RPS Online Training Manual

Version June_19.1

This Training Manual will be updated on a periodic basis. Please refer to the most current version available through the RPS Online System.

1 Introduction

Established in 2002, California's Renewables Portfolio Standard (RPS) is one of the most ambitious renewable energy policies in the nation. Enacted by Senate Bill 1078 (Sher, Chapter 516, Statutes of 2002) with bipartisan support, and accelerated and expanded by subsequent legislation, California's RPS establishes increasingly progressive renewable energy procurement targets for the state's load-serving entities, requiring both retail sellers and local publicly owned electric utilities to increase their procurement of eligible renewable energy resources to 50 percent of retail sales by 2030.

California's RPS is administered by the California Energy Commission (Energy Commission) and the California Public Utilities Commission (CPUC). The Energy Commission is responsible for certifying RPS-eligible renewable energy resources, developing a tracking system to verify renewable energy procurement for all program participants, and overseeing compliance of the local publicly owned electric utilities.

The *Renewables Portfolio Standard Eligibility Guidebook (RPS Eligibility Guidebook)* was adopted in 2004 laying the foundation for the RPS program and providing the eligibility, application process, and reporting requirements. Beginning with the adoption of *the RPS Eligibility Guidebook, Ninth Edition*, program participants will use the RPS Online System to submit certification applications, generation reports, and verification reports, as well as conduct other RPS related business. The Energy Commission developed the RPS Online System to streamline the process to certify facilities, report generation, and procurement information. The RPS Online System is accessed at https://rps.energy.ca.gov/. To assist RPS Online System users, staff created this Training Manual, which provides a quick reference guide to the RPS Online System's functionality to guide users through the processes to complete certification applications and verification data reporting.

1.1 Disclaimer

This Training Manual is for information purposes only. This Training Manual shall be used solely to assist users in how to access and use the RPS Online System and may be amended from time to time by the Energy Commission. Please ensure you are using the most up to date version of the Training Manual available to users.

This Training Manual is not intended to change or create RPS program requirements. RPS program requirements can be found in the Public Utilities Code, Public Resources Code, and other related statutes; Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations) which are set forth in Title 20, California Code of Regulations, sections 1240 and 3200-3208; the *Renewables Portfolio Standard Eligibility Guidebook;* and other laws, regulations, and guidance documents as may be amended from time to time (collectively, the RPS Program Requirements). If there is any conflict between the information presented in this Training Manual and the RPS Program Requirements, the RPS Program Requirements shall prevail.

Screenshot depictions in this Training Manual are for demonstration purposes only and may not reflect actual RPS Online System content. This Training Manual, including screenshot depictions, should not be substituted for information or instructions provided in the actual RPS Online System.

2 Accessing the RPS Online System

Organizations that participate in the RPS must use the RPS Online System to submit or amend facility certification applications or submit verification data. Each such organization must have an organization account in the RPS Online System.

In the RPS Online System, organizations are the account holders and Energy Commission staff will approve requests for organization accounts in the RPS Online System. Each account must initially have a user that is authorized by the organization to submit the account application. This user will initially by default be assigned the Account Holder System Admin role which allows that individual, on approval of the account, to add additional users and assign user roles. Users are not approved by Energy Commission staff, however, the RPS Online System will require each user to validate their email address.

Organizations that verified their data with Energy Commission Staff through Data Merge Forms prior to the launch of the RPS Online System will have an organization account already established and populated with information. Each of these accounts will have at least one Account Holder System Admin user associated with the account when the RPS Online System is launched. These individuals will be responsible for adding additional users to the organization account. New organizations that do not already have an RPS Online System account will follow the process described below to establish an organization account and associate the initial Account Holder System Admin to the account. Each organization account must have at least one user, and each account must have at least one user with the Account Holder System Admin role permission.

Users that are being added to an account **DO NOT** establish separate accounts in the RPS Online System. They will be added to an account by an Account Holder System Admin, verify their email and be provided with a temporary password that they will subsequently update to a permanent password for the system.
If you have any questions about initial access to the RPS Online System, please contact RPS staff by email at rpstrack@energy.ca.gov, or by phone at 916-653-6222.

3 RPS Online System Layout

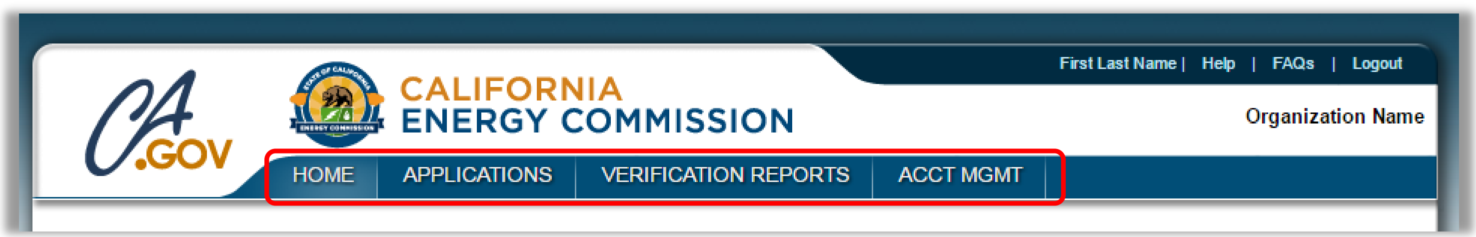
The RPS Online System provides RPS Program Participants with a secure system to provide and maintain their organization's RPS information for review by Energy Commission staff. Depending on the permissions granted to each user, the users representing organization account holders will be able to log in, view, and submit information for the organization's certification applications, verification reports, and organization's account details. To provide access, several menus and tabs direct users in the system. Each menu or tab will provide a path to access different portions of the RPS Online System for which the organization has granted an individual user permission.

3.1 User Information

When logged in, each user will see their name and associated organization they are logged in under in the upper right corner. A user may be associated to multiple organizations in the RPS Online System.

3.2 Menu

Authorized users can access different parts of the system using the global navigation menus, which are available on most pages. The menu displayed will vary depending on the role(s) assigned to each user and the permissions associated with each role. An individual may be granted multiple roles to provide access to a range of functionalities as described later in the Training Manual.



<u>Home:</u> Hover over the Home menu to select "Organization Home." Clicking this link will allow a user to navigate back to the logged in user's account home page.

<u>Applications:</u> Hover over the Applications menu to view and access different application types including applications for certification, precertification, amendments, aggregated facilities, certify a precertified facility, and Time Extension Requests.

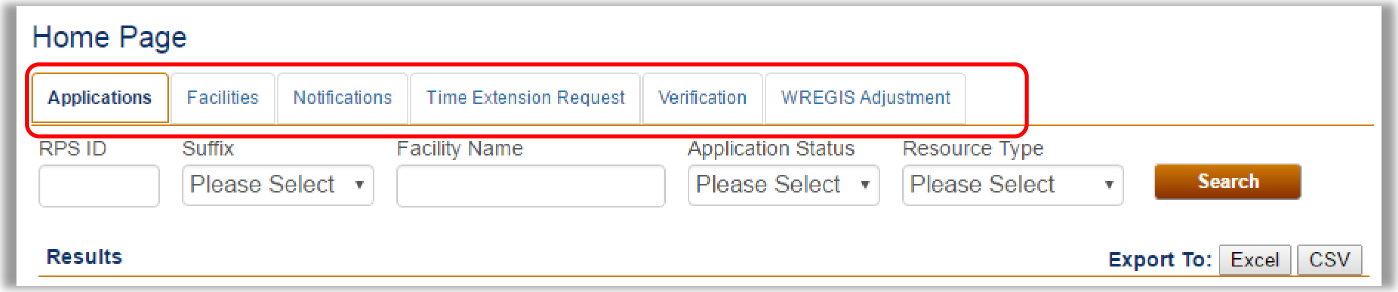
<u>Verification Reports:</u> Hover over the Verification Reports menu to view and access certain facility and load serving entity verification reports, including the Generation Report, a WREGIS Adjustment Request, and local publicly owned electric utility (POU) contracts.

<u>ACCT MGMT:</u> Hover over the Account Management (Acct Mgmt) menu to view information related to the currently logged in user's account including user's profile, organizations associated with the user, and details of the user's currently selected organization.

Depending on the user's role, some tabs may or may not show when logged in. This is detailed in section 4.1.1 below.

3.3 Tabs

There are several tabs within the system. Each tab will provide access to a particular area of functionality such as facility certification applications, system notifications, or verification reporting.



Applications: The Applications tab will show applications which have been submitted or are in progress by the user just below the “Results” section. If a facility does not appear in the Applications Tab, the facility is viewable in the Facilities Tab.

Facilities: The Facilities tab will show the list of facilities associated with the logged-in user’s organization. Additionally, the facilities locations will be display.

Notifications: The Notifications tab shows correspondence (i.e. email messages sent from RPS staff to the user). Notifications are exportable by clicking on either the Excel or CSV buttons. The notifications will be kept in the system as a record without expiring.

Time Extension Request: The Time Extension Request tab shows the status of applications for Time Extension Requests submitted by the user.

Verification: The verification tab includes annual reporting requirements for generators and load-serving entities, and verification results for claims submitted by load-serving entities.

WREGIS Adjustment: The WREGIS Adjustment tab includes WREGIS Adjustment Requests submitted by a load-serving entity, the RPS Verification staff acceptance or denial of the request, and the associated WREGIS Adjustment claims.

4 Organization Accounts and Users

When users hover over the Account Management (Acct Mgmt) menu, they will be able to select pages through which they can view and, depending on their role and permissions, update profile and organization information. Each link on the hover bar will allow users to take different actions including updating their user information, selecting between different organizations they have access to, and creating a new organization account. Users with the role of Account Holder System Admin will be able to update the organization information including the address, users within the account and the user roles.

<u>My Profile:</u> Users can view information about their profile. Selecting the My Profile option allows users to view their contact information, change their password, and secure access to their account by choosing security questions

<u>Select Organization:</u> Users can select an organization among the list of organizations they are affiliated with when they click on the Select Organization option.

<u>Organization and User Role Information:</u> Users with permissions can view information about their selected organization, see users within the organization, and update user roles for each user

<u>New Organization:</u> Users can create an additional organization account.

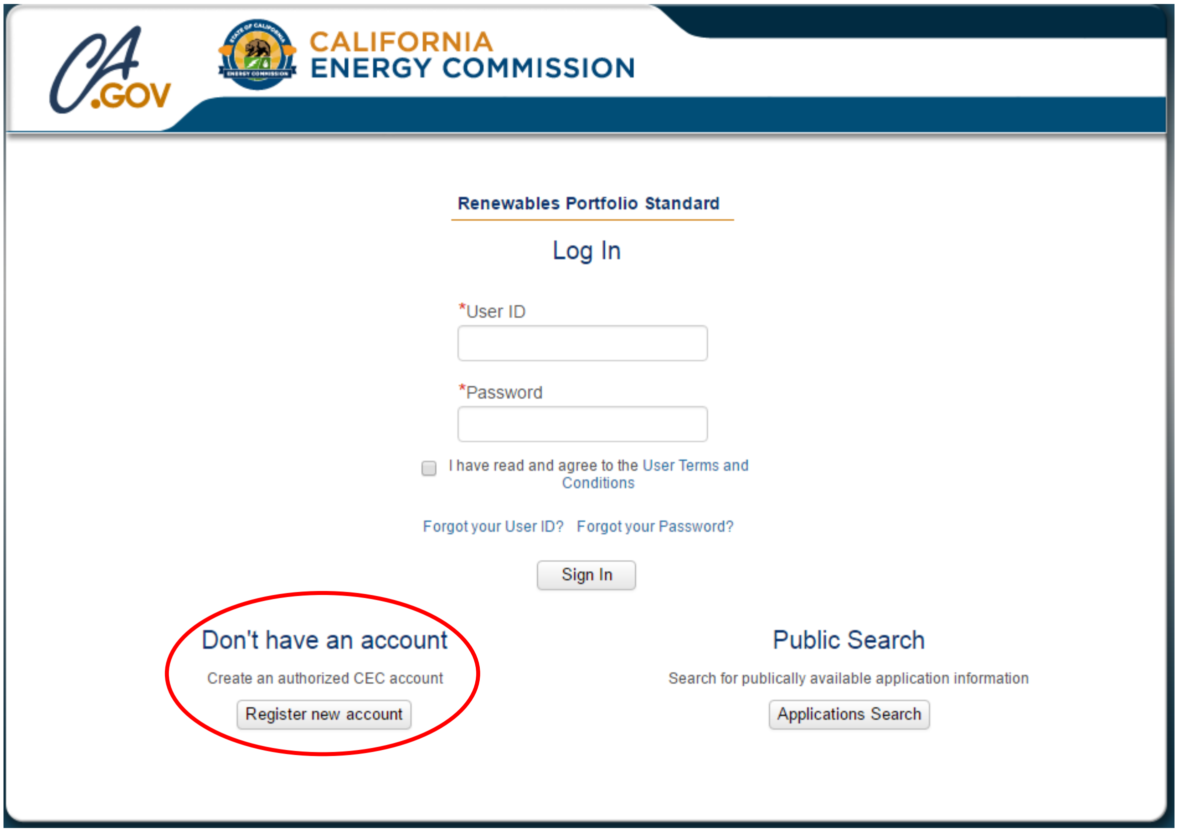
4.1 Organization Account Creation

Organizations that verified their data with Energy Commission Staff through Data Merge Forms prior to the launch of the RPS Online System will have an organization account already established and populated with confirmed information and should not establish a new account. New organizations that do not already have an RPS Online System account will follow the process described below to establish an organization account and associate the initial Account Holder System Admin to the account. Each organization account must have at least one user, and each account must have at least one user with the Account Holder System Admin role permission.

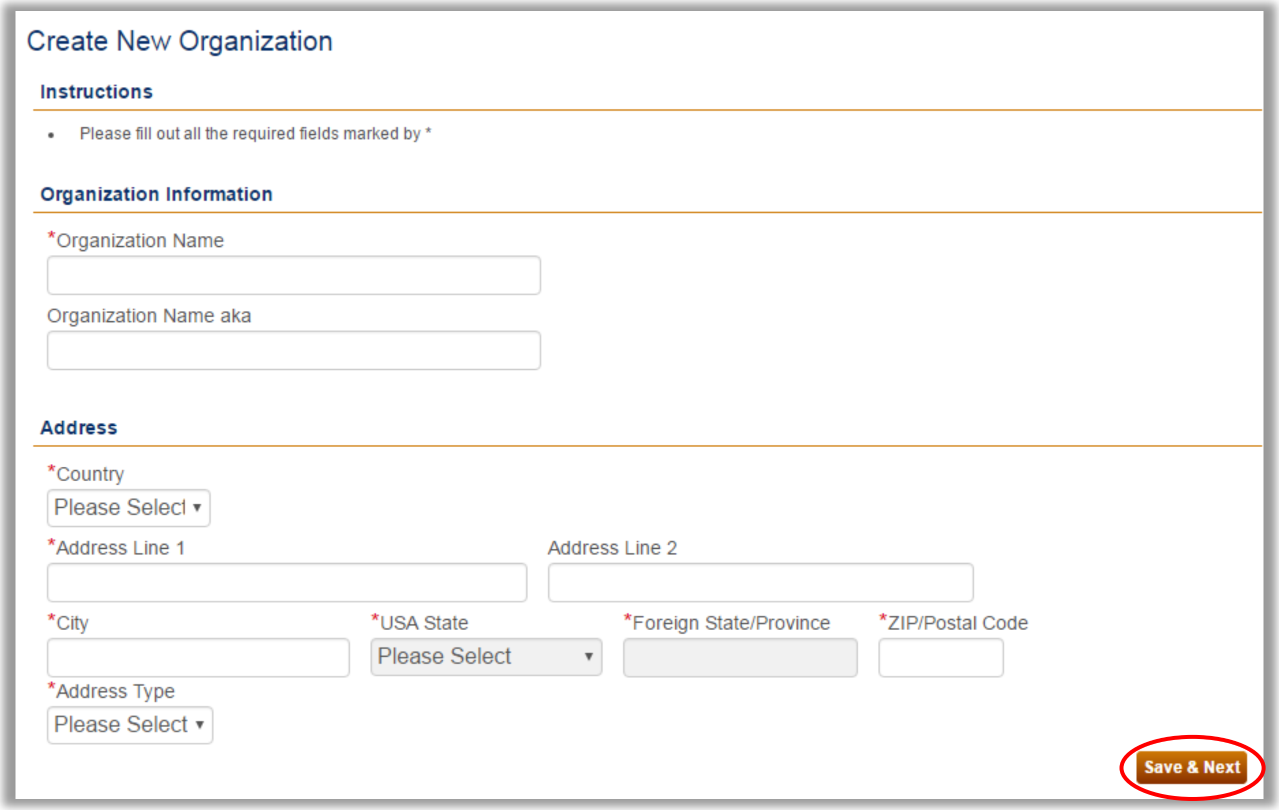
Users that are being added to an account DO NOT establish accounts in the RPS Online System. They will be added to an account by an Account Holder System Admin, verify their email and be provided with a temporary password that they will subsequently update to a permanent password for the system.

To create a new organization account, an authorized representative of the organization that will be the initial Account Holder System Admin in the organizations' account will follow the process below.

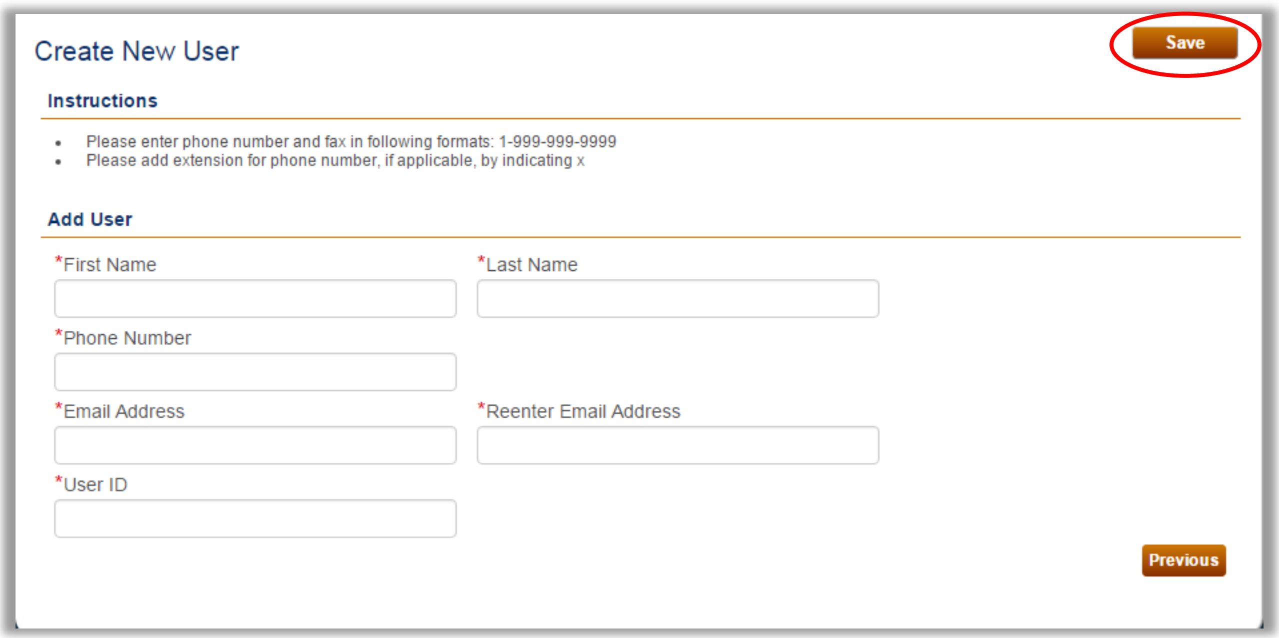
1. Click "Register new account" button located near the bottom left of the login screen



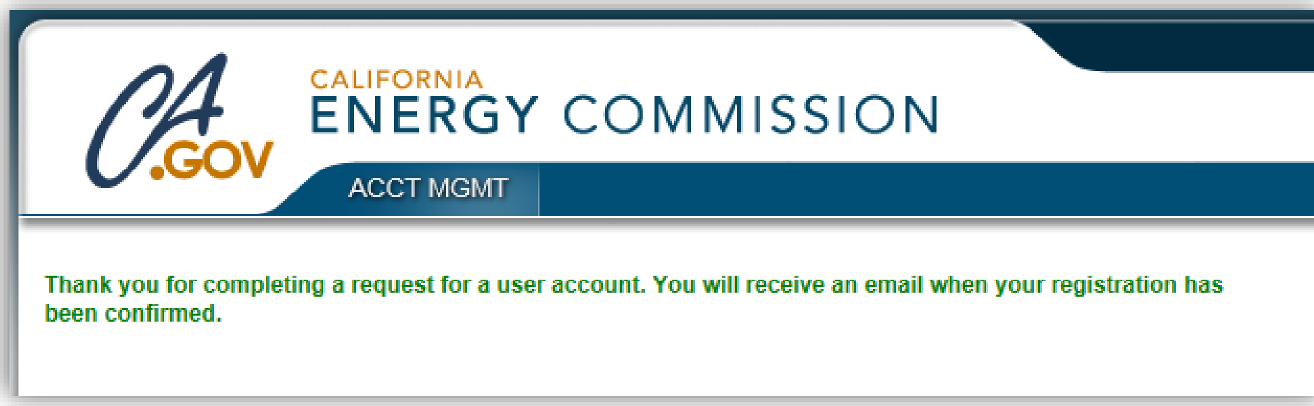
2. Input organization information including the name and address in the fields provided and click “Save & Next”. Note: Address type means user must identify if the address is a physical or mailing address or both.



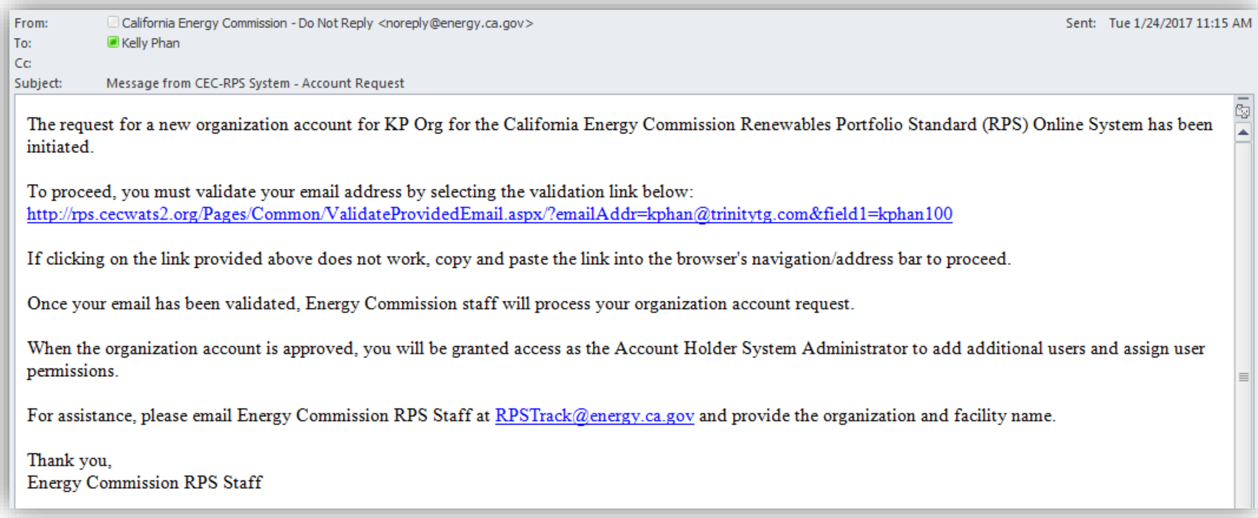
3. Enter user information in the fields provided, including a unique User ID. Read the instructions before entering information in the fields and click “Save” in the upper right corner of the screen



4. After clicking “Save,” the system will display the message below. You will receive an email that confirms your submittal of information and requests validation of the user email address.



5. Open the email sent from the RPS Online System and click on the link in the email to validate your email address. If clicking the link does not work, copy and paste the link into the browser’s address bar.



From: California Energy Commission - Do Not Reply <noreply@energy.ca.gov> Sent: Tue 1/24/2017 11:15 AM
To: Kelly Phan
Cc:
Subject: Message from CEC-RPS System - Account Request

The request for a new organization account for KP Org for the California Energy Commission Renewables Portfolio Standard (RPS) Online System has been initiated.

To proceed, you must validate your email address by selecting the validation link below:
http://rps.cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?emailAddr=kphan@trinitytg.com&field1=kphan100

If clicking on the link provided above does not work, copy and paste the link into the browser's navigation/address bar to proceed.

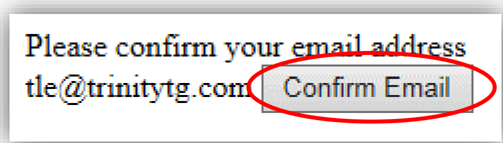
Once your email has been validated, Energy Commission staff will process your organization account request.

When the organization account is approved, you will be granted access as the Account Holder System Administrator to add additional users and assign user permissions.

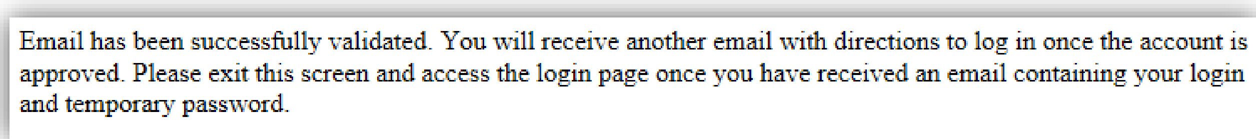
For assistance, please email Energy Commission RPS Staff at RPSTrack@energy.ca.gov and provide the organization and facility name.

Thank you,
Energy Commission RPS Staff

6. Click “Confirm Email.”

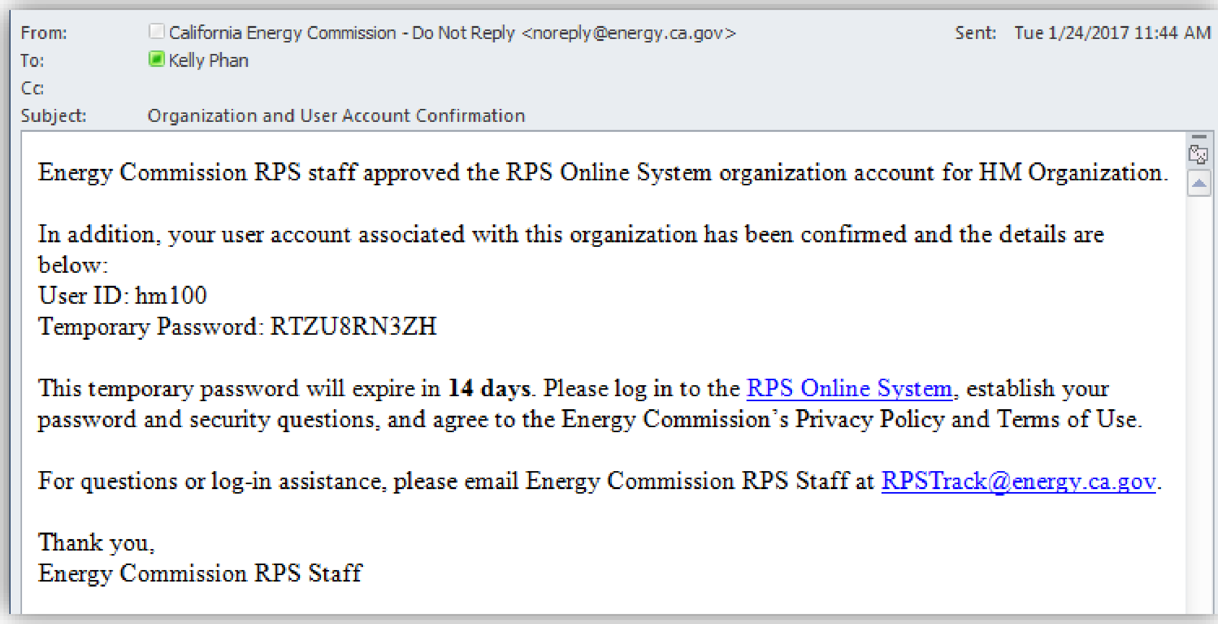


7. After confirming your email address a message will be displayed to inform the user that the email was successfully validated.



Once RPS staff has approved the organization account, the user will receive an email informing them that their account is active and they can now login to the system with their user ID and temporary password. To finish the account registration process, follow the process below.

1. Locate the Account Confirmation email received from the system and note your user ID and the temporary password.



From: California Energy Commission - Do Not Reply <noreply@energy.ca.gov> Sent: Tue 1/24/2017 11:44 AM
To: Kelly Phan
Cc:
Subject: Organization and User Account Confirmation

Energy Commission RPS staff approved the RPS Online System organization account for HM Organization.

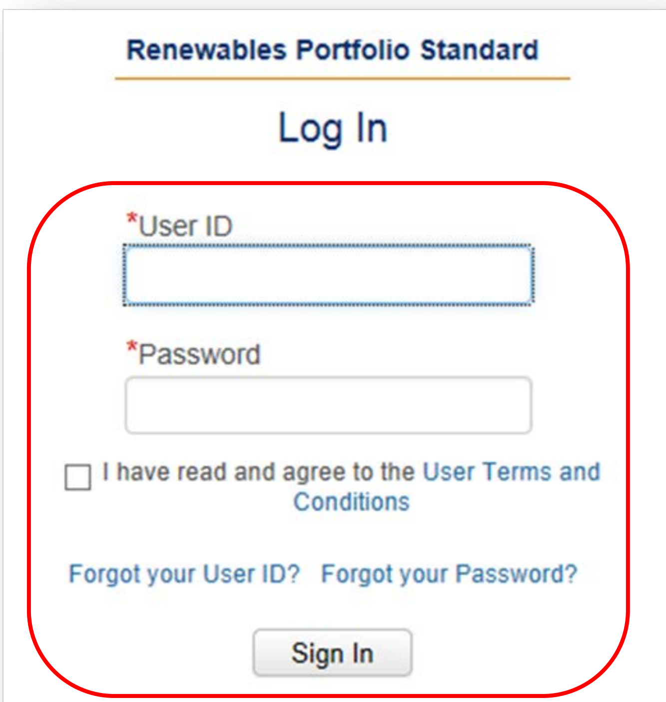
In addition, your user account associated with this organization has been confirmed and the details are below:
User ID: hm100
Temporary Password: RTZU8RN3ZH

This temporary password will expire in **14 days**. Please log in to the RPS Online System, establish your password and security questions, and agree to the Energy Commission's Privacy Policy and Terms of Use.

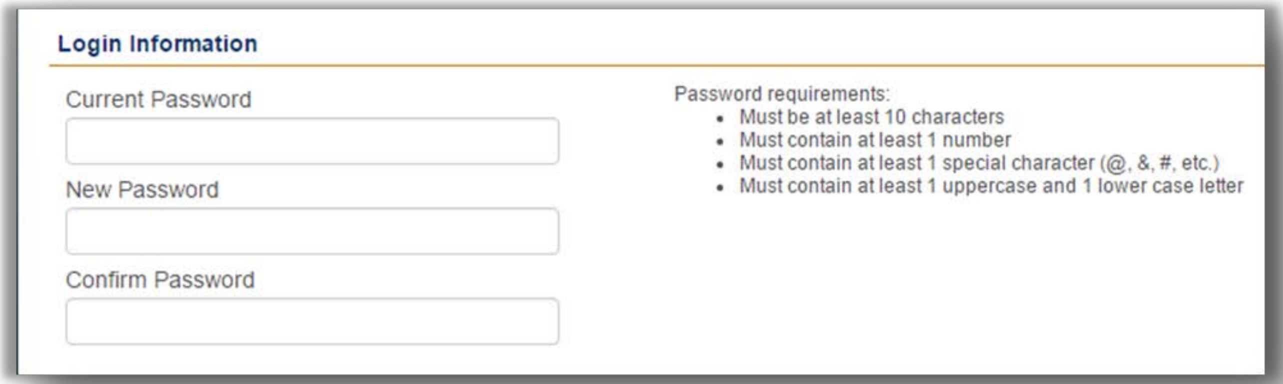
For questions or log-in assistance, please email Energy Commission RPS Staff at RPSTrack@energy.ca.gov.

Thank you,
Energy Commission RPS Staff

2. At the RPS login screen, enter your user ID, temporary password, check and agree to the "User Terms and Conditions" and then click on the "Sign In" button.

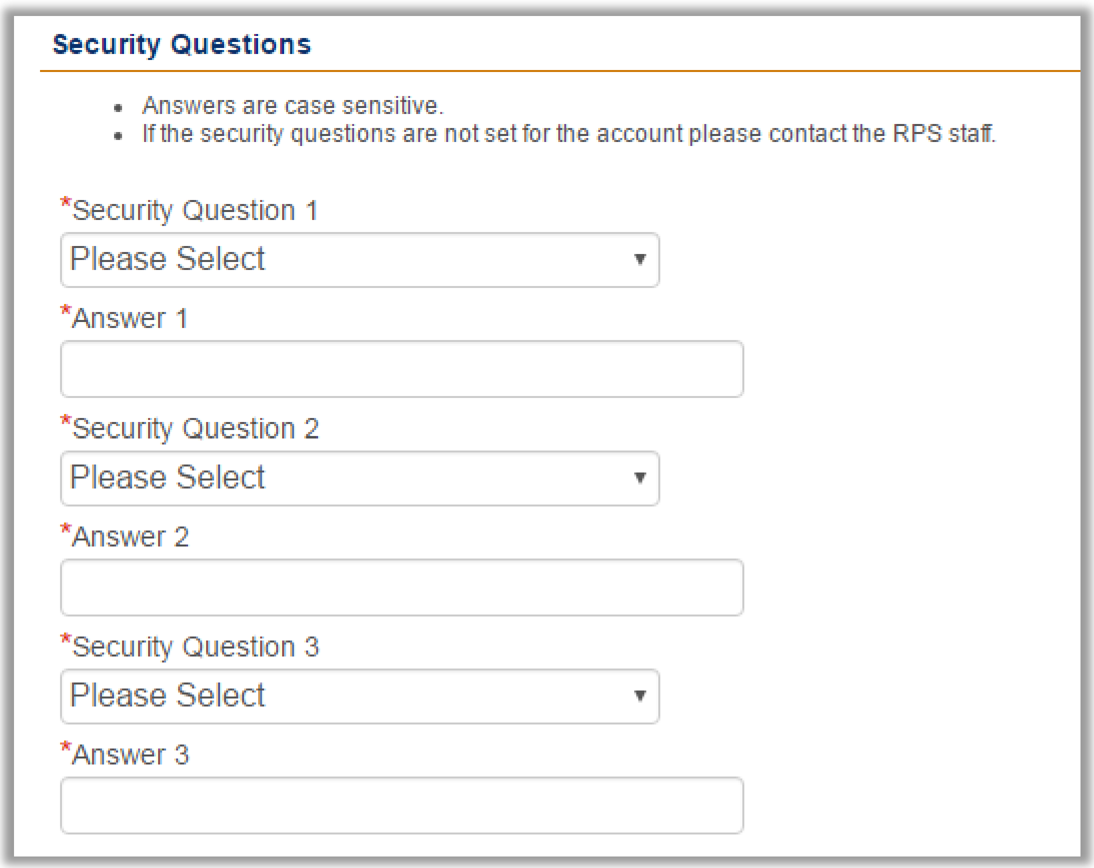


3. On the My Profile screen, enter the temporary password provided in the Account Confirmation email as well as a new password that meets the password requirements displayed on the screen.

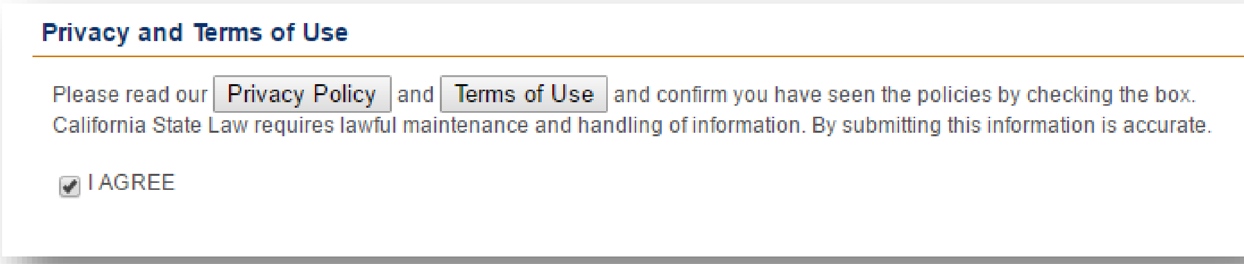


4. Select and answer three different security questions.

Note: Be sure to retain these answers as they will be used to retrieve your ID and password should you forget them.



5. Review the Privacy Policy and Terms of Use by clicking on their respective buttons. If you agree, check the box indicating agreement to the Privacy Policy and the Terms of Use.



6. Click "Save" in the top right corner of the screen.

After clicking "Save," a message will be displayed at the top of the screen notifying the user that the record was saved successfully.

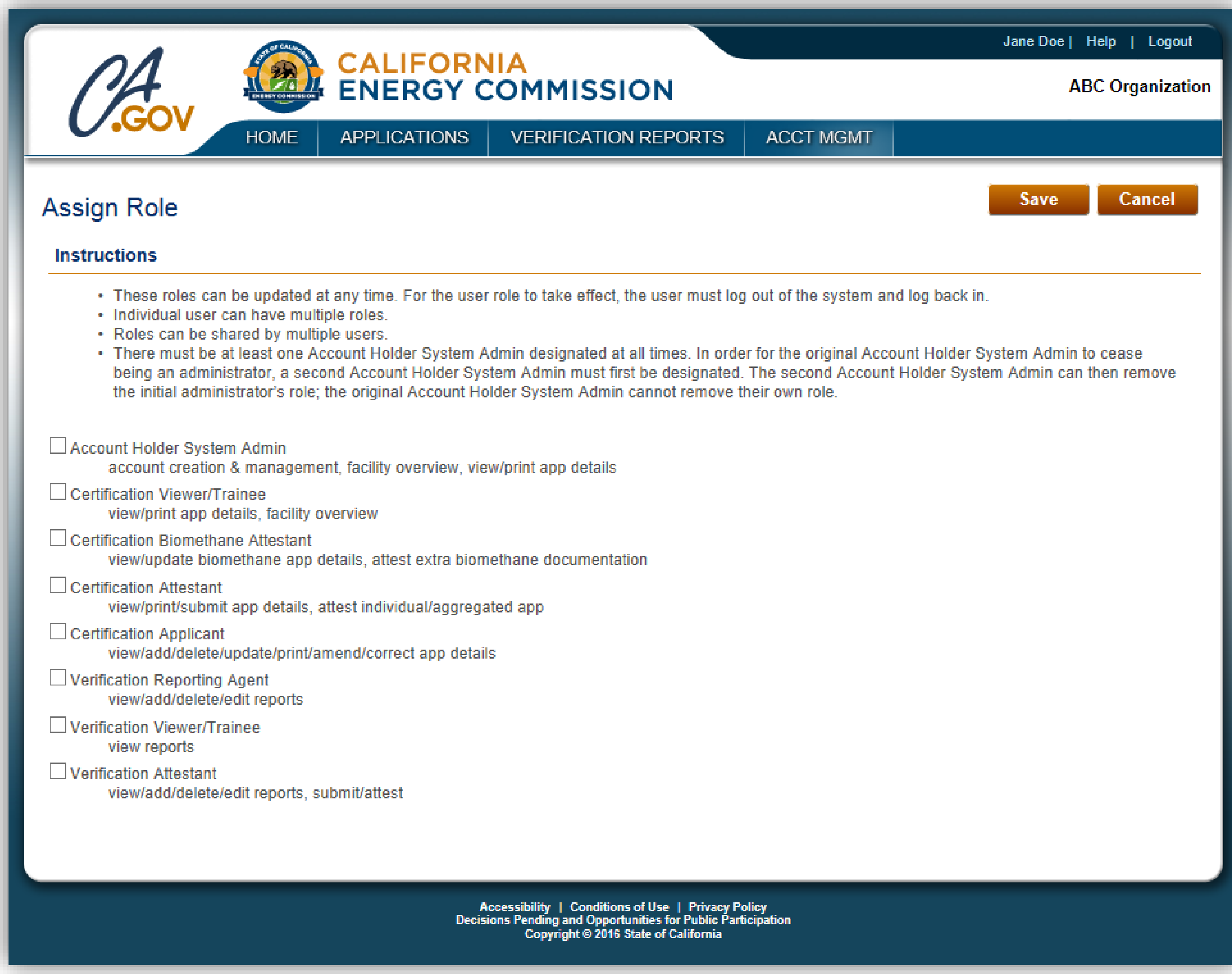
Upon initial organization account creation, the user is deemed the Account Holder System Admin (Administrator). The Administrator will not initially have the ability to create certification applications or submit verification reports. In order to be granted these permissions, the Administrator must assign the roles associated with these permissions.

In addition, a Certification Attestant must be assigned to a user role in order to submit an application.

To learn more about certification and verification roles, see section 4.1.1 of the training manual.

4.1.1 User Roles

Depending on the user's role, some menus or tabs may or may not show when logged in. For example, if an applicant is not given a verification agent role, the applicant will not see the "Verification Reports" menu.



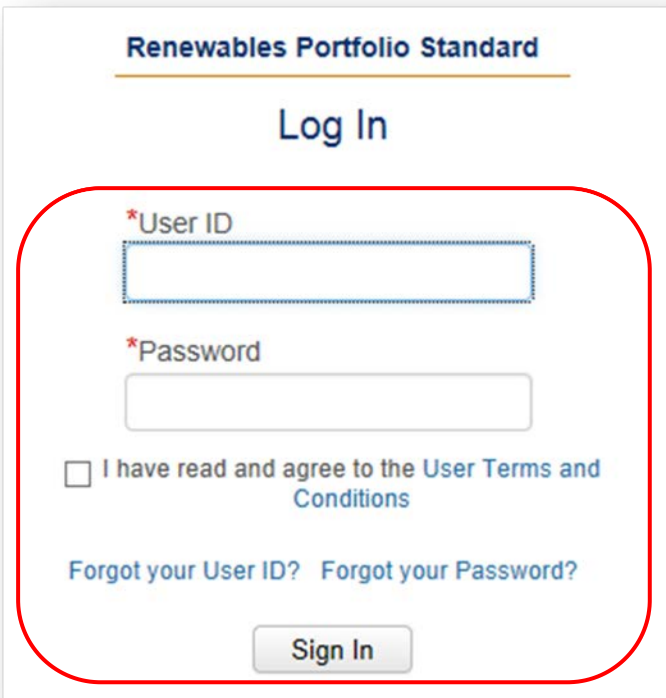
4.2 Account Management

The following section will provide information on how to add additional users to the organization account, reset the User ID and/or password, and edit your profile information.

4.2.1 Add New User to an Organization

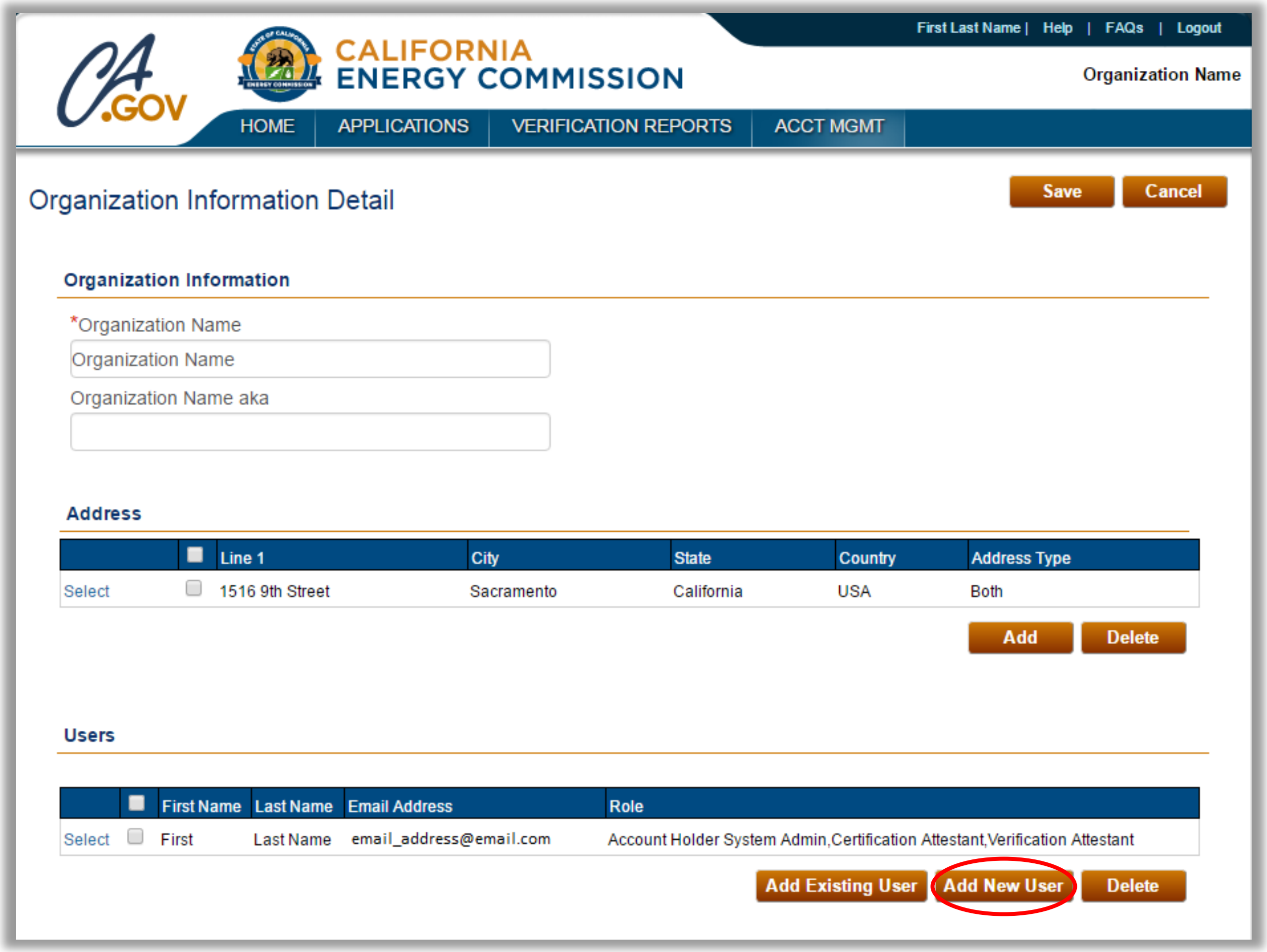
An Account Holder System Admin(s) is someone from an organization who will be designated as the main user in the organization account. Once the organization account has been created, only the Account Holder System Admin(s) for the organization account can add new users. To add a new user to an organization account, follow the steps below.

1. The Account System Holder Admin will log in to the online system by entering their user ID and password and agreeing to the "User Terms and Conditions."

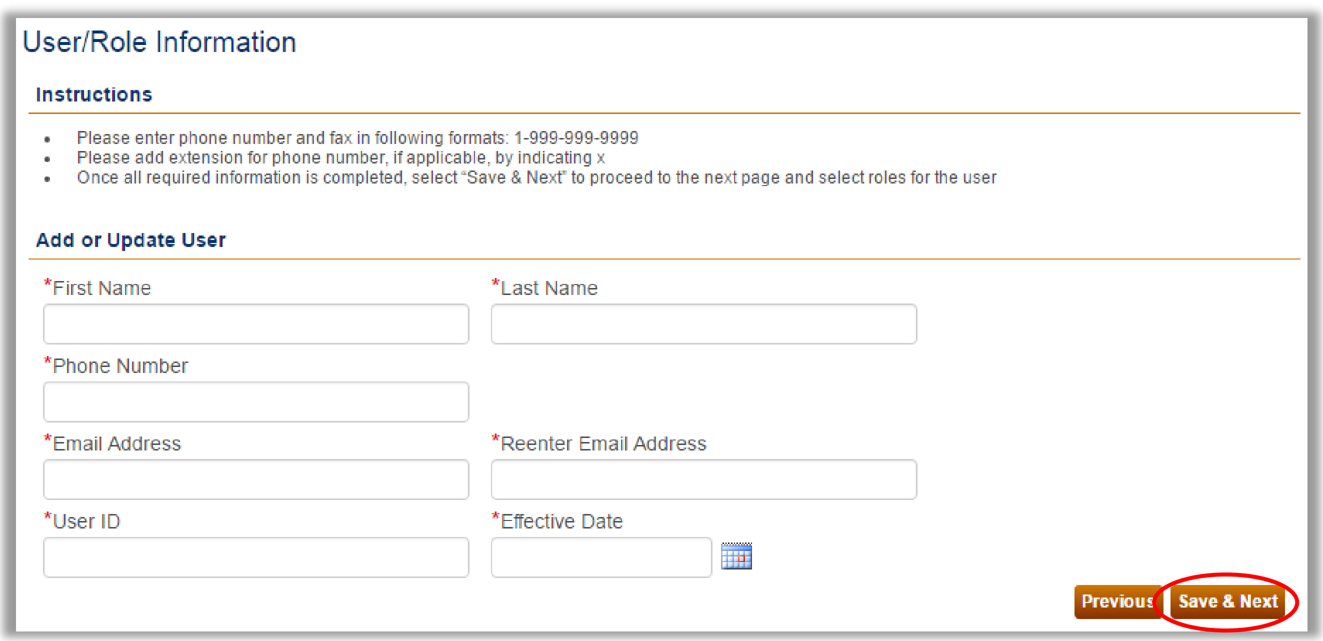


2. Hover over the "ACCT MGMT" menu at the top of the screen and click on the "Organization and User Role Information" link

3. Click “Add New User” on the Organization Information Detail screen.

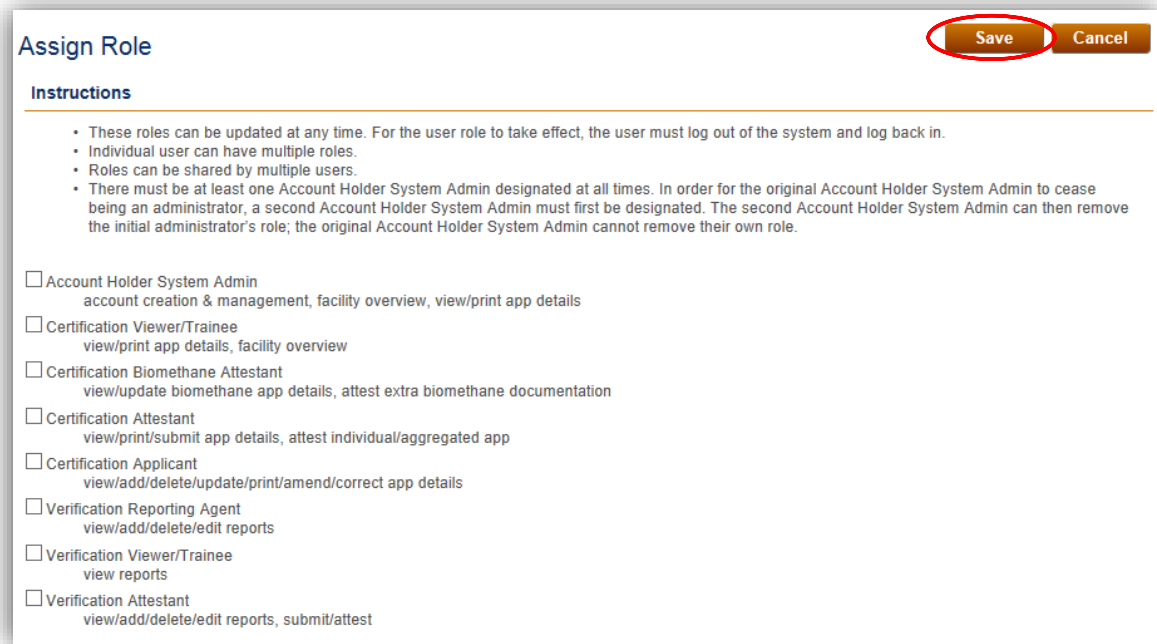


4. Enter the new user’s information in the provided fields and click “Save & Next”.

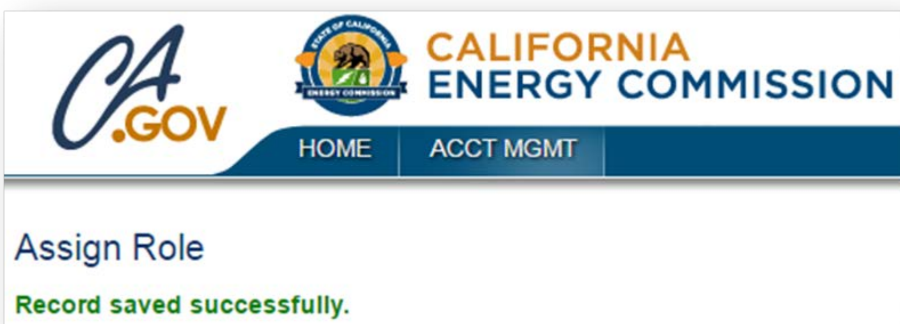


5. Select the new user's role from the list of available options and click "Save".

   Note: These roles can be updated at any time. For user roles to take effect, users must log out of the system and log back in.



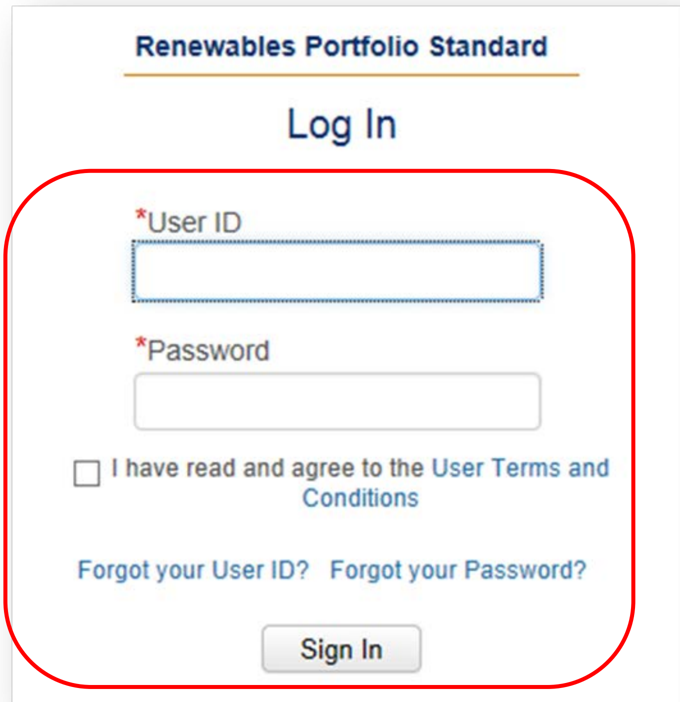
6. After clicking "Save," the system will display a message informing the user that the record was saved.



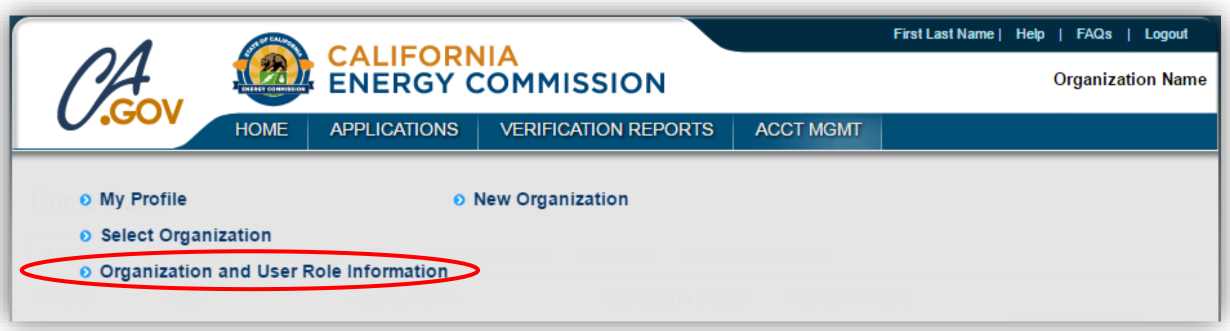
4.2.2 Add Existing User to an Organization

An Existing User is someone who already has a user account in the RPS Online system but not in your organization account. Once the organization account has been created, only the Account Holder System Admin(s) for the organization account can add existing users. To add an existing user to an organization account, follow the steps below.

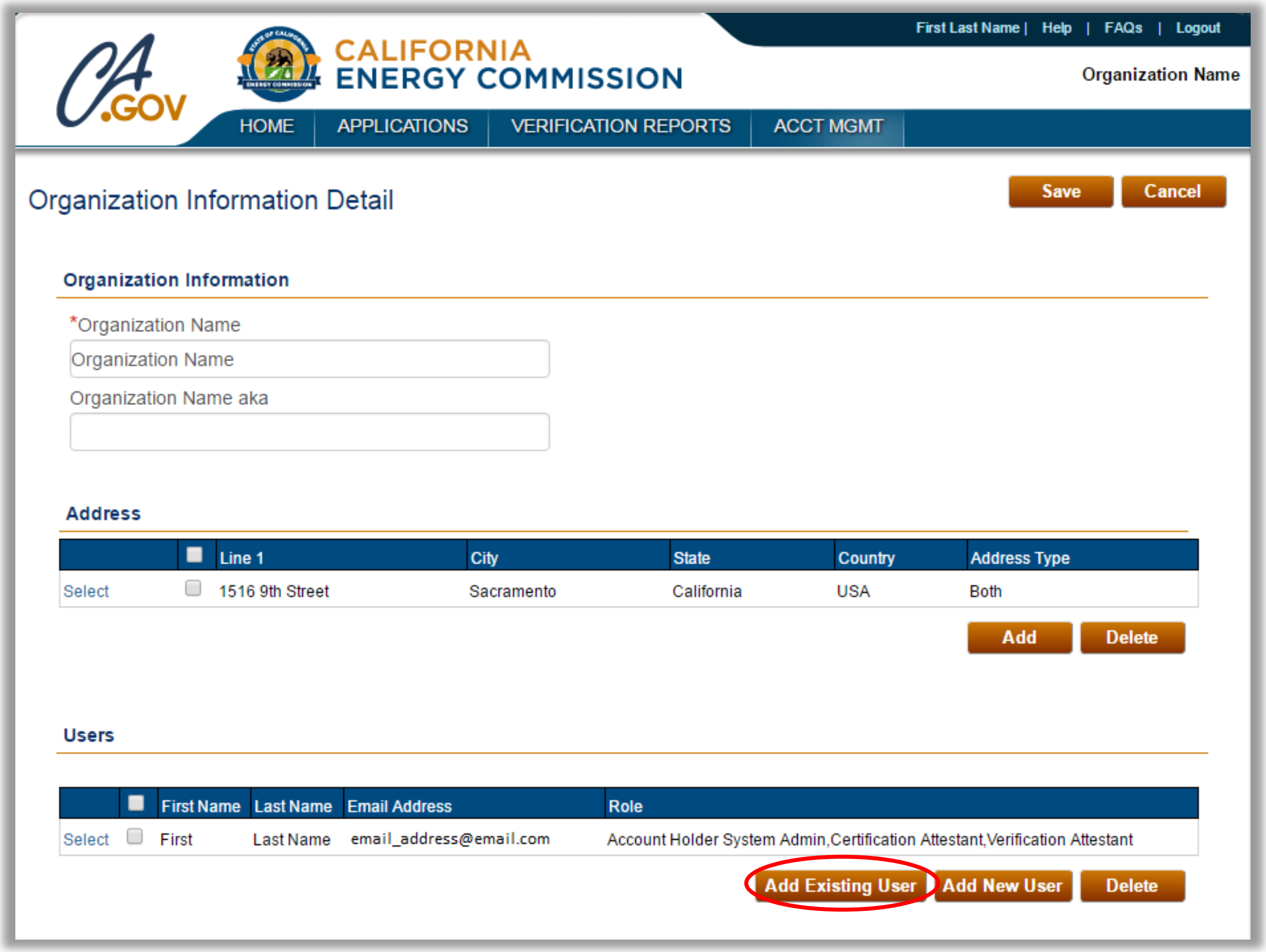
1. The Account System Holder Admin will log in to the online system by entering their user ID and password and agreeing to the "User Terms and Conditions."



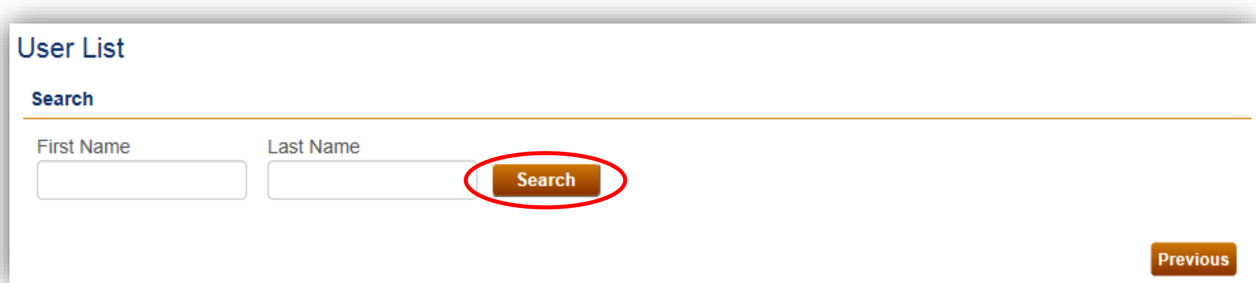
2. Hover over the "ACCT MGMT" tab at the top of the screen and click on the "Organization and User Role Information" link.



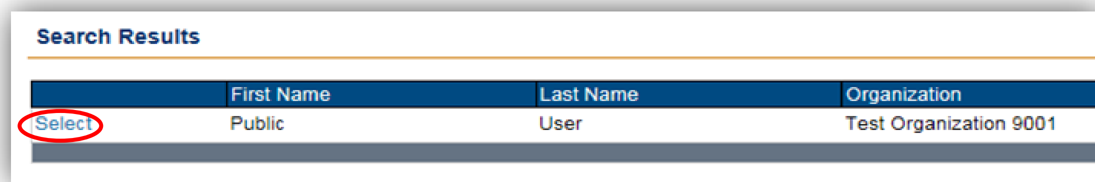
3. Click “Add Existing User” on the Organization and User Role Information screen.



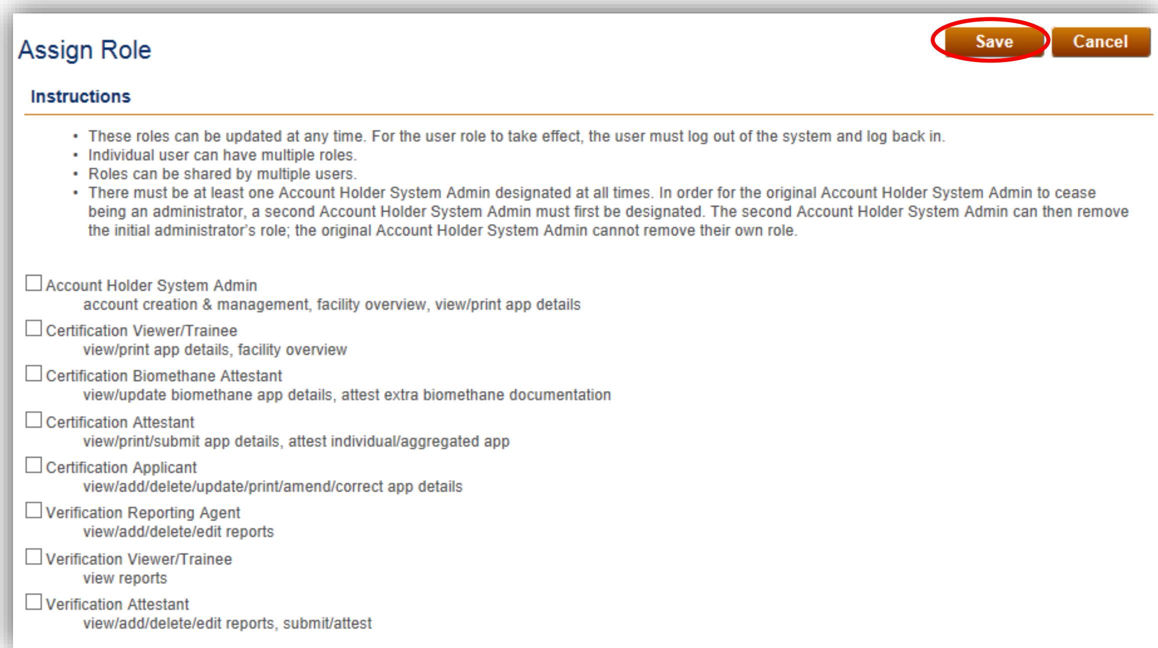
4. Search for the user you wish to add by entering their First Name and Last Name and then clicking the “Search” button. The Last Name must match what is entered as registered in the system.



5. Click the “Select” link next to the user you wish to add.



6. Select the existing user’s new role from the list of available options and click “Save”.

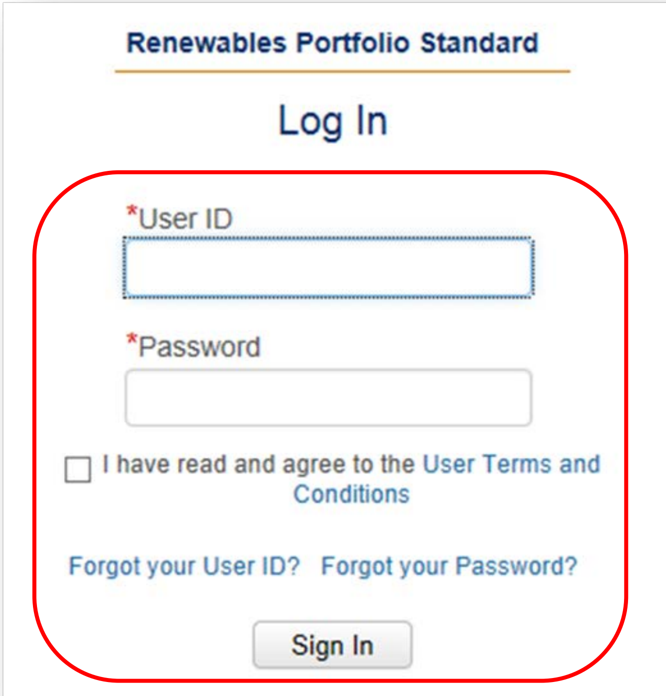


After clicking “Save,” the system will display a message confirming that the record was saved.

4.2.3 Edit Current User's Profile

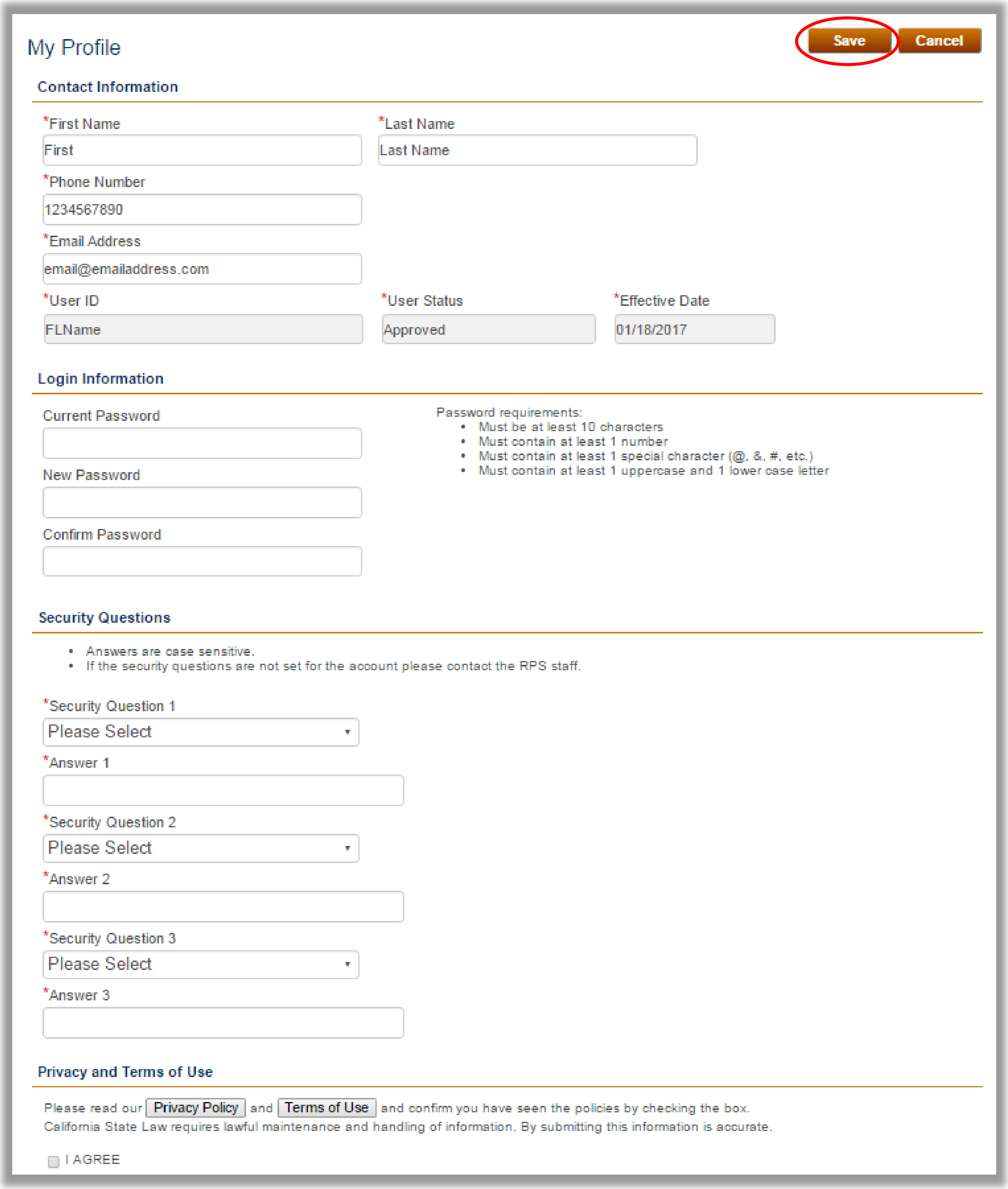
To edit your own profile information, follow the steps below.

1. Enter your User ID and Password, agree to the User Terms and Conditions, and click "Sign In."



2. Hover over the "ACCT MGMT" tab at the top of the screen and click "My Profile".

3. Edit any of the fields you wish to change provided on the “My Profile” screen and click “Save”.

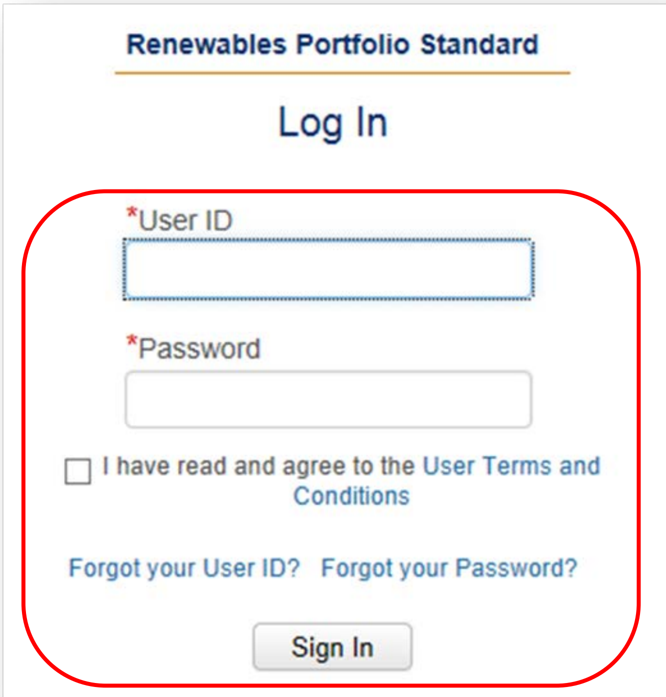


After clicking “Save,” the system will display the message below confirming that the record was saved.

4.2.4 Edit Another User's Profile

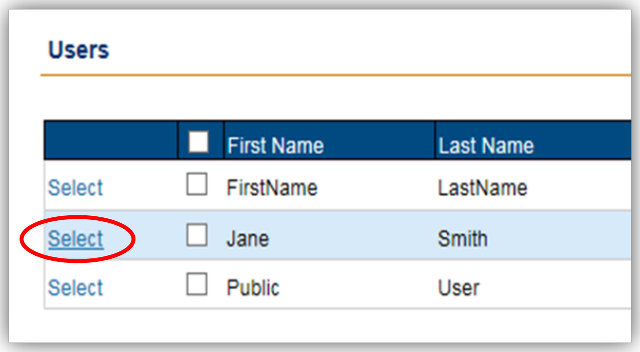
Once the organization account has been created, the Account Holder System Admin(s) for the organization account can edit the profile information of a user associated with the organization. To edit another user's profile, follow the steps below.

1. The Account System Holder Admin will log in to the online system by entering their user ID and password and agreeing to the "User Terms and Conditions."

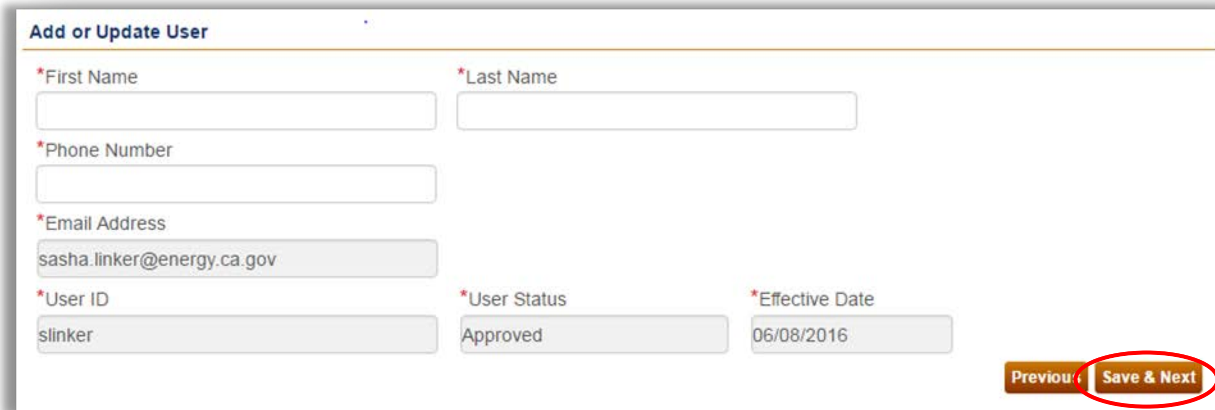


2. Hover over the "ACCT MGMT" tab at the top of the screen and click on the "Organization and User Role Information" link.

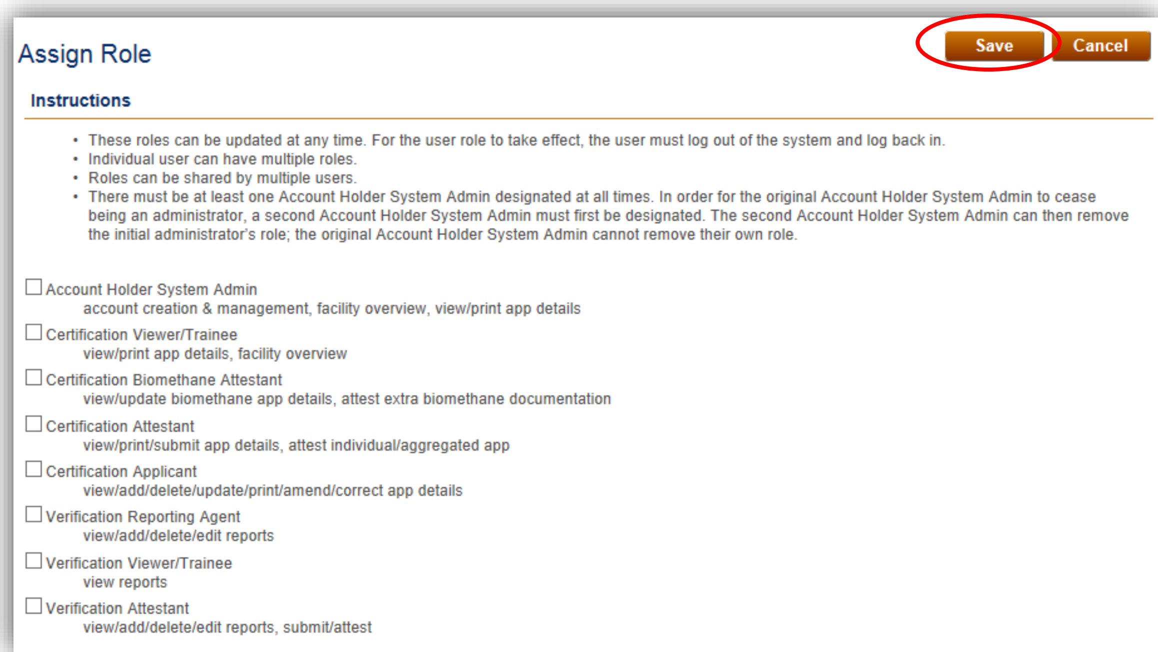
3. Navigate through the Users grid and click “Select” next to the user’s record you wish to edit.



4. Edit any of the fields you wish to change provided on the “User Information” screen and click “Save & Next”.



5. Select the user’s role from the list of available options and click “Save”.

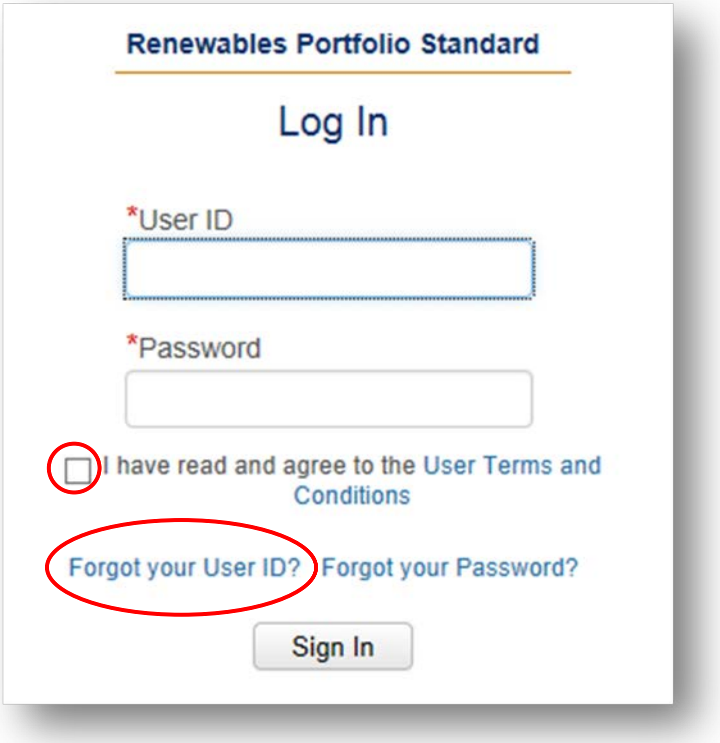


6. After clicking "Save," the system will display the message below confirming that the record was saved.

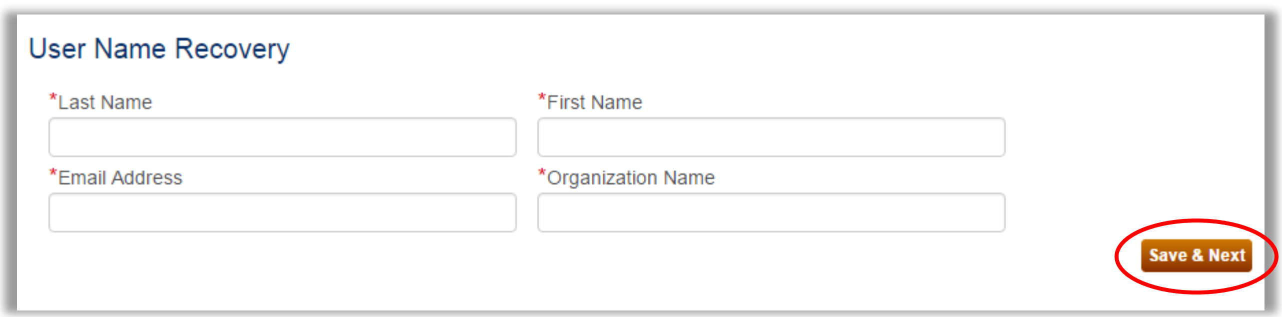
4.2.5 User ID Recovery Request Process

To retrieve a forgotten user ID complete the steps below.

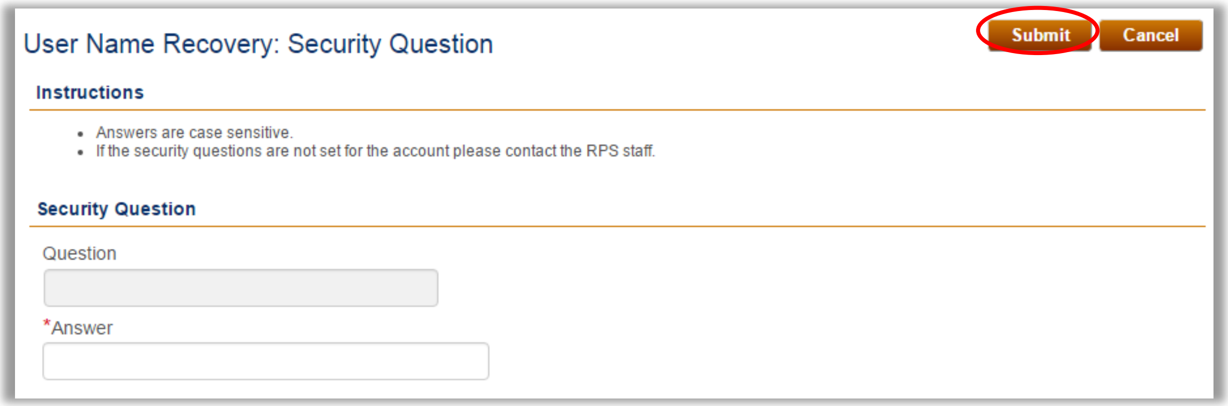
1. From the Log In screen, click on "Forgot your User ID?" link. To enter the RPS Online System you must also agree to the User Terms and Conditions.



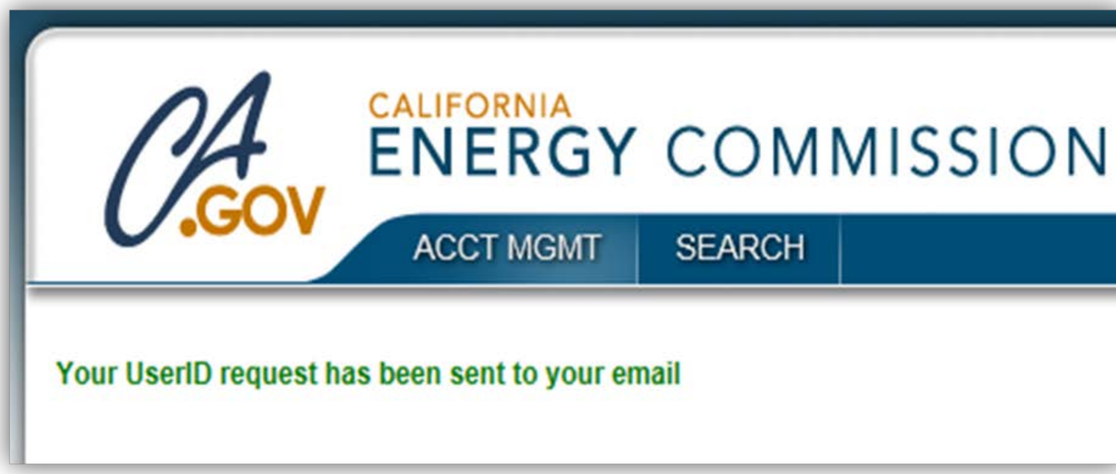
2. Enter the Last Name, First Name, Email Address, and Organization Name of the user ID you wish to recover. Click the "Save & Next" button to move to the next screen.



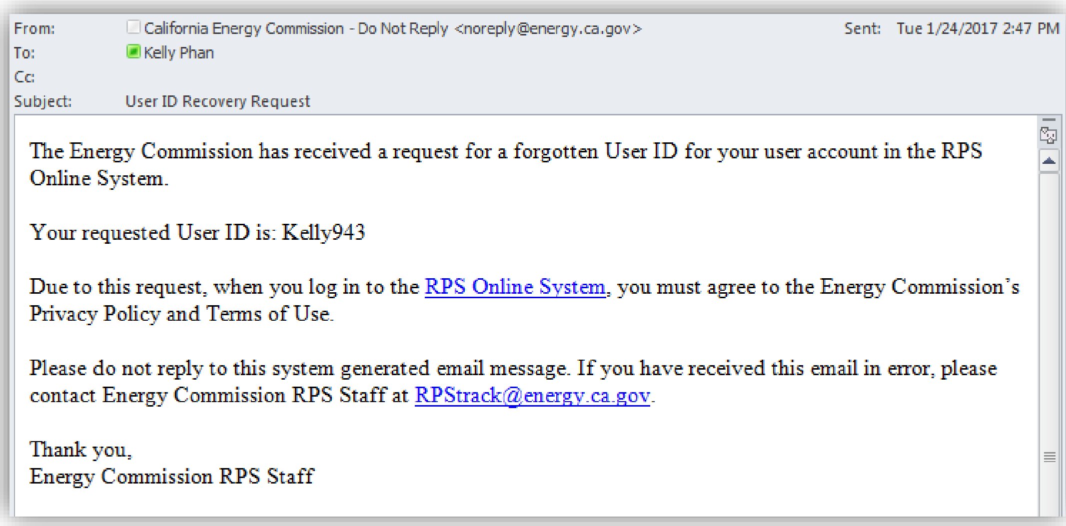
3. Answer the security question prompt and click “Submit”.



Note: After clicking “Submit,” the system will display the message below informing the user that their user ID request has been sent to your email.



4. The email will include the user ID associated with the information entered during the recovery process.



From: California Energy Commission - Do Not Reply <noreply@energy.ca.gov> Sent: Tue 1/24/2017 2:47 PM
To: Kelly Phan
Cc:
Subject: User ID Recovery Request

The Energy Commission has received a request for a forgotten User ID for your user account in the RPS Online System.

Your requested User ID is: Kelly943

Due to this request, when you log in to the RPS Online System, you must agree to the Energy Commission’s Privacy Policy and Terms of Use.

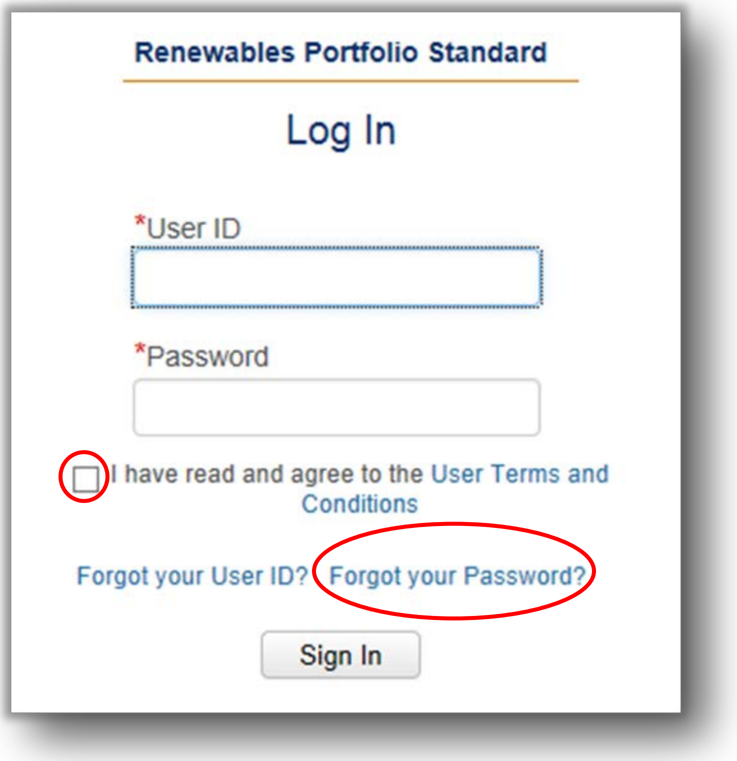
Please do not reply to this system generated email message. If you have received this email in error, please contact Energy Commission RPS Staff at RPStrack@energy.ca.gov.

Thank you,
Energy Commission RPS Staff

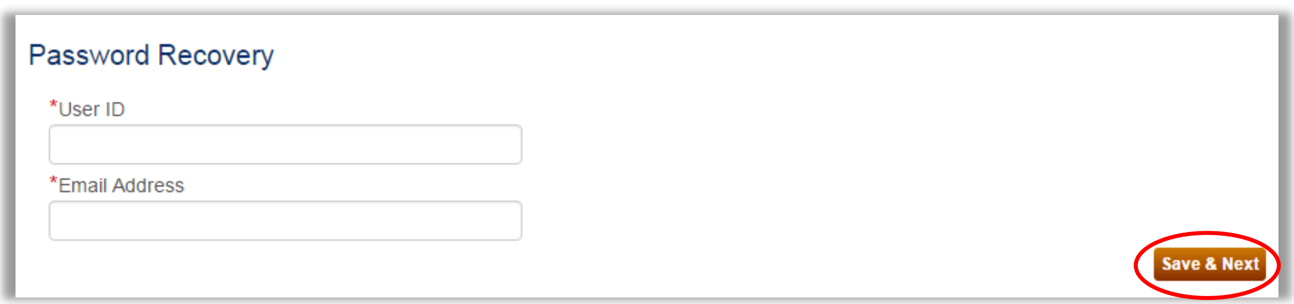
4.2.6 Password Recovery Request Process

To retrieve a forgotten password, follow the steps below to reset the password and receive a temporary password.

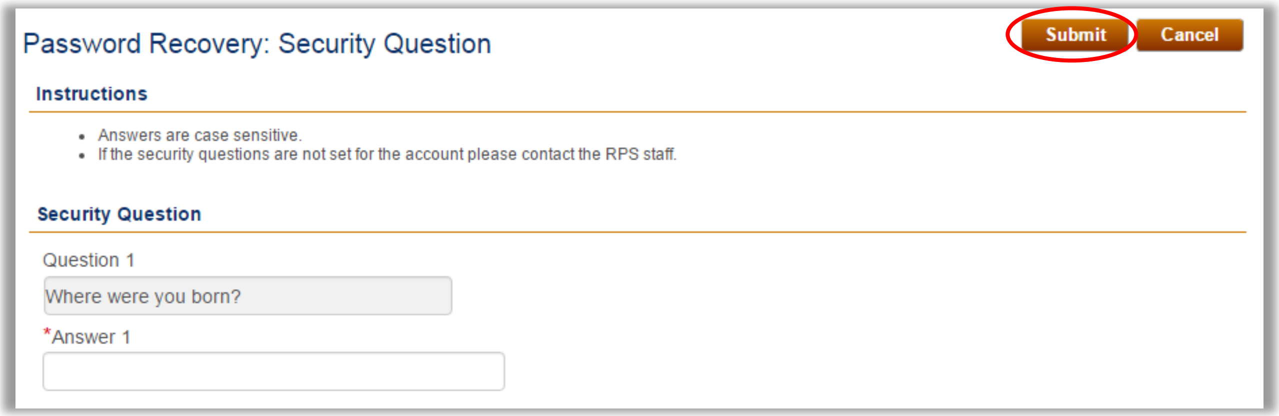
1. From the Log In screen click on the "Forgot your Password?" link. To enter the RPS Online System you must also agree to the User Terms and Conditions.



2. Enter the user ID and the associated email address of the password you wish to reset and click "Save & Next" to proceed to the next screen.



3. Answer the security question that was first answered when the user profile was created and click “Submit”


Password Recovery: Security Question

Submit | Cancel

Instructions

- Answers are case sensitive.
- If the security questions are not set for the account please contact the RPS staff.

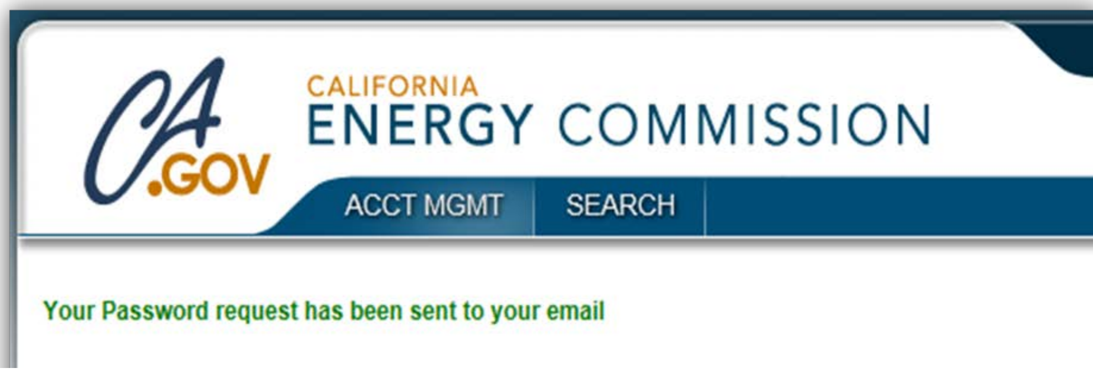
Security Question

Question 1

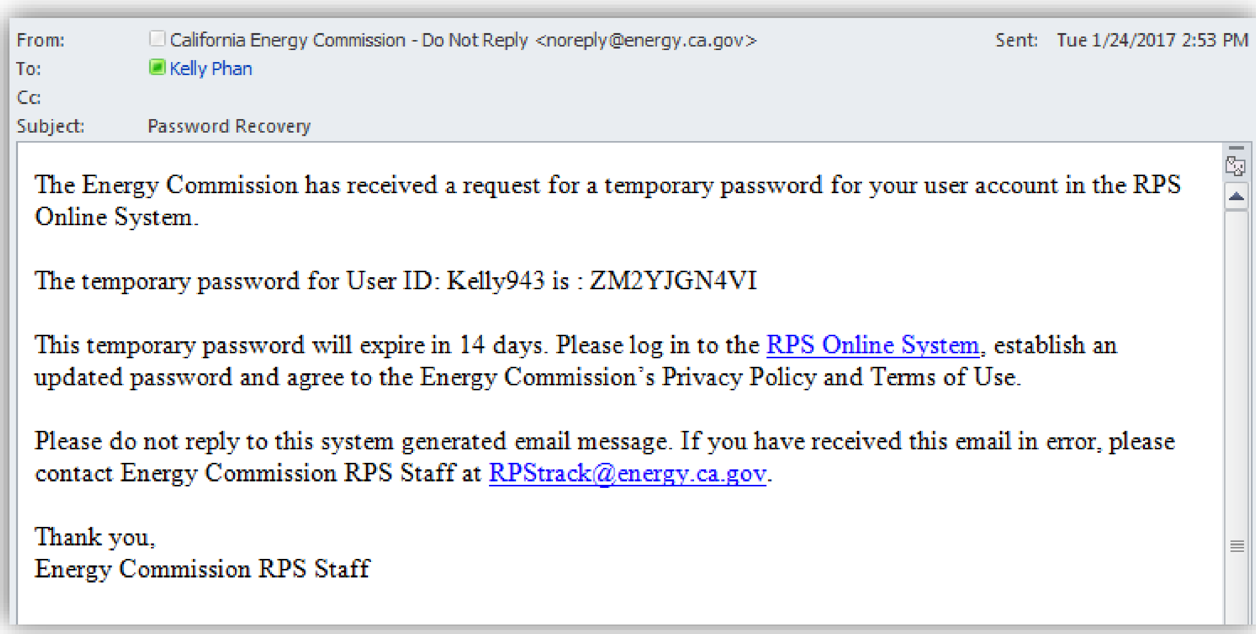
Where were you born?

*Answer 1

Note: After clicking “Submit,” the system will display the message below confirming that a password request has been sent to the email address associated to the user account.



4. The user will receive an email with a temporary password. The user will then login using a temporary password and be prompted to create a new password.


From: California Energy Commission - Do Not Reply <noreply@energy.ca.gov> Sent: Tue 1/24/2017 2:53 PM
To: Kelly Phan
Cc:
Subject: Password Recovery

The Energy Commission has received a request for a temporary password for your user account in the RPS Online System.

The temporary password for User ID: Kelly943 is : ZM2YJGN4VI

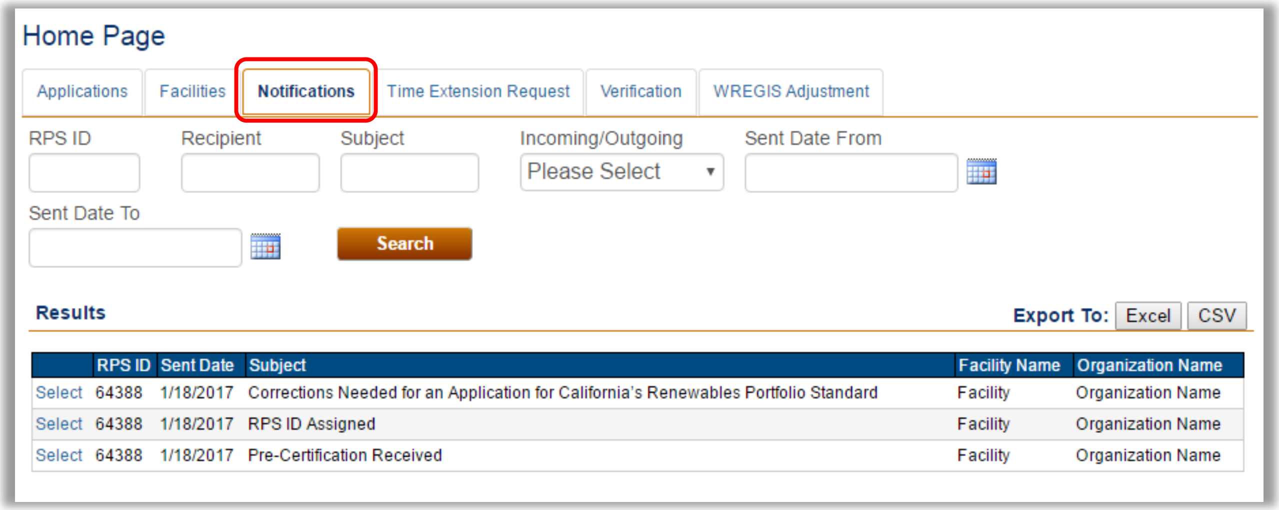
This temporary password will expire in 14 days. Please log in to the RPS Online System, establish an updated password and agree to the Energy Commission’s Privacy Policy and Terms of Use.

Please do not reply to this system generated email message. If you have received this email in error, please contact Energy Commission RPS Staff at RPStrack@energy.ca.gov.

Thank you,
Energy Commission RPS Staff

5 Notifications

The Notifications tab shows correspondence sent between RPS staff and the Organization through the RPS Online System. Notifications provide an internal system for tracking communication regarding certification of applications, completing verification reports, maintaining an organizations' RPS data, and insuring facility compliance. Selecting each individual notification will provide more detail regarding specifics of the message. The RPS Online System will store the notifications without expiration. In addition, the RPS Online System can export notifications to a Microsoft Excel (.xlsx or .csv) file format.



Certification Correspondence

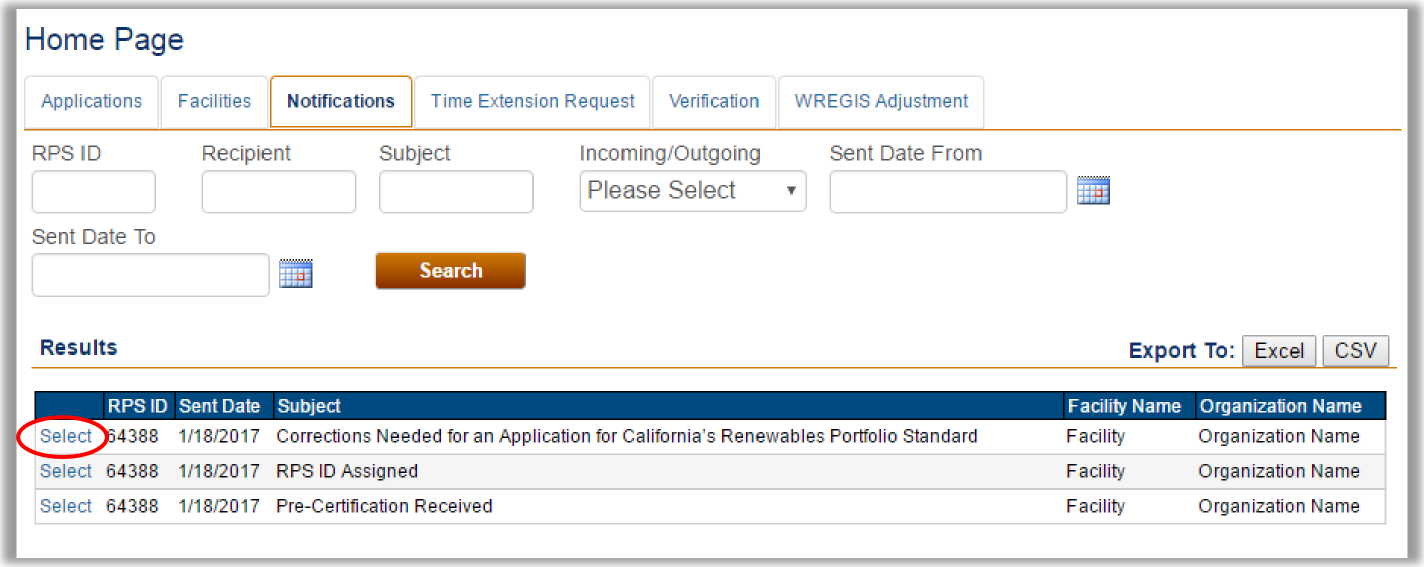
During the Certification process, notifications are generated for: viewing/editing application details, attestation, filling out amended applications, and application submittal. The RPS Online System sends notifications that are more detailed at different points of the application review process including: precertification outreach, precertification/certification/aggregated application approval, when corrections are needed, assigning an RPS ID. Additionally, notifications are sent related to Time Extension Requests.

