

**Orange and Rockland Utilities, Inc.
One Blue Hill Plaza
Pearl River, New York 10965**

**Community Distributed Generation
Procedural Requirements**

For Customers Eligible for the Value Stack Tariff and Compensation

Effective December 1, 2018

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1. Introduction

On July 17, 2015, the Public Service Commission (“PSC” or “Commission”) issued its *Order Establishing a Community Distributed Generation Program and Making Other Findings* in Case 15-E-0082 (“Community Distributed Generation Order” or “CDG Order”) under which the policies, requirements and conditions for implementing Community Net Metering were established, hereinafter referred to as CDG. Subsequently, on March 9, 2017, the Commission issued its *Order on Net Energy Metering Transition, Phase One of Value of Distributed Energy Resources, and Related Matters* in Case 15-E-0751 (“Value of Distributed Energy Resource Order” or “VDER Order”) in which the policies, requirements, and conditions for Community Distributed Generation (“CDG”) were updated to reflect a transition away from netmetering. The terms of service that resulted from the VDER Order are in the Company’s Schedule for Electricity, P.S.C. No. 3 (“Tariff”) for CDG under Rider N, Net Metering and Value Stack Tariff for Customer-Generators (“Value Stack Tariff”). On October 19, 2017, the Commission issued its *Order Establishing Oversight Framework and Uniform Business Practices for Distributed Energy Resource Suppliers* in Case 15-M-0180 which establishes Uniform Business Practices (“UBP-DERS”) for oversight of distributed energy resources suppliers (“DERS” or “DER suppliers”) and a more specific and detailed set of provisions for CDG providers. Finally, on September 12, 2018, the Commission issued its *Order on Value Stack Eligibility Expansion and Other Matters*, which enabled more generator technology types to be CDG Hosts. This document sets forth Orange and Rockland Utilities, Inc.’s (“O&R” or “Company”) procedural requirements for CDG providers, consistent with the requirements outlined in the Orders noted above, the UBP-DERS, and the Tariff.

Under the CDG program, there are three main parties: the CDG Host; CDG Satellites; and the Company. A CDG Host is the project sponsor and is responsible for owning or operating the generation facility, coordinating the project’s interconnection and operation, and supervising and fostering cooperation among the CDG Satellites. CDG Satellites are the project subscribers who will own or contract for a proportion of the credits accumulated at the generation facility’s meter, as a percentage of the facility’s output in excess of usage on the CDG Host’s account. The Company will be responsible for distributing the credits from the CDG Host’s account to CDG Satellites in accordance with the CDG Host’s instructions. A CDG Host may bank any excess value stack credits for distribution at a later time to CDG Satellites, but is only permitted to retain those credits in the bank for two years, after which they are forfeited.

The procedures may be changed as needed based on experience or as required by the PSC, including modification of the UBP-DERS. In the event of any inconsistency between the Tariff or any PSC order and this plan, the Tariff and/or PSC orders will govern.

2. Program Definitions:

CDG Host: A Non-residential customer who owns or operates electric generating equipment eligible under the CDG Order and the Value Stack Tariff and whose net energy produced by its generating equipment is applied to the accounts of other electric customers (*i.e.*, CDG Satellites), with which the CDG Host has a contractual arrangement regarding the allocation of value stack credits. A CDG Host is also commonly referred to as a CDG Sponsor or CDG provider.

CDG Satellites: An O&R electric customer who receives value stack credits from its CDG Host in accordance with the VDER Order. A CDG Satellite is also commonly referred to as a CDG subscriber.

Non-residential Customer: For purposes of the CDG procedure, a customer billed by the Company under a Service Classification (“SC”) other than SC 1 or SC 19.

3. CDG Host Eligibility Provisions

- 3.1 The CDG Host must comply with all of the requirements established in the CDG Order, VDER Order, the Tariff, and the UBP-DERS. For example, in the VDER Order, refer to Section IV.B., in the Tariff refer to leaf numbers 181 through 181.5, and for the UBP- DERS refer to Sections 2 and 3. These references are not comprehensive and the CDG Hosts must fully review all documents.
- 3.2 The CDG Host is subject to Public Service Law Article 1 to the same extent as Energy Services Companies and similar energy supply providers interacting with the Company and subject to the UBP DERS. The CDG Host must successfully complete the registration requirements with the New York State Department of Public Service (“PSC”) in accordance with UBP DERS and provide proof of such registration to the Company as it submits its interconnection application as described below.
- 3.3 CDG Hosts must execute and submit to O&R a “New York State Standardized Contract for Interconnection of New Distributed Generation Units with Capacity of 5 MW or Less Connected in Parallel with Utility Distribution Systems”.
- 3.4 CDG Hosts must operate in compliance with standards and requirements set forth in the New York State Standard Interconnection Requirements and Application Process for New Distributed Generators 5MW or Less Connected in Parallel with Utility Distribution Systems”, and as set forth in the Standard Interconnection Requirements (“SIR”) appended to the Tariff.

