



SAN FRANCISCO  
COMMUNITY  
POWER

## Instructions for Completing SF Power's Enrollment Packet

You can enroll in SF Power's Demand-Response program by completing two easy steps.

**1. FAX us a copy of your PG&E bill. Our fax number is (415) 626-8746.**

We use your bill to verify that you qualify for the program and to help us determine the amount of electricity load you can enroll. **Please fax us a bill from a summer month (June-September)** so that we can gauge your energy use during the time the program is active.

**2. Complete, sign and MAIL us the Enrollment Application and PG&E Notice to Add Customer forms.**

**Please mail both documents directly to** (do not mail forms to PG&E):

SF Power  
2325 Third Street, Suite 344  
San Francisco, CA 94107

**About the Enrollment Agreement:** This document stipulates the services SF Power (as an "Aggregator") will provide to you and outlines your responsibilities as a Demand-Response partner. By filling out this form, you also provide us with essential contact information enabling us to notify you of "Energy Alert Days."

**About the Notice to Add Customer form:** This form enables SF Power (as an "Aggregator") to officially notify PG&E that you are enrolling in our Demand-Response program and releases PG&E from any liabilities resulting from your contract with SF Power. *Please note that PG&E refers to the Demand-Response program as the Capacity Bidding Program (CBP).*

- As specified in the Enrollment Agreement, **no penalties will ever be passed on to you.**
- SF Power is not an energy service provider. Enrolling in this program will **NOT result in any changes to your PG&E contract or rate schedule.** For more details visit our website at: [www.sfpower.org/demand.htm](http://www.sfpower.org/demand.htm) or go to: [www.pge.com/tariffs/pdf/E-CBP.pdf](http://www.pge.com/tariffs/pdf/E-CBP.pdf).

If you have any questions about the enrollment process please contact us at (415) 626-8723 or [paul@sfpower.org](mailto:paul@sfpower.org).

*This program is funded by the California Public Utilities Commission and is provided for FREE.*

2325 Third Street, Suite 344 • San Francisco, CA 94107  
T: 415.626.8723 • F: 415.626.8746 • [www.sfpower.org](http://www.sfpower.org)

**San Francisco Community Power  
Demand-Response Enrollment Agreement**

- X This agreement between \_\_\_\_\_ (“DR Partner”) and San Francisco Community Power (“Community Power”) will be in effect between June 1, 2008 and December 30, 2009. The program will be active, with associated payments, during the months of June, July, August, and September. **Participation in this program is free of charge and will not result in costs or rate changes to the DR Partner.**

Under the agreement Community Power, as an “Aggregator” for the Capacity Bidding Program (CBP), and in coordination with Pacific Gas and Electric Company (PG&E) and the State of California, will provide the following services to the DR Partner:

**Community Power’s Responsibilities**

- Community Power will pay the DR partner \$10.00 a month per kilowatt (kW) of nominated critical period reduction over reasonably determined baseline levels for the summer months June to September (e.g., if the DR Partner agrees to reduce 10 kW they will receive \$100/month). Payments will be made by November 30 after each summer period. Under no circumstances will the DR partner be charged any penalties for participating in this program.
- Upon completion of enrollment paperwork, Community Power will arrange for PG&E to install a new interval meter, if needed. The meter must be installed and fully operational at least 15 business days prior to the end of the month for the DR partner to be eligible for curtailment payments for the following month.

Community Power will provide the DR partner with:

- A digital time-of-use (interval) meter, if needed, free of charge for each facility enrolled.
- A Demand-Response Alert Placard to post on “Energy Alert Days” as a way to notify employees and customers about your efforts to help the state avoid electricity blackouts.
- One energy-saving premium from a list supplied by SF Power.

The DR partner can request assistance with:

- Effectively participating in the program (e.g., drafting newsletter articles; presentations, placing automated calls to multiple recipients; email/fax notifications announcing grid emergencies).
- Evaluating energy-related offers provided by municipalities, PG&E, and other entities, as well as assistance locating public sector rebates.

