

State of Minnesota
County of Watonwan

RESOLUTION NO. 03.26.05

**RESOLUTION AUTHORIZING THE ST. JAMES ECONOMIC
DEVELOPMENT DIRECTOR, LIGHT SUPERINTENDENT, AND CITY
MANAGER TO ENTER INTO THE GRANT CONTRACT AGREEMENT WITH
THE STATE OF MINNESOTA, ACTING THROUGH ITS DEPARTMENT OF
COMMERCE**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF
THE CITY OF ST. JAMES, MINNESOTA, as follows:**

Section 1: The St. James Economic Development Director, Light Superintendent, and City Manager are hereby authorized and directed to sign the Grant Contract Agreement SPB25-221 for the solar panel project on the Generation Plant with the State of Minnesota, acting through its Department of Commerce.

Adopted by the City Council this 10th day of March 2026.

Christopher Whitehead, Mayor

ATTEST:

Kathy Grothem, Deputy City Clerk-Treasurer

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STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT
Swift Contract Number:

This Grant Contract Agreement is between the State of Minnesota, acting through its Department of Commerce ("State") and City of St. James, 1205 6th Ave S, PO Box 70, St. James, MN, 56081 ("Grantee").

Recitals

Under [Minn. Stat. § 216C.02](#), subd. 1, the State is empowered to enter into this Grant Contract Agreement. The State seeks to stimulate the installation of solar energy systems on public buildings pursuant to [MN Statutes § 216C.377](#). The Grantee represents that it is duly qualified and agrees to perform all services described in this Grant Contract Agreement to the satisfaction of the State.

Grant Contract Agreement

1 Term of Grant Contract Agreement

1.1 Effective Date. February 27, 2026, or the date the State obtains all required signatures, whichever is later.

Per [Minnesota Statutes § 16B.98, Subd. 5](#), the Grantee must not begin work until this Grant Contract Agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence.

Per [Minnesota Statutes § 16B.98 Subd. 7](#), no payments will be made to the Grantee until this Grant Contract Agreement is fully executed.

1.2 Expiration Date.

A. August 27, 2027, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 Survival of Terms. The following clauses survive the expiration or cancellation of this Grant Contract Agreement: Liability; State Audits; Government Data Practices and Intellectual Property; Publicity and Endorsement; Governing Law, Jurisdiction, and Venue; and Data Disclosure.

2 Specifications, Duties, and Scope of Work

The parties will perform the services outlined in Exhibit A: Specifications, Duties, and Scope of Work.

3 Time

The Grantee must comply with all the time requirements described in this Grant Contract Agreement. In the performance of this Grant Contract Agreement, time is of the essence and failure to meet a deadline date may be a basis for a determination by the State's Authorized Representative that the Grantee has not complied with the terms of the Grant Contract Agreement. The Grantee is required to perform all the duties cited within clause

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two “Specifications, Duties, and Scope of Work” within the grant period. The State is not obligated to extend the grant period.

4 Consideration and Terms of Payment

The consideration for all services performed by the Grantee pursuant to this Grant Contract Agreement shall be paid by the State as follows:

- 4.1 Compensation.** The total obligation of the State under this Grant Contract Agreement, including all compensation and reimbursements, is not to exceed **One Hundred Eleven Thousand Nine Hundred Sixteen dollars (\$111,916.00)**, which shall be paid in accordance with the terms outlined in Exhibit B: Payment Schedule, which is attached and incorporated into this Grant Contract Agreement.
- 4.2 Invoices.** Payments shall be made by the State after the Grantee’s presentation of invoices for services satisfactorily performed and the written acceptance of such services by the State’s Authorized Representative. Invoices shall be submitted timely, with additional details as requested by the State, and according to the following schedule: Please refer to Exhibit B.
- 4.3 Retainage.** No more than 95 percent of the amount due under this grant contract may be paid until the final product of this grant contract has been reviewed by the State’s Authorized Representative. The balance due will be paid when the State’s Authorized Representative determines that the Grantee has satisfactorily fulfilled all the terms of this grant contract.
- 4.4 Unexpended Funds.** The Grantee must promptly return to the State any unexpended funds that have not been accounted for in a financial report to the State.

