**25% payment Task list:**

When the estimated cost is greater than $10, 000, the applicant will make an advance payment of 25% of the estimate to the utility within ninety (90) Business Days of receiving the cost estimate.

The listing below provides Developers a high level summary of work tasks to be performed by Utility with 25% Construction Payment.

1. Within 15 days of receiving the 25% payment:
	1. Payment processing and sending a receipt of payment to customer.
	2. Sending a signed New York State Standardized Interconnection Contract electronically in the form of Appendix A.
	3. Sending a written confirmation about the compensation eligibility of the project.
2. Within 30 days of receiving the 25% payment:
	1. Receipt of signed contract from the customer.
	2. Develop preliminary project duration schedule (consistent with Appendix K).
3. After receiving the signed contract (Appendix A) from the developer
	1. Establishing funding numbers
	2. Assign Project Manager
	3. Assign design resources and begin Project design
		1. Distribution Line or Sub-T
		2. Sub-Stations
	4. Create Line and /or Stations work orders
	5. Schedule an initial site visit\*

(\*Note site visit cannot be scheduled without receiving the following submittals)

* + 1. Site plan showing customer Interface pole, Meter pole (if changed from CESIR)
		2. Generator info - Generator Manufacturer’s Specifications (if changed from CESIR).
		3. Updated Appendix B(if changed from CESIR).
		4. Single line (with PE stamp if required) with comments addressed from CESIR.
		5. Three line – Follow information for one line (with PE stamp) with comments addressed from CESIR.
1. Verify complete design package received or work with developer.
2. Identify any needed permits/ easements
3. Start creating a final schedule (Post site visit):

(\*Note final schedule cannot be created without receiving the following submittals)

* 1. Pole arrangement drawings (PE stamped, first pole only at this point)
	2. Finalized locations of poles staked out
	3. Site Plan (no PE stamp yet)
1. Monitor status of design process
2. Customer design/construction review
3. Initiate procurement of any needed permits/ easements