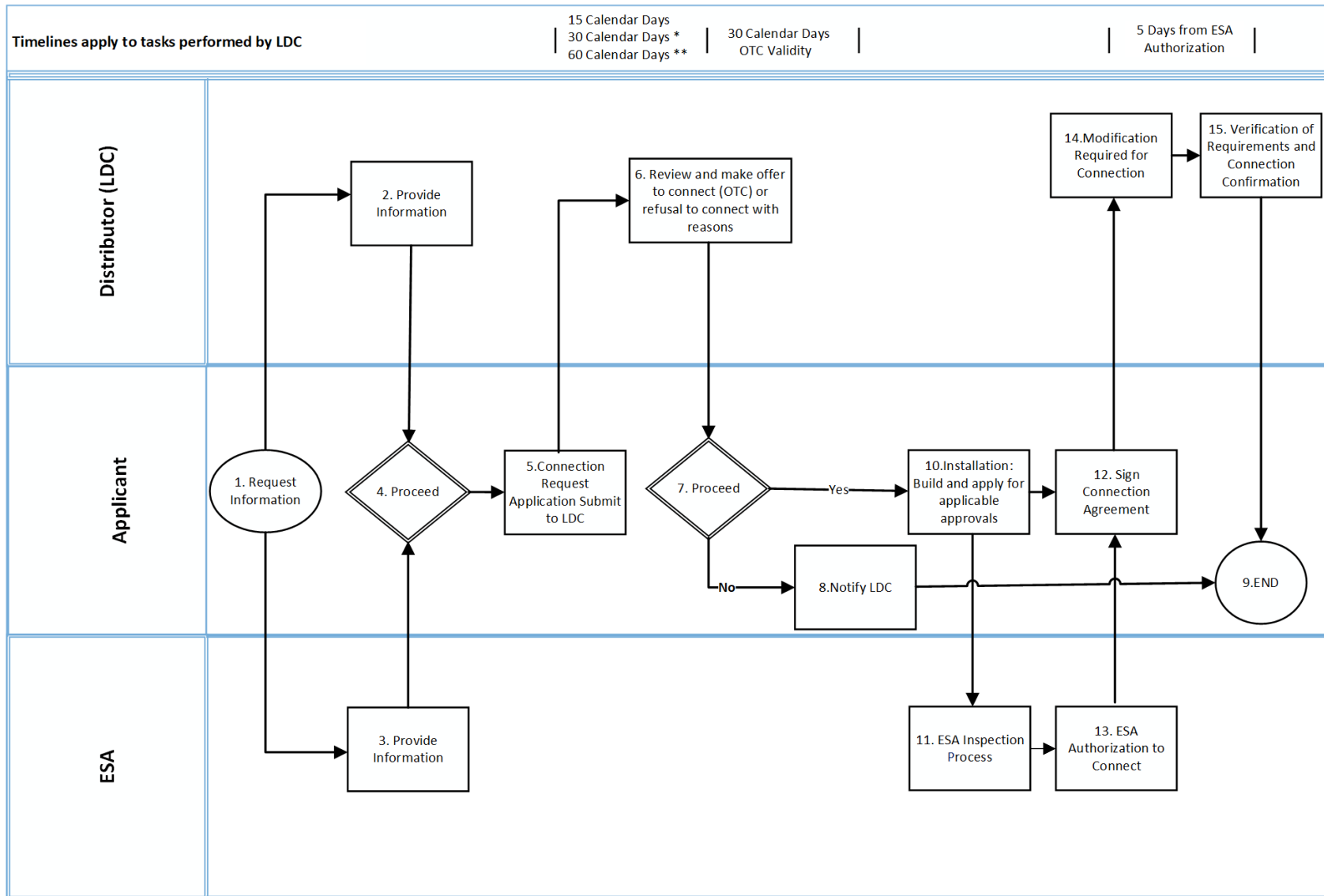


DER Connections: Micro-embedded Generation Facility ≤10kW



* If at existing connection and site assessment needed

**If not located at existing customer connection

Step 1 The applicant proposing the installation of a micro-embedded generation facility with a non-exporting connection contacts the distributor and the Electrical Safety Authority (ESA) to gather connection and process information.

