

**25 Percent Construction Payment Task List:**

This list provides applicants with a high-level summary of work tasks to be performed by the utility with the developer's 25 percent construction payment. These tasks will be initiated as the default course of action unless the applicant specifies an alternative request with its payment submission. For purposes of determining whether to move forward with an optional task, a task may not be subdivided beyond what is specified in the header, *e.g.*, initiation of Task 4, "commence utility design work," will result in starting all required utility design work, and this task cannot be subdivided into specific aspects of design.

1. Within 15 Business Days of receiving the 25 percent construction payment, the utility will:
  - a. Process the payment and send receipt of payment to the applicant,
  - b. Send a signed New York State Standardized Interconnection Contract (Appendix A) electronically to the applicant, and
  - c. Send written confirmation about the compensation eligibility of the project to the applicant.
2. Within 30 Business Days of receipt of the 25 percent construction payment, the utility will develop and provide an initial construction schedule to the applicant (consistent with Appendix K).
3. After receipt of the signed contract (Appendix A) from the applicant, to initiate the project the utility will:
  - a. Establish an accounting framework for the project by, for example, assigning a funding number and/or a work order, and
  - b. Assign a project manager.
4. Upon mutual agreement between the utility and applicant, the utility will commence design work and complete the following tasks:
  - a. Assign design resources and begin project design for
    - i. Distribution line(s), and
    - ii. Substation(s).
  - b. Schedule an initial site visit,
  - c. Review and work with the applicant to finalize the applicant's design package, and
  - d. Identify the need for any permits/easements required for interconnecting the project.