Expectations for Project Certification

OREGON COMMUNITY SOLAR PROGRAM

The purpose of this document is to provide guidance for Project Managers that have a pre-certified project in the Oregon Community Solar Program on the steps needed to apply for project certification.

Information Required

The following information is required documentation that must be submitted through the Community Solar Program Platform as part of the Certification application. The Program Administration team will use this information to verify that a Project meets the Program requirements before it's presented to the Commission.

Project Managers should review *Chapter 3: Requirements* and *Chapter 5: Project Certification* in the Program Implementation Manual to evaluate the full list of certification expectations.

Overview of Requirements

- ☐ Utility agreement information
- ☐ Construction Drawings & Signed Interconnection Agreement
- ☐ Final Project cost information
- ☐ Final Project Dates
- ☐ Project Utility Account Information
- ☐ Participant Verification
- ☐ Full Project Review
- ☐ Payee Information

Timing: Project Managers should request Certification at least one month prior to project operation to allow for project review by the Program Administration team and to be placed on the agenda for the Oregon Public Utility Commission meeting. Additionally, Project Managers are encouraged to add contracted Participants to the platform throughout recruitment to reduce delays in the verification process. Project Managers should collaborate with the Low-income Facilitator on timing for entering low-income participants into the program platform.

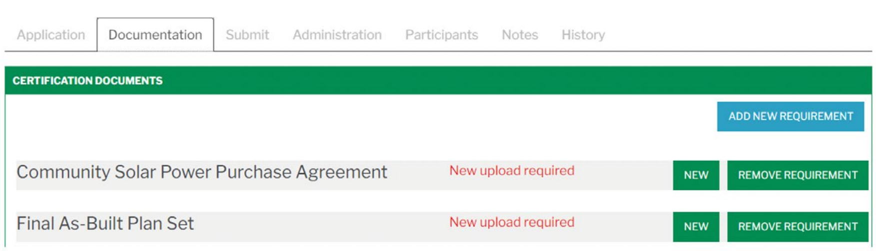
Utility agreement information

An executed utility Community Solar Power Purchase Agreement (PPA) is required to be uploaded to the Documentation tab in the program platform prior to requesting certification. The registered Project Manager must be the signee of the PPA.

Construction Drawings & Signed Interconnection Agreement

Final construction drawings are required to be uploaded in the Documentation tab of the project application. If there are any major changes to the project, e.g. a change in system size, location, etc., the Program Administration team should be informed of the change and the platform should be updated prior to requesting Certification. Some revisions may require an amendment process.

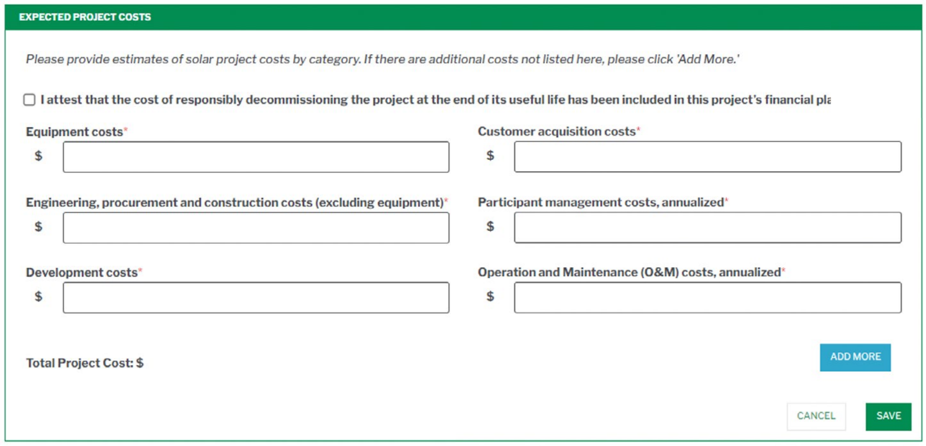
The program requires a final as-built plan set as documentation. However, to ensure that the certification process does not impose an undue delay on project development, the program will recommend conditional certification approval if the project manager provides final construction drawings and an executed interconnection agreement in lieu of a final as-built plan-set. In this case, the project manager must provide a final as-built plan set within six months of operation.



