



OREGON
COMMUNITY SOLAR
PROGRAM

Platform Data Management : Project Manager User Guide

Provided by Energy Solutions

Resource Overview

This resource is intended to help project managers understand and utilize the many data management tools that are available within the Oregon Community Solar Program platform. From unsubscribed energy to participant consumption, each data management tool has a unique focus in reporting specific information pertaining to participant and/or project data for this program.

In order to understand these data management tools, it is vital to understand the data transfer process that occurs between Energy Solutions and the utilities and the important role that data files have in helping this program successfully operate. As such, this resource begins with an overview of the data transfer process.



We hope you find this resource informative and useful in advancing your understanding of this program. If you have any questions in your review, please reach out to Energy Solutions and we are happy to help. Contact information can be found on the last page of this guide.

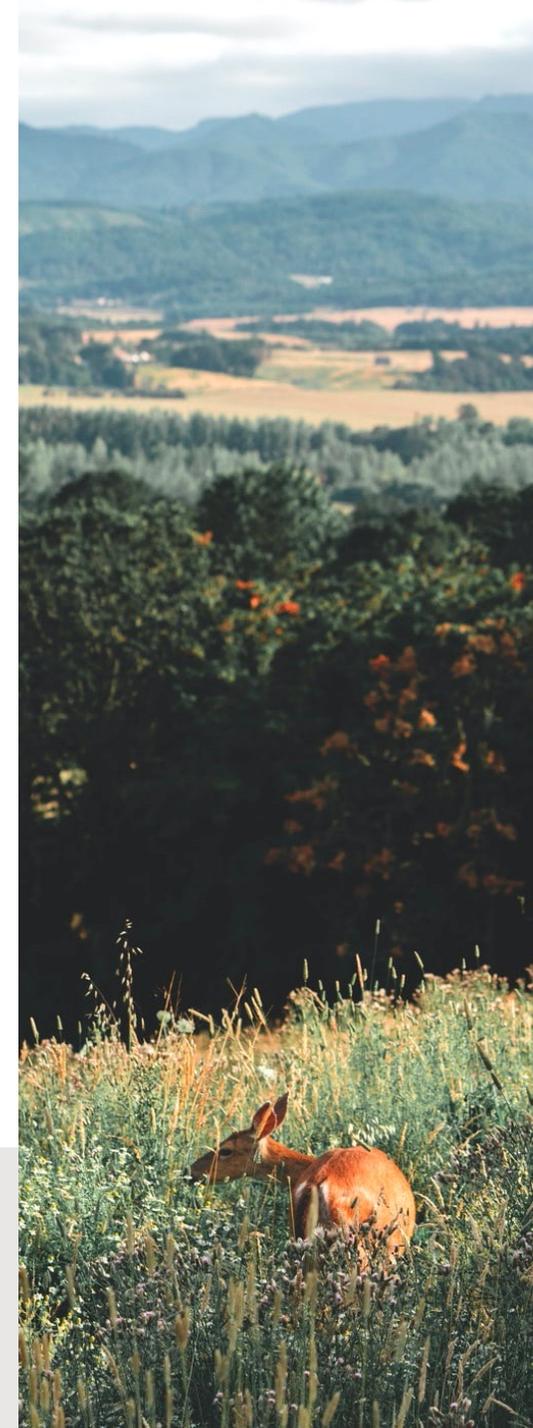
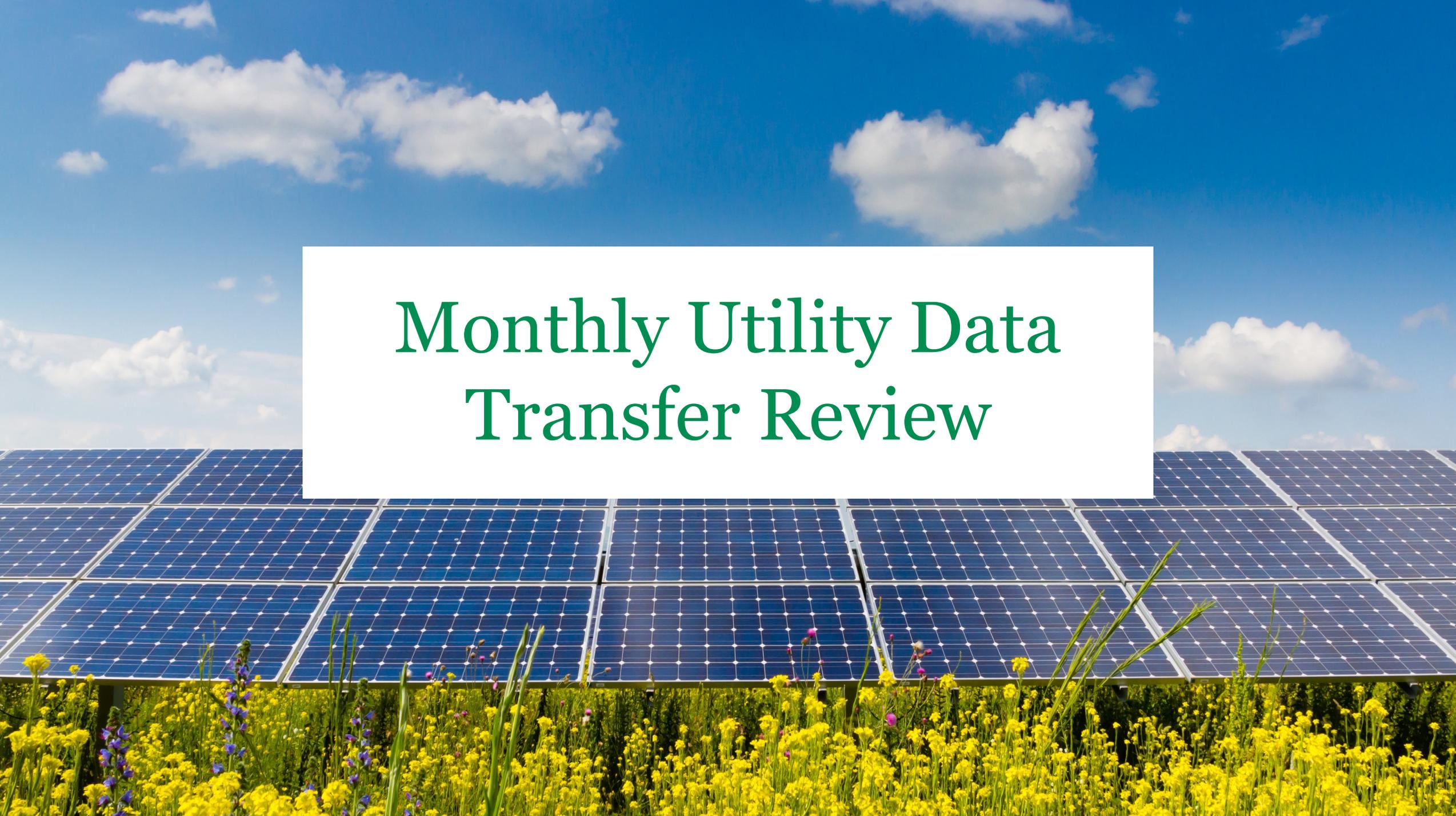


Table of Contents

1. Monthly Utility Data Exchange Review
2. Unsubscribed Power
3. Project Payments
4. Payment Ledger
5. Participant Consumption
6. Project Enrollment



A photograph of a solar farm. In the foreground, there is a field of bright yellow wildflowers and some purple flowers. Behind the flowers, rows of blue solar panels are installed on a field. The sky is a clear, vibrant blue with scattered white clouds. A white rectangular box is centered over the image, containing the title text in a green serif font.

