PROCESS FLOW DIAGRAM RENEWABLE ENERGY CONTRACT APPLICATION **START** Applicant request for account thru REMB Concerned Division Account is created Applicant fills-out form and submits online the complete set of requirements for the application EVOSS creates a project and company record in the system **EVOSS notifies REMB Concerned Division** thru a system generated email of the submitted application **REMB Concerned Division** checks the completeness of the submission within three (3) working days **EVOSS notifies the Applicant** Application thru a system generated email Complete? of the incomplete submission YES **EVOSS** starts the time for the Applicant to pay the Processing and **Application Fees** EVOSS notifies the **Applicant** thru a system generated email to pay the processing fee within 3 working days END **EVOSS notifies the Applicant** The Applicant pays the processing thru a system generated email and Application Fees using the online of the disqualification due to payment gateways' modes of failure to pay payment REMB will manually cancel the Paid? NO-YES EVOSS notifies REMB Concerned Division thru a system generated email of the payment EVOSS creates the deliverable in EVOSS and sets **REMB Concerned Division** time to START. (Start of Day 1) REMB routes the application to LS and FS for the simultaneous Technical, Legal, and Financial Evaluation. Then REMB consolidates the evaluation results. EVOSS pauses the timeline for PASSED? NO-**REMB Concerned Division** and sets the task to Applicant YES EVOSS notifies the **Applicant** REMB drafts the RE Contract and thru a system generated email prepares the memo to the Supervising to rectify the submission within Asec and Usec to recommend The 10 working days. award of the Application. If Usec concurs, REMB informs the Applicant **EVOSS notifies the Applicant** to Pre-Sign the Contract thru a system generated email of the abandonment of COMPLIED? the application EVOSS pauses the Time for **REMB Concerned Division** and starts the time YES for the Applicant **END** EVOSS resumes the timeline for EVOSS notifies the **Applicant** thru a **REMB Concerned Division** system generated email to pre-sign the contract **EVOSS notifies REMB Concerned** EVOSS notifies the **Division** thru a system generated Applicant thru a system email on the submission generated email to pre-YES PRE-SIGNED? NO. sign the contract within 10 days Re-evaluation of the documents YES by the DOE concerned unit EVOSS resumes the Time for **REMB EVOSS notifies the Applicant Concerned Division** PRE-SIGNED? thru system generated email of the disqualification of the **PASSED** NO-NO application **REMB Concerned Division** prepares **EVOSS** notifies the the Memo for the Secretary to YES **Applicant** thru a system endorse the pre-signed contract and generated email to preaccompanying documents thru LS, **END** sign the contract within Supervising Asec/Usec. 10 days YES Secretary acts on the pre-signed RE Contract PRE-SIGNED? NO YES EVOSS pauses the Time for **REMB Concerned Division** and starts the **EVOSS** notifies the time for the Applicant Applicant thru a system generated email to presign the contract within EVOSS notifies the **Applicant** thru a 10 days system generated email on the Signed Contract and to pay the signing fee within 15 calendar days **EVOSS notifies the Applicant** Pre-Signed? thru a system generated email that the Application is PAID? NO-NO deemed abandoned **EVOSS** notifies the YES **Applicant** thru a system **EVOSS notifies the REMB Concerned** generated email to pre-**Division** thru a system generated END sign the contract within email on the payment of the Signing 10 days Fee END **REMB Concerned Division** uploads a copy of the signed and notarized Contract and Certificate of **TOTAL PROCESSING TIME**: 31 CALENDAR DAYS Registration (inclusive of 3 calendar days for Re-evaluation) EVOSS stops the time for **REMB** Concerned Division and sets of the status to COMPLETE **END**