Self-Generation Incentive Program—2012 Handbook and Forms
These forms should be used by anyone applying to the SGIP in 2012. New applications received on 2011 Forms will be returned.

Handbook and Process Overview

2012 Self-Generation Incentive Program Handbook
June 25, 2012

Step 1: Reservation Request

1a. Gather and complete the required documents

Equipment Specifications
Manufacturer equipment specifications stating rated capacity (kW) and, if necessary, fuel consumption and waste heat recovery rate. For Advanced Energy Storage, the manufacturer equipment specifications must include a capacity rating based on the net continuous discharge power output over a two hour period.

Proof of Utility Service
All Applicants must submit a copy of a recent electric or gas utility bill. For new construction, the Applicant must receive confirmation from the serving utility that the Host Customer Site is within the Program Administrator’s service territory.

12-month Electric Load Documentation
To confirm that participating distributed generation systems will not exceed the capacity of the Host Customer’s previous 12-month peak (maximum) electrical demand, all applications must include a copy of the previous 12-months of energy consumption including maximum demand and/or kWh consumption. If the system is new or expanded construction, provide proof of projected load that will satisfy the proposed generation system including but not limited to a document that details the building systems electrical load, hours of use for the indicated building systems, and the total projected kWh consumption per year.
Proof of Adequate Renewable Fuel Resource
(For renewable fueled CHP and fuel cells)
When applicable, applications must include an engineering survey or study confirming the on-site Renewable Fuel (i.e., adequate flow rate) and the generating system’s average capacity during the term of the Project’s required warranty/maintenance period.

Waste Heat Emission Worksheet
(For conventional CHP projects)
April 5, 2012
(XLS, 47 KB)

Residential Waste Heat Emissions Worksheet
(For conventional CHP projects)
April 5, 2012
(XLS, 580 KB)

Proof of Power Factor Eligibility
(For conventional CHP projects)
When applicable, Applicants must submit design and/or manufacturer’s specifications which show that the system will be capable of operating between 0.95 PF lagging and 0.90 PF leading.

Proof of NOx Emissions Qualifications
(For conventional CHP projects)
When applicable, Applicants must provide documentation substantiating that the generator’s NOx emissions are at or below the applicable emission standard. Units that do not pass the emission standard may use emission credits if they meet or exceed the 60 percent minimum system efficiency.

Proof of Adequate Waste Gas Fuel
(For conventional CHP projects using waste gas)
When applicable, Applicants must submit an engineering survey or study confirming that there is adequate on-site Waste Gas fuel (i.e., adequate flow rate) for continuous operation of the self-generation unit for the term of the Project’s required warranty/maintenance period.
Application Fee
One percent of the requested incentive amount

Proof of Non-Profit Status

Form for California Supplier Projects

Preliminary Monitoring Plan
The preliminary monitoring plan should demonstrate the following components:

Description of the proposed SGIP system:

a. Description of the system with an overview of the energy services to be provided [e.g., generation, waste heat recovery, storage, etc.] by the system to the host site; the major components making up the system; and the general operating schedule of the system [e.g., is it 24x7x365 or 10x6x365, etc.]. Include photos of the system if available.

b. Break out subsystems such as waste heat recovery systems in order to provide context for thermal energy metering systems. Provide similar descriptions for other important subsystems such as energy storage when combined with wind systems.

c. A description of the existing load at the site and identification of the sources of the fuel that would be displaced by operation of the SGIP system [i.e., electricity provided by XYZ utility or natural gas provided by ABC utility] and photos of the interface locations where the SGIP system would be located to displace the load.

Description of the metering system and metering approach, which includes:

a. An overview of the performance data to be collected [e.g., electrical, useful thermal energy, fuel consumption, etc.]

b. A simplified layout of the system showing major components [e.g., generator, waste heat recovery, storage etc.] and location of the proposed metering points and data to be collected at those points [i.e., electrical, flow, temp, fuel etc.]

1b. Download, complete and mail the Reservation Request Form with all required documents above

2012 Reservation Request Application Form and Checklist
April 5, 2012
Step 2: Project Advancement Milestone

2a. Gather and complete the required documents

Copy of RFP for Public Entities
Public Entities must submit a copy of Request for Proposals (RFP), Notice to Invite Bids, or similar solicitation issued for the installation, lease and/or purchase for systems proposed for the SGIP. The RFP must include sufficient project details such as the scope of work, schedule, terms, budget, and/or generating system components desired. For Public Entities not issuing an RFP, alternate documentation must be submitted within 60 calendar days from the date of the conditional reservation letter. Acceptable alternative documentation includes: an executed letter of intent to engage with a contractor on the Host Customer letterhead, an executed contract/agreement for system installation/lease, an equipment purchase order, and/or an alternative system ownership agreement.

