

General Application Information

- This application is to be used for new Distribution Connection Agreement (DCA) Applications only.
- For project specific questions, contact your Hydro One Account Executive. For general questions, contact the DCA Department at GeneratorContracts@HydroOne.com.
- Providing incorrect or incomplete information, including required attachments, will result in processing delays.
- **IMPORTANT:** Your completed DCA application is required as soon as possible so that your project's DCA can be executed no later than 30 days prior to the proposed In-Service Date. To ensure this occurs, please submit your completed and signed DCA application **no later than 60 days** prior to your proposed In-Service Date. This will help avoid delays or having to move your In-Service Date.

Application Submission Instructions

Email this completed form to GeneratorContracts@HydroOne.com; or

Mail to: *Hydro One Networks Inc.
Attn: Denise Hunt, DCA Department
185 Clegg Road
Markham, Ontario L6G 1B7*

Section A – General Information

Date:		Hydro One Project ID (or "HONI ID"):	
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Section B – Generator Information

Project Name:							
Generator Full Legal Name:							
Must be identical to all other agreements for this project.							
Generator's Proposed In-Service Date:		Project Capacity:		kilowatts (kW)			
Project Location:	Street:						
	City:	Province:		Postal Code:			
Lot & Concession Number(s):							

Section C – Single Point of Contact for Generator Information

Full Name:							
Mailing Address:	Street:						
	City:	Province:		Postal Code:			
Work Number:		Cell Number:				Fax Number:	
E-mail:							

Section D – Project/Facility Information

Connection to Hydro One's Distribution System

Station Name:							
Feeder Name:		Transformer Switch:					



Section E – Documents for Completion and Attachment

Single Line Diagram (SLD)

Copy of Draft SLD

Copy of Preliminary Approved SLD

Note: This must also be emailed to your assigned Hydro One Project Manager.

Billing & Settlements

Copy of Schedule E-1 – Customer Connection Information (see attached “Appendix E-1” blank template)

Copy of Schedule E-2 – Site Specific Loss Adjustment (SSLA) Form (see attached “Appendix E-2” blank template)

Copy of Schedule E-3 – Blank EFT Form (see attached “Appendix E-3” blank templates)

Attached Void Cheque or Authorized Bank Confirmation Letter

Insurance

In accordance with Section 9.1 of the DCA, throughout the term of this Agreement, the Customer shall carry commercial general liability insurance for third party bodily injury, personal injury, and property damage in an amount as follows:

Please check the applicable box:

If the Facility is a CAE Small DG or Net Metering Facility, not less than \$1,000,000 per occurrence and in the annual aggregate.

In accordance with Section 2.1 of the DCA, a “Small Embedded Generation Facility” is more than 10 kW and: (a) Up to and including 500 kW, if the Facility is or will be connected to a less than 15 kV line; or (b) Up to and including 1 MW, if the Facility is or will be connected to a 15 kV or greater line.

If the Facility is greater than a CAE Small DG & Net Metering Facility, not less than \$2,000,000 per occurrence and in the annual aggregate.

In accordance with Section 2.1 of the DCA, a “Mid-sized Embedded Generation Facility” is (a) More than 500 kW, if the Facility is or will be connected to a less than 15 kV line; or (b) More than 1 MW, if the Facility is or will be connected to a 15kV or greater line.

IMPORTANT: Prior to execution of this Agreement, the Customer shall submit a copy of the Standard Insurance Certificate Form (Appendix E-4) along with this application.





