**ATTACHMENT D to Grant**

**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 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 and capacity subscribed. |
|  | A detailed explanation of how low and moderate incomes were validated, and by whom. |
|  |  |

Community Solar LMI-PPA Grant Program

FY 23 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 | 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 (applies if the Grantee is a State or Local government entity).
3. The Grantee solemnly affirms that it understands and has read and complied with Program requirements, restrictions, and limitations outlined in the FY23 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 |
|  |  |

|  |  |
| --- | --- |
|  | COMMUNITY SOLAR LMI-PPA GRANT PROGRAM  COMPLETION REPORT |

|  |  |
| --- | --- |
| 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 LMI subscribers at Initial Operation (kW-DC) |  |
| Estimated Energy subscribed to LMI at Initial Operation (kWh/year) |  |
| Number of Low-Income Subscribers at Initial Operation |  |
| Capacity subscribed to Low Income subscribers at Initial Operation (kW-DC) |  |
| Estimated Energy subscribed to Low-Income 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. |  |