



Funding Opportunity Announcement (FOA) FY23 Residential Clean Burning Wood and Pellet Stove Rebate Program

This FOA contains the Terms and Conditions for the Clean Burning Wood and Pellet Rebate Program (Rebate Program).

Program Description: The Maryland Energy Administration (MEA) provides rebates to Maryland homeowners for clean burning wood and pellet stoves that displace electric heating; non-natural gas, fossil fuel heating systems; and old wood stoves.

Program Regulations: Regulations governing the Rebate Program can be viewed in the Code of [Maryland Regulations \(COMAR\), section 14.26.04](#). In the event of a conflict between the regulations and this FOA, or other program documents, the regulations take precedence.

Type of Program: Awards are made on a first-come, first-served basis.

Application Deadline: Applications will be accepted on an ongoing basis throughout the fiscal year (July 1, 2022 – June 30, 2023); however, issuance of a rebate by MEA cannot be assured if the Program Budget has been exhausted.

Eligible Applicants: A Rebate Program applicant (Applicant) is eligible if they are “an owner of a residential property that is (a) located in the State; and (b) the primary residence of the owner of the residential property at the time of application”.¹

Eligible Technologies: The Program provides rebates for the installation of eligible wood and pellet stove systems by eligible applicants.

To be eligible, installed stoves must meet the following requirements:

- Wood (stick/log) burning stoves must meet both of the following requirements:
 - Be certified by the U.S. Environmental Protection Agency (EPA) certified (based on the [EPA Certified Wood Stove Database](#)) with a higher heating value (HHV) efficiency rating of at least 75%; and,
 - Emit no more than 3.0 grams of particulate matter per hour (PM/hr.)
- Eligible pellet burning stoves must meet both of the following requirements:
 - Be EPA-certified (based on the [EPA Certified Wood Stove Database](#)) with a HHV efficiency rating of at least 75%; and,

¹ As outlined in COMAR 14.26.04.05.

- Emit no more than 2.0 grams of particulate matter per hour (PM/hr.)

Anticipated Program Budget: An anticipated total budget of \$3.6 million is initially available from the Strategic Energy Investment Fund to fund both this program and the Residential Clean Energy Rebate Program, which is covered by a separate Funding Opportunity Announcement. The actual amount available may be more or less, depending on the quantity of applications received and the Maryland Energy Administration's available resources within a given fiscal year.

Program funding status for the Clean Burning Wood and Pellet Stove Program is regularly posted on the [Program website](#) on the "Weekly Status Report" Excel spreadsheet.

If the number of eligible applications received for the Program exceeds the Program budget, MEA may accept and retain applications pending the availability of possible additional funding for the fiscal year. Funding, as well as the award amount by technology, is not guaranteed for any application.

Program Minimum Criteria: For an Applicant to be eligible for an award, the following requirements must be met:

- The home is located in Maryland;
- The Applicant owns the home;
- The home is the primary residence of the Applicant at the time of application;
- The home is not owned by an irrevocable trust;
- All stoves must be new. Any stove that is purchased used, or otherwise obtained secondhand, is not eligible under the Rebate Program;
- The clean-burning wood or pellet stove must displace electric, non-natural gas fossil fuel heating systems, or an old wood or pellet stove;
- The installation must show proof of a passed final inspection if a permit is required by the county (or other jurisdiction having authority) where the installation occurred;
- A property may not receive more than one rebate per technology. 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 for a property, but not both;
- The installation must be documented as being paid in full;
- Photographic documentation showing the installed clean energy system must be provided;
- The application is complete, signed, dated, and contains the homeowner applicant's federal tax identification number; and,
- The Application must be submitted to MEA within twelve (12) months of stove installation.

Review Process: Subject to Program funding availability, applications will be reviewed in the following manner:

- Upon receipt, each application is reviewed for completeness.
- Complete applications are reviewed, and if found to satisfy Program criteria, the application is submitted for approval and payment.