Monthly Utility Data Transfer Review

Data Transfer Overview

Energy Solutions and the Utilities (Portland General Electric, Pacific Power, and Idaho Power) process and share data transfer files containing participant and project information on an ongoing, monthly basis.

Collectively, these data transfer files ensure that:

- Participants receive community solar bill credits, subscription fees, and program fees (if applicable) on their monthly utility bills; and
- Project managers receive payment for any energy produced through their project(s).

Every time a new data transfer file is processed, any data corresponding to that file will be updated in the platform. Energy Solutions will send out email notifications to project managers to help them track data updates in the platform and download any reports that project managers find necessary to their operations.

The data transfer overview section of this resource is intended to help ensure that project managers understand the information that is shared within each data transfer file, the cadence in which data transfer files are processed between Energy Solutions and the Utilities, and how each data transfer file informs the data within each platform tool.



Utility Data Exchange Transfer Overview

Information Provided to Utilities by Energy Solutions

Data Transfer File Name	Date Processed	Primary Information Provided
Participant Subscription Status	1 st and 15 th of every month or next business day	Participant utility account information and status of program enrollment
Project Operational Status	1 st and 15 th of every month or next business day	Project utility account information and status
Participant Billing	5 th business day of every month	Percent of project capacity subscribed in previous month, e.g., March participant billing file contains February subscribed generation data. Includes participant's attributed generation, bill credits, subscription fees, and program fees (if applicable)
Unsubscribed Generation	5 th business day of every month	Percent of project capacity unsubscribed for previous month, e.g., March unsubscribed generation file contains February unsubscribed generation data

Utility Data Exchange Transfer Overview

Information Provided to Energy Solutions by the Utilities

Data Transfer File Name	Date Processed	Primary Information Provided
Project Generation	2 nd business day of every month	Project generation (kWh) for previous month, e.g., March generation file reports February generation data
Participant Status Confirmation	+5 business days after participant status file is sent to Utility	Confirmation of utility customer status, includes rejections for closed accounts or incorrect participant account data
Participant Billing Confirmation	+3 business days after participant billing file is sent to Utility	Confirmation of participant billing (bill print date) or participant bill print error if billing record was rejected
Actual Participant Fee Collections	10 th and 25 th of every month or next business day	Participant fee collections. File received on the 10 th shares collection data for days 16-EOM of the previous month. File received on the 25 th shares collection data for days 1-15 of the same month.
Unsubscribed Power Purchase Cost	+10 business days after unsubscribed generation file is sent to Utility	As-available avoided cost rate (payment) for unsubscribed energy

Utility Data Exchange Calendar Example

Subject to change according to the month/year and cadence of files as shown in previous pages.

September 2023						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Participant Subscription Status File Project Operational File	2
3	4 Project Generation File Participant Consumption File	5	6	7 Participant Billing File Unsubscribed Project Generation File	8 Participant Subscription Status Confirmation File	9
10	11 Participation Fee Collections File	12 Billing Confirmation File	13	14	15 Participant Subscription Status File Project Operational File	16
17	18	19	20	21 Unsubscribed Purchase Cost File	22 Participant Subscription Status Confirmation File	23
24	25 Participation Fee Collections File	26	27	28	29	30

Data from PA to Utilities

Data from Utilities to PA/Platform



Unsubscribed Power Overview

Unsubscribed Power

Purpose: The unsubscribed power dashboard provides project managers with increased visibility into **how unsubscribed generation (kWh) is calculated and paid out for each project on a monthly basis.**

The dashboard displays:

- The total generation (kWh) for each project on a monthly basis
- The subscribed and unsubscribed (kW) capacity of each project in relation to the project's overall total capacity (kW).
- The amount a utility will pay project managers for unsubscribed generation, referred to as the unsubscribed cost
- The corresponding payment status and date for a given month's unsubscribed generation.

How is unsubscribed power calculated?

Every month, utilities send Energy Solutions a generation file which details the kWh generation of each project for the previous month. Energy Solutions calculates the percentage of a project that is unsubscribed by subtracting a project's subscribed capacity (based on the sum of participant's subscription sizes on the last calendar day of a month) from its total capacity and dividing the unsubscribed capacity by total capacity. That unsubscribed percentage is then multiplied by the project's total generation.

$$\left(\frac{(Total\ capacity - subscribed\ capacity)}{Total\ capacity} \right) \times Project\ generation$$

Example for a project with the following info:

1 month total generation: 100,000 kWh

Total project capacity: 2,000 kW

Subscribed capacity: 1,900kW

Unsubscribed
percentage
= 5%


$$\left(\frac{(2,000\ kW - 1,900\ kW)}{2,000\ kW} \right) \times 100,000\ kWh = 5,000\ kWh\ of\ unsubscribed\ power$$

Unsubscribed Power

Payments Ledger

Unsubscribed Power Project Payments Monthly Participant Records Billing Errors

SEARCH EXPORT TO CSV

1 to 12 of 12

Project ID	Generation Period	Project Name	Project Total Capacity (kW-AC)	Total Generation (kWh)	Subscribed Capacity (kW-AC)	Unsubscribed Capacity (kW-AC)	Percentage Unsubscribed (%)	Unsubscribed Generation (kWh)	Unsubscribed Power Purchase (\$)	Payment Status	Payment Date
------------	-------------------	--------------	--------------------------------	------------------------	-----------------------------	-------------------------------	-----------------------------	-------------------------------	----------------------------------	----------------	--------------

- The “**Unsubscribed Power**” header is accessed via the main menu by clicking “**Payments Ledger**”.
- Columns “**Project ID**” through “**Unsubscribed Power Purchase (\$)**” are populated when the unsubscribed generation file is processed every month.
- The “**Unsubscribed Power Purchase (\$)**” field automatically populates to \$0.00 at time of unsubscribed generation file processing. This dollar value will be replaced with the actual unsubscribed power purchase (\$) value once received by Utility and imported to platform (if unsubscribed kWh is greater than zero for given month). **Payment status** will also populate to “Pending” at this time.
- When the utility sends payment for the **unsubscribed power purchase cost**, Energy Solutions will send a notice of payment email to Project Managers and update **Payment Status** field to “Paid” along with **payment date**.
- The dashboard has **search**, **sort**, and **export to CSV** functionality.



