Self-Generation Incentive Program

Online Application Database Tutorial

Self-Generation Incentive Program
Online Application Database

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username

password

Sign In

Forgot Username or Password?

New Applicants may request a new account for their Applicant Company using the online request form available here. SGIP Support staff will assist with account creation during normal business hours.

Register

2016 Self-Generation Incentive Program Opening Announcement

The SGIP 2016 Program will open to application submissions on Tuesday, **February 23, 2016**. Per D.15-12-027, applications will be accepted in each territory until 50% of the territory's 2016 SGIP program funds are reserved. Once 50% of funds have been reserved, PAs will not disburse any additional funds until further ordered by the Commission, as per the Decision. **The 2016 applications are subject to the rules according to the 2016 Handbook[1] and must be submitted through the new application portal at www.selfgenca.com.**

Important 2016 Program dates:

1. The application portal will be opened from 12:00 p.m. on February 8 until 6:00 p.m. February 22. During this time, parties will be able to request company and user registrations and prepare applications for submission.
2. On February 22 at 6:00 p.m. the portal will be closed to applicants. All applications should be prepared prior to this time.
3. On February 23 at 8:00 a.m. the portal will open for application submissions.

Note: Customers served by SoCalGas and Edison cannot receive dual funding. Customers who are installing an AES, and are served by Edison, must submit their application to Edison first.

Important reminders:

- Emailed and regular mail applications will not be accepted.[2]
- Applications are reviewed on a first-come, first-served basis.
- Only one application per project will be accepted.[3]
- Application fees must be received within 15 days of application submission.

Please reach out to the Program Administrator in your utility territory if you have questions.

Registering a New Account

In order to create, edit, and submit applications, you must first register a new account. If your company does not already have an account, please use the Registration Request Form to request one. You will receive contact about your request within the business day if submitted prior to 5pm PST; if you do not, please reach out to the support line below.

Supported Browsers and Devices

This site is compatible with the latest versions of Chrome, Firefox, and Internet Explorer 10 (and greater). The site is not recommended for use with other browsers or from tablets or mobile devices.

[1] The 2016 SGIP Handbook will be available on the Program Administrators' websites February 8, 2016.
[2] The application fee is the only reservation requirement that must be mailed directly to the Program Administrator.
[3] The Program Administrators will exercise their judgment in assessing program infractions, which may include negligence or intentional submission of inaccurate project information in an attempt to circumvent program policies or create an undue advantage for financial gains.

Program Administrators

Pacific Gas and Electric (PG&E)
selfgen@pge.com
(415) 973-6436
http://www.pge.com/sgip

Center for Sustainable Energy
sgip@energycenter.org
(858) 244-1177
http://www.energycenter.org/sgip

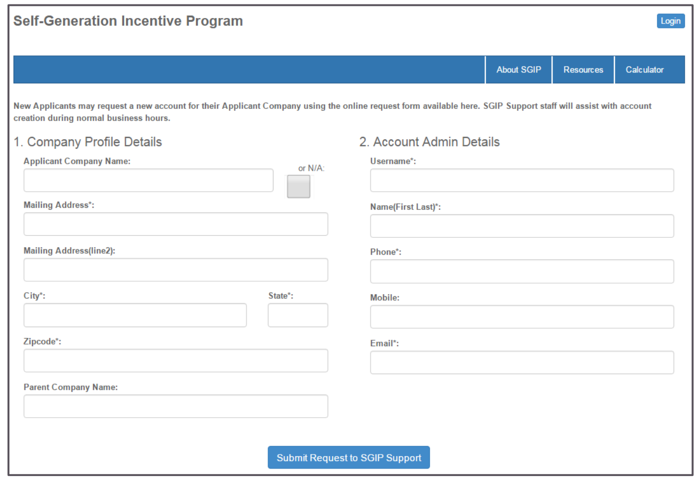
Southern California Gas Company
selfgeneration@socalgas.com
https://www.socalgas.com/for-your-business/power-generation/self-generation-incentive

Southern California Edison
SGIPGroup@sce.com
(866) 584-7436
http://www.sce.com/SGIP

New Applicant Registration

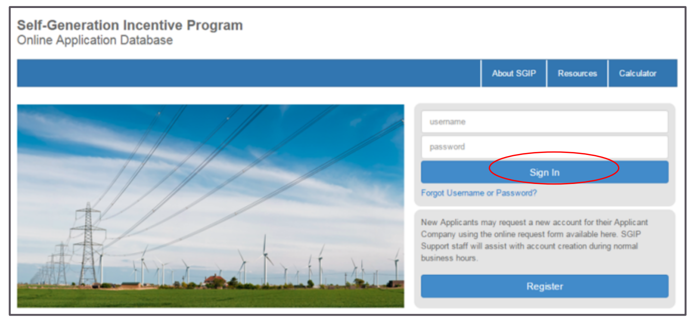
If you haven't already registered with the site, you will need to request an account by filling out the online registration form and submitting it to the SGIP Support Team. Click on **Registration** on the homepage to reach the registration form.

