

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

**Community Distributed Generation
Procedural Requirements**

**For Customers Eligible for Grandfathered Net Metering
and Phase One NEM compensation**

Effective November 1, 2017

Table of Contents

1. Introduction	3
2. Program Definitions	4
3. CDG Host Eligibility Provisions	5
4. CDG Host Program Provisions	6
5. CDG Project Process	8
APPENDIX A.....	11
APPENDIX B	12

1. Introduction

On July 17, 2015, the New York 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 net metering. 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”). Finally, 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. 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 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 PSC orders will govern.

2. Program Definitions:

CDG Host: A Non-residential customer who owns or operates electric generating equipment eligible for net metering and whose net energy produced by its generating equipment is applied to the accounts of other electric customers (“CDG Satellites”) with which the CDG Host has a contractual arrangement regarding net metering credits.

CDG Host Anniversary Month: 12 months from the CDG Host’s initial CDG bill period start date. The CDG Host Anniversary month cannot be modified or changed.

CDG Host Annual Reconciliation: Annually, the CDG Host must furnish instructions for allocating the kWh or monetary credits to one or more satellites. Any credits remaining on the CDG Host’s account at the end of the annual period may be retained on the Host account for up to two years subject to the forfeiture rules set forth in the tariff.

CDG Satellites: An electric customer who receives net-metering credits from its CDG Host. A CDG Satellite is also commonly referred to as a CDG subscriber.

Net-Metered Generation Facility: A generation facility eligible for net metering in conformance with Public Service Law 66-j or 66-l and Tariff, limited in size consistent with those statutes, and located behind a Host meter serving a Non-residential Customer.

Non-residential Customer: For purposes of net-metering, 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 181.1 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 when it submits its interconnection application as described below.

- 3.3 CDG Hosts electing service 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 be a Non-residential Customer with a Net-Metered Generation Facility eligible for net metering under Public Service Law 66-j or 66-l and the Tariff.
- 3.6 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.
- 3.7 If the CDG Host required 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”).
- 3.8 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.

- 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, name 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 Tariff, unless all CDG Satellite accounts are located on the site of the same property as the CDG Host serving residential and/or Non-residential Customers. 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 members 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 CDG Host's net-energy 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 Satellite must be located within the Company's service territory and within the same NYISO zone as the CDG Host.

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. Upon receipt of the application, a project number will be assigned by the Company. The CDG Host will receive a final acceptance letter only with a successful verification test post project construction and the initial CDG Allocation Request form is received by the Company.
- 5.2 CDG Self-Certification:** Complete and submit to the Company the application for self-certification found in Appendix A.
- 5.3 Historical Consumption Requests:** The Customer Contact Information set defined in UBP-DERS Section 2.C.2 will be accessible by the CDG Host via EDI. To become EDI certified, visit <https://www.oru.com/en/business-partners/become-an-energy-service-company-partner/how-to-become-an-electronic-data-interchange-certified-distributed-energy-resource-supplier>.
- 5.4 Initial Allocation Request:** Complete and submit an Initial Allocation Request using the Microsoft Excel form entitled "CDG Allocation Request Form" shown in Appendix B.
- Initial Allocation Requests must be received via PowerClerk a minimum of 60 days before commencing net metering service under CDG. The CDG Host shall designate in its initial application for CDG service, the CDG Host Account and the CDG Satellite Accounts that will receive net metering service 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 Host Account billing period 60 days after receipt of such request.
 - Satellite allocations of Host Account net energy output should be specified in a 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 net energy output at the CDG Host.
- 5.5 Subsequent Allocation Request:** Complete and submit an amended Allocation Request using the Microsoft Excel spreadsheet form entitled "CDG Allocation Request Form" shown in Appendix B.
- After commencing net-metered 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 the Initial Allocation Request.
- CDG Host must include all CDG Satellites 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 Accepted allocation requests for CDG Host.
- 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 Annual Allocation Request: Complete and submit an Annual Allocation Request by using the Microsoft Excel spreadsheet form entitled "CDG Allocation Request Form" shown in Appendix B. The allocation request must be received, each year, no less than 30 days before the 12-month anniversary of the CDG Host commencing CDG net-metered service.

- Any excess credits that remain on the CDG Host account at the end of the annual period are to be distributed to the CDG Satellites as directed in the Annual Allocation Request.
- Once a year, following the annual anniversary of the CDG Host and after the CDG Host and all CDG Satellite accounts have billed and credits allocated, the CDG Host shall retain any remaining undistributed credits, subject to the forfeiture rules set forth in the Tariff.
- No distribution will be made if an Annual Allocation Request 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.
- Any remaining credit on a CDG Satellite Account after its final bill is rendered shall be transferred back to the CDG Host.

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:

	Initial CDG Host Certification
	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 same NYISO zone. No satellite shall have on-site net metered generation or receive credits from another net-metered 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

- 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-00082 and Case 15-M-0180, as they may be amended or superseded from time to time.
- 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.
- 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).
- certify that, if the CDG project is operational before May 1, 2016, this project is either 1) located in a “CDG Opportunity Zone” as identified on the Orange & Rockland website or 2) at least 20% of satellite accounts are for low-income customers.
- certify that all CDG Satellite Accounts, whether submitted with this application or subsequently, are in the same NYISO Load Zone as the CDG Host.
- 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.
- 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.

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

Name of Applicant (Please print) _____

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



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

Community Distributed Generation (CDG) Allocation Request Form

December 13, 2017

SECTION I - Host Information

CDG Host Account:	11111-11111	Account Name:	Customer One
Service Address:	Name	Mailing Address:	Name
	Company		Company
	Address		Address
	City, State ZIP Code		City, State ZIP Code
Customer Contact:	First Name Last Name	Phone:	999-999-9999
e-mail address	emailaddress@unknown.com	Project Number:	

SECTION II - Member Allocation Information

Check One	<p>Initial Allocation Request: must be submitted at least 60 days prior to the CDG Host Account commencing service under the CDG Program.</p> <p>Subsequent Allocation Request: must be submitted no less than 30 days before the CDG Host Account's cycle billing date to which the modifications apply.</p> <p>Request for Allocation of CDG Host Banked Credits: is effective for a one-time 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 Allocation Request or Subsequent Allocation Request, as applicable, will continue to apply to all on-going allocations.</p>
------------------	--

	Orange & Rockland Account Number (10 digits)	Orange & Rockland Account Name	Distribution Percentage (not to exceed 100.000%)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

0.000%

Additional lines can be added, as needed, to extend the above list to capture additional CDG member accounts. Each attached sheet must be signed and dated by the undersigned.

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.
 The data will be returned to you via PowerClerk once the data request has been processed.