Final Project cost information

In the *Expected Project Costs* section of the project application, all estimated costs entered prior to pre-certification must be updated to reflect final project costs. If there are additional costs that are outside of the categories listed, you may add additional category and cost into this section. Defined cost categories include:

- Equipment costs
- Engineering, procurement and construction costs (excluding equipment)
- Development costs
- Customer acquisition costs (estimated)
- Participant management costs, annualized (estimated)
- Operation and Maintenance (O&M), annualized (estimated)
- Other (describe)


EXPECTED PROJECT COSTS

Please provide estimates of solar project costs by category. If there are additional costs not listed here, please click 'Add More.'

☐ I attest that the cost of responsibly decommissioning the project at the end of its useful life has been included in this project's financial pla

Equipment costs* $

Customer acquisition costs* $

Engineering, procurement and construction costs (excluding equipment)* $

Participant management costs, annualized* $

Development costs* $

Operation and Maintenance (O&M) costs, annualized* $

Total Project Cost: $

ADD MORE

CANCEL SAVE

Final Project Dates

The status of utility interconnection upgrades and inspection, and all "Achieved Dates" for project milestones must be added into the section of the Project Development Timeline fields of the Program platform. The commercial operation date is the specific date that participants will begin to be credited for subscribed project generation. This date must be on or after the agreed upon commercial operation date in the PPA, and within six months of the date that Project Certification is requested. The "Project Certification" achieved date should reflect the date the Project Manager is requesting certification from the Program Administration team.

Milestone	Target Date	Updated target at 6 months	Updated target at 12 months	Achieved Date
Utility interconnection studies completed*				
All ministerial permits secured*				
Contract executed with a construction contractor				
Construction-ready plan set completed*				
Interconnection agreement(s) executed*				
Utility Power Purchase Agreement executed*				
50% of Project's capacity subscribed*				
Recruitment of low-income participants completed				
Project Certification requested*				
Commercial operation of all sites*				

Project Utility Account Information

The project must also provide the following utility account information for the generating site:

- Utility Account Number
- Utility Agreement Number (also known as the "SPID" for Portland General Electric customers)
- Utility Meter Number

Please provide the following Project Interconnection Information for each Project Site.

Site #1: ,
Utility Account Number
Utility Agreement Number
Utility Meter Number

The utility account number, agreement number and meter number must be requested specifically from your utility if not provided on final documentation. While a project may request certification before this information is known, **this information must be added to the platform prior to the project's Commercial Operation Date in order for participant billing and unsubscribed energy payments to occur correctly.**

For more information on how to request utility information, please see the Utility Contacts Guide for Project Managers under Project Manager resources.

Participant Verification

Participant Eligibility Requirements

As described in Chapter 3: Requirements in the PIM, the Program Administrator will verify the following items in order to approve the project for Certification:

- ☐ At least 50% of the Project's capacity is subscribed
- ☐ No single Participant owns or leases over 40% of the capacity of the Project
- ☐ No more than 50% of the Project's capacity is owned or leased large commercial, industrial or irrigation Participants
- ☐ A minimum of 10% of the capacity of the Project is owned or leased by low-income residential Participants

Verification Status Check

Prior to requesting certification, the project manager should ensure that all participants assigned to the project have been submitted for verification and sized appropriately for their subscriptions by reviewing the 'contract status' of Participants in the Participant Dashboard of the platform. Ensure that any completed Participant profile with a signed contract is submitted to "PA Review" status for verification. Project managers should anticipate that verification by the Program Administrators may take up to 1-2 weeks depending on volume, and are encouraged to submit participants for verification as soon as possible and before requesting certification to avoid delays.