5 Conditions of Payment

All services provided by the Grantee under this Grant Contract Agreement must be performed to the State’s satisfaction, as determined at the sole discretion of the State’s Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

6 Contracting and Bidding Requirements

The Grantee is required to comply with [Minnesota Statutes § 471.345, Uniform Municipal Contracting Law](#).

- 6.1** The Grantee and any subrecipients must comply with prevailing wage rules per [Minnesota Statutes §§ 177.41 through 177.50](#), as applicable.
- 6.2** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government: [Suspended and Debarred Vendors, Minnesota Office of State Procurement](#).
- 6.3** The Grantee must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts.

7 Authorized Representatives

7.1 The State’s Authorized Representative is **John-Michael Cross, Solar Coordinator**, john-michael.cross@state.mn.us, 651-539-1020, or their successor, and has the responsibility to monitor the Grantee’s performance and the authority to accept the services provided under this Grant Contract Agreement. If the services are satisfactory, the State’s Authorized Representative will certify acceptance on each invoice submitted for payment.

7.2 The Grantee’s Authorized Representative is **Amanda Knoll, City Manager**, Amanda.knoll@ci.stjames.mn.us, 507-375-3241, or their successor. If the Grantee’s Authorized Representative changes at any time during this Grant Contract Agreement, the Grantee must immediately notify the state.

The Grantee’s Project Manager is **Matt Runge, Light Superintendent**, Matt.runge@ci.stjames.mn.us, 507-375-3241, or their successor. If the Grantee’s Project Manager changes at any time during this grant contract, the Grantee must notify the State.

7.3 The Grantee must clearly post on the Grantee’s website the names of, and contact information for, the Grantee’s leadership and the employee or other person who directly manages and oversees this Grant Contract Agreement on behalf of the Grantee.

8 Assignment, Amendments, Waiver, and Contract Complete

8.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this Grant Contract Agreement without the prior consent of the State and a fully executed agreement, executed and approved by the authorized parties or their successors.

8.2 **Amendments.** Any amendment to this Grant Contract Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Grant Contract Agreement or their successors.

8.3 **Waiver.** If the State fails to enforce any provision of this Grant Contract Agreement, that failure does not waive the provision or its right to enforce it.

8.4 **Contract Complete.** This Grant Contract Agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this Grant Contract Agreement, whether written or oral, may be used to bind either party.

9 Subcontracting and Subcontract Payment

9.1 A subrecipient is a person or entity that has been awarded a portion of the work authorized by this Grant Contract Agreement by Grantee. The Grantee must document any subaward through a formal legal agreement. The Grantee must provide timely notice to the State of any subrecipient(s) prior to the subrecipient(s) performing work under this Grant Contract Agreement.

9.2 The Grantee must monitor the activities of the subrecipient(s) to ensure the subaward is used for authorized purposes; is in compliance with the terms and conditions of the subaward, [Minnesota Statutes § 16B.97, Subd.4 \(a\) \(1\)](#) and other relevant statutes and regulations; and that subaward performance goals are achieved.

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- 9.3** During this Grant Contract Agreement, if a subrecipient is determined to be performing unsatisfactorily by the State’s Authorized Representative, the Grantee will receive written notification that the subrecipient can no longer be used for this Grant Contract Agreement.
- 9.4** No sub agreement shall serve to terminate or in any way affect the primary legal responsibility of the Grantee for timely and satisfactory performances of the obligations contemplated by the Grant Contract Agreement.
- 9.5** The Grantee must pay any subrecipient in accordance with [Minnesota Statutes § 16A.1245](#).
- 9.6** The Grantee and any subrecipients must not contract with vendors who are suspended or debarred by the State of Minnesota or the federal government.

10 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney’s fees incurred by the State, arising from performance of this Grant Contract Agreement by the Grantee or the Grantee’s agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State’s failure to fulfill its obligations under this Grant Contract Agreement.

11 State Audits

Under [Minnesota Statutes § 16B.98, Subd. 8](#), the Grantee’s books, records, documents, and accounting procedures and practices relevant to this Grant Contract Agreement are subject to examination by the Commissioner of Administration, the State granting agency, the State Auditor, the Attorney General, and the Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Grant Contract Agreement, receipt and approval of all final reports, or the required period of time to satisfy all State and program retention requirements, whichever is later.

