SGIP for >30 kW with battery-based storage is a three-step process for the installer. This document outlines the major steps. Please refer to the SGIP Handbook for in depth descriptions of the items involved.

O1 STEP

Reservation Request Form

- Initially, all applicants fill out a Reservation Request Form.
- If approved, applicants receive a Conditional Reservation Letter.
 - o Be aware that the
 Conditional Reservation
 Letter has the date that
 starts the 18-month
 clock to get system
 operational.
 - o 6-month extensions can be requested.

Proof of Project Milestone

 90 days or less from the date of Reservation Request Form submittal, Proof of Project Milestone (PPM) documents must be submitted. These include:

- o The SGIP PPM form.
- o Executed contract or agreement for installation that include a 10-year Operations and Maintenance agreement.
- o Energy Efficiency Audit.
- If PPM documents are accepted a Confirmed Reservation Letter will be issued.

Initial 50% Incentive Claim

- Completed Incentive Claim Form.
- Proof of authorization to Interconnect. (PTO documents)
- Project Cost Affidavit and Breakdown Worksheet.
- Building Inspection Report.
- Substantiation for New or Expanded Load (if applicable)
- Final Monitoring Schematic.
 - o SLD with monitoring points indicated.
 - o Must include all related electrical equipment.
- Once the installer has completed these items, assuming ETB was listed as the PDP, ETB will begin the PDP process for the site. ETB is to:
 - Provide the installer with 7-day discharge data and full capacity discharge data for the performance based portion of the incentive application.
 - The installer is responsible for submitting this required data to SGIP.
 - When notified by SGIP, ETB will begin the monthly submission of meter and app files.
- ▶ To do this ETB will require from the installer:
 - SGIP application ID.
 - Conditional Reservation Letter date.
 - The date of expected start of monthly data reporting.
- ▶ **Please Note:** It is the responsibility of the installer to complete the application process and alert ETB of all deadlines and any modifications to the applications.

