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Ontario Power Authority

FEED-IN TARIFF PROGRAM

Application Instructions
Version 6.0

DATED •, 2009

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SECTION 1 – INTRODUCTION

1.1 Purpose

The purpose of this document is to provide you with step-by-step instructions on how to apply to the FIT Program and how to use all the Feed-in Tariff (FIT) Program resources and features on our website effectively.

1.2 How to Use this Document

This document is separated into two sections:

- INTRODUCTION
- APPLICATION SUBMISSION

The *INTRODUCTION* section will provide you with general information on the process for applying to the FIT Program. Underlying the structure of this section is the assumption that you have read and understood the FIT Rules.

Should you require additional information on the FIT Program and FIT Rules, please visit the FIT Program website or download a copy of the *Program Overview* document also available on the site.

The *APPLICATION SUBMISSION* section of this document will provide you with all the information that you will need to complete and submit an application form electronically **and** in hard copy.

SECTION 2 – APPLICATION SUBMISSION

2.1 Completing an Application Form

To create a new application, click on the link "Create a new application."

The website allows you to work on your application in more than one session. You can save your completed fields for the next session. For example, if you are going through the application form and realize that you do not have all the needed information on hand, you can save your application and it will be displayed as a draft in your *My FIT Program Applications* box. Note that you will not receive a time-stamp until you submit a completed application form.

To ensure the registrant is the owner, the legal name and primary contact information will be pre-populated. If you are preparing an application under a different legal entity name, you must register that new legal name for the program to set up a new *My FIT home page* and application form for this new owner.

(a) The Application Form

(i) Section 1 – General Applicant Information

This section requires you to provide contact information about the applicant, anyone identified as the secondary contact, as well as the type and structure of the applicant's business. It also contains fields that will become part of the FIT contract, including the name to appear on the contract and whether the you are applying for a price adder for a qualifying Aboriginal or community participation project.

(ii) Section 2 – Project Eligibility Requirements

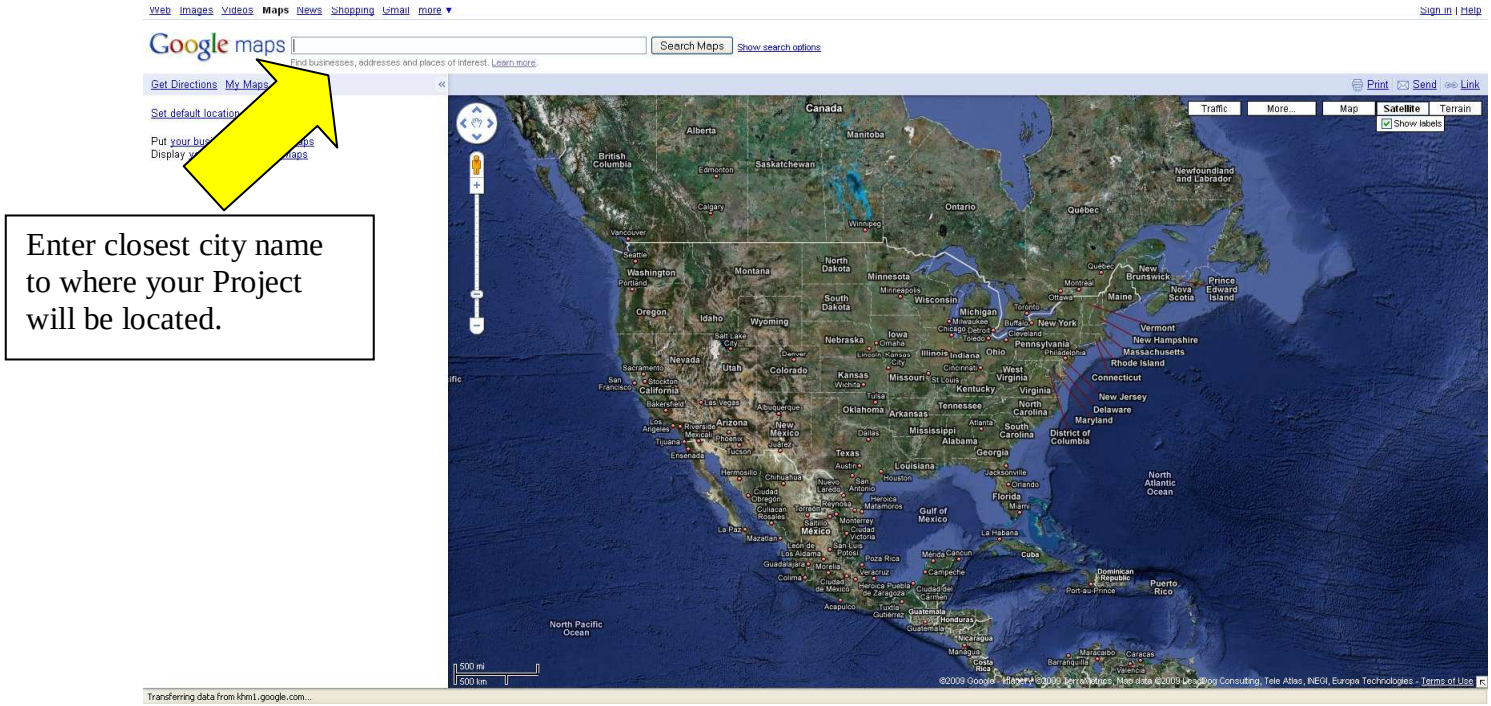
This section highlights the project eligibility requirements set out in sections 2 and 3 of the FIT Rules.