**DR Partner’s Responsibilities**

- Provide one complete copy of an electric utility bill, preferably from a summer month.
- Authorize Community Power to access the DR Partner’s electricity meter to verify curtailment amounts; retrieve PG&E billing data; and test and audit meters.
- When called upon during an “Energy Alert Day,” do their best to reduce their electricity use by at least ten percent over reasonably determined baseline levels between the hours of 11:00 am to 7:00 pm, Monday through Friday for a minimum of four hours (You must indicate the number of hours you plan to reduce on the following page). Electricity reductions will be requested for no more than 24 hours in a given month.
- Remain enrolled in the program until September 30 in any given year to receive payments.
- Curtail a minimum of two out of three times when called upon to remain enrolled in the program.
- Voluntarily participate in no more than three curtailment call “tests” in April and/or May.
- Not participate in any other Demand Response programs (e.g., critical peak pricing, demand bidding).
- DR Partners with “direct access” electric service from an energy service provider (ESP) other than PG&E must notify their ESP scheduling coordinator in writing that you are participating in this program and that the ESP will not be compensated by PG&E or SF Power for your participation in the program. Please provide Community Power with documentation of this notification to receive payments.

**Hold Harmless**

All services offered to the DR Partner by Community Power under this Agreement will be provided **free-of-charge**. There will be *no* penalty for the DR partner’s inability (for any reason) to make the reductions required under this Agreement. Community Power is *solely* responsible for providing the services and payments stipulated under this Agreement; the DR Partner waives any and all claims against PG&E, the State of California or their successors for the cash payments and Community Power’s responsibilities described in this Agreement. This Agreement shall only be in force as long as Community Power maintains a valid contract with PG&E to provide these services. Either party hereto may terminate this Agreement at any time and for

**San Francisco Community Power  
Demand-Response Enrollment Agreement**

any reason upon at least thirty (30) days prior written notice to the other party notwithstanding the term set forth above. PG&E, the State of California, or their successors can terminate this agreement if Community Power does not execute it fully and properly. Good faith efforts will be made to resolve any disputes between Community Power and the DR Provider, or Community Power and PG&E, the State of California, or their successors. During and after the term of this Agreement, Community Power agrees not to directly or indirectly disclose or use, or permit the disclosure or use, of any confidential or propriety information of the DR Partner unless otherwise approved in writing by the DR partner.

X \_\_\_\_\_  
Demand Response Partner  
\_\_\_\_\_

\_\_\_\_\_ Steven Moss, Community Power Executive Director  
\_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

X **DR Partner Check-list:** Please mail and fax the following to Community Power at 415.626.8746

- Completed and signed enrollment form.
- Completed and signed PG&E Notice to Add Customer form.
- A copy of your PG&E bill, preferably from a summer month.

**DR Partner Contact Information:**

Business Name: \_\_\_\_\_  
Address & Zip \_\_\_\_\_  
\_\_\_\_\_

**Secondary Contact: (2)** \_\_\_\_\_

Phone Number: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Primary Contact: (1)** \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**Additional Energy Alert Day Contacts:**

Name, Phone & Email (3): \_\_\_\_\_  
\_\_\_\_\_  
Name, Phone & Email (4): \_\_\_\_\_  
\_\_\_\_\_

**On Energy Alert Days, we will ask that you reduce electricity use at your facility during peak hours between 11 am and 7 pm. Within this time frame, please indicate how many hours you will lower your electricity use (please check one):**

