

User Guide: SGIP Handbook Website

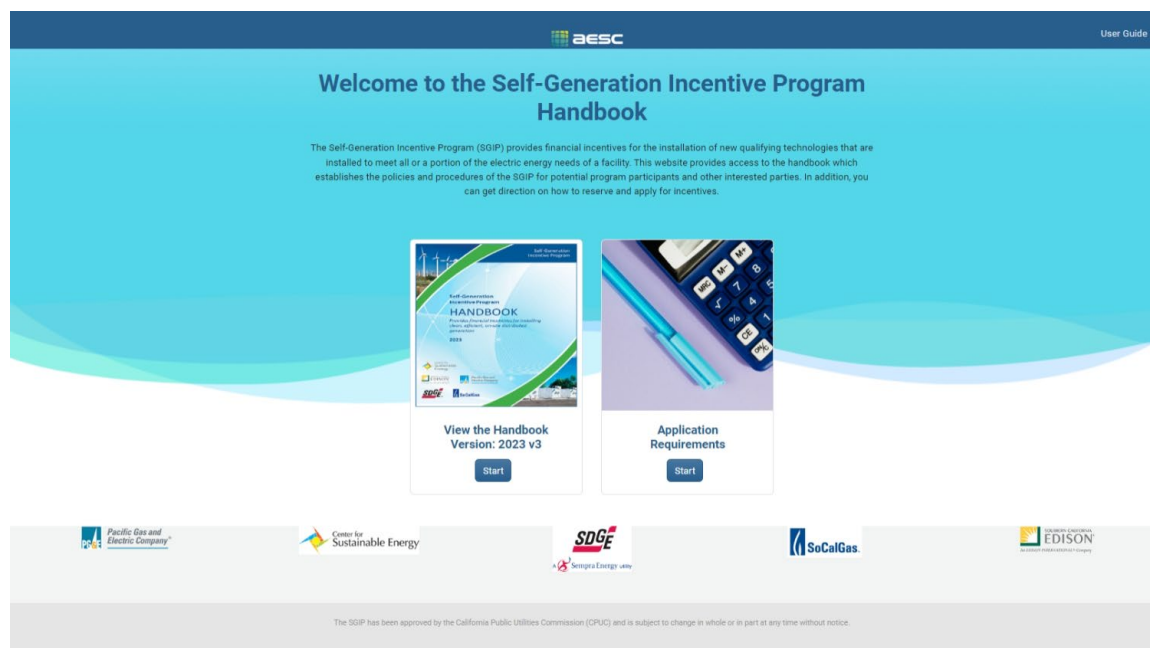
About this User Guide

The Self-Generation Incentive Program (SGIP) provides financial incentives for the installation of new qualifying technologies that are installed to meet all or a portion of the electric energy needs of a facility. This website (<https://sgiphandbook.com/>) provides access to the handbook which establishes the policies and procedures of the SGIP for potential program participants and other interested parties. In addition, you can get direction on how to reserve and apply for incentives.

This handbook website outlines establishes the policies and procedures of the SGIP for potential program participants and other interested parties. The SGIP has been approved by the California Public Utilities Commission (CPUC) and is subject to change in whole or in part at any time without prior notice. Changes to the program shall be published in revisions to this Handbook and/or posted at each Program Administrator's (PA's) website. The Program Administrators (PAs) are Pacific Gas and Electric (PG&E), Southern California Edison (SCE), the Southern California Gas Company (SoCalGas) and Center for Sustainable Energy® (CSE).¹

