

PRINCE GEORGE 'S COUNTY GOVERNMENT
Office of Central Services
Sustainable Energy
CLEAN ENERGY PROGRAM
INSTRUCTIONS FOR SOLAR PHOTOVOLTAIC (PV) GRANT APPLICATION

Introduction & Background

Thank you for your interest in the Prince George's County's Clean Energy Program, Solar PV Grant administered by the Office of Central Services, Sustainable Energy (OCS SE). Prince George's County is working to improve the quality of life in nine designated neighborhoods, classified as *Energy Resiliency Communities* (ERCs), while identifying ways to improve service delivery throughout the county for all residents.

The ERC evolved from a County initiative, formerly known as Transforming Neighborhoods Initiative (TNI), which utilized several metric indicators such as education, public safety, and employment to identify key neighborhoods across the County needing holistic uplifting.

From an energy perspective, resiliency is the ability to prepare for and adapt to utility disruptions and recover quickly from these disruptions. This involves the deployment of distributed energy resources such as energy efficiency, renewable energy such as solar PV and thermal, battery storage, and microgrids.

This grant award, coupled with state energy incentives, provides assistance to residents to access the benefits of solar photovoltaic (PV) upon the successful implementation of energy efficiency (electricity and natural gas) measures. It also builds on Maryland and Prince George's County's energy efficiency and carbon reduction goals and will help in making our County more energy resilient, using a holistic approach to break energy and cost barriers.

This document provides instructions for filling out the Clean Energy Program, Solar PV Grant application. If you have additional questions, please see the Clean Energy Program's contact information below to reach out to OCS Sustainable Energy staff.

All systems supported through the grant award are subject to the following conditions:

- The minimum system size to qualify for a grant award is 2kWDC for solar PV.
- Only photovoltaic (PV) systems installed *after* January 1, 2018 are eligible.
- Solar PV systems must be installed by an appropriately licensed contractor in accordance with state and county laws. Self-installers are not eligible to receive rebates at this time.
- All selected solar PV contractors must be North American Board of Certified Energy Practitioners (NABCEP) Certified as well as registered as a vendor of Prince George's County.
- All major system components (panels, inverters, and solar power outlets) must be new and not previously placed in service in any other location or for any other application. Rebuilt, refurbished, or relocated equipment are not eligible for a solar incentive.
- In order to increase the resiliency of the solar PV system, a solar power outlet can be included in the scope of work or contract between the resident and the contractor, and the solar power outlet design analysis must be provided (the County provides up to \$2,000 towards the cost of a solar power outlet).
- A manual or manuals must be provided with each system and balance-of-system, including the inverter.

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- To protect the purchaser against defective workmanship, system or component breakdown, or severe degradation, all systems must carry the original manufacturer's warranty of one year or greater, and all installation workmanship must be guaranteed for a minimum of one year. The entire solar generating system must carry a warranty, including PV modules (panels) and inverters, solar power outlet, and warranties should provide for no-cost repair or replacement of the system or system components, including any associated labor during the warranty period.

Submission of an application for a grant award does not guarantee receipt of an incentive or the amount of the requested incentive. The Solar PV Grant award operates on a first-come, first-served basis and incentive rebates are dependent upon cost effectiveness and funding availability.

Read and follow these step-by-step instructions to better navigate a successful application submittal:

Step 1: CONFIRM YOUR ELIGIBILITY

To qualify for the grant award, homeowners must:

- I. Be a Prince George's County resident.
- II. Be a Pepco customer as evidenced by a copy of recent (i.e. within 3 months) utility bill.
Paper copies of the bills are typically mailed to the customer address on record. For Pepco customers with internet access, account information is available via the Pepco's account portal: <https://bit.ly/3b17pJK>.
- III. Live in a single-family, townhouse residence, or condominium that is individually metered (built before March 23, 2016), in one of the following designated Energy Resiliency Communities (ERC): Bladensburg - East Riverdale; Forestville; Hillcrest Heights - Marlow Heights; Kentland - Palmer Park; Oxon Hill - Glassmanor; Silver Hill; Suitland - Coral Hills; Langley Park; and Woodlawn - West Lanham.
To confirm you are in one of the ERC communities, you must look up your address by using the ERC Address Locator: <https://bit.ly/3aZStLH>. Please note the ERC Address Locator is the definitive tool for determining the eligibility of an application.
- IV. Have proof of successful completion and implementation of energy efficiency measures through a comprehensive whole-house energy audit by a trained Contractor that is actively certified by the Building Performance Institute (BPI) on or after March 23, 2016.

