



Shared Solar Program Guidelines

Community Solar

Effective: [Month Date, 2018]

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1.0 Overview

These Guidelines provide background information and procedures for participation in the Shared Solar Program (SSP), a component of the Los Angeles Department of Water and Power's (LADWP) Community Solar Program (CSP). Any provisions in these Guidelines in conflict with those SSP Rate Contract Terms and Conditions applicable to a particular SSP subscriber are null and void as to that subscriber.

The SSP will allow LADWP to procure large-scale photovoltaic (PV) solar plant(s) in/near the LA Basin. Residential service customers with accounts associated with multifamily dwelling units can subscribe and purchase energy through the SSP. This is a market segment that could not enjoy key benefits of solar under prior LADWP programs. SSP subscribers can sign up for blocks of energy, which will allow them to replace a portion of their electrical energy use at a fixed rate for the life of the program (up to 10 years), which should make it easier to manage electrical bill costs. LADWP intends to initially procure up to 10 megawatts (MW) of photovoltaic (PV) solar for the SSP (PV Projects). Procurement is expected to be a combination of power purchase agreements and utility-built projects. If, upon the third anniversary of the SSP Launch Date, as defined in Section 2.2, and each anniversary thereafter, the SSP does not have subscriptions totaling at least eighty percent (80%) of the energy reasonably expected to be provided to LADWP from SSP projects (Base Enrollment), then LADWP (i) shall reduce the size and/or number of existing SSP projects so that they are reasonably expected to provide no more than twenty percent (20%) more energy under the SSP than the current amount of subscriptions and (ii) shall procure no additional projects under the SSP until the Base Enrollment upon the subsequent anniversary is attained.

Only those residential service customers that 1) are under a rate schedule of R1A-Standard Residential, R1D-Low-Income, or R1E-Lifeline, 2) have an account in good standing associated with a multifamily dwelling unit, and 3) have not participated in the Solar Incentive Program (SIP) will be accepted into the SSP in order to simplify program processes and promote solar in an equitable manner.

The SSP offers an opportunity for low-income, lifeline, and standard residential customers in the Los Angeles area to participate. The SSP will enable customers to help the LADWP meet its renewable energy goals, help reduce overall greenhouse gas emissions, and support local job creation. In addition, traditional solar participation barriers will be eliminated; there are no up-front costs, no cancellation fees, no credit checks required to enroll, and no rooftop required to participate.

1.1 Purpose and Key Goals

The LADWP is committed to solar power as a clean, efficient, and sustainable source of energy. Local solar is an important component of the LADWP's renewable energy programs and will help the LADWP meet its renewable energy targets, while reducing the carbon footprint of its power generation portfolio. In an effort to make solar projects available to more residential customers, especially those in neighborhoods with low solar penetration, the LADWP has created its Community Solar Program. **These Guidelines cover the Shared Solar Program.**

The SSP is designed with the following key goals in mind:

- Expand access to solar by reducing barriers, such as high capital costs, credit requirements, and lack of site control.
- Enable geographic solar diversity and expand benefits of solar.
- Support the Sustainable City pLAn.
- Increase solar portfolio and contribute to LADWP's Renewable Portfolio Standard Goal with LADWP retaining the Renewable Energy Credits (RECs) from the program.
- Educate the community about solar and renewable energy.
- Create local jobs and training opportunities.

The Shared Solar Program design takes into consideration customer and stakeholder recommendations received by LADWP during outreach surveys and focus groups. Policies in these Guidelines are intended to minimize administrative costs of the program and simplify the customer experience.