Section 2 of the application form requires you to identify the fuel source, contract capacity and the address of the project, including Global Positioning System (GPS) co-ordinates. If the project is an incremental project or connected to a host facility, information must be provided about the existing generation or host facility.

To obtain your project's GPS co-ordinates, we recommend that you follow these steps:

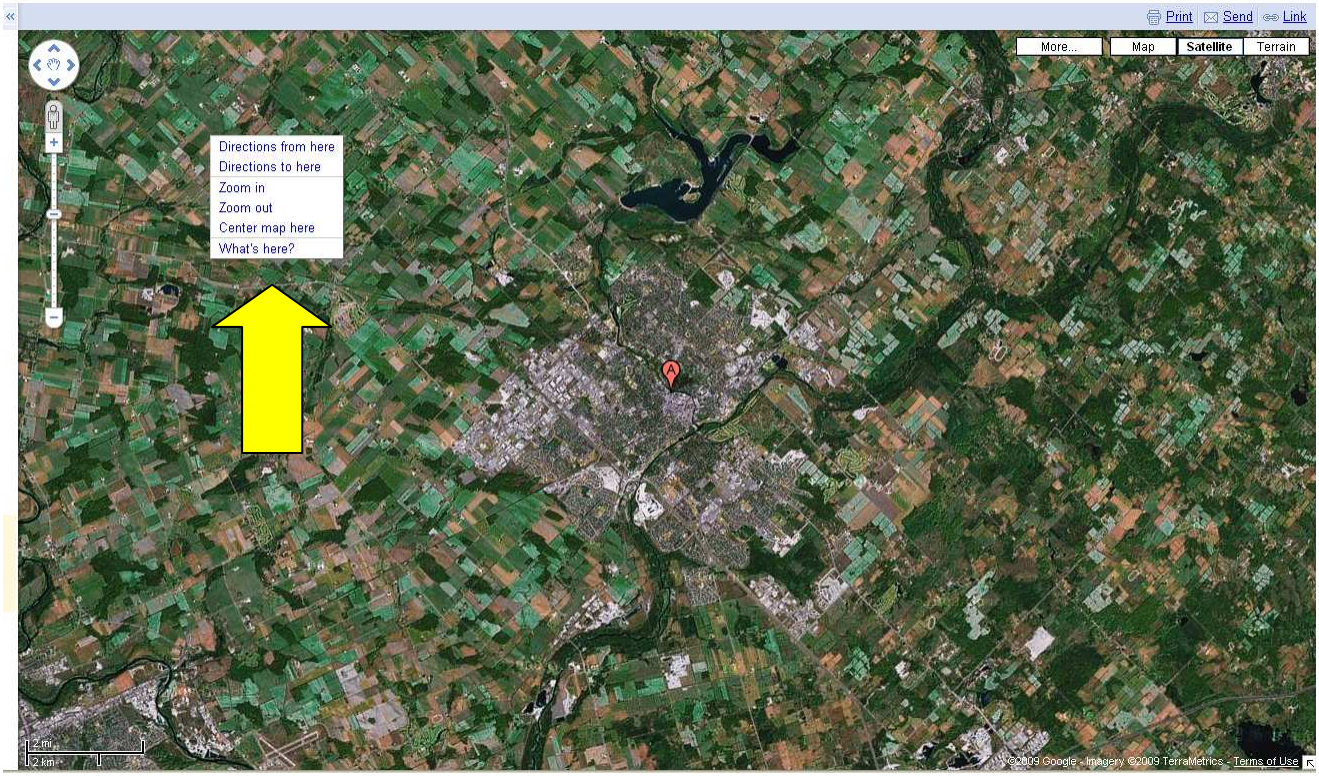
(A) Go to Google Maps online: www.maps.google.com

