

# MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION

Date of Issuance: \_\_\_\_\_

In accordance with California Public Utilities Commission (CPUC or Commission) Decision (D.) 20-04-004, and subject to the requirements of the Mobilehome Park Utility Conversion Program Rule (MHP Rule<sup>1</sup>), the Commission-regulated electric and natural gas utilities (Utilities) are offering a Mobilehome Park Utility Conversion Program (MHP Program) to replace existing privately owned master-meter electric and/or gas distribution service within a Mobilehome Park or Manufactured Housing Communities (MHP), to direct Utility service to each individual MHP space within the MHP. This includes all eligible common use area services and meters.

MHP Owners/Operators who are receiving this Application previously submitted the CPUC's Form of Intent during the open application period. After reviewing the information you submitted, the CPUC's Safety and Enforcement Division (SED) and/or by the California Department of Housing and Community Development (HCD) or its local agency designee has pre-selected your MHP to participate in the MHP Program.

The MHP Owner/Operator must designate below each Utility<sup>2</sup> that currently provides electric and/or natural gas service to the master-meter of the MHP. The designated Utilities will be responsible for the conversion of the existing privately owned master-meter system to direct Utility service, upon acceptance of the MHP into the MHP Program. Under the MHP Program, each Utility will only provide service conversion for the commodity (electricity and/or natural gas) that the Utility currently provides to the MHP. After the completion of the service conversion, the Utility will provide direct service to each individual HCD permitted Mobilehome (MH) space and the eligible MHP common areas based on the discretion of the Commission's Safety and Enforcement Division (SED). Upon request, the Utility may provide to the MHP a new electric or gas utility service that is not currently being supplied by the Utility, provided that; 1) the Utility offers the requested electric or natural gas service in that territory; 2) a distribution line is located nearby and can be connected safely and economically to the MHP; and 3) the request would be governed by the existing Distribution and Service Extension Rules in the Utility's Tariff and would not be included in the MHP Program.

<u>Electric Service</u>	<u>Natural Gas Service</u>	
<input type="checkbox"/>	N/A	Bear Valley Electric Service
<input type="checkbox"/>	N/A	Liberty Utilities (CalPeco Electric)
<input type="checkbox"/>	<input type="checkbox"/>	Pacific Gas and Electric Company
<input type="checkbox"/>	N/A	Pacific Power, a Division of PacifiCorp
<input type="checkbox"/>	<input type="checkbox"/>	San Diego Gas and Electric Company
<input type="checkbox"/>	N/A	Southern California Edison Company
N/A	<input type="checkbox"/>	Southern California Gas Company
N/A	<input type="checkbox"/>	Southwest Gas Corporation

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<sup>1</sup> MHP Rule by Utility

Bear Valley Electric - Rule 23

Liberty Utilities - Rule 23

Pacific Gas and Electric - Rule 28

Pacific Power - Rule 26

San Diego Gas and Electric - Rule 44

Southern California Edison - Rule 27

Southern California Gas - Rule 44

Southwest Gas - Rule 23

- <sup>2</sup> Although the singular term "Utility" is used throughout this Application, each of the Utilities designated on this page is considered a party to this Application. The designated Utilities will be coordinating throughout the application and conversion processes. However, it is the sole responsibility of the MHP Owner/Operator to ensure that the information and documentation required by this Application is provided to each of the designated Utilities within the specified timeframes.

## MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION

The purpose of this Mobilehome Park Utility Conversion Program Application (MHP Application) is for the MHP Owner/Operator to provide the Utility pertinent information concerning the MHP, which is necessary in order for the Utility to proceed with the conversion process.

The MHP Owner/Operator is to use its "best effort" to provide the information that is being requested on this Application. The Utility's project manager assigned to your park may provide assistance in completing the MHP Application. Incomplete information on this application will not result in disqualification in the program, but may result in longer engineering time, excavation time and other setbacks that may delay the completion of the project. THIS APPLICATION MUST BE APPROVED BY, THE UTILITY (UTILITIES) BEFORE YOUR MHP WILL BE ACCEPTED INTO THE MHP PROGRAM AND SCHEDULED FOR CONVERSION.

NOTE: Current registration with the California Department of Housing and Community Development for each individual mobilehome within the MHP may be required prior to inspection and completion of the cutover. If the MHP Program requires that the utility connection of the mobilehome be altered to complete the conversion, the Mobilehome Park Owner/Operator is responsible to obtain such agreement from the registered owner of the mobilehome prior to the alterations being made. This Application has been developed as part of the CPUC's regulatory process, and conforms to CPUC D.20-04-0004. The Application has been approved by the Commission as a required component of the MHP Program, and may not be waived, altered, amended or modified, except as authorized by the CPUC. This Application at all times shall be subject to such modifications as the CPUC may direct from time to time in the exercise of its jurisdiction.

