



Prince George's County Solar Energy Grant

Requesting Applications

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Prince George's County Solar Energy Grant



Solar Panels



Clean Energy



Bill Savings



Net Metering



Reduce Carbon Emissions



Support Green Jobs



Increase Property Value

At A Glance

Program Summary:

This grant award helps eligible residents access the benefits of solar photovoltaic (PV) energy.

Deadline:

Applications are accepted on a rolling basis from November 10, 2025, to February 27, 2026. The deadline may be extended, but awards are limited, so early submission is strongly encouraged.

System Design Requirements:

The solar PV system must be at least 2 kW DC. It must be designed to meet our Minimum Benefit Requirements (pg.1.7) and [MEA's MSAP Minimum Benefit Requirements](#). All major system components must be new. Equipment and hardware installed must meet current and applicable federal, state, and local regulations.

Eligible Recipients, Property Types, and Maximum

Rebate Amounts:

To be eligible you must be a resident anywhere in Prince George's County and the owner of a single-family residence, or a dwelling unit within a townhouse in which you own the roof.

Pepco customers within an Energy Resiliency Community (ERC) in the County can access a higher incentive amount. The ERCs are Bladensburg - East Riverdale; Forestville; Hillcrest Heights - Marlow Heights; Kentland - Palmer Park; Oxon Hill - Glassmanor; Silver Hill; Suitland - Coral Hills; and Woodlawn- Lanham. Use the ERC Address Locator (<http://bit.ly/ERClocator>) to check if you live in an ERC community.

Review *Step 2* of this application for details on the following maximum grant amounts for each property:

- \$10,000 for Pepco customers **in an ERC** to own a system
- \$5,000 for all other residents to own a system

Submit Your Application:

Application can be downloaded at [Clean Energy | Prince George's County](#). Submit an application by email, hand-delivery, or mail.

Contact:

Prince George's County Government, Department of the Environment, Climate and Energy Division - Sustainable Energy
1801 McCormick Drive, Suite 500, Largo, MD 20774
Email: CleanE@co.pg.md.us | Phone: 301-883-5810



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Sustainable Energy
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1. Solar Energy Grant Instructions - Overview

Thank you for your interest in the Prince George's County, Clean Energy Program - Solar Energy Grant, administered by the Department of the Environment (DoE), Climate and Energy Division, Sustainable Energy. Our objective with the Clean Energy Program is to provide reliable and environmentally sound energy solutions that enhance the quality of life of Prince George's County residents while maximizing energy savings. This grant builds on Maryland's and Prince George's County's energy-efficiency and carbon reduction goals and will help make our County more energy resilient, promote energy equity and reduce energy burden in disadvantaged communities.

PGC Solarize – Your Partner in Power!

This grant award provides assistance to eligible residents for accessing the benefits of rooftop solar photovoltaic (PV) energy, and encourages residents to pursue implementation of energy-efficiency measures. Furthermore, Prince George's County is working to improve the quality of life in nine designated neighborhoods, classified as Energy Resiliency Communities (ERCs). 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. Homeowners residing in these communities have access to a higher grant incentive amount.

BENEFITS OF PARTICIPATING IN OUR SOLAR GRANT PROGRAM:

- **Receive between \$5,000 and \$10,000 towards a solar system install. Amount is determined by who your electric utility provider is and the home's location.**
 - **Lower your energy bills for the long term!**
 - **Increase your property value and energy resiliency against climate change.**
 - **Support a healthier local environment by lowering your carbon footprint.**
-

These instructions should help you decide if there's an approach to accessing solar PV energy that will work for you.

5 STEP S.O.L.A.R. GRANT

- 1. Scan for Eligibility**
- 2. Obtain Financial Assistance**
- 3. Look for an Eligible Solar Contractor**
- 4. Apply for Prequalification (*before installing solar*)**
- 5. Receive Grant Funds (*after installing solar*)**

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 Department of the Environment (DOE) staff. 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. DoE 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.

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Read these step-by-step instructions to better navigate a successful application submittal. Grant payment is a reimbursement, meaning payment will only be issued after all requested documents have been submitted properly. Note that systems installed prior to receiving a DoE Prequalification Notice do not qualify for this grant.

Step 1: SCAN FOR ELIGIBILITY

To Qualify for the Grant Award, a Homeowner Must:

- I. **Be a Prince George's County resident** who has not previously received a Solar Energy Grant from Prince George's County.
- II. **Live in a single-family residence**¹ as proven by the [MD SDAT: Real Property Data Search](#). This may include a dwelling unit within a townhouse in which you own the roof.
- III. **Not already own a rooftop solar system.** The grant is exclusively for the installation of **new** solar PV systems. An application for this grant must be submitted, then a Prequalification Notice must be issued to the applicant by DoE before the solar PV system can be installed.²
- IV. **Own the solar PV system** through a cash purchase, loan or financing.

Energy Audits and Online Solar Assessments

- It is recommended that homes consider a whole-house energy audit conducted by a certified professional before installing a rooftop solar PV system to maximize their energy savings. For energy assessment incentives check out our [Energy Efficiency Grant](#), and [Empower Maryland](#).
- Online solar assessments⁴ can provide a preliminary virtual evaluation of a property's potential for a solar energy system. You can check whether rooftop solar is an option for your home by visiting [Solar Rooftop Potential | Department of Energy](#).

Ineligible? Consider Community Solar!

- Subscribing to a community solar program would enable you to receive credits for part of the energy output of a local solar panel array while lowering your bills. It's a great option if you can't—or don't want to—install solar on your home or business. Visit our [websites resources](#) for more details on community solar.

¹ To find the definition of a single-family residence, check out [Document Viewer | Zoning Ordinance, Subdivision Regulations, & Landscape Manual \(Effective 4/1/2022\)](#), Section. 27-2400 (d)(1) Household Living Uses.

² Adding new capacity to an existing system is not eligible for this grant.

³ [Energy Resiliency Communities](#) are Bladensburg - East Riverdale; Forestville; Hillcrest Heights - Marlow Heights; Kentland - Palmer Park; Oxon Hill – Glassmanor; Silver Hill; Suitland - Coral Hills; and Woodlawn– Lanham. To confirm you are in one of the ERC communities, you must look up your address by using the ERC Address Locator: (<http://bit.ly/ERClocator>). Please note the ERC Address Locator is the definitive tool for determining the eligibility of an application.

⁴ Online Solar Calculators generally are no substitute for an on-site assessment performed by a certified professional. They are typically an educational tool designed to indicate potential value and inform solar decisions. The Department of the Environment does not officially endorse these tools.

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Step 2: OBTAIN FINANCIAL ASSISTANCE

Determine Solar Energy Grant Amount

The maximum amount of grant funding you can receive depends on where you live within the county and your electric utility service provider.⁵

- **Energy Resiliency Communities (ERC) and Pepco Customers:** Prince George's County homeowners are eligible for this grant, but homeowners residing in an ERC have access to a higher incentive value if they are a Pepco customer. Check to see if you reside in an ERC by entering in your address into the ERC Address Locator: <http://bit.ly/ERCLocator>.
- **System Ownership:** The most popular financing and ownership options for solar homeowners fall into two main categories.
 1. Homeowner-Owned systems are purchased directly or financed, often with a loan.
 2. Third-Party Owned systems you get through a lease or a Power Purchase Agreement (PPA), where a company owns the system. *Note: Third-Party Owned systems are ineligible for this grant.*

Option A - Up to **\$10,000** for Pepco customers in an [Energy Resiliency Community](#).