(B) In the *Search* field, enter the closest city name to where your project will be located. This will centre you close to the desired location. See screen shot below:

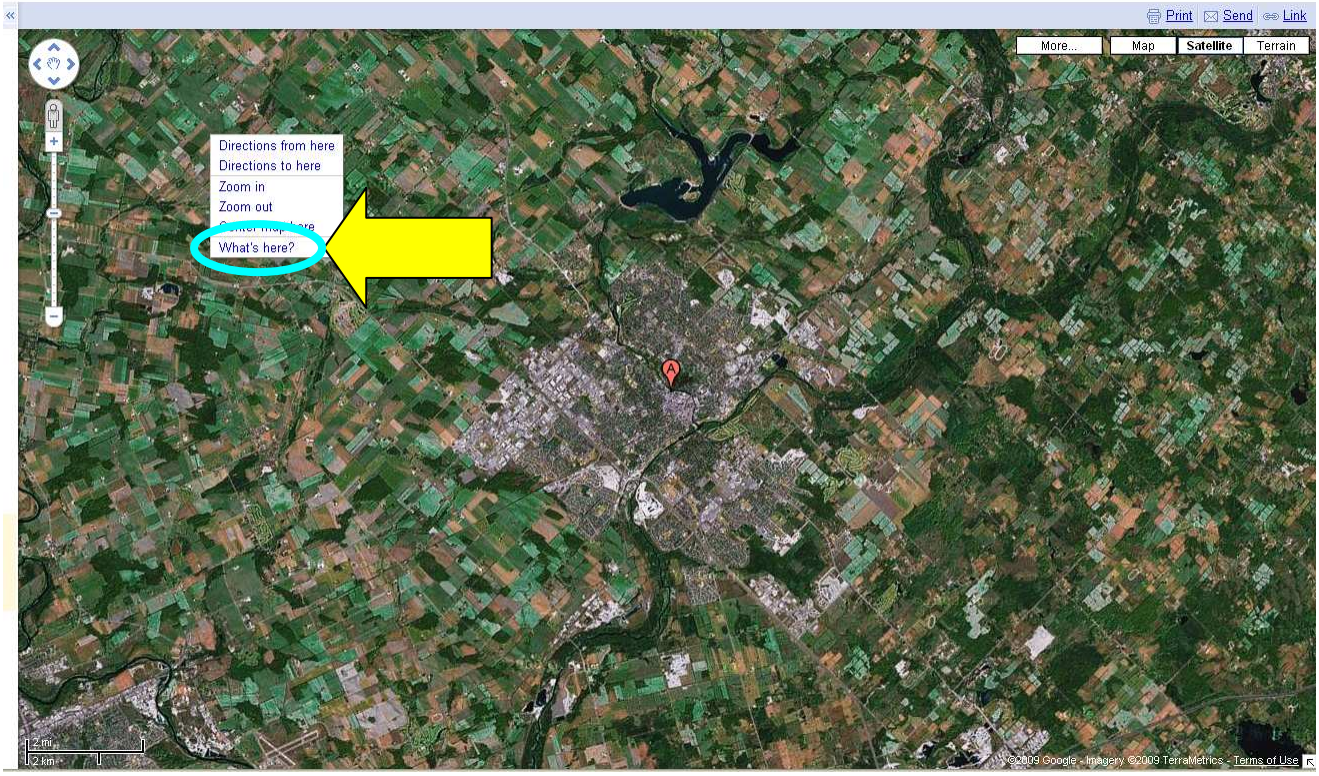


(C) Now that you are close to where your project will be located, place the cursor at the exact location you wish to obtain the GPS co-ordinates for.