*This Application will be accepted by each of the Utilities listed. Please complete the Application in its entirety, attach all requested documentation, and mail a copy to each of the Utilities that you identified above as providing electric and/or gas service to your MHP. Utility addresses are listed below:*



**Bear Valley Electric Service**  
42020 Garstin Drive  
P.O. Box 1547  
Big Bear Lake, CA 92315

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**Liberty Utilities (CalPeco Electric) LLC**  
933 Eloise Avenue  
South Lake Tahoe, CA 96150

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Mobilehome Park Utility Conversion  
Program  
**Pacific Gas and Electric Company**  
77 Beale Street, Mail Code B10B  
San Francisco, CA 94105-1814

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**San Diego Gas and Electric Company**  
Attn: MHP Program, CP62E  
8306 Century Park Ct.  
San Diego, CA 92123-1530

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**Southern California Edison Company**  
MHP Utility Conversion Program  
Rancho Cucamonga Regional Office, G139  
9500 Cleveland Ave, Rancho Cucamonga, CA  
91730

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**Southern California Gas Company**  
Attn: MHP Program, SC720J A1  
8101 Rosemead Blvd.  
Pico Rivera, CA 90660-5100

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**Pacific Power**  
Attn: California MHP Program  
PO BOX 400  
Portland, OR 97207-0400

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**Southwest Gas Corporation**  
Attn: MHP Program  
13471 Mariposa Road  
Victorville, CA 92392

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# MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION

## 1. MHP Project Information

Mobilehome Park Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

County: \_\_\_\_\_ ZIP: \_\_\_\_\_

Nearest Cross Street: \_\_\_\_\_

HCD Mobilehome Park Identification Number: \_\_\_\_\_

Total Number of MHP Spaces with either gas or electric service, excluding Recreation Vehicle (RV) Spaces: \_\_\_\_\_

Number of MHP Spaces Occupied by Residents: \_\_\_\_\_

Number of Unoccupied MHP Spaces: \_\_\_\_\_

Number of Spaces for Recreational Vehicles (RVs)<sup>3</sup>: \_\_\_\_\_

Year MHP was established: \_\_\_\_\_

Applicant / Owner / Operators Name: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Mobilehome Unit Ownership Type

- |  |  |
|--|--|
| <input type="checkbox"/> All units on common single parcel | <input type="checkbox"/> Units on individual parcels |
| <input type="checkbox"/> Common use shared ownership       | <input type="checkbox"/> Other: _____                |

Does the MHP Owner/Operator have a current and valid license to operate a MHP?

- No       Yes      License Number: \_\_\_\_\_

Is the MHP currently subject to an enforceable condemnation order and/or to a pending condemnation proceeding?

- No       Yes

Is the MHP operated on leased real property?

- No       Yes      Number of years remaining on land lease: \_\_\_\_\_

<sup>3</sup> RV Spaces are not eligible for conversion under the MHP Program

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

**2. Business Information**

Legal Name to appear on contract: \_\_\_\_\_

- Individual                                       Partnership                                       Corporation  
 Limited Liability Corporation    Governmental Agency                                       Sole Proprietor  
 Other

State of Incorporation or LLC: \_\_\_\_\_

Name of person authorized to sign contracts: \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address for contracts: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

County \_\_\_\_\_ ZIP \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**3. MHP Representative/Primary Contact (This is the individual(s) which the MHP will designate to be the central liaison for the MHP Owner/Operator, the contractor hired by the MHP, the MHP Residents and the Utility).**

a. Name of MHP Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address \_\_\_\_\_

b. Name of MHP Representative: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP: \_\_\_\_\_

Day Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

**4. Current Utility Services for the MHP's Master-Meter System(s)**

**a. Electric Service:**

Electric Service Provider: \_\_\_\_\_

Name as it appears on bill: \_\_\_\_\_

Type of Service:       Electric Overhead Service       Electric Underground Service

Other: \_\_\_\_\_

Does the MHP purchase electricity through a third party (e.g Community Choice Aggregator [CCA] or Electric Service Provider [ESP])?

