


ATTACHMENT 3: APPLICATION AND SUBMITTAL DOCUMENTS

Submittal documents must be fully completed or Applicant shall be disqualified. Complete each of the following forms and attach the requested documents:

- ☐ Application Form (for active forms see Excel Workbook on program website)
- ☐ Proof of Site Control Form
- ☐ Attach a Facility & Single Line Diagram
- ☐ Attach a 24 Hour by 12 Months Expected Energy Profile
- ☐ City of Los Angeles Ethics Commission Form 50 (Bidder Certification)
- ☐ City of Los Angeles Ethics Commission Form 55 (Bidder Contributions)
- ☐ Iran Contracting Act of 2010 Certification Form (only for contracts with an expected total value of \$1,000,000 or more)
- ☐ Proof of certification as a Local Business in Los Angeles (if applicable).
- ☐ Certified Check in the Amount of the Applicable Application Fee

 Los Angeles Department of Water & Power		APPLICATION INSTRUCTIONS FEED-IN TARIFF DEMONSTRATION PROGRAM		 Los Angeles Department of Water & Power
Topic		Notes		
1. Applicant Information				
Parent Company/Organization Name				
Project Company/Organization Name				
Project Company/Organization Address		PO Box/Street/City/State/Zip Code		
Entity Name on Development Deposit				
Federal Tax ID Number		If applicable		
Primary and Secondary Contacts				
Contact Person (First Last)		Communications will be directed to the primary contact person		
Title of Contact Person				
Telephone				
Fax				
Email				
2. Project Description				
Project Name or Description		Use either project name or description of project and must be distinct from other projects being proposed		
Renewable Energy Technology		Identify technology as listed in "Technology" form.		
Physical Address of Project		Street/City/State/Zip Code		
Project Site Coordinates				
Gross Capacity		Total nameplate capacity of equipment		
Project Life, years		Expected life of project		
Total Estimated Installed Cost, \$		Installed cost of project should include all material/equipment, engineering, construction, development, legal, and permitting costs associated with the proposed project.		
Proposed Commercial Operation (DD/MM/YYYY)		Expected date of initial energy delivery		
3. Site				
Type of Site Control		Applicant is Property Owner, Current Lessee, Have Exclusive Lease or Purchase Option to Property (from Site Control Form)		
Parcel Number		Enter County Assessor's property parcel number		
Property Owner Name		Person or organization that holds title to the property currently		
Property Owner Address		Business address of the person or organization that holds title to the property (Street/City/State/Zip Code)		
Site Category		Indicate the type of site the system will be installed on.		
4. Product Information				
Base Price OF Energy (BPE)		Enter a BPE in \$ / kilowatt-hr (kWh)		
Contract Net Capacity, kWac		Capacity should be net of any auxiliary load, station electrical uses, and losses.		
Net Annual Generation (Year 1), MWh/yr		Expected energy output for Year 1 after system is constructed		
Annual Degradation, %		Estimated annual degradation of system output, if applicable.		
Contract Term		Years of contract term being sought		
5. Application Checklist				
Application Fee (Certified Check)		City of Los Angeles Ethics Commission Form 50 (Bidder Certification)		
Proof of Site Control Form		City of Los Angeles Ethics Commission Form 55 (Bidder Contributions)		
System Diagrams		Iran Contracting Act of 2010 Certification Form (only for contracts with an expected total value of \$1,000,000 or more)		
6. Technology Specific Information				
		Type X in box to indicate proposed technology. If type of renewable energy is not listed, fill in information under "Other"		
Solar Electric		Please check box for specific type of technology (e.g. thin-film, monocrystalline, polycrystalline, amorphous, CPV, CSP, etc...)		
7. Project Development Team				
		List all members and/or partners with experience with similar projects. Fill in information as fully as possible.		
8. Declaration and Signature				
		Applicant must sign the declaration or application will not be accepted		



APPLICATION FORM
FEED-IN TARIFF DEMONSTRATION PROGRAM

1. Applicant Information

Parent Company/Organization Name
Project Company/Organization Name
Project Company/Organization Address
Entity Name on Development Deposit
Federal Tax ID Number

Primary Contact Person

Contact Person (First Last)
Title of Contact Person
Telephone
Fax
Email

Secondary Contact Person

Contact Person (First Last)
Title of Contact Person
Telephone
Fax
Email

Signature

2. Project Description

Project Name or Description
Renewable Energy Technology
Physical Address of Project
Site Coordinates (Latitude/Longitude) Latitude: Longitude:
Project Gross Capacity, kW (AC)
Project Life, years
Total Estimated Installed Cost, \$
Proposed Commercial Operation Date (DD/MM/YYYY)

3. Site

Type of Site Control
Parcel Number
Property Owner Name
Property Owner Address
Site Category ☐ Commercial ☐ Industrial ☐ Multifamily ☐ Warehouse ☐ Government/Universty ☐ Other _____

