



## CCSE Non-Residential Interim Wait List Process

The California Solar Initiative's (CSI) Non-Residential incentive budget in San Diego Gas and Electric (SDG&E) service territory (administered by CCSE) is expended. Consequently, CCSE cannot guarantee that unreserved<sup>1</sup> Non-Residential photovoltaic (PV) or Commercial electricity-displacing solar water heating (SWH) projects will receive CSI incentives in the future.<sup>2</sup>

Despite the budget shortfall, CCSE still encourages customers to apply for a CSI rebate. All new applications for Non-Residential PV incentives or Commercial electricity-displacing SWH incentives will be placed into a [wait list](#). Wait listed projects may still have an opportunity to be incentivized if previously reserved projects drop out of the CSI Program.

CCSE will diligently track due dates of previously reserved projects and maintain their progress through the application process. If these projects do not meet the designated timelines, they will drop out of the CSI Program, and the reserved funds will be reallocated to the wait listed projects in the order received.

For projects that have already received their initial reservation or confirmed reservation prior to October 8, 2010, no system size increases will be incentivized. Any additions to the system size must be documented and submitted to CCSE during the PPM and/or Incentive Claim stages. This is also applicable to wait listed projects that are reserved – the system size that is submitted at the initial reservation request will be the maximum amount that will be incentivized.

If a wait listed project chooses to cancel their application, please contact CCSE to be removed from the wait list at 858-244-1177.

### Solar Photovoltaic (CSI General Market)

Each column of the [wait list](#) shows the following information: ranking, application number, CSI system size, current status, and date and time of submittal.

1. **Ranking** – the position of each project on the wait list based on the date and time of submittal. For example, the project with the #1 ranking will be the first project to receive an incentive reservation when a previously reserved project drops out of the CCSE's Non-Residential CSI program.
2. **Application Number** – the number a completed application receives after it has been submitted online. CSI PV projects that applied through [Powerclerk](#) will receive a project number in the following format: SD-CSI-xxxxx.
3. **CSI System Size** – the maximum system size (in kW) that will be incentivized upon reservation.

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<sup>1</sup> A project is considered "reserved" when it has received a Reservation Approval notification.

<sup>2</sup> This does not affect the following types of projects: Residential Photovoltaic, Single-Family or Multifamily Residential Solar Water Heating.



4. **Current Status** – the status of the project in Powerclerk. This status will remain as “Wait List” until a sufficient number of reserved projects have dropped out of the CSI Program and the required amount of incentive funds can be allocated to remove a project from the wait list.
5. **Date and Time of Submittal** – the time that the project application was received online through Powerclerk. This is an extremely important number because it is the defining criteria for chronologically ranking projects on the wait list.

A waitlisted solar PV project is not eligible for an incentive if the solar PV system has been interconnected for more than 12 months, regardless of when the project was placed on the waitlist.

### Solar Water Heating (CSI Thermal Electric)

Each column of the [wait list](#) shows the following information: ranking, application number, CSI system size, current status, and date and time of submittal.

1. **Ranking** – the position of each project on the wait list based on the date and time of submittal. For example, the project with the #1 ranking will be the first project to receive an incentive reservation when a previously reserved project drops out of the CCSE’s Non-Residential CSI program.
2. **Application Number** – the number a completed application receives after it has been submitted online. Solar water heating projects will receive a number in the following format: SDG-xxxxxx.
3. **CSI System Size** – the maximum system size (in kW therms) that will be incentivized upon reservation.
4. **Current Status** – the status of the project in the [CSI-Thermal Database](#). This status will remain as “Wait List” until a sufficient number of reserved projects have dropped out of the CSI Program and the required amount of incentive funds can be allocated to remove a project from the wait list.
5. **Date and Time of Submittal** – the time that the project application was received online through the CSI-Thermal database. This is an extremely important number because it is the defining criteria for chronologically ranking projects on the wait list.

### Wait List Process

All unreserved project applications received after October 8, 2010, will be placed into the [wait list](#). Wait list procedures are as follows:

1. Applicant completes and submits the CSI application online. All required documents must be attached and all sections of the application must be filled out via the proper online application tool – [Powerclerk](#) for solar PV, and [CSI-Thermal](#) for solar water heating.
2. Applicant will receive a CSI application number and the project will automatically be placed into the status “Wait List”. The project’s ranking on the wait list can be found on [CCSE’s website](#).
3. CCSE will review the highest ranked wait list project application as funding becomes available and will invoice the Host Customer for the application fee. The application fee must be paid to CCSE within 14 days of invoicing or the application will be cancelled and removed from the wait list. If this happens, the next project on the wait list will be reviewed. In addition, applications



that do not have all required and correct documentation will be suspended, whereupon they will have 14 days to submit the requested information. If this documentation is not submitted correctly within 14 days, the application will be cancelled and removed from the wait list. All suspension and application fee timelines will be strictly enforced and extensions will only be allowed under special circumstances.

4. Upon receipt of the application fee and approval of the application, the project will receive its initial reservation.