- 3.5 The CDG Host must certify to the Company, both prior to commencing service under the CDG program and annually thereafter, that it has met the requirements established by the Commission and maintain such certifications and attestations in full force and effect throughout the term of self-certification in accordance with Appendix A of this CDG Program Procedural Requirement.
- 3.6 If the CDG Host requires the information included in Section 2.C.2 (“Customer Contact Information Set”) of the UBP-DERS, the CDG Host must meet the Company’s certification requirements to access customer data using electronic data interchange (“EDI”).
- 3.7 To access customer data utilizing one of the Company’s electronic data exchange mechanisms (*i.e.*, EDI, *Share My Data*), the CDG Host must execute O&R’s Data Security Agreement (“DSA”) and submit it to O&R. The CDG Host must also comply with all requirements in the UBP-DERS related to customer data access.

4. CDG Host Program Provisions

The CDG Host shall:

- 4.1 Direct the CDG Satellite to contact the Company if any inquiry is specific to utility service.
- 4.2 Comply with Section 2.C of the UBP-DERS, which outlines requirements for DERS that request customer data from a utility. The CDG Host must also execute and submit to the Company the DSA, as explained in Part 3.7 above, and comply with the Company’s requirements to be EDI certified in order to request and receive a Customer Contact Information Set via EDI. Alternatively, the CDG Host can receive a customer’s consumption data via *Share My Data*. The CDG Host must execute and submit to the Company the DSA, as explained in Part 3.7 above, and comply with the Company’s requirements to be Green Button Connect certified in order to request and receive a customer’s consumption data via *Share My Data*.
- 4.3 Not request termination or suspension of the Company’s electric service to a CDG Satellite Account.
- 4.4 Submit to the Company, at least sixty (60) calendar days before commencing service under the CDG Program, a CDG Allocation Request form (as found in Appendix B hereto) with each CDG Satellite’s utility account number, and the percentage (up to three decimal places of accuracy) of the CDG Host’s net energy output to be allocated to each, as well as the percent to be retained by the CDG Host. Completed allocation request forms should be uploaded to PowerClerk under your project.
- 4.5 Certify that, upon submitting CDG Allocation Requests on behalf of its CDG Satellites to the Company, the CDG Host has entered into written contracts with all of the CDG Satellites.

The CDG Host will submit the CDG Host Certification Form (Appendix A) that includes

the CDG Host's certification as to the following:

- The CDG Host must serve a minimum of ten CDG Satellites, each billed under the Company's electricity rate schedule, unless (1) all the CDG Satellite Accounts are located on the site of the same property as the CDG Host serving residential and/or non-residential customers or (2) the CDG project only serves CDG Satellite Accounts that are a farm operation, as defined in Subdivision 11 of Section 301 of the Agricultural and Markets Law, and residences of individuals who own or are employed by the served farm operation. No CDG Satellite Account can have more than one CDG Host, participate in remote net metering, or have on-site generation.
- No more than 40% of the output of the CDG Host may serve CDG Satellites of 25 kW or greater (for those Satellites collectively); provided, however, that the CDG Host may include each dwelling unit located within a multi-unit building and served indirectly as though it were a separate participant for determining whether the ten CDG Satellite minimum and 40% output limits are met.
- Each CDG Satellite must take a percentage of the output of the CDG Host's excess generation that amounts to at least a minimum of 1,000 kWh annually but no more than its historic annual consumption (or a forecast of consumption if no historical data exists).
- All CDG Satellites must be located within the Company's service territory.
- A CDG Satellite Account may be unmetered if the CDG Host Account will be served under the Value Stack Tariff.

5. CDG Project Process

5.1 CDG Project Application: The CDG Host must complete steps 1 thru 6 of the application process, as outlined in the SIR and using the link to the Company's website at www.oru.com/solar. Along with the application, the CDG Host must submit proof of registration with the PSC and submit all selected elections and alternatives available under the Value Stack Tariff. Upon receipt of the application, a project number will be assigned by the Company. The CDG Host will receive a final acceptance letter only after a successful verification test, post project construction, and the initial Value Stack CDG Allocation Request form has been received and reviewed by the Company.

5.2 CDG Self-Certification: Complete and submit to the Company the application for CDG Host Certification found in Appendix A.

5.3 Historical Consumption Requests: There are multiple methods in which a CDG Host can receive a customer's consumption data.