No       Yes, Provider Name: \_\_\_\_\_

Number of residential dwelling units within the MHP that currently receives a discount under current qualifying Mobilehome rate schedule: \_\_\_\_\_

<u>Current Electric Service Account Number</u>	<u>Current Rate Schedule</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*To list additional accounts use Attachment "B"*

**b. Gas Service (if applicable):**

Name of Gas Service Provider: \_\_\_\_\_

Name as it appears on bill: \_\_\_\_\_

Type of Service:       No Gas Service available at MHP (Electric only)  
 Natural Gas System  
 Propane System (Centralized tank with MHP distribution system)  
 Propane System (at each MH-Space)  
 Other: \_\_\_\_\_

Does the MHP purchase gas through a third party (e.g., Core Transport Agent [CTA])?

No       Yes, Provider Name: \_\_\_\_\_

Number of residential dwelling units within the MHP that currently receives a discount under current qualifying Mobilehome rate schedule: \_\_\_\_\_

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<u>Current Gas Service Account Number</u>	<u>Current Rate Schedule</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*To list additional accounts use Attachment "B"*

**c. Telephone Service (if applicable):**

Name of Telephone Service Provider: \_\_\_\_\_

Name as it appears on bill: \_\_\_\_\_

Type of Service:       Overhead Phone Service       Underground Phone Service  
 Other: \_\_\_\_\_

**d. Cable/Satellite Service (if applicable):**

Name of Cable/ Satellite Service Provider: \_\_\_\_\_

Name as it appears on bill: \_\_\_\_\_

Type of Service:       Overhead Cable Service       Underground Cable Service  
 MHP Owned Cable/Satellite/Phone Service  
 Other: \_\_\_\_\_

**5. Current Energy Metering Arrangement**

**Electric**

Master-Meter/Sub-Meter Electric  
 Master Electric Meter, no Sub-Meter  
 Other: \_\_\_\_\_

**Gas**

Master Meter/Sub-Meter Gas  
 Master Gas Meter, no Sub-Meter  
 Other: \_\_\_\_\_

**6. Energy Usage/Load Information**

**a. Electric Load Information**

**1) Typical MHP Space**

Existing MHP Space Main Switch Size  
(Meter Panel & Service Termination Enclosure) \_\_\_\_\_ Amps

**2) Common Use Area**

Common Use Area Electric Service: # 1 Description: \_\_\_\_\_

Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Main Size: \_\_\_\_\_

Lift Station ( \_\_\_\_\_ HP)       MHP Office ( \_\_\_\_\_ KW)  
 Street Lights ( \_\_\_\_\_ KW)       Swimming Pool ( \_\_\_\_\_ KW)

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- Club House ( \_\_\_\_\_ KW)                       Area Lighting ( \_\_\_\_\_ KW)
- Sprinkler/Irrigation Controls (must be metered)    Park Site ( \_\_\_\_\_ KW)
- Others \_\_\_\_\_ ( \_\_\_\_\_ KW)

Common Use Area Electric Service: #   2   Description: \_\_\_\_\_

- Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Main Size: \_\_\_\_\_
- Lift Station ( \_\_\_\_\_ HP)                       MHP Office ( \_\_\_\_\_ KW)
  - Street Lights ( \_\_\_\_\_ KW)                       Swimming Pool ( \_\_\_\_\_ KW)
  - Club House ( \_\_\_\_\_ KW)                       Area Lighting ( \_\_\_\_\_ KW)
  - Sprinkler/Irrigation Controls (must be metered)    Park Site ( \_\_\_\_\_ KW)
  - Others \_\_\_\_\_ ( \_\_\_\_\_ KW)

Additional Common Use Area Service - For additional electric common use area service requests use Attachment "B"

**3) Streetlighting**

- Streetlights to be served under general service rates with common use areas
- Streetlights to be separated from common use load and served unmetered under an applicable Utility streetlight rate schedule as approved by the Utility. Please provide the information for each lamp type that can be found in the MHP in the area below and in Attachment B, if necessary. (check one lamp type).

- Lamp Type: #   1
- High Pressure Sodium Vapor                       Low Pressure Sodium Vapor
  - Mercury Vapor     Metal Halide
  - Incandescent     LED
  - Other \_\_\_\_\_

Watts per lamp: \_\_\_\_\_ Number of lamps/fixtures: \_\_\_\_\_

Additional Lamps Types - If the MHP has additional streetlight lamp types, use Attachment "B"

How are streetlights currently served?

- Served directly from Master meter account
- Served from MH sub-meter, or MH pedestal
- Direct unmetered connections

Location, lamp type and wattage of each streetlight fixture should be noted on the Site Plan as described in Section 7.5.