Project Payments Overview

Project Payments

Purpose: The project payments dashboard shows project managers:

- The subscription fees owed for their project(s) on a monthly, ongoing basis.
- The amounts collected for each actual fees collected period
- The payment amount sent to project managers in relation to a specific fee collection period
- The date paid for subscription fee collections
- The outstanding balance relative to each operational project, which is regularly updated in accordance with subscription fees due and subscription fees paid



Payments Ledger

Unsubscribed Power **Project Payments** Monthly Participant Records Billing Errors

SEARCH EXPORT TO CSV

Project ID	Project Name	PM Company	Generation Period Billed	Monthly Subscription Fees Due	Actual Fees Collected Period 1	Paid to PM (1 - 15)	Date Paid for Period 1	Actual Fees Collected
------------	--------------	------------	--------------------------	-------------------------------	--------------------------------	---------------------	------------------------	-----------------------

Project Payments

Payments Ledger

Unsubscribed Power **Project Payments** Monthly Participant Records Billing Errors

SEARCH EXPORT TO CSV

1 to 6 of 6

Project ID	Project Name	PM Company	Generation Period Billed	Monthly Subscription Fees Due	Actual Fees Collected Period 1	Paid to PM (1 - 15)	Date Paid for Period 1	Actual Fees Collected Period 2	Paid to PM (16-EOM)	Date Paid for Period 2	Outstanding Balance to date
-------------------	--------------	------------	--------------------------	-------------------------------	--------------------------------	---------------------	------------------------	--------------------------------	---------------------	------------------------	-----------------------------

- The “**Project Payments**” header is accessed via the main menu by clicking “**Payments Ledger**”
- Dashboard has search, sort, and export to CSV functionality.
- Columns “**Project ID**” through “**Monthly Subscription Fees Due**” are populated when the participant billing file is processed.
- Column “**Actual Fees Collected Period 1**” displays fees collected between days 1-15
Column “**Actual Fees Collected Period 2**” displays fees collected between days 16-EOM.
Each column is populated when the corresponding actual participant fee collections file is processed.
Note: These columns show fees collected in month that follows generation period billed, i.e., if “**Generation Period Billed**” is 3/2023, the fees collected shown in the same row will be for April 1–15 and April 16-30.
- When the utility sends payment for fees collected, Energy Solutions will send a notice of payment email to project managers for amount of subscription fees collected.

Project Payments

Payments Ledger

Unsubscribed Power **Project Payments** Monthly Participant Records Billing Errors

SEARCH EXPORT TO CSV

1 to 6 of 6

Project ID	Project Name	PM Company	Generation Period Billed	Monthly Subscription Fees Due	Actual Fees Collected Period 1	Paid to PM (1 - 15)	Date Paid for Period 1	Actual Fees Collected Period 2	Paid to PM (16-EOM)	Date Paid for Period 2	Outstanding Balance to date
------------	--------------	------------	--------------------------	-------------------------------	--------------------------------	---------------------	------------------------	--------------------------------	---------------------	------------------------	-----------------------------

When the utility sends payment for fees collected, Energy Solutions will send a notice of payment email to Project Managers for the subscription fees collected and will update the following columns in this dashboard:

- Paid to PM (1-15)
- Date Paid for Period 1
- Paid to PM (16-EOM)
- Date Paid for Period 2

Column “**Outstanding Balance to Date**” is updated anytime new monthly subscription fees due are added relative to the participant billing file and is also updated according to actual fees collected payments being sent to the project manager.



Payment Ledger Overview

Project Payments

Purpose: The payment ledger or monthly participant records dashboard shows project managers participant billing data that is processed on a monthly, ongoing basis.

Amongst its many data points, project managers will be able to track their participant's:

- Subscription sizes
- Attributed generation
- Fees due
- Fees outstanding
- Bill print dates
- Bill print errors
- Fees collected relative to each generation period.

Every time a new billing file is processed, additional data for that generation period will appear in the payment ledger.



Monthly Participant Records



Payments Ledger

Unsubscribed Power Project Payments **Monthly Participant Records** Billing Errors

Active Participants Non-Active Participants

SEARCH VIEW DETAILS EXPORT TO CSV

1 to 10 of 591

Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Outstanding Balance (\$)	PA Admin Fee (\$)	PA Fee Balance (\$)
-------------------	----------------	------------------	------------	------------------------	-----------------------------	---------------------------	-----------------	--------------------------	-------------------	---------------------

- The “**Monthly Participant Records**” tab is accessed via the main menu by clicking “**Payments Ledger**”.
- There are two additional tabs under “**Monthly Participant Records**” titled “**Active Participants**” and “**Non-Active Participants**.” Additionally, there is a “**Billing Errors**” header next to the “**Monthly Participant Records**” tab. All three of these headers will be explained in detail in the upcoming pages.
- Each tab has **search**, **sort**, and **export to CSV** functionality.

Monthly Participant Records: Active Participants

Payments Ledger

Unsubscribed Power Project Payments **Monthly Participant Records** Billing Errors

Active Participants Non-Active Participants

SEARCH VIEW DETAILS EXPORT TO CSV

Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Outstanding Balance (\$)	PA Admin Fee (\$)	PA Fee Balance (\$)
01/2023	1077	6xFLADCWNW	PGE-2020...	10.93	510.241	51.55			9.29	
01/2023	4245	p88EYwWQLM	PGE-2020...	3.46	162.099	16.44			2.94	
01/2023	3	4kHgFj5Sse	PGE-2020...	71.10	3331.000	337.86			60.44	
01/2023	351	SCBeaes9bB	PGE-2020...	0.21	8.771	0.89			0.18	

- The data in the columns circled above are populated every time a participant billing file is processed for a new generation period.
- A participant is considered active if they are in “verified” status and enrolled in an operational project.
- Project records are not shown in the payment ledger. Please reach out to Energy Solutions if you have questions about PA fees owed by the project manager.

Column “**PA Admin Fees**” will show an amount equal to \$0.00 for all Low-Income or Low-Income Multifamily Housing participants. This is also true for all participants enrolled in a project wherein the project manager pays PA fees on behalf of non-low-income participants.