4. Product Information

Base Price of Energy
Contract Net Capacity, kW (AC)
Net Annual Generation (Year 1), MWh/yr
Annual Degradation, %
Contract Term, years

5. Application Check List

In order for the application to be considered complete, please ensure that the following is attached:

- | | |
|--|---|
| <input type="checkbox"/> Application Fee (Certified Check) | <input type="checkbox"/> City of Los Angeles Ethics Commission Form 50 (Bidder Certification) |
| <input type="checkbox"/> Proof of Site Control Form | <input type="checkbox"/> City of Los Angeles Ethics Commission Form 55 (Bidder Contributions) |
| <input type="checkbox"/> System & Facility Diagrams | <input type="checkbox"/> Iran Contracting Act of 2010 Certification Form (if Applicable) |

6. Technology Specific Information

Please provide information for the appropriate type of renewable energy. If type of renewable energy is not listed, fill in information under "Other".

- ☐ Solar Crystalline Photovoltaic
☐ Solar Thin-Film
☐ Solar Concentrating Photovoltaic (CPV)
☐ Concentrated Solar Power (Troughs, CSP)
☐ Tracking Solar Photovoltaic

Type	Manufacturer	Model



Los Angeles
Department of
Water & Power

PROJECT DEVELOPMENT TEAM FORM FEED-IN TARIFF DEMONSTRATION PROGRAM

7. Project Development Team

Individual/Company/Organization

Role on Project

Years of Experience With Similar Projects

Name of Similar Project(s)

Size of Similar Project(s)

Location (City/State) of Similar Project(s)

COD of Similar Project(s)

Individual/Company/Organization

Role on Project

Years of Experience With Similar Projects

Name of Similar Project(s)

Size of Similar Project(s)

Location (City/State) of Similar Project(s)

COD of Similar Project(s)

Individual/Company/Organization

Role on Project

Years of Experience With Similar Projects

Name of Similar Project(s)

Size of Similar Project(s)

Location (City/State) of Similar Project(s)

COD of Similar Project(s)

8. Declaration Under Penalty of Perjury

The Undersigned declares that: 1) the information provided in the form is true and correct; 2) the Applicant has read and understands, and agrees to be bound by the FIT Demo Program Guidelines. 3) the Applicant has read and understands the Standard Offer for Customer Interconnection Agreement and the Standard Offer Power Purchase Agreement. 4) this Application/Bid is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Applicant has not directly or indirectly induced or solicited any other Applicant to put in a sham bid, or any other person, Firm or corporation to refrain from submitting a proposal; and the Applicant has not in any manner sought by collusion to secure for themselves an advantage over any other Applicant.

Print Name: _____

Signature: _____

Proof of Site Control Form

I, _____ ("Site Representative"), representing _____ ("Site Owner"), attest that _____ ("Applicant"), has Site Control in the manner indicated below, of Parcel# _____ located at _____ ("Property"). The Applicant has dominion over the Property to the extent necessary to construct, own and operate the _____ kilowatt (kW) _____ ("Project") in accordance with an executed Standard Offer Power Purchase Agreement ("SOPPA") with Los Angeles Department of Water and Power ("LADWP").

In this case, Site Control means (check one applicable item below):

___ Applicant holds title to the Property.

___ Applicant has a duly executed contract for the purchase of the Property.

___ Applicant has been granted a valid written option, unconditionally exercisable by Applicant, to purchase the Property at a pre-determined price upon executing a SOPPA with LADWP. (The option is binding on the Site Owner of the Property and the Site Owner cannot unilaterally withdraw, revoke, or rescind the obligation to sell the property to the Applicant.)

___ Applicant has a duly executed contract for the lease of the Property. (The lease unconditionally binds the Site Owner, subject to payment of a named rent and compliance by the Applicant with standard commercial terms.)

___ Applicant has been granted a valid written option, unconditionally exercisable by Applicant, to lease the Property for a pre-determined rent upon executing a SOPPA with LADWP for duration of 20 years or longer, including rights to install, own, and operate the Project on the Property. (The option is binding on the Owner of the Property and the Owner cannot unilaterally withdraw, revoke, or rescind the obligation to lease the property to the Applicant.)

