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

Reservation Request Incentive Claim Completed Incentive Claim Form documents • Completed Reservation Request Form submitted to the Program Administrator along with the submitted to the Program Administrator once required attachments. (See Section 5.4.1 and the project is completed. 6.10.1) Program Administrator reviews ICF documents • Once a project is assigned funding in a given and schedules a site inspection to verify system step (first-come or lottery), Program eligibility. Administrator reviews Reservation Request documents. Once the documentation has been • Upon approval, the incentive payment process approved and eligibility requirements have been begins. Upfront incentive will be issued, and met, a Confirmed Reservation Letter is issued. (where applicable) the Performance Based Incentive process begins. • Incentive Claim Form (ICF) documents are due within 12 months of the Confirmed Reservation date (See Section 5.4.2 and 6.10.2)