

# Billing & Payments Guide for Project Managers



## Pre-certification Application Deposit Paid by Project Managers

Project Managers in the Oregon Community Solar program are charged a fee at the time of pre-certification application submission. This fee may be fully or partially refundable under certain conditions, as described in the Program Implementation Manual.

For projects that are granted capacity through the Interim Offering released on January 21, 2020, this fee is set at **\$5 per kW-AC**. Fees for projects granted capacity through future capacity allocations will be announced by the Oregon Public Utility Commission and Program Administrator prior to releasing these capacity allocations.

## Program Fees

Program Fees reflect the administrative effort of the Program Administrator and utility that is required to administer the Oregon Community Solar Program. Program Fees are based on the size of each subscription (\$/kW-AC per month) and may be updated on an annual basis by a process overseen by the Oregon Public Utility Commission. Low-income subscriptions are exempt from Program Fees.

Program Fees may be reflected on the Participant's utility bill in addition to the Subscription Fee, or if requested by the Project Manager and the relevant utility is able to accommodate this, may be paid directly by the Project Manager for the amount of non-low-income capacity subscribed for the Project on a monthly basis. Project Managers that elect to pay Program Fees on behalf of their Participants for a given Project will receive an Oregon Community Solar Program Fee charge on the utility bill for the Project's retail account. Payment of Program Fees by the Project Manager are applied at the Project level.

*Program Fees (\$/kW-AC):*

	Portland General Electric	Pacific Power	Idaho Power
Program Administrator Fee	\$0.85	\$0.85	\$0.85
Utility Fee	\$0.11	\$0.20	\$0.48
Total Program Fee	<b>\$0.96</b>	<b>\$1.05</b>	<b>\$1.33</b>

Utility administrative fees are subject to change and are contingent on approval by the Oregon Public Utility Commission.

## Payment Hierarchy:

For general market participants, Community Solar subscription fees and program administration fees fall below normal utility charges in the Utility's bill collection hierarchy. Participant payments will be applied to recover utility costs before they are applied to community solar participation costs. In the event that a community solar participant partially pays their utility bill, outstanding subscription charges will carry over to future utility bills until paid. Please see Late Payments section below for more details.

For low-income participants, bill credits will always be more than subscription fees. The Utility will apply the bill credit to offset the subscription fee, this will result in the Project Managers receiving full payment for subscription fees and a net savings applied to the verified Low-Income participants each month.

## Subscription Fee Payments

Unless off-bill payments are requested by a Project Manager and approved by the Program Administrator, Participants will pay their monthly subscription charges as part of their monthly utility bill. The subscription fees are collected by utilities through the on-bill payment process. The utility will remit the collections to the Program

Administrator and the Program Administrator will provide payment to the Project Managers for the sum of all subscription fees collected for each project. Project Managers can typically expect to receive subscription payments 2-3 months after the end of the monthly generation period.

The exact timing of subscription payments to the Project Managers is impacted by the following factors:

- The Participant's native billing cycle
- When the Participant pays their electricity bill
- When the Utility pays the Program Administrator
- When the Program Administrator pays the Project Manager

Each factor is described in more detail below.

### **The Participant's native billing cycle:**

The Participant's native billing cycle is the cadence that the Participant receives each monthly utility bill according to their utility's standard billing schedule. Utility customers are billed around the same time each month, but typically not on the same calendar day every month.

Community solar credits and fees are calculated on a calendar-month basis, based on generation in that month. Utilities send generation data to the Program Administration team on the 2nd business day following the end of the previous solar generation month. The generation data is processed by the Program Administration team and sent back to the utilities in the participant billing file on the 5th business day of the same month. The generation data, along with corresponding community solar credits and charges, are posted to the Participant's utility account by the 6th business day of the month and printed on their bill at the next available opportunity, aka the bill print date. The earliest a Participant can receive their bill with the previous month's bill credits and subscription fees is one business day after the posting date. However, if the Participant has already received their utility bill for that month by the time the generation is posted, those fees will be printed on the next month's bill. See the native billing section within this guide for more detail on important native billing cycle considerations.

### **When the Participant pays their electricity bill:**

Participants in each utility territory typically have 15-18 calendar days to pay their bill inclusive of subscription fees. Participants may pay their utility bill before, on, or after the due date, therefore the actual timing of utility bill payment each month may vary.

### **When the Utility pays the Program Administrator:**

Portland General Electric and Pacific Power will provide the Program Administrator with an Actual Participant Fee Collections file twice per month (10th and 25th calendar day or the next business day if it falls on a holiday or weekend) which summarizes the payments received since the prior collections report. Customer payments received between 1-15th of the month are captured in the file sent on the 25th of the same month. Customer payments received between the 16-31st of the month are captured in the file sent on the 10th of the next month.

