



Terms and Conditions

Effective February 1, 2020

The following Terms and Conditions apply to the Residential Clean Energy Rebate Program (“R-CERP”) provided by the Maryland Energy Administration (“MEA”) for Clean Burning Wood and Pellet Stoves. These terms and conditions are subject to change at any time at the sole discretion of MEA. Wood and Pellet Stove Terms and Conditions can be found under the section entitled “Project Requirements” on the Clean Burning Wood Stove Rebate Program webpage:

<https://energy.maryland.gov/residential/Pages/incentives/woodstoves.aspx>

1. Eligible Clean Energy Systems

The following clean energy systems can be eligible for incentives under this Program. To be eligible, your stove must be included on the EPA list of certified stoves and have an EPA-published efficiency rating of **at least 70%**. Additionally, stick (or wood) burning stoves may not emit more than 3 grams of particulate matter (PM) per hour. Pellet stoves may not emit more than 2 grams of PM per hour. The database of EPA certified stoves can be found on the following webpage:

<https://www.epa.gov/compliance/list-epa-certified-wood-stoves>

Resource Conversion Technology	Emissions per Hour Limit Requirement	Award with an EPA-Published Efficiency Rating of at least 70%
Wood-Burning Stove	No more than 3.0 grams of particulate matter	\$500
Pellet-Burning Stove	No more than 2.0 grams of particulate matter	\$700

NOTE: The Maryland Energy Administration (MEA) only provides rebates for clean burning wood and pellet stoves that displace electric or non-natural gas fossil fuel heating systems, as well as older, less efficient woodstoves.

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 at 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 for 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. MEA considers wood and pellet stoves to be the same technology. In this way, an applicant may receive a rebate for either a wood stove or a pellet stove, but not both.
- 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, 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 ("MERLIN Online¹")** 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.

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, or for systems without the required permit documentation, will not be considered.

Note: For pellet and wood-burning stoves, permitting and scheduling inspections are often the responsibility of the individual purchasing the stove. Please coordinate permitting and inspections responsibilities with your selected installer.

B. Supporting Documentation - The following supporting documents 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. **You are responsible for contacting the County or local**

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



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 6** 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/or 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.

(3) Photo Documentation of the Clean Energy System - Photo documentation of the **completed** Clean energy system must be provided.

(4) Property Ownership and Primary Residency Documentation

(a) A printout of the State Department of Assessments and Taxation (SDAT) Real Property Data record indicating that the Rebate Applicant is a listed property owner and primarily resides at the property must be provided. **This documentation is not the same as a Real Property Tax bill.** A copy of this record may be obtained on the [SDAT² website](https://sdattax.com/). Follow the instructions provided on this website to obtain and print the Real Property Data record.

(i) 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.**

(ii) 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.**

(iii) Active Duty Military Service - If a Rebate Applicant is a member of the military with active duty status who owns a residential property in the State of Maryland that serves as his or her primary residence, but whose permanent residence is located within another state, 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.

² <https://sdattax.com/RealProperty/Pages/default.aspx>



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 and driver's license numbers before submission of copies of photo identification to MEA.**

C. 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. MEA may extend this date at its sole discretion on a case-by-case basis under unusual circumstances.

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 (via 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 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 fourteen (14) calendar days of the date on the final warning letter, 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

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:

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. 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 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 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. *MEA strongly encourages the applicant to use a contractor who is National Fireplace Institute (NFI) certified.***
- C. Self-Installations** – Self-installations must still be permitted and inspected by the County (or other Jurisdiction Having Authority).
- D. For All Installations Occurring on or after October 1, 2019:** Any contractor hired to perform the wood or pellet stove installation must reside either within the State of Maryland or within 50 miles of Maryland State borders. If more than one individual is participating in the stove installation, at least 80% of total staff must meet this requirement (and the other 20% are not subject to it). This is required by Chapter 757 of the 2019 Acts of the General Assembly of Maryland.

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 Residential 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.



**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	410-7588-4088
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