Step 2 The distributor makes the information available to the applicant in a timely manner. The information package will include the description of the connection process approvals needed by the distributor for connection; technical requirements including metering; contractual requirements (Micro-Embedded Generation Facility Connection Agreement); and application forms.

Step 3 ESA provides information on Electrical Safety Requirements

Step 4 The applicant reviews relevant information from the distributor and the ESA on the project, and prepares:

- an installation plan, including the size/type of generation facility (i. e. load displacement/net metering/isolated from distribution system/grid connection); and
- a project plan.

Step 5 The applicant submits application to the distributor to review

Step 6 The distributor makes an offer to connect the approved DER or provides its refusal to connect with reasons within 15 calendar days

The distributor's review of an Application submitted for the connection of a micro-embedded generation facility at the existing customer connection will include:

- typical requirement for new meter only;
- check for service upgrade requirement;
- check for significant amount of other generation on feeder;
- response to the applicant with an offer to connect or refusal
- response to applicant with requirements specific to the connection (typically requirements for metering) and costs, timing to implement, etc.

Step 7 The applicant decides whether to proceed with the connection process.

Step 8. The applicant notifies the distributor that it has decided not to proceed with the connection application.

Step 9. The applicant ends the process.

Step 10 The applicant must indicate its intention to connect within the 30-day validity period of the offer to connect. The applicant must work closely with the distributor, the ESA and any other organizations from which work, inspections, approvals, or licenses are required to prevent delays.

The activities will be planned in coordination with project milestones, and it is up to the applicant to initiate actions at the required times.

Step 11 Where required by the ESA, the applicant must file a notification to receive an ESA Authorization to Connect

Step 12 The applicant reviews and signs the Connection Agreement

Step 13 ESA provides an Authorization to Connect when the installation meets all the applicable requirements of the Ontario Electrical Safety Code as determined by ESA.

Step 14 The distributor completes any work required to facilitate the connection to the distribution system

Step 15 The distributor works with the applicant to complete the connection including any testing and verification requirements

- 5.3.2. For an existing customer connection where a site assessment is not required, the distributor will make an offer to connect within 15 days of receiving a completed application or provide reasons for refusing to connect.
 - 5.3.3. The distributor will not charge to prepare the offer to connect outlined in section 5.3.2 above.
 - 5.3.4. For new projects where a site assessment is required, the distributor will make the offer to connect within 60 days of receiving a completed application or provide reasons for its refusal.
 - 5.3.5. In all cases, the offer will be open for 30 days after it is provided after which it may be revoked by the distributor.
 - 5.3.6. If a site assessment is needed, the distributor may charge a \$500 connection deposit for preparing the offer to connect, which shall be payable in the form of cash, cheque, electronic funds transfer, letter of credit from a bank, or surety bond.
 - 5.3.7. If the distributor refuses the connection after a site visit, it will return the deposit within 30 days.
 - 5.3.8. If the DER applicant does not accept the offer or withdraws its application, the distributor will keep the deposit.
 - 5.3.9. If actual connection costs are less than the deposit, the distributor will refund the difference when the connection is completed and in service.
 - 5.3.10. Interest shall accrue monthly on connection deposits made by way of cash or cash equivalents commencing on receipt of the total deposit required by the distributor. The interest rate shall be at the Prime Business Rate as published on the Bank of Canada website less 2 percent, updated quarterly. Refunds, in whole or part, of deposits made in cash or cash equivalents will include interest on the refunded amount from the date of receipt.
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- 5.3.11. A DER applicant must notify the distributor that it has satisfied all applicable service conditions and received all necessary approvals including confirmation of issuance of the authorization to connect from the ESA.
 - 5.3.12. The applicant must enter into a Connection Agreement and pay the required connection costs, including costs for any necessary new or modified metering.
 - 5.3.13. Once these conditions have been satisfied, the distributor shall connect the DER applicant's micro-embedded generation facility to its distribution system within 5 business days, or at such later date as agreed to by the DER applicant and the distributor.
 - 5.3.14. The distributor must meet the five-day requirement for connection 90 percent of the time on a yearly basis.
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