**FY 23 Completion Certificate, Attestation and Invoice**

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 23 Completion Certificate, Attestation and Invoice

AOIs 1 & 2

Request for Payment by Grantee Designated to Receive Funds:

|  |  |
| --- | --- |
| Grantee Name (per W-9) |  |
| Grantee Mailing Address (per W-9) |  |
| Grantee Federal TIN (per W-9) |  |
| MEA Grant Award Number |  |
| Project Name |  |
| Man-hours worked on the project |  |
| NABCEP PVIP certified individual |  |
| NABCEP certification number |  |
| I request disbursement of grant funds in the Amount of: (dollars) |  |

*Read the Attestation (below) before filling in the orange sections.*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | OFFICIAL USE ONLY | | | | | |
| Authorized Signatory  (Print Name) | | | | | D13 | 03 |  | 512AP | 1298 | 23 |
| 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: |  | | |

**Attestation of Compliance with Program Requirements**

I solemnly affirm that Grantee has completed installation of the Program solar array and that the actions carried out in furtherance of the Grant Agreement comply with the following Program requirements.

1. Consistent with Grantee’s Application submitted to MEA, the [North American Board of Certified Energy Practitioners ('NABCEP')](http://www.nabcep.org/) Solar PV Installation Professional (PVIP) certified individual listed above was involved in the design and/or installation of the Project solar array.
2. Each activity for which Grantee is seeking or has sought reimbursement pursuant to this Grant Agreement complies with the following statutory requirements:
   1. §9-20B-05 of the State Government Article requiring 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.
   2. §§ 14-416 and 17-303 of the State Finance and Procurement Article dealing with the use of American manufactured goods required for construction, maintenance, or installation at public works, and the use of American steel products.
3. The Grantee solemnly affirms that it understands and has read and complied with Program requirements, restrictions, and limitations outlined in the FY23 Public Facilities Solar Grant Program Funding Opportunity Announcement.
4. The Grantee attests that it has 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.
5. The Grantee attests that the solar system meets minimum system requirements as specified in IEEE 1547 and the National Electric Code.
6. The Grantee attests that each major component of the solar system is listed or labeled by a recognized national testing laboratory.

|  |  |
| --- | --- |
| Print Name | Title |
|  |  |
| Applicant Signature | Date Signed |
|  |  |