Idaho Power will provide the Program Administrator will a Participant Fee Collections File once per month on the 10th calendar day that summarizes the payments received between the 1-31st of the previous month. The Participant Fee Collections File is uploaded directly to the Program Platform and is available to Project Managers on their Payment Dashboard. Utilities will send the Program Administrator the subscription fee payments found in each Participant Fee Collections File within approximately two weeks of posting.

### **When the Program Administrator pays the Project Manager:**

Once payment from the utilities is received, the Program Administrator can prepare payment for the Project Managers. Project Managers may request payment by check or by Automated Clearing House (ACH). Checks

and ACH payments are processed within a week of receiving payment from the utilities; typically, the Tuesday following utility payment. Project Managers with projects in PGE and Pacific Power territory can expect payment for each project twice per month and Project Managers with projects in Idaho Power can expect payment once per month.

### Subscription Fee Payment Timeline

Portland General Electric and Pacific Power have provided timeline data for active participants enrolled in operational projects as related to steps in the subscription fee payment process.<sup>1</sup> This data has been organized into the tables provided below and illustrates the minimum, maximum, and average number of elapsed days that occur between the time a participant billing file is processed by the Program Administration team and the time subscription fees appear in the Actual Participant Fees Collected file. The tables do not include the number of days it takes for the utility to pay the Program Administrator or the time the Program Administrator takes to send the corresponding payment to Project Managers. Those payment timelines should also be factored into the overall payment timeline and can be found in the corresponding sections above.

Portland General Electric Payment Timelines			
Payment Timeline Steps:	Min (Days)	Max (Days)	Average (Days)
Billing File to Bill Print Date	0	47	15
Bill Print Date to Bill Due Date	16	48	19
Bill Due Date to Notification via Actual Fees Collected	10	25	18
<b>Total Days Elapsed:</b>	26	97	51

Pacific Power Payment Timelines			
Payment Timeline Steps:	Min (Days)	Max (Days)	Average (Days)
Billing File to Bill Print Date	0	37	11
Bill Print Date to Bill Due Date	16	28	18
Bill Due Date to Notification via Actual Fees Collected	10	25	17
<b>Total Days Elapsed:</b>	31	78	45

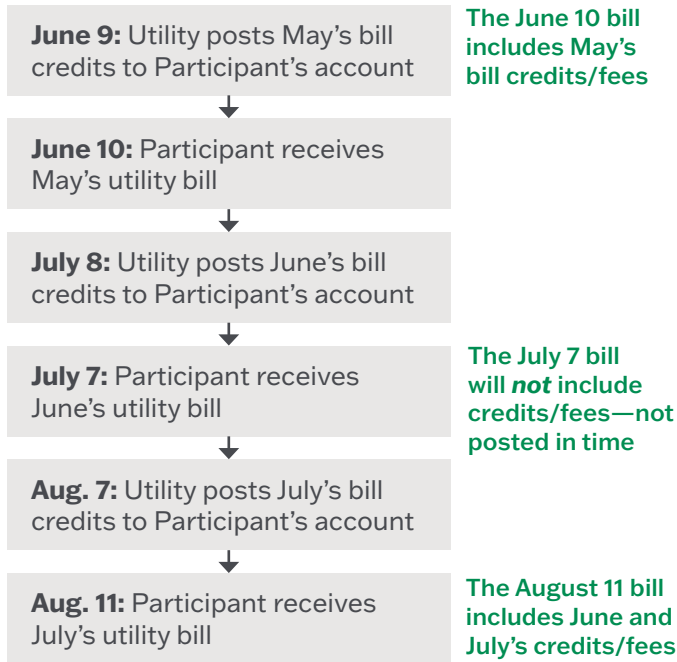
Below is an example of the subscription fee payment timeline associated with a PGE Participant for solar generation from the month of May:

<b>5/31</b>	End of solar generation month
<b>6/2</b>	2nd business day: Utility sends generation data to the Program Administration team
<b>6/7</b>	5th business day: Program Administration team processes participant billing file
<b>6/8</b>	6th business day: Utility posts May's generation credits and fees to the Participant's utility account
<b>6/22</b>	Participant receives bill with May CSP credits/charges according to their bill cycle, i.e. the bill print date.
<b>7/7</b>	Participant pays utility bill 15 days later
<b>7/25</b>	Utility sends Actual Participant Fee Collections file to PA. Participant's payment record is updated on the platform and is now available to the PM <i>Twice a month in PGE and PAC, on 10th and 25th calendar days (except for holidays and weekends)</i>
<b>8/9</b>	Utility remits PM subscription fees to PA
<b>8/15</b>	PA pays subscription fees to PM. PM payment record is updated on the platform

<sup>1</sup> Idaho Power has no operational projects as of Feb 2023 but will provide similar data once available.