**4) Self-Generation** - Is there currently any self-generation (e.g. photovoltaic or wind generation) equipment servicing the common areas of the MHP?

- Yes (Size of system \_\_\_\_\_ KW)                       No

**5) Electric Vehicle Charging Station** - Is there currently a public Electric Vehicle Charging Station located at the MHP that is available for all the residents of the MHP?

- Yes (Charger size \_\_\_\_\_ kW)                       No



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## b. Natural Gas Load Information (if applicable)

Natural Gas Load Information: *Natural gas will be delivered at the Utilities standard service delivery pressure per Rule 2.*

*Requests for elevated service delivery pressure require the Utilities' review and approval. If granted, elevated service delivery pressure may be reduced at any time due to the Utility operational needs. Special Facilities and cost-of-ownership charges may apply for elevated service delivery pressure. For further information, contact your local Utility office and refer to Gas Rule 2. (MBtu/h = 1,000 Btu/h)*

### 1) Mobilehome Gas Appliances:

Gas will be provided to individual Mobilehomes at the Utility's standard delivery pressure for residential service per Rule 2

### 2) Common Use Area

Common Use Area Gas Service: #   1   Description: \_\_\_\_\_

Gas Service Delivery Pressure Requested:       Standard delivery pressure  
    Other ( \_\_\_\_\_ psig)

Gas appliances that can be found in common use areas: (check all that apply)

<input type="checkbox"/> Gas Range - Btu rating: _____	<input type="checkbox"/> Laundry Dryer- Btu rating: _____
<input type="checkbox"/> Water Heater- Btu rating: _____	<input type="checkbox"/> Pool/Spa Heater- Btu rating: _____
<input type="checkbox"/> Gas Oven- Btu rating: _____	<input type="checkbox"/> Furnace- Btu rating: _____
<input type="checkbox"/> On-Demand Water Heater	<input type="checkbox"/> Outdoor Gas Heaters
Btu rating: _____	Btu rating: _____
<input type="checkbox"/> Other gas loads _____	
Btu rating: _____	

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Common Use Area Gas Service: # 2 Description: \_\_\_\_\_

Gas Service Delivery Pressure Requested:  Standard delivery pressure  
 Other (\_\_\_\_\_psig)

Gas Range - Btu rating: \_\_\_\_\_  Laundry Dryer- Btu rating: \_\_\_\_\_

Water Heater- Btu rating: \_\_\_\_\_  Pool/Spa Heater- Btu rating: \_\_\_\_\_

Gas Oven- Btu rating: \_\_\_\_\_  Furnace- Btu rating: \_\_\_\_\_

On-Demand Water Heater  Outdoor Gas Heaters  
Btu rating: \_\_\_\_\_ Btu rating: \_\_\_\_\_

Other gas loads \_\_\_\_\_  
Btu rating: \_\_\_\_\_

Additional Common Use Area Service - For additional gas common use area service requests use the "Natural Gas Common Use Area Services" portion of Attachment "B"

### 7. Additional Documentation

The MHP Owner/Operator should use its best effort to provide one (1) copy of the following documents along with this Application to each of the Utilities that have been identified on page 1 of this Application as providing electric and/or gas service to your MHP. Please include these documents with your submission of this Application under Attachment A.

- 7.1. List of Residents & Registered Homeowners: A complete list of current registered owners and current residents for each mobilehome/manufactured housing unit on a lot within the MHP, including name, address or space number, home phone number, cell phone number, email address, and other contact information should be provided to the Utilities. If all of the necessary resident and registered homeowner contact information cannot be provided when the MHP Owner/Operator submits this Application, the MHP Owner/Operator must, at a minimum, provide a list of addresses for the residents of the MHP and the name and mailing addresses of the registered owners for each mobilehome/manufactured housing unit on a lot within the MHP. This information will be used for outreach activities for the MHP residents. If a complete list of resident and registered homeowner contact information is not provided with the MHP Application, the information must be provided with the submittal of the MHP Agreement.
- 7.2. Service Documents: Detailed substructure engineering drawings, as-built drawings, maps, and any other such records as may be necessary to ensure a complete record of the installation and location of the MHP's existing distribution system.
- 7.3. Single Line Diagram: For facilities with Self-Generation provide a single line diagram(s) showing the location of the generation and how it is currently connected to the MHP electrical system.
- 7.4. Additional Infrastructure: Detailed engineering drawings, as-built drawings, maps and any other such records that would provide information on the location of any other utility systems present within the MHP, including but not limited to water, sewer, drainage, irrigation lines, telephone, cable television, data lines and fuel lines.
- 7.5. Site Plan: Detailed drawing of the MHP showing roads, sidewalks, driveways, MHP Space locations, streetlights, sprinkler controls, location of fire hydrants, common area facilities, electric vehicle charging stations, self-generation systems, other structures, and proposed future improvements. For electrical equipment, please provide load information on site plan or reference Common Use Area Service Number(s) found on Section 6 and Attachment B.