Award Formula:

Stove Technology	Emissions per Hour Limit Requirement	Award with an EPA-Published Efficiency Rating of at least 75%
Wood Burning Stove	No more than 3.0 grams of particulate matter per hour	\$500
Pellet Burning Stove	No more than 2.0 grams of particulate matter per hour	\$700

Phase Out of Incentive for Stoves with Efficiencies Ranging from 70% up to 75%:

The incentive for wood and pellet stoves with EPA-published efficiency ratings ranging from 70% up to 75% is being phased out to reflect advancements in technology and alignment with those technologies being incentivized by federal tax credits. However, MEA will continue to accept applications for these wood and pellet stove projects if the stove can be documented to be under contract on or before September 15, 2022. The deadline to submit an application for a wood or pellet stove with an EPA-published efficiency rating from 70% up to 75% is June 15, 2023, or 12 months after the project completion date, whichever is earlier, as long as the stove was under contract on or before September 15, 2022.

Partial awards: Partial awards will not be offered under the Program.

Required Application Documents: Required application documents are listed below. In addition to these documents, MEA may require additional documentation to demonstrate compliance with any program requirements.

Applications shall include the following documents to be considered complete:

- A signed and dated paper application;
- Documentation showing passed final inspection for all permits required by the Authority Having Jurisdiction;
- Documentation showing the installed system has been paid for in full;
- For stoves with efficiencies ranging from 70% up to 75% that are under contract on or before September 15, 2022, a copy of the signed contract or complete application, if applicable;
- Photographic documentation showing the installed system; and,
- Documentation showing property ownership and primary residency (e.g., [the Maryland State Department of Assessments and Taxation \(SDAT\) Real Property database](#)).

Additional information is provided in the Program Specific Section.

Note: If documentation showing property ownership and primary residency is not provided, as a courtesy MEA may try to look up this information using the SDAT Real Property Database (<https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>) to enable the application review to proceed. If the SDAT information does not show property ownership and primary residency information that matches the information on the application, MEA will not be able to process the application until the applicant provides the necessary documentation.

Submission Instructions: The Program application can be downloaded and printed out from <https://energy.maryland.gov/residential/Pages/incentives/woodstoves.aspx>. After completing and signing the application document, the complete application, including all supporting documents, can be mailed to MEA at the following address:

Maryland Energy Administration
Attn: Clean Burning Wood and Pellet Stove Program
1800 Washington Blvd. Suite 755
Baltimore, MD 21230

Additionally, MEA is also able to provide an option to allow submission of an application electronically through Virtru, an [encrypted email option used by the State of Maryland](#). If you are interested in pursuing this electronic method of submission, please send an email indicating your interest in doing so to cerp.mea@maryland.gov. Please do not attach your application to this initial email as it will NOT be encrypted. Instead, please email your first and last name, your zip code, as well as your email address, in the body of the email being sent initially to cerp.mea@maryland.gov. Someone from MEA will then contact you with more information about how to submit your application securely via Virtru.

Checking the Status of an Application: Once MEA has received an application, the applicant can track the application receipt and status by checking the Weekly Status Report on the Program website at <https://energy.maryland.gov/residential/Pages/incentives/woodstoves.aspx>. This report is typically updated once per week.

Notice of Possible Additional Documentation Required for Payment Processing: If a rebate is to be mailed to an address that is different than the installation address of the primary residence (e.g., a P.O. Box), an [IRS W-9 Request for Taxpayer Identification Number and Certification form](#) must also be submitted with the application. The name, mailing address, and taxpayer identification number on the W-9 must be identical to the information on the application.

In some circumstances, MEA may need to request a W-9 form to verify the applicant's identity to process a rebate application. These circumstances may include a change in name, a change in address, or a period of inactivity in the state's financial payment system.

Failure to submit a timely W-9 when requested by MEA may lead to cancellation of a Rebate application.

Program Specific Requirements:

1. Property Requirements

- A. The property where the stove is installed must serve as the primary residence of the Applicant, and the Applicant must be listed as an owner of the property.
- B. A property held in trust is not eligible for a Rebate unless the property is the primary residence of a grantor of a revocable trust who has the right to revoke the trust. A property owned by an irrevocable trust is not eligible for a rebate.
- C. A second home, rental home, or recreational property is not eligible for a Rebate. Examples of “recreational property” include recreational vehicles (RVs) and boats.
- D. A rebate may be issued to a property that is leased by the rebate Applicant only if the property owner is an eligible co-applicant.
- E. A property owned by a Limited Liability Corporation (LLC), where the only member of the LLC is the applicant (or the applicant and spouse), is also eligible for a rebate.
- F. A property that is used for both a residence and a business will be considered by MEA based on the “Use” field listed in the [Maryland Department of Assessments and Taxation Real Property Data Search](#).
- G. Rebates are limited to one rebate per technology per property. MEA considers wood and pellet stoves to be the same technology.
- H. Applicants must obtain permission for a project from all local historic preservation commissions with authority over the project, if required. MEA may deny an application if the project results in an adverse effect on a historic property.