Section F – Project Contact Information for Schedule F (GENERATOR INFORMATION ONLY)

Operating Contacts (Real Time)

Emergency Number:							
Position:							
Name:							
Address:	Street:						
	City:		Province:		Postal Code:		
Work Number:			Cell Number:		Fax Number:		
Email Address:							

Outage Planning Contact (Pre-event)

Position:							
Name:							
Address:	Street:						
	City:		Province:		Postal Code:		
Work Number:			Cell Number:		Fax Number:		
Email Address:							

Operating Support Contact (Post-event)

Position:							
Name:							
Address:	Street:						
	City:		Province:		Postal Code:		
Work Number:			Cell Number:		Fax Number:		
Email Address:							

Contract Administration for Operating Service Contact

Position:							
Name:							
Address:	Street:						
	City:		Province:		Postal Code:		
Work Number:			Cell Number:		Fax Number:		
Email Address:							





Billing Contact						
Position:						
Name:						
Address:	Street:					
	City:		Province:		Postal Code:	
Work Number:			Cell Number:		Fax Number:	
Email Address:						

Formal Notices Contact (Legal Notices sent to an Officer of the Legal Owner of the Generation Facility)						
<i>Note: If you have not provided an officer as listed on your Corporate Profile, Hydro One will use the highest ranking officer on your business profile.</i>						
Position:						
Name:						
Address:	Street:					
	City:		Province:		Postal Code:	
Work Number:			Cell Number:		Fax Number:	
Email Address:						

Section G – Signature	
<p>By signing below, I hereby declare that I have the authority to legally bind the Generator identified in Section A of this Form. In addition, by submitting this I am confirming to Hydro One that the information contained in this application is correct. I understand that if Hydro One Networks Inc. finds errors, then the processing of this form <u>will be delayed</u>.</p>	
<p>Full Name of Person Authorized to Legally Bind the Generator: _____ <i>As listed on your Master Business License, Articles of Incorporation or Limited Partnerships Registration</i></p>	
<p>Position/Role:</p> <p>Officer (Insert Title): _____</p> <p>Other (Insert Title): _____</p> <p>Individual / Sole Proprietor: _____</p>	
<p>Signature of Legally Binding Authority: _____ Date: _____ <i>I/we have the authority to legally bind the Corporation</i></p>	
<p>For Limited Partnerships ONLY:</p> <p>Signature of Legally Binding Authority: _____ Date: _____ <i>I/we have the authority to legally bind the Corporation. The Corporation has the authority to bind the Limited Partnership.</i></p>	





APPENDIX E-1 CUSTOMER CONNECTION INFORMATION

Identification	
Generator Legal Name:	
Customer Site Location Municipal Address	Street:
	City:
	Prov.
	Postal Code:
	Legal Property Description:
HST Number:	
Debt Retirement Charge Exemption (If yes, attach certificate):	
Market Participant Identifier (if applicable):	
IESO Registration Number (if applicable):	
IESO Procurement Contract Number (if applicable):	





APPENDIX E-2 SITE SPECIFIC LOSS ADJUSTMENT (SSLA)

SSLA Guidelines

Note: In the event SSLA is applicable, you are required to ensure Hydro One receives the completed SSLA information, at minimum, 45 days prior to your proposed In-Service Date.

The SSLA requirements for Distributed Generators are determined by the location of the PCC, Metering Installation and the owner of the interface transformer and radial lines.

1. An SSLA is required for secondary metered projects if the length(s) of customer owned line(s) between either
 - a. the PCC and the transformer, or
 - b. between the transformer and the meter
 - c. is >100 meters.

Submit an SSLA for any span that is >100 meters.

Note: The metering point is at the location of the CT's, not the physical meter.

2. An SSLA is required for primary metered projects if the length(s) of customer owned line(s) between the metering and the PCC is > 100 meters
3. A radial line loss combining the distance between the meter and the PCC is not permitted.
4. See the IESO market manual 3.5 at the following address for information to support calculating the loss factors. http://www.ieso.ca/imoweb/pubs/metering/mtr_SiteSpecLosses.pdf.
5. The loss information you provide, and any other applicable losses, will be used to adjust settlement of the generator output at the facility. Failure to provide accurate SSLA data on time for a project will delay your proposed In-Service Date.
6. Completed SSLA Register forms are to be returned to the Hydro One Transmission and Distribution Settlements Generator mailbox address at TDS.Generator@HydroOne.com. SSLA forms must be signed and stamped by a certified engineer containing the applicable loss information. Note that the loss calculation you provide may include transformer losses. If transformer losses are applicable, and are not included in your submission, Hydro One will apply a standard transformer loss.

