

Solar Coordinator Tip Sheet

How to Complete the Standard Offer Interconnection Agreement (IA) Form

Attention Project Managers

This tip sheet will be referencing the Standard Offer IA & Standard Offer System Planning Sheet. Both forms are available on LADWP website (see Page 7)

Step 1: Address

Service Address – Street Number & Name:

City:

Zip Code:

Unit Number*:

Processing Track:
(Fast, Standard, Large)

System Size(s):

Existing PV:

New PV:

New ESS:

Existing ESS:

New COGEN:

Existing COGEN:

(kW AC)

2a

2b

3a

3b

4a

4b

(kW DC)

2c

2d

3c

3d

4c

4d

(kW AC-CEC)

2e

2f

Step 3: BESS System

Step 4: COGEN System

Step 2: PV System

Step 1: Address (Standard Offer IA form—Page 1)

- Enter the full LADWP service address (include unit/suite number, city, state, and zip code).
- This is a required field, do not leave blank.

Step 2: PV System (Standard Offer IA form—Page 1)

kW AC

- Standard Offer IA Form: Enter the total kW AC rating, including existing PV in the field, “**Expected Power Output**”.
- kW AC rating is the maximum continuous output power (AC) of the inverter at unity power factor.
- Step 2a: Existing kW AC rating (if none enter 0), Step 2b: New kW AC rating, **Expected Power Output**: Step 2a+2b.

kW DC

- Standard Offer IA Form: Enter the total kW DC rating, including existing PV in the field, “**Nameplate Rating**”.
- kW DC rating is the maximum output power (DC) of the Solar PV Panels.
- Step 2c: Existing kW DC rating (if none enter 0), Step 2d: New kW DC rating, **Nameplate Rating**: Step 2c+2d.

kW AC-CEC

- Standard Offer IA Form: Enter the total kW AC-CEC rating, including existing PV in the field, “**CEC-AC Rating**”.
- AC-CEC = (Number of panels) X (unadjusted panel practical test conditions (PTC) Rating) X (Inverter Efficiency).
- Step 2e: Existing kW AC-CEC rating (if none enter 0), Step 2f: New kW AC-CEC rating, **CEC-AC Rating**: Step 2e+2f.

(For assistance please go to <https://www.energy.ca.gov/programs-and-topics/programs/solar-equipment-lists>)
Note: If this field applies to your project, check the box on the Standard Offer IA Form.

Solar Coordinator Tip Sheet

How to Complete the Standard Offer Interconnection Agreement (IA) Form

Step 3: Battery Energy Storage System (BESS) (Standard Offer IA form—Page 1)

Standard Offer IA: In the field “**System Types**”, enter a description of the BESS type.

kW AC

- Standard Offer IA Form: Enter the total kW AC rating, including existing BESS in the field, “**Expected Power Output**”.
- kW AC rating is the maximum continuous output power (AC) of the inverter at unity power factor.
- Step 3a: Existing kW AC rating (if none enter 0), Step 3b: New kW AC rating , **Expected Power Output**: Step 3a+3b.

kW DC

- Standard Offer IA Form: Enter the total kW DC rating, including existing BESS in the field, “**Nameplate Rating**”.
- kW-DC rating is the maximum output power (DC) of the BESS .
- Step 3c: Existing kW DC rating (if none enter 0), Step 3d: New kW DC rating, **Nameplate Rating**: Step 3c+3d.

Note: If this field applies to your project, check the box on the Standard Offer IA Form.

Step 4: COGEN System (Standard Offer IA form—Page 2)

Standard Offer IA: In the field “**System Types**”, enter a description of the COGEN, Fuel Cell, & Non– Renewable type(s).

kW AC

- Standard Offer IA Form: Enter the total kW AC rating, including existing COGEN in the field, “**Expected Power Output**”.
- kW AC rating is the maximum continuous output power (AC) of the inverter at unity power factor.
- Step 4a: Existing kW AC rating (if none enter 0), Step 4b: New kW AC rating , **Expected Power Output**: Step 4a+4b.

kW DC

- Standard Offer IA Form: Enter the total kW DC rating, including existing COGEN in the field, “**Nameplate Rating**”.
- kW DC rating is the maximum output power (DC) of the COGEN system.
- Step 4c: Existing kW DC rating (if none enter 0), Step 4d: New kW DC rating, **Nameplate Rating**: Step 4c+4d.