Company Profile Details refers to the company you work for and will be applying under. **Account Admin** Details refers to the company account administrator, or the individual who will be in charge of permitting access to the company account.



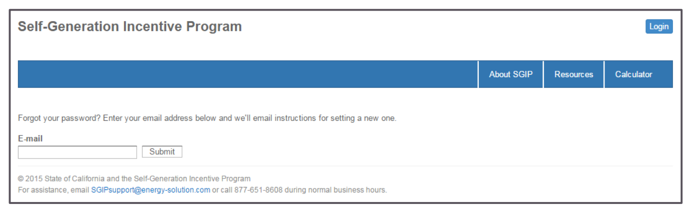
Logging In

Once an account has been created for you, you will need to log into the site using the **Sign In** button on the homepage. Once signed in, you will have access to your company's application dashboard and the ability to create and edit applications.

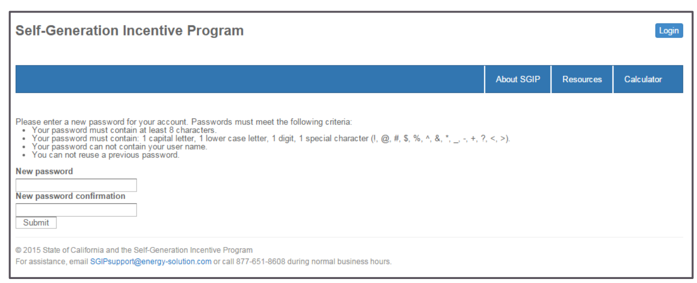


Password Reset

There are some important security measures in place that may require you to reset your password for the site. Your password will expire after 90 days, and your password will also need to be reset after three failed login attempts. In both of these instances you will need to use the **Forgot Username or Password?** link just below the sign in prompt.

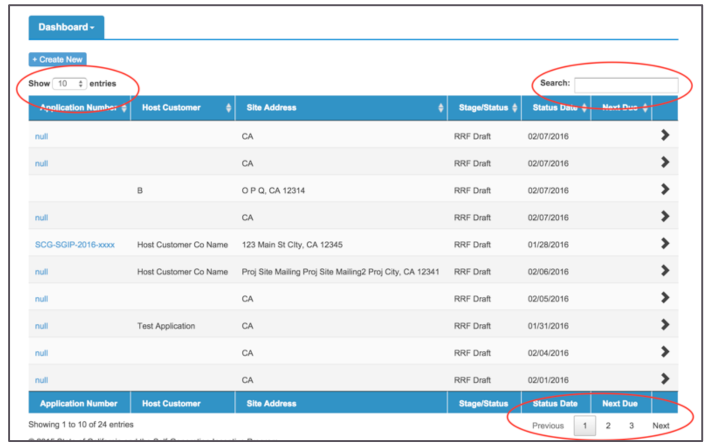


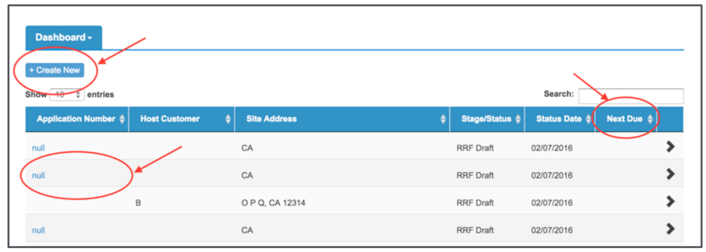
Clicking this link directs you to a page where you can enter the email address associated with your account. When you enter the correct email address for your account, you will receive an email with a unique link to the change password form.



Click the link from that email to get to the password reset page where you can fill in your new password. When you reset your password you will need to adhere to the security requirements for the length and content of your password. Once you have typed in a new password that meets these requirements, click **Save** and you will be asked to log in to the website using your new password.

