

COMMERCIAL ENERGY LOAN PROGRAM



Project Completion Certificate and Verification Form

This form is used to confirm completion of approved Community Energy Loan Program funded measures and document final project verification requirements.

1. Project Information

Property Owner	
Property Address	
Contractor(s)	
Qualified Energy Professional	
Completion Date	

2. Certification and Attestation of Completion

We, the undersigned, certify that the project described above has been completed in accordance with the approved scope of work, contract documents, and program requirements.

Certification confirms that:

- All eligible measures have been installed
- Work complies with applicable codes, permits, and program requirements
- No outstanding deficiencies materially affect project performance
- All required inspections and approvals have been completed
- The information in the form is accurate

Signatures

Signatures are required from the Property Owner and Qualified Professional. Contractor signature(s) are required where applicable.

Property Owner: _____ Date: _____

Contractor(s): _____ Date: _____

Qualified Professional: _____ Date: _____

3. Scope & Installation Verification

Verification methods used to confirm project completion (check all that apply):

- ☐ Site inspection
- ☐ Photo documentation (before and after)
- ☐ Document review
- ☐ Commissioning results

Based on verification, the installed measures match the approved project scope, with the following variances such as design or equipment substitutions. (if any).

Measure	Description	Installed? (Y/N)	Verified By (Initials)	Notes (note any exceptions)
<i>e.g. High Efficiency Furnace</i>	<i>97% efficient</i>	<i>Y</i>	<i>C.H</i>	<i>Installed per approved quote</i>

4. System Performance & Commissioning Summary

The installed systems or measures have been tested, commissioned where applicable, and are operating as intended based on initial verification.

Commissioning completed (check one): ☐ Yes ☐ No ☐ Not Applicable

Summary of findings / commissioning notes (if applicable):

5. Supporting Documentation

Required supporting documentation (where applicable):

- ☐ Final itemized invoices ☐ Photos (before/after) ☐ Permits/Inspection approvals

6. Post-Project Outcomes

Estimated Annual Savings from Project				
Electricity Use (kWh)	Natural Gas Use (m ³)	Total Energy Use (electricity and natural gas combined)	GHG emissions (tCO ₂ e)	Water Consumption (m ³ or ft ³)

Estimated annual other savings/benefits (\$/year or description):

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7. Measurement & Verification Commitment

Property Owner agrees to:

- ☐ Provide energy data for monitoring for up to the next 5 years
- ☐ Participate in post-project evaluation and surveys
- ☐ Allow post-project inspections if required under the program terms

8. Final Declaration

This form serves as the official confirmation of project completion under the Community Energy Loan Program. The undersigned certifies that the information provided is true and complete to the best of their knowledge and is supported by the attached documentation.

Signature: _____	Date: _____
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