Note: If this field applies to your project check the box on the Standard Offer IA Form.

Step 5: Standard Offer IA Form (Page 2)—Aggregate Output

- In the field “**Aggregate Generation Output Capacity**”, enter the total generation output (**Expected Power Output**), including existing systems in kW AC .
- **Aggregate Generation Output Capacity**: Step 2a (PV)+ Step 3a (BESS) + Step 4a (COGEN).
- DC coupled system only: When adding the aggregate output for Step 2a (PV) + Step 3a (BESS) ,enter the kW AC rating of the inverter’s maximum continuous output.
- This required field should never be blank or “0”.

Solar Coordinator Tip Sheet

How to Complete the Standard Offer Interconnection Agreement (IA) Form

Step 6: Customer Information

LADWP Customer Contact Information:

LADWP Customer/Customer Entity Name: Contact Person & Title:
(if no entity, leave blank)

Customer Type: Direct Phone #: Email:

(Customer or Owner-Customer)

Alternate Contact #1: Phone #: Email:

Page 1 of 2

Ver. 2. 02

Step 7: Property Owner Information

Single Point of Contact Information for Legal Property Owner*

*only complete if DWP customer/customer entity is different than landowner

Legal Property Owner/Owner Entity Name: Contact Person & Title:
(if no entity, leave blank)

Customer Type: Direct Phone #: Email:

(Legal Landowner)

Alternate Contact #1: Phone #: Email:

Service Information for LADWP Customer Site

Service Type: Main Service Amps: Complete Meter Number:

Step 8: Meter Information

- Step 6: Customer Information (Standard Offer IA form—Page 2,9,13,15)**
- 6a. LADWP Customer
- Standard Offer IA Form: In the fields “**Customer**”, enter the person or entity of the LADWP customer of record only (must match customer name on electric bill).
- 6b. Contact Person & Title
- Standard Offer IA Form: In the fields “**Contact Person & Title**”, enter the LADWP customer of record information if not a company/business (entity).
 - If LADWP customer of record is a company/business (entity), enter the full name and title of the contact person (signatory). The signatory must be listed as a authorized employee under the California Business Search. Proof may be required if the IA is signed by an unidentified agent.
- 6c. Contact Person Direct Phone #
- Standard Offer IA Form: Enter the contact person’s direct phone number in the field “**Phone**”.
- 6d. Contact Person Email
- Standard Offer IA Form: Enter contact person’s email in the field “**Email**”.

Solar Coordinator Tip Sheet

How to Complete the Standard Offer Interconnection Agreement (IA) Form

Step 7: Property Owner Information (Standard Offer IA form—Page 3,13,15)

NOTE: If legal property owner and LADWP customer of record are the same leave all property owner fields blank.

7a. Legal Property Owner

- Standard Offer IA Form: In the fields **“Property Owner”**, enter the person or entity of the legal property owner of record only.

7b. Contact Person & Title

- Standard Offer IA Form: In the fields **“Contact Person & Title”**, enter the legal property owner of record information if not a company/business (entity).
- If property owner of record is a company/business (entity), enter the full name and title of the contact person (signatory). The signatory must be listed as a authorized employee under the California Business Search. Proof may be required if the IA is signed by an unidentified agent.

7c. Contact Person Direct Phone

- Standard Offer IA Form: Enter the contact person’s direct phone number in the field **“Phone”**.

7d. Contact Person Email

- Standard Offer IA Form: Enter contact person’s email in the field **“Email”**.