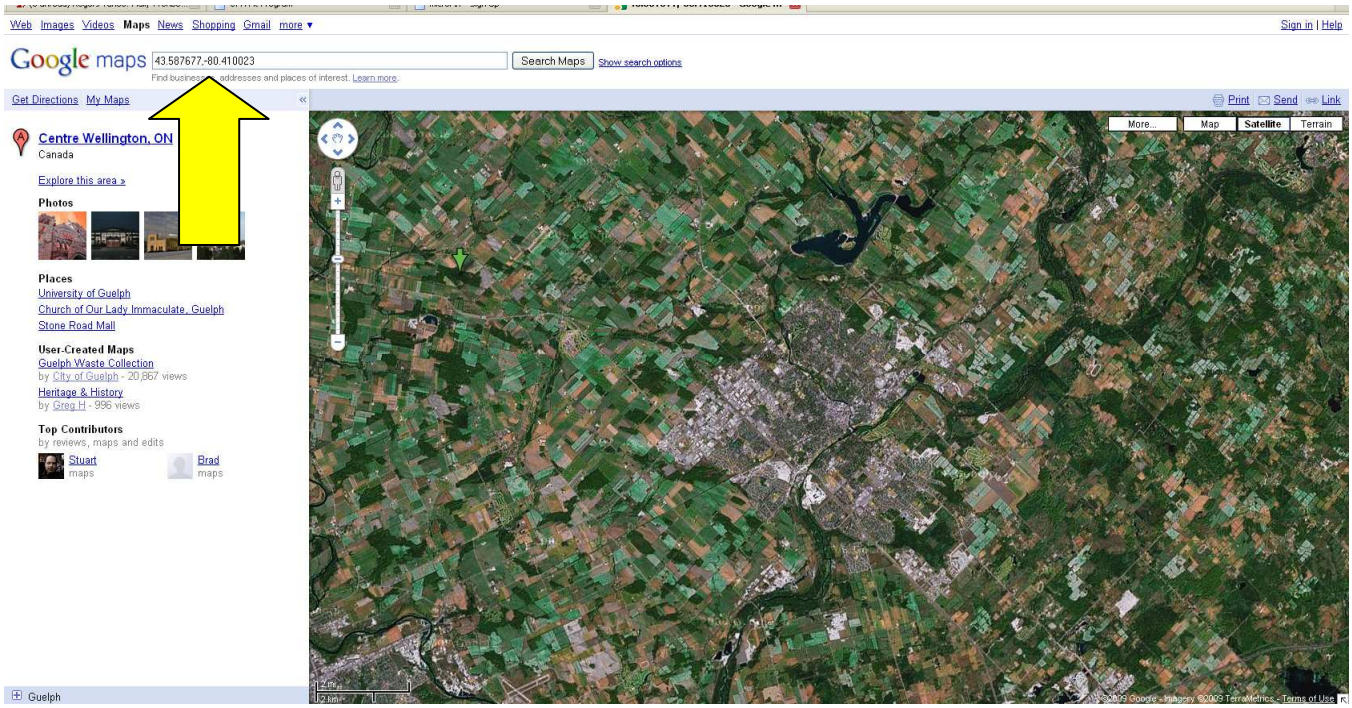
(D) Right click at the specified location. Doing so will bring up the following list of options:



(E) From the list of options that is provided, choose “What’s here?”



(F) Once you have clicked on “What’s here?” in the list of options, the co-ordinates will appear in the search box.



(iii) Section 3 – Project Connection Requirements

This section requires that you provide information about the proposed project connection. Prior to completing this section, you will need to consult with your local distribution company (LDC) or transmitter, as applicable.

This section also includes the expected date of commercial operation of the project. And if your project will connect to a host facility, you must provide connection and LDC account information about the host facility.

Please note that, depending on the type of connection you are planning, you may not need to answer all of the questions in this section. Be sure to read the instructions carefully. Further details on the implications of not specifying the connection point can be found in the Program Overview.

As part of the program launch, you will be required to enter the number of days by which you are willing to reduce the time between the contract date and the milestone date for commercial operation. The program launch is the period beginning with the inception of the FIT Program and ending when the first Transmission Availability Test is conducted. Please refer to the website for further details on these dates.