Monthly Participant Records: Billing Confirmation File

Payments Ledger

Unsubscribed Power Project Payments **Monthly Participant Records** Billing Errors

Active Participants Non-Active Participants

SEARCH VIEW DETAILS EXPORT TO CSV

Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Bill Print Date ▲	Outstanding Balance (\$)	PA Admin Fee (\$)	PA Fee Balance (\$)
01/2023	1671	b7nz1BNcUf	PGE-2020...	4.77	199.229	20.15	02/08/2023	1197.42	4.05	76.95
01/2023	1994	CVumL7TcWJ	PGE-2020...	3.55	148.273	13.33	02/08/2023	649.16	0.00	0.00
01/2023	1998	fgDMvaYIM7	PGE-2020...	3.55	148.273	13.33	02/08/2023	649.16	0.00	0.00
01/2023	1756	wzJCSyATJy	PGE-2020...	7.21	301.141	30.46	02/08/2023	1990.36	6.13	122.60

- The columns circled above are populated when the participant billing confirmation file is imported into the platform.
- If a participant billing record is **rejected** by the utility, the record for that participant will be moved to the “**Billing Errors**” header.

If a participant billing record has been **accepted** by the utility, a **Bill Print Date** will appear for the participant and the **Outstanding Subscription Fee** and **PA Fee Balances** will update according to the fees owed that period.

Monthly Participant Records: Billing Errors

Payments Ledger

Unsubscribed Power Project Payments Monthly Participant Records **Billing Errors**

SEARCH VIEW DETAILS EXPORT TO CSV

Gen Period	Participant ID	Participant Name	Project ID	Subscription Size (kWh)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Record update flag	Rejection Reason	Rejection Count	Resent count
04/2021	71	EyAIJMMFeu	PGE-2020...	1.48	328.723	29.54	Confirmed	Account Closed	0	0
05/2021	79	VOiz7ahRTY	PGE-2020...	0.87	185.275	16.65	Confirmed	Account Closed	0	0
05/2021	248	SBNYPf5Tz9	PGE-2020...	30.13	6416.477	650.82	Confirmed	Account Closed	0	0
06/2021	1606	WqVlwrLZh1	PGE-2020...	2.98	737.101	74.55	Confirmed	ParticipantID No Match	0	0

Each record row in the “**Billing Errors**” header shows a **Rejection Reason**:

- “**Account Closed**” means the participant no longer has an active account with the Utility.
- “**ParticipantID No Match**” means the utility account data is incorrect and needs to be updated.
- Please reach out to the PA team if you have questions about these rejection reasons.

If a participant has been **rejected** and remains active when the following month’s participant billing file is processed, Energy Solutions will continue to attempt to bill the customer for previous generation periods.

If a participant is **accepted** in a subsequent participant billing confirmation file, that record will move back to the “**Active Participants**” header and no longer be found in the “**Billing Errors**” header.

Monthly Participant Records: Non-Active Participants

Payments Ledger

Unsubscribed Power Project Payments **Monthly Participant Records** Billing Errors

Active Participants **Non-Active Participants**

SEARCH VIEW DETAILS EXPORT TO CSV

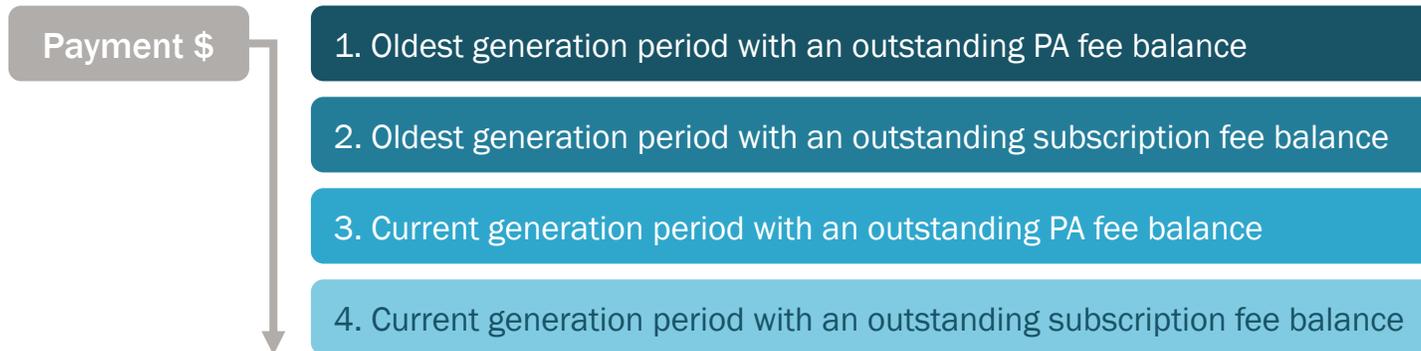
Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Outstanding Balance (\$)	PA Admin Fee (\$)	PA Fee Balance (\$)
03/2021	71	EyAIJMMFeu	PGE-2020...	1.48	219.217	19.70	05/03/2021	19.70	0.00	0.00
04/2021	248	SBNYPf5Tz9	PGE-2020...	30.13	6692.182	678.79	06/03/2021	1131.46	25.61	51.22

A participant is considered non-active if they have been successfully billed in at least one participant billing file and have cancelled their enrollment in the program. When a project manager requests cancellation for a participant, the monthly participant records for that participant will no longer appear in the “**Active Participants**” header. Instead, the most recently accepted generation period will appear for that participant under the “**Non-Active Participants**” header.

Energy Solutions can still receive fees collected for a participant no longer enrolled in the program **so long as they are still a utility customer and have an outstanding balance at time of program cancellation**. If payment is received for a non-active participant, it will be applied to the outstanding balance for that participant and be updated accordingly. Payment will be passed to the project manager according to the normal subscription fee payment process.

Monthly Participant Records: Actual Fees Collected

- When the actual fees collected file is imported into the platform, any reported collections are deducted from the current outstanding balance owed by a participant. The new outstanding balance reflects the payment reported in the actual fees collected file.
- Dollars collected are always applied to the **oldest generation period with an outstanding balance** until all collected dollars are applied. The following payment hierarchy dictates how payment is applied to a participant's account:



The following page will demonstrate how a participant record will appear before and after fees collected are applied within the payment ledger.

Any low-income participant enrolled in the program OR participant enrolled in a project wherein the project manager pays Program Administrative fees on behalf of non-low-income participants will never pay PA admin fees in the program. Therefore, these participants will never have an outstanding PA fee balance. In these cases, dollars collected are applied solely to the outstanding balance for subscription fees due (oldest to newest).

Participant Payment Example

- Participant ID 15 has an **Outstanding Subscription Fee Balance** of **\$16.86** for generation period January 2023. This participant does not pay PA admin fees and therefore does not have an **Outstanding PA Fee Balance**.
- Energy Solutions imports a fee collections file showing that participant ID has paid **\$16.86** for the fee collection period of 3/01/2023 – 3/15/2023.