Signature _____

Print Name of Site Owner _____

Date _____

Notary _____

Facility Diagrams

Plot and Site Development Plans:

(Description here)

(Attach diagrams showing generator, disconnect, meter equipment, protection equipment scheme, locations and LADWP access to generator, disconnect, and meter equipment locations)

Single Line Diagram of Interconnection:

(Attach single-line electrical diagram)



Municipal Lobbying Ordinance
Bidder Certification
CEC Form 50





City Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
Mail Stop 129
(213) 978-1960

Bidder Certification CEC Form 50

Bid/Contract Number:

Department:

Name of Bidder:

Phone:

Address:

Email:

CERTIFICATION

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

- A. I am a person or entity that is applying for a contract with the City of Los Angeles.
- B. The contract for which I am applying is an agreement for one of the following:
 - 1. The performance of work or service to the City or the public;
 - 2. The provision of goods, equipment, materials, or supplies;
 - 3. Receipt of a grant of City financial assistance for economic development or job growth, as further described in Los Angeles Administrative Code § 10.40.1(h) [see reverse]; or
 - 4. A public lease or license of City property where both of the following apply, as further described in Los Angeles Administrative Code § 10.37.1(i) [see reverse]:
 - a. I provide services on the City property through employees, sublessees, sublicensees, contractors, or subcontractors, and those services:
 - i. Are provided on premises that are visited frequently by substantial numbers of the public; or
 - ii. Could be provided by City employees if the awarding authority had the resources; or
 - iii. Further the proprietary interests of the City, as determined in writing by the awarding authority.
 - b. I am not eligible for exemption from the City's living wage ordinance, as eligibility is described in Los Angeles Administrative Code § 10.37(i)(b).
- C. The value and duration of the contract for which I am applying is one of the following:
 - 1. For goods or services contracts—a value of more than \$25,000 and a term of at least three months;
 - 2. For financial assistance contracts—a value of at least \$100,000 and a term of any duration; or
 - 3. For construction contracts, public leases, or licenses—any value and duration.
- D. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

Date: _____ Signature: _____

Name: _____

Title: _____

Under Los Angeles Municipal Code § 48.09(H), this form must be submitted to the awarding authority with your bid or proposal on the contract noted above.

Los Angeles Administrative Code § 10.40.1(h)

- (h) “City Financial Assistance Recipient” means any person who receives from the City discrete financial assistance in the amount of One Hundred Thousand Dollars (\$100,000.00) or more for economic development or job growth expressly articulated and identified by the City, as contrasted with generalized financial assistance such as through tax legislation.

Categories of such assistance shall include, but are not limited to, bond financing, planning assistance, tax increment financing exclusively by the City, and tax credits, and shall not include assistance provided by the Community Development Bank. City staff assistance shall not be regarded as financial assistance for purposes of this article. A loan shall not be regarded as financial assistance. The forgiveness of a loan shall be regarded as financial assistance. A loan shall be regarded as financial assistance to the extent of any differential between the amount of the loan and the present value of the payments thereunder, discounted over the life of the loan by the applicable federal rate as used in 26 U.S.C. Sections 1274(d), 7872(f). A recipient shall not be deemed to include lessees and sublessees.

Los Angeles Administrative Code § 10.37.1(i)

- (i) “Public lease or license”.
- (a) Except as provided in (i)(b), “Public lease or license” means a lease or license of City property on which services are rendered by employees of the public lessee or licensee or sublessee or sublicensee, or of a contractor or subcontractor, but only where any of the following applies:
- (1) The services are rendered on premises at least a portion of which is visited by substantial numbers of the public on a frequent basis (including, but not limited to, airport passenger terminals, parking lots, golf courses, recreational facilities); or
 - (2) Any of the services could feasibly be performed by City employees if the awarding authority had the requisite financial and staffing resources; or
 - (3) The DAA has determined in writing that coverage would further the proprietary interests of the City.
- (b) A public lessee or licensee will be exempt from the requirements of this article subject to the following limitations:
- (1) The lessee or licensee has annual gross revenues of less than the annual gross revenue threshold, three hundred fifty thousand dollars (\$350,000), from business conducted on City property;
 - (2) The lessee or licensee employs no more than seven (7) people total in the company on and off City property;
 - (3) To qualify for this exemption, the lessee or licensee must provide proof of its gross revenues and number of people it employs in the company’s entire workforce to the awarding authority as required by regulation;
 - (4) Whether annual gross revenues are less than three hundred fifty thousand dollars (\$350,000) shall be determined based on the gross revenues for the last tax year prior to application or such other period as may be established by regulation;
 - (5) The annual gross revenue threshold shall be adjusted annually at the same rate and at the same time as the living wage is adjusted under section 10.37.2 (a);
 - (6) A lessee or licensee shall be deemed to employ no more than seven (7) people if the company’s entire workforce worked an average of no more than one thousand two-hundred fourteen (1,214) hours per month for at least three-fourths (3/4) of the time period that the revenue limitation is measured;
 - (7) Public leases and licenses shall be deemed to include public subleases and sublicenses;
 - (8) If a public lease or license has a term of more than two (2) years, the exemption granted pursuant to this section shall expire after two (2) years but shall be renewable in two-year increments upon meeting the requirements therefor at the time of the renewal application or such period established by regulation.