Step 2: DETERMINE INCENTIVE AMOUNT

To improve the resiliency of the system during outages, a solar power outlet can be included in the scope of work. From an energy perspective, resiliency is the ability to prepare for and adapt to utility disruptions and recover quickly from these disruptions. It involves the deployment of distributed energy resources such as energy efficiency, renewable energy such as solar PV, battery storage, and microgrids. The incentive amount depends on whether the system is owned by the homeowner or a third-party:

- A. If system is owned by the homeowner:

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- ✓ Grant awards up to \$10,000 to cover eligible costs associated with installing a solar photovoltaic system.
- ✓ Grant awards up to \$2,000 to purchase and install a solar power outlet in case of grid failure.
- B. For third-party owned systems:
 - ✓ Grant awards up to \$2,000 to cover eligible costs associated with installing a solar photovoltaic system.
 - ✓ Grant awards up to \$2,000 to purchase and install a solar power outlet in case of grid failure.

Eligible costs include any parts, component, or accessory equipment necessary to operate and/or install the device. A maximum of 15% of the grant award can be spent on reasonable measures to facilitate the installation of the system on a home (for example, tree trimming). OCS Sustainable Energy staff should be contacted to ensure the measure(s) qualifies.

ASSOCIATED ENERGY SAVINGS REQUIREMENT(S)

As a part of the Clean Energy Program, we expect contractors on behalf of the applicant to achieve no less than 15% energy savings for electric and natural gas incentives or 10% energy savings for electric only incentives (excluding free direct installed measures) for Energy Efficiency Grant award applications and at least an additional 10% energy savings for Solar Grant award applications, considering the dollar amount requested per application.

SELECTING A SOLAR CONTRACTOR

Residents can choose their own solar PV contractor to install their solar PV system.

In order for a solar company to become a participating contractor as a part of the Clean Energy Program, the company *must* be [registered as a vendor of Prince George's County](#) with the Contract Administration and Procurement Division. This ensures more secure and efficient transactions between solar companies/suppliers and the County.

- To begin, the vendor registration form can be found here: <https://erpvendorapp.sap.mypgc.us>.

If you have further questions about vendor registration, please contact Betty Carter in Contract Administration and Procurement at 301-883-6400.

Step 3: SUBMIT PREQUALIFICATION REQUIRED DOCUMENTS

PREQUALIFICATION

Apply for the Solar PV Grant award and submit the required documents to the Office of Central Services, Sustainable Energy.

**SECTION A: REQUIRED ATTACHMENTS &
SECTION B: APPLICANT INFORMATION**

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Working along with the selected contractor, email or send in copies of:

- ☐ **A copy of recent (within 3 months) Pepco electricity bill for the property;**
- ☐ **Proof of successful implementation of energy efficiency measures;**
There are several programs to help Marylanders make their homes more energy efficient. Examples include the EmPOWER Maryland Programs - Pepco's residential energy efficiency incentives, Washington Gas' Rebates Program, and Maryland Department of Housing and Community Development (DHCD)'s Low Income Energy Efficiency Program (LIEEP); Maryland DHCD's WholeHome Programs - BeSMART Energy Efficiency Financing, Enhanced Weatherization Program, and the Rehab and Special Loan Programs.
Examples of proof of successful implementation of energy efficiency measures include:
 - A copy of the final project approval letter that indicates the incentives for the project.
 - A copy of the quality control inspection form that lists the work that was performed in the home.
- ☐ **A copy of the signed contract to install a solar photovoltaic system on the roof of the property** that includes an itemized scope of work to include cost and all system components;
- ☐ **A solar PV analysis that includes a detailed breakdown specifying the proposed system** size; lifetime; yearly estimated output inclusive of degradation rates; lifetime avoided cost savings; overall energy savings from utility bills (i.e. kWh offset); etc.
 - The report is to also indicate the solar PV project cost minus all applicable incentives that are to be received as well as the SREC owner and estimated value.
 - Overall energy savings from installation of the solar PV for the residence must be at least 10%.
- ☐ **IRS Form W-9:** Request for Taxpayer Identification Number and Certification which can be found: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- ☐ **Proof of becoming a registered vendor of Prince George's County** from Contract Administration and Procurement (i.e. successful registration email confirmation);
- ☐ Proof of the contractor being **North American Board of Certified Energy Practitioners (NABCEP) Certified**;
- ☐ **The signed Affidavit of Income**, please note that supporting documents are required if applying to be income qualified for the grant award; and
- ☐ **The signed Grant Award Terms and Conditions Agreement.**

