

Self Generation Incentive Program

Instructions for Completing the Reservation Request Form

Section 1: Applicant

Provide the company name, taxpayer ID, contact name, address, business phone number and email address of the applicant. Some applicants, such as ESCOs, can apply for and receive incentive funding and do not have to own the generation equipment or operate the site(s) where the generation equipment will be installed. However, this arrangement must be disclosed to the entity that will own the generation equipment and/or operate the site(s) where the generation equipment will be installed.

The Conditional Reservation Notice Letter and subsequent program correspondences will be mailed to the applicant's address.

Section 2: Host Customer

For purposes of program eligibility, the host customer is an entity that meets all of the following criteria: 1.) has legal rights to occupy the Site, 2.) is a customer of PG&E, SCE, SoCal Gas or SDG&E at Site, 3.) receives electric service from and is connected to the electric grid, 4.) is the electric customer of record at Site and 5.) is the recipient of the net electricity generated from the self-generation equipment.

Provide the host customer company name, taxpayer ID (of the corporate or government parent), contact name, address and business phone number, email address and the electric and gas utility account number (and utility) of the host customer. If the location of the facility where the self-generation equipment will be installed is different from the location to which the applicant would like correspondences sent, list the facility address here. If host customer is the applicant, complete the information for Section 1 and host customer should insert the phrase "Same as Above."

Section 3: Host Customer Demand

Host Customer Highest Peak Demand: Provide the Host Customer site highest peak demand (in kilowatts, not kilowatt-hours) over the past 12 months. This information can be obtained from the host customer's electric utility and must be supplied to the Program Administrator.

Existing Demand Reduction Obligation: If the Host Customer is participating in any interruptible, curtable or demand reduction programs, provide the program name and associated tariff. Subtract Existing Demand Reduction Obligation total from the Host Customer Site Annual Peak Demand to determine the Net Host Customer Annual Peak Demand. Should include programs like those sponsored by the utility, ISO and or others.

Estimated Future Added Load: If load will be added indicate the total amount of added load in kW. Also, supporting documentation must be attached providing a detailed list of the additional equipment by type and kW. In addition to the equipment and kW rating the dates the equipment will be operating must also be provided. The equipment list and time schedule estimates should be prepared by and stamped by a PE.

Net Host Customer Peak Demand: Provide the net peak demand by subtracting the demand reduction obligation amount and adding any future load.

Existing On-Site Generation Equipment: List the make, model and nameplate kW rating of any existing on-site generation at the facility where the self-generation equipment will be located.

Section 4: Generating System Information

Check appropriate technology box. If the project includes technologies from more than one technology category – a hybrid system, check the appropriate technology and the "Hybrid" box. Please list fuel type generating system will be operating on (not applicable to PV and Wind systems). Please note that

applicants must complete a separate form for each technology of a hybrid system. Mark "Hybrid" on all applications for technologies associated with a hybrid system. Provide information as shown in following table:

<p>Fuel Cells, Microturbines, & Internal Combustion Engines Enter manufacturer's name, model number and number of units in your system. Submit manufacturer's specification sheet with the Reservation Request.</p>	<p>Power Rating - enter the power rating at ISO conditions. This information can be obtained from the equipment manufacturer.</p> <p>Total System Output = (Number of Units) x (Unit Power Rating)</p> <p>Total System Output = (_____) x (_____) = _____</p>
<p>Photovoltaic (PV) Systems Enter the PV module and inverter manufacturer's name, model number and the number of PV and inverter modules in your system. Manufacturer's specification sheets must be submitted with the Reservation Request.</p>	<p>Power Rating – enter the "PTC" (not STC) rating of the modules. PTC ratings can be obtained from the module manufacturer. The California Energy Commission maintains a list of modules and their PTC ratings which can be obtained via fax by calling 800-555-7794 or through the Commission's Website* at: http://www.consumerenergycenter.org/buydown/eligible_pvmodules.html</p> <p>Peak inverter efficiency - this information can be obtained from the inverter manufacturer. The California Energy Commission (CEC) also maintains a list of inverter peak efficiency ratings which can be obtained via fax by calling 800-555-7794 or through the Commission's Website* at: http://www.consumerenergycenter.org/buydown/eligible_inverters.html</p> <p>Total System Output = (Number of Modules) x (PV Module PTC Rating) x (Inverter Peak Efficiency)</p> <p>Total System Output = (_____) x (_____) x (_____) = _____</p>
<p>Wind Turbines Enter manufacturer's name, model number and the number of wind turbines and inverters in your system. Manufacturer's specification sheets must be submitted with the Reservation Request.</p>	<p>Power Rating – enter the highest electrical output from the manufacturer's power output curve for wind speeds up to 30 mph. This information can be obtained by wind turbine manufacturers. For a list of wind manufacturing companies, see www.awea.org.</p> <p>Peak inverter efficiency - this information can be obtained from the inverter manufacturer. The California Energy Commission (CEC) also maintains a list of inverter peak efficiency ratings which can be obtained via fax by calling 800-555-7794 or through the Commission's Website* at: http://www.consumerenergycenter.org/buydown/eligible_inverters.html</p> <p>Total System Output = (Number of Turbines) x (Wind Turbine Rating) x (Inverter Peak Efficiency)</p> <p>Total System Output = (_____) x (_____) x (_____) = _____</p>

