Grantee Duties

A. Project: SFS##-###; School Building/Grantee Name (if they are different)

B. Project Goal: Established by the State Legislature in 2021 (Minn. Stat. 316C.375), the Solar for Schools Grant Program is designed to stimulate the installation of solar energy systems on Minnesota public schools, K-12 as well as Minnesota State colleges and universities, while using the opportunity to integrate renewable energy use into school curriculum.

C. The Grantee shall do all things necessary, including partnering with subcontractors, to complete the following tasks according to the following schedule. While each form has a listed deadline, Grantees must submit them as each step is being completed, not all at once when the entire project is complete.

Task Description	Deadline
1 System Components	ASAP End of Month 6
1.1 All PV modules necessary for the System are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer or Grantee. 1.2 All other System components, including inverters, are either ordered with an anticipated arrival time to meet contract deadline, or in possession of Developer/Grantee. **Deliverable(s):** • Any invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement to the Department in accordance with *Invoice Instructions.* • Proof of possession or proof of order placement of PV modules and System components (with a delivery date) have been submitted to the Department via *System Components* form. • The *System Components* form is satisfactorily completed and submitted online via the Department's GIW.	To be submitted as System Components tasks are completed. Due no later than month 4 of grant contract or within 60 days of System commissioning.
2 Interconnection	ASAP End of month 12
2.1 All necessary interconnection documentation/applications have been filed and submitted to Grantee electric utility. 2.2 All necessary interconnection fees have been paid to Grantee electric utility. **Deliverable(s):** • Any invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement to the Department in accordance with *Invoice Instructions.* • Proof of interconnection paperwork submission and related fee payments to Grantee electric utility have been submitted to the Department via *System Interconnection* form. • The *System Interconnection* form is satisfactorily completed and submitted online via the Department's GIW.	To be submitted as Interconnection tasks are completed. Due no later than month 8 of grant contract or within 60 days of System commissioning.
3 System Installation	ASAP End of month 18
3.1 All components of the System have been fully installed. 3.2 System has been inspected and approved by Grantee Local Authority Having Jurisdiction. 3.3 A proof of witness test for the System has been completed by the Grantee electric utility. 3.4 At the time of any System level work order execution, Grantee's Developer returned any damaged and/or defective panels through the distribution chain for recycling and inverters to the manufacturer under warranty. **Deliverable(s):** *(all documentation will be furnished)*	To be submitted as System Installation tasks are completed.

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Task Description	Deadline
• A *Statement of Compliance* form has been submitted to the Department via the *System Installation* form. *RFP Exhibit C, Statement of Compliance* for form. • Any invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement to the Department in accordance with *Invoice Instructions.* • Copies of signed inspection form and proof of witness test have been submitted to the Department via *System Installation* form. • A *Prevailing Wage Report* for each pay period of the installation has been submitted to the Department via the *System Installation* form. See *Invoice Instructions* for details. • The *System Installation* form is satisfactorily completed and submitted online via the Department's GIW.	Due no later than month 18 of grant contract or within 60 days of System commissioning.
4 Promotion	ASAP End of month 24
4.1 For any public communications about the solar project, to school board, on websites, newsletters, news media, social media, etc., the Grantee will recognize funding from the Minnesota Department of Commerce Solar for Schools Program. 4.2 For any public events about the solar project, Grantee will extend an invitation to the Minnesota Department of Commerce by sending event details and an invitation to the State's Authorized Representative. 4.3 Once the System is installed and operational, the Grantee will provide 1+ photo to the State of the System. Photos with school staff and students are highly encouraged, but not required. Grantee is responsible for photo consent forms. 4.4 Grantee is encouraged to use the media kit and promotional templates provided by the Minnesota Department of Commerce. **Deliverable(s):** • Any final invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement to the Department in accordance with *Invoice Instructions.* • A minimum of (1) photo of the System post-installation has been submitted to the Department via *Promotion* form. • The *Promotion* form is satisfactorily completed and submitted online via the Department's GIW.	To be submitted as System Promotion tasks are completed. Due no later than month 18 of grant contract or within 60 days of System commissioning.
5 Reporting and Invoicing	Ongoing
5.1 The Grantee will keep the State's Authorized Representative apprised of the project's progress, accomplishments, milestone activities, and results to date by completing and submitting the various forms in accordance with Deliverables in Tasks 1-4. This information will be provided online through the Department's GIW, or by direct written communication with the State's Authorized Representative upon request. 5.2 The Grantee must inform the State's Authorized Representative as often as necessary to discuss issues requiring immediate attention, such as schedule deviations, scope of work modifications, concerns related to the project's progress, budget issues or questions, and any other topic that might require a dialogue regarding the best way to proceed. 5.3 The Grantee will provide the State's Authorized Representative with any additional information requested throughout the project pertaining to project status upon request.	
6. System Reporting and End of Life Recycling	Ongoing
6.1 System Level Work Order Execution: At the time of any System level work order execution, Grantee's Developer shall be responsible for returning damaged and/or defective panels through the distribution chain for recycling and inverters to the manufacturer under warranty. 6.2 Operations and Maintenance (O&M): While engaged in an O&M contract, Grantee's Developer shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided	Annual Check-in Form Due No Later than March 31 for the Previous Calendar Year

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Task Description	Deadline
under this contract, and reporting this information in accordance with 6.6. 6.3 System Components Under Warranty: Grantee's Developer shall be responsible for tracking System equipment under warranty that cease to function as intended (for any reason), recycling of any modules or inverters provided under this contract, and reporting this information in accordance with 6.6. 6.4 Third Party Ownership: While engaged in a power purchase agreement (or third-party ownership model) contract, the Grantee's contractor shall be responsible for tracking solar system equipment that ceases to function as intended (for any reason), recycling of any modules or inverters provided under this contract and reporting this information in accordance with 6.6. 6.5 End of Life Decommissioning and Recycling: at the time of decommissioning or System removal, Grantee shall be responsible for recycling any modules or inverters provided under this contract and reporting this information in accordance with 6.6. 6.6 Tracking and Reporting: all tracking and recycling of System equipment that ceases to function as intended (for any reason) shall include counts of module and inverter type and be reported on an annual basis, by March 31 for the previous calendar year, to the Minnesota Pollution Control Agency (MPCA). A recycling and reporting form will be available on the Department's webpage and provided upon contract execution. **Deliverable(s):** • Throughout the System's lifetime, a copy of the previous year's recycling and reporting form (which must be submitted to MPCA annually by March 31st for the previous year) is also submitted to the Department via *System Production – Annual Check-In* form. • Throughout the System's lifetime, the *System Production – Annual Check-In* form is satisfactorily completed annually by March 31 for the previous calendar and is submitted online via the Department's GIW.	

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