

MICROFIT CHECKLIST - STEPS TO CONNECT YOUR MICROFIT PROJECT TO WOODSTOCK HYDRO'S DISTRIBUTIONS SYSTEM

1. Review the microFIT program information available on the Ontario Power Associations (OPA) website.
<http://microfit.powerauthority.on.ca/>
2. Register with the OPA online and complete the microFIT application on the OPA's website. Once the application is completed, your project will be issued a Reference Number.
<http://microfit.powerauthority.on.ca/sign-up-pre.php>
3. Complete and submit the Micro-Generation Connection Application (Mform25) form to Woodstock Hydro Services Inc.
Go to <http://www.woodstockhydro.com/onlineforms.html> to obtain forms online.
4. Wait for Woodstock Hydro to review the connection capability of your project. If your project connection capability assessment is approved, an Offer to Connect is issued. If the project connection capability assessment is unsuccessful, Woodstock Hydro will notify with reason.
5. Wait to receive a Conditional Offer of a microFIT contract from the OPA, if your application is approved.
6. Complete and submit forms and payments provided in your Offer to Connect to Woodstock Hydro Services Inc. including:
 - Micro-Embedded Generation Facility Connection Agreement (Mform21)
 - Cheque for Payment of Connection Costs. (fees illustrated in the Connection Agreement)
7. Apply to the Electrical Safety Authority (ESA) for Electrical Inspection and assure all permits and other approvals are obtained.
http://www.esasafe.com/GeneralPublic/iaf_001.php?s=5
8. Receive ESA authorization to connect. Woodstock hydro will make the necessary modifications for the connection and open a separate account to record the output of the generator.
9. Complete and submit My Completed MicroFit Project Information form to Woodstock Hydro Services inc.
10. Wait for Woodstock Hydro to complete the administration setup of the generation account to allow for payments for your power generated. Woodstock Hydro will communicate with the OPA, the project date of connection. OPA will be issuing to offer the microFIT contract.
11. Accept your microFIT contract, once the OPA contacts you by email through your OPA "My microFIT Home Page" to receive payment for you power generation.