

Process for Single-Phase Project Queue Position Exchange

Introduction

CPS Energy recognizes that the current shortage of transformers caused by the global supply chain challenges has delayed completion of new subdivision & multi-family development projects. Therefore, we have developed a Single-Phase Project Queue Position Exchange option that offers developers and builders the opportunity to re-prioritize projects in the queue by swapping their project positions. The exchange can be completed between a single builder's projects or between two builders who have come to an agreement and provide CPS Energy confirmation of the agreement. The main criteria for exchanging or "swapping" project position in the Single-Phase Project queue is that it cannot negatively affect any other projects in the queue. This option only applies to projects in which transformers **have not been delivered to or installed at project sites.**

By making this request the customer is accepting and agreeing to the following stipulations:

- Customer must be in good standing with CPSE on all accounts and up to date on all Open Account Charges to be eligible for this process.
- Projects may not be broken into phases once an Agreement is executed.
- CPS Energy will be the sole decision maker to determine if projects will be allowed to exchange positions, and Customer agrees to hold CPS Energy harmless for and release CPS Energy for any and all claims arising out of the requested project queue position exchange.
- CPS Energy will make the final decision considering many factors such as, but not limited to, transformer availability, proposed project feasibility, construction practices, internal processes, and safety.
- The requested project queue position exchange cannot negatively impact other customers or projects on CPS Energy's Single-Phase Development Project Queue.
- CPS Energy is not responsible for accuracy of the data but will work to correct when notified.

Process for Requesting Project Exchange by a Single Customer

If a single customer wishes to re-prioritize two projects by swapping them in the Single-Phase Project Queue, the requester should first ensure the following:

- the project requested to move up in the queue requires no more transformers than the project that will be moved down in the queue (the exchange)
- the transformer sizes for each project must be comparable in that they do not impact other projects on the list
- neither project has had transformers delivered to the project site or have been installed at the project site

The customer may send an email request to swap projects to CDDProjects@CPSEnergy.com with the subject title: **Request for Project Exchange**. The request should clearly identify which two projects are being requested to be swapped, including the subdivision or project name as they are identified in the Single-Phase Project Queue.

Upon approval of the project exchange request, customer(s) will be contacted, and the exchange will be completed in the queue.



Upon disapproval of the project exchange request, customer(s) will be contacted with an explanation of the disapproval.

Process for Requesting Project Exchange Between Two or More Customers

If two or more customers come to an agreement to swap projects in the Single-Phase Project Queue, the requesters must provide CPS Energy with a copy of the agreement including details of the proposed exchange. Please see **Two Party Request for Project Exchange Agreement** below. The additional requirements must also be met:

- the project which will be requested to move up in the queue requires no more transformers than the project that will be moved down in the queue (the exchange)
- the transformer sizes for each project must be comparable in that they do not impact other projects on the list
- neither project has had transformers delivered to the project site or have been installed at the project site

The customers may send the **Two Party Request for Project Exchange Agreement** to CDDProjects@CPSEnergy.com with the subject title: **Request for Project Exchange**.

Upon approval of the project exchange request, customers will be contacted, and the exchange will be completed in the queue.

Upon disapproval of the project exchange request, customers will be contacted with an explanation of the disapproval.



Two Party Request for Project Exchange

_____ (CUSTOMER 1) and _____ (CUSTOMER 2) hereby requests CPS Energy to review this Project Exchange Request and upon approval, agree to the exchanging of construction projects.

Date of Submission: _____

Project to Move to Higher Queue Number

Name of Project: _____

Current Queue Position Number: _____

CPS Energy Work Request Number: _____

Name of Company: _____

Project to Move to Lower Queue Number

Name of Project: _____

Current Queue Position Number: _____

CPS Energy Work Request Number: _____

Name of Company: _____

Company 1

Company Name: _____

Name: _____

Title: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____

Company 2

Company Name: _____

Name: _____

Title: _____

Phone Number: _____

Email: _____

Signature: _____

Date: _____

The parties above have agreed to an exchange in projects on the CPS Energy Single-Phase Transformer Queue.

Two-Party Request:

To complete a two-party request, this form must be completed and emailed to CDDPrograms@cpsenergy.com. The email must include point of contacts listed above.