** Please note that the applicants can apply for incentives under the Self Generation Incentive Program for equipment that is not listed on the CEC website. The CEC websites are provided as a quick reference for the information.*

Section 5: Other Incentives

Indicate if the Applicant or Host Customer has received, is receiving, or plans to receive financial or equipment incentives from other rebate or incentive programs for this project. If yes, provide the amount or value, name of the incentive source, type and reservation number (if applicable). Also, indicate the incentive amount(s) in Section 6.

Section 6: Incentive Calculation

Total Eligible Project Costs: Enter the total of all eligible project costs. See Section 3.4.1 for a definition of eligible and ineligible costs. The Program Administrators have a worksheet (spreadsheet) available to calculate the Total Eligible Project Cost. It is highly recommended that the completed worksheet be included at the time the Reservation Request Form is submitted.

Less Other Incentives Enter the amount of all other incentives from Section 5, except for CEC Emerging Renewable Buydown Incentive(s)¹. The amount of any financial or equipment incentives received (or planned to be received) from all sources must be deducted from the Total Eligible Project Cost.

Total Eligible Project Cost (other incentives subtracted): The Total Eligible Project Cost minus all other incentives.

Self-Generation Program Incentive Amount: Calculate the program incentive amount by either the cost per watt or % of total eligible project cost.

Per Watt: Total System Output _____ (W) x Incentive Per Watt _____ = \$ _____

Project Cost Basis: Total Eligible Project Cost \$ _____ x Max % Project Cost _____ % = \$ _____

The Program Incentive Amount is the lesser of the two calculations and should be entered in the space provided.

The following chart lists the incentives offered and the maximum percentages for all technology:

Incentive Category	Incentive Offered (\$/Watt)	Maximum % of Eligible Project Cost
Level 1	\$4.50/W	50%
Level 2	\$2.50/W	40%
Level 3-R	\$1.50/W	40%
Level 3-N	\$1.00/W	30%

Less CEC Emerging Renewable Buydown Incentive(s): Enter the amount of any incentives received (or planned to be received) from the CEC Emerging Renewable Buydown Program. Subtract this amount from the Self-Generation Incentive Program incentive amount.

Requested Self-Generation Program Incentive Amount: The total of Self-Generation Incentive Amount minus CEC Emerging Renewable Buydown Incentives.

¹ CEC Buydown Incentives are subtracted from Self-Generation Program Incentive Amount. All other incentives are subtracted from Total Eligible Project Cost (reference CPUC Decision 02-02-026 of February 7, 2002).

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Total System Output: List total system output. This should match the value in Section 4.

Requested Incentive Amount: The total of Self-Generation Incentive Amount requested. This should match the value in Section 6.

Incentive Payment: Indicate if incentive payment should go to the Applicant or the Host Customer.

Applicant and Host Customer Agreements

Both the applicant and host customer should read the Applicant & Host Customer Agreements section and both must sign and date this section. If the host customer is requesting the reservation directly, only the host customer portion needs to be filled out and signed.

Submitting a Reservation Request Form

Applicants can submit the Reservation Request Form with all required attachments by mail or fax (see Section 7 for a list of program administrators). Applicants who initially fax a copy of the Reservation Confirmation and Claim Form and required attachments must mail a hardcopy with original signatures on all required forms.