(iv) Mandatory Acknowledgements

To complete the submission process, you must check the following boxes declaring:

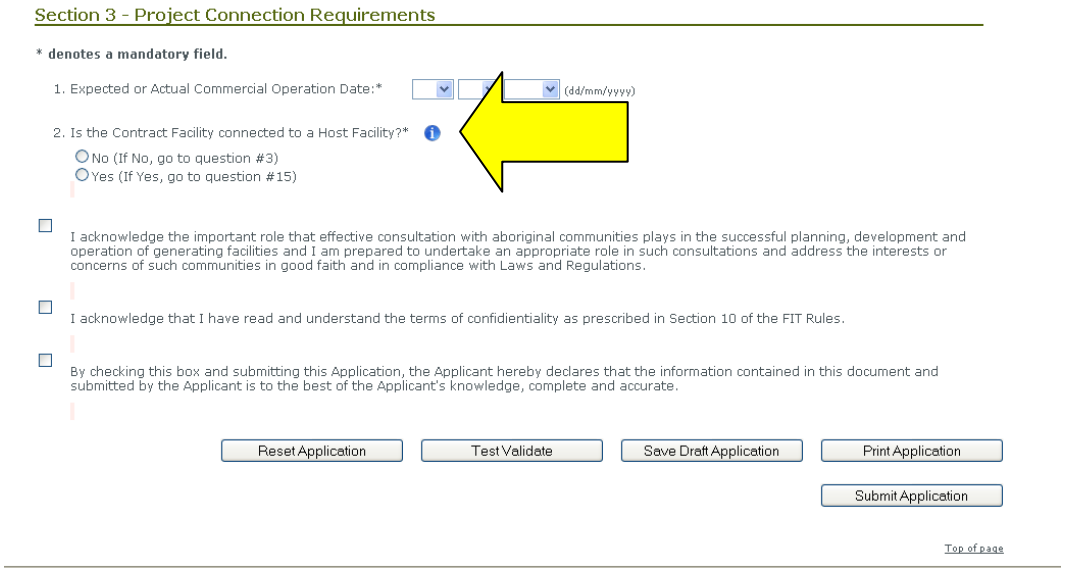
(A) that you acknowledge the important role that consultation with Aboriginal communities plays in the successful planning, development and operation of generating facilities
(B) that you have read and understand the terms of confidentiality, as per Section 10 of the FIT Rules
(C) that the information contained in your application form is complete and accurate, to the best of your knowledge.

Failure to check these three boxes will result in your application not being submitted.

(b) Information bubbles

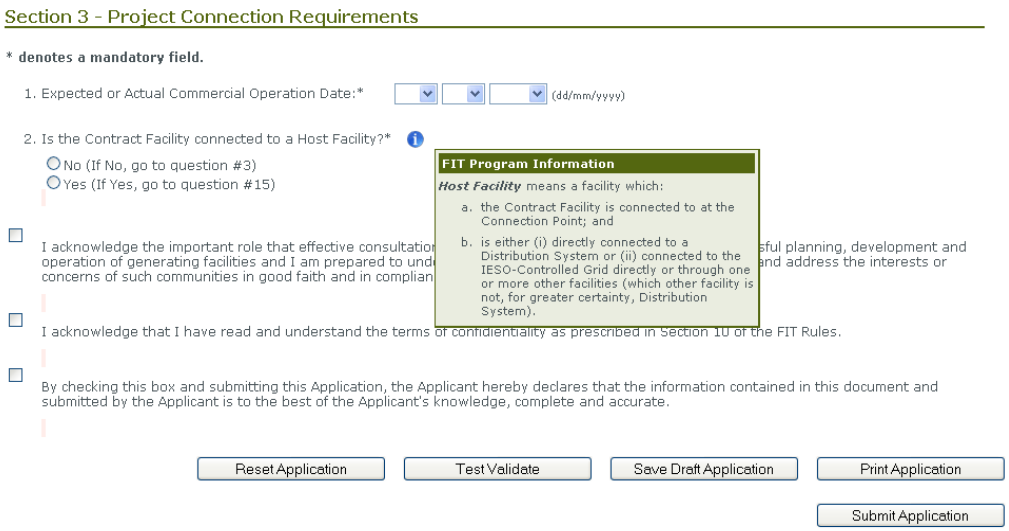
The information bubbles can be found throughout the application form and provide you useful details on the specific information that is requested.