COMMUNITY SOL	AR PROGRAM (CSP) OVERVIEW					
Category	Shared Solar Program (SSP)					
Program Capacity	Up to 10 MW					
Estimated No. of Subscribers	13,000					
Program Structure	 LADWP will install large-scale PV solar plant(s) in/near the LA Basin. The PV solar systems will produce energy and be connected directly to the LADWP Grid. Customers would be able to sign up for blocks of energy in 50 kilowatt-hour (kWh) increments, up to 100 kWh per month and subject to an Energy Consumption Limit. The SSP subscription can be used to offset standard Tier 1 energy usage during a billing period. The SSP may feature a discounted rate for eligible subscribers, pending external funding. 					
Economic Compensation	 The SSP Rate(s) are defined as follows: SSP Rate – Standard Offer (SO) based on Rates Manager calculation (initial calculation equals \$0.174 per kWh) SSP Rate – Discounted Offer (DO) based on external funding, in combination with SSP Rate - SO, as applicable. As energy prices vary over time, a portion of a subscriber's energy costs will remain fixed. Depending on electrical usage and prices, some subscribers may realize savings over time. Some subscribers may initially pay more per month for electrical usage when compared to non-participating customers with the same consumption. Once enrolled, the SSP Rate will remain fixed for up to 10 years. In subsequent years, the SSP Rate may change, in accordance with the Rates Manager's annual calculations, for new subscribers. 					
Program Benefits &	 No up-front cost or cancellation fees. No credit checks. No O&M responsibilities for the subscriber. 					
Highlights	Subscribers will be supporting renewable energy, helping to create local jobs, helping to reduce the carbon footprint of LADWP's generation portfolio and lessen the impact of global warming, and otherwise protecting the environment.					

Open to customers located in the Los Angeles area with the following characteristics:

Eligibility

- ✓ Has a rate schedule of R1A-Standard Residential, R1D-Low-Income, or R1E-Lifeline.
- Has an electric service account in good standing associated with a multifamily dwelling unit.
- ✓ Has not participated in LADWP's SIP.

Low Solar Medium Solar High Solar

The table below shows the solar penetration indicator for Los Angeles area zip codes. The SSP generation is primarily intended to target communities with Low Solar Penetration. Areas of Low Solar Penetration are similar to the areas with high scores using the socioeconomic and environmental factors identified in the California Communities Environmental Health Screening Tool, Version 3.0 (CalEnviroScreen 3.0). Nevertheless, based on available external funding, up to twenty percent (20%) of the enrollment capacity may be reserved for subscribers that appear to LADWP to meet the requirements of an external funding award.

Local Solar Development Priorities

	netratio		Penetration		Penetration	
(Group A		Group B		Group C	
90013	90031	90059	91411	90732	91040	90232
90014	90003	90008	91606	91406	91304	90058
90015	90024	90019	90001	90041	90272	90010
90017	90061	90731	91402	91042	90402	91205
90067	90063	90047	90248	90049	91324	90502
90057	90002	90026	90094	90068	90077	91105
90012	90501	91602	90230	91401	90210	91330
90028	90062	90032	91405	91335	91311	90212
90006	90018	90247	90035	91604	91364	90405
90038	90044	90293	90046	91352	91325	91355
90033	90036	91303	90066	91316	91326	90275
90292	91504	90027	90291	90069	91436	90245
90025	90016	90042	91607	91340	91344	91346
90020	90004		90039	91345	91307	91309
90029	90744		91423	91343	90717	91305
90005	91601		91605	91342	90056	91210
90011	90034		90065	91367	91214	91041
90023	90048		90045	91331	90403	90009
90007	90043		90064	91306	91302	91505
90037	90710		91403	91356	90021	

Note 1: Only data from LADWP service territory was considered.

Note 2: Data is derived from the following datasets: 1) Total LADWP Installed SIP Capacity – Residential Sector Only (as of 11/2016) and 2) Total LADWP Residential Accounts (as of 11/2016).

Note 3: The Shared Solar Program is only available to active LADWP customers.

Note 4: The average number of residential accounts per zip code is 10,921. Zip codes with less than 1,000 residential accounts are highlighted in grey.

Note 5: In order to maximize the benefits of geographic diversity on distribution circuits, outlier zip codes with less than 1,000 residential accounts were moved to Group C.

2.0 Eligibility Requirements

The SSP could provide approximately 13,000 enrollment slots for subscribers located in the Los Angeles area to participate. Due to the limited amount of space, the LADWP has developed a set of filters to refine the eligibility pool.

2.1 Applicant Eligibility Requirements

Applicants to the SSP (Applicants) must satisfy the following requirements in order to be considered for the program.

- **A.** Only customers receiving a variation of standard electric service under rate schedule R1 Residential Service are eligible for participation in the SSP. Future versions of the SSP may include other residential and commercial rate schedules.
 - Schedule R-1 Residential Service
 - R1-A Standard
 - o R1-D Low-Income
 - o R1-E Lifeline
- B. Applicant must have an LADWP customer account, in good financial standing, associated with a multifamily dwelling unit.
- C. Customers that participated in the Solar Incentive Program (SIP) are ineligible for the SSP.
- D. Timely submit a completed application for the SSP (Application).

