

HOW TO SUBMIT A MANUAL INTERCONNECTION APPLICATION REQUEST

****INTERIM PROCESS****

PLEASE FOLLOW ALL STEPS TO AVOID DELAYS IN PROCESSING OR CANCELLATION OF APPLICATION SUBMITTALS.

This process can be used for the following request types:

LARGE (Larger than 30 kW AC), MULTI-METERS*, TRACT HOMES (5+), Owens' Valley, or any project unable to process via the NEM portal and receives a verifiable portal error i.e. Portal Error*

*a snapshot of the portal error received to include your attempted application should be included in your submittal and will be requested if missing.

For the project types identified above, an online PV request cannot be made via our NEM online portal. Instead, the following instructions should be followed in order to process your submission package manually via email. All submittal application materials should be sent to SolarCoordinator@ladwp.com.

OVERVIEW OF PROCESS

The Manual Interconnection Application Request is completed through email according to the following steps:

- | | | |
|---------------|--|---------------|
| Step 1 | Instructions on how to properly label the email.
Please note, there should only be one email per address. If you are submitting for multiple projects, you will need to submit separate emails per project. | Page 2 |
| Step 2 | List of documents needed to include in your email
Do not move on to Step 3 until you receive an email response from SolarCoordinator@ladwp.com informing you that you are approved to proceed to Step 3. | Page 3 |
| Step 3 | Submit your application through the NEM Portal at www.ladwp.com/NEM
Forward the Confirmation email with the WR # to SolarCoordinator@ladwp.com | Page 4 |
| Step 4 | Additional assistance and contact information. | Page 5 |

HOW TO SUBMIT A MANUAL INTERCONNECTION APPLICATION REQUEST

****INTERIM PROCESS****

PLEASE FOLLOW ALL STEPS TO AVOID DELAYS IN PROCESSING OR CANCELLATION OF APPLICATION SUBMITTALS.

STEP 1 - HOW TO PREPARE YOUR EMAIL APPLICATION

When your project meets any one or more of the above conditions, please forward:

1. Similar to the website, a separate and complete application submission package is required for each address i.e. each meter being interconnected. **One email per application submittal.**
2. **Please properly label each email submission. Please include each in the subject line and/or in the body of your email submittal:**
 - **Request Type:** Examples include but are not limited to: Large Interconnection-30kW AC, Multi-Meter, Owen’s Valley, Portal Error, among others
 - **Energy Source:** PV, BESS, Co-Gen, ESS – Wind, Generator, etc.
 - **System Size(s):** Provide a size for each energy source and/or component of your install. **System sizes should be submitted as kW AC and kW AC-CEC.**
 - **Installation Location:** Full and complete LADWP billing address (where the meter is being billed). Please include zip code and City.
 - **Project Name:** Name of building, site, store, etc., if applicable

Example: Request for NEM PV + BESS Interconnection; Large Over 30kW; PV: 250kW AC-CEC, BESS: 100kW AC, BIG BOX STORE #20, 1234 Anywhere St, LA CA 90031

*Multi-meter requests are those that are interconnecting 2 or more systems to 2 or more meters at a single address. If your project has a different address for each meter, it is not multi-meter submittal and does not follow this process. You should submit each request for interconnection online via the NEM application portal as a Standard Tract (Type 2) project type.

HOW TO SUBMIT A MANUAL INTERCONNECTION APPLICATION REQUEST

****INTERIM PROCESS****

PLEASE FOLLOW ALL STEPS TO AVOID DELAYS IN PROCESSING OR CANCELLATION OF APPLICATION SUBMITTALS.

STEP 2 - WHAT TO INCLUDE IN YOUR EMAIL APPLICATION SUBMITTAL PACKAGE (FOR EACH EMAIL SUBMITTAL)

For 0.10 kW up to and including 10 kW AC-CEC jobs, please include:

- Properly labeled submittal with details (see step 1); Indicate Fast or Standard Track processing – see website for details, pending future changes to language and website
- Minimum 2-3 photos – see website or Solar ESR for details
- 30kW or Less PV System Planning Form (need to request if a copy is needed); submit in place of IA Form – in the comments section describe the type and location of the system being installed
- BESS Technical Data Sheet, if applicable - [see website](#)

For Over 10 kW and up to and including 30 kW AC-CEC jobs, please include:

- Properly labeled submittal with details (see step 1); Indicate Fast or Standard Track processing – see website for details, pending future changes to language and website
- Small System Interconnection Agreement Form (new version as of 11/2019) – [see website](#)
- SLD, clearly labeled and includes kW AC-CEC and kW AC sizing on the diagram
- Plot/Site Plan
- Service Planning Information Form – [see website](#)
- 30kW or Less PV System Planning Form (please request a copy is needed) – in the comments section describe the type and location of the system being installed
- BESS Technical Data Sheet, if applicable - [see website](#)

