SDGE™

HOW-TO GUIDE

Mobile Home Park Calculator

SDG&E's Mobile Home Park tenant billing calculator is created for mobile home park operators or other residential complex operators who provide sub-metered gas and/or electric service to their tenants, specifically, those on Rate Schedules DS, DT, DT-RV, GS and GT.

You are responsible for ensuring the data inputted into the calculator is accurate. Failing to enter appropriate bill period dates, climate zones and assistance programs will cause the calculations to be inaccurate. Altering the calculations within this tool will also provide inaccurate results.
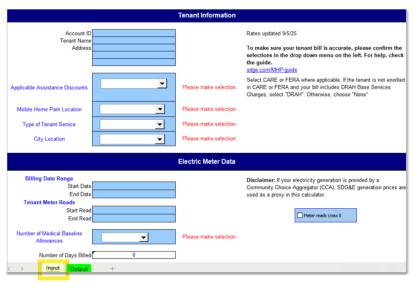
Rate prices are updated monthly. To ensure you have the most recent gas & electric rate prices available, you must download the ***latest version of the Mobile Home Park Calculator*** each month. To download the latest version of the Mobile Home Park Calculator, visit ***sdge.com/MHP-Calc.***

Attention CCA customers:

If your community is served by a Community Choice Aggregator, this tool uses SDG&E's electric generation rates as a proxy. Actual generation charges from your CCA may differ.

For information on CCA generation costs, contact your CCA directly. For more information about your CCA, visit ***sdge.com/CCA***.

Input and Output Data

Input Tab

The Mobile Home Park calculator starts with an input screen that will be the basis of the charges for your tenant bill.
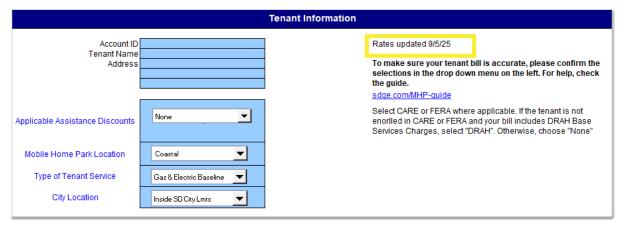
Output Tab

The Output tab will show charges for your tenant's bill, as if the customer was billed directly by SDG&E®.

Tenant Information

Step 1: Verify you have downloaded and are using the latest version of the calculator. The Rate Update date can be found in the upper right portion of the Input tab. Ensure your version is dated within the last month. Rates are updated monthly, but utilizes the last 3 rate changes, ensuring your full billing period has access to the correct rate information.
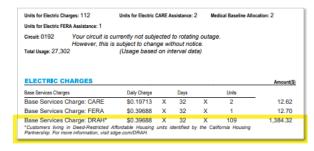

Step 2: Enter Account ID, if one exists for your tenant, and Tenant Name and Address.

Step 3: Enter the Applicable Assistance Discounts, to ensure your tenant receives the correct Base Services Charge and Assistance Program bill discounts.

- If the tenant is enrolled in CARE or FERA, select CARE or FERA as appropriate for your tenant.

- If your tenant is NOT enrolled in CARE or FERA, check your master bill for the Base Services Charges which is found under the Electric Charges portion of your bill:

  - If your master meter bill shows a discounted Base Services Charge for Deed-Restricted Affordable Housing (DRAH), select DRAH.

  - Otherwise, select None.

Step 4: Enter the Mobile Home Park Location. This is your park's "Climate Zone" and can be found on your master-meter bill under Electric Service.

Step 5: Enter the Type of Tenant Service. If your tenant receives both Gas & Electric sub-metered services, select Gas & Electric Baseline. If your tenant only receives Electric sub-metered service, select "Only Electric Baseline." Note: If your tenant only receives Gas sub-metered service, select Gas & Electric Baseline.

Step 6: Enter the City Location of the Mobile Home Park. If the park is:

- within the City of San Diego, select "Inside SD City Lmts"

- within the City of Chula Vista, select "Inside Chula Vista City Lmts".

- outside of the Cities of San Diego or Chula Vista, select "Outside SD City Limits".

Electric Meter Information

If the tenant receives sub-metered Electric service, enter Electric Meter Data, otherwise skip to Step 10.

Step 7: Enter the start and end date for the period you are billing your tenant. (Note: The 'Number of Days Billed' will automatically display based on the dates entered).

Step 8: Enter the sub-meter reads for your tenant. If the sub-meter has crossed 0 and started over, check the box.