Step 8: Meter Information (Standard Offer IA form—Page 6)

- Standard Offer IA Form: Enter the existing meter number associated with the service address of the project.
- Meter number must match what's on the eclectic bill with exact syntax & Leading zeros (Prefix+5 digits—8 digits) .
- Example: AND00009—00000123

Step 9: Standard Offer IA Form (Page 9)—Billing Address

- In the section Billings and Payments in the fields **“If to Customer”**, enter the billing address as shown on electrical bill.

Step 10: Standard Offer IA Form (Page 15)—Customer Signature

10a. Signature

- If LADWP customer of record is a company/business (entity), contact person will sign this field .
- Leave blank until instructed by solar coordinator for “Wet” (handwritten) Blue Ink signature.

10b. Contact Name

- **“Name”** enter the full name of the LADWP customer of record as listed on LADWP electric bill .
- For company/business (entity), enter the full name of the contact person as listed on the California Business search.

10c. Contact Title

- **“Title”** enter the title/position of the contact person or LADWP customer.

10d. Date

- Leave blank until instructed by solar coordinator for “Wet” (handwritten) Blue Ink signature date.

Solar Coordinator Tip Sheet

How to Complete the Standard Offer Interconnection Agreement (IA) Form

Step 11: Standard Offer IA Form (Page 15)—Property Owner Signature

NOTE: If legal property owner and LADWP customer of record are the same leave all property owner fields blank.

11a. Signature

- If legal property owner is a company/business (entity), contact person will sign this field.
- Leave blank until instructed by solar coordinator for “Wet” (handwritten) Blue Ink signature.

11b. Contact Name

- **“Name”** enter the full name of the legal property owner.
- For company/business (entity), enter the full name of the contact person as listed on the California Business search.

11c. Contact Title

- **“Title”** enter the title/position of the contact person or LADWP customer.

11d. Date

- Leave blank until instructed by solar coordinator for “Wet” (handwritten) Blue Ink signature date.

Step 12: Standard Offer IA Form (Page 16-18)—Exhibit A

12a. Generation Facility and/or Energy Storage System (ESS) Project Information

- Please complete all fields with precise information.
- **“Generation Facility Description”** single line diagram may be attached.
- **“Written Descriptions”** must include details regarding the equipment quantity and model numbers. Example: [68 Panels Model#., 3 inverters Model#...,]

12b. Generation Facility Project Details

- Please complete all fields with precise information.
- **“System Efficiency”** efficiency (%) with PV inverters ranging from 90-99% & for COGEN as specified on data sheets.