## **MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

- 7.6. Tract Map: Map showing all easements, right-of-ways, property lines, MH-Spaces, assessor's parcel number, etc.
- 7.7. The Utility may request additional documentation if more information is needed for the engineering, planning, and construction phases of the conversion.

### **8. Planning, Engineering and Construction**

The Utility shall be allowed to conduct a pre-engineering review and site verification of existing facilities at the MHP.

The Planning, Engineering, and Construction terms and conditions of the MHP Program are detailed in the MHP Agreement. Information regarding Planning, Engineering, and Construction terms and conditions will be given to the MHP Owner/Operator at the time the metering points are provided. The MHP Agreement will contain a preliminary design and construction plan developed by the Utility using the information provided by the MHP Owner/Operator with this Application.

The information provided in the Planning, Engineering, and Construction terms and conditions will enable the MHP Owner/Operator, and its selected Contractor, to develop an appropriate and complete cost estimate of "Beyond-The-Meter" work by outlining roles and responsibilities of the parties involved and defining the "Beyond-The-Meter" work that will be eligible for reimbursement by the Utility under the MHP Program.

### **9. Application Deadline**

The MHP has been pre-selected to receive this MHP Application. The MHP Owner/Operator has forty-five (45) calendar days from the issuance date of this Application, to complete and return the Application, along with all required documentation, to the Utility or Utilities that provide electric and/or gas service to the MHP. If the MHP Owner/Operator fails to provide this Application and the required documentation within the specified time period, the Utility reserves the right to remove or place the MHP in the back of the queue of the pre-selected MHPs. Pre-selection, and/or submittal of Application does not guarantee acceptance into the MHP Program, nor does it guarantee conversion to direct utility service from the Utility.

### **10. Next Steps**

Upon the Utility's review and acceptance of this Application, and the accompanying documentation supplied by the MHP Owner/Operator, the Utility will initiate the engineering and design of the new electric and/or gas distribution system. The Utility will consult with the MHP Owner/Operator to determine the location of the metering points for the MHP, with the Utility having final approval of the location of all meter(s), and provide this information to the MHP Owner/Operator. The MHP Owner/Operator will then have forty-five (45) calendar days to provide the Utility with the name and qualifications of the Contractor selected to perform the "Beyond-The-Meter" work at the MHP and the estimated cost for such work, in addition to any other documents requested by the Utility. If the MHP Owner/Operator fails to provide the name of the Contractor, agrees to the Contractor qualifications and the reasonable costs selected to perform the "Beyond-the-Meter" work within the specified time period, the Utility reserves the right to remove or place the MHP in the back of the queue of the pre-selected MHPs.

THE UTILITY MUST AGREE TO THE QUALIFICATIONS AND COST OF THE CONTRACTOR SELECTED BY THE MHP OWNER/OPERATOR. IN THE EVENT THE UTILITY AND THE MHP OWNER/OPERATOR DO NOT AGREE, THEY MUST CONSULT WITH SED TO RESOLVE THE DISPUTE.

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Cost estimates for the “Beyond-The-Meter” work shall also be summarized to the Utility in a format that uses Attachment C, D and E of the MHP Agreement as a template. The template that will be used for the “Beyond-The-Meter” estimate will be given to the MHP Owner/Operator at the time the metering points are provided.

After the new distribution system has been preliminary planned, engineered, and designed, and the Utility has agreed with the name of the Contractor and the estimated cost for the “Beyond-The-Meter” work, the Utility will prepare the MHP Agreement for signatures.

If requested by the Utility or the MHP Owner/Operator, a post engineering meeting can be requested prior to the signing of the MHP Agreement to resolve any outstanding issues and concerns. The Commission requires the Utility and the MHP Owner/Operator to consult and coordinate to ensure efficiency and avoid unnecessary (and non-reimbursable) costs.

After the MHP Agreement is fully executed, permits can be requested and construction can begin.

### **11. Cancellation of MHP Application**

Either the Utility or the MHP Owner/Operator may, at its option, cancel this Application upon 30 days written notice to the other party or parties.

