



FY2018 Residential Clean Energy Grant Program

Wood and Pellet Stove

Application Packet

Effective December 26, 2018

Thank you for applying to the Fiscal Year 2018 Residential Clean Energy Grant Program ("R-CEGP") for Wood and Pellet Burning Stoves provided by the Maryland Energy Administration ("MEA"), and congratulations on the installation of your new clean energy system! Please carefully read the following list of frequently asked questions and the R-CEGP Terms and Conditions on Pages 2 - 6 of this application packet, as they have changed from previous cycles of the R-CEGP.

[Do I qualify for the R-CEGP Wood and Pellet Burning Stove Program?](#)

You must meet all of the following requirements to qualify for a grant from the R-CEGP:

- You must own and primarily reside at the property on which your clean energy system is installed.
- Your clean energy system must be paid-in-full, pass all required inspections, and be operational before you may submit an application for a Residential Clean Energy Grant.
- Clean Energy Grants are limited to one per clean energy technology per property. For example, you cannot receive two Clean Energy Grants at the same property unless one is a wood stove and the other is a pellet stove.
- You must submit your application for a Clean Energy Grant **within 6 months** of the date your clean energy system is paid-in-full, passes all required inspections, and becomes operational.
- **Your wood or pellet stove must meet or exceed the emission requirement to qualify for the minimum reward and have a posted efficiency rating to receive the maximum award.**

[What do I need to submit to MEA?](#)

You must submit the R-CEGP application form (Pages 7 - 8 of this packet) and the following items in your application package to MEA in order to be considered for a Residential Clean Energy Grant:

- Final inspection documentation for all inspections required by your permitting authority. See Section 3.B(1) of the R-CEGP Terms and Conditions on Page 4 of this packet for specific requirements.
- A \$0.00 balance invoice (or invoices, if there are more than one) for the total cost of your clean energy system. (See Section 3.B(2) of the R-CEGP Terms and Conditions on Page 4 of this packet for specific requirements.
- Photos of the **completed** clean energy system. See Section 3.B(3) of the R-CEGP Terms and Conditions on Page 4 of this packet for specific requirements.
- Documentation of property ownership and primary residency via SDAT Real Property Data Form or proof of ownership if the project is installed in a mobile home. See Section 3.B(4) of the R-CEGP Terms and Conditions on Page 4 of this packet for specific requirements.

[PLEASE MAIL YOUR COMPLETED APPLICATION TO:](#)

Maryland Energy Administration
Attn: R-CEGP - New Paper Application
1800 Washington Boulevard, Suite 755
Baltimore, MD 21230

[MEA R-CEGP Contact Information](#)

Phone: (410) 537-4000

Email: cegp.mea@maryland.gov



Residential Clean Energy Grant Program Terms and Conditions

The following terms and conditions apply to the Residential Clean Energy Grant Program (“R-CEGP”) provided by the Maryland Energy Administration (“MEA”). These terms and conditions are subject to change at any time at the sole discretion of MEA. Additional copies of the R-CEGP Terms and Conditions can be found on the R-CEGP webpage at <http://energy.maryland.gov/residential/Pages/incentives/CleanEnergyGrants.aspx>, under the section titled “Eligibility Requirements.”

1. Eligible Wood and Pellet Burning Stoves

The wood and pellet stove grant award amount is dependent on both particulate emissions and the stove efficiency. **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.**

| Resource Conversion Technology | Emissions Requirement | Award Without an EPA Efficiency Rating | Award With an EPA Efficiency Rating |
|--------------------------------|---|--|-------------------------------------|
| Stick Burning Stove | No more than 3.0 grams of particulate matter per hour | \$250.00 | \$500.00 |
| Pellet Burning Stove | No more than 2.0 grams of particulate matter per hour | \$350.00 | \$700.00 |

A. Clean Energy Technology Requirements

(1) Wood and Pellet Stoves

Eligible wood and pellet stoves manufacturer, model, emissions and efficiencies can be found on the EPA list of wood and pellet stoves. The link has been provided below. This list is current as of April 2017:

- <http://www2.epa.gov/sites/production/files/2013-08/documents/certifiedwood.pdf>



2. Property Requirements

To be eligible for a Wood or Pellet stove Grant, 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 Grant Applicant, and the Grant Applicant must be listed as an owner of the property.** Second homes, and recreational properties, do not qualify for Residential Clean Energy Grants. Mobile homes are permitted if the applicant can show proof of ownership. A Residential Clean Energy Grant may be issued to a property which is leased by the Grant Applicant only if the homeowner is an eligible co-applicant.