12c. Energy Storage System (ESS) Project Details

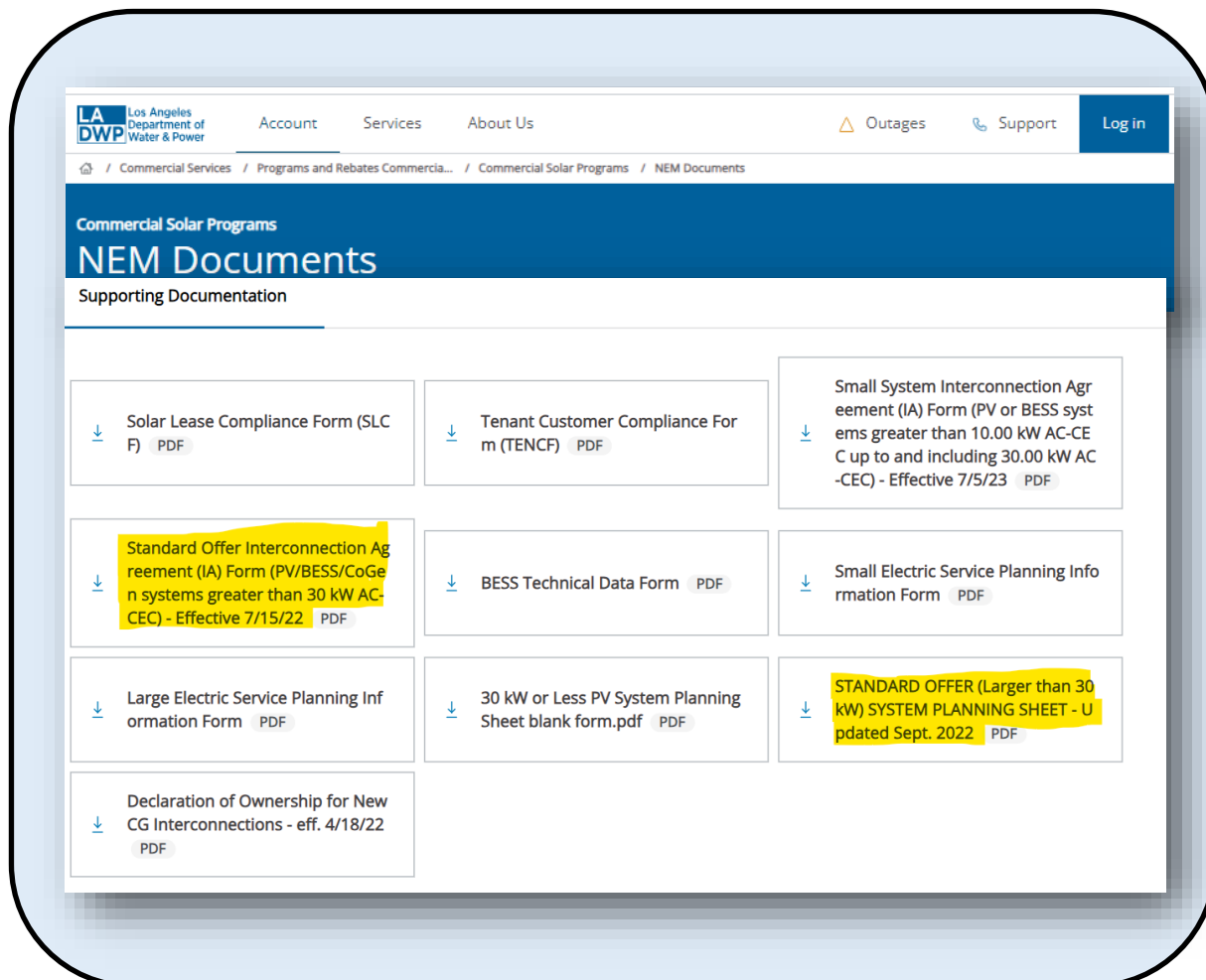
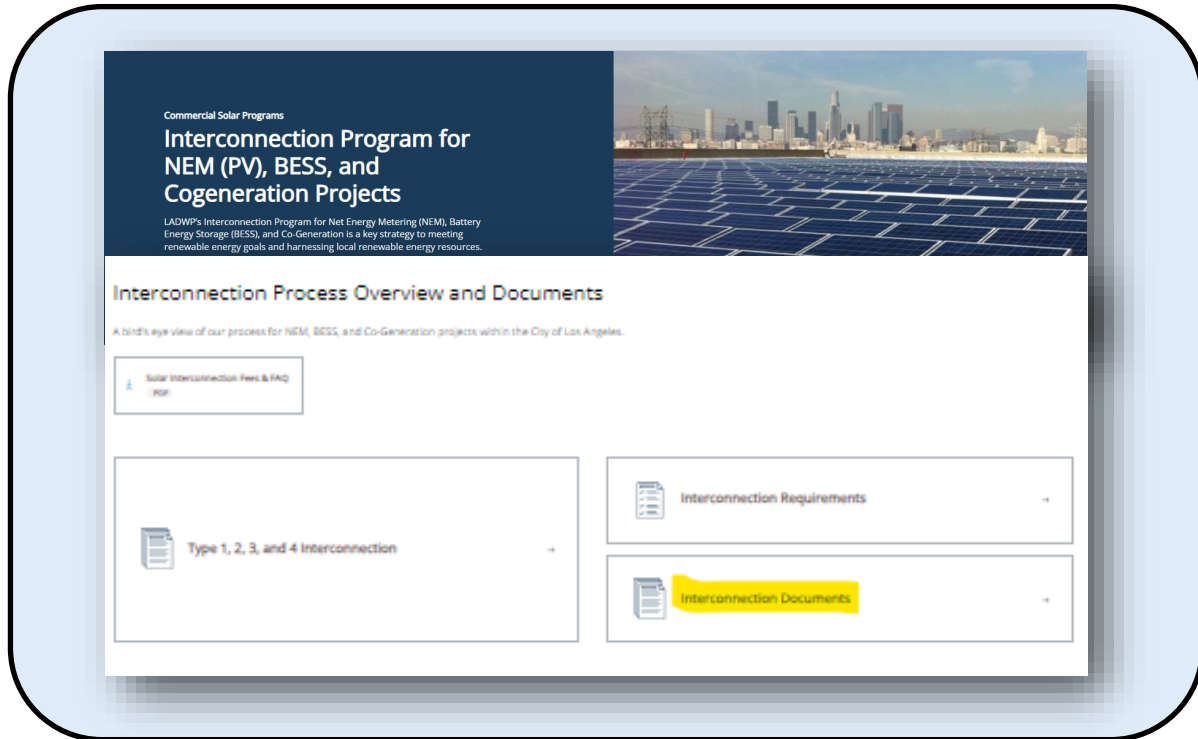
- Please complete all fields with precise information.

