

Parking Lot Solar PV Canopy with EV Charger FY17 Commercial Completion Certificate

The Completion Certificate and supporting documentation must be submitted after the applicant has received an executed Parking Lot Solar Canopy with EV Charger Grant Agreement from the Maryland Energy Administration (MEA) and the system has been installed and is operational.

Checklist for Completion Certificate:

- ☐ Grant awardee information has been filled out completely, signed and dated.
Original Grant Awardee signatures must be submitted to MEA - Photocopies will not be accepted.
- ☐ Please include a valid email for communication purposes. MEA will not distribute your email to any outside party or use it for any purpose other than grant status communication, unless required by Maryland's Public Information Act.
- ☐ Installing Contractor and system information, including hours worked, has been filled out completely. Installing Contractor must submit an original signature.
- ☐ Permit and inspection information has been included for all required permits.
- ☐ Site visit by MEA staff has been scheduled or completed.

Supporting Documentation required to be submitted with Completion Certificate:

- ☐ Documentation of all passed final inspections - a picture of inspection sticker or copy of report is sufficient
- ☐ Documentation showing that the system and installation has been paid for in full
- ☐ Photo(s) of completed system installation, showing all panels installed and each electric vehicle charger
- ☐ Project as built drawings showing final capacity of PV array(s)
- ☐ Utility's Acceptance and Final Approval to Operate agreement

Completion Package Submission

Please mail Application Package to:

Maryland Energy Administration
Attn: Solar Canopy Grant Program
1800 Washington Blvd., Suite 755
Baltimore, MD 21230

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A. Grantee Information

Grant Applicant	Business/Non-Profit/Gov't Name		Contact First Name		Contact Last Name	
	Phone Number		Email (Used ONLY for communication purposes)			
Install Address	Install Address		Suite/Apt/Bld			
	City		State		Zip	
	Congressional District	Legislative District	County			
Mailing Address	Mailing Address (Only if Different)		Suite/Apt/Bld			
	City		State		Zip	

B. System Information

Did PV System Capacity and/or the Number of Installed EV Chargers Change Since Initial Application? If Yes, Attach Documentation Verifying MEA Approval of Final Capacity or EV Charger Adjustment. Modifications to Final PV Capacity or the Number of EV Chargers Installed May Lower the Award Amount.	<input type="radio"/> No	<input type="radio"/> Yes
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System Technology	System Capacity	Units	Total System Cost	Grant Reimbursement Amount
Photovoltaic Canopy		kW DC		
System Technology	Number of Chargers	Charger Type	Charger Make and Model	
EV Charging Station				

C. Applicant Signature

I solemnly affirm under penalties of law that I own and control the site of the project that is the subject of this application, and I consent to its installation on the project site. I am the owner of a qualified Solar PV Canopy system placed into service in the State of Maryland and have met the requirements of the program as described in the Terms and Conditions of the *Grant Agreement* and that the contents of the forgoing *Completion Certificate* are true to the best of my knowledge, information, and belief. I attest that I have not and will not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Grant Program.

Authorized Signatory	Title	Date Signed
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Signature

OFFICIAL USE ONLY				
AGENCY	FUND	PCA	SUB-OBJ	FY
FID			AMOUNT	
PM INIT	MEA INVOICE NUMBER		DATE RECEIVED	
MEA APPROVAL			FINANCIAL ADM APPROVAL	

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D. System Installation Information

Project Start Date	Project End Date	Total Hours Worked (Including Subs)	Estimated Hours Required for Operations and Maintenance (per year)
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E. Required Permits

Building Permit #	Issued By (County or Municipality Name)	Inspection Date
Electrical Permit #	Issued By (County or Municipality Name)	Inspection Date

F. Product Testing Requirements Compliance (To Be Completed By Installation Contractor)

☐ I hereby affirm that each component of the system is listed or labeled by a recognized national testing laboratory.

G. Installing Contractor Information

Company Name	License Type	License Number
Contact Name	Contact Title	
Phone Number	Email (Used ONLY for communication purposes)	
NABCEP Certified PV Installer on Staff	NABCEP PV Installer Certification Number	
Company Address	Suite/Apt/Bld	
City	State	Zip

H. System and Site Verification by Installing Contractor

I completed installation of the qualified solar PV parking lot canopy with EV charger project proposed in this application. I agree to construct and/or operate the proposed Project in accordance with all local, State and federal permitting and licensing requirements and the terms, conditions and requirements of MEA's Grant Program. I understand and agree to comply with the qualifications, project requirements, restrictions, and limitations outlined in the FY17 Parking Lot Solar PV Canopy with EV Charger program Notice of Grant Availability. I attest that I have not and will not knowingly make or cause to be made any false statement or report in any document required to be furnished by MEA in relation to the Grant Program.

Print Name	Title	Date Signed
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Signature