



Wes Moore, Governor  
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# Funding Opportunity Announcement

## Commercial Clean Energy Rebate Program

### FY2024 Rebate Program

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**\*\*Note: Updated 7 August 2023 with new program email address.\*\***

**Program Description:** The State of Maryland provides Clean Energy Rebates through the Commercial Clean Energy Rebate Program (“C-CERP”) to businesses, nonprofits, local governments, and State of Maryland government agencies and departments that install clean energy systems on facilities located within the State.

**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 Grant Program Regulations. These regulations are found in the Code of Maryland Regulations, Title 14, Subtitle 26, Chapter 04 (COMAR 14.26.04). These regulations 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).

**\*\*REQUIRED USE OF FY24 APPLICATION FORM AND COMPLETION CERTIFICATE\*\***

Beginning on **September 1, 2023**, eligible applicants to the Commercial Clean Energy Rebate Program **must use the most up-to-date application form and completion certificate for Fiscal Year 2024 (FY24) provided by MEA on the [Commercial Clean Energy Rebate Program webpage](#)<sup>1</sup>. MEA WILL NOT CONSIDER APPLICATIONS OR COMPLETION CERTIFICATES SUBMITTED ON OUTDATED FORMS ON OR AFTER SEPTEMBER 1, 2023.**

**Type of Grant Program:** Non-competitive (first-come, first-served) - statewide

**Application Deadline:** Applications will be accepted throughout the fiscal year (July 1, 2023 – June 30, 2024), however issuance of a rebate by MEA cannot be assured if the Program Budget has been exhausted.

**Anticipated Program Budget:** Up to \$1,000,000.

**Eligible Applicants:** Maryland businesses, nonprofit organizations, local governments, or State of Maryland government agencies or departments that have purchased and installed a qualified clean energy system on its facility.

**Eligible Activities:** Rebates are provided for the installation of new solar PV, solar thermal, and geothermal heat pump systems by eligible applicants. Geothermal systems include the installation of deep wells, shallow loops, standing water columns, or open pond systems and feeding a ground source heat pump. The replacement of only the HVAC portion of a pre-existing geothermal heat pump system is ineligible for award.

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<sup>1</sup> <https://energy.maryland.gov/business/Pages/Incentives/CleanEnergyGrants.aspx>

Issuance of a rebate by MEA cannot be assured if the Program Budget has been exhausted.

**Program Minimum Criteria:** To be eligible for an award, applications must meet the following minimum criteria:

- Businesses and nonprofits must be incorporated or registered to do business in the State of Maryland.
- Businesses and nonprofits must own the property on which the clean energy system is installed. Local governments and State of Maryland government agencies or departments with leased facilities are permitted to receive Clean Energy Rebates.
- The installation property must be located within the State of Maryland.
- If the property is held in a trust, the trust must be revocable and the Rebate Applicant (or property owner, for leased properties) must have the right to remove the property from the trust. Properties held in irrevocable trusts are not eligible.
- The clean energy system meets the minimum size criteria.
- All required permits have been issued by the Authority Having Jurisdiction (normally the city or county).
- All permitting inspections have been satisfactorily passed and documented.
- The utility has issued a “Permission to Operate” certificate.
- The system has been documented as being paid in full.
- Required pictures, as outlined in Required Application Documents below, have been provided.
- The historical review of the project has not resulted in an “adverse finding”.
- The application is complete, signed, dated, and contains the applicant’s taxpayer identification number.
- The application is submitted within 12 months from the date the system was installed<sup>2</sup>.
- For PV installations only: A NABCEP certified PV Installation Professional (PVIP) was involved in the design or installation of the solar system.

**Review Process:** The application is reviewed for completeness. Complete applications are checked against the minimum criteria and if found to satisfy the criteria, the application is sent for MEA historical review. In some circumstances, MEA can exempt the project from further historical review; if not, it is sent to the Maryland Historical Trust for a recommendation. If the project does not have an “adverse effect” on historical property, the project is approved and invoiced for payment.