Verification Correspondence

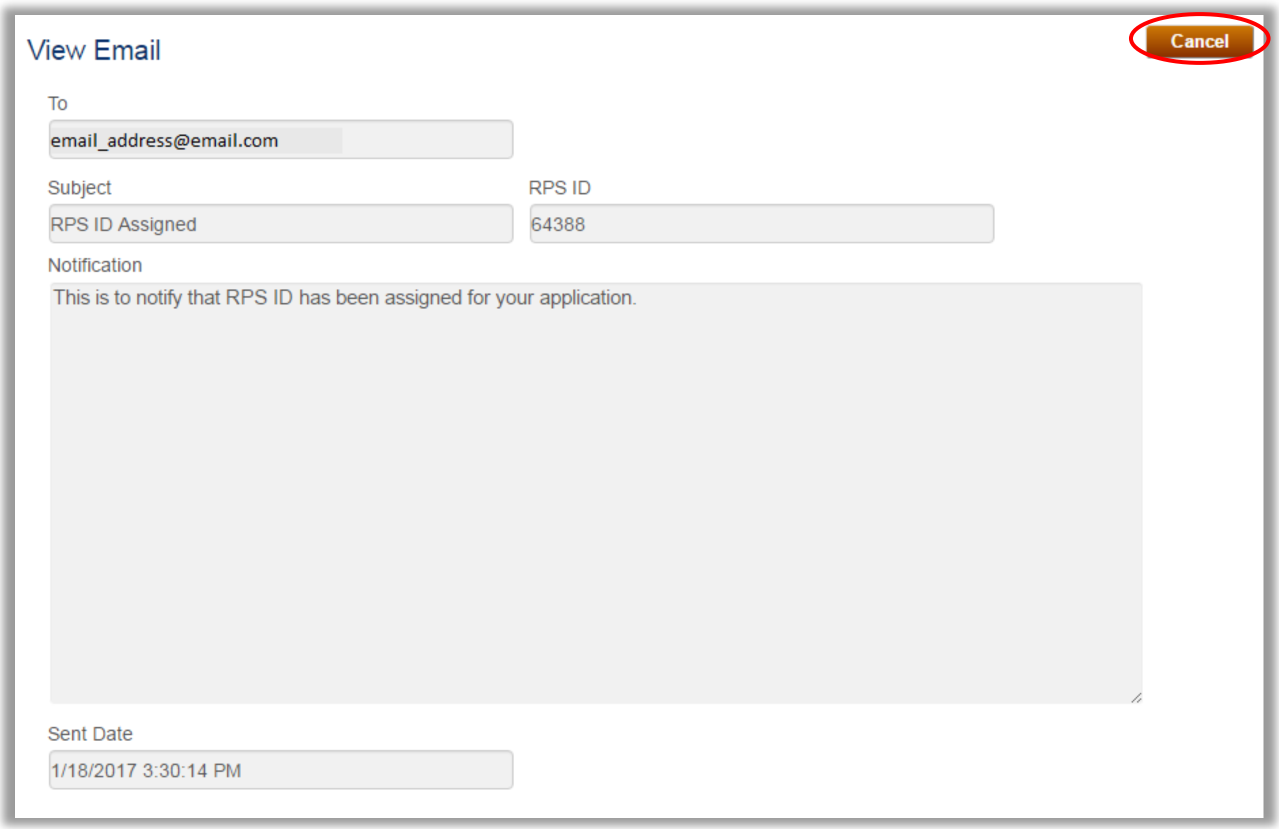
During the Verification process, notifications are generated for: report reminders, submitted reports, corrections needed, and verification results.

5.1 Navigating Notifications

To view Notifications, navigate to the Notifications tab. The system allows the user to search for specific notifications by sorting the messages based on the following criteria: RPS ID, recipient, subject, and date sent. Additionally, the system can sort incoming versus outgoing notifications.



To view a specific notification, click "Select" next to the notification. Once you are finished viewing the notification, click "Cancel" to close and return to the Notifications tab.



6 RPS Eligibility and Certification

Organizations will use the certification section of the RPS Online System to certify their facilities for the RPS. Applications, amended applications, and time extension requests can be completed and tracked on the Applications tab. An organization's facilities can be viewed under the Facility tab along with the location information for their facilities. This information can be searched and allows users access to real-time updates for their facilities.

When users hover their mouse icon over the Applications menu, they will have 6 different options for applications they can submit. If a user clicks the Applications menu, they will be directed to the Precertification application for a new facility.

Create Precertification Application: Users can click on this link to file a new application to precertify a facility.

Create Certification Application: Users can click on this link to file a new application to certify a facility.

Amend Existing Application: Users can click on this link to file an amendment to an existing application for an approved facility. If a precertified facility has started its commercial operations, the applicant must use the "Certify a Precertified Facility" option.

Create Aggregated Unit Application: Users can click on this link to file an application for an aggregated unit.

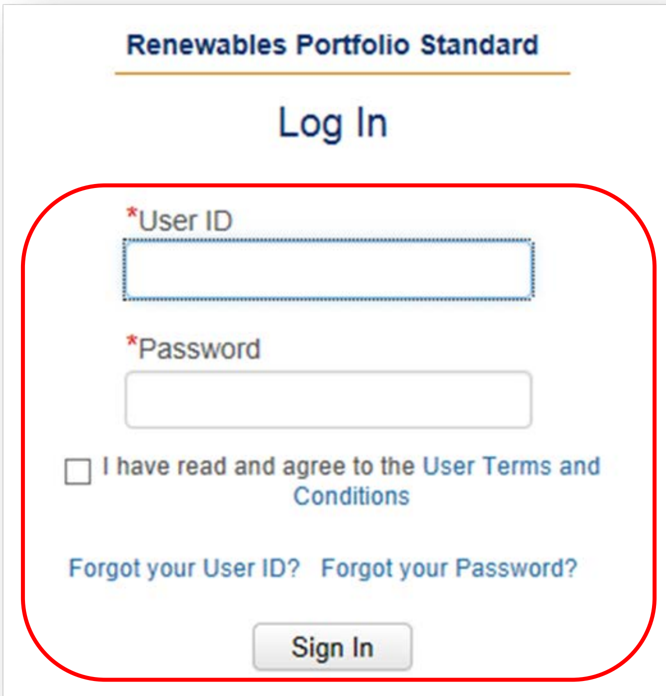
Certify a Precertified Facility: Users can click on this link to apply for certification of a precertified facility.

Apply for Time Extension Request: Users can click on this link to apply for a Time Extension Request for a certified facility.

6.1 Submit an Individual Application of a Facility

An applicant may apply to have their facility precertified or certified by the Energy Commission. To apply for precertification or certification, follow the steps below. All fields with an asterisk are required.

1. Enter your User ID and Password, review and agree to the "User Terms and Conditions," (which can be accessed by clicking on "User Terms and Conditions") and click "Sign In." Users will not be able to log in without reviewing and agreeing to the User Terms and Conditions.



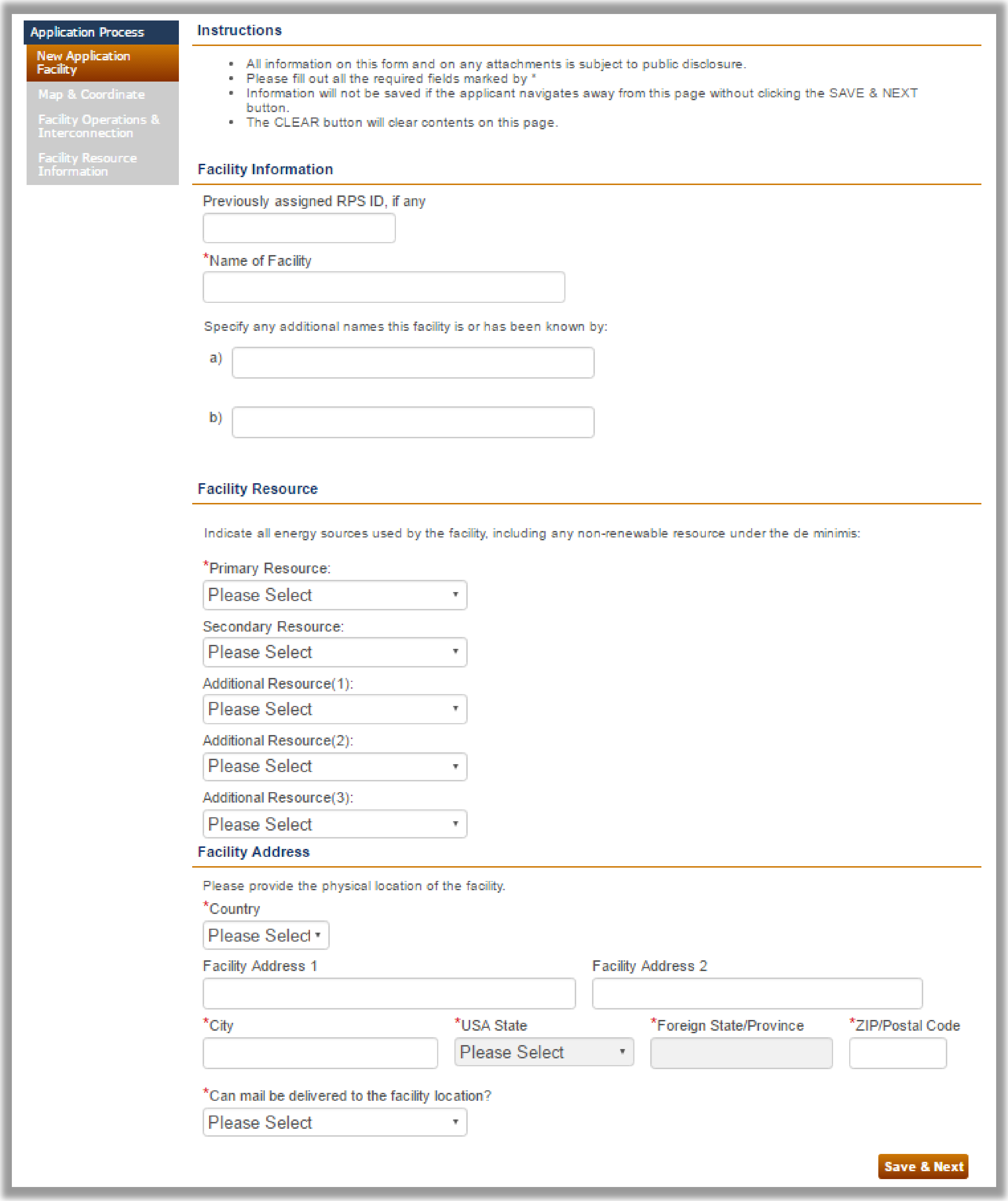
2. Hover over the "Applications" menu at the top of the screen.

3. Click on the “Create Precertification Application” link if you wish to precertify a facility and “Create Certification Application” link if you wish to certify a facility.

The application type has now been selected. If you did not select the correct application type, please return to the Home screen by clicking the “Home” menu.

The application will open and the bars on the left will direct you to the screens that need to be filled out. As you answer questions, this bar may populate with additional screens. Once a screen has been saved, the bar will turn blue. All information on this application and any attachments are subject to public disclosure.

4. For the New Application Facility screen, you will fill out the following sections.



Application Process

New Application Facility

Map & Coordinate

Facility Operations & Interconnection

Facility Resource Information

Instructions

- All information on this form and on any attachments is subject to public disclosure.
- Please fill out all the required fields marked by *
- Information will not be saved if the applicant navigates away from this page without clicking the SAVE & NEXT button.
- The CLEAR button will clear contents on this page.

Facility Information

Previously assigned RPS ID, if any

*Name of Facility

Specify any additional names this facility is or has been known by:

a)

b)

Facility Resource

Indicate all energy sources used by the facility, including any non-renewable resource under the de minimis:

*Primary Resource:

Please Select

Secondary Resource:

Please Select

Additional Resource(1):

Please Select

Additional Resource(2):

Please Select

Additional Resource(3):

Please Select

Facility Address

Please provide the physical location of the facility.

*Country

Please Select

Facility Address 1

Facility Address 2

*City

*USA State

Please Select

*Foreign State/Province

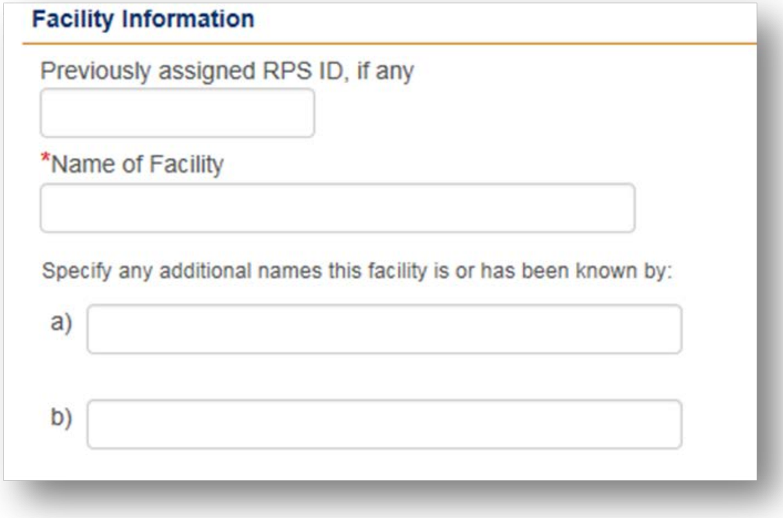
*ZIP/Postal Code

*Can mail be delivered to the facility location?

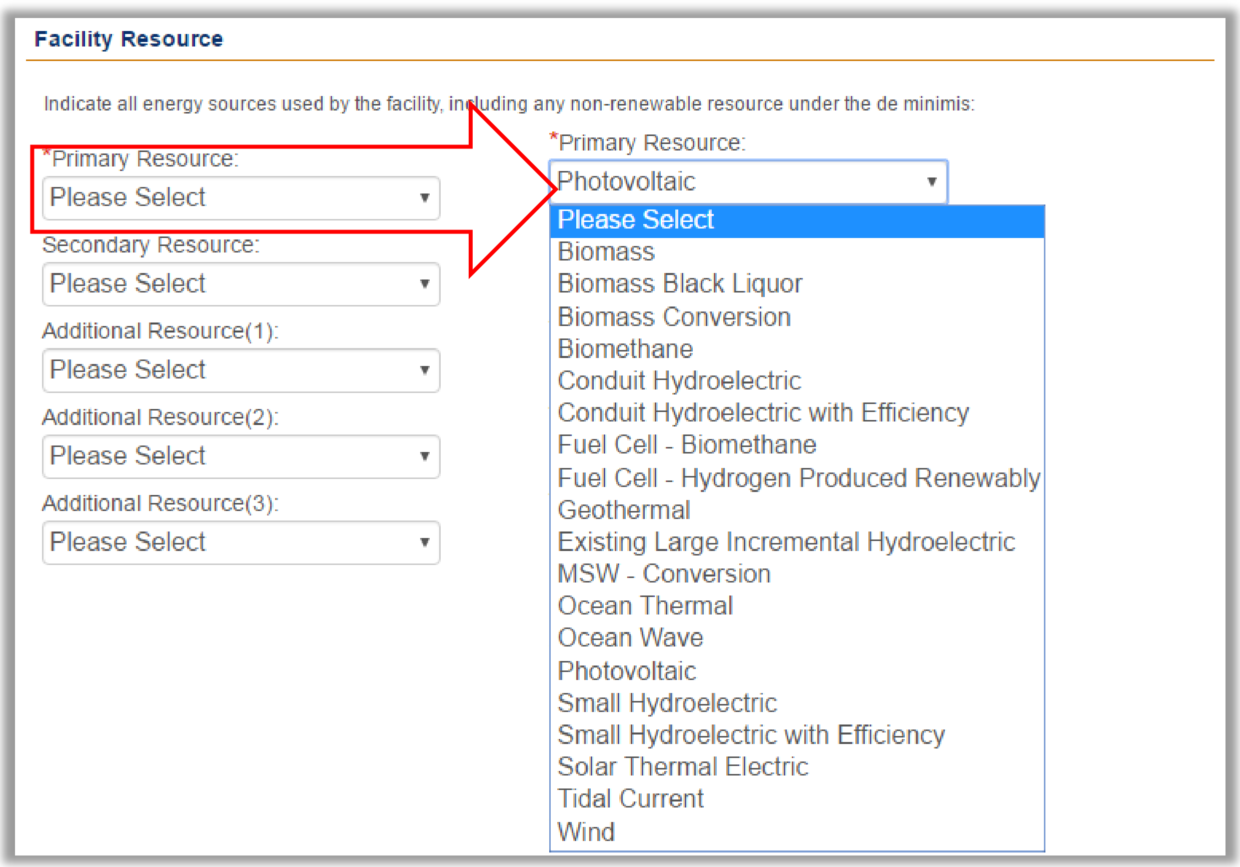
Please Select

Save & Next

5. In the Facility Information section, enter the name of the facility, additional name(s) of the facility (previous or current), and previously assigned RPS ID (if any).

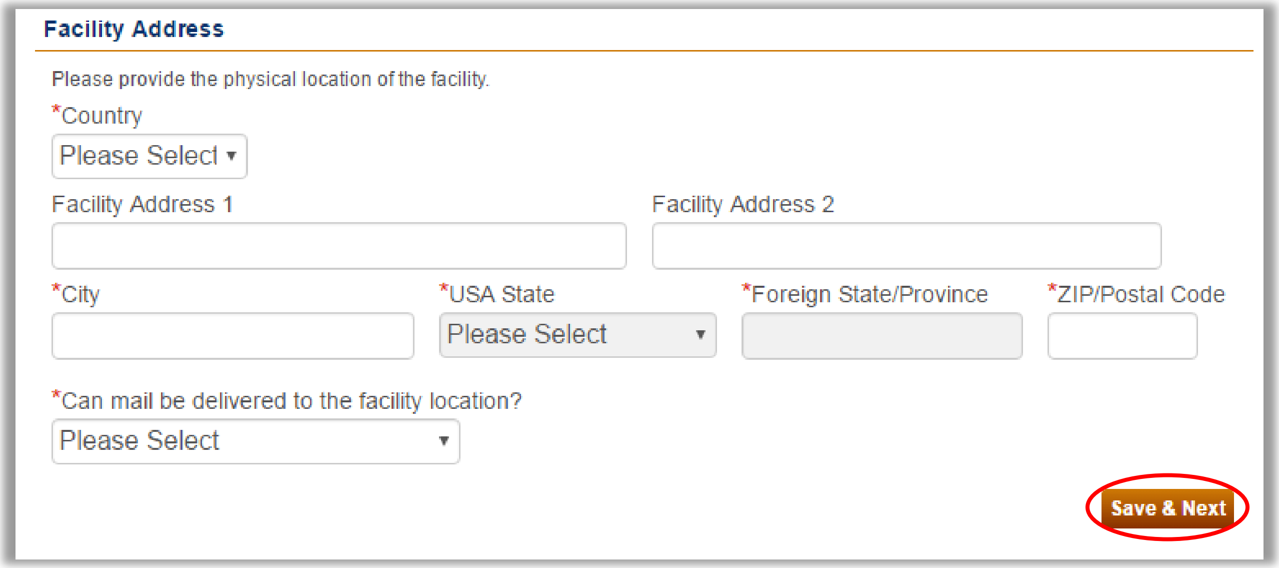


6. In the Facility Resource section, select **all** of the types of renewable energy from the Primary Resource drop down menu. If the facility uses an additional energy resource, including a nonrenewable resource, select from the Secondary Resource drop down menus.
Note: Specific resources will require additional questions that will populate after this screen has been saved. See those sections below.

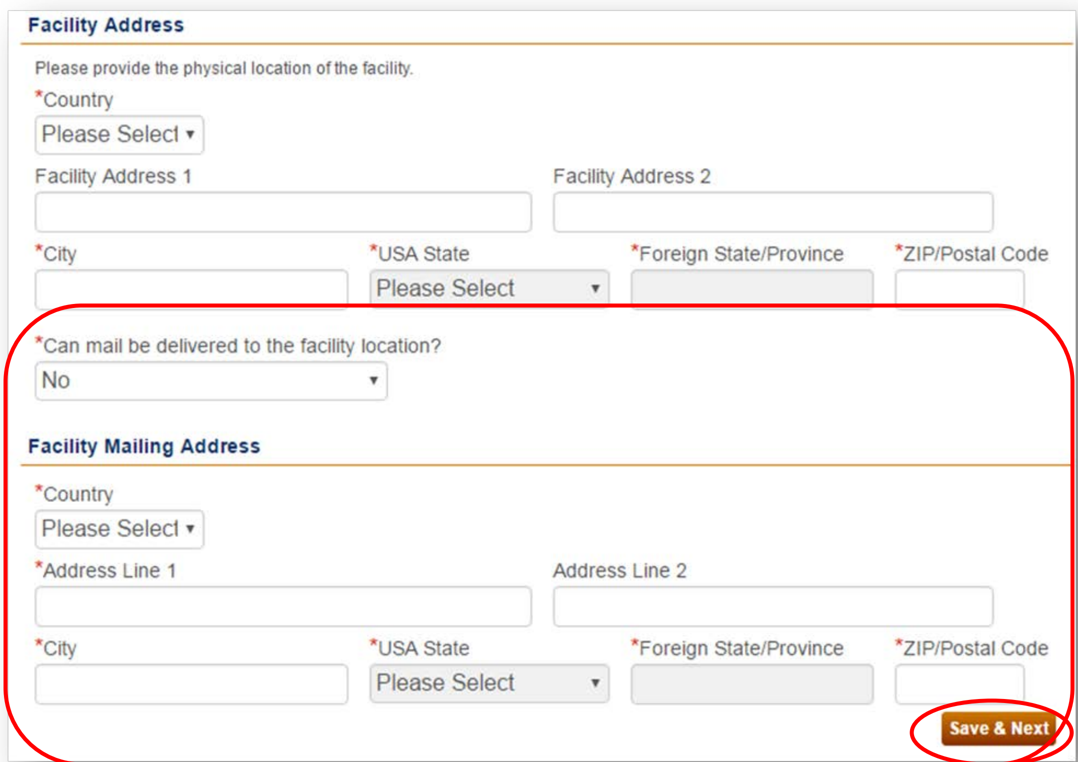


7. Enter the facility's address information at the bottom of the screen.

Note: An address is not required in the case of facilities that do not have a street address.

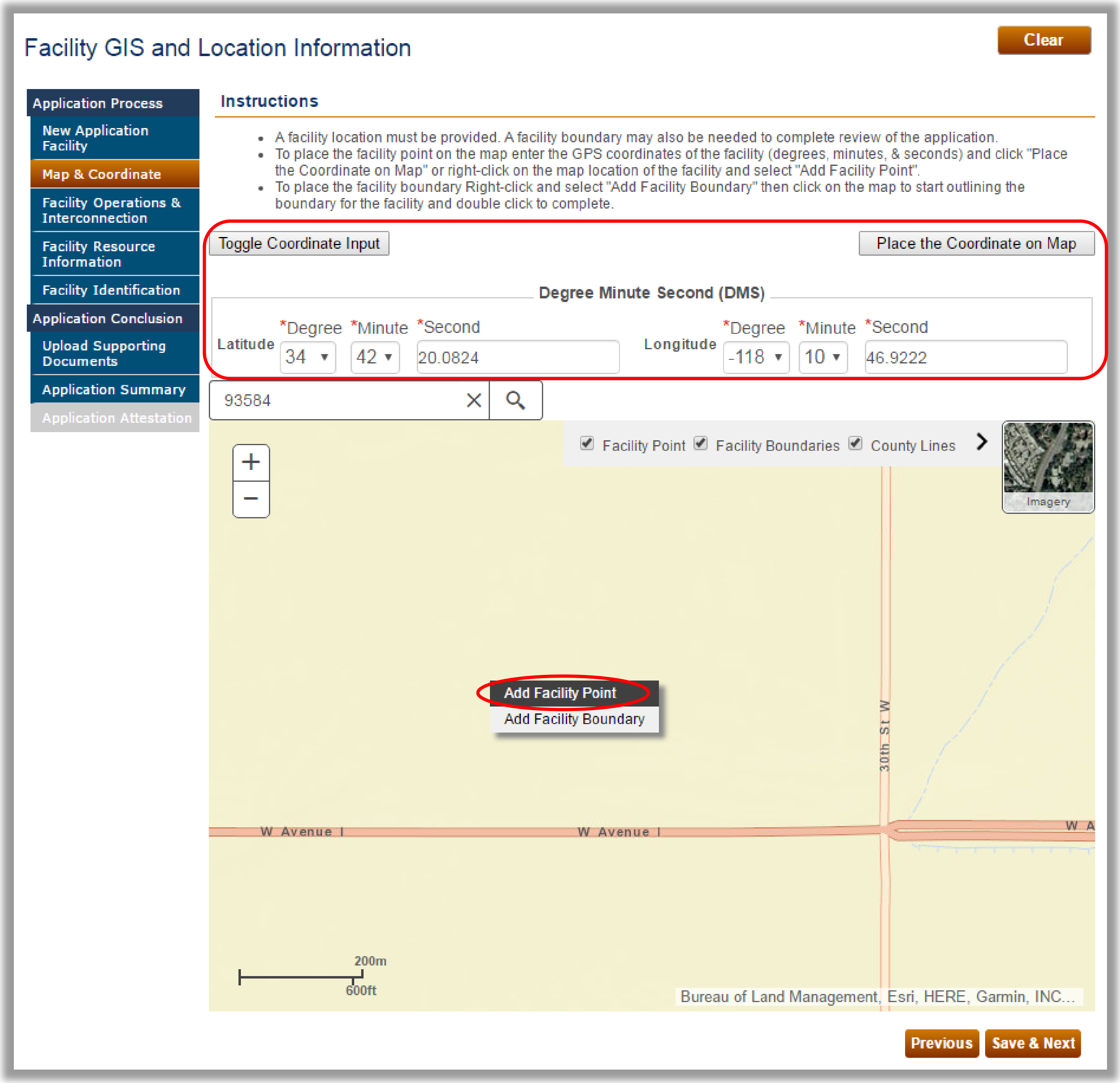


Note: If the option for “Can mail be delivered to the facility location?” is set to “No”, the screen will refresh and a section where the applicant must enter the Facility Mailing Address will appear. Enter the address where mail can be delivered and click “Save & Next”.

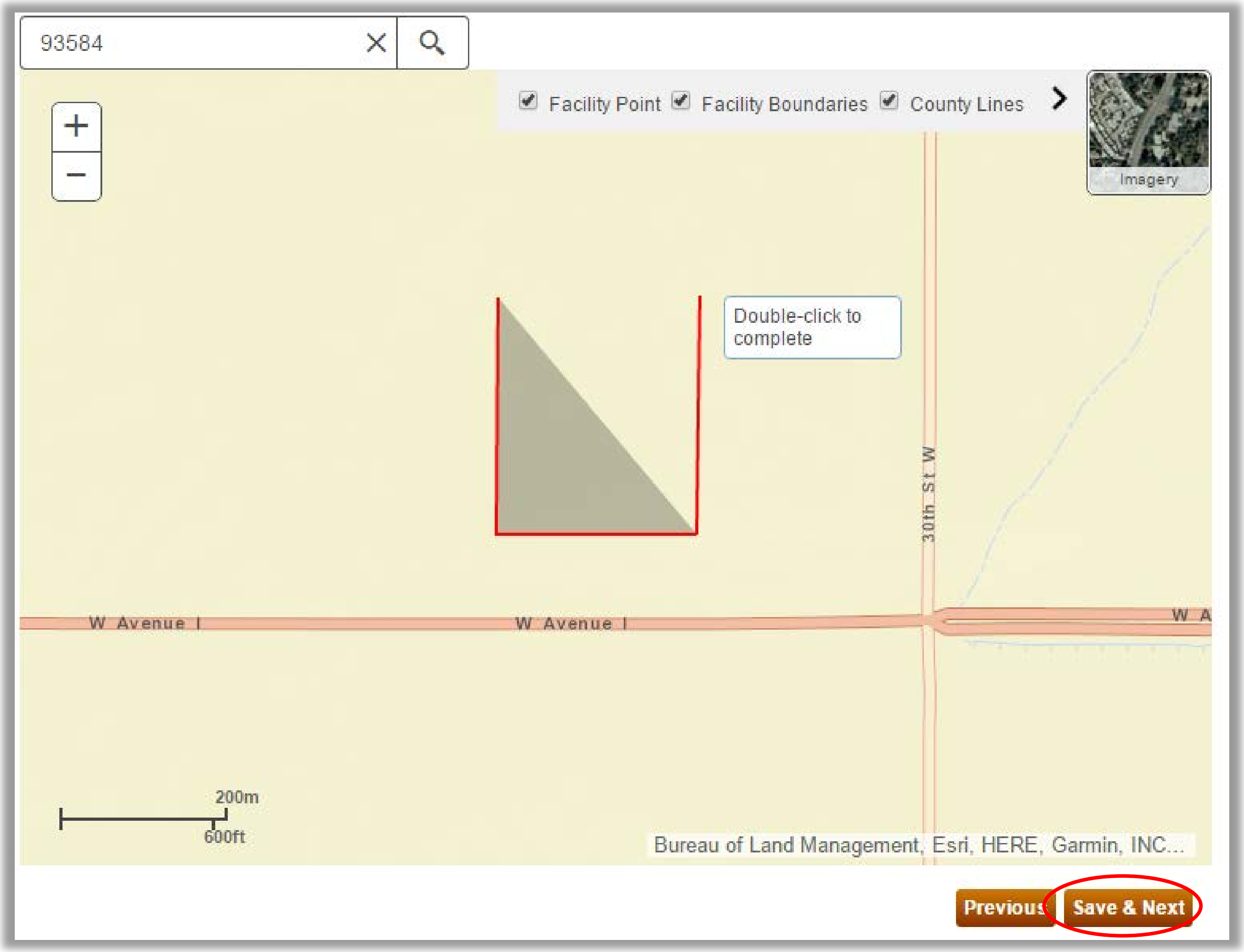


8. To enter the location of the facility, enter the GPS of the facility in Degrees Minutes Seconds (DMS) format in the Facility GIS Location section and click “Place the Coordinate on Map”.

Additionally, users can draw the facility point on the map. To place the facility point, right-click on the map and select “Add Facility Point”.



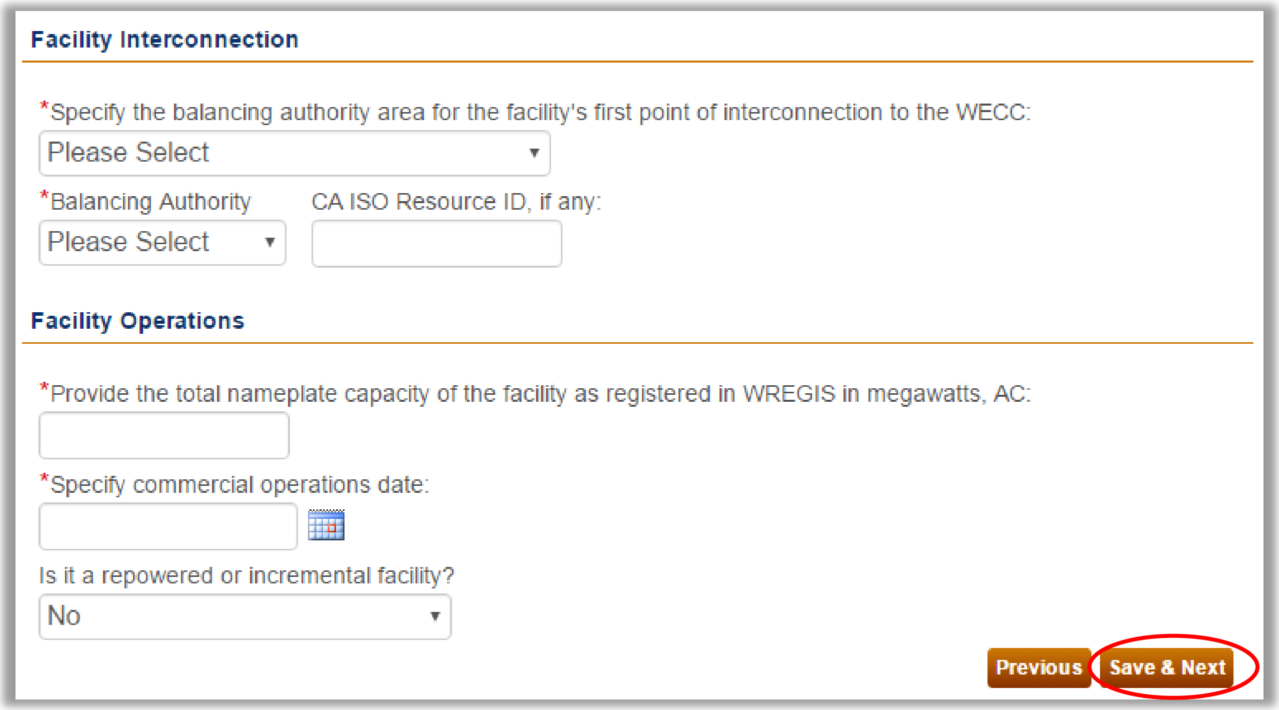
9. Users can also choose to draw a facility boundary around their plot by right clicking and selecting the option “Add Facility Boundary”. To draw the facility boundary, right-click on the map to start outlining the boundary and double click to complete. A facility boundary may also be needed to complete review of the application. Click the “Save & Next” button to proceed to the next screen.



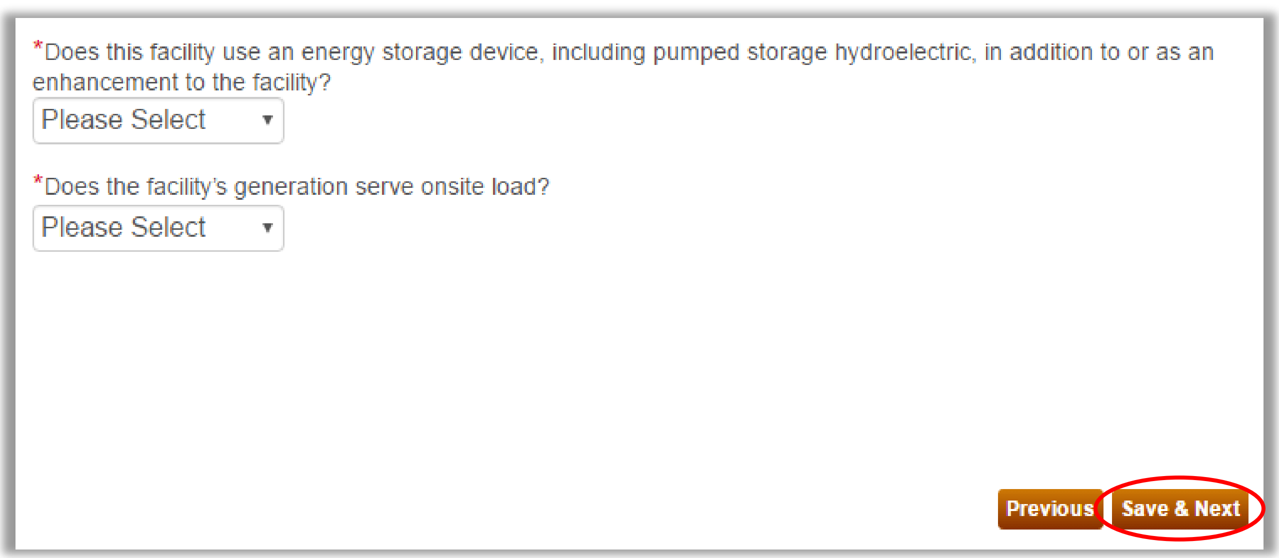
10. In the Facility Operations & Interconnection Details screen, specify the balancing authority area, Balancing Authority, and Resource ID (if any). For additional information, please see Appendix A.
    In the Facility Operations section, specify the facility's total nameplate capacity, commercial operations date (COD), and whether or not the facility is repowered or incremental. For multi-fuel facilities, see section 6.1.1.

    Note: For precertification, the COD must occur in the future.

    Click the "Save & Next" button in the lower right corner of the screen to proceed to next screen.

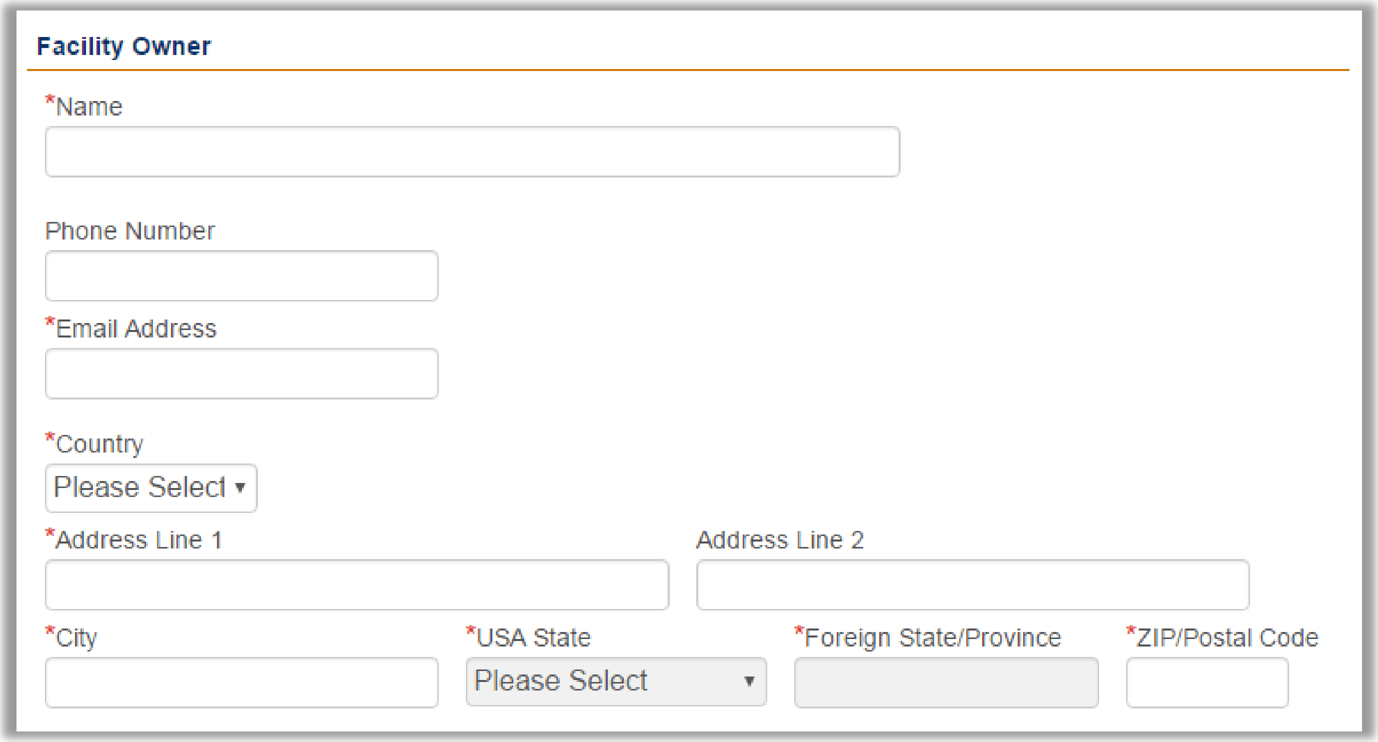


11. In the Facility Resource Information screen, select if the facility uses an energy storage device or serves onsite load.

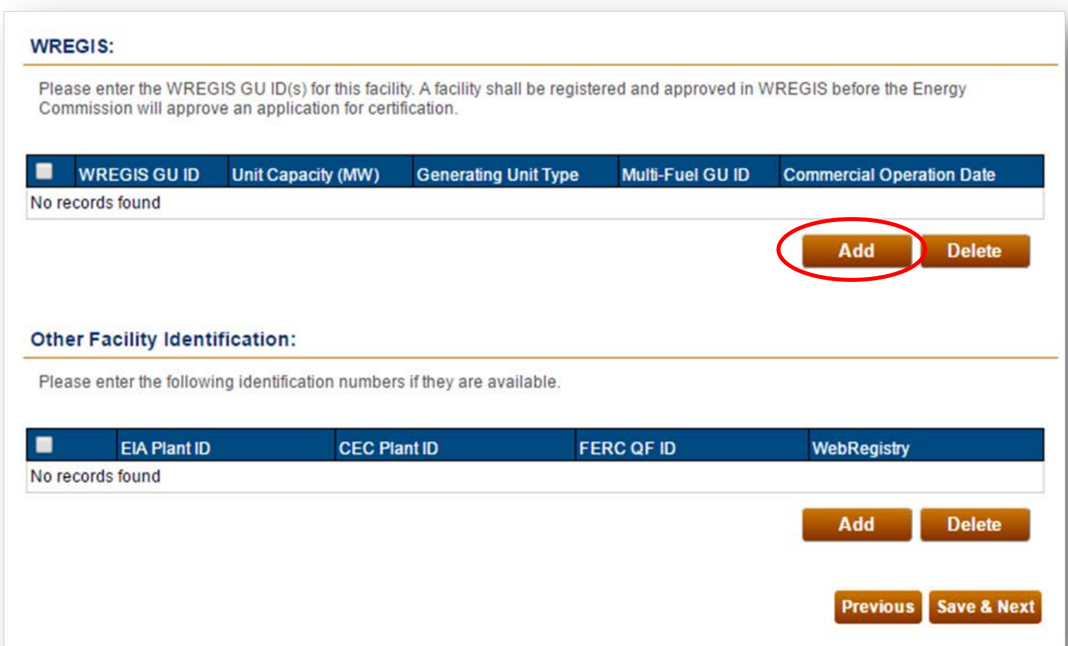


Note: For facilities with multiple energy resources skip to section 6.1.1: Multi-fuel facilities.

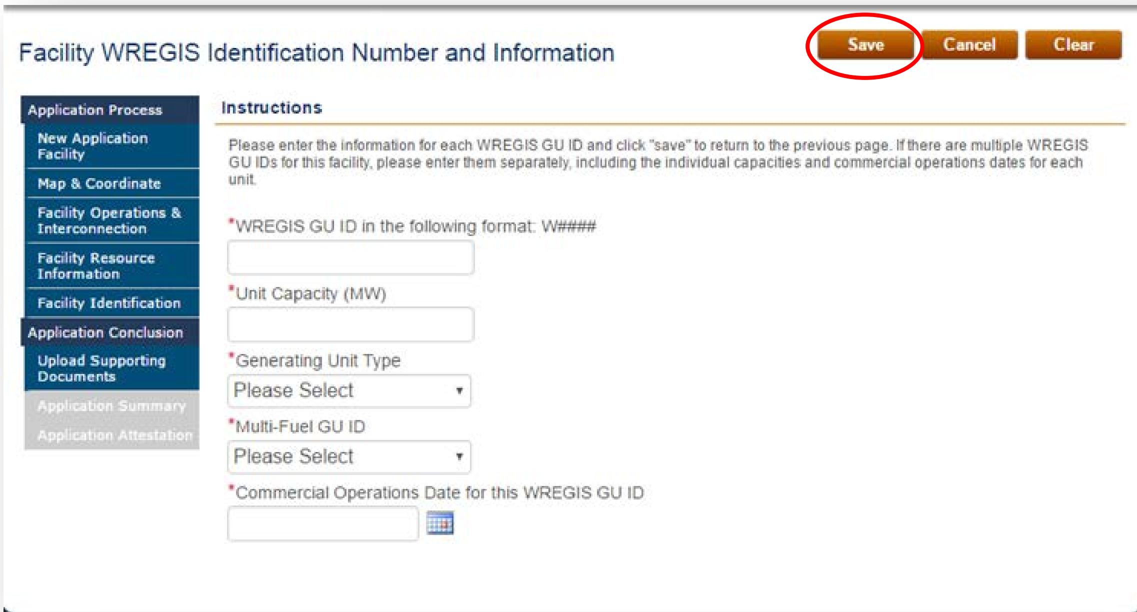
12. In the Facility Owner section, enter the name and contact information of the facility's owner.



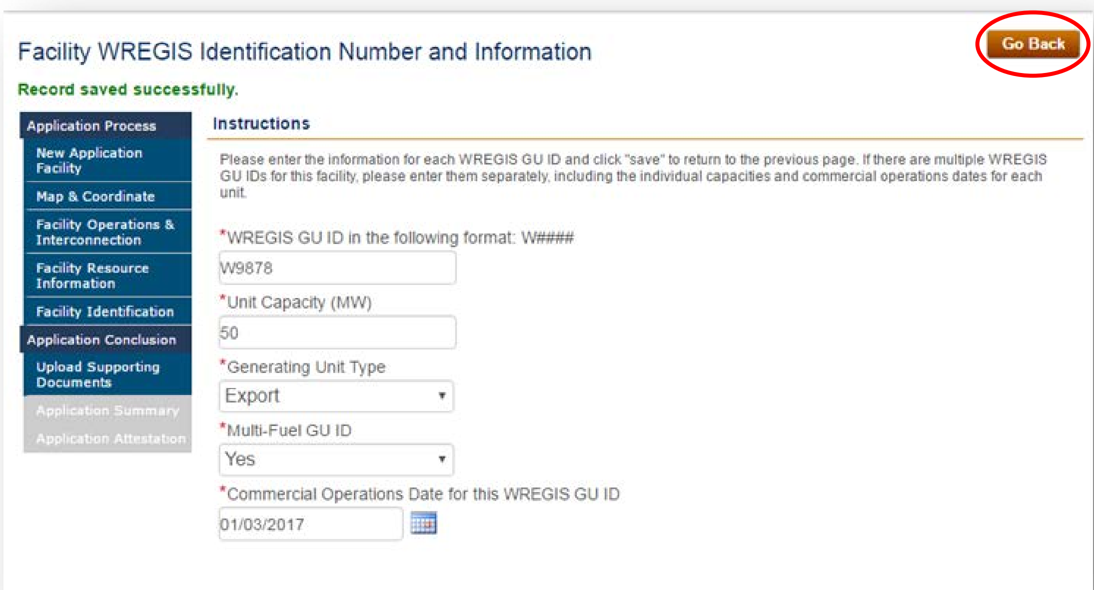
13. Next, in the Facility Identification Numbers screen, enter the facility's Western Renewable Energy Generation Information System (WREGIS) information by clicking the "Add" button beneath the upper grid. WREGIS Generating Unit (GU) ID information is required for certification applications. If this is a precertification application, skip to step 16 since a WREGIS GU ID is not required for a precertification application.



14. In the Facility WREGIS Identification Number and Information screen, enter the WREGIS GU ID, Unit Capacity (MW), Generating Unit Type, Multi-Fuel GU ID, and Commercial Operation Date and click "Save".
    Note: The WREGIS Unit Capacity field must be equal to the size of the total nameplate capacity of the facility entered on the Facility Operations & Interconnection Details screen.

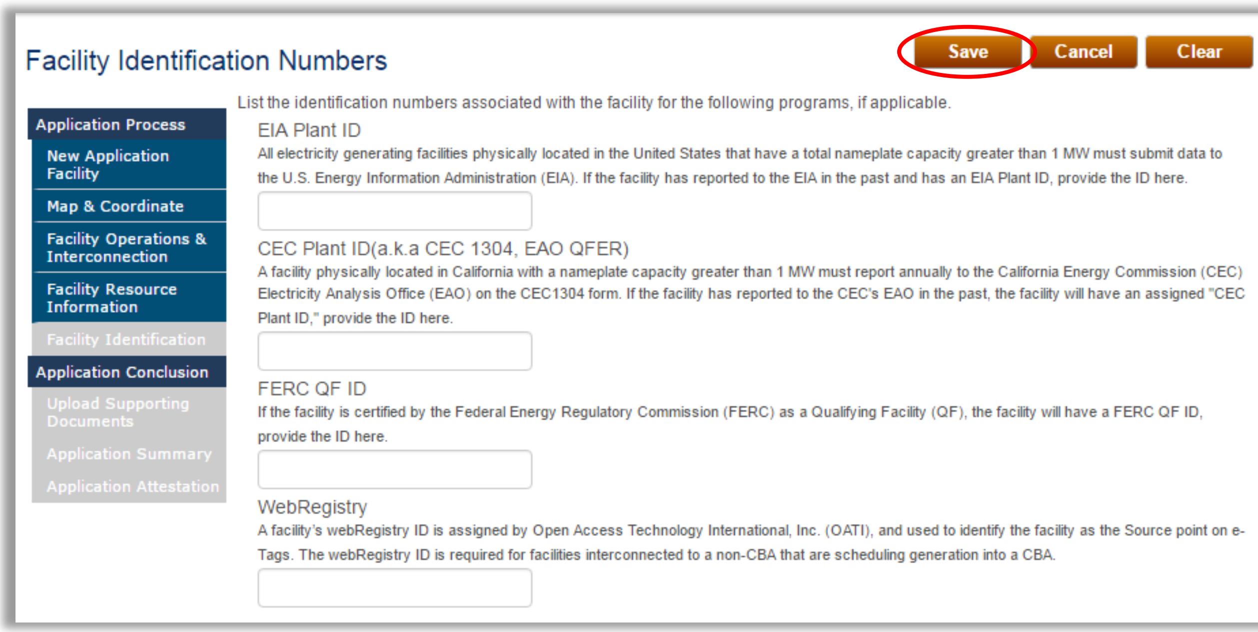


15. Once the record has been successfully saved, click the "Go Back" button to return to the Identification Number section on the previous screen.



16. In the Facility Identification Numbers section, enter other identification numbers associated with the facility by clicking the "Add" button beneath the lower grid. If the facility has no other identification numbers to report, skip to step 19.
Note: Providing Other Identification Numbers is not required.

17. In the Facility Identification Numbers section, enter the facility's EIA Plant ID, CEC Plant ID, FERC QF ID, and/or webRegistry, if available and click "Save".

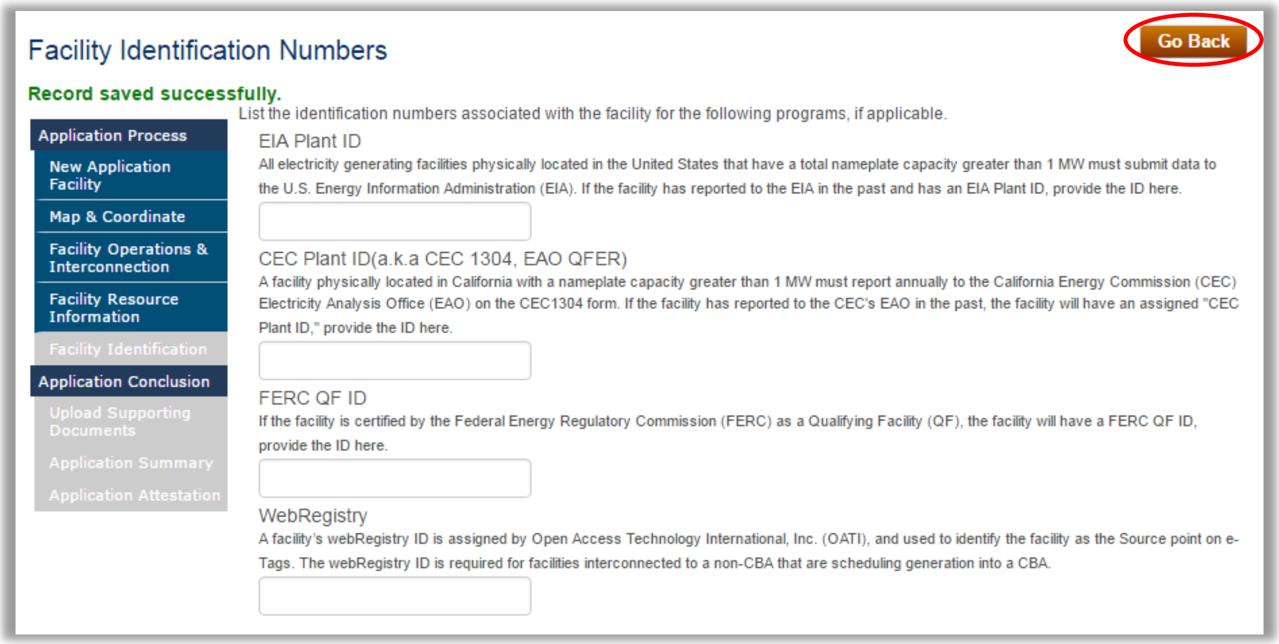


Note: The following definitions for the codes:

- **EIA Plant ID** - All electricity generating facilities physically located in the United States that have a total nameplate capacity greater than 1 MW must submit data to the U.S. Energy Information Administration (EIA). If the facility has reported to the EIA in the past and has an EIA Plant ID, provide the ID here.
- **CEC Plant ID** - A facility physically located in California with a nameplate capacity greater than 1 MW must report annually to the California Energy Commission (CEC) Electricity Analysis Office (EAO) on the CEC1304 form. If the facility has reported to the CEC's EAO in the past, the facility will have an assigned "CEC Plant ID," provide the ID here.
- **FERC QF ID** - If the facility is certified by the Federal Energy Regulatory Commission (FERC) as a Qualifying Facility (QF), the facility will have a FERC QF ID, provide the ID here.

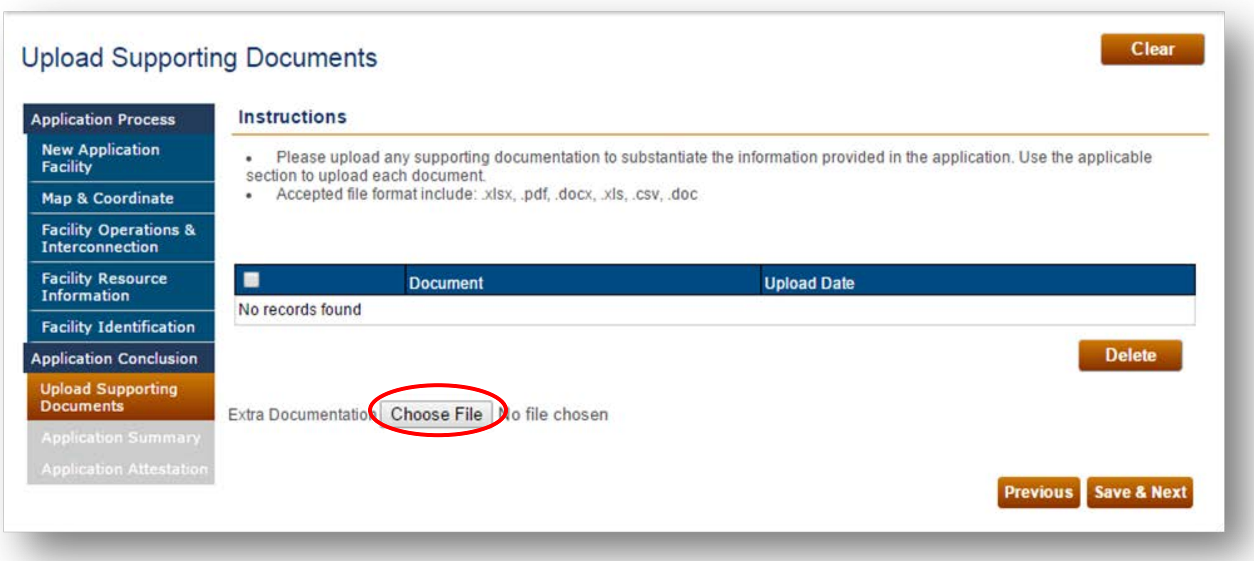
  webRegistry - A facility's webRegistry ID is assigned by Open Access Technology International, Inc. (OATI), and used to identify the facility as the Source point on e-Tags. The webRegistry ID is required for facilities interconnected to a non-CBA that are scheduling generation into a CBA. Provide the WebRegistry here.

18. Click the "Go Back" button in the upper right corner to return to the Facility Identification Numbers screen.



19. **If the facility resource requires additional information, please skip to those sections below before continuing on to the summary and attestation. If not, proceed to step 20.**
    - If the facility has more than one resource refer to section 6.1.1.
    - If the resource type is selected as "Biomethane" and the source is "Common Carrier Pipeline" then refer to section 6.1.2.
    - If the resource type is selected as "Biomethane" and the source is "Dedicated Pipeline" then refer to section 6.1.3
    - If the resource type is selected as "Biomethane" and the source is "Functionally Dedicated Pipeline" then refer to section 6.1.4.
    - If the resource type is selected as "Biomethane" and the source is "Onsite" then refer to section 6.1.5.
    - If the resource type is selected as Small Hydroelectric then refer to section 6.1.6.
    - If the resource type is selected as Conduit Hydroelectric then refer to section 6.1.7.
    - If the resource type is selected as Incremental Hydroelectric then refer to section 6.1.8.
    - If the resource type is selected as Hydrogen then refer to section 6.1.9.
    - If the resource type is selected as Municipal Solid Waste (MSW) then refer to section 6.1.10.
    - If the resource type is selected as Biomass then refer to section 6.1.11.
    - If the resource type is selected as Biomass Conversion then refer to section 6.1.12.
    - If the facility is Out of State, Non-CBA then refer to section 6.1.13.
    - If the facility is Repowered, then refer to section 6.1.14.
    - If the facility is Incremental, then refer to section 6.1.15.

20. If your application requires an upload of supporting documentation or you have documentation you would like to provide with your application, click on the "Choose File" button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 21.
    Note: Accepted file formats include: .xlsx, .pdf, .docx, .xls, .csv, .doc



21. Review the information that you have entered on the Application Summary screen. The sections displayed on the summary screen will vary depending on the type of application being submitted.
Note: If the user notices an error when reviewing the summary screen, they have the option to click the "Previous" button in the bottom right hand corner, which will take them back to the application where edits can be made.

Pre-Certification Application Summary

RPS ID:Not Assigned

Facility Information

Name of Facility	My RPS Facility

Physical Location

Address	100th Ave
City	Lancaster
State	California
Zip/Postal Code	93584
Country	USA
Can Mail Be Delivered To The Facility Location?	Yes

Facility Resource Information

Primary Resource	Photovoltaic

Facility Interconnection

Balancing Authority	BANC - Balancing Authority of Northern California

Facility Operations

Nameplate Capacity	1
Commercial Operations Date	1/31/2017
Repowered/Incremental facility?	No

Facility Measurement Methodology Information

Energy Storage?	No
Serve onsite?	No

Facility Owner Information

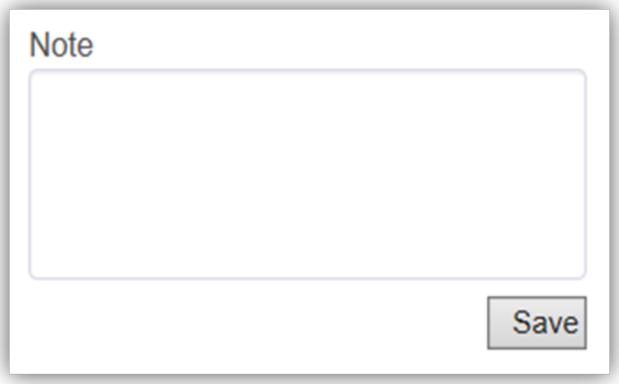
Name	Facility Owner
E-Mail Address	myemail@email.com
Address	1516 9th Street
City	Sacramento
State	California
Zip/Postal Code	95814
Country	USA

Notes

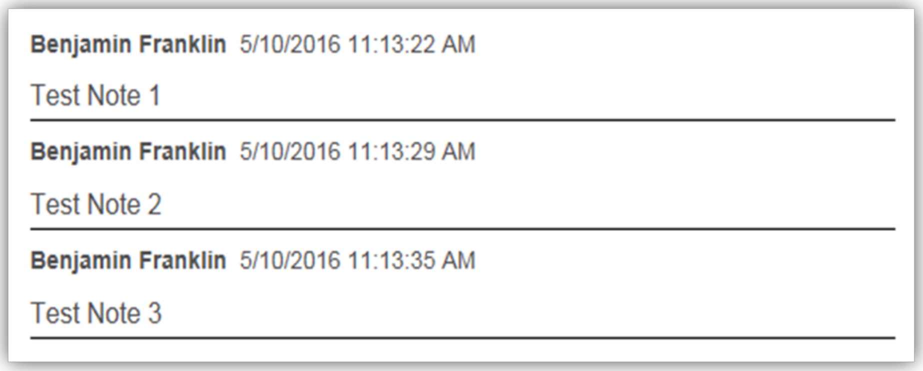
Note

Save

22. To add a note to the summary screen, type in the text you wish to add in the field labeled “Note.” Click the “Save” button to save the note to the application.
Note: The Note section is available for applicants to inform RPS staff of any application specific details. These notes will be added to the bottom of the application.



After saving the note, the summary screen will be refreshed and the system will display the summary with the new note near the bottom of the screen. Notes are listed in the order in which they are added to the application (beginning with the oldest note to the most current) and cannot be edited once saved.



23. To print the application, click on the “Print” or “Print Full” button. The “Print” button will provide a shortened version of the questions and answers from the application. The “Print Full” button will provide the full questions and answers from the application.

24. One you have reviewed the application, added any additional notes, and printed the application, click the “Save & Next” button in the lower right corner of the screen to proceed to the next screen. If you are not an attestant, you will receive a confirmation message that the application was saved and the attestant will receive a notification to sign the application.

25. An attestant will read the attestation displayed on the screen. Sign by entering your name into the signature field as registered under your user account and click the checkbox labeled “I agree” and submit the application by clicking “Submit”.

Note: The application cannot be edited once it has been submitted.

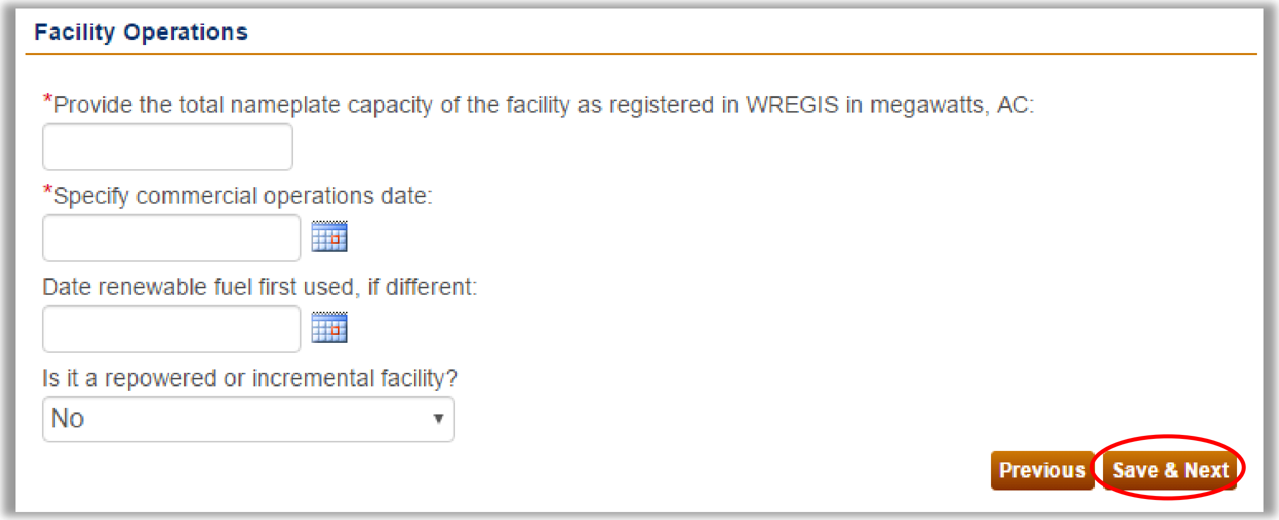
The system will display a message confirming that the application has been completed. A confirmation email will be sent to the account holder's email address.

If your facility requires additional information or screens, please refer to the sections below.

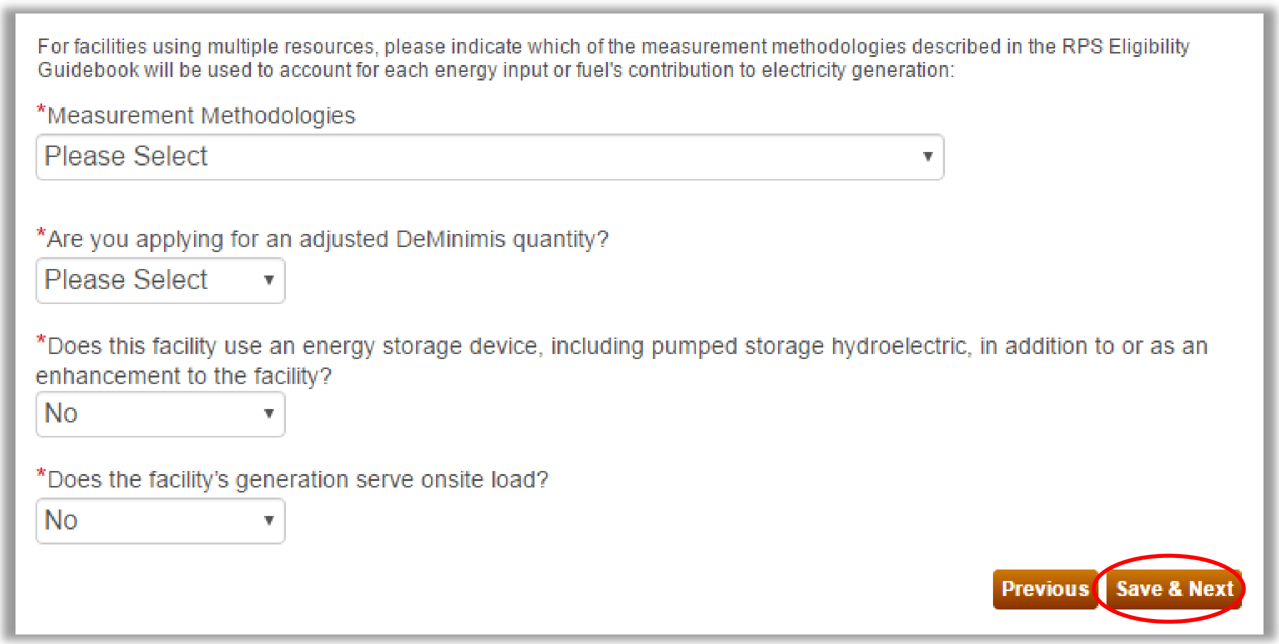
6.1.1 Multi-fuel facilities

For facilities that use two or more resources, please use the following process to complete the application.

1. In the Facility Operations section, enter the date renewable fuel was first used if different from the commercial operations date (COD) and click “Save & Next”.



2. In the Facility Resource Information section, enter the facility’s measurement methodology, indicate if applying for an adjusted de minimis, indicate if the facility has an energy storage device and click “Save & Next”. For the measurement methodology and calculations, see the RPS Guidebook.

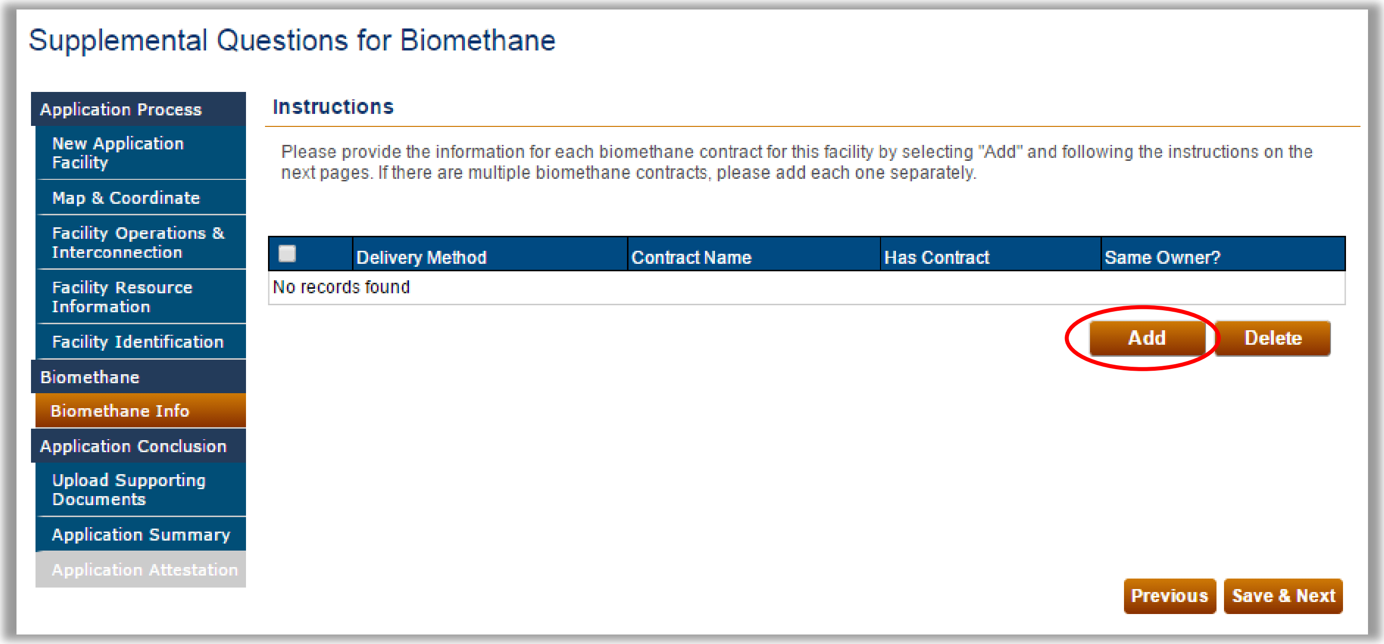


3. To complete the application, refer back to step 12 from section 6.1 above.

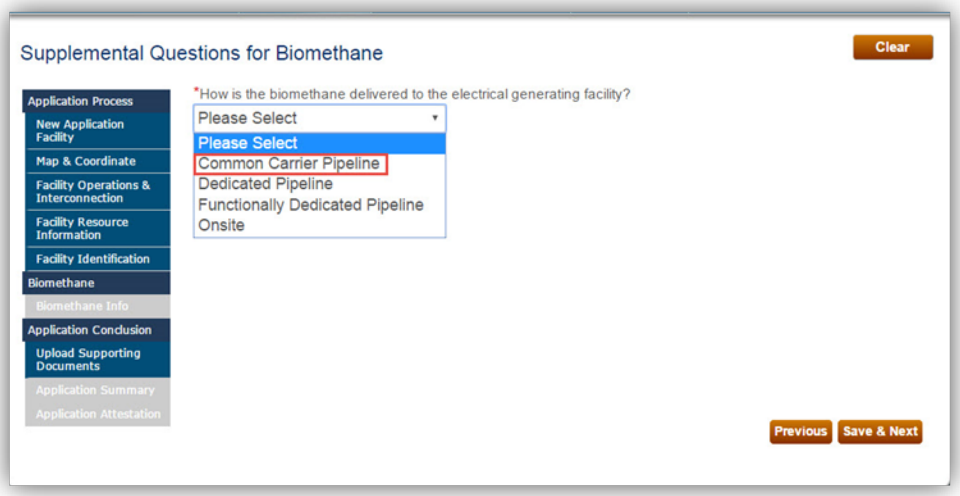
6.1.2 Biomethane Common Carrier Pipeline

For facilities that use biomethane delivered through a common carrier pipeline, please use the following process to complete the application.

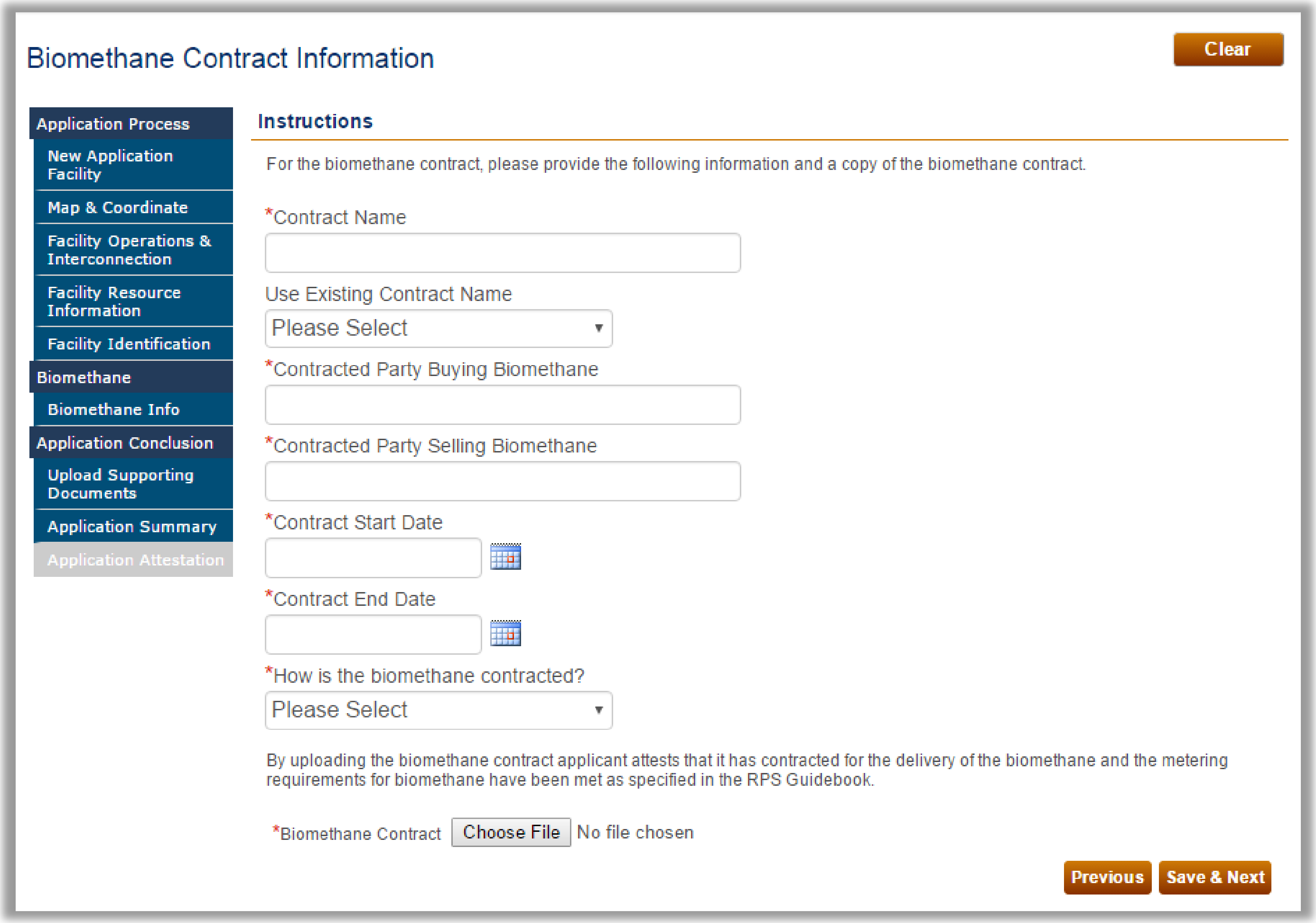
1. On the "Supplemental Questions for Biomethane" screen, enter Biomethane details associated with the facility by clicking the "Add" button.



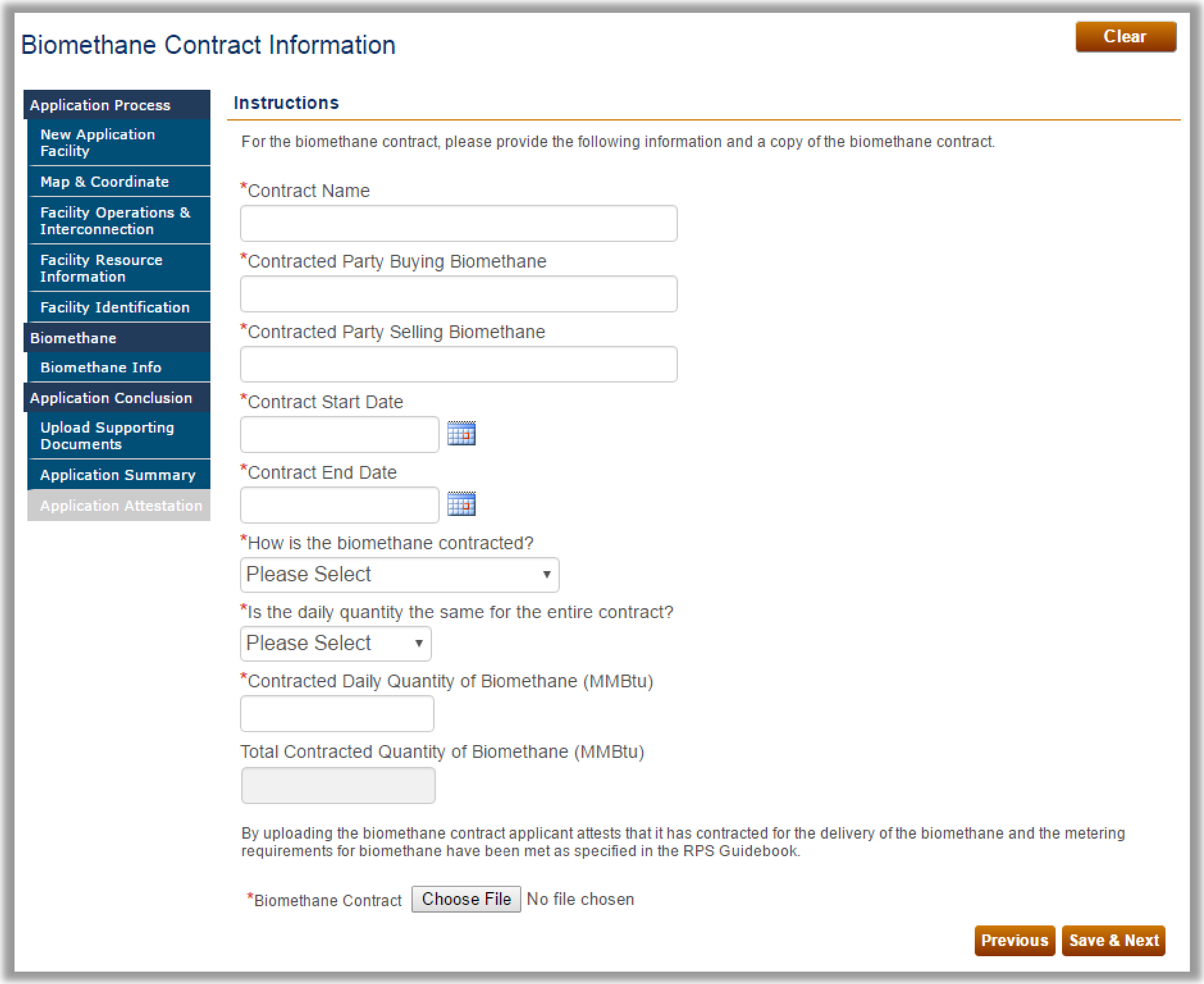
2. In the Supplemental Questions for Biomethane select "Common Carrier Pipeline" and click "Save & Next" to proceed to the next screen.



3. In the Biomethane Contract Information screen, populate the values accordingly, select the biomethane source attestant, and upload the biomethane contract. If you have not identified a biomethane attestant in the organization account, you must exit the screen and contact your Account Holder System Admin to add a biomethane attestant to the organization account.
   Note: Applicant can select Existing Contract (if any), which will populate this screen with existing contract information.

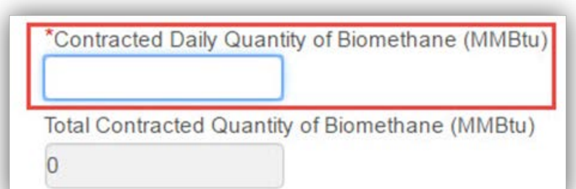


4. For the question: How is the biomethane contracted? users can select Daily, Monthly, or Yearly. And click "Save & Next" to proceed to the next screen.

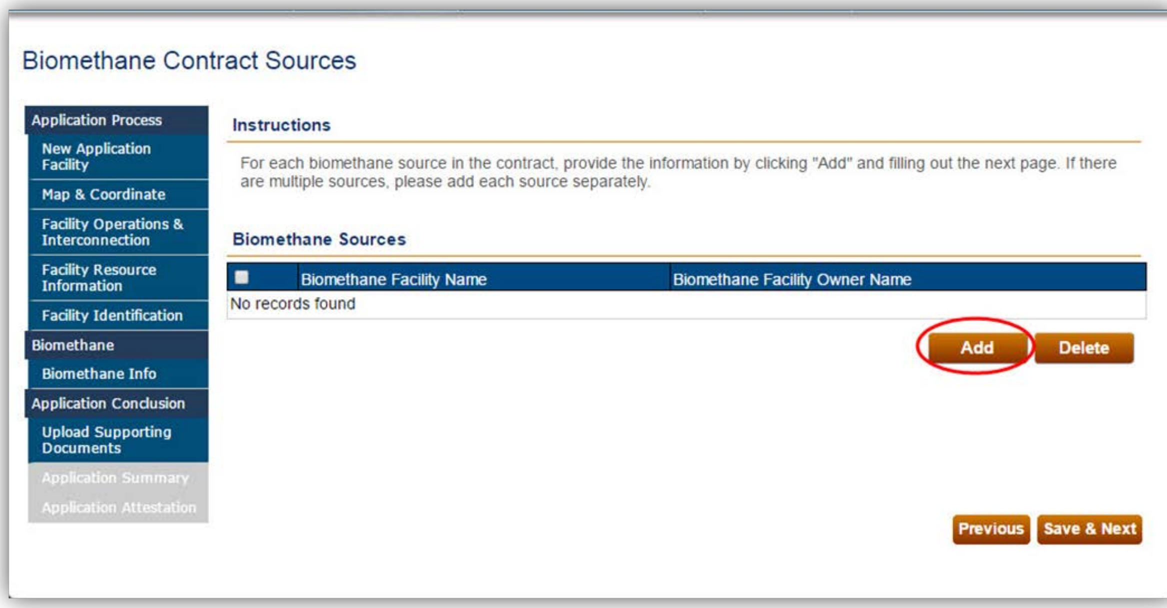


Note: If Monthly or Yearly is selected then Contracted Monthly Quantity of Biomethane (MMBtu) or Contracted Yearly Quantity of Biomethane (MMBtu) will display.

5. Enter amount in Contracted Daily Quantity of Biomethane (MMBtu)



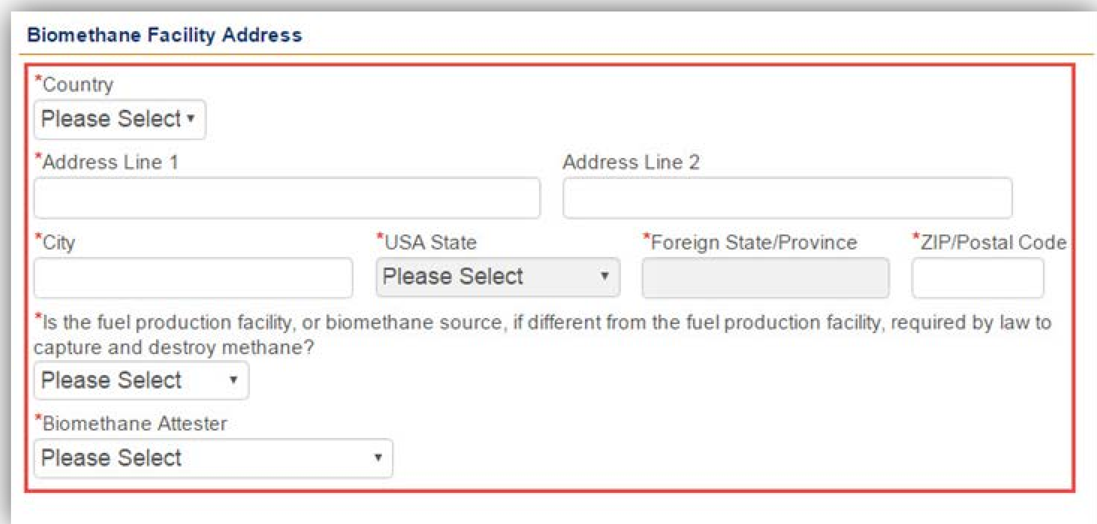
6. In the Biomethane Contract Sources screen, add each biomethane source by clicking “Add”.



7. Enter Biomethane Facility Name and Fuel Production Facility Owner.
   Note: Select Existing Contract Source if it is applicable.

8. Enter Biomethane Facility Address details.

If attester is selected as self then attestation screen will display. If attester is selected as someone else then the biomethane flow ends here when “Save” is clicked. Applicant can add more contracts and sources from Supplemental Questions for Biomethane screen if applicable.



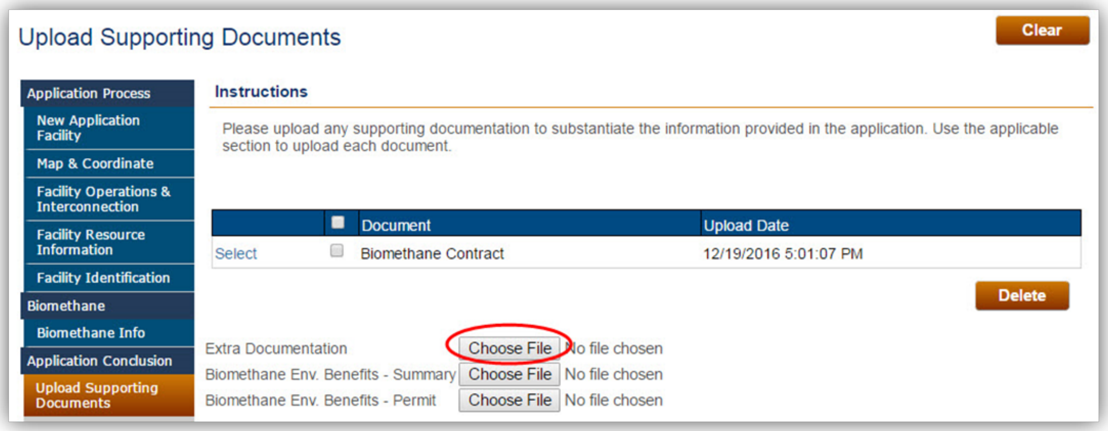
9. Click the “Save” button in the upper right corner of the screen to save the Facility Identification Numbers information.

10. Read the Biomethane Source Attestation and sign by entering your name in the Signature box and click I AGREE.

11. On Biomethane Contract Sources screen click the "Save & Next" button in the lower right corner of the screen to proceed to the next step.

12. On Supplemental Questions for Biomethane screen click the "Save & Next" button in the lower right corner of the screen to proceed to the next step.

13. If your application requires an upload of supporting documentation, click on the "Browse" button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 22.



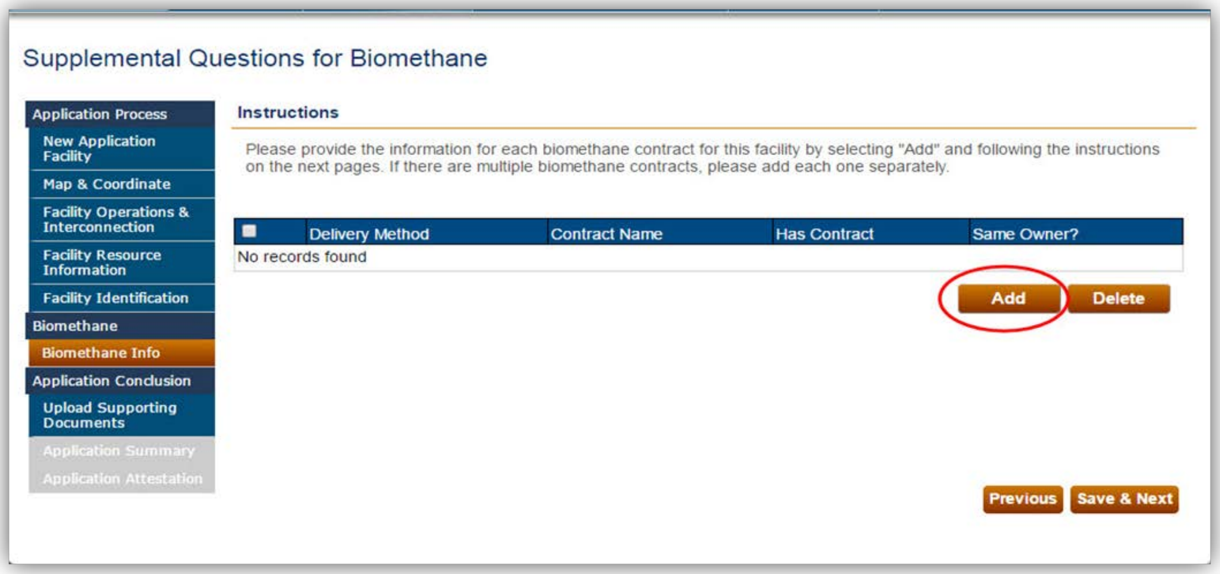
14. Click the "Save & Next" button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.

Note: To complete the application flow, refer back to step 21 from section 6.1 above.

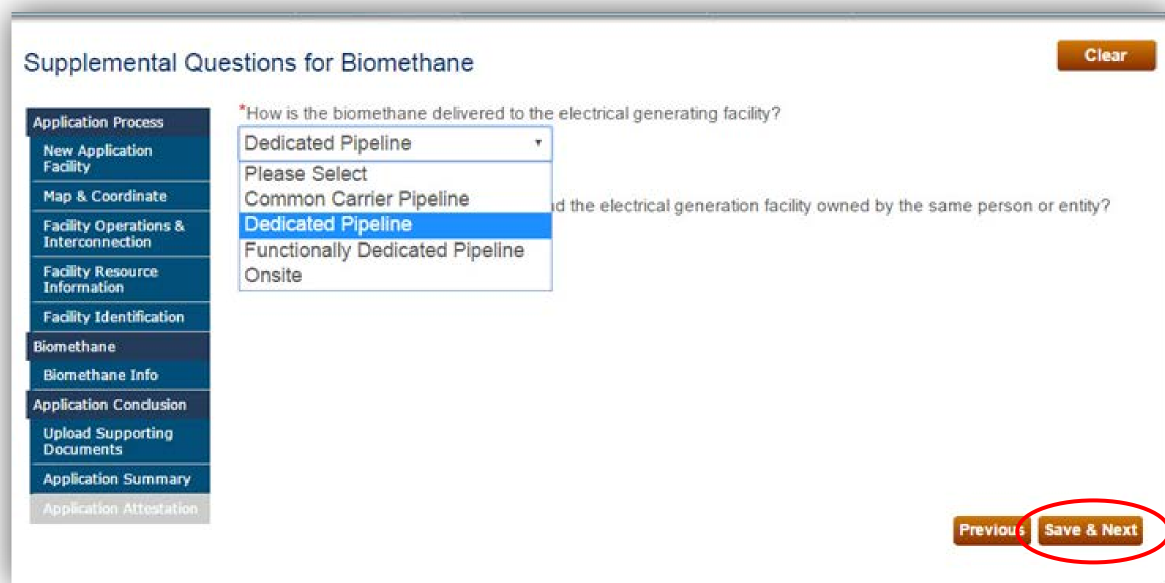
6.1.3 Biomethane Dedicated Pipeline or Fuel Container

For facilities that use biomethane delivered through a dedicated pipeline or fuel container, please use the following process to complete the application.

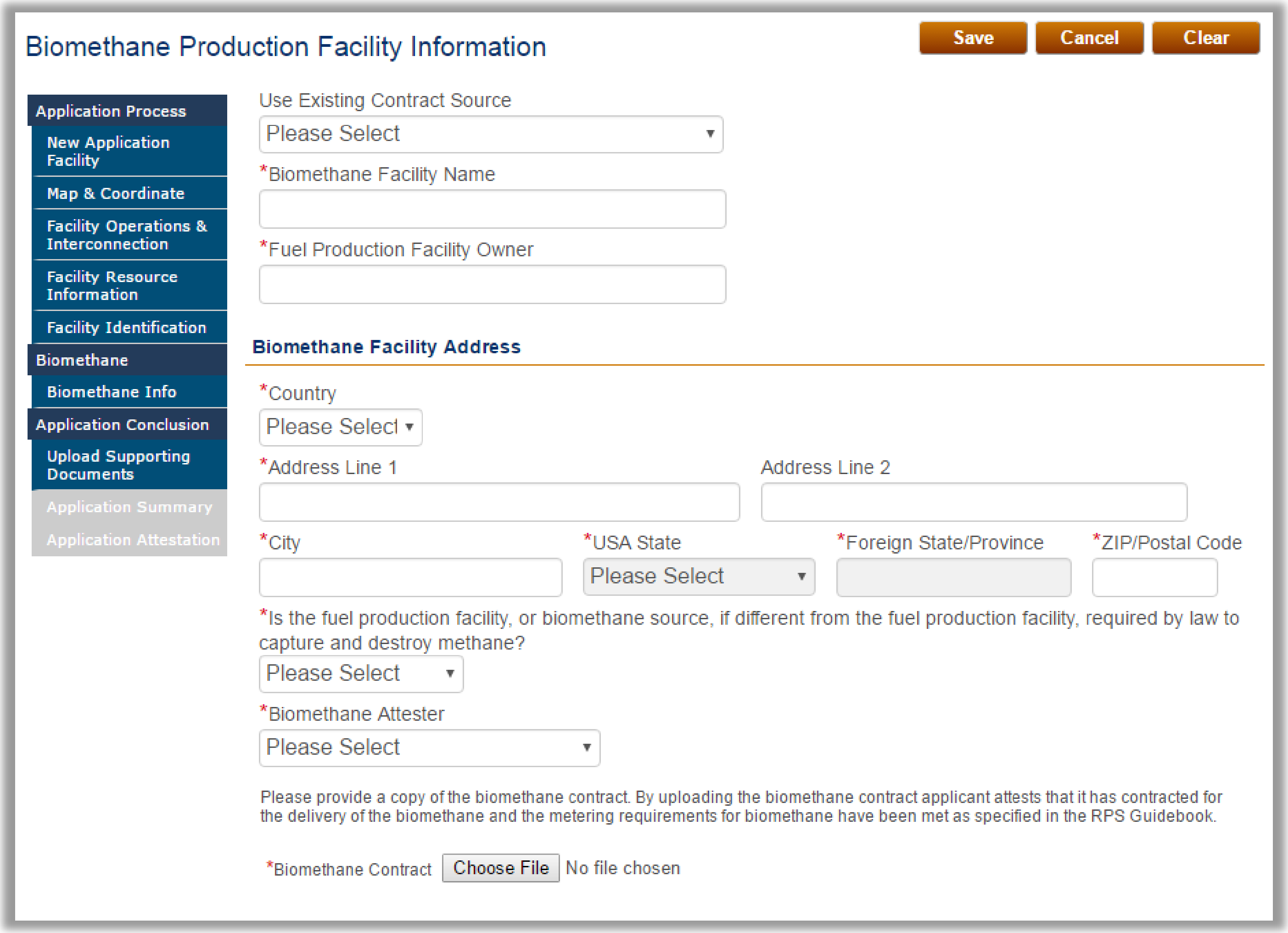
1. In the "Supplemental Questions for Biomethane" section, enter Biomethane details associated with the facility by clicking the "Add" button.



2. In the Supplemental Questions for Biomethane select one of the options from the dropdown. Options are: Common Carrier Pipeline, Dedicated Pipeline, Functionally Dedicated Pipeline or Fuel Container, and Onsite. Select "Dedicated Pipeline" and click "Save & Next" to proceed to the next screen.



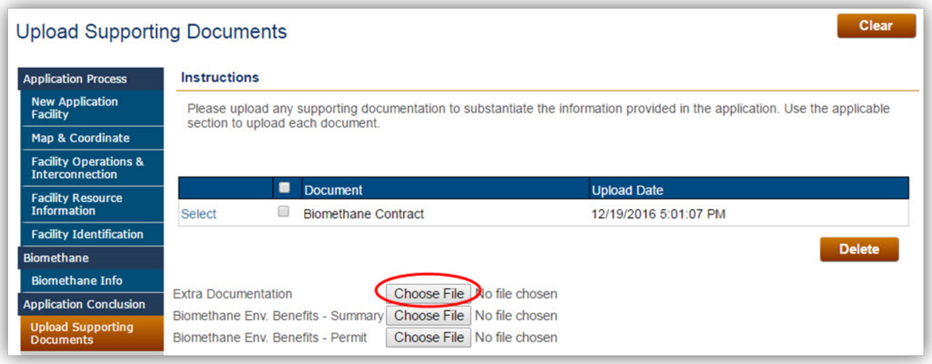
3. In the Biomethane Production Facility Information screen, enter Biomethane Facility Name, Fuel Production Facility Owner, and biomethane facility address. If you are the biomethane attester, select yourself, otherwise select the biomethane attester from the drop down. Upload a copy of the biomethane contract and click “Save” to proceed to the next screen. The applicant can add more contracts and sources from Supplemental Questions for Biomethane screen if applicable
   Note: Select Existing Contract Source if it is applicable.



4. Read the Biomethane Source Attestation and sign by entering the name in the Signature box and click I AGREE.

5. On Supplemental Questions for Biomethane click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

6. If your application requires an upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 14.



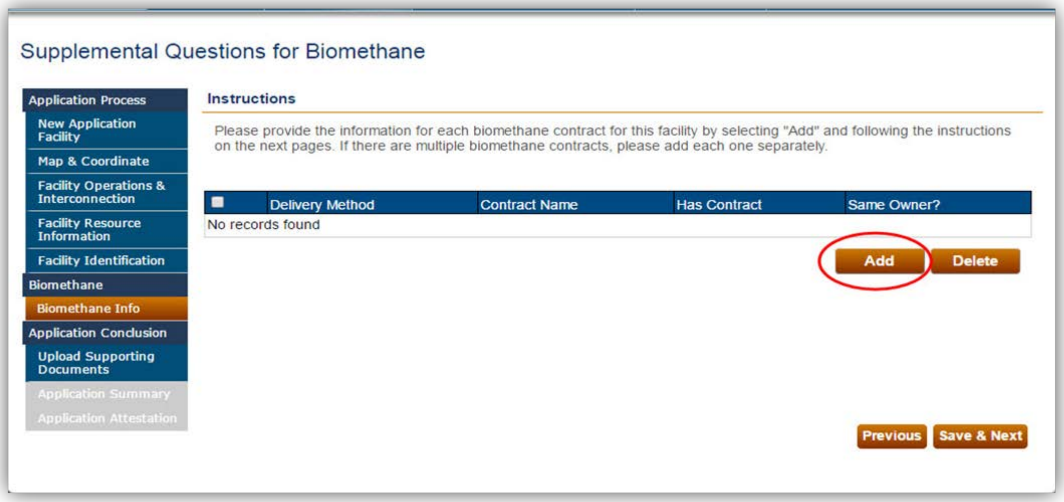
7. Click the "Save & Next" button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.

Note: To complete the application flow, refer back to step 21 from section 6.1 above.

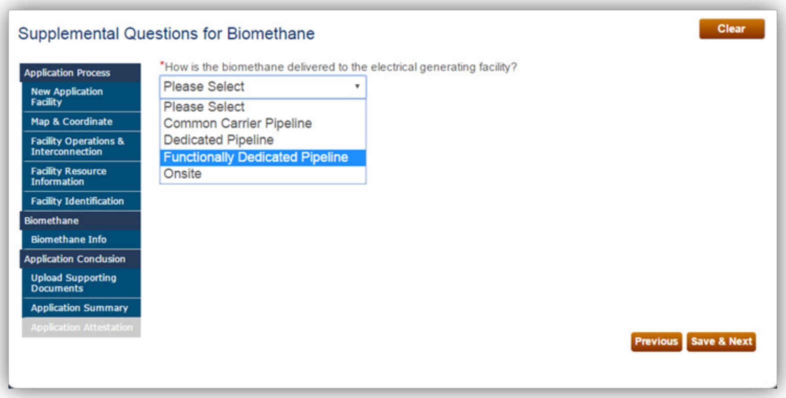
6.1.4 Biomethane Functionally Dedicated Pipeline

For facilities that use biomethane delivered through a functionally dedicated pipeline, please use the following process to complete the application.

1. In the "Supplemental Questions for Biomethane" section, enter Biomethane details associated with the facility by clicking the "Add" button.

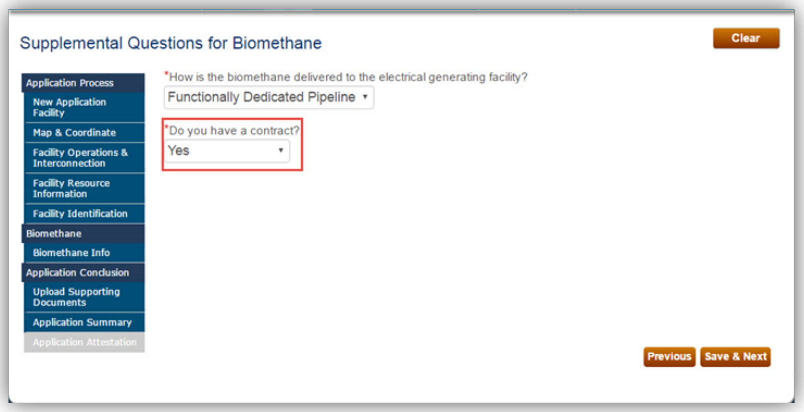


2. In the Supplemental Questions for Biomethane select one of the options from the dropdown. Options are: Common Carrier Pipeline, Dedicated Pipeline, Functionally Dedicated Pipeline or Fuel Container, and Onsite.
   Select "Functionally Dedicated Pipeline"



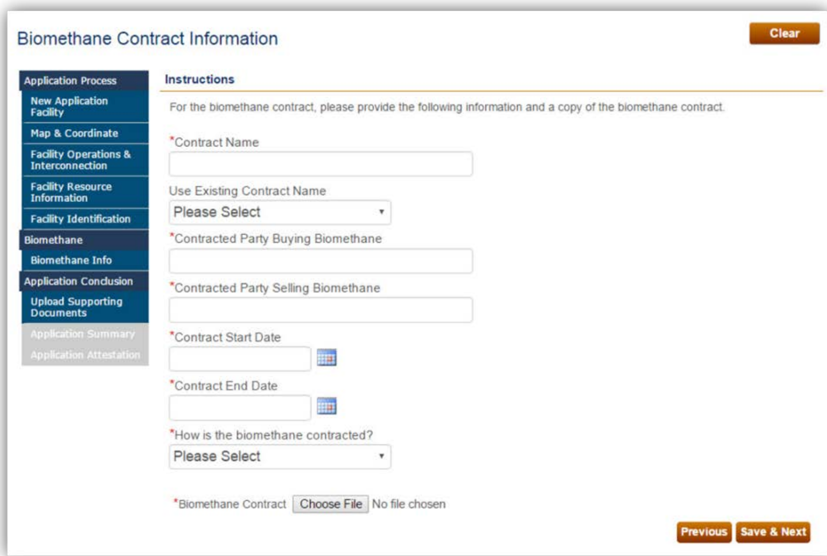
3. Select "Yes" to the "Do you have a contract?" question.

Note: If “No” is selected, then follow the flow from section 4.5.1.2 from above.



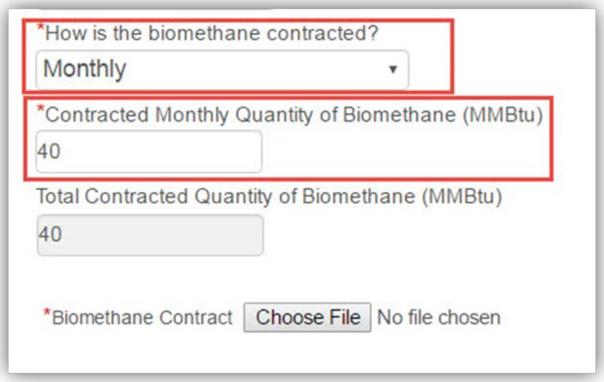
4. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

5. In the Biomethane Contract Information section, populate the values accordingly.
User can select Existing Contract Name if there is any, which will populate this screen with existing contract information. User needs to upload a Contract file.
For How is the biomethane contracted user can select Daily, Monthly, or Yearly.
Note: In section 4.5.1.1 the flow consists for Daily. Yearly and Monthly has the same flow.
The flow below covers for Monthly contracted value, but follow the same flow if Yearly is selected as well.