Step 9: If the customer participates in the Electric Medical Baseline Allowance, select the number of certifications associated with the tenant. If not enrolled in Medical Baseline, select "None."
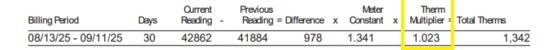

Gas Meter Information

If the tenant receives sub-metered Gas service, enter Gas Meter Data, otherwise skip to Step 15.

Step 10: If the gas bill period is the same as the electric bill period, check the box "Same Dates as Electric", otherwise enter the gas bill period dates in the boxes provided. *(This feature utilizes macros which may not function as expected depending on your personal settings. If you have issues, you can manually enter the dates).*

Step 11: Enter the gas sub-meter reads for your tenant. If the sub-meter has crossed 0 and started over, check the box.

Step 12: If the customer receives a Gas Medical Baseline Allowance, select the number of certifications associated with the tenant. If not enrolled in Medical Baseline for Gas Service, select "None."

Step 13: Enter the Therm Multiplier. You will find the Therm Multiplier on your bill under Gas Charges. You may also learn more about the Therm Multiplier by utilizing the link provided in the calculator.

Billing Period	Days	Current Reading	−	Previous Reading	= Difference	x	Meter Constant	x	Therm Multiplier =	Total Therms
08/13/25 - 09/11/25	30	42862		41884	978		1.341		1.023	1,342

Step 14: If your bill includes a Gas Safety Inspection Charge, check the box to include the per unit charge. You may learn more about the Gas Safety Inspection using the link provided in the calculator.

Additional Charges & Credits

Step 15: If there are additional charges or credits that need to be applied to your tenant's bill, you may include the tenant's portion of that charge or credit in the spaces provided.

There are 2 freeform boxes in which to add any appropriate charge or credit to the tenant's bill.

- Use the boxes to the left for the charge or credit description.
- Use the boxes on the right to input the amount of the charge or credit.
- If entering a credit, unsure you enter the dollar amount as a negative value (format example: -10.00).

Please note: the California Climate Credit is already calculated as part of the tenant bill output during the months the credit is applied and therefore does not need to be manually entered here.

Miscellaneous Charge or Credit		
The free-form fields below are provided to add miscellaneous charges or credits to the tenant's bill. Add a negative sign for credit amounts. Example: -10.23		
Charge or Credit Description & Amount		
Charge or Credit Description & Amount		

Clear & Print Features

Step 16: The calculator provides buttons to help you perform certain tasks. Ensure you have fully completed the form (including Miscellaneous Charges or Credits as appropriate) before printing your tenant's bill.

- Print Input Page – this button will format the Input page for printing.
- Print Output Gas & Electric – this button will format the tenant bill for printing with both gas & electric charges.
- Print Output Electric Only – this button will format the tenant bill for printing with electric charges only.

Note: For tenants who receive gas sub-metered service only, you will need to print directly from the Output page.

Step 17: Once you have created your tenants bill, use the "Clear for Next Bill" button to clear out values for the next tenant's information.

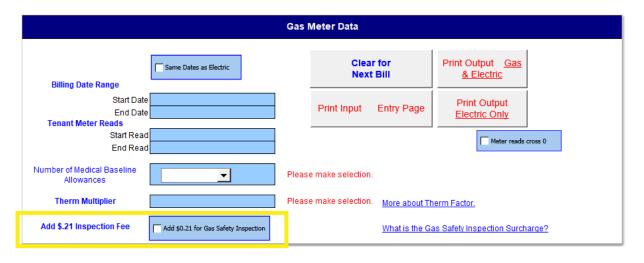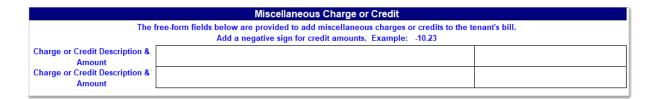*(These features utilize macros which may not function as expected depending on your personal settings. If you have issues, you may go directly to the Output tab and print the information as needed).*

Gas Meter Data		
☐ Same Dates as Electric	**Clear for Next Bill**	**Print Output Gas & Electric**
Billing Date Range Start Date End Date	**Print Input Entry Page**	**Print Output Electric Only**
Tenant Meter Reads Start Read End Read		☐ Meter reads cross 0
Number of Medical Baseline Allowances [dropdown]	Please make selection.	
Therm Multiplier	Please make selection. More about Therm Factor.	
Add $.21 Inspection Fee ☐ Add $0.21 for Gas Safety Inspection	What is the Gas Safety Inspection Surcharge?	