



Institution/Organization Name:	Energy & Petroleum Regulatory Authority
Affiliations; Ministry / Department/ County/Parent Company:	Ministry of Energy
Economic Sector Alignment:	Energy Sector
Big 4 Alignment:	Enabler
Accounting Officer:	Daniel Kiptoo Bargoria, Director General
Period: FY	2021/2022

Process Documentation

Service Name	Approval and Issuance of Offgrid minigrid Tariff
Brief Description Document Purpose/Service	Approval and Issuance of Offgrid minigrid tariff as provided for in section 163 of the Energy Act, 2019
Document Control: Change Record/ Version Number	Zero (0)
Process Owner:	Dr. John Mutua, Ph.D. Ag. Director Economic Regulation and Strategy
Process Writer (s);	
Process Reviewer	

REQUIRMENTS/STEPS/FLOW/SEQUENCE

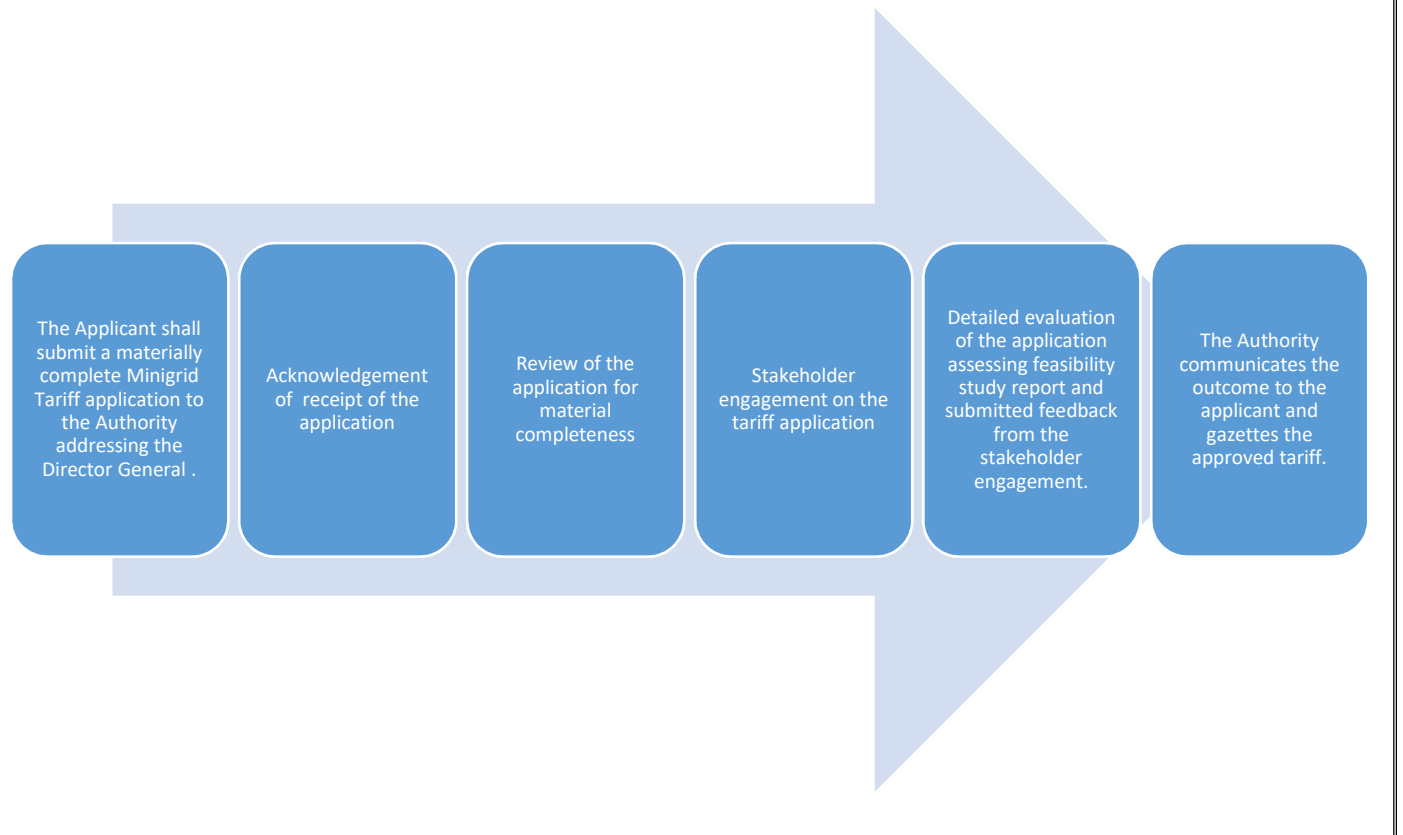
Step	Event/Activity/Action	Time/ No. Of Days	Actor
1.	a) Before starting the application process, the applicant is required to have documents specified in Annex 1. b) To apply, the applicant shall submit a materially complete Minigrid Tariff application to the Authority addressed to: The Director General Energy & Petroleum Regulatory Authority P.O. Box 42681-00100, Nairobi	-	Applicant
2.	Acknowledgement of receipt of the application		EPRA