- The Customer Contact Information set defined in UBP- DERS Section 2.C.2 is accessible by the CDG Host via EDI. To become EDI certified, go to www.oru.com/en/business-partners/become-an-energy-service-company-partner/how-to-become-an-electronic-data-interchange-certified-distributed-energy-resource-supplier and follow the instructions
- Alternatively, the CDG Host can access consumption data via *Share My Data*. To register as a *Share My Data* authorized third party, go to www.oru.com/en/accounts-billing/share-energy-usage-data/become-a-third-party and follow the instructions.
- A third option is for customers to download their consumption data via Download My Data and provide it to the CDG Host.¹

5.4 Initial Allocation Request: Complete and submit an Initial Allocation Request using the form entitled "Value Stack CDG Allocation Request Form" shown in Appendix B.

- Initial Allocation Requests must be received via PowerClerk a minimum of 60 days before commencing service as a CDG project. The CDG Host shall designate in its initial application for CDG service, the CDG Host Account and the CDG Satellite Accounts that will receive credits under CDG. O&R will notify the CDG Host when submission of a complete and accurate Initial Allocation Request has been accepted by the Company.
- Accepted Initial Allocation Requests will be effective commencing with the first full CDG Host Account billing period 60 days after receipt of such request.
- Satellite allocations of Host Account net energy output should be specified in a

¹ Information on Download My Data can be found at <https://www.oru.com/en/accounts-billing/share-energy-usage-data/share-my-data>.

percentage up to three decimal places of accuracy.

- Satellite allocations must total 100.000% or less. The percentage of Satellite allocations less than 100.000% will remain as a monetary credit on the CDG Host account available for future allocation by the CDG Host.
- For monthly billing periods in which there is insufficient metering data available, the CDG Host's output will be assumed to be zero. If actual data becomes available at a later time, credits will be applied as appropriate.

5.5 Subsequent Allocation Request: Complete and submit an amended "Value Stack CDG Allocation Request Form" shown in Appendix B.

- After commencing service under the CDG Program, the CDG Host may modify its CDG Satellite Accounts and/or the percentage allocated to itself or one or more of its CDG Satellite Accounts once per CDG Host billing cycle by giving notice to the Company no less than 30 days before the CDG Host Account's cycle billing date to which the modifications apply.
- The information contained in the Subsequent Allocation Request will follow the same request format, validation and submittal process as outlined in Initial Allocation Request.
- CDG Host must include all CDG Satellite allocations when submitting a revised distribution percentage for any of their CDG Satellites.
- Accepted requests will be effective with the first full Host bill period after 30 days of receipt of an accepted Allocation Request Form.
- If the CDG Host does not submit a Subsequent Allocation Request, the Initial Allocation Request will be used by the Company to allocate credits.

5.6 Request for Allocation of CDG Host Banked Credits: Complete and submit a CDG Host Allocation Request by using the form entitled "Value Stack CDG Allocation Request Form" shown in Appendix B. The allocation request must be received no less than 30 days before CDG Host's billing date in order to apply credits to CDG satellites in the subsequent billing period.

- Any excess credits are to be distributed to the CDG Satellites as directed in the Request for Allocation of CDG Host Banked Credit.
- No distribution will be made if a Request for Allocation of CDG Host Banked Credit is not received by the required date.

5.7 Satellite Account Closure:

- The Company may close a customer's account for any reason permitted by the Tariff and the Commission's regulations.

- A CDG Satellite Account shall no longer receive credits after the Satellite Account's final bill is rendered.
- After a final bill is rendered for any customer receiving Value Stack credits, any remaining credit will not be cashed out, refunded, or transferred.

5.8 Satellite Account Number Changes:

- At times, the Company may need to close an account number and create a new account number for the same customer.
- In such case, the Company will advise the CDG Host of the new account number and continue to credit the Satellite Account with the CDG Host's output using percent allocations previously assigned.

The Company reserves the right to investigate and / or obtain proof that all CDG Satellite Accounts meet the requirements set forth above.

APPENDIX A

CDG Host Certification Form

Check One:

<input type="checkbox"/>	Initial CDG Host Certification
<input type="checkbox"/>	Annual CDG Host Certification

CDG Satellite Account Information

The CDG Host shall designate at least ten CDG Satellite Accounts with this initial application, all located in the Company's service territory. No satellite shall have on-site generation or receive credits from another net-metered or Value Stack Host account. This list will be provided at least 60 days before the first CDG bill. The CDG Host shall submit this information via the attached form provided in Appendix B.

CDG Host Certification

I certify that this CDG application meets all terms and conditions of Rider N and requirements of the PSC that are adopted pursuant to its Orders issued in Case 15-E-0082, Case 15-M-0180 and Case 15-E-0751, as they may be amended or superseded from time to time.

I certify that the CDG Satellite Accounts with demands of 25kW or greater listed with this application receive, in aggregate, no more than 40 percent of the generator's output.

I certify that each CDG Satellite Account is receiving at least 1,000 kWh annual but is not receiving credits in excess of the CDG Satellite Account's historic average annual kWh usage (or forecast usage if historic data is not available).