Based on their service address, Applicants will be given a zip code-based solar penetration indicator (*i.e.*, A-low, B-medium, C-high), as defined by the total installed SIP capacity (Residential Sector Only) per the total number of LADWP residential accounts, in each respective zip code. The indicators determine when an Applicant can apply for enrollment; see Section 2.2 for more details.

2.2 Enrollment Priority

There will be three defined enrollment/eligibility periods based on the solar penetration indicator. Except for when external funding may be available, as decribed below, only Applicants with homes in certain zip codes will be allowed to apply during a designated enrollment period. Table 1 shows the solar penetration indicator for Los Angeles area zip codes.

The SSP is primarily intended to target communities with Low Solar Penetration. The Table 1 areas of Low Solar Penetration are similar to the areas with high scores using the socioeconomic and environmental factors identified in the California Communities Environmental Health Screening Tool, Version 3.0 (CalEnviroScreen 3.0).

The following enrollment/eligibility periods are broken down as follows:

Enrollment Period 1

- Starts on the SSP Launch Date, which shall be the later of either the day thirty (30) days after City Council approval to enter into contracts in accordance with the Shared Solar Program Rate Contract Terms and Conditions or January 1, 2019.
- Stops at the end of the third month from the SSP Launch Date.*
- Only group A zip codes are eligible**.

Enrollment Period 2

- Starts at the end of Enrollment Period 1.
- Stops at the end of the third month after its start.*
- Only group A and B zip codes are eligible**.

Enrollment Period 3

- Starts at the end of Enrollment Period 3.
- All groups (A, B, and C zip codes) are eligible for enrollment**.

Notes: *The enrollment periods may be shortened at the LADWP's discretion.

**Based on available external funding, up to twenty percent (20%) of the enrollment capacity may be reserved for subscribers that appear to LADWP to meet the requirements of an external funding award.

Table 1 – Shared Solar Program Groups by Zip Code

Low Solar Penetration		Medium Solar Penetration		High Solar Penetration		
	Group A	Group B		ир В	Grou	рС
90013	90031	90059	91411	90732	91040	90232
90014	90003	90008	91606	91406	91304	90058
90015	90024	90019	90001	90041	90272	90010
90017	90061	90731	91402	91042	90402	91205
90067	90063	90047	90248	90049	91324	90502
90057	90002	90026	90094	90068	90077	91105
90012	90501	91602	90230	91401	90210	91330
90028	90062	90032	91405	91335	91311	90212
90006	90018	90247	90035	91604	91364	90405
90038	90044	90293	90046	91352	91325	91355
90033	90036	91303	90066	91316	91326	90275
90292	91504	90027	90291	90069	91436	90245
90025	90016	90042	91607	91340	91344	91346
90020	90004		90039	91345	91307	91309
90029	90744		91423	91343	90717	91305
90005	91601		91605	91342	90056	91210
90011	90034		90065	91367	91214	91041
90023	90048		90045	91331	90403	90009
90007	90043		90064	91306	91302	91505
90037	90710		91403	91356	90021	2

Note 1: Only data from LADWP service territory was considered.

Note 2: Data is derived from the following datasets: 1) Total LADWP Installed SIP Capacity – Residential Sector Only (as of 11/2016) and 2) Total LADWP Residential Accounts (as of 11/2016).

Note 3: The Shared Solar Program is only available to active LADWP customers.

Note 4: The average number of residential accounts per zip code is 10,921. Zip codes with less than 1,000 residential accounts are highlighted in grey.

Note 5: In order to maximize the benefits of geographic diversity on distribution circuits, outlier zip codes with less than 1,000 residential accounts were moved to Group C.

At the end of each month, in any enrollment period, all pending completed Applications eligible for consideration in that enrollment period will be reviewed in the order received.

3.0 Application Submission

All program materials, including the Shared Solar Program Rate Contract Terms and Conditions, are available on the CSP website (www.ladwp.com/csp). If you have any questions, please contact the Community Solar Program staff at CSP@ladwp.com or at 1-866-484-0433.

LADWP reserves the right to reject all Applications. The SSP Rate Contract Terms and Conditions published online and provided to Applicant by LADWP are <u>non-negotiable</u>. Application to the SSP constitutes acceptance by Applicant of the SSP Rate Contract Terms and Conditions. Applicants must review the terms of all program documents carefully before submitting an Application, and they are presumed to have made such a careful review. All submitted materials will become property of LADWP and may be incorporated into a contract between LADWP and the selected Applicant.