Generation ▼ Period	Participant ID	Participant Name	Project ID	Subscrip Size (kW)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Outstanding Balance (\$)	PA Admin Fee (\$)	PA Fee Balance (\$)
02/2023	15			2.80	113.366	12.10	04/04/2023	28.96	0.00	0.00
01/2023	15			2.80	157.978	16.86	03/06/2023	16.86	0.00	0.00

- After applying the payment for this collection period, this participant no longer has an outstanding balance in January and the **outstanding balance** in February is \$12.10 which reflects the recently applied payment.

Generation ▼ Period	Participa: ▲ ID	Participant Name	Project ID	Subscrip Size (kW)	Attributed Generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Outstanding Balance (\$)	PA Admin Fee (\$)	PA Fee Balance (\$)
02/2023	15			2.80	113.366	12.10	04/04/2023	12.10	0.00	0.00
01/2023	15			2.80	157.978	16.86	03/06/2023	0.00	0.00	0.00

Monthly Participant Records: View Dollars Applied

Click on the **View Details** button and open “**Collection Info**” to see dollars applied.

Unsubscribed Power Project Payments Monthly Part

Participant Gen Period

Name **Start**

[SEARCH](#) [VIEW DETAILS](#) [EXPORT TO CSV](#)



Generation Period 01/2023

(Please click + to expand below)

Participant Details +

Generation Info (kWh) +

Collection Info -

Bill Print Date 03/06/2023

Collection Period 1 03/2023

Collection Period 2

Paid to utility (1 to 15) 16.86

Paid to utility (16 to EOM)

Payment Ledger Export

View all payment details related to fee collection files for participants by clicking “EXPORT TO CSV”. The format of the csv shows additional columns related to **Fee Collection Periods**, **Amounts Paid to Utility** during those periods, and **Collection History**. An example of these csv columns is below.

- All payments made during fee collection period of MM/01 - MM/15 show up in **Collection Period 1**.
- All payments made during fee collection period of MM/16 – MM/EOM show up in **Collection Period 2**.
- **Collection History** shows all payments applied to subscription fees ONLY in a given generation period, i.e., it will not show collection amounts that have been applied to any outstanding PA fees.
- A null value means that Energy Solutions has not received data for the corresponding column.

EXPORT TO CSV

Columns display month and year of collection, e.g. 3/2023

Columns display subscription fee payment amount

Column displays all subscription fee payments

Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance (\$)	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	null	null	null	null	28.96	0.00	null	0.00	null
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	null	null	null	null	16.86	0.00	null	0.00	null

Payment Ledger Logic – Collection Period 1

As mentioned earlier, all participant payments are always deducted from the oldest generation period with a pre-existing outstanding balance. Helpful reminders:

- Fee collection period and generation period are not the same.
- Outstanding balances are dynamically updated as fees collected are applied to fees outstanding.

Example: Participant ID 15 pays a fee of \$16.86 during the collection period of 3/1/23 - 3/15/23 (received by Energy Solutions on March 25th or next business day). This amount is deducted from the oldest generation period with an outstanding balance, i.e., 1/2023 generation period.

Month and year of collection are displayed in the **“Collection Period 1”** column.



Fee collection amount is displayed in the **“Paid to Utility (1-15)”** AND **“Collection History”** columns.

Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance (\$)	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Mar-23	15	Jane Doe	PGE-2023-00	2.8	175.324	18.71	05/09/2023	null	null	null	null	30.81	0.00	null	0.00	null
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	null	null	null	null	12.10	0.00	null	0.00	null
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	03/2023	16.86	null	null	0.00	0.00	null	0.00	(3/15/2023 \$16.86)

Payment Ledger Logic – Collection Period 2

After participant ID 15 pays off their outstanding balance for generation period 01/2023, the next fee collected will appear under **Collection Period 1 or 2** in the record row for generation period 02/2023, depending on the collection period in which the next payment is made.

For example, participant ID 15 pays \$12.10 during the fee collection period of 04/16/23 - 4/30/23. Outstanding balances are updated to reflect the new payment amount received.

- Note that collection periods 3/16/23 – 3/31/23 and 4/1/23 – 4/15/23 have replaced the previous “null” values and show a collection of \$0.00. This is because a participant ID is still included as a record row in the fee collection file, even no collection was made during that specific collection period.
- The next fee collection made by this participant will appear in the March 2023 generation period row.

The month and year of collection are displayed in the “**Collection Period 2**” column.

The fee collection amount is displayed in the “**Paid to Utility (16-EOM)**” AND “**Collection History**” columns.

Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance (\$)	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Apr-23	15	Jane Doe	PGE-2023-00	1.8	210.674	22.48	06/08/2023	null	null	null	null	41.19	0.00	null	0.00	null
Mar-23	15	Jane Doe	PGE-2023-00	2.8	175.324	18.71	05/09/2023	null	null	null	null	18.71	0.00	null	0.00	null
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	04/2023	0.00	04/2023	12.10	0.00	0.00	null	0.00	(4/15/2023 \$0.00), (4/30/2023 \$12.10)
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	03/2023	16.86	03/2023	0.00	0.00	0.00	null	0.00	(3/15/2023 \$16.86), (3/31/2023 \$0.00)

Payment Ledger – Partial Payments

If a partial payment is made during a collection period, the next payment collected will either:

- 1) show up adjacent to the previous fee collected, OR
- 2) overwrite the previous value, if the payment was made during the **same fee collection period** but during a **different month**.

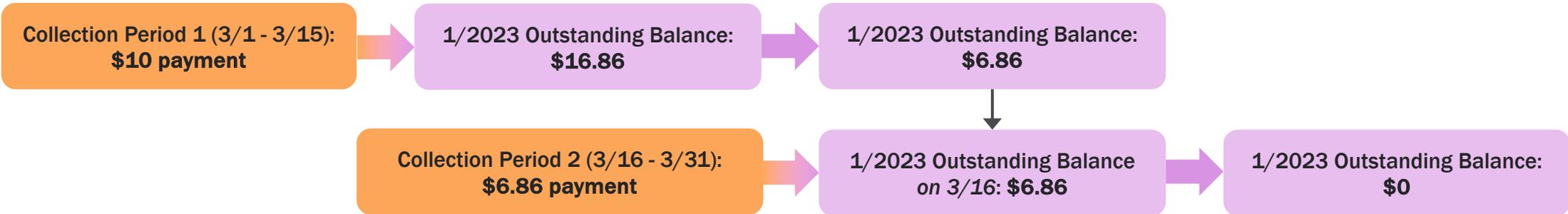
This is because a partial payment means an outstanding balance still exists for the same generation period and future payments are always applied to the oldest outstanding balance. This section will outline the three most likely scenarios and outcomes to occur in the event of a partial payment.