- B. Properties held in irrevocable trusts are not eligible for Residential Clean Energy Grants.** If a property is held in a revocable trust, the applicant must have the right to revoke the trust for a project to be eligible for a Residential Clean Energy Grant.

- C. Residential Clean Energy Grants are limited to one grant per qualifying clean energy technology per property.**

- D. Maryland Historical Trust (MHT) - State law requires that MEA analyze the effect of clean energy system installations on the historical significance of the properties on which they are installed, if any historical significance is present. Prominent installations of clean energy systems on properties recorded in or deemed eligible for the Maryland Inventory of Historic Properties and/or the National Register of Historic Places will not qualify for Clean Energy Grants.** Each Residential Clean Energy Grant application will undergo a historic review, which will determine if an adverse impact to the historical significance of the property is created by the clean energy system installation. The Residential Clean Energy Grant Application will be rejected from further consideration if an adverse impact is present.

3. Application Requirements

- A.** A Residential Clean Energy Grant 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. Supporting Documentation - The following attachments must be included with the Residential Clean Energy Grant 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 enforce nor regulate County and local permitting. Contact 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 9 of this application 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. If this documentation is not available, alternative documentation will be considered by MEA on a case-by-case basis. **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 toward a qualified tax professional.**

(3) Photo Documentation of the Clean Energy System - Photo documentation of the completed clean energy system must be provided. Please provide photo(s) of the installed stove. If a chimney was added, photos of the addition must be included.

(4) Property Ownership and Primary Residency Documentation

(a) A copy of the State Department of Assessments and Taxation (SDAT) Real Property Data form indicating that the Grant Applicant is a listed property owner and primarily resides at 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. If the clean energy system is installed in a mobile home, proof of ownership must be provided.

(i) If a Grant Applicant primarily resides at the property, and the Real Property Data form for the property lists the Grant Applicant as a property owner but indicates that he or she does not primarily reside at the property, a copy of the Grant Applicant's Maryland driver's license/photo ID or Motor Vehicle Administration (MVA) change of address card listing the installation property may be provided to document primary residency at the property.



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- (ii) If a Grant Applicant is a listed property owner, but the Real Property Data form does not list the Grant Applicant as a property owner, a copy of the Grant 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.

- (iii) **Active Duty Military Service** - If a Grant 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 domicile, 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 Grant 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.

C. A Residential Clean Energy Grant 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.

D. **MISSING INFORMATION POLICY**

If required information or attachments are found missing from a Residential Clean Energy Grant application, or the application or attachments present information that requires further clarification, MEA will notify the Grant Applicant in writing (via email or letter). If a response from the Grant Applicant or his or her Installation Contractor is not provided within thirty (30) days of the date of the correspondence, MEA will send a final warning letter to the Grant Applicant requesting the missing information. **If no response from the Grant Applicant or Installation Contractor is received within sixty (60) days of the date of the final warning letter, the application for a Residential Clean Energy Grant will be rejected from further consideration.** Grant Applicants whose applications are rejected for timing out may reapply as long as no more than twelve (12) months have passed from the date that the clean energy system was installed, paid-in-full, and had passed all final inspections required by the County or local permitting authority.

4. Use of Personal Information

- A. In accordance with Section 4—501 (c) 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 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 grant.
 - (4) Your name, project information and the status of your grant request may be publically accessible on our website.
 - (5) 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 grant application.

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

5. Tax Status of Residential Clean Energy Grants

- A.** The Maryland Office of the Comptroller has determined that, based on Internal Revenue Service (IRS) rules, a state grant is considered taxable income on the Federal and State levels. Therefore, a Form 1099-G will be issued for grants received through the Clean Energy Grant Program and these grants should be reported as income on Federal and State tax returns.