3.1 Required Information and Documents

In order for an Application to be considered completed, all of the information contained in the document in Appendix A must be provided to LADWP. If any such information is missing, the Application will be considered nonresponsive and disqualified. Please see Section 3.2 of the Guidelines for the submission procedure.

3.2 Application Submission Procedure

Applicants shall submit their Application (Appendix A) and any attachments, if applicable (Appendix B), after the first Enrollment Period begins. To facilitate program administration, LADWP requests that the Application and any attachments be submitted online at www.ladwp.com/csp. To complete an online Application, Applicants must have created an online LADWP account. If an Applicant has not registered for their online account, then they can do so by registering at www.ladwp.com. For any technical assistance, please contact LADWP at 1-800-342-5397. If an Applicant is unable to submit a complete Application online, the Applicant has two options. The Applicant can call the Customer Contact Center at 1-800-342-5397 and verbally provide all of the information contained in the document in Appendix A to an LADWP representative. Alternatively, Applicant can mail the completed materials to:

Community Solar Program 111 North Hope Street, Room 968 Los Angeles, CA 90012

3.3 Shared Solar Program Rate Contract Terms and Conditions

Once LADWP has received the information necessary to constitute a completed Application, CSP staff shall review the eligibility of the Applicant for the SSP. If the Applicant satisfies the eligibility criteria, then LADWP shall mail or email a copy of the

applicable SSP Rate Contract Terms and Conditions to the Applicant, along with the subscription rate that would be applicable to that Applicant if enrolled. Enrollment into the SSP requires acceptance of the SSP Rate Contract Terms and Conditions. Further, enrollment of the Applicant, or lack thereof, is determined in accordance with Section 2.2. The SSP contract by and between an enrolled subscriber and LADWP begins on the first day of the first billing period for subscriber for which the bill rendered by LADWP reflects subscriber's participation in the SSP and shall continue for ten (10) years, absent early termination of the contract in accordance with its terms and conditions.

4.0 - Shared Solar Program Design

The SSP design characteristics are listed below:

- Customer Offer
- 2. Subscription Details
- 3. Economic Proposition
- 4. Payment Procedures
- Program Fees
- Environmental Attributes
- 7. Program Length
- 8. Operation and Maintenance

4.1 Customer Offer

LADWP will procure large-scale PV solar systems for the SSP. Residential service customers with accounts that are associated with multifamily dwelling units can subscribe and purchase energy through the SSP. SSP subscribers can sign up for blocks of energy, which will allow them to replace a portion of their electrical energy use at a fixed rate for the life of the program (up to 10 years). If, upon the third anniversary of the SSP Launch Date, as defined in Section 2.2, and each anniversary thereafter, the SSP does not have subscriptions totaling at least eighty percent (80%) of the energy reasonably expected to be provided to LADWP from SSP projects (Base Enrollment), then LADWP (i) shall reduce the size and/or number of existing SSP projects so that they are reasonably expected to provide no more than twenty percent (20%) more energy under the SSP than the current amount of subscriptions and (ii) shall procure no additional projects under the SSP until the Base Enrollment upon the subsequent anniversary is attained.

To reduce administration costs of the program and to allow for more customers to participate, given that LADWP has approximately 1.4 million customers under rate schedules defined in Section 2.1, subscribers will only be able to sign up for blocks of energy in 50 kWh increments, up to 100 kWh per month and subject to the Energy Consumption Limit in Section 4.2. The SSP subscription can be used

to offset standard Tier 1 energy usage during a billing period. No subscription amounts in excess of the consumption in a billing period are eligible to be applied against bills in subsequent billing periods. An overview of the SSP is shown below in Figure 1.

