

**NEW YORK STATE ELECTRIC & GAS CORPORATION  
ROCHESTER GAS AND ELECTRIC CORPORATION**

# Volumetric Community Distributed Generation

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## Procedural Requirements

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Effective September 1, 2023

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## 1. INTRODUCTION

On July 17, 2015, the Public Service Commission (“PSC” or “Commission”) issued the Order Establishing a Community Distributed Generation Program and Making Other Findings (the “Order”), in Case 15-E-0082<sup>1</sup> under which the policies, requirements and conditions for implementing Community Net Metering were established. (Community Net Metering is referred to as Community Distributed Generation (“CDG”) in all communications.)

Beginning May 1, 2016, New York State Electric & Gas Corporation (“NYSEG”) and Rochester Gas and Electric Corporation (“RG&E”), herein after jointly referred to as the “Companies” or individually as the “Company”, will effectuate a CDG Program available to any Net Metered Generation Facility, within the Company’s service territory, subject to the eligibility requirements set forth herein.

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 with the Company, and supervising and fostering cooperation among the project’s satellites. CDG Satellites are electric customers 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 in accordance with the CDG Host’s instructions.

The procedures may change from time to time based on experience or changes in PSC orders, including adoption or modification of the Uniform Business Practices<sup>2</sup>. In the event of any inconsistency between the rate schedule(s) or any PSC order of the above-mentioned requirements and this plan, the rate schedule(s) and PSC orders will govern.

## 2. DEFINITIONS

**CDG Host:** A non-residential customer that owns or operates electric generating equipment eligible for net metering in accordance to NYSEG P.S.C. No. 120 and RG&E P.S.C No 19 and whose net energy produced by its generating equipment is applied to the accounts of other electric customers (“CDG Satellites”) with which it has a contractual arrangement related to the disposition of net metering credits.

**CDG Host Anniversary Month:** 11 months from the CDG Host’s initial CDG bill period start date. The CDG Host Anniversary month cannot be modified or changed.

**CDG Satellite:** An electric customer who is participating in a CDG Program. Each customer shall own or contract for a proportion of the credits accumulated at the meter of the CDG Host.

**Excess Generation:** The electricity (kWh) supplied by the CDG Host to the Company during the billing period that exceeds the electricity (kWh) supplied by the Company to CDG Host. For customers billed on time-differentiated rates (TOU meter), *e.g.*, On-Peak/Off-Peak, the excess is calculated for each peak. For hourly billed customers, excess generation is calculated for each hourly period.

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<sup>1</sup> Case 15-E-0082 – Proceeding on Motion of the Commission as to the Policies, Requirements and Conditions for Implementing a Company Net Metering Program

<sup>2</sup> Case 15-M-0180 Uniform Business Practices for Distributed Energy Resource Suppliers

**Prior Excess Generation:** Undistributed excess generation remaining on the CDG Host’s account from prior bill periods.

**Net-Metered Generation Facility:** A generation facility eligible for net metering as a non-residential customer in conformance with Public Service Law 66-j or 66-l, limited in size consistent with those statutes, located behind a Host meter attached to a load under either a demand or non-demand classification.

### 3. CDG HOST ELIGIBILITY PROVISIONS

- a. The CDG Host is a non-residential customer who owns or operates electric generating equipment eligible for net metering under Public Service Law, section 66-j or 66-l and whose net energy produced by its generating equipment is applied to accounts of other electric customers (“CDG Satellites”) with which it has a contractual arrangement related to the disposition of net metering credits.
- b. The CDG Host has a contract in writing with each of their satellite customers for a portion of the excess generation accumulated at the meter of the CDG Host and ensures all CDG Satellites meet participation requirements.
- c. The Company shall not be responsible for any contractual arrangements or other agreements between the CDG Host and CDG Satellites including contractual terms, pricing, dispute resolution and contract term.
- d. Parties must meet all terms and conditions of this Procedure, which may be amended or superseded from time to time.
- e. Parties must meet the requirements of the PSC that are adopted pursuant to its Orders, issued in Case 15-E-0082<sup>3</sup> and to be issued in Case 15-M-0180<sup>4</sup>.
- f. The CDG Host is certifying in writing to the Company, both prior to commencing net metered service under CDG and annually thereafter, that it has met all requirements established and is in compliance with all applicable laws and the Data Security Agreement.

### 4. CDG HOST PROGRAM PROVISIONS

The CDG Host shall:

- a. Comply with any and all requirements of the Public Service Commission and with the Companies’ electricity rate schedule, NYSEG P.S.C. No. 119, and NYSEG P.S.C. No. 120 and RG&E P.S.C No. 19, and RG&E P.S.C No. 18 which may be amended from time to time.

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<sup>3</sup> Case 15-E-0082 – Proceeding on Motion of the Commission as to the Policies, Requirements and Conditions for Implementing a Company Net Metering Program

<sup>4</sup> Case 15-M-0180 - In the Matter of Regulation and Oversight of Distributed Energy Resource Providers and Products

- b. Operate in compliance with the standards and requirements set forth in the New York State Standardized Interconnection Requirements("SIR").
- c. Provide consistent and fair treatment to customers.
- d. Maintain processes and procedures to resolve customer inquiries without undue discrimination in an efficient manner and provide an acknowledgement or a response to a customer inquiry within 2 days and if only an acknowledgement is provided, a response within 14 days.
- e. Direct the customer to contact NYSEG at 1-800-572-1111 or RG&E at 1-800-743-2110 if an inquiry is specific to utility service.
- f. Maintain information regarding customer inquiries and complaints pertaining to its products and services and designate a representative to provide information relating to customer inquiries and complaints to the Department of Public Service (alternatively referred to as "DPS", "Department" or "Staff").
- g. Seek to resolve disputes among CDG Satellites in the first instance. If the dispute cannot be resolved, the Satellites can contact DPS to pursue the dispute resolution process available at the Department to resolve disputes between CDG Host and Satellites.
- h. Obtain written authorization from the customer to request and receive the customer's historical consumption prior to providing the customer's name and account number to the Company through available Company methods such as Electronic Data Interchange or Secured Service Site.
- i. Certify that it has written authorization from the customer to request and receive the customer's historical usage information upon request of the information from the Company.
- j. Certify it has entered into a written contract with a customer upon submitting CDG Allocation Requests on behalf of such customer.
- k. Be a non-residential customer with a Net-Metered Generation Facility under Public Service Law 66-j or 66-l.
- l. Certify in writing to the Company, both prior to commencing net metered service under CDG and annually thereafter, that it has met all requirements established and is in compliance with all applicable laws and CDG program requirements.
- m. Certify they can satisfy the obligations assumed with respect to their CDG Satellites.
- n. Be and remain in good standing in the Company's CDG program and all other Company programs, as applicable, and the CDG Host shall not be in default under any agreement by and between CDG Host and Company.
- o. Not request termination or suspension of the Company's electric service to a CDG Satellite Account.

## 5. CDG PROCESS RESPONSIBILITIES

The Parties shall be responsible for complying with all the following processes and associated customer care activities:

### Distributed Generation Application

1. Complete and submit the Standard Interconnection Requirements document to the Company via [distributedgenerationadmin@avangrid.com](mailto:distributedgenerationadmin@avangrid.com).
2. After submitting an application for Distributed Generation, the applicant will receive a project file number.
3. After receiving approval from the Company and meeting all requirements related to the interconnection of the Net-Metered Generation Facility, the applicant shall be notified of their effective interconnection date via a final installation letter.

### CDG Host Required Documents

Complete and submit the following documents to the Company via [NYSEG\\_CDG@nyseg.com](mailto:NYSEG_CDG@nyseg.com) or [RG&E\\_CDG@rge.com](mailto:RG&E_CDG@rge.com), as applicable:

- CDG Host Information Form (Appendix A)
- CDG Host Certification (Appendix B)
- CDG Data Exchange Protocols (Appendix C)
- Agent Authorization Form (Appendix D) as applicable.

Once the required documents have been submitted to [NYSEG\\_CDG@nyseg.com](mailto:NYSEG_CDG@nyseg.com) or [RGE\\_CDG@rge.com](mailto:RGE_CDG@rge.com), the CDG Host will receive an email that includes the Data Security Agreement. After the host reviews the Data Security Agreement, it should be signed and emailed to [NYSEG\\_CDG@nyseg.com](mailto:NYSEG_CDG@nyseg.com) or [RGE\\_CDG@rge.com](mailto:RGE_CDG@rge.com).

### Data Exchange processes

After all CDG Host Required Documents are received, the Company will send the following to the CDG Host via separate emails:

- a. CDG Host ID, to be used in the file nomenclature
- b. CDG Host password for protected spreadsheets
- c. Password protected spreadsheets (Initial/Subsequent/Banked Requests)

The above information will be emailed to the address provided in Appendix C within 10 business days, or other timeframe that is mutually agreeable.

The CDG Host shall submit requests to the Company via email with request contents contained in an attached password protected Excel file. CDG Host inquiries related to the administration and/or billing of the CDG program shall be directed to [NYSEG\\_CDG@nyseg.com](mailto:NYSEG_CDG@nyseg.com) or [RGE\\_CDG@rge.com](mailto:RGE_CDG@rge.com). Requests shall be submitted to same email.

The Company will confirm via email acceptance or denial of each request within 5 business days, or other timeframe that is mutually agreeable, upon receipt of each data request.

Sample spreadsheets and required spreadsheet file naming conventions for Initial Allocation, Subsequent Allocation, and Banked Allocation Requests can be found in Appendix C, Data Exchange Protocols.

The Data Exchange processes are defined below:

- A. Historical Consumption Request
- B. Initial Allocation Request
- C. Subsequent Allocation Request
- D. Banked Allocation Request
- E. Satellite Account Closure and Notification

## A. Historical Consumption Request

- i. Historical Consumption Requests can be made through the Secured Services portal available on NYSEG.com or RGE.com, or through Electronic Data Interchange (EDI).
- ii. Data will be returned and will include 12-months of usage when available.
- iii. For additional information regarding access through Secured Service email NYSEG\_CDG@nyseg.com or RGE\_CDG@rge.com, as applicable. For additional information regarding access through EDI, emails can be sent to Supplier\_Relations@rge.com.

## B. Initial Allocation Request

- i. Initial Allocation Requests must be received a minimum of 60 days before commencing billing under CDG. The host shall designate the Host Account and the CDG Satellite Accounts that will receive net metering service in the initial Allocation Request.
  - a. Accepted Allocation Requests will be effective with the first full Host Account billing period from the later of 45 days after receipt of such request or effective date of interconnection.
  - b. The CDG Host has the option to request that if a CDG Satellite is rejected, the CDG Satellite be removed and the percentage originally allocated to that CDG Satellite, be added to the CDG Host's allocation percentage. The CDG Host must select "Yes" in the specified cell on the allocation file consenting to the automatic removal of the CDG Satellite. The file will then be marked Accepted.
- ii. The CDG Host will communicate to the Company any electric metered CDG Satellite Accounts with which it has a contractual agreement related to the disposition of net metering credits via email. Satellite allocations of Host Account Excess Generation should be specified in a percentage up to three decimal places of accuracy.
- iii. Satellite allocations must total 100% or less. For Satellite allocations less than 100%, the CDG Host must designate the remaining percentage to their CDG Host account.
- iv. The CDG Host must designate no fewer than ten CDG Satellite accounts with active NYSEG electric service under NYSEG P.S.C. No. 120 and RG&E P.S.C. No. 19 or RG&E electric service except when the project:
  - a. is located on the site of a property serving multiple residential or non-residential customers.
  - b. only serves farm operations ("CDG Farm Project"), as defined in PSL Agricultural and Markets Law, Section 301(11); and residences of individuals who own or are employed by

the served farm operations. A CDG Farm Project that seeks to waive the minimum number of Satellite Accounts shall be responsible for certifying to the Company that each Satellite Account is either a farm operation or the owner or employee of one of the farm operation Satellite Accounts

- v. No more than 40% of the Excess Generation 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 reached or for a CDG Farm Project, waive the requirement that no single large Satellite Account member or group of Satellite Account members consume more than 40% of the credits generated by the CDG Farm Project
- vi. The CDG Host may not request an allocation for an account that is a net metered customer-generator a Remote Net Metered Host or Satellite Account or taking Standby Service under NYSEG P.S.C. No. 120, Service Classification 11 or RG&E P.S.C. No. 19, Service Classification 14.
- vii. All associated CDG Satellite Accounts must be located within the Company's service territory and within the same NYISO zone as the CDG Host.
- viii. Each Satellite allocation distribution percentage must amount to at least 1,000 kWh annually but may not exceed the CDG Satellite Account's historic average annual kWh usage (or forecast usage if historic data is not available).
- ix. The Company will validate the request and respond with the appropriate error message as outlined in Appendix C. A password protected spreadsheet will be attached to the email and note the specific reason(s) for failure as documented in Appendix C.
- x. If, for any reason, a request does not pass validation, the entire request will be rejected. The CDG Host must submit a new Allocation Request to the Company. An accepted request must be received 45 days before net metered service will commence starting with the time a new file is received.

### **C. Subsequent Allocation Request**

- i. 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.
- ii. The information contained in the Subsequent Allocation Request will follow the same request format, validation, and submittal process as outlined in the Initial Allocations Requests section above and as noted in Appendix C, except as noted in subparagraphs below.
  - a. CDG Host must include all CDG Satellites allocations when submitting a revised distribution percentage for any of their Satellite customers.
  - b. Accepted requests will be effective with the first full CDG Host bill period after 30 days receipt of an accepted Allocation Request.



- c. The distribution percentage in effect shall apply to both the Current and Prior Excess Generation for the CDG Host bill period.
- d. Only one valid Allocation Request will be accepted in a calendar month. If the request is rejected, a new Allocation Request can be submitted in the same calendar month. A new submission must adhere to the approval guidelines of 30 days prior to the bill period.

#### **D. Banked Allocation Requests**

After the completion of the CDG Host's first 12 months of CDG service, the CDG Host must furnish to the Company at least once per calendar year, and as often as once per CDG Host billing cycle, and with no less than 30 days' notice, written instructions for allocating any excess credits banked to the CDG Host's account. The CDG Host cannot allocate to its own account. No distribution will be made if instructions are not received by the required date. If the Company does not receive the required notification any banked credits on the CDG Host account will be forfeited.

The CDG Host may choose to submit a Host Banked Allocation Request to fully distribute 100% or a partial amount of the Host Account's Banked Monetary Credits to its members.

CDG Host Account shall have up to a two-year grace period following the CDG Host's Anniversary month to distribute excess credits they retain at the end of the annual period. If the CDG Host Account has any annual credits remaining at the end of the two-year grace period, it shall forfeit the number of credits equal to the smallest number of credits that were in the CDG Host's account at any point during the grace period.

- i. The CDG Host may furnish to the Companies a Banked Allocation request at any time. A Banked allocation is effective for a one-time allocation only.
- ii. The most recent Allocation Request in effect prior to the Banked Allocation Request will continue to be applied to all on-going allocations unless a new Subsequent Allocation request is Submitted.

#### **E. Satellite Account Closure**

- i. The Company may close a customer's account for multiple reasons including but not limited to (a) bankruptcy, (b) shut off for non-payment, or (c) customer request.
- ii. A CDG Satellite Account shall no longer receive credits after the final bill is rendered on its account. Any remaining excess generation credits after application to the Satellite Account's will be transferred back to the CDG Host Account, as described in the Companies' Tariffs
- iii. Satellite Account closures will be communicated on the Host Summary Report.

#### **Allocation and Applied Credits**

As each Satellite Account is billed, excess kWh designated to the Satellite Account is converted to a monetary credit and applied to the per kWh charges on the Satellite Account and if applicable, Company supply charges or Consolidated Bill charges from the ESCO. Monetary credits are calculated using the per kWh rate for the Service Classification applicable to the Satellite Account. If a credit remains after applying to the Satellite Account, the credit is converted back to kWh based on the per kWh rate for the Service Classification applicable to the Satellite Account. If a volumetric credit remains



May 2023		ABC Company		
Cont. Acct	Start Bill Period	End Bill Period	CDG kWh Generation Applied	CDG Generation Credit
20010000001	04/21/2023	05/17/2023	681	-\$74.54
20010000002	04/25/2023	05/19/2023	0	\$0.00
20010000003	04/19/2023	05/18/2023	1062	-\$115.77
20010000004	04/29/2023	05/25/2023	1912	-\$220.68

### C. Cancel/Rebill

If a CDG Satellite is issued a cancel-rebill, the Allocation File that was effective on the bill period end date of the CDG Satellite’s cancelled bill will be applicable for the rebill, including whether the CDG Satellite was a part of that CDG project or not. If a CDG Host rendered bill requires a correction, the Company will contact the CDG Host to discuss the issue and determine the appropriate steps for resolution.

## 6. CONFIDENTIAL INFORMATION AND DATA SECURITY REQUIREMENTS

The CDG Host agrees to enter into an agreement and abide by the Company’s Data Security Agreement.

## 7. TRACK CHANGES

This section is used to track changes to this document. <b>Effective Date (MM/DD/YYYY)</b>	<b>Revision Title</b>	<b>Revision Description</b>
9/1/16	Original Document	Original Document Effective
9/1/23	Updates resulting from Commission Orders and Tariff revisions, plus additional housekeeping items	-Added Track Changes section -Combined separate NYESG and RG&E NEM/Volumetric Procedural Requirements into one document -Added process for Host to default rejected allocations to Host allocation -Added exceptions regarding 10 minimum satellites -Updates to annual/banked allocation process -Added allocation and applied credits section

# Appendices

## Appendix A – CDG Host Information Form

Please email all inquiries & documents pertaining to CDG to NYSEG\_CDG@nyseg.com or RGE\_CDG@rge.com.

Account Name: \_\_\_\_\_

Account Number (if already assigned): \_\_\_\_\_

What is the proposed main breaker size?

100 amp       200 amp       400 amp       Other       Don't know

Character of Service

- 1 phase, 3 wire, 120/240V
- 1 phase, 3 wire Y, 120/208V
- 3 phase, 4 wire Y, 120/208V
- 3 phase, 4 wire delta, 120/240V
- 3 phase, 4 wire Y 277/480V

Service Address: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

NYSEG/RG&E Project File Number- \_\_\_\_\_

Requested Interconnection Date: \_\_\_\_\_

Size (kW AC): \_\_\_\_\_

Non-Residential Generation Type (check one):

- Solar electric generating equipment with a rated capacity less than or equal to 2,000 kW
- Wind electric generating equipment with a rated capacity less than or equal to 2,000 kW
- Micro-hydroelectric electric generating equipment with a rated capacity less than or equal to 2,000 kW
- Fuel cell electric generating equipment with a rated capacity less than or equal to 2,000 kW
- Farm waste electric generating equipment with a rated capacity less than or equal to 1,000 kW

## Appendix B – CDG Host Certification

Check One:       Initial CDG Certification       Annual CDG Host Certification

I certify that this CDG application meets all terms and conditions of NYSEG P.S.C. No. 119 and P.S.C. No. 120 and RG&E P.S.C No 19 scheduled for Electric Service Rate Information and requirements of the PSC that are adopted pursuant to its Orders issued in Case 15-E-0082 and Case 15-M-0180, as they may be amended or superseded from time to time.

I certify that the CDG Host is a non-residential customer who owns or operates electric generating equipment eligible for net metering under Public Service Law, section 66-j or 66-l and whose net energy produced by its generating equipment is applied to accounts of other electric customers (“CDG Satellites”) with which it has a contractual arrangement related to the disposition of net metering credits.

I certify that the CDG Host has a contract in writing with each of their satellite customers for a portion of the excess generation accumulated at the meter of the CDG Host and ensures all CDG Satellites meet participation requirements.

I certify that the Company shall not be responsible for any contractual arrangements or other agreements between the CDG Host and CDG Satellites, including contractual terms, pricing, dispute resolution and contract term.

I certify that the CDG Host is certifying in writing to the Company, both prior to commencing net metered service under CDG and annually thereafter, that it has met all requirements established and is in compliance with all applicable laws and meets the terms of the Confidentiality Agreement and Data Security Rider.

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 Satellite allocation distribution percentage must amount to at least 1,000 kWh annually but may not exceed 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 the initial application or subsequently, are in the same NYISO Load Zone as the CDG Host.

I certify that the sponsor (CDG Host) of this project meets all criteria outlined and agreed upon between the Parties in the Procedural Requirement document as may be revised, modified, amended, clarified, supplemented, or superseded from time to time.

I certify that the sponsor of this project (CDG Host) will satisfy all obligations assumed with respect to project members (CDG Satellites).

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 NYSEG or RG&E on an annual basis.

CDG Host Name: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Affiliation to person responsible for account: (Check One)

- Owner
- Partner
- Agent (Attach Appendix D – Agent Authorization Form)
- Corporate Officer
- Other - specify: \_\_\_\_\_

## Appendix C – Data Exchange Protocols

The Parties shall follow the process outlined in Section 6 above to exchange data. Data shall be exchanged using the following email addresses:

**NYSEG:** NYSEG\_CDG@nyseg.com

**RGE:** RGE\_CDG@rge.com

CDG HOST EMAIL: \_\_\_\_\_

### CDG Host Email as completed in Appendix A - CDG Host Information Form

\*Data exchange file nomenclature includes a Host ID assigned by the Company and provided in the “Company Use Only” section CDG Host Information Form

### Initial, Subsequent and Banked Allocation Requests

#### File Format:

The CDG Host shall request initial and subsequent allocations using the following form:

- a. NYSEG\_RG&E CNM Allocation Request Form.xlsx

#### Inbound File:

The CDG Host shall submit Allocation Requests to the Company pursuant to Section 5 above.

#### File Naming Conventions:

The CDG Host shall submit allocation requests using the applicable nomenclature:

- a. Initial Request: Host ID\_In Req\_YYYYMMDD.xlsx<sup>5</sup>
- b. Subsequent Request: Host ID\_Sub Req\_YYYYMMSS.xlsx
- c. Banked Request: Host ID\_Bank\_Req\_YYYYMMDD.xlsx

### Example Initial/Subsequent Allocation Request:

To be filled in by Host		To be filled in by Utility	
ID	Account Number	Account Name	Allocation %
Host Allocation	10000000001	CDG HOST	13.195%
1	10000000002	John Smith	0.166%
2	10000000003	Jane Doe	0.169%

<sup>5</sup> Host ID will be limited to the first 7 characters of Host Name followed by assigned three-digit sequence. This information will be provided in the initial email sent with files attached.



**Outbound File:**

The Company shall complete the Utility sections of the allocation request form. Completed requests shall be provided to the CDG Host pursuant to Section 5.

**File Naming Convention:**

The Company shall provide completed allocation requests using the following nomenclature:

**Outbound Accepted**

- a. Initial Request: Host ID \_In Req\_Accept\_YYYYMMDD.xlsx<sup>6</sup>
- b. Subsequent Request: Host ID \_999 \_Sub Req\_Accept\_YYYYMMDD.xlsx
- c. Banked Request: Host ID \_999 \_Bank Req\_Accept\_YYYYMMDD.xlsx

**Outbound Rejected**

- a. Initial Request: Host ID \_999 \_In Req\_Reject\_YYYYMMDD.xlsx
- b. Subsequent Request: Host ID \_999 \_Sub Req\_Reject\_YYYYMMDD.xlsx
- c. Banked Request: Host ID \_999 \_Bank Req\_Reject\_YYYYMMDD.xlsx

**Validation:**

As described in Section 5 paragraphs A, B and C, the Company shall review the submitted application and either accept or deny the request. The Company shall provide error messages for the accounts that are found to be invalid.

a. Review Process:

If the CDG Host information fails validation the request will be rejected, and validation will not be performed on the Satellite accounts.

Rejected files will include rejection reason codes, for example:

- a. Rejected – Host Validation
  - i. “Account not active”
  - ii. “Account not found”
  - iii. “Account not eligible”
  - iv. “Allocation not equal to 100%”
- b. Rejected – Satellite Validation
  - i. “Invalid – Account Moved Out”
  - ii. “Invalid – Invalid Account Number”
  - iii. “Invalid – Account with Another Host”
  - iv. “Invalid – Zone mismatch”
  - v. “Invalid – Account has Net Metered Service”

**Example Satellite Validation:**

Satellite allocation Information				To be filled in by UTILITY			
To be filled in by Host				To be filled in by UTILITY			
ID	Account Number	Account Name	Allocation %	Bill Cycle	Service Class	With an ESCO	Satellite Validation
Host Allocation	10000000001	CDG HOST	13.195%				
1	10000000002	John Smith	0.166%	84	1	NED0100D00	Valid
2	10000000003	Jane Doe	0.169%	24	8	NED0800E00	Invalid - Account with Another Host
				10	1	NED0100D00	Invalid - Account Moved Out

<sup>6</sup> Host ID will be limited to the first 7 characters of Host Name followed by assigned three-digit sequence. This information will be provided in the initial email sent with files attached.

## Appendix D – Agent Authorization

(To be completed by the host for any agent expected to receive or provide account information.)

I \_\_\_\_\_, authorize my agent

Print Host Name

\_\_\_\_\_ to act on my behalf on all matters pertaining to the

Print Agent Name & Agent Company Name

management of the \_\_\_\_\_ Community Distributed Generation project located

Size in KW

at \_\_\_\_\_ .

Address of Host Account, City, NY, Zip code

If you have any questions, I can be reached at \_\_\_\_\_ .

Phone #

Sincerely,

\_\_\_\_\_ Date \_\_\_\_\_