Low-Income Participants

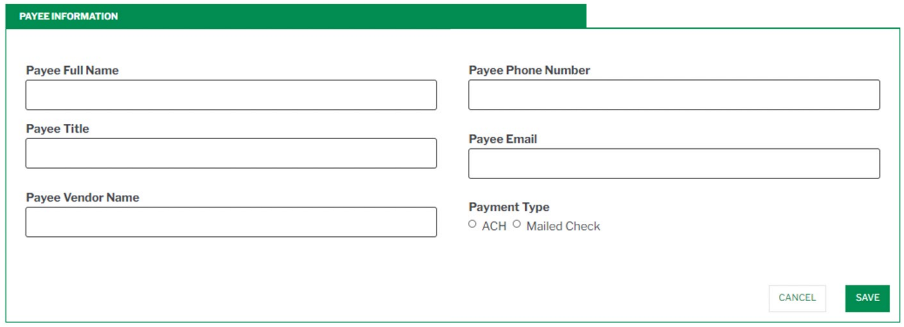
If requesting certification prior to October 21, 2021, project managers may request a one-year waiver to become certified and operational prior to subscribing the 10% low-income carve-out of each project by low-income residential customers. This waiver request contains additional requirements that should be discussed with the Program Administration team prior to making this request.

Full Project Review

Please verify the following:

- ☐ Any waivers that are submitted have been approved by the Program Administration team prior to requesting Certification.
- ☐ Any additional contractors, affiliates, or partners that have been added since pre-certification are listed on the project application.
- ☐ Review the *Project Manager profile* to ensure that all information is up to date.
- ☐ Note that after Project Certification, the project application will be largely uneditable, so any changes should be made prior to requesting Certification.
- ☐ The Project Finder information for the project is up to date, including whether the project is actively enrolling participants.

Payee Information



The Payee Information field on the project application indicates to the Program Administration team where to direct unsubscribed energy and subscription payments. The Payee information is not required to match the information for the registered Project Manager.

There are two options for payment types:

1. ACH

If ACH is selected, an auto-generated ACH form will be sent to the registered Program Manager's email after certification has been requested that should be filled out and emailed to the Program Administrator per the instructions on the form. The Payee Vendor Name, Payee Title, Payee Phone Number, and Payee Email should also be completed in the Platform.

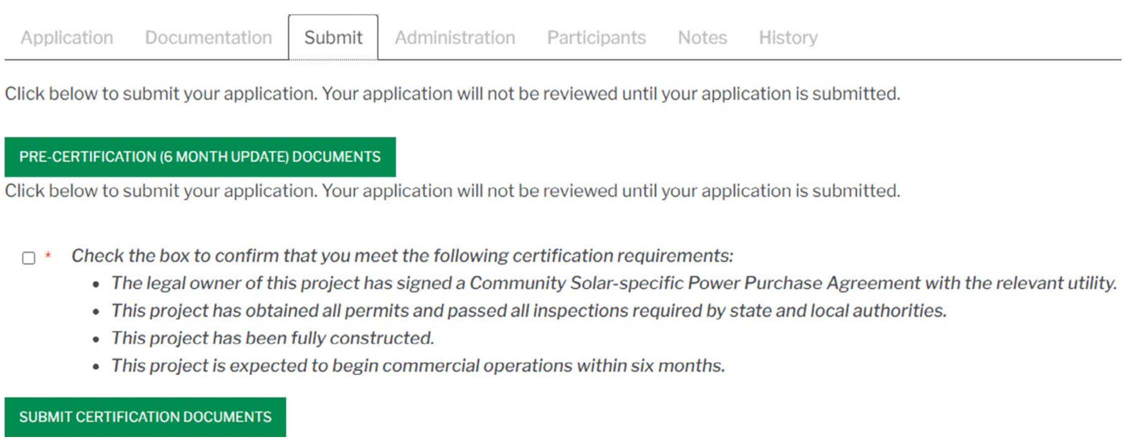
2. Check

If a mailed check option is selected, the Payee Full Name (individual's name on the account), Payee title, Payee Vendor Name (business name that the checks will be made to), Payee Phone Number, Payee Email are all required fields.

If there are any specific questions on payments, please reach out to the Program Administrator.

Submitting the Project for Certification

Once the Project Manager is confident that all the above items are complete, the Project Manager can request to certify the project by checking the box to confirm you have met the certification requirements, and selecting the "Submit Certification Documents" button in the Submit tab of the project application.