Application Dashboard





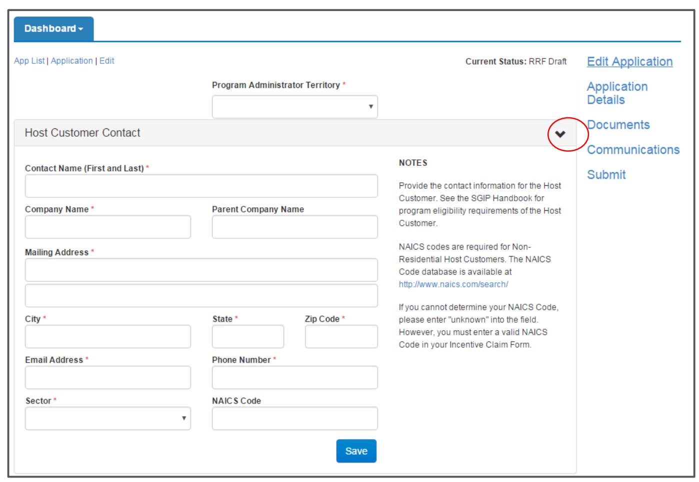
Once you've logged in, you will be redirected to your company's Application Dashboard. This Dashboard shows all of your applications and provides some information about each, such as application number, current status, and due dates for upcoming application milestones.

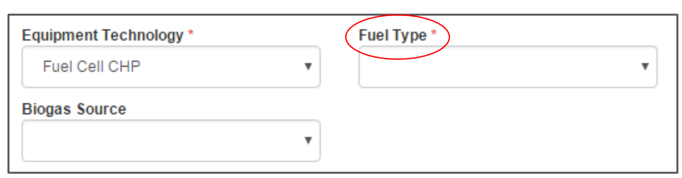
In the upper left-hand corner of the table you can set how many records appear on the current page. In the upper right-hand corner, the search field allows you to filter through a list of applications. In the lower right-hand corner, you can page through the application records.

If you want to create a new application, click the **Create New** button. If you want to see or edit an existing application, you can click on the application code to take you to the application summary page. Application codes will display as "null" for RRF Draft applications. You will receive an application code when you submit your RRF.

If you have applied in the past, you will see current and completed applications in your dashboard.

Edit Application





Clicking the Create New button will take you to the Edit Application page. There are several menu options that appear on the right side of this page for managing application submittal and review.

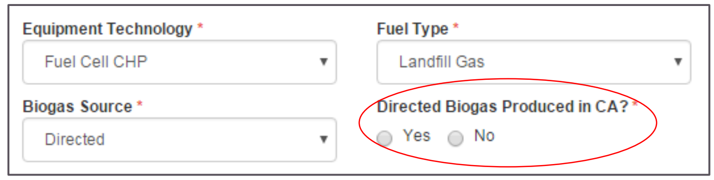
The first question on every application is the Program Administrator Territory. This is a critical field that informs the remaining form and document requirements for your application. The PA territory cannot change after you submit your RRF, if you wish to change territory after that, you will have to start a new application.

There are 16 panels on the application that may be required based on the equipment type and the current application milestone. The panels appear in a collapsed view – click the arrow in the panel header to expand it. Fill in the required information on the panel and use the **Save** button in the bottom right of the panel to save your information. Required fields are marked by a red asterisk.

Save each panel as you go to save the latest information. If you wish to cancel your changes, simply refresh the page without clicking save.

Some fields requirements depend on your answer to another field. Those fields will appear or disappear based on your responses to previous questions.

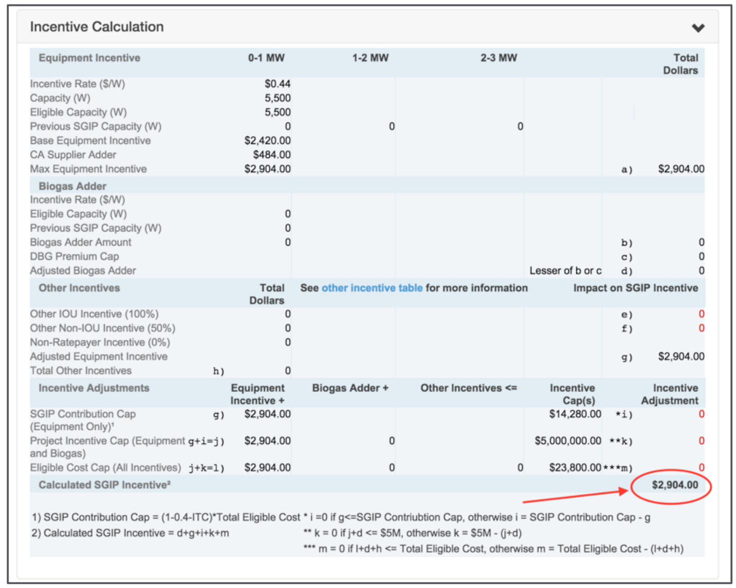
For example, in the **Proposed System Information** panel the only required field initially is Equipment Technology. If you select Fuel Cell CHP, the Fuel Type appears with an asterisk and is now required. Then, if you select Landfill Gas as your Fuel Type and Directed as your Biogas Source, a new field pops up on the right that asks if the biogas is produced in California.