Option B - Up to **\$5,000** for all other homeowner-owned systems that do not qualify for Option A.

Eligible Costs

- Eligible costs include any parts, component, or accessory equipment necessary to operate and/or install solar. A maximum of 20% of the grant award can be spent on ancillary costs and reasonable measures to facilitate the installation of the system. The Department of the Environment staff should be contacted to ensure the measure(s) qualifies. Examples may include, but may not be limited to, tree trimming, service panel upgrades, roof repairs, and mold remediation⁶.

Additional Incentive Resources⁷

Depending on which financing/ownership model you select, you may qualify for additional incentives like:

- [Maryland Solar Access Program | Maryland Energy Administration](#)
- [Solar Energy Equity Program | Maryland Energy Administration](#)
- [Residential and Commercial Energy Storage Grant Program | Maryland Energy Administration](#)
- [Net Metering in Maryland | DSIRE](#)
- [Solar Renewable Energy Certifications | Maryland Public Service Commission](#)

⁵ Grant shall only be issued for a new solar PV system installed at a property where no existing solar system is installed or operational.

⁶ For other possible ancillary costs visit [Why Did My Solar Costs Increase After A Site Visit? | EnergySage](#).

⁷ For assistance with navigating financing options and other incentives, you can work with your solar contractor and check out our website: [Clean Energy|Prince George's County](#).

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Step 3: LOOK FOR AN ELIGIBLE SOLAR CONTRACTOR

PLEASE NOTE: DoE 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.

Select A Solar Contractor

- Residents must choose a solar PV contractor to install their solar PV system. Self-installers are not eligible to receive rebates. To qualify for this grant, the contractor selected must meet the eligibility requirements listed under section *Contractor Eligibility Requirements* below. Check out our website for additional guidance on selecting a contractor: [Clean Energy | Prince George's County](#).
- DoE recommends that selected contractors meet with DoE Sustainable Energy staff for guidance on the grant process before submitting an application. See our contact information in the footnotes.

Contractor Eligibility Requirements

1. **Provide proof of being a registered vendor of Prince George's County** from the Office of Procurement (i.e., successful registration email confirmation). If not already registered, any contractor can apply prior to submitting a grant application. Please note, DoE does not administer this process and approval may take time, so register promptly.
 - New vendors must complete vendor registration via the [Vendor Registration Link](#).
 - Current Prince George's County vendors have been transferred to the new Vendor Registration System but **must** set up an account in the **Ariba Business Network**: [[supplier.ariba.com](#)]. Once registered, vendors can update their information and view contracts, POs, and invoices. If you have further questions about vendor registration contact: Betty Nealy-Carter, Vendor Registration Manager, at bcarter@co.pg.md.us.
 - For further benefits, county-based businesses are encouraged to register for a County Business Certification through the Supplier Development & Diversity Division (SDDDD). Provide your business certification number on page 2.17. For more information visit: [Certification & Compliance System | Prince George's County](#).
2. **Solar PV Systems must be installed by an appropriately licensed contractor** in accordance with state (MD Department of Labor) and county laws. Self-installers are not eligible to receive rebates. Please provide:
 - a) A copy of the solar contractors Maryland Home Improvement Commission ([MHIC](#)) license.
 - b) A copy of the [master electrician's license](#) who will connect the solar panels to the electric system.
 - c) All subcontractors must provide a contract indicating they are working with the contractor.
3. **All selected solar PV contractors must have at least one person who is [NABCEP PV Installation Professional \(PVIP\) Certified](#)** and involved in the design and installation of the proposed project. A Site Supervisor should have completed at least 40 hours of solar PV technical course training. Please provide a copy of the NABCEP PVIP certification.
4. **Customer References.** Upon customer or DoE request, provide project references and include the customer's name, address, phone number, and email for verifiable grid-connected solar electric projects, including the system size (kilowatts), interconnection date, and the contractor's role for each reference.
5. **Contractors are to comply with Maryland Energy Administration's (MEA) Consumer Protection Policy** for the [Maryland Solar Access Program](#) and be listed on their Participating Contractor List.
6. **Provide a Standard Customer Agreement** that includes the consumer protection requirements listed under section [Customer Agreement Requirements](#) and [Warranty Requirements](#) of the application, and all [MHIC Contract Requirements](#). This can be submitted in Step 4, Prequalification.
7. **Quality Assurance Plan.** Provide a description that elaborates on how the contractor will ensure quality workmanship, and safety on each project. List of requirements for the plan is under section [Quality Assurance Plan](#) of the application.

For assistance with fulfilling all contractor requirements, check out our website for contractor resources: [Clean Energy | Prince George's County](#)

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Step 4: APPLY FOR PREQUALIFICATION – BEFORE INSTALLATION

Apply for the Solar Energy Grant award and submit the required documents to the Department of the Environment, Sustainable Energy. It is recommended you have the contractor assist with this portion of the grant. Please note that these requirements are not in substitution of county vendor registration nor [Department of Permitting, Inspection and Enforcement \(DPIE\) permitting requirements](#). If this is the contractor's first time submitting an application, expect feedback and possibly a longer prequalification review period. Systems installed prior to receiving a Prequalification Notice⁸ do not qualify for this grant.

Working along with the selected contractor, email CleanE@co.pg.md.us or send in copies of:

1. **Solar Photovoltaic (PV) Grant Application** including the signed Grant Award Terms and Conditions Agreement, and the signed Affidavit of Income. The full grant application and instructions should be submitted (this entire document). All signatures on every submitted document must be handwritten or a digital signature; a typed name will not be accepted.
2. **Final invoice using our template.** Request our template via email or check our website.
3. **A copy of recent (within 3 months) electricity bill for the property.** Must be as a PDF, no screenshots/photos.
4. **IRS Form W-9:** Request for Taxpayer Identification Number and Certification which can be found: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. The business receiving the grant award check is the party required to submit their W-9 form.

Maryland Energy Administration's (MEA) – Maryland Solar Access Program (MSAP)

Homeowners who have received a *Reservation of Funds* confirmation from MEA's MSAP can submit those application documents instead of items 4-7 below. MSAP documents provided should include, but may not be limited to:

- I. A copy of the homeowners *Reservation of Funds* confirmation email
- II. Executed Solar PV Agreement
- III. Signed MSAP Customer Disclosure Form
- IV. Signed MSAP Authorization Form

4. **Qualifications of the install and design team (page. 1.4) for proposed project, including:**
 - a) Proof of North American Board of Certified Energy Practitioners (NABCEP) PVIP Certification (if not already submitted previously) from staff involved in project.
 - b) Provide proof that personnel engaged in "electrical installations" as defined by the Local Authority Having Jurisdiction meets the definition of a "Qualified Person" and holds any credential required by the AHJ for performing such work.
 - c) Proof that site supervisor has completed at least 40 hours of safety and solar PV technical course training.
5. **A detailed solar PV analysis⁹ demonstrating projections of the minimum required energy savings and:**
 - d) Proposed system size, yearly estimated output inclusive of degradation rates, lifetime avoided cost savings/net present value, payback period, inverter and solar module specs, roof condition and shading report with array orientation.
 - e) Pre-installation photos. Visit our [website's](#) for our *Photo Documentation Guide* and list of required photos.
 - f) Analysis must also meet [System Design Requirements](#) under the Grant Agreement section.
6. **A copy of the signed contract between homeowner and contractor, and itemized quote including scope of work.** Contract should be between the contractor and homeowner to install a solar photovoltaic system on the roof of the property. Contract should meet all details listed under section [Customer Agreement Requirements](#), along with MEA MSAP [Consumer Protection Policy](#) requirements and [MHIC Contract Requirements](#). The itemized scope of work should include cost and system components. Contractors may request our invoicing template via email.
7. **Proof of executed financing contract** with financial partners, if applicable (e.g., loan contract)

⁸ Note: To secure your grant funding, the Grant Acceptance Letter must be signed by the homeowner and returned after receiving a Prequalification Notice.

