**MEA Combined Heat and Power Grant Program**

**Attachment D – Commissioning Report and Disbursement Request**

**\*\*\*FORM CURRENT AS OF APRIL 15, 2021\*\*\***

**Part 1: Reporting Period**

|  |  |  |  |
| --- | --- | --- | --- |
| **Month** |  | **Year** |  |

|  |  |
| --- | --- |
| **MEA Grant Number\*** |  |

*\*The number specified in the Grant Agreement (e.g. 2021-00-456S2)*

**Part 2: Grantee Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Grantee Name** | | **Federal Tax ID** | |
|  | |  | |
| **Grantee Address as Reported on IRS Form W9** | | | |
|  | | | |
| **City** | **State** | | **Zip Code** |
|  |  | |  |
| **Contact Name** | **Contact Title** | | |
|  |  | | |
| **Phone Number** | **Email Address** | | |
|  |  | | |

*\*Find your Congressional and MD Legislative Districts at* [*www.mdelect.net*](http://www.mdelect.net)

**Part 3: Disbursement Amount & Signature**

|  |  |  |
| --- | --- | --- |
| **Total Grant Amount *(As indicated in Section 3 of the Grant Agreement)*** | **Instructions** | **Commissioning Disbursement Request from MEA** |
| $ | **FY20 and FY21:** The Commissioning Incentive and Groundbreaking Incentive, if taken, cannot exceed 90% of the Total Grant Amount.  **All Others:** Total Grant Amount minus Groundbreaking payment, if taken. | $ |

By signing this invoice, I affirm that the CHP project for which this award was executed is in compliance with all terms, conditions, and requirements of the Grant Agreement.

***For FY20 and FY21 Projects only:*** I affirm that all activities funded through the Program award have been completed in compliance with section 9-20B-05 of the State Government Article which requires that at least 80% of workers participating in a project or program that receives money from the Strategic Energy Investment Fund ("SEIF") must reside within 50 miles of the project or program. As the SEIF funds a statewide program, MEA will determine compliance based on whether at least 80% of workers participating in a SEIF-funded project reside in Maryland, or within 50 miles of Maryland’s borders. In addition, and if applicable to my organization, I affirm that this project also complies with §14-416 and §17-303 of the State Finance and Procurement Article.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Signature of Authorized Representative** | | | OFFICIAL USE ONLY | |
| **X** | | | ☐ | OK TO PAY |
| AMOUNT: |  |
| **Printed Name** | **Title** | **Date Signed** |  | |
|  |  |  | MEA PM APPROVAL  SIGNATURE | |

**MEA Combined Heat and Power Grant Program**

**Attachment D – Commissioning Report and Final Disbursement Request**

**Part 4: Required Attachments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Site Name** | | | | |
|  | | | | |
| **Project Site Address** | | | **City** | |
|  | | |  | |
| **State** | **Zip Code** | **County** | **Congressional District\*** | **MD Legislative District\*** |
| MD |  |  |  |  |

*\*Find your Congressional and MD Legislative Districts at* [*www.mdelect.net*](http://www.mdelect.net)

|  |  |
| --- | --- |
| *The following attachments are* ***required*** *to receive the Commissioning incentive disbursement. Failure to submit any of the documents below will result in delay of payment until all missing information is submitted to the Maryland Energy Administration (“MEA”). If you have questions, concerns, or are uncertain about any of the documents below, please contact MEA at* [*CHP.MEA@Maryland.gov*](mailto:CHP.MEA@Maryland.gov) *or by calling (443) 306-0304.* | |
|  | |
| ☐ | Complete and signed Commissioning Report and Final Disbursement Request Form |
| ☐ | Copy of developer/contractor/manufacturer invoice(s) (issued to Grantee) providing an itemized breakdown of costs incurred |
| ☐ | *If CHP system design has changed since Groundbreaking:* Copy of finalized CHP system design drawings (PDF preferred) |
| ☐ | Manufacturer startup report |
| ☐ | Final inspection/closeout documentation indicating approval for all permits required by all local, State, and federal jurisdictions |
| ☐ | Measurement & Verification data demonstrating that the overall CHP system operating efficiency meets or exceeds **at least** 60% HHV (higher heating value), or the minimum efficiency as agreed to by MEA and Grantee in the Grant Agreement. The M&V process and results must be verified and documented during the commissioning process. |
| ☐ | *For systems receiving utility CHP incentives:* Copy of utility letter stating that the CHP system has met or exceeded all utility requirements as related to the fully commissioned CHP system |
| ☐ | *For systems receiving utility CHP incentives:* Copy of the most recent utility monthly progress report and supporting documentation |
| ☐ | *If design has changed since Groundbreaking:* Copy of updated five (5) year warranty and/or service agreement for the CHP system |
| ☐ | Copy of post-acceptance commissioning phase documentation |

**Submission Instructions**

**Once complete, please submit this Groundbreaking Report and Disbursement Request package to MEA at** [**CHP.MEA@Maryland.gov**](mailto:CHP.MEA@Maryland.gov)**.**

**MEA is encouraging use of electronic reporting to streamline processing and reduce environmental impacts. If you cannot submit this report electronically, please contact MEA to work on an alternative method for submission.**