The Utility may cancel this Application for, but not limited to, the following situations: (1) the failure, refusal or inability of the MHP Owner/Operator to perform specified activities and responsibilities set forth in this Application in a timely manner, after receiving notice from the Utility and an opportunity to cure; (2) failure or inability of the MHP Owner/Operator to supply the name of the Contractor, agrees to the Contractor qualifications and the reasonable costs to perform all of the “Beyond-The-Meter” work at the MHP and the estimate cost for such work, within forty-five (45) calendar days from the date that the metering points are sent by the Utility; (3) safety or security issues or violations; or (4) The MHP Owner/Operator and/or its Contractor are involved in a legal proceeding which, in the Utility's opinion, may interfere with the performance of the work.

If the MHP Owner/Operator cancels this Application or chooses not to proceed with the program after the signing of this Application, the MHP Owner/Operator agrees to reimburse the Utility for all work and costs incurred prior to the cancellation. Such costs may include planning and engineering costs, labor, material and supplies, (including long lead time materials), transportation, and other direct costs which the Utility allocates to such work. In no event shall the Utility be liable for lost or anticipated profits or costs to plan and design the “Beyond-The-Meter” facilities, costs associated to securing a Contractor for the project, or any other costs that did not result in the completion of the service conversion at the MHP.

### **12. MHP Owner/Operator Certification**

I hereby declare under penalty of perjury that I am the person<sup>4</sup>, or an authorized representative of the entity, that is legally responsible for the MHP, and that the information provided is true and correct to the best of my knowledge. I certify that the MHP Owner/Operator is the distributor of utility service within the MHP, as described above, and that the MHP Owner/Operator has the authority to discontinue utility service within the MHP as required by the MHP Program. I also certify that I am supplying all of the documentation required under this Application, if available. I have read and

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<sup>4</sup> If multiple signatures are required, please copy this certification page as needed and include with your Application.

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

agree with the provisions and my responsibilities under the MHP Rule and this Application, including Attachments.

\_\_\_\_\_  
*Name of Mobilehome Park*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name of Owner/Operator*

\_\_\_\_\_  
*Type/Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Title*

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

**Attachment A - Additional Documentation**

As described in Section 7 of this Application the MHP Owner/Operator should use their best effort to provide copies of the following documents along with their Application, if applicable. Please use the check boxes to indicate if the documents are being provided or not available and attach the documents to Attachment A.

Not Available      Being Provided

Documents

           List of Registered Homeowners and Residents: A complete list of current registered homeowners and current resident for each mobilehome/manufactured housing unit on the lot within the MHP, including name, address or space number, mailing address if different than physical address of unit, home phone number, cell phone number, email address, and other contact information should be provided to the Utilities. If all of the necessary resident and registered owner contact information cannot be provided, the MHP Owner/Operator must, at a minimum, provide a list of addresses for the residents of the MHP and the name and mailing addresses of the registered owners for each mobilehome/manufactured housing unit on a lot within the MHP. This information will be used for outreach and notification efforts during the project. If a complete list of resident and registered owner contact information is not provided with the MHP Application, the information must be provided with the submittal of the MHP Agreement.

           Service Documents: Detailed engineering drawings, as-built drawings, maps, and any other such records as may be necessary to ensure a complete record of the installation and location of the MHP's existing distribution system.

           Single Line Diagram: For facilities with Self-Generation provide a single line diagram(s) showing the location of the generation and how it is currently connected to the MHP electrical system.

           Additional Infrastructure: Detailed substructure engineering drawings, as-built drawings, maps and any other such records that would provide information on the location of any other utility systems present within the park, including but not limited to water, sewer, drainage, irrigation lines, telephone, cable television, data lines and fuel lines.

           Site Plan: Detail scaled drawing of MHP showing roads, sidewalks, driveways, MH-Space locations, streetlights, sprinkler controls, location of fire hydrants, common area facilities, electric vehicle charging stations, self-generation systems, other structures, and proposed future improvements. For electrical equipment, please provide load information on site plan or reference Common Use Area Service Number(s) found on Section 6 and Attachment B.

           Tract Map: Map showing all easements, right-of-ways, property lines, MH-Spaces, assessor's parcel number, etc.

Attach appropriate documents to Attachment A

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

MHP Owner/Operator Initials \_\_\_\_\_

**Attachment B - Additional Information**

Attachment B of this Application is used to document additional information regarding accounts and load information that are in excess of what can be documented on the MHP Application. Attachment B is being used to provide the following: (check all that applies)

- Electric Service Account Information
- Natural Gas Service Account Information
- Electric Common Use Area Services Information
- Streetlight Lamp Type
- Gas Common Use Area Services Information
- No additional information, beyond what is provided in the MHP Application

**1. Electric Service Account Information:**

Please list any additional Electric Service Accounts Numbers currently serving the MHP that is not provided in the MHP Application.