Solar Coordinator Tip Sheet

Appendix

Downloadable Documents

The **most up to date versions of forms and all other required documents** can be found on our webpage – [NEM Documents | Los Angeles Department of Water and Power \(ladwp.com\)](#) => Commercial Services => Programs and Rebate Commercials => Commercial Solar Programs => NEM Documents



Solar Coordinator Tip Sheet

Appendix—Standard Offer IA Page 1

LADWP Agreement No. _____

STANDARD OFFER FOR SELF-GENERATION AND/OR ENERGY STORAGE SYSTEM INTERCONNECTION AGREEMENT (SOLAR GENERATION FACILITIES AND/OR ENERGY STORAGE SYSTEM > 30 KILOWATTS AND ALL NON-SOLAR GENERATION FACILITIES)

-LADWP
CUSTOMER GENERATION AND/OR ENERGY STORAGE SYSTEM
INTERCONNECTION AGREEMENT

This Agreement is made and entered into by and am

Step 5: Customer Information

CITY OF LOS ANGELES
ACTING BY AND THROUGH THE
DEPARTMENT OF WATER AND POWER (LADWP)

AND

an LADWP customer (Customer), AND, if Customer is a Tenant Customer as defined herein, also

Property Owner from whom Tenant Customer rents or leases Customer's Site Location (Property Owner).

LADWP, Customer, and Property Owner are sometimes referred to singularly as "Party" and collectively
and Property Owner are sometimes referred to singularly as "Interconnector" and
ectors." The Parties agree as follows:

Step 7: Property Owner Information

1. **RECITALS:** This Agreement is made with reference to the following facts, among others:

Step 1: Address

1.1. Customer is currently purchasing retail Electric Service from LADWP at Customer's Site Location:

Electric Service at this location is being provided pursuant to the terms and conditions of the applicable Rate Ordinance(s) or rate contract(s).

1.2. Interconnector(s) currently has, or intends to design, construct, own, operate, and maintain, at Interconnector's/Interconnectors' complete risk and expense, a Generation Facility and/or Energy Storage System (ESS) of the selected type(s) to operate in Parallel with LADWP's Electric System at Customer's Site Location (check applicable box[es]). The Generation Facility and/or ESS (Interconnector's/Interconnectors' System) is described in more detail in Exhibit A of this document.