Some panels are required based on your selections. For example, Directed Biogas Projects must complete the **Directed Biogas Contract Details** panel. Similarly, Residential AES Projects must complete the **Residential AES Affidavit** panel.

The **Incentive Calculation** panel does not require any inputs. After you have saved your form inputs for all required fields, click **Request Data** to generate an incentive calculation for your application. If the calculation is unable to run due to errors, revise the issues noted, save, and click **Request Data** again.

The **Incentive Calculator** panel provides a breakdown of how various program rules impact your calculated incentive. If you see a negative (red) value in the right-hand column, then the incentive is being capped by one of the program rules. The **Calculated Incentive** is displayed in the lower right-hand corner of the panel. Please reference the Handbook for SGIP Incentive calculation rules.



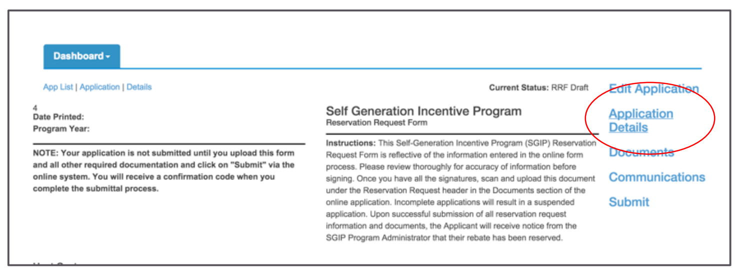
Incentive Calculation

Equipment Incentive		0-1 MW	1-2 MW	2-3 MW		Total Dollars
Incentive Rate ($/W)		$0.44				
Capacity (W)		5,500				
Eligible Capacity (W)		5,500				
Previous SGIP Capacity (W)		0	0	0		
Base Equipment Incentive		$2,420.00				
CA Supplier Adder		$484.00				
Max Equipment Incentive		$2,904.00			a)	$2,904.00
Biogas Adder						
Incentive Rate ($/W)						
Eligible Capacity (W)		0				
Previous SGIP Capacity (W)		0				
Biogas Adder Amount		0			b)	0
DBG Premium Cap					c)	0
Adjusted Biogas Adder				Lesser of b or c	d)	0
Other Incentives		**Total Dollars**	**See other incentive table for more information**			**Impact on SGIP Incentive**
Other IOU Incentive (100%)		0			e)	0
Other Non-IOU Incentive (50%)		0			f)	0
Non-Ratepayer Incentive (0%)		0				
Adjusted Equipment Incentive					g)	$2,904.00
Total Other Incentives	h)	0				
Incentive Adjustments		**Equipment Incentive +**	**Biogas Adder +**	**Other Incentives <=**	**Incentive Cap(s)**	**Incentive Adjustment**
SGIP Contribution Cap (Equipment Only)¹	g)	$2,904.00			$14,280.00 *i)	0
Project Incentive Cap (Equipment and Biogas)	g+i=j)	$2,904.00	0		$5,000,000.00 **k)	0
Eligible Cost Cap (All Incentives)	j+k=l)	$2,904.00	0	0	$23,800.00 ***m)	0
Calculated SGIP Incentive²						**$2,904.00**

1) SGIP Contribution Cap = (1-0.4-ITC)*Total Eligible Cost
2) Calculated SGIP Incentive = d+g+i+k+m
* i =0 if g<=SGIP Contriubtion Cap, otherwise i = SGIP Contribution Cap - g
** k = 0 if j+d <= $5M, otherwise k = $5M - (j+d)
*** m = 0 if l+d+h <= Total Eligible Cost, otherwise m = Total Eligible Cost - (l+d+h)