<u>Current Electric Service Account Number</u>	<u>Current Rate Schedule</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

**Attachment B - Additional Information**

**3. Electric Common Use Area Services:**

Please provide the electric load information for additional facilities and equipment that serves the common use areas that could not be documented in Section 6 of this Application

Additional Common Use Area Service – Provide additional sheet as necessary

Common Use Area Electric Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Main Size: \_\_\_\_\_
- |  |  |
|--|--|
| <input type="checkbox"/> Lift Station ( _____ HP)                        | <input type="checkbox"/> MHP Office ( _____ KW)    |
| <input type="checkbox"/> Street Lights ( _____ KW)                       | <input type="checkbox"/> Swimming Pool ( _____ KW) |
| <input type="checkbox"/> Club House ( _____ KW)                          | <input type="checkbox"/> Area Lighting ( _____ KW) |
| <input type="checkbox"/> Sprinkler/Irrigation Controls (must be metered) | <input type="checkbox"/> Park Site ( _____ KW)     |
| <input type="checkbox"/> Others _____ ( _____ KW)                        |  |

Common Use Area Electric Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Main Size: \_\_\_\_\_
- |  |  |
|--|--|
| <input type="checkbox"/> Lift Station ( _____ HP)                        | <input type="checkbox"/> MHP Office ( _____ KW)    |
| <input type="checkbox"/> Street Lights ( _____ KW)                       | <input type="checkbox"/> Swimming Pool ( _____ KW) |
| <input type="checkbox"/> Club House ( _____ KW)                          | <input type="checkbox"/> Area Lighting ( _____ KW) |
| <input type="checkbox"/> Sprinkler/Irrigation Controls (must be metered) | <input type="checkbox"/> Park Site ( _____ KW)     |
| <input type="checkbox"/> Others _____ ( _____ KW)                        |  |

Common Use Area Electric Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Main Size: \_\_\_\_\_
- |  |  |
|--|--|
| <input type="checkbox"/> Lift Station ( _____ HP)                        | <input type="checkbox"/> MHP Office ( _____ KW)    |
| <input type="checkbox"/> Street Lights ( _____ KW)                       | <input type="checkbox"/> Swimming Pool ( _____ KW) |
| <input type="checkbox"/> Club House ( _____ KW)                          | <input type="checkbox"/> Area Lighting ( _____ KW) |
| <input type="checkbox"/> Sprinkler/Irrigation Controls (must be metered) | <input type="checkbox"/> Park Site ( _____ KW)     |
| <input type="checkbox"/> Others _____ ( _____ KW)                        |  |

Common Use Area Electric Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Voltage: \_\_\_\_\_ Phase: \_\_\_\_\_ Main Size: \_\_\_\_\_
- |  |  |
|--|--|
| <input type="checkbox"/> Lift Station ( _____ HP)                        | <input type="checkbox"/> MHP Office ( _____ KW)    |
| <input type="checkbox"/> Street Lights ( _____ KW)                       | <input type="checkbox"/> Swimming Pool ( _____ KW) |
| <input type="checkbox"/> Club House ( _____ KW)                          | <input type="checkbox"/> Area Lighting ( _____ KW) |
| <input type="checkbox"/> Sprinkler/Irrigation Controls (must be metered) | <input type="checkbox"/> Park Site ( _____ KW)     |
| <input type="checkbox"/> Others _____ ( _____ KW)                        |  |

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

**Attachment B - Additional Information**

**4. Streetlight Lamp Type**

If Street Lighting to be separated from common use load and served unmetered under an applicable Utility streetlight rate schedule, please provide the information for each lamp type (check one lamp type)

Lamp Type:# \_\_\_\_\_  
 High Pressure Sodium Vapor                       Low Pressure Sodium Vapor  
 Mercury Vapor     Metal Halide  
 Incandescent     LED  
 Other \_\_\_\_\_  
Watts per lamp: \_\_\_\_\_ Number of lamps/fixtures: \_\_\_\_\_

Lamp Type:# \_\_\_\_\_  
 High Pressure Sodium Vapor                       Low Pressure Sodium Vapor  
 Mercury Vapor     Metal Halide  
 Incandescent     LED  
 Other \_\_\_\_\_  
Watts per lamp: \_\_\_\_\_ Number of lamps/fixtures: \_\_\_\_\_