Solar Generation:
Expected Power Output (kilowatt (kW))*:

Nameplate Rating (kW): _____
CEC^{AC} Rating (kW): _____

Energy Storage System (ESS):
System Type(s): _____

Expected Power Output (kW)*: _____
Nameplate Rating (kW): _____(max)

Step 2: PV System

Step 3: ESS System

Solar Coordinator Tip Sheet

Appendix—Standard Offer IA Page 2

Step 4: COGEN System

Other Energy Source:
 System Type(s): _____

 Expected Power Output (kW)*: _____
 Nameplate Rating (kW): _____

Step 5: Aggregate Output

Aggregate Generation Output Capacity (kW)*: _____

*These kW ratings are to be the inverter maximum continuous output power (AC) at unity power factor.

1.3. If it is deemed necessary by LADWP to do so after evaluating the Interconnector's/Interconnectors' System specifications, LADWP will design, construct, own, operate, and maintain an LADWP Facility and make any necessary modifications to LADWP's Electric System for the intended safe operation of the Interconnector's/Interconnectors' System with LADWP's Electric System. Customer agrees to reimburse LADWP for all actual costs (direct and indirect) incurred in performing such work. If the LADWP Facility is constructed, a description of the LADWP Facility will be attached to Exhibit B of this Agreement after such construction.

1.4. Customer shall be the person or entity whose LADWP electric service account is associated with the billing meter interconnected to Interconnector's/Interconnectors' System. Property Owner shall be the person or entity who owns the real property at the Customer's Site Location.

1.5. The interconnection subject to this Agreement shall not be utilized to access wholesale electric markets or to make sales of electric power at wholesale. LADWP may direct the flow of Excess Energy at its sole discretion.

2. **DEFINITIONS:** The definitions, terms, conditions, and requirements provided in the applicable Rate Ordinance(s) or rate contract(s), the Electric Service Requirements, and the Rules are incorporated in and made a part of this Agreement by this reference. The following additional terms, when capitalized, whether in the singular or plural tense, shall mean:

2.1. **Aggregate Generation Output Capacity:** Sum total of the nameplate ratings of the Generation Facility and/or ESS in kW-AC.

2.2. **Agreement:** This _____ -LADWP CUSTOMER GENERATION AND/OR ENERGY STORAGE SYSTEM INTERCONNECTION AGREEMENT.

2.3. **Authorized Representative:** A representative of a Party who is authorized to act on such Party's behalf with respect to the matters contained in this Agreement, provided that _____ shall have no authority to alter, modify, or delete any of the provisions of this Interconnector(s) and LADWP's Director of Power New Business and Electrification Division shall each designate, by written notice(s) to the other(s), an Authorized Representative.

Step 6: Customer Information

2.4. **Customer:** _____

2.5. **Customer Submittal Package:** The information to be provided by Customer as listed in Subsection 3.6 of this Agreement.

2.6. **Customer's Site Location:** The location described in Subsection 1.1 of this Agreement.

2.7. **Electric Service:** As defined in the Rules.

2.8. **Electric Service Requirements:** Requirements prescribed in writing by LADWP in effect at the time this Agreement is executed, and all revisions thereto or replacements thereof, which are

Solar Coordinator Tip Sheet

Appendix—Standard Offer IA Pages 3 & 6

Page 3

Step 7: Property Owner Information

2.18. Parallel: Interconnecting and operating "in parallel" with LADWP's Electric System for longer than one second.

2.19. Property Owner: _____.

2.20. Prudent Utility Practices: Those practices, methods, and equipment, as changed from time to time, that are commonly used in prudent engineering and operations to design and operate electric equipment lawfully and with safety, dependability, efficiency, and economy.

2.21. Rate Ordinance: An ordinance, in accordance with City of Los Angeles Charter Subsection 676(a) or any amendments to or replacements of that subsection, approving the rates fixed by

Page 6

Step 8: Meter Information

4. METERING:

4.1. Meter(s) that are already being used by LADWP for Customer's account at Customer's Site Location as of the date when Customer executes this Agreement are:

4.2. LADWP shall install, at Customer's complete expense, metering equipment and recorders at the Service Point and at the output point of the Generation Facility and/or ESS to measure electric energy and other electric parameters, as deemed appropriate by LADWP. LADWP-installed metering equipment and recorders shall be independent from and not connected to the generation or storage control systems.