## Important Note on Native Billing Cycles

In most cases, Participants can expect to receive bills credits consistently on each month's bill. However, some Participants may be impacted if they receive their bill both before and after the posting date at different points throughout the year. In this case, the Participant may receive no bill credits or subscription fees on one bill and would then receive bill credits and subscription fees for two-months' worth of data on the next bill. This may happen due to slight variations in the posting date<sup>2</sup> and naturally occurring variations in a Participant's native billing cycle.



For example, if the utility posts May's bill credits and subscription fees to the Participant's account on June 9 and the Participant receives their utility bill on June 10, the bill will include May's bill credits and fees. The next month, the utility will post June's bill credits and fees to the Participant's account on July 8, but this time the Participant receives their bill on July 7. The utility bill that the Participant receives on July 7 will not have any bill credits or subscription fees from June since June's bill credits and fees were not posted in time. The next month, the utility will post July's solar production to the Participant's account on August 10. The Participant's next bill is received on August 11, and therefore will include CSP bill credits and subscription fees for both June and July's solar generation.

Participants that may experience this "skipping/doubling" scenario are those that receive their utility

bills on or around the 9th calendar day of each month (the date the utilities post bill credits and fees from the previous month). While not a requirement, Participants can request to change their utility bill due date which will modify their billing cycle to prevent this "skipping/doubling" scenario. Please refer to the Participant Billing Cycle Guide for detailed instructions for each utility territory.

## Late Payments

The Project Manager's Payment Dashboard will display the date that each Participant's bill is printed with bill credits and subscription fees for a given month. Please note the payment status in the Payment Dashboard acts as a flag for the Project Manager. Any consequences of late payments (i.e.: late payment penalties, contract termination etc.) are the responsibility of the Project Manager to manage per the terms of the Participant Agreement.

## Off Bill Charges

Any additional charges levied by a Project Manager must be collected off-bill by the Project Manager. This includes any permissible early termination fees, transfer fees, resizing fees, or late fees. All off-bill methods of collecting fees must be described in the Participant Agreement. In the event of any non-payment, Project Managers must provide instructions for procedures for off-bill collection.

## Unsubscribed Energy Payments

Any unsubscribed project generation will be compensated by utilities at the hourly as-available avoided cost rate.

<sup>2</sup> Due to Sundays and holidays, the 6th business day may range from the 9th to the 12th calendar day of the month.

For each month, the hourly unsubscribed energy is calculated by multiplying the daily percent unsubscribed capacity by the hourly project generation (kWh) and multiplying by the hourly as-available avoided cost rate to derive the total monthly unsubscribed energy payment for each project.

Project Managers will receive unsubscribed energy payments from the PA once per month and will be paid separately from subscription fee payments. Project Managers can typically expect to receive payment 1-2 months after the end of the monthly generation period.

The exact timing of unsubscribed energy payments to the Project Manager is impacted by the following factors.

- The required data transfer between Program Administrator and Utility:** On the second business day of the month, the utility will transfer the project generation file to the PA that includes the electric generation reported by the system’s meter for each day and hour. On the 5th business day of the month, the PA will send the Unsubscribed Project Generation file to the utility which provides the hourly energy generated (kWh) by each project that is unsubscribed. Within 10th business days from receiving the Unsubscribed Project Generation file, the Utility will send the Program Administrator a file with the Unsubscribed Power Purchase Cost that aggregates the total monthly purchase cost of unsubscribed power for all projects owned by the Project Manager.
- When the utility pays the Program Administrator:** The Unsubscribed Power Purchase Cost file is uploaded directly to the Program Platform and is available to Project Managers on their Payment Dashboard. Utilities will send the Program Administrator the unsubscribed energy payment found in each Unsubscribed Power Purchase Cost file within approximately two weeks of posting.
- When the Program Administrator pays the Project Manager:** Once payments from the utilities are received, the Program Administrator can prepare payment for the Project Managers. Project Managers will be paid separately for unsubscribed energy payments and subscription fees, however the same method of payment shall apply to both (i.e.: if the Project Manager has selected a project to be paid by Automated Clearing House (ACH) both unsubscribed energy payments and subscription fees will be paid using this method.) Checks and ACH payments are prepared within a week of receiving payment from the utilities.

Below is an example of the unsubscribed energy payment timeline associated with a Participant for solar generation from the month of May.

<b>5/31</b>	End of solar generation month
<b>6/2</b>	2nd business day: Utility transfers project generation to the PA
<b>6/5</b>	5th business day: PA transfers Unsubscribed Project Generation file to Utility
<b>6/19</b>	Utility transfers Unsubscribed Power Purchase Cost file to PA and initiates payment process
<b>6/26</b>	Utility remits PM unsubscribed energy to PA
<b>7/2</b>	PA pays unsubscribed energy to PM