⁹ This grant may require additional information if analysis does not seem to meet grant requirements or may provide an exemption on specific data points if overall analysis seems adequate.

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Step 5: RECEIVE GRANT FUNDS – AFTER INSTALLATION

FINAL APPROVAL

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

- Final invoice** if there were any changes in equipment installed. Included on the invoice should be the job completion date. Request our invoice template guide for reference and to ensure compliance.
- Copy of the utility's *Permission to Operate* letter and interconnection agreement.**
Proof of all necessary permits, and a copy of the official inspection sticker used by a [third-party solar inspector](#) participating in DPIE's Third Party Residential Solar System [Inspection Program](#).
 - o 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.
- Copy of close-out documents for the resident.** Should include, but not limited to, a commissioning checklist, owner's manual, proof of all warranties, and as-built drawings. See section [System Design Requirements](#) and [Warranty Requirements](#). MEA's MSAP recipients should provide *Completion Certificate* submission confirmation. Proof of one month of solar generation might also be requested.
- Installation photos.** Visit [our website's](#) contractor resources section for a photo documentation sample, which contains a complete list of required photos and geotagging requirements.
- Proof of system registration** with the Maryland Public Service Commission (PSC).
- Completed Site Visit.** We'll arrange a time with the homeowner to see the system.
- Proof of one month of solar generation** (i.e., utility bill) and a completed [survey with your feedback](#).
- Authorization for Electronic Funds Disbursement form for resident direct payments (if applicable).

GRANT PAYMENT WILL ONLY BE ISSUED UPON RECEIPT OF ALL PROPERLY SUBMITTED DOCUMENTS

IMPORTANT NOTES ON EARNING SOLAR RENEWABLE ENERGY CREDITS:

- 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 [Renewable Portfolio Standards \(RPS\)](#), and to subsequently sell Renewable Energy Credits (RECs). A REC is equal to the attributes associated with one (1) megawatt-hour (1 MWh or 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.
- Maryland's Renewable Portfolio Standard (RPS) serves 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: <https://www.psc.state.md.us/electricity/renewable-energy/>
- 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 [here](#).
- For information on Solar Renewable Energy Certifications (SRECs) visit: <https://www.psc.state.md.us/electricity/solar-renewable-portfolio-standard-documents-rps/>

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Minimum Benefit Requirements to the Consumer

Proposed solar projects must be designed to meet the following minimum requirements:

- Solar PV Systems owned by a homeowner must produce at least 800 kWh per year per installed kW. The County will request to see proof of one month of solar generation between 45-145 kWh per installed KW of solar PV panels. The amount generated will be evaluated based on the month, the direction of the solar panel array, and any shading considerations using the [NREL PV Watts calculator](#). The contractor will be responsible for proving the performance before the grant money is awarded.
- Solar PV systems must also meet minimum energy saving requirements as defined by MEA's [Maryland Solar Access Program](#), and the customer contracts must be compliant with that program as well.

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, signed grant award letter, and approved documentation. However, no guarantees of timing on incentive payments can or will be made.

Estimated Timeline for Application Approval:

1. **Prequalification:** Upon successful review of a full application, a notification of reservation of funds for a grant award will be sent to the applicant within approximately **30 business days**.
2. **Installation:** The solar PV system must be installed within **6 (six) months** of receiving prequalification approval notification. DoE may issue an extension to this deadline for circumstances that are outside of the applicant's control, or for good cause shown. Submission of a request for an extension should include a proper written justification via email. Submission does not guarantee that DoE will provide an extension.
3. **Verification of install:** Final approval of installation and site visit by DoE staff is expected to occur within **15 business days** of receipt of the invoice. Grant award payment is subject to a satisfactory site visit and customer verification of the completion of work.
4. **Approval of invoices:** Upon approval of installation, DoE staff will submit a request for payment. The DoE Office of Finance intends to approve invoices within **30 to 60 business days**.

Please note: DoE 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, Department of the Environment (DoE),
Sustainable Energy 1801 McCormick Drive, Suite 500, Largo, MD 20774 Email:
CleanE@co.pg.md.us

For more information, call: 301-883-5810 or visit [Clean Energy | Prince George's County](#)

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2. Solar Energy Grant Application - Overview

The Clean Energy Program, Solar Energy Grant helps residents access the benefits of solar photovoltaic technology and encourages the successful implementation of energy-efficiency measures. Furthermore, this program joins ongoing efforts and programs created by Prince George's County to uplift nine designated neighborhoods, classified as *Energy Resiliency Communities* (ERCs), that face significant economic, health, public safety, and educational challenges. **Review the grant instructions and application, then:**

STEP 1. CONFIRM YOUR ELIGIBILITY

Homeowners applying for the grant award must:

- Be a Prince George's County resident.
- Live in a single-family residence as proven by the MD SDAT: Real Property Data Search.
- Not already own a rooftop solar system.
- Follow all grant application steps.
- Own the solar PV system through a cash purchase or financing.

STEP 2. REVIEW FINANCING OPTIONS & DETERMINE GRANT AMOUNT

- \$10,000 for system owners with Pepco and within an ERC, \$5,000 for all other system owners.

STEP 3. SELECT AN ELIGIBLE CONTRACTOR

- Solar PV systems must be installed by an appropriately licensed contractor.
- Contractor should show proof of becoming a registered vendor of Prince George's County.
- Contractor should have at least one person who is NABCEP PVIP Certified on the project.
- Contractor should be able to provide customer references upon request.
- Contractor should comply with MEA's Consumer Protection Policy for the MSAP and other listed requirements.
- Contractor should provide a standard Customer Agreement to DoE, if applicable.
- Contractor should provide a Quality Assurance Plan if absent from contract.

For steps 4 and 5, work along with your selected contractor to email, or send in copies of requested documents.

STEP 4. SUBMIT REQUIRED DOCUMENTS FOR PREQUALIFICATION *(before installing solar)*

- Solar PV Grant Application (this document), including a signed Affidavit of Income, and Terms and Conditions.
- A copy of recent (within 3 months) electric bill for the property.
- IRS Form W-9.
- *Reference MEA MSAP recipient alternative application documents list on page 1.5.*
- Qualifications of the installation and design team for proposed project (NABCEP, licenses etc).
- A solar PV analysis that includes a detailed breakdown specifying the proposed system.
- A copy of the signed contract between homeowner and contractor, and itemized quote including scope of work.
- Proof of executed financing contract with third party financial partners, if applicable.