Copy of Executed Contract or Agreement for Installation
All SGIP program participants must include, with their Proof of Project Milestone package, a copy of their executed contract for purchase and installation of the system, and/or alternative System Ownership agreement (such as a Power Purchase Agreement). The contract/agreements must be legally binding and clearly spell out the scope of work (quantity of panels/inverters, panel type, inverter type, etc.), terms, total eligible system price, and warranty. All agreements must be signed by appropriate representatives (Host Customer, Installer, and/or System Owner) who are a party to the agreements and the SGIP reservation.

Waste Heat Emission Worksheet
(For conventional CHP)
April 05, 2012
(XLS, 47 KB)

Residential Waste Heat Emissions Worksheet
(For conventional CHP)
April 05, 2012
(XLS, 580 KB)

Completed Air Pollution Permit Application
(Fuel Cells, Microturbines, Internal Combustion Engines and Gas Turbines)
Applicants must submit copies of any required air pollution permitting applications, such as a Permit to Operate from the Local Air District.

Fuel Cleanup Equipment Purchase Order
(For On-site Renewable Fuel Projects)
When applicable, Applicants must submit a purchase order for Renewable Fuel
Proposed Monitoring Plan

The proposed monitoring plan will have the following components:

Description of the proposed SGIP system(s)

a. Description of the system(s) with an overview of the energy services to be provided (e.g., generation, waste heat recovery, storage, etc.) by the system(s) to the host site; the major components making up the system(s); and the general operating schedule of the system(s) (e.g., is it 24x7x365 or 10x6x365, etc.). Include photos of the system(s) if available.

b. Break out subsystems such as waste heat recovery systems in order to provide context for thermal energy metering systems. Provide similar descriptions for other important subsystems such as energy storage when combined with wind systems.

c. A description of the existing load at the site and identification of the sources of the fuel that would be displaced by operation of the SGIP system(s) (i.e., electricity provided by XYZ utility or natural gas provided by ABC utility) and photos of the interface locations where the SGIP system would be located to displace the load.

Description of the metering system and metering approach, which includes:

a. An overview of the performance data to be collected (e.g., electrical, useful thermal energy, fuel consumption, etc.)

b. A simplified layout of the system showing major components (e.g., generator, waste heat recovery, storage, etc.) and location of the proposed metering points and data to be collected at those points (i.e., electrical, flow, temp, fuel, etc.)

c. Description of the approach to be used for collecting, storing and transferring the necessary performance data
   • For example, if useful thermal energy data is to be collected, the reasoning behind the selected metering points
   • Frequency with which the data is to be collected (e.g., 15 min intervals)
   • Data storage capability and approach for transfer of data (e.g., cell modem) and frequency of reporting to PDP (e.g., daily, weekly)—this could also include frequency for reporting of data to PA’s (e.g., monthly)

d. Identification of the metering system components by performance data type including manufacturer and model number.
   • Electrical metering equipment
   • Thermal energy metering equipment
   • Fuel consumption metering equipment
   • Data acquisition (i.e., logger) system
**Additional Documents for Directed Biogas Customers Only**

**Gas Injection Qualification**  
*For directed biogas customers*  
Documentation that approves the Directed Biogas Renewable Fuel provider to inject the renewable fuel into the utility pipeline local to the renewable fuel source.

**Revenue Grade NGOM and Gas Meter Confirmation**  
*For directed biogas projects*  
Confirmation that the project is designed to include revenue grade gas meters at both the project site and point of Directed Biogas fuel injection.

**Forecasted Fuel Consumption**  
*For directed biogas projects*  
Application must include documentation of the forecasted fuel consumption of the generator over the life of project.

**Directed Biogas Renewable Fuel Attestation—System Owner**  
*For directed biogas projects*  
Attestation letter from the System Owner of its intent to notionally procure Renewable Fuel.