To enable the information bubble, move your mouse over the information bubble icon, as shown below:



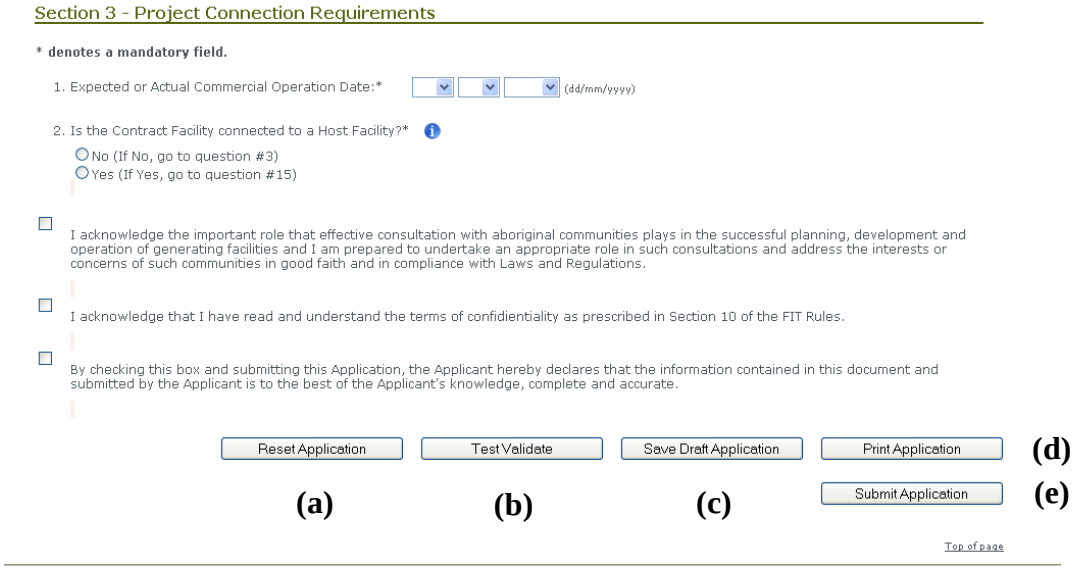
When you have moved your mouse over the icon, the information related to the particular question will be revealed.

Please see below for an example:



2.2 Submitting an Online Application Form

You will find a number of action options at the bottom of your application form.



(a) Reset Application

The *Reset Application* button allows you to clear *all* the information you have entered into the application form.

(b) Test Validate

The *Test Validate* feature is an important tool that will assist you in determining if you have entered all the necessary information required to submit your application form.

When you click the *Test Validate* button, the system will identify any questions which have either been completed incorrectly or have not been completed at all. The system will highlight these questions in red.

(c) Save Draft Application

The *Save Draft Application* feature will allow you to save an application form before it is submitted. When you wish to return to the application form, you will be able to do so from your *My FIT home page* in the "My FIT Program Applications" box.

Please remember that if you do not save your application form before exiting the page, the information within it will be lost.

(d) Print Application

The *Print Application* button will allow you to print a copy of the application form. The application form is designed to display only the questions you need to answer based on conditional display logic. When you click the *Print Application* button, all questions will be revealed and printed, even those that you do not necessarily need to answer.

(e) Submit Application

The *Submit Application* button will:

- validate the application form you are attempting to submit
- if completed properly, submit your application form electronically.

When you have submitted your application form electronically you will be assigned a Reference Number as well as a priority time-stamp. Both pieces of information will feature prominently on your *My FIT home page* in the "My FIT Program Applications" box.

2.3 Application Checklist

(a) Hard Copy Application Package

The completed application package must be delivered in paper copy to the OPA offices in Toronto, Ontario by 5:00 p.m. Eastern Time on the fifth business day following the date of the time-stamp provided in the application confirmation notification.

The address for delivery is:
Ontario Power Authority
120 Adelaide Street West, Suite 1600
Toronto ON M5H 1T1
ATTENTION: Feed-in Tariff Program

The reference number must be clearly marked on the envelope containing the application materials and on **all** materials included in the envelope. The materials must include:

- two paper copies: one prominently marked "Original" and one prominently marked “Copy”
- one searchable electronic version provided on a CD-ROM.