STEP 5. SUBMIT REQUIRED DOCUMENTS FOR FINAL APPROVAL *(after installing solar)*

- Final invoice.
- Copy of the utility's *Authorization to Operate* letter and interconnection agreement.
- A copy of the official inspection sticker and proof of permits.
- Copy of close-out documents for the resident and proof of minimum requested solar generation.
- Requested installation photos and schedule site visit.
- Proof of system registration with the Maryland Public Service Commission (PSC).
- Authorization for Electronic Funds Disbursement form for resident direct payments (if applicable).
- Completed survey for feedback on grant experience (if applicable)

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

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AWARD AGREEMENT

All applicants (“Grant awardee”) who seek to claim incentives for eligible photovoltaic systems are required to acknowledge reading and understanding of the following terms and conditions and must accept these terms and conditions before the County processes their application and/or incentive payment. Incentives are only available for Prince George’s County homeowners living in a single-family house, townhouse residence in which they own the roof, as proven by the MD SDAT: Real Property Data Search (existing solar ineligible). A higher incentive amount is available for homeowners residing in an Energy Resiliency Community (ERC). To qualify to receive an incentive, you agree to install a solar energy system that meets the requirements set forth in all grant award-related documents.

CLARIFICATIONS ON ELIGIBILITY/PROCESS

1. Grant awardee understands that the grant award may be modified, suspended, or discontinued by the County at any time and without notice.
2. Grant awardee agrees to provide all documentation required to qualify for an incentive.
3. Grant awardee understands that incentives will be reserved and distributed on a first-come, first-served basis until funds are depleted for the applicable fiscal year.
4. Grant awardee understands that they should conduct themselves in a professional and respectful manner when interacting with customers and county program implementers.
5. Advertising, marketing, promotional business activities and sales routines carried out in person, in print, on television, telephone, radio, or on-line should be subject to the FTC Act’s prohibitions on “unfair or misleading behaviors or practices” and other sections of the FTC Act as relevant.
6. Contractors should frequently monitor the latest industry changes to ensure that sales teams are provided with the most accurate and updated information and ensure that all educational materials are regularly updated to reflect any updates.
7. Contractor should properly and fully present solar PV features and benefits to the customer so that the customer may make an informed decision about the program.
8. Grant awardee should comply with all county marketing and communications guidelines. Contractors should not use the county’s logo in promotions or advertising without the prior express written consent of the county.
9. Grant awardee may only apply for one solar photovoltaic system incentive that is funded with the County funds, for a single, unique, and verifiable physical address in a designated ERC.
10. A third-party owner is a system owner who does not own the qualifying home. They must apply the full grant award amount as prepayment to the total cost of the system. Prepayment is the deposit paid towards the cost of the system. This includes, but is not limited to, down payments, forward payments of expected fees/bills, or money used to establish a contract.
11. Completed installation: The County defines a completed installation as being all equipment necessary for the proper operation of a solar system having been safely and securely affixed to a

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permanent building, inter-tied into the building’s electrical system, inspected and approved by the Department of Permitting, Inspections and Enforcement (“DPIE”) as evidenced by an inspection approval sticker and by a copy of the utility’s Authorization to Operate letter.

12. Incentives provided are for *complete* installation(s). Complete installation is evidenced by utility’s Authorization to Operate letter and DPIE inspection approval sticker.
13. Installation should be completed within four (4) months of receiving prequalification approval notification. Grant awardee may request a one-time extension subject to approval. The County is not required to grant an extension.
14. The grant awardee and selected contractor should comply with, apply for, and obtain all necessary permits from applicable regulatory agencies (federal, state, and local jurisdictions and utilities).
15. It is the grant awardee’s responsibility to contract for the purchase and proper installation of a qualifying system. The County reserves the right to inspect all projects to verify completion.
16. Applicants understand submitted application does not guarantee an award from the Solar Energy Grant, and that grants issued by Prince Georges County may be taxable. As the DoE SE is unable to give tax advice, applicant understands that any tax-related questions should be directed to a qualified tax professional. Grant funds disbursement will be contingent upon DoE SE acceptance and/or inspection of the equipment installed.
17. DoE SE 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. Applicant gives permission to DoE SE to use photos of completed work, and data presented in the prequalification or final submitted documents for marketing, publicity, and advertising purposes. This excludes any confidential information or trade secrets.

PREQUALIFICATION TIMELINE

Note: The Solar PV Grant Application Approval Timeline is as follows but we reserve the right to modify this timeline:

- The County staff will send a notice of prequalification that reserves funds for the project within approximately **30 business days upon receiving** the completed requirements, and after successfully reviewing required documents. The 30 days reset if errors are found in the application package.
- 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. The County is not required to grant award an extension.

SYSTEM DESIGN REQUIREMENTS

Due to the highly technical language in the next few sections, it is recommended residents discuss these design requirements with their selected contractor. Only systems installed after Prequalification qualify for this grant. All systems supported through the grant award are subject to the following conditions:

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- The minimum system size to qualify for a grant award is 2 kW DC for solar PV.
- All proposed solar projects must be designed to meet minimum production requirements for the customer and contracts must be compliant with MEA's Maryland Solar Access Program's consumer protection policy.
- Only photovoltaic (PV) systems installed after the date this grant starts accepting applications are eligible.
- Grant program expects at least an average 70% Total Solar Resource Fraction across each array.
- The system will be developed to achieve optimal annual performance. The term 'optimal' will be evaluated based on customer advantages and cost savings, rather than solely on energy generation. For instance, a solar array facing south may generate higher total output, whereas an array facing west may produce more electricity during peak hours when rates are higher, resulting in greater customer benefits.
- All major system components (panels, inverters, etc.) 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. A grant shall only be issued for a new solar PV system installed at a residential property where no existing solar PV system is installed or operational. New capacity added to an existing solar PV system at the project location is not eligible for this grant.
- The system cannot be removed from Prince George's County for a period of 10 years following installation. The County may request that all/or portion of the grant award be refunded if the system is removed.
- **As-builts and operations/maintenance/construction manuals** must be provided to resident after completion.
- See [Warranty Requirements](#) section for details on system and production warranties, and [Quality Assurance Plan](#) and [Equipment](#) sections for further requirements.

EQUIPMENT

1. To be eligible for an incentive, the photovoltaic system must meet the minimum size of 2.0 kW DC.
2. Grant awardee must comply with all grant award requirements and provide documentation acceptable to the County before an incentive will be fulfilled.
3. The equipment and hardware installed must meet all current and applicable federal, state, and local regulations for licenses, building codes, performance, and safety standards. This may include, but may not be limited to:
 - Underwriters Laboratories (UL) 1741 - Standard for Static Inverters and Charge Controllers for Use in Photovoltaic Systems.
 - UL 1703 Standard for Safety - Flat-Plate Photovoltaic Modules and Panels.
 - UL 61215-1 (listed to UL 61730-1) or their successor standards for photovoltaic modules.
 - UL 3703 or successor standard for photovoltaic mounting systems for solar trackers and clamping devices used as part of a grounding system.
 - Maryland Net Energy Metering laws and the requirements of the local electric utility.

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- Institute of Electrical and Electronics Engineers (“IEEE”) Standard 929-2000 - Recommended Practice for Utility Interface of Photovoltaic Systems
 - IEEE 1547 - Standard for Interconnecting Distributed Resources with Electric Power Systems with applicable requirements of the local electrical codes and the National Electrical Code (NEC).
 - Occupational Safety and Health Administration (OSHA) 29 CFR 1910.145 for labeling.
 - National Fire Protection Association (NFPA) 70, National Electric Code, Article 690, and all applicable Electrical Codes currently adopted and enforced under Prince George’s County’s Department of Permitting, Inspections and Enforcement.
4. Project installation team must reach out to the local electric utility and the County’s Department of Permitting, Enforcement, and Inspection to ensure compliance with the most recent and all applicable codes and standards, including electric and fire codes.
 5. Applying for and receiving incentives under this grant award does not preclude the grant awardee from seeking any federal tax credit for which he/she may be eligible. However, eligibility for an incentive does not guarantee eligibility for any tax credit.