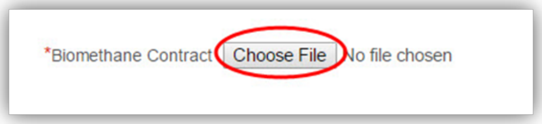
Note: If Monthly or Yearly is selected then Contracted Monthly Quantity of Biomethane (MMBtu) or Contracted Yearly Quantity of Biomethane (MMBtu) will display.
If Daily is selected then the daily quantity question appears. User can select Yes or No
If Yes is selected, then the follow the steps below, if No is selected, then follow steps from to

6. Enter amount in Contracted Monthly Quantity of Biomethane (MMBtu)



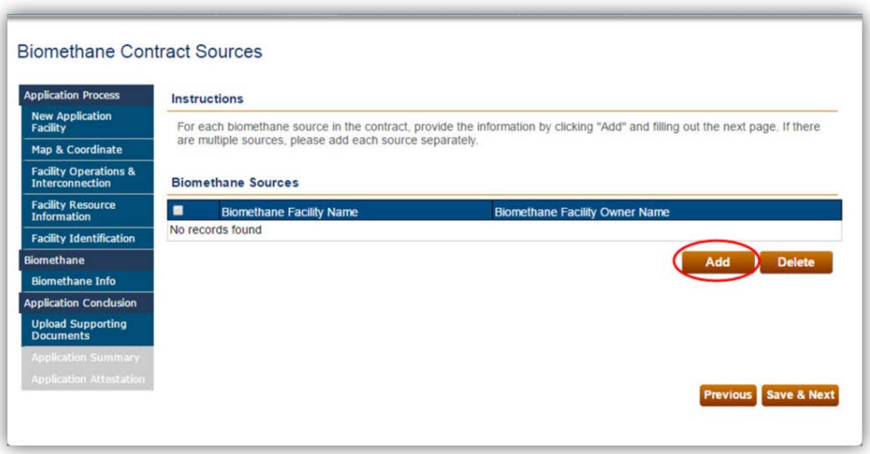
7. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

8. User must upload a document by clicking on “Browse” in Internet Explorer, and “Choose File” in Chrome browser.



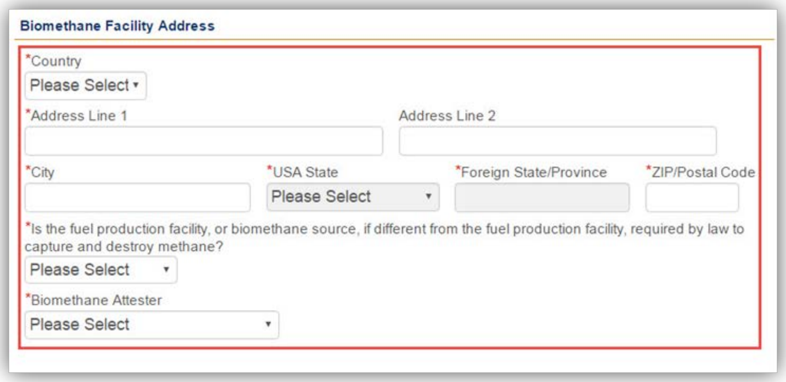
9. Click the “Save” button in the upper right corner of the screen to save the Facility Identification Numbers information.

10. In the Biomethane Contract Sources section, add biomethane source information by clicking “Add”.



11. Enter Biomethane Facility Name and Fuel Production Facility Owner.
Note: Select Existing Contract Source if it is applicable.

12. Enter Biomethane Facility Address details.
    If attester is selected as self then attestation screen will display. If attester is selected as someone else then the biomethane flow ends here when “Save” is clicked. Applicant can add more contracts and sources from Supplemental Questions for Biomethane screen if applicable.

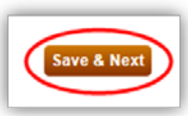


13. Click the “Save” button in the upper right corner of the screen to save the Facility Identification Numbers information

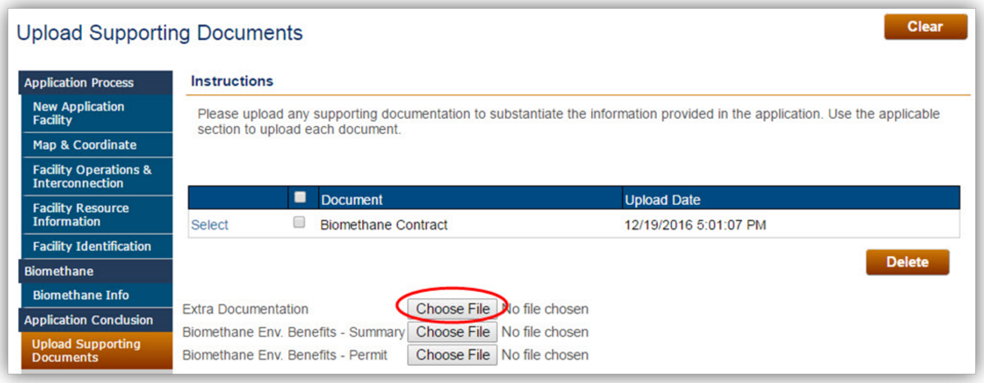
14. Read the Biomethane Source Attestation and sign by entering your name in the Signature box and click I AGREE.

15. On Biomethane Contract Sources screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

16. On Supplemental Questions for Biomethane screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



17. If your application requires an upload of supporting documentation, click on the “Browse” button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 22.



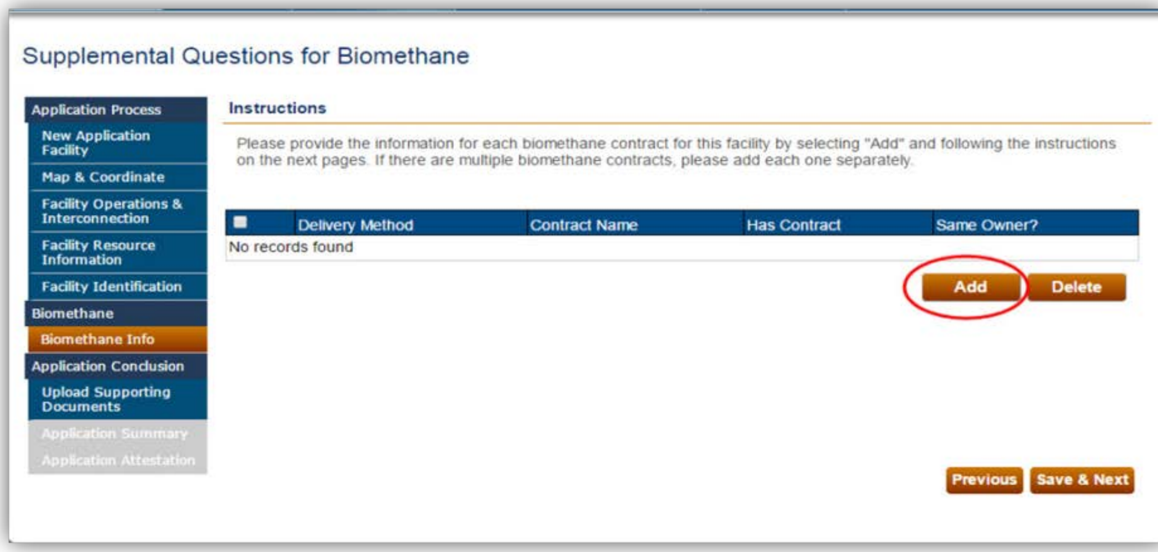
18. Click the “Save & Next” button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.

Note: To complete the application flow, refer back to step 21 from section 6.1 above.

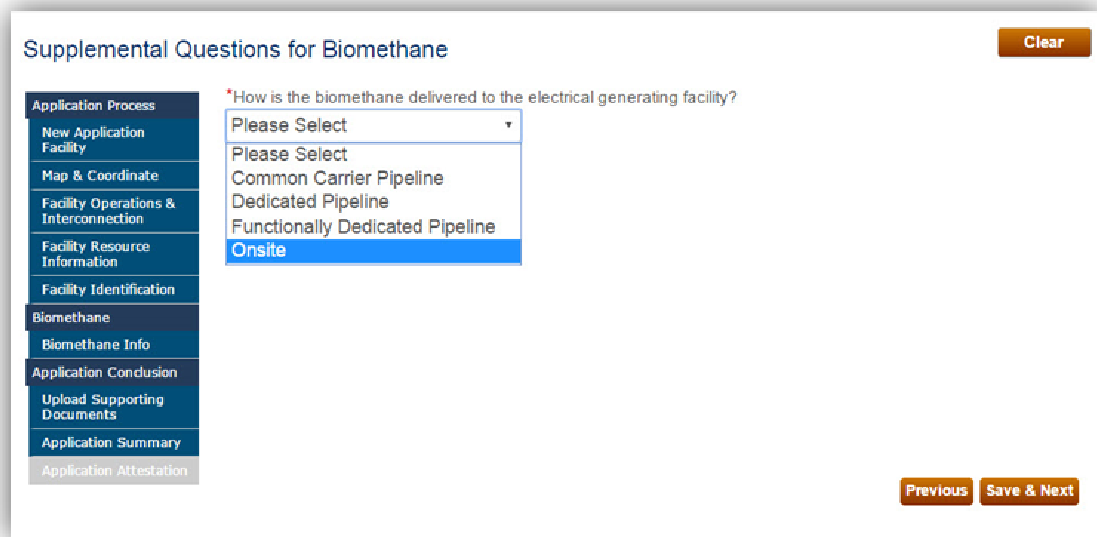
6.1.5 Biomethane Onsite

For facilities that use biomethane procured and delivered onsite, please use the following process to complete the application.

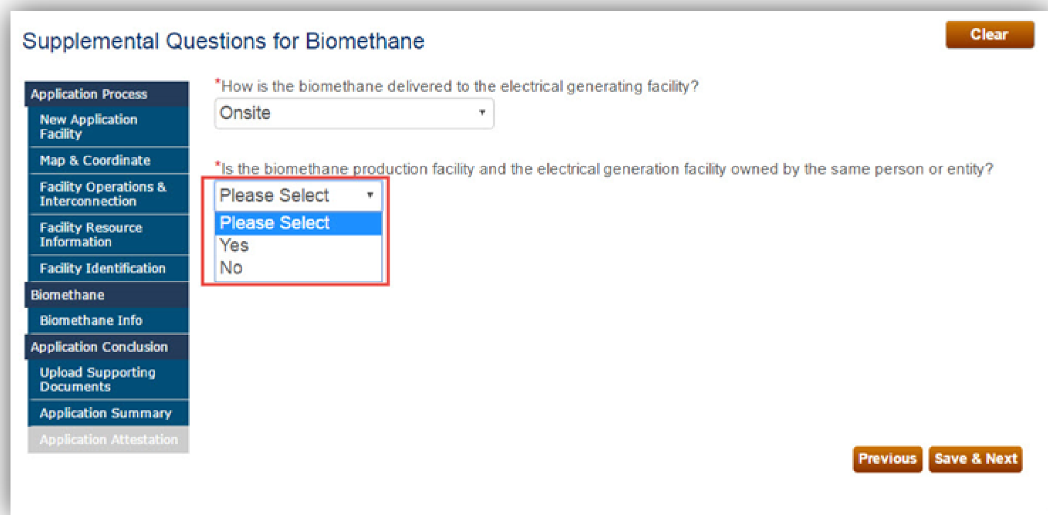
1. In the "Supplemental Questions for Biomethane" section, enter Biomethane details associated with the facility by clicking the "Add" button.



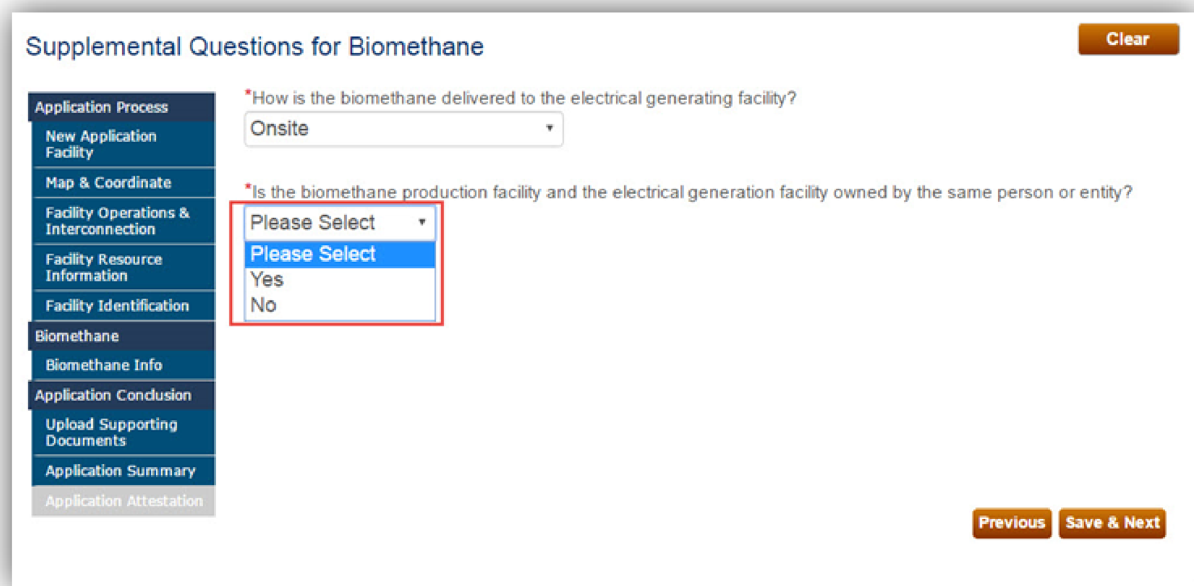
2. In the Supplemental Questions for Biomethane select one of the options from the dropdown. Options are: Common Carrier Pipeline, Dedicated Pipeline, Functionally Dedicated Pipeline or Fuel Container, and Onsite. Select "Onsite"



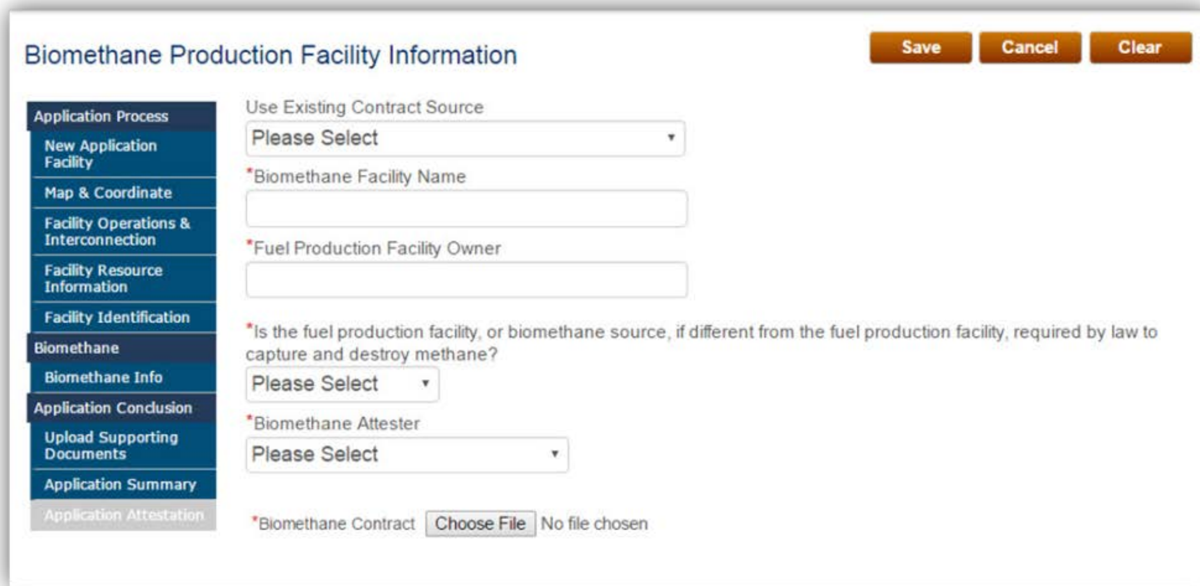
3. Select “Yes” or “No” for the question “Is the biomethane production facility and the electrical generation facility owned by the same person or entity?”



4. Select “Yes” to the “Do you have a contract?” question and click the “Save & Next” button.
Note: If “No” is selected, then follow the flow from section 4.3.1.2 from above



5. In the Biomethane Production Facility Information section, populate the values accordingly.
   User can select Existing Contract Name if there is any, which will populate this screen with existing contract information. User needs to upload a Contract file. Click “Save” to proceed to the next screen.

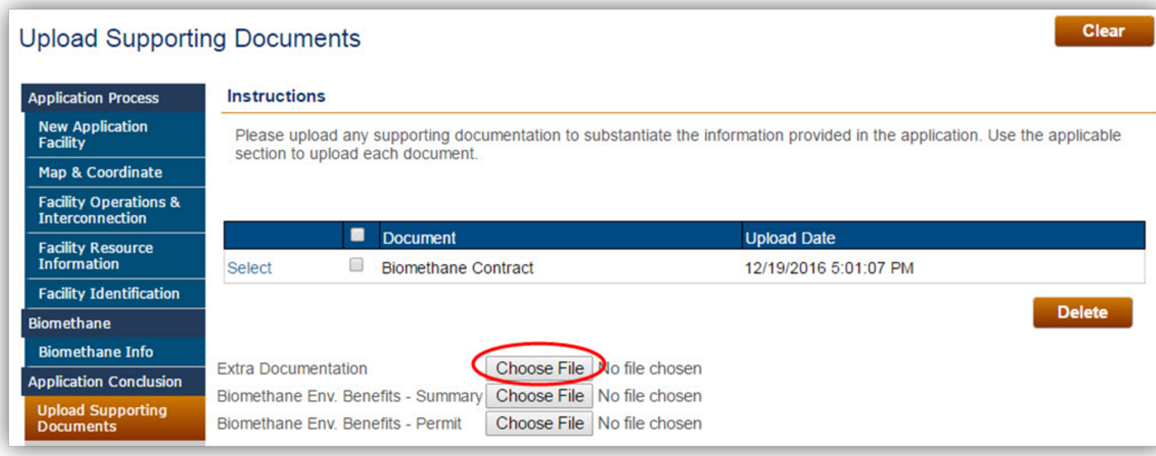


Read the Biomethane Attestation verbiage

6. Read the Biomethane Source Attestation and sign by entering your name in Signature box and click I AGREE.

7. On Supplemental Questions for Biomethane screen click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

8. If your application requires an upload of supporting documentation, click on the "Browse" button next to the Extra Documentation field where you wish to upload your file. Otherwise, skip to step 15.



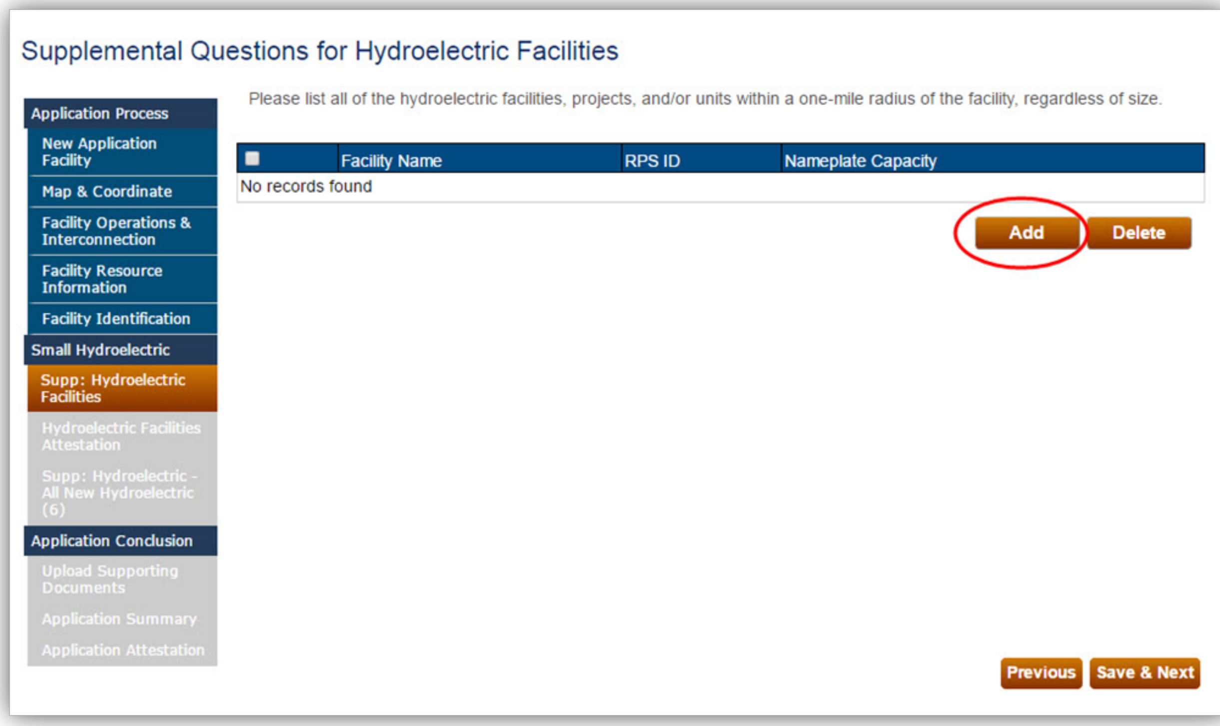
9. Click the "Save & Next" button in the lower right corner to go to the next step. Any documents that you have selected will be uploaded.

10. To complete the application flow, refer back to step 21 from section 6.1 above.

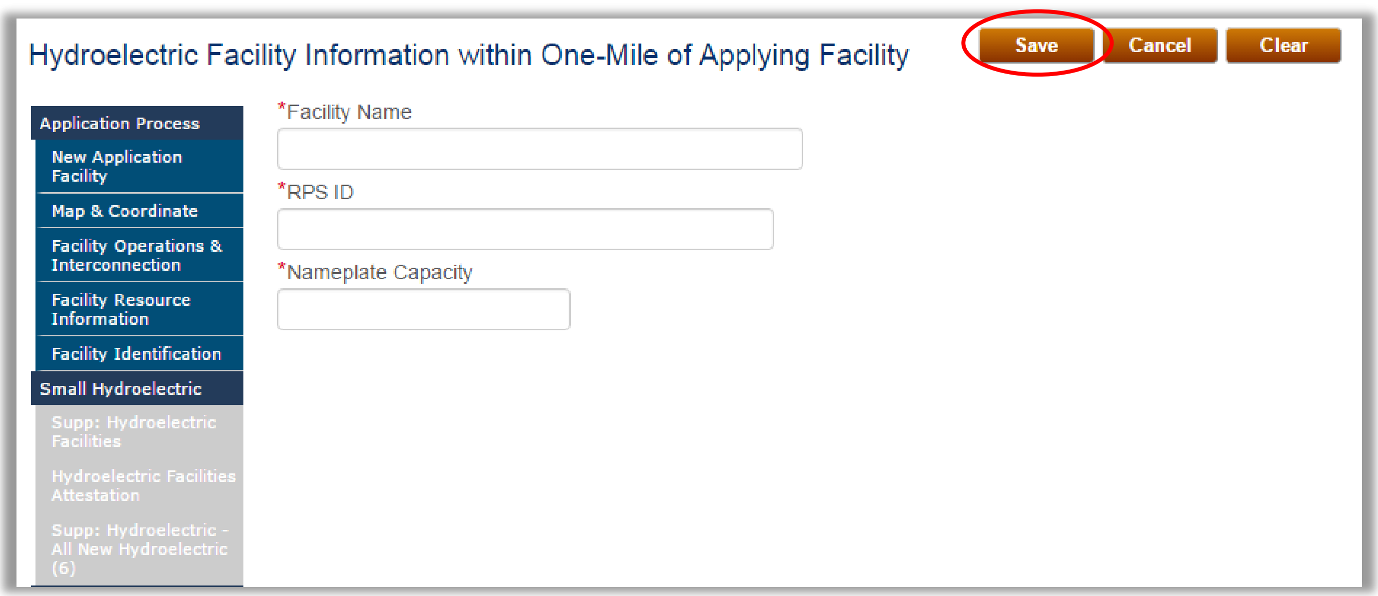
6.1.6 Small Hydroelectric Facilities

For facilities that are defined as a small hydroelectric facility, please use the following process to complete the application.

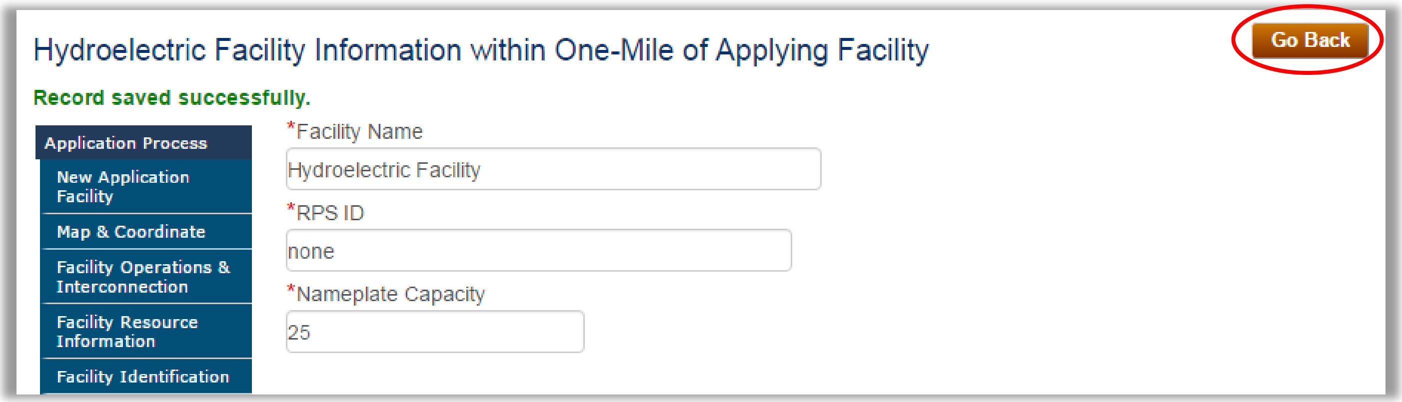
1. On the "Supplemental Questions for Hydroelectric Facilities" screen, enter any hydroelectric facilities located within a one-mile radius of the facility by clicking the "Add" button. If there are no hydroelectric facilities located within a one-mile radius, click "Save & Next."



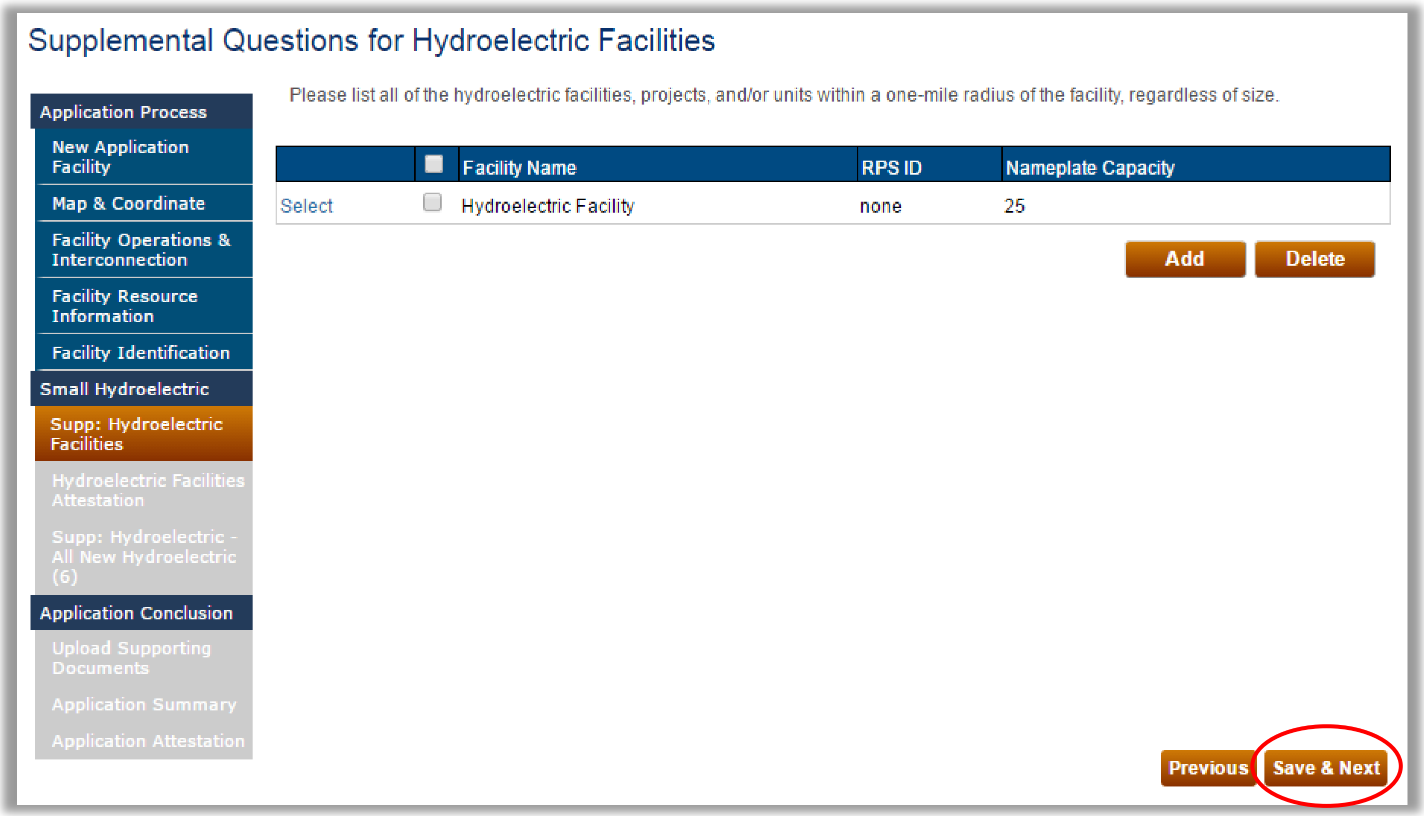
2. On the Hydroelectric Facility Information within One-Mile of Applying Facility" screen, enter details for Facility name, RPS ID, and Nameplate Capacity and click "Save."



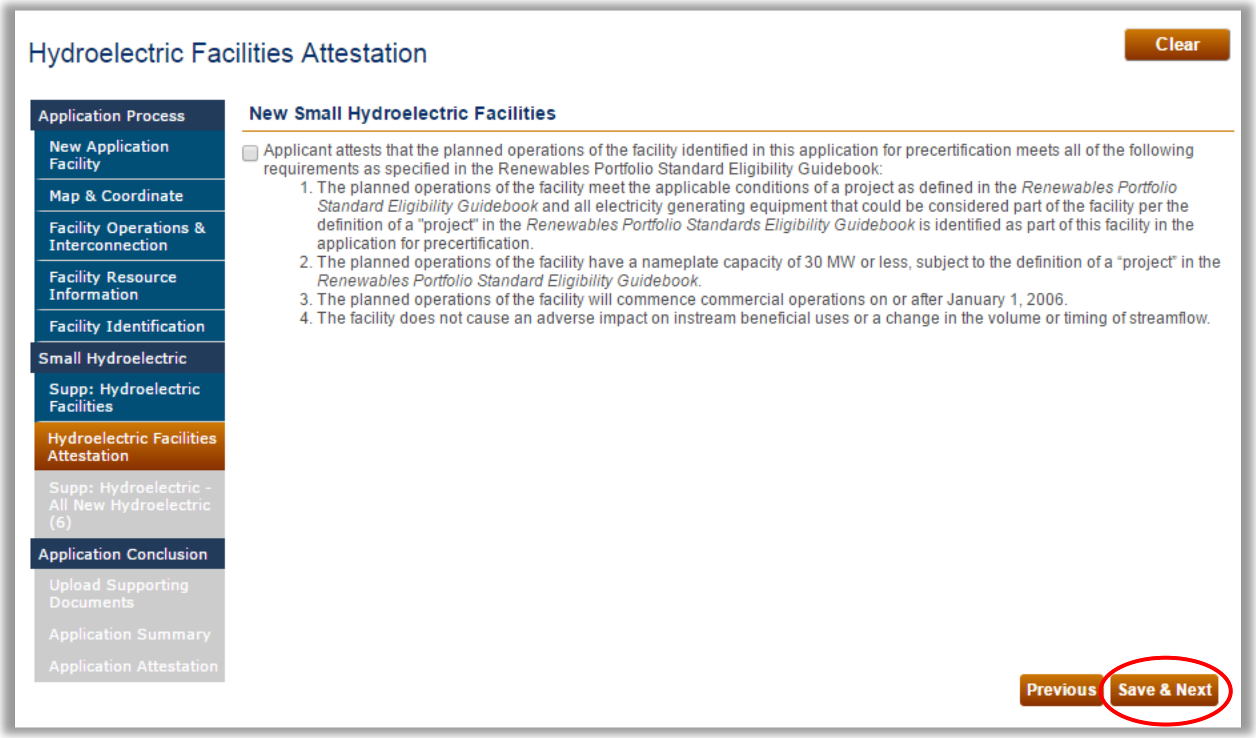
3. Click the “Go Back” button to return to Supplemental Questions for Hydroelectric Facilities screen.



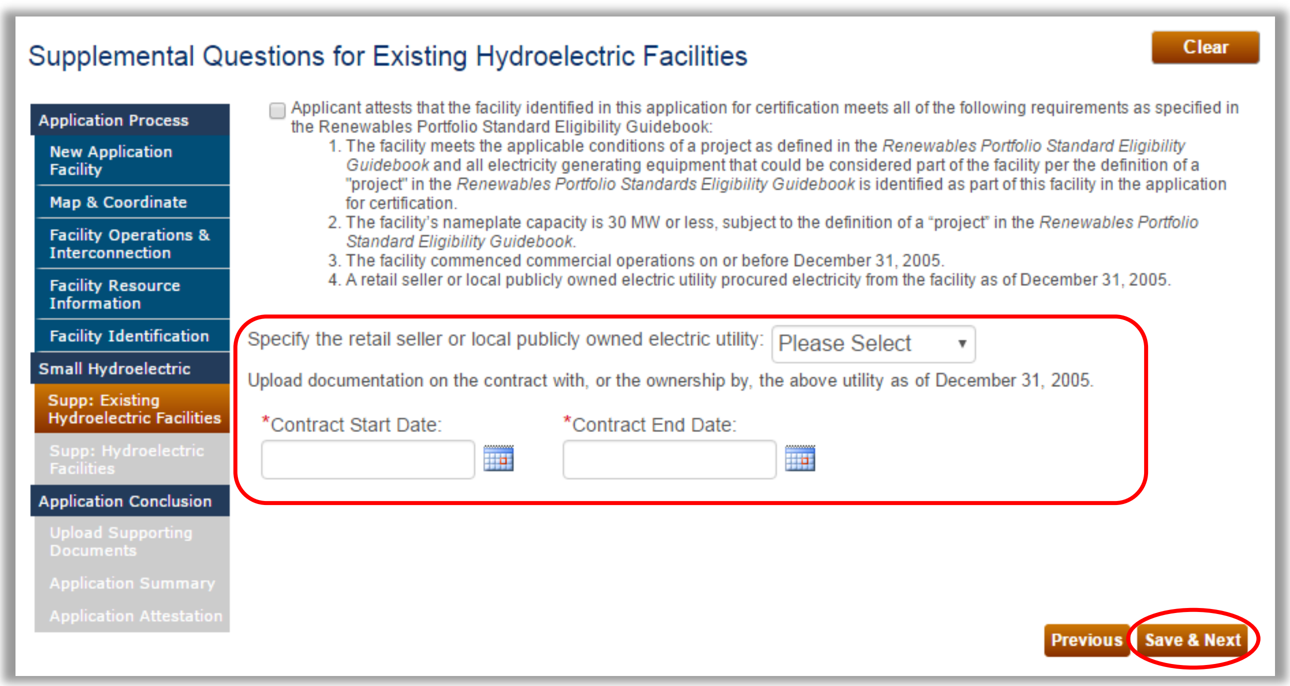
4. If there is another hydroelectric facility located within a one-mile radius, repeat steps 1 and 2. If not, click “Save & Next” to proceed to the next screen.



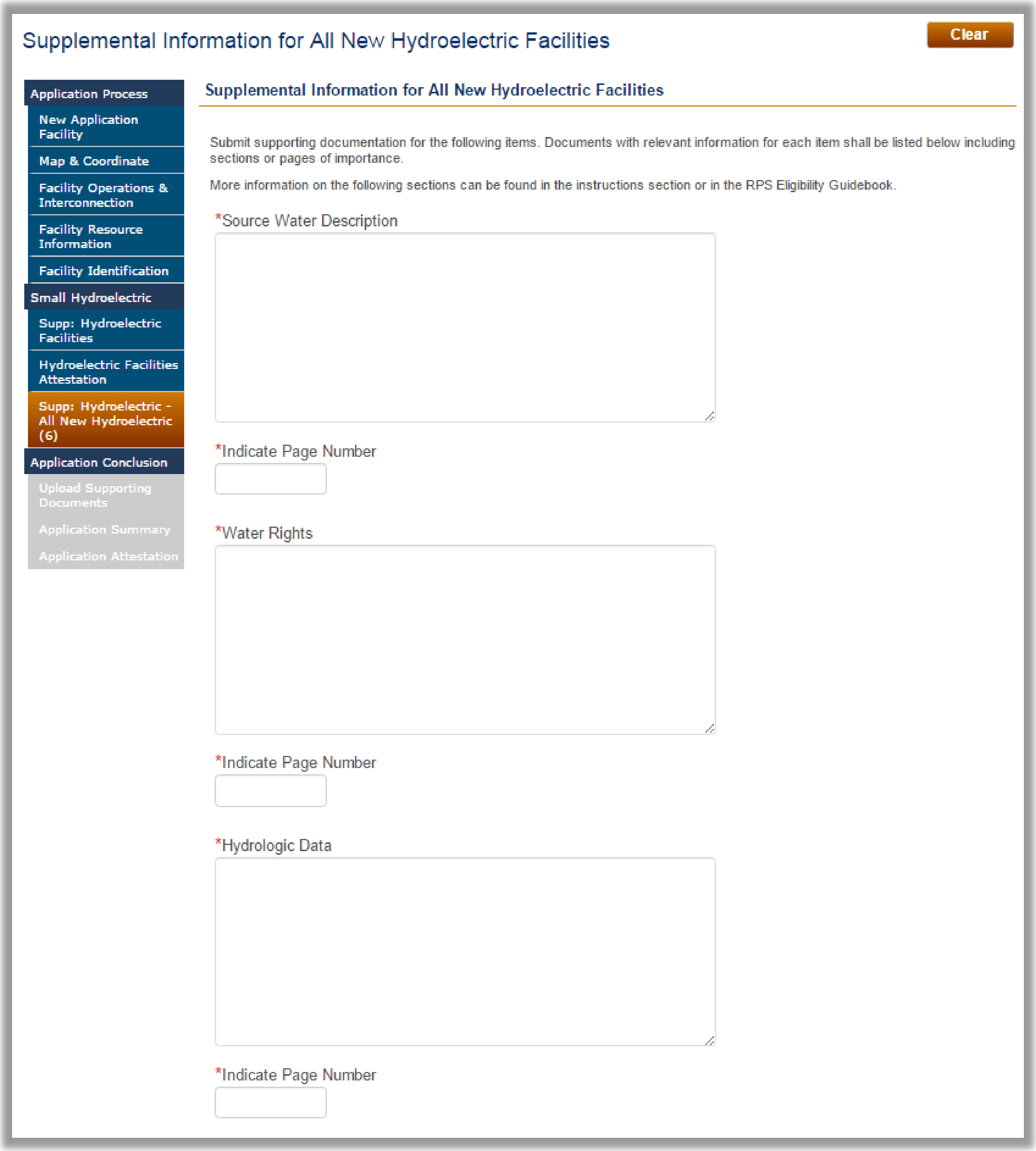
5. The attestation will reflect the requirements based on the application information.
   a. For small hydroelectric facilities that commenced commercial operations **after** January 1, 2006, select the check box to attest to the information presented in the attestation and click “Save & Next” to proceed to the next screen. Continue with step 6 below.

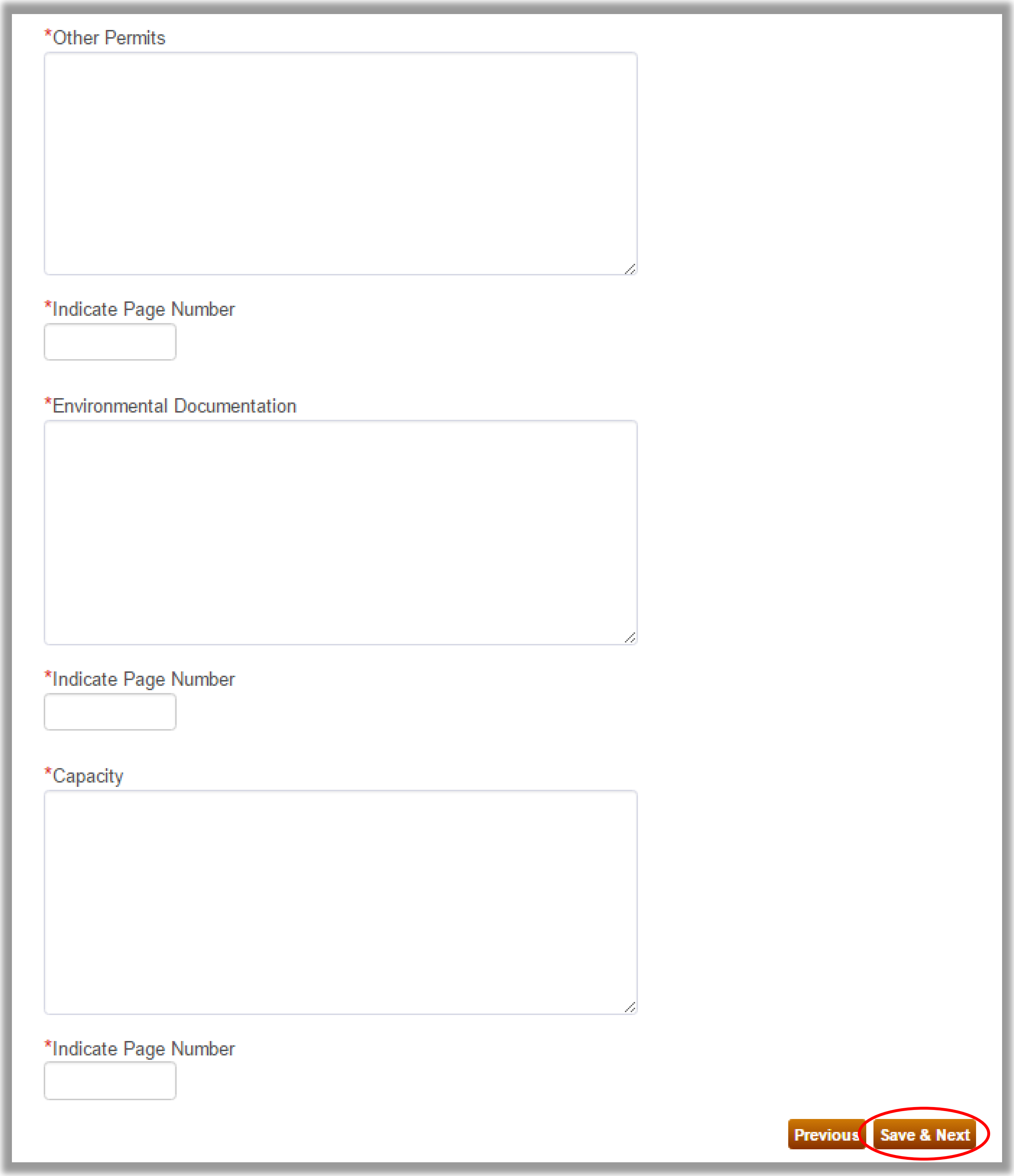


   b. For small hydroelectric facilities that commenced commercial operations **before** January 1, 2006, select the check box to attest to the information presented in the attestation, specify the utility the facility was under contract to, provide the contract dates, and click “Save & Next” to proceed to the next screen. To complete the application, refer back to step 30 from section 6.1 above.

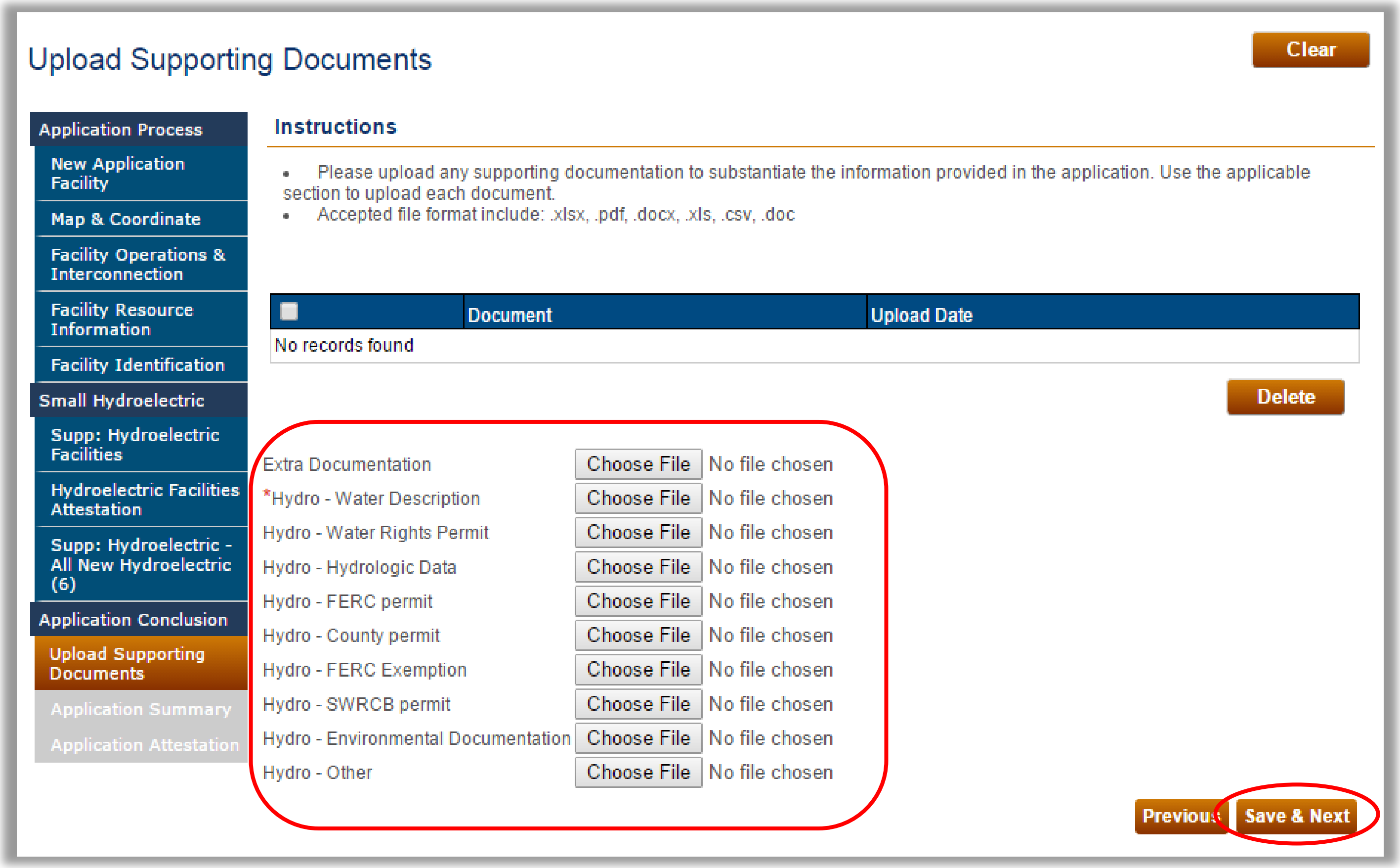


6. On the Supplemental Information for All New Hydroelectric Facilities screen fill out all the sections with a short description of the supporting document and provide screen number for the RPS staff to validate the documents and click “Save & Next” to proceed to the next screen.




*Other Permits
*Indicate Page Number
*Environmental Documentation
*Indicate Page Number
*Capacity
*Indicate Page Number
Previous
Save & Next

7. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

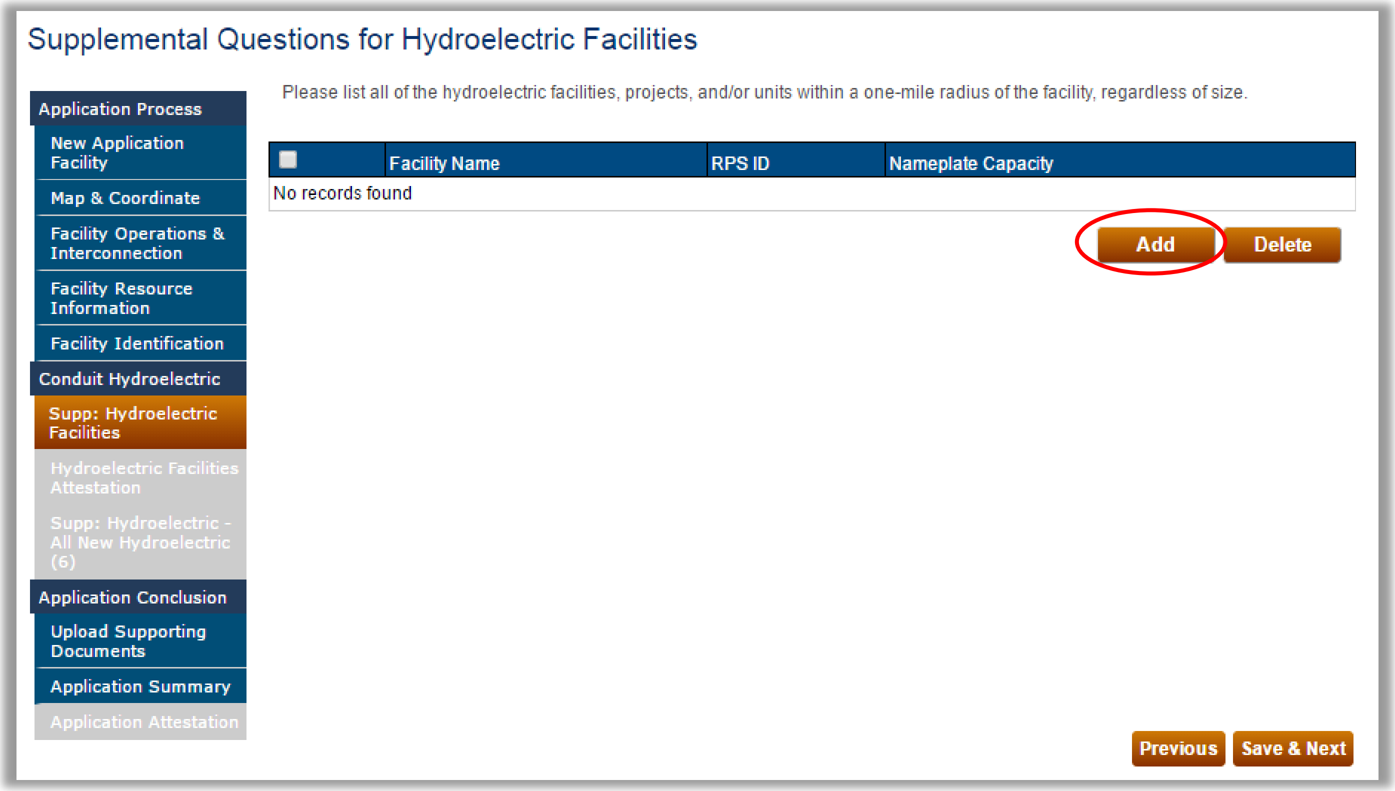


8. To complete the application flow, refer back to step 21 from section 6.1 above.

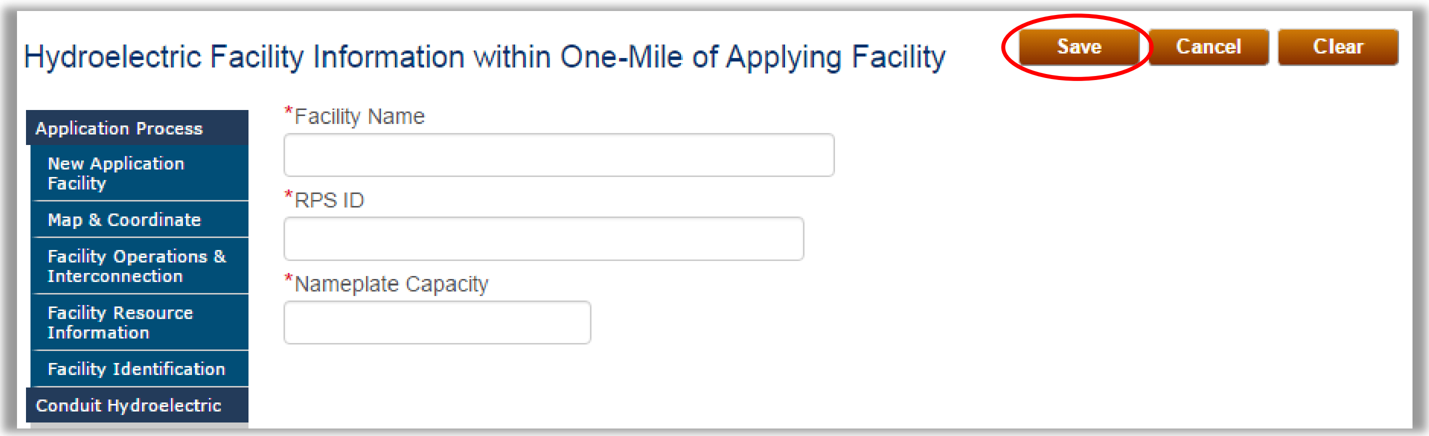
6.1.7 Conduit Hydroelectric Facilities

For facilities that are defined as a conduit hydroelectric facility, please use the following process to complete the application.

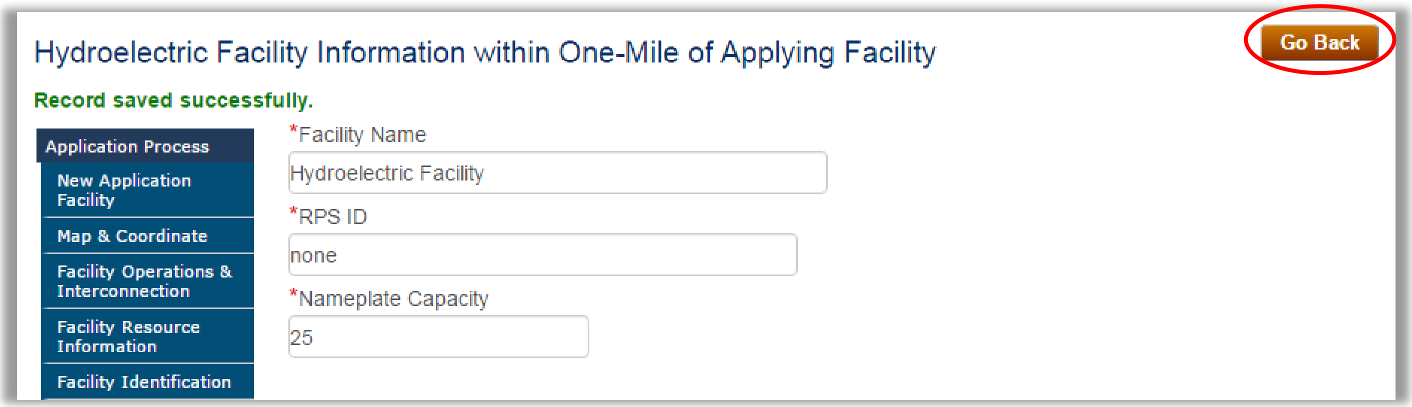
1. On the "Supplemental Questions for Hydroelectric Facilities" screen, enter any hydroelectric facilities located within a one-mile radius of the facility by clicking the "Add" button. If there are no hydroelectric facilities located within a one-mile radius, click "Save & Next."



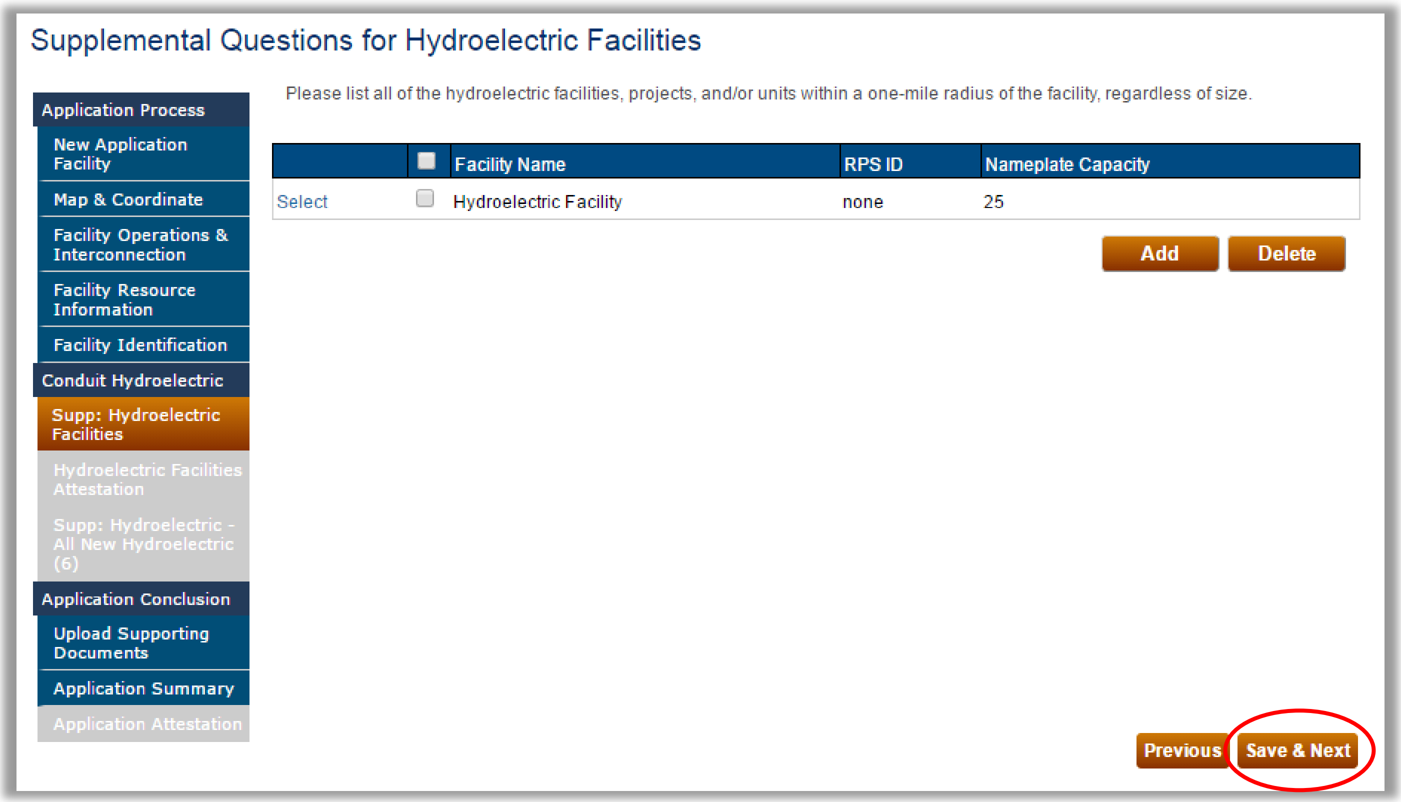
2. On the Hydroelectric Facility Information within One-Mile of Applying Facility" screen, enter details for Facility name, RPS ID, and Nameplate Capacity and click "Save."



3. Click the “Go Back” button to return to Supplemental Questions for Hydroelectric Facilities screen.

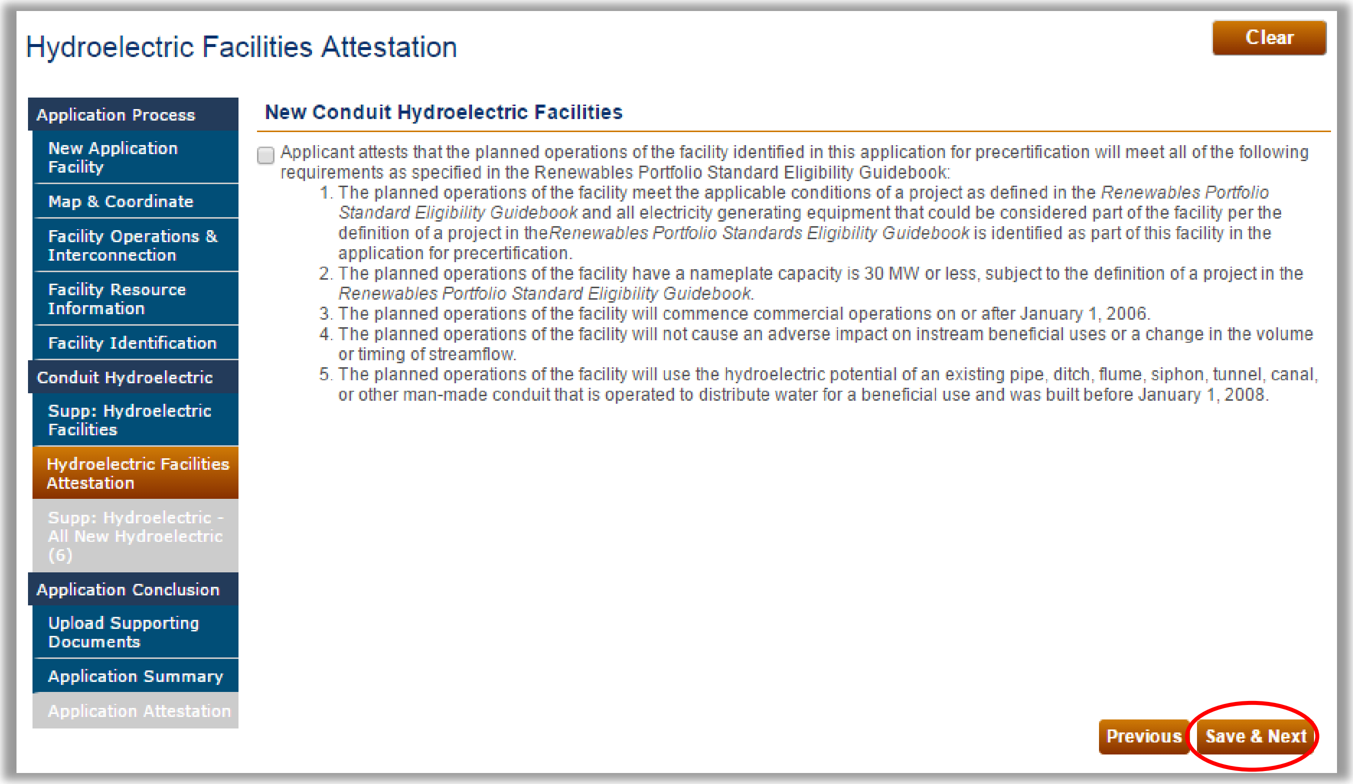


4. If there is another hydroelectric facility located within a one-mile radius, repeat steps 1 through 3. If not, click “Save & Next” to proceed to the next screen.

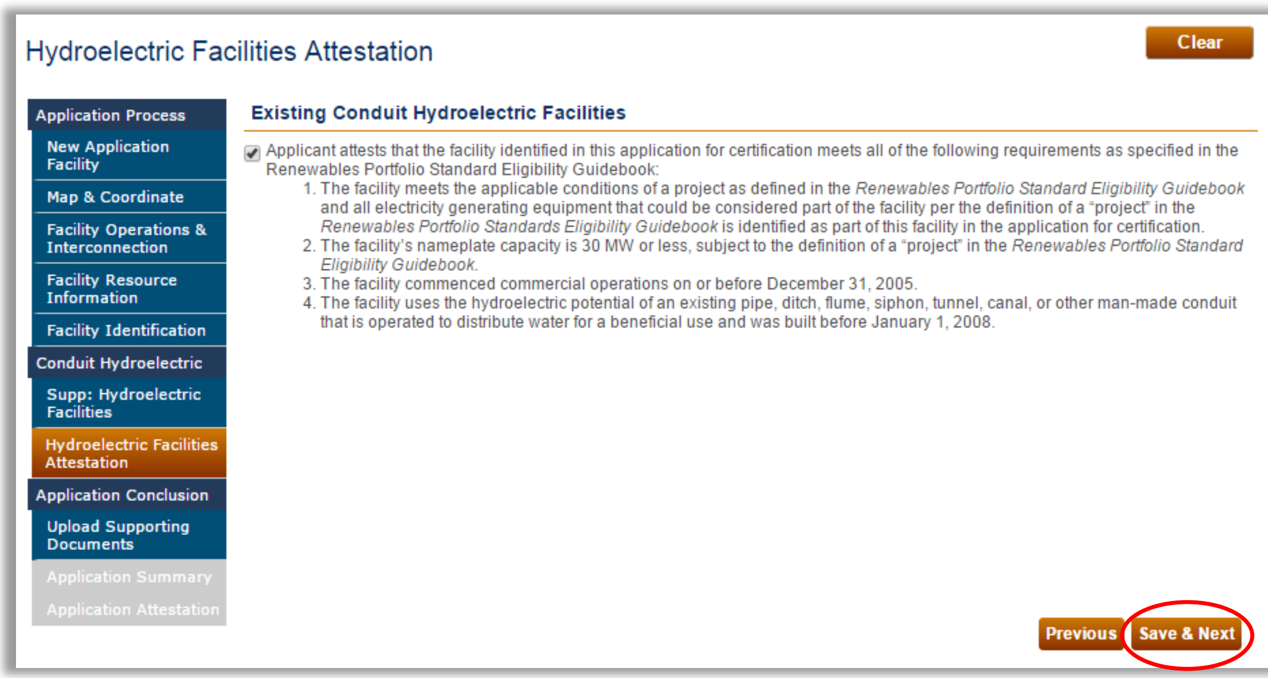


5. The attestation will reflect the requirements based on the application information.

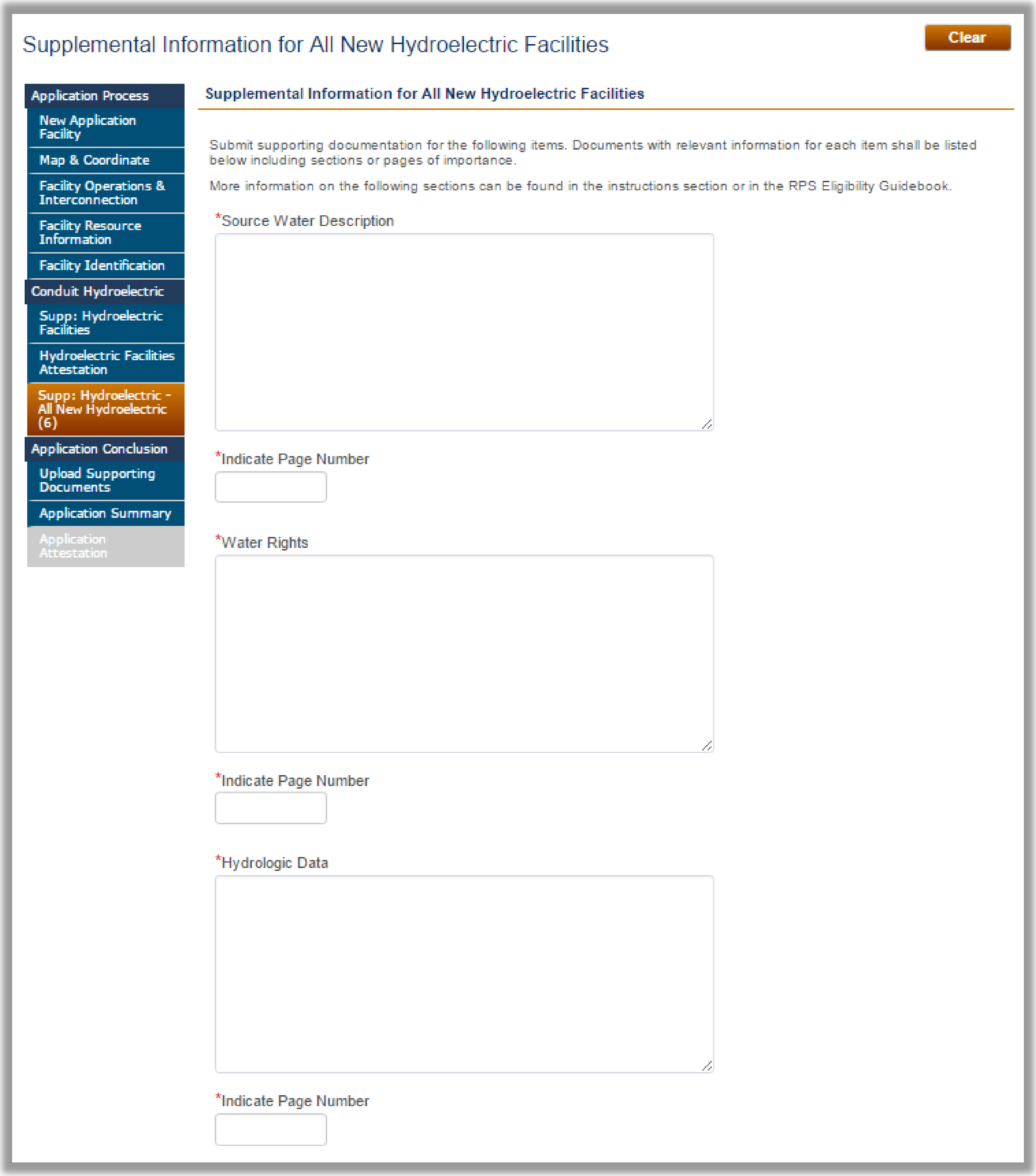
   a. For conduit hydroelectric facilities that commenced commercial operations **after** January 1, 2006, select the check box to attest to the information presented in the attestation and click “Save & Next” to proceed to the next screen. Continue with step 6 below.

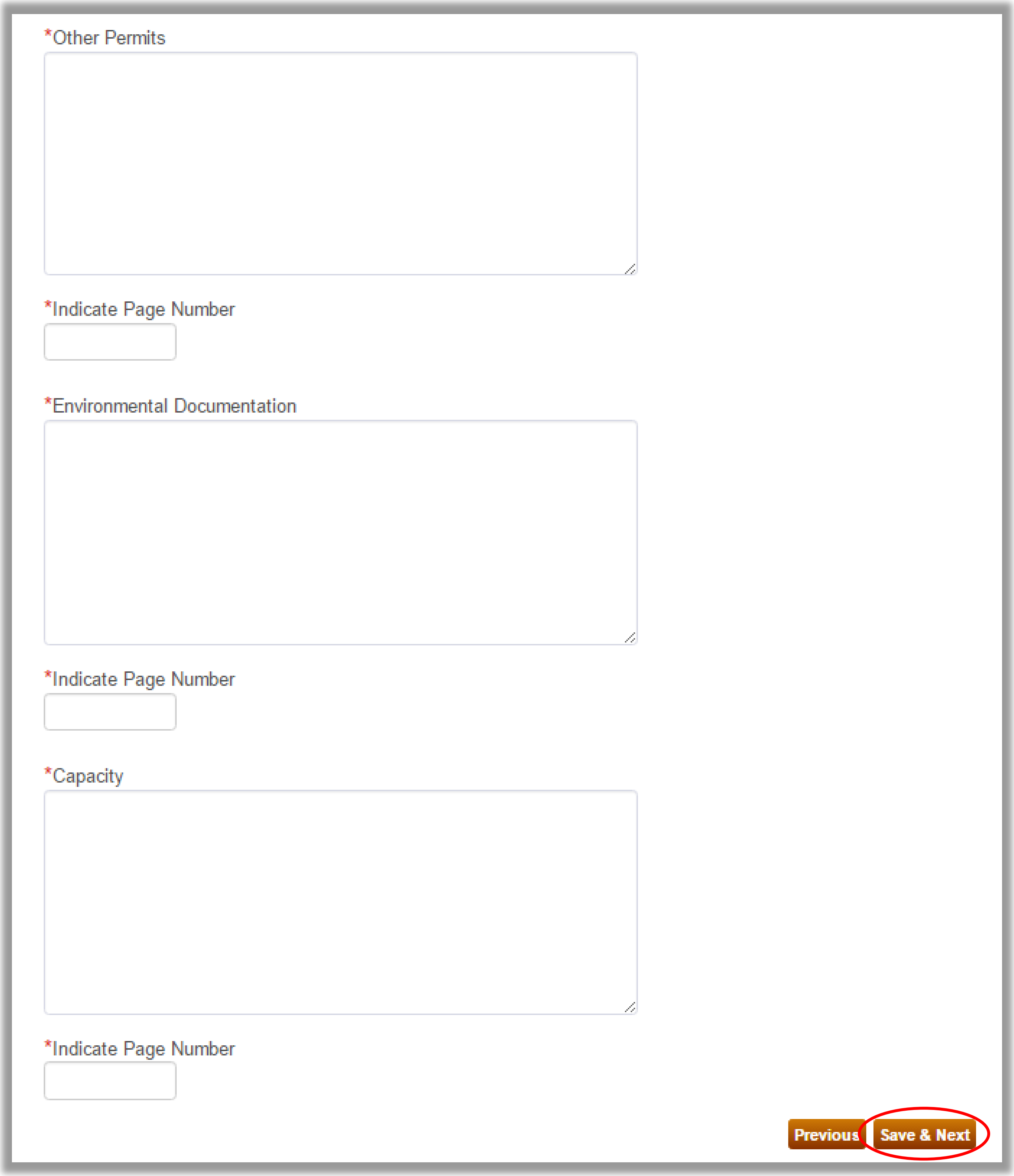


   b. For small hydroelectric facilities that commenced commercial operations **before** January 1, 2006, select the check box to attest to the information presented in the attestation and click “Save & Next” to proceed to the next screen. To complete the application, refer back to step 21 from section 6.1 above.



6. On the Supplemental Information for All New Hydroelectric Facilities screen fill out all the sections with a short description of the supporting document and provide screen number for the RPS staff to validate the documents and click “Save & Next” to proceed to the next screen.




*Other Permits

*Indicate Page Number

*Environmental Documentation

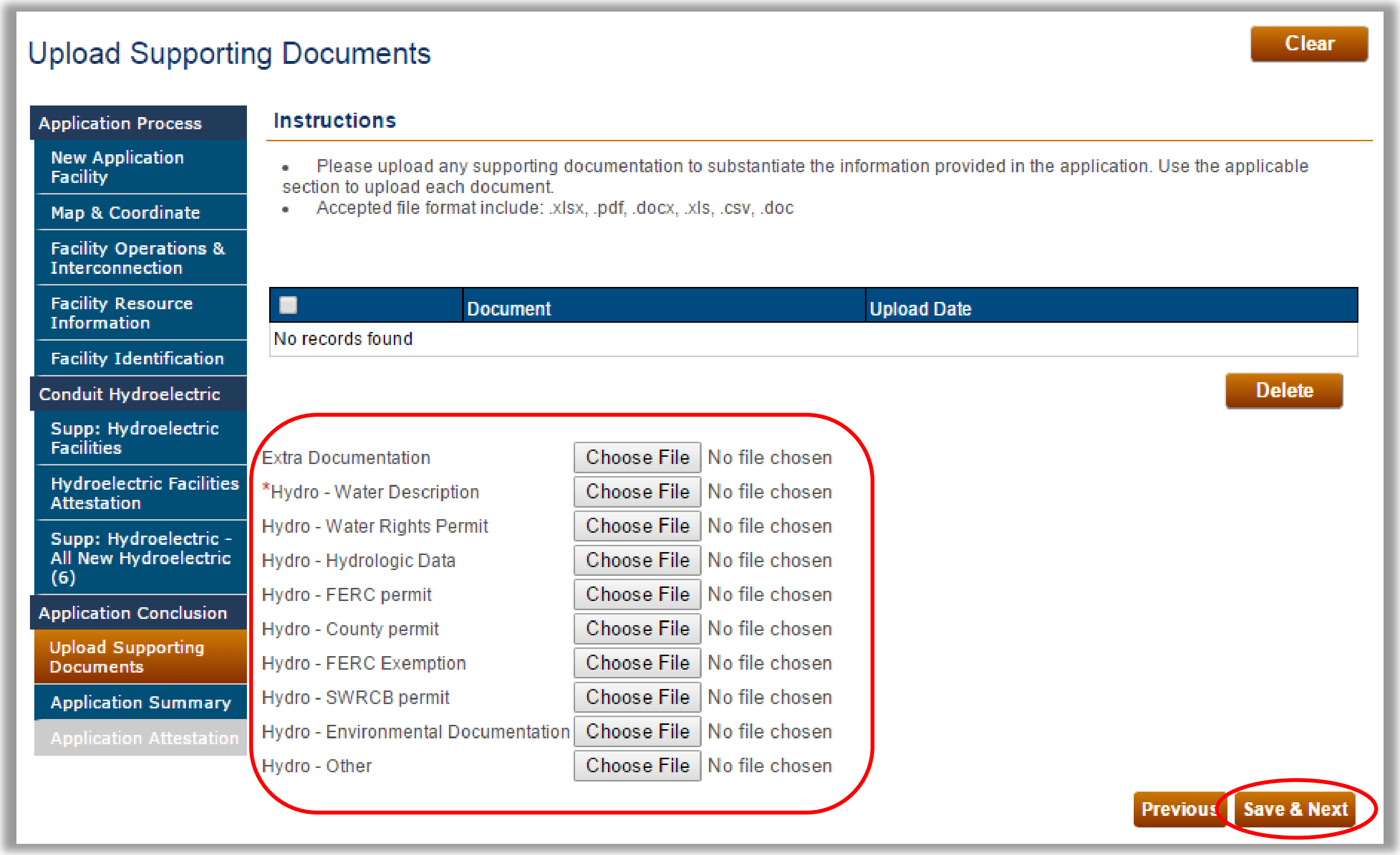
*Indicate Page Number

*Capacity

*Indicate Page Number

Previous Save & Next

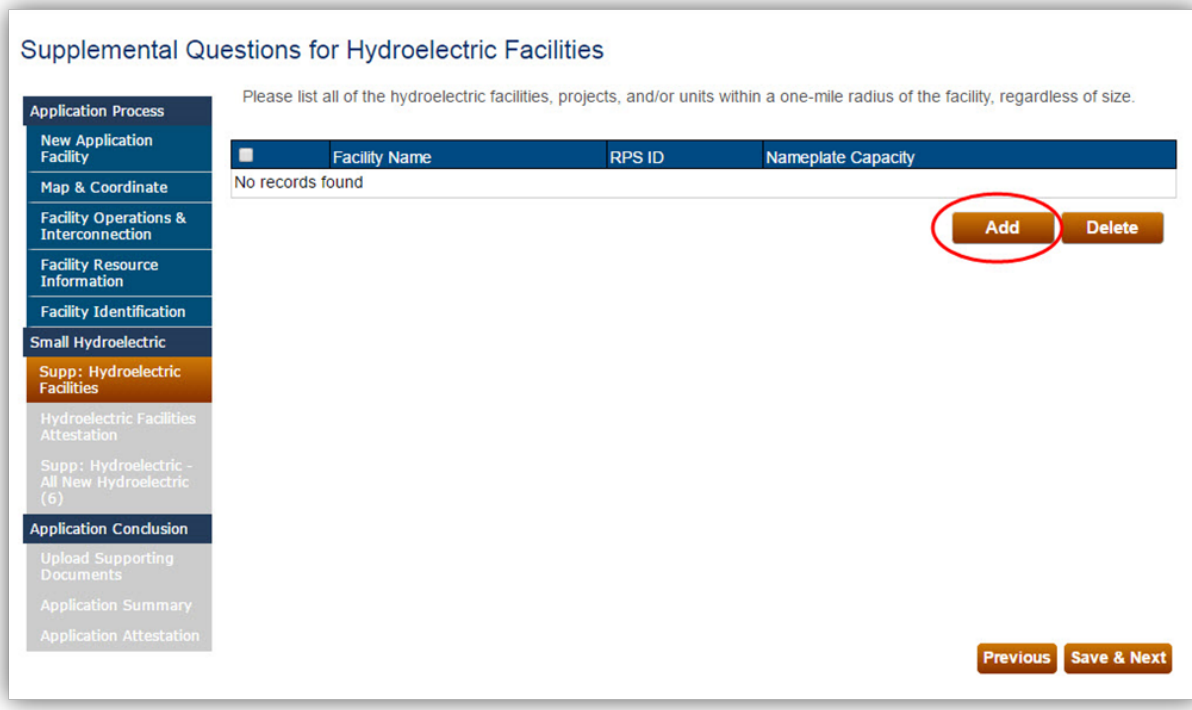
7. Upload the required documentation by clicking on the "Choose File" button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click "Save & Next" to proceed to the next screen.



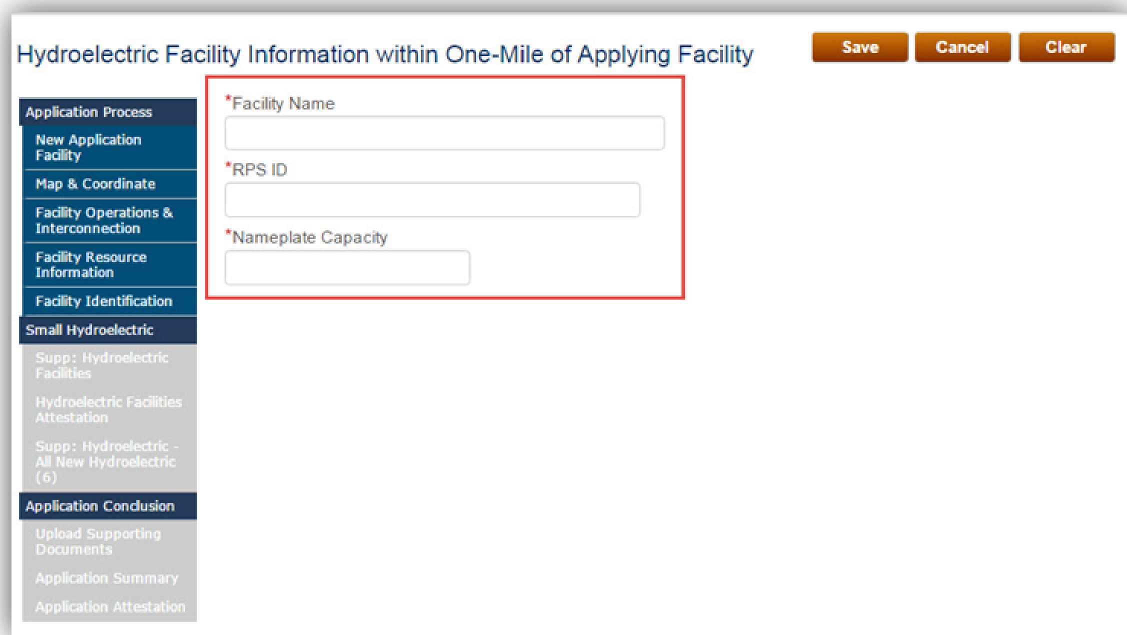
To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.8 Existing Large Incremental Hydroelectric

1. In the “Supplemental Questions for Hydroelectric Facilities” section, enter Hydroelectric Facilities details associated with the facility by clicking the “Add” button.



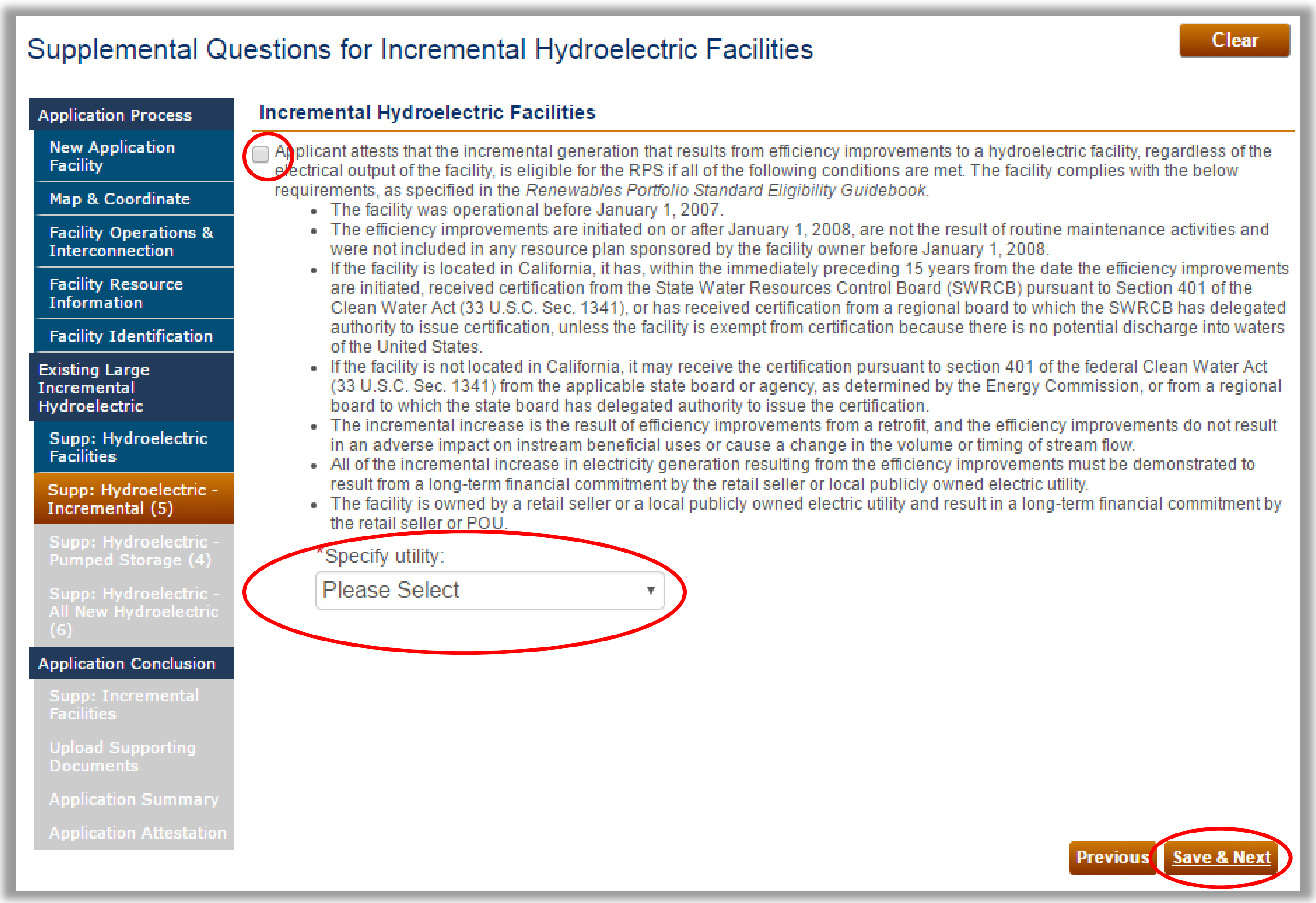
2. In the Hydroelectric Facility Information within One-Mile of Applying Facility” section, enter details for Facility name, RPS ID, and Nameplate Capacity and click “Save.”



3. Click the “Go Back” button to return to Supplemental Questions for Hydroelectric Facilities section

4. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step

5. Select the check box for the Incremental Hydroelectric Facilities to attest to the information presented in the attestation, specify the utility, and click “Save & Next” to proceed to the next screen.


Supplemental Questions for Incremental Hydroelectric Facilities

Clear

Application Process
- New Application Facility
- Map & Coordinate
- Facility Operations & Interconnection
- Facility Resource Information
- Facility Identification

Existing Large Incremental Hydroelectric
- Supp: Hydroelectric Facilities
- Supp: Hydroelectric - Incremental (5)
- Supp: Hydroelectric - Pumped Storage (4)
- Supp: Hydroelectric - All New Hydroelectric (6)

Application Conclusion
- Supp: Incremental Facilities
- Upload Supporting Documents
- Application Summary
- Application Attestation

Incremental Hydroelectric Facilities

Applicant attests that the incremental generation that results from efficiency improvements to a hydroelectric facility, regardless of the electrical output of the facility, is eligible for the RPS if all of the following conditions are met. The facility complies with the below requirements, as specified in the *Renewables Portfolio Standard Eligibility Guidebook*.

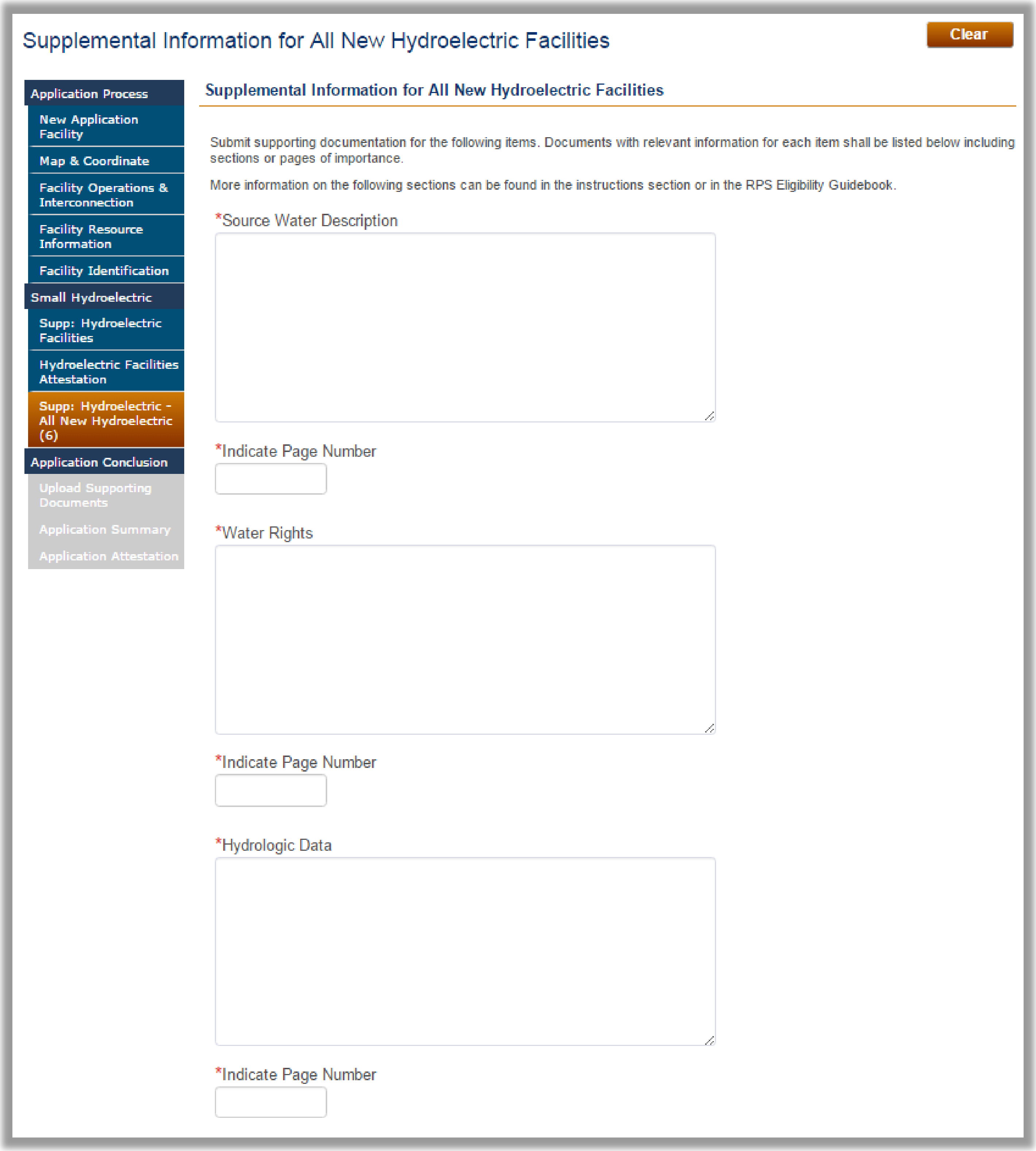
- The facility was operational before January 1, 2007.
- The efficiency improvements are initiated on or after January 1, 2008, are not the result of routine maintenance activities and were not included in any resource plan sponsored by the facility owner before January 1, 2008.
- If the facility is located in California, it has, within the immediately preceding 15 years from the date the efficiency improvements are initiated, received certification from the State Water Resources Control Board (SWRCB) pursuant to Section 401 of the Clean Water Act (33 U.S.C. Sec. 1341), or has received certification from a regional board to which the SWRCB has delegated authority to issue certification, unless the facility is exempt from certification because there is no potential discharge into waters of the United States.
- If the facility is not located in California, it may receive the certification pursuant to section 401 of the federal Clean Water Act (33 U.S.C. Sec. 1341) from the applicable state board or agency, as determined by the Energy Commission, or from a regional board to which the state board has delegated authority to issue the certification.
- The incremental increase is the result of efficiency improvements from a retrofit, and the efficiency improvements do not result in an adverse impact on instream beneficial uses or cause a change in the volume or timing of stream flow.
- All of the incremental increase in electricity generation resulting from the efficiency improvements must be demonstrated to result from a long-term financial commitment by the retail seller or local publicly owned electric utility.
- The facility is owned by a retail seller or a local publicly owned electric utility and result in a long-term financial commitment by the retail seller or POU.

*Specify utility:

Please Select

Previous Save & Next

6. On the Supplemental Information for All New Hydroelectric Facilities screen fill out all the sections with a short description of the supporting document and provide screen number for the RPS staff to validate the documents and click “Save & Next” to proceed to the next screen.



*Other Permits

*Indicate Page Number

*Environmental Documentation

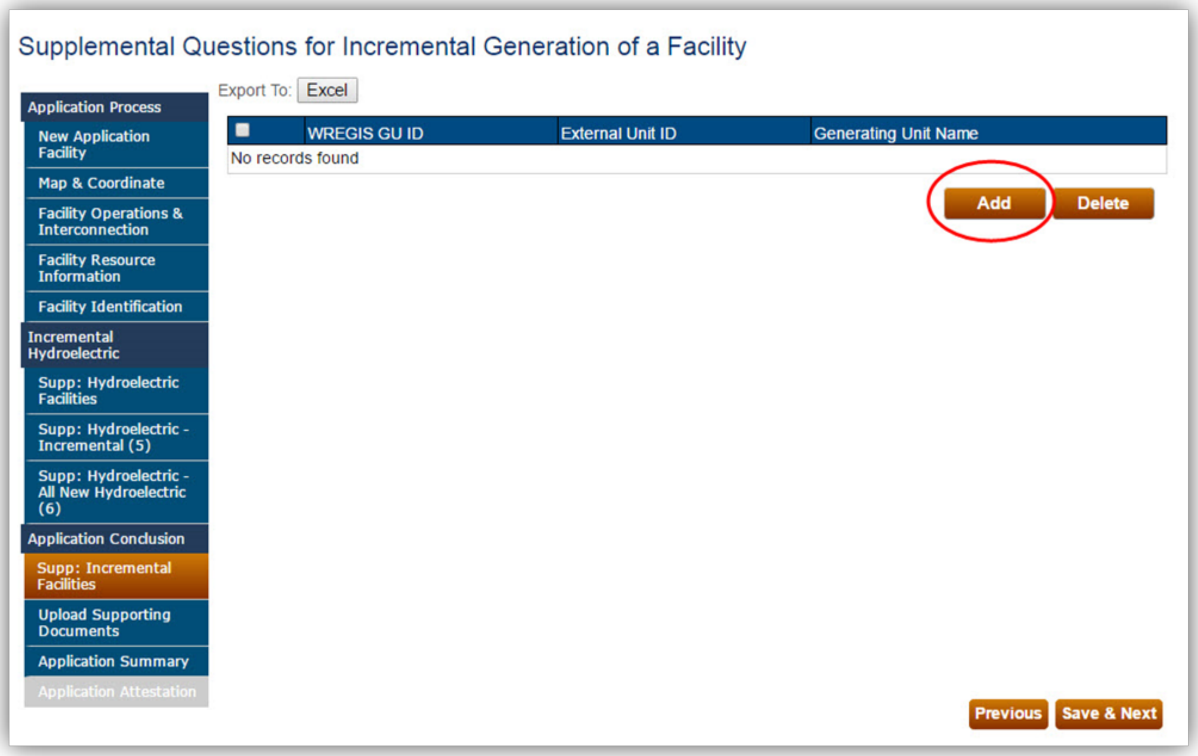
*Indicate Page Number

*Capacity

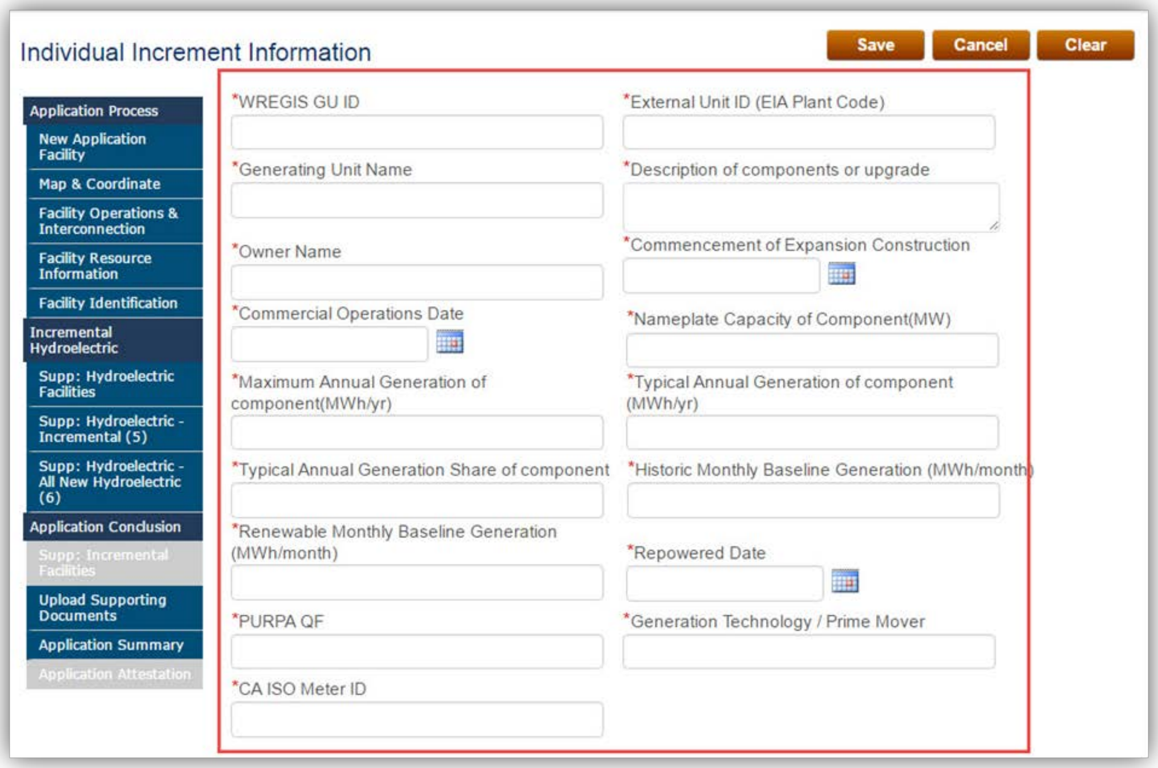
*Indicate Page Number

Previous Save & Next

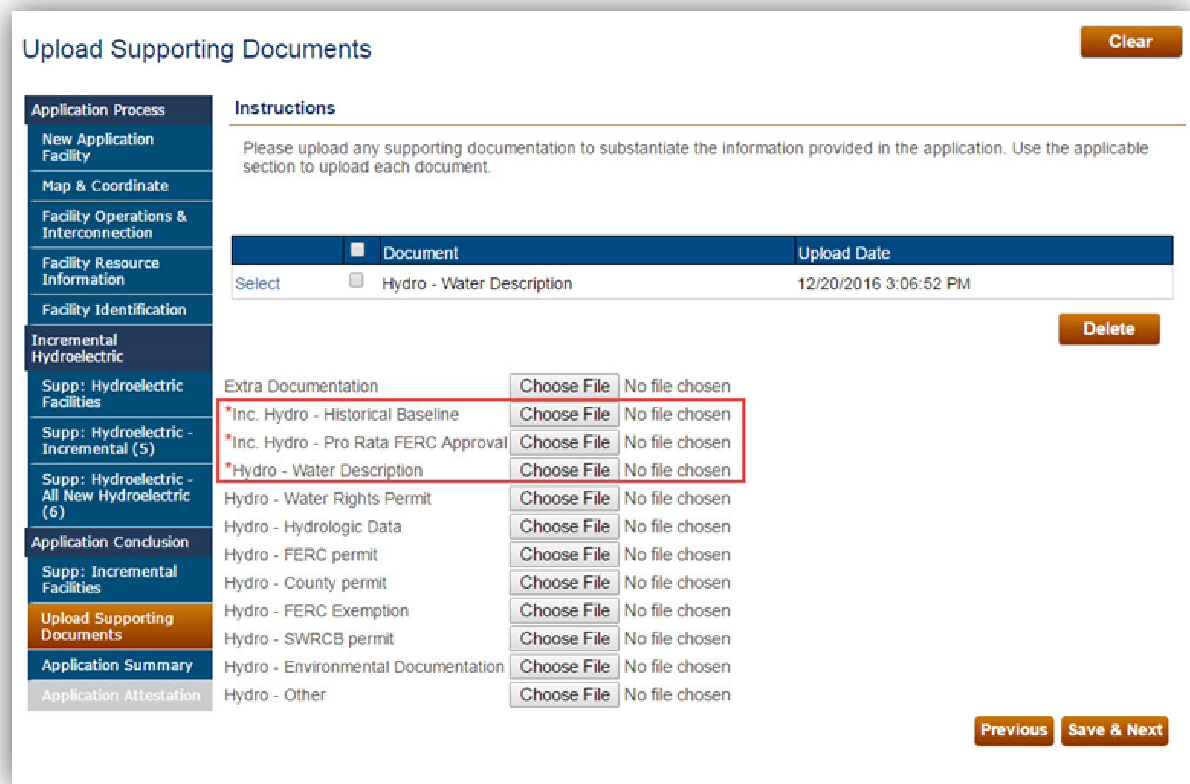
7. In the “Supplemental Questions for Incremental Generation of a Facility” section, enter Hydroelectric Facilities details associated with the facility by clicking the “Add” button.



8. In “Individual Increment Information” section fill out all the required information and click “Save.” Add additional increments as needed.



9. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

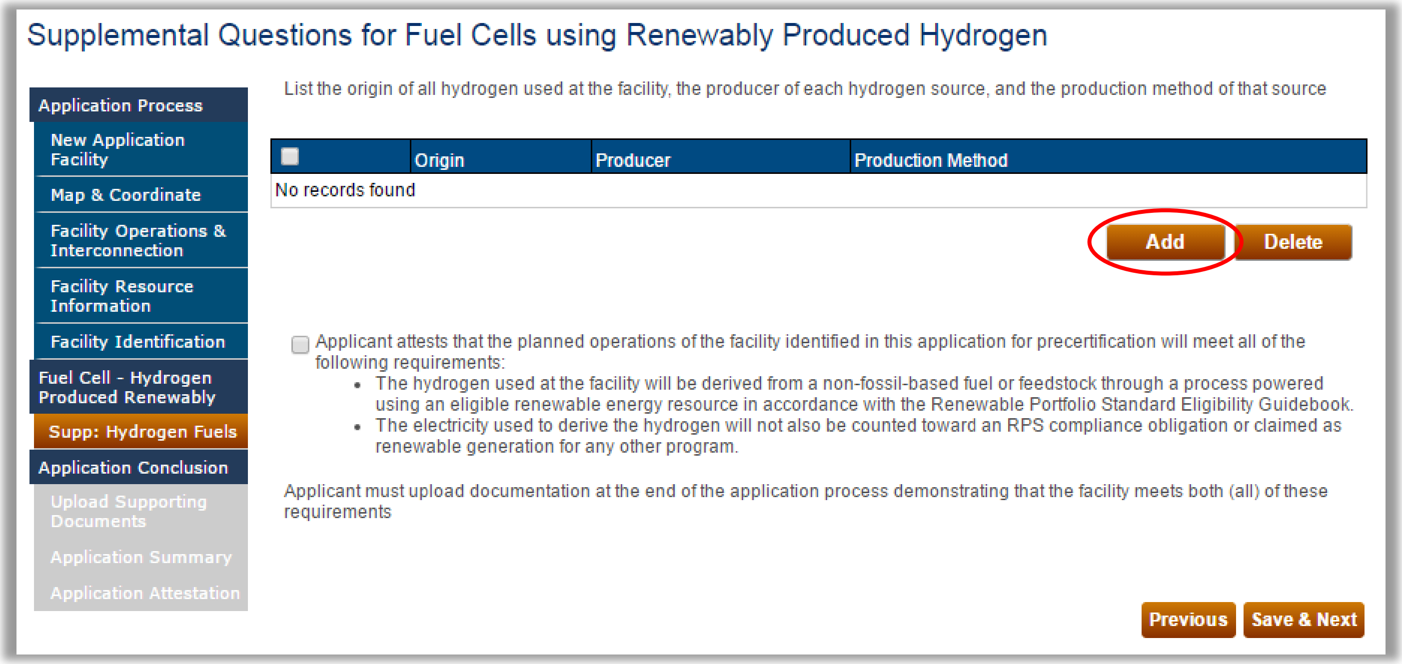


Note: To complete the application flow, refer back to step 21 from section 6.1 above

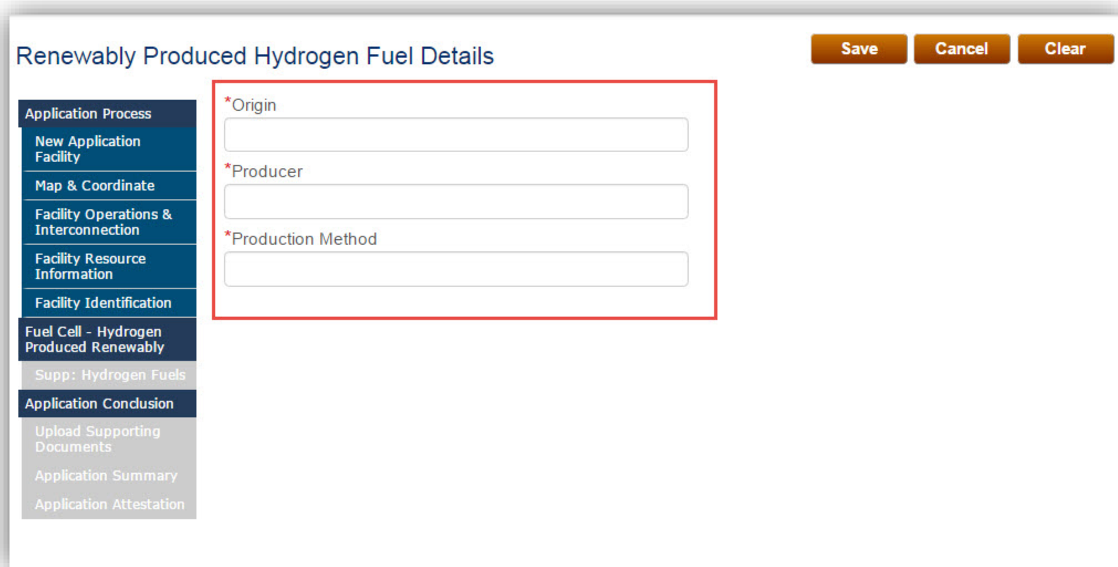
6.1.9 Hydrogen

For facilities that use biomethane delivered through a functionally dedicated pipeline, please use the following process to complete the application.

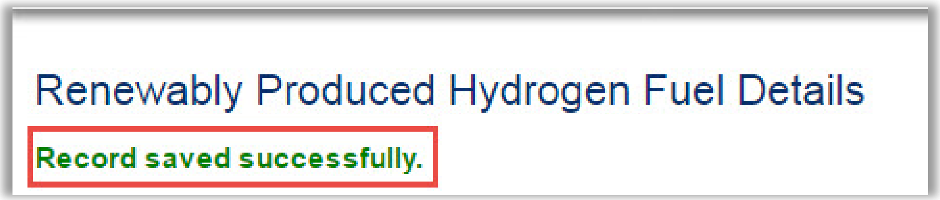
1. In the “Supplemental Questions for Fuel Cells using Renewably Produced Hydrogen” section, enter Fuel Cells using Renewably Produced Hydrogen details associated with the facility by clicking the “Add” button.



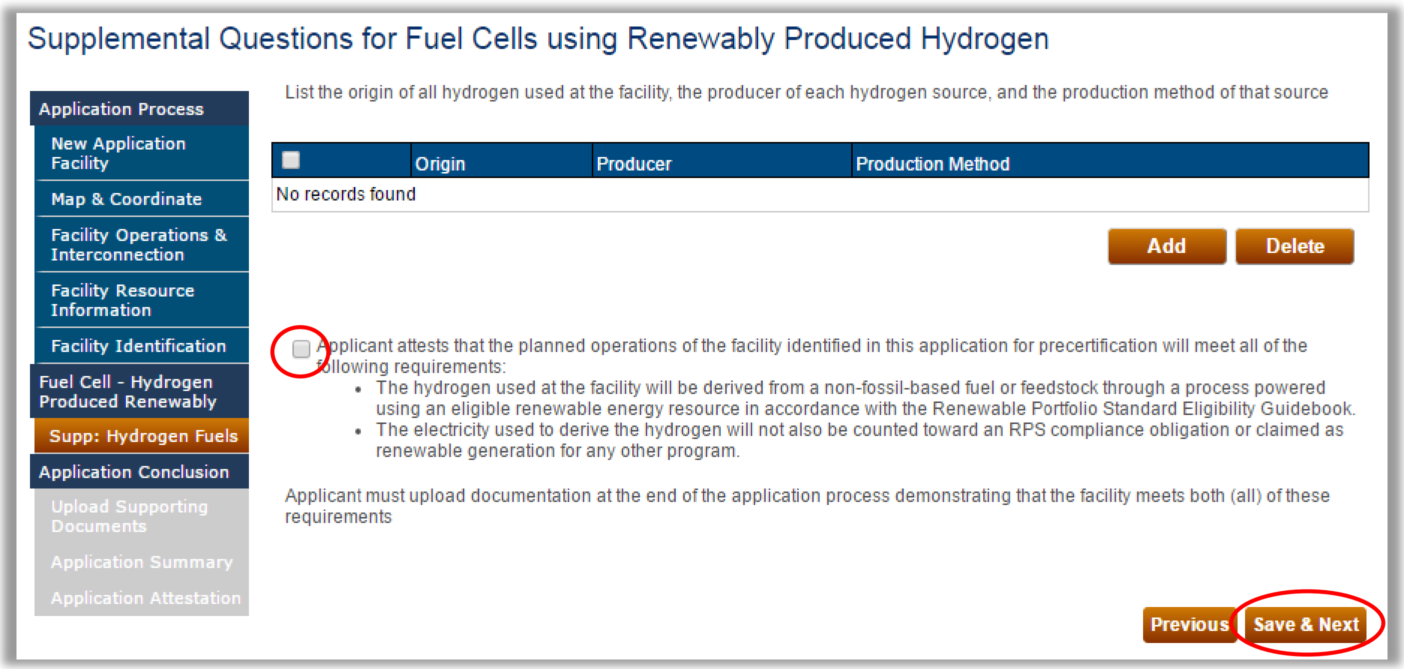
2. In the Renewably Produced Hydrogen Fuel Details screen, enter values into “Origin”, “Producer” and “Production Method” fields and click “Save.”



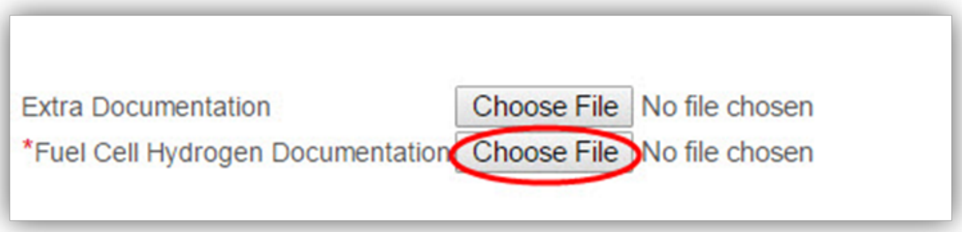
Note: A message will be displayed when Renewably Produced Hydrogen Fuel Details information is saved.



3. In the “Supplemental Questions for Fuel Cells using Renewably Produced Hydrogen” screen, read the verbiage and attest by clicking on the checkbox and click “Save & Next” to proceed to the next screen.



4. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

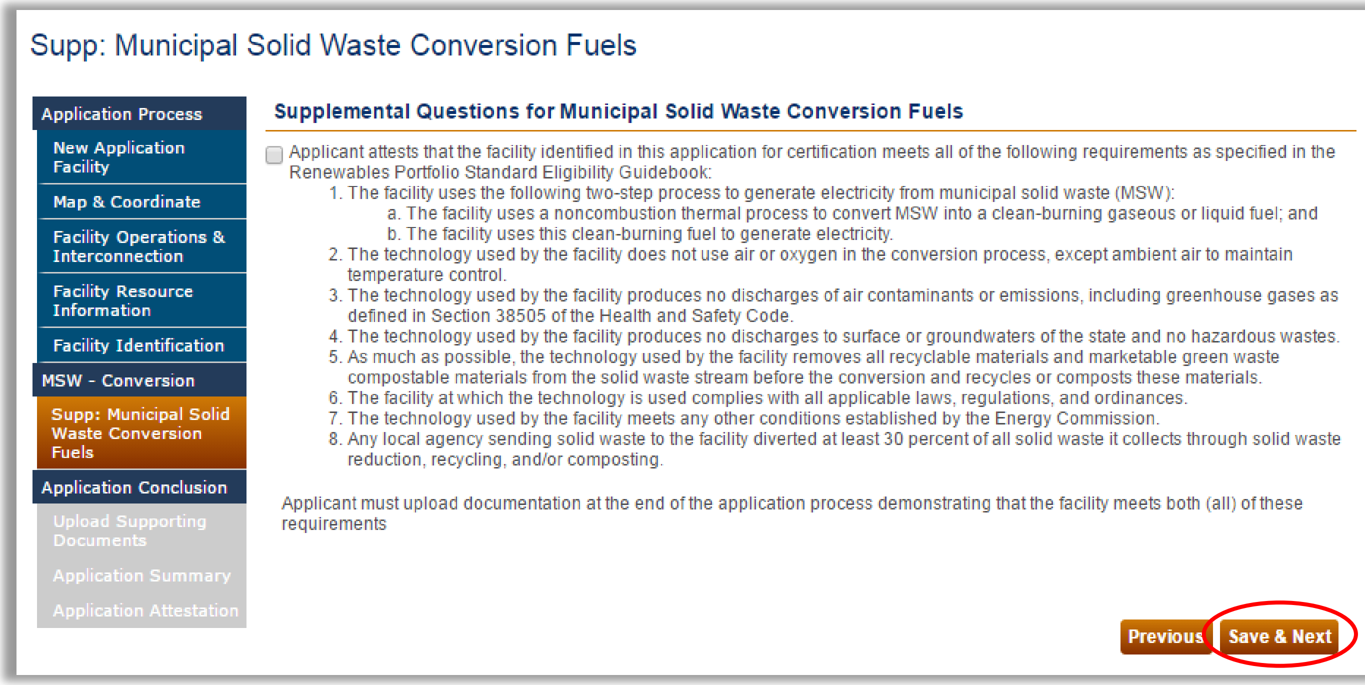


Note: To complete the application flow, refer back to step 21 from section 6.1 above.

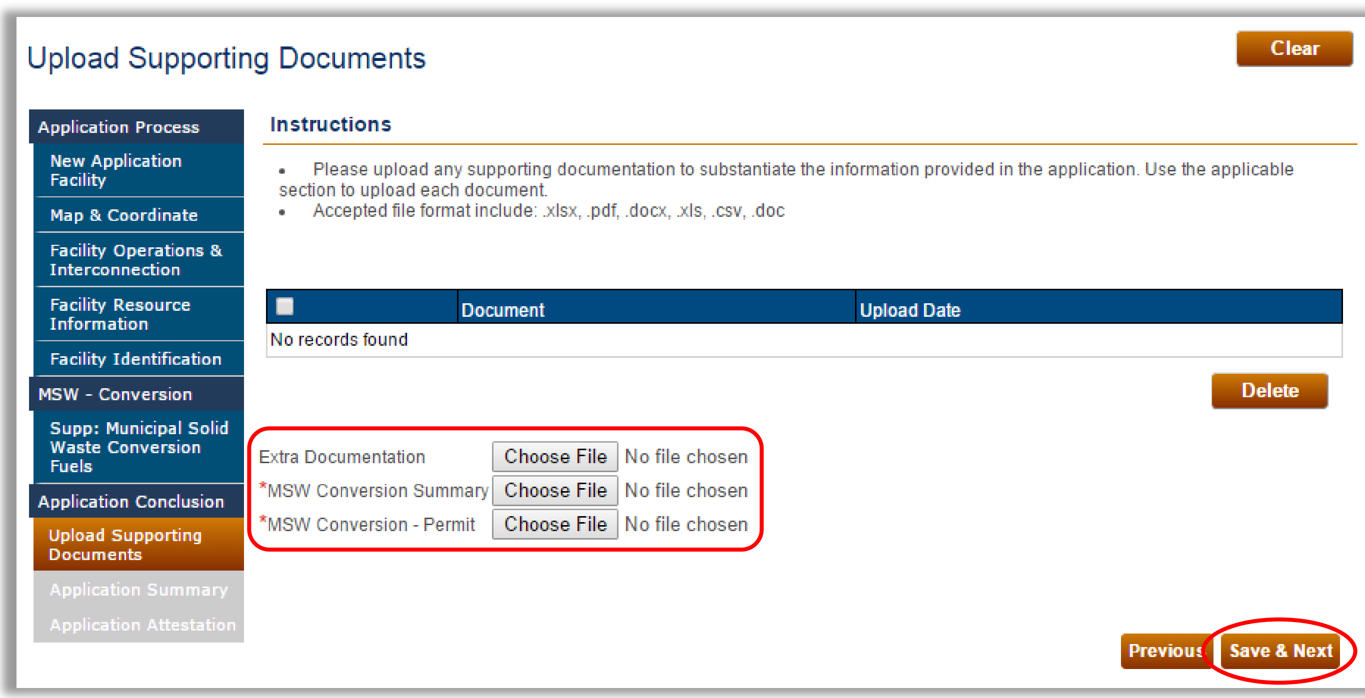
6.1.10 Municipal Solid Waste (MSW)

For facilities that use municipal solid waste (conversion), please use the following process to complete the application.

1. On the “Supplemental Questions for Municipal Solid Waste Conversion Fuels” screen, read check the checkbox to attest to the information presented and click “Save & Next” to proceed to the next screen.



2. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.

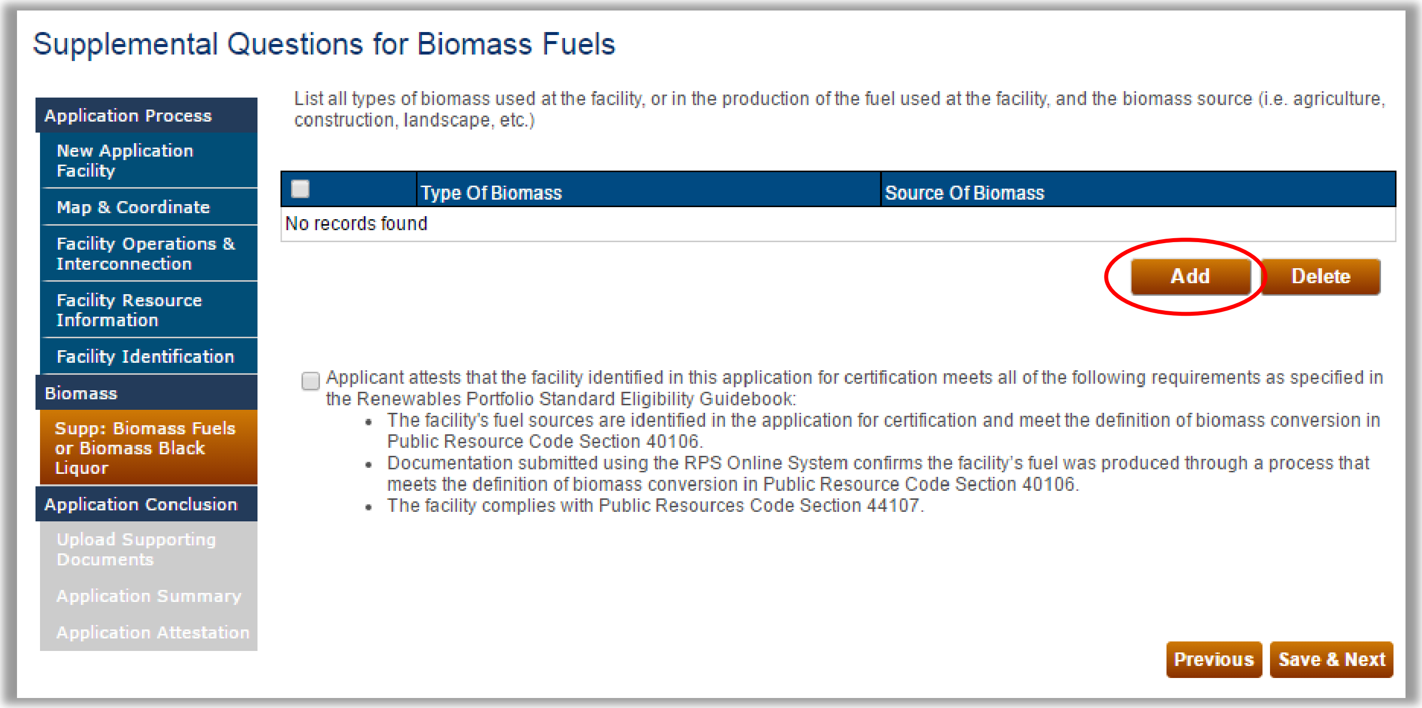


3. To complete the application flow, refer back to step 21 from section 6.1 above.

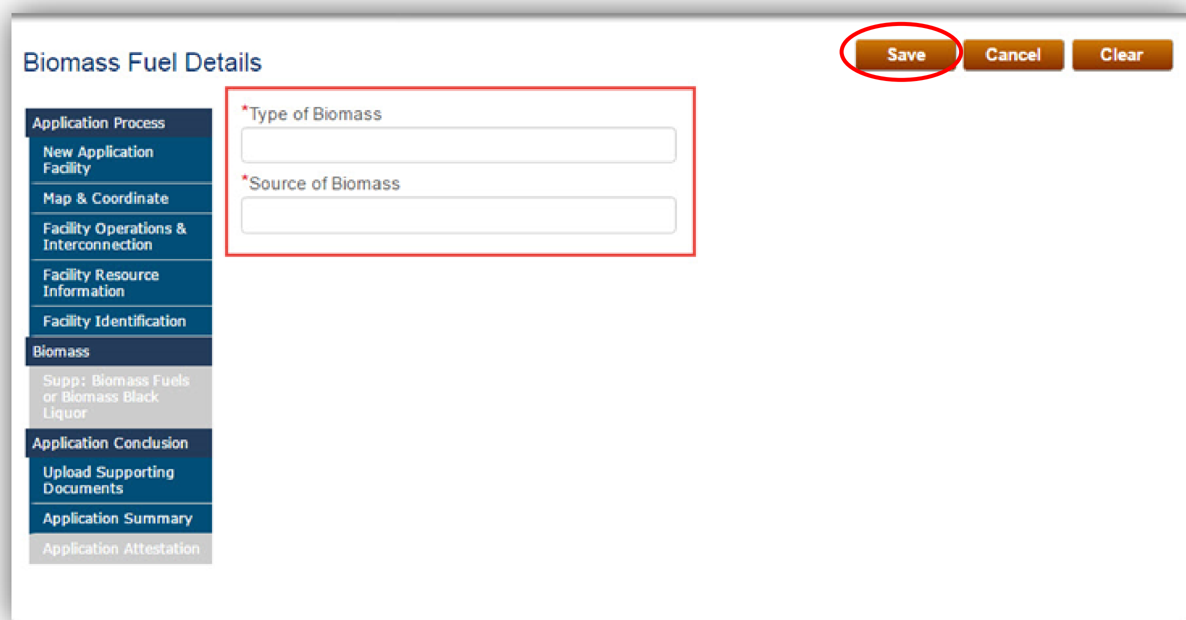
6.1.11 Biomass

For facilities that use biomass, please use the following process to complete the application.

1. On the "Supplemental Questions for Biomass Fuels" screen, enter the biomass fuel details associated with the facility by clicking the "Add" button.

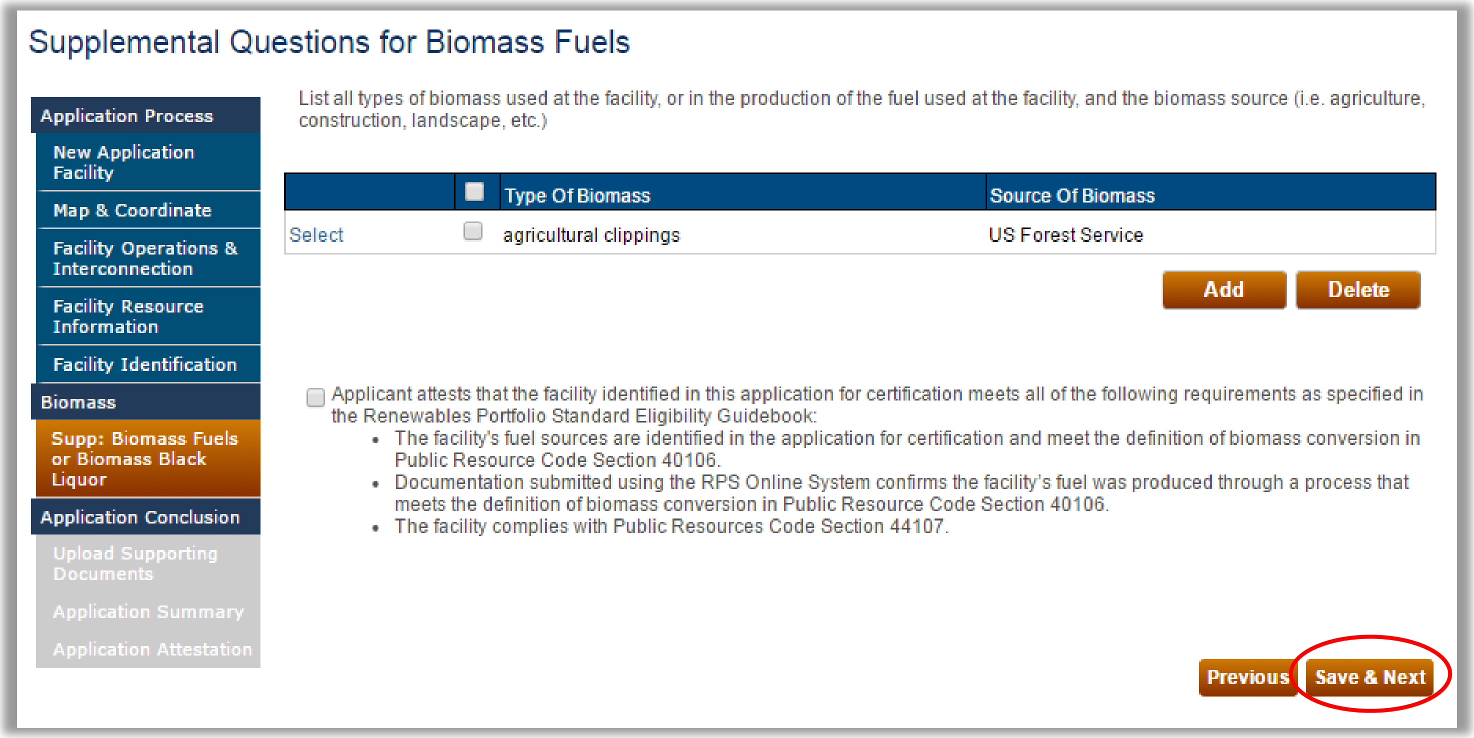


2. In the Biomass Fuel Details screen, enter values into "Type of Biomass" and "Source of Biomass" fields and click "Save."



3. Once the record has been successfully saved, click the "Go Back" button to return to the Supplemental Questions for Biomass Fuels screen.

4. If there are additional biomass fuel sources, repeat steps 1 through 3. If not, read check the checkbox to attest to the information presented and click "Save & Next" to proceed to the next screen.

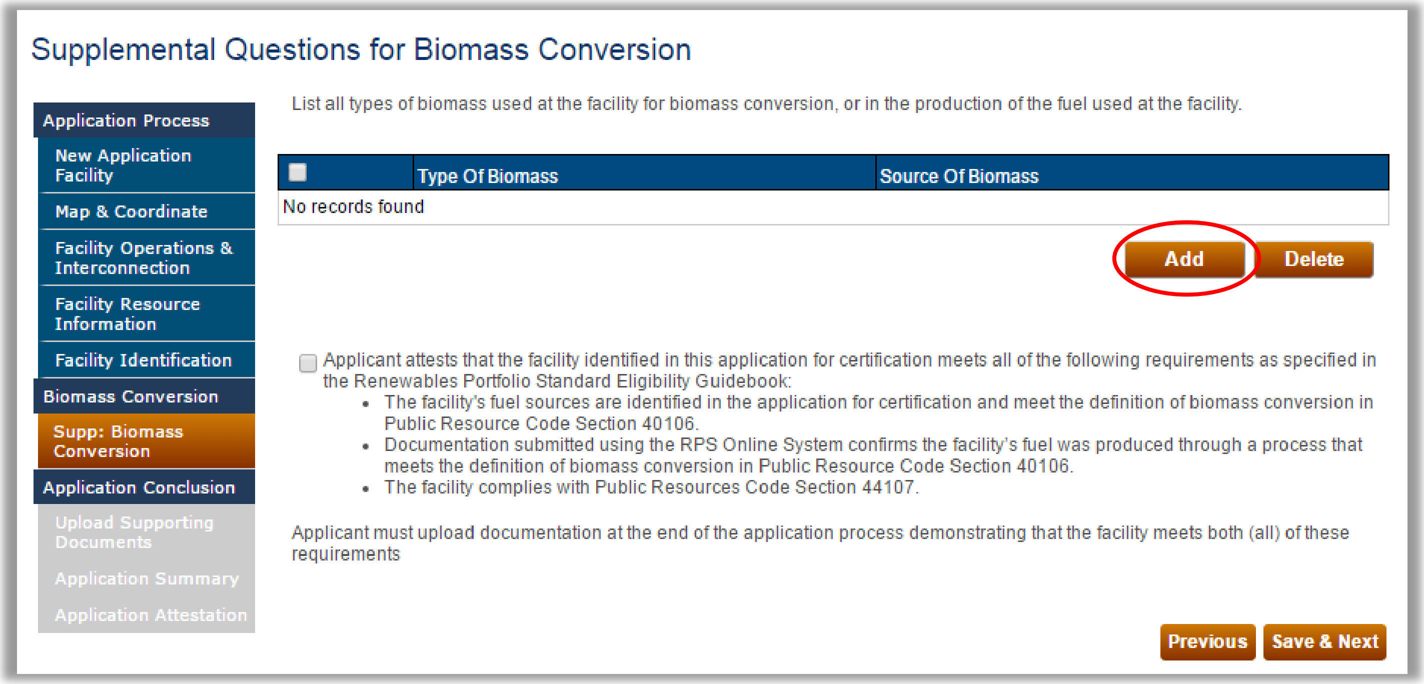


5. To complete the application flow, refer back to step 21 from section 6.1above.

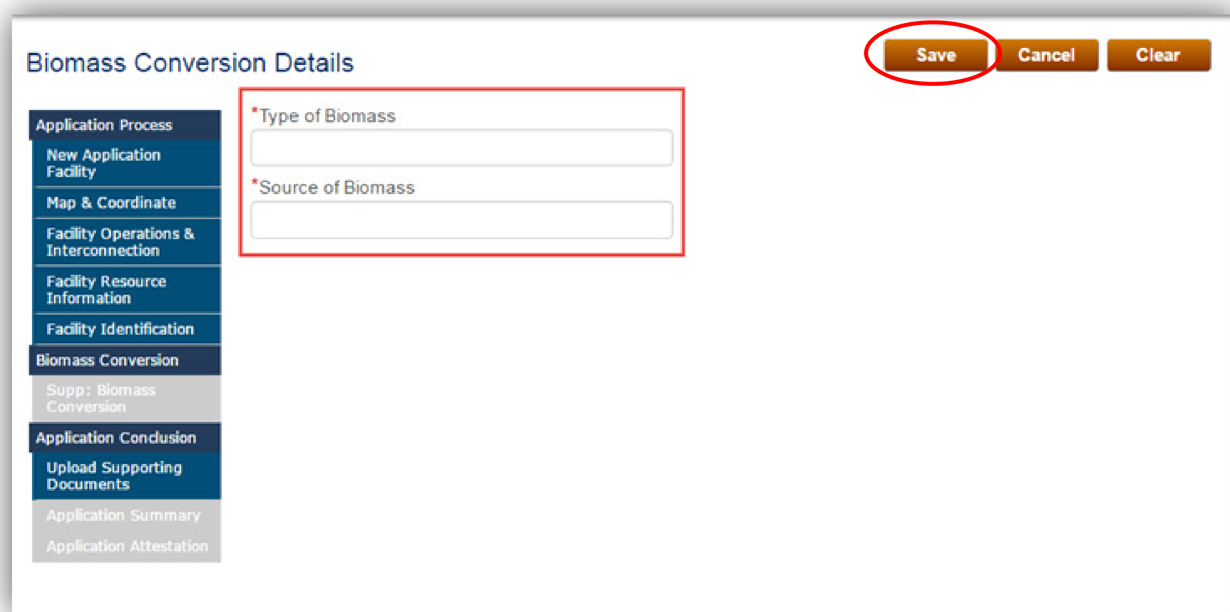
6.1.12 Biomass Conversion

For facilities that use biomass conversion, please use the following process to complete the application

1. In the "Supplemental Questions for Biomass Conversion" section, enter Biomass Conversion details associated with the facility by clicking the "Add" button.

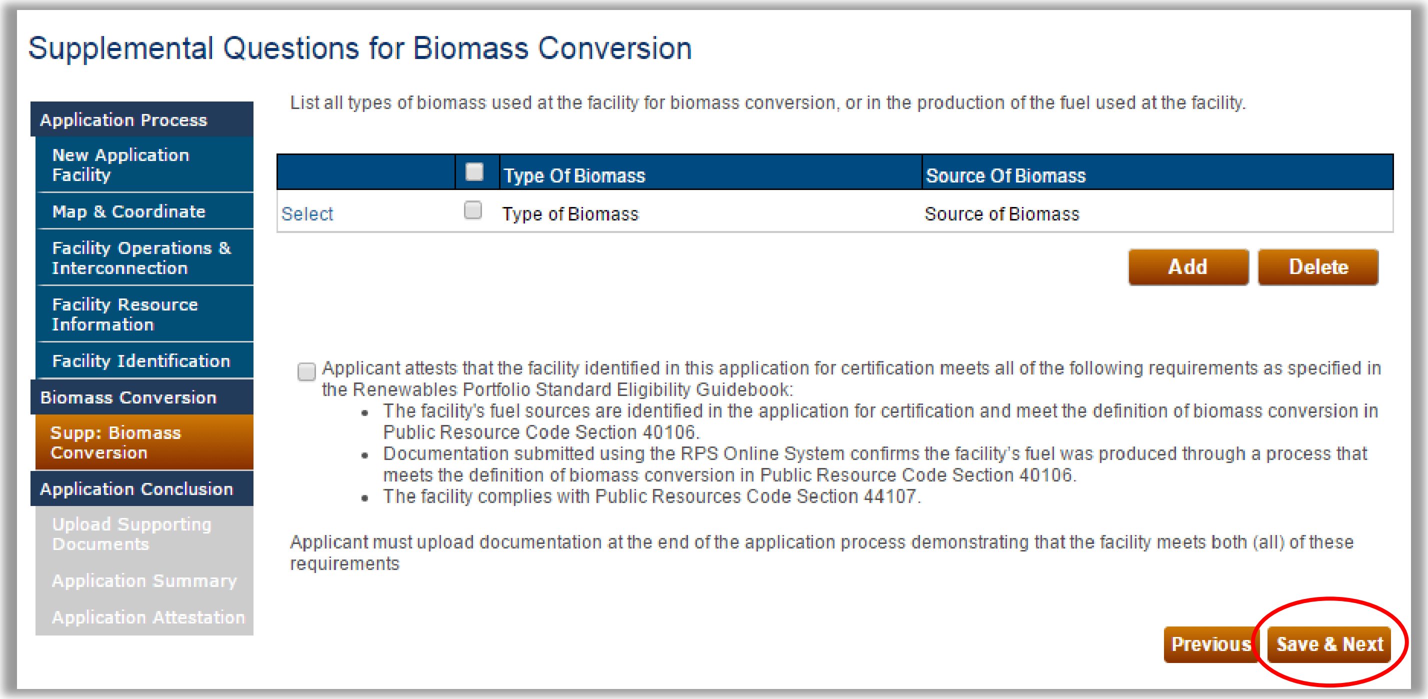


2. In the Biomass Conversion Details screen, enter values into "Type of Biomass" and "Source of Biomass" fields and click "Save".

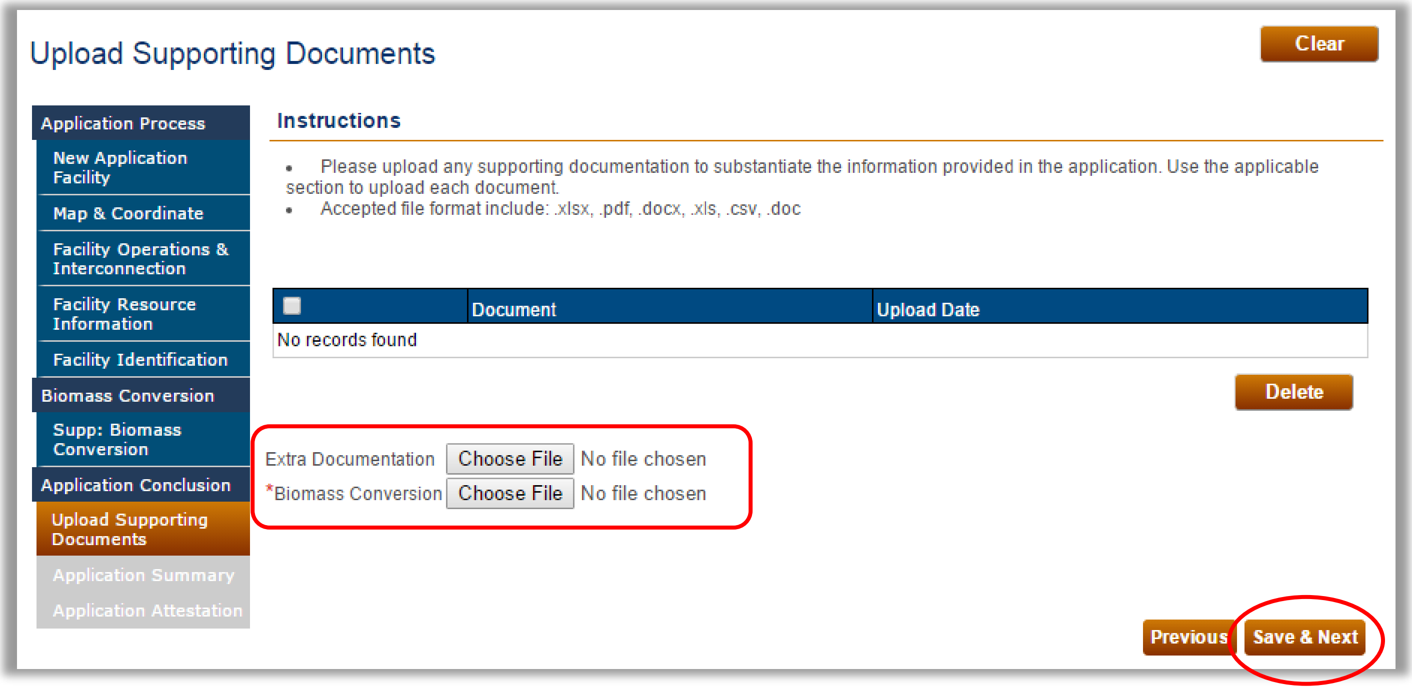


3. Once the record has been successfully saved, click the "Go Back" button to return to the Supplemental Questions for Biomass Conversion screen.

4. If there are additional biomass conversion fuel sources, repeat steps 1 through 3. If not, read check the checkbox to attest to the information presented and click “Save & Next” to proceed to the next screen



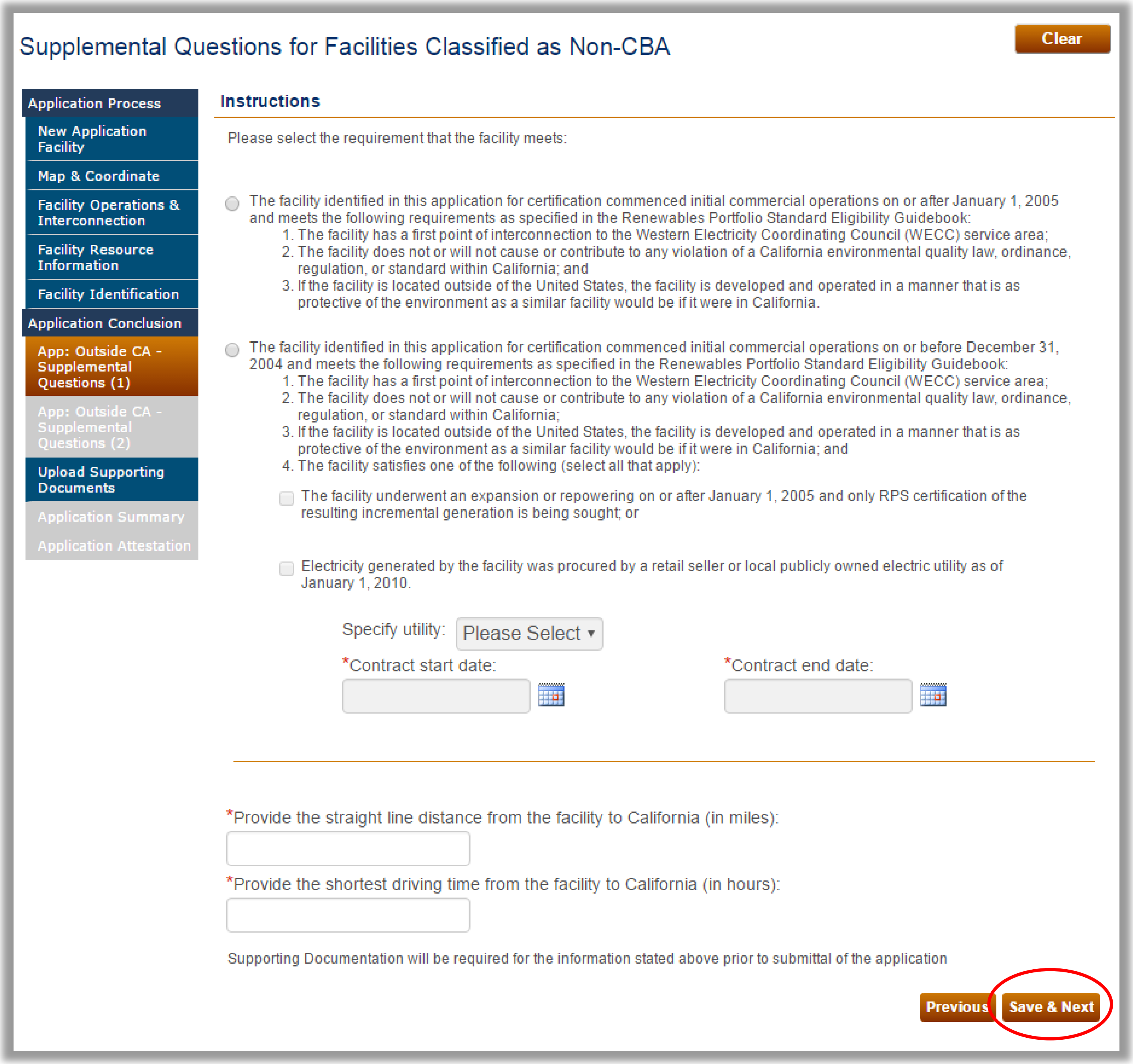
5. Upload the required documentation by clicking on the “Choose File” button next to the document description where you wish to upload your file. For each document, match the description of the item to assist staff in tracing the supporting documentation to the requirement. After you have uploaded all documents, click “Save & Next” to proceed to the next screen.



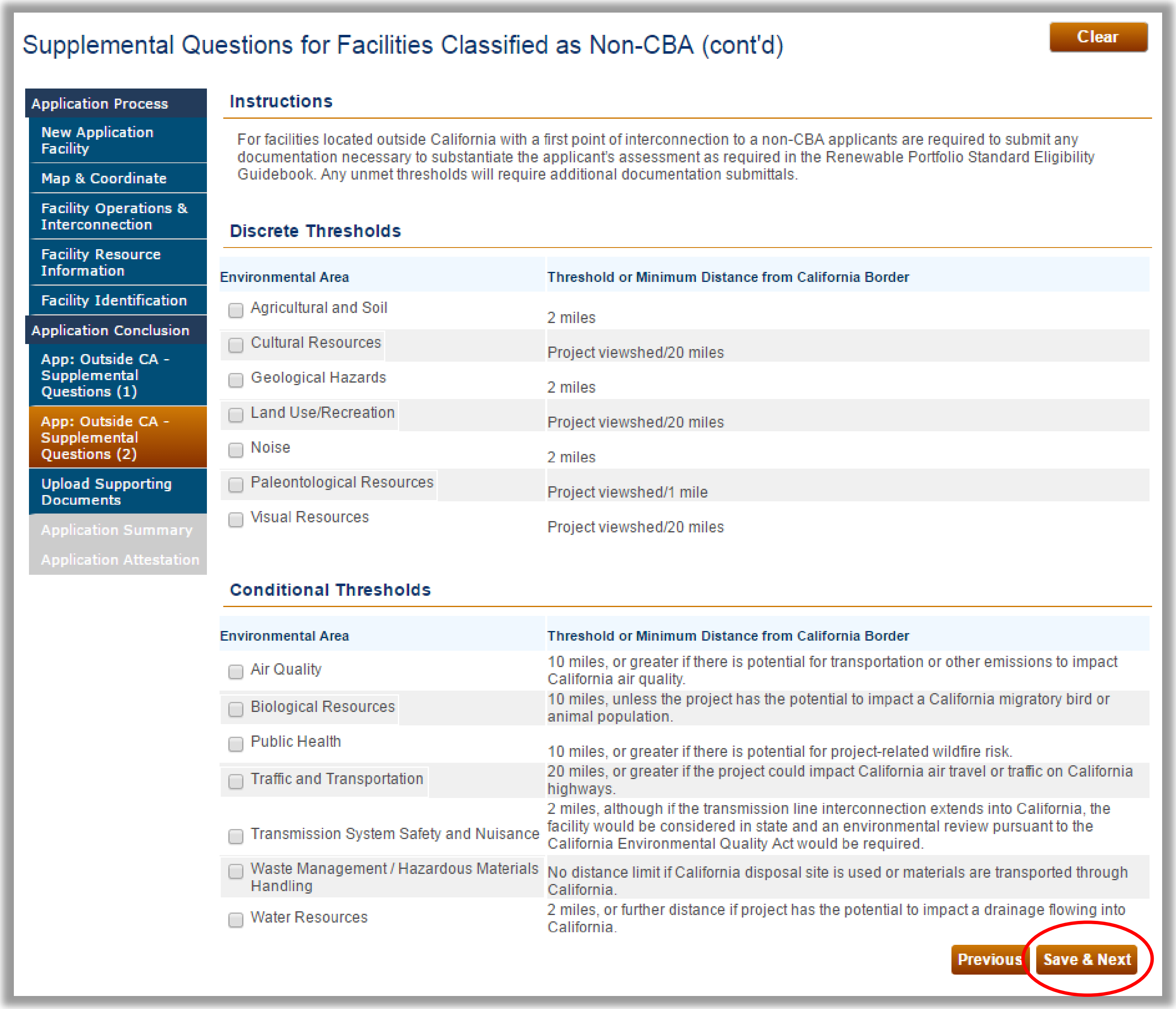
6. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.13 Facilities located outside California and interconnected to a Non-CBA

1. In the Supplemental Questions for Facilities Classified as Non-CBA, select from the buttons as they apply, fill in Contract start/end date if needed, and provide the straight line distance, and shortest driving time between the facility and California and click “Save & Next” to proceed to the next screen.



2. In the Supplemental Questions for Facilities Classified as Non-CBA (cont'd) form, select from the radio buttons as they apply (not required) and click "Save & Next" to proceed to the next screen.



Supplemental Questions for Facilities Classified as Non-CBA (cont'd)

Clear

Application Process
New Application Facility
Map & Coordinate
Facility Operations & Interconnection
Facility Resource Information
Facility Identification
Application Conclusion
App: Outside CA - Supplemental Questions (1)
App: Outside CA - Supplemental Questions (2)
Upload Supporting Documents
Application Summary
Application Attestation

Instructions

For facilities located outside California with a first point of interconnection to a non-CBA applicants are required to submit any documentation necessary to substantiate the applicant's assessment as required in the Renewable Portfolio Standard Eligibility Guidebook. Any unmet thresholds will require additional documentation submittals.

Discrete Thresholds

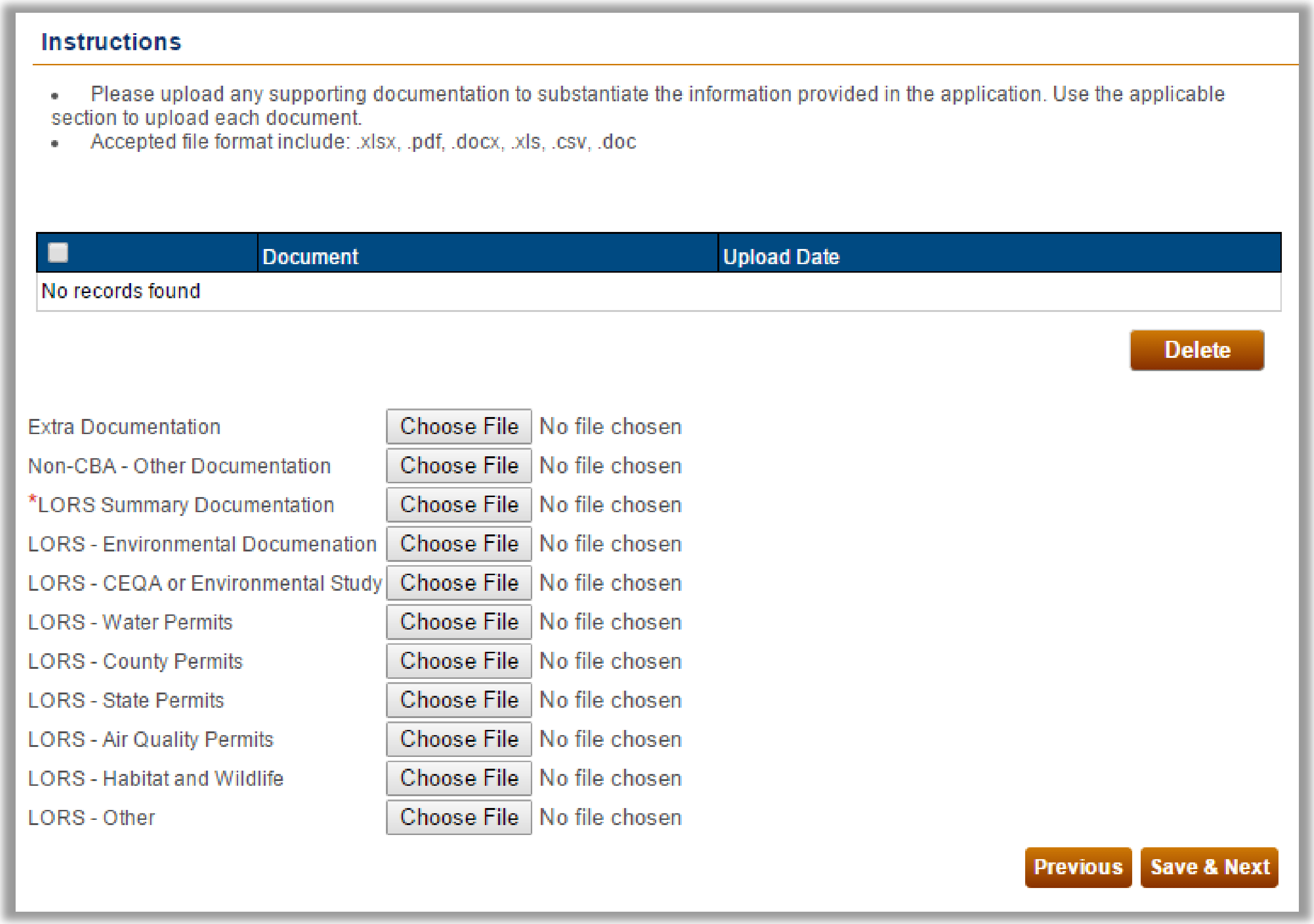
Environmental Area	Threshold or Minimum Distance from California Border
Agricultural and Soil	2 miles
Cultural Resources	Project viewshed/20 miles
Geological Hazards	2 miles
Land Use/Recreation	Project viewshed/20 miles
Noise	2 miles
Paleontological Resources	Project viewshed/1 mile
Visual Resources	Project viewshed/20 miles

Conditional Thresholds

Environmental Area	Threshold or Minimum Distance from California Border
Air Quality	10 miles, or greater if there is potential for transportation or other emissions to impact California air quality.
Biological Resources	10 miles, unless the project has the potential to impact a California migratory bird or animal population.
Public Health	10 miles, or greater if there is potential for project-related wildfire risk.
Traffic and Transportation	20 miles, or greater if the project could impact California air travel or traffic on California highways.
Transmission System Safety and Nuisance	2 miles, although if the transmission line interconnection extends into California, the facility would be considered in state and an environmental review pursuant to the California Environmental Quality Act would be required.
Waste Management / Hazardous Materials Handling	No distance limit if California disposal site is used or materials are transported through California.
Water Resources	2 miles, or further distance if project has the potential to impact a drainage flowing into California.

Previous Save & Next

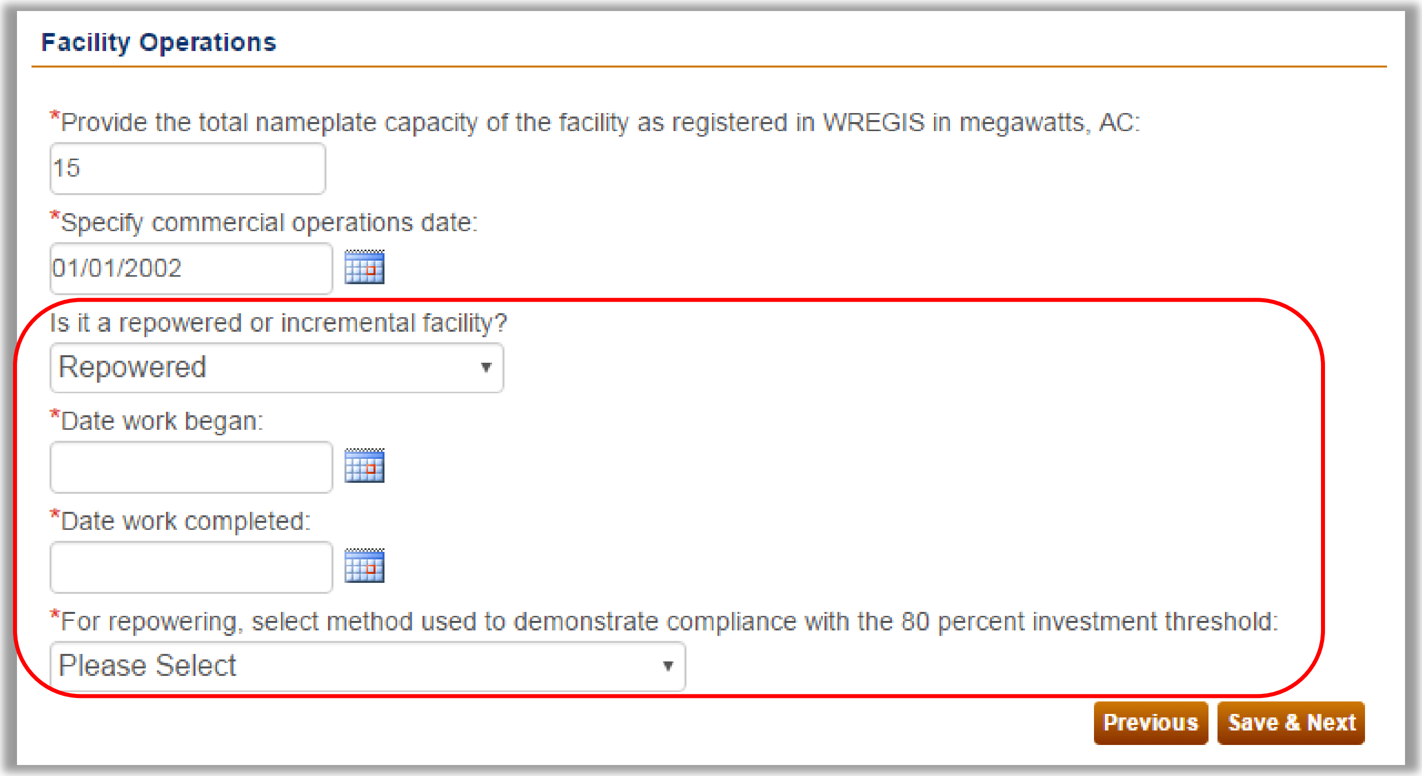
3. Upload supporting documentation for your application, LORS summary documentation is required, and click “Save & Next” to proceed to the next screen.



4. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.14 Repowered

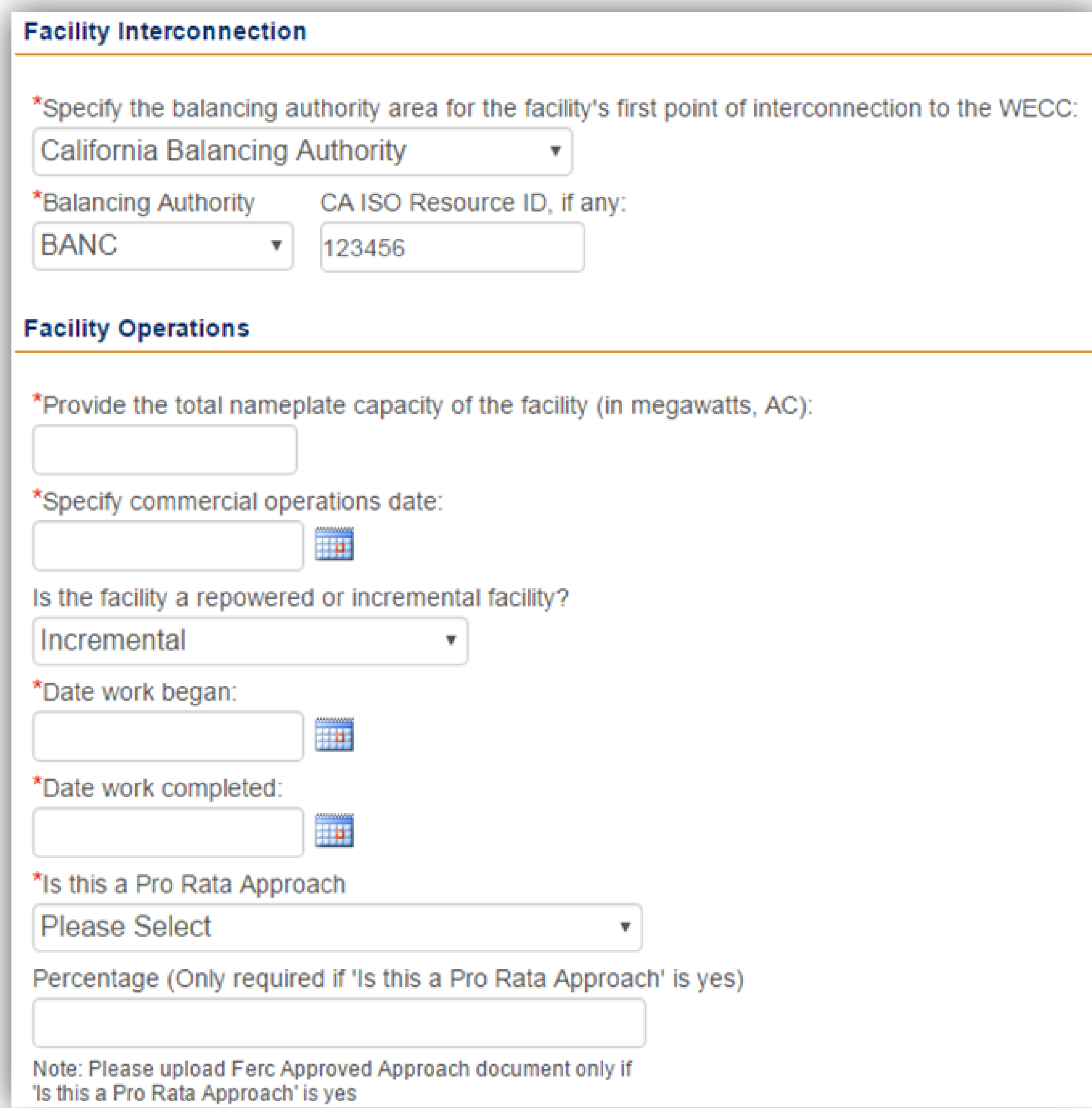
1. In the Facility Operations & Interconnection Details screen, select Repowered and enter the date work began, date work was completed and method of compliance and click “Save & Next.” Documentation supporting the selected method must be provided with the application.
   Note: For pre-certification, the date work completed must be in the future.



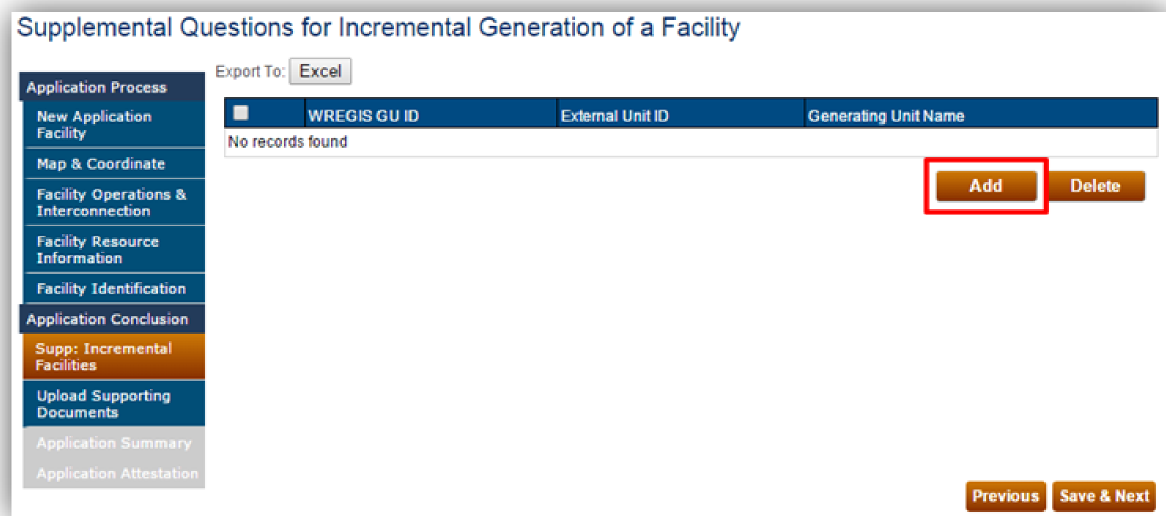
2. To complete the application flow, refer back to step 21 from section 6.1 above.

6.1.15 Incremental

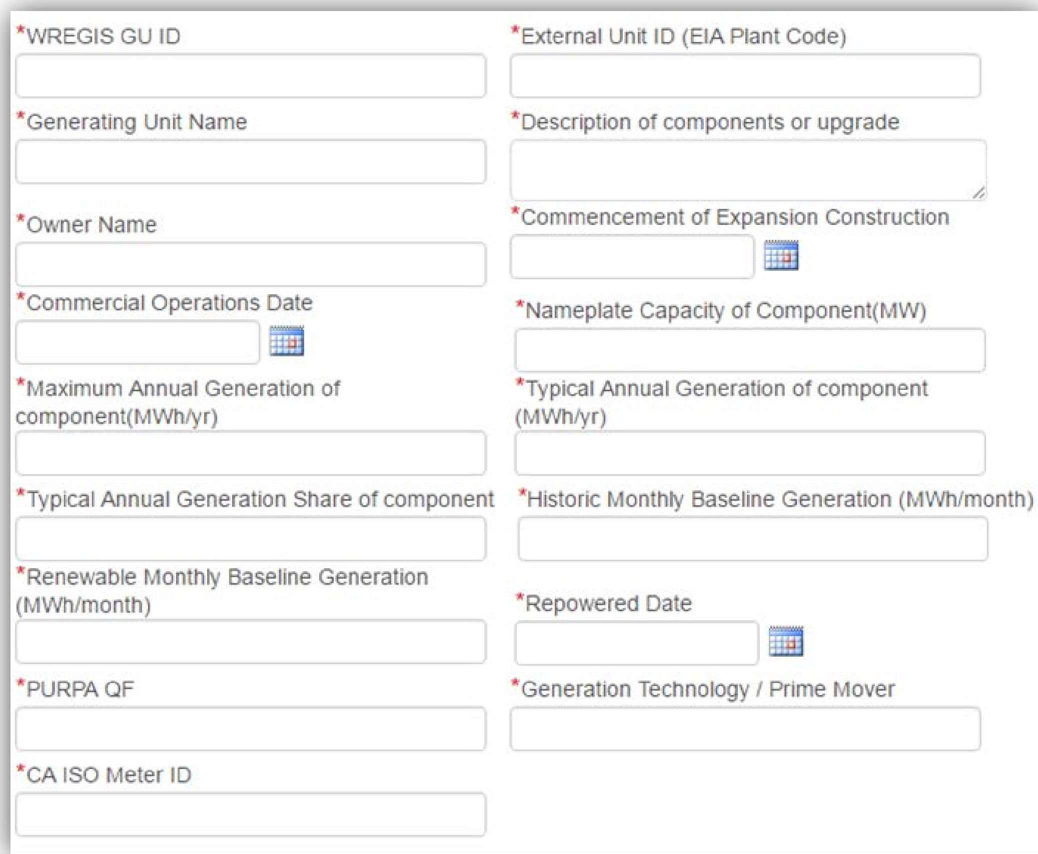
1. In the Facility Operations section, specify the facility's total nameplate capacity, commercial operations date (COD), date renewable fuel first used (if different), and select Incremental, date work began/completed, Pro Rata Approach or not, and percentage if applicable.
   Note: For pre-certification, the COD must occur in the future, except for specific scenarios (see guidebook for details).



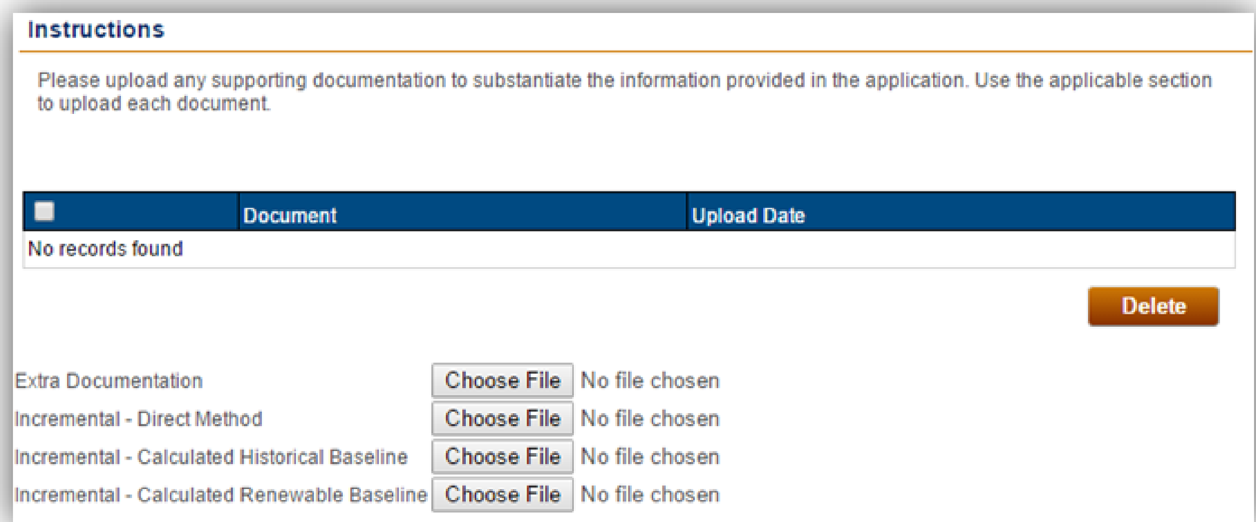
2. In the Supplemental Questions for Incremental Generation of a Facility form, click the “Add” button to be directed to a screen to give incremental information about your facility.



3. Enter the individual increment information and click the “Save” button to save the Individual Increment information. Add each additional increment and then click “Save & Next” to proceed to the next screen.



4. Upload supporting documentation for your application.



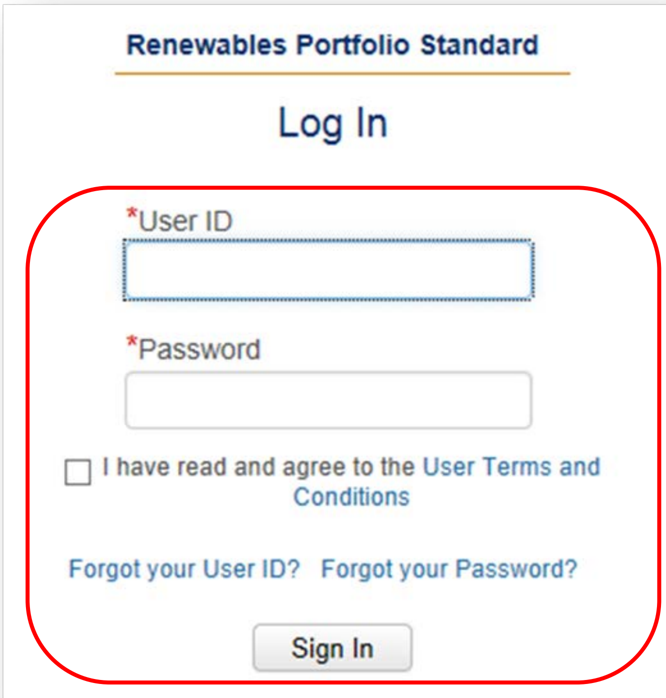
5. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.

6. To complete the application flow, refer back to step 21 from section 6.1 above.

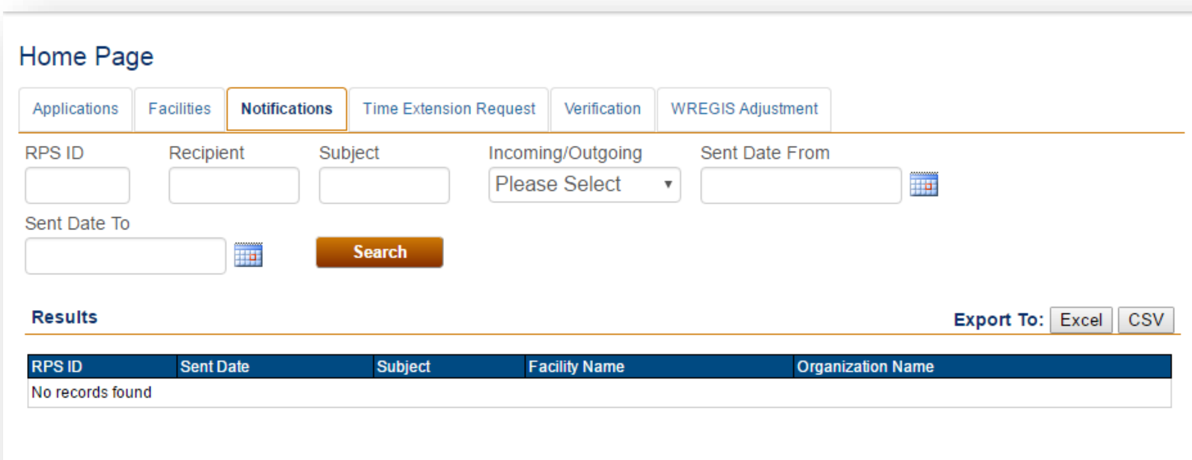
6.2 Re-submit an Individual Application with Corrections

If RPS staff determines that an application for precertification or certification needs corrections or clarifications, RPS staff will send a notification to the applicant and the applicant should then complete the steps below to revise and resubmit their application for precertification or certification. Applicants will have 60 days to respond to any clarification request.

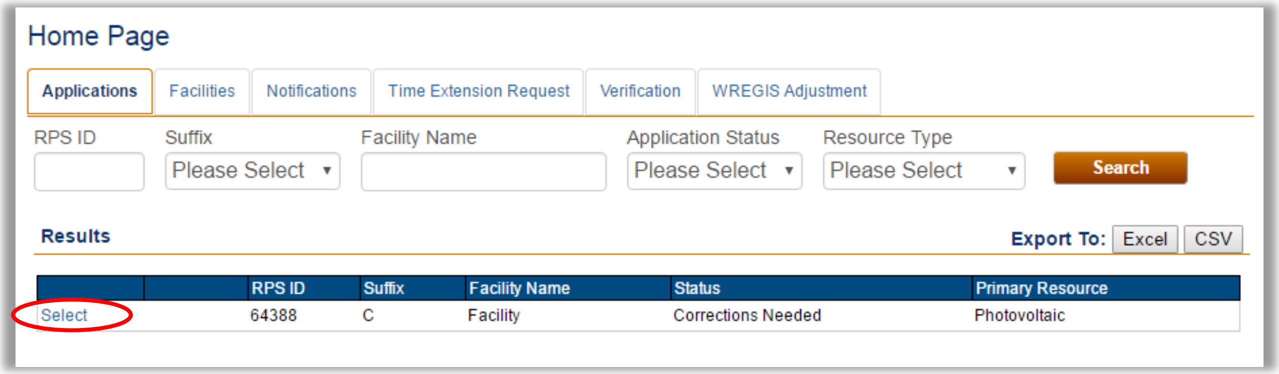
1. Enter your User ID and Password, agree to the User Terms and Conditions, and click "Sign In."



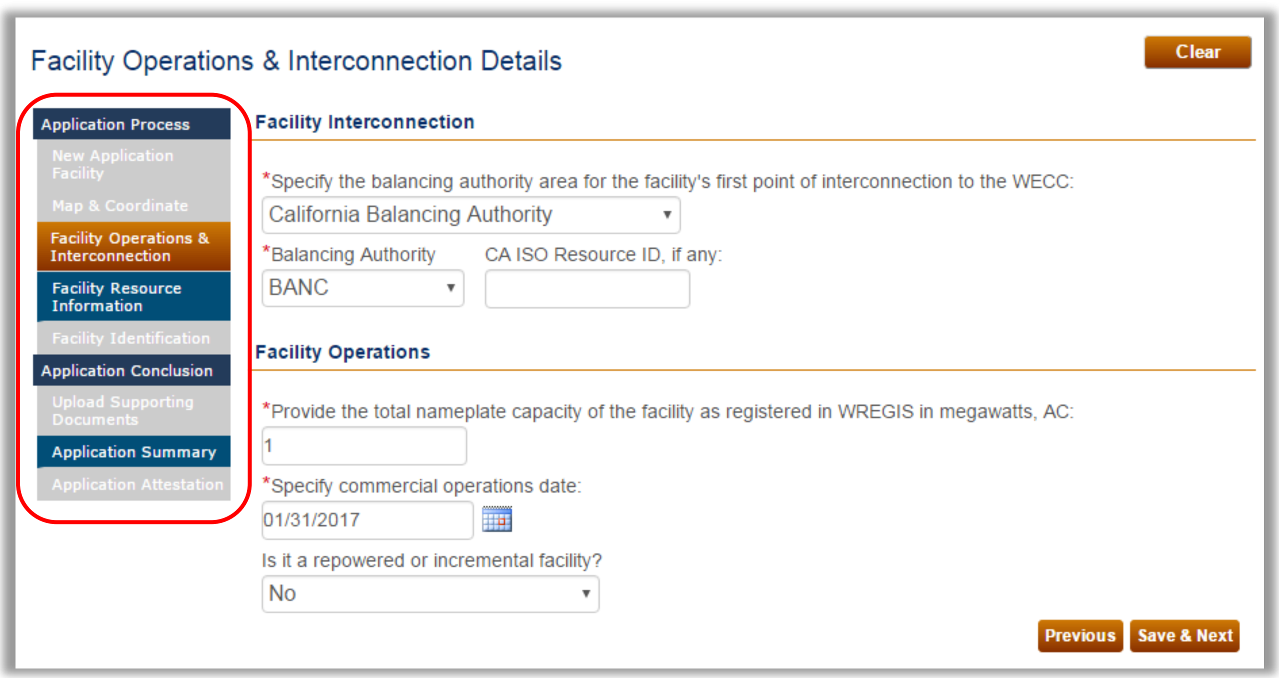
2. From the Home Screen, click the "Notifications" tab to check for any project updates or correspondence. In this instance one would see notifications regarding any corrections to the application that may be required for the specific RPS facility.



3. After you determine the facility/application that needs a correction, navigate to the applications tab. By default, all active applications submitted by the organization are in the Applications tab. If you cannot locate an application, you can filter the applications by modifying the filter criteria in the provided fields. Click “Select” next to the application you wish to revise. The application status will be “Corrections Needed.”

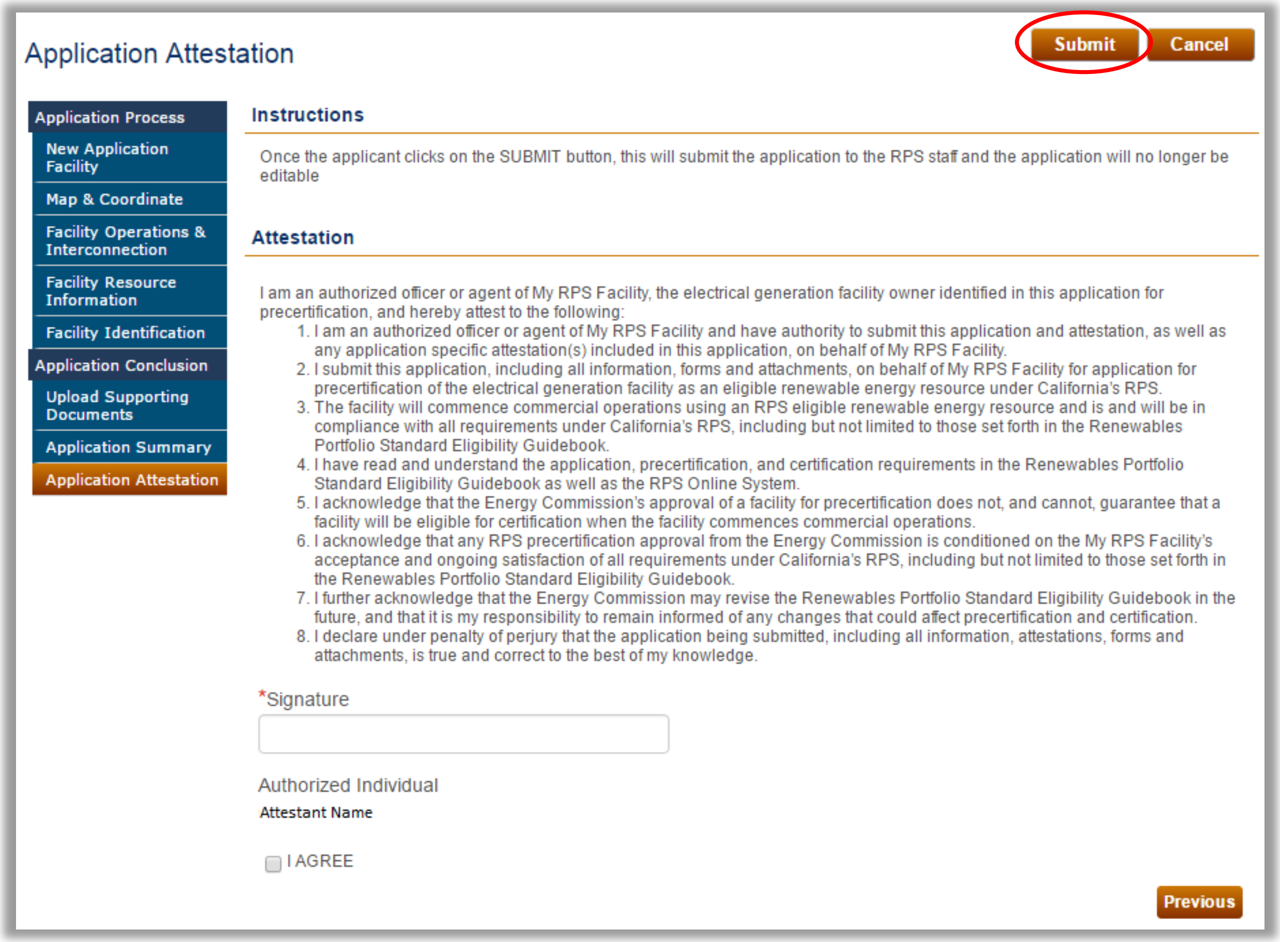


4. The application summary will open once you select the application. Here you can view the field(s) that may need clarifications. To make corrections to the application, click the “Previous” button to reopen the application. The application will open to the first screen that needs a correction. Only screens that are unlocked may be edited. Make corrections to the application as needed. Once finished editing the screen, you can use the “Previous” and “Save & Next” buttons in the lower right corner to navigate through sections of the application that have been unlocked for corrections.



5. After all corrections to the application have been made, return to the Application Summary screen using the “Save & Next” button located on each screen of the application, or click the “Application Summary” in the left navigation. Review the application information summary screen. If everything is correct, click the “Save & Next” button to proceed.

6. Read the attestation statement displayed on the attestation screen. Sign the attestation by entering your name in the signature field as registered under your user account and click the checkbox labeled “I agree” and submit the application by clicking “Submit”.



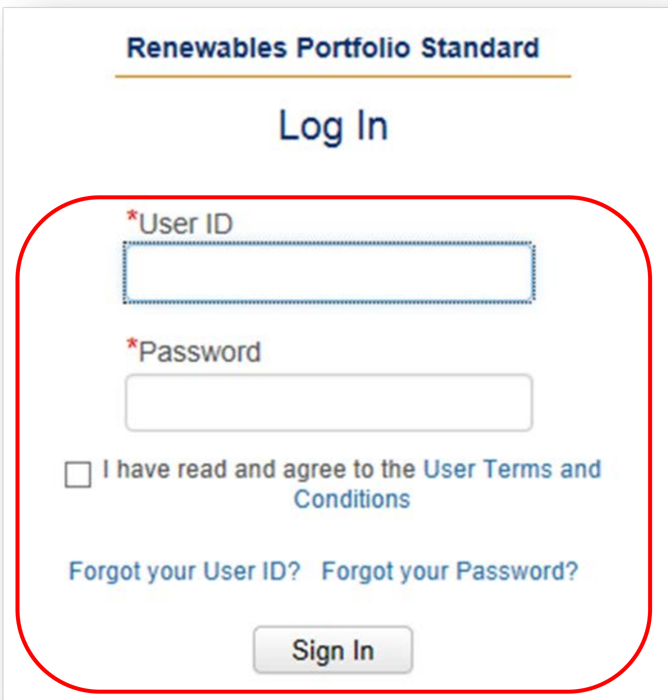
Note: The system will display a message confirming that the application has been completed. A confirmation email will be sent to the Account holder’s email address. The user that submits the application will see the application status update to “Corrections Sent.”

6.3 Submit an Amended Application for and Individual Facility

After the Energy Commission approves an application for precertification or certification, the ability to make corrections to that application will no longer be available. In order to modify the application, the user will need to submit an amendment following the steps below.

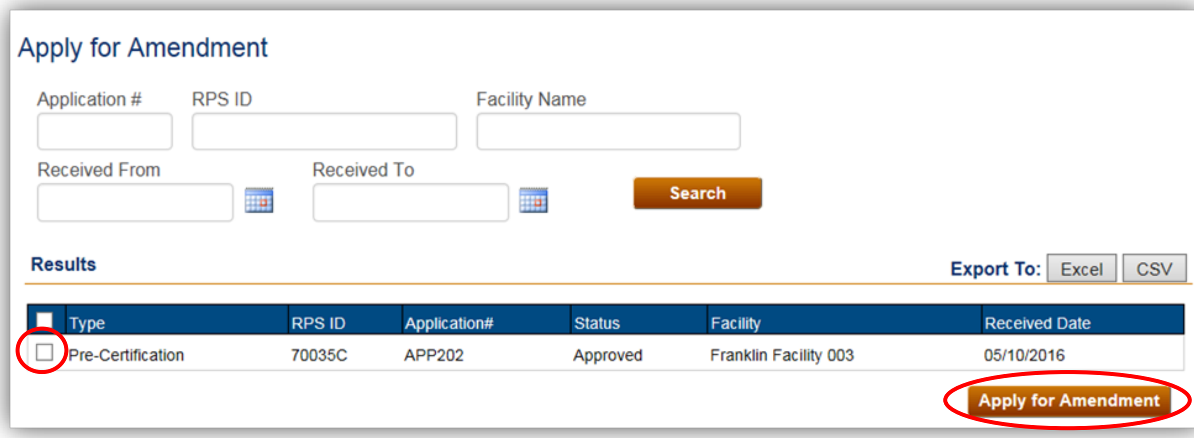
In cases where a facility has a certification expiration date and the amended application submitted was deemed incomplete, the applicant has 180 days to have an approved amended application to retain the original eligibility date as specified in Chapter 5, Section B of the RPS Eligibility Guidebook.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."



2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Amend Existing Application" link.

3. By default, all approved applications associated with the organization are displayed in the results section. If you cannot locate a particular application, specify additional search criteria in the provided fields. Click the "Search" button to filter the results by your search criteria. To select a facility, check the box next to the precertification or certification application you wish to amend.



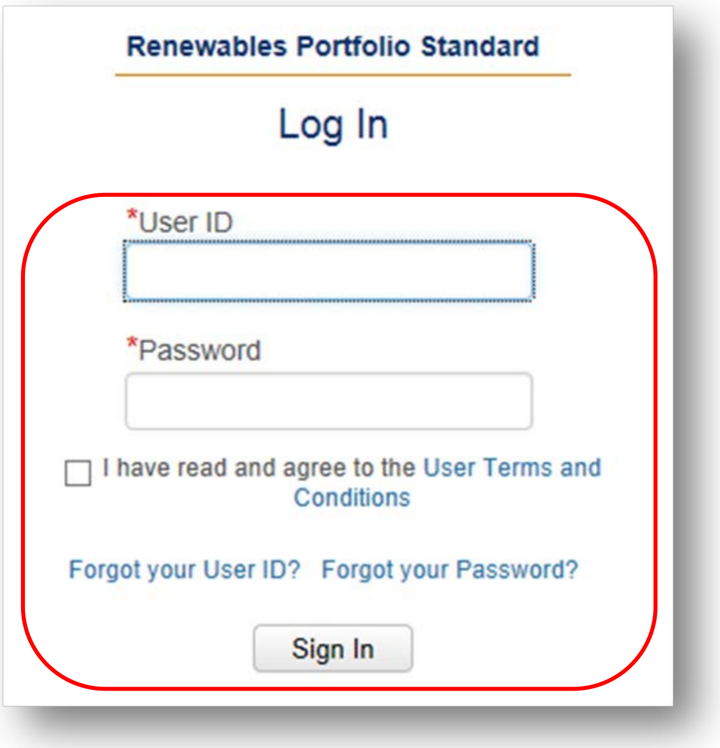
4. After selecting the application, click the "Apply for Amendment" button in the lower right corner of the screen. The user will then be able to make changes to and submit the application. Please refer to section 6.1 for steps on completing the application.

Note: After the amendment application has been created, the original application will be read only access. To see the original application, the user will need to delete the application for amendment. To see the original application, the user will need to withdraw the application for amendment before or after submittal. If the user chooses to withdraw the amended application after the amendment has been approved, the original application cannot be viewed. However, if the user would like to create a new application, they can still copy the withdrawn amended application.

6.4 Application to Certify a Precertified Facility

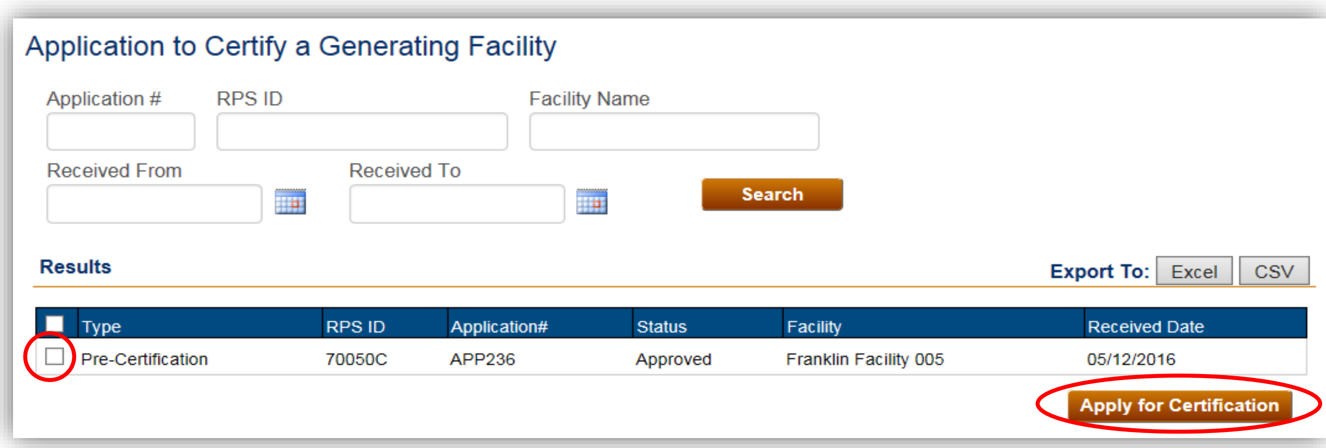
Once a precertified facility has commenced commercial operations and is registered in WREGIS, the applicant should follow the process described below to certify the precertified facility.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check Login Policy box and click on "Sign In."



2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Certify a Precertified Facility" link.

3. The link will re-direct the web browser to the Application to Certify a Generating Facility screen. By default, all approved precertification applications are shown. If you cannot locate a particular application, specify additional search criteria in the provided fields. To select a facility, check the box next to the precertified facility that you wish to apply for certification. After selecting the facility, click "Apply for Certification."



4. After clicking the button, the user will be redirected to the application to Certify a Precertified Facility. Information from the precertification application will already be populated in the fields. Complete the application to Certify a Precertified Facility as you would a normal application for certification. Please refer to section 6.1 for steps on completing the application.

6.5 Precertification Outreach

The RPS Online System will automatically send emails to applicants of a precertified facility as that facility approaches their Commercial Operations Date (COD), reminding the facility's organization to apply for certification or an amendment to their precertified facility.

RPS Online System Notifications	
Notification #1	The system will send an email to authorized users of precertified facilities 30 Days before COD informing the users that their COD is approaching.
Notification #2	The system will send an email to authorized users of precertified facilities the day after COD informing them that their COD has passed but their facility is still precertified . The authorized users will have 180 days within the expected COD to apply for certification or an amendment to their precertified facility to keep their eligibility as specified in the RPS Eligibility Guidebook.
Notification #3	The system will send an email to authorized users of precertified facilities 166 days after COD warning them that their eligibility status is in jeopardy. The authorized users will have 14 days from the date of this email to take action specified in the RPS Eligibility Guidebook.
Notification #4	The system will send an email to authorized users of precertified facilities 181 days after COD informing them that their precertified facility has been disapproved. The system will also change the Precertified facility's status to "Disapproved." The authorized users may re-apply for precertification or certification but will not be able to keep the original eligibility date specified in the RPS Eligibility Guidebook.

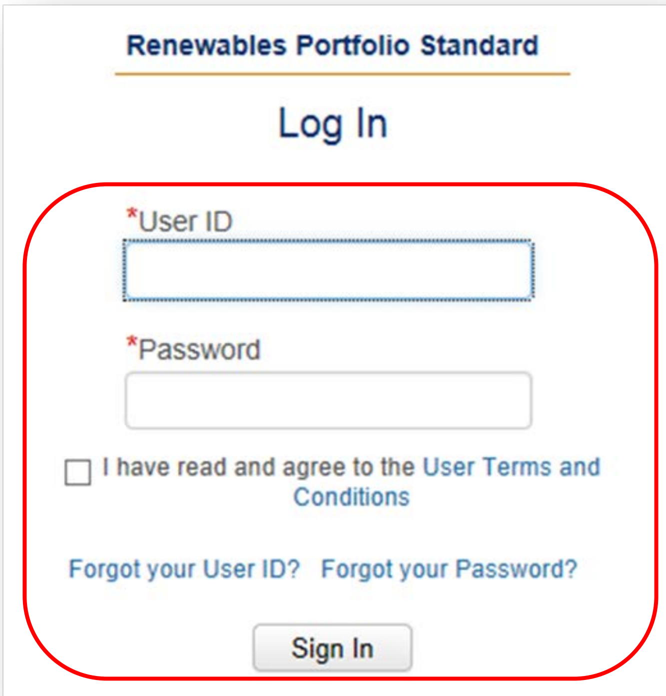
6.6 Application for Aggregated Units

6.6.1 Submit an Application to Certify an Aggregated Unit

Only facilities using the same renewable energy source such as solar photovoltaic or wind are eligible for aggregated unit application. In these cases, the user should file an aggregated application following the steps below.

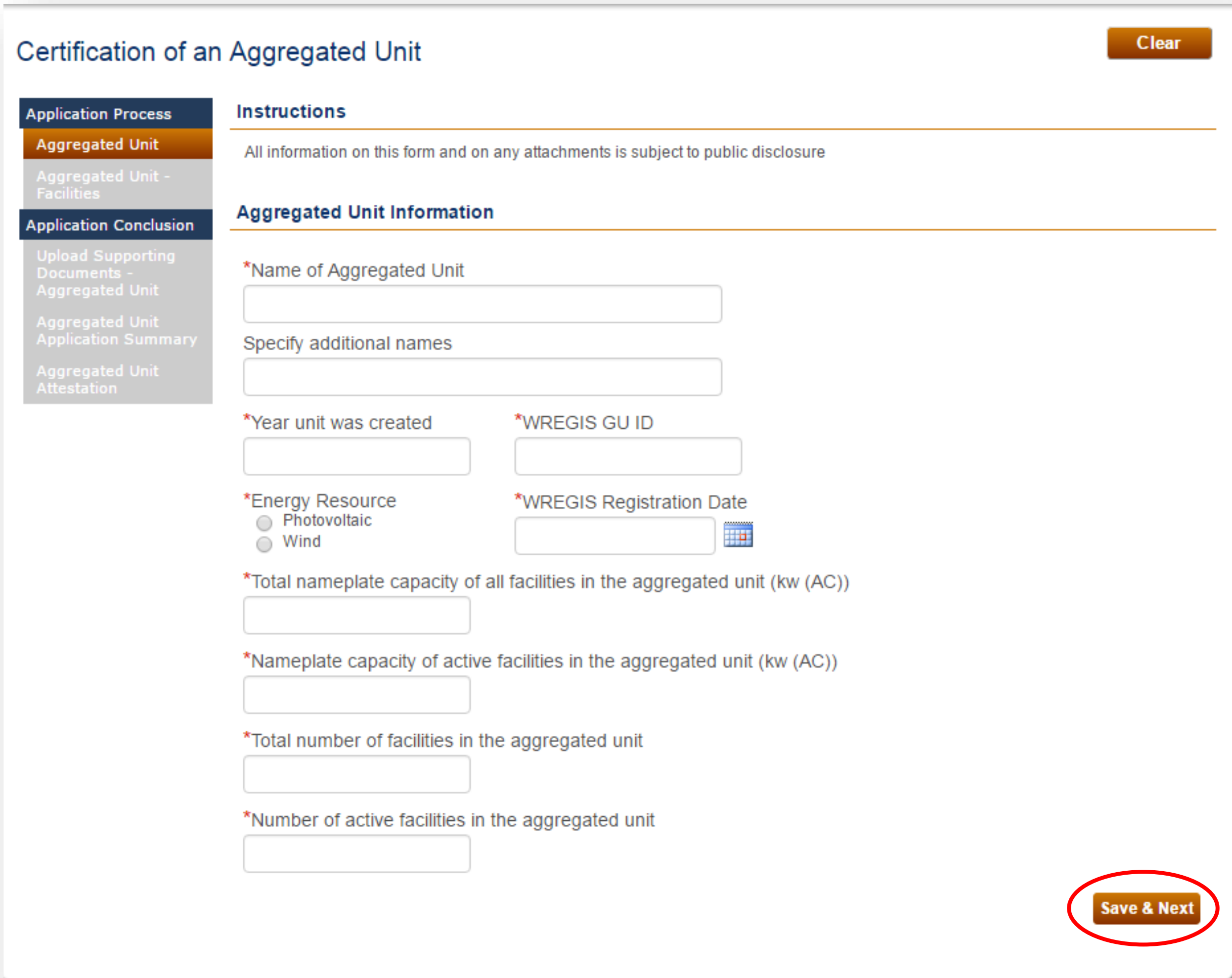
Note: Aggregated unit applications are available for certification only. This application type is not available for precertification.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check the box indicating you have read and agree to the User Terms and Condition and click on "Sign In."

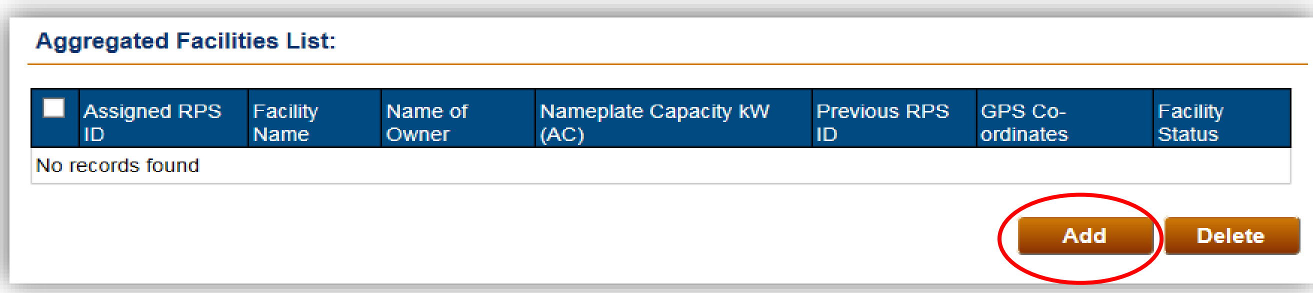


2. Hover over the "APPLICATIONS" menu at the top of the screen and click on the "Create Aggregated Unit Application" link.

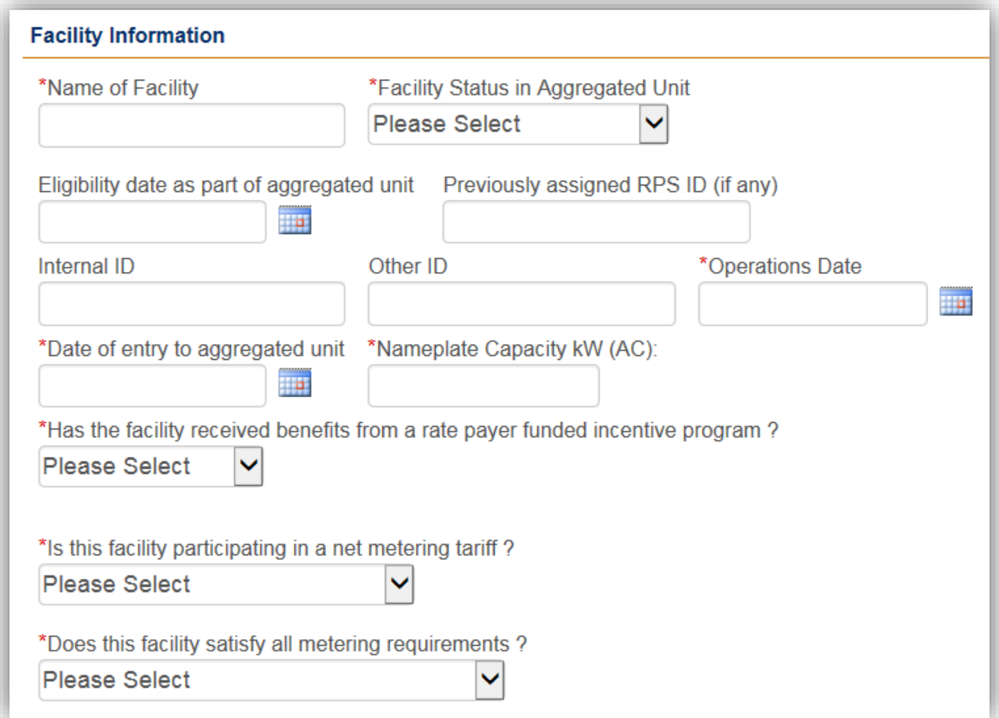
3. Enter the aggregated unit information in the provided fields and click "Save & Next."



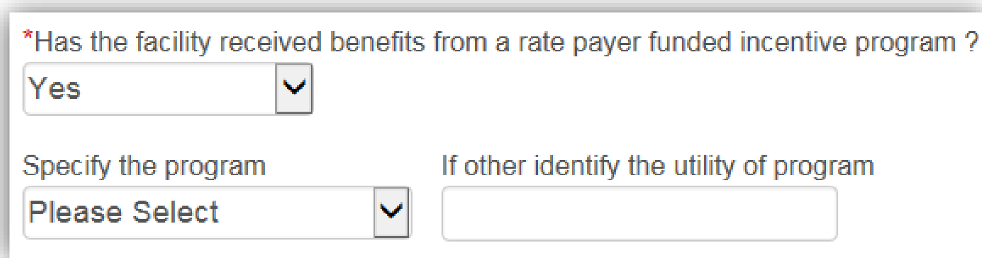
4. Click the “Add” button to enter each facility’s information within the aggregate unit.



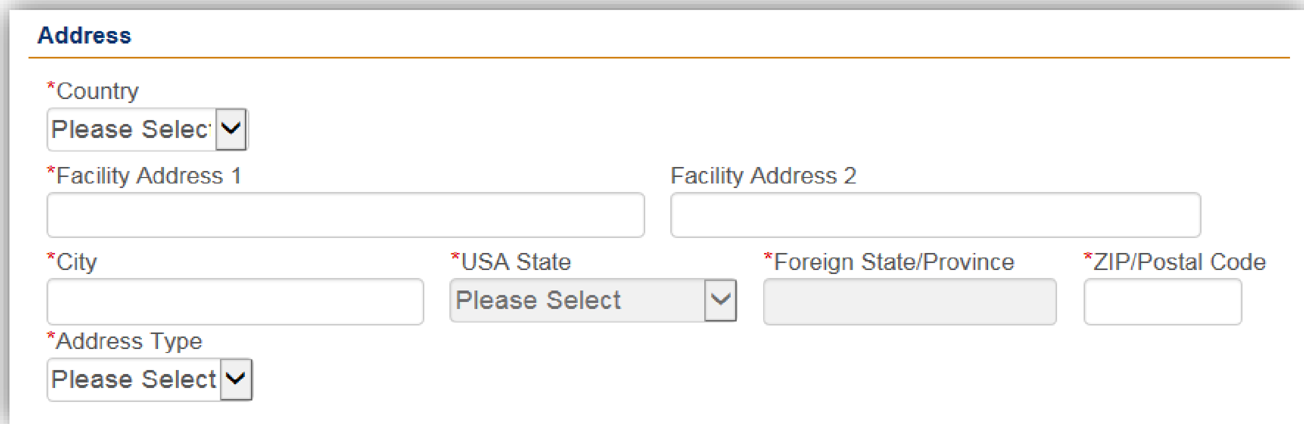
5. Enter the facility information.



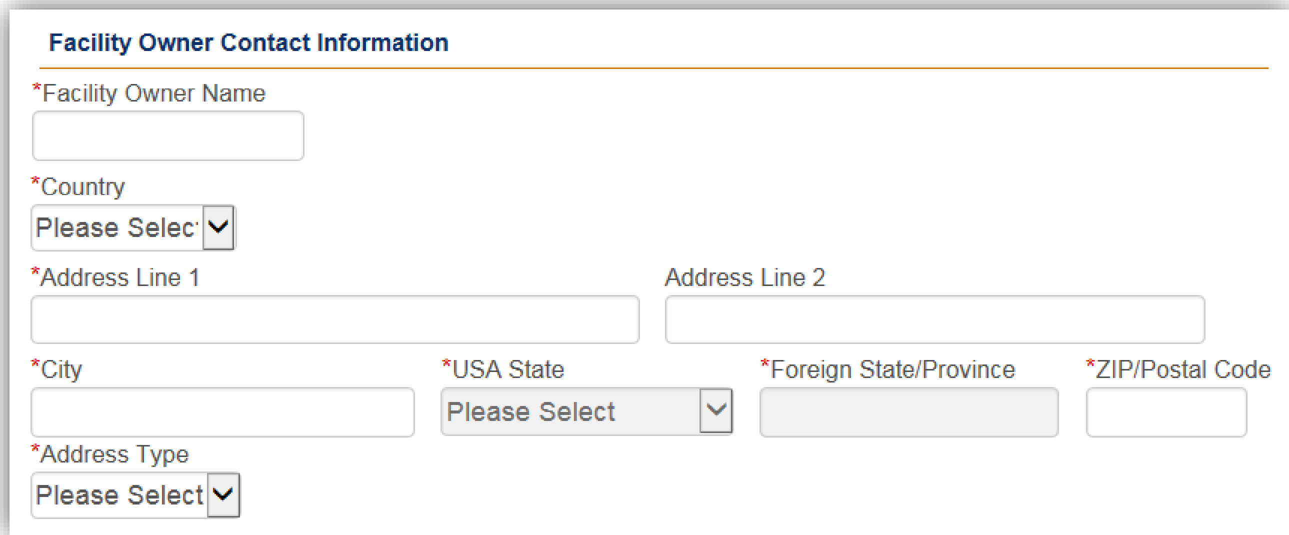
Note: If you answer “Yes” to the question “Has the facility received benefits from a rate payer funded incentive program?” you will need to complete additional information about the program. If the program cannot be found in the provided drop down menu, then choose the option “Other SB1 (Specify POU in the next field)” and enter the name of the program in the text field.