For Over 30 kW AC-CEC or larger jobs, please include:

- Properly labeled submittal with details (see step 1); Indicate Large NEM or Co-Gen Track processing – see website for details, pending future changes to language and website
- Completed, unsigned, first draft of Standard Offer Interconnection Agreement (IA) Form (new version as of 7/2022) – [see website](#)
- SLD, clearly labeled and includes kW AC-CEC sizing on the diagram
- Plot/Site Plan
- Service Planning Information Form – [see website](#)
- Larger Than 30kW PV System Planning Form (need to request if a copy is needed) – in the comments section describe the type and location of the system being installed
- BESS Technical Data Sheet, if applicable - [see website](#)

Where to Find Forms:

The most up to date versions of forms and all other required documents can be found on our webpage – www.ladwp.com/solar => NEM or Net Energy Metering Program => NEM Documents => Supporting Documentation

Once the email is submitted, please wait for response from SolarCoordinator@ladwp.com before completing Step 3.

HOW TO SUBMIT A MANUAL INTERCONNECTION APPLICATION REQUEST

****INTERIM PROCESS****

PLEASE FOLLOW ALL STEPS TO AVOID DELAYS IN PROCESSING OR CANCELLATION OF APPLICATION SUBMITTALS.

STEP 3 – SUBMIT “SHELL” APPLICATION THROUGH THE NEM PORTAL

1. Visit www.ladwp.com/nem to submit a “shell” application.
 - a. For Large Interconnections, please check all boxes including those that advise that over Interconnections 30 kW AC-CEC are not to be processed through the NEM Portal.
2. Please use the service address where the install is located if applicable; If the system recognizes your address, please skip to step 4.
3. If the system does not recognize your address or generates a portal error, take these additional steps:
 - a. Take a snapshot of the completed application with the error displayed; attach this snapshot in your manual application submittal email
 - b. Use the following address as a proxy: **3101 Artesian Street, Los Angeles, CA 90031**
 - c. Include the correct service address in the ‘Additional Notes’ section of the NEM application portal
4. Continue completing the NEM application with all requested information and as accurately as possible.
5. At the point in the application where it requests the system size please only include the PV kW AC-CEC system size in the designated text box. If the system size text box accepts the complete system size and the system has no other components interconnected, please skip to step 9.
6. If your system includes other energy storage components such as battery, microturbine, wind, etc., please skip to step 8.
7. If you receive an error, you will need to enter a 2-digit number for your PV kW AC-CEC system size and include the correct and complete PV kW AC-CEC system size in the Additional Notes section.
8. If your project includes other non-solar components, please include the type and system size(s), kW AC, of each individual source in the Additional Notes section;
9. In addition to any notes above, add the following information to the ‘Additional Notes’ section:
 - a. ****HOLD – MANUAL INTERCONNECTION****
 - b. Correct full service address, if applicable
 - c. Correct system size(s), if applicable
10. Submit the NEM application and receive an auto-generated confirmation email which will include a work request number and other important details such as how to make payment for the Expenditure Recovery charges and the PV/BESS Service Planner’s contact information.
- 11. Forward the auto-generated confirmation email with all required documents attached (see step 2 & 3) to SolarCoordinator@ladwp.com. Please allow approx. 3-5 business days.**
12. Once received the SolarCoordinator team will review and continue to process your “shell” application.

NOTE: It is important to note that the NEM manual application is not complete until an email is received from the SolarCoordinator team indicating that your “shell” application hold has been removed and payment of any Expenditure Recovery charges have been completed.

HOW TO SUBMIT A MANUAL INTERCONNECTION APPLICATION REQUEST

****INTERIM PROCESS****

PLEASE FOLLOW ALL STEPS TO AVOID DELAYS IN PROCESSING OR CANCELLATION OF APPLICATION SUBMITTALS.

STEP 4 – NEED ADDITIONAL HELP? OR STILL HAVE QUESTIONS?

We are here to assist you. Please use the following resources for assistance:

For **technical assistance** with Electric Service Requirements, please contact our Service Planning Connection Center at 213-EMPOWER (367-6937), the Service Planning Engineer, or the Lead PV ESR assigned to your project area.

To **Find The Right Person** assigned to your project’s geographical area, search here: www.ladwp.com/findtherightperson. SolarCoordinator team members are unable to address these questions and will refer you to these same resources.

For questions related to the **Interconnection Agreement (IA) Form or processing a manual application**, please contact the SolarCoordinator group at (213) 367-6163 or email SolarCoordinator@ladwp.com.

For **general questions** or if unable to **locate Service Planning staff**, please contact the LADWP Service Planning Connection Center at 213-EMPOWER (367-6937), or email ConnectionCenter@ladwp.com.

Please note that **all other** PV or BESS requests (excluding the above-mentioned exceptions) 30kW AC-CEC or smaller continue to be submitted via our online web portal – www.ladwp.com/NEM.
