



DEPARTMENT OF HOUSING



# AWARD DISBURSEMENT CLAIM PACKAGE

The **Award Disbursement Claim Package (ADC)** submitted by the REIC to invoice the work performed is located in the Application Portal.

The participant must log into the Portal using their password and go to the **"My Application Progress"** section, then check **[2] Pre-Inspection** to open the screen where they will find information related to the Award Disbursement Package.

My Tickets

Application Status

Case ID	Overall Status	Overall Status Detailed
PR-HH-TEST-05522	Reservation Period	Unknown

On this screen, you will find information about the installation company (REIC) that uploaded the package, and the participant must certify that it was the one that performed the work.

Renewable Energy Installation Company Confirmation

Dear Carmelo Anthony

The following Renewable Energy Installation Company (REIC) notified that it is the company that already installed the PVG and/or the BSS system in your property. Please verify the information below and confirm us if it's left. Otherwise, if it's not the REIC selected by you click the button below.

REIC: SOLAR SPECIALTIES AND AQUARIUM FISH SHOP, CRL (Solar Specialties)

Certified Date: 03/26/2024 10:46 AM | Certified By: Anthony Rivera

File Name: Test.pdf | Installation Date: 01/25/2024

By clicking the Confirm button, I hereby:

- Certify that the Renewable Energy Installation Company mentioned above installed the system in the property.
- Certify that photos provided by the Renewable Energy Installation Company are correct.

Award Disbursement Claim Submitted by the REIC

The Renewable Energy Installation Company (REIC) submitted the following documents. Please verify each document and determine if they are correct. Otherwise, if it's wrong, you must return the Award disbursement claim to the REIC to make the pertinent corrections.

Name of Certified Installer Efrain Santiago	Certified Installer License Number 123456
Name of Designer Alejandro Coll	Designer License Number 987654321



DEPARTMENT OF  
**HOUSING**



# DISBURSEMENT REQUEST PACKAGE

At the bottom of the screen, you will find the list of documents submitted by the REIC.

By selecting the arrow next to each document, another screen will open where the participant can verify the corresponding document and indicate whether it belongs to their property.

Name of Designer	Designer License Number
Alejandro Coll	987654321

<b>System Drawings</b>	
<b>System Photos</b>	▼
<b>Commissioning Report</b>	▼
<b>System Installation Certificate</b>	▼
<b>Interconnection Documentation</b>	▼
<b>LBP Requirements Screening Form</b>	▼
<b>Warranties Package</b>	▼
<b>Compliance with Project Eligibility Certification</b>	▼
<b>Installation Agreement</b>	▼
<b>Final Invoice</b>	▼
<b>Other</b>	▼
<b>Acknowledgement of Operations and Maintenance Training</b>	▼
<b>One Hundred Dollar Payment Certification</b>	▼

**System Drawings**

Check the design drawings for the installed System. Drawings must be duly executed and stamped by the System's designer and be consistent with the installation work performed.

The Design Drawings provided are from your property?

Yes  
 No

File Name :  
TEST DOCUMENT.pdf

---

**System Photos**

Check photos of the installed System. Check the photos in a photo report in PDF format. Minimum photos: location of photovoltaic panels on roof; nameplate capacity of photovoltaic panels; total count of photovoltaic panels; mounting and anchoring structures; location of batteries at the Property; nameplate capacity of batteries; total count of batteries; location of other System components; and total count of other System components.

The photos provided are from the system installed in your property?

Yes  
 No

File Name :  
TEST DOCUMENT.pdf



DEPARTMENT OF HOUSING



# DISBURSEMENT REQUEST PACKAGE

In the **Acknowledgement of Operations and Maintenance Training** section, there will be a designated space for the participant to sign. The signature is digital and can be done using the mouse or finger if using a mobile device. Once signed, the participant must select the Confirm button.

**Acknowledgement of Operations and Maintenance Training**


Do you received the Operations and Maintenance Training by the REIC?

Yes  
 No

I,  with Application Number PR-HH-TEST-05522, certify and acknowledge that on  I received training on the operations and maintenance of the Photovoltaic and/or Battery Storage System (hereinafter, "System") installed by SOLAR SPECIALTIES AND AQUARIUM FISH SHOP, CRL (Solar Specialties) at my property. This training included instructions about:

- The System, its components, capacities, and documentation;
- The process of the System's interconnection to the Power Grid;
- Operation of the System under normal and emergency conditions (e.g. power grid failure);
- Terms and conditions of System's equipment warranties, including how and to whom to submit warranty claims; and
- The required maintenance of the system.

Clear the signature



Carmelo Anthony

Confirmation Date

**ONCE THE INCLUDED DOCUMENTS HAVE BEEN VERIFIED, THE PARTICIPANT CAN:**

- A. Return** the package if there are any documents that require correction by the REIC.
- B. Approve** the package for verification and final approval by the Puerto Rico Department of Housing.

**A**

**B**

Date Package Returned by Applicant

Date Package Confirmed by Applicant

If the participant has any doubts or questions, they can contact their Case Manager or visit one of the Service Centers for additional assistance.