**Gap III Grant Invoicing and Payments**

Invoicing and Payments: All grant funds are disbursed on a reimbursement basis, after receipt of supporting documentation and upon review and written approval of MassDEP. The Grantee shall submit invoices to MassDEP for the reimbursement of approved expenditures, accompanied by the supporting documentation. Invoices for the reimbursement of approved expenditures shall be accompanied by the following documentation (at a minimum): proof of purchase in the form of an invoice that lists the vendor name and address, items or services purchased, and the total cost. MassDEP reserves the right to require additional supporting documentation from the Grantee with respect to the review and approval of any request for reimbursement of Project costs.

***Please email a separate single Invoice to MassDEP, using the format below:***

***Insert – Grantee Organizational Letterhead***

 **Re: MassDEP’s Gap III Grant Invoice (Reimbursement Request)**

**Date:**

**Attention: {*insert your MassDEP Gap III project contact}***

 **MassDEP – Clean Energy Results Program**

Dear {*MassDEP Gap III project contact}*:

The *{Grantee*} is requesting a $xxx,xxx Gap III Energy Grant reimbursement from the Massachusetts Department of Environmental Protection (MassDEP) Clean Energy Results Program for expenses associated with the installation of *{insert project title and location*}.

In total, the final total costs of the project is ……. $xxx,xxx. The following is a summary of the project expenses paid for this Gap III Energy Grant project, with supporting documentation (*project invoices, proof of grantee payment*) included in the accompanying Final Report.

Project Expenses

* Invoice #1 (3/27/23): 100% Design Completion and Delivery of Parts: $ xx, xxx
* Invoice #2 (6/13/23): System Installation, Interconnection & Commissioning: $xxx,xxx

 $xxx,xxx

Sincerely,

Signed and Dated:

{*Grantee Authorized Signatory*}