

# Frequently Asked Questions about Waitlists

## **Does having a waitlist mean that the program is over?**

No. Having a waitlist is an indication of the program success. It means that the applications that have been received exceed the amount of funding available for the program for this program year. New funding will be available on January 1, 2011 which is the start of the new program year.

## **What is a waitlist?**

A waitlist is the list of customer projects that exceed the funding available for the program year. It is a "priority list" for these projects. Projects will be placed on the waitlist based upon the date and time that they were received. In the event that previously reserved projects are not completed or are cancelled, projects that are on the waitlist may be changed to reserved status. Reserved status indicates that funding is available to pay that particular project. Projects with a reserved status will be paid during the program year as long as they meet program requirements (i.e. completion date during program year, proper documentation, meet program specifications...). Typically waitlisting ends at the beginning of a program year when additional funding becomes available.

## **Why are we starting waitlists?**

We are starting waitlists because we have exhausted our 2010 program year incentive budgets. We view this positively in that it is an indication of the value in these incentive programs. Paying out the incentive budget prior to the end of the year is an indicator of program success and justification for increasing budgets for future program years.

## **What is my position on the wait list?**

This can vary by day. Projects are transferred off the wait list and into reserved status in the order that they were received. Projects may lose their reserved status for a number of reasons including failure to complete the project required time, project cancelled, etc.

## **How will TEP decide when and which waitlist projects will be funded?**

Waitlist projects will be transferred to reserved status in the order in which they are on the waitlist. If and when funding becomes available, projects will be removed from the waitlist and changed to reserved status. Customers will be notified if their project has been removed from the waitlist and changed to reserved status.

## **Will I receive my incentive funds if I begin my project while I am on the waitlist?**

No, if you do not have a confirmation of reserved funds, there is a risk that you will not receive an incentive. If you would like 100% certainty that you will receive an incentive, you will have to wait until the next program year and re-apply. You are also welcome to contact the program team at any time to verify your position on the waitlist.

## **My project is currently on the waitlist. Will my project automatically roll over to 2011 program year?**

No, at this time, we are not automatically rolling waitlisted projects into the following year. A new proposal/application must be submitted for 2011 funds. This will be reviewed on a case by case basis. It is possible in some circumstances that a new application may not be required. You can contact program staff to determine whether this applies to your project.

**What is the earliest date I can start my project and be eligible for 2011 program year incentives?**

We are targeting October 1, 2010 as the official start of the 2011 Incentive program. We will begin accepting proposals/applications for the 2011 program year on October 1, 2010. The proposals for the 2011 program year must be completed in calendar year 2011 in order to receive an incentive payment.

**Will incentive levels change between 2010 and 2011?**

We are not currently anticipating any major incentive level changes; however, we are evaluating program performance with the intent improving program participation and electrical savings. Please keep in mind that incentive levels can change at any time.

**Is there any advantage to submitting a new proposal and being added to the waitlist?**

Yes. There is a possibility that more funding becomes available and you receive an incentive for your completed project. All customers remaining on the waiting list at the end of the 2010 program year will be given priority for submitting proposals for the 2011 program year.

**Can I apply for 2011 funds on October 1 for projects which were completed during the 2010 program year?**

No. Applications will only be considered for the program year in which the project was completed.

**If I am on the 2010 wait list and do not complete my project, will my project be automatically carried forward or do I have to reapply in 2011?**

No, at this time, waitlisted 2010 projects will not be automatically carried over into 2011. If your unfinished project is on wait list as of October 1, 2010, and does not receive funding in the 2010 program year, a new proposal must be submitted for 2011 funds. This will be reviewed on a case by case basis. It is possible in some circumstances that a new application may not be required. You can contact program staff to determine whether this applies to your project.

**When can I send in my pre-application?**

Pre-applications for 2011 projects can be submitted after October 1, 2010. Assuming the application is complete, accurate, and that the project qualifies for incentives under the 2011 program rules, we will issue a reservation letter within 4 to 6 weeks. Final applications for 2011 will be accepted beginning January 1, 2011. Upon receipt of the final application, we will process your check within 4-8 weeks. Please keep in mind that your reservation is only valid for 120 days.

**Who can I contact if I have any questions?**

Jim Green, Operations manager,  
Office: 918-8209  
Cell: 343-4241  
Email: [james.green@kema.com](mailto:james.green@kema.com)

Sarah Struthers, Program Administrator SB Program  
Office: 917-8753  
Email: <mailto:sarah.struthers@kema.com>

Norm Feingold, Program Engineer SB Program  
Office: 918-8305  
Cell: 665-1095  
Email: [norm.feingold@kema.com](mailto:norm.feingold@kema.com)

Celina Urias, Program Administrator LB Program  
Office: 396-2749  
Email: <mailto:celina.urias@kema.com>

Paul Geary, Program Engineer LB Program  
Office: 918-8382  
Cell: 401-5061  
Email: <mailto:paul.geary@kema.com>

Jeff Hunter, TEP Program Manager  
Office: 918-8336  
Email: <mailto:jhunter@tep.com>