicant's primary residence, but the SDAT Real Property Data form incorrectly indicates that the property is not the Applicant's primary residence, a copy of the Rebate Applicant's Maryland driver's license/photo ID or Motor Vehicle Administration (MVA) change of address card listing the installation property as the Applicant's residence may be provided to document primary residency at the property. MEA requests that Rebate Applicants redact social security numbers and driver's license numbers before submission of copies of photo identification to MEA.

(b) If a Rebate Applicant is the property owner, but the Real Property Data form does not list the Rebate Applicant as a property owner, a copy of the Rebate Applicant's Maryland driver's license/photo ID or MVA change of address card may be provided **along with** alternative property ownership documentation. Alternative property ownership documentation will be determined by MEA on a case-by-case basis (and may include title, deed or sales agreement documentation). MEA requests that Rebate Applicants redact social security numbers and driver's license numbers before submission of copies of photo identification to MEA.

(c) Active Duty Military Service - If a Rebate Applicant is a member of the military on active duty status who owns a residential property in the State of Maryland that serves as

³ <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

his or her primary residence, but whose permanent residence is located within another state, the applicant IS eligible for a Clean Energy Rebate Program rebate. He or she must provide a copy of the Real Property Data form indicating ownership of the property (or alternative ownership documentation determined by MEA on a case-by-case basis if the Real Property Data form does not list the Rebate Applicant as a property owner), a copy of his or her military ID, a copy of his or her driver's license, and a copy of a utility bill for the property. If a spouse or other property resident is listed on the utility bill, alternative documentation will be determined by MEA on a case-by-case basis. MEA requests that Rebate Applicants redact social security numbers, DoD ID numbers, and driver's license numbers before submission of copies of photo identification to MEA.

D. **MISSING INFORMATION POLICY**

If required information or attachments are missing from a Residential 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 his or her Installation Contractor is not received within fourteen (14) calendar days of the date on the MEA correspondence, MEA will send a final notice by email or 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 fourteen (14) calendar days of the date on the final warning notice, the application for a Residential Clean Energy Rebate will be cancelled.** Rebate Applicants whose applications are cancelled for lack of response may reapply as long as the new application is submitted within twelve (12) months of the Project End Date.

4. Use of Personal Information

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:

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



F. As set forth in Section 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 Residential 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 installation 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. Maryland Home Improvement Commission (MHIC) - Most installers should be licensed by the MHIC and have an MHIC license number.

C. 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 12 months prior to the submission of a Residential Clean Energy Rebate Application are exempt from this requirement.

8. Disclaimer

Any statement made by an individual who is not an employee of MEA regarding Rebate 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.

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 or 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 | 410-758-4088 |
| Somerset | 410-651-1424 |
| St. Mary's | 301-475-4200 ext. 71500 |
| Talbot | 410-770-6840 |
| Washington | 240-313-2460 |
| Wicomico | 410-548-4810 |
| Worcester | 410-632-1200 |

