Applicant		Program Administrator

(1) Reservation Request Form

Completed and signed Self-Generation Incentive Program *Reservation Request Form* sent in (by mail) to the Program Administrator along with the required attachments (*see Handbook Section 4.4.2 for complete list of required attachments*):

+ Fee $

OR

Invoice

Fee $

(2) Program Administrator logs in the *Reservation Request Form*. Application fee payment may be submitted w/ application if allowed by Program Administrator. Otherwise, an invoice will be sent to Host Customer. Program Administrator evaluates the package for completeness and whether the proposed system appears to meet the eligibility criteria.

- If no, further information requested or notification sent that the project does not qualify for further consideration,
- If yes, and the Application Fee has been paid, *Conditional Reservation Notice Letter* will be sent.

(3) Conditional Reservation Notice Letter

Program Administrator prepares and sends a *Conditional Reservation Notice Letter* and *Program Contract*. The letter specifies a reservation number and dollar amount for which the project has been conditionally reserved.

(4) Conditional Reservation Notice Letter is received. "Proof of Project Advancement" (PPA) items due in 60 calendar days (*see Handbook Section 4.5.1 for complete list of required attachments*):

(5) Proof of Project Advancement

PPA items submitted (by mail) along with the signed *Program Contract*, to the Program Administrator. Failure to submit these items by the date shown will automatically result in the conditional reservation being terminated. (*see Handbook Section 4.5.1 for complete list of required attachments*)

(6) Program Administrator logs in the Proof of Project Advancement items and verifies whether the project has met all the necessary criteria to this step in the process.

- If no, Program Administrator will send notified that the project does not qualify for further consideration,
- If yes, *Reservation Confirmation and Incentive Claim Form* will be sent.

(7) Reservation Confirmation and Incentive Claim Form

Program Administrator prepares and sends a *Reservation Confirmation and Incentive Claim Form* confirming the reservation dollar amount and reservation expiration date.

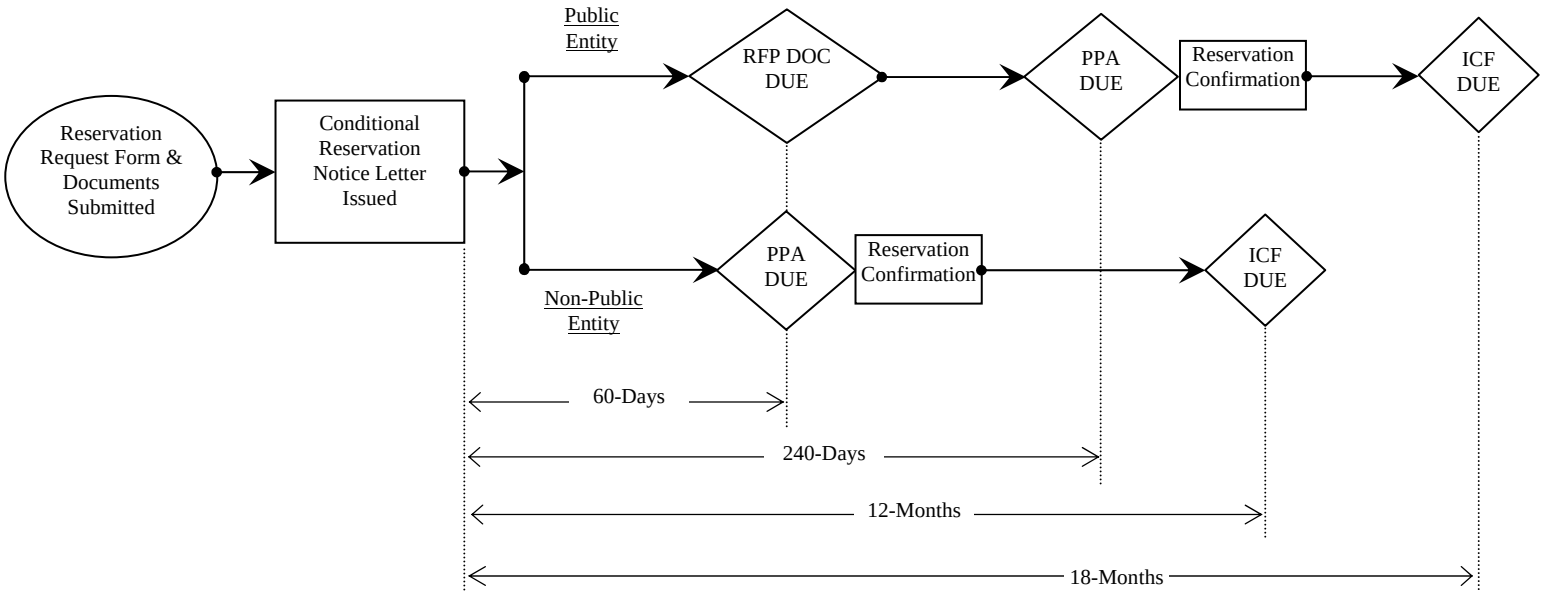
(8) Reservation Confirmation and Incentive Claim Form received. Self-generation system must be purchased, installed and put into operation by the Reservation Expiration Date (12-months for non-public entities and 18-months for Public Entities from the date of the *Conditional Reservation Notice Letter*).

(9) Reservation Confirmation and Incentive Claim Form

When project is completed and operational the *Reservation Confirmation and Incentive Claim Form* is submitted (by mail) with required attachments on or before the Reservation Expiration Date to the

(10) Program Administrator receives completed *Reservation Confirmation and Incentive Claim Form*. Upon approval of all supporting materials and completion of a successful field verification visit an incentive payment check is sent to the designated payee.

Timeline


Reservation Request Form & Documents Submitted
Conditional Reservation Notice Letter Issued
Public Entity
RFP DOC DUE
PPA DUE
Reservation Confirmation
ICF DUE
Non-Public Entity
PPA DUE
Reservation Confirmation
ICF DUE
60-Days
240-Days
12-Months
18-Months