2. System Installers

- A. Maryland Authorized Business - Any contractor utilized to perform a 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. Any self-installation must be permitted and inspected as required by the Authority Having Jurisdiction.

3. Application Requirements

- A. Application Timeframe - A Rebate Application shall be submitted only after the stove has been installed, paid in full by the Applicant, and has passed all final inspections required by the Authority Having Jurisdiction. Any Application received for incomplete installations, or for installations without the required permit documentation, will not be considered.
Note: Applicants should confirm the need for permitting and inspections with the appropriate Authority Having Jurisdiction where the project is occurring. If an Applicant determines through this process that a Permit is needed for the stove installation, the Applicant should confirm with the installation contractor if the contractor will be pulling the permits or involved in any necessary inspections.
- B. Application Deadline - A rebate application must be submitted to MEA no more than twelve (12) months from the date that the stove is installed, paid in full, and has passed all final inspections required by the County or local permitting authority. The latest of these dates is considered the Project End Date. With good cause and at its sole discretion, MEA

may extend the twelve-month deadline on a case-by-case basis.

C. Supporting Documentation - The following supporting documents must be included with the 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. The Applicant is responsible for contacting the County or local permitting office for the jurisdiction in which you reside to confirm permitting requirements.

(2) Payment Documentation - Documentation that the stove 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 installation - Photo documentation of the completed, eligible stove installation must be provided.

(4) Property Ownership and Primary Residence Documentation- For this Program, property ownership and primary residence are determined initially using the State Department of Assessments and Taxation (SDAT) Real Property database. To enable this review, applicants can provide a [screenshot or copy of the SDAT Real Property Data](#) information indicating that the Rebate Applicant is a listed property owner and primarily resides at the property.^{2,3}

(i) If the property is the 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 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. For security reasons, MEA requests that Applicants redact social security numbers and driver's license numbers before submission of copies of photo identification to MEA.

(ii) If an 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 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). For security reasons, MEA requests that 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 an 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

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

³ The SDAT Real Property Data form is not the same as a Real Property Tax bill.

Real Property Data form does not list the 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. For security reasons, MEA requests that Applicants redact social security numbers, Department of Defense identification numbers, and driver's license numbers before submission of copies of photo identification to MEA.

4. ****MISSING INFORMATION POLICY****

- A. If required information or documents are missing from a Rebate application, or the application or documents present information which requires further clarification, MEA will notify the Applicant in writing (via email or letter).
- B. If a response from the Applicant or the Applicant's 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 Applicant requesting the missing information.
- C. If no response from the 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 canceled. Applicants whose applications are canceled for lack of response may reapply as long as the new application is submitted within twelve (12) months of the Project End Date.

5. **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, to ensure installation of a qualifying system, and to issue rebate payment to the Applicant.
- B. Failure to provide all required information will result in cancellation of a rebate application.
- 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. The Applicant's or rebate recipient's name, project information (e.g., technology, system capacity) and rebate request status may be publicly accessible on our website.
- E. Unless otherwise provided by law or court order, portions of the information provided by an applicant may be subject to disclosure upon request for inspection under Maryland's Public Information Act.
- F. As set forth in Section 4-502 of the General Provisions Article, an applicant has the right to inspect, amend, or correct a personal record as maintained by the Program.

6. **Tax Status of Rebates**

MEA does not provide tax information or tax advice. Questions on this subject should be directed to a qualified tax professional.

7. 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 Burning Wood and Pellet Stove Program is not endorsed by MEA and should not be taken as fact. Only MEA may authorize a Rebate after reviewing the Application submission.

If you believe that an individual has made false claims about the Rebate Program, or any other programs provided by MEA, please notify MEA by calling (410) 537-4000 or sending an email to DLInfo_MEA@maryland.gov.

Questions regarding the Wood and Pellet Program can be directed to Garry Aime, Program Manager, at Garry.aime@maryland.gov and 443-306-8149.