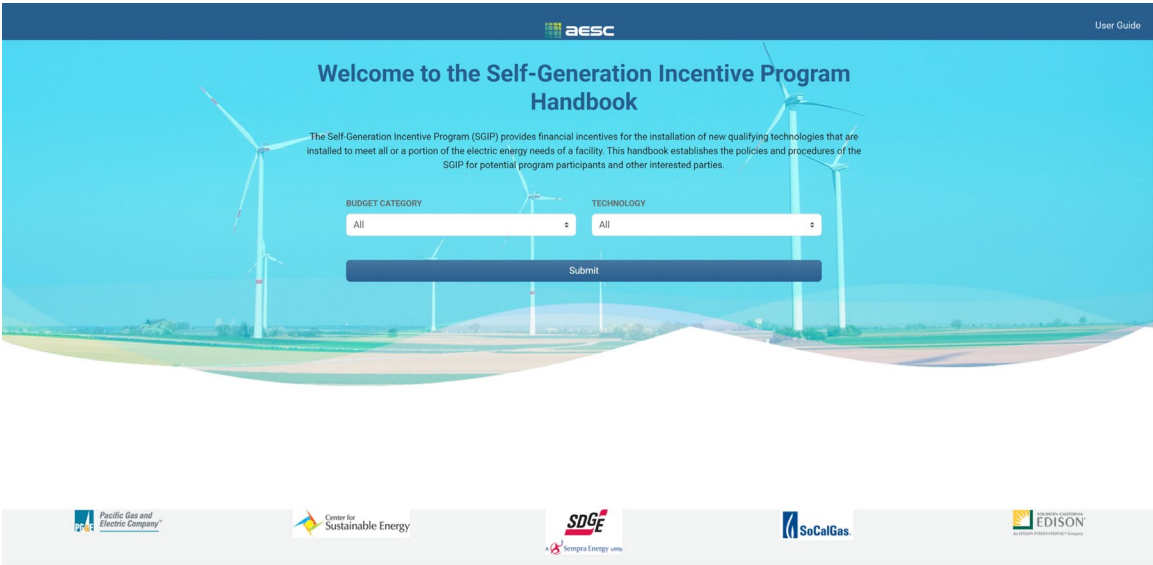
How to Use the SGIP Handbook Website

The Welcome page enables the user to select either "View the Handbook" or "Application Requirements".



¹ CSE is the Program Administrator for SDG&E customers.

The View the Handbook page via the “START” button enables the user to select the “Budget Category” and “Technology”.



Budget Category
Equity Resiliency
Generation
Large Scale Storage
Residential Storage Equity
Non-Residential Storage Equity
San Joaquin Valley Residential
San Joaquin Valley Non-Residential
Small Residential Storage

Technology
Electrochemical Energy Storage
Fuel Cells
Gas Turbines
Internal Combustion Engines
Linear Generators
Microturbines
Pressure Reduction Turbines
Steam Turbines
Thermal Energy Storage
Waste Heat to Power
Wind Turbines

When the user selects the Budget Category and Technology and the selects “Submit”, they are presented with the related information from the handbook. Here they can again select Budget Category and Technology in addition to a Search function.

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To optimize results, use all 3 search inputs; Budget Category, Technology, and Search boxes. Other chapters may apply, if choosing to search for project specific application criteria.

Budget Category

Large-Scale Storage

Technology

Electrochemical Energy Storage

Search

Search...

2 Applications

2.1 Application Process

Applications are subject to the incentive rates of the Program Administrator to which they apply. Generally, applications will be assigned an incentive rate and reviewed in the order in which they are received. A lottery will be conducted in the event that application submissions for a given budget and step on a single day exceed the available funding in a given Program Administrator's territory. Additional details regarding the lottery process can be found in Section 2.1.1.3.

2.1.1 Application Process Flowchart

The application process is determined by the customer sector and system size. There are two application processes illustrated below:

- Three-Step Application Process – Figure 2.1.1a
 - Non-residential projects 10 kW or greater
- Two-Step Application Process – Figure 2.1.1b
 - All residential projects
 - Non-residential projects less than 10 kW

Figure 2.1.1a: Three-Step Application and Approval Process

```

graph LR
    subgraph Step1 [Step 1: Reservation Request (RRR)]
        S1_1[Submit Reservation Request Form  
(submit completed RRR to Program Administrator)]
        S1_2[Receive Conditional Reservation Letter  
(Upon approval the Program Administrator will issue a Conditional Reservation Letter)]
    end
    subgraph Step2 [Step 2: Proof of Project Milestone (PPM)]
        S2_1[Submit Proof of Project Milestone  
(submit PPM to Program Administrator, Due no later than 90 days from receipt of the Conditional Reservation Letter)]
        S2_2[Receive Confirmed Reservation Letter  
(Upon approval the Program Administrator will issue a Confirmed Reservation Letter)]
    end
    subgraph Step3 [Step 3: Incentive Claim (IC)]
        S3_1[Submit Incentive Claim Form  
(submit IC to Program Administrator once the system is installed, interconnected and operational, Due no later than 18 months from receipt of the Conditional Reservation Letter)]
        S3_2[Receive Incentive Payment  
(Upon approval, the incentive payment process begins)]
    end
    S1_1 --> S1_2
    S1_2 --> S2_1
    S2_1 --> S2_2
    S2_2 --> S3_1
    S3_1 --> S3_2
  