APPLICATION REVIEW DETAILS

1. The selected solar PV contractors must have at least one person who is NABCEP PV Installation Professional (PVIP) Certified be involved in the design and installation of the solar panel installation. The review of the solar system will include the solar photovoltaic analysis and the Solar Renewable Energy Credits (SREC) ownership and value.
2. For a period of up to two (2) years after incentive fulfillment, grant awardee may be randomly selected to provide additional information to assist the County in documenting and validating actual benefits of the energy production and equipment. Grant awardee agrees to participate, and if selected, agrees that the incentive received is fair compensation and consideration for reasonable time and effort to participate.
3. Grant awardee agrees to permit public disclosure of information. The County requires transparency and public disclosure of how funds are managed, grant awarded, and spent. It is possible that information about how individual incentives were awarded and spent could be publicly disclosed in some manner, including disclosure on a government website, in a media report, or as a result of a request under the Freedom of Information Act. Grant awardee agrees to allow the County and/or its contracted representatives access to the incentivized system to verify that it is properly installed, operational, and conforms to the eligibility criteria as specified.
4. The system cannot be removed from Prince George’s County for a period of 10 years following installation. The County may request that all/or portion of the grant award be refunded if the system is removed.

CUSTOMER AGREEMENT

- The customer agreement serves as a crucial document that defines the direct relationship between the contractor and the customer. As a prerequisite for participating in the program, contractors must adhere to the terms and conditions stipulated in the participation agreement. **Contractors or builders are strictly prohibited from signing on behalf of the customer.** If an electronic signature is used, it must include a

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signature verification report. Approved electronic signature tools include DocuSign, CudaSign, EchoSign, Adobe, and Seamless Doc. The customer agreement may be in the form of a purchase agreement or a loan agreement. All customer agreements must be signed by both parties.

- Contractors are to comply with the [MEA Consumer Protection Policy for the Maryland Solar Access Program](#) (draft and final) as required by the 2024 Brighter Tomorrow Act (Chapter 595, 2024 Acts of Maryland).
- Provisions for Contractor Agreements should include, but are not limited to:
 - **Installation Schedule:** A realistic timeline for installation and interconnection that considers DoE Sustainable Energy's and the utility's review timelines.
 - **Applicable Incentives:** The customer agreement should clearly state the total anticipated DoE Sustainable Energy incentive and ensure that all eligible incentives and warranties pass to the customer. Agreement should clarify who will receive credit for the Renewable Energy Certificates/ Credits (RECs) that the system will generate.
 - **Annual energy output:** Should include output in kilowatt-hours and summarize the results of the system loss analysis.
 - **List of subcontractors:** If applicable, the contract should identify exactly who will be doing each part of the job, and who is responsible for warranties related to work performed by subcontractors.
 - **Exact equipment to be installed:** Solar panels, inverter, manufacturer, model numbers etc.
 - **Itemized budget:** Should include a detailed breakdown of equipment costs and other expenses such as installation labor and applicable permits etc.
 - **Explanation and Estimate of Additional Costs:** Detailed information on additional costs incurred by the customer for system development, installation, operations and maintenance, commissioning, and a payment schedule if applicable.
 - **Assignment of Responsibilities:** Clear assignment of responsibilities for obtaining permits, scheduling inspections, and meeting other regulatory requirements.
 - **Maintenance:** Agreement should also include a long-term maintenance plan and designated responsible party, if any.
 - If the customer agreement pertains to purchasing the system, it should additionally specify:
 - **Total system costs and itemized breakdown:** such as module costs, inverter costs, balance of system (including wires, racking, etc.), labor and overhead (including permitting), any roof replacement or repair costs, service panel upgrades (if required), and any other significant project components.
 - **System warranty** (see the *Warranty Requirements* in the next section)
 - Third-Party Owned systems are ineligible, but if the customer agreement is a lease or power purchase agreement (PPA), it should include the following:
 - **Total agreement cost and applicable incentives:** PPA or lease should clearly state the length of the lease, total estimated lease payments over the term of the lease, and the total amount of any approved incentives, including the DoE Sustainable Energy incentive.
 - **Production warranty** (see the *Warranty Requirements* in the next section)
 - **Other terms:** Responsibilities for costs related to the movement and reinstallation

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of the system or parts, including the terms governing these actions, as well as any insurance coverage pertaining to the system.

- **Escalation rates or factors for a lease or PPA:** These should be clearly described in the agreement.

WARRANTY REQUIREMENTS

- A copy of all warranties must be provided to the homeowner and submitted as part of the final documents ([Step 5](#)). The contractor is responsible for furnishing the applicant and DoE SE with copies of the warranties. Contractors are to comply with all Warranty and Maintenance sections of the Maryland Energy Administration's (MEA) Consumer Protection Policy for the Maryland Solar Access Program (draft and final), as required by the 2024 Brighter Tomorrow Act (Chapter 595, 2024 Acts of Maryland).
- Provisions for warranties should also include, but are not limited to:
 - **Installation Warranty:** To protect the purchaser against defective workmanship, system, or component breakdown, or severe degradation, an installation workmanship warranty for systems should last for a minimum of 10 years. These warranties typically include coverage for any damage to the roof incurred during installation, if applicable. If system is third-party owned, it is encouraged that the warranty is transferable.
 - **Equipment Warranty:** Various components of the system, such as panels, inverters, and mounting equipment, may have different manufacturer warranty durations. Contractor is encouraged to recommend any changes necessary for an owner's property insurance policy as applicable. Equipment typically is installed with the minimum expected service life as follows: Inverters for 10 years, PV modules for 25 years.
- Recommended provisions (not required unless mentioned in MEA's Consumer Protection Policy) for warranties may include, but are not limited to:
 - **Warranty for Production:** This warranty may encompass all components of the generating system and, where applicable, protect against breakdown or degradation in electrical output. Panel performance will degrade over time, but solar panels should still be producing at least 80% of their original production by the end of the equipment warranty term. Most warranties expect the highest degradation (2-3%) within the first year because panels degrade at the highest rate when first exposed to solar radiation. After year one, manufacturers typically ensure that power output won't fall by more than 0.5 - 0.7% annually for the length of the warranty term. The contractor may commit to providing the customer with a production guarantee throughout the initial term of the agreement. This guarantee ensures compensation if the solar system produces less than the guaranteed output specified in the contract, lease or PPA agreement. It is encouraged that customers are not liable for any labor, repair, or replacement costs of defective components or systems throughout this initial term. If the customer sells the property housing the solar facility, the production guarantee should remain fully transferable to the new owner or lessee, adhering to the contract, lease or PPA agreement terms.