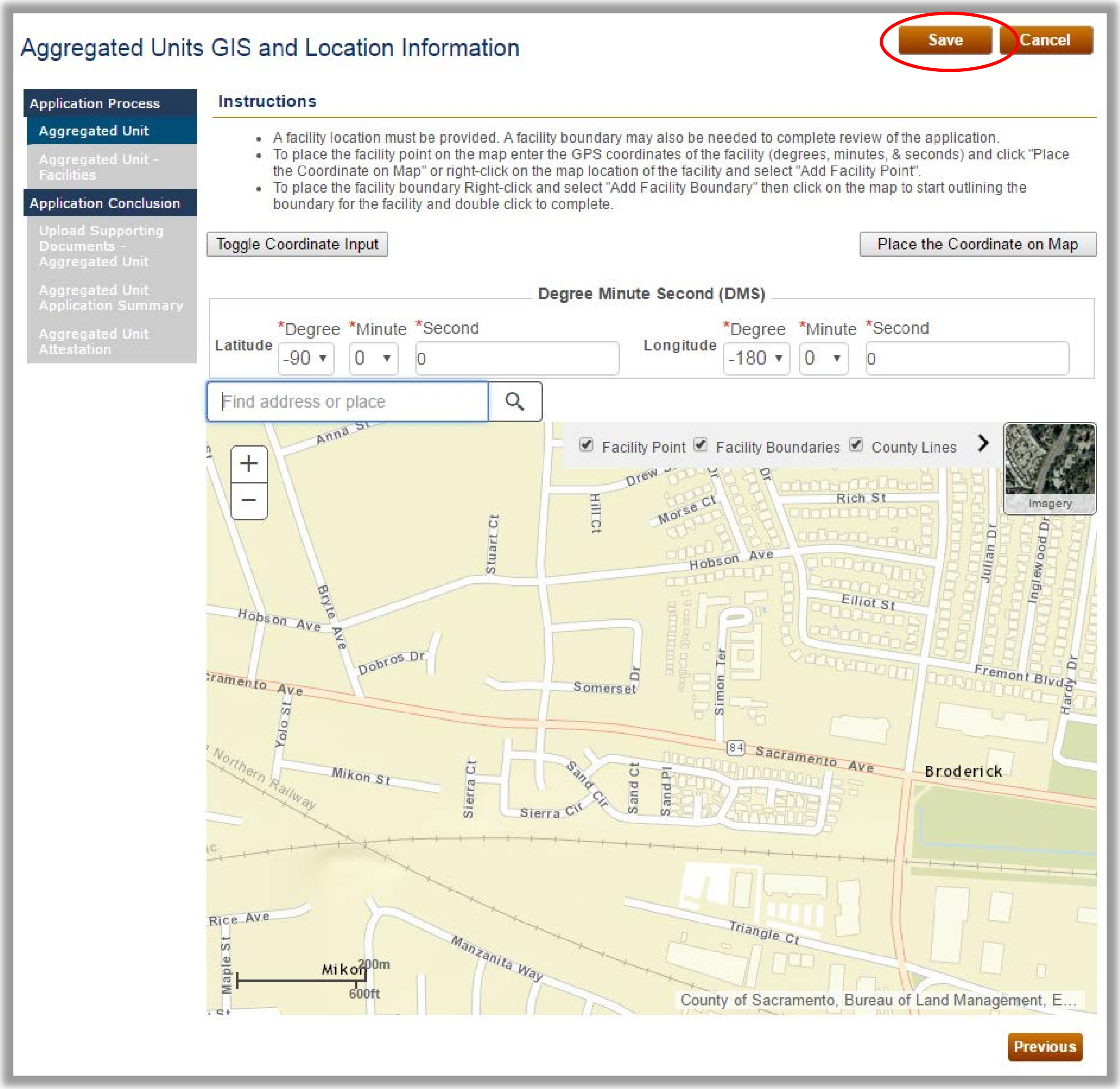
6. Enter the facility's information in the Address section.



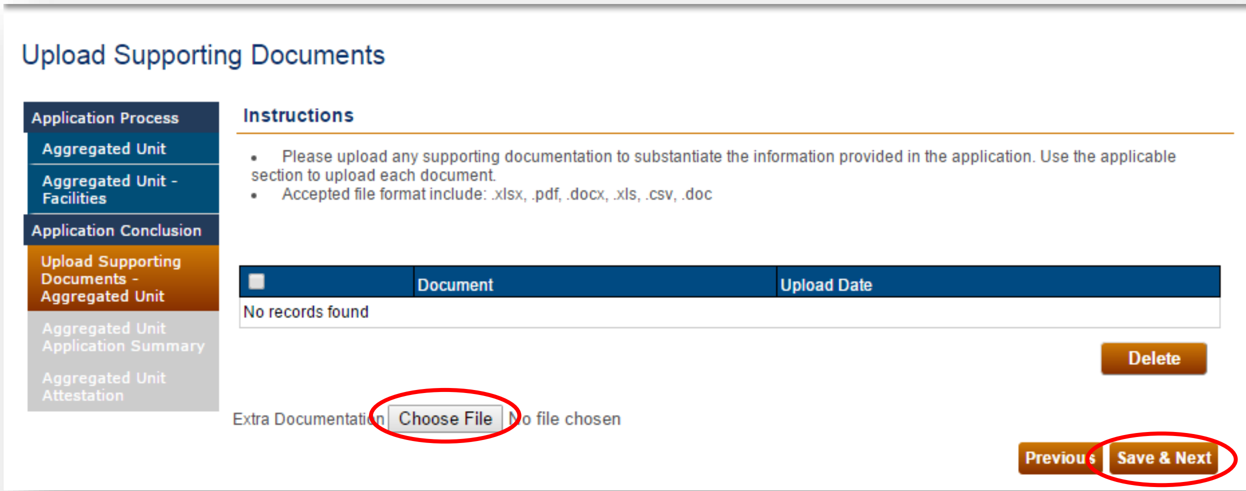
7. Enter the facility's information in the Facility Owner Contact Information in the last section and click "Save & Next" to proceed to the next screen.



8. To enter the location of the facility, enter the GPS of the facility in Degrees Minutes Seconds (DMS) format in the Facility GIS Location section and click “Place the Coordinate on Map”. Additionally, users can draw the facility point on the map. To place the facility point, right-click on the map and select “Add Facility Point”. After you place the facility location point, click “Save” and return to the previous screen to add additional facilities.

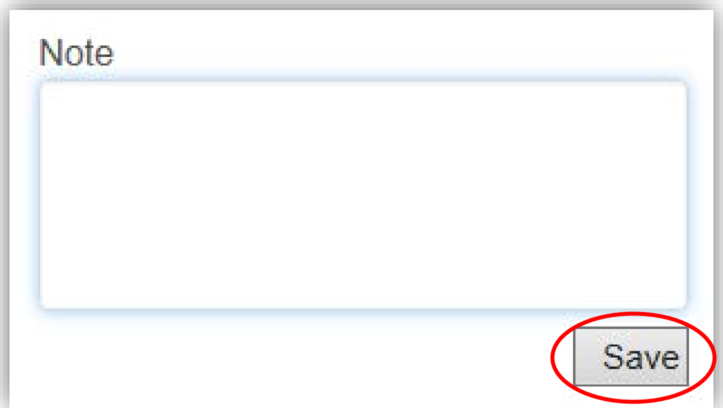


9. Repeat steps 4 through 8 for every facility that is part of the aggregate unit applying for certification. Once you are done entering information for all facilities, proceed to the next step of this guide.
10. If your application requires the upload of supporting documentation, click on the "Browse" button next to the Extra Documentation field you wish to upload. Accepted file formats include: .xlsx, .pdf, .docx, .xls, .csv, .doc.

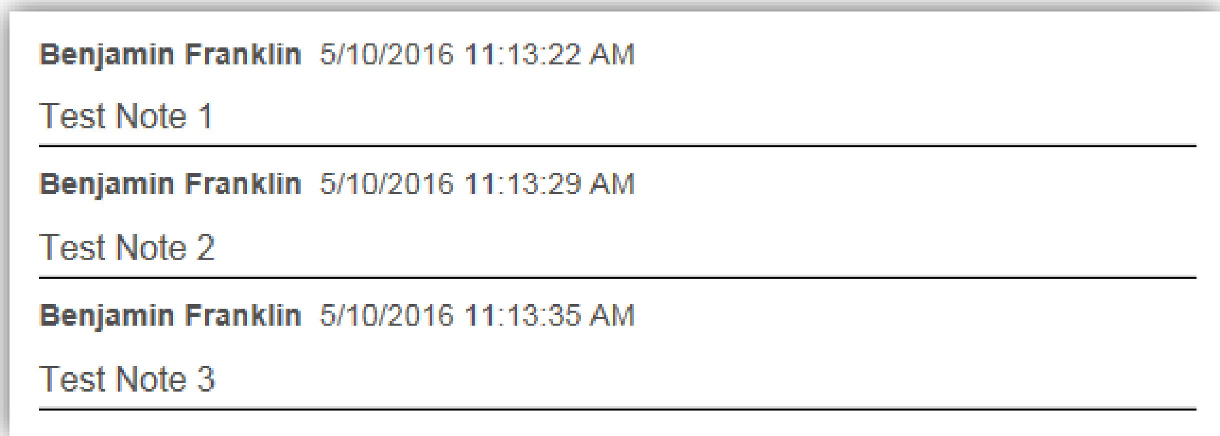


11. Review the information that you have entered on the Aggregated Unit Summary screen

12. To add a note to the summary screen, type in the text you wish to add in the field labeled “Note.” Click the “Save” button to save the note to the application.
Note: The Note section is available for applicants to inform RPS staff of any application specific details. These notes will be added to the bottom of the application



After saving the note, the summary screen will be refreshed and the system will display the summary with the new note near the bottom of the screen. Notes are listed in the order in which they are added to the application (from the oldest note to the most current).

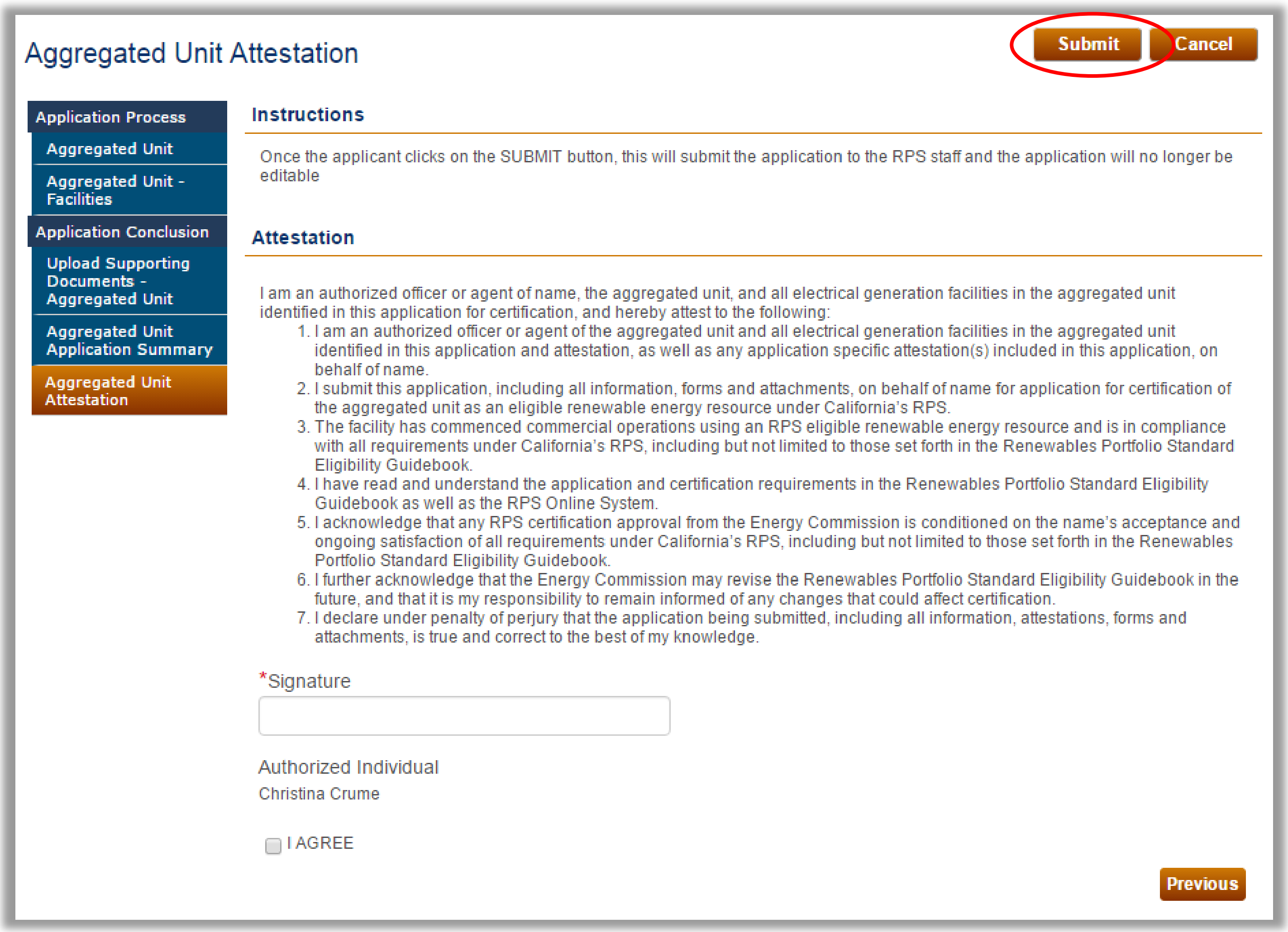


13. To print the application, click on the “Print” or “Print Full” button. The “Print” button will provide a shortened version of the questions and answers from the application. The “Print Full” button will provide the full questions and answers from the application.

14. One you have reviewed the application, added any additional notes, and printed the application, click the "Save & Next" button in the lower right corner of the screen to proceed to the next screen. If you are not an attestant, you will receive a confirmation message that the application was saved and the attestant will receive a notification to sign the application.

15. An attestant will read the attestation displayed on the screen. Sign by entering your name into the signature field as registered under your user account and click the checkbox labeled "I agree" and submit the application by clicking "Submit."

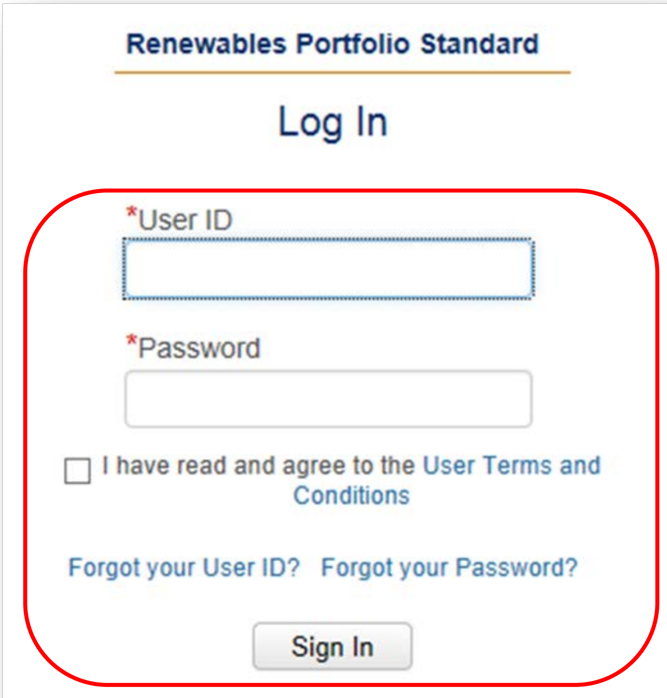
Note: The application cannot be edited once it has been submitted.



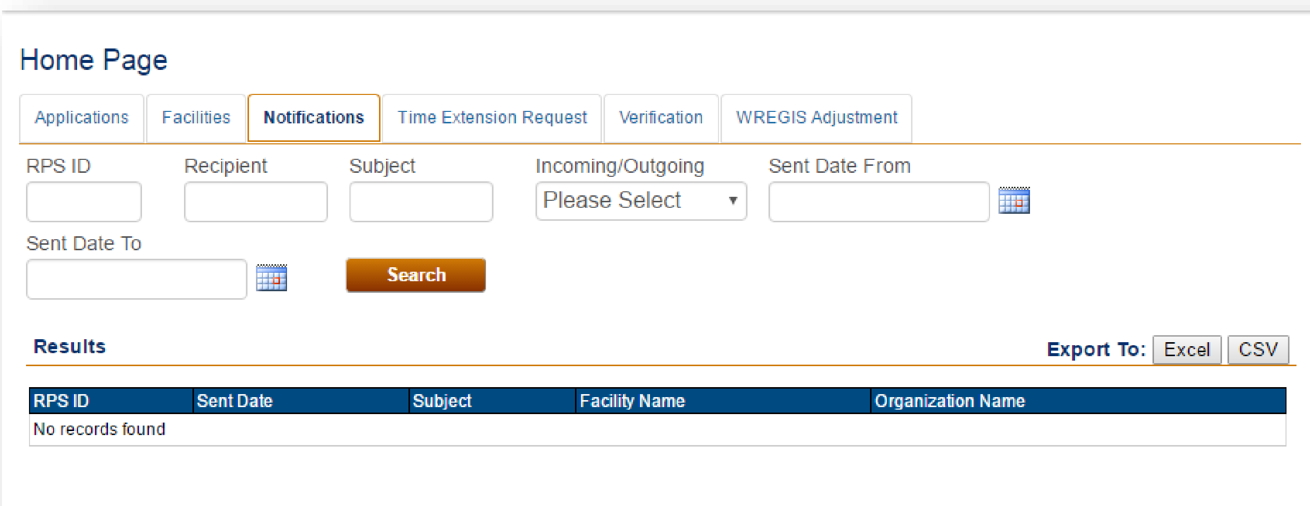
16. The system will display a message confirming that the application has been completed. A confirmation email will be sent to the user’s email address.

6.6.2 Re-submit an Aggregated Units Application with Corrections

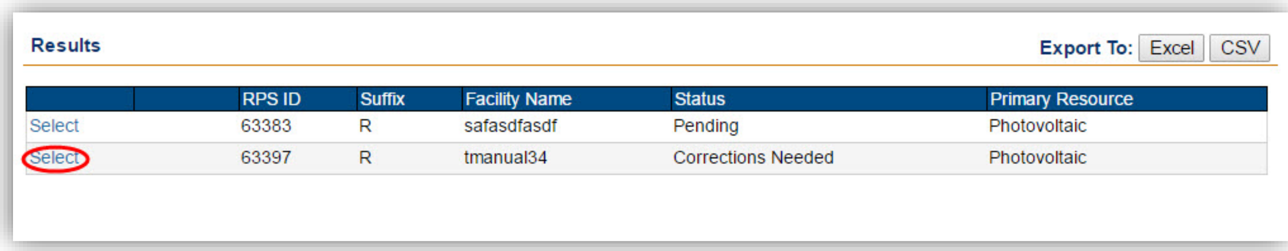
1. Enter the User ID and Password of the organization's External System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."



2. From the Home Screen, click the "Notifications" tab to check for any project updates or correspondence. In this instance one would see notifications regarding any corrections to the application that may be required for the specific RPS facility.



3. After you determine the facility/application that needs a correction, navigate to the applications tab. By default, all active applications submitted by the organization are in the Applications tab. If you cannot locate an application, you can filter the applications by modifying the filter criteria in the provided fields. Click “Select” next to the application you wish to revise. The application status will be “Corrections Needed.”

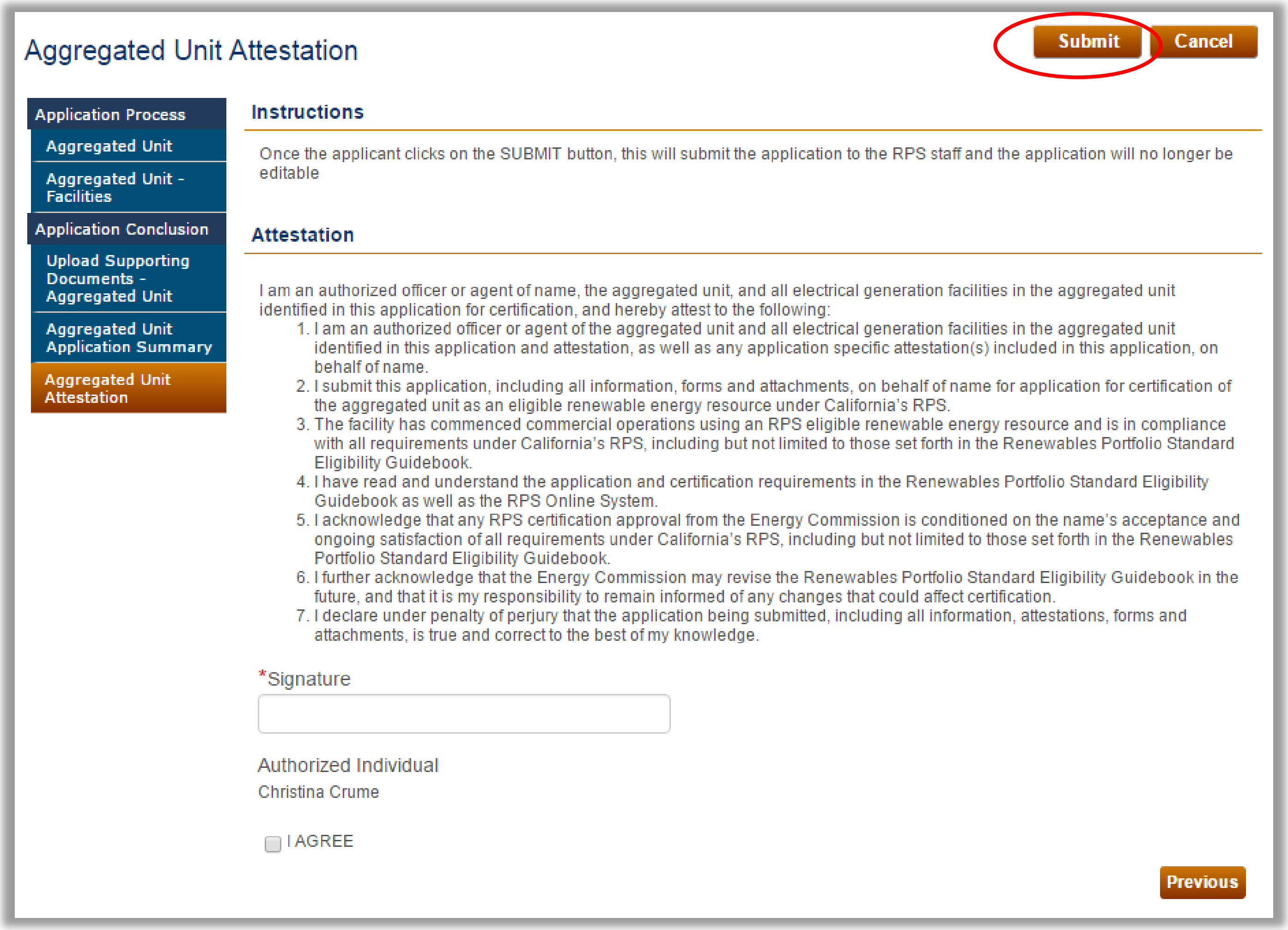


	RPS ID	Suffix	Facility Name	Status	Primary Resource
Select	63383	R	safasdfasdf	Pending	Photovoltaic
Select	63397	R	tmanual34	Corrections Needed	Photovoltaic

4. The application summary will open once you select the application. Here you can view the field(s) that may need clarifications. To make corrections to the application, click the “Previous” button to reopen the application. The application will open to the first screen that needs a correction. Only screens that are unlocked may be edited. Make corrections to the application as needed. Once finished editing the screen, you can use the “Previous” and “Save & Next” buttons in the lower right corner to navigate through sections of the application that have been unlocked for corrections.

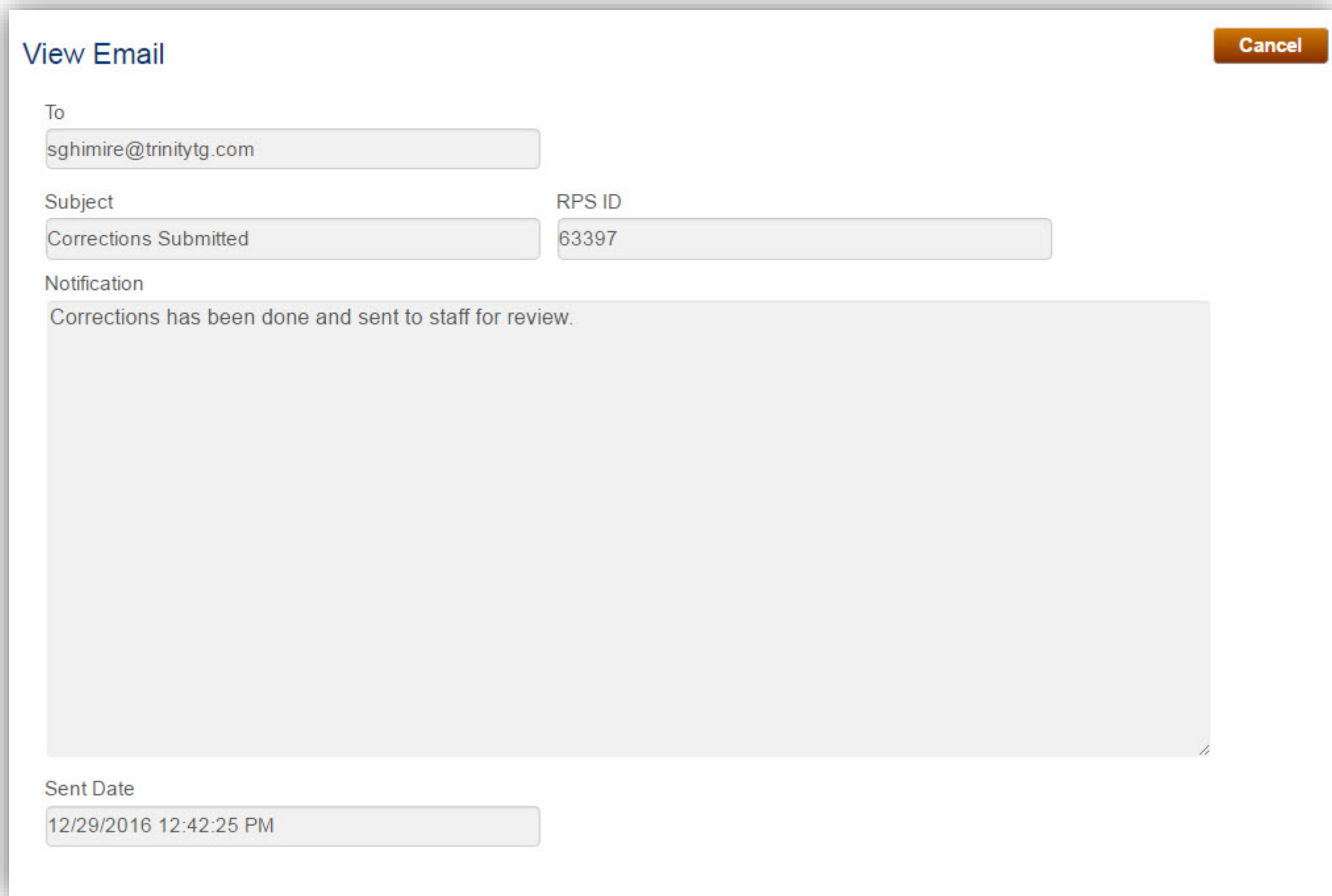
5. After all corrections to the application have been made, return to the Application Summary screen using the “Save & Next” button located on each screen of the application, or click the “Application Summary” in the left navigation. Review the application information summary screen. If everything is correct, click the “Save & Next” button to proceed.

6. Read the attestation statement displayed on the attestation screen. Sign the attestation by entering your name in the signature field as registered under your user account and click the checkbox labeled "I agree" and submit the application by clicking "Submit."



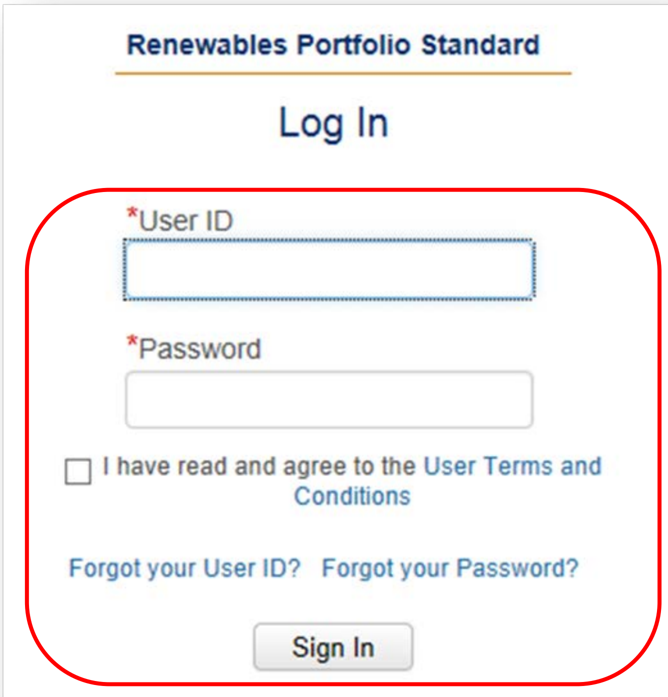
Note: The system will display a message confirming that the application has been completed. A confirmation email will be sent to the Account holder's email address. The user that submits the application will see the application status of "Corrections Sent" while RPS staff who view the same application will see the status of "Corrections Received".

7. The notification will display inside Notification tab of Home Screen, refer to section 5 on where notification tab is located.



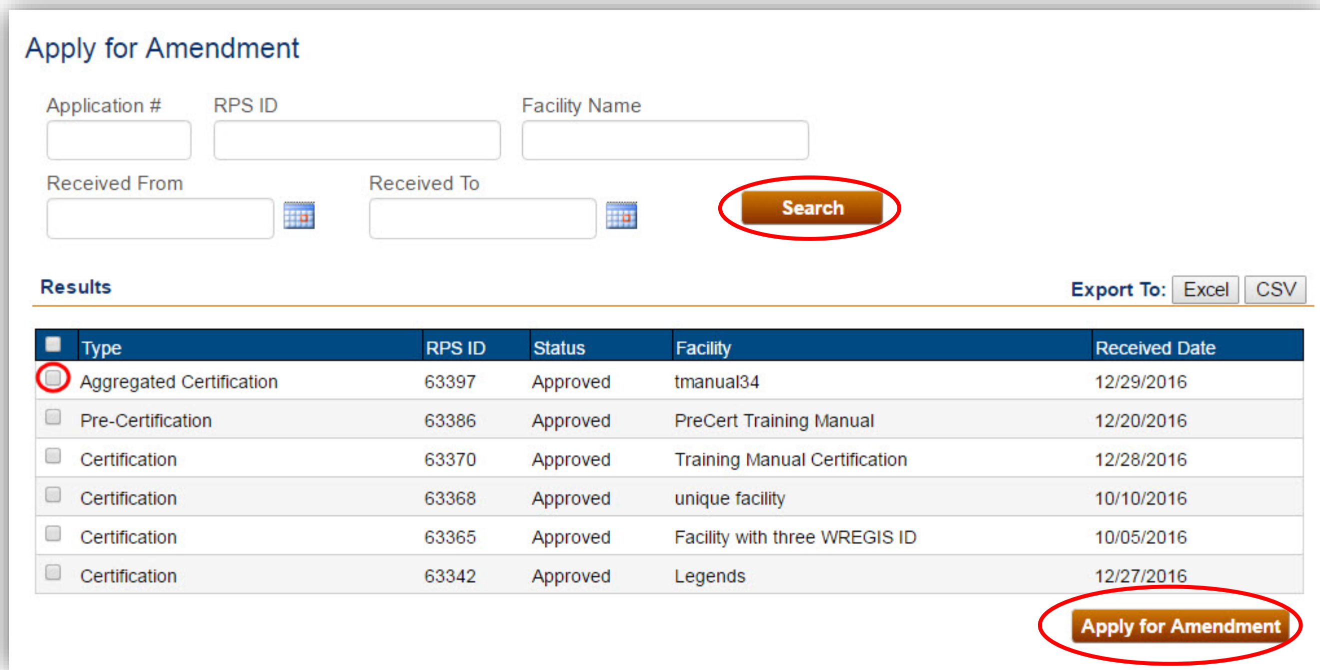
6.6.3 Submit an Amended Application for Aggregated Units

1. Enter the User ID and Password of the organization's External System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In."



2. Hover over the "APPLICATIONS" tab at the top of the screen. Click on the "Amend Existing Application" link.

3. By default, all approved applications associated with the organization are displayed in the results section. If you cannot locate a particular application, specify additional search criteria in the provided fields. Click the “Search” button to filter the results by your search criteria. Check the box next to the Certification application you wish to amend. After selecting the application, click the “Apply for Amendment” button in the lower right corner of the screen. The user will then be able to make changes to and submit the application as normal.

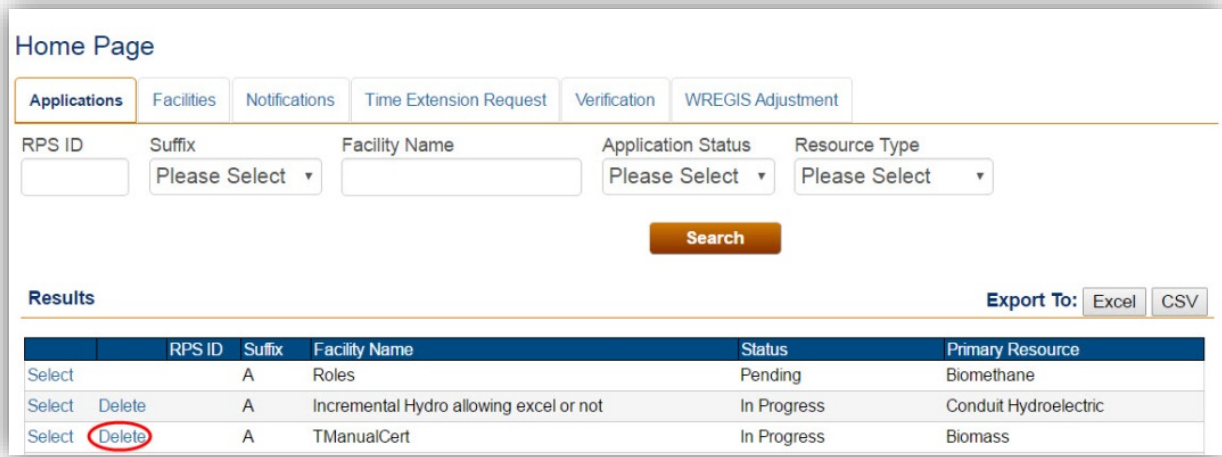


Note: After the amendment application has been created, access to the original application will be limited to RPS staff only. To see the original application, the user will need to delete the application for amendment. Follow steps from 6.6.1 to submit the Amendment application.

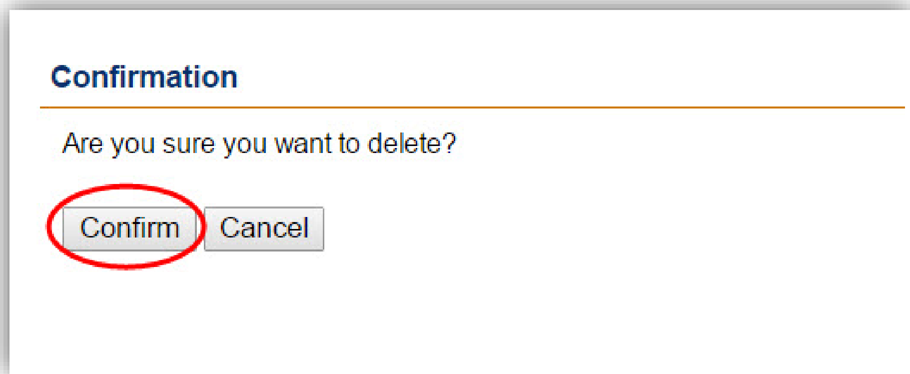
6.7 Delete an Application

If you have created an application that you no longer wish to complete, you can delete the application by following the process described below. Only applications that have not yet been submitted can be deleted.

1. Navigate to the Applications tab and select the application you wish to delete by clicking "Delete." If there is no "delete" button, then you cannot delete the application.



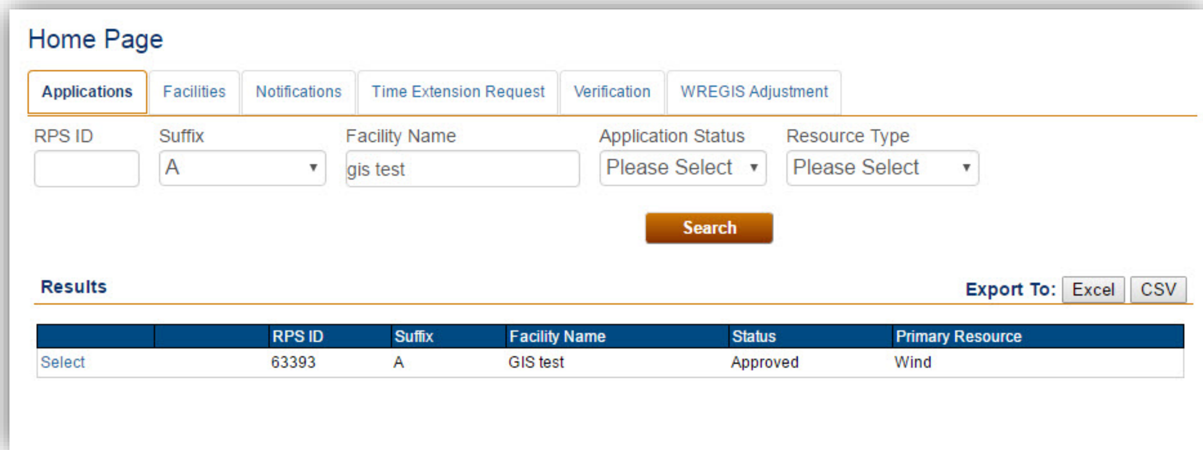
2. Click "Confirm" to confirm deleting the application. Once you click confirm, the application will be deleted.



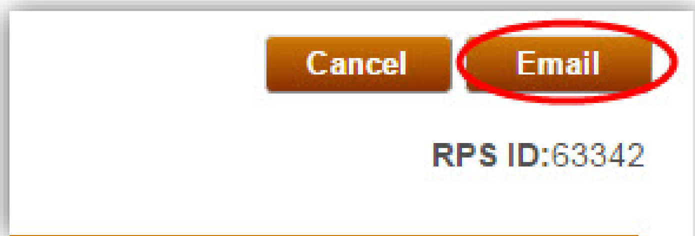
6.8 Request to Withdraw a Facility

An applicant that would like to withdraw a facility from the RPS may submit a request to RPS staff using the following process.

1. Navigate to the Applications tab, click "Select" to open a facility application. An application in "In Progress" status cannot be withdrawn.



2. After clicking Select, the browser will be redirected to the Application Summary screen where you can click on "Email" button to communicate with the CEC staff.

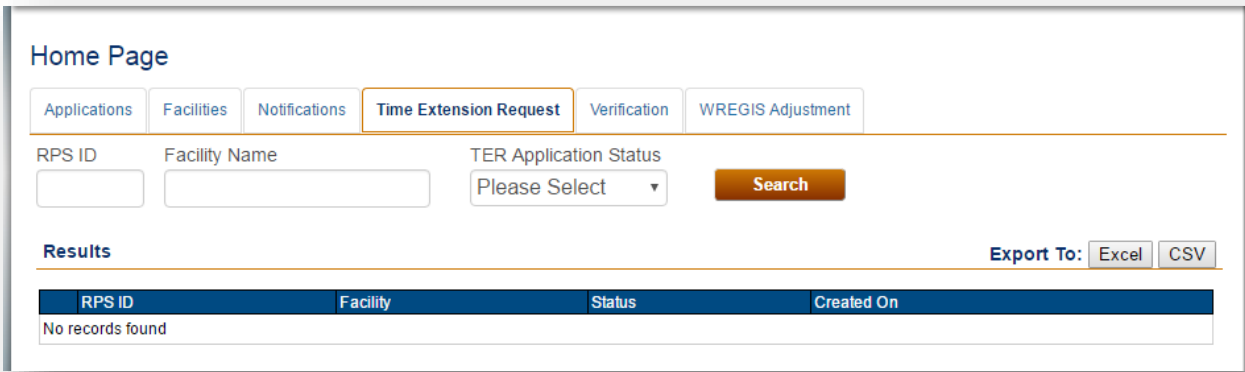


3. Submit a request to RPS staff by filling out the information in an email.

6.9 Request a Time Extension Request (TER)

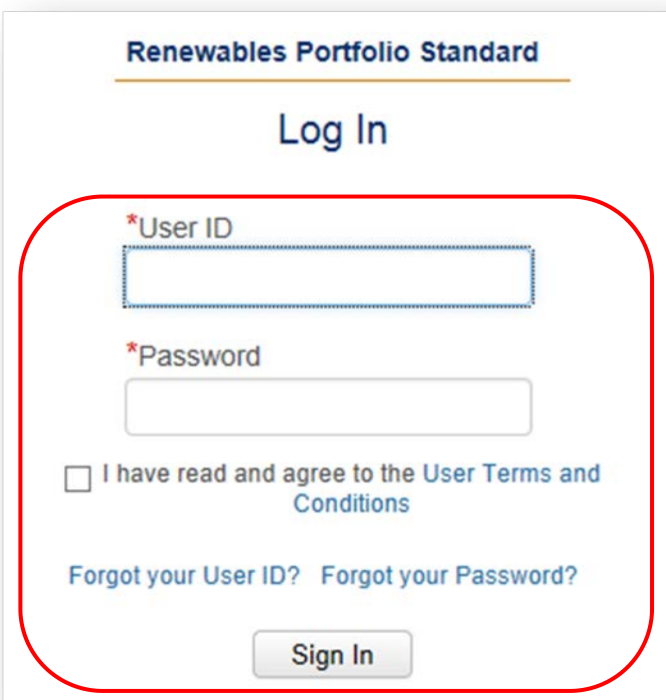
An applicant that missed a deadline to apply for certification of a facility may submit a Time Extension Request (TER) for approval by Energy Commission. An approved TER may change the facility's eligibility date and approved generation from the time extension may be submitted as part of the annual report.

The Time Extension Request tab shows the status of applications for Time Extension Requests submitted by the user.



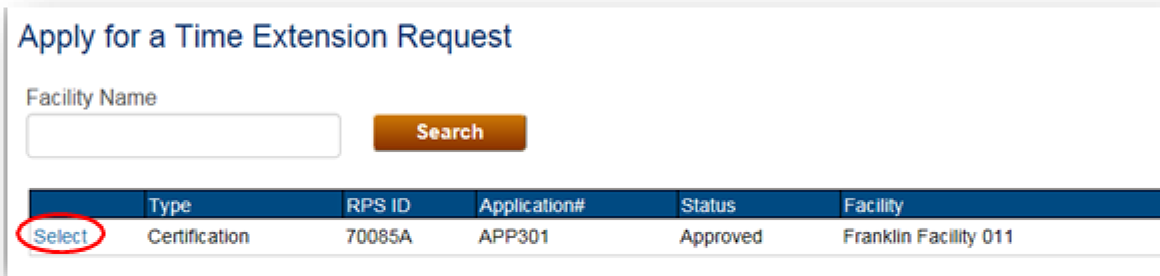
To apply for a TER, follow the steps below.

1. Enter the User ID and Password of the organization's Account Holder System Admin, check the box indicating you have read and agree to the User Terms and Conditions and click on "Sign In.".

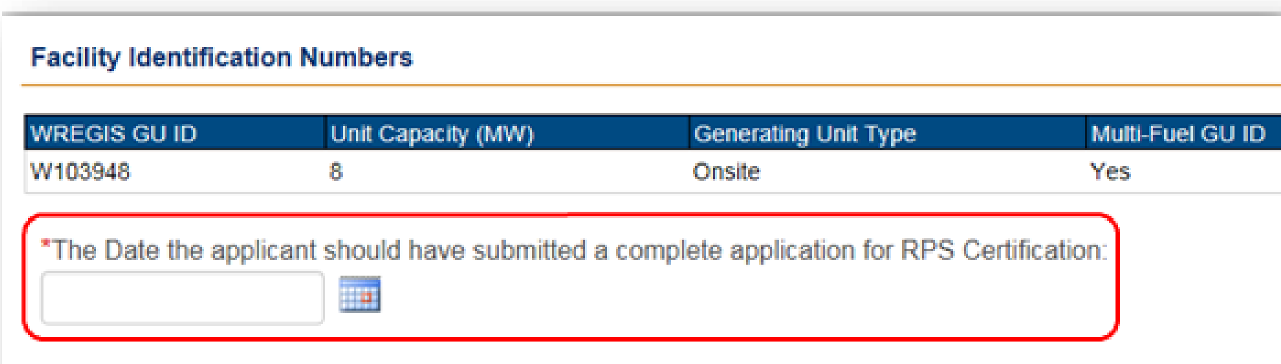


2. Hover over the “APPLICATIONS” menu at the top of the screen and click on the “Apply for Time Extension Request” link.

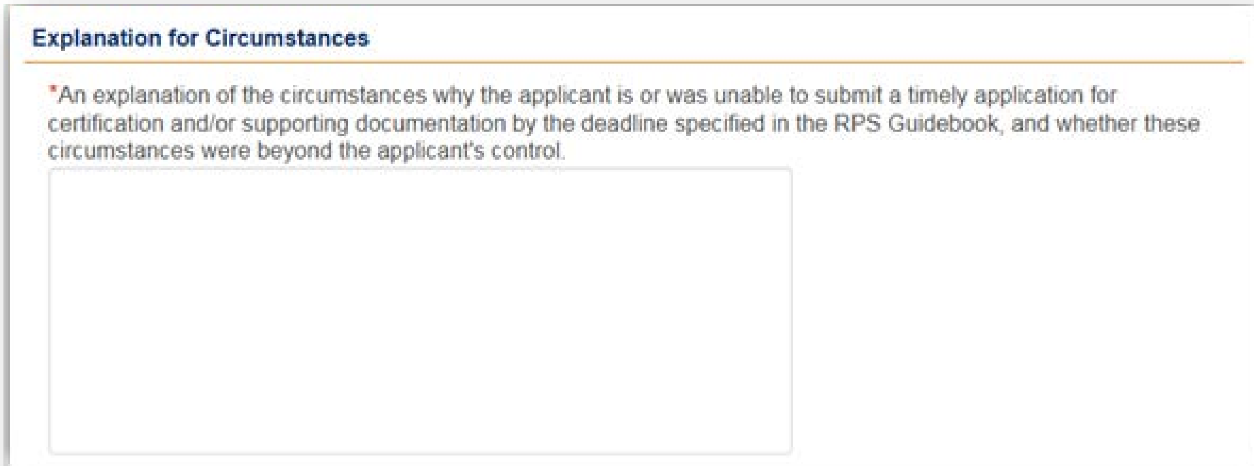
3. Click the “Select” link beside the approved facility for which you are applying for a TER.



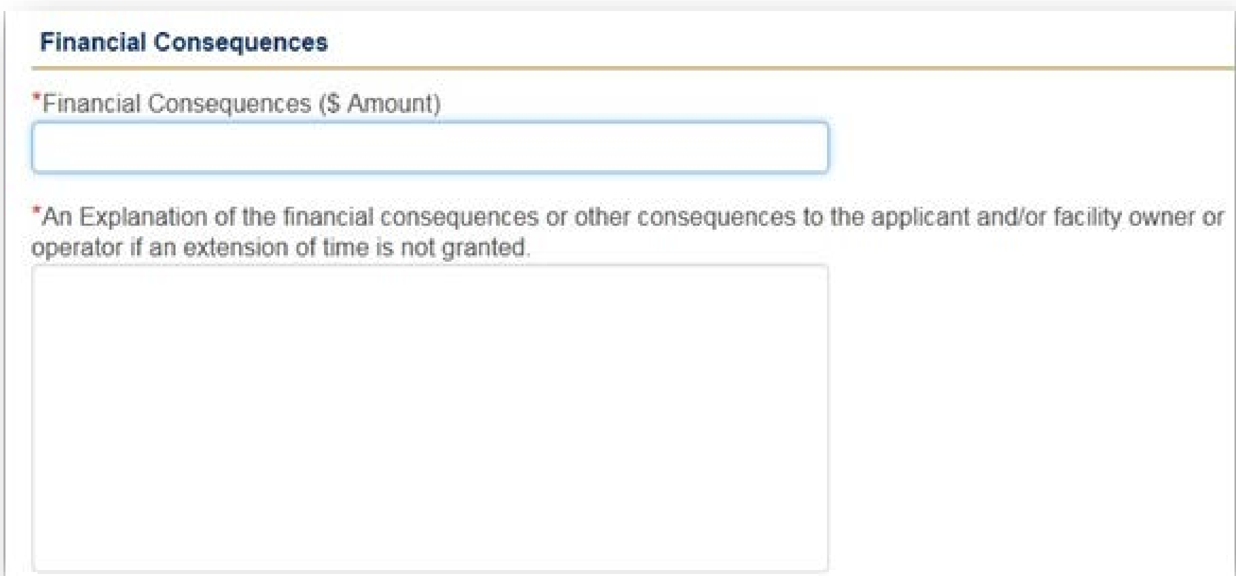
4. Verify the facility information is correct. Then enter the date in which the applicant requests the facility to be eligible for RPS in the date field at the bottom of the screen. You can enter the date by clicking the calender icon and selecting a date from the date selection menu. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next screen.



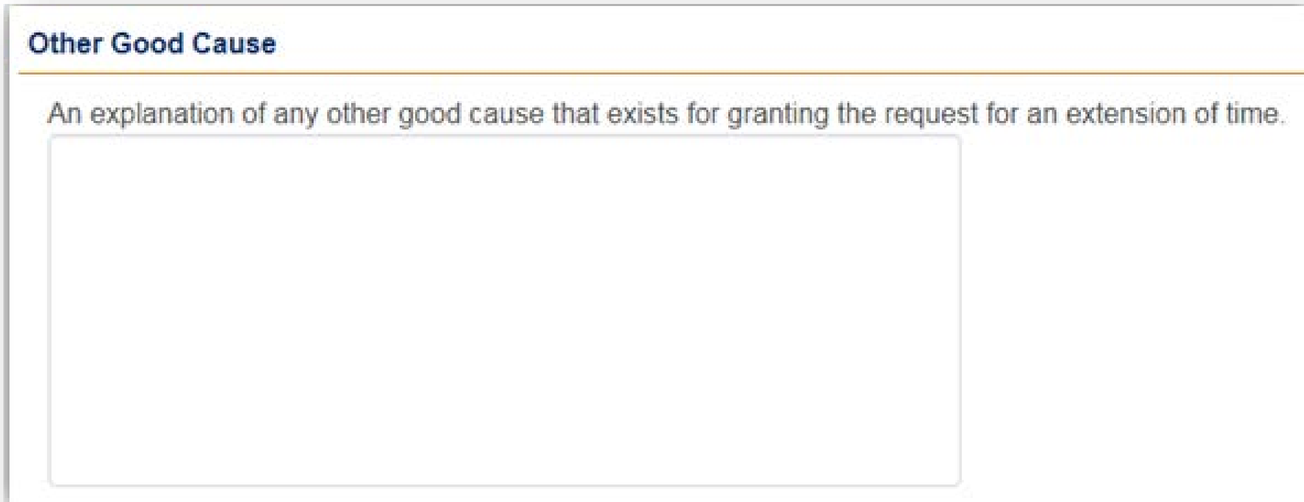
5. Enter an explanation of the circumstances for the TER in the text field. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next screen.



6. Disclose the monetary amount and explanation of the financial consequences in the provided fields. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



7. If there is another reason for the TER, enter it into the “Other Good Cause” section. Click the “Save & Next” button in the lower right corner of the screen to proceed to the next step.



8. A cover letter addressed to the Executive Director **is required to be submitted** as part of the Time Extension Request. To do this, click on the “Browse” button next to the Time Extension Request Document field to upload. Additionally, upload any supporting documentation by clicking on the “Browse” button next to the Extra Documentation field you wish to upload.

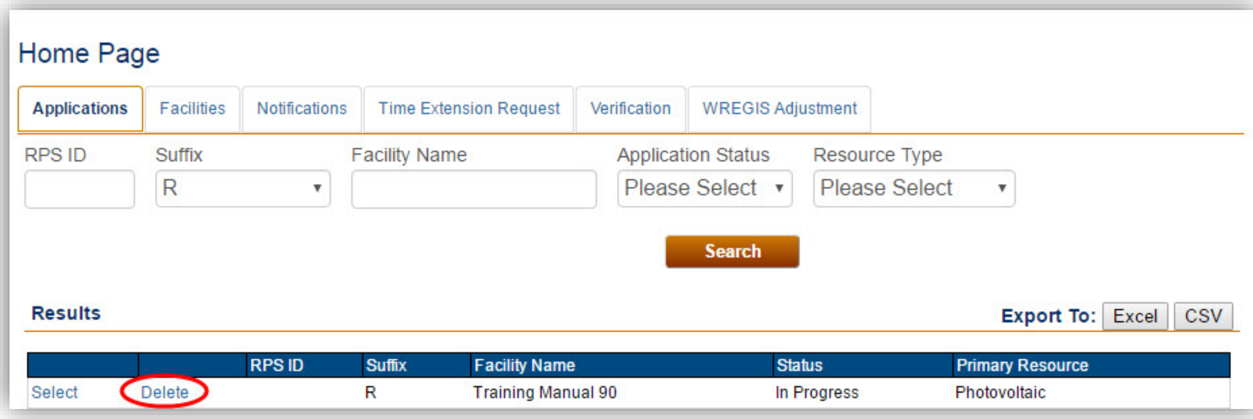
9. Review the information on the Time Extension Request Summary screen and click the "Submit" button in the upper right corner to submit the time extension request.

10. After clicking “Submit,” the system will display the note below confirming that Time Extension Request has been submitted.

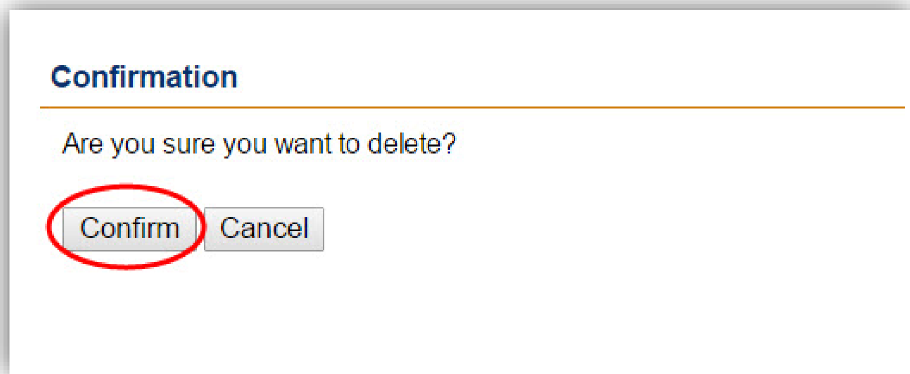
6.9.1 Delete Request for a Time Extension Request

If you have created an application that you no longer wish to complete, you can delete the application by following the process described below. Only applications that have not yet been submitted can be deleted.

1. Navigate to the Applications tab and select the application you wish to delete by clicking “Delete.” If there is no “delete” button, then you cannot delete the application.



2. Click “Confirm” to confirm deleting the application. Once you click confirm, the application will be deleted.

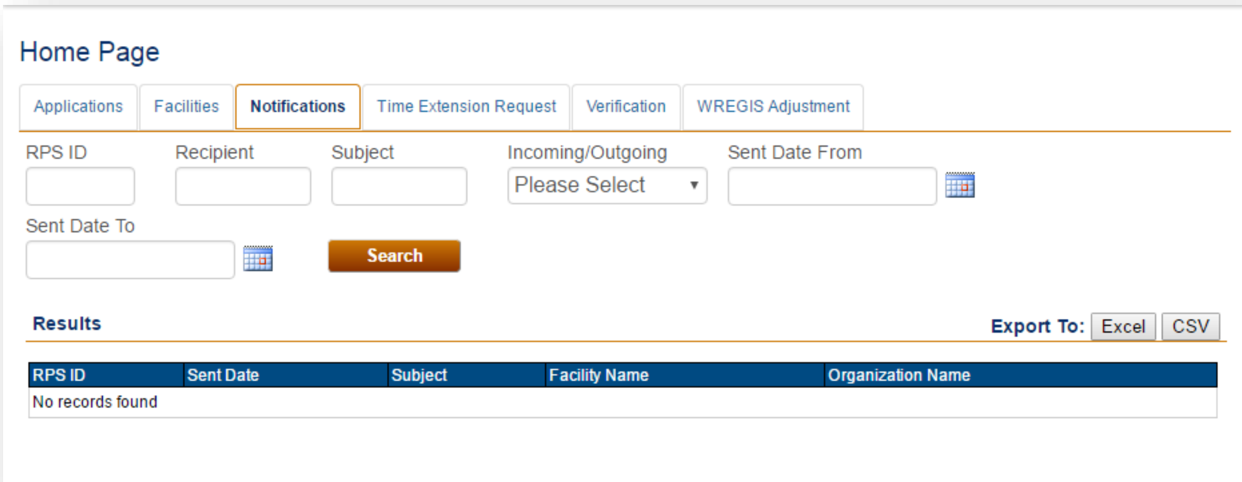


6.10 Certification Notifications

Users can send a notification to RPS Staff by accessing the "email" button from within an application. Emails will be linked to the specific application via the RPS ID.

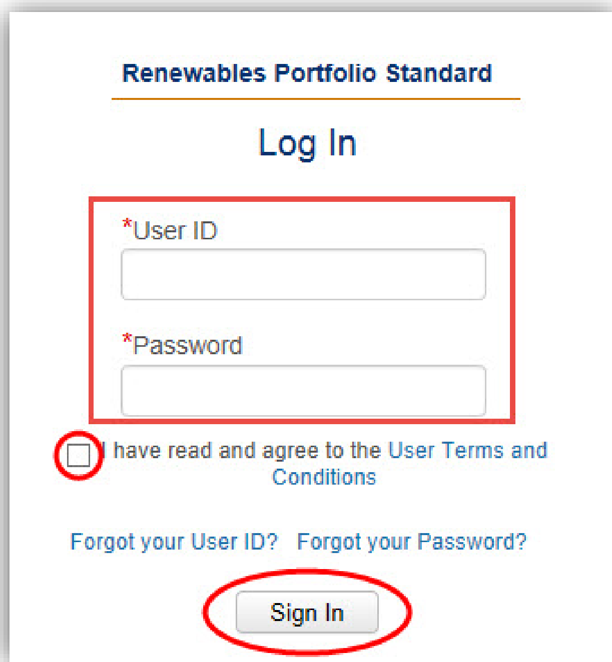
Notifications Tab

The Notifications tab shows correspondence (i.e. email messages sent from RPS staff to the user). Notifications are exportable by clicking on either the Excel or CSV buttons. The notifications will be kept in the system as a record.

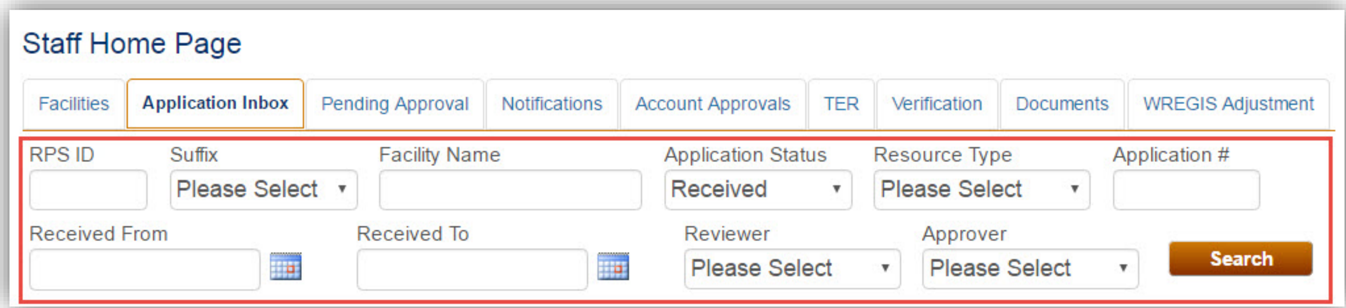


To contact RPS staff use the following steps:

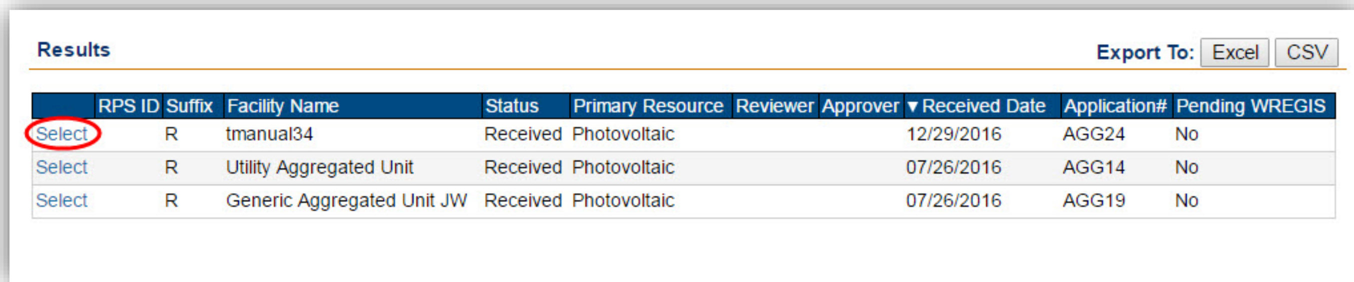
1. Starting from the RPS login screen, enter the RPS staff user ID and password, check the box indicating you have read and agree to the User Terms and Conditions and then click on the "Sign In" button.



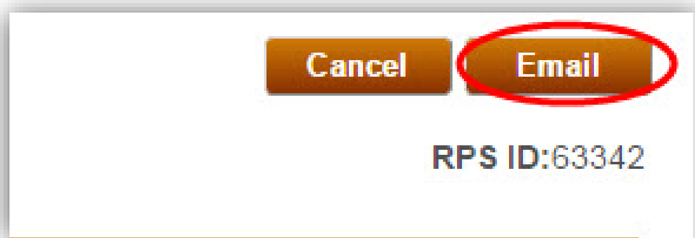
2. Navigate to the applications tab and select the facility you would like to contact staff about. By default, applications with an Application Status equal to “Received” are displayed in the Results section. If you cannot locate an application, you can filter the list of applications displayed in the Results section by modifying the filter criteria in the provided fields.



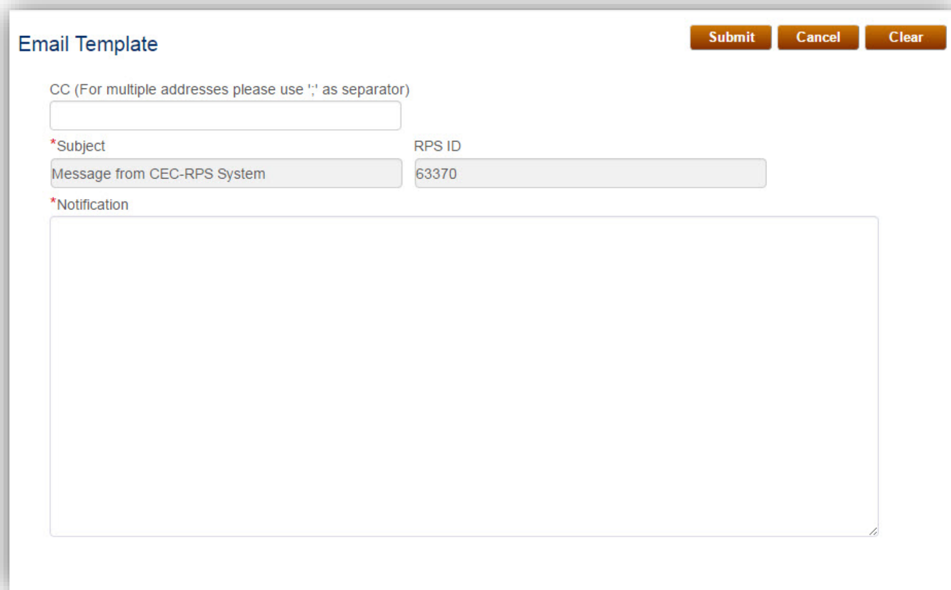
3. Click the “Select” link next to the Certification application you wish to review.



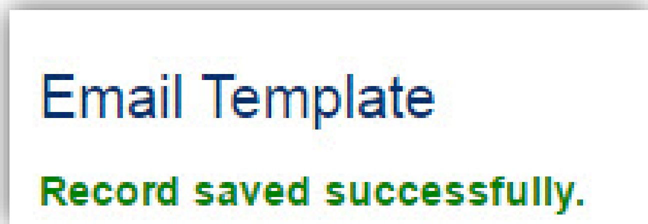
4. After clicking Select, the browser will be redirected to the Certifcation Application Summary screen where you can click on “Email” button to communicate with the CEC staff.



5. User can enter a message describing the nature of the issue in the Notification field. After you complete the email, click “Submit” to send the notification to RPS staff.



6. After clicking “Submit,” the system will display the message below confirming that Record has been saved and email has been sent.



7 Verification Reports

7.1 Facility Generation Data

The Generation (Gen) Report is used by RPS-certified facilities to report information on the facility's generation and fuel use to the Energy Commission. An authorized individual of the certified facility is required to submit the Gen Report if the facility used a non-renewable energy resource in the calendar year, or if any of the generation from the facility is not tracked in WREGIS during the calendar year. The Gen Report is due on annually to report the previous calendar year's data or upon request by RPS staff.

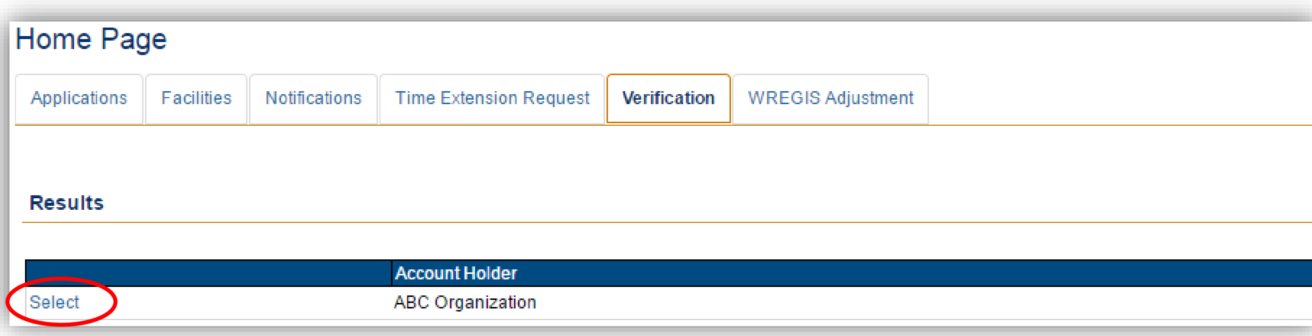
Users must have either the "Verification Reporter" or "Verification Attestant" role to access verification reports and input data. Only users with the "Verification Attestant" role can submit verification reports.

7.1.1 Manual Entry of Generation Data

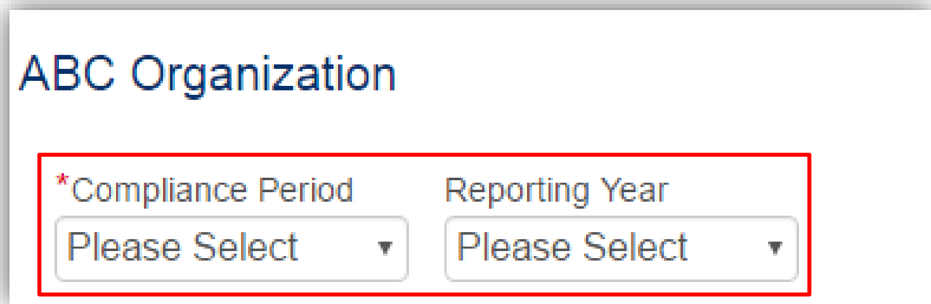
When a facility is required to submit generation data, in accordance with the *RPS Eligibility Guidebook*, they may choose to do so via manual entry or by uploading their data from a Microsoft Excel spreadsheet. The following outlines the process for entering the generation data manually.

1. Click on the Verification tab in order to view the Verification Home Page.

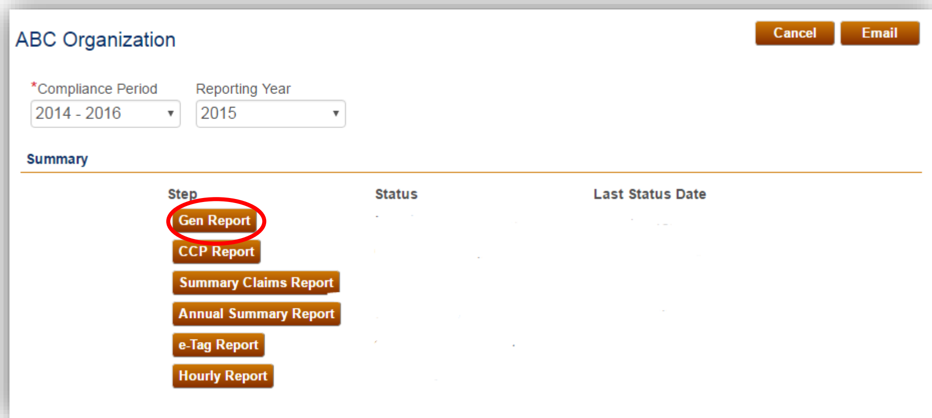
2. Click on the "Select" link for your account.



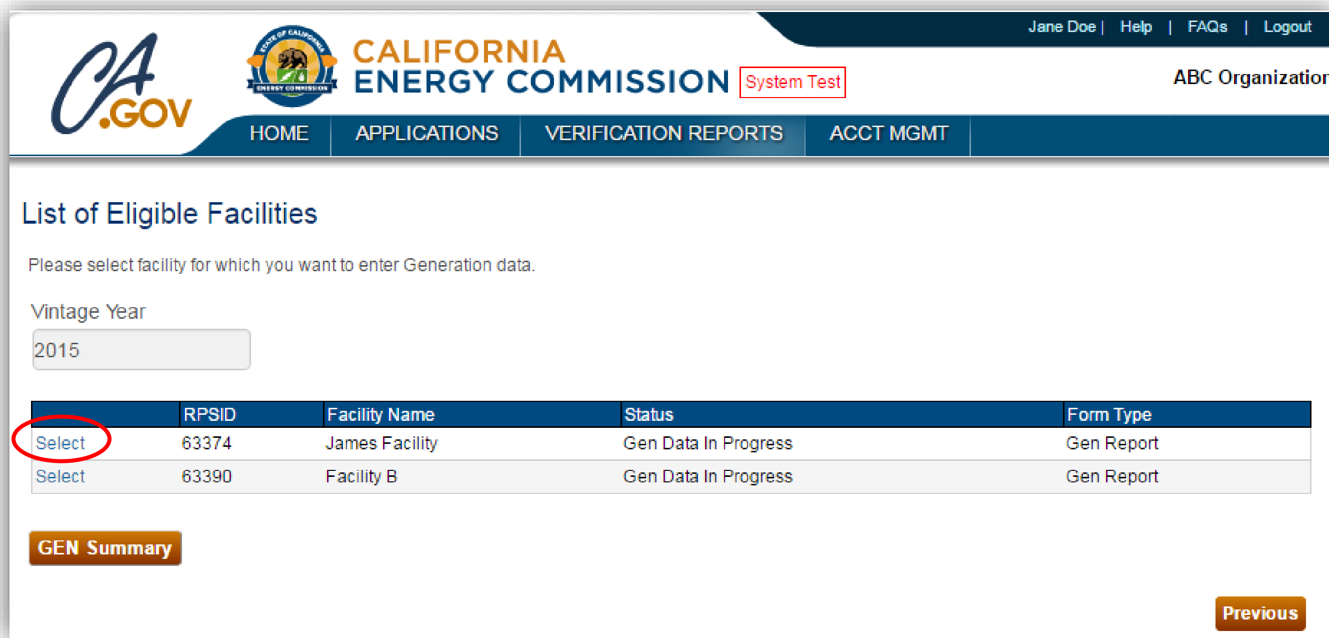
3. Select the “Compliance Period” and “Reporting Year” from the drop-down menus.



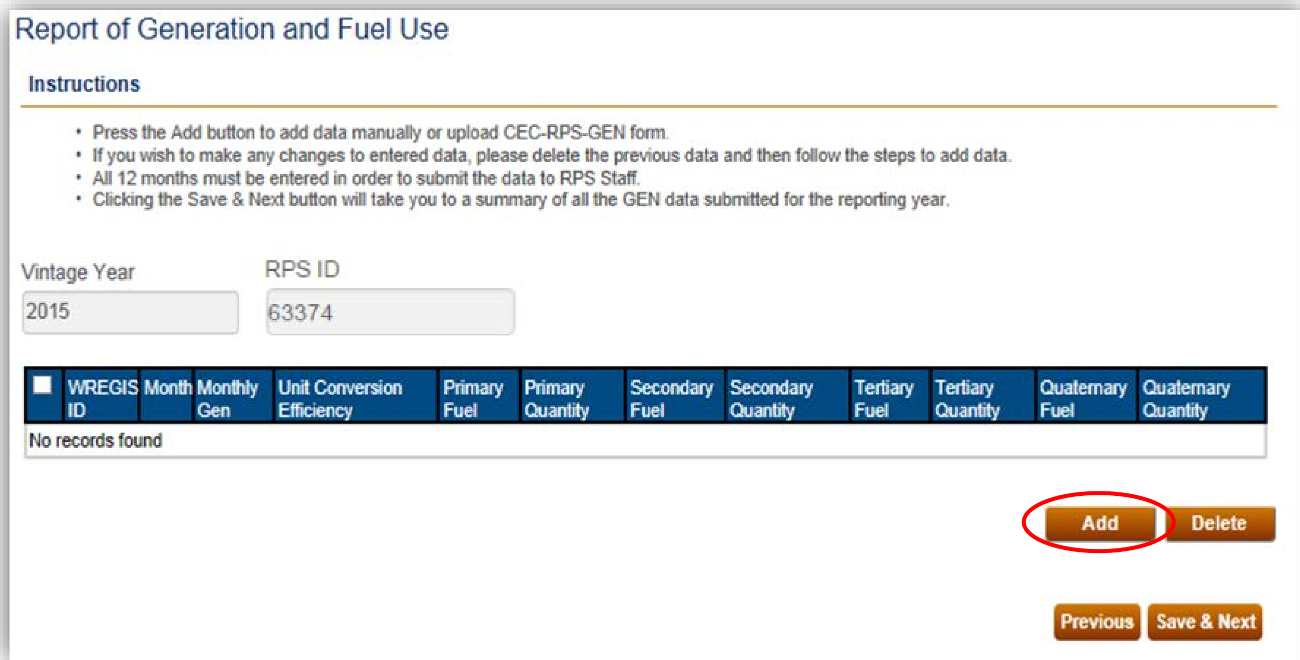
4. Select the “Gen Report” button to enter generation data.
   Note: If a Gen Report button is not visible, see section 7.1.6 to create a new Gen Report.



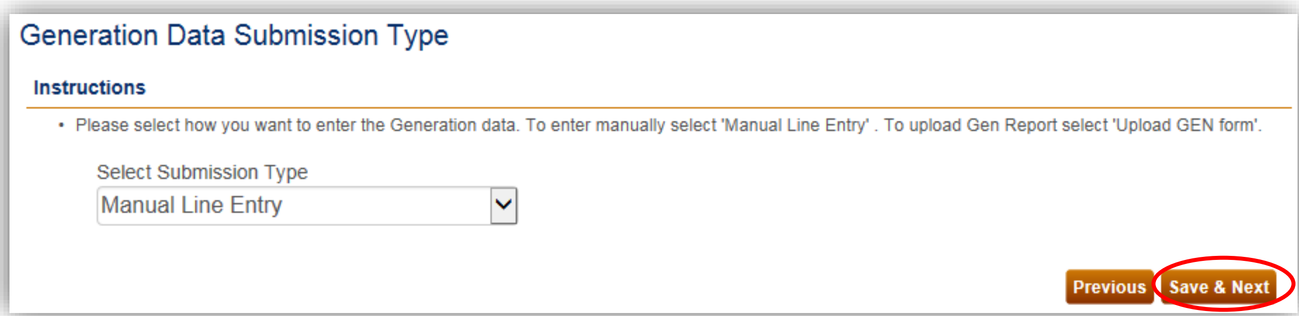
5. Choose the facility for which you are entering generation data by clicking on the “Select” link next to the RPS ID.



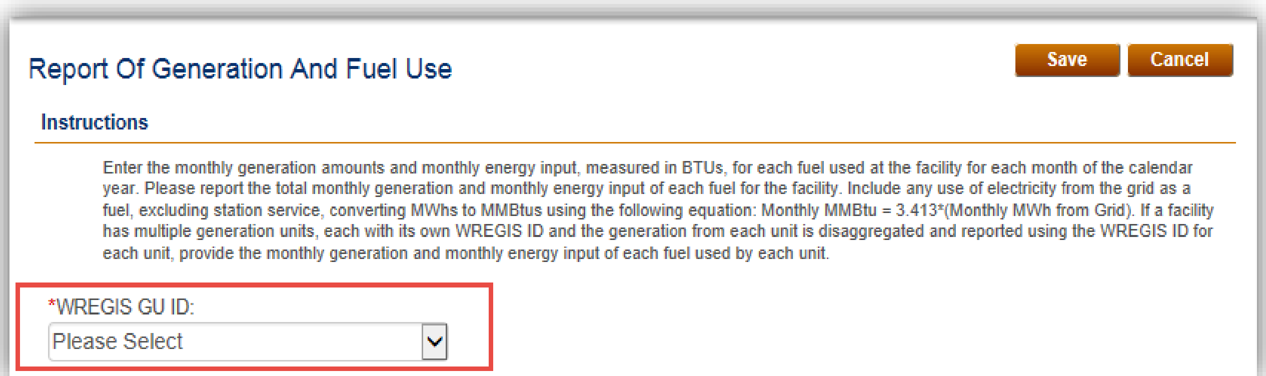
6. Click the “Add” button.



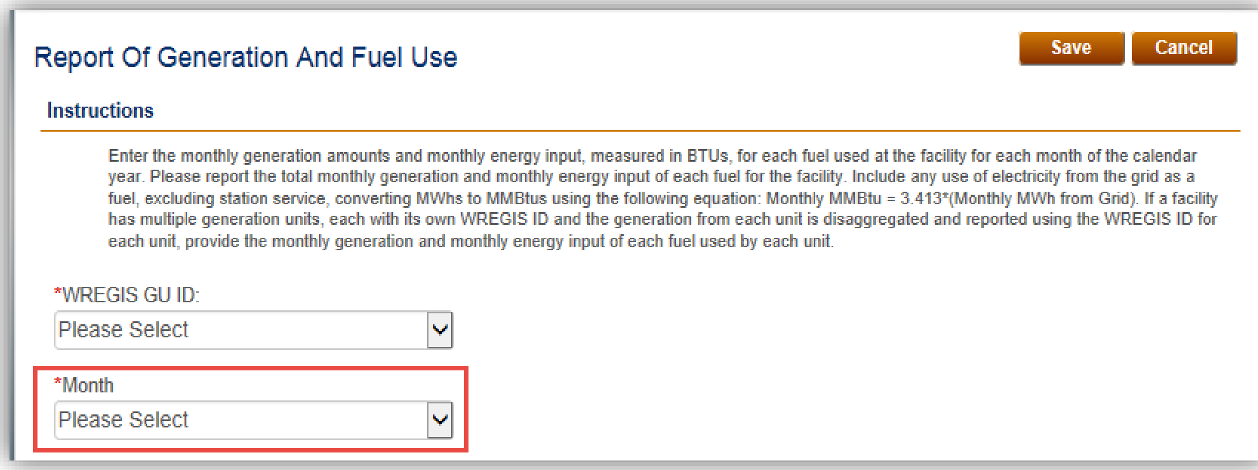
7. Select the “Manual Line Entry” option from the Select Submission Type drop-down menu. Click the “Save & Next” button on the bottom right hand corner of the screen.



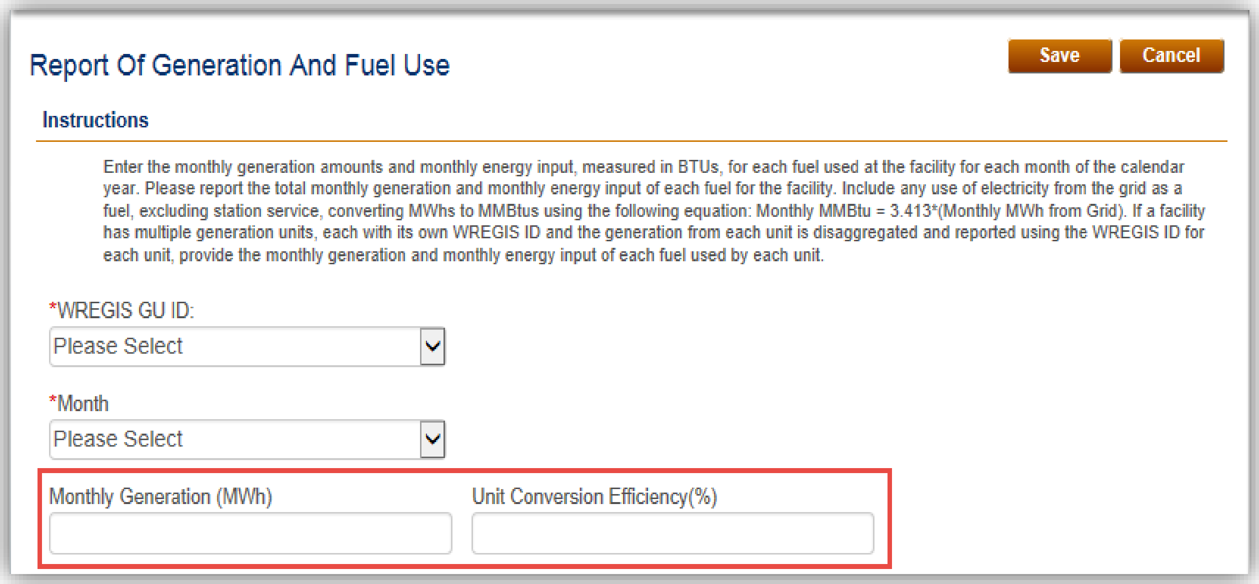
8. Select the WREGIS GU ID from the drop-down menu.



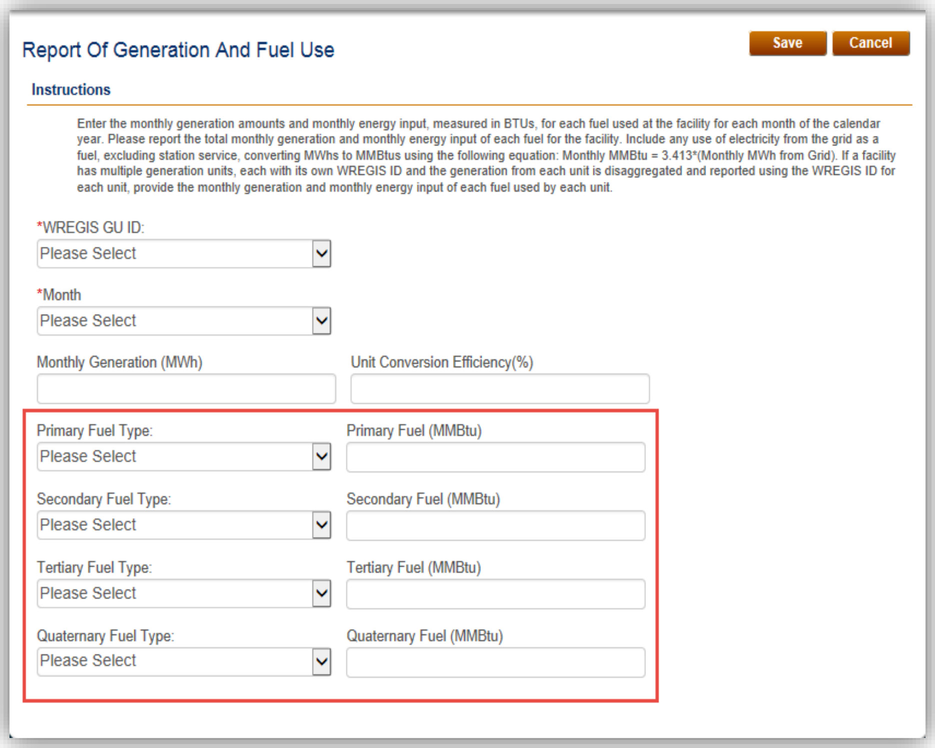
9. Select the Month for the generation you are reporting.



10. Add the monthly generation amount in MWh and the Unit Conversion Efficiency (%), if applicable.

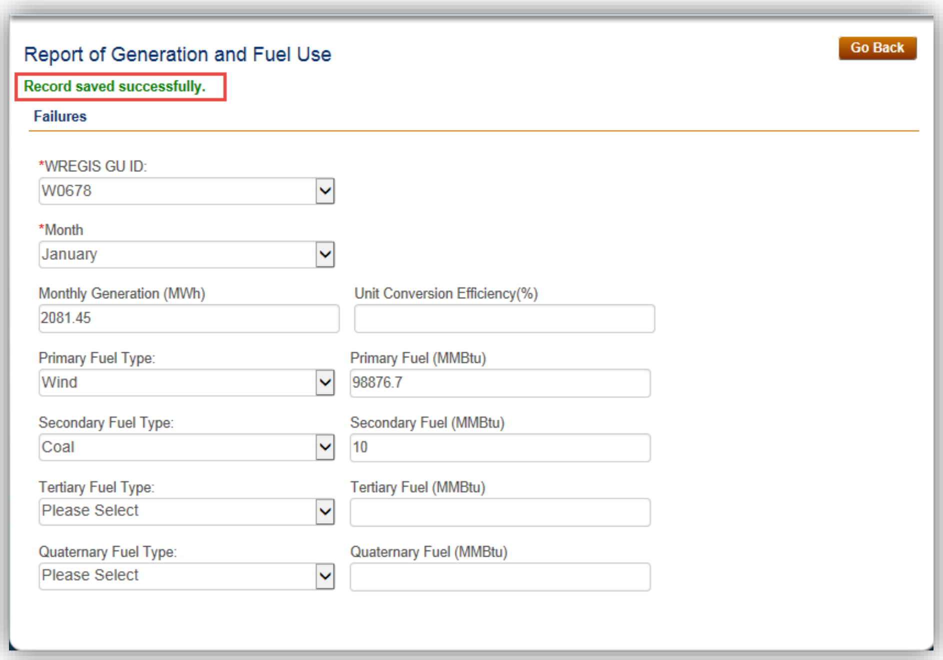


11. Select the Primary, Secondary, Tertiary, and Quaternary Fuel Types and Fuel amounts in MMBtu, if applicable. Click the “Save” button in the upper right hand corner.

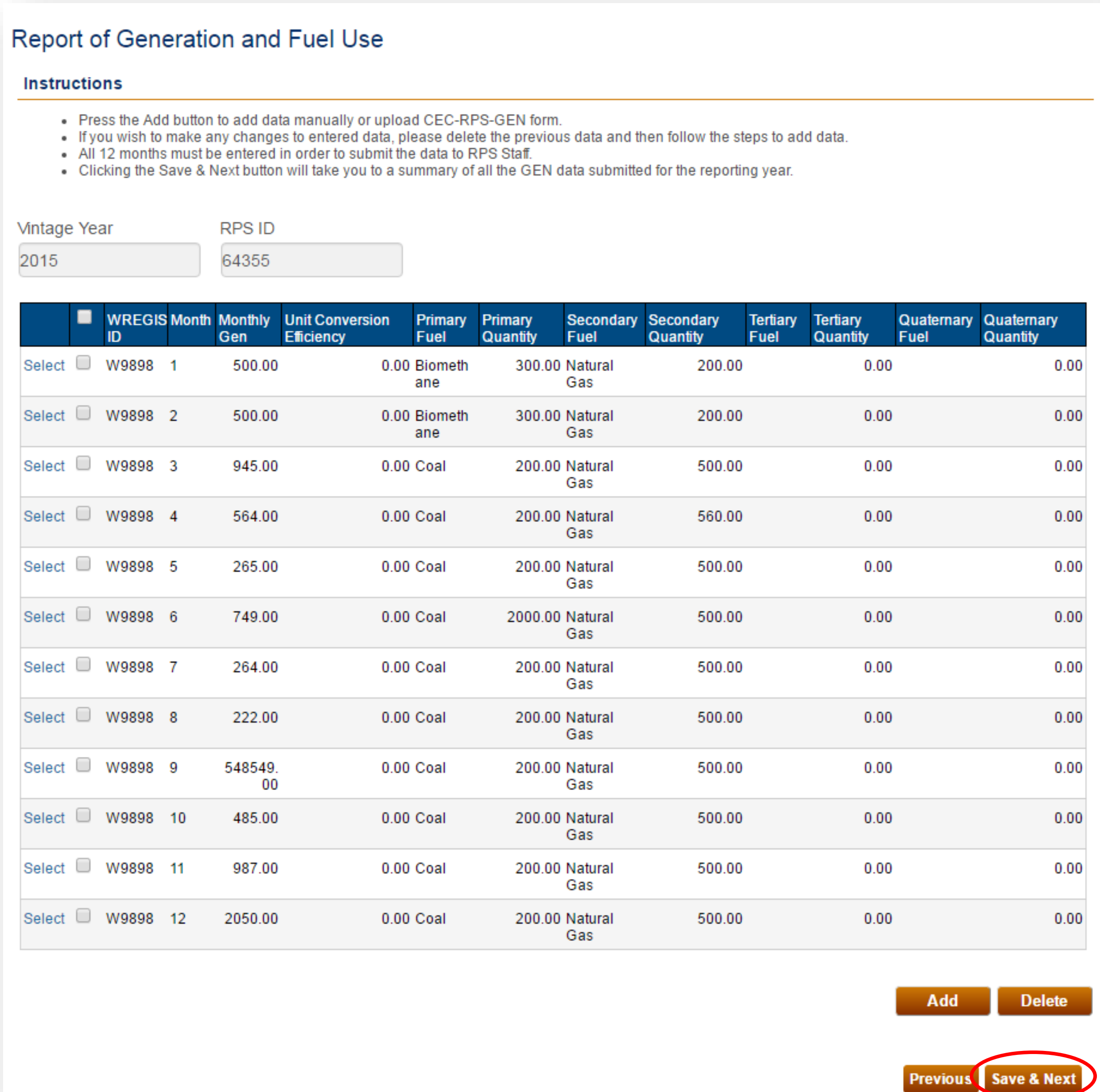


12. User will receive a confirmation message when the record is saved successfully. Click the “Go Back” button in the upper right hand corner.

Note: Repeat Steps 7-12 to manually enter the remaining 11 months of data.
Note: All 12 months must be entered in order to submit data. If user does not have a month of generation, then zeros must be entered for that month.



13. Once all 12 months of data are entered, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015

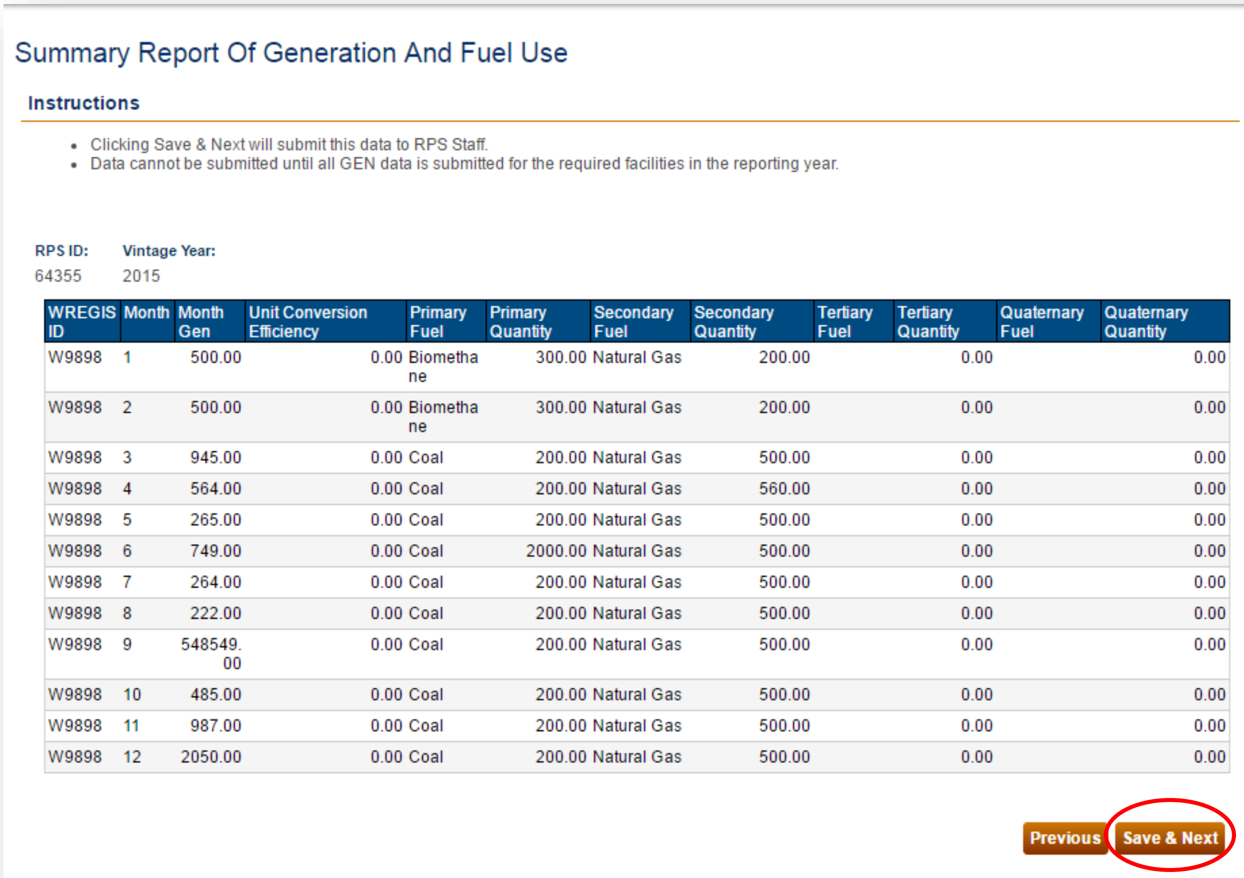
RPS ID: 64355

		WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select		W9898	1	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
Select		W9898	2	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
Select		W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
Select		W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
Select		W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Add Delete

Previous Save & Next

14. After reviewing the Summary of the Gen Report, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.



Summary Report Of Generation And Fuel Use

Instructions

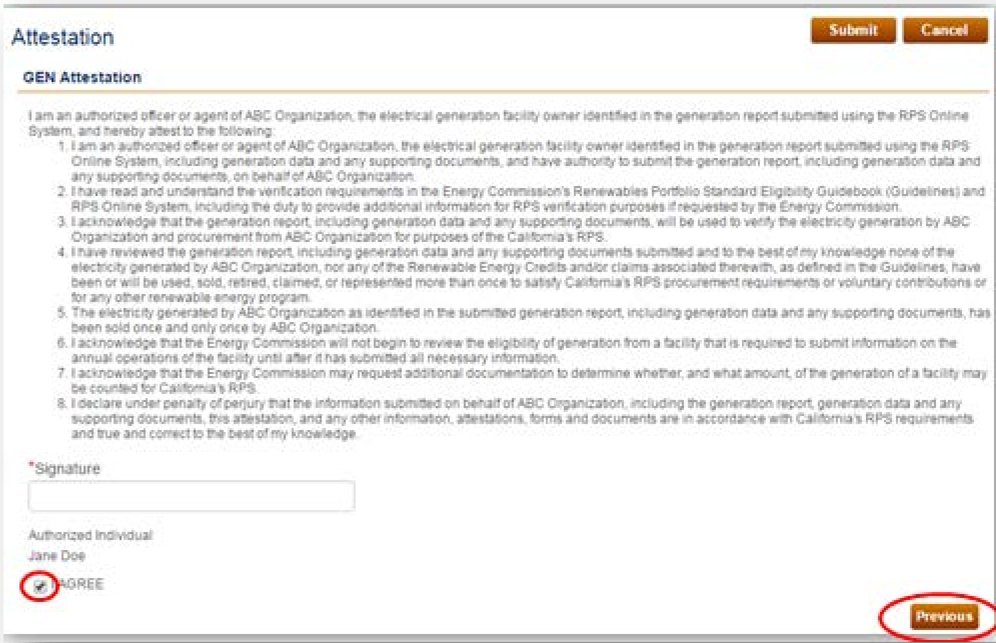
- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID:	Vintage Year:
64355	2015

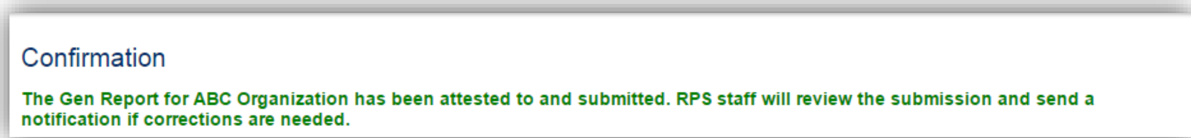
WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
W9898	2	500.00	0.00	Biomethane	300.00	Natural Gas	200.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous Save & Next

15. Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



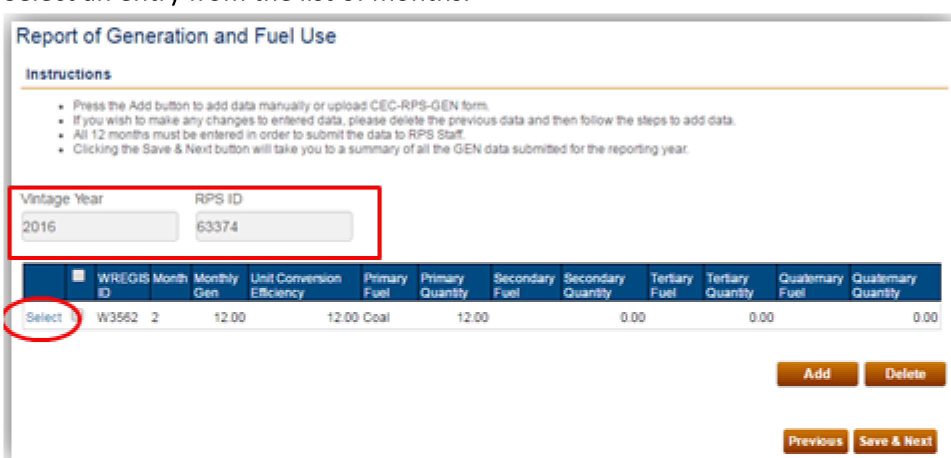
16. After selecting the “Submit” Button, the system will display a confirmation message for completing the Gen Report.



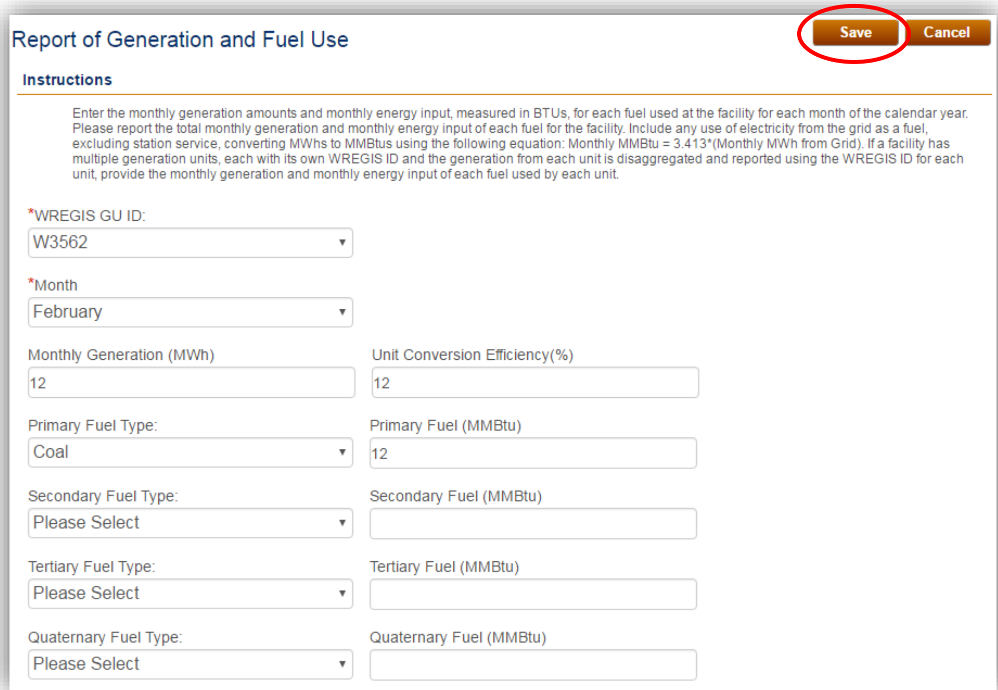
7.1.2 Review Generation Data and Edit

The system allows the user to edit their entries after saving, but prior to submission. Not all fields are editable on the Gen Report screens. The following outlines the process for manually editing fields and shows which fields are editable.

1. Select an entry from the list of months.



2. Edit any of the fields you wish to change provided on the “Report of Generation and Fuel Use” page. WREGIS GU ID and Month are not editable fields. Click the “Save” button in the upper right hand corner of the screen.

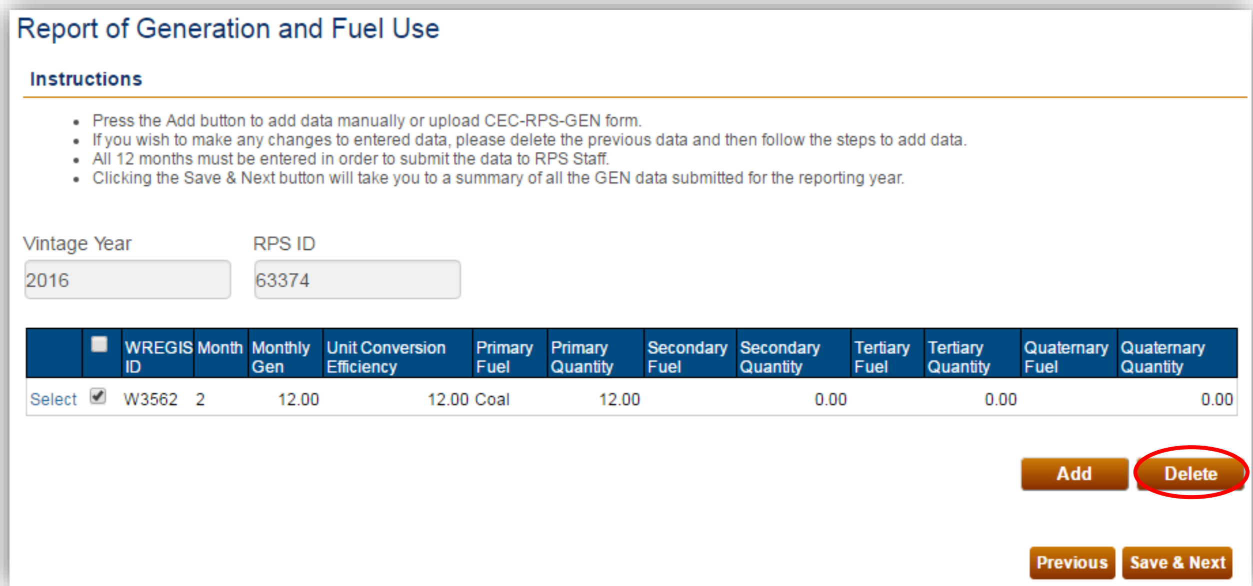


3. After clicking on the "Save" button, the system will display a message confirming the record was saved.

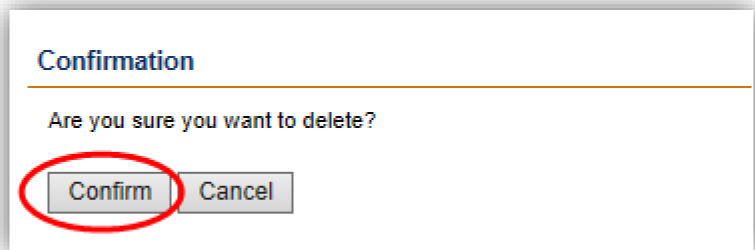
7.1.3 Review Generation Data and Delete

The system allows the user to delete their entries after saving. The following outlines the process for deleting an entry. Note: If an entry is deleted, the user will be required to add a new entry in place of the one deleted prior to submission.