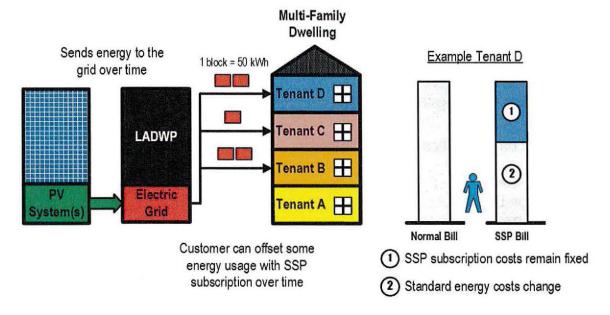


Figure 1 – Shared Solar Program Overview Diagram

4.1.1. Discounted Offer (DO)

Based on available funding from external sources, such as grants, the SSP may allocate a DO for eligible subscribers. The SSP Rate values are detailed in Section 4.3. Any SSP subscription modifications will take effect in the subsequent billing period.

4.2 Subscription Details

The SSP subscription shall be either 50 kWh or 100 kWh per month. The SSP subscription shall not exceed the subscriber's average monthly electrical energy consumption during each year of the rate contract with the subscriber, by an amount of kWh exceeding the size of blocks of energy then being used for new SSP subscriptions (Energy Consumption Limit). In the event that the Energy Consumption Limit is exceeded, the subscriber's rate contract shall be terminated; provided, however, that, rather than immediate termination of the subscriber's contract, a monthly subscription may be reduced in size by one or more blocks of energy then being used for new SSP subscriptions, if that reduction results in compliance with the Energy Consumption Limit and is agreed upon by LADWP and the subscriber.

4.3 Economic Proposition

The cost of a subscriber's SSP subscription will remain constant for the term of the contract at a specified dollar per kWh (SSP Rate), except to the extent that a Discounted Offer is given during the term of the contract and/or such discount is reversed during the term of the contract, as described in Section 4.3.1. The SSP Rate will be based on the total cost of service and methodology in the presentation entitled Shared Solar Pilot Program Details and Rate Design and dated August 29, 2018, as calculated by LADWP's Rates Manager in his or her sole discretion, including, without limitation, generation costs of PV Projects, in order to achieve cost neutrality. Whether LADWP's cost for electricity increases or decreases over time, the subscribed portion of a customer's bill will have a fixed cost. Depending on the amount of electrical usage, some subscribers may realize immediate savings. Some subscribers may initially pay more per month for electrical usage when compared to non-participating customers with the same usage. In subsequent years, the SSP Rate may be adjusted for new subscribers.

4.3.1 SSP Rate

The SSP Rate is either of the following:

- SSP Rate SO: based on Rates Manager calculation (initial calculation equals \$0.174 per kWh)
- SSP Rate DO: based on external funding, in combination with the SSP Rate -SO, as applicable*

Note: *LADWP will exercise its sole discretion in validating Applicant and subscriber eligibility for, and assigning to subscribers and/or Applicants, any rate reductions made possible by external funding sources.

Pending receipt of funding, including grants, from local, state, federal, or other sources, which is designated for that purpose, subscribers' and/or Applicants' contract rates may be reduced once or multiple times at LADWP's sole discretion. Only customers that have completed and provided to LADWP a form entitled SSP External Funding Qualifications shall be considered for a reduced contract rate. The status of SSP Rate discounts will be posted on the Shared Solar Program website (www.ladwp.com/csp). Any discounts to SSP contract rates will take effect in the billing period determined by LADWP in its sole discretion. When a Subscriber is granted the SSP Rate - DO during the term of an SSP Rate Contract for the SSP Rate - SO but then becomes ineligible, in the sole discretion of LADWP, for such SSP Rate - DO, LADWP shall restore the Subscriber's SSP Rate - SO for the remainer of the contract's term.

4.4 Payment Procedures

Subscribers will continue to receive and pay their LADWP bills in accordance with their pre-existing methods (*e.g.*, online, in-person). The SSP subscription will be automatically applied to the electrical utility portion of the LADWP bill in accordance with the SSP Rate Contract Terms and Conditions.

4.5 Program Fees

In order to encourage customer applications, the SSP will have no sign-up or cancellation fees.

4.6 Environmental Attributes

LADWP will retain and own all associated environmental attributes, as described in the SSP Rate Contract Terms and Conditions.

4.7 Program Length

The SSP rate contract term will be 10 years from the Effective Date, absent early termination. Subscriber may terminate the rate contract at any time prior to its term without penalty by giving at least thirty (30) calendar days' written notice of intent; provided, however, that subscriber shall not be allowed to enroll again in the SSP for at least twelve (12) months following the termination date.

4.8 Operation and Maintenance

Although participants are subscribed to the SSP, they have no rights or obligations, such as operation and maintenance, regarding the associated PV Projects.

