



CCSE Residential Wait List Process

The California Solar Initiative's (CSI) Residential incentive program in San Diego Gas and Electric (SDG&E) service territory (administered by CCSE) has reserved enough projects to meet the goals of the program through Step 10. Consequently, CCSE cannot guarantee that unreserved¹ Residential photovoltaic (PV) or Single-Family Residential electric and propane displacing solar water heating (SWH) projects will receive CSI incentives in the future.²

However, CCSE still encourages customers to apply for a CSI rebate. All new applications received **after 5:00pm PST on Tuesday, January 22, 2013** for Residential PV incentives or Single-Family Residential electric and propane displacing SWH incentives will be placed onto the [Wait List](#). Wait listed projects may still have an opportunity to receive an incentive 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 CSI PV projects that have already received their confirmed reservation, no system size increases will be incentivized. Any additions to the system size must be documented and submitted to CCSE during the Incentive Claim stage. This also applies to projects placed on the [Wait List](#) that are later confirmed. 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 CCSE's Residential CSI program.
2. **Application Number** – the unique number an application receives after it has been submitted online. CSI PV projects that applied through [PowerClerk](#) will receive an application number in the following format: SD-CSI-XXXXX.
3. **CSI System Size** – the maximum system size (in kW) that will be incentivized upon reservation.
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.

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

² This does not affect the following types of projects: Non-Residential Photovoltaic, Commercial or Multifamily Residential Solar Water Heating.



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 wait listed 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 [Wait List](#).

Solar Water Heating (CSI Thermal Electric/Propane)

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 CCSE’s 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 the Step 10 goals are reached will be placed onto 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 rankings on the [Wait List](#) are updated weekly.
3. CCSE will review the highest ranked [Wait List](#) project application as funding becomes available. Applications that do not have all required and correct documentation will be suspended, whereupon they will have 14 days (20 days for CSI-Thermal) to submit the requested information. If this documentation is not submitted correctly within 14 days (20 days for CSI-Thermal), the application will be cancelled and removed from the [Wait List](#). All suspension timelines will be strictly enforced and extensions will only be allowed under special circumstances.
4. Upon approval of the application, a CSI PV project will receive its initial reservation and a CSI-Thermal project will receive its incentive.