

To be completed by Project Proponent

Submission Instructions and Completion Certification

Submit this form along with all required completion documentation to Energy Trust to request the reserved project development assistance incentives. The incentive check will be made payable to the Project Proponent’s name listed below – Project Proponent information must match Project Proponent’s previously submitted W-9 form.

By your submittal of this **Form 940C**, you certify to Energy Trust that you are authorized to submit this form on behalf of Project Proponent, have completed the project development assistance consistent with the Energy Trust-approved **Request for Funding** and paid your Consultant(s) in full, have attached all required completion documentation, and the information provided is true and correct to the best of your knowledge.

Payment Information *(must match Project Proponent’s W-9.)*

Project Proponent Name	Project ID	Date
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Project Proponent is requesting payment of the following incentives *(must have been previously approved and reserved by Energy Trust)*:

TYPE	INCENTIVE AMOUNT REQUESTED
<input type="checkbox"/> Grant-writing Consultant	
<input type="checkbox"/> Feasibility Study Consultant	
<input type="checkbox"/> Expert Project Development Consultant	

Required Completion Documentation Attachments

Project Proponent must provide the following documentation to Energy Trust by the deadline date indicated in Energy Trust’s written reservation approval notification for each specific *Request for Funding*. Energy Trust reserves the right to request, and Project Proponent agrees to provide, any additional backup documentation requested by Energy Trust.

- **Legible photocopy of the Consultant’s invoice for the work; and proof that such invoice was paid in full.**
- **Plus: (as applicable)**
 - **Grant-writing Assistance:** (i) Proof that the grant was submitted to the granting organization for the project listed within the required time period and passed its initial screening for completeness. Upon Energy Trust’s request, Project Proponent agrees to make a copy of the submitted grant application(s) available to Energy Trust.
 - **Feasibility Study Assistance:** (i) One electronic copy of the completed study, and unlocked versions of any underlying models, spreadsheets or other analysis created or prepared as part of or in support of such study; and (ii) summary of next development steps Project Proponent intends to take or reasons for not proceeding at this time.
 - **Expert Development Assistance:** Summary memo prepared by Consultant reporting on (i) results of activities designated in scope of work (including, but not limited to final design, permitting, utility interconnection, construction management, etc.); and (ii) next steps, recommendations and lessons learned. Upon Energy Trust’s request, Project Proponent agrees to make copies of the completed permit(s) and/or power purchase agreement(s), interconnection agreements, or other such project application(s) available to Energy Trust.