Self-Generation Incentive Program
Application Process Overview

Applicant	Host Customer	Program Administrator

(1) Reservation Request Form

Applicant and Host Customer complete and sign the Self-Generation Incentive Program ***Reservation Request Form*** and send it (by fax and/or registered mail) to the Program Administrator along with the required attachments (*see Handbook Section 4.2.2 for complete list of required attachments*):

- Proof of Utility Service
- System Sizing Calculation
- Waste Heat Calculation and Description (Levels 2 and 3-N)
- System Description

(2) Program Administrator logs in the ***Reservation Request Form*** and evaluates the package for completeness and whether the proposed system appears to meet the eligibility criteria.

- If no, applicant will be contacted for further information or notification the project does not qualify for further consideration,
- If yes, Applicant will be sent a ***Conditional Reservation Notice Letter.***

(3) Conditional Reservation Notice Letter

Program Administrator prepares and sends a ***Conditional Reservation Notice Letter*** and ***Program Contract*** to the Applicant with a copy to the Host Customer (if different). The letter specifies a reservation number and dollar amount for which the project has been conditionally reserved. A Proof of Project Advancement Milestone Date is also shown (90 days from the date of the letter).

(4) Applicant receives ***Conditional Reservation Notice Letter*** and has 90 days to obtain the necessary "Proof of Project Advancement" (PPA) items, including (*see Handbook Section 4.3.2 for complete list*):

- Air Permit Application (if required)
- Utility Interconnection Application(s)
- Signed Purchase Order for System
- Project Cost Breakdown

Applicant then submits (by mail) the necessary PPA items, along with the signed ***Program Contract***, to the Program Administrator. Failure to submit these items by the date shown, or failure to request the Program Administrator grant an extension, will automatically result in the conditional reservation being withdrawn.

(5) 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, Applicant will be contacted for further information, or notification the project does not qualify for further consideration,
- If yes, Applicant will be sent a ***Reservation Confirmation and Incentive Claim Form***

(6) Reservation Confirmation and Incentive Claim Form

Program Administrator prepares and sends a ***Reservation Confirmation and Incentive Claim Form*** to the Applicant which confirms the reservation dollar amount and status, and includes instructions on what must be submitted, by when, in order to receive an incentive payment

(7) Applicant receives ***Reservation Confirmation and Incentive Claim Form*** and has up to 12 months from the date of the ***Conditional Reservation Notice Letter*** to purchase, install and put into operation the self-generation system.

(8) Reservation Confirmation and Incentive Claim Form

Applicant then submits the necessary incentive payment items (*see Handbook Section 4.4.2 for details*), along with a completed copy of the ***Reservation Confirmation and Incentive Claim Form,*** to the Program Administrator for processing when project is completed and operational.

(9) Program Administrator receives completed ***Reservation Confirmation and Incentive Claim Form*** and supporting materials for review. Upon subsequent completion of a successful field verification visit, an incentive payment check is sent to the designated payee (Applicant or Host Customer).