Partial Payments – Scenario #1

The participant makes a partial payment in **Collection Period 1** and pays off their remaining outstanding balance for the same generation period in **Collection Period 2**.

- Example: Participant ID 15 pays \$10.00 during the fee collection period of 3/1/23 - 3/15/23. Outstanding balances are updated to reflect the new payment amount received. There is a remaining outstanding balance of \$6.86 for generation period 1/2023.
- Participant ID 15 later pays \$6.86 during the collection period of 3/16/23 – 3/31/23. Entire outstanding balance for 1/2023 is now paid, i.e., \$0. These payments will show up in the same record row adjacent to one another. Both payments are also shown in the “**Collection History**” column.

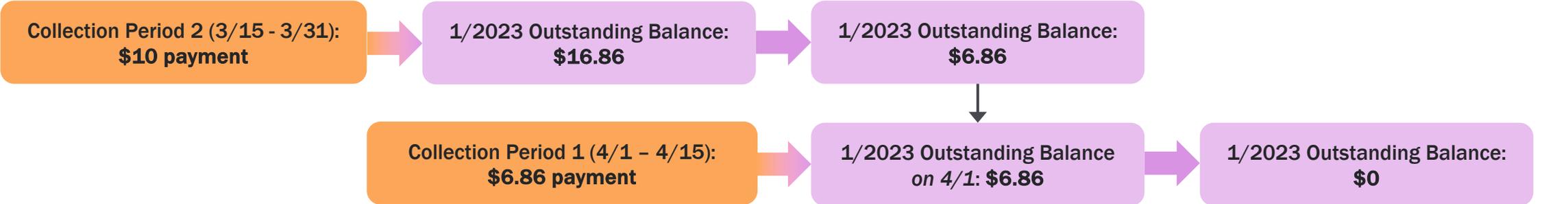


Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance (\$)	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Mar-23	15	Jane Doe	PGE-2023-00	2.8	175.324	18.71	05/09/2023	null	null	null	null	30.81	0.00	null	0.00	null
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	null	null	null	null	12.10	0.00	null	0.00	null
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	03/2023	10.00	03/2023	6.86	0.00	0.00	null	0.00	(3/15/2023 \$10.00), (3/31/2023 \$6.86)

Partial Payments – Scenario #2

The participant makes a partial payment in **Collection Period 2** and pays off their remaining outstanding balance for the same generation period in **Collection Period 1** of a future month.

- Example: Participant ID 15 pays \$10.00 during the fee collection period of 3/15/23 - 3/31/23. Outstanding balances are updated to reflect the new payment amount received. There is a remaining outstanding balance of \$6.86 for generation period 1/2023.
- Participant ID 15 later pays \$6.86 during the collection period of 4/1/23 – 4/15/23. Entire outstanding balance for 1/2023 is now paid, i.e., \$0. Outcome is that the 2nd collection appears to the left of the 1st collection because it was made during collection 1 (even though it was received during a later collection period). Both payments are also shown in the “**Collection History**” column.



Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation (kWh)	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance (\$)	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Mar-23	15	Jane Doe	PGE-2023-00	2.8	175.324	18.71	05/09/2023	null	null	null	null	30.81	0.00	null	0.00	null
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	null	null	null	null	12.10	0.00	null	0.00	null
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	04/2023	6.86	03/2023	10.00	0.00	0.00	null	0.00	(3/31/2023 \$10.00), (4/15/2023 \$6.86)

Partial Payments – Scenario #3

The participant makes a partial payment in **Collection Period 1** and pays off their remaining outstanding balance for the same generation period in **Collection Period 1** of a future month.

- Example: Participant ID 15 pays \$10.00 during the fee collection period of 3/1/23 - 3/15/23. Outstanding balances are updated to reflect the new payment amount received. There is a remaining outstanding balance of \$6.86 for generation period 1/2023.
- Participant ID 15 later pays \$6.86 during the collection period of 4/1/23 – 4/15/23. The entire outstanding balance for 1/2023 is now paid. The outcome is that the 1st payment made in March is overwritten with the new payment made in April in the **Collection Period 1** column. Both payments are displayed in the **Collection History** column to retain visibility into payment history.

After collection for 3/1/23 - 3/15/23:



Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Mar-23	15	Jane Doe	PGE-2023-00	2.8	175.324	18.71	05/09/2023	null	null	null	null	30.81	0.00	null	0.00	null
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	null	null	null	null	12.10	0.00	null	0.00	null
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	03/2023	10.00	null	null	0.00	0.00	null	0.00	(3/15/2023 \$10.00)

After collection for 4/1/23 – 4/15/23:



Generation Period	Participant ID	Participant Name	Project ID	Subscription Size (kW)	Attributed generation	Subscription Fee Due (\$)	Bill Print Date	Collection Period 1	Paid to Utility (1-15)	Collection Period 2	Paid to Utility (16-EOM)	Subscription Fees Outstanding Balance	PA Fee Due (\$)	PA Fee Collected (\$)	PA Fee Balance (\$)	Collection History
Mar-23	15	Jane Doe	PGE-2023-00	2.8	175.324	18.71	05/09/2023	null	null	null	null	30.81	0.00	null	0.00	null
Feb-23	15	Jane Doe	PGE-2023-00	2.8	113.366	12.1	04/04/2023	null	null	null	null	12.10	0.00	null	0.00	null
Jan-23	15	Jane Doe	PGE-2023-00	2.8	157.978	16.86	03/06/2023	04/2023	6.86	null	null	0.00	0.00	null	0.00	(3/15/2023 \$10.00), (4/15/2023 \$6.86)

Payment Ledger Summary

- The ledger is dynamically updated as information flows between the PA and the Utilities. It provides a regulated and timely update of information.
- Energy Solutions will reach out to project managers anytime a new data transfer file is processed and new data is available in the platform.
- Partial payments may result in data being overwritten in the “Collection Period 1” or “Collection Period 2” columns of the csv export.
- The “Collection History” column displays all historical subscription fee payment data and is never overwritten.
- It is strongly recommended that project managers download both the “Active Participants” and “Non-Active Participants” csv files anytime a fee collection payment has been applied to the payment ledger, i.e., 2x/month.
- Project managers can request historical data files from Energy Solutions if old data becomes unavailable as a result of newer data being available, i.e., fee collection data is overwritten in collection period columns due to partial payments.
- Billing Errors are **not** included in Outstanding Balances Due.



