SGIP 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 mail) to the Program Administrator along with the required attachments (*see Handbook Section 4.2.2 for complete list of required attachments*):	***(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.***
(4) Applicant receives ***Conditional Reservation Notice Letter*** and has 60 calendar days to obtain the necessary "Proof of Project Advancement" (PPA) items.	***(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.
(5) Proof of Project Advancement 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 will automatically result in the conditional reservation being terminated. (*see Handbook Section 4.3.2 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, Applicant will be notified the project does not qualify for further consideration, • If yes, Applicant will be sent a ***Reservation Confirmation and Incentive Claim Form***
(8) Applicant receives ***Reservation Confirmation and Incentive Claim Form*** and has until the Reservation Expiration Date (12 months from the date of the ***Conditional Reservation Notice Letter***) to purchase, install and put into operation the self-generation system.	***(7) Reservation Confirmation and Incentive Claim Form*** Program Administrator prepares and sends a ***Reservation Confirmation and Incentive Claim Form*** to the Applicant, with a copy to the Host Customer (if different), which confirms the reservation dollar amount and reservation expiration date.
(9) Reservation Confirmation and Incentive Claim Form When the project is completed and operational the Applicant then submits the ***Reservation Confirmation and Incentive Claim Form*** and required attachments on or before the Reservation Expiration Date to the Program Administrator for processing. (*see Handbook Section 4.4.3 for complete list of required attachments*)	***(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.