

# Chapter 3

## Community Supply Project Handbook

### DEVELOPER REQUIREMENTS AND GENERATION APPROVAL PROCESS

This chapter describes the key functionalities and views that a developer will use to setup and manage their projects in the CS Developer Portal. Information regarding set up requirements, enrolling a CS Project and data transmission is provided. In addition, steps are provided on how a developer can navigate the CS Developer Portal to view their projects and the CS Beneficiary customers associated with the CS Project.

### COMMUNITY SOLAR NEW PROJECT APPLICATION PROCESS

A developer is required to submit a Community Solar New Project Application to initiate setup of the CS Project in the Community Solar Portal (CSP). Registration of the CS Project is necessary to establish the electronic communication with ComEd.

Please read through the Community Solar New Project Application so you are prepared to complete and submit your application. The application cannot be saved and completed later, so you will need to enter in all information and submit. Information you will need to provide includes:

- Name, Address, and Phone Number of the Company that owns the Community Supply Facility (CS Facility).
- Name, phone number and email address for ComEd's primary point of contact (POC) for this CS Facility.
- Same information as above for any Subscriber Organizations that will be authorized to access the facility to view and manage subscribers.
- Contact information for individuals that will be able to assist with questions about billing, credits, and promotional information about your facility.
- Details about the Community Solar project, including the name and address of the facility, the ComEd account number and meter number, interconnection project ID#, the project's nameplate capacity, and the anticipated annual generation amount in kWh (AC).
- Tell us whether you plan to enroll subscribers in the form of a kW allocation or in the form of a percentage allocation.
- Be prepared to let us know if you have received your Qualifying Facility Certification or, if your project is under 1 MW, let us know if it has been self-certified with FERC.
- Let us know whether your facility is a Type A, Type B or Type C Community Supply facility.

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Finally, be prepared to certify that you have read, understand, and agree to the terms and conditions at the bottom of the application, and confirm that all information provided in the application is complete and true. Then, submit your application. ComEd will respond to the Developer within two working days after receiving the application form.

Notification of a completed application form is submitted directly to [CSPD@comed.com](mailto:CSPD@comed.com). When ComEd receives the notification of a completed CS Project Application form, the process of certifying with ComEd as a CS Project begins. At this point, ComEd assigns the CS Project an Account Manager (A/M). The Account Manager serves as the CS Project Developer's primary point of contact with ComEd. The CS Project Developer will work with their ComEd assigned Account Manager (A/M) to setup the CS Project in the Developer Portal.

If you DO NOT have an existing MyAccount it is recommended to log into Create a Community Solar MyAccount and create a community solar portal My Account ID. This will allow you to directly connect to the CSP lading page when you are logging in. Click here to access the [www.comed.com/csprojectresources](http://www.comed.com/csprojectresources) page and go to Getting Started in the Portal section and then Step 1 - Access the Portal and click Register.

To register a CS Project with ComEd, the CS Project Developer must complete the following additional activities:

- ❖ Establish an electric service account for the CS Project (done during the interconnection process)
- ❖ Submit a CS Project Application
- ❖ Be current with all payments to ComEd
- ❖ Set up a MyAccount on ComEd.com
- ❖ Submit appropriate election forms, if applicable, with ComEd

### ❖ **Establish an electric service account for the CS Project**

The CS Project Developer must establish a ComEd retail electric service account for the CS Project. This account can be established while working with ComEd on the interconnection of the CS Project (see Chapter 2). The account number assigned to the CS Project by ComEd is necessary for establishing the CS Project in the CS Developer Portal.

### ❖ **Be Current with All Payments to ComEd**

Each CS Project Developer must be up to date on all payments to ComEd. These payments may be for the purchase of any other product or service provided by ComEd, or other receivables owed to ComEd.

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### ❖ Set up of a MyAccount on ComEd.com

If you DO NOT have an existing MyAccount it is recommended to log into Create a Community Solar MyAccount and create a community solar portal My Account ID. This will allow you to directly connect to the CSP lading page when you are logging in. Click here to access the Community Solar Resource page – getting starting in the CSP

<https://www.comed.com/SmartEnergy/MyGreenPowerConnection/Pages/GettingStartedinthePortal.aspx> page and go to Getting Started in the Portal section and then Step 1 - Access the Portal and click Register button. You can access the job aid for this process here [CreateANewCSPMyAccountRegistration.pdf \(comed.com\)](#).

### ❖ Enter appropriate contracts and election forms, if applicable, with ComEd

The CS Project Developer must submit QF certification and sign a Rider POG election form. The Rider POG election form requires the CS Project Developer to select from the following service options:

- Option E – Gross Output of the Generating Facility - allocates the “gross” generation to be available for distribution among the CS Beneficiary’s. This type of installation usually requires a second separate account with ComEd where the auxiliary loads (e.g. building lighting, general service, HVAC, etc.) are billed independent of the generator account. Such auxiliary loads are not “netted” from the production of the generator under this option.
- Option F – Net Output of the Generating Facility - allocates the “net” generation to be available for distribution among the CS Beneficiary’s. This type of installation can be done with a single meter installation where the auxiliary loads noted above will be netted from the generator output prior to establishing the amount of generation available for allocation to CS Subscriber/Beneficiary’s.

#### Compensation – Fixed or Zonal LMP compensation

The CS Project Developer selects the method of compensation for any excess generation that is unsubscribed. Under the Compensation section of Rider POG, the Developer can elect compensation under the fixed price or variable price. The fixed price compensation amount is filed a effective starting June 1<sup>st</sup> annually. The variable price compensation is based on the ComEd zonal LMP price, which changes hourly based on market rates.