Application Details

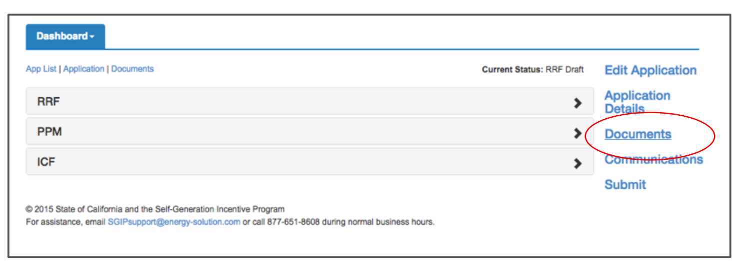
Before printing, please review your application in the **Application Details** on the right navigation menu. This will render the application in print mode, which is read-only.



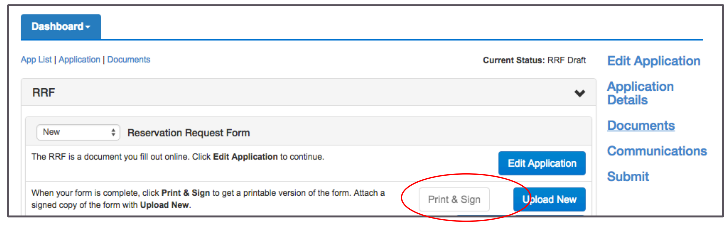
After initial submission, your application will go through various statuses such as Review and Technical Review. When the application is not in Draft or Suspended status, applicants may not make changes and will not have a link to the Edit Application view. Instead, this read-only mode will display when you open an application from your Dashboard that is in PA review.

Documents

Your application will require you to upload required documents. Using the right-hand menu, navigate to the **Documents** page. The documents list will expand to show the required documents for the milestone you are currently editing (i.e. RRF/PPM/ICF). If you need to update documents from a previous stage, just click the expand arrow to submit revisions to previously uploaded documents.

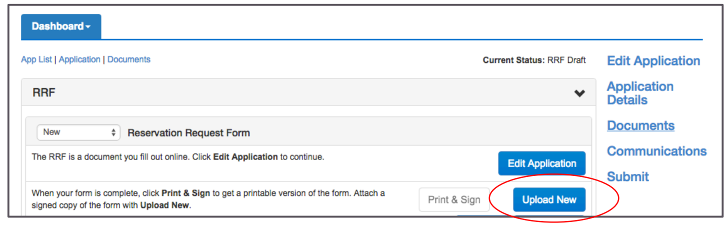


You must upload a signed copy of your application. At each milestone, RRF, PPM, ICF, you will need to download the print form, sign, and re-upload the signed copy. To print a copy of the form for signature, click **Print and Sign**. This button will only be available to you when your application meets all the required fields.



If you receive any error messages, return to the **Edit Application** page, correct your errors, save and click **Print & Sign** from the Documents page again.

Print the document and gather the required signatures, then scan and upload all the pages as a pdf. Use the **Upload New** button to upload the signed form. (***Caution:*** *if you make changes to Edit Application after uploading your signed document you will have to upload an updated version with new signatures*).



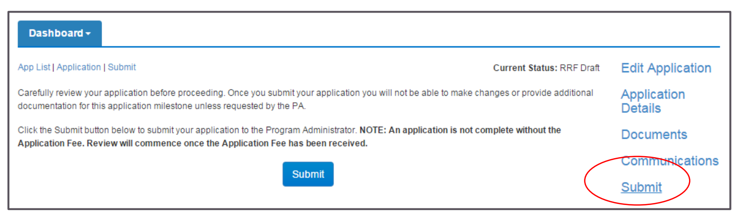
For the rest of the documents that are required for your application, use the **Upload New** button to upload a new document. If you need to replace it, use the Upload new button again and your old document will be replaced. The document upload size limit is 25MB but you may upload compressed (.zip) files for larger documents.

Document Resources

Some documents require a you to use a template form, you can find the links to download the blank copy of supporting program documents are provided on the Resources tab. This tab is accessible from the homepage. The documents are also available from the Program Administrator websites listed at the bottom of the homepage.

Submit Page

Navigate to the **Submit** page when your application is complete and you have uploaded all required documents. If you encounter error messages when you click the **Submit** button, return to **Edit Application** and correct any errors.



After Submission

After you submit your application you will receive a confirmation email with your application number. The Program Administrator (PA) for the utility territory will review your application in the order in which it was received. Check your email for communication from your PA and check your dashboard to see the status of your application.