Solar Coordinator Tip Sheet

Appendix—Standard Offer IA Page 9 & 13

Page 9

8. BILLINGS AND PAYMENTS

8.1. Billings and payments pursuant to Section 7, Interconnection Billing Determinants, shall be transmitted to the following addresses:

- If to LADWP:
Department of Water and Power of the City of Los Angeles
PO Box 30870, Room 434
Los Angeles, California 90030-0870
Attention: General Accounting

• If to Customer:

8.2. Billing and payments pursuant to Section 4, Metering, and Section 6, Electric Service Billing Determinations, shall be transmitted to the following addresses:

- If to LADWP:
Department of Water and Power of the City of Los Angeles
PO Box 51111
Los Angeles, California 90051-5700
Attention: Accounts Receivable

• If to Customer:

Step 9: Billing Address

Page 13

• If to Customer:

Contact Name: _____
Contact Address: _____
Email: _____ Phone: _____

• If to LADWP:

Department of Water and Power of the City of Los Angeles
2622 Artesian Street, Room 210
Los Angeles, CA 90031
Attention: LADWP Interconnection Coordinator

• If to Property Owner:

Contact Name: _____
Contact Address: _____
Email: _____ Phone: _____

Step 7: Property Owner Information

Step 6: Customer Information

Solar Coordinator Tip Sheet

Appendix—Standard Offer IA Page 15

LADWP Agreement No. _____

30. EXECUTION: IN WITNESS WHEREOF, the signatories hereto represent that they have read and understood this Agreement and that they have been appropriately authorized to enter into this Agreement on behalf of the Party for whom they sign. This Agreement is hereby executed on the day and year written below.

INTERCONNECTOR(S):

Step 6: Customer Information

CUSTOMER: _____

NAME (SIGNATURE): _____

NAME (PRINT): _____

TITLE: _____

DATE: _____

Step 10: Customer Signature

PROPERTY OWNER: _____

NAME (SIGNATURE): _____

NAME (PRINT): _____

TITLE: _____

DATE: _____

Step 7: Property Owner Information

Step 11: Property Owner Signature

CITY OF LOS ANGELES ACTING BY AND THROUGH
THE DEPARTMENT OF WATER AND POWER

By signing below, the signatory attests that they have no personal, financial, beneficial, or familial interest in this contract.

NAME (SIGNATURE): _____

NAME (PRINT): _____

TITLE: _____

DATE: _____

Solar Coordinator Tip Sheet

Appendix—Standard Offer IA Page A—1 & 2

Page A-1

Generation Facility and/or Energy Storage System (ESS) Project Information					
Facility Name:					
Facility Address:					
Owner Name:					
Project Contact Person:					
Developer Company Name:					
Project Contact Phone:					
Requested In-Service Date:					
Construction Start Date:					
Interconnection Operating Voltage:					
ECONOMIC CHARACTERISTICS:					
Capital Costs	\$	O&M Costs	\$/Year	Fuel Costs	\$/Year
GENERATION FACILITY DESCRIPTION: (Attach additional pages to Exhibit A if necessary)					
Attached Schematic and/or Single-Line Diagram:					
Written Description:					

Step 12a: Exhibit A Project Information

Page A-2

ANNUAL PLAN PRODUCTION/USE CHARACTERISTICS:					
Output:					
Electric	kWh	Thermal	Billion BTUs	Mechanical	HP-Hr
Consumption:					
Electric	kWh	Thermal	MM BTUs		
Peak Demand:					
Thermal	MM BTU/Hr				
System Efficiency:					
Net Heat Rate:					BTU/kWh
Fuel Type:					
Amount of Fuel Used:					MMBTUs

Step 12b: Exhibit A Generation Project Details