I certify that all CDG Satellite Accounts, whether submitted with this application or subsequently, are located within the Company's service territory.

I certify that the sponsor of this project meets creditworthiness standards as described in the October 16, 2015 Order in Case 15-E-0082, as they may be amended or superseded from time to time.

I certify that the sponsor of this project will satisfy all obligations assumed with respect to Satellite Account owners (project members).

To the best of my knowledge the information provided herein is accurate and no attempt has been made to misrepresent the facts.

I will re-submit these certifications to Orange and Rockland Utilities, Inc. on an annual basis.

Name of Applicant (Please print) _____

Host Utility Account Number _____

Signature _____

Date _____

Telephone _____

Email _____

Affiliation to person responsible for account (Check one)

Owner Partner Agent [Attach documentation of authorization by Principal] Corporate Officer

Other (specify) _____

Completed form should be uploaded to PowerClerk

APPENDIX B

COMMUNITY DISTRIBUTED GENERATION (“CDG”) ALLOCATION REQUEST FORMS

The templates below are provided for illustrative purposes only. The Allocation Request Form will be provided by the Company upon request.



Orange and Rockland Utilities, Inc.
 390 West Route 59
 Spring Valley NY 10977-5300
 www.oru.com

Value Stack Community Distributed Generation (CDG) Allocation Request Form

November 13, 2018

SECTION I - Host Information			
CDG Host Account:	11111-11111	Account Name:	Customer One
Service Address:	Name Company Address City, State ZIP Code	Mailing Address:	Name Company Address City, State ZIP Code
Customer Contact:	First Name Last Name	Phone:	999-999-9999
e-mail address	emailaddress@unknown.com	Project Number:	
SECTION II - Subscriber Allocation Information			
Check One	Initial Subscriber Allocation Request: must be submitted at least 60 days prior to the CDG Host Account commencing service under the Value Stack CDG Program. (SU)		
	Subsequent Subscriber Allocation Request: must be submitted no less than 30 days before the CDG Host Account's cycle billing date to which the modifications apply. (SU)		
	Request for Allocation of CDG Host Banked Credits: is effective for a one-time subscribe allocation only and will be executed on the CDG Host's next bill, no earlier than 15 days after receipt of this form. The most recent Initial Subscriber Allocation Request or Subsequent Subscriber Allocation Request, as applicable, will continue to apply to all on-going allocations.		
Complete the Submission Template			
Populate all information in the Submission Template then upload the individual template to PowerClerk under your DG project number. Instructions for completing and transmitting the Submission Template can be found on the 'Submission Instructions' worksheet.			
SECTION III - Accepted and Agreed			
Service to be supplied to the CDG Host will be supplied and conditioned on the CDG Host's ongoing compliance with the terms, conditions and procedures set forth in both the Tariff and the Company's Community Distributed Generation Operating Procedure, as both may be amended from time to time.			
Name:	Title:		
Signature:	Date:		
SECTION IV- Submission			
Completed allocation request forms should be uploaded to PowerClerk under your project.			

HOW TO COMPLETE SUBSCRIBER SUBMISSION TEMPLATE - CDG

- 1) Using the 'Submission Template' sheet of this Excel file, fill in data in the blue highlighted cells, per the example below
 If additional rows are needed for subscriber data, please copy formatting from prior column.

EXAMPLE
 Data Inputs Required:

A	B	C	D	J	Q	R	S
Transaction Type	O&R Host Bill Account Number	Meter Equipment No	Value Stack	Customer Types	Subscriber Account	Subscriber percentage	Project #
SU	2277000000	000043423	V	CDG	1111111111	0.1	DGINT-00000

- 2) Using drop down, select 'Transaction Type' (Cell A3)

SU for Initial Subscriber List and Subsequent Subscriber List

RB for Request for Allocation of Host Banked Credits

- 3) Refer to O&R bill for O&R Host Bill account number and meter number. (Cells B3 & C3)

- O&R Host Bill Account Number and Subscriber Account # must be 10 digits long. Please include leading zeros if appropriate.
- Meter Equipment No must be 9 digits long. Please include leading zeros if appropriate.

- 4) Value Stack (Cell D3) has been prepopulated.

V for Value Stack Host

- 5) 'Customer Type' (Cell J3) has been prepopulated; make sure to use the template that matches your project type.

CDG for Community Distributed Generation Projects

- 6) Enter subscriber account numbers individually in column Q and subscriber allocation % in column R. Please use leading zeros as appropriate.

- Subscriber percentage should be input as follows > .01 for 1%

- 7) Enter Project # (cell S3); Project number can be found on Permission To Operate email received from O&R Distributed Generation.

- 8) Save the completed 'Submission Template' worksheet as an .xls file and then upload to PowerClerk.