```

When the Application Requirements START” button is selected it takes the user to Step 1. The “Step 1 Tell us a little about your site” page enables the user to enter the Street Address, select the City, select the Zip Code and select the Administrator (if more than one) and then select “Save” or “Next”.

The screenshot shows the 'Step 1 Tell us a little about your site' page. At the top, there is a blue header with the 'aesc' logo and a 'User Guide' link. The main content area has a light blue background with a white form titled 'Site Info'. The form contains the following fields:

- STREET ADDRESS:** A text input field containing '2445 Impala Dr'. Below it, a small note says 'Please do not include apt, suite, or office numbers.'
- CITY:** A text input field containing 'CARLSBAD'.
- ZIP CODE:** A text input field containing '92010'. Below it, a small note says 'U.S. only, 5 digit code'.
- ADMINISTRATOR:** A dropdown menu showing 'CSE ON BEHALF OF SDGE'.

At the bottom of the form, there are three buttons: 'Home' (disabled), 'Save' (disabled), and 'Next' (active).

The footer of the page features a row of logos: Pacific Gas and Electric Company, Center for Sustainable Energy, SDGE (San Diego Gas & Electric), SoCalGas, and EDISON (Edison International).

The “Step 2 Tell us a little about your project” page enables the user to select the Application Type and then select “Save”, “Previous” or “Next”.

The screenshot shows the 'Step 2 Tell us a little about your project' page. At the top, there is a blue header with the 'aesc' logo and a 'User Guide' link. The main content area has a light blue background with a white form titled 'Project Type'. The form contains the following elements:

- Project Type:** A dropdown menu with the instruction 'PLEASE CHOOSE THE APPLICATION TYPE YOU ARE SEEKING AN INCENTIVE FOR.' and a placeholder text 'Please select a type of system'.

At the bottom of the form, there are four buttons: 'Home' (disabled), 'Save' (disabled), 'Previous' (disabled), and 'Next' (active).

The footer of the page features a row of logos: Pacific Gas and Electric Company, Center for Sustainable Energy, SDGE (San Diego Gas & Electric), SoCalGas, and EDISON (Edison International).

Application Type

Energy Storage

Generation

Based on the user's selection more details will be displayed for each option.

Energy Storage

The screenshot shows a web form titled "Step 2 Tell us a little about your project" with the AESC logo at the top. The form is divided into two main sections: "Project Type" and "Please enter your system characteristics".

Project Type

PLEASE CHOOSE THE APPLICATION TYPE YOU ARE SEEKING AN INCENTIVE FOR.

Energy Storage

Please enter your system characteristics

RATED CAPACITY OF YOUR SYSTEM IN KW.

Please enter a kW value.

ENERGY CAPACITY OF YOUR SYSTEM IN KWH.

Please enter a kWh value.

DISCHARGE DURATION IN HOURS.

Please enter a hour value.

ESTIMATED PROJECT COSTS.

Please enter a dollar value.

EQUIPMENT TYPE.

Please select a type of system

SECTOR.

Please select a sector

BUDGET PATHWAY.

Please select a budget category

OPT INTO RESILIENCY FOR GENERAL MARKET BUDGETS.


No

[Read the Handbook Section \(opens in a new window\)](#)

Home Save Previous **Next**

The footer contains logos for Pacific Gas and Electric Company, Center for Sustainable Energy, SDGE, SoCalGas, and EDISON.

Generation

User Guide

Step 2

Tell us a little about your project

Project Type

PLEASE CHOOSE THE APPLICATION TYPE YOU ARE SEEKING AN INCENTIVE FOR.