PREQUALIFICATION TIMELINE:

Note: The Solar PV Grant application approval timeline is as follows but we reserve the right to modify this timeline:

- County staff will send a notice of prequalification that reserves funds for the project within 20 days upon receiving **the completed requirements**, and after successfully reviewing required documents.
- Grant awardees will have two weeks to accept the grant award after receiving a notice of prequalification.
- Installation should be completed within 4 (four) months of receiving prequalification approval notification. Applicants may request a one-time extension provided the total allowed timeframe

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is within 12 months of the prequalification approval notification. The County is not required to grant an extension.

Step 4: SUBMIT FINAL REQUIRED DOCUMENTS

FINAL APPROVAL

Working along with the selected contractor, email or send in copies of:

- ☐ Final invoice that itemizes all system component(s) installed. Included on the invoice should be the job completion date;
- ☐ Copy of Pepco's *Authorization to Operate* letter;
- ☐ Proof of purchase/installation of the solar power outlet (if applicable);
- ☐ A copy of the official sticker used by a third-party solar inspector participating in the Third Party Residential Solar System Inspections Program;
 - Administered by the Department of Permitting, Inspection and Enforcement (DPIE), third party inspectors place inspection stickers on the electric panel box indicating that the system has successfully passed inspection;
- ☐ Proof of system registration with the Maryland, or District of Columbia (DC), Public Service Commission (PSC);
 - Maryland and DC have Renewable Portfolio Standards (RPS) which serve to recognize and develop the benefits associated with a diverse collection of renewable energy supplies. To find out more, visit the Maryland PSC's website:
<http://www.psc.state.md.us/electricity/renewable-portfolio-standard/> or DC's PSC:
<https://www.dcpsc.org/Utility-Information/Electric/Renewables.aspx>.

IMPORTANT SOLAR NOTES:

- Solar PV system owners that are located on the District's and Maryland's [cross border feeder](#) serving the District can register with the District's PSC, others with the Maryland PSC.
- Registering your system with the respective PSC's is part of the process that allows the system owner to participate in the RPS, and to subsequently sell Renewable Energy Credits (RECs). A REC is equal to the attributes associated with one (1) megawatt-hour (1,000 kWh) from a certified Renewable Energy Facility. RECs are tradable commodities in states with RPS markets. Visit the Maryland PSC website for more information.
- When your solar PV system is registered with the respective PSCs, it is assigned a certification number. The certification number will serve as proof that the installed system is certified as a renewable energy facility.
- For the Maryland PSC certification process go to: <http://www.psc.state.md.us/electricity/solar-renewable-portfolio-standard-documents-rps/>.
- For the DC PSC certification process go to: <https://dcpsc.org/Utility-Information/Electric/RPS.aspx>

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FINAL APPROVAL TIMELINE:

It is the intent of the Clean Energy Program, Solar PV Grant award to pay incentives in a timely manner after the administrator has received the applicant's completed application, the signed grant award letter, and approve his or her documentation. However, no guarantees of timing on incentive payments can or will be made.

Application final approval timeline is as follows but we reserve the right to modify this timeline:

- Upon receiving all the requirements and successful review of the full application, a notification of grant award prequalification will be sent out to the applicant within 20 days.
- Installation should be completed within 4 (four) months of receiving prequalification approval notification. A complete installation is evidenced by Pepco's Authorization to Operate letter. Applicants may request a onetime extension provided the total allowed timeframe is within 12 months of the prequalification approval notification. The County is not required to grant an extension.
- Final approval of application and satisfactory site visit will occur within 10 business days of receipt of the final invoice. Final payment is subject to a satisfactory site visit and customer verification of the completion of work.
- Upon submitting request for payment to the OCS Director, the Office of Finance will approve invoices within 30 business days.

Please note: OCS Sustainable Energy does not endorse, sponsor, or otherwise make any representation or warranty with respect to any contractor or the work, materials, or services provided by any contractor.

Applications may be emailed, hand-delivered or mailed to:

Prince George's County, Office of Central Services, Sustainable Energy
1400 McCormick Drive, Suite 281, Largo, MD 20774
Email: CleanE@co.pg.md.us

For more information, call: [301-883-6450](tel:301-883-6450) or visit MyPGC.us/SustainableEnergy