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### Developer Prerequisites

A CS Project Developer must have established a non-residential service account with ComEd for the CS Project. See below for more details about establishing the CS Project account.

### CS Project Retail Service Options

CS Project Developers have a few different options for establishing electric service for the CS Project. The CS Project must be setup as a retail customer account, by calling the New Business Department at 1-866-NEW-ELEC. The CS Project Developer can establish the rate any auxiliary usage will be billed under one of the following options;

- ❖ Rate BES – Basic Electric Service, ComEd supply service available to retail customers that utilize less than 100 kW
- ❖ Rate RDS – Retail Delivery Service, Retail Electric Supplier (RES) service available to all retail customers

Applicable Riders associated with CS Projects include the following.

- Rider POGCS – Parallel Operation of Retail Customer Generating Facilities Community Supply – describes the terms and conditions under which owners or operators of CS Projects may participate in Community Supply.
- Rider POG - Parallel Operation of Retail Customer Generating Facilities – applicable to qualifying facilities (QF's) operating generation in parallel with ComEd.

NOTE: CS Projects receiving compensation under Rider POG for excess energy sold back to ComEd must be certified by the Federal Energy Regulatory Commission (FERC) as a Qualifying Facility (QF). A Qualifying Facility is defined as follows.

The Public Utility Regulatory Policies Act of 1978 (PURPA) defines a Qualifying Facility. There are two types of Qualifying Facilities, (1) Small Power Production Facility, and (2) Cogeneration Facility. Most CS Projects will be covered under the provisions of a Small Power Production Facility. The requirements for certification as a QF under the Small Power Production Facility are as follow:

- a. Size of the facility
  - i. A generating facility of 80 MW or less
    1. Power production capacity, together with power production capacity of any other facility that uses the same energy resource, are owned by the same person(s) or its affiliates, and are located at the same site

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- a. Facilities are located at the same site if they are located within one mile
- b. Fuel use
  - i. Primary source of energy is.
    1. Renewable (Hydro, wind or solar)
    2. Biomass (must be 50% or more biomass based on energy content)
    3. Waste
    4. Geothermal resources
    5. Or any combination thereof, and 75% of the total energy input must be from these sources
  - ii. Use of oil, natural gas and coal by a facility is limited to the minimum amounts of fuel required for ignition, startup, testing, flame stabilization, and control uses and the minimum amount necessary to prevent unanticipated equipment outages. Such fuel use may not exceed 25% of the total energy input of the facility during a 12-month period

A CS Project can obtain Qualifying Facility status by one of the following methods.

- c. File for self-certification with FERC
  - i. Complete Form 556 and file the form with FERC
  - ii. Serve a copy of the filing on the:
    1. Electric utility with which the facility interconnects
    2. State regulatory authority
- d. File an application for FERC certification that has been granted
  - i. Must pay a fee
  - ii. Complete Form 556 and file with FERC
  - iii. Within 90 days receive FERC reply that application is deficient or an order granting or denying certification
  - iv. Serve a copy of the filing on the.
    1. Electric utility with which the facility interconnects
    2. State regulatory authority
- e. A facility with net power production of 1 MW or less is exempt from filing requirements

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### CS Project Generation Approval Process

Every month, when it is time for ComEd to reconcile the energy generated by your project and to allocate that capacity across CS subscribers/Beneficiary, a notification will display on both the Facility List and the Subscriber List within the portal to alert users that action is required to confirm generation for the facility.

The CS Project interval data will be shown for each half-hour interval. The data shown will be the half-hourly amount of generation available to be allocated to the CS Subscriber/Beneficiary's. Any excess generation that is unsubscribed will be allocated to the CS Project account under the provisions of Rider POG. The allocation of generation will be based on the Rider POG Option E or F and Compensation selections made by the CS Project Developer.

Additionally, an email will be distributed to all facility users letting them know that the person authorized to approve generation will need to confirm the interval meter data ComEd has collected for that month. Since the email and the alerts will be presented to all users of the facility, it will be important to ensure that everyone is aware which of the users is responsible for confirming generation. (We recommend that a primary and backup be identified since this is such a critical and timely task that needs to be completed to ensure subscribers don't miss out on their credits.)

During the review of the projects monthly generation, the Developer can make changes to the interval data, if the intervals are not correct or are missing. **NOTE: The CS Project Developer MUST provide Confirmation to ComEd through the Portal by 3 PM the day following the billing date of the CS Project account. Failure to provide such confirmation will delay the billing of the CS Project account as well as any CS Subscriber/Beneficiary accounts that are ready-to-bill.** Once ComEd receives the confirmation the amounts allocated to each of the CS Subscriber/Beneficiary's will be posted to the CS Subscriber/Beneficiary's account. The CS Subscriber/Beneficiary's account will bill on it's normal bill date and will include the kWh credits that were allocated to the account for the period determined by the CS Project account. that were allocated to the account for the period determined by the CS Project account. Click here for the generation approval process job aid [Community Supply Job Aids | ComEd - An Exelon Company](#)

<b>Billing 1</b>	
Facility ID: 7101	Status: Activated
Facility Meter #: 230128058	
<hr/>	
<b>Action Required: Confirm Facility's Generation by 10/31/2019 at 3:00 PM CT.</b>	
<hr/>	
<b>Subscribers</b>	<b>Capacity Allocated</b>
9	53.62%

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