**ATTACHMENT B to Grant #**

**Invoice and Completion Report**

Completion Report Checklist

The Completion Certificate and supporting documentation must be submitted after the Grantee has received an executed Public Facility Solar Grant Program Grant Agreement from the Maryland Energy Administration (MEA), the system has been installed and is operational.

Please include a valid email address for communications purposes.

Checklist for Completion Certificate and Invoice

|  |  |
| --- | --- |
|  | Verify permit and inspection information has been included for all required permits required by the authority having jurisdiction (County and/or Municipality). |
|  | Site visit by MEA staff has been scheduled or completed. |

Supporting Documentation required to be submitted with Completion Certificate

|  |  |
| --- | --- |
|  | Documentation of building and electrical permits as required by the Authority Having Jurisdiction |
|  | Documentation of all passed final inspections as required by the Authority Having Jurisdiction - a picture of inspection sticker or copy of report is sufficient |
|  | Documentation showing that the system and installation has been paid in full by the system owner |
|  | Photo(s) of completed system installation, showing all panels installed |
|  | Project as-built drawings showing final capacity of PV array(s) |
|  | Utility's Acceptance and Final Approval to Operate agreement |

Public Facility Solar Grant Program

FY 22 Completion Certificate and Invoice

AOIs 1 & 2

Request for Payment by Grantee Designated to Receive Funds:

|  |  |
| --- | --- |
| Grantee Name (per W-9) |   |
| Grantee Billing Address (per W-9) |  |
| Grantee Federal TIN (per W-9) |   |
| MEA Grant Award Number |   |
| I request disbursement of grant funds in the Amount of: (dollars) |  |
| Man-hours worked on the project |  |

By signing this report document, I affirm that all grant activities included in this invoice comply with section §9-20B-05(m)(2) of the State Government Article (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). Also, if Grantee is a unit of State or local government, I affirm that this grant complies with § 14-416 of the State Finance and Procurement Article (American manufactured goods required for construction, maintenance, or installation at public works) and §17-303 of the State Finance and Procurement Article (Use of American steel products required)

I solemnly affirm under penalties of law that I have completed installation of the Public Facilities Solar Grant Program solar array. I understand and agree to comply with Program requirements, restrictions, and limitations outlined in the FY22 Public Facilities Solar Grant Program. I attest that I have not, and will not knowingly, make or cause to be made any false statement or report in any document furnished to MEA in relation to the Grant Program.

Fill in the orange sections.

|  |  |
| --- | --- |
|   | OFFICIAL USE ONLY |
| Authorized Signatory (Print Name) | D13 | 03 |   | 512AP | 1298 | 22 |
| AGENCY | FUND |   | PCA | SUB-OBJ | FY |
|   |   |   |
| Title | SSN | AMOUNT |
|   | MEA- |   |
|   | PM INIT | MEA INVOICE NUMBER | DATE RECEIVED |
| Date Signed |   |   |
| MEA APPROVAL | FINANCIAL ADM APPROVAL |
|   |   |   |   |   |   |   | OFFICIAL USE ONLY |
|   |   |   |   |   |   |   | DATE: |   |
|  Signature | POSTED: |   |