Introductory Letter Guidelines

Below are some suggested guidelines for the required introductory letter. Please summarize Offers in one letter; however, please include a separate letter for Offers that have noticeably different attributes (e.g. technology).

- Header
  - RE: [Participant’s Name], Proposal for [Capacity + Technology] Project ([Project Name])
- Identify any partners working with

Description of Project or Facility

- Name
- Distribution Load Capacity, Distribution Hosting Capacity, or both
- Type of technology and how the Project intends to provide Distribution Services
- Substation/Feeder Connection
- Size (MW)
- Measurement and verification methodology
- How the Project satisfies no double counting/double payments (incrementality)

Any Offers that are mutually inclusive or exclusive List with Offers (numbered)

- Term
- Distribution Hosting Capacity, Distribution Load Capacity, or both
- Contract Capacity
- Capacity Price and Variable O&M
- Delivery Hours
**EXAMPLE:**

<table>
<thead>
<tr>
<th>Base Offer &amp; Offer Variants</th>
<th>Term (Yrs)</th>
<th>Distribution Hosting/Load Capacity</th>
<th>Capacity (MW)</th>
<th>Delivery Hours</th>
<th>First year (2020) fixed capacity price ($/kW-month)</th>
<th>First Year (2020) Variable O&amp;M Price ($/kWh)</th>
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</thead>
<tbody>
<tr>
<td>Offer #1</td>
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<td>Etc.</td>
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