12 Government Data Practices and Intellectual Property Rights

12.1 Government Data Practices. The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minnesota Statutes Chapter 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minnesota Statutes § 13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee’s response to the request shall comply with applicable law.

12.2 Intellectual Property Rights. The Grantee shall own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the works and documents. The “works” means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Grantee, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this grant contract. “Works” includes documents. The “documents” are the originals of any databases, computer

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programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Grantee, its employees, agents, or subcontractors, in the performance of this grant contract.

12.3 License to the State. Subject to the terms and conditions of this grant contract, the Grantee hereby grants to the State a perpetual, irrevocable, no-fee right and license to make, have made, reproduce, modify distribute, perform and otherwise use the works and documents for any and all purposes, in all forms and manners that the State, in its sole discretion, deems appropriate. The Grantee shall upon the request of the State, execute all papers and perform all other acts necessary, to document and secure said right and license to the works and documents by the State. At the request of the State, the Grantee shall permit the State to inspect the original documents and provide a copy of any of the document to the State, without cost, for use by the State in any manner the State, in its sole discretion, deems appropriate.

12.4 Obligations. Grantee represents and warrants that materials produced or used under this grant contract do not and will not infringe upon any intellectual property rights of other persons or entities including but not limited to patents, copyrights, trade secrets, trade names, and service marks and names. Grantee shall indemnify and defend the State, at Grantee’s expense, from any action or claim brought against the State to the extent that it is based on a claim that all or part of the materials infringe upon the intellectual property rights of another. Grantee shall be responsible for payment of any and all such claims, demands, obligations, liabilities, costs, and damages including, but not limited to reasonable attorneys’ fees arising out of this grant contract, amendments and supplements thereto, which are attributable to such claims or actions.

If such a claim or action arises, or in Grantee’s or the State’s opinion is likely to arise, Grantee shall, at the State’s discretion, either procure for the State the right or license to continue using the materials at issue or replace or modify the allegedly infringing materials. This remedy shall be in addition to and shall not be exclusive to other remedies provided by law.

13 Workers Compensation

The Grantee certifies that it is in compliance with [Minnesota Statutes § 176.181, Subd. 2](#), pertaining to workers’ compensation insurance coverage. The Grantee’s employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers’ Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State’s obligation or responsibility.

14 Governing Law, Jurisdiction, Venue

Venue for all legal proceedings out of this Grant Contract Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

15 Termination

15.1 Termination by the State.

A. Without Cause.

The State may terminate this Grant Contract Agreement without cause, upon 30 days’ written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

B. With Cause.

The State may immediately terminate this Grant Contract Agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15.2 Termination by the Commissioner of Administration.

The Commissioner of Administration may immediately and unilaterally terminate this Grant Contract Agreement if further performance under the agreement would not serve agency purposes or performance under the Grant Contract Agreement is not in the best interest of the State.

15.3 Termination for Insufficient Funding.

The State may immediately terminate this Grant Contract Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services addressed within this Grant Contract Agreement. Termination must be by written notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that dedicated funds are available.

In the event of temporary lack of funding or appropriation, the State may pause its obligations under this Grant Contract Agreement without terminating it. This pause will be for the duration of the lack of funding or appropriation and shall not be considered a termination of the Grant Contract Agreement. The Grantee will be notified in writing of the temporary pause, and the Grantee’s ability to provide services may be temporarily suspended during this period. The State will provide reasonable notice to the Grantee of the lack of funding or appropriation and shall notify the Grantee once funding is restored or appropriated, at which point the provision of services under the Grant Contract Agreement may resume.

The State will not be assessed any penalty if the Grant Contract Agreement is terminated due to insufficient funding. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State’s receiving notice.

16 Publicity and Endorsement

16.1 Publicity. Any publicity pertaining to the services resulting from this Grant Contract Agreement shall identify the State as the sponsoring agency. Publicity includes, but is not limited to: websites, social media platforms, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee or its employees individually or jointly with others or any subcontractors. All projects primarily funded by state grant appropriations must publicly credit the State, including on the grantee’s website, when practicable.