QUALITY ASSURANCE

Quality assurance (QA) management plans should encompass all aspects of the company's customer service policy and other quality assurance practices. Installations should be of industry standard with professional

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and skillful quality. Continuous failure to comply to quality or safety standards may result in probation, suspension or even termination from the grant program. Contractor, upon request of the county, and at no additional cost to the customer, should make reasonable repairs or corrections to work. Work that the contractor has performed must be brought up to program standards and repaired within a timely manner. QA Plan might be exempt if covered in contract. Key components of a Quality Management Plan should include:

- **Roles, Responsibilities, and Quality Management Workflow:** Clearly defined roles and responsibilities related to quality management, including how issues identified during inspections are addressed. Workflow outlining the internal quality assurance process and who is responsible for overseeing it.
- **Defined Approved Equipment List:** Establishment of criteria and procedures for maintaining an Approved Equipment List, as per specified requirements.
- **Defined Inspection Protocol/Inspector Qualification:** Clear guidelines for inspection protocols, including qualifications required for inspectors. Reporting process for QA inspection photos and data.
- **Defined Design Requirements or Best Practices:** Specifications for design requirements or best practices to ensure quality in system design and installation.
- **Safety Policies:** Policies and procedures related to safety during installation, operation, and maintenance of the system. This may only be exempt if included in a separate Health Safety plan.
- **O&M Plan Requirements:** Requirements for an Operations and Maintenance (O&M) Plan, detailing procedures for ongoing system upkeep to maintain performance and longevity.
- **Standardized Equipment Recall Protocol:** Protocol for handling equipment recalls, ensuring prompt and effective response to identified issues with installed equipment.

Additionally, the contractor is responsible for developing and maintaining a health and safety program and manual that establishes appropriate regulations and procedures for workplace safety. This includes rules on reporting health and safety issues, injuries, and unsafe conditions, conducting risk assessments, and providing first aid and emergency response. MEA does not resolve issues directly between providers and their customers.

DISPUTE RESOLUTION

Contractors must provide a 24-hour contact for customers to report complaints or issues regarding the system. DoE does not formally resolve issues directly between providers and their customers. DoE may take escalated complaints received into account in determining a provider's status as a grant recipient. DoE does not officially investigate, and DoE expressly disclaims any duty to investigate any company, product, service, process, procedure, design, or other matter regarding the installation of clean energy technology by the installers presented. The entire risk of use of any installer, equipment vendor, company, product, service, process, procedure, or design is assumed by the residential applicant. Each consumer with a dispute with their provider that is not being resolved in a timely or effective manner is encouraged to contact the Maryland Attorney General's Office, Consumer Protection Division. Recommended steps for handling disputes are below.

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PART I: Addressing Solar Contractor Disputes (Non-Emergency)

<i>Step</i>	<i>Action</i>	<i>Description & Rationale</i>
1. Organize Documentation	Gather All Paperwork	Collect your contract, proposal, warranty details, local permits, utility paperwork, and a detailed timeline of events. Document all correspondence (emails, texts) and take photos of the issue.
2. Attempt Direct Resolution	Formal Communication	<p>Contact the installer with a clear, written statement of the problem and your desired resolution. Reference specific clauses in your contract. If the issue is a performance guarantee, provide proof (e.g., utility bills).</p> <p>If you are having trouble reaching the contractor, notify Prince George’s County, Department of the Environment (DOE), Solar Energy Grant staff of any complaints or disputes:</p> <p style="text-align: center;"><i>Prince George’s County Government</i> <i>Department of the Environment</i> <i>Climate and Energy Division</i> <i>1801 McCormick Drive, Suite 500, Largo, MD 20774</i> <i>Email: CleanE@co.pg.md.us Phone: 301-883-5810</i></p> <p>Keep in mind, DOE does not officially investigate, and expressly disclaims any duty to investigate any company, product, service, process procedure, design, or other matter regarding the installation of the clean energy technology by the installers presented. Severity of complaint may affect a provider’s status as a participating contractor in our program.</p> <p>DOE staff can assist with notifying the contractor of the complaint, but the DOE is not responsible for enforcing a resolution to the dispute.</p>
3. Leverage Community Support	Connect with Local Groups	If direct contact fails, reach out to local solar advocates for unbiased and expert guidance on your situation. <i>Please note Prince George’s County does not officially represent or endorse all these resources. Please reference at your own discretion:</i>

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		<ul style="list-style-type: none"> • Solar Help Desk Solar United Neighbors <ul style="list-style-type: none"> ○ Phone: 202-888-3601 ○ Email: mdteam@solarunitedneighbors.org • Dispute Resolution Service EnergySage <ul style="list-style-type: none"> ○ Email: solarteam@energysage.com
4. Initiate Third-Party Complaints	File Formal Grievances	If leveraging community support fails, escalate the dispute to external agencies to put pressure on the installer:
	a. Consumer Agencies	<p>Reference resources for resolving and filing a complaint:</p> <ul style="list-style-type: none"> • Maryland Attorney General’s Office The Consumer Protection Division helps Maryland consumers resolve disputes with businesses through mediation. They can assist if you're a Maryland consumer with a business dispute. To file a complaint, you have two options: Option 1: File Online (Recommended) Option 2: File by Mail, Fax, or Email <i>Consumer Protection Division</i> <i>200 St. Paul Place, 16th Fl.,</i> <i>Baltimore, MD 21202</i> General Consumer Complaints: 410-528-8662 Toll-free: 1-888-743-0023, TDD: 410-576-6372 En español: 410-230-1712, 9am to 3pm Monday-Friday www.marylandattorneygeneral.gov/Pages/CPD • Office of People's Council To file a complaint your utility company, you can file a complaint with the Public Service Commission (PSC) and their Consumer Affairs Division. There are four options: 1. File a complaint online at: https://mdpsc.my.site.com/complaints 2. Download a PSC/CAD complaint form and mail it with any supporting documents. <i>Maryland Public Service Commission Consumer Affairs Division 6 St. Paul Street, 15th Floor</i> <i>Baltimore, MD 21202</i>

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Step	Action	Description & Rationale
		<p>3. If you do not have a computer or access to one, call PSC/CAD at (410)767-8000 or 1-800-492-0474 and ask them to mail you a complaint form. Inform the PSC/CAD representative if you have a shut-off notice or are off-service and ask them to take a complaint by phone. A form will be mailed to you to fill out and return.</p> <p>4. You can fax a written complaint with any supporting documents to 410-333-6844.</p> <p>Other Resources:</p> <ul style="list-style-type: none"> ○ Resolving Disputes with Contractors The Maryland People's Law Library ○ Better Business Bureau of Greater Maryland ○ Consumer Solar Awareness U.S. Department of the Treasury <p>b. Licensing Board File a complaint with your state or local Contractor Licensing Agency regarding poor workmanship or non-compliance with building codes.</p> <ul style="list-style-type: none"> ● Maryland Home Improvement Mediation MHIC ● File a Maryland Home Improvement Complaint MHIC <ul style="list-style-type: none"> ○ Phone: 410-230-6231 ○ Email: DLOPLMHIC-LABOR@maryland.gov <p>c. Financial Institutions If you haven't received the service promised, file a claim with your lender or credit card issuer to dispute the payment.</p> <p>d. SEIA Grievance If the company is a member, file a grievance with the Solar Energy Industries Association (SEIA), which helps create a public paper trail: Complaint Resolution SEIA</p>
<p style="text-align: center;">5. Consult Government Offices</p>	<p style="text-align: center;">Check for Compliance</p>	<p>Contact your local building, zoning, or permitting office. They can verify if the installer's work passed inspection and meets all local code requirements. If not, they can take follow-up action.</p> <ul style="list-style-type: none"> ● Department of Permitting, Inspections, & Enforcement (DPIE) Prince George's County

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<i>Step</i>	<i>Action</i>	<i>Description & Rationale</i>
		<ul style="list-style-type: none"> ○ Phone: Call PGC311 at 3-1-1 (for complaints) ○ Phone: 301-636-2000 (to reach DPIE) ● Prince George's County Planning Department MNCPPC <ul style="list-style-type: none"> ○ Phone: 240-545-8976 ○ Email: PPD-InfoCounter@ppd.mncppc.org
6. Seek Legal Counsel	Review Your Options	If the dispute remains unresolved, consult an attorney specializing in consumer or construction law to determine if litigation or arbitration is the appropriate next step.

