Expectations for Project Operations

This document is intended to provide Project Managers (PMs) with guidance on the steps required for a Certified project to become operational in the Oregon Community Solar Program (Program). Guidance on expectations for Certification can be found **here**.

Utility Documents needed to be Operational

PMs need to submit the Program's official Certification email to the utility's Power Purchase Agreement team once a project is Certified and ready to become Operational. PMs must also collect the following documents from the utility, which demonstrate that the project is ready for operations:

- ☐ Permission to Operate Letter (PTO Letter): This letter is provided by the utility's Interconnection team.
- ☐ Commercial Operation Date Letter (COD Letter): The letter is provided by the utility's Power Purchase Agreement team.

These documents should be uploaded to the project application on the platform or emailed to the Program Administrator (PA).

Project Utility Account Information

The PM must also work with the utility to collect the following utility account information for the project:

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

These account identifiers must be added to the project application within the Application tab under the Project Development Timeline section as seen below:

Please provide the following Project Interconnection Information.

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

PMs can reach out to the PA for assistance if they have difficulty collecting these account identifiers from the utility.

Requesting Operation

PMs should reach out to the PA once their project is ready for operations and indicate the desired operational effective date for their project. This step should be completed prior to or within the same calendar month as the requested start date to ensure a seamless process. The PA will move the project to operational status in the platform with the indicated effective date in the project application. The PM can verify the operational start date by navigating to the Administration tab in the project application and viewing the Operational Effective Date field in the Effective Dates section. All verified participants will transition to an active billing status when a project is moved to operational status.

A project must be operational within six months of achieving certification per the PIM. PMs must follow the steps outlined below if their project is not expected to reach operations within the six-month window required by the PIM.

Requesting An Operational Extension

PMs must submit a written request to the Program Administration team to request an extension to the project's operational date if the project will not become operational within six months of Certification. 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 PA team will review the request and send a recommendation to the Oregon Public Utility Commission for approval based on the merits of the submitted documentation. If a project's commercial operations deadline passes and the PM has not requested an extension, the PA may place the project on disciplinary probation.

Requirements After Operations

Renewable Energy Certificate (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 project participants. This step cannot occur until after the project becomes operational. The PM must ensure that project registration with WREGIS is completed within 60 days of the project becoming operational. To register and retire RECs, the project owner or their representative will need to:

- ☐ Become familiar with the WREGIS Operating Rules;
- ☐ Register as a WREGIS Account Holder;
- ☐ Register the project as a Generating Unit in WREGIS within 60 days of becoming operational; and
- ☐ 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).

By September of each year, PMs 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. For more guidance on RECs, please see Renewable Energy Certificate Guidance under Project Manager Resources on the program website and review PIM Section 5.4.3 REC Registration and Reporting.

Managing Participants

PMs and their agents have an ongoing responsibility to manage and maintain information about Participants in the Program Platform. This includes ensuring that all operational projects maintain the Program enrollment mix requirements as outlined in PIM Section 5.5.

Annual Reporting

In addition to reporting on RECs, PMs must also provide annual reports on complaints and affordable housing payment distribution reports for the previous billing year.

The complaint report is a report of the complaints received by the PM or their agents over the past 12 months. This report must include a description of each complaint, the parties to the complaint, and the resolution of the complaint. If a PM or agent has not received any complaints over the prior year, it must submit a report stating so.

If a Project has enrolled an affordable housing provider to meet the low-income capacity requirement, the PM or representing agent must provide the PA with an affordable housing payment distribution report. This provides documentation of the distribution of payment to low-income households represented by the affordable housing provider including a report of total funds distributed to each tenant, method of delivery, date of payment, and attestation of payment from the affordable housing provider.

Reporting templates can be found in the "PM Forms" section on the **Project Manager Resource** page. To learn more about Annual Reporting requirements, please review Section 2.4.2 of the Program Implementation Manual for details on annual complaint reporting, Section 3.15.2 on Housing Provider Benefits Distribution reporting, and Section 5.4.3 for REC reporting.

Payment & Billing Information

To learn more about payment and billing information, please refer to the "**Billing and Payments Guide for Project Manager**." Please reach out to the PA with any questions.