



**PROCESS AND SYSTEMS UPGRADE (PSU) PROGRAM  
APPLICATION WORKBOOK OVERVIEW**

**Tab #1  
"Overview"**

**INTRODUCTION**

This PSU Program Application Workbook contains all of the required forms and terms and conditions to govern your participation in the PSU Program, including:

1. Overview
2. Engineering Feasibility Study (EFS) Application Form, with Release, Waiver and Consent, and EFS Terms and Conditions
3. EFS Letter of Approval
4. PSU Project Application Form, with Release, Waiver and Consent, and Project Terms and Conditions
5. Project Letter of Approval
6. Performance Security Form
7. Invoice Reconciliation Form

**ENGINEERING FEASIBILITY STUDY PROCESS OVERVIEW**

	Application	Application Review and Approval	Complete Study	Study Report Review
<b>Activity</b>	Applicant and LDC assess opportunity, eligibility and readiness for EFS Application; Applicant selects a consultant, develops a scope of work and the consultant's proposal (the Technical Reviewer should be consulted on the metering plan); the LDC, Applicant and consultant prepare the Application; Applicant reviews the EFS Terms and Conditions in the EFS Application form	The Technical Reviewer reviews the Application; Participant responds to Information Requests from the Technical Reviewer; the Technical Reviewer provides a recommendation to the LDC (the "Application Review")	Participant's consultant completes the EFS; the EFS report is sent to the LDC and Technical Reviewer; an EFS results meeting should be coordinated with all parties	Participant and the consultant respond to Information Requests from the Technical Reviewer; the Technical Reviewer completes the "Study Report Review", approving the EFS report
<b>Milestone</b>	Applicant submits the signed <b>EFS Application (tab 2)</b> with the consultant's proposal	LDC provides the <b>EFS Letter of Approval (tab 3)</b> to the Participant	EFS report submitted	The EFS is approved (complete); LDC processes the Initial Funding Amount (50%) <sup>1</sup>

<sup>1</sup> Participant must submit a Project Application within 12 months to be eligible for the Balance Payment.

**PSU PROJECT PROCESS OVERVIEW**

	Application	Application Review and Approval	Construction	M&V
<b>Activity</b>	Applicant, LDC and the Technical Reviewer collaborate to assess opportunity, eligibility and readiness for a PSU Project Application, and form consensus on Application values; Applicant reviews the Project Terms and Conditions in the Project Application form	The Technical Reviewer reviews the Application; Participant responds to Information Requests from the Technical Reviewer; the Technical Reviewer provides a recommendation to the LDC and prepares the M&V Plan	Participant installs Project and notifies the LDC when complete, along with actual cost details in the <b>Invoice Reconciliation Form (tab 7)</b>	Participant provides Project data per the M&V Plan, after three months and one-year from the In-Service Date; Technical Reviewer prepares the M&V Reports to determine the actual Electricity Savings
<b>Milestones</b>	Applicant submits the signed <b>Project Application (tab 4)</b>	LDC provides the <b>Project Letter of Approval (tab 5)</b> and M&V Plan; Participant agrees to the M&V Plan	Technical Reviewer confirms the In-Service Date of the Project	Technical Reviewer issues the initial (Q1) and final (Y1) M&V Reports
<b>Payment</b>		Advanced Payment Option: Once approved, 1) Participant provides the <b>Performance Security (tab 6)</b> (letter of credit), 2) the Technical Reviewer issues a payment recommendation to the LDC, and 3) the LDC processes 1st payment		After each M&V Report, 1) the Technical Reviewer issues a payment recommendation to the LDC and 2) the LDC processes payment (See Payment Options in the Project Letter of Approval for details - tab 5)