*Continued on next page.*

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<sup>2</sup> The date of installation is normally the later of the following dates: the system is paid in full, the system passes its final inspection, the system receives Permission to Operate from the utility, system construction is complete. With good cause and at its sole discretion, MEA may grant an extension of the twelve-month deadline on a case-by-case basis.

**Award Formula:**

Clean Energy Technology	Eligible System Capacity Range	Rebate Amount
Solar Photovoltaic (PV)	1-8 kW-dc	\$1,000,
	8.1-108 kW-dc	\$1,000 + \$150/kW *(capacity – 8 kW),
	108.1-250.0 kW-dc	\$16,000 + \$100/kW * (capacity – 108 kW), \$20,000 maximum
	<u>Roof top only:</u> 250.1 - 375 kW-DC**	\$20,000 + \$80/kW * (Capacity - 250 kW) \$30,000 maximum
Solar Thermal (Water Heating)	10-2,000.0 sq. ft.	\$20/sq. ft., \$12,000 maximum
Geothermal	1-10 tons	\$3,000
	10.1-50.0 tons	\$3,000 + \$400*(capacity – 10 tons), \$12,000 maximum

**\*\*The incentive for 250.1kW-DC – 375kW-DC is for solar installations that are roof mounted only, ground mounted arrays are still capped at 250kW with a maximum award of \$20,000.**

**Partial awards:** Partial awards are not possible under this Program.

**Required Application Documents:** Applications shall include the following documents:

- The signed and dated application,
- Documentation showing final inspection for all permits,
- Documentation showing the project has been paid for in full,
- Photographic documentation showing the installed system,
- Documentation showing the business is in good standing with the State of Maryland
- Business’s IRS W-9 form.

Additional information is provided in the Program Specific Section.

**Submission Instructions:** Applications (to include all supporting documents) may be mailed to MEA at the following address:

Maryland Energy Administration  
Attn: Commercial Clean Energy Rebate Program  
1800 Washington Blvd. Suite 755  
Baltimore, MD 21230

or

The applicant can work with the Program Manager to email the application securely via an encrypted email portal called Virtru. The Virtru process for application submission is

initiated by the applicant sending an email to [CommCERP.MEA@Maryland.gov](mailto:CommCERP.MEA@Maryland.gov) requesting a Virtru link.

The applicant can track the application receipt and status by checking the Commercial CERP Weekly Status Report (excel spreadsheet) on the program website, which is normally updated once per week.

## Program-specific requirements

### 1. Clean Energy Technology Requirements

A. Solar Photovoltaic (“PV”) Systems - Solar Photovoltaic systems must be new, 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 comply 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 comply 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](https://www.energystar.gov/products/heating_cooling/heat_pumps_geothermal/key_product_criteria)

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 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 a Maryland resident, business, or non-profit and must be 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. 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 will not be issued to the system for the increase in capacity.

**C. 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 Cultural Resource Information System (“MEDUSA”)<sup>3</sup>) 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. Buildings that are older than 45 years old must also go through historic preservation screening. **MEA recommends that for buildings that are 45 years in age (or older), or located in a historic district, Rebate Applicants provide photos 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](#)<sup>4</sup>. For new geothermal heat pump systems in a historic district, a diagram showing the location of the well field is also required.

### 3. Application Requirements

**A. MEA Rebate Commitment Letter** – If the applicant requests an MEA Rebate Commitment Letter prior to the commencement of a project, the Applicant must submit a completed Application with all required documentation. When the project is completed, the Applicant must then submit the Completion Certificate along with all required documentation.

If an MEA Rebate Commitment Letter is not requested prior to construction, the Applicant should not submit the Application form. Instead, the applicant should only submit the Completion Certificate along with all required documentation. In this case, the Completion Certificate will serve as the Rebate Application.

**B. Completion Certificate** - 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. Completion Certificates submitted for incomplete systems will not be considered.

**C. Supporting Documentation** - The following attachments must be included with the Commercial Clean Energy Rebate Completion Certificate and meet the specified requirements:

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<sup>3</sup> MEDUSA Maryland’s Cultural Resource Information System [mht.maryland.gov/secure/medusa/](http://mht.maryland.gov/secure/medusa/)

<sup>4</sup> Real Property Data Search [sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx](http://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx)

**(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. **Applicants are responsible for contacting the County or local permitting office for the jurisdiction where the project will be built to obtain permitting requirements.**

**(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 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.

**(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. Include photos of the system as seen from the street side(s) of the building. Additional photos may be required to facilitate the historical trust review as indicated in Section 2.C above.