Generation

Please enter your system characteristics

RATED CAPACITY OF YOUR SYSTEM IN KW.
Please enter a kW value.

ESTIMATED PROJECT COSTS.
Please enter a dollar value.

EQUIPMENT TYPE.
Please select a type of system

SECTOR.
Please select a sector

BUDGET PATHWAY.
Generation

OPT INTO RESILIENCY FOR GENERAL MARKET BUDGETS.
No


Read the Handbook Section (opens in a new window)


Home


Save


Previous


Next











When the "Please enter your characteristics" information has been completed then select "Save". "Previous" or "Next" to see the Results.

Results

Your Budget Pathway

Budget Category:

Generation

Technology:

Generation

[Read the Handbook Section \(opens in a new window\)](#)

More Info

Currently At Incentive Step:

3

Your Program Administrator:

CSE ON BEHALF OF
SDGE

System Rated Capacity:

185 KW

Equipment Type:

Steam Turbines

Estimated Project Cost:

\$125,000.00

Sector:

Non-Residential

Opt Into Resiliency For General Market

Budgets:

No

What You Need To Submit Application

To reserve your funds you will need to complete and provide the documents below. Click on the SGIP Handbook for a more detailed description of each item.

Reservation Request (All projects)

- ☐ Completed Reservation Request Form
- ☐ Application Fee
- ☐ Equipment Specifications
- ☐ Proof of Utility Service
- ☐ Load Documentation
- ☐ Preliminary Monitoring Plan
- ☐ Minimum Operating Efficiency Worksheet w/Backup Documentation
- ☐ Proof of Adequate Fuel or Waste Energy Resource
- ☐ Customer Resiliency Attestation
- ☐ Certification/Proof of Coordination with Local Government and California Office of Emergency Services

Proof of Project Milestone (3-step projects only)

- ☐ Completed Proof of Project Milestone Form
- ☐ Copy of Executed Contract or Agreement for Installation
- ☐ Proposed Monitoring Plan
- ☐ Proof of Fuel Contract and Documentation
 - ☐ Renewable Fuel Contract (Directed Renewable Fuel and Delivered Hydrogen)
 - ☐ Directed Renewable Fuel Attestation – System Owner & Fuel Supplier (Directed Renewable Fuel Only)
 - ☐ Renewable Fuel Affidavit (On-site Renewable Fuel Only)
 - ☐ Fuel Clean-up (On-site Renewable Fuel Only)

Incentive Claim (All projects)

- ☐ Completed Incentive Claim Form
- ☐ Proof of Authorization to Interconnect
- ☐ Building Permit Inspection Report
 - ☐ Air Permit Documentation
- ☐ AHJ Approved Grid Island Capable Plans
- ☐ Substantiations:
 - ☐ New Construction or Expanded Load
 - ☐ Renewable Fuel or Waste Resource (On-site Renewable Fuel and Waste Energy Only)
 - ☐ Fuel Cleanup Skid Cost (On-site Renewable Fuel Only)
 - ☐ Renewable Fuel Documentation/Contract Commencement (Directed Renewable Fuel Only)
 - ☐ Renewable Fuel Metering Specifications (Directed Renewable Fuel Only)
- ☐ Planned Maintenance Coordination Letter
- ☐ Final Monitoring Schematic
- ☐ PBI Setup Sheet

To submit your application, go to: www.selfgenca.com (opens in a new window)

To view current incentives, go to:
www.selfgenca.com/home/program_metrics (opens in a new window)

Application Process Timelines

- Reservation request: upon review and approval of applicant documentation, program issues conditional reservation letter
- Proof of project milestone: applicant to provide documents within 90 calendar days of conditional reservation date for non-public entities, 240 calendars for public entities
- Incentive claim: applicant to provide documents within 18 months of the conditional reservation date

Disclaimer

The result displayed is intended for general informational purposes only and is not a guarantee of accuracy, nor is it a guarantee of SGIP eligibility or incentive reservation. To receive a confirmed project reservation, program participants must submit an application on the selfgenca.com website in compliance with the SGIP Handbook.

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