



## How to Submit a Final Project Application Package to the Market Access Program (MAP)

Each enrolled aggregator has or will be provided access to a secure and private link to their own folder on AESC's SharePoint. For final project applications, all required application package materials must be uploaded to that folder before AESC begins project review.

### Steps for Initiating a New Project Application Review

1. Within your company's SharePoint folder, create a new folder for each project. Give it a unique name that clearly identifies the project.
2. Create two sub-folders within that project folder. A sample folder hierarchy can be found in each aggregator sub-folder that can be copied and renamed.
  - a. Application Package
  - b. Post-Installation
3. As Application Package materials are completed, upload them to the "Application Package" sub-folder for the appropriate project. When all required application package materials are uploaded (see Application Package Checklist below), send an email to [MAP\\_Applications@aesc-inc.com](mailto:MAP_Applications@aesc-inc.com). The email should include the following information:
  - a. Subject Line: "Application Package Review – Aggregator Name, Project Name"
  - b. In the body, include a project folder hyperlink and any messages to AESC.
4. Within one business day AESC will notify you as to the status of the application: In queue, or in review. If in queue, we will provide an anticipated review start and completion date.
5. During or upon review completion, the AESC team will communicate to you the status:
  - a. Approved (via incentive reservation letter)
  - b. Denied
  - c. Request for Information (RFI)
6. If at any time you have questions as to the status of your application, please reach out to: [kvalenzuela@aesc-inc.com](mailto:kvalenzuela@aesc-inc.com)

## Application Package Checklist

The following items need to be submitted for each project.

Item #	Required Information	Description
1	Customer Site Eligibility Tool	<p>Fill out 'Customer Site Eligibility Tool' from 'Enrolled Aggregator Resources' on AESC MAP page and provide AESC the generated PDF.</p> <p>Note: if several months have passed since initial site eligibility check, it may be prudent to re-run the check to ensure the customer's eligibility has not changes (for example, they have not enrolled in another EE program in the interim).</p>
2	Value Estimator Tool	Fill out 'Value Estimator Tool' from 'Enrolled Aggregator Resources' on AESC MAP page and provide AESC the generated PDF.
3	Program Influence	Provide a summary statement of how the MAP program affected the business decision making and enabled the project via financial, technical, or other influence.
4	Copy of Customer's PG&E Bill or Details of Bill	<p>Provide AESC a copy of customer's PG&amp;E bill or Details of Bill so that AESC may verify Host Customer, Service Address, SAID, meter numbers, and customer is paying Public Purpose Program (PPP) charge on the PG&amp;E electric meter (and gas meter, if applicable) that the customer is claiming savings on. If the PPP charge is not shown on the PG&amp;E bill, please check the customer's Details of Bill on their online account.</p> <p><a href="#">Instructions to view Details of Bills</a></p>
5	Project Application Form	<p>Complete all fields in the form.</p> <p>If there are multiple electric meters, ensure customer understands which meter will be used to identify savings and confirms the consumption for the equipment getting EE measures will appear on that meter.</p>

		<p>If there are no gas savings, gas SA_ID and gas meter information is not needed.</p> <p>If there are more than 3 meters for a given fuel source, provide them in a supplemental document.</p> <p>Have all required parties properly sign the Application Form and send to AESC.</p>
6	Savings / Energy Calculations	<p>Provide AESC the engineering calculations to support the measures energy savings values entered in the Value Estimator Tool. The calculations should be non-proprietary, open and reviewable so a reviewer can trace all inputs through calculations to outputs.</p> <p>The calculation rigor should match the level of savings; higher measure savings should be supported with more detailed savings calculations. Examples of calculations:</p> <ul style="list-style-type: none"> <li>• Lighting Measures – spreadsheet including existing and proposed lighting fixture wattage, hours of operation, etc.</li> <li>• Retrofit Measure – weather-based bin spreadsheet calculations or building simulation model</li> </ul> <p>All calculation inputs and assumptions should be supported by documentation such as equipment nameplate photos, trend data, spot measurements, design documents, equipment specifications, and technical workpapers.</p> <p>It's recommended to utilize PG&amp;E approved calculation tools (e.g., Modified Lighting Calculator, Horticulture Lighting Calculator) when applicable.</p>
7	Scope of Work	<p>Provide AESC with the project Scope of Work detailing the proposed measures, existing conditions, and engineering assumptions. This will allow AESC to verify the energy savings estimates and measures' EUL.</p>
8	Equipment Performance Specifications	<p>Provide AESC appropriate specification sheets. This could include manufacturer data sheet, engineering drawings, or similar, and must</p>

		be legible and tied to the project. For lighting, provide DLC screenshots for all proposed model number combinations.
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The following items may need to be included in the Project Application Package based on the project. For projects requiring this information, the application package will not be complete, and AESC review will not begin, until these items are included in the project folder.

Item #	Additional Required Information (As-Needed)	Description
9	Identification of Potential NREs	Send AESC information on any potential NREs which may affect baseline consumption data or project energy savings. Please refer to § 3.6.2 <b>Non-Routine Events</b> in the PG&E MAP Program Manual for further detail.
10	Generation (kWh) Data from Non-IOU Fuel Source (if applicable)	Aggregator to supply AESC interval production (kWh) data from onsite non-IOU fuel source. Interval production data should be coincident with frequency of interval consumption data (kWh) – 15 minute intervals.

If you have any questions regarding this required information or if you are unsure if your project requires the additional documentation, please contact: [kvalenzuela@aesc-inc.com](mailto:kvalenzuela@aesc-inc.com).