**(b) Geothermal Heat Pump Systems:** Photos of the heat exchanger(s), air distribution system, and outdoor location of the ground/pond loops must be provided. 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 Section 2.C above.

**(c) Solar Water Heating (SWH) Systems:** Photos of the collectors and hot water tank(s) must be provided. Include photos of the system as seen from the street side(s) of the building. Additional photos may be required to meet the historical trust review as indicated in Section 2.C above.

#### **(4) Property Ownership Documentation**

(a) **Businesses and Nonprofits:** 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 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>.

(b) **Local governments and State government agencies/departments leasing property:** If the Rebate Applicant is a local government or State government agency that has leased the installation property, documentation indicating that the property owner has permitted the installation of the clean energy system must be provided. Documentation must be reviewed by MEA on a case-by-case basis. Contact MEA at (410) 537-4000 or via email at [CommCERP.MEA@Maryland.gov](mailto:CommCERP.MEA@Maryland.gov).

**(5) Business W9** – A copy of the [Internal Revenue Service \(IRS\) Form W-9 \(Request for Taxpayer Identification Number and Certification\)](#)<sup>5</sup> for the entity receiving the rebate. The name listed on the W-9 form must match the applicant name on the application, if an application was submitted, and the completion certificate.

**D. A Commercial 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.**

**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 to the Rebate Applicant requesting the missing information. **If no response from the Rebate Applicant or Installation Contractor is received within thirty (30) calendar days of the date on the final warning letter, the application for a Commercial Clean Energy Rebate will be canceled.** Rebate Applicants whose applications are canceled 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(c)(3) of the General Provisions 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 4-502 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 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**

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<sup>5</sup> <https://www.irs.gov/pub/irs-pdf/fw9.pdf>



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 installing a clean energy system for which a rebate is requested under this Program must be incorporated or [registered to do business in the State of Maryland](#)<sup>6</sup>; possess all licenses and certifications required by all applicable Federal, State, and local laws and regulations for the work being performed; and be in good standing with the Maryland State Department of Assessments and Taxation.

A licensed master electrician is required to connect solar panels to an electric system.<sup>7</sup>

**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 (PVIP) 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 Commercial Clean Energy Rebate Application are exempt from this requirement.

## 8. Requirements 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. A rebate to a county or local government must comply with Chapter 757 of the 2019 Acts of the General Assembly of Maryland, which includes a provision referencing the American Manufactured Goods provisions in §§ 14-416 and 17-303 of the State Finance and Procurement Article.

**B. Project Location** – For projects receiving an MEA Rebate Commitment Letter prior to construction and for which the rebate recipient will employ the workers installing the project: Chapter 757 of the 2019 Acts of the General Assembly of Maryland requires that at least 80% of workers participating in a project or program that receives money from the SEIF 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. Therefore, applicants who have received an MEA commitment letter and have directly employed workers for the project will be required to retain records and certify compliance with this requirement before Rebate funds are disbursed.

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<sup>6</sup> <https://egov.maryland.gov/businessexpress/entitysearch>

<sup>7</sup> <https://www.dllr.state.md.us/license/mhic/mhicfaq.shtml>



## 9. Disclaimer

Any statement made by an individual or entity that is not an official agent of MEA regarding eligibility requirements, Rebate amounts, or any other information that does not appear in these terms & conditions, on the Commercial Clean Energy Rebate Application form, or on MEA's website is not endorsed by MEA and should not be taken as fact. Only MEA may authorize a Clean Energy Rebate after properly reviewing the Application Package. If you believe that an individual or entity 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](mailto:DLInfo_MEA@maryland.gov).

**Questions can be directed to:**

**Meg Cefail, Energy Program Manager**

**[CommCERP.MEA@Maryland.gov](mailto:CommCERP.MEA@Maryland.gov)**

**410-537-4084 (w)**

**410-371-0976 (c)**

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