- X  4-8 hours (preferred)  2-6 hours  1-4 hours

**Which loads are you nominating to turn off during grid emergencies? (Please check all that apply.)**

- |  |   |
|--|---|
| <input type="checkbox"/> Indoor Lights (hallways, bathrooms, offices, lunch rooms, etc.) | <input type="checkbox"/> Office Electronics (microwaves, copiers, coffee makers, battery chargers, space heaters) |
| <input type="checkbox"/> Outdoor Lights (dock lights, signs, etc.)                       | <input type="checkbox"/> Refrigeration  |
| <input type="checkbox"/> HVAC (heating and air conditioning)                             | <input type="checkbox"/> Pallet Jack Charging   |
| <input type="checkbox"/> Appliances (dishwashers, driers)                                | <input type="checkbox"/> Conveyors  |
| <input type="checkbox"/> Elevators   | <input type="checkbox"/> Other _____  |

**Note energy-conserving premium selection, if any (e.g. a vending miser, a kill-a-watt meter or a lighting retrofit):** \_\_\_\_\_

**TO BE COMPLETED BY SF POWER:** Approximate Total Load Nominated: \_\_\_\_\_ kW



**NOTICE TO ADD OR DELETE CUSTOMERS PARTICIPATING  
IN THE CAPACITY BIDDING PROGRAM**

**Instructions:** Aggregators and Customers use this notice to officially notify Pacific Gas and Electric Company (PG&E) of your intent to add or delete PG&E customers from the Aggregator's CBP portfolio. Send the completed notice to PG&E's Demand Response Program Department by U.S. mail or fax; however, the original must be mailed as soon as possible if the notice was faxed.

**Fax to:** Pacific Gas and Electric Company  
Demand Response Program Department  
Attn: CBP Manager  
FAX: 415-973-4177

**Mail signed original to:** Pacific Gas and Electric Company  
Demand Response Program Department  
Attn: CBP Manager  
77 Beale, B7B  
San Francisco, CA 94105

PG&E may verify the information on this notice with the Customer.

Aggregator Company Name:	SAN FRANCISCO COMMUNITY POWER	Aggregator Code:	N/A
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This notice adds or deletes a customer's Service Agreements from the Aggregator's CBP portfolio. PG&E will review and approve each Service Agreement to be added to determine if it meets the minimum requirements as specified in Schedule E-CBP. PG&E must approve each Service Agreement before the Service Agreement can be included in an Aggregator's portfolio. Additions to the portfolio will be effective upon PG&E's approval date. Deletions from the portfolio will be effective at the end of the current calendar month in which this notice is received provided PG&E receives this notice at least 15 calendar days prior to the end of the current month.

By signing this notice, Aggregator and Customer understand that the Aggregator has the authority to act on behalf of the Customer in connection with the CBP for the Customer's Service Agreements shown below. Such authority is subject to the applicable terms and conditions of Schedule E-CBP and the Agreement For Aggregators Participating In The Capacity Bidding Program (Form 79-1076).

Customer designates the above-named Aggregator to act on its behalf as its Aggregator pursuant to Schedule E-CBP for all purposes, including, but not limited to, the receipt of payments, the payment of penalties, if any, and the receipt of all notices sent by PG&E under the E-CBP program.

Customer understands that PG&E will provide its electric usage and electric meter data for the Service Agreements to Aggregator so Aggregator can determine the payment payable to and penalties chargeable to Customer under Schedule E-CBP. Customer also agrees to allow personnel from the California Energy Commission (CEC), PG&E, and their contracting agents, reasonable access to conduct a site visit for measurement and evaluation, access to the Customer's interval meter data, and agree to complete any surveys needed to enhance this program.

Customer acknowledges that Aggregator is not PG&E's agent for any purpose. PG&E shall not be liable to the Customer for any damages resulting from any acts, omissions, or representations made by Aggregator in connection with Aggregator's solicitation of Customer or with the Aggregator's performance any of its functions in the CBP. PG&E shall not be liable to Customer for any damages caused to the Customer by any failure by Aggregator to comply with PG&E's tariffs or for any damages caused by Aggregator's failure to perform any commitment to the Customer.

X	Customer Name:		Aggregator Name	STEVEN MOSS
	Title:		Title	EXECUTIVE DIRECTOR
	Signature:		Signature:	
	Date:		Date:	