

**Renewable Energy for Rural Economic Development Project  
CHECKLIST FOR SUBMISSION OF DOCUMENTS FOR  
OFF GRID COMMUNITY BASED PROJECTS - (PCI/NON-PCI)**

**1. Project Registration**

- a. Complete Project Application (RA)
- b. Certificate of Compliance – Procurement (COC-P) and copies of quotations from suppliers<sup>1</sup>
- c. Copy of Central Environmental Authority (CEA) Approval
- d. Copy of Application form submitted to CEA
- e. Certificate of Compliance – Environment (COC-E)
- f. Registration of Electricity Consumer Society (ECS) issued by a Relevant Government Authority
- g. Copy of Relevant Government Authority’s Approval to set up a power plant

**2. Grant Disbursement Request for Developer’s Project Preparation Grant (PPG1)**

- a. A Registered Project Application (RA)
- b. Complete Grant Disbursement Request (GDR)
- c. Valid CEA clearance (or extension thereto) at least until the date on the GDR.
- d. Developers’ Progress Report
- e. Developers’ statement of project expenditure, signed by the Developer
- f. Letter from the ECS confirming that all non-compliances stated in the Design Verification Report have been rectified, itemwise<sup>2</sup>.
- g. Letter from Developer confirming that all non-compliances stated in the Design Verification Report have been rectified, itemwise<sup>3</sup>.
- h. Acceptance of the “Treatment of Wooden Poles” circular by the ECS and the Developer in the issued format

**3. Grant Disbursement Request for Co-finance**

- a. A Registered Project Application (RA)
- b. Complete Grant Disbursement Request (GDR)
- c. A Letter from the ECS confirming that all non-compliances stated in the Installation Verification Report have been rectified, itemwise.
- d. A Letter from the Developer confirming that all non-compliances stated in the Installation Verification Report have been rectified, itemwise<sup>4</sup>.
- e. Acceptance and follow-up of the “Treatment of Wooden Poles” circular by the ECS and the Developer<sup>4</sup> in the issued format
- f. Confirmation from the PCI/Non-PCI confirming that the loan has been disbursed. This should include amounts and the dates of disbursement, and reasons if the approved loan is not fully disbursed.

**4. Grant Disbursement Request for Developer's Project Preparation Grant (PPG2)<sup>5</sup>**

- a. Complete Grant Disbursement Request (GDR)
- b. Developer's Completion Report
- c. Valid CEA clearance (or extension thereto) at least until the date of commissioning or Installation Verification<sup>6</sup>.
- d. For projects where the feasibility report is submitted after 15 June 2007, the Developer should subject the turbine and IGC to a performance test at the NERD centre, and should have followed the AUs advice on usage of the said equipment in the VHP<sup>7</sup>.

**5. Grant Disbursement Request for Developer's Project Preparation Grant (PPG3)**

- a. Complete Grant Disbursement Request (GDR)
- b. Six months should have passed between the date of Installation Verification and the date of GDR
- c. Acceptance and follow-up of the "Treatment of Wooden Poles" circular by the ECS and the Developer<sup>4</sup> in the issued format

**6. PCI Supervision Grant**

- a. Complete Grant Disbursement Request (GDR)
- b. Co-financing Grant should be paid prior to payment of the PCI Supervision Grant
- c. Project Supervision Report

**7. Loan Disbursement Request**

- a. A Registered Project Application (RA)
- b. Complete Loan Disbursement Request (LDR)
- c. Copies of proof of disbursement by the Participating Credit Institution (PCI)
- d. Copies of invoices, receipts, civil certificates etc
- e. Fulfillment of conditions 2f, 2g and 2h. If disbursement is after IV, fulfillment of conditions 3c, 3d and 3e.

**8. Comments by Administrative Unit**

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Your Refinance Application / Grant Disbursement Request / Loan Disbursement Request dated ..... is returned herewith due to non-availability of documents marked above. Kindly re-submit the complete set of documents.

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Kapila Subasinghe  
Vice President (Project Management)  
AU - RERED Project

Notes:

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- <sup>1</sup> If the project is funded by a PCI, copies of the quotations received should be on file at the PCI and need not be submitted to the AU
  - <sup>2</sup> If Installation Verification has been carried out by the time PPG1 is to be paid, the ECSs' confirmation on rectification of issues highlighted in the installation verification report is sufficient.
  - <sup>3</sup> If Installation Verification has been carried out by the time PPG1 is to be paid, Developers' confirmation on rectification of issues highlighted in the installation verification report is sufficient.
  - <sup>4</sup> In cases where the Developer is no longer associated with the project, confirmation from the PCI/Non-PCI or a verification carried out by a person acceptable to the AU (a chartered engineer or a registered project developer) is adequate.
  - <sup>5</sup> PPG2 is to be paid along with, or after, payment of the Co-Financing Grant.
  - <sup>6</sup> The date of commissioning may be verified by a credible means such as an invitation to attend the commissioning, or the ECS informing the AU that the site has been commissioned. Unless the date of commissioning can be established to the satisfaction of the AU, the date of Installation Verification will be used
  - <sup>7</sup> This requirement may be waived off with prior consent from the AU on a case-by-case basis.