PART II: Addressing Solar System Electrical Emergencies

Emergencies include situations like electrical arcing, fire, or severe physical damage. **Your priority is safety; do not attempt to fix or touch a damaged system.**

<i>Step</i>	<i>Action</i>	<i>Description & Rationale</i>
1. Prioritize Safety	Evacuate and Call 911	Immediately move to a safe distance (30+ feet) and call 911. Crucially, tell the operator that you have a live solar PV system as panels generate electricity when exposed to light, posing a risk to first responders.
2. Initiate System Shutdown	Turn Off Disconnects	If it is safe and accessible (switches are dry and undamaged), turn off the AC Disconnect (breaker marked "Solar PV" or main switch near the meter) and the DC Isolator (near the inverter). Only attempt this if there is absolutely no risk to you.
3. Notify Contractors and Utilities	Report the Emergency	Contact your solar installer for guidance. If the issue involves the main power line or meter, also notify your utility company.
4. Document and Claim	Contact Insurance	Once the area is secured and declared safe by emergency personnel, document the damage with detailed photos for your homeowner's insurance claim.

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<i>Step</i>	<i>Action</i>	<i>Description & Rationale</i>
5. Arrange for Certified Repair	System Inspection	Do not attempt to restart the system. Only hire a licensed, certified solar professional to inspect, repair, and safely re-energize the system, ensuring all work meets code.

PART III: Addressing Roof Leaks with Solar Installed

If your solar-equipped roof in Maryland has a leak, **first contain the water damage** (if able), then **safely turn off the solar system** (if able) to prevent electrical hazards. Next, **document the damage** with photos for potential warranty or insurance claims. Crucially, **contact your original solar installer immediately** as they are often responsible for issues stemming from their work and can assess if the installation caused the leak. They may need to remove and reinstall panels (solar R&R) to properly address the roof issue.

<i>Section</i>	<i>Action</i>	<i>Description & Rationale</i>
1. Immediate Steps to Take	1. Safely Shut Off the Solar System	Disconnect the solar system to eliminate electrical hazards near the leak.
	2. Contain the Water	Place buckets or containers to catch dripping water and prevent its spread.
	3. Protect Belongings	Move furniture and electronics out of the affected area.
	4. Document the Damage	Take clear photos of any water stains, damage to ceilings, or other internal and external damage for insurance claims and warranty issues.
2. Contacting Professionals	Contact the Solar Installer	Inform the company that installed the solar panels, especially if the system is under warranty.
	Call a Roofer	Contact a professional, licensed, and insured roofing contractor or solar installer to assess the damage and repair the leak.

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<i>Section</i>	<i>Action</i>	<i>Description & Rationale</i>
	Contact Homeowner's Insurance	File a complaint with the homeowner's insurance company, as they may cover repair costs.
3. What Not to Do	Do Not Attempt DIY Repairs	Do not try to fix the leak yourself, especially if the damage is extensive or you are unsure of the cause, as this can make the problem worse or void a warranty.
	Do Not Climb on the Roof	Never climb on a wet or compromised roof, as it is dangerous.
4. Important Considerations	Warranty Check	The solar installer's workmanship warranty or the manufacturer's equipment warranty may cover damage to the roof caused by their installation.
	Professional Assessment	A professional will be able to correctly identify the source of the leak and determine if the solar panel installation or pre-existing roof issues are to blame.
	Emergency vs. Gradual Leaks	A roof leak is often an emergency, as even a small, gradual leak can lead to significant water damage and mold growth.

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INDEMNIFICATION/NOTICES

1. Grant awardee should hold the County harmless from any and all claims, demands, and actions based upon or arising out of any purchases of goods or services performed by grant awardee or by grant awardee's agents.
2. Grant awardee agrees to assume all risks of loss and to indemnify and hold the County and its officers, agents, and employees, harmless from and against any and all liabilities, demands, claims, damages, suits, costs, fees, and expenses, incidents thereto, for injuries or death to persons and for loss of, damage to, or destruction of property because of grant awardee's negligence, intentional acts, or omissions. In the event of any demand or claim, the County may elect to defend any such demand or claim and will be entitled to be paid by grant awardee for all damages and legal fees.
3. Grant awardee agrees to comply with all applicable local, state, and federal electrical, plumbing, building, fire, and safety codes and regulations, including but not limited to obtaining plumbing, electrical, and building permits, observing zoning requirements, and consulting with neighbors or adjacent property owners as needed, as well as local, state, or federal safety and regulatory officials.
4. Grant awardee certifies that he or she, at all times, will be truthful in his or her representations, that no documentation of work or expenses will be altered, manufactured, or falsely represented, and that no incentive will be claimed in a manner or fashion that does not comply with grant award requirements.
5. Grant awardee assumes full risk and responsibility for all purchases of goods or services and agrees that Grant awardee is solely responsible for decisions to make purchases that might be eligible for an incentive.

PAYMENT

1. Grant awardee affirms that he or she understands and agrees to comply with equipment as well as all other eligibility standards and requirements.
2. The County operates on a first-come, first-served basis and incentive requests are dependent on funding availability.
3. Incentives are provided only after a full application and the signed Terms and Conditions from grant awardee have been approved by the County.
4. The incentive maximums per installation apply to a single, unique, and verifiable physical address. Grant awardee further certifies that he or she has not applied and will not apply for an incentive or incentives that would exceed the limits per installation by using multiple real or fictitious addresses, multiple real or fictitious grant awardee names, or by any other means or process.
5. It is the intent of the County to pay incentives after the agency has received the grant awardee's completed application and signed Terms and Conditions and approved his or her documentation.

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However, no guarantees of timing on incentive payments can or will be made.

6. Final payment may be subject to a satisfactory site visit and customer verification of the completion of work.

HOLISTIC TIMELINE FOR PROJECT COMPLETION

1. Upon receiving the completed prequalification requirements and after successfully reviewing required documents, the County staff will send a notice of prequalification that reserves funds for the project **within about 30 business days**. Upon receiving all the requirements and after successful review of the full application, a notification of grant award will be proffered to the applicant. The 30 days reset if an error is found in the application package.
2. Grant awardees will have two weeks to accept the grant award after receiving a notice of prequalification.
3. Installation should be completed **within 4 (four) months** of receiving prequalification approval notification. A complete installation is evidenced by the utility's *Authorization to Operate* letter. The County is not required to award an extension.
4. Final approval of application and satisfactory site visit will occur **within about 15 business days of receipt of final invoice**. Final payment is subject to a satisfactory site visit and grant awardee verification of the completion of work.
5. Upon submitting request for payment, the Office of Finance will approve invoices **within about 30 to 60 business days**.

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FILLABLE APPLICATION

1. PARTICIPANT CERTIFICATION

I hereby certify that I have read, understood, and agree to abide by the County's Award Agreement and Terms and Conditions. I understand that failure to abide by this agreement, and terms and conditions may lead to withholding or suspending, in whole or in part, funds provided under this grant award, or recovering unspent or misspent funds through the placement of a lien on my real and/or personal property to secure repayment.

