

Instructions - CPUC Form of Intent

(Instructions for completing the Initial Application for Conversion of Master-Meter Service at Mobilehome Park or Manufactured Housing Community to Direct Service from Electric or Gas Corporation)

(NOTE: CPUC Form of Intent can also be completed and submitted online – please see the Utility Contact List)

① HCD ID refers to the Housing and Community Development (HCD) Permit Number for your MHP park/community.

② Do you intend on participating in the master-meter/sub-metered service conversion program?

The conversion to direct service program is completely voluntary. If you do not intend on participating in the program, then please provide information just up to item ②, sign the form at the bottom where indicated and submit it to the CPUC and your gas and/or electric utility (e.g., PG&E, SoCalGas, SDG&E, Southwest Gas, SCE, Bear Valley, Liberty Utilities, or Pacific Power) per address in item ⑬. Do not submit this form to any municipal gas and/or electric company (e.g., SMUD, LADWP, Long Beach, etc.). If you do intend to participate in the program, then please continue completing items ③ through ⑬.

③ Are there any plans underway by the property owner and/or others to sell the property or convert land use?

Do the owner(s) of the MHP or anyone else have plans underway to sell the property or convert the park for other uses? Please provide details on an additional sheet if you have plans underway to sell the property or convert land use.

④ Total Spaces: Total number of mobilehome lots shown on the HCD permit with either gas or electric master-metered services, this does not include RV spaces.

Occupied Spaces: Out of the number of spaces indicated in “Total Spaces”, how many are currently occupied by residents?

Unoccupied Spaces: Out of the number of spaces indicated in “Total Spaces”, how many are currently vacant?

RV Spaces: How many spaces are available for RVs, whether occupied or unoccupied? If your park does not have any RV spaces, please indicate zero.

⑤ Is there master-metered/sub-metered electric service at this property? Intent to convert service?

Do you have master-metered electric service at your park, if so, do you intend to have it converted to direct service from the utility? Provide as much information as possible: number of spaces with master-metered electric service, installation date of the master-meter system, serving electric utility, typical amps per electric panel received by most residential spaces, and if master-meter service is undergrounded, over-head, or combination of these two methods.

⑥ Is there master-metered/sub-metered gas service at this property? Intent to convert service?

Do you have master-metered gas service at your park, if so, do you intend to have it converted to direct service from the utility? Provide as much information on the gas service as possible: spaces with gas service risers, installation date of gas system, serving gas utility, master-meter gas system pressure in psi, and location of master-meter gas mains (e.g., yard easement or street).

NOTE: A MHP MUST HAVE EITHER GAS OR ELECTRIC MASTER-METER/SUBMETER SYSTEM OR BOTH TO QUALIFY.

⑦ Cathodic Protection system installed? Type of Cathodic Protection system

Does your gas system have a CP system to protect buried steel pipelines, if so, what type of system do you have?

⑧ Length of pipeline materials: MHP’s Annual Report to the CPUC (MHP-1) can be a source for this information.

⑨ Do you have a map of the master-metered gas or electric system(s)? Please specify what map(s) you have.

Please let us know if you have maps for the master-metered electric or gas system(s), or if you have no maps.

⑩ Is any part of the property currently provided with direct gas or electric service by the local utility?

If any part of your MHP is being served directly by the local utility (e.g. not through a master-meter), please provide details on how many spaces or locations are directly served and, if known, when service was installed.

⑪ Has any portion of the gas or electric system been replaced within the last 20 years?

Other than minor replacements related to system repairs, has any portion of the electric or gas system(s) been replaced? If so, please provide details on what system(s) was/were replaced and when the replacement(s) occurred.

⑫ If you require additional space for any of the responses, please attach a separate sheet to this application. Please read the pledge at the bottom of the page, sign, date, and print your name and title in the appropriate locations.

⑬ Between January 1 – March 31, 2015, please submit the completed form to the CPUC, and each of the utilities you denoted for items ⑤ and/or ⑥ (except those checked “Other/municipal”) by: 1) e-mailing to the utility at the e-mail address shown on the Utility Contact List and the CPUC at MHPUtilityUpgradeProgram@cpuc.ca.gov; or by US Mail at:

California Public Utilities Commission
Attn: SED/GSRB – MM Utility Upgrade Program
505 Van Ness Ave, 2nd floor
San Francisco, CA 94102

AND

Southern California Gas Company
ATTN: MHP Utility Upgrade Program, GT10G4
555 W Fifth St.
Los Angeles, CA 90013-1034

Incomplete forms or not sending it to all checked utilities may lead to disqualification of your application. Please keep a copy of this form, or on-line confirmation code, for your records. For any questions, please call

(800) 755-1447 or e-mail at MHPUtilityUpgradeProgram@cpuc.ca.gov