



# Funding Opportunity Announcement (FOA) for the Residential Clean Burning Wood and Pellet Stove Rebate Program in fiscal year 2024:

**Please note: The Clean Burning Wood and Pellet Stove Rebate Program is coming to an end. To receive a rebate, all eligible stoves must be purchased by January 4, 2024 and all systems installed and applications received by MEA or postmarked by March 31, 2024.**

This FOA contains the Terms and Conditions for the Clean Burning Wood and Pellet Stove Rebate Program (“CBWPS Program”, “the Program”).

**Program Description:** The Maryland Energy Administration (MEA) will provide rebates to Maryland homeowners for qualified clean burning wood and pellet stoves that displace electric heating non-natural gas fossil fuel heating systems, and old wood stoves, through the deadlines stated in this FOA while funding remains available.

**Program Regulations:** Regulations governing the Rebate Program can be viewed in the Code of [Maryland Regulations \(COMAR\), chapter 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.

**Purchase Deadline:** To receive an incentive, all eligible stoves must be purchased by December 1, 2023.

**Application Deadline:** All applications must be received by MEA or postmarked by March 31, 2024, unless the Program Budget is exhausted prior to this date. MEA cannot issue a rebate once 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”.<sup>1</sup>

**Eligible Technologies:** The Program provides rebates for the installation of eligible wood and pellet stove systems by eligible applicants that are submitted by the deadlines stated in this FOA.

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<sup>1</sup> As outlined in COMAR 14.26.04.05.

To be eligible, installed stoves must meet the following technical 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,
  - Emit no more than 2.0 grams of particulate matter per hour (PM/hr)

**Anticipated Program Budget:** An anticipated total budget of **\$200,000** is available from the Strategic Energy Investment Fund to fund this program. If funding is exhausted before the application submission deadline date of March 31, 2024, MEA will stop accepting applications for this program.

Funding is **not** guaranteed for any application.

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.

**Program Minimum Criteria:** For an Applicant to be eligible for a rebate, the following minimum 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 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. Therefore, an applicant may receive a rebate for either a wood stove or a pellet stove for a property, but not both;
- The stove and installation costs must be paid in full with supporting documentation, such as a zero-balance invoice;
- Photographic documentation showing the installed clean energy system must be provided;
- The application is complete, signed, and dated by the homeowner applicant, and contains the homeowner applicant’s federal tax identification number; and,
- [The Application must be received by MEA within twelve \(12\) months of stove installation, and comply with the Purchase Deadline \(i.e., purchased by December 1, 2023\) and](#)

Application Deadline (i.e., fully eligible application received by MEA or postmarked by March 31, 2024) stated in this FOA.

**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

**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 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 (e.g., zero-balance invoice);
- Photographic documentation showing the installed system;
- Documentation showing property ownership and primary residency (e.g., [the Maryland State Department of Assessments and Taxation \(SDAT\) Real Property database](https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx)<sup>2</sup>); and,
- A completed and signed [IRS Form W9](https://www.irs.gov/forms-pubs/about-form-w-9)<sup>3</sup> (Request for Taxpayer Identification Number and Certification) for the Applicant. Unless an Applicant has previously set up an electronic funds transfer, the address on the W9 form is where the check will be mailed.

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

<sup>3</sup> <https://www.irs.gov/forms-pubs/about-form-w-9>

- 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), the name, mailing address, and taxpayer identification number on the W-9 must be identical to the information on the application.

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](#)<sup>4</sup>. 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](mailto: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](mailto: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.

### **Program Specific Requirements:**

#### **1. Property Requirements**

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<sup>4</sup> <https://doit.maryland.gov/support/Pages/email-encryption.aspx>

- 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](#)<sup>5</sup>.
- 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 may be submitted only after the stove 1) has been installed, 2) has been paid in full by the Applicant, and 3) 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.*

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<sup>5</sup> <https://sdat.dat.maryland.gov/RealProperty/Pages/default.aspx>

B. MEA may extend the purchase or application deadline on a case-by-case basis, with good cause demonstrated by the Applicant, and at MEA's sole discretion.

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<sup>6</sup> indicating that the Rebate Applicant is a listed property owner and primarily resides at the property.<sup>7</sup>

(5) A completed and signed [IRS Form W9](#)<sup>8</sup> for the Applicant. The name and address on the IRS Form W9 **must match** the Applicant information provided on the CBWPS application form.

(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**

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<sup>6</sup> <https://sdatt.dat.maryland.gov/RealProperty/Pages/default.aspx>

<sup>7</sup> The SDAT Real Property Data form is not the same as a Real Property Tax bill.

<sup>8</sup> <https://www.irs.gov/forms-pubs/about-form-w-9>



**photo identification to MEA.**

(ii) If an Applicant is the property owner, but the SDAT 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 the primary residence, but whose permanent residence is located within another state, the applicant 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 Applicant as a property owner (e.g., a copy of a military ID, a copy of a 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 Rebate Applicant or the Applicant's Installation Contractor is not received within fourteen (14) calendar days of the date on the MEA correspondence, MEA may cancel the rebate application.
- C. Rebate Applicants may appeal an application cancellation by submitting an email to [CERPMEA@Maryland.gov](mailto:CERPMEA@Maryland.gov) that provides a summary of the reasons for which an appeal is requested no more than thirty (30) calendar days from the date of the cancellation. MEA may, at its sole discretion, choose to reopen the application or uphold the cancellation.
- D. Rebate Applicants whose applications are canceled for lack of response may reapply, provided the new application is submitted within the deadlines outlined in this FOA.

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](mailto:DLInfo_MEA@maryland.gov).

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**Questions regarding the Wood and Pellet Program can be directed to Garry Aime, Program Manager, at [Garry.aime@maryland.gov](mailto:Garry.aime@maryland.gov) and 443-306-8149.**

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