By signing this application (page 2.28), the applicant certifies under penalty of perjury that the information provided in the application and all its attachments is complete, accurate, and true. **Note: All signatures must be handwritten or digitally/electronically signed. A typed name will not be accepted.**

1A. AUTHORIZED APPLICANT

This section should only be completed if the contractor/vendor completed the application. This section contractor signatory below further certifies that the contractor/vendor is authorized to submit this application on behalf of the property, and, to agree to the terms and conditions.

Authorized Applicant (Resident):	
Contractor/Vendor/Organization Name:	
Contractor Staff Name:	
Contractor Staff Position Title:	
Date:	
Authorized Signature - Contractor/Vendor Signature:	
<i>* To be signed by contractor only if they completed the application on behalf of homeowner.</i>	

1B. PAYMENT INFORMATION

PAYMENT INFORMATION
<p><i>If the contractor or vendor completing the work or another Third-Party will be receiving the incentive directly, the customer must authorize payment by signing below.</i></p> <p>Payment to: <input type="checkbox"/> Contractor/Vendor <input type="checkbox"/> Other Third-Party Agent</p>
Signature: _____
Contractor or Third-Party Name: _____
Date: _____

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2. CONSUMER DISCLOSURE SECTION

Contractors are to comply with this grant’s instructions, terms and conditions, along with Maryland Energy Administration’s (MEA) Consumer Protection Policy for the Maryland Solar Access Program. This section of the application should help the contractor and resident understand the terms and costs of a proposed solar installation. A key consumer protection allows the resident to cancel the contract within 30 days of signing without any cost. The solar installer or vendor must review this section with the resident before finalizing and signing this grant agreement. This disclosure section should reflect what’s in the contract and proposal documents submitted.

2A. PURCHASE INFORMATION AND COSTS

What method of financing will the resident use to pay for the system?	<input type="checkbox"/> Outright Cash Purchase <input type="checkbox"/> Loan <input type="checkbox"/> Other:
Service Utility Area (Pepco, BGE, Smeco etc.)	

2B. OUTRIGHT CASH PURCHASE OR WITH LOAN FINANCING

¹² Loan Term (25-Year Maximum) [yrs] <i>(For Financed Systems Only)</i>		Loan Interest Rate (as appears on the contract) [%] <i>(For Financed Systems Only)</i>	
First-Year Projected Total PV Generation [kWh/yr]			
¹³ Federal Tax Credit amount to the resident (if applicable)			
Maximum Offer: System Purchase Cost subject to MEA’s Consumer Protection policy [\$]			

¹² Note: Additional costs may be added to the overall solar purchase if financed through loans or other means. Your installer may not be aware of the terms of your financing agreement, which may include fees not listed. Carefully read and review any agreements and disclosures provided by the lender.

¹³ Enter \$0 if the customer has not indicated a willingness to file for the federal ITC. Also enter \$0 if the customer has indicated that they do not expect to have the tax liability to benefit from ITC) [\$]

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2C. SYSTEM INFORMATION

Estimated start date of system installation	
Estimated completion date of system installation	
Estimated days between contract signature and project completion	
Who is responsible for submitting the project interconnection agreement?	
System size (kWdc)	
System AC output (kWac)	
As a percentage, what is the projected utility <u>bill</u> savings after going solar? (cost saving)	
As a percentage, what is the projected <u>energy</u> savings after going solar? (energy saving)	
What software was used to create the solar assessment and proposal? (Aurora, PV Watts, etc.)	
Solar Module quantity, size and manufacturer:	
Inverter quantity, model, and manufacturer:	
Main Service Panel, Main Breaker Size:	
Main Panel upgrade needed (Y/N?):	
Estimated annual electricity production decrease due to natural aging of the system	
Estimated system lifetime	
¹⁵ Will the local utility credit the system for the excess energy the system generates?	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹⁵ NOTE: It is important to understand that utility rates may go up or down, and actual savings may vary. Historical data are not necessarily representative of future results. You may contact your local utility or the Public Service Commission for further information regarding rates.

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2D. MAINTENANCE, WARRANTIES, AND GUARANTEES

What production (kWh) is guaranteed to the consumer?	
What is the yearly estimated output (kWh) inclusive of degradation rates?	
Where in the contract is information about the production guarantee?	
Where in the contract is information about the warranty?	
What is the length of the workmanship warranty? (Note: a minimum warranty period for workmanship must be 10 years)	
What is the length of the manufacturer's material warranty for Solar PV modules? (Note: a minimum manufacturer material warranty period for Solar PV modules must be 25 years)	
What is the length of the manufacturer's warranty for inverters? (Note: a minimum manufacturer material warranty period for inverters must be 10 years.)	
Are all warranties transferable?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the installation contractor disclose roof inspections, repairs, and warranties?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the installation contractor discuss the condition of the roof and the potential for removing and reinstalling the array if repair or replacement of the roof is needed?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will the Solar Renewable Energy Credits (SREC) be assigned to a third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the SREC estimated value?	
Any batteries or energy storage component to the system? Note: This grant does not fund storage components.	

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3. APPLICANT INFORMATION

A.T.N (For DoE Staff to fill)

Applicant name/Property Owner:					
Co-Applicant name (if on SDAT):					
Street Address:					
City:		Zip Code:		Estimated Roof Age (years):	
Daytime Phone:		Email:			
Do you own the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No		Year Built:		
Is the property classified as historic?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure				

CONTRACTOR INFORMATION

Solar Installer Company Name:					
Contact Person:					
Company Address:					
Daytime Phone:		Email:			
Prince George's County Vendor Registration Number:					
MHIC License Number:					
Master Electrician License Number:					
County-Based Business Certification Number (if applicable, pg. 1.4):					

SUBCONTRACTOR INFORMATION (if applicable)

Solar Installer Subcontractor:					
Contact Person:					
Company Address:					
Daytime Phone:		Email:			
Prince George's County Vendor Registration Number:					
License Number (Master Electrician, MHIC, etc.)					

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4. DETAILED INCENTIVE INFORMATION

List OTHER grant and tax incentives applied to the project (MEA, ITC, etc.). Attach additional sheets if necessary.			
<u>Incentive Program</u>	<u>Issuing Organization</u>	<u>Purpose</u>	<u>Incentive Amount</u>

List the costs for which you are seeking a grant award; the list should be supported by the scope of work.

<u>PROJECT COST(S)</u>	<u>AMOUNT REQUESTED</u>
<u>ANCILLARY COSTS</u> (max 20% of amount requested as defined on page 1.3)	<u>AMOUNT REQUESTED</u>

Please note: DoE 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.

5. APPLICANT AND CONTRACTOR INFORMATION AND SIGNATURES	
APPLICANT	CONTRACTOR
By signing this form, I agree to all the Terms and Conditions in this agreement	By signing this form, I agree to all the Terms and Conditions in this agreement
Customer Signature:	Contractor Signature:
Print Name:	Print Name:
Date:	Date:
Email:	Contractor's Name:

For questions about the grant application process and procedures, call our Office at 301-883-5810 or email CleanE@co.pg.md.us.

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

Prince George's County, Department of the Environment, Sustainable
Energy 1801 McCormick Drive, Suite 500, Largo, MD 20774

Email: CleanE@co.pg.md.us

For more information, call: 301-883-5810 or visit [Clean Energy | Prince George's County](#)

