How to Submit a Project Application Package to MAP

Steps for Initiating a New Project Application Review

1. AESC will provide each aggregator, upon enrollment, access to a secure and private link to their own folder on AESC's SharePoint.

2. In your company's AESC SharePoint folder, create a new folder for each project with the building address, and create two sub-folders. A sample folder hierarchy can be found in each aggregator sub-folder that can be copied and renamed.
   a. Application Package – to be used during value estimation and application submittal
   b. Post-Installation – to be used for updates to the project following installation

3. Upload required Application Package materials (see Application Package Checklist on page 2) to the project's "Application Package" sub-folder and notify AESC by sending an email to MAP_Applications@aesc-inc.com:
   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 of the application status: In queue, or in review. If in queue, we will provide an anticipated review start and completion date.

5. During review, or upon review completion, AESC will notify you of the project 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 Keith Valenzuela at kvalenzuela@aesc-inc.com.

Minimum Application Package Checklist

The following should be uploaded into each project folder to initiate application review and approval. If you are unclear on any item, please contact AESC.

Item #	Required Information	Description
1	Customer Site Eligibility Tool (CSET)	• Use the Customer Site Eligibility Tool from Enrolled Aggregator Resources on AESC's MAP page to validate project site's MAP eligibility.* • Generate a PDF of the eligibility results page and upload it into your project's Application Package project subfolder. *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 changed (for example, that they have not enrolled in another EE program in the interim).
2	Value Estimator Tool (VET)	• Use the Value Estimator Tool from Enrolled Aggregator Resources on AESC MAP page to build your project measure savings details. • Generate a PDF of the results page and upload it to your project's Application Package subfolder.
3	Project Application Form	Complete all fields in the Customer Project Application form. • Step 2: If there are multiple electric meters, ensure customer understands and confirms which meter/s will be used to measure savings, and that selected project/s are served by that meter. If there are more than 3 meters for a given fuel source, provide them in a supplemental document. If there are no gas savings, gas SA_ID and gas meter information is not needed. • Step 3: Include proposed measures and impacts from the VET. If the electric account is enrolled in, or plans to enroll in, a Demand Response (DR) Program, please identify the program. • Step 4: Check all influence notes that apply, or for projects with VET estimated savings ≥$100,000 provide a short influence statement. • Step 5: Payee Information should be aggregator information • Step 6-8: Have your customer review and sign.

4	Scope of Work	Upload a document titled "Project Name - Scope of Work" that describes the proposed measures, existing conditions, and any engineering assumptions. This will allow AESC to check the reasonableness of energy savings estimates and measures' EUL.
5	Savings / Energy Calculations	Please upload supporting technical documentation and calculations for each of the savings estimate line items from your Value Estimator Tool. Calculations should be non-proprietary, open, and reviewable so AESC can easily trace all calculation inputs and outputs. Examples of calculations: • Lighting Measures – spreadsheets including existing and proposed lighting fixture wattage, hours of operation, etc. For speed of review, we recommend using PG&E-approved calculation tools (e.g., Modified Lighting Calculator, Horticulture Lighting Calculator) when appropriate. • Retrofit Measures – weather-based bin spreadsheet calculations or building simulation models In general, all calculation inputs and assumptions should be supported by documentation (e.g., equipment nameplate photos, trend data, spot measurements, design documents, equipment specifications, and/or technical workpapers, etc.). The calculation and documentation rigor should match the level of savings; higher savings should be supported with more detailed savings calculations. If you are unsure what needs to be submitted during estimation or submittal, please contact Keith Valenzuela at kvalenzuela@aesc-inc.com to discuss your project requirements.
6	Equipment Performance Specifications	Provide AESC appropriate specification sheets. This could include manufacturer data sheet, engineering drawings, or similar, and must be legible and tied to the project. For lighting fixtures and horticulture lighting fixtures, provide screenshots from DesignLights Consortium Qualified Products List or Energy Star Certified Products List (fixtures and bulbs) for all proposed model number combinations.

As-Needed Supplementary Data

One or more of the following items may be requested, on an as-needed basis, to complete the application package.

Item #	Additional Required Information	Description
7	Copy of Customer's PG&E Bill or Details of Bill	If AESC cannot verify the customer pays the Public Purpose Program (PPP) surcharge via the customer's rate schedule, AESC may request a copy of customer's PG&E bill or Details of Bill to verify PPP charges. If the PPP charge is not shown on the PG&E bill, please check the customer's Details of Bill on their online account. Instructions to view Details of Bills
8	Identification of Potential NREs	Send AESC information on any potential non-routine events (NREs) which may affect baseline consumption data or project energy savings during the performance period. Please refer to § 3.6.2 ***Non-Routine Events*** in the PG&E MAP Program Manual for further details.
9	Generation (kWh) Data from Non-IOU Fuel Source (if applicable)	Provide AESC interval production (kWh) data from onsite non-IOU fuel source, which should be coincident with frequency of interval consumption data (kWh) – at least hourly intervals (15-minute is also acceptable).
10	Operations, Maintenance, and Monitoring (OM&M) Plan	For Behavior, Retro-commissioning, and Operational (BRO) measures claiming an EUL longer than one year, an OM&M plan will need to be submitted. The Investor Confidence Project (ICP) provides an example template which may be used. ICP Project Development Templates

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