Participant Consumption Overview

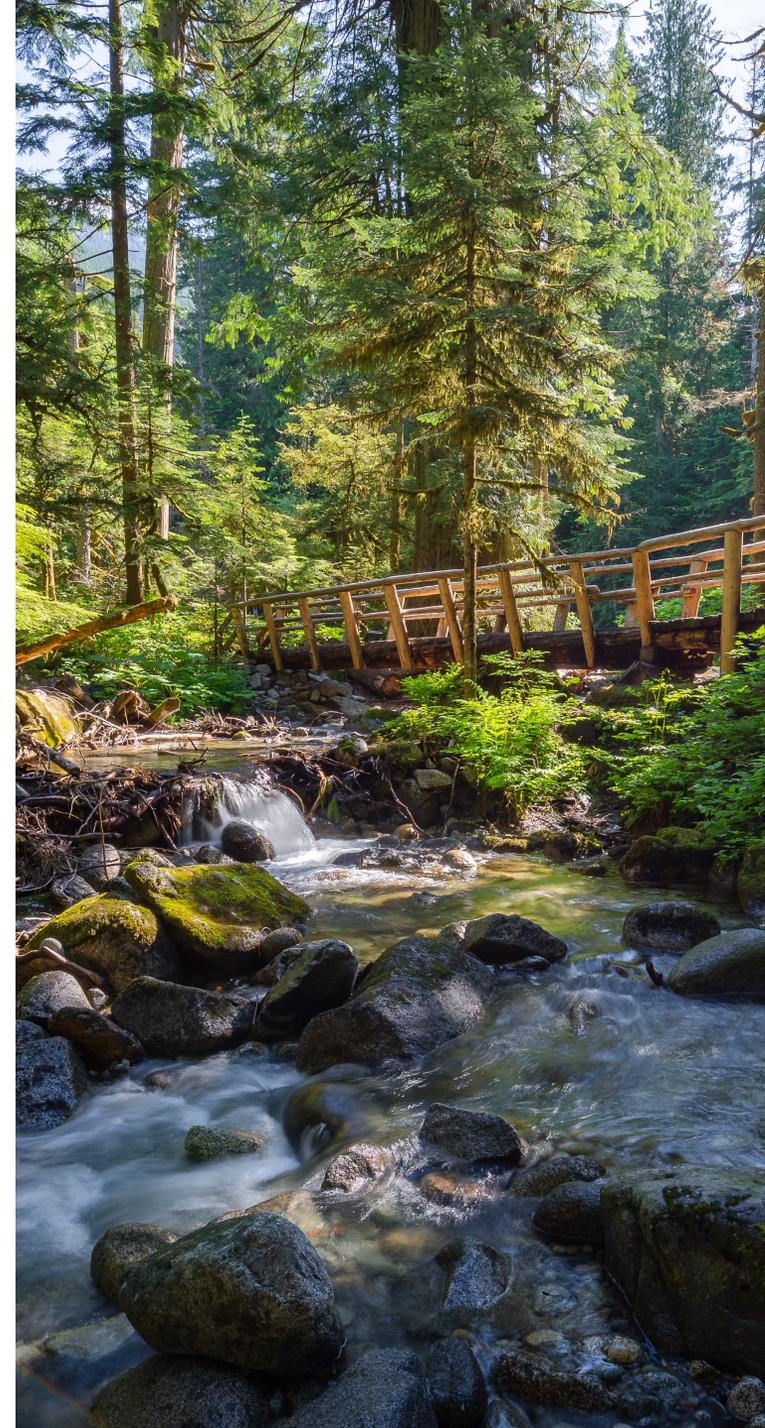
Participant Consumption

Purpose: The participant consumption dashboard helps shows Year-To-Date (YTD) generation and consumption (kWh) data of actively enrolled participants of the program. This data helps project managers understand which customers are subject to the annual overconsumption review and which customers are at-risk of overconsumption.

What is the annual oversubscription review?

Every year, an oversubscription review is conducted for all active program participants that have been enrolled in the program for a full year. Participants are included in the review if they were active beginning April 1st of the previous year through March 31st of the current year. Participants who have not been active for a full year are not subject to the annual overconsumption review, even if they are oversubscribed.

The overconsumption review typically occurs in May when a full year of generation and consumption data is available. If the review finds that a participant's subscription has produced generation (kWh) that is higher than their consumption (kWh) in the past year, the participant will need to repay the bill credit value received for the oversubscribed kWh. The method of repayment is subject to a participant's customer type in the program. Please see the next two pages for further explanation.



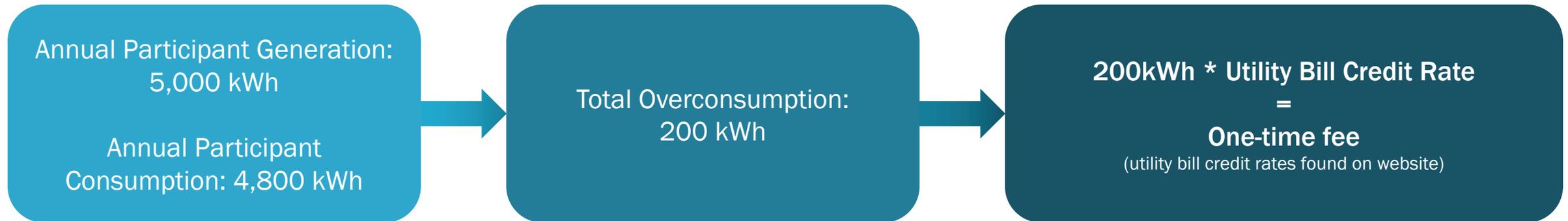
Annual Oversubscription Review

Non-Low-Income Participants

Any non-low-income participant (Residential, Small Commercial, and Large Commercial customer type) that is both subject to the annual oversubscription review and oversubscribed will owe a one-time fee on their utility bill.

The one-time fee is included in the monthly participant billing file sent to utilities following the annual oversubscription review (typically occurs in May) and shows up on the next utility bill received by the participant.