Please note that you may also see a button to submit the Pre-Certification 6 Month or Pre-Certification 12 Month Update Documents on the Submit tab. This documentation is due six and twelve months after pre-certification is achieved if the project is not yet ready to request certification. You may disregard this button if you are ready to request certification before the six and/or twelve-month mark.

Timing: Once the Program Administration team has reviewed the information provided and if the Project and Participant levels meet all program requirements, a recommendation to the Oregon Public Utility Commission will be sent and the Commission, at its sole discretion, will consider and Certify the Project. Project managers should expect that that the process of reviewing a Certification request and scheduling the project for approval at a public meeting may take up to a month in normal circumstances and should time their activities accordingly. This project may take longer if any issue must be addressed or if project managers are late in submitting participants for verification.

Following approval by the Commission, the Project Manager will receive a Certification Notice, at which point the Project Manager can proceed to commercial operation.

Requirements After Certification

Requesting Operation

After Certification, the Project Manager will need to request Operation in the Administration tab in the Program Platform. The commercial operation date must match the date that is listed in the project application. This is when billing will officially begin for participants. By requesting to being Operations, the project manager verifies that they have approval from the utility to begin Operations as of that date. Participant billing will commence as of the Operation date entered by the project manager.

Documentation of COD

The utility will provide the project manager with a letter confirming the approved commercial operation date within a week of receipt and acceptance of the required utility documentation. The project manager must provide this documentation to the Program Administration team.

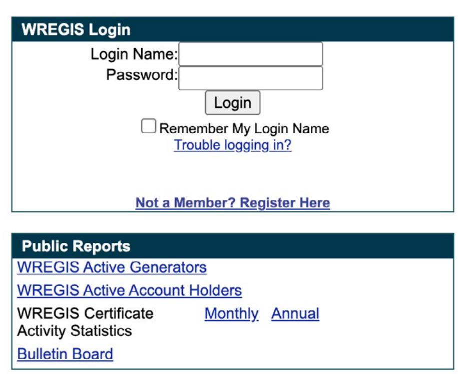
Requesting An Extension

To request an extension to the commercial operation deadline, the Project Manager must submit a written request to the Program Administration team. The request should describe the reason for the delay, the efforts to complete interconnection (if not complete) and a realistic timeline to achieve commercial operation. The extension request will be at the sole discretion of the Commission.

REC Registration

Projects that are greater than 360 kW-AC in aggregate size and small projects without a waiver must be registered in WREGIS and retire RECs on behalf of the Participants. To register and retire RECs, the project owner or their representative will need to:

- [ ] Become familiar with the WREGIS Operating Rules
- [ ] Register as a WERGIS Account Holder
- [ ] Register the Project as a Generating Unit in WREGIS
- [ ] At least annually, deposit RECs from the Project account into a Retirement subaccount to cover subscribed energy. RECs from the non-subscribed generation may stay with the Account Holder or be transferred to other entities in accordance with WREGIS operating rules.



The Project owner or its representative will be responsible for all fees associated with registering RECs, including the annual Account Holder fee and a monthly fee to the utility to report on project generation as a Qualified Reporting Entity (QRE).

In June of each year, Project Managers must compile and submit a report to the Program Administrator showing, as of the end of March, the total number of RECs retired on behalf of Participants and the total number of RECs generated and sold as a result of a contract for the unsubscribed portion of the Project's generation.

Managing Participants

Project Managers have an ongoing responsibility to manage and maintain information about Participants in the Program Platform. Review the Program Implementation Manual for details on annual complaint reporting.

Unsubscribed Energy Payments

Projects will typically generate some testing energy before reaching full commercial operations. Project Managers are compensated by utilities for testing energy at the as-available avoided cost rate, similar to unsubscribed generaration after commercial operation. In order to receive payments for unsubscribed energy, the Payee information and Utility Account Information, both described above, need to be completed. Unsubscribed energy payments will be available in the Unsubscribed Power section of the Payments Ledger.