



## Section 3: Forms and Instructions

3.1	Overview of Submittal Process .....	3-2
3.2	Overview of Forms.....	3-3
3.3	Instructions for Application/Customer Agreements .....	3-4
3.4	Instructions for Calculated (SPC) Measures .....	3-5
3.5	Instructions for Installation Report .....	3-6
3.6	Instructions for Operating Report.....	3-7
3.7	The Forms .....	3-8

The required submittals for the 2006 SPC program can be completed either manually or using the program software. The manual forms appear on the following pages, along with detailed instructions for completion. These can be filled out by hand or in Excel.

Before filling out the manual forms, **consider using the 2006 SPC software**. It is easier to edit, and the software automatically checks to make sure you haven't omitted any required information — a feature that can speed processing of your Application. If you're conducting multiple Projects, the software can spare you repeated typing.

The program software is available on the SPC2006 CD-ROM which can be ordered from [www.sdge.com](http://www.sdge.com). Detailed instructions for using the software are included in Section 4 of the 2006 *SPC Procedures Manual*.

## 3.1 Overview of Submittal Process

### 3.1.1 Completing Your Forms

To complete the forms, follow the instructions on the next few pages and on the forms themselves. Your Utility Administrator is available for help with specific questions, **but Project Sponsors are responsible for filling out the forms accurately and completely.**

***On all forms, please write legibly. Filling out forms neatly and completely will speed review of your paperwork. The forms are available either as a PDF or Excel files.*** Projects involving multiple sites or customers will require multiple copies of the forms.

Please a copy for your records.

### 3.1.2 Mailing Your Forms

Whether you use the program software or the manual forms, they must be signed and mailed to the Utility Administrator in hardcopy. You may fax a copy to start the processing, however please mail the signed original and one copy to San Diego Gas & Electric at the address shown in Table 3-1. If you use the program software, print, sign and mail the application and corresponding energy savings calculation. .

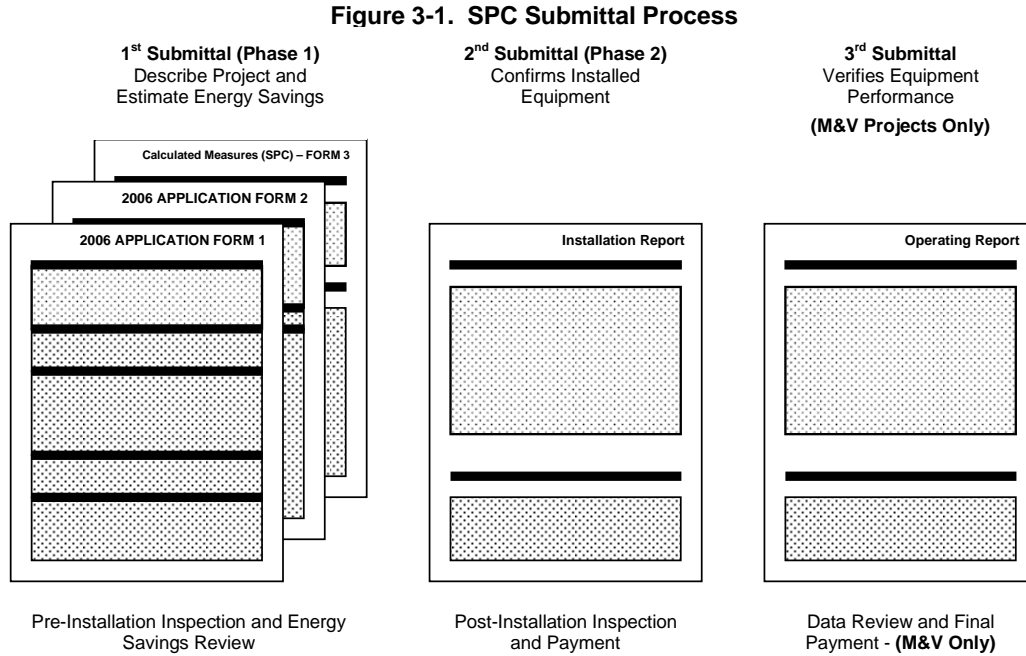
For the Utility Administrator review schedule and other program procedures, see Section 1 of the 2006 SPC Program Procedures Manual.

**Table 3-1. Utility Administrator**

<p><b>San Diego Gas &amp; Electric</b>  <b>www.sdge.com</b></p>
<p>Mr. Walter Bracy                  Associate Program Manager</p> <p>San Diego Gas &amp; Electric                  8335 Century Park Ct., CP12C                  San Diego, CA 92123-1569</p> <p>Phone (858) 654-1752                  wbracy@sempraUtilities.com</p>

## 3.2 Overview of Forms

The program forms are submitted in two phases with a 3<sup>rd</sup> submittal if the project requires measurement and verification, as shown in Figure 3-1.



