

APPENDIX A

Revised Program Modification Request (PMR) Process

1. All Program Modification Requests (PMRs) must be submitted in writing, using the current PMR format, to the SGIP Working Group for review at least 10 business days prior to the SGIP Working Group meeting or the request will roll over to the next SGIP Working Group meeting.
2. All parties desiring a program modification will be required to meet with the SGIP Working Group at the monthly SGIP Working Group meeting to determine if the Working Group would support the PMR.
3. The SGIP Working Group will first determine whether or not the proposed PMR requires a modification to a prior Commission order.
4. **If the PMR is minor and non-substantive, and does not require modifications to prior Commission orders, then:**
 - a) The Working Group will review the PMR. If accepted, the Working Group will make the appropriate changes to the Handbook.
 - b) If the Working Group needs more information, the party proposing the PMR would have the opportunity to present at the following Working Group meeting with additional information which supports its request for a program change.¹
 - c) The Working Group will make a decision to accept or deny the PMR based on the new information presented in the follow-up presentation.
 - d) The proposed program change and the Working Group recommendation(s) and rationale will be captured in the Working Group meeting minutes.
 - e) If the party objects to the Working Group's decision to deny the PMR, the party may write a letter to Energy Division stating why their program change should be included in SGIP. Information that supports the party's reasons to accept the program change must be included in the letter.
 - f) Energy Division will then make a final decision on whether to approve the PMR.
 - g) Energy Division will report its final decision at the following SGIP Working Group meeting, which will be captured in the SGIP Working Group meeting minutes.
 - h) If the PMR is accepted, appropriate revisions to the Handbook will be made to capture the change.

¹ The Working Group will determine the timeframe in which the applicant should provide additional information at the following Working Group meeting.

5. If the proposed change requires modification to a prior Commission order or if the PMR addresses large programmatic or substantive issues, then:

- a) The Working Group will review the PMR and make a recommendation to support or oppose the PMR in the same meeting.
- b) The proposed program change, the Working Group recommendation and rationale will be captured in the Working Group meeting minutes.
- c) Subsequent to the meeting, the Working Group will write up a summary of the discussion of the PMR at the Working Group meeting, a list of comments in support or against the PMR, as well as the Working Group's overall recommendation with rationale, which will be presented to the applicant.
- d) The party proposing the PMR has the choice to move forward and submit a petition to modify (PTM) for Commission review regardless of the Working Group's recommendation, but the Working Group's summary must be included in the PTM.
- e) The Energy Division participates in Working Group meetings and is welcome to participate in the discussion related to the PMR as well as in generating the "list of issues". The Energy Division does not need to participate in the "recommendation" portion of the Working Group's PMR review.
- f) Once the PTM is filed with the Commission, the normal PTM process will transpire, only it will have the benefit of the idea being somewhat vetted before submittal. All parties have a chance to comment on PTMs according to the Commission's Rules of Practice and Procedure.
- g) The Commission will review and address the PTM in a decision.

(END OF APPENDIX A)