Please ensure to use the IESO SSLA Form available at:

<http://ieso.ca/-/media/files/ieso/document-library/market-rules-and-manuals-library/market-manuals/metering/mtr-sitespeclosses.pdf>

Is the distance from the PCC to the meter GREATER or LESS than 100 meters?:

The distance from the PCC to the meter is **GREATER THAN** 100 meters

The distance from the PCC to the meter is **LESS THAN** 100 meters





APPENDIX E-3 ELECTRONIC FUNDS TRANSFER (EFT) FORM

General Information					
Hydro One Project ID (or "HONI ID"):					
Generator Full Legal Name: <small>Must be identical to all other agreements for this project. If you elect to redirect generation payments to another party, fill in the Payee Name below.</small>					
Generator Mailing Address:		Street:			
		City:	Province:	Postal Code:	
Payee Name: <small>This name must be the Generator name UNLESS a Redirect form has been completed. If the Redirect form has been completed, insert the Redirect Payee Name.</small>					
Payee Mailing Address:		Street:			
		City:	Province:	Postal Code:	
Financial Institution Information					
<small>The Payee hereby authorizes Hydro One Inc. and its subsidiaries/affiliates ("Hydro One") to pay the Payee by means of an electronic funds transfer ("EFT") any amounts owing by Hydro One to the Generator from time to time. Hydro One only offers EFT payments to Canadian Financial Institutions. Hydro One does not offer any other method of payment such as but not limited to: wire payments and cheque. The amounts payable to the Generator will be deposited into the Payee's account as set out below. Important: Ensure to attach one of the following with your submission: 1) A cheque marked "VOID"; or 2) A confirmation letter from your bank. The letter must be on the bank's letterhead and signed by an authorized banking employee for verification purposes.</small>					
Financial Institution:					
Branch Info:		Street:			
		City:	Province:	Postal Code:	
Bank Transit Number:			Account Number:		
Payee Contact Information					
Contact #1		Name:	Phone Number:		
		Email:			
Optional Contact #2		Name:	Phone Number:		
		Email:			
Signature					
Important: Ensure the Financial Institution Name on your Void Cheque or Bank Confirmation Letter is identical to your Payee name. Discrepancies will not be accepted. By executing this form, the Payee acknowledges and agrees:					
<ol style="list-style-type: none"> 1. that this authorization will remain in full force and effect until such time as: (i) the Generator or a person with legal authority to act on the Generator's behalf (including, but not limited to estate trustees, trustees in bankruptcy or a person acting under a continuing power of attorney for property) (collectively, the "Generator's Representative(s)") revokes the Generator's Authorization to Re-direct Payment to Another Party form which directed Hydro One to pay the Payee; or (ii) the Generator or the Generator's Representative(s) submits another Generator's Authorization to Re-direct Payment to Another Party form; or (iii) Hydro One is required to make payments owing to the Generator to someone other than the Payee pursuant to a judicial or governmental order or other legal process; or the Generator's Facility is permanently disconnected from Hydro One's distribution system. 2. that you have confirmed with your banking institution its ability to accept EFT payments and you have accepted sole responsibility to pay any related charges levied by your bank including any bank fees in relation to the transfer of funds or any late fees if the funds committed are not credited through no fault of Hydro One. 3. that you will promptly inform Hydro One of any payments made in error and make arrangements with Hydro One Business Customer Centre (BCC) for the earliest return or deduction of said funds. Hydro One BCC can be contacted by phone: 1.866.922.2466 or by email: hydroonebcc@hydroone.com. 					
ACKNOWLEDGED AND AGREED TO THIS _____ DAY OF _____, 20____					
<small>(e.g. 1st) (Month) (Year)</small>					
Payee Full Legal Name (Print): _____					
<small>As listed on your Master Business License, Articles of Incorporation or Limited Partnerships Registration</small>					
Name: _____					
Title: _____					
Signature: _____ Date: _____					
<small>I have the authority to legally bind the Payee</small>					



