

ATTACHMENT D to Grant <<GRANT NUMBER>>**FY 24 Completion Certificate, Attestation and Invoice**

Completion Report Checklist

The Completion Certificate and supporting documentation must be submitted after the Grantee has received an executed Community Solar LMI-PPA 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
	Utility's Acceptance and Final Approval to Operate agreement
	Attestation that all subcontractors have been paid what is due to them at the "Substantial Completion" milestone (or equivalent as specified in their contracts)
	Photo(s) of completed system installation, showing all panels installed
	Documentation of as-built final PV capacity (as-built drawings acceptable)
	A listing of LMI subscribers, including their name, address, category (low, moderate) and capacity subscribed.
	A detailed explanation of how low and moderate incomes were validated, and by whom.



**Community Solar LMI-PPA Grant Program
FY 24 Completion Certificate, Attestation and Invoice**

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	
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		512S2	1298	24
	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:		
				POSTED:		
Signature						

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 \('NABCEP'\)](#) 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:
 - a. §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.
3. The Grantee solemnly affirms that it understands and has read and complied with Program requirements, restrictions, and limitations outlined in the FY24 Community Solar LMI-PPA 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

	<p>Maryland Energy Administration</p>	<p>COMMUNITY SOLAR LMI-PPA GRANT PROGRAM COMPLETION REPORT</p>
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Project Name	
Project Number (if assigned a number)	
Project Address	
Project City	
Project Zip Code	
Project County in MD	
Electrical Service Territory	
Congressional District	
State Legislative District	
Subscriber Organization Name: (SO)	
Subscriber Organization Number	
SO Point of Contact (First Name, Last name)	
SO POC Title	
SO POC Phone Number	
SO POC e-mail	
SO Address	
SO City	
SO Zip Code	
	Provide As-Built Data
Array Size (kW-DC)	
Number of solar modules (#)	
Array Azimuth (degrees from true north)	
Array Tilt (degrees from horizontal)	
Annual Energy Production Estimate (kWh-AC/year)	
Method of Energy Estimation	
Date commenced providing creditable power to the electric utility	

Number of LMI Subscribers at Initial Operation	
Capacity subscribed to <u>LMI</u> subscribers at Initial Operation (kW-DC)	
Estimated Energy subscribed to <u>LMI</u> at Initial Operation (kWh/year)	
Number of <u>Low-Income</u> Subscribers at Initial Operation	
Capacity subscribed to <u>Low Income</u> subscribers at Initial Operation (kW-DC)	
Estimated Energy subscribed to <u>Low-Income</u> subscribers at Initial Operation (kWh/year)	
Does the Subscription Agreement sell energy based on a total kWh/year, or based on the energy produced by a fixed percentage of the Array Size?	
Percentage of workers residing in Maryland or within 50 miles of Maryland borders.	
Provide any explanatory comments here or in an attached letter.	