Municipal Lobbying Ordinance
Bidder Contributions
CEC Form 55





City Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
Mail Stop 129
(213) 978-1960

Bidder Contributions ***CEC Form 55***

ALL BOXES MUST BE COMPLETED

Bid/Contract Number:

Date Bid Submitted:

Description of Contract:

Department:

BIDDER

Name: _____

Address: _____

Email (optional): _____ Phone: _____

PRINCIPALS

Please identify the names and titles of all principals (attach additional sheets if necessary). Principals include a bidder's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the bidder of at least 20 percent and employees of the bidder who are authorized by the bid or proposal to represent the bidder before the City.

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

☐ _____ additional sheets are attached.

☐ Bidder is an individual with no principals.

SUBCONTRACTORS

Please identify all subcontractors whose subcontracts are worth \$100,000 or more (attach additional sheets if necessary).

Subcontractor: _____

Subcontractor: _____

Subcontractor: _____

Subcontractor: _____

☐ _____ additional sheets are attached.

☐ Bidder has no subcontractors on this bid or proposal whose subcontracts are worth \$100,000 or more.



City Ethics Commission
200 N Spring Street
City Hall — 24th Floor
Los Angeles, CA 90012
Mail Stop 129
(213) 978-1960

Bidder Contributions CEC Form 55

PRINCIPALS OF SUBCONTRACTORS

Please identify the names and titles of all principals for each subcontractor identified on page 1 (attach additional sheets if necessary). Principals include a subcontractor's board chair, president, chief executive officer, chief operating officer, and individuals who serve in the functional equivalent of one or more of those positions. Principals also include individuals who hold an ownership interest in the subcontractor of at least 20 percent and employees of the subcontractor who are authorized by the bid or proposal to represent the subcontractor before the City.

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

Name: _____ Title: _____

Subcontractor: _____

☐ Of the subcontractors identified on page 1, the following are individuals with no principals (attach additional sheets if necessary):

Subcontractor: _____

Subcontractor: _____

Subcontractor: _____

☐ _____ additional sheets are attached.

☐ Bidder has no subcontractors on this bid or proposal

CERTIFICATION

I certify that I understand, will comply with, and will notify my principals and subcontractors of the requirements and restrictions in Los Angeles City Charter section 470(c)(12) and any related ordinances. I understand that I must amend this form within ten business days if the information above changes. I certify under penalty of perjury under the laws of the State of California that the information provided above is true and complete.

Date: _____ Signature: _____

Name: _____

Title: _____

*Under Los Angeles City Charter § 470(c)(12), this form must be submitted to the awarding authority with your bid or proposal.
A bid or proposal that does not include a completed Form 55 will be deemed nonresponsive.*



IRAN CONTRACTING ACT OF 2010



IRAN CONTRACTING ACT
(Public Contract Code sections 2202-2208)

Prior to bidding on, submitting a proposal or executing a contract or renewal for goods or services of \$1,000,000 or more, a contractor must either: a) certify it is **not** on the current list of persons engaged in investment activities in Iran created by the California Department of General Services ("DGS") pursuant to Public Contract Code section 2203(b) and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person, for 45 days or more, if that other person will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS; or b) demonstrate it has been exempted from the certification requirement for that solicitation or contract pursuant to Public Contract Code section 2203(c) or (d).

To comply with this requirement, please insert your contractor or financial institution name and complete the certification below. Please note: California law establishes penalties for providing false certifications, including civil penalties equal to the greater of \$250,000 or twice the amount of the contract for which the false certification was made; contract termination; and three-year ineligibility to bid on contracts. (Public Contract Code section 2205.)

CERTIFICATION

I, the official named below, certify I am duly authorized to execute this certification on behalf of the contractor/financial institution identified below, and the contractor/financial institution identified below is **not** on the current list of persons engaged in investment activities in Iran created by DGS and is not a financial institution extending twenty million dollars (\$20,000,000) or more in credit to another person/vendor, for 45 days or more, if that other person/vendor will use the credit to provide goods or services in the energy sector in Iran and is identified on the current list of persons engaged in investment activities in Iran created by DGS.

<i>Contractor Name/Financial Institution (Printed)</i>	
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>

EXEMPTION

Pursuant to Public Contract Code sections 2203(c) and (d), a public entity may permit a contractor/financial institution engaged in investment activities in Iran, on a case-by-case basis, to be eligible for, or to bid on, submit a proposal for, or enters into or renews, a contract for goods and services.

If you have obtained an exemption from the certification requirement under the Iran Contracting Act, please fill out the information below, and attach documentation demonstrating the exemption approval.

<i>Contractor Name/Financial Institution (Printed)</i>	
<i>By (Authorized Signature)</i>	
<i>Printed Name and Title of Person Signing</i>	
<i>Date Executed</i>	<i>Executed in</i>