**First submittal:** Form 1 & 2, Application/Customer Agreement/Contact information  
**(Phase 1)** Form 3, Calculated (SPC) Measures savings summary  
 - and -

**Supporting Attachments:**

- Energy savings calculations (SPC software or detailed engineering calculations)
- Lighting table, if applicable

**Second submittal:** Installation Report  
**(Phase 2)** *(due upon completion of the project, no later than June 30, 2007)*

**Supporting Attachments:**

- Invoices or other cost documentation
- Updated Energy savings calculations (if applicable)
- Updated Lighting table, if applicable
- Any required metering data

**Third submittal:** Operating Report (Projects using the M&V process only)  
*(due within 30 days of the one-year anniversary of Utility Administrator approval of the Installation Report)*

**Supporting Attachments:**

- Description of any changes to the Project
- Backup for revised calculations
- M&V results and analysis

## 3.3 Form 1 & 2: Application

### Form 1

#### 3.3.1 Customer Information

Please provide the requested information regarding the Utility Customer that is installing the energy efficient project. Provide the **name, address, phone, and e-mail address** that apply to the designated contact person at the Customer site.

#### 3.3.2 Project Types

Please indicate the types of measures that are included in the project. Identify the project by providing a **brief name and description**. Check the box indicating “calculated” project.

#### 3.3.3 Project Site Information

Please provide the requested information regarding the project site. Provide the **site name, site address, service account, and contact information at the project site**. The **site contact** may be different from the Customer contact, if you wish. The **electric service account** number is found on your utility bill at the top right corner.

If there is more than one site, (multiple buildings or locations) you will need to submit a separate Form 1 for each site.

Indicate the **square footage, age, and number of floors** for the building(s) where the efficiency measure(s) will be installed.

Check all **property types** (basic nature of the facility) that apply for the listed project site. If none of the types apply select other and indicate the primary use.

#### 3.3.4 Project Sponsor Information

This section is for “third-party” Project Sponsors; this may include a vendor, contractor, energy service company, or the customer may choose to “self-sponsor” If you are self-sponsoring a Project at your own site, this information is redundant with the Customer information and you don’t need to fill it out.

Again, indicate the name, **address, phone, and email** for the designated contact person.

NOTE: The Project Sponsor is the primary contact and will receive all correspondence, review notices and incentive information regarding the proposed project. If no sponsor is listed the customer is the main point of contact.

### Form 2

#### 3.3.5 Payment Information

This section is used to designate the payee. Indicate the **name, address, phone, and e-mail address** of the designated customer/business. Be sure to provide the **federal tax identification number(s)**. The Customer must sign this section if the payment is directed to a third party.

### 3.3.6 Customer Agreement

This is the program agreement that must be signed by both the Customer and the Project Sponsor. Signing this document certifies that both parties have read and agree to the attached terms and conditions. A separate SPC agreement will be provided upon approval by SDG&E and requires signature by the Project Sponsor.

## 3.4 Form 3: Calculated (SPC) Measures

This form 3 is a summary of your energy-efficiency measure, cost information and energy savings calculation and incentive.

### 3.4.1 Energy Efficiency Measure Information

Fill in the requested information for each measure. If there are more measures than the table will allow, attach either an additional Form 3 or your own handwritten table and reference it on the form.

**Site Name.** Provide the name of the site at which the measure will be installed. Briefly describe the efficiency measure and where it is to be installed—e.g., “Replace four 20-ton package AC units on office annex,” or “Upgrade 50-hp air compressor used for process air in assembly facility.”

**Measure Type.** Indicate the incentive category. Choose “L” for lighting, “A” for air conditioning & refrigeration (AC&R), “O” for other equipment, or “G” for natural gas.

**Measure Cost.** The measure’s cost includes, but is not limited to, audits, design, engineering, construction, equipment, materials, permits, fees, overhead, and labor. The cost to complete the application forms as well as any M&V costs can also be included in the measure cost.

### 3.4.2 Energy/Demand Savings and Incentive Summary

This bottom area is where you indicate the estimated energy (kWh or therms) and on-peak demand (kW) savings for each measure and the resulting incentive as follows:

#### 3.4.2.1 Energy Savings

Enter the **baseline energy usage** (kWh or therms) per year consumed by the current equipment or the minimum standard efficiency) in the first box and the **installed energy usage** (kWh or therms per year that will be consumed by the higher efficiency equipment) in the second box.

Subtract the installed usage from the baseline (or current standard) usage to determine the annual **energy savings** afforded by the high-efficiency equipment.

The **incentive rate** depends on the measure category (Lighting \$0.05, AC&R \$0.14, Other \$0.08, or Natural Gas \$0.80), as shown in the rate tables on Form 3.

The **energy incentive** is determined by multiplying the **energy savings** by the **incentive rate**.