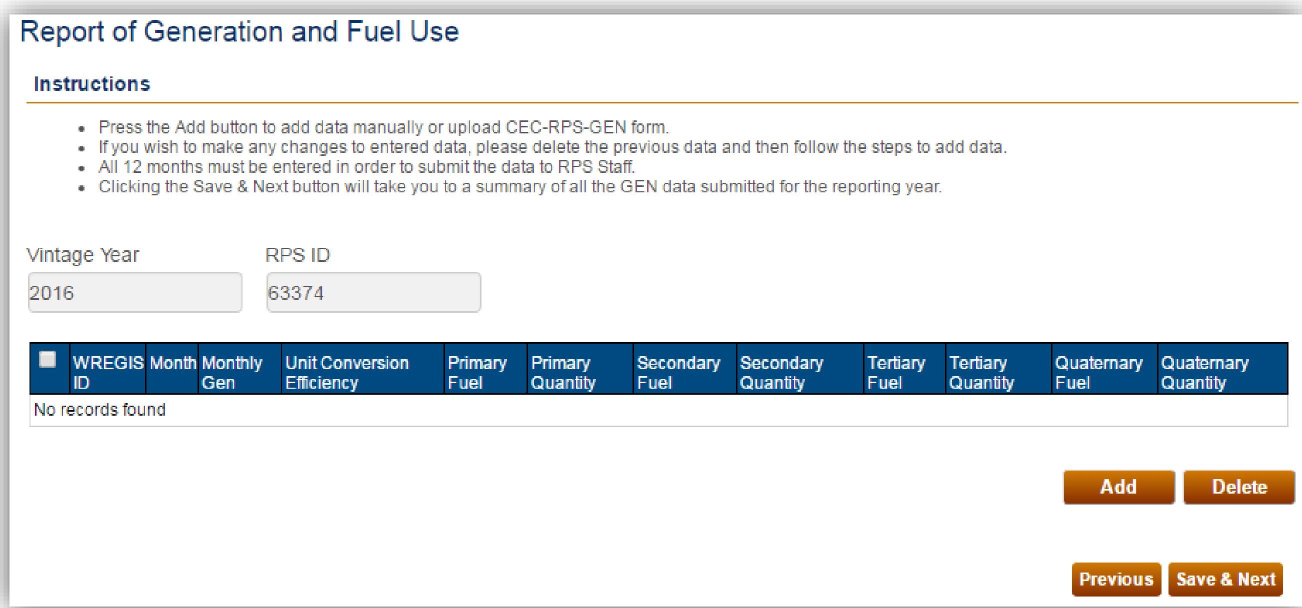
1. Click on the checkbox next to the entry you wish to delete from the table. Click on the "Delete" button at the bottom right hand corner of the table.



2. Click on the “Confirm” button to confirm the deletion of the entry.



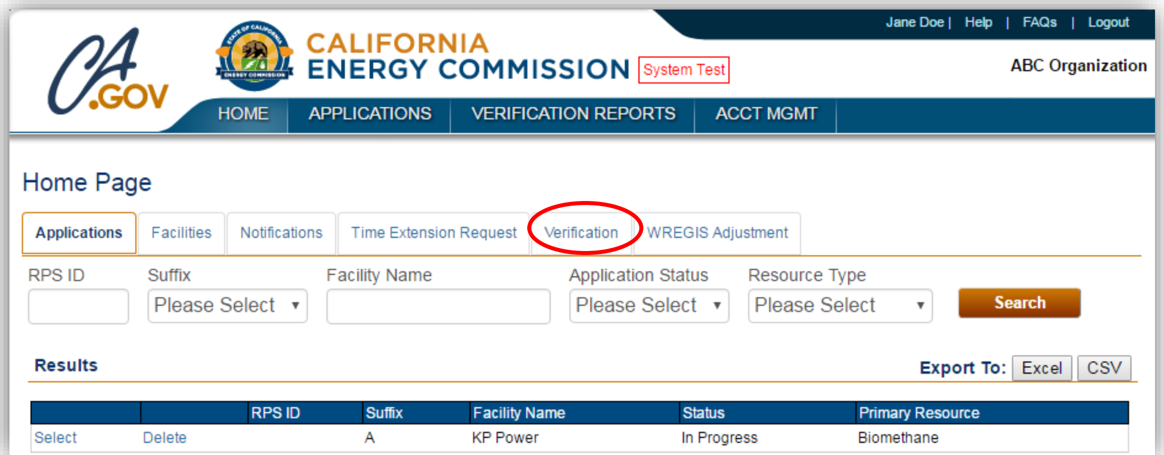
3. The deleted data will be removed from the Gen Report.



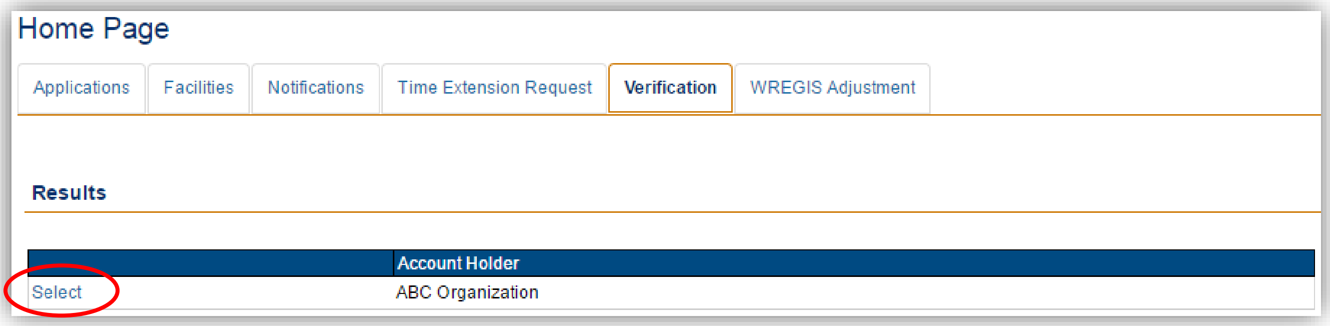
7.1.4 Upload of Generation Data

Users may upload generation data using an Excel spreadsheet instead of entering it manually. The following outlines how to perform this task, as well as how to correct any validation errors found in the generation data file.

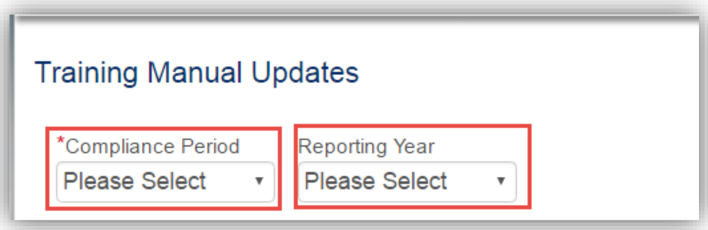
1. Click on the Verification tab in order to view the Verification Home Page.



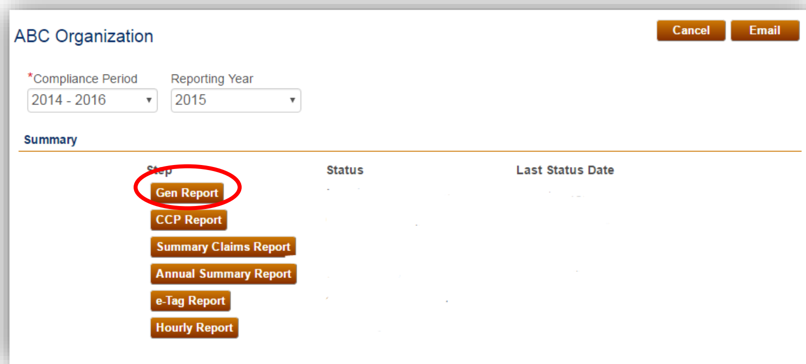
2. Click on the “Select” link of your account.



3. Select the “Compliance Period” and “Reporting Year” from the drop-down menus.

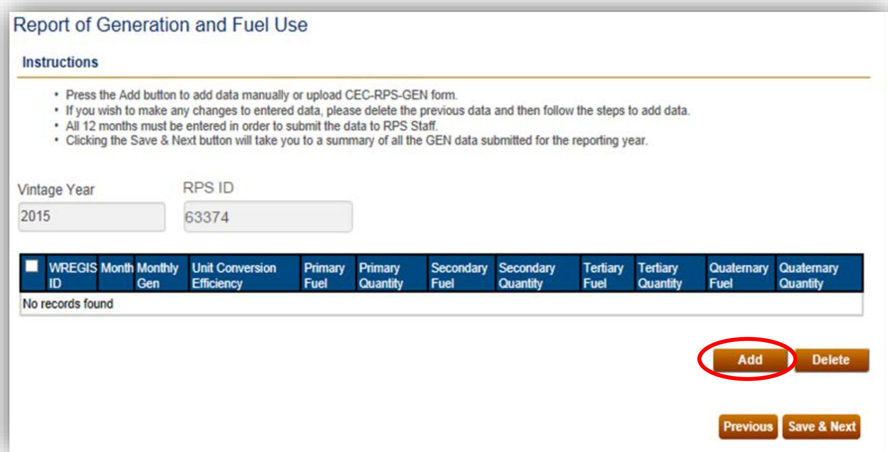


4. Select the Gen Report button.

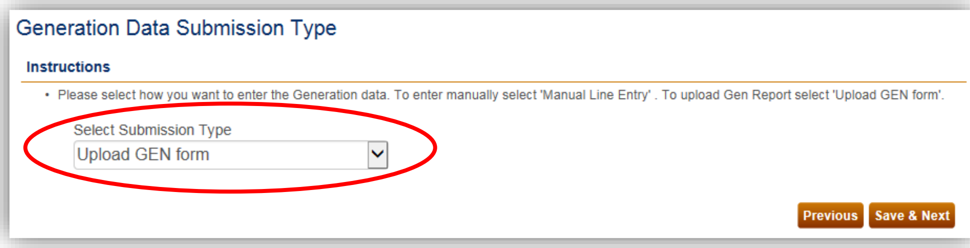


5. Choose a facility to enter generation data for by clicking on the "Select" link next to the entry.

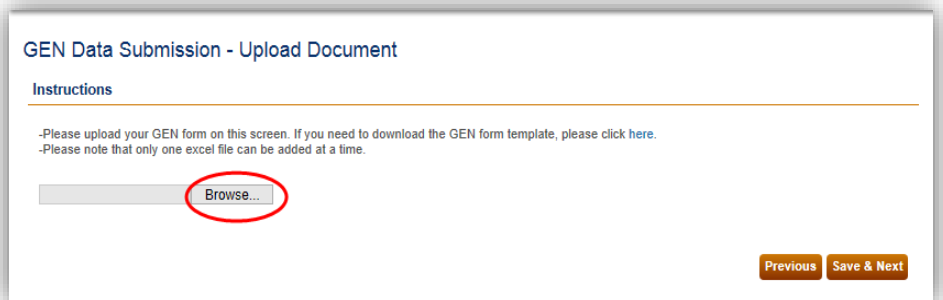
6. Click the "Add" button.



7. Select the "Upload Gen form" option from the Submission Type drop-down menu. Click the "Save & Next" button on the bottom right corner of the screen to proceed to the next step.

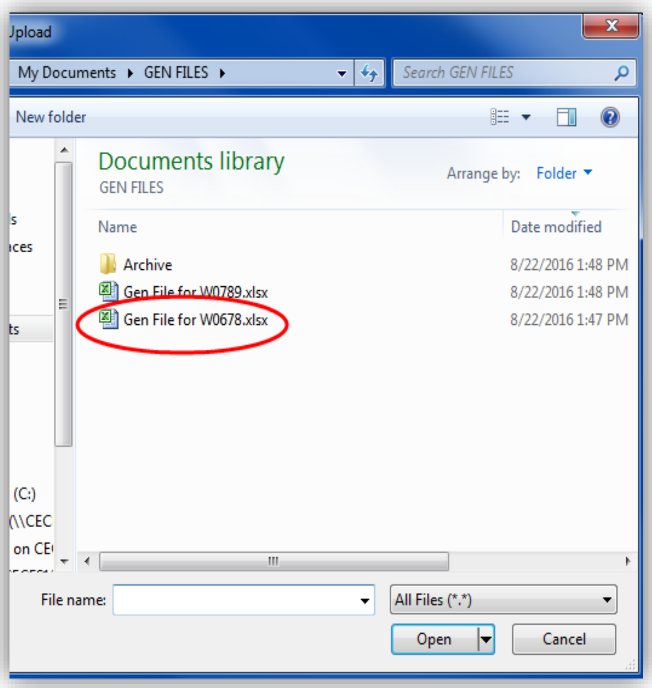


8. Click the “Browse…” button to retrieve a file from your computer.

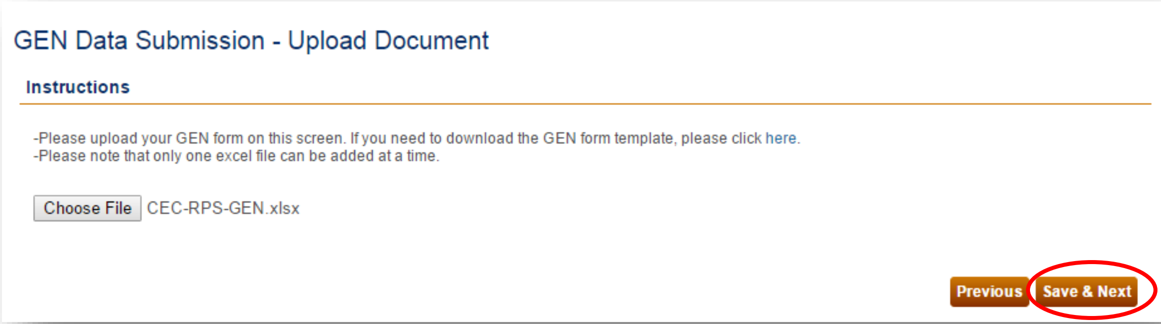


9. Select file from computer and click the “Open” button.

   Note: Window will automatically close when the user selects the “Open” option.
   Note: If your generation data upload has validation errors then please see section 7.1.5 for steps on correcting these failed rows.

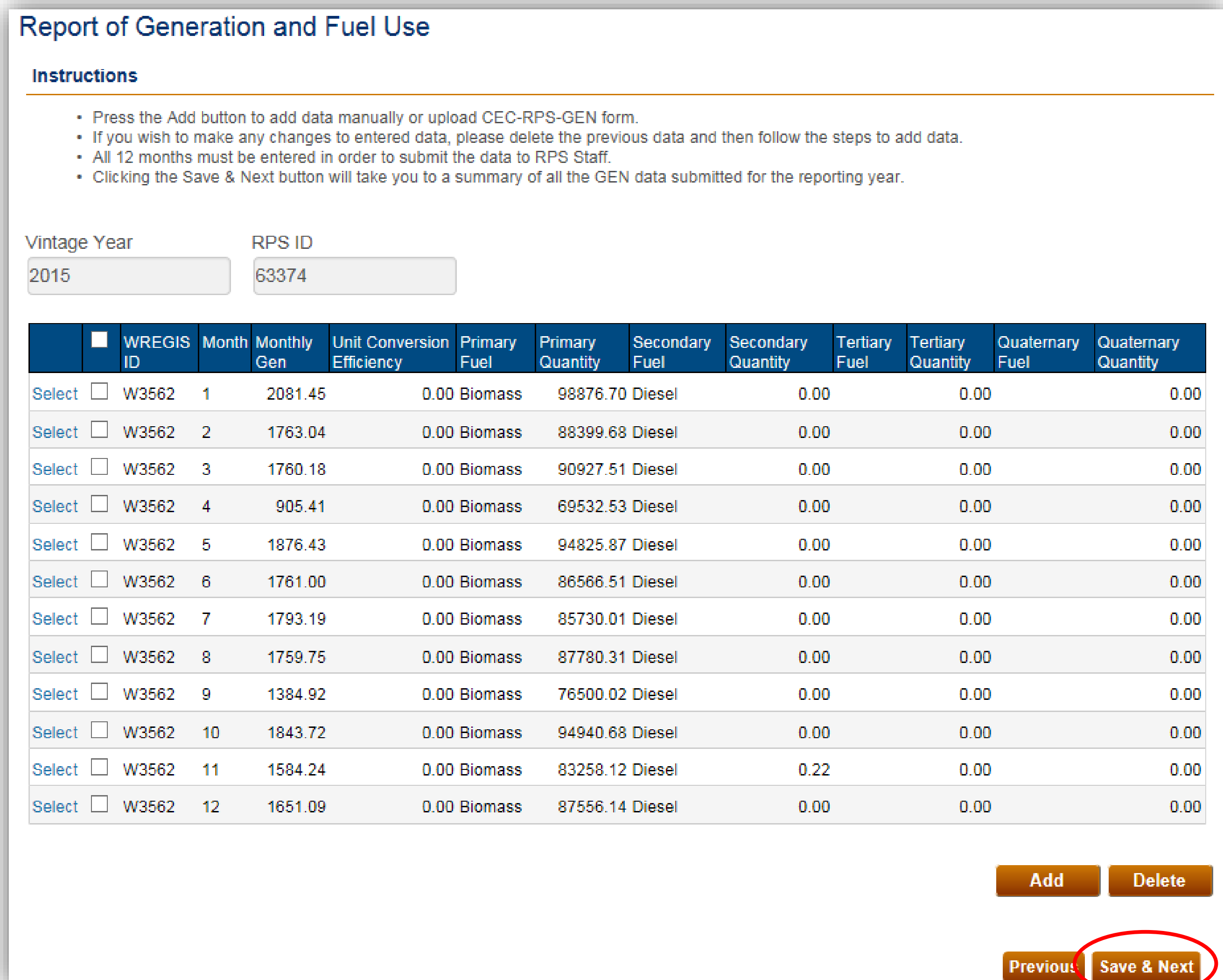


10. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



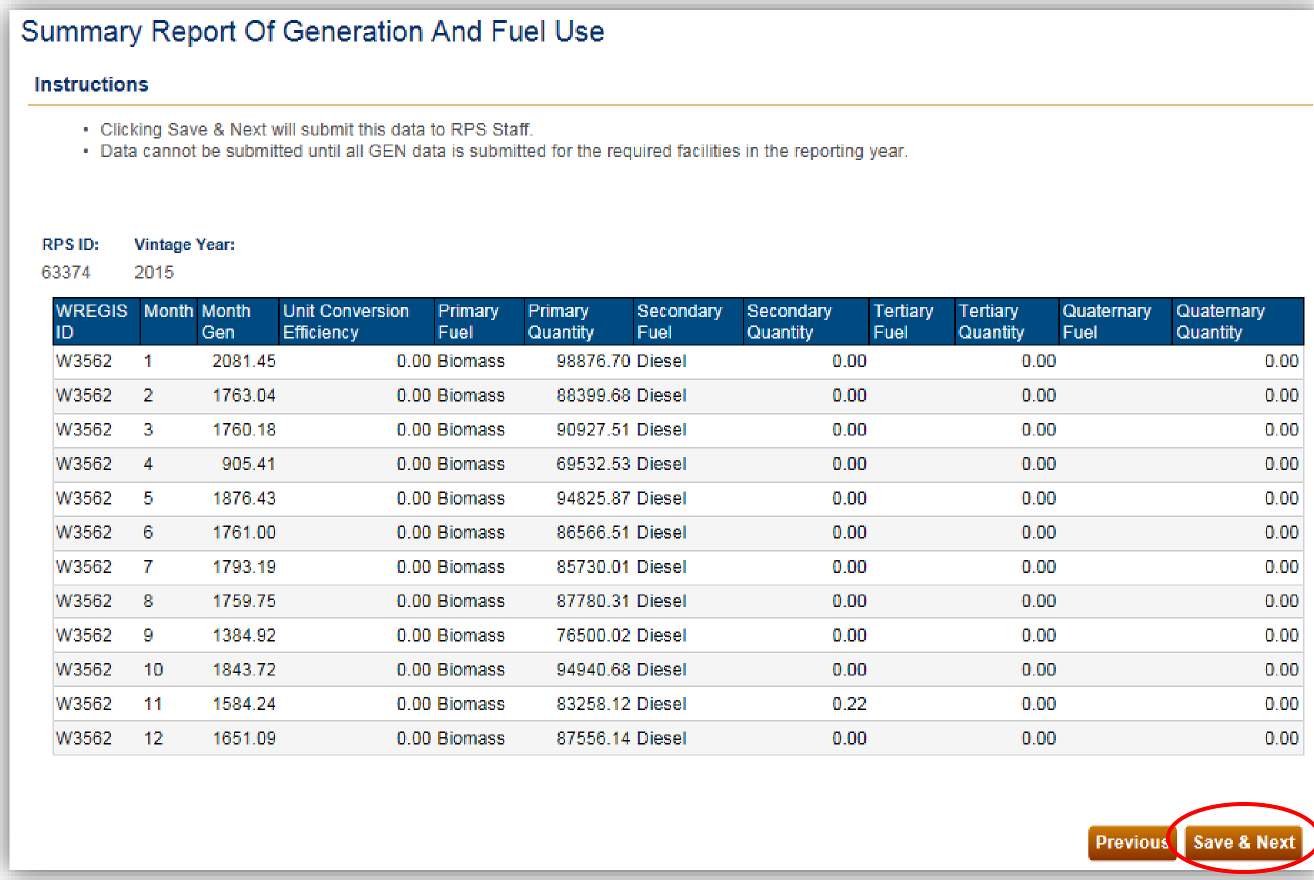
11. Click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.

Note: System displays the uploaded data which the user can choose to edit if needed on this screen.



		WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select	☐	W3562	1	2081.45	0.00	Biomass	98876.70	Diesel	0.00		0.00		0.00
Select	☐	W3562	2	1763.04	0.00	Biomass	88399.68	Diesel	0.00		0.00		0.00
Select	☐	W3562	3	1760.18	0.00	Biomass	90927.51	Diesel	0.00		0.00		0.00
Select	☐	W3562	4	905.41	0.00	Biomass	69532.53	Diesel	0.00		0.00		0.00
Select	☐	W3562	5	1876.43	0.00	Biomass	94825.87	Diesel	0.00		0.00		0.00
Select	☐	W3562	6	1761.00	0.00	Biomass	86566.51	Diesel	0.00		0.00		0.00
Select	☐	W3562	7	1793.19	0.00	Biomass	85730.01	Diesel	0.00		0.00		0.00
Select	☐	W3562	8	1759.75	0.00	Biomass	87780.31	Diesel	0.00		0.00		0.00
Select	☐	W3562	9	1384.92	0.00	Biomass	76500.02	Diesel	0.00		0.00		0.00
Select	☐	W3562	10	1843.72	0.00	Biomass	94940.68	Diesel	0.00		0.00		0.00
Select	☐	W3562	11	1584.24	0.00	Biomass	83258.12	Diesel	0.22		0.00		0.00
Select	☐	W3562	12	1651.09	0.00	Biomass	87556.14	Diesel	0.00		0.00		0.00

12. After reviewing the Summary Report of Generation and Fuel Use, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.



Summary Report Of Generation And Fuel Use

Instructions

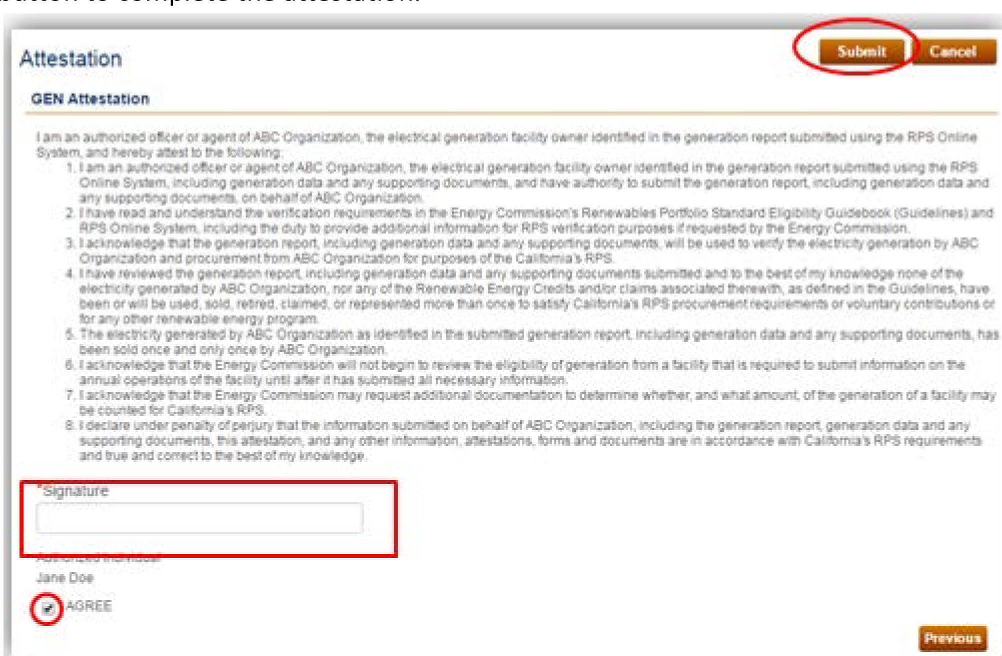
- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 63374
Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W3562	1	2081.45	0.00	Biomass	98876.70	Diesel	0.00		0.00		0.00
W3562	2	1763.04	0.00	Biomass	88399.68	Diesel	0.00		0.00		0.00
W3562	3	1760.18	0.00	Biomass	90927.51	Diesel	0.00		0.00		0.00
W3562	4	905.41	0.00	Biomass	69532.53	Diesel	0.00		0.00		0.00
W3562	5	1876.43	0.00	Biomass	94825.87	Diesel	0.00		0.00		0.00
W3562	6	1761.00	0.00	Biomass	86566.51	Diesel	0.00		0.00		0.00
W3562	7	1793.19	0.00	Biomass	85730.01	Diesel	0.00		0.00		0.00
W3562	8	1759.75	0.00	Biomass	87780.31	Diesel	0.00		0.00		0.00
W3562	9	1384.92	0.00	Biomass	76500.02	Diesel	0.00		0.00		0.00
W3562	10	1843.72	0.00	Biomass	94940.68	Diesel	0.00		0.00		0.00
W3562	11	1584.24	0.00	Biomass	83258.12	Diesel	0.22		0.00		0.00
W3562	12	1651.09	0.00	Biomass	87556.14	Diesel	0.00		0.00		0.00

Previous Save & Next

13. Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



Attestation

Submit Cancel

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

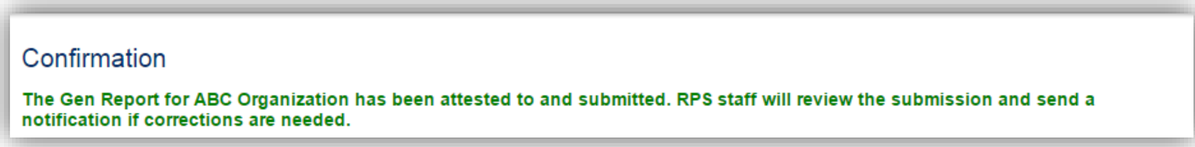
*Signature

Jane Doe

AGREE

Previous

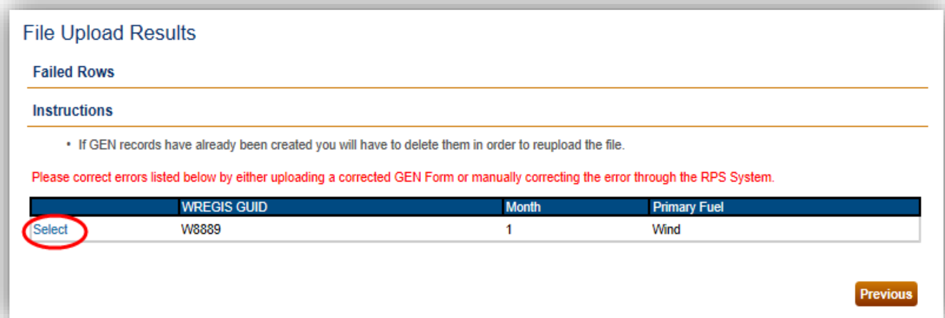
14. After selecting the “Submit” Button, the system will display a confirmation message for completing the Gen Report.



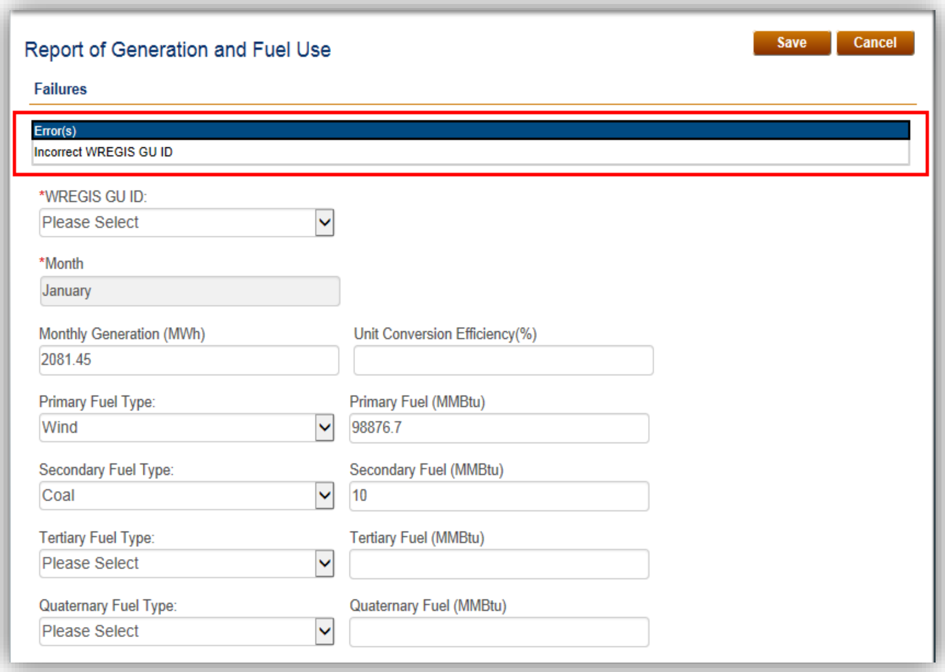
7.1.5 Reviewing Generation Validation Errors

If the uploaded Gen Report contains errors, the system will mark these rows from the file as Failed Rows. The system will then navigate the user to the File Upload Results page where all of the Failed Rows will be displayed. The user will have to fix these errors prior to moving forward and submitting the generation data.

17. This task picks up after step 10 in section 7.1.4, above. If there are validation errors in the uploaded Gen file, the System will direct user to the File Upload Results page for resolution of the validation errors. Click “select” in the farthest left column of the record you wish to view and edit.

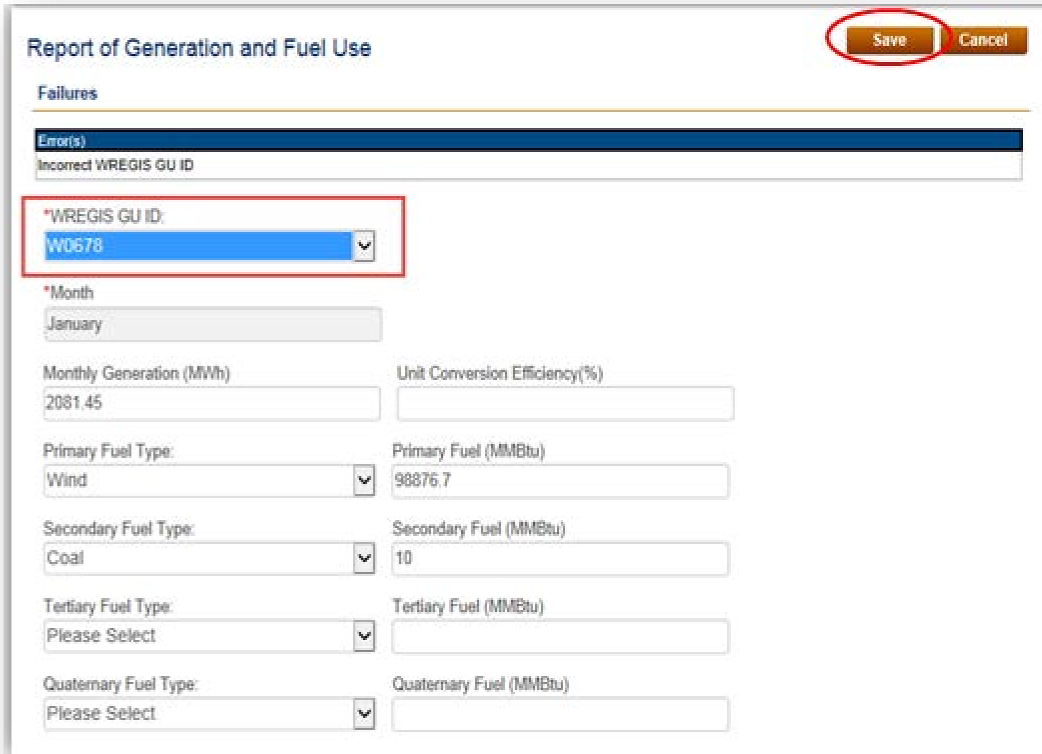


18. Each record will provide information on the validation error.

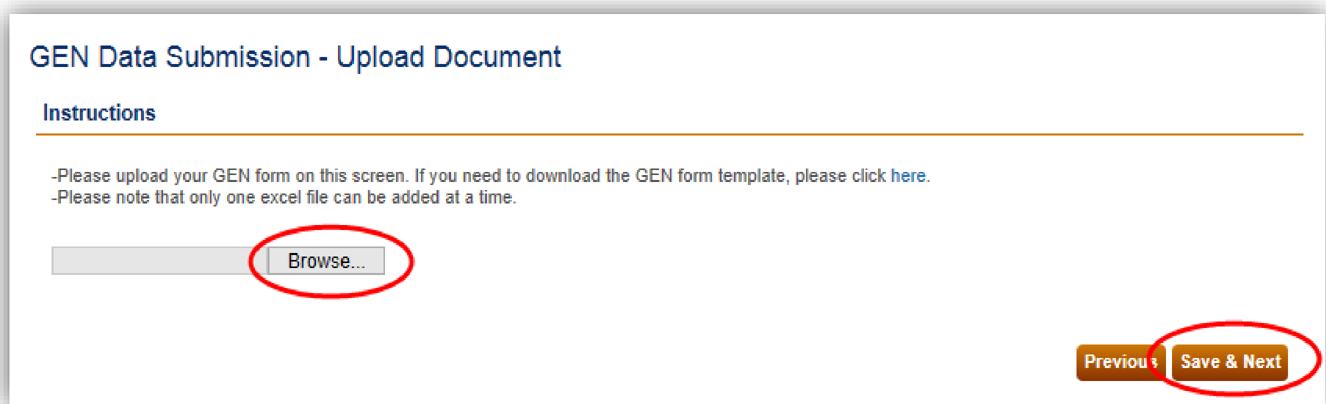


19. To correct the error manually, input the correct information into the fields provided. For example, select the correct WREGIS GU ID from the drop-down menu. Once the errors have been corrected manually, click the

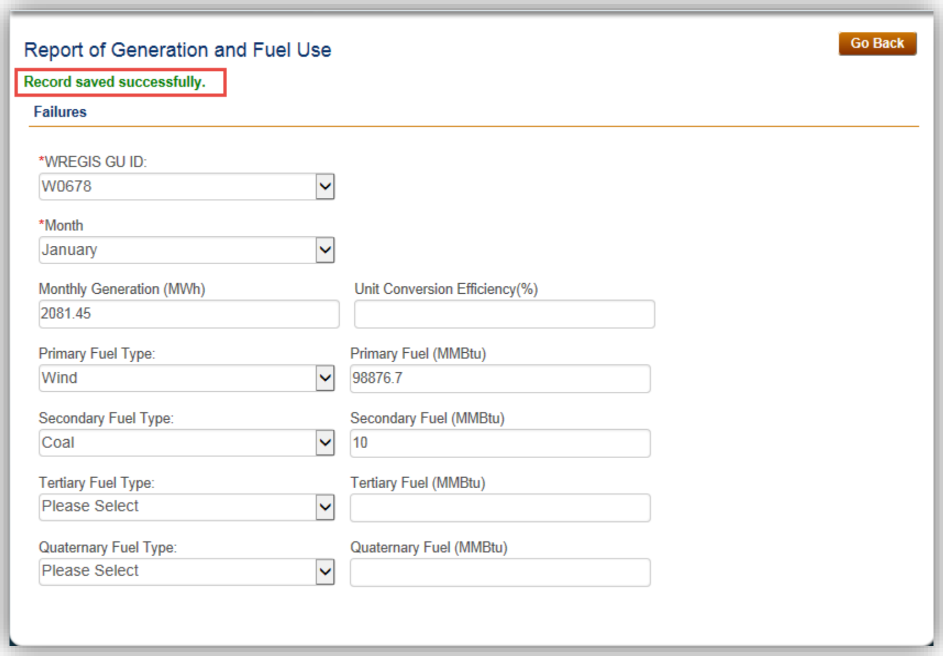
"Save" button in the upper right corner to submit the corrections.



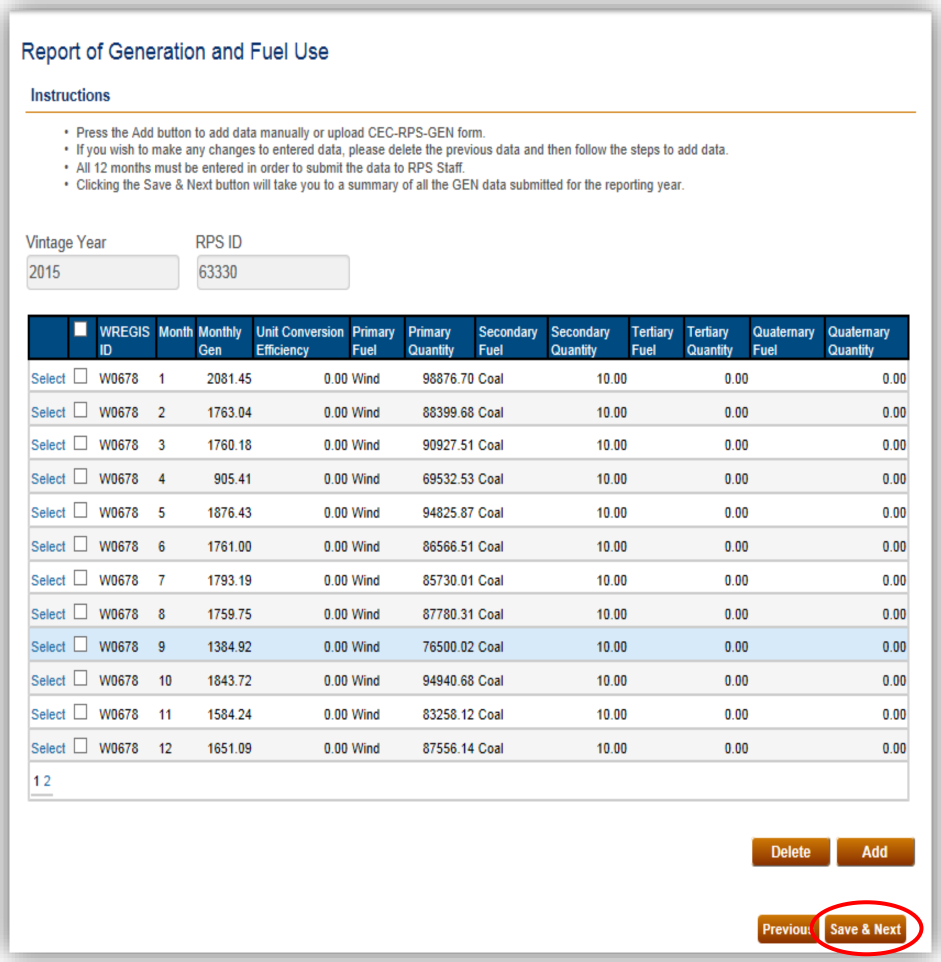
Or, to correct the errors by file upload, correct all errors within the Gen Report file and choose the "Browse…" button to re-upload a file. When done, click "Save & Next."
Note: User must remove all of the rows within the file that were already successfully uploaded to the system or else it will result in additional errors.



20. User will receive a confirmation message when the record is saved successfully. Click the “Go Back” button to return to the Report of Generation and Fuel Use screen.



21. Click the “Go Back” button to return to the Report of Generation and Fuel Use screen. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015

RPS ID: 63330

		WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select	☐	W0678	1	2081.45	0.00	Wind	98876.70	Coal	10.00		0.00		0.00
Select	☐	W0678	2	1763.04	0.00	Wind	88399.68	Coal	10.00		0.00		0.00
Select	☐	W0678	3	1760.18	0.00	Wind	90927.51	Coal	10.00		0.00		0.00
Select	☐	W0678	4	905.41	0.00	Wind	69532.53	Coal	10.00		0.00		0.00
Select	☐	W0678	5	1876.43	0.00	Wind	94825.87	Coal	10.00		0.00		0.00
Select	☐	W0678	6	1761.00	0.00	Wind	86566.51	Coal	10.00		0.00		0.00
Select	☐	W0678	7	1793.19	0.00	Wind	85730.01	Coal	10.00		0.00		0.00
Select	☐	W0678	8	1759.75	0.00	Wind	87780.31	Coal	10.00		0.00		0.00
Select	☐	W0678	9	1384.92	0.00	Wind	76500.02	Coal	10.00		0.00		0.00
Select	☐	W0678	10	1843.72	0.00	Wind	94940.68	Coal	10.00		0.00		0.00
Select	☐	W0678	11	1584.24	0.00	Wind	83258.12	Coal	10.00		0.00		0.00
Select	☐	W0678	12	1651.09	0.00	Wind	87556.14	Coal	10.00		0.00		0.00

1 2

Delete Add

Previous Save & Next

22. After reviewing the Summary of the Gen Report, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Summary Report Of Generation And Fuel Use

Instructions

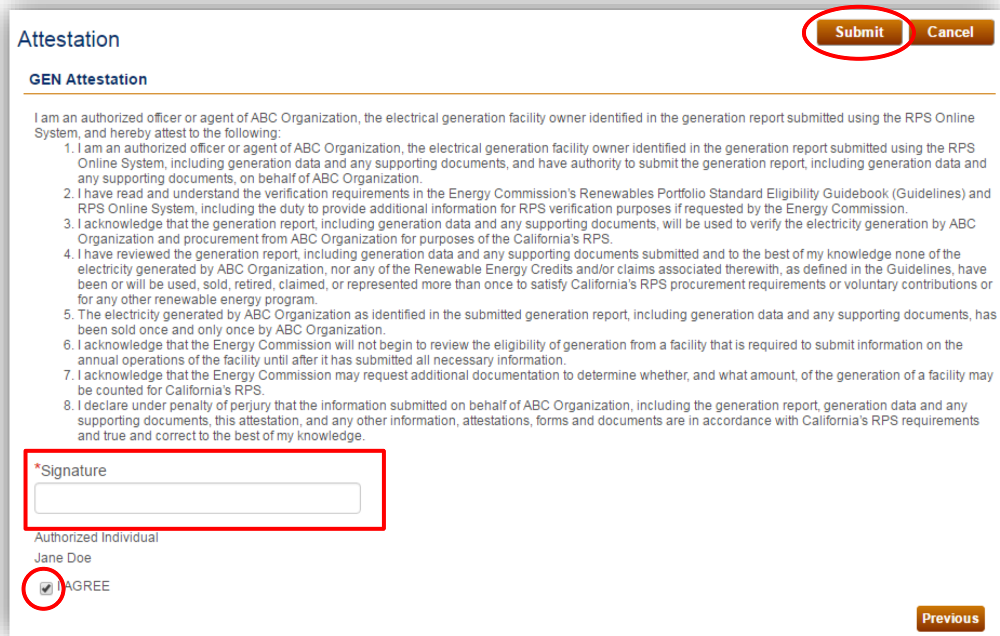
- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355 **Vintage Year:** 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous Save & Next

23. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



Attestation

Submit Cancel

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

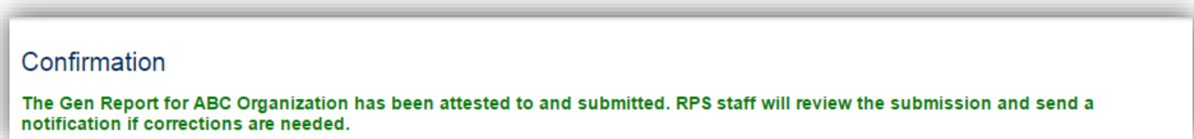
Authorized Individual

Jane Doe

I AGREE

Previous

24. After selecting the "Submit" Button, the system will display a confirmation message for completing the Gen Report.



Confirmation

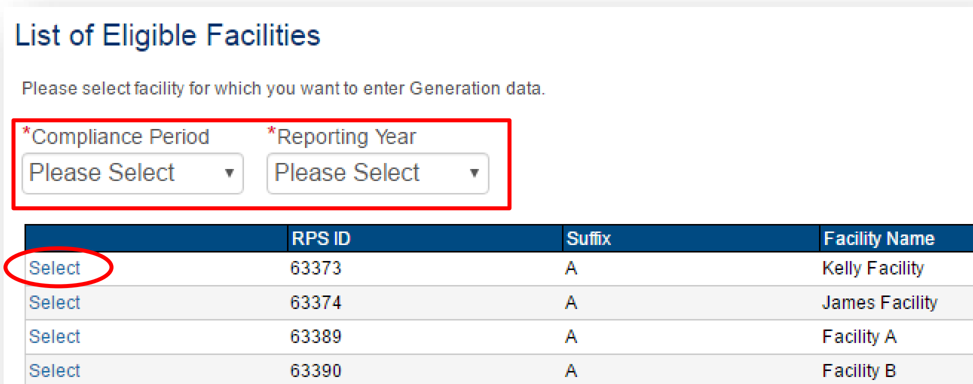
The Gen Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.1.6 Alternative Process for Accessing the Gen Report

A user that does not already have a Gen Report button located in the Verification tab can create a new Gen Report by using the process detailed below. The following outlines the process for entering the generation data manually, although this is the same process for uploading generation data.

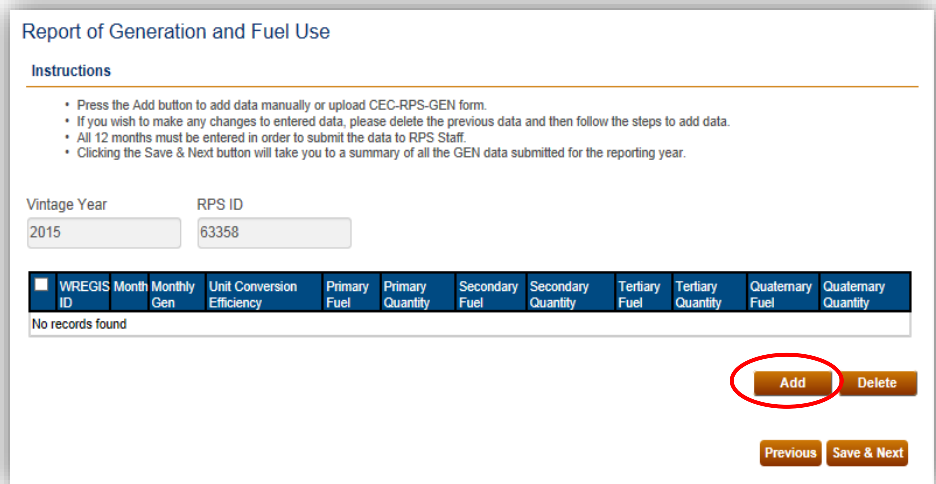
1. Hover the mouse cursor on the Verification Reports menu and select “Gen Report” from the list.

2. Select “Compliance Period” and “Reporting Year “of your choice and choose a facility to enter generation data for by clicking on the “Select” link next to the entry.

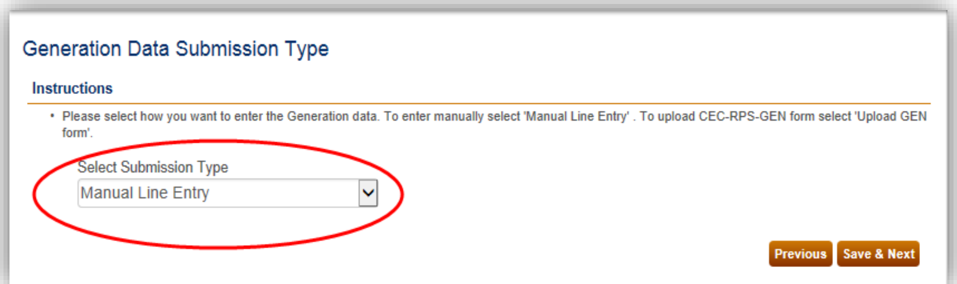


	RPS ID	Suffix	Facility Name
Select	63373	A	Kelly Facility
Select	63374	A	James Facility
Select	63389	A	Facility A
Select	63390	A	Facility B

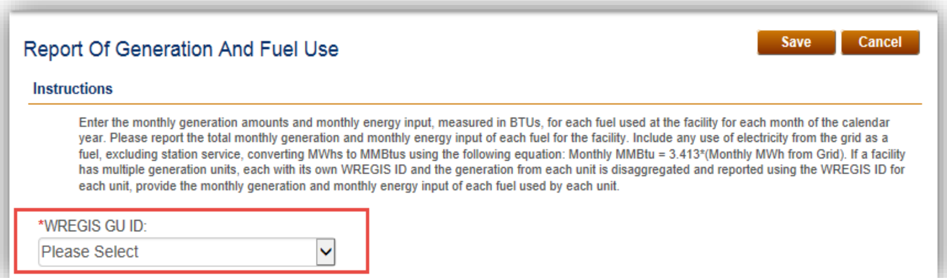
3. Click the “Add” button.



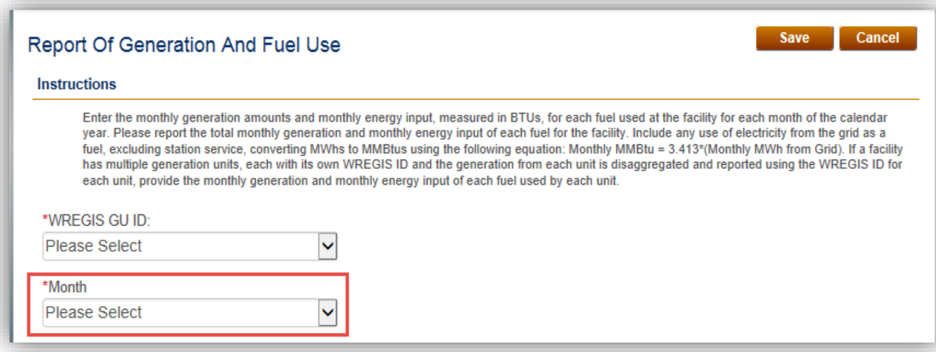
4. Select the “Manual Line Entry” option from the Select Submission Type drop-down menu. Click “Save & Next” in the bottom right hand corner of the screen.



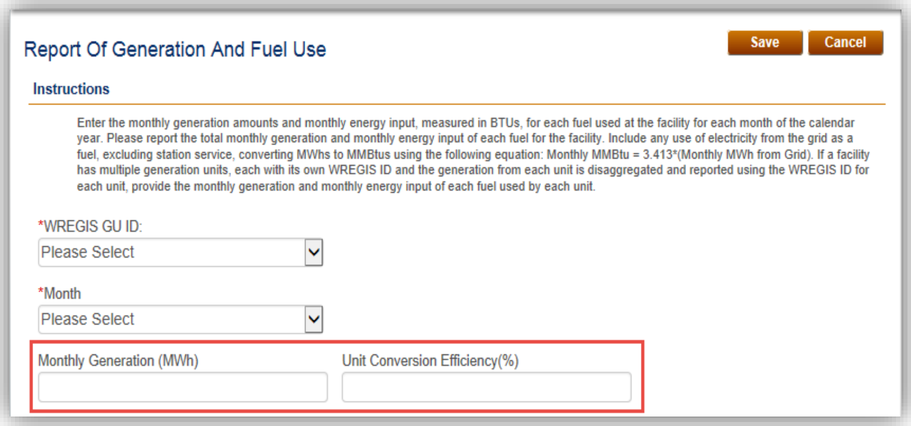
5. Select the WREGIS ID from the drop-down menu.



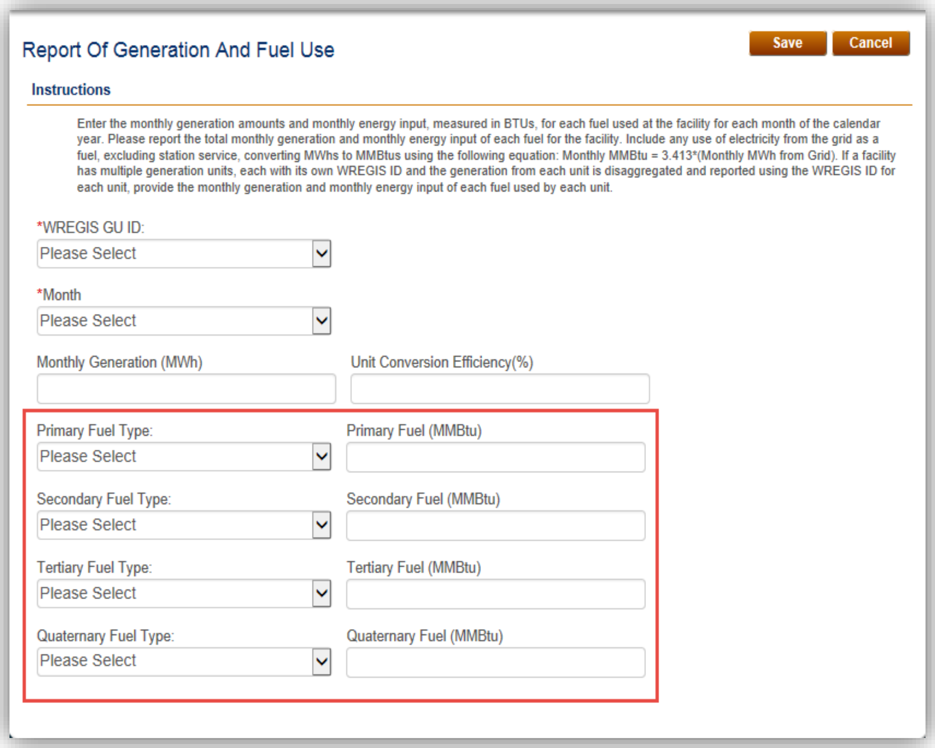
6. Select the Month for the generation you are reporting.



7. Add the Monthly Generation amount in MWh and the Unit Conversion Efficiency (%) if applicable.

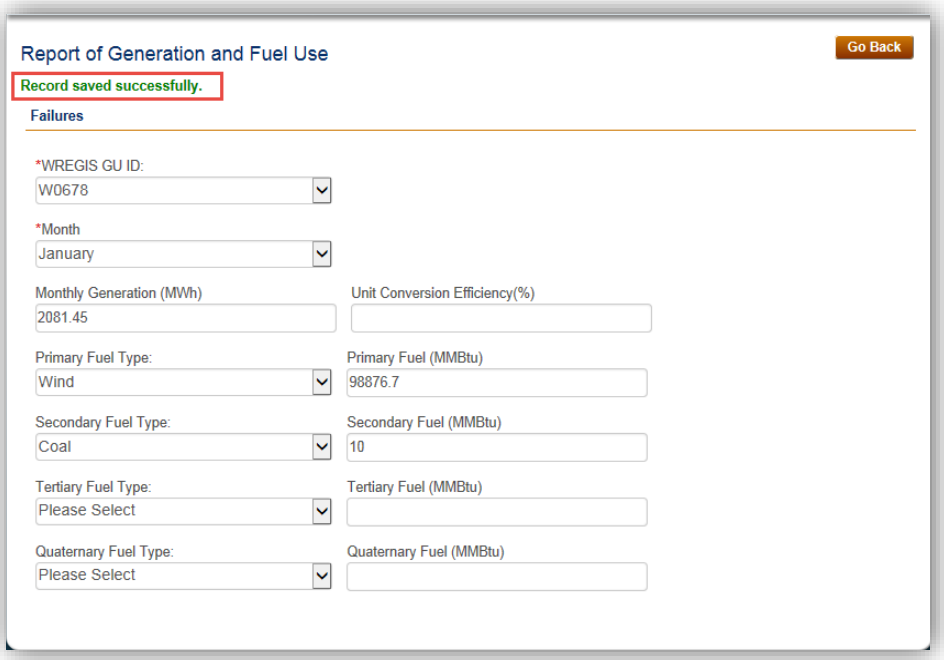


8. Select the Primary, Secondary, Tertiary, and Quaternary Fuel Types and Fuel amounts in MMBtu, if applicable. Click the "Save" button in the upper right hand corner.



9. User will receive a confirmation message when the record is saved successfully. Click the "Go Back" button in the upper right hand corner.

Note: Repeat Steps 3-9 to manually enter the remaining 11 months of data.
Note: All 12 months must be entered in order to submit data. If user does not have a month of generation, then zeros must be entered for that month.



10. Once all 12 months of data are entered, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015

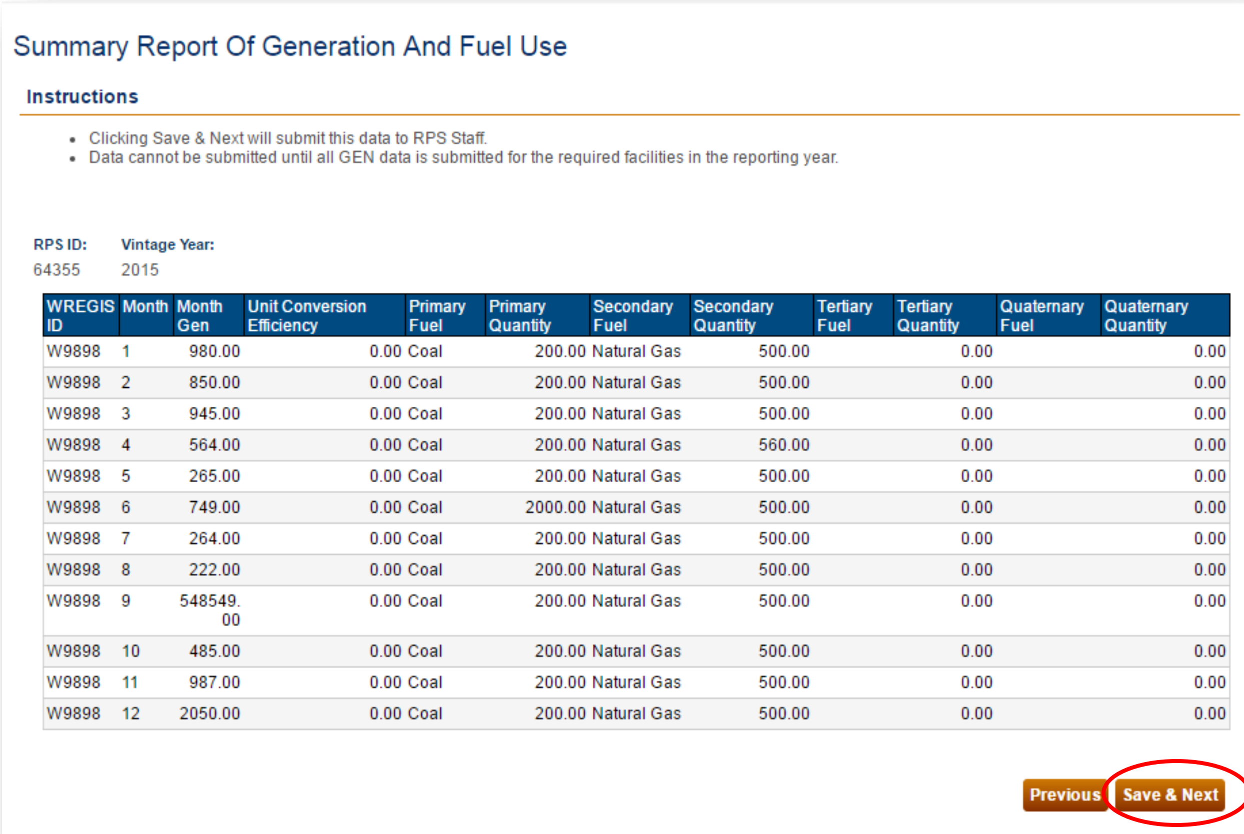
RPS ID: 64355

		WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select		W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
Select		W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
Select		W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Add Delete

Previous Save & Next

11. After reviewing the Summary of the Gen Report, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.


Summary Report Of Generation And Fuel Use

Instructions

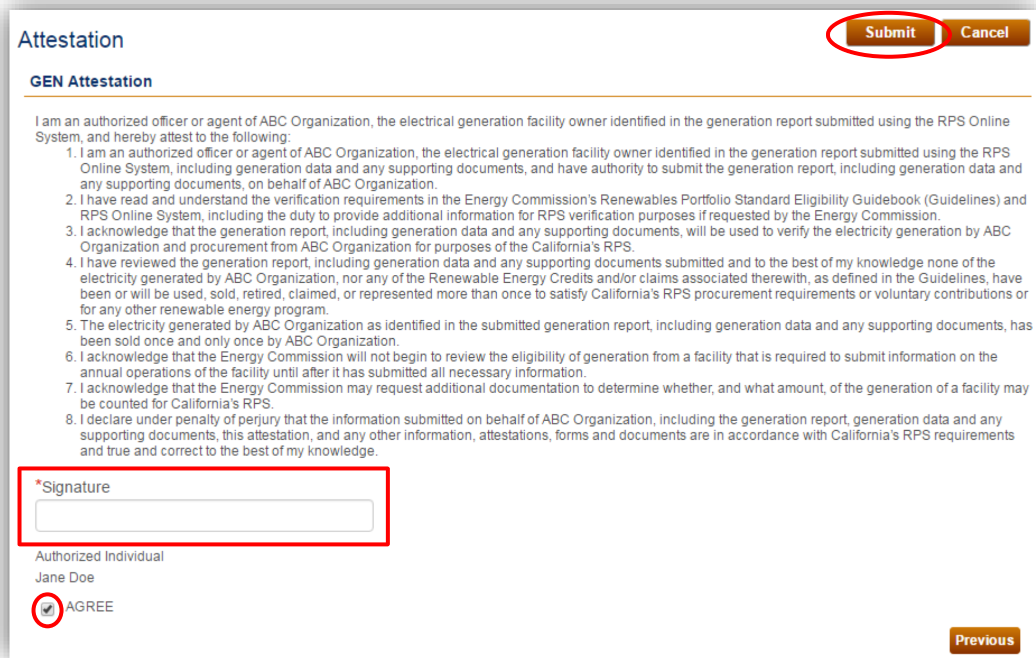
- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355

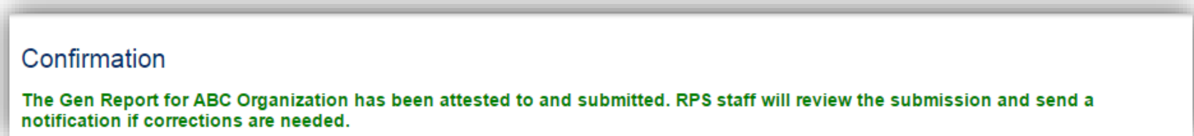
Vintage Year: 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

12. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



13. After selecting the “Submit” Button, the system will display a confirmation message for completing the Gen Report.

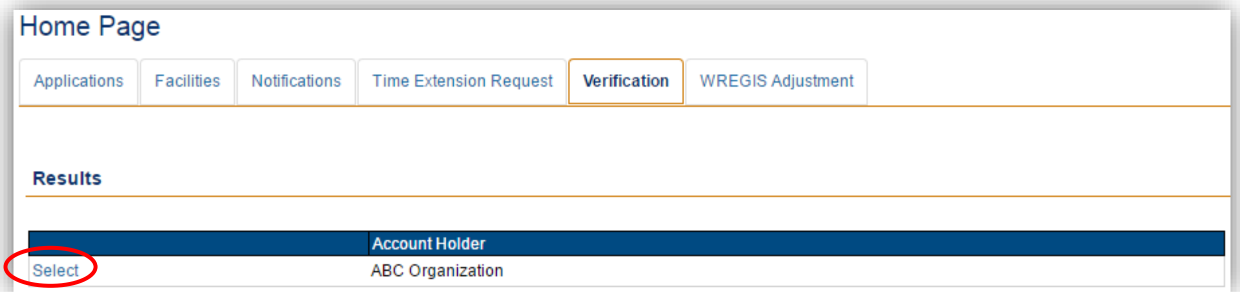


7.1.7 Gen Report Corrections

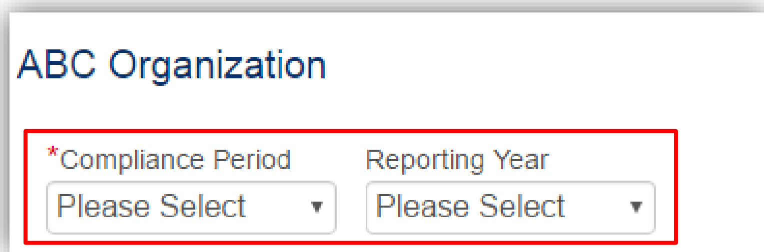
RPS Staff can "unlock" the Gen Report so that the user can edit data. The following demonstrates the process for correcting data once RPS staff has provided the user with permission to make edits.

1. Click on the Verification tab in order to view the Verification Home Page.

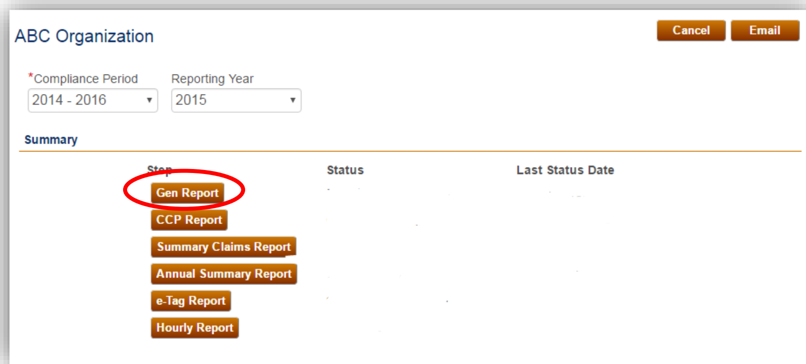
2. Click on the "Select" link of your account.



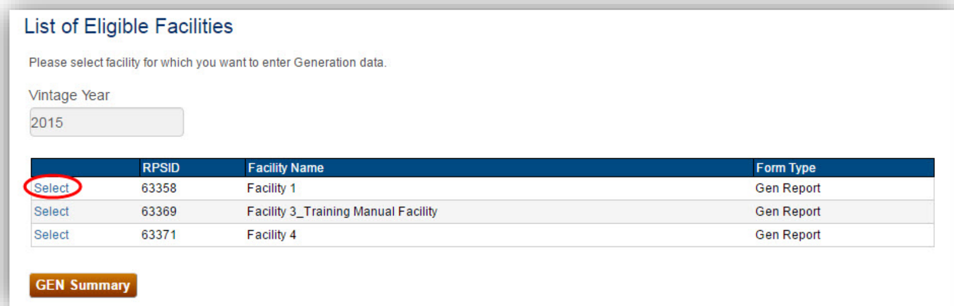
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



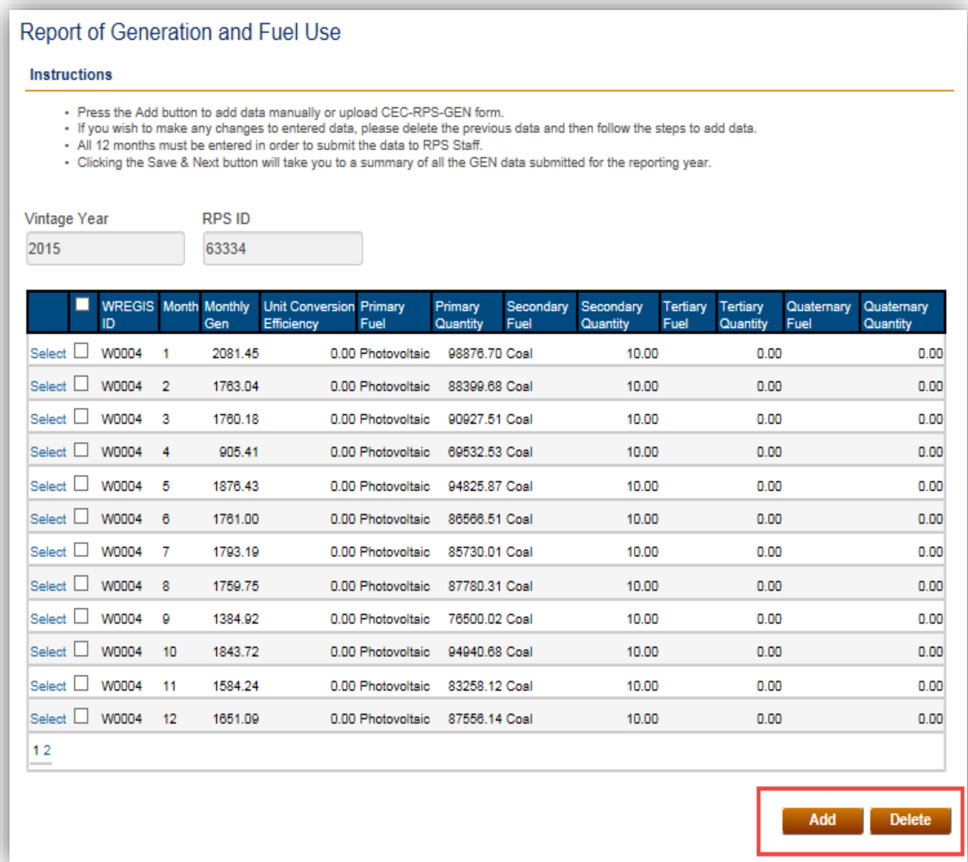
4. Select the Gen Report button.



5. Click on the “Select” link next to the RPS ID that needs edits.



6. Due to the Gen Report being ‘unlocked’ by RPS Staff, the “Add” and “Delete” buttons are now enabled. Select the entry you wish to edit and make the appropriate changes



Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015

RPS ID: 63334

		WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select	☐	W0004	1	2081.45	0.00	Photovoltaic	98876.70	Coal	10.00		0.00		0.00
Select	☐	W0004	2	1763.04	0.00	Photovoltaic	88399.68	Coal	10.00		0.00		0.00
Select	☐	W0004	3	1760.18	0.00	Photovoltaic	90927.51	Coal	10.00		0.00		0.00
Select	☐	W0004	4	905.41	0.00	Photovoltaic	69532.53	Coal	10.00		0.00		0.00
Select	☐	W0004	5	1876.43	0.00	Photovoltaic	94825.87	Coal	10.00		0.00		0.00
Select	☐	W0004	6	1761.00	0.00	Photovoltaic	86566.51	Coal	10.00		0.00		0.00
Select	☐	W0004	7	1793.19	0.00	Photovoltaic	85730.01	Coal	10.00		0.00		0.00
Select	☐	W0004	8	1759.75	0.00	Photovoltaic	87780.31	Coal	10.00		0.00		0.00
Select	☐	W0004	9	1384.92	0.00	Photovoltaic	76500.02	Coal	10.00		0.00		0.00
Select	☐	W0004	10	1843.72	0.00	Photovoltaic	94940.68	Coal	10.00		0.00		0.00
Select	☐	W0004	11	1584.24	0.00	Photovoltaic	83258.12	Coal	10.00		0.00		0.00
Select	☐	W0004	12	1651.09	0.00	Photovoltaic	87556.14	Coal	10.00		0.00		0.00

1 2

Add | Delete

7. Once all the necessary data has been edited, click the “Save & Next” button.

Report of Generation and Fuel Use

Instructions

- Press the Add button to add data manually or upload CEC-RPS-GEN form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- All 12 months must be entered in order to submit the data to RPS Staff.
- Clicking the Save & Next button will take you to a summary of all the GEN data submitted for the reporting year.

Vintage Year: 2015

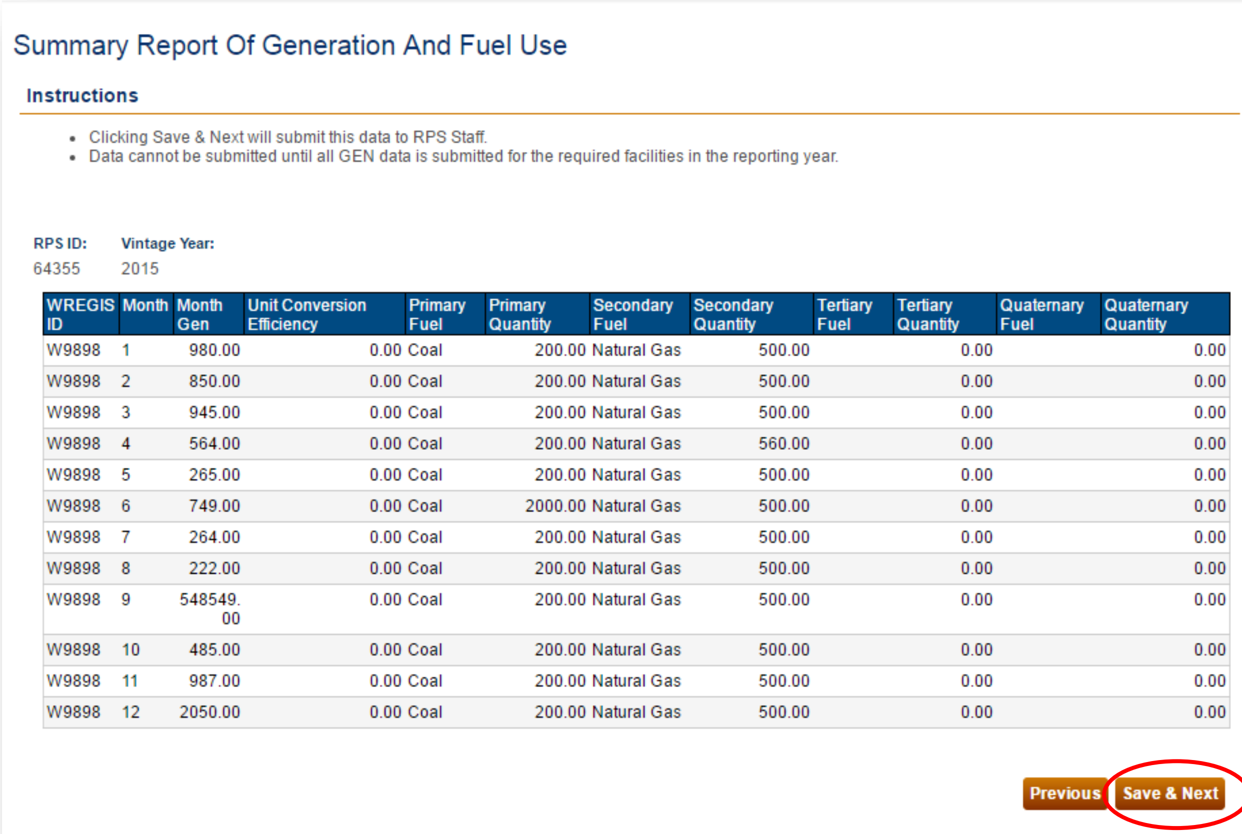
RPS ID: 64355

		WREGIS ID	Month	Monthly Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
Select		W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
Select		W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
Select		W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
Select		W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Add Delete

Previous Save & Next

8. Click the “Save & Next” button on the Summary Report screen.



Summary Report Of Generation And Fuel Use

Instructions

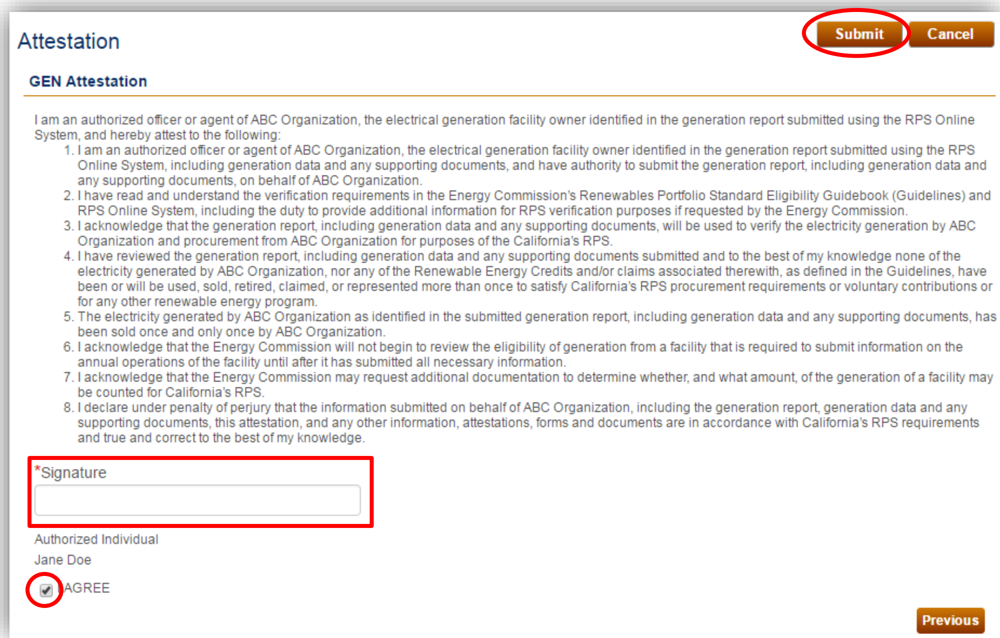
- Clicking Save & Next will submit this data to RPS Staff.
- Data cannot be submitted until all GEN data is submitted for the required facilities in the reporting year.

RPS ID: 64355 **Vintage Year:** 2015

WREGIS ID	Month	Month Gen	Unit Conversion Efficiency	Primary Fuel	Primary Quantity	Secondary Fuel	Secondary Quantity	Tertiary Fuel	Tertiary Quantity	Quaternary Fuel	Quaternary Quantity
W9898	1	980.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	2	850.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	3	945.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	4	564.00	0.00	Coal	200.00	Natural Gas	560.00		0.00		0.00
W9898	5	265.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	6	749.00	0.00	Coal	2000.00	Natural Gas	500.00		0.00		0.00
W9898	7	264.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	8	222.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	9	548549.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	10	485.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	11	987.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00
W9898	12	2050.00	0.00	Coal	200.00	Natural Gas	500.00		0.00		0.00

Previous Save & Next

9. Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



Attestation

Submit Cancel

GEN Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the generation report submitted using the RPS Online System, including generation data and any supporting documents, and have authority to submit the generation report, including generation data and any supporting documents, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the generation report, including generation data and any supporting documents, will be used to verify the electricity generation by ABC Organization and procurement from ABC Organization for purposes of the California's RPS.
4. I have reviewed the generation report, including generation data and any supporting documents submitted and to the best of my knowledge none of the electricity generated by ABC Organization, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. The electricity generated by ABC Organization as identified in the submitted generation report, including generation data and any supporting documents, has been sold once and only once by ABC Organization.
6. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after it has submitted all necessary information.
7. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of a facility may be counted for California's RPS.
8. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the generation report, generation data and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

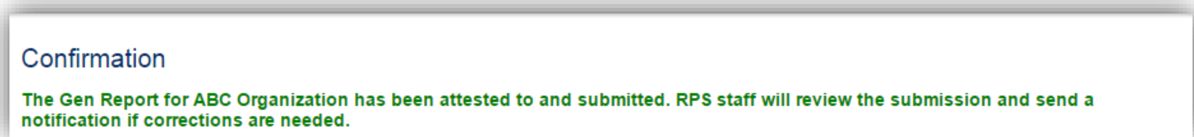
Authorized Individual

Jane Doe

AGREE

Previous

10. After selecting the “Submit” button, the system will display a confirmation message for completing the Gen Report.



7.2 Common Carrier Pipeline (CCP) Report

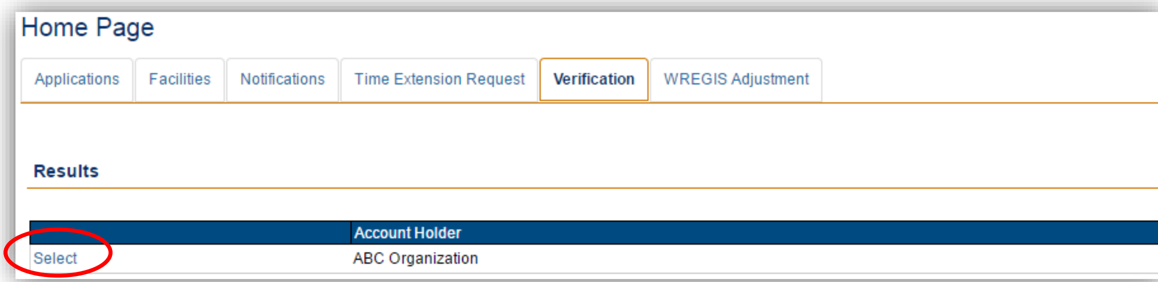
Biomethane data is classified through one of three delivery methods: Common Carrier Pipeline (CCP), Functionally Dedicated Pipeline (FDP), or Onsite. The CCP Report must be completed by RPS-certified facilities using common carrier pipeline biomethane and/or functionally dedicated pipeline biomethane during the calendar year. If the RPS-certified facility uses onsite or dedicated pipeline biomethane please refer to section 7.1 Facility Generation Data.

7.2.1 Enter Biomethane Data

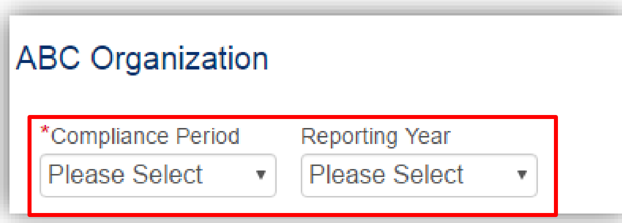
The procedure below outlines how to enter contract data for biomethane using the CCP delivery method.

1. Click on the Verification tab in order to view the Verification Home Page.

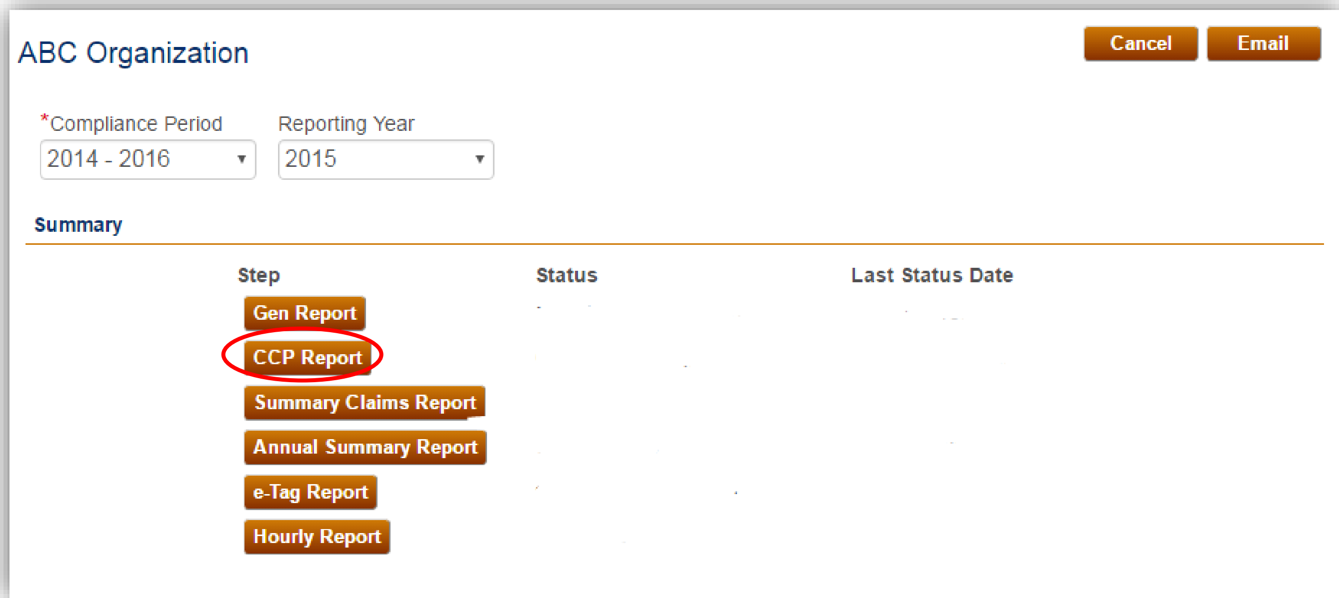
2. Click on the "select" link of your Organization.



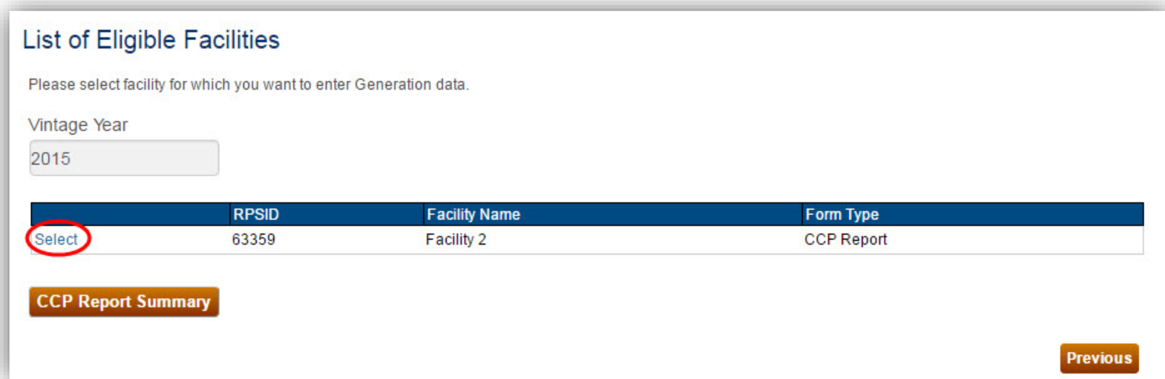
3. Select the "Compliance Period" and "Reporting Year" from the drop-down menus.



4. Select CCP Report button.



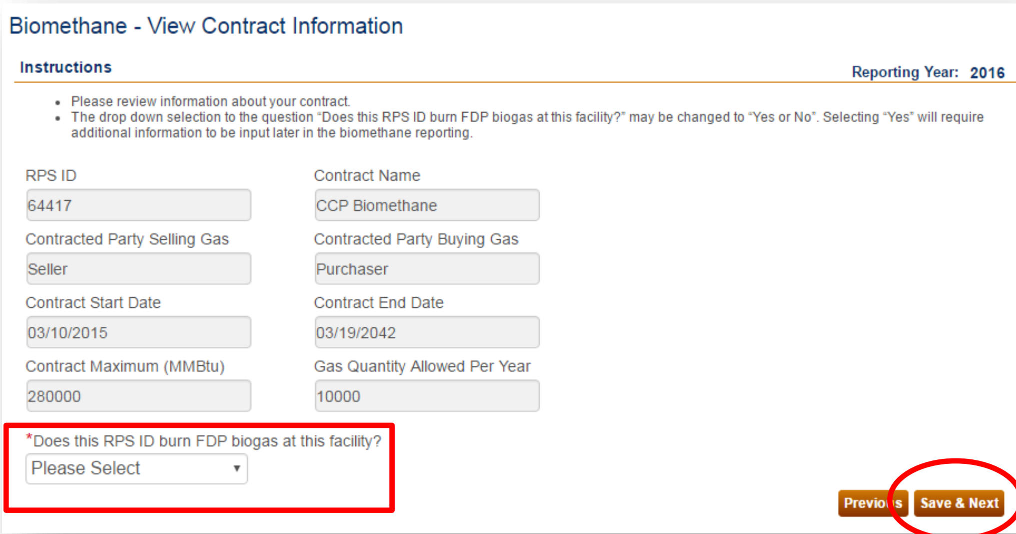
5. Click on the “select” link to start entering biomethane data for a specific facility.



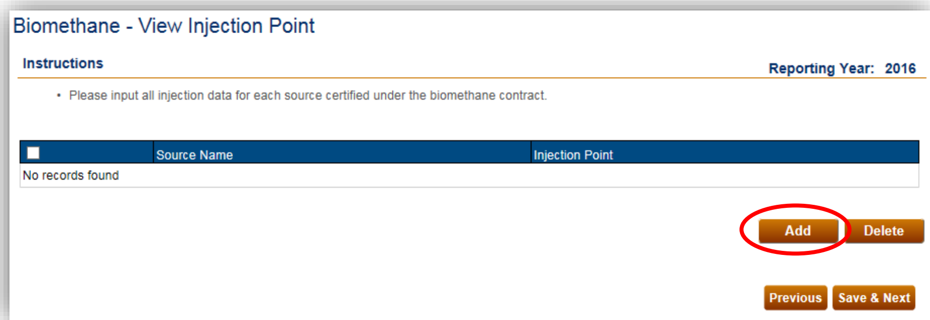
6. Select Biomethane Contract Name from the drop-down menu provided. Click “Save & Next” in the bottom right hand corner of the screen.

7. On this screen, the field will be pre-populated with contract information carried over from the Certification Application; review the data. Answer “Does this RPS ID burn FDP biogas at this facility?” and then click

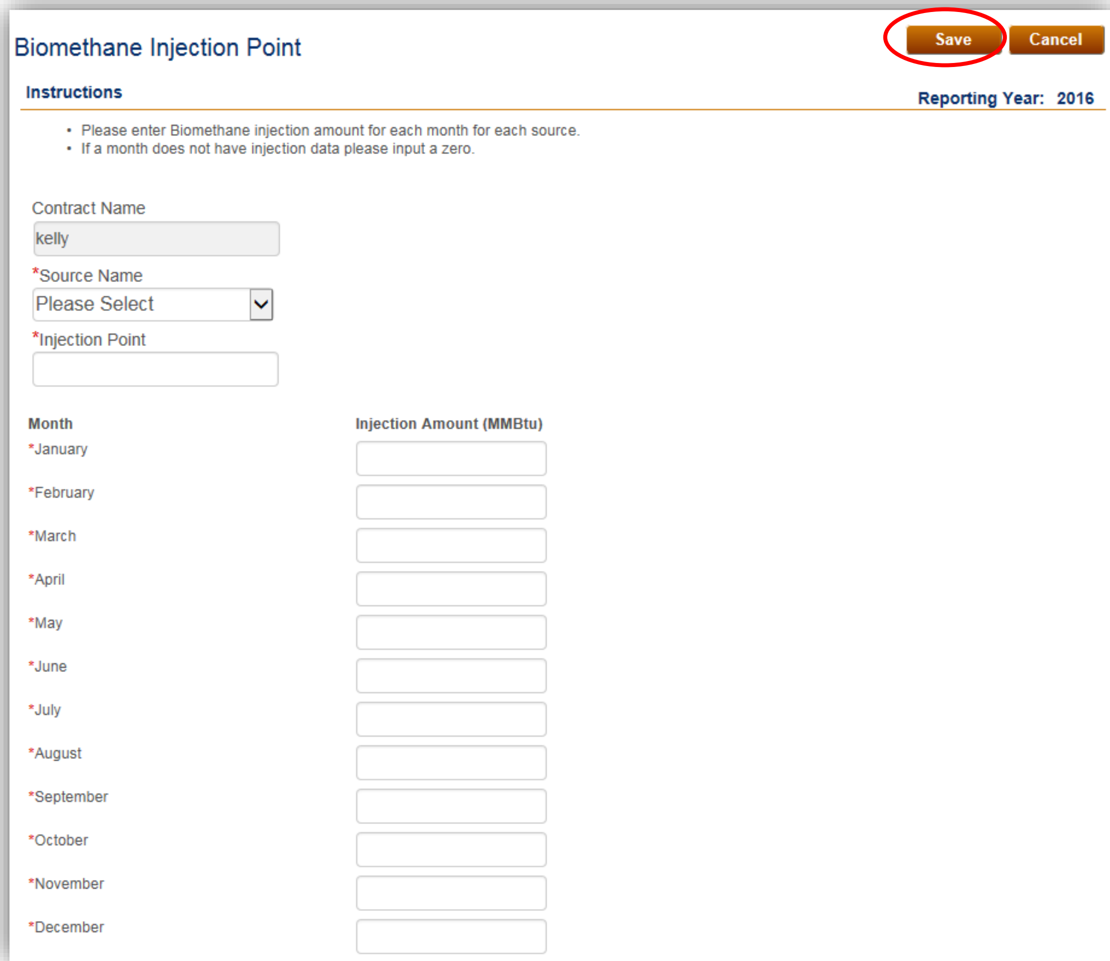
“Save & Next” at the bottom right hand corner of the screen. If yes is selected, follow the FDP reporting instructions in section 7.3 Functionally Dedicated Pipeline (FDP) Report.



8. Click the “Add” button to add Injection Point data.

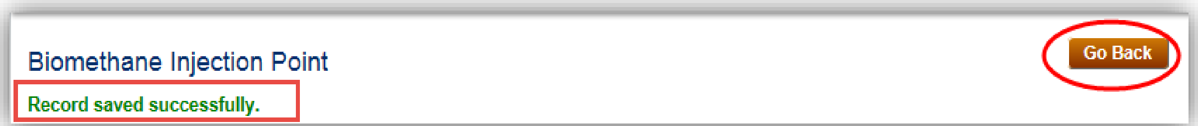


9. Populate the Biomethane Injection Point details, and then click the “Save” button.

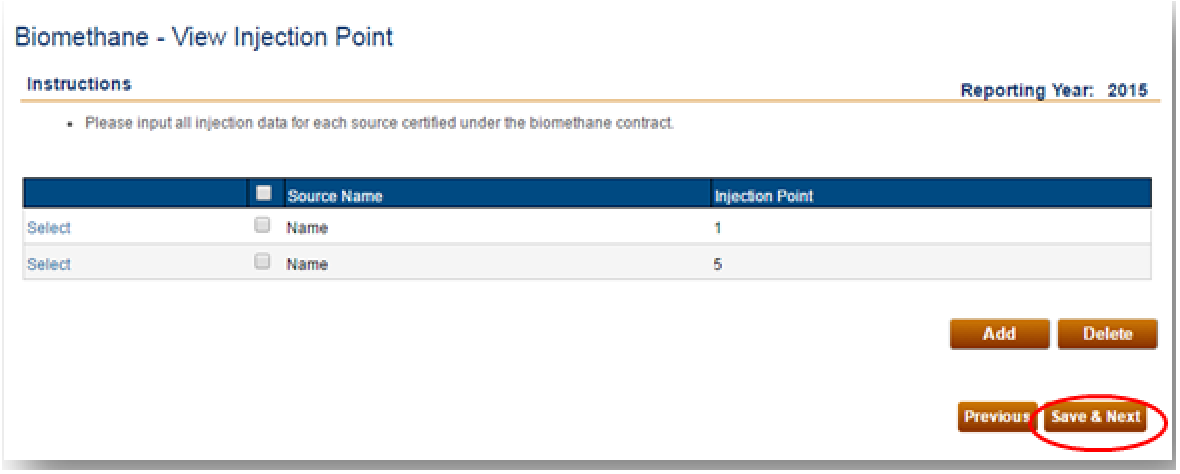


10. After clicking on the “Save” button, the system will display a message confirming the record was saved. Click the “Go Back” Button to return to the View Injection Point Screen.

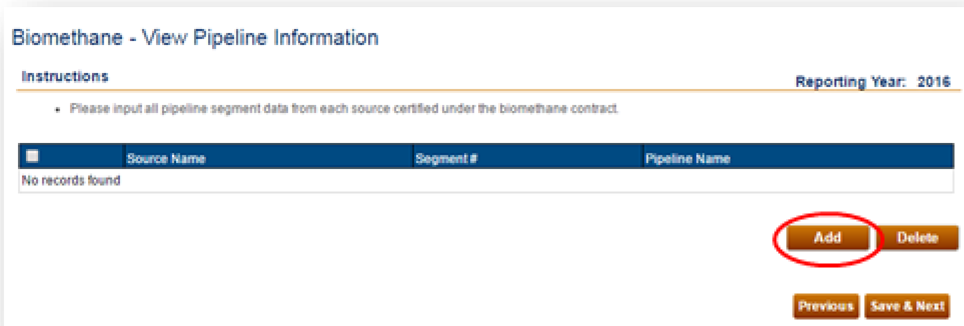
Note: To add entries of Biomethane Injection Points, repeat steps 8 through 10 for each Injection Point Data.



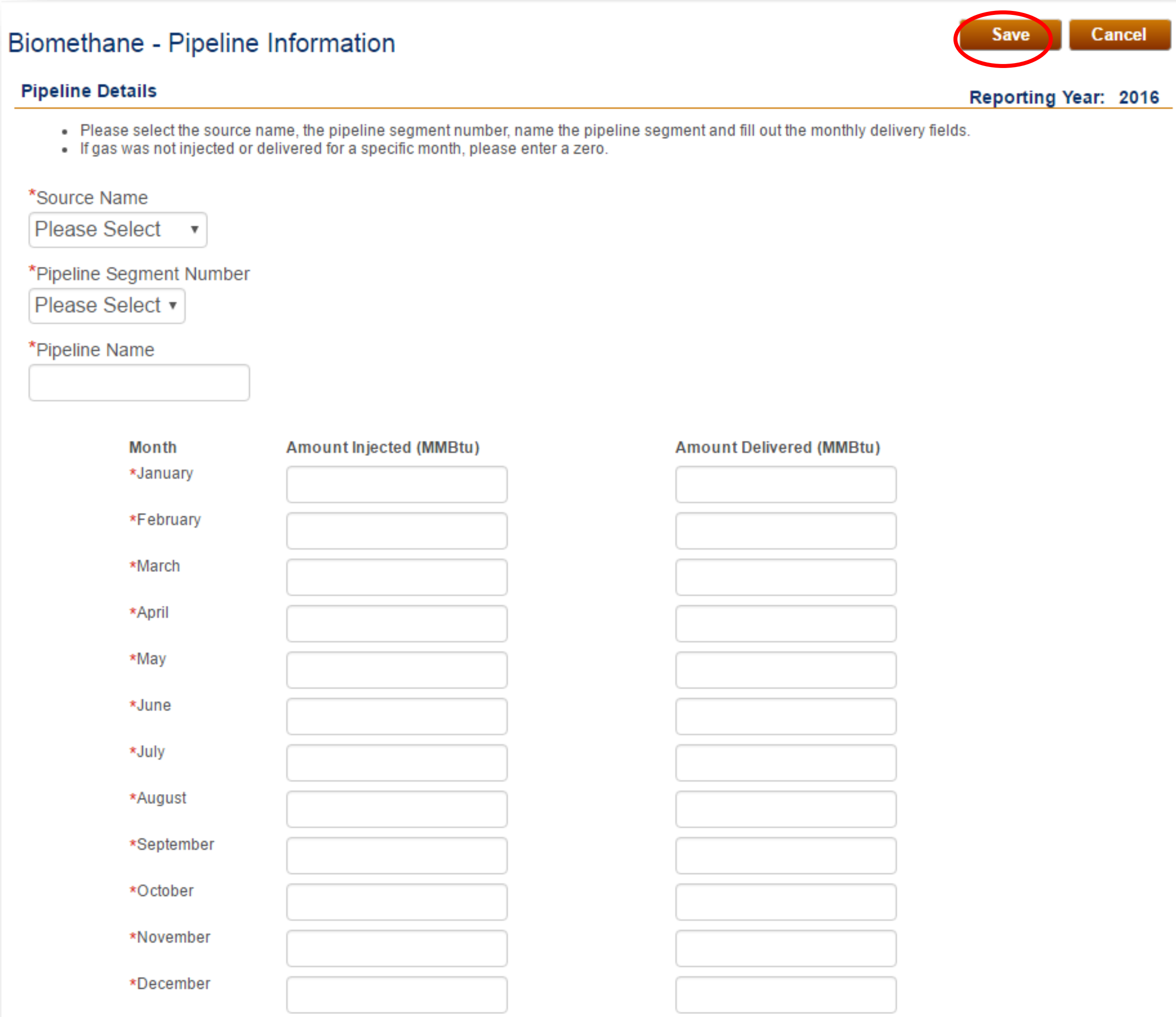
11. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



12. Click the “Add” Button to add Biomethane Pipeline Information.



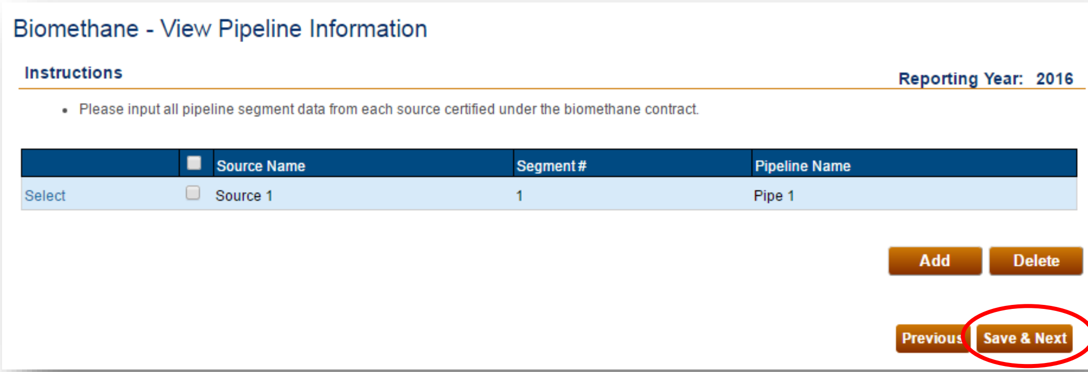
13. Enter the pipeline information. Click the “Save” button in the upper right hand corner.



