

## Instructions for Completing Feed-In Tariff (FIT) Application

### Section 1. Applicant Information

Provide Applicant information such as: Contact Name, Contact Title, Company, Address, Telephone, Email address and Mailing Address if different..

### Section 2. Generating Facility Information

Provide the proposed Generating Facility information such as: Address of location, Type of Technology, Contract Capacity (AC), Annual Expected Energy Output, Scheduled Commercial Operation Date and Expected Contract Term of Facility (10, 15 or 20 years).

### Section 3. Generator Description

Provide the Generator or Inverter Manufacturer, Name and Model Number, Gross Nameplate Rating, Operating Voltage, Power Factor and Wiring Configuration (Single or Three Phase).

### Section 4. Contractor Experience

Provide the number of projects that have been completed by the Contractor, including size. Also provide the number of projects and size the Contractor is currently working on.

### Section 5. Application Requirements

The following procedure will be observed to manage the Feed-In Tariff application process. Forms are available at [www.glendalewaterandpower.com](http://www.glendalewaterandpower.com)

Applications may be submitted in person, by U.S. Mail, or via overnight mail. Applicants shall submit one (1) original Application package in paper format and one copy in electronic format in Adobe format (pdf) on a CD-ROM. The Applications shall be enclosed in a sealed package or envelope, plainly marked in the upper left hand corner with the name and the address of the Applicant. The package or envelope shall bear the words "Application for Feed-In Tariff". Applications submitted via electronic mail or facsimile will not be accepted. The following materials must be submitted as an Application Package:

- a) A completed and signed Feed-in Tariff Application Form.
- b) The Application Fee, the Reservation Deposit, and the Interconnection Study Fee each in amounts as approved from time to time by the City Council.
- c) A single-line drawing showing the electrical relationship and descriptions of the significant electrical components such as the primary switchgear, secondary switchgear, protective relays, transformers, generators, and circuit breakers. The single-line diagram shall include operating voltages, capacities, and protective functions of the Generating Facility, the Customer's loads, and the interconnection with GWP's Distribution System.
- d) Site plans and diagrams showing the physical relationship of the significant electrical components of the Facility such as generators, transformers, primary switchgear/secondary switchgear, and control panels, the Customer's loads and the interconnection with GWP's Distribution System.
- e) If transformers are used to interconnect the Facility with GWP's Distribution System, transformer nameplate information (voltages, capacity, winding arrangements, connections, impedance, etc.)
- f) If a transfer switch or scheme is used to interconnect the Facility with GWP's Distribution System, component descriptions, capacity ratings, and a technical description of how the transfer scheme is intended to operate.
- g) If protective relays are used to control the interconnection, protection diagrams or elementary drawings showing relay wiring and connections, proposed relay settings, and a description of how the protection scheme is intended to function.

**All of the documents listed above must be submitted or the Application will be rejected as incomplete.**

### Please submit required documents to:

**Glendale Water & Power Administration  
141 N. Glendale Ave, 4th Floor  
Glendale, CA 91206  
Attention: FIT Program**