Lamp Type:# \_\_\_\_\_  
 High Pressure Sodium Vapor                       Low Pressure Sodium Vapor  
 Mercury Vapor     Metal Halide  
 Incandescent     LED  
 Other \_\_\_\_\_  
Watts per lamp: \_\_\_\_\_ Number of lamps/fixtures: \_\_\_\_\_

Lamp Type:# \_\_\_\_\_  
 High Pressure Sodium Vapor                       Low Pressure Sodium Vapor  
 Mercury Vapor     Metal Halide  
 Incandescent     LED  
 Other \_\_\_\_\_  
Watts per lamp: \_\_\_\_\_ Number of lamps/fixtures: \_\_\_\_\_

Lamp Type:# \_\_\_\_\_  
 High Pressure Sodium Vapor                       Low Pressure Sodium Vapor  
 Mercury Vapor     Metal Halide  
 Incandescent     LED  
 Other \_\_\_\_\_  
Watts per lamp: \_\_\_\_\_ Number of lamps/fixtures: \_\_\_\_\_

**MOBILEHOME PARK UTILITY CONVERSION PROGRAM APPLICATION**

**Attachment B - Additional Information**

**5. Natural Gas Common Use Area Services:**

Please provide the natural gas load information for additional facilities and equipment that serves the common use areas that could not be documented in Section 6 of this Application

Provide additional sheet as necessary

Common Use Area Gas Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Gas Service Delivery Pressure Requested:  ¼ psig  Other (\_\_\_\_psig)
- Gas Range - Btu rating: \_\_\_\_\_  Laundry Dryer- Btu rating: \_\_\_\_\_
- Water Heater- Btu rating: \_\_\_\_\_  Pool/Spa Heater- Btu rating: \_\_\_\_\_
- Gas Oven- Btu rating: \_\_\_\_\_  Furnace- Btu rating: \_\_\_\_\_
- On-Demand Water Heater  Outdoor Gas Heaters  
Btu rating: \_\_\_\_\_ Btu rating: \_\_\_\_\_
- Other gas loads \_\_\_\_\_  
Btu rating: \_\_\_\_\_

Common Use Area Gas Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Gas Service Delivery Pressure Requested:  ¼ psig  Other (\_\_\_\_psig)
- Gas Range - Btu rating: \_\_\_\_\_  Laundry Dryer- Btu rating: \_\_\_\_\_
- Water Heater- Btu rating: \_\_\_\_\_  Pool/Spa Heater- Btu rating: \_\_\_\_\_
- Gas Oven- Btu rating: \_\_\_\_\_  Furnace- Btu rating: \_\_\_\_\_
- On-Demand Water Heater  Outdoor Gas Heaters  
Btu rating: \_\_\_\_\_ Btu rating: \_\_\_\_\_
- Other gas loads \_\_\_\_\_  
Btu rating: \_\_\_\_\_

Common Use Area Gas Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Gas Service Delivery Pressure Requested:  ¼ psig  Other (\_\_\_\_psig)
- Gas Range - Btu rating: \_\_\_\_\_  Laundry Dryer- Btu rating: \_\_\_\_\_
- Water Heater- Btu rating: \_\_\_\_\_  Pool/Spa Heater- Btu rating: \_\_\_\_\_
- Gas Oven- Btu rating: \_\_\_\_\_  Furnace- Btu rating: \_\_\_\_\_
- On-Demand Water Heater  Outdoor Gas Heaters  
Btu rating: \_\_\_\_\_ Btu rating: \_\_\_\_\_
- Other gas loads \_\_\_\_\_  
Btu rating: \_\_\_\_\_

Common Use Area Gas Service: # \_\_\_\_\_ Description: \_\_\_\_\_

- Gas Service Delivery Pressure Requested:  ¼ psig  Other (\_\_\_\_psig)
- Gas Range - Btu rating: \_\_\_\_\_  Laundry Dryer- Btu rating: \_\_\_\_\_
- Water Heater- Btu rating: \_\_\_\_\_  Pool/Spa Heater- Btu rating: \_\_\_\_\_
- Gas Oven- Btu rating: \_\_\_\_\_  Furnace- Btu rating: \_\_\_\_\_
- On-Demand Water Heater  Outdoor Gas Heaters  
Btu rating: \_\_\_\_\_ Btu rating: \_\_\_\_\_

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Other gas loads \_\_\_\_\_  
Btu rating: \_\_\_\_\_