- B. MEA does not provide tax information outside of what is stated in these terms and conditions and does not offer tax advice. Additional questions should be directed to a qualified tax professional.**

6. Disclaimer

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



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Application Form

Section 1 - Applicant Information

Legal First Name Legal Last Name

Valid Email Address (Must be Applicant's Email Address) Phone Number Preferred Method of Contact
 Email Letter

Clean Energy System Installation Address Condo/Ste. City Zip Code

MD County Congressional District MD Legislative District Find your Congressional and Legislative Districts at <http://www.mdelect.net>

Mailing Address (If Different than Installation) Apt/Ste. City State Zip Code

Section 2 - Clean Energy System Information

| System Technology (One Per Form) | System Capacity | Units | Total System Cost | Grant Request Amount |
|---|----------------------------|--------------------------------|---------------------|----------------------|
| <input type="radio"/> Pellet Burning Stove | | btus/hr | | |
| <input type="radio"/> Wood Burning Stove | | btus/hr | | |
| Manufacturer <input type="text"/> | Model <input type="text"/> | Grams/hr* <input type="text"/> | | |
| *Stoves with a published EPA efficiency rating will receive a higher award. | | | Efficiency Rating % | <input type="text"/> |

***In order to qualify, wood burning stoves must emit no more than 3 grams/hr and pellet stoves no more than 2 grams/hr.**

Section 3 - Applicant Signature - CAREFULLY READ THE STATEMENT BELOW BEFORE SIGNING

I have installed a qualified clean energy system on my property. I affirm under penalties of law that I am a legal resident of the State of Maryland and I own the property for which I am applying and this is my primary domicile. I have complied with all state laws, local ordinances and other legally binding requirements, and the contents of this Residential Clean Energy Grant Application are true to the best of my knowledge, information and belief. I affirm that the clean energy system has been installed to best practices and in accordance with all applicable Federal, State, and local laws, regulations and all other legally binding requirements, and that the components of the system have been listed or labeled by a recognized National Testing Laboratory. I affirm that I have read and agree to the Residential Clean Energy Grant Program Terms and Conditions. *For properties held in trusts:* I attest that the trust is revocable and that I, the Grant Applicant, have the right to revoke the trust.

Print Full Legal Name Social Security No.

Date Signed

SIGN BELOW IN ORIGINAL INK
Your application is not valid unless signed.

Original Ink Signature

Original Ink Signature
Photocopied signatures will not be accepted.

OFFICIAL USE ONLY
DATE: _____
POSTED: _____

| OFFICIAL USE ONLY | | | | |
|-------------------|--------------------|------------------------|---------------|----|
| AGENCY | FUND | PCA | SUB-OBJ | FY |
| SSN | | | AMOUNT | |
| PM INIT | MEA INVOICE NUMBER | | DATE RECEIVED | |
| MEA APPROVAL | | FINANCIAL ADM APPROVAL | | |



Section 4 - Permitting & Installation Information

Select the County which issued your permit(s) from the drop-down menu. If your permit(s) was/were issued by a municipality, select "Municipality (Specify)" from the drop-down menu and indicate the jurisdiction in the box to the right of the menu.

Permitting Authority

Municipality (If Applicable)

Enter all applicable permit numbers below.

| | | |
|---|---|--|
| Building Permit <input type="text"/> | Mechanical Permit <input type="text"/> | Zoning Certificate/Other <input type="text"/> |
| Electrical Permit <input type="text"/> | | |

Enter the date work on your project began, the date on which your clean energy system was completed, paid-in-full, and passed all final inspections, and the total of hours worked by all parties in the boxes below.

Date Project Began

Date Project Was Completed

Total Hours Worked on Project

Section 5 - Installation Contractor Information

Please enter the information for the installation contracting company which installed your clean energy system in the section below. We strongly encourage contractors to be National Fireplace Institute (NFI) certified. Contractors 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, regulations, and other legally binding requirements, and be in good standing with the Maryland State Department of Assessments and Taxation. **By signing the application in Section 3 of this form, you are attesting that the following information about the installation contractor is true and correct to the best of your knowledge, information and belief.**

| | | | | |
|--|---|--|--|----------------------------------|
| Company Name <input type="text"/> | | License Type <input type="text"/> | License Number <input type="text"/> | |
| Name of Contact Person <input type="text"/> | Title of Contact Person <input type="text"/> | Contact Person's Email Address <input type="text"/> | | |
| Company Street Address <input type="text"/> | Ste./Unit <input type="text"/> | City <input type="text"/> | State <input type="text"/> | Zip Code <input type="text"/> |



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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 |
| Caroline | (410) 479-8100 |
| Calvert | (410) 535-1600 ext. 2552 (301) 855-1243 ext. 2552 (410) 535-2155 |
| 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 (General County Government) |
| Talbot | (410) 770-6840 |
| Washington | (240) 313-2460 |
| Wicomico | (410) 548-4810 |
| Worcester | (410) 632-1200 |