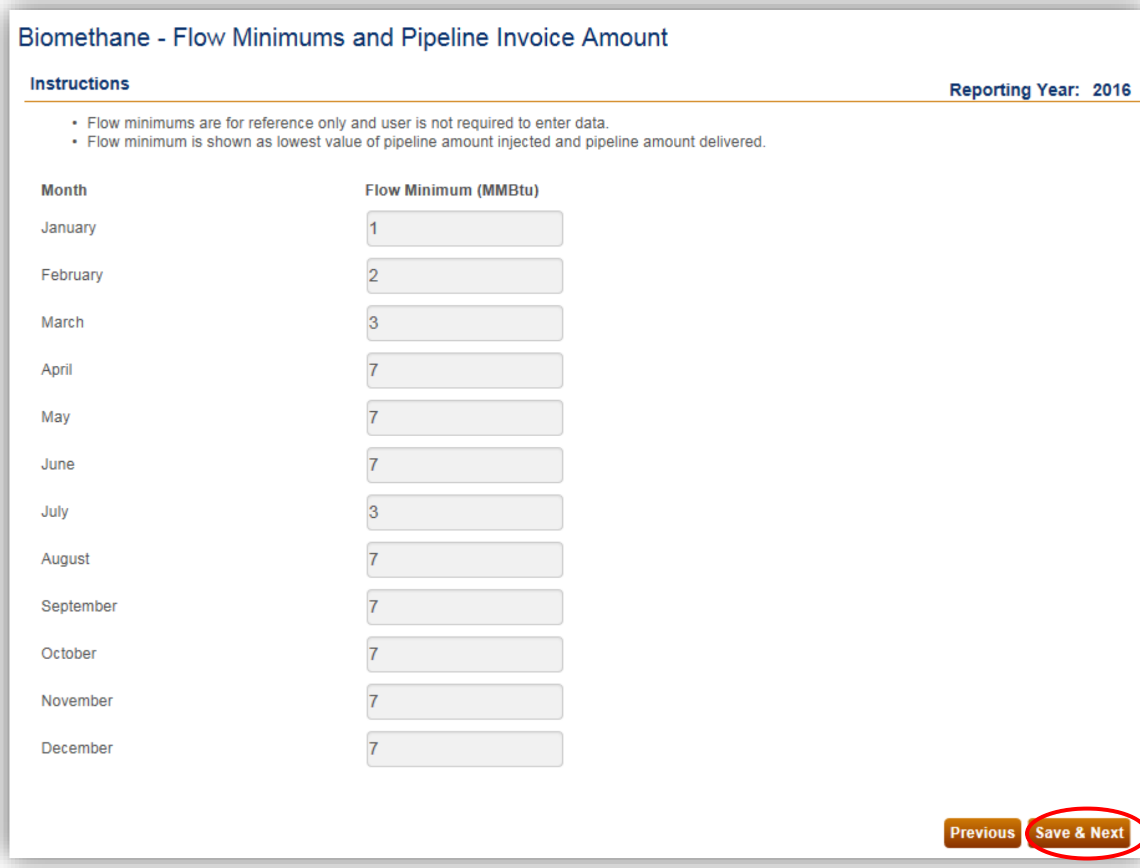
14. After clicking on the "Save" button, the system will display a message confirming the record was saved. Click the "Go Back" button to return to the View Pipeline Information Screen.

Note: To add entries of Biomethane Pipeline Information repeat steps 12 through 14 for each Pipeline Information entry.

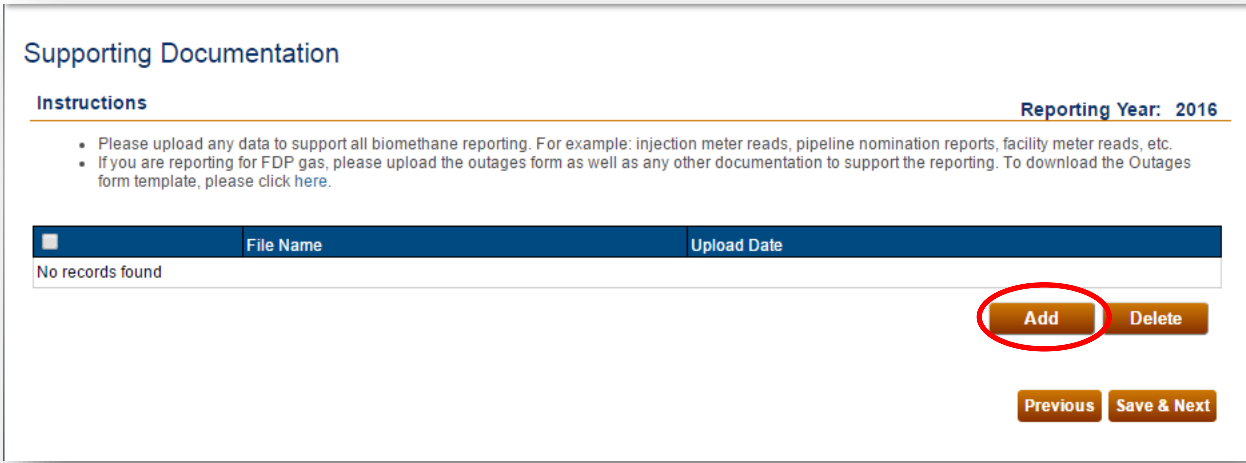
15. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



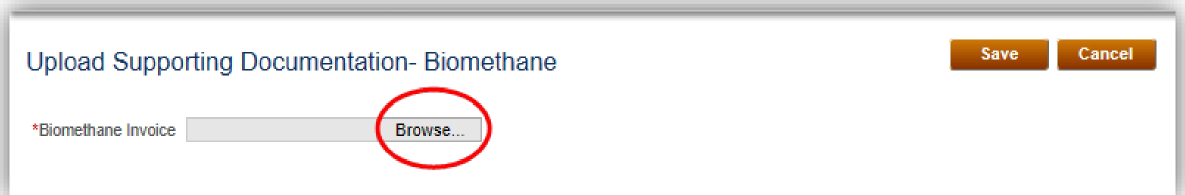
16. Review the Flow Minimums page. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step. If you selected “yes” for the question, “Does this RPS ID burn FDP biogas at this facility?”, the next step covers Biomethane – FDP – Injection and Delivery Amounts and Eligible RECs. Please see section 7.3: Functionally Dedicated Pipeline (FDP) Report.



17. Click the “Add” button to upload Biomethane Invoice documents to the list.

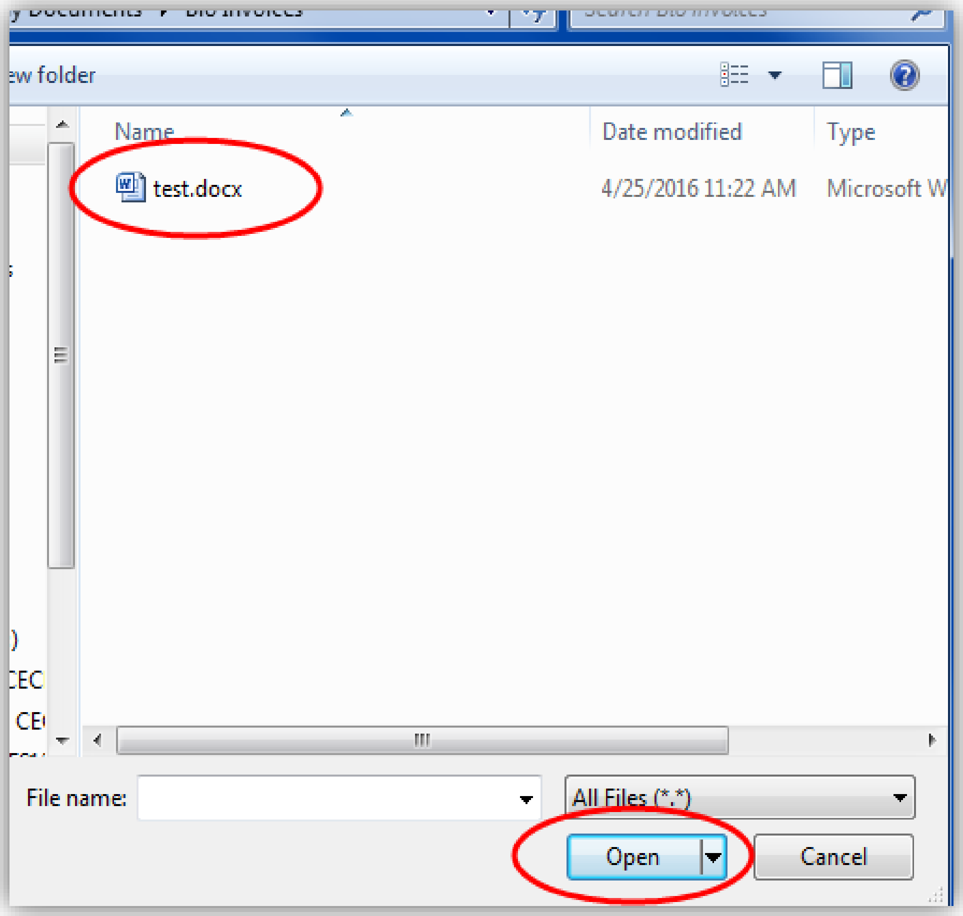


18. Click the “Browse…” button to retrieve a file from your computer.

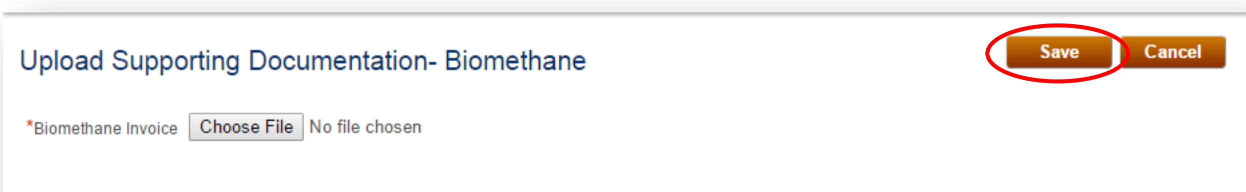


19. Select file from computer and click the “Open” button.

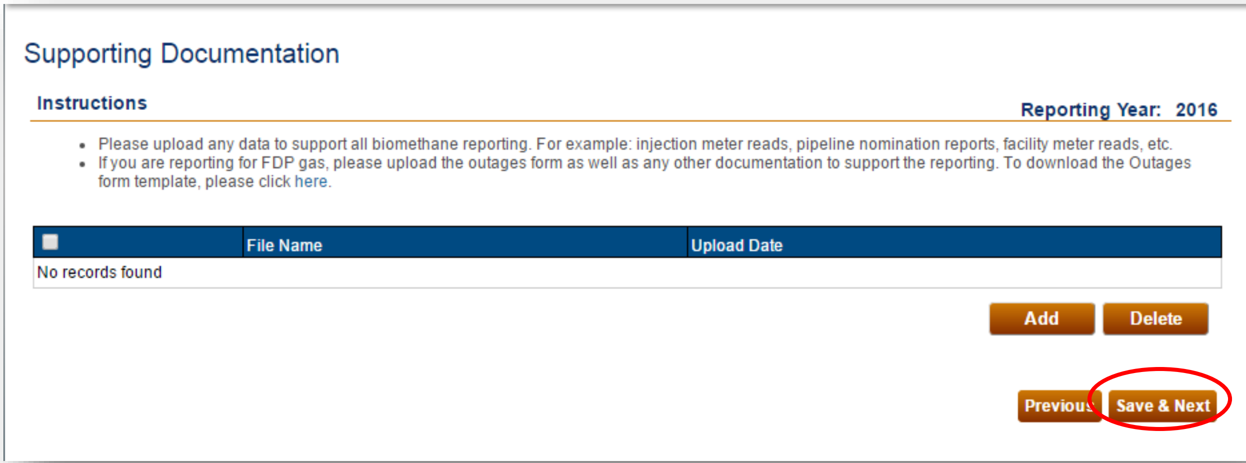
Note: Window will automatically close when the user selects the “Open” option.



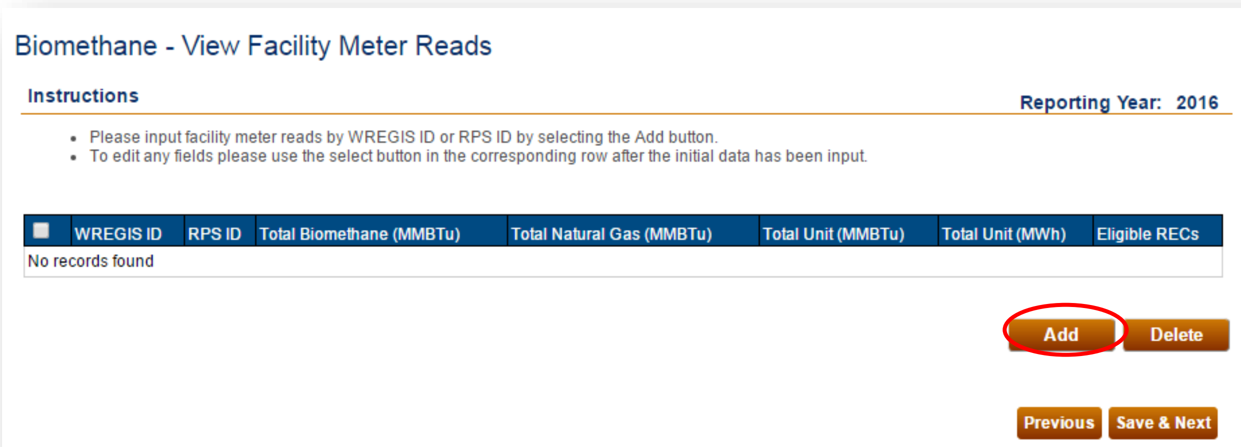
20. Click the “Save” button in the upper right corner of the screen to save the upload.



21. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



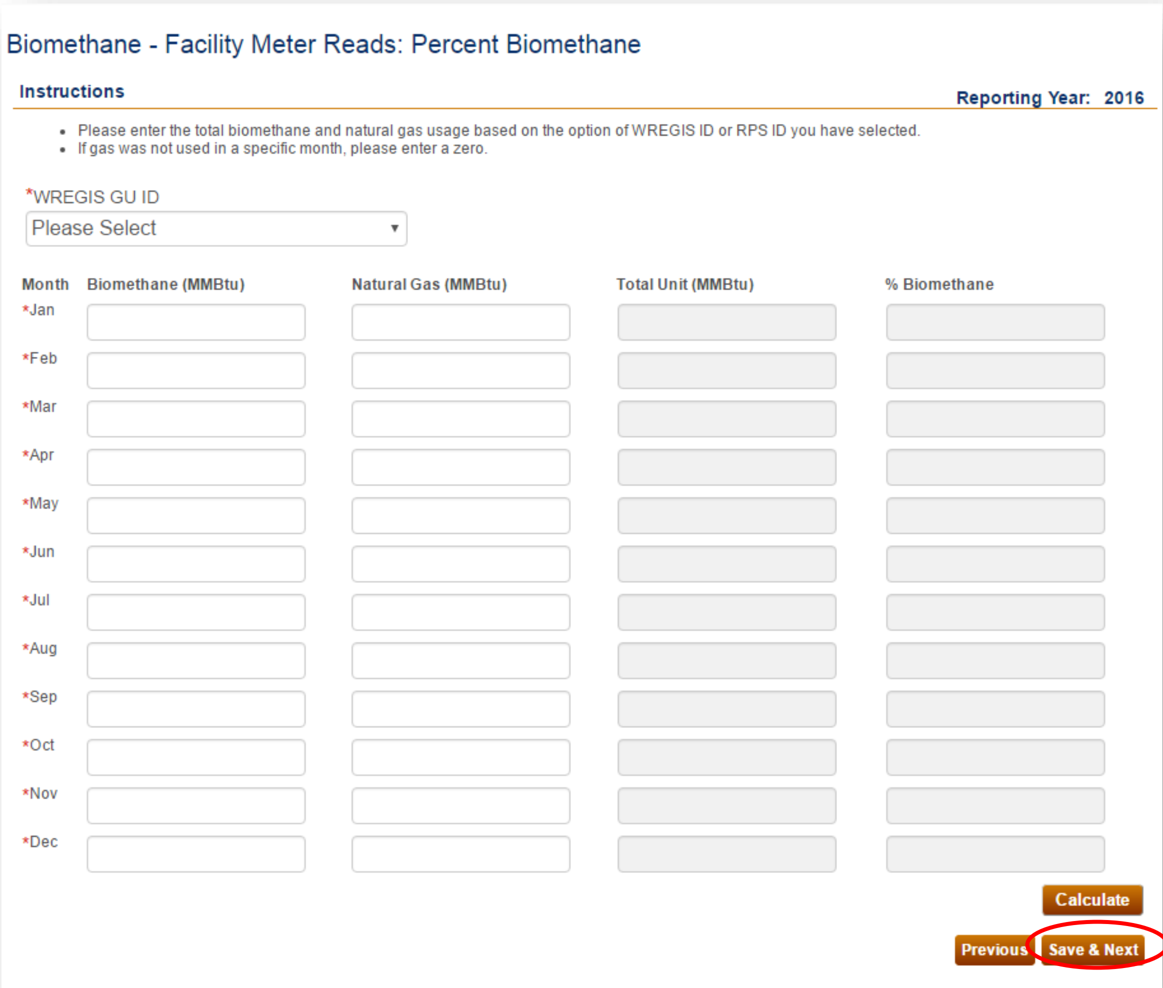
22. Click the “Add” button to add Biomethane Meter Reads data.



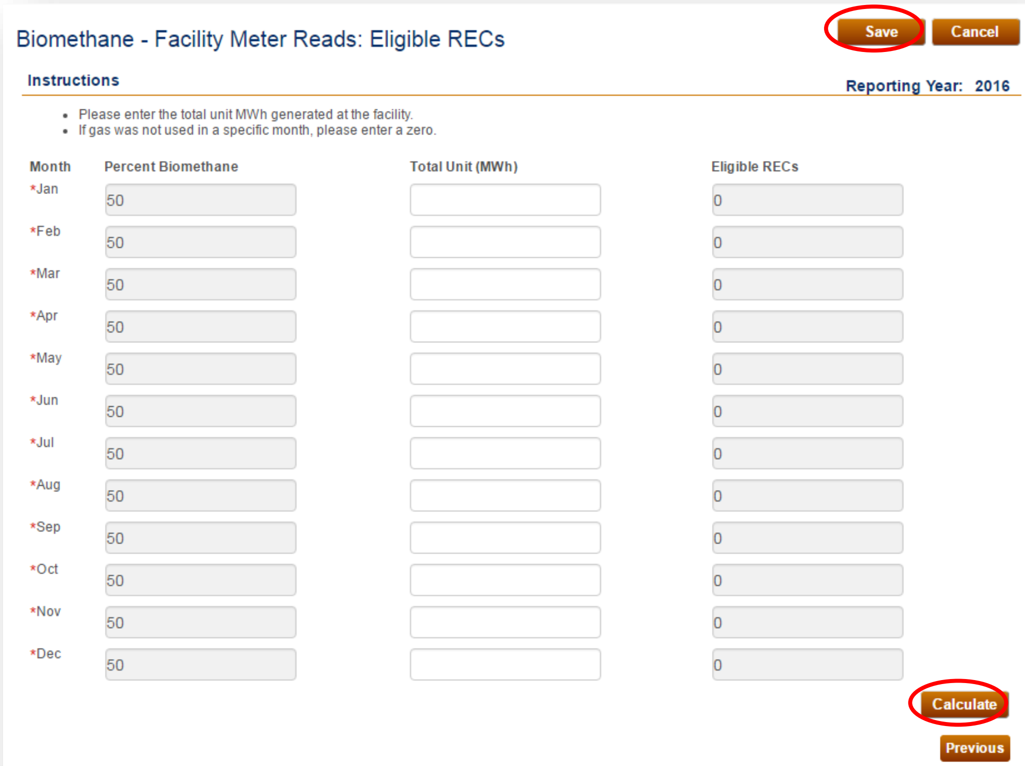
23. Select an option from the drop-down menu for “How you want to enter Meter Read Data.” Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.
    Note: Options include WREGIS GU ID or RPS ID.

24. If WREGIS GU ID was selected in the previous screen, select the WREGIS GU ID from the dropdown and enter Facility Meter Read data for each month. If RPS ID was selected in the previous screen, enter Facility Meter Read

data for each month. Select the “Calculate” button in the bottom right corner to populate the totals and percentages for each month. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.

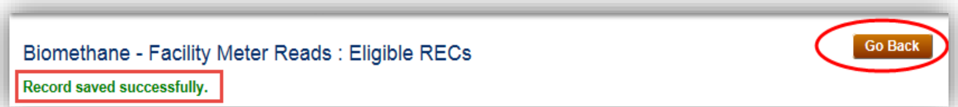


25. Populate Facility Meter Reads: Eligible RECS data with the total unit MWhs. Select the “Calculate” button in the bottom right corner to populate the Eligible RECs column. Then, click the “Save” button.

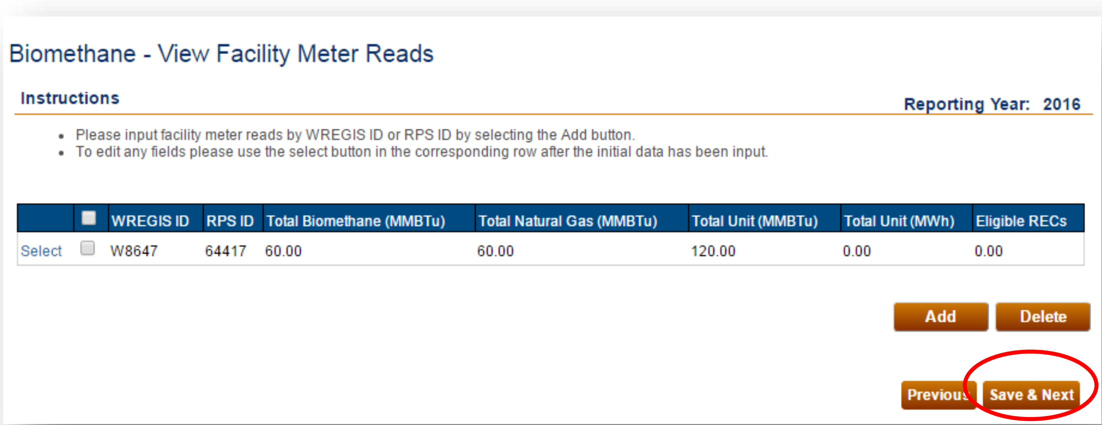


26. After clicking on the “Save” button, the system will display a message confirming the record was saved. Click the “Go Back” button to return to the View Pipeline Information Screen.

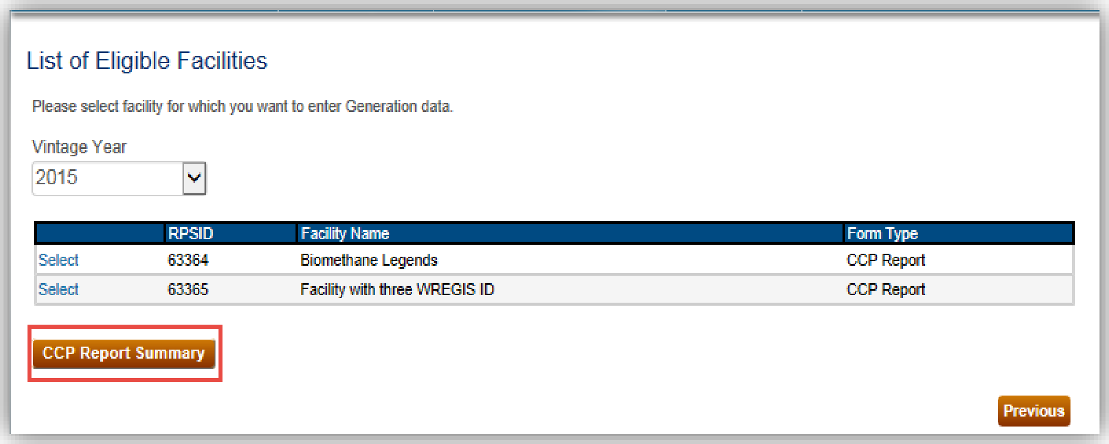
Note: To add entries of Biomethane Meter Reads repeat steps 25 through 27 for each Meter Read entry.



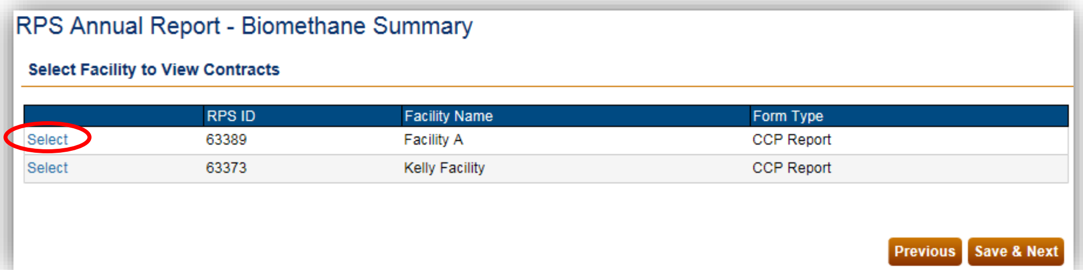
27. Click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



28. System takes user back to the List of Eligible Facilities screen. Click the “CCP Report Summary” button.



29. Click on the “Select” link for the entry you wish to view.



30. System displays the contracts associated to the facility selected. Click on the “Select” link to view the details of a specific contract.

31. Review the contract details, and then click the “Save & Next” button to proceed to the next step.

RPS Annual Report - Biomethane Summary

Select Facility to View Contracts

	RPS ID	Facility Name	Form Type
Select	63389	Facility A	CCP Report
Select	63373	Kelly Facility	CCP Report

Select Contract to View Summary Data

	Contract Name
Select	Facility A Contract

Injection Point Information

Source Name	Injection Point		
Facility A	5	**Month**	**Injection Amount (MMBtu)**
		January	5
		February	5
		March	5
		April	5
		May	5
		June	5
		July	5
		August	5
		September	5
		October	5
		November	5
		December	5
Source 2	2	**Month**	**Injection Amount (MMBtu)**
		January	2
		February	2
		March	2
		April	2
		May	2
		June	2
		July	2
		August	2

June	3
July	3
August	3
September	3
October	3
November	3
December	3

Facility Meter Reads Information

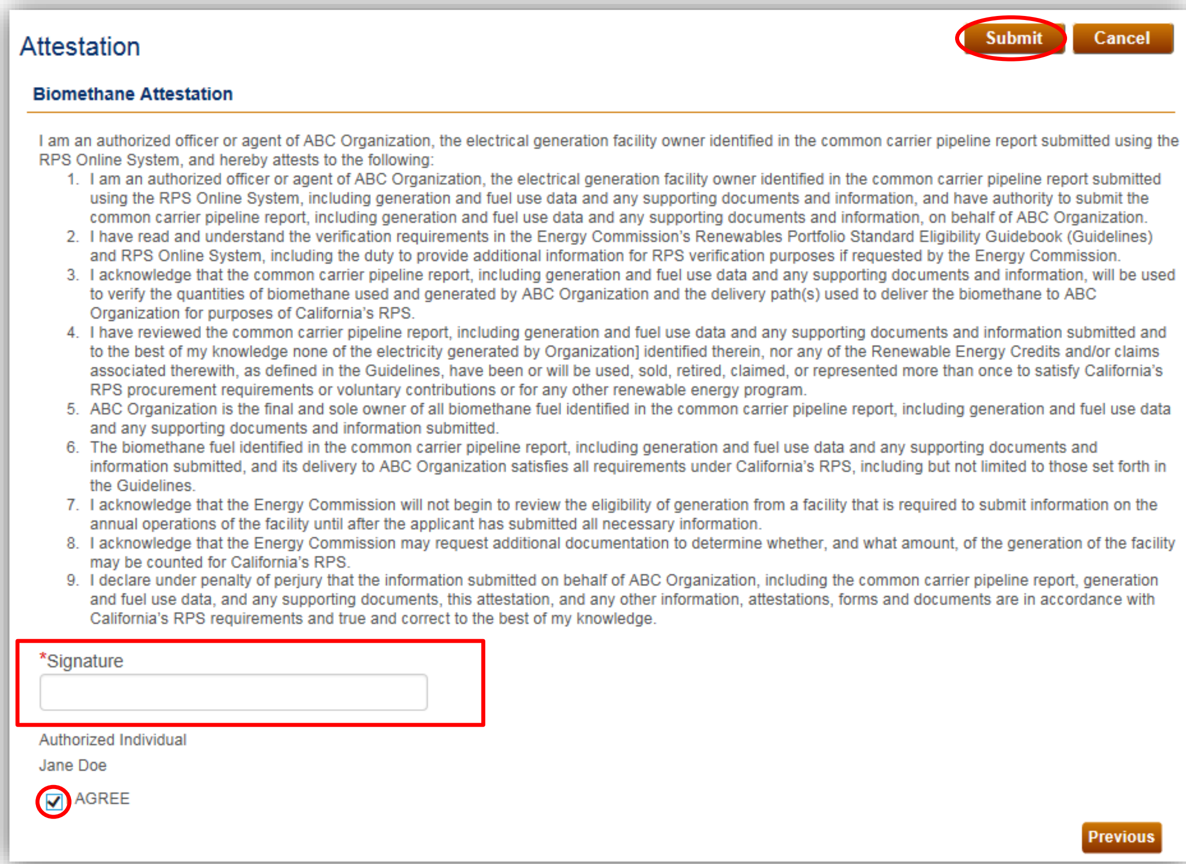
	WREGIS ID	RPS ID	Total Biomethane	Total Natural Gas	Total Unit (Year)	Total % Biomethane	Eligible RECs
Select		63389	19.3378	7.3249	490.6628	72.52	344.9300

Facility Meter Reads Details

Month	Biomethane (MMBtu)	Natural Gas (MMBtu)	Total Unit (MMBtu)	% Biomethane	Total Unit (MWh)	Eligible RECs
January	4	4	12	66.67	54	35.9964
February	4	11	19	42.11	5	2.105
March	1	1	3	66.67	45	29.997
April	1	1	3	66.67	4	2.6664
May	1	1	3	66.67	54	35.9964
June	1	1	13	92.31	54	49.842
July	1	1	3	66.67	54	35.9964
August	1	1	3	66.67	54	35.9964
September	1	1	3	66.67	5	3.333
October	1	1	13	92.31	45	41.535
November	1	1	3	66.67	45	29.997
December	1	1	13	92.31	45	41.535

Previous Save & Next

32. Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



Attestation

Submit Cancel

Biomethane Attestation

I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the common carrier pipeline report submitted using the RPS Online System, and hereby attests to the following:

1. I am an authorized officer or agent of ABC Organization, the electrical generation facility owner identified in the common carrier pipeline report submitted using the RPS Online System, including generation and fuel use data and any supporting documents and information, and have authority to submit the common carrier pipeline report, including generation and fuel use data and any supporting documents and information, on behalf of ABC Organization.
2. I have read and understand the verification requirements in the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and RPS Online System, including the duty to provide additional information for RPS verification purposes if requested by the Energy Commission.
3. I acknowledge that the common carrier pipeline report, including generation and fuel use data and any supporting documents and information, will be used to verify the quantities of biomethane used and generated by ABC Organization and the delivery path(s) used to deliver the biomethane to ABC Organization for purposes of California's RPS.
4. I have reviewed the common carrier pipeline report, including generation and fuel use data and any supporting documents and information submitted and to the best of my knowledge none of the electricity generated by Organization] identified therein, nor any of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. ABC Organization is the final and sole owner of all biomethane fuel identified in the common carrier pipeline report, including generation and fuel use data and any supporting documents and information submitted.
6. The biomethane fuel identified in the common carrier pipeline report, including generation and fuel use data and any supporting documents and information submitted, and its delivery to ABC Organization satisfies all requirements under California's RPS, including but not limited to those set forth in the Guidelines.
7. I acknowledge that the Energy Commission will not begin to review the eligibility of generation from a facility that is required to submit information on the annual operations of the facility until after the applicant has submitted all necessary information.
8. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of the generation of the facility may be counted for California's RPS.
9. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the common carrier pipeline report, generation and fuel use data, and any supporting documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

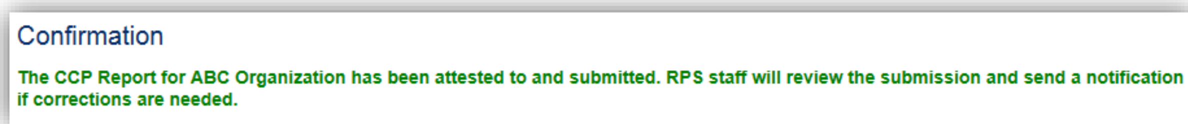
Authorized Individual

Jane Doe

AGREE

Previous

33. User will receive a confirmation that the CCP report has been submitted



Confirmation

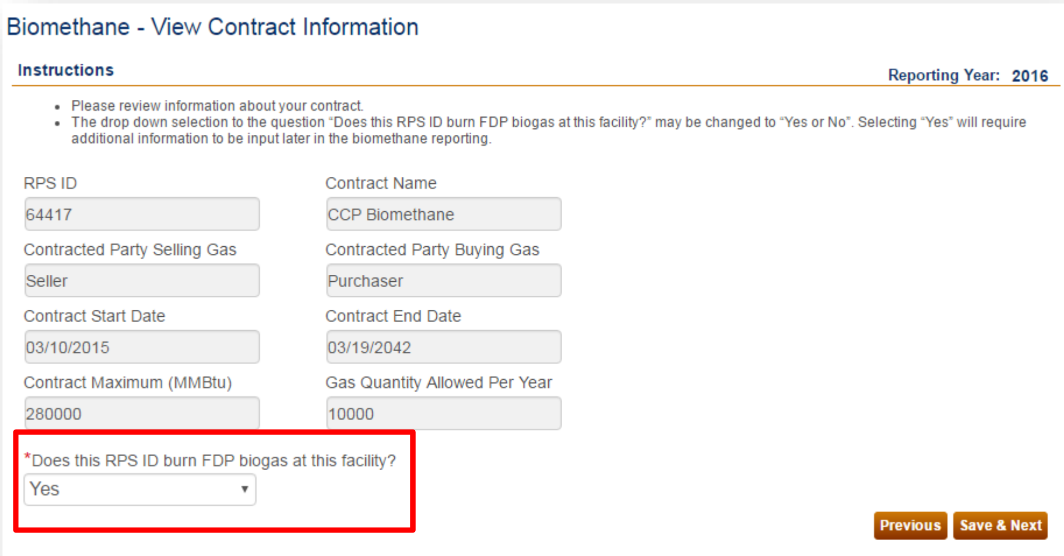
The CCP Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.3 Functionally Dedicated Pipeline (FDP) Report

The FDP Report must be completed by RPS-certified facilities using functionally dedicated pipeline biomethane during the calendar year. The FDP Report is a continuation of the CCP Report. See section 7.2 for instructions for using the CCP Report. If the RPS-certified facility uses onsite or dedicated pipeline biomethane please refer to section: 7.1 Facility Generation Data.

7.3.1 Enter FDP biomethane data

1. The FDP Report screens are available to those who select “yes” in the “Does this RPS ID burn FDP biogas at this facility?” on the Biomethane – View Contract Information screen of the CCP Report.



Biomethane - View Contract Information

Instructions Reporting Year: 2016

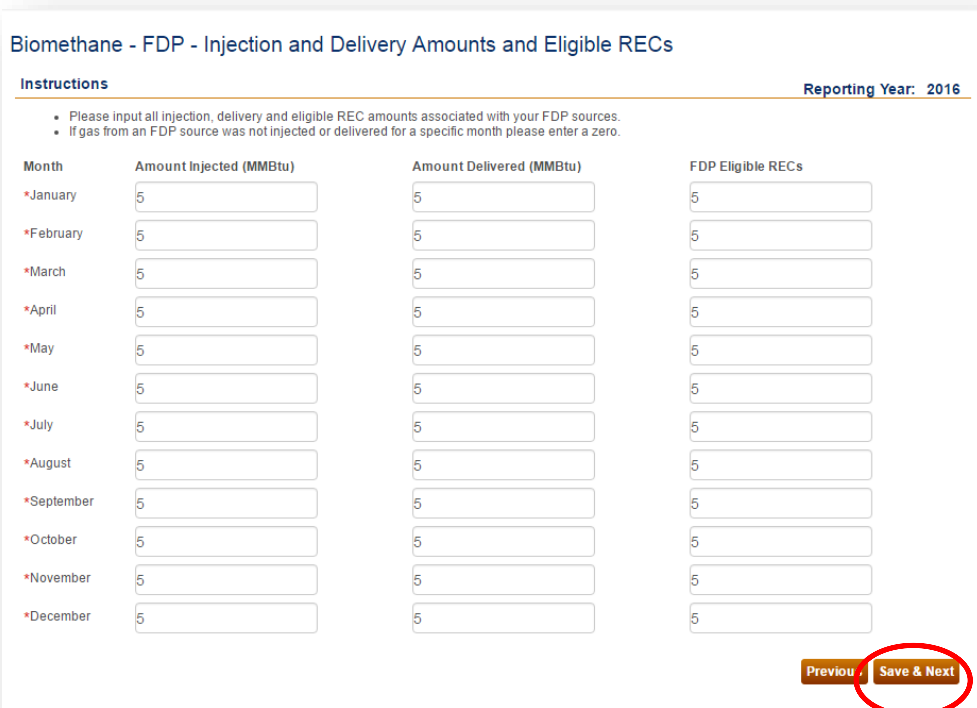
- Please review information about your contract.
- The drop down selection to the question “Does this RPS ID burn FDP biogas at this facility?” may be changed to “Yes or No”. Selecting “Yes” will require additional information to be input later in the biomethane reporting.

RPS ID: 64417
Contract Name: CCP Biomethane
Contracted Party Selling Gas: Seller
Contracted Party Buying Gas: Purchaser
Contract Start Date: 03/10/2015
Contract End Date: 03/19/2042
Contract Maximum (MMBtu): 280000
Gas Quantity Allowed Per Year: 10000

*Does this RPS ID burn FDP biogas at this facility?
Yes

Previous | Save & Next

2. After selecting “Save & Next” on the Biomethane – Flow Minimums and Pipeline Invoice Amount screen, the Biomethane – FDP – Injection and Delivery Amounts and Eligible RECs screen will populate. Enter the Amount Injected and Amount Delivered in MMBtus and the Eligible RECs generated from this gas. Then select “Save & Next.”



Biomethane - FDP - Injection and Delivery Amounts and Eligible RECs

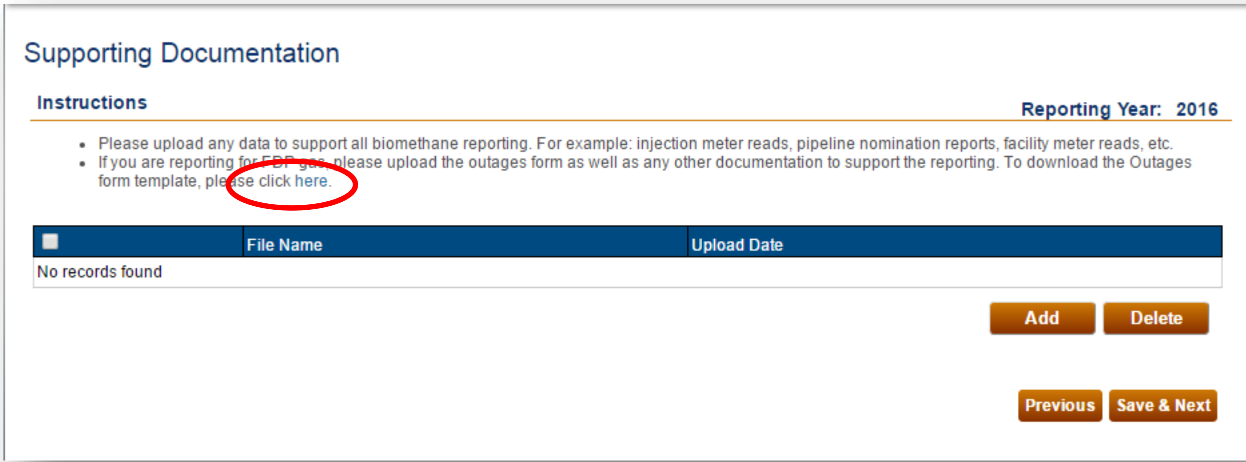
Instructions Reporting Year: 2016

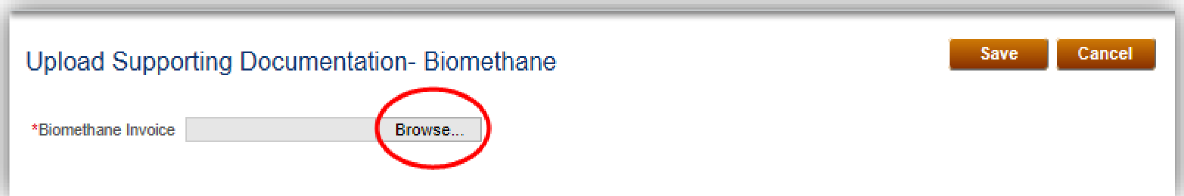
- Please input all injection, delivery and eligible REC amounts associated with your FDP sources.
- If gas from an FDP source was not injected or delivered for a specific month please enter a zero.

Month	Amount Injected (MMBtu)	Amount Delivered (MMBtu)	FDP Eligible RECs
*January	5	5	5
*February	5	5	5
*March	5	5	5
*April	5	5	5
*May	5	5	5
*June	5	5	5
*July	5	5	5
*August	5	5	5
*September	5	5	5
*October	5	5	5
*November	5	5	5
*December	5	5	5

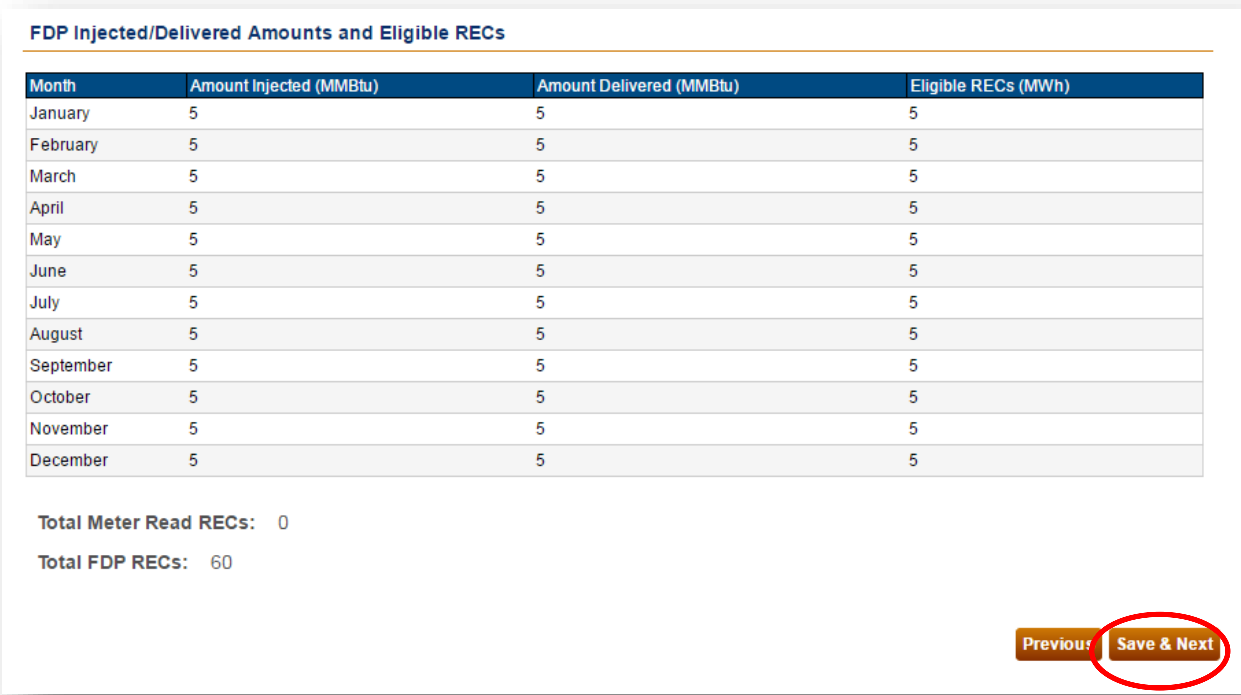
Previou | Save & Next

3. The FDP Report requires submission of facility outages. Please download the excel sheet from the Supporting Documentation screen and upload the excel as supporting documentation.





4. The Annual Report – Biomethane Summary shows the FDP injected/delivered amounts and eligible RECs by month and a total for the facility. Select “Save & Next” to attest to the FDP report.



FDP Injected/Delivered Amounts and Eligible RECs

Month	Amount Injected (MMBtu)	Amount Delivered (MMBtu)	Eligible RECs (MWh)
January	5	5	5
February	5	5	5
March	5	5	5
April	5	5	5
May	5	5	5
June	5	5	5
July	5	5	5
August	5	5	5
September	5	5	5
October	5	5	5
November	5	5	5
December	5	5	5

Total Meter Read RECs: 0

Total FDP RECs: 60

Previous Save & Next

7.4 WREGIS Data

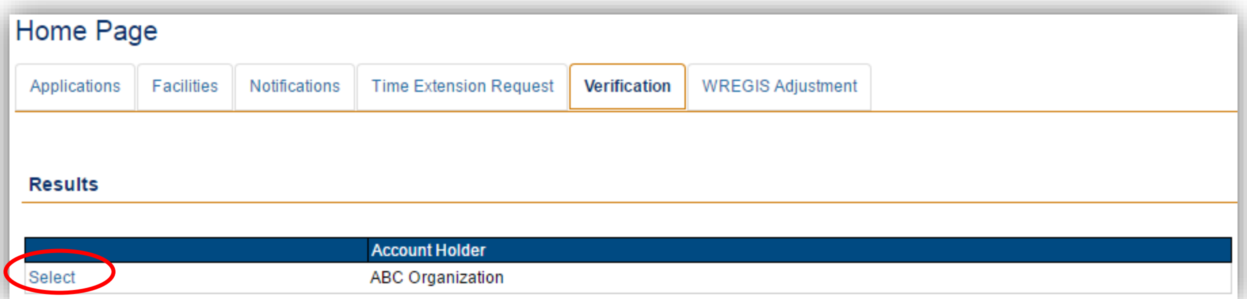
Load Serving Entities (LSEs) are required to use the WREGIS State/Provincial/Compliance Report to report REC claims to the Energy Commission, except in limited instances as described in the RPS Eligibility Guidebook. The WREGIS Report must be completed within WREGIS and be submitted to the Energy Commission through WREGIS. The WREGIS Report must be emailed by WREGIS to RPSTrack@energy.ca.gov. Information on the report can be found online at www.wregis.org, and informational slides can be found online at www.wecc.biz/WREGIS/Pages/Training.aspx.
LSEs that submit a WREGIS Report must attest to the information submitted.

7.4.1 WREGIS Attestation

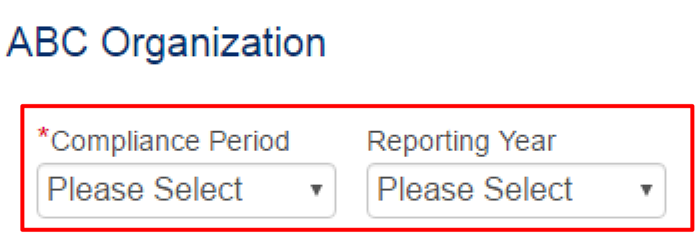
Once the WREGIS State/Provincial/Compliance Report is uploaded successfully to the RPS System, the LSE will receive an Attestation Notification. The LSE will then need to visit the RPS System and attest to the uploaded WREGIS report.

1. Click on the Verification tab in order to view the Verification Home Page.

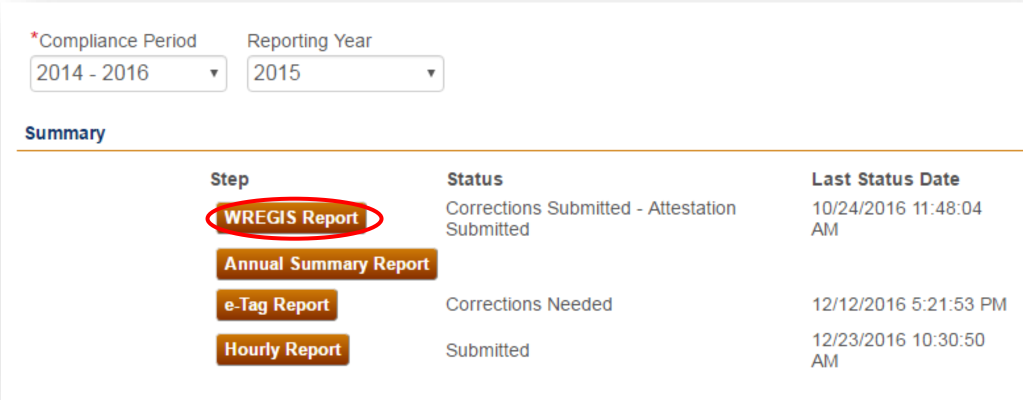
2. Click on the "Select" link for your account.



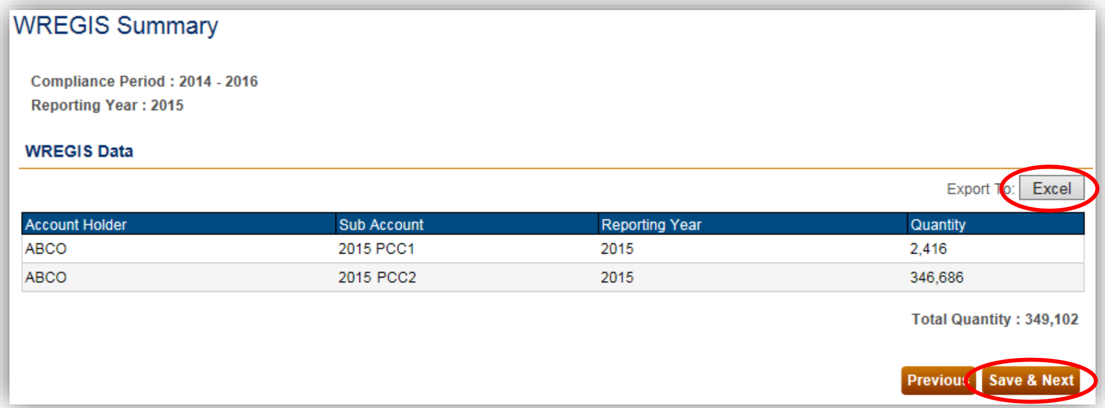
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



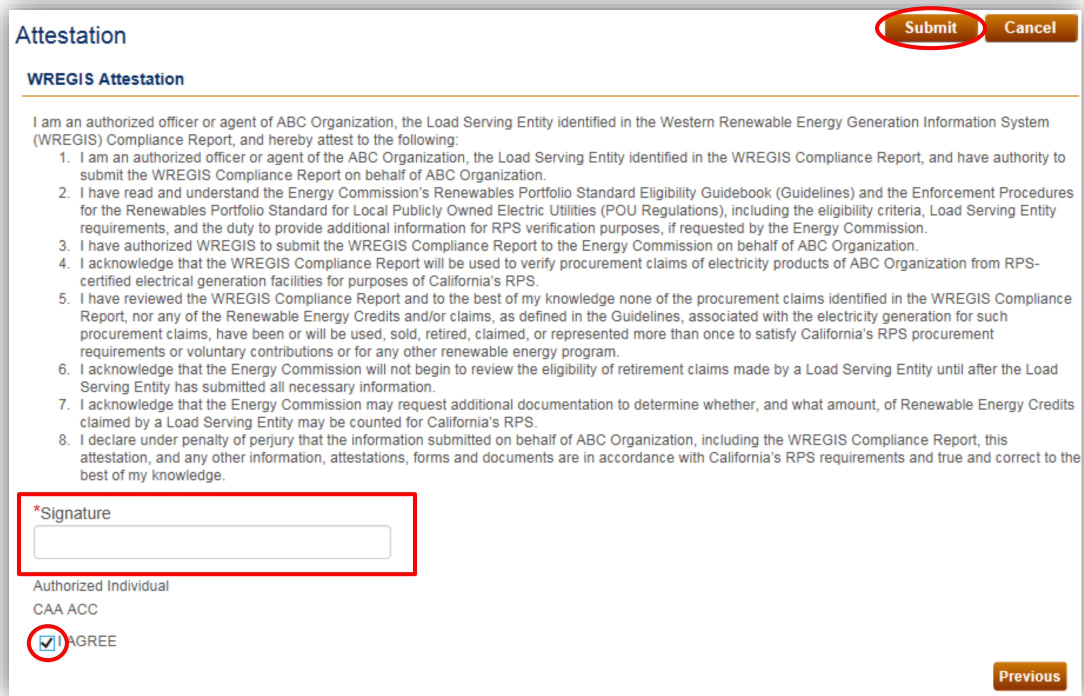
4. Click the “WREGIS Report” button to review the uploaded WREGIS data.



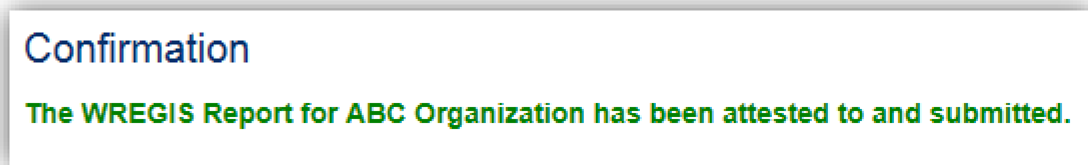
5. View a summary of the WREGIS Report within the table. User may also choose to export this data to Microsoft Excel by clicking on the ‘Excel’ button. Once the data is reviewed, click the “Save & Next” button.



6. After reviewing the WREGIS data, Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the “Signature” box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



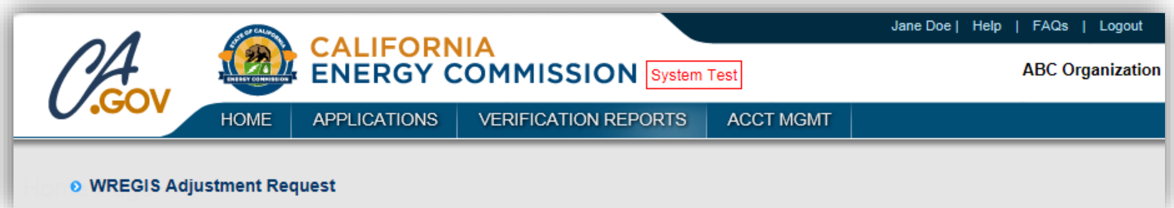
7. User will receive a confirmation message for completing the WREGIS Attestation.



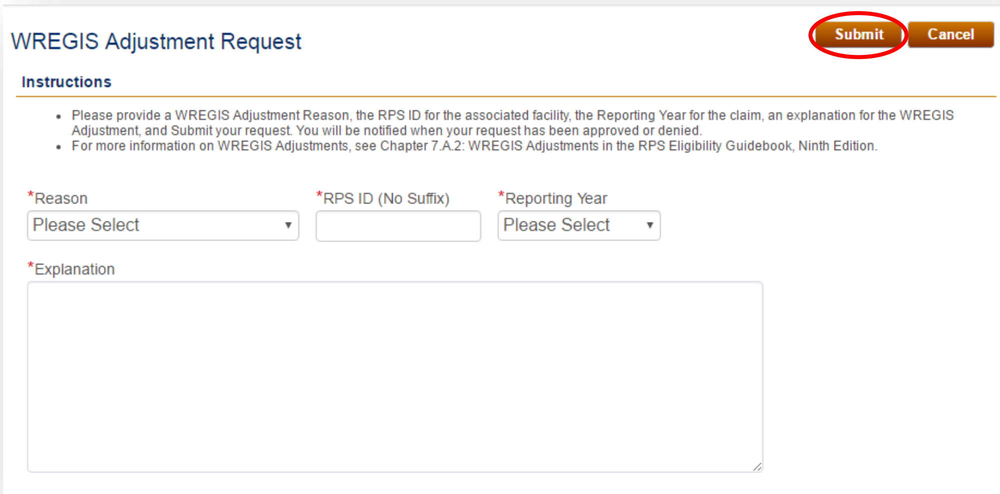
7.4.2 WREGIS Adjustment Request Submittal

If an LSE wishes to submit an adjustment to their WREGIS data, they must submit a request to the RPS Verification staff. The following steps outline how to submit a WREGIS Adjustment Request.

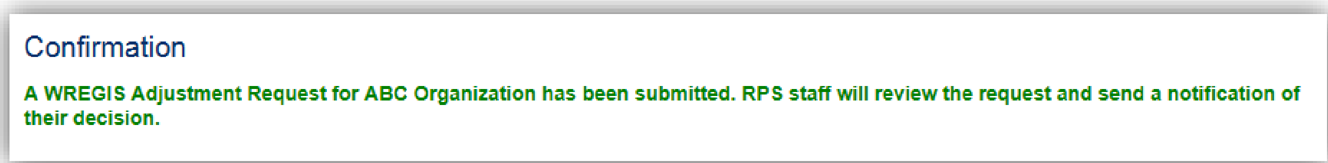
1. Hover the mouse cursor on the Verification Reports menu, and select the “WREGIS Adjustment Request” option.



2. Select a “Reason” and “Reporting Year” for your WREGIS adjustment from the drop-down menus and enter a “RPS ID” and “Explanation.” Click the “Submit” button in the upper right corner to proceed.



3. User will receive a confirmation message for submitting the WREGIS Adjustment Request.



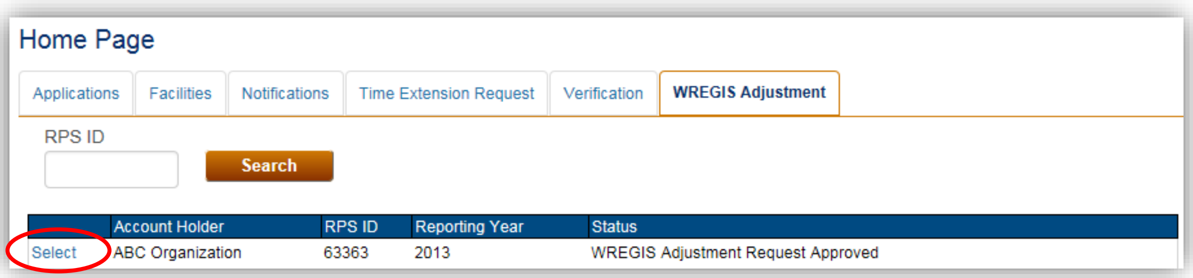
7.4.3 WREGIS Adjustment Claim Submission

Once the WREGIS Adjustment request has been approved, the LSE is able to submit the WREGIS adjustment claim(s). The following provides guidance on how to submit the WREGIS adjustment claim(s).

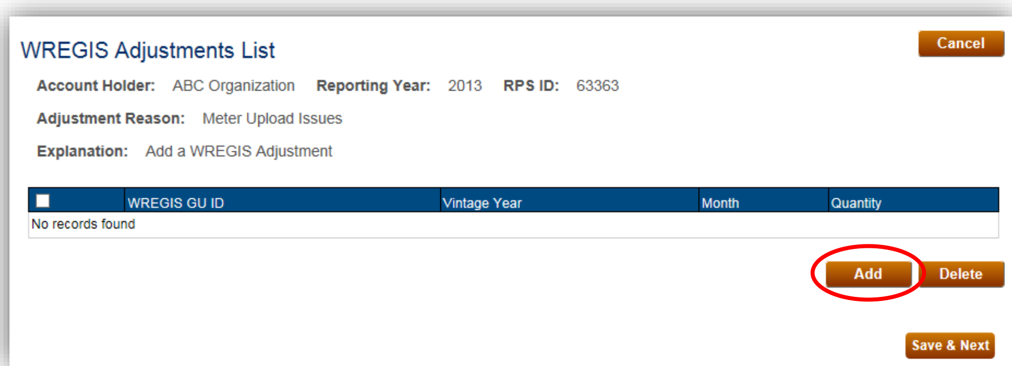
1. Click on the WREGIS Adjustment tab.

2. Click on the "select" link of the WREGIS adjustment claim entry you wish to view.

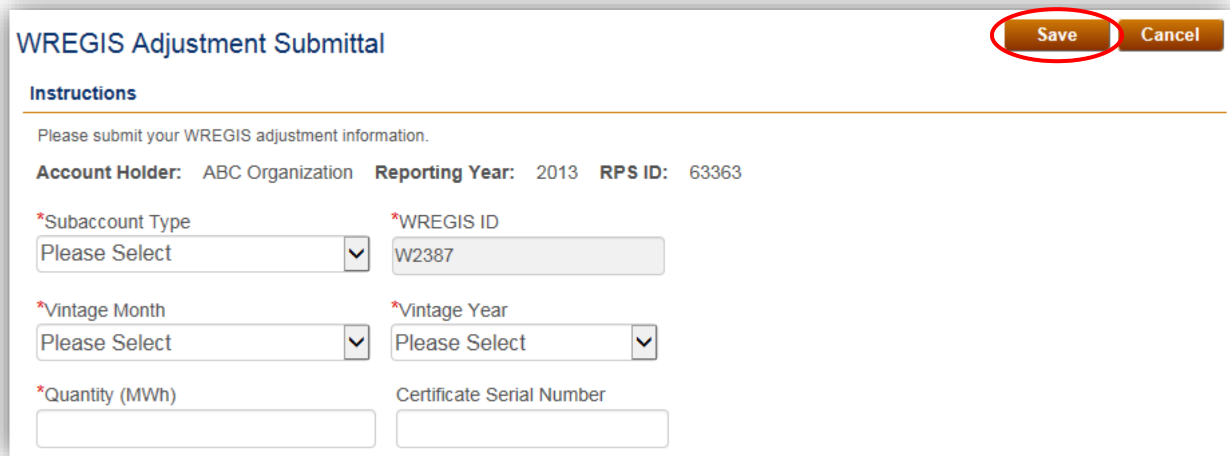
   Note: If the WREGIS Adjustment has been disapproved, then user will not be allowed to click the "Select" link.



3. Click on the "Add" Button to add a WREGIS Adjustment claim.



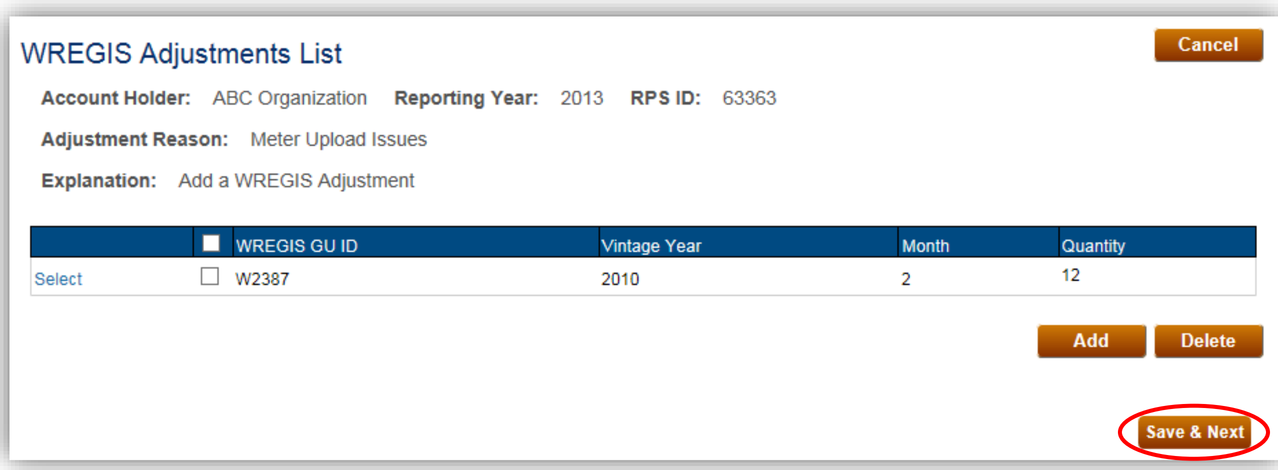
4. Populate the required fields for the WREGIS Adjustment claim. Click the “Save” button in the upper right corner to save the populated WREGIS Adjustment.



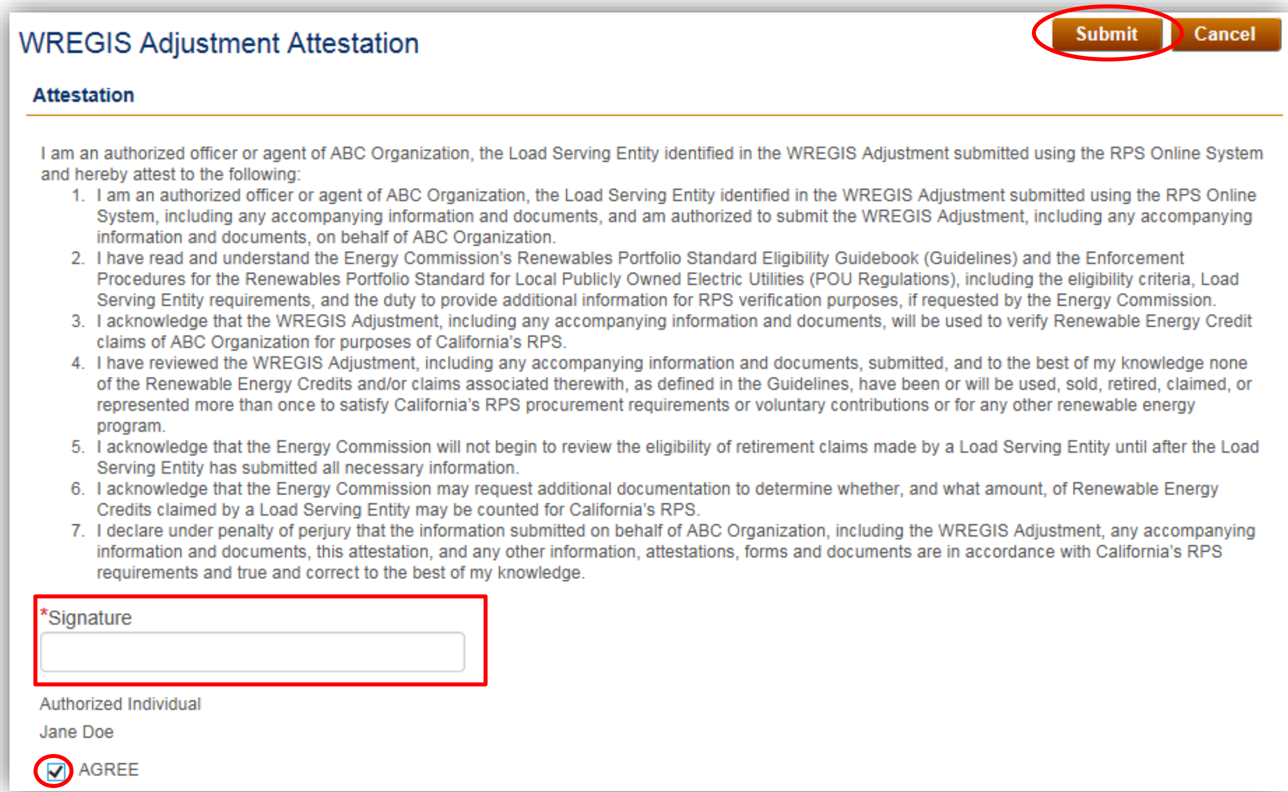
5. User will receive a confirmation message that the record was saved. Click the “Go Back” button to return to the WREGIS Adjustment List page.

   Note: To enter additional adjustments, repeat steps 3

6. Once all entries are added, click the “Save and Next” button to continue.



7. Users with the "Verification Attestant" role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the "Signature" box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



WREGIS Adjustment Attestation

Submit Cancel

Attestation

I am an authorized officer or agent of ABC Organization, the Load Serving Entity identified in the WREGIS Adjustment submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the Load Serving Entity identified in the WREGIS Adjustment submitted using the RPS Online System, including any accompanying information and documents, and am authorized to submit the WREGIS Adjustment, including any accompanying information and documents, on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, Load Serving Entity requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the WREGIS Adjustment, including any accompanying information and documents, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the WREGIS Adjustment, including any accompanying information and documents, submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I acknowledge that the Energy Commission will not begin to review the eligibility of retirement claims made by a Load Serving Entity until after the Load Serving Entity has submitted all necessary information.
6. I acknowledge that the Energy Commission may request additional documentation to determine whether, and what amount, of Renewable Energy Credits claimed by a Load Serving Entity may be counted for California's RPS.
7. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the WREGIS Adjustment, any accompanying information and documents, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

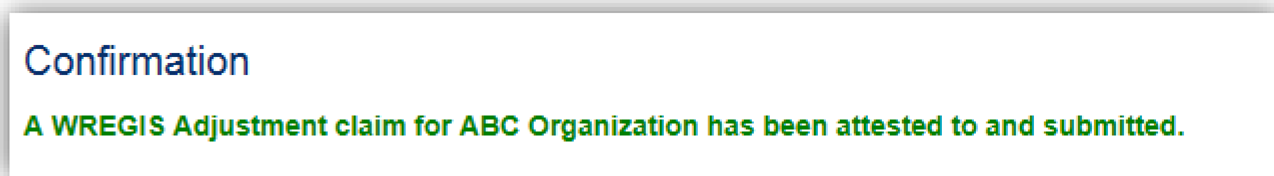
*Signature

Authorized Individual

Jane Doe

AGREE

8. User will receive a confirmation message stating that the WREGIS Adjustment has been submitted.



7.5 Local Publicly Owned Electric Utility (POU) Annual Reports

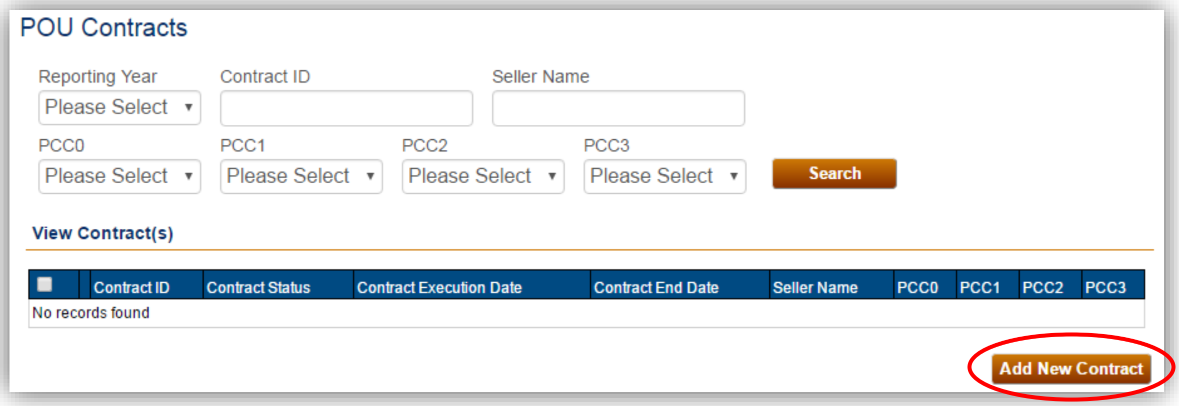
POUs are required to submit an annual RPS report each year to report information from the previous calendar year. In addition to the information provided in the Annual Report, POUs must submit their procurement contracts or ownership agreements.

7.5.1 Add Contracts

The following demonstrates how a POU can report a new contract.

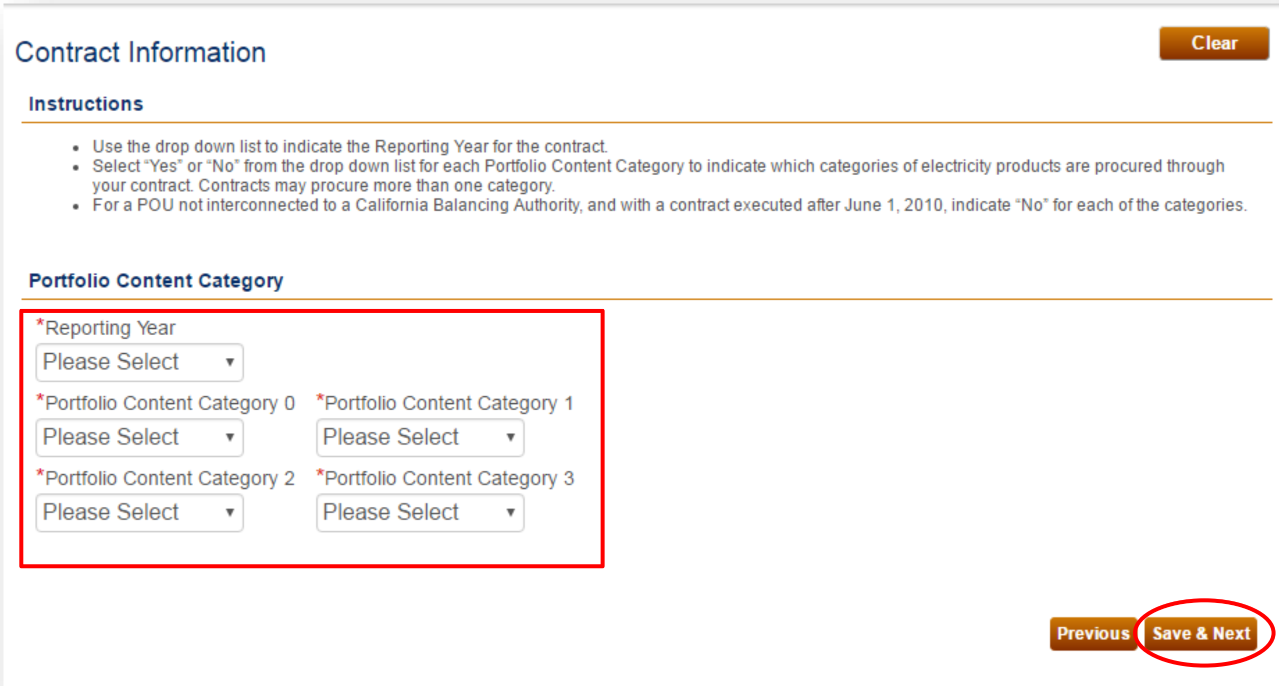
1. Hover the mouse cursor on the Verification Reports menu and select "POU Contracts" from the list.

2. Click on the "Add New Contract" button.



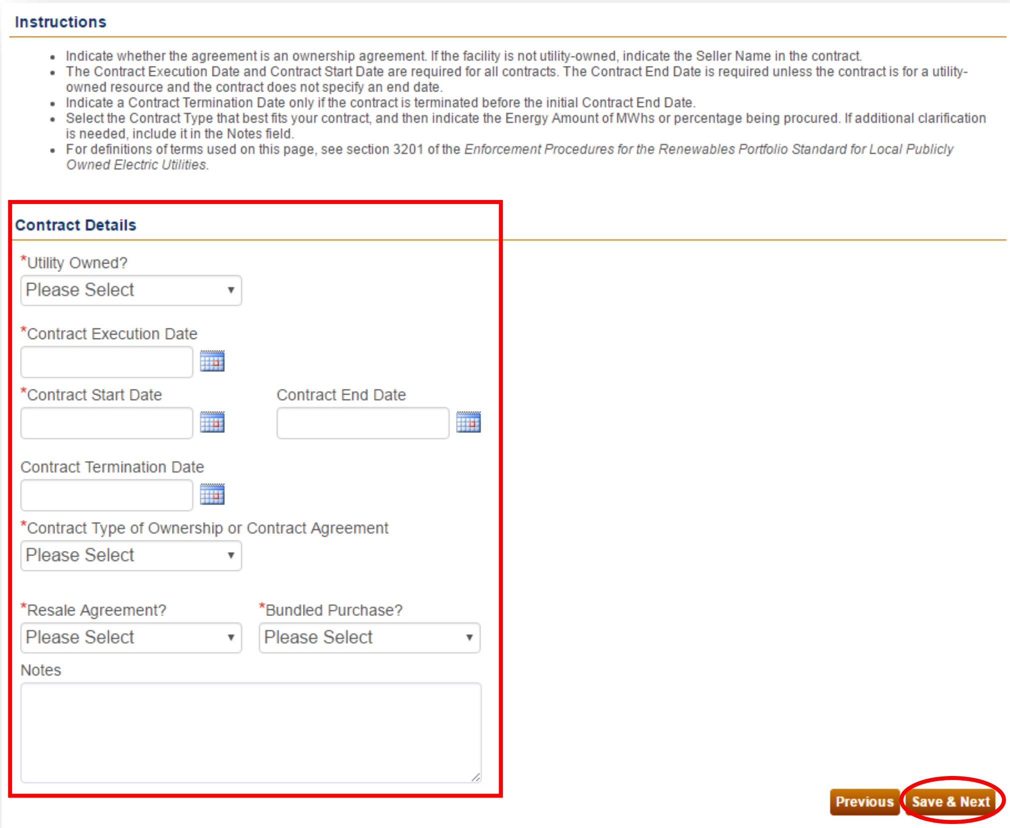
3. Select the “Reporting Year” and “Portfolio Content Category” fields. Click the “Save & Next” button to continue to the next page.

Note: Additional fields will populate and be required based on the selections you make within the displayed fields.

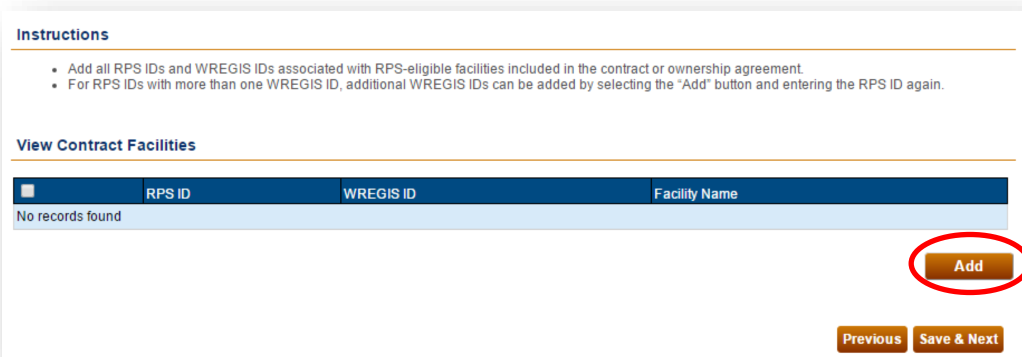


4. Populate all contract details. Click the “Save & Next” button to continue to the next page.

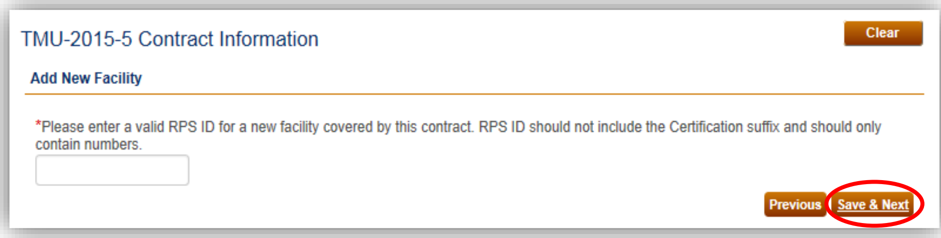
Note: Additional fields will populate and be required based on the selections you make within the displayed fields.



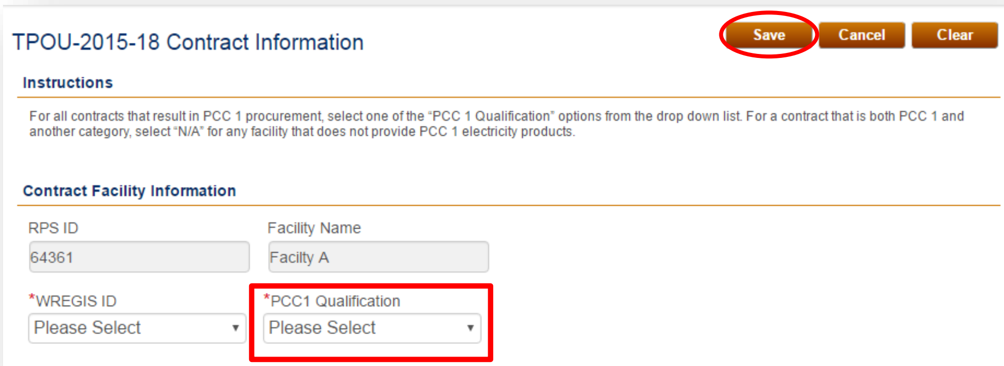
5. Click the “Add” button to add contracted facilities.



6. Enter the RPS ID for a facility covered by the contract, and then click the "Save & Next" button to proceed to the next page.

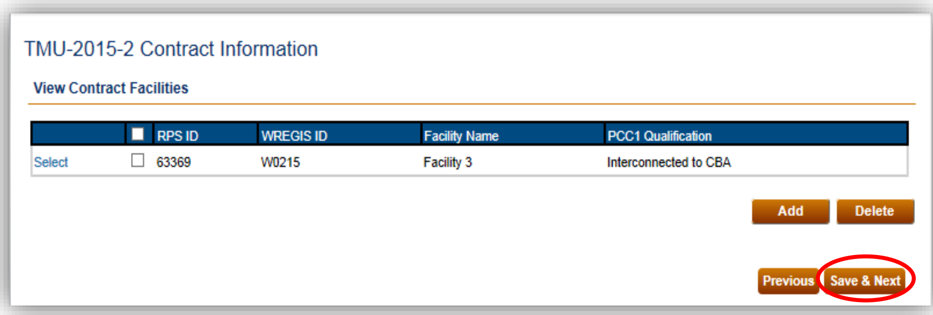


7. If PCC1 was selected as "Yes" in step 3, the PCC1 Qualification field will appear and a response is required. This field will not appear for the other PCCs. Click the "Save" button to save this entry.

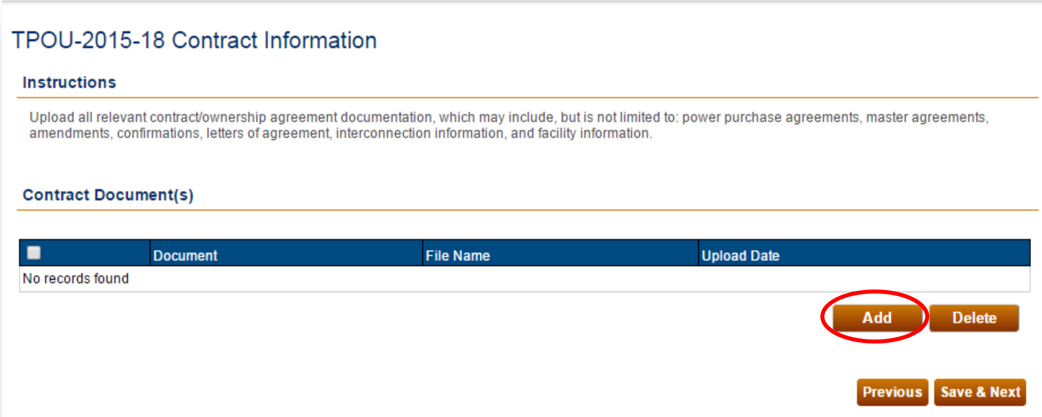


8. User will receive a confirmation message stating the record was saved successfully. Click the "Go Back" button to navigate back to the list of contracted facilities.

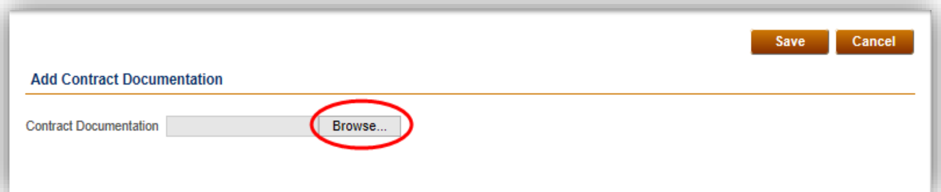
9. Saved facility information is displayed in the Contract Facilities page. To add additional facilities for this contract, repeat steps 5-8. Once all facilities have been entered, click the "Save & Next" button to proceed to the next page.



10. Click the “Add” button to upload documents associated with the contract.

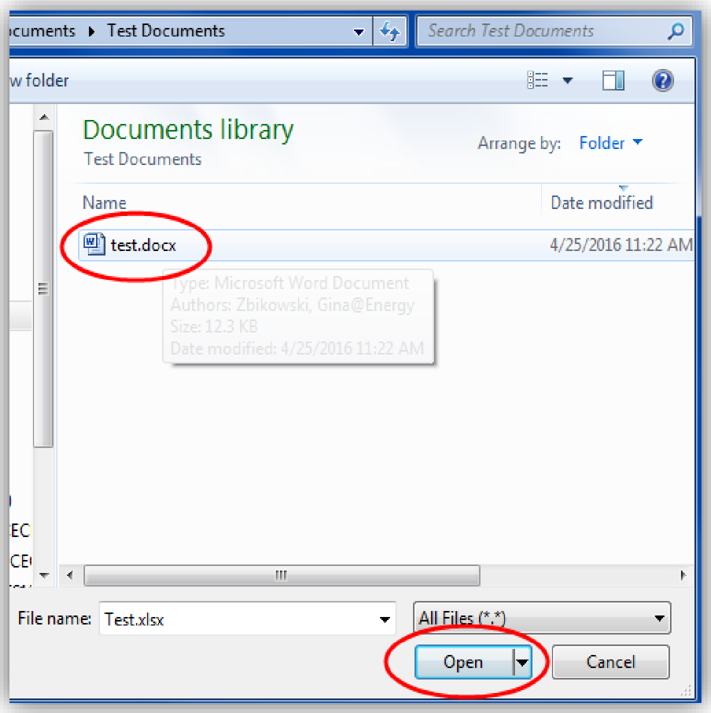


11. Click the “Browse…” button to retrieve a file from your computer.

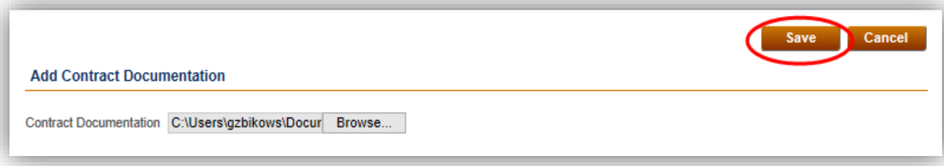


12. Select file from computer and click the “Open” button.

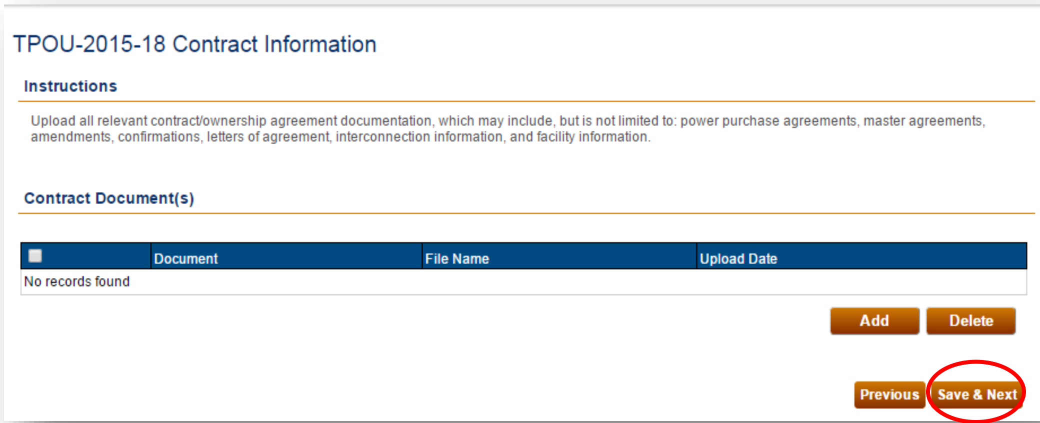
Note: Window will automatically close when the user selects the “Open” option.



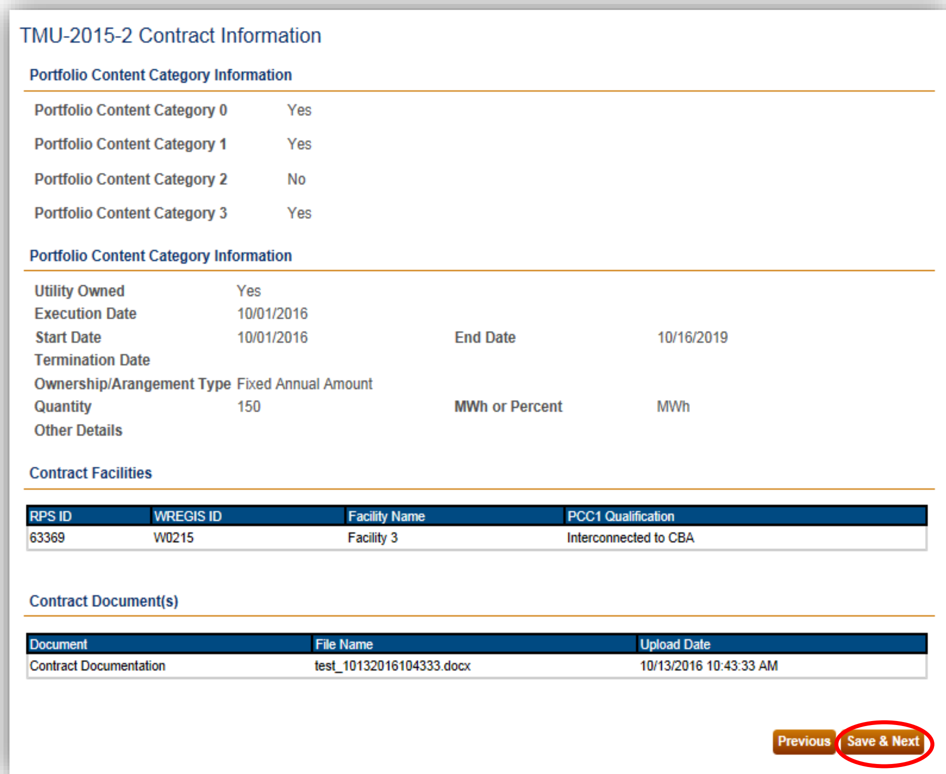
13. Click the “Save” button to upload the selected document.



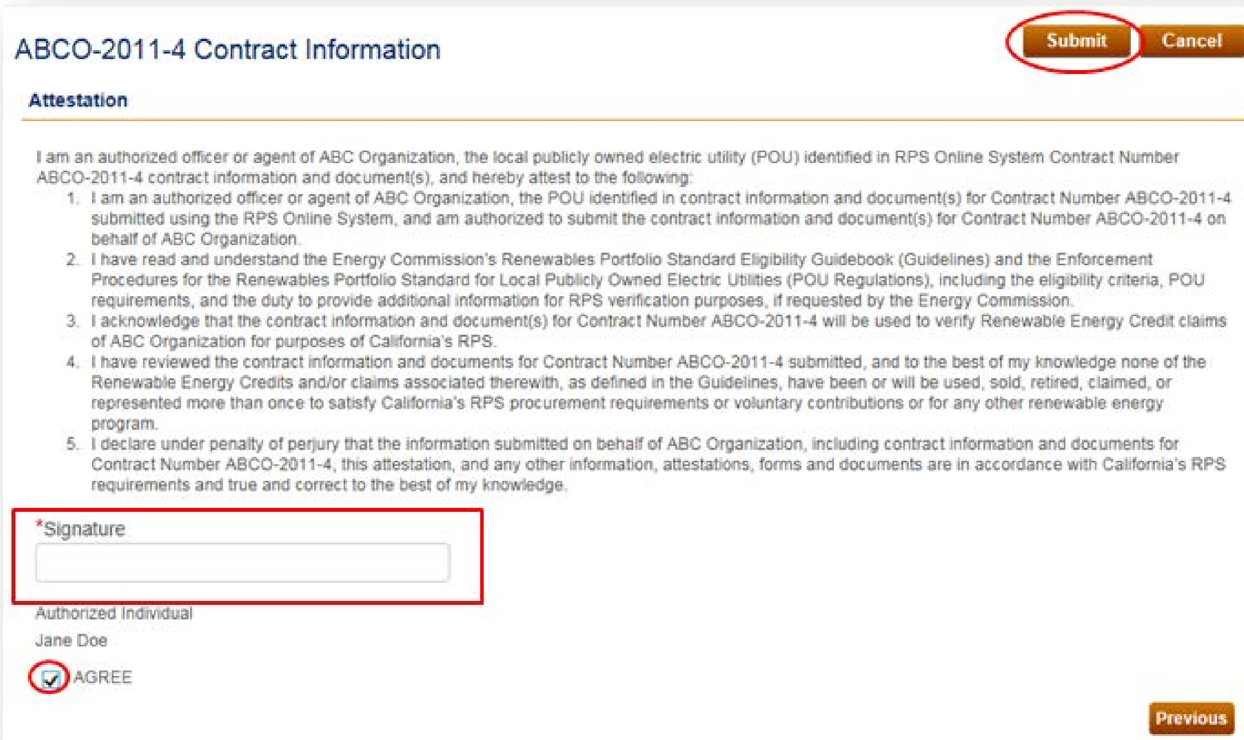
14. View the Contract Document(s) page. To upload additional contract documents, repeat steps 10-13. Once all relevant contract documents are uploaded, click the “Save & Next” button to proceed to the next page.



15. Contract summary information is displayed, which includes PCC information, associated facilities, and contract documentation. Review the contract summary, and then click the "Save & Next" button to proceed to the attestation page.



16. Users with the “Verification Attestant” role can proceed to the Attestation page. Read the attestation, sign your name by entering your name in the “Signature” box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



ABCO-2011-4 Contract Information

Submit Cancel

Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in RPS Online System Contract Number ABCO-2011-4 contract information and document(s), and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in contract information and document(s) for Contract Number ABCO-2011-4 submitted using the RPS Online System, and am authorized to submit the contract information and document(s) for Contract Number ABCO-2011-4 on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the contract information and document(s) for Contract Number ABCO-2011-4 will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the contract information and documents for Contract Number ABCO-2011-4 submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including contract information and documents for Contract Number ABCO-2011-4, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

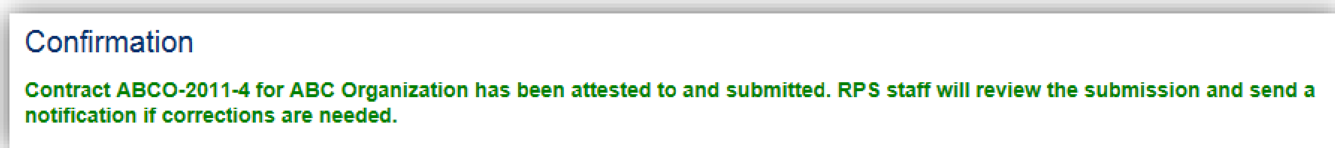
Authorized Individual

Jane Doe

AGREE

Previous

17. User receives a confirmation message after the submission is complete.



Confirmation

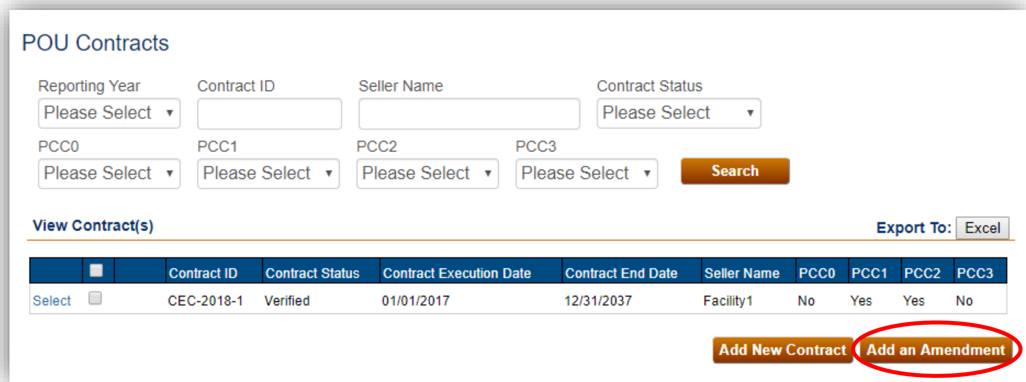
Contract ABCO-2011-4 for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.5.2 Add an Amendment to an Existing Contract

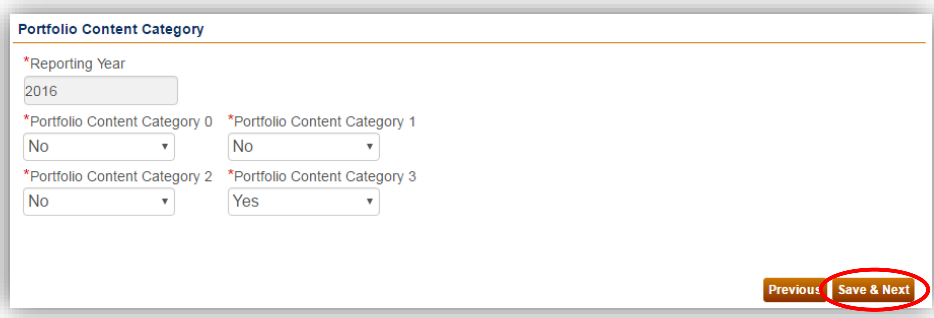
The following demonstrates how a user can add an amendment to an existing contract.

1. Hover the mouse cursor on the Verification Reports menu and select "POU Contracts" from the list.

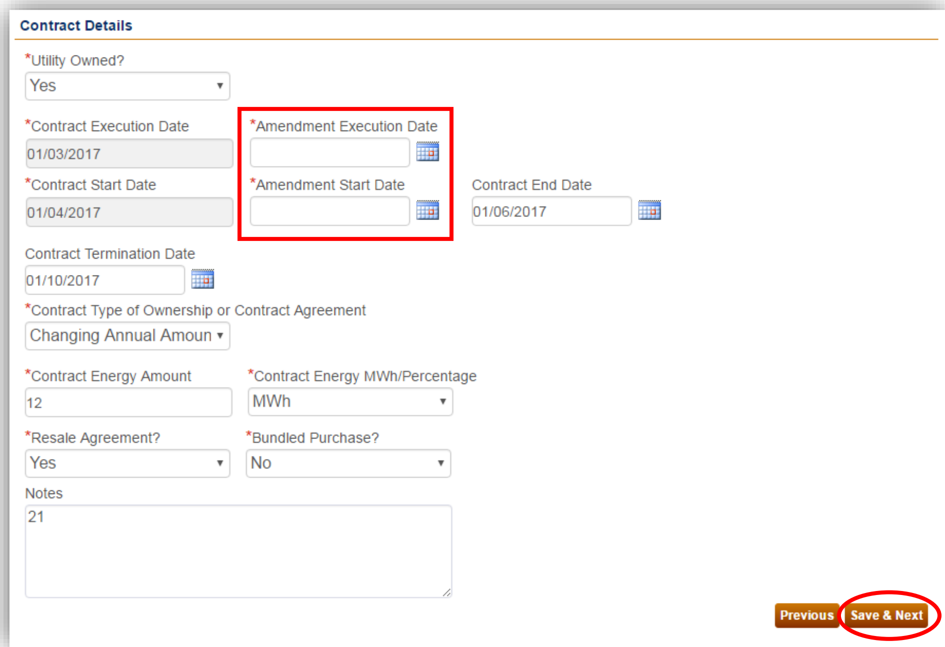
2. To add an amendment, ensure the original contract and any amendments have a "verified" status, then click on the checkbox and select "Add an Amendment" at the bottom of the page.
   Note: An amendment cannot be reported for a contract with a status of "In Progress" or "Submitted."



3. Update the data that was amended and click the "Save & Next" button.



4. Update the data that was amended, populate the required “Amendment Execution Date” and “Amendment Start Date” fields, and click on the ”Save & Next” button.



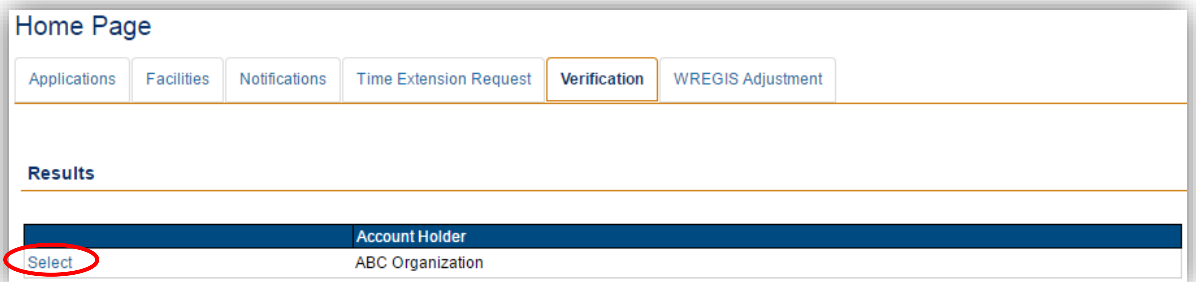
5. Repeat Steps 5 through 17 from Section 7.5.1 (Add Contracts) to amend fields within the existing contract, attest and submit an amendment.

7.5.3 Annual Summary Report

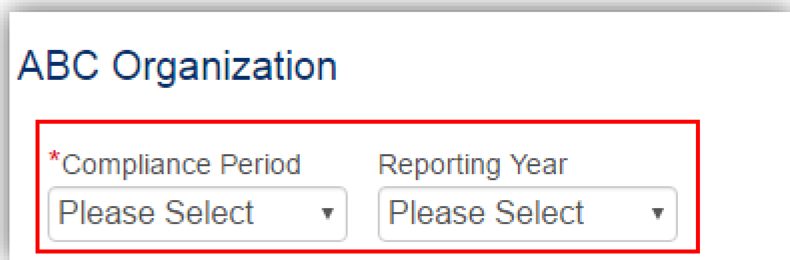
This flow demonstrates how a POU can submit the RPS Annual Report.

1. Click on the Verification tab.

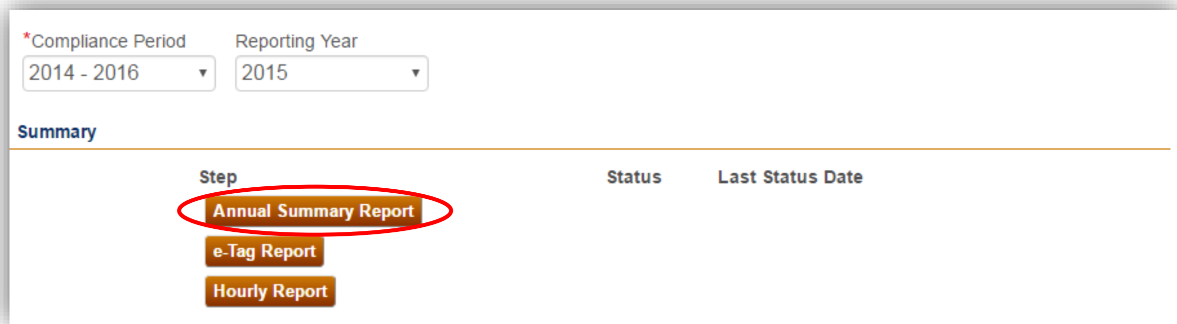
2. Click on the “Select” link for your account.