Example:

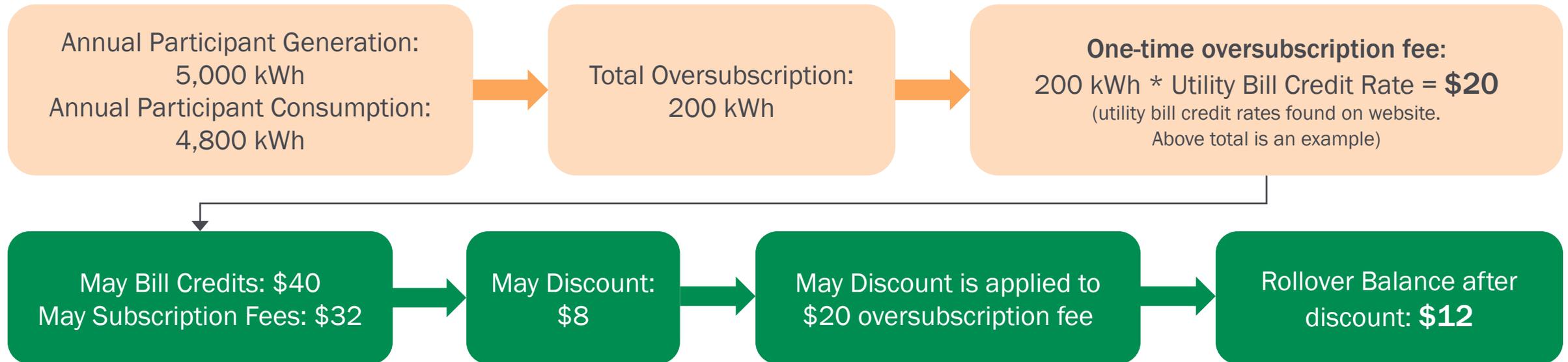


Annual Oversubscription Review Contd.

Low-Income Participants

Any low-income participant (Low-Income and Low-Income Multifamily Housing customer type) that is both subject to the annual oversubscription review and oversubscribed will owe an initial fee that **does not exceed their monthly discount or the difference between their monthly bill credits and subscription fees**. Any balance that exceeds the discount rolls over to the next month's bill until the full fee amount is recouped.

Example:



Participant Consumption

The “Participant Consumption” header is accessed via the main menu ribbon.



Participant Consumption

Participant Consumption

Current Annual Period: 4/1/2022 - 3/31/2023

SEARCH EXPORT TO CSV

1 to 20 of 2496

Project ID	Participant ID	Current Billing Status	Billing Start	Low Income	Participant Subscription	Latest Generation Period	Annual Period - YTD Generation Credits kWh	Annual Period - YTD Cumulative Consumption kWh	Latest End Date Consumption Reported
------------	----------------	------------------------	---------------	------------	--------------------------	--------------------------	--	--	--------------------------------------

- All columns are updated when the participant billing file is processed every month. Data is updated to include any new generation and consumption data that has been processed since the time the previous months’ participant billing file. The updated values overwrite the old data to ensure that the YTD values shown are cumulative.
- Only active participants are shown in this dashboard. Once a participant cancels enrollment, they are no longer included in the annual overconsumption review.
- The dashboard has **search**, **sort**, and **export to CSV** functionality.

The **Current Annual Period** is always April 1 to March 31 of the following year.

Participant Consumption



Participant Consumption

Participant Consumption

Current Annual Period : 4/1/2022 - 3/31/2023

SEARCH EXPORT TO CSV

1 to 20 of 2496

Project ID	Participant ID	Current Billing Status	Billing Start	Low Income	Participant Subscription	Latest Generation Period	Annual Period - YTD Generation Credits kWh	Annual Period - YTD Cumulative Consumption kWh	Latest End Date Consumption Reported
------------	----------------	------------------------	---------------	------------	--------------------------	--------------------------	--	--	--------------------------------------

The “Billing Start” column displays the first month a participant was billed through the program. A participant is subject to the annual overconsumption review if their billing start displays a month/year that is equal to or earlier than the month/year of the current annual period.

The “Low-Income” column shows whether a participant is designated low-income or not (Y/N). The implications of a participant’s customer type as it relates to the annual oversubscription review is explained earlier in this section.

The Generation and Consumption (kWh) shows all available YTD data for the current annual period.

The “Latest Generation Period” and “Latest End Date Consumption Reported” columns help communicate how many days of data exist for the generation and consumption YTD columns. A participant may have more generation than consumption but also have more days of generation data vs. consumption data. Tracking the average consumption vs. generation per day can be a helpful way to understand whether a participant is at risk of oversubscription.

A photograph of a solar farm. In the foreground, there is a field of vibrant yellow and purple wildflowers. Behind the flowers, rows of blue solar panels are visible, extending towards the horizon. The sky is a clear, bright blue with scattered white clouds. A white rectangular box is centered over the image, containing the text 'Project Enrollment Overview' in a green, serif font.

Project Enrollment Overview

Project Enrollment

Purpose: The project enrollment tool shows both the sum and percentage of subscription capacity that is filled by each customer type enrolled in a project relative to its overall capacity. This data helps project managers understand whether their project(s) comply with project enrollment mix requirements as established by program rules.

Tier 1 Program Enrollment Rules¹

- Every project must allocate a minimum of 10% of project capacity to low-income participants.
- No more than 50% of a project's capacity can be allocated to large commercial participants.

Tier 2 Program Enrollment Rules¹

- Every project must allocate a minimum of 10% of project capacity to low-income residential participants. At least 5% of this capacity must be subscribed by residential low-income participants (as opposed to LI Multifamily Housing).
- No more than 50% of project capacity can be allocated to non-residential participants (includes small and large commercial customer types).
- 50% or greater of project capacity must be allocated to residential participants (includes low-income, low-income multifamily housing, and residential customer types).

¹Additional project enrollment mix requirements are tracked off platform, e.g., maximum subscription size of a single participant.

Project Enrollment Mix

Community Solar Project Information

Status: Operational
Stage: Operational
Payment: Paid In Full

PM Pays Fees: Yes

- Application
- Documentation
- Submit
- Administration
- Participants
- Notes
- History
- Enrollment**

PROJECT ENROLLMENT		
Project Capacity (kW-AC): 2500		
Customer Type	Sum of Verified Subscriptions (kW-AC)	Percent of Project Capacity
Low-Income	250.00	10.00%
Low-Income MultiFamily Housing	0.00	0.00%
Residential	0.00	0.00%
	Total Residential	10.00%
Small Commercial	1000.00	40.00%
Large Commercial	1250.00	50.00%
	Total Non-Residential	90.00%
	Total Verified Subscriptions	100.00%

The project enrollment mix dashboard is accessed by clicking on “**Project Dashboard**” in the main menu ribbon, clicking on a project’s name from the available list, and clicking “**Enrollment**”.

This view shows the **Sum of Verified Subscriptions (kW-AC)** per customer type and sector (residential and non-residential) and the **Percent of Project Capacity** allocated to each customer type and sector relative to a project’s overall capacity.

The data in this dashboard is dynamically updated anytime a new participant is verified or a participant is cancelled from a project.

Thank You!



**OREGON
COMMUNITY SOLAR
PROGRAM**

Please reach out to Energy Solutions staff or the general administration email if you have any questions or need additional help regarding the content of this resource.

Energy Solutions Contacts:

Sam Lauer

Sr. Project Manager

Energy Solutions

slauer@energy-solution.com

Katie Freitag

Project Manager

Energy Solutions

kfreitag@energy-solution.com

General Admin Contact:

Oregon Community Solar Program

administrator@oregoncsp.org