Reservation Request

- Completed Reservation Request Form submitted to the Program Administrator along with the required attachments. (See Section 5.4.1 and 6.10.1)

- Once a project is assigned funding in a given step (first-come or lottery), Program Administrator reviews Reservation Request documents. Once the documentation has been approved and eligibility requirements have been met, a Conditional Reservation Letter is issued.

- Proof of Project Milestone (PPM) documents are due within 90 calendar days of the Conditional Reservation date for Non-Public entities, and within 240 calendar days for Public Entities (copy of RFP due within 90 days). (See Section 5.4.2 and 6.10.2)

Proof of Project Milestone

- Completed Proof of Project Milestone documents submitted to the Program Administrator by the PPM due date.

- Program Administrator reviews PPM documents. Once the documentation has been approved a Confirmed Reservation Letter is issued.

- Incentive Claim Form (ICF) documents are due within 18 months of the Conditional Reservation date (see Section 5.4.3 and 6.10.3).

Incentive Claim

- Completed Incentive Claim Form documents submitted to the Program Administrator once the system is installed, interconnected and operational.

- Program Administrator reviews ICF documents and schedules a site inspection to verify system eligibility.

- Upon approval, the incentive payment process begins. Upfront incentive will be issued, and (where applicable) the Performance Based Incentive process begins.

Figure 2.2-2: Two-Step Application Process for All Residential and Non-Residential Entities <10 kW