16.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

17 Data Disclosure

Under [Minnesota Statutes § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state

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tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

Exhibits

The following Exhibits are attached and incorporated into this Grant Contract Agreement. In the event of a conflict between the terms of this Grant Contract Agreement and its Exhibits, or between Exhibits, the order of precedence is first the Grant Contract Agreement, and then in the following order:

Exhibit A: Specifications, Duties, and Scope of Work

Exhibit B: Payment Schedule

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Grant Contract Agreement Signature Page

State Encumbrance Verification

Individual certifies that funds have been encumbered as required by Minnesota Statutes §§ 16A.15

Print Name: _____

Signature: _____

Title: _____ Date: _____

SWIFT Contract No. _____

State Agency

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

Grantee

With delegated authority

Print Name: _____

Signature: _____

Title: _____ Date: _____

Print Name: _____

Signature: _____

Title: _____ Date: _____

Exhibit A: Specifications, Duties, and Scope of Work

The Grantee shall comply with all applicable grants management policies and procedures, set forth through Minnesota Statutes § 16B.97, subd. 4 (a).

A. Project: SPB25-221; City of St. James – Generation Plant

B. Project Goal: In 2023 the Minnesota Legislature established the Solar on Public Buildings (SPB) Grant Program ([Minn. Stat. § 216C.377](#)). The purpose of this program is to provide grants to stimulate the installation of solar energy systems on or adjacent to public buildings.

C. The Grantee shall do all things necessary, including partnering with subcontractors, to complete the following tasks according to the following schedule:

Task Description	Deadline
1 System Components	End of month 4

<p>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.</p> <p>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.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Submit any invoice(s) or receipt of payment(s) for reimbursement. <ul style="list-style-type: none"> ○ Upload supporting documentation including, but not limited to, receipts, shipping label/packing slip, proof of delivery. • If equipment has not been received yet, upload proof of order and/or possession of modules and BOS components and anticipated delivery date. • Enter Task 1 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> • Provide a thorough update on project progress including: <ul style="list-style-type: none"> ○ Setbacks ○ Timeline updates ○ Anticipated completion ○ System promotion planning ○ Any other relevant updates 	
<p>2 Interconnection</p>	<p style="color: red;">End of month 8</p>
<p>2.1 All necessary interconnection documentation/applications have been filed and submitted to Grantee electric utility.</p> <p>2.2 All necessary interconnection fees have been paid to Grantee electric utility.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Submit any invoice(s) or receipt of payment(s), for reimbursement. <ul style="list-style-type: none"> ○ Upload supporting documentation as proof of interconnection paperwork submission 	

Task Description	Deadline
<p>and related fee payments.</p> <ul style="list-style-type: none"> Enter Task 2 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> Provide a thorough update on project progress including: <ul style="list-style-type: none"> Setbacks Timeline updates Anticipated completion System promotion planning Any other relevant updates 	
<p>3 System Installation</p>	<p>End of month 18</p>
<p>3.1 All components of the System have been fully installed.</p> <p>3.2 System has been inspected and approved by Grantee Local Authority Having Jurisdiction.</p> <p>3.3 A proof of witness test for the System has been completed by the Grantee electric utility.</p> <p>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.</p> <p>Deliverable(s): <i>(all documentation will be furnished)</i></p> <ul style="list-style-type: none"> Submit any invoice(s) or receipt of payment(s) for reimbursement. <ul style="list-style-type: none"> Upload supporting documentation of proof of interconnection. Upload a <i>Statement of Compliance</i> form. Upload a signed inspection form and proof of witness test. Collect and maintain prevailing wage reports, as required, Minn Stat. 177.27, 177.30. Enter Task 3 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Project Updates:</p>	
<ul style="list-style-type: none"> Provide a thorough update on project progress including: <ul style="list-style-type: none"> Press releases Stories/case studies Webpage development Social media Other in-person promotional events 	
<p>4 Promotion</p>	<p>End of month 18</p>
<p>Media Kit Acknowledgement</p> <p>When a local government building goes solar, it's an opportunity for the entire community to learn about the benefits and partnership with the Department. To help Grantees with promoting the work under this grant, the Department will provide an online Media Kit, and will be available on the Solar on Public Buildings webpage. It will include:</p> <ul style="list-style-type: none"> Press release template Article template (for website or newsletter) Social media handles, example language, and graphics 	