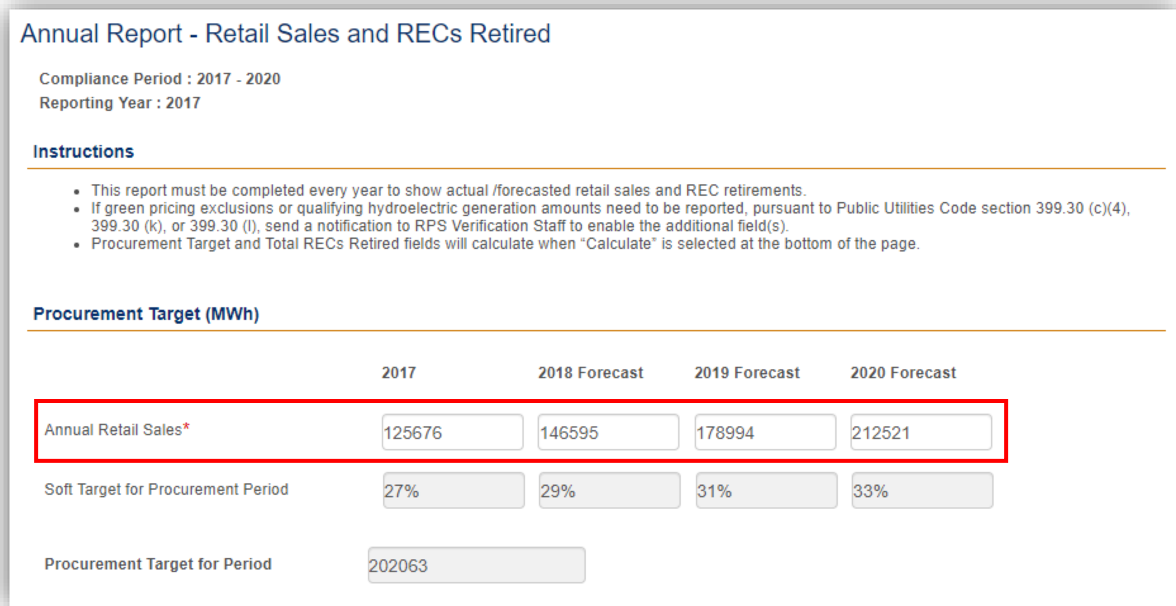
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



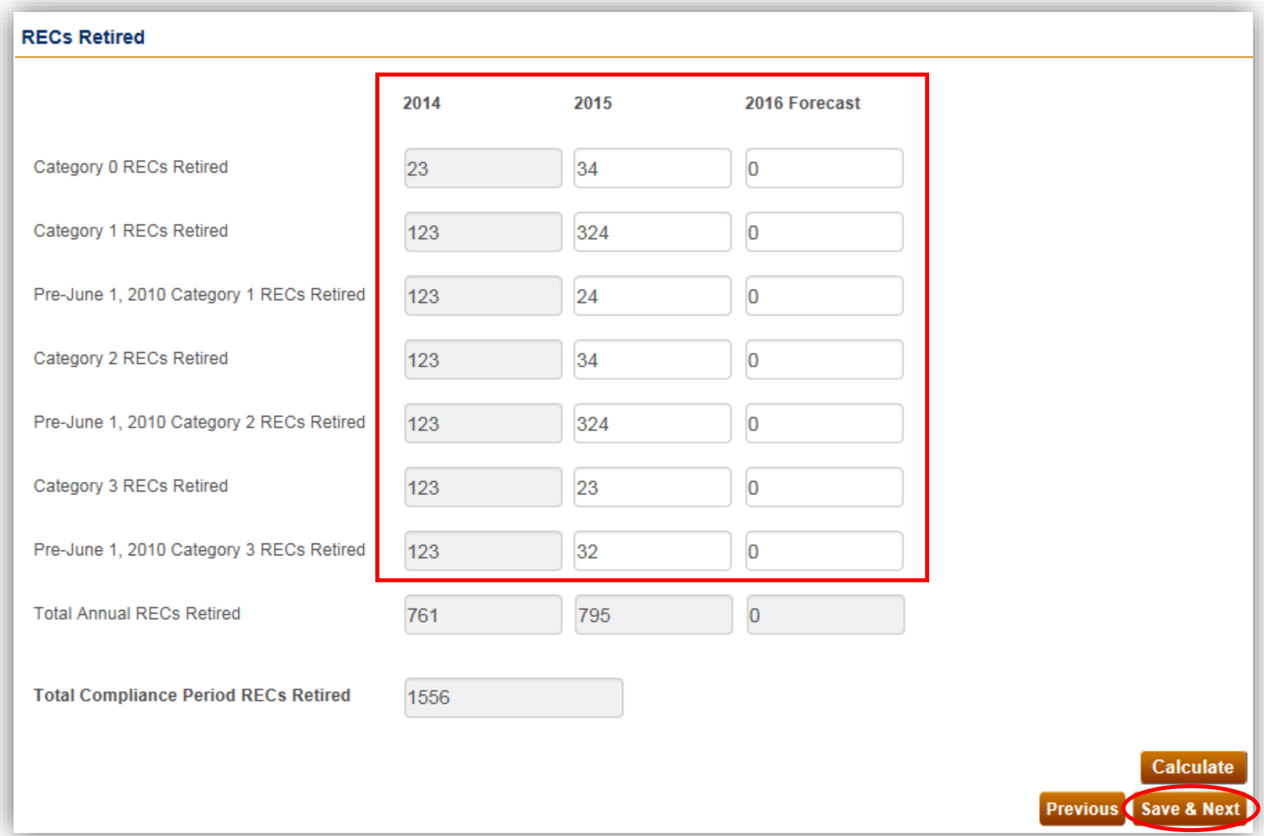
4. Click on the “Annual Summary Report” button.



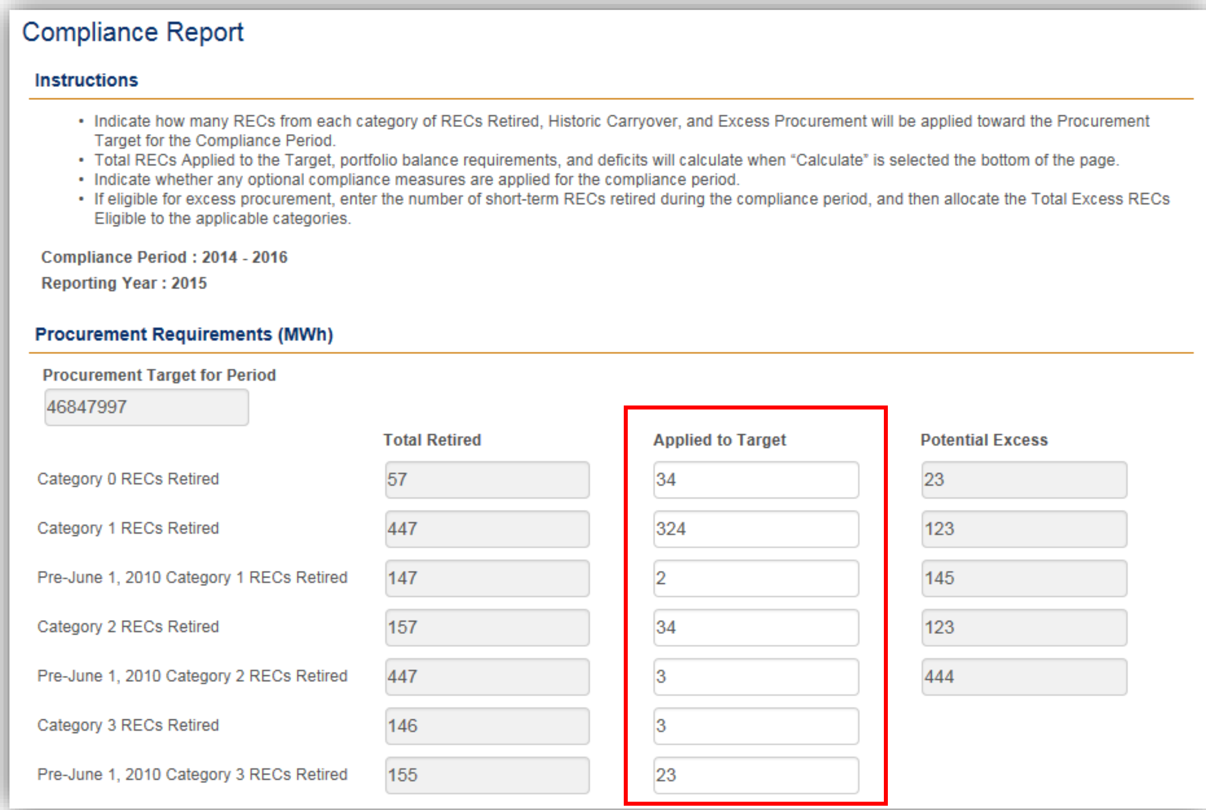
5. Enter values in the fields for the Procurement Target (MWh) section.



6. Enter values for the RECs Retired section and click the “Calculate” button for the system to calculate Total Compliance Period RECs Retired. Click “Save & Next” in the bottom right hand corner of the screen.



7. Enter the applicable “Applied to Target” values for the Procurement Requirements (MWh) section.



Compliance Report

Instructions

- Indicate how many RECs from each category of RECs Retired, Historic Carryover, and Excess Procurement will be applied toward the Procurement Target for the Compliance Period.
- Total RECs Applied to the Target, portfolio balance requirements, and deficits will calculate when “Calculate” is selected the bottom of the page.
- Indicate whether any optional compliance measures are applied for the compliance period.
- If eligible for excess procurement, enter the number of short-term RECs retired during the compliance period, and then allocate the Total Excess RECs Eligible to the applicable categories.

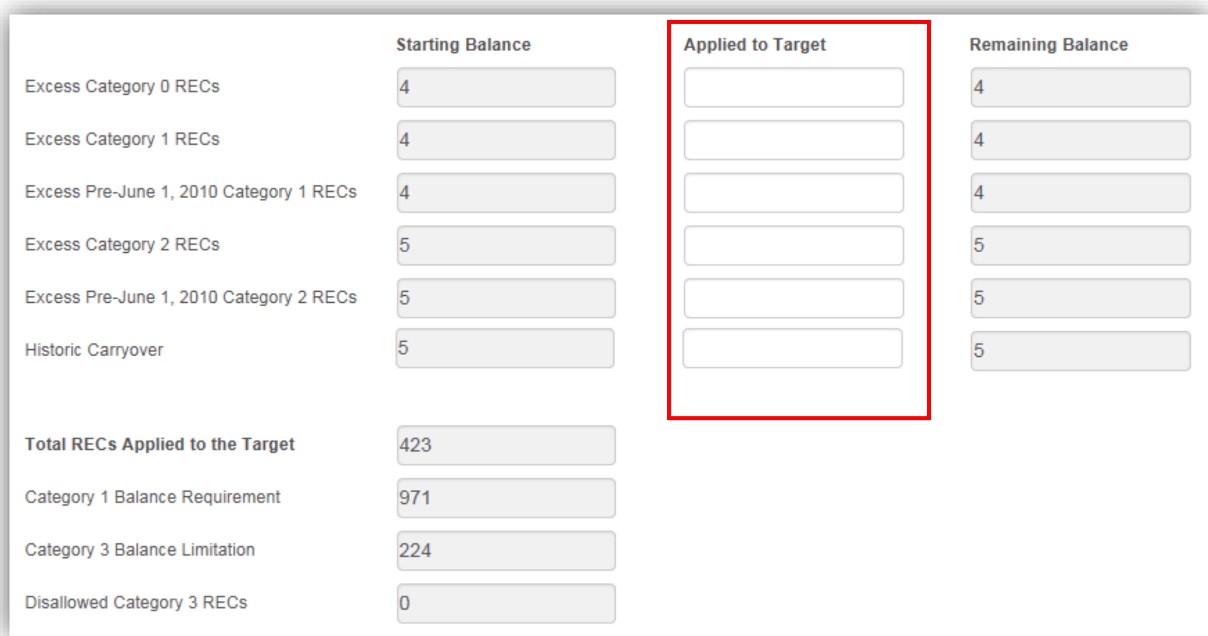
Compliance Period : 2014 - 2016
Reporting Year : 2015

Procurement Requirements (MWh)

Procurement Target for Period
46847997

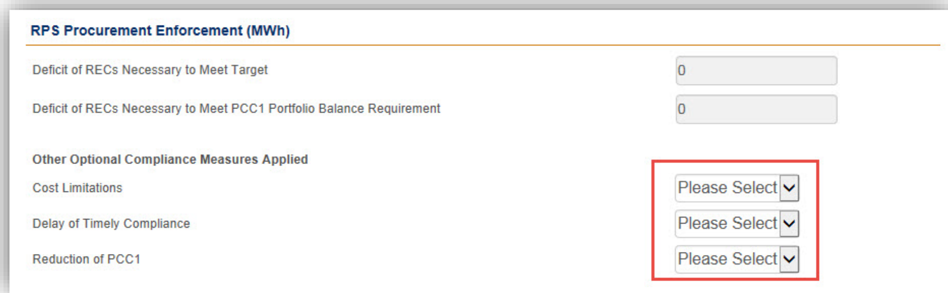
	Total Retired	Applied to Target	Potential Excess
Category 0 RECs Retired	57	34	23
Category 1 RECs Retired	447	324	123
Pre-June 1, 2010 Category 1 RECs Retired	147	2	145
Category 2 RECs Retired	157	34	123
Pre-June 1, 2010 Category 2 RECs Retired	447	3	444
Category 3 RECs Retired	146	3	
Pre-June 1, 2010 Category 3 RECs Retired	155	23	

8. Add the Applied to Target values for the remainder of the Procurement Requirements (MWh) section, if applicable.

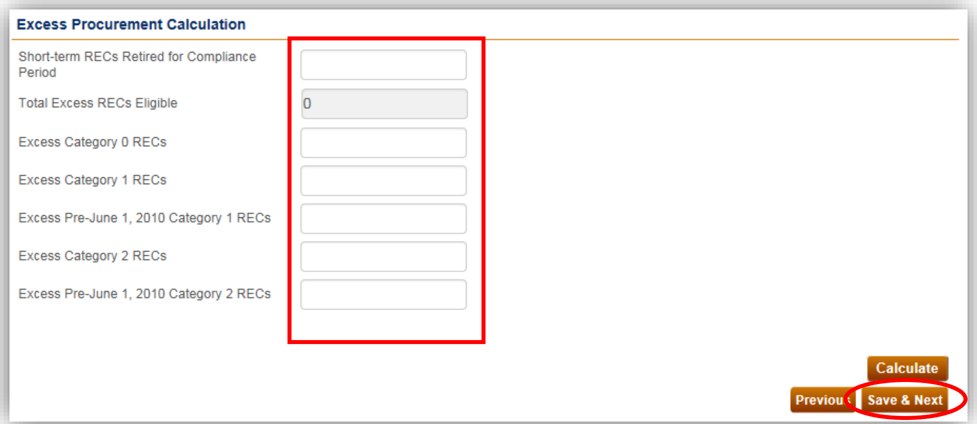


	Starting Balance	Applied to Target	Remaining Balance
Excess Category 0 RECs	4		4
Excess Category 1 RECs	4		4
Excess Pre-June 1, 2010 Category 1 RECs	4		4
Excess Category 2 RECs	5		5
Excess Pre-June 1, 2010 Category 2 RECs	5		5
Historic Carryover	5		5
Total RECs Applied to the Target	423		
Category 1 Balance Requirement	971		
Category 3 Balance Limitation	224		
Disallowed Category 3 RECs	0		

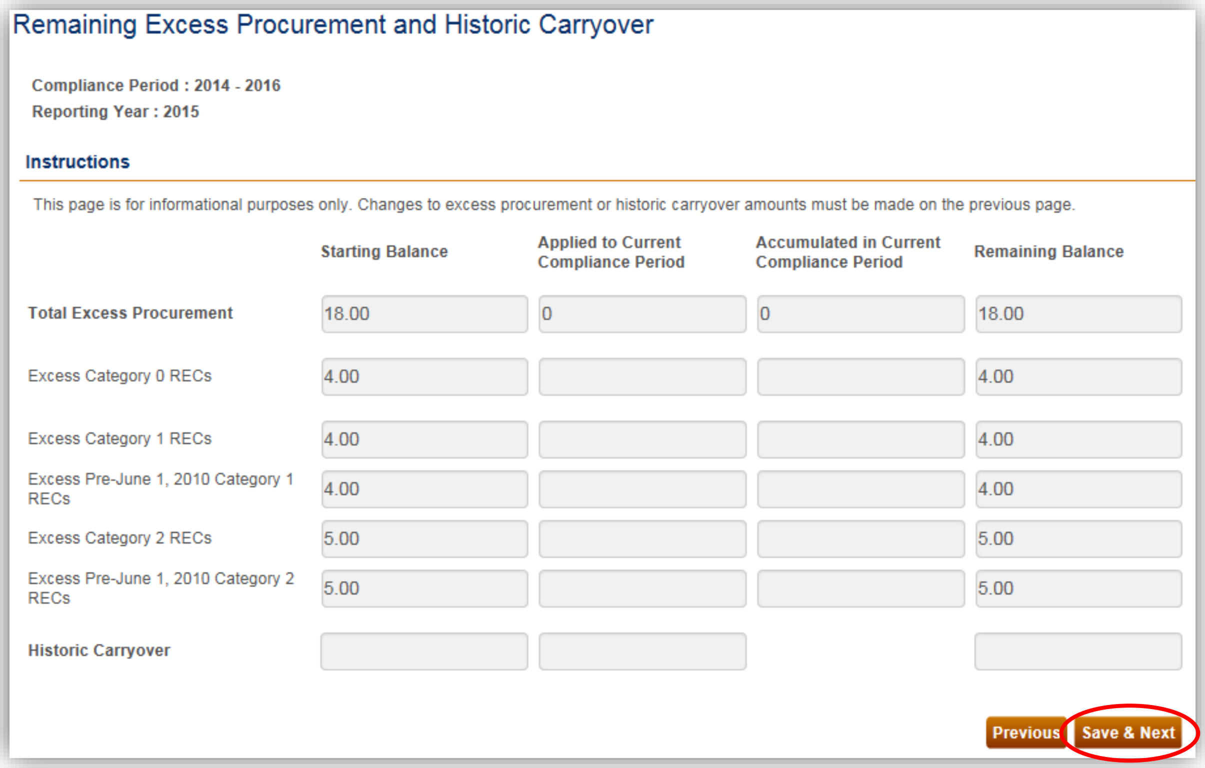
9. Select values from the drop-down menus for the RPS Procurement Enforcement (MWh) section.



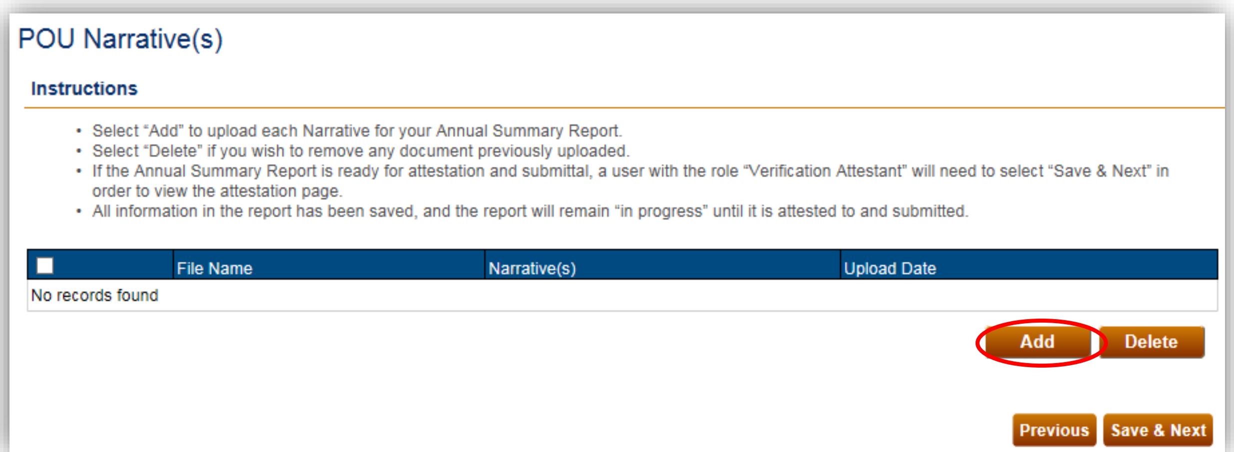
10. Add values for Excess Procurement Calculation (if applicable). Click “Save & Next” in the bottom right hand corner of the screen.



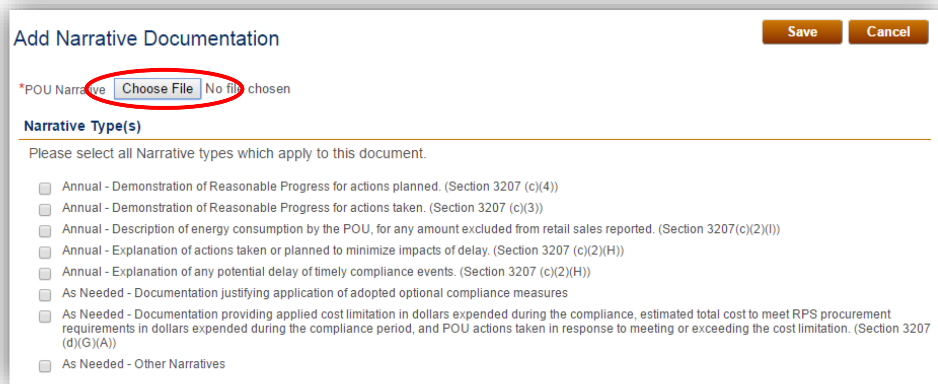
11. Review the auto-populated data on the “Remaining Excess Procurement and Historic Carryover” page, and then click the “Save & Next” button in the bottom right hand corner of the screen.



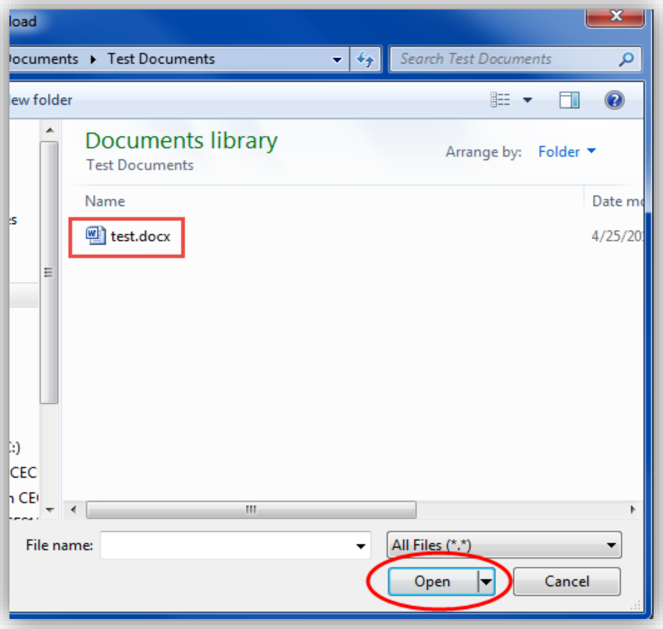
12. Click on the ‘Add’ button to add a POU Narrative.



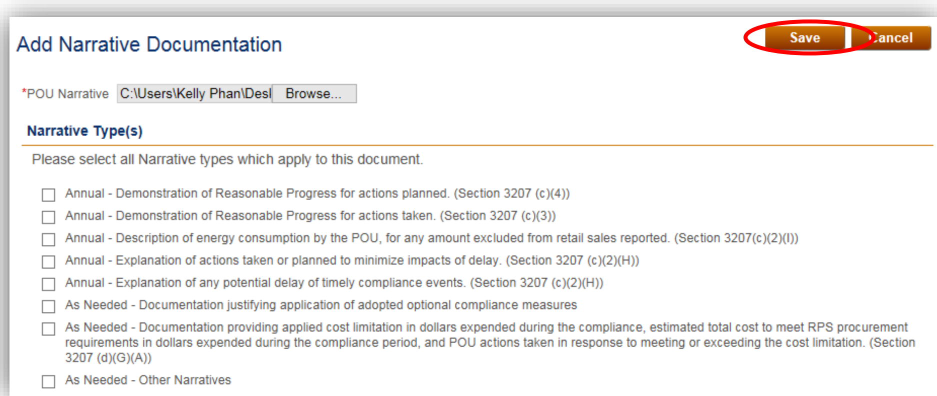
13. Select the "Choose File" button to retrieve a file from your computer.



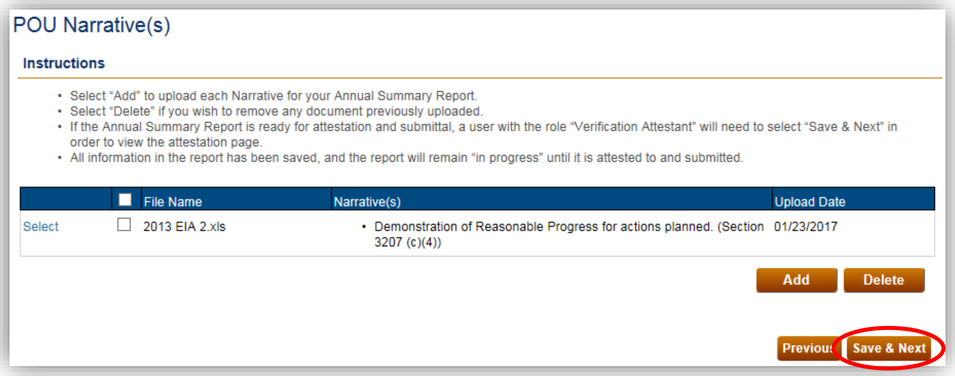
14. Select file from computer and click the "Open" button.
   Note: Window will automatically close when the user selects the "Open" option.



15. Select all Narrative Type(s) which apply to the document. Click the "Save" button the save the upload.



16. Click "Save & Next" button on the bottom right hand corner of the screen.



POU Narrative(s)

Instructions

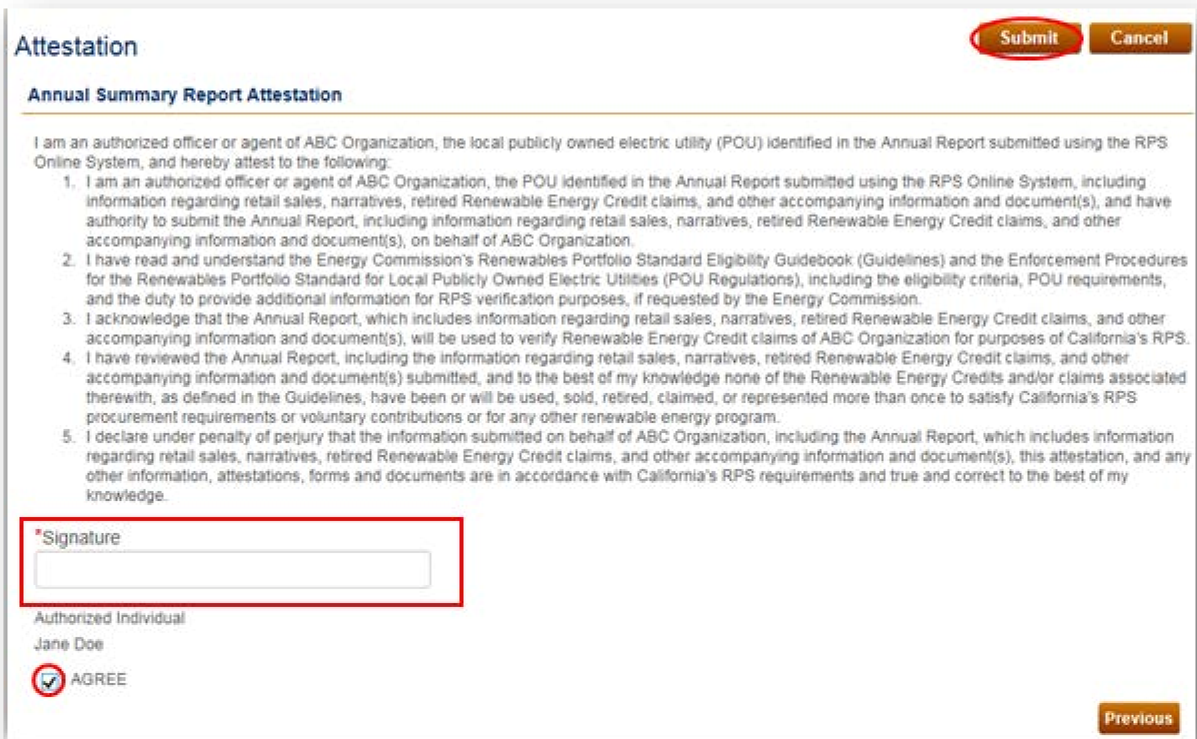
- Select "Add" to upload each Narrative for your Annual Summary Report.
- Select "Delete" if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.
- All information in the report has been saved, and the report will remain "in progress" until it is attested to and submitted.

	File Name	Narrative(s)	Upload Date
Select	2013 EIA 2.xls	• Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))	01/23/2017

Add Delete

Previous Save & Next

17. After reviewing the Annual Summary Report data, Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



Attestation

Submit Cancel

Annual Summary Report Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the Annual Report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the Annual Report submitted using the RPS Online System, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), and have authority to submit the Annual Report, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the Annual Report, including the information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s) submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

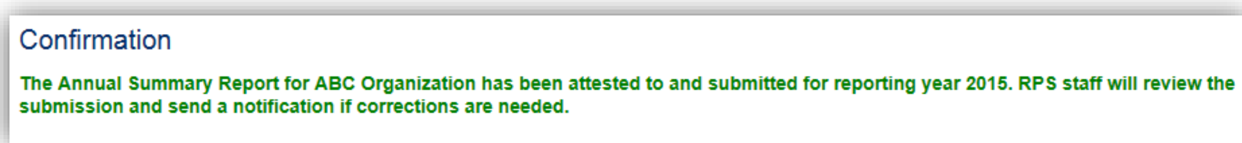
Authorized Individual

Jane Doe

AGREE

Previous

18. User will receive a confirmation message for completing the Annual Summary Report Attestation.



Confirmation

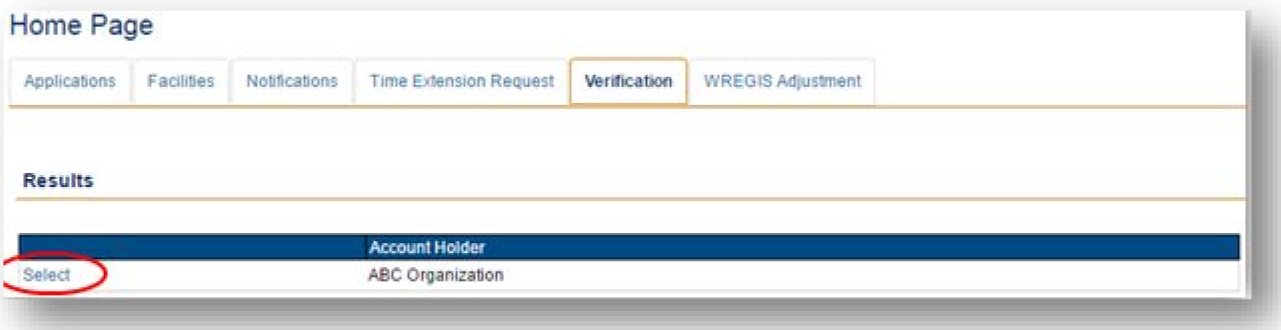
The Annual Summary Report for ABC Organization has been attested to and submitted for reporting year 2015. RPS staff will review the submission and send a notification if corrections are needed.

7.5.4 Corrections to the Annual Summary Report

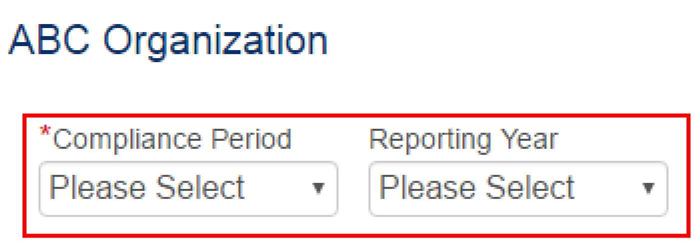
This section describes the steps needed for a POU to make corrections to the Annual Summary Report.

1. Click on the Verification tab in order to view the Verification Home Page.

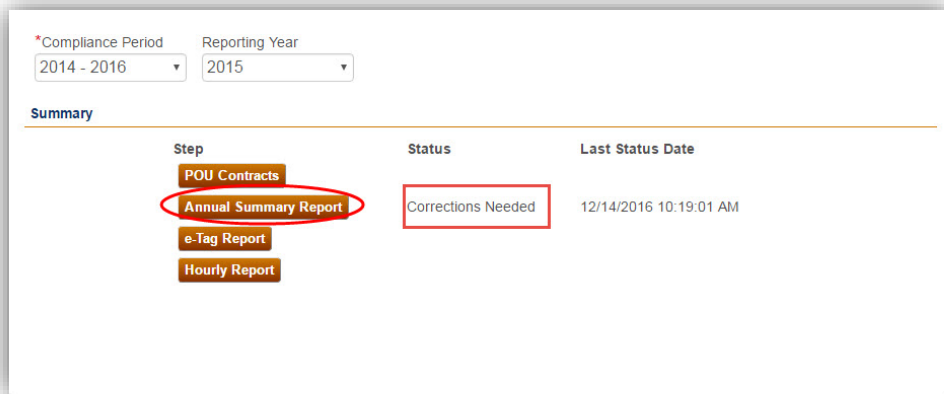
2. Click on the “Select” link for your account.



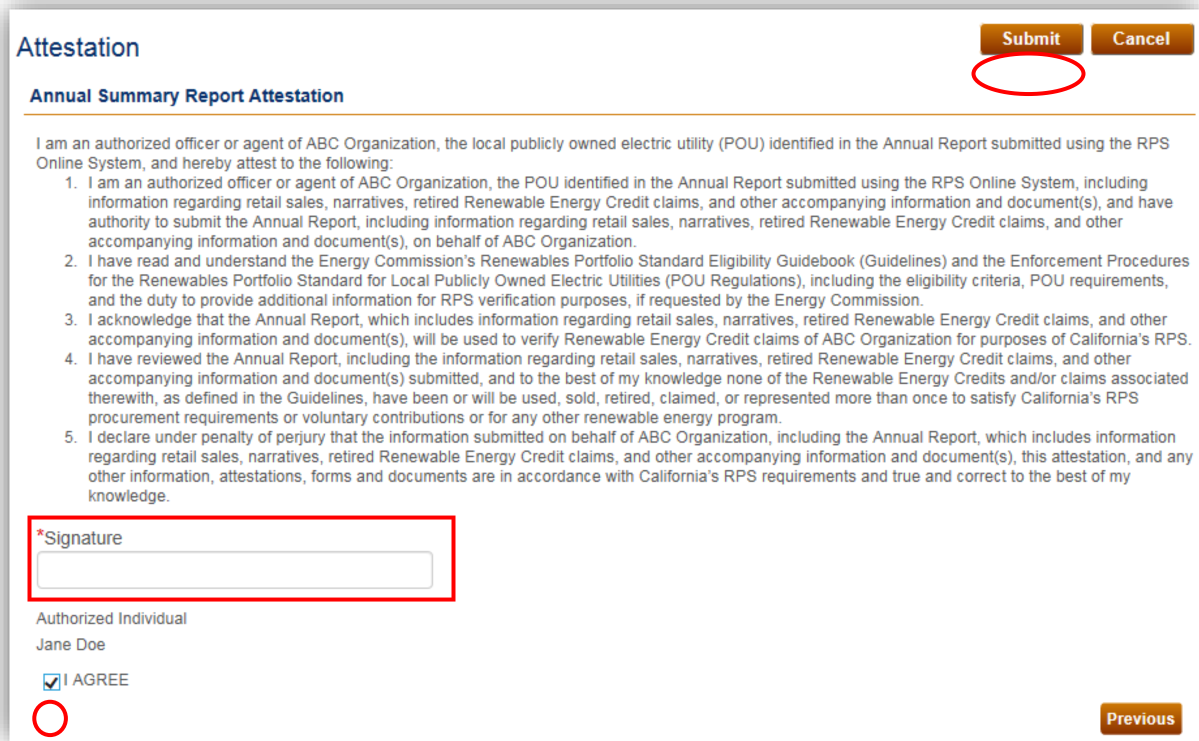
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



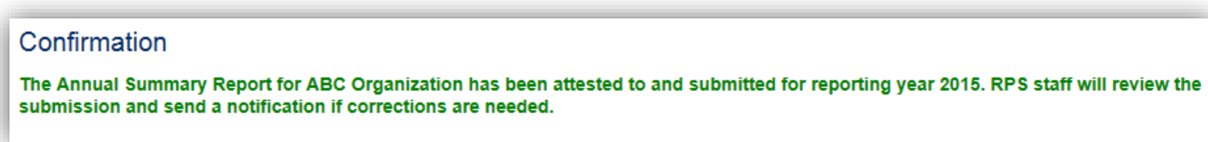
4. Select the Annual Summary Report button in order to make corrections.



5. Repeat Steps 5 through 15 from Section 7.4.3 (Annual Summary Report) to update or edit fields within the Annual Summary Report.
6. After reviewing the edited Annual Summary Report data, Users with the “Verification Attestant” role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



7. User will receive a confirmation message for completing the Annual Summary Report attestation.

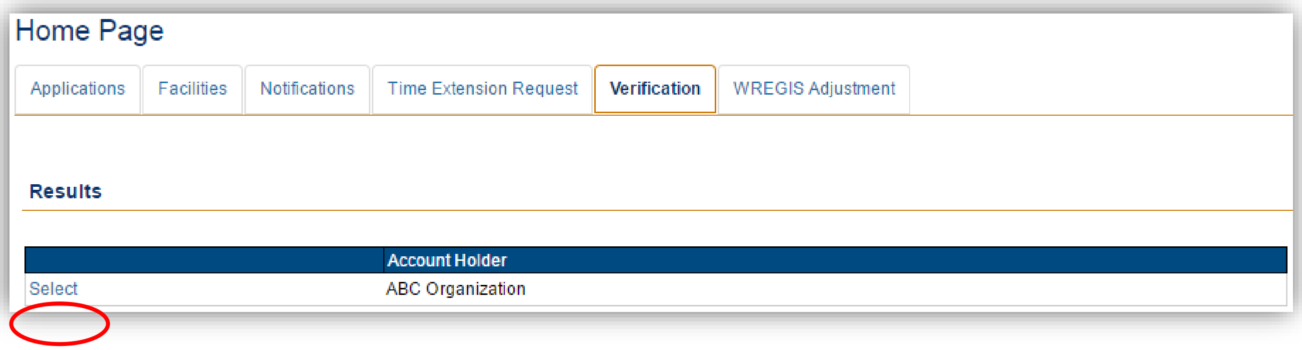


7.5.5 Annual Summary Report for POUs Meeting the Criteria of Public Utilities Code Section 399.30(j)

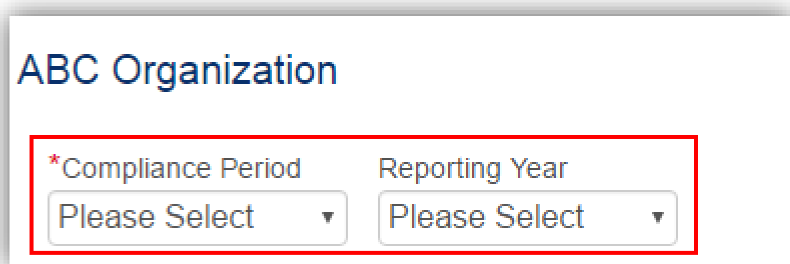
The following flow demonstrates how to submit an Annual Summary Report to the RPS System for POUs that meet the criteria of Public Utilities Code Section 399.30(j).

1. Click on the Verification tab.

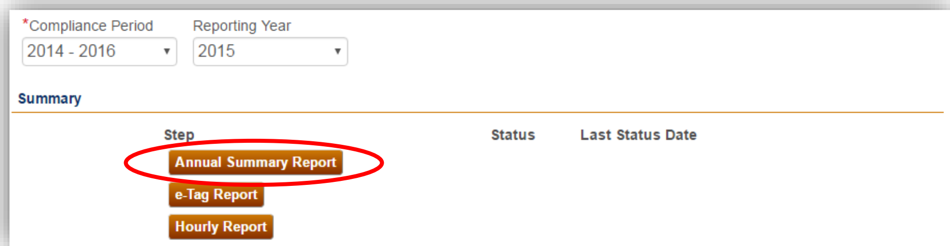
2. Click on the "Select" link for the Account you wish to view.



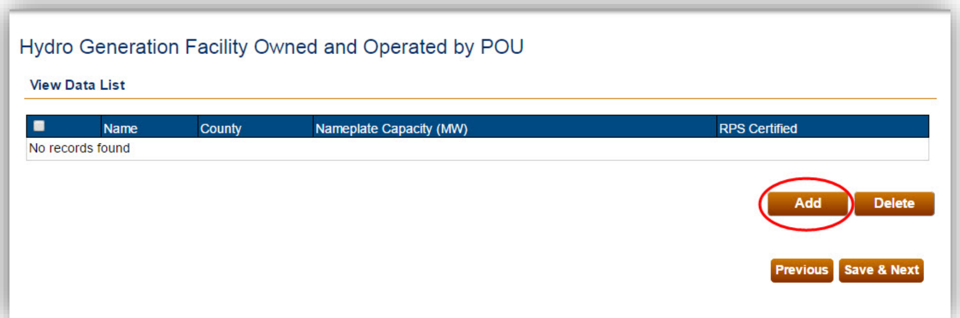
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



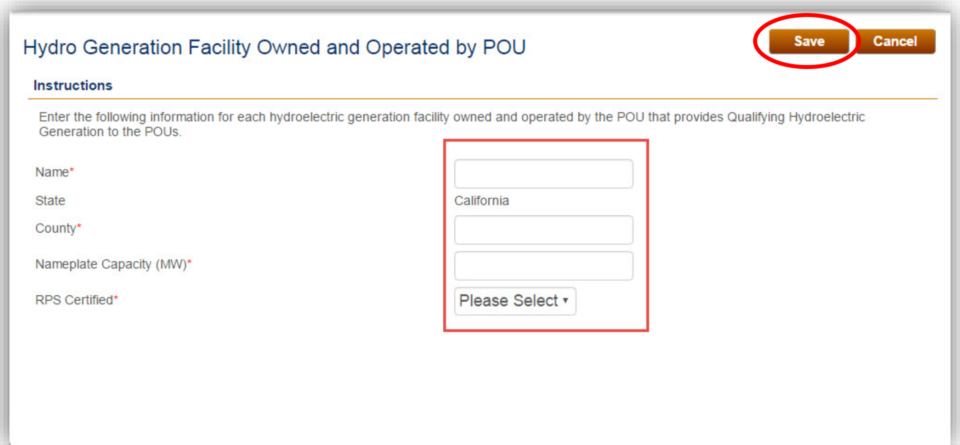
4. Click on the “Annual Summary Report” button.



5. Click on the “Add” button to add a Hydro Generation Facility.

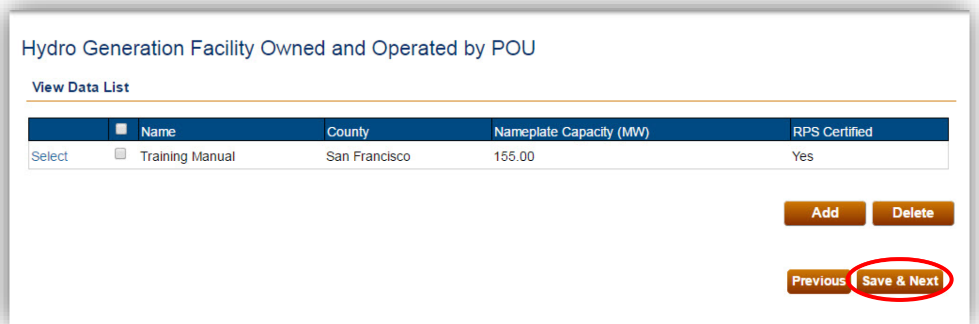


6. Populate all required fields with relevant details. Click the “Save” button to save this entry.

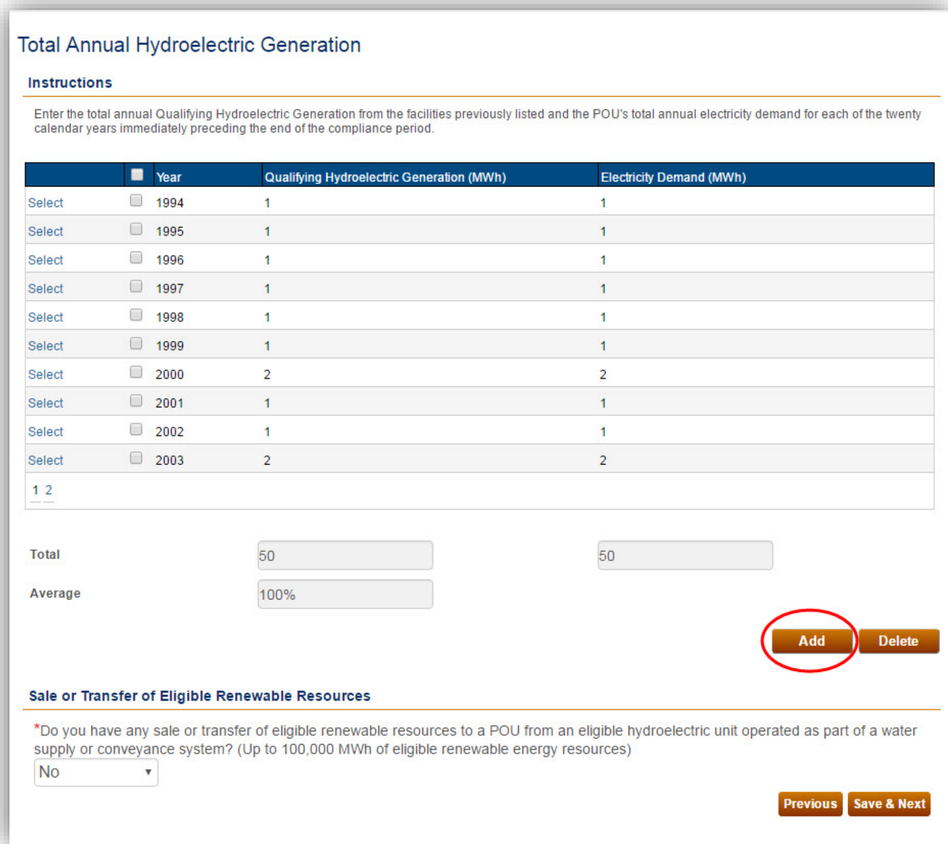


7. User will receive a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the Hydro Generation Facility page.

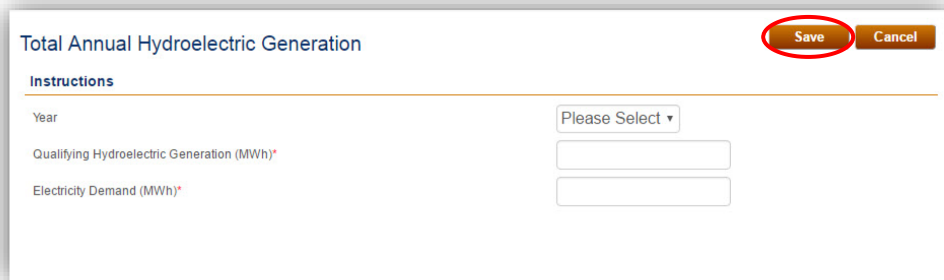
8. Hydro Generation Facility information is saved in the Hydro Generation Facility page. To add additional facilities, repeat steps 5-8. Click the “Save & Next” button to continue to the next page.



9. Click the “Add” button to enter “Qualifying Hydroelectric Generation” and “Electricity Demand” for a calendar year not already listed.



10. Select the “Year” and enter data in “Qualifying Hydroelectric Generation (MWh)” and “Electricity Demand (MWh)” fields. Click the “Save” button.



Total Annual Hydroelectric Generation

Save Cancel

Instructions

Year	Please Select
Qualifying Hydroelectric Generation (MWh)*	
Electricity Demand (MWh)*	

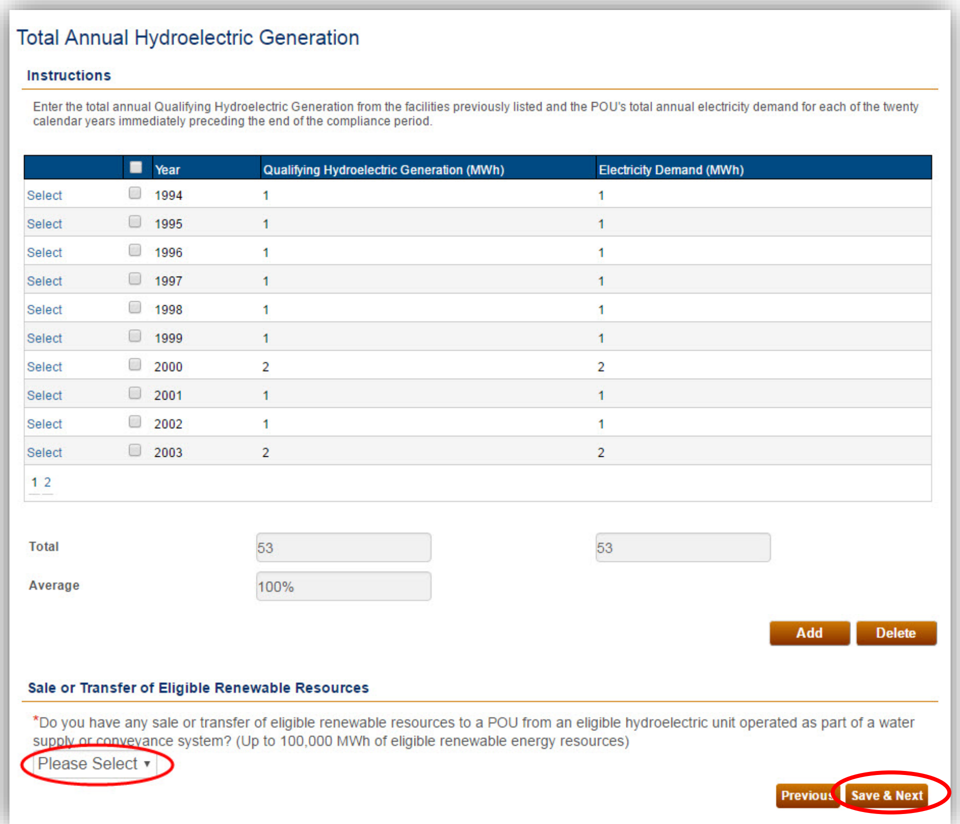
11. User will receive a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the Total Annual Hydroelectric Generation page.

Total Annual Hydroelectric Generation

Go Back

Record saved successfully.

12. Select “Yes” or “No” for “Sale or Transfer of Eligible Renewable Resources.” Click the “Save & Next” button to continue to the next page. Note: If “No” is selected, then jump to step “16” below. Steps 13-15 appear when “Yes” is selected.



Total Annual Hydroelectric Generation

Instructions

Enter the total annual Qualifying Hydroelectric Generation from the facilities previously listed and the POU's total annual electricity demand for each of the twenty calendar years immediately preceding the end of the compliance period.

		Year	Qualifying Hydroelectric Generation (MWh)	Electricity Demand (MWh)
Select		1994	1	1
Select		1995	1	1
Select		1996	1	1
Select		1997	1	1
Select		1998	1	1
Select		1999	1	1
Select		2000	2	2
Select		2001	1	1
Select		2002	1	1
Select		2003	2	2

1 2

Total	53	53
Average	100%	

Add Delete

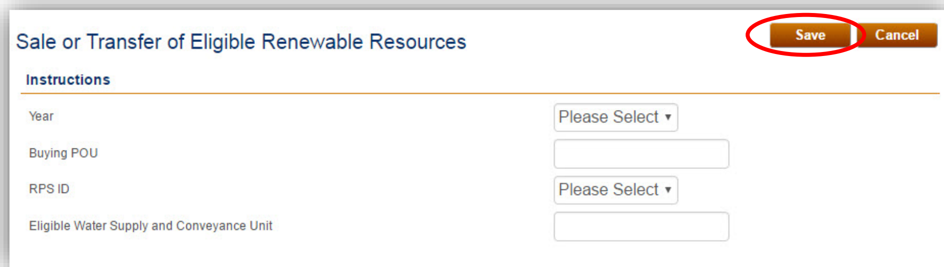
Sale or Transfer of Eligible Renewable Resources

*Do you have any sale or transfer of eligible renewable resources to a POU from an eligible hydroelectric unit operated as part of a water supply or conveyance system? (Up to 100,000 MWh of eligible renewable energy resources)

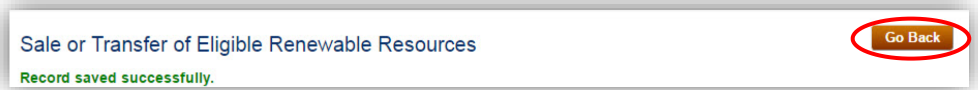
Please Select

Previous Save & Next

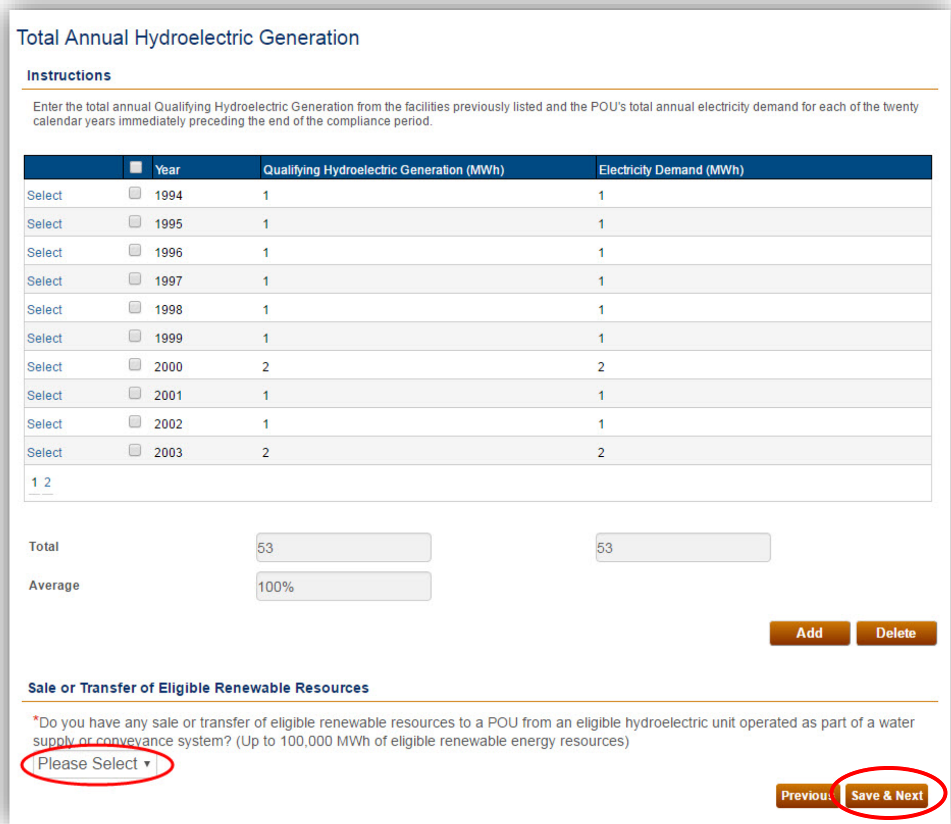
13. Select “Year” and “RPS ID” and enter relevant information. Click the “Save” button to save this entry.



14. User receives a confirmation message stating the record was saved successfully. Click the “Go Back” button to navigate back to the “Sale or Transfer of Eligible Renewable Resources” page.
    Note: Repeat steps 12-13 if user has more data to report.



15. Click the “Save & Next” button to continue to the next page.


Total Annual Hydroelectric Generation

Instructions

Enter the total annual Qualifying Hydroelectric Generation from the facilities previously listed and the POU's total annual electricity demand for each of the twenty calendar years immediately preceding the end of the compliance period.

		Year	Qualifying Hydroelectric Generation (MWh)	Electricity Demand (MWh)
Select		1994	1	1
Select		1995	1	1
Select		1996	1	1
Select		1997	1	1
Select		1998	1	1
Select		1999	1	1
Select		2000	2	2
Select		2001	1	1
Select		2002	1	1
Select		2003	2	2

1 2

Total	53	53
Average	100%	

Add Delete

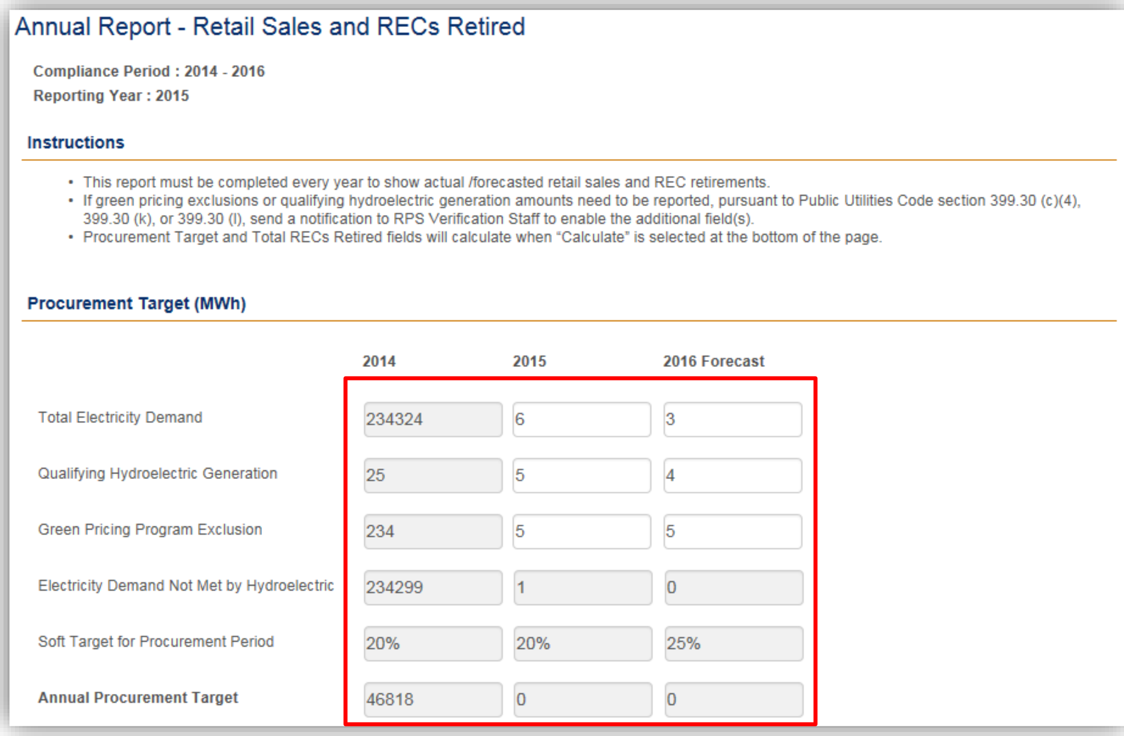
Sale or Transfer of Eligible Renewable Resources

*Do you have any sale or transfer of eligible renewable resources to a POU from an eligible hydroelectric unit operated as part of a water supply or conveyance system? (Up to 100,000 MWh of eligible renewable energy resources)

Please Select

Previous Save & Next

16. Enter values in the fields for the Procurement Target (MWh) section.



Annual Report - Retail Sales and RECs Retired

Compliance Period : 2014 - 2016
Reporting Year : 2015

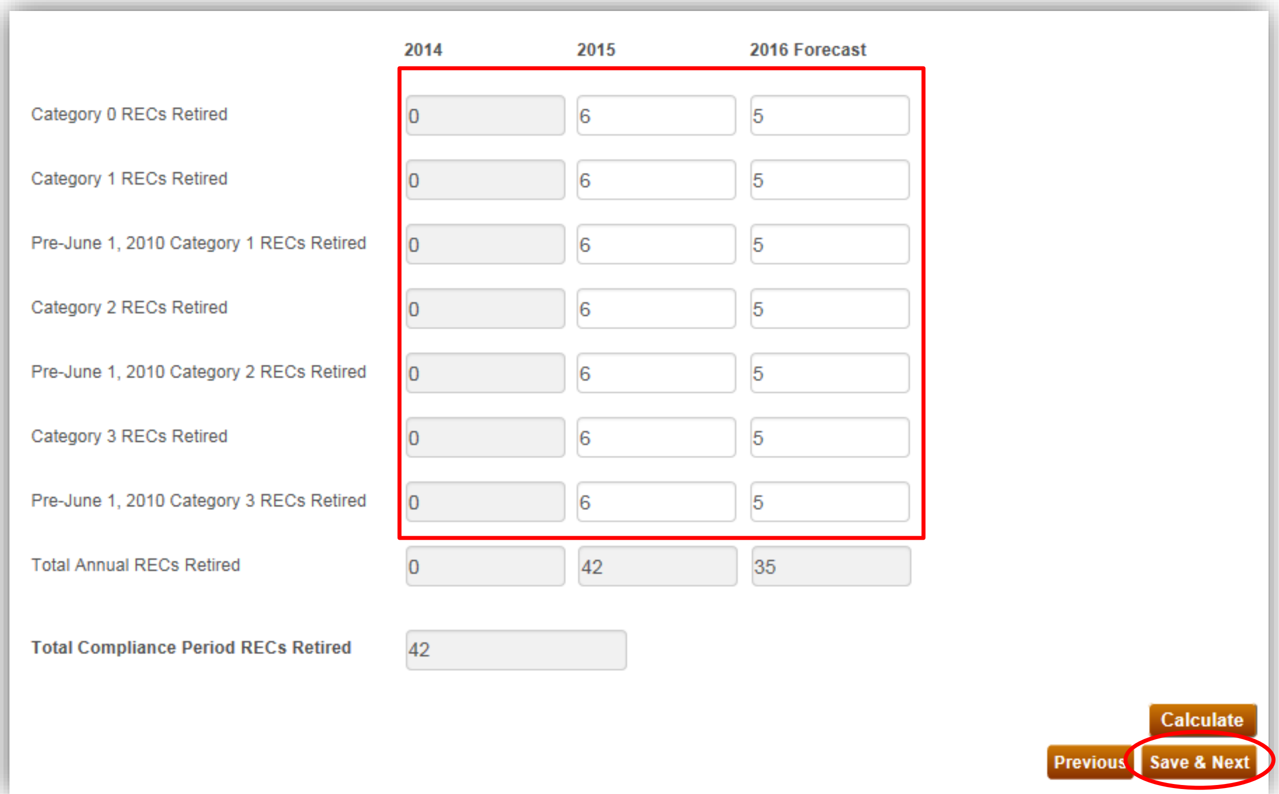
Instructions

- This report must be completed every year to show actual /forecasted retail sales and REC retirements.
- If green pricing exclusions or qualifying hydroelectric generation amounts need to be reported, pursuant to Public Utilities Code section 399.30 (c)(4), 399.30 (k), or 399.30 (l), send a notification to RPS Verification Staff to enable the additional field(s).
- Procurement Target and Total RECs Retired fields will calculate when "Calculate" is selected at the bottom of the page.

Procurement Target (MWh)

	2014	2015	2016 Forecast
Total Electricity Demand	234324	6	3
Qualifying Hydroelectric Generation	25	5	4
Green Pricing Program Exclusion	234	5	5
Electricity Demand Not Met by Hydroelectric	234299	1	0
Soft Target for Procurement Period	20%	20%	25%
Annual Procurement Target	46818	0	0

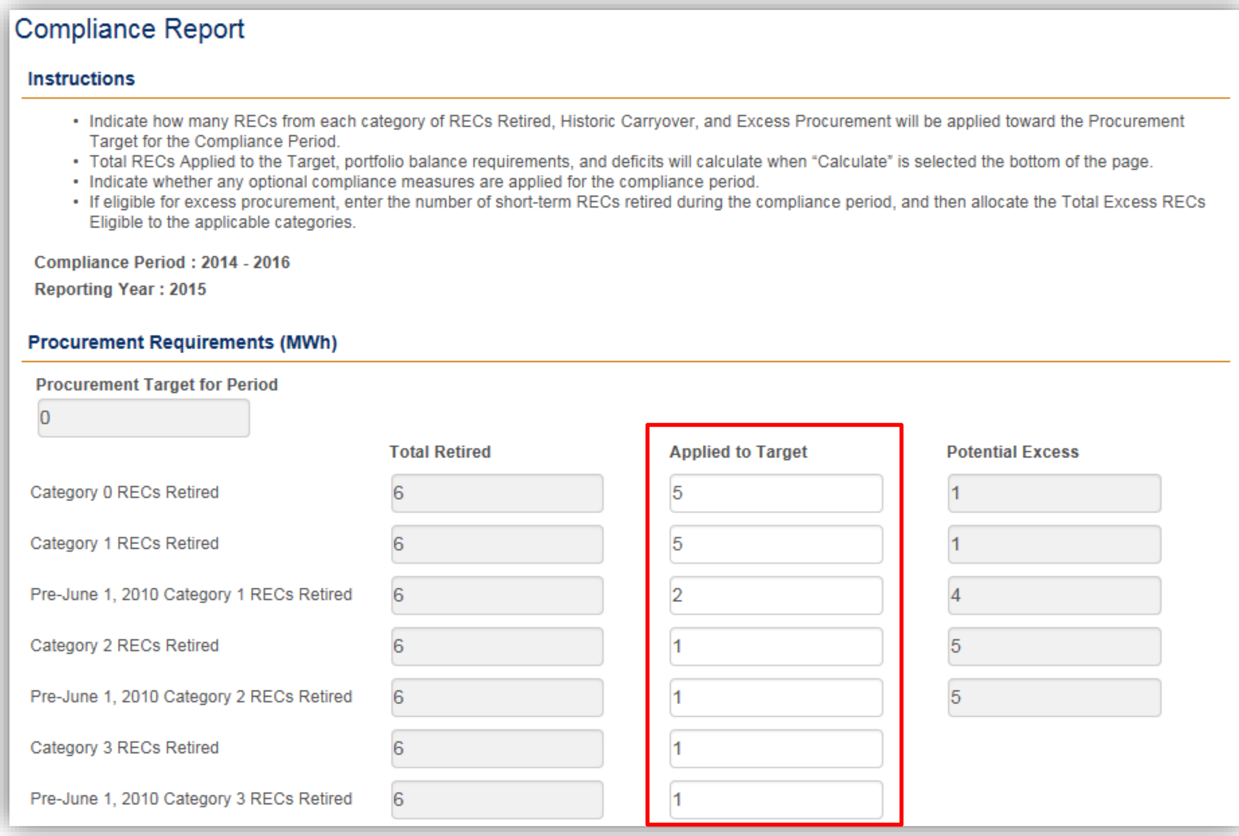
17. Enter values for the RECs Retired section and click "Calculate" button for the system to calculate the Total Compliance Period RECs Retired. Click "Save & Next" in the bottom right hand corner of the screen.



	2014	2015	2016 Forecast
Category 0 RECs Retired	0	6	5
Category 1 RECs Retired	0	6	5
Pre-June 1, 2010 Category 1 RECs Retired	0	6	5
Category 2 RECs Retired	0	6	5
Pre-June 1, 2010 Category 2 RECs Retired	0	6	5
Category 3 RECs Retired	0	6	5
Pre-June 1, 2010 Category 3 RECs Retired	0	6	5
Total Annual RECs Retired	0	42	35

Total Compliance Period RECs Retired 42

18. Enter applicable "Applied to Target" values for the Procurement Requirements (MWh) section.



Compliance Report

Instructions

- Indicate how many RECs from each category of RECs Retired, Historic Carryover, and Excess Procurement will be applied toward the Procurement Target for the Compliance Period.
- Total RECs Applied to the Target, portfolio balance requirements, and deficits will calculate when "Calculate" is selected the bottom of the page.
- Indicate whether any optional compliance measures are applied for the compliance period.
- If eligible for excess procurement, enter the number of short-term RECs retired during the compliance period, and then allocate the Total Excess RECs Eligible to the applicable categories.

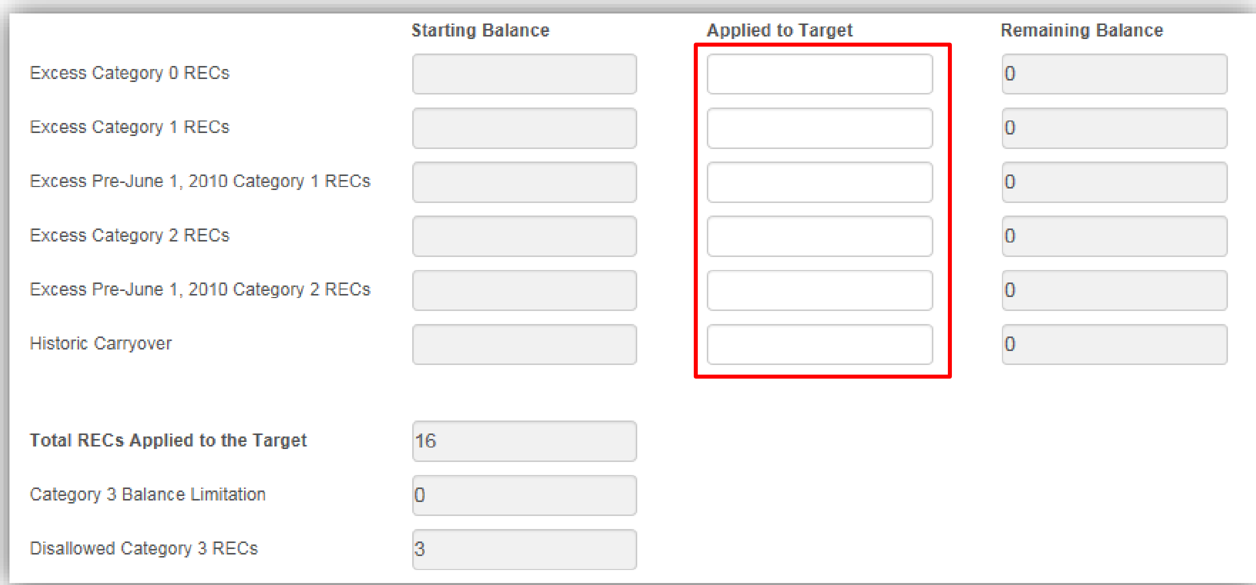
Compliance Period : 2014 - 2016
Reporting Year : 2015

Procurement Requirements (MWh)

Procurement Target for Period
0

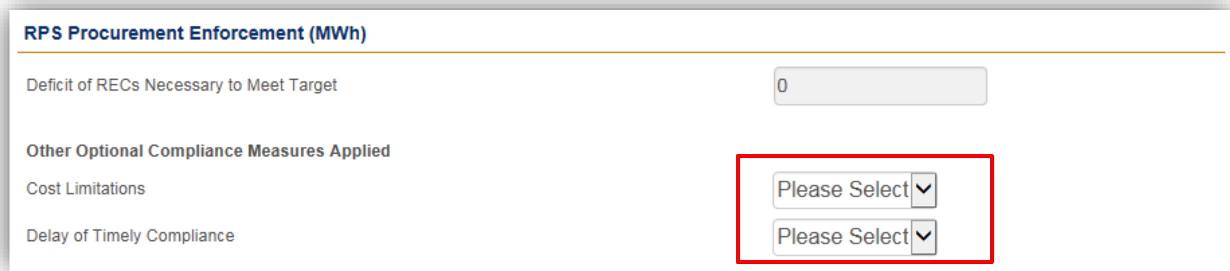
	Total Retired	Applied to Target	Potential Excess
Category 0 RECs Retired	6	5	1
Category 1 RECs Retired	6	5	1
Pre-June 1, 2010 Category 1 RECs Retired	6	2	4
Category 2 RECs Retired	6	1	5
Pre-June 1, 2010 Category 2 RECs Retired	6	1	5
Category 3 RECs Retired	6	1	
Pre-June 1, 2010 Category 3 RECs Retired	6	1	

19. Add "Applied to Target" values for the remainder of the Procurement Requirements (MWh) section, if applicable.

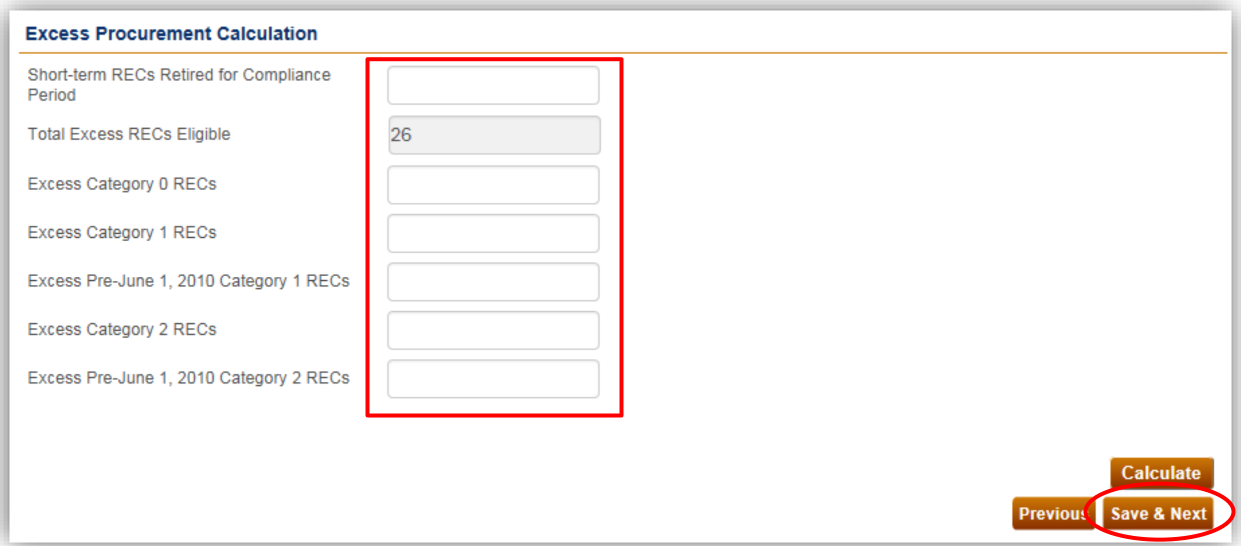


	Starting Balance	Applied to Target	Remaining Balance
Excess Category 0 RECs			0
Excess Category 1 RECs			0
Excess Pre-June 1, 2010 Category 1 RECs			0
Excess Category 2 RECs			0
Excess Pre-June 1, 2010 Category 2 RECs			0
Historic Carryover			0
Total RECs Applied to the Target	16		
Category 3 Balance Limitation	0		
Disallowed Category 3 RECs	3		

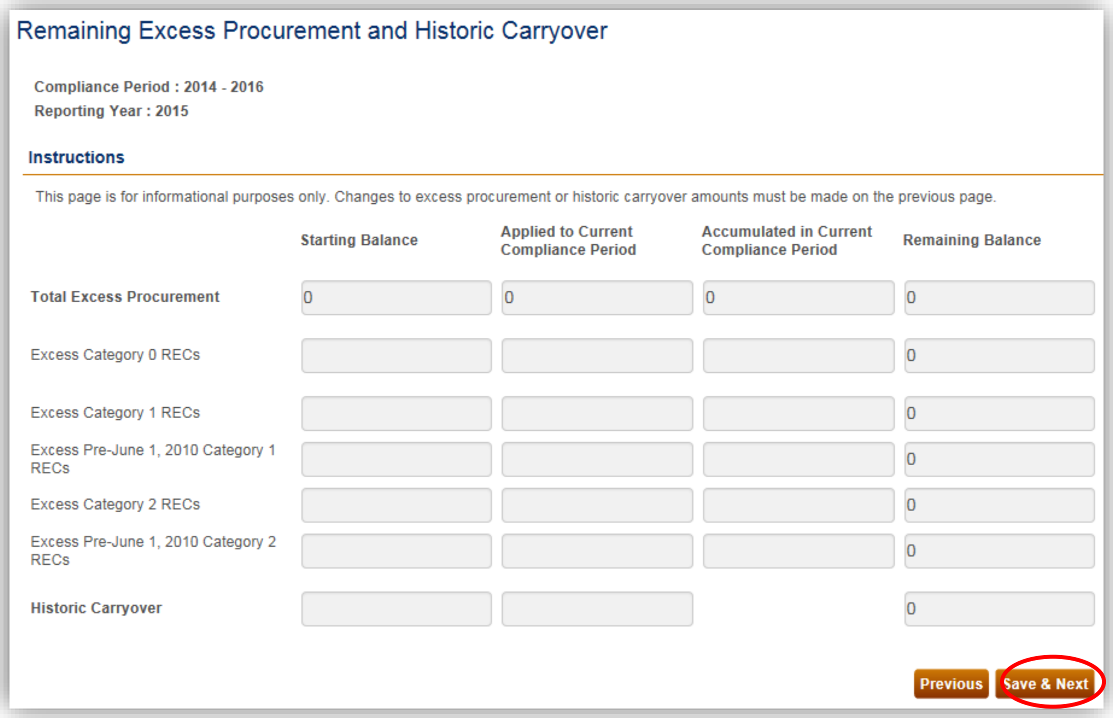
20. Select the values from the drop-down menus for the RPS Procurement Enforcement (MWh) section.



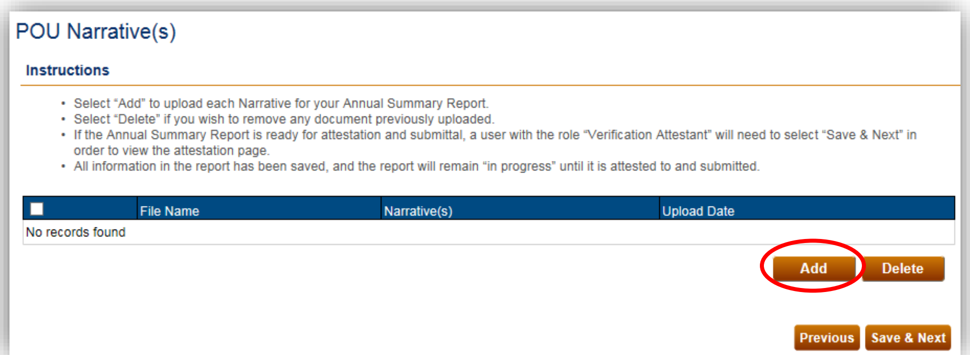
21. Add values for the Excess Procurement Calculation section, if applicable. Click the "Save & Next" button in the bottom right hand corner. Click "Save & Next" in the bottom right hand corner of the screen.



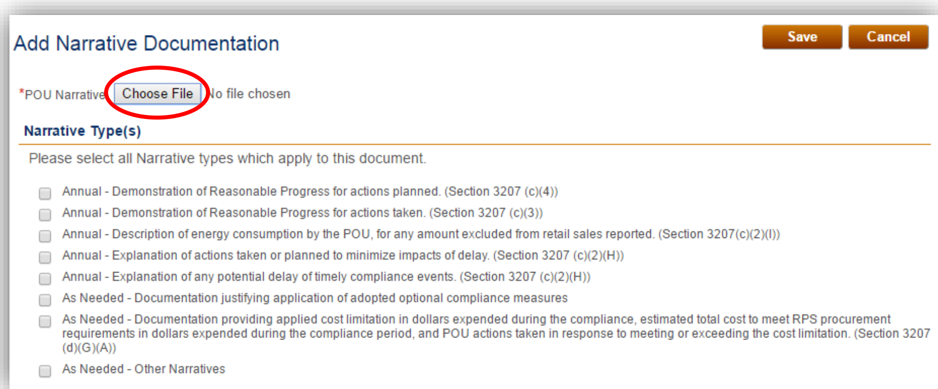
22. Review the auto-populated data on the “Remaining Excess Procurement and Historic Carryover” page, and click the “Save & Next” button on the bottom right hand corner of the screen.



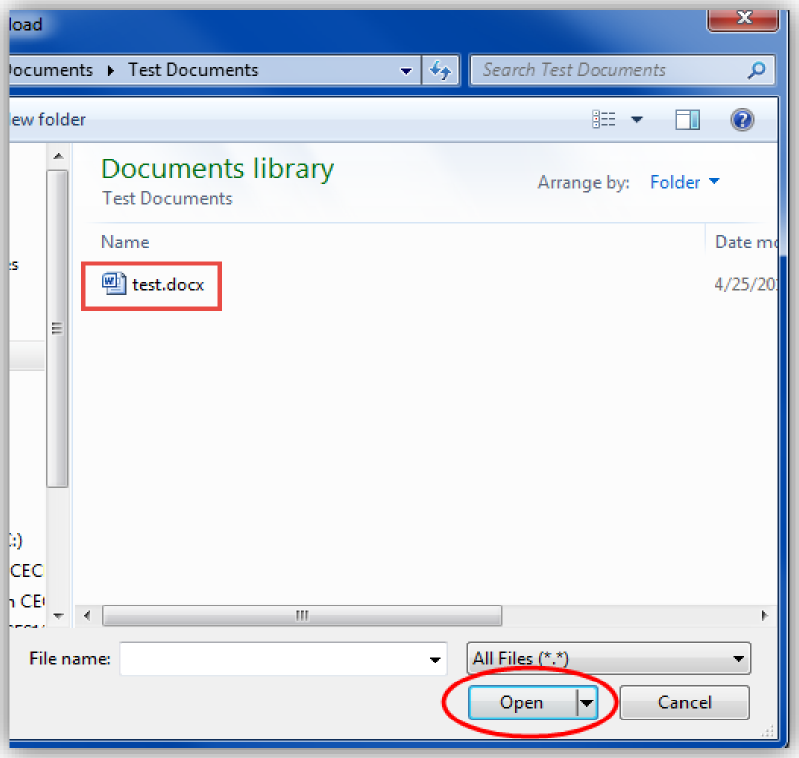
23. Click on the “Add” button to upload a POU Narrative.



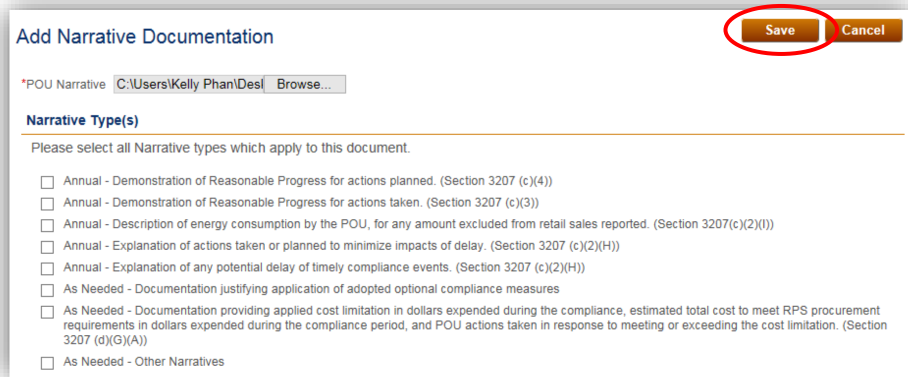
24. Select the “Choose File” button to retrieve a file from your computer.



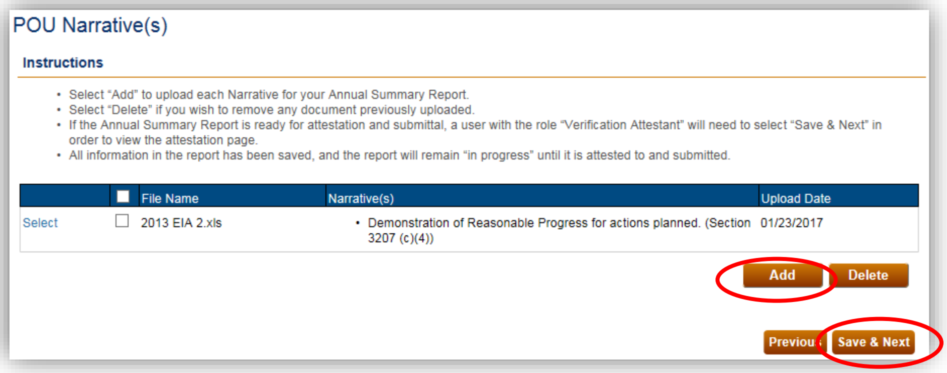
25. Select file from computer and click the “Open” button. Note: Window will automatically close when the user selects the “Open” option.



26. Select all Narrative Types that apply to the document, then click the “Save” button in the upper right hand corner to save the upload.



27. Review POU Narrative(s) record within table. To upload additional Narratives, click "Add" and repeat steps 24-26. Once all Narratives have been uploaded, click the "Save & Next" button in the bottom right hand corner of the screen.


POU Narrative(s)

Instructions

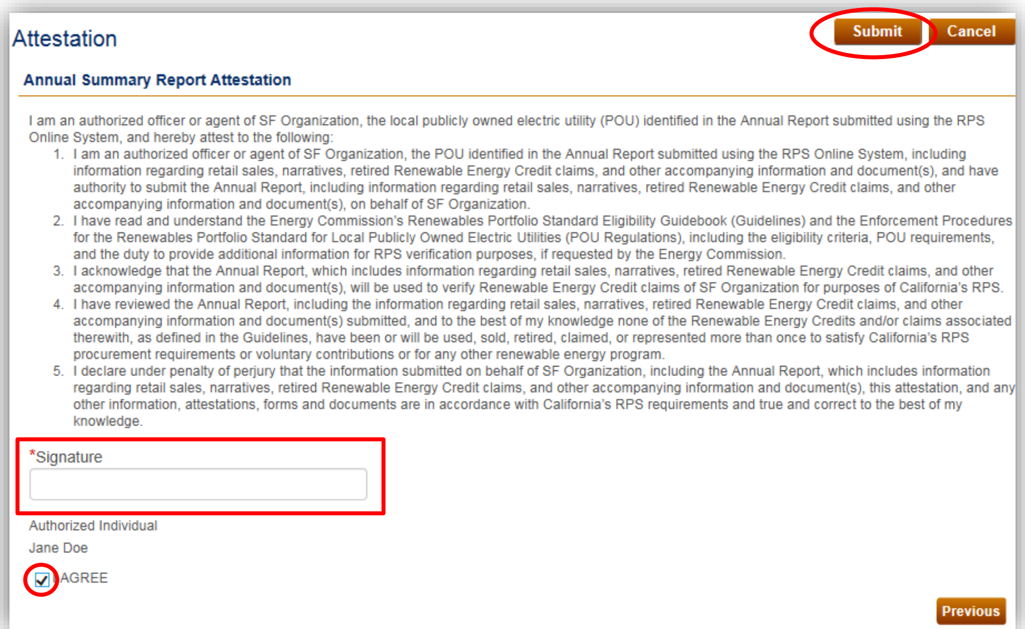
- Select "Add" to upload each Narrative for your Annual Summary Report.
- Select "Delete" if you wish to remove any document previously uploaded.
- If the Annual Summary Report is ready for attestation and submittal, a user with the role "Verification Attestant" will need to select "Save & Next" in order to view the attestation page.
- All information in the report has been saved, and the report will remain "in progress" until it is attested to and submitted.

	File Name	Narrative(s)	Upload Date
Select	2013 EIA 2.xls	• Demonstration of Reasonable Progress for actions planned. (Section 3207 (c)(4))	01/23/2017

Add | Delete

Previous | Save & Next

28. After reviewing the Annual Summary Report, Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.


Attestation

Submit | Cancel

Annual Summary Report Attestation

I am an authorized officer or agent of SF Organization, the local publicly owned electric utility (POU) identified in the Annual Report submitted using the RPS Online System, and hereby attest to the following:

1. I am an authorized officer or agent of SF Organization, the POU identified in the Annual Report submitted using the RPS Online System, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), and have authority to submit the Annual Report, including information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), on behalf of SF Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), will be used to verify Renewable Energy Credit claims of SF Organization for purposes of California's RPS.
4. I have reviewed the Annual Report, including the information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s) submitted, and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of SF Organization, including the Annual Report, which includes information regarding retail sales, narratives, retired Renewable Energy Credit claims, and other accompanying information and document(s), this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

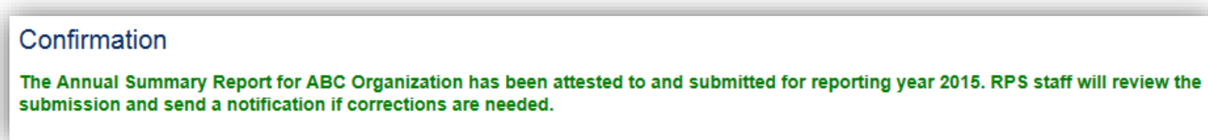
Authorized Individual

Jane Doe

I AGREE

Previous

29. User will receive a confirmation message for completing the Annual Summary Report Attestation.


Confirmation

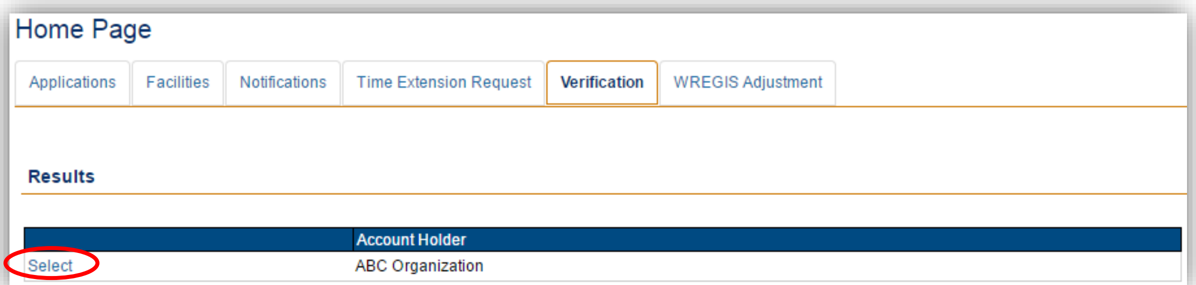
The Annual Summary Report for ABC Organization has been attested to and submitted for reporting year 2015. RPS staff will review the submission and send a notification if corrections are needed.

7.5.6 Annual Summary Report for POUs Meeting the Criteria of Public Utilities Code Section 399.30(l)

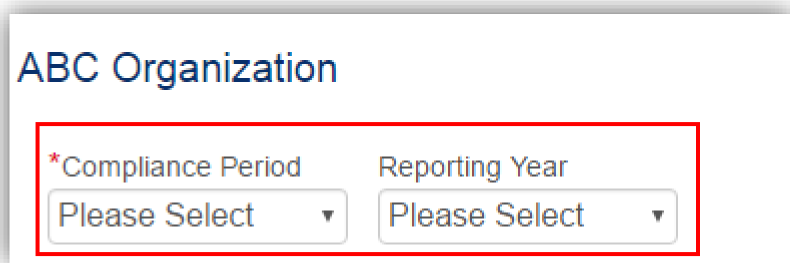
The following flow demonstrates how to submit an Annual Summary Report to the RPS System for POUs that meet the criteria of Public Utilities Code Section 399.30(l).

1. Click on the Verification tab.

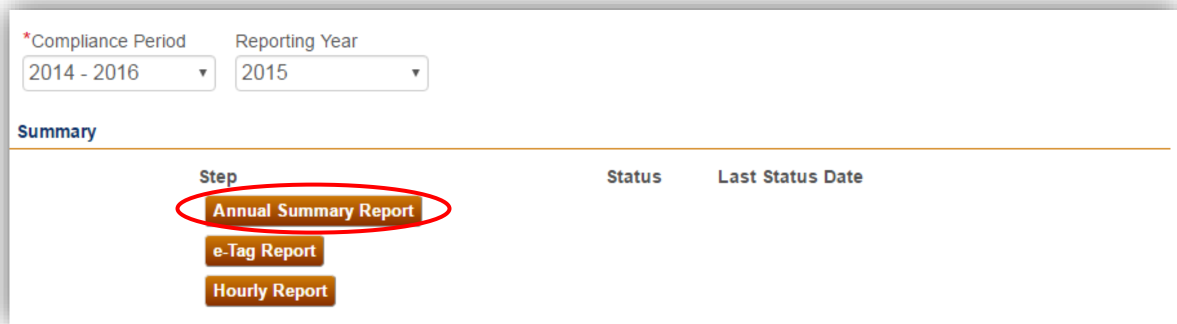
2. Click on the “Select” link for your account.



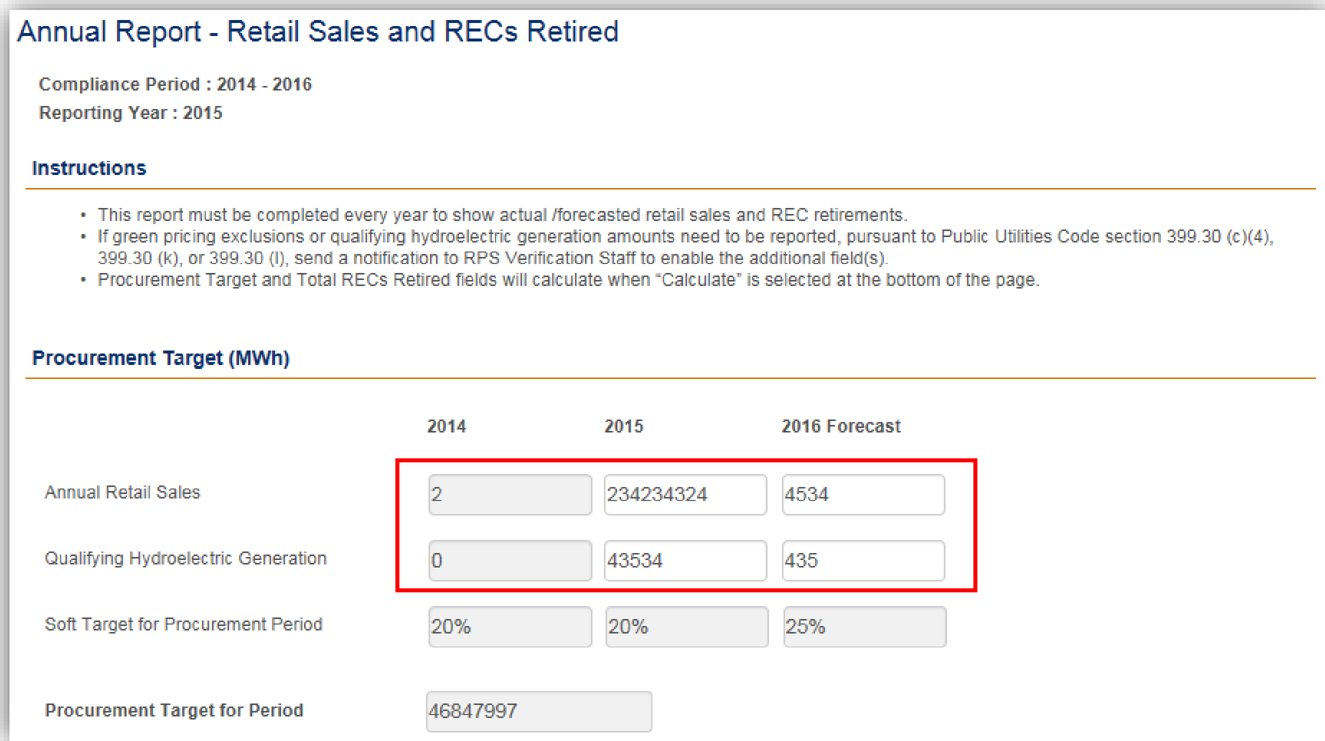
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



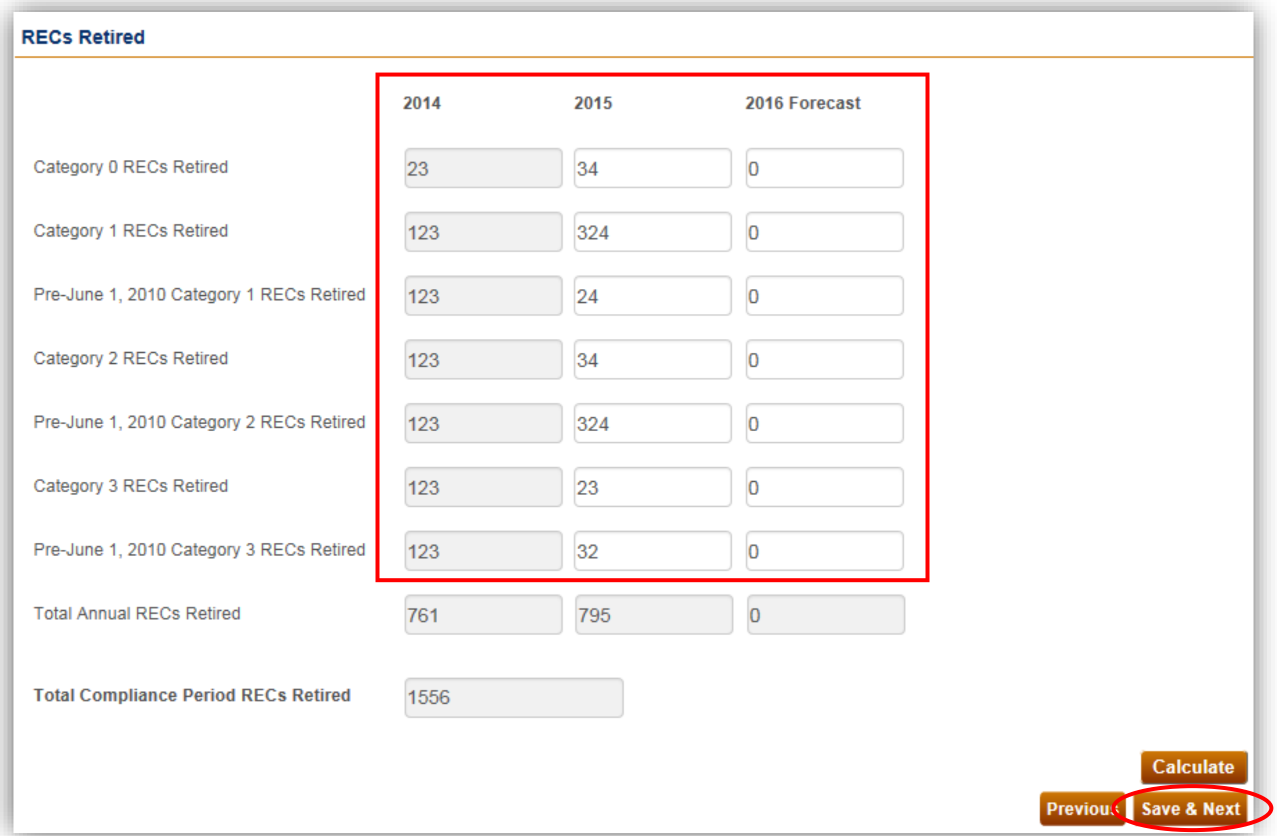
4. Click on the “Annual Summary Report” button.



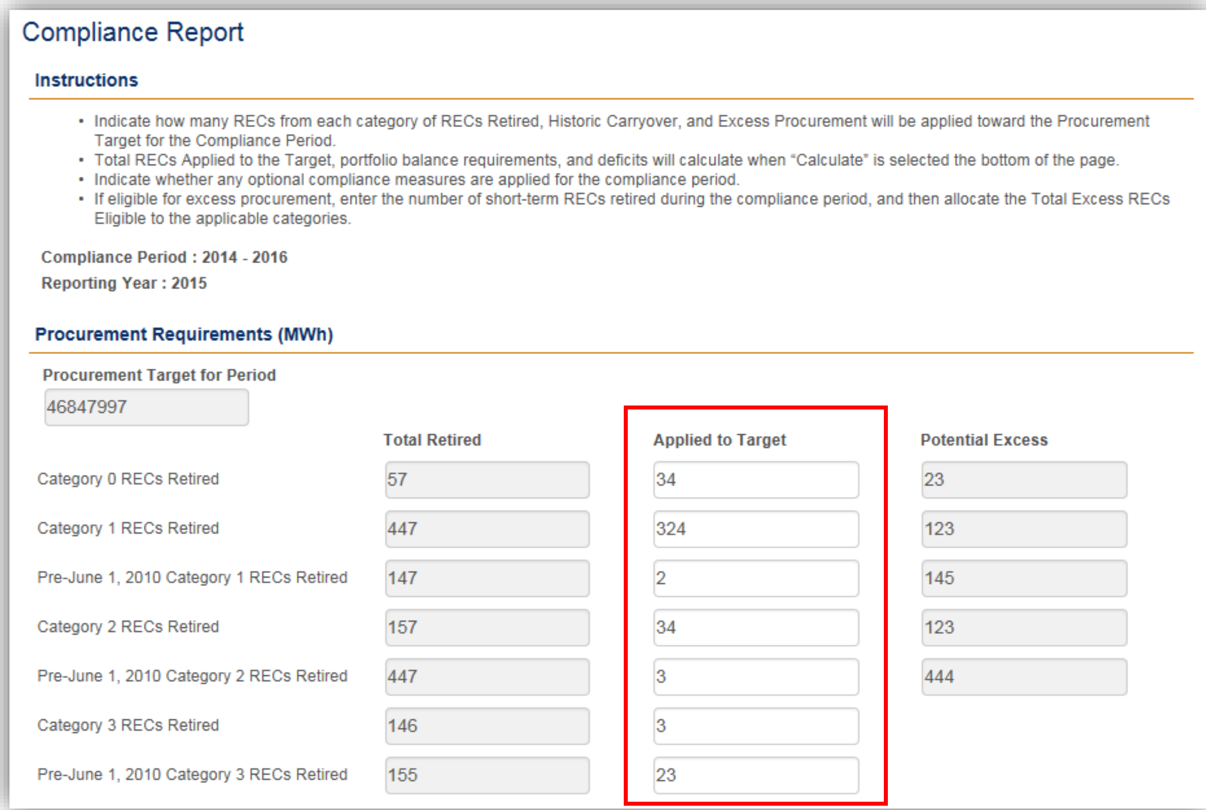
5. Enter values in the fields for “Annual Retail Sales” and “Qualifying Hydroelectric Generation” under the Procurement Target (MWh) section.



6. Enter values for the RECs Retired section and click the “Calculate” button for the system to calculate Total Compliance Period RECs Retired. Click “Save & Next” in the bottom right hand corner of the screen.



7. Enter the applicable "Applied to Target" values for the Procurement Requirements (MWh) section.



Compliance Report

Instructions

- Indicate how many RECs from each category of RECs Retired, Historic Carryover, and Excess Procurement will be applied toward the Procurement Target for the Compliance Period.
- Total RECs Applied to the Target, portfolio balance requirements, and deficits will calculate when "Calculate" is selected the bottom of the page.
- Indicate whether any optional compliance measures are applied for the compliance period.
- If eligible for excess procurement, enter the number of short-term RECs retired during the compliance period, and then allocate the Total Excess RECs Eligible to the applicable categories.

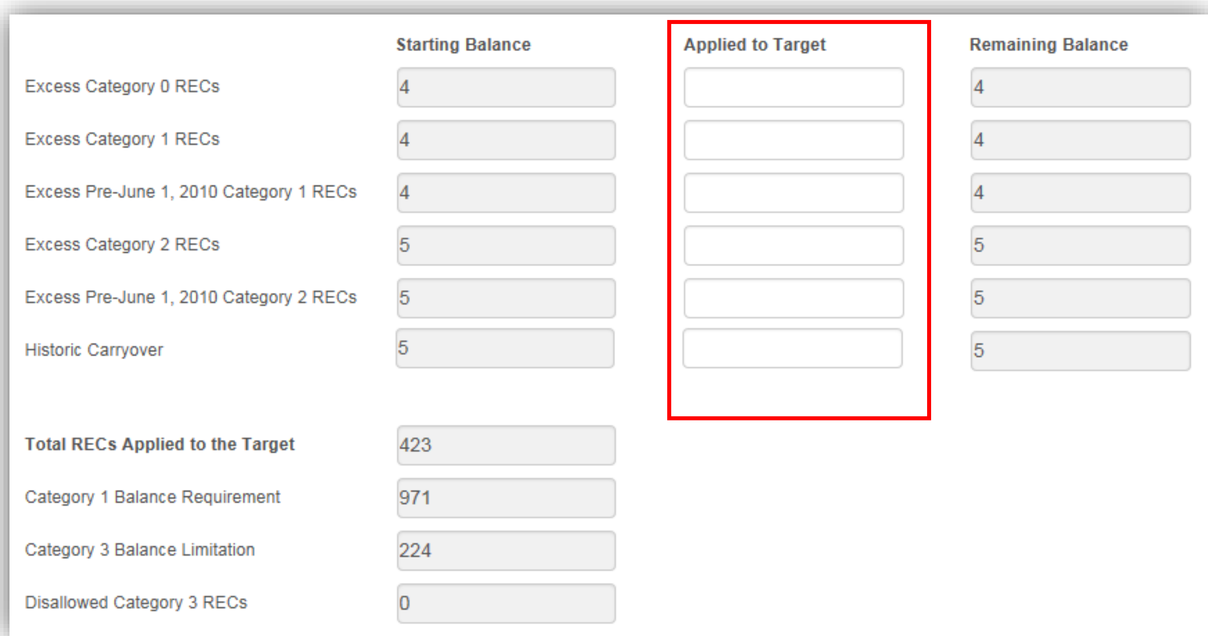
Compliance Period : 2014 - 2016
Reporting Year : 2015

Procurement Requirements (MWh)

Procurement Target for Period
46847997