Appendix A – SSP Application



Shared Solar Program Application

APPLICANT INFORMATION	APP# (officeuseonly)		
SECTION 1: LADWP ACCOUNT AND PROPERTY INFORMAT			
LADWP Account Holder Name		LADWP Account Number	
LADWP Service Address	City	Zip	
Daytime Telephone Number () —	620		
Email Address:			
Eligible customers must not have participated in the Sola	ar Incentive Progran	n (SIP). ☐ I have not participated in SIP	
How did you hear about the ☐ Television ☐ Radi program? ☐ Postcard ☐ Email		er □ Community Group(s) □ Outreach Event □ Other (describe):	
SECTION 2: SUBSCRIPTION AMOUNT			
Pending review by LADWP's CSP staff, how many blocks o	f energy would you li	ke to subscribe to per month?	
Desired SSP Subscription: ☐ 1 block (50 kWh) ☐ 2 block	cks (100 kWh)		
SECTION 3: CERTIFICATION			
By submitting this Shared Solar Program Application, I certify the program requirements per the SSP Guidelines. I understand the understand that my desired SSP Subscription is subject to re-	at an Application subr		
Print LADWP Account Holder (Applicant) Name	Sign	nature Date	
# 1	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		

Mail your application to:

LADWP Community Solar Program 111 N. Hope St., Room 968, Los Angeles, CA. 90012

For more information, email us at: CSP@ladwp.com, or call 1-866-484-0433.

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Appendix B - SSP External Funding Qualifications (Optional)

SSP External Funding Qualifications		APP#		
SECTION 1: LADWP ACCOUNT, INCOME AND PROPERTY INFORMATI	ON	(office use only)		
LADWP Account Holder Name		LADWP Account Number		
LADWP Service Address	City		Zip	
Daytime Telephone Number () —	- Name of the same			
Email Address:				
Does the government pay any of your monthly housing costs?	☐ Yes	□ No □ I do	not know	
What type of customer are you? ☐ Standard Residentia	I □ Low-I	ncome Discount Progr	am ☐ Lifeline Program	
How many people live in your household? Total Adu	Its 🔲	Total Children	Total Seniors	
Eligibility requirements for funding opportunities may be based on, location.	but not limited	to, a participant's incon	ne, housing status, or home	
SECTION 2: CERTIFICATION (skip to Section 3 if you are in the Low-Inco	ome Discount Pr	ogram or Lifeline Progra	m)	
individual in the household, to the LADWP. Proof of income for ea application. Proof of income is a copy of any one of the following: Previous year State or Federal Income Tax Return; or Previous year Social Security Benefit Statement; or Copy of previous year Social Security Check or SSI check Previous year SSI Disability Award Letter; or Award Letter (Notice of Action) for CALWORKS, CAPI, G Paycheck stubs; or Unemployment Benefits; If none of the above are applicable, you must provide a N Combined Gross Annual Household Income?	c; or eneral Relief, o	or Food Stamps; or TTER from your employ	yer stating income.	
Have you enclosed with this form one of the eligible proof of in	ncome docume	ents? ☐ Yes	□ No	
SECTION 3: Signature				
I state that the information I have provided in this application is true External Funding Qualifications if asked or be removed from the external Funding Qualifications if asked or be removed from the external Funding Qualifications if asked or be removed from the external LADWP if I no longer qualify to receive the discount. I understand required to pay back the discount I received. By affixing my signal information that qualifies me for the SSP Rate - DO with external hereby authorize credit reporting agencies and other data provide and other pertinent information, to LADWP to determine my poter understand that this information is used solely to determine eligible Customers participating in this program will be required to verify a not provide proof of income, or households not meeting the eligible.	external funding receiving the \$ I that, if I receiv ture, I hereby efunding provide a provide a antial and continuity for the discand declare the	g opportunities for the S SSP Rate - Standard Of the the discount without of expressly consent to the expressly consent to the ers for the purpose of e consumer report, inclu- ued eligibility for LADW ount program, and will the eligibility on a recurring	SP Rate - Discounted Offer (SO). I agree to inform qualifying for it, I may be LADWP sharing the external funding reporting. I ding my personal credit profile 'P's SSP Rate - DO. I not affect my credit score.	
Print LADWP Account Holder (Applicant) Name	Sig	nature	Date	