#### 3.4.2.2 On-Peak Demand Reductions

The lower box summarizes the on-peak demand for the equipment described in the measure. Enter the on-peak demand for the **baseline demand** and for the **installed demand**. On-peak demand is the highest level of demand that occurs between 12 noon and 7 pm, Monday through Friday during months from June through September.

### 3.4.3 Supporting Attachments

Be sure to attach the following to Form 3:

- **Backup for energy and demand savings calculations.** If the Estimation Software is utilized, attach a printout of the results. If you used your own engineering calculations, attach your calculations with detailed explanation of your assumptions. Instructions for calculating energy savings are provided in Section 2 of the *2006 SPC Program Procedures Manual*.
- **Lighting Table.** If the Application contains a lighting measure you are required to submit a Lighting Table (LT). This table is used to describe the lighting measures, their locations and the savings/incentives. A Lighting Evaluation Table is available at [www.sdge.com](http://www.sdge.com) under Manuals and Forms. You may submit your own Table as long as it has all of the information requested on the LT form. This information includes: building, floor, usage group, area description, use type, Itemized measure code, existing quantity, existing fixture code, proposed quantity, proposed fixture code, proposed lamp model, proposed ballast model, operating hours and measure control type.

## 3.5 Installation Report

This form should be submitted when the installation is complete and all equipment is operating as planned. Please note any changes made since the Application was approved.

### 3.5.1 Energy/Demand Savings and Incentive Adjustment

If the equipment is operating as presented in the Project Application, simply copy the amounts for energy savings, energy incentive, and demand reduction, from the approved Application form.

If there have been any changes to the project from the approved application, please describe them on a separate attachment (e.g. changes in equipment configuration, quantities, or type of equipment). Revise your estimate of the energy and demand savings—and corresponding incentive amounts—using the same calculation approach you used on the original Application (estimation software, or engineering calculations). Enter the revised numbers into their proper columns and attach a calculation sheet as applicable. For Projects that do not require M&V, the revised Energy Savings Incentive may not exceed the amount of the Contract Agreement, regardless of the changes. For Projects requiring M&V, the revised Energy Savings Incentive may not exceed 110 percent of the amount of the approved Contract Agreement.

### 3.5.2 Installation and Operation Statement

The Project Sponsor signs and dates the statement at the bottom of the form declaring that the equipment has been installed and is working properly.

### 3.5.3 Supporting Attachments

The following materials, as applicable, should be attached to the Installation Report form:

1. Cost documentation. This may include invoices, purchase orders, or any other form to show project costs.

2. **Description of changes and backup for revised calculations, if applicable.** Attach a brief description of exactly what changes were made since the Project Application was approved, as well as backup for the revised energy/demand savings calculations. If you used the estimation software, attach a printout of the results. If you used your own engineering calculations, attach your calculations with detailed explanation of your assumptions. Instructions for calculating energy savings are provided in Section 2 of the *2006 SPC Program Procedures Manual*.
3. **Any preliminary metering data, if applicable.** All Projects that have collected any metering data should attach the data—**including detailed analysis**—to the Installation Report Form.

## 3.6 Operating Report

This submittal confirms that the equipment is still in operation for Projects requiring M&V and presents the actual energy savings that have been achieved. It is due within 30 days following the one-year or two-year anniversary of SDG&E's approval of the Installation Report.

### 3.6.1 Energy/Demand Savings and Incentive Adjustment

All projects requiring M&V need to adjust the energy savings and incentives based on actual performance. Adjust the energy savings and incentive based on the actual data collected as per the approved M&V plan, whether or not there were any changes to the Project.

The incentive can adjust either up or down, based on performance. However, the incentive may not exceed 110 percent of the amount on the approved Project Application.

#### 3.6.1.1 Measured Savings

On the Operating Report form, you present the culmination of your M&V efforts. Adjust the energy savings and incentives based on the actual data collected as per the M&V plan, whether or not there were any changes to the Project.

The incentive can adjust either up or down, based on performance. However, the incentive may not exceed 110 percent of the amount on the approved Project Application.

### 3.6.2 Installation and Operation Statement

Sign and date the statement at the bottom of the form declaring that the equipment is in operation as presented on the form and attachments.

### 3.6.3 Supporting Attachments

The following materials should be attached to the Operating Report form, as applicable:

1. **Description of any changes to the Project.** Include any changes in the M&V plan.
2. **Backup for revised calculations.** If you used the estimation software, attach a printout of the results. If you used your own engineering calculations, attach your step-wise calculations with a detailed explanation of your assumptions and any changes since the approval of the Installation Report.
3. **M&V results and analysis.** Attach the M&V data and analysis.

## 3.7 The Forms

If you obtained this *2006 SPC Procedures Manual* in hardcopy from your Utility Administrator, the following pages contain the Application, Installation and Operating Reports. If you downloaded this manual from the CD-ROM or [www.sdge.com](http://www.sdge.com), the forms can be accessed as a single PDF file or as an Excel workbook.