3.	Review of the application for material completeness. Note: i) The applicant shall be notified to provide missing information where the application is found to be materially incomplete. ii) For materially complete applications, stakeholder engagement shall be scheduled	90	EPRA
4.	Stakeholder engagement on the tariff application		Applicant EPRA Local community
5.	Detailed evaluation of the application assessing feasibility study report and submitted feedback from the stakeholder engagement		EPRA
6.	The Authority communicates the outcome to the applicant and gazettes the approved tariff		EPRA

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
Materially incomplete minigrid tariff applications	1	The Requirements for a materially complete minigrid tariff application are as per <i>Annex 1</i> . Failure to meet the requirements shall render the minigrid tariff application materially incomplete and prolong the process of review and approval of tariff.		

Process Maps/Visuals



Energy & Petroleum Regulatory Authority

ANNEX 1: REQUIREMENTS OF MATERIALLY COMPLETE MINIGRID TARIFF APPLICATION.

- Copy of Approved Expression of Interest by the Ministry of Energy
- Copy of approval from the host county government
- Copy of Physical Planning approval by county government.
- A duly completed tariff application form provided in *Annex II* and duly completed Standard Tariff Application Model. - downloaded from EPRA website www.epra.go.ke/services/standard-tariff-application-model-for-minigrids
- Detailed Feasibility Study Report that includes Resource Assessment, Ability-to-pay analysis, Load forecasts segregated by customer types, technical and financial viability of the project, financing arrangements for the project
- Grid Interconnection Study/Engineer's Report
- Memorandum of Understanding signed by the local community representatives and the developer.
- Copy of Registered land title or registered leasehold agreement.
- Approval issued by the National Environment Management Authority
- Copy of Certificate of Incorporation
- Copy of Company Form CR12 not more than one-year-old and Work Permits Class "G" for foreign directors as per CR12
- Copy of valid Tax Compliance certificate

ANNEX II: TARIFF APPLICATION FORM

We.....
 (Name of Person) hereby submit a tariff application for our mini-grid project to be located at.....

Summary of the salient features of the project

Item	Details
Technology	
Capacity (MW/KW)	
Projected Annual Net Electrical Output (MWh)	
Projected Total Project Cost (Million Kshs)	
Projected Total Project Revenue (Million Kshs)	
Capital Structure (%Equity:%Debt)	
Cost of Equity	
Cost of Debt	
Weighted Average Cost of Capital (%)	

Summary of tariff model output

Consumer Category	Number	Fixed Charge (Kshs/Month)	Tariff Components	
			Energy Charge (Kshs/kWh)	Demand Charge (Kshs/kWh)
Anchor				
Business				
Institutions				
Residential				

Connection Fee Details

Connection fee	Kshs:		
Mode of recovery	Lump sum (√)		Installment (√) No

We have enclosed the Tariff Model as per the approved standard Mini-Grid Tariff model.

This application is made pursuant to the requirements of Section 119 of the Energy Act of 2019.

Signature:

Date: