ROCHESTER GAS & ELECTRIC CORPORATION

89 EAST AVENUE
ROCHESTER, NY 14649

Community Distributed Generation

Procedural Requirements

Effective September 1, 2016

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1. INTRODUCTION

On July 17, 2015, the Public Service Commission ("PSC" or "Commission") issued the <u>Order Establishing a Community Distributed Generation Program and Making Other Findings</u> (the "Order"), in Case 15-E-0082[1] 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, Rochester Gas and Electric Corporation (the "Company" or "RG&E") 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[2]. 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 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 Host Annual Reconciliation: Annually, the CDG Host must distribute all excess credits in their anniversary month. Any credits remaining on the CDG Host's account at the end of the annual period will expire if not distributed. Credits cannot be carried forward for distribution in a subsequent annual period.

CDG Satellites: 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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[1] Case 15-E-0082 – Proceeding on Motion of the Commission as to the Policies, Requirements and Conditions for Implementing a Company Net Metering Program
[2] Case 98-M-1343 – In the Matter of Retail Access Business Rules

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 as 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[3] and to be issued in Case 15-M-0180[4].

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 Confidentiality Agreement and Data Security Rider.

4. CDG HOST PROGRAM PROVISIONS

The CDG Host shall:

a. Comply with any and all requirements of the Public Service Commission and with the Company's electricity rate schedule, RG&E P.S.C. No. 19 that may be amended from time to time.

b. Provide consistent and fair treatment to customers.

c. 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.

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[3] Case 15-E-0082 – Proceeding on Motion of the Commission as to the Policies, Requirements and Conditions for Implementing a Company Net Metering Program
[4] Case 15-M-0180 - In the Matter of Regulation and Oversight of Distributed Energy Resource Providers and Products

d. Direct the customer to contact the Company at 1.800.743.2110 if an inquiry is specific to utility service.

e. 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").

f. 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.

g. 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 in accordance with the Data Exchange Protocols outlined in Appendix C.

h. 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.

i. Certify it has entered into a written contract with a customer upon submitting CDG Allocation Requests on behalf of such customer.

j. Be a non-residential customer with a Net-Metered Generation Facility under Public Service Law 66-j or 66-l.

k. 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.

l. Certify they can satisfy the obligations assumed with respect to their CDG Satellites.

m. 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.

n. 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:
a. Complete and submit the Standard Interconnection Requirements document to the Company via distributedgenerationadmin@iberdrolausa.com.
b. After submitting an application for Distributed Generation, the applicant will receive a project file number.
c. 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 RGE_CDG@rge.com:

    a. CDG Procedural Requirements
    b. CDG Host Information Form (Appendix A)
    c. CDG Host Certification (Appendix B)
    d. CDG Data Exchange Protocols (Appendix C)
    e. Agent Authorization Form (Appendix D) as applicable.

Once the required documents have been submitted to RGE_CDG@rge.com, CDG Host will receive an email that includes the Data Security Rider and Confidentiality Agreement. After the host reviews the data security rider, it should be signed and emailed to 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 (Historical and Initial/Subsequent/Annual 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 RGE_CDG@rge.com. Requests shall be submitted to same email.

The Company will confirm via email acceptance or denial of each request within 10 business days, or other timeframe that is mutually agreeable, upon receipt of each data request.

Sample spreadsheets and required spreadsheet file naming conventions for Historical Consumption, Initial Allocation, Subsequent Allocation, and Annual 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. Annual Allocation Request
    E. Satellite Account Closure and Notification

A. Historical Consumption Request

    i. Data will be returned for all valid account numbers requested and include up to 12-months of usage when available.

    ii. Invalid account numbers submitted will be identified with the appropriate error message as outlined in Appendix C.

B. Initial Allocation Requests

    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 60 days after receipt of such request or effective date of interconnection.

        b. Allocations shall apply to both Current and Prior Excess Generation for the Host bill period.

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 RG&E electric service under RG&E P.S.C. No. 19.

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.

vi.   The CDG Host may not request an allocation for an account that is a net metered customer-generator or a Remote Net Metered Host or Satellite Account or taking Standby Service under 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.   Accepted allocation requests for CDG Hosts with an account read bi-monthly will be moved from monthly to bi-monthly billing.

x.   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.

xi.   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 60 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.

   e.   For bi-monthly billed CDG Host Accounts, allocation requests should be submitted bi-monthly, and must be received by the Company no less than 30 days before the CDG Host Account's bi-monthly bill date.

D. Annual Allocation Requests

All excess credits must be distributed by the CDG Host's Anniversary month; credits cannot be carried forward for distribution in a subsequent annual period and shall be forfeited.

The CDG Host may choose to submit a one-time annual allocation request to fully distribute 100% of the credits to its members.

   i.   The CDG Host may furnish to the Company an Annual Allocation request no less than 15 days prior to the CDG Host's bill period starting in the Anniversary Month. An accepted allocation is effective for a one-time allocation only and supersedes any other allocation requests for the Anniversary month bill period. The annual allocation shall apply to both Current and Prior Excess Generation for the CDG Host Anniversary month bill period.

      a.   The most recent Allocation Request in effect prior to the Annual Allocation Request will continue to be applied to all on-going allocations unless a new Subsequent Allocation request is submitted.

If an Annual Allocation Request is not received, allocations will be made in accordance to the allocation request in effect. Any excess allocated to the CDG Host will be forfeited.

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 credits after application to the Satellite Account's final bill cannot be transferred and shall be forfeited.

   iii.   Satellite Account closures will be communicated via email with an attached password protected Excel Spreadsheet as outlined in Appendix C.

6. CONFIDENTIAL INFORMATION AND DATA SECURITY REQUIREMENTS

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

Appendices

Appendix A - CDG Host Information Form

Please email all inquiries and documents pertaining to CDG to 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: _____

RGE 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 RG&E P.S.C. No. 19 schedule 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 the 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 CDG 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 RG&E on an annual basis.

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:

RGE: RGE CDG@rge.com
CDG Host: _____

Historical Consumption Request

File Format:
The CDG Host shall request historical consumption using the following form:
   a. NYSEG_RG&E CNM Historical Usage Request Form.xlsx

Inbound File:
The CDG Host shall submit Historical Consumption Requests to the Company pursuant to Section 6 above.

File Naming Convention:
The CDG Host shall submit historical usage requests using the following nomenclature:
Host ID _Cons Req_YYYYMMDD.xlsx. [5]

Example Request:

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[5] 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.

SECTION III - Historical Usage Request Information				
ID	Account Number [10 digits]	Account Service Address	Account Service City	Account Service Zip
1	XXXXXXXXXX	123 Bruce Ln	Binghamton	13901
2				
3				
4				
5				
6				
7				
8				
9			-	
10				
11				

Outbound File:

The Company shall complete the Historical Request Outbound section of the Historical Usage Request. Completed requests shall be provided to the CDG Host pursuant to Section 6.

File Naming Convention:

The Company shall provide historical consumption information using the following nomenclature: Host ID _Cons Info YYYYMMDD.xlsx[6]
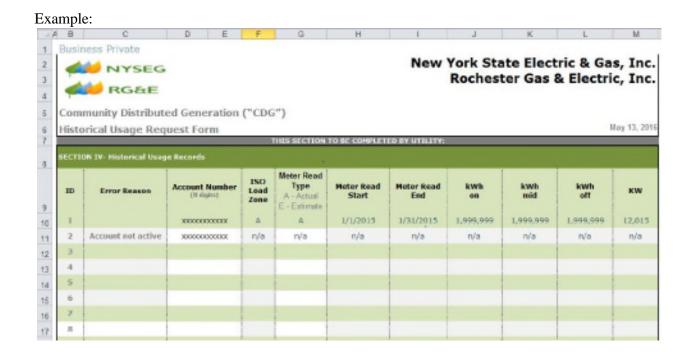
Validation:

As described in Section 6 paragraph A, the Company shall provide error messages for invalid account numbers.

Validation errors may include:
    a. "Account not active electric"
    b. "Account not found"
    c. "Account not eligible"

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[6] 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.

Example:

Initial, Subsequent and Annual Allocation Requests

File Format:
The CDG Host shall request initial and subsequent allocations using the following form:
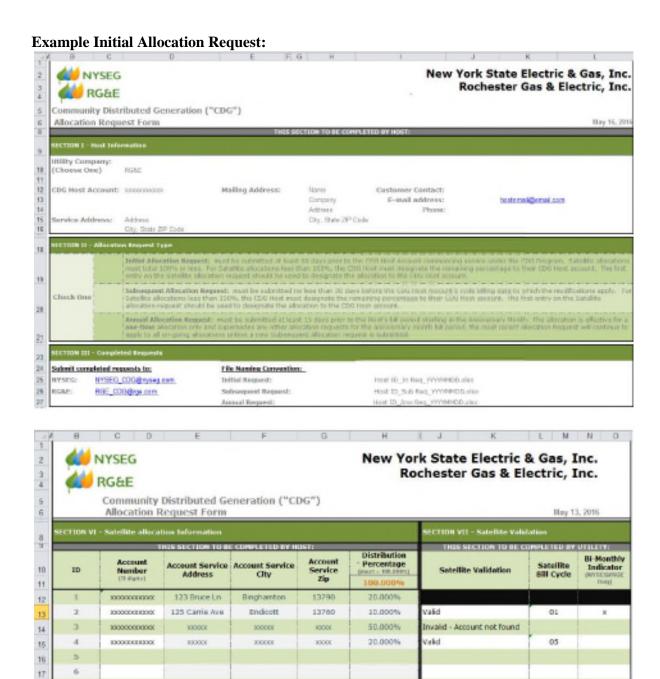   a. NYSEG_RG&E CNM Allocation Request Form.xlsx

Inbound File:
The CDG Host shall submit Allocation Requests to the Company pursuant to Section 6 above.

File Naming Conventions:
The CDG Host shall submit allocation requests using the applicable nomenclature:
    a.   Initial Request: Host ID_In Req_YYYYMMDD.xlsx[7]
    b.   Subsequent Request: Host ID_Sub Req_YYYYMMSS.xlsx
    c.   Annual Request: Host ID_Ann Req_YYYYMMDD.xlsx

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[7] 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.

Example Initial Allocation Request:

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 6.

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[8]
   b. Subsequent Request: Host ID _999 _Sub Req_Accept_YYYYMMDD.xlsx
   c. Annual Request: Host ID _999 _Ann 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. Annual Request: Host ID _999 _Ann Req_Reject_YYYYMMDD.xlsx

Validation:
As described in Section 6 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.
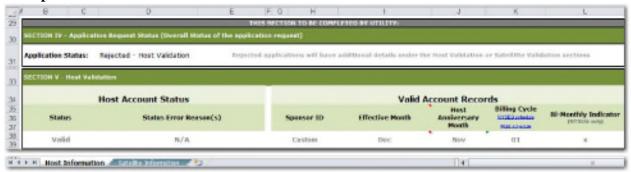
      Rejected files will include rejection reason codes, for example:
         a. Rejected – Host Validation
               i.   "Account not active"
               ii.   "Account not found"
               iii. "Account not eligible"
               iv.   "Allocation not equal to 100%"

         b. Rejected – Satellite Validation
               i.   "Invalid – Account not active"
               ii.   "Invalid – Account not found"
               iii. "Invalid – Account not eligible"
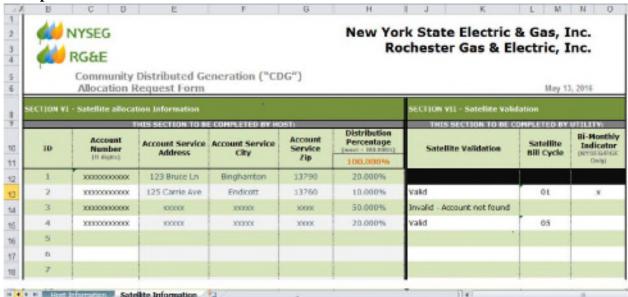   iv.   "Invalid – Zone mismatch"

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[8] 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.

Example Host Validation:

Example Satellite Validation:

Account Closure and Account Number Changes

File Format:
The Company shall provide the CDG Host Satellite account closure and/or Satellite account number changes using the following form:

    a. NYSEG_RGE Account Closures and Changes.xlsx

File Naming Convention:
The Company shall use the following nomenclature:

    a. Host ID_ Acct CloseChange_YYYYMMDD.xlsx

Example Account Closure and Account Number Changes

NYSEG
RG&E

New York State Electric & Gas, Inc.
Rochester Gas & Electric, Inc.

Community Distributed Generation ("CDG")
Account closure and changes

August 30, 2016

	SECTION I - Account Closures			SECTION II - Account Changes		
THIS SECTION TO BE COMPLETED BY UTILITY:				THIS SECTION TO BE COMPLETED BY UTILITY:		
ID	Satellite Account Number (11 digits)	Move out Date		Previous Account Number (11 digits)	New Account Number (11 digits)	Effective Date
1	xxxxxxxxxxx	mm/dd/yyyy		xxxxxxxxxxx	xxxxxxxxxxx	mm/dd/yyyy
2						
3						
4						

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_____
        Signature of Host