Task Description	Deadline
<ul style="list-style-type: none"> • Customizable poster • Customizable event flyer <p>4.1 For any public communications about the solar project, on websites, newsletters, news media, social media, etc., the Grantee will recognize funding from the Minnesota Department of Commerce Solar on Public Buildings Program. Upload an example of such public communication.</p> <p>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.</p> <p>4.3 Once the System is installed and operational, the Grantee will provide 1+ photo to the State of the System. Grantee is responsible for photo consent forms.</p> <p>4.4 Grantee is encouraged to use the media kit and promotional templates provided by the Minnesota Department of Commerce. Upload a sample of public publicity such as a poster or event flyer.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • Acknowledge review of Media Kit materials. • Any final invoice(s) or receipt of payment(s), including supporting documentation, have been submitted for reimbursement. • Enter Task 4 update in Solar on Public Building Status Report form, submit Status Report form to Commerce. 	
<p>Promotion Plan Updates:</p>	
<ul style="list-style-type: none"> • The local unit of government is required to publicly acknowledge the Solar on Public Buildings grant award from the Minnesota Department of Commerce. Provide an update on project promotional plan, including the timeline. This may include, but is not limited to: <ul style="list-style-type: none"> ○ Public presentation(s) at Council or Board meetings, at conferences, community events ○ Press releases ○ Stories/case studies ○ Webpage development ○ Ribbon cutting ○ Other in-person promotional events 	
<p>5 Reporting and Invoicing</p>	Ongoing
<p>5.1 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.</p> <p>5.2 The Grantee will provide the State’s Authorized Representative with any additional information requested throughout the project pertaining to project status upon request.</p> <p>5.3 The Grantee will submit invoices for reimbursement at least as often as requested in Tasks 1-4 above and as often as monthly.</p> <p>5.4 The Grantee will submit documentation of federal tax credits (including any bonus credits) received for the project.</p>	
<p>6. System Component Reporting and End of Life Recycling</p>	Ongoing
<p>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</p>	

Task Description	Deadline
<p>through the distribution chain for recycling and inverters to the manufacturer under warranty.</p> <p>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 under this contract and reporting this information in accordance with Subtask 6.6. below.</p> <p>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 Subtask 6.6. below.</p> <p>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 Subtask 6.6. below.</p> <p>6.5 End of Life Decommissioning and Recycling: At the time of decommissioning or System removal, the Grantee shall be responsible for the recycling any modules or inverters provided under this contract and reporting this information in accordance with Subtask 6.6 below.</p> <p>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 modules and inverter types 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.</p> <p>Deliverable(s):</p> <ul style="list-style-type: none"> • 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 by uploading an <i>Annual Check-In</i> form. • Throughout the System’s lifetime, the Grantee will upload an <i>Annual Check-In</i> form is uploaded annually beginning 12 months after System commissioning. 	

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Exhibit B: Payment Schedule

Project: SPB25-221; City of St. James – Generation Plant

Budget: List the detailed budget, broken down in the below tables by Grantee System installation expenses and Grantee System installation funding sources. Categories have been pre-populated via budget values provided via the Grant Application. Review, add additional details, and edit the budget as necessary. Eligible expenses include only those costs incurred by Grantee towards purchase and installation of the System.

Note: The payment schedule must match the schedule between the Grantee and Developer per the contract with the Developer.

PAYMENT SCHEDULE	Item (Expense)	Details	Total Cost
Payment to Developer	Downpayment	6%	\$9,593.00
Payment to Developer	Utility Interconnection Approval	14%	\$22,383.00
Payment to Developer	Equipment Order	40%	\$63,952.00
Payment to Developer	Electrical Inspection	30%	\$47,964.00
Payment to Developer	Final Completion	10%	\$15,988.00
TOTAL GRANTEE SYSTEM INSTALLATION EXPENSES			\$159,880.00

FUNDING SOURCES:	Item	Details	Total Cost
MN Commerce	Solar for Public Buildings	Grant	\$111,916.00
U.S. Internal Revenue Service	ITC	30%	\$47,964.00
TOTAL GRANTEE SYSTEM INSTALLATION FUNDING SOURCES			\$159,880.00

In accordance with [Minnesota Management and Budget Statewide Operating Policy 0801-01](#), payment shall be made within 30 days following the State’s Authorized Representative approval of an invoice. Payments will not be made if reports or other deliverables are outstanding.