

Maryland Clean Energy Advantage Program Contractor Document Checklist



The Maryland Clean Energy Advantage Program Contractor Document Checklist outlines essential requirements for contractors participating in the program. This document details specific criteria and information necessary for project approval and funding.

CONTRACT REQUIREMENTS

- Contract and/or invoice must be submitted to and approved by the CEA program administrator before contract can be submitted. Contact admin@cealoan.org for more information.**
- The borrowers' first and last name(s). If there are co-borrowers, we only need one of their names listed. If there is only one borrower, the sole borrower's name must be on the contract.
- The borrower's signature and the date. We can accept either the primary borrower's or the co-borrower's signature when there are co-borrowers.
- The full, physical site address where the project is taking place, ie: 1234 Solar St, City, State, Zip.
- In the project scope, please include manufacturer, model and quantity of all major equipment in an itemized cost format. See example contract [HERE \(link\)](#).
Please review our [List of Eligible Products \(link\)](#) to see the kinds of equipment we can fund.
- 1+ year workmanship warranty, separate from any manufacturer's warranties

LOAN PRODUCT REQUIREMENTS

- Loan amount must be between \$3,000- \$35,000.
- Loan term must be either 3, 5 or 10 years
- Loan product selection must be **one** of the following:

- NON-SECURED: If more than 50% of the project cost is for items that can't be re-
- a.) possessed such as insulation, air sealing, a new roof, etc, you must select the non-secured Green Home Improvement Loan.
 - b.) SECURED: If more than 50% of the project cost is for re-possessable items such as a heat pump, water heater, HVAC equipment, etc, then you may select the secured Green Home Improvement Loan.



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AFFIDAVIT/LIEN WAIVER REQUIREMENTS

Must be fully executed, to include:

- The full, physical site address as shown in the contract (1234 Solar St, City, State, Zip).

The borrower's printed name, signature, and date signed. If there are two borrowers, please have both print, sign, and date where required. Borrowers should only sign the Affidavit after a final inspection has been completed/passed by the local AHJ. If no inspection is required by the local AHJ, please have the borrower(s) print, sign, and date the Affidavit when the project has been completed, their equipment is fully operational, and they are satisfied with their installation.
- The correct amount financed. This amount cannot be more than the price listed on the contract, but it also can't be \$0. This amount should ultimately be what's owed by Clean Energy Credit Union after any cash payments, discounts, etc are applied.
- The entirety of the bottom of the Affidavit must be filled out by your team.

FINAL STEPS

- Please make sure to send all project documents (Contract, Affidavit of Project Completion, Invoices, etc) to Admin@cealoan.org for review and approval prior to uploading them to the Blueprint Dealer Portal.

**These documents must be approved by the CEA Admin
before we can process them.**