All copies of the application, including the electronic version, must include every document submitted with the application, including the Application Fee and Security, if applicable, all necessary exhibits, etc. In the event of a conflict between a paper copy and an electronic copy, the paper copy will prevail.

All materials must be in English only.

If the OPA does not receive all the required materials by 5:00 p.m. Eastern Time on the fifth business day after the day your application was submitted electronically, any application package will be returned to you unopened and the time stamp on the electronic submission of the application will become invalid.

For more information on the FIT Program application requirements, please refer to section 4 of the FIT Rules.

(b) Application Fee

The application fee is based on the proposed generating capacity ("contract capacity") of the project and is:

- 50¢ per kilowatt (kW) of contract capacity, with a minimum application fee of $500 and a maximum application fee $5,000. The amount must be in Canadian dollars.

The application fee is non-refundable on any application package received on time. The application fee must be in the form of a certified cheque or bank draft.

(c) Application Security

The application security payment must be made separately from the application fee. The security payment will be refunded by the OPA when the final FIT Contract is executed and a project completion and performance security has been paid.

For projects that are not capacity allocation exempt facilities (see below), the application security is:

- $20 per kW of contract capacity for solar PV projects
- $10 per kW of contract capacity for all other projects
- $5 per kW of contract capacity for Aboriginal and community participation projects.

The security must be in one of the following forms:

- certified cheque
- bank draft
- irrevocable and unconditional standby letter of credit issued by a financial institution listed in either Schedule I or II of the Bank Act (Canada) or other financial institution with a minimum credit rating of one of the following:

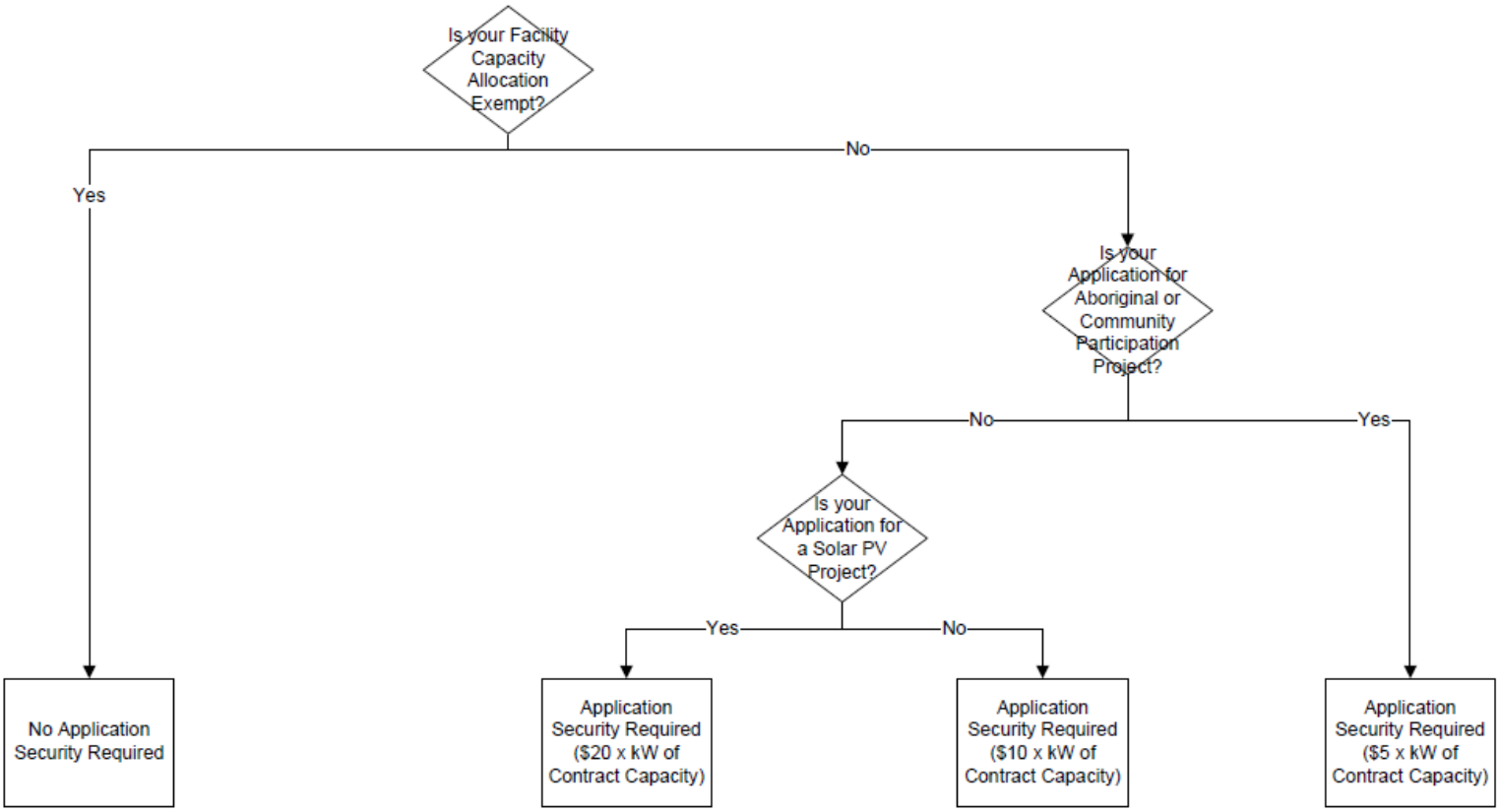
  (i) A- with S&P
  (ii) A3 with Moody's
  (iii) A low with DBRS
  (iv) A with Fitch IBCA.