**Directed Biogas Renewable Fuel Attestation—Fuel Supplier**  
*For directed biogas projects*  
Attestation from the fuel supplier that the fuel meets currently applicable Renewable Portfolio Standard eligibility requirements for biogas injected into a natural gas pipeline.
The following criteria must be included in the contract:

a. Contract should at a minimum include term (minimum of 10 years), cost, amount of renewable fuel injected on a monthly basis for the length of the contract, address of renewable fuel facility, location of pipeline injection site, name of pipeline owner, and facility address of Host Customer.

b. The SGIP PA has the right to audit and verify Customer Generator’s consumption of renewable fuel consumption upon request over the life of the contract.

c. The Host Customer will consume the contracted renewable fuel for the sole purpose of fueling the SGIP Project.

d. The contract includes a forecast for at least 75% of the system’s anticipated fuel consumption. One possible schedule:

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Starts</th>
<th>Ends</th>
<th>MMBtu/Month</th>
<th>MMBtu/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Date</td>
<td>X</td>
<td></td>
<td>M</td>
</tr>
<tr>
<td>Period 2</td>
<td>Date</td>
<td>Date</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Period 3</td>
<td>Date</td>
<td>Date</td>
<td>Z</td>
<td>O</td>
</tr>
</tbody>
</table>

e. The contract must include a true-up mechanism. The supplier and customer will handle variations in actual consumption versus the contract as follows:

- True-ups will occur quarterly, or as otherwise specified, based on actual consumption of the system over the preceding quarter.
- Customer and Renewable Fuel supplier will agree to true-up based on actual deliveries of renewable fuel. Note that the fleet of SGIP systems will have its own revenue-grade, electric NGOM and gas meters that are accessible via internet by the Program Administrator.
- If less on-site fuel is consumed than renewable fuel is nominated into the pipeline, then parties can agree to a financial make-whole provision.
- If more on-site fuel is consumed than Renewable Fuel is nominated into the pipeline, then parties can agree to a make whole provision, such that Customer Generator consumes at least 75% renewable fuel, as measured annually.

2b. Download, complete and mail the Proof of Project Milestone Checklist with all required documents above

Proof of Project Milestone Checklist
April 5, 2012
Step 3: Incentive Claim Form

3a. Gather and complete the required documents

**Proof of Authorization to Interconnect**
A copy of the signed letter from their Electric Utility granting the Host Customer and/or System Owner permission to interconnect and operate in parallel with the local grid.

**Final Project Cost Breakdown Worksheet**
April 5, 2012

**Final Project Cost Affidavit**
April 5, 2012

**Substantiation of Load** *(For new construction or expansion)*
For new construction Projects that submitted a calculated future load, Applicants must submit documentation verifying forecasted load has materialized and can be demonstrated.

**Substantiation of Renewable Fuel Source**
For Projects where the Host Customer, Applicant or System Owner provided Renewable Fuel resource estimates, applications must include documentation demonstrating that the Renewable Fuel resource has materialized.

**Revised Sizing Calculation** *(If applicable)*
When applicable, the Applicant must submit a thorough description of any changes that have occurred in the system design effecting size or incentive amount since the initial application submittal. If funding is not available the Applicant cannot increase the reserved incentive amount regardless of the changes to the proposed generating system.

**Revised Waste Heat Emission Worksheet** *(if applicable)*
April 5, 2012
(XLS, 47 KB)

**Residential Waste Heat Emissions Worksheet** *(For conventional CHP)*
April 5, 2012
(XLS, 580 KB)
Final Fuel Cleanup Skid Cost Documentation
[Renewable Fuel Cells]
When applicable for Renewable Fuel Projects, Applicants must submit documentation substantiating the fuel cleanup skid cost.

Final Air Permit Documentation [Fuel Cells]
For those technologies that require an air permit, Applicants must submit a copy of the final documentation indicating compliance with all applicable air pollution regulations. Typically, this is a Permit to Operate issued by the local air district.

Additional Documents for Directed Biogas Customers Only

Supplier Renewable Fuel Documentation
Documentation from the supplier showing that the fuel is renewable and that it meets the quality standards to be injected into the local natural gas pipeline.

Proof of Renewable Fuel Contract Commencement
Documentation (e.g., one month fuel invoice) showing that the contract has commenced and the supplier has begun nominating the renewable fuel into the pipeline. The project will be given up to one-year from the date the Incentive Claim was received by the SGIP PA for commencement of the contract. However, no incentive will be paid until the contract has commenced.

Renewable Fuel Metering Specifications
Make, model, specifications and serial number of installed revenue grade electric NGOM and gas meters.

3b. Download, complete and mail the Incentive Claim Form with all required documents above

Incentive Claim Form and Checklist
September 9, 2013