The application security letter of credit form is provided in Exhibit B of the FIT Rules. It can also be found in the Resources box of your *My FIT home page*.

Some projects are not required to make security payments. These are projects defined as capacity allocation exempt by the Distribution System Code. They generally fall into two categories:

- projects with no more than 250 kilowatts (kW) of rated generating capacity where the facility is connected to a less than 15 kV line or distribution feeder; or
- projects with no more than 500 kW of rated generating capacity where the facility is connected to a 15 kV or greater line or distribution feeder.

To determine whether you must submit an application security and to calculate the amount, please see below:



(d) Authorization Letter

You must provide a letter of authorization in the form of Exhibit A-1 or Exhibit A-2, copies of which can be found in the Resources box of your *My FIT Home Page*. These letters authorize the local distribution company or Independent Electricity System Operator to provide the OPA with information relating to the project, such as details for connections, meters, and meter and billing data and accounts. The OPA may need this information to evaluate your application and offer and administer a FIT contract.

(e) Evidence of Land Access Rights

You must provide evidence either of ownership of the property in question or of a leasehold or other access rights needed to complete your project; for example, a copy of a deed or a lease agreement.

You must provide evidence that you have the necessary access rights for your project. These include rights relating to:

- General Access Rights

- Applicant of Record (relating to provincial Crown lands) in the form of a submitted application to the Ontario Ministry of Natural Resources

- Priority Permit (relating to federal Crown lands). You must follow the requirements set out by the Ministry of Natural Resources (MNR). For the purpose of the FIT application, you are required to submit the "Applicant of Record status," which is in regard to the MNR and their Site Release Process (SRP).

  The SRP requires a proponent to file an application with the MNR to identify the parcel(s) of land (or water) in which the proponent is seeking to be granted Applicant of Record status. In response to an application filed through the SRP, the MNR responds to the proponent with an acknowledgement letter confirming receipt of the application and the eligibility of the identified site. The FIT Program considers the MNR acknowledgement letter as the point at which the application for the Applicant of Record status is completed.

- Band council permission (with respect to "reserve land" or "special reserves").

2.4 Submitting a Hard Copy Application Package

After receiving confirmation of your online application and your reference number, you must submit an application package by mail to the OPA. The application package must include your printed FIT Program application form, along with all required deliverables, and must be delivered to the OPA **no later than 5:00 p.m. Eastern Time on the fifth business day** following submission of your electronic FIT Program application.

The OPA mailing address is as follows:

Ontario Power Authority
120 Adelaide Street West, Suite 1600
Toronto, ON M5H 1T1
ATTENTION: Feed-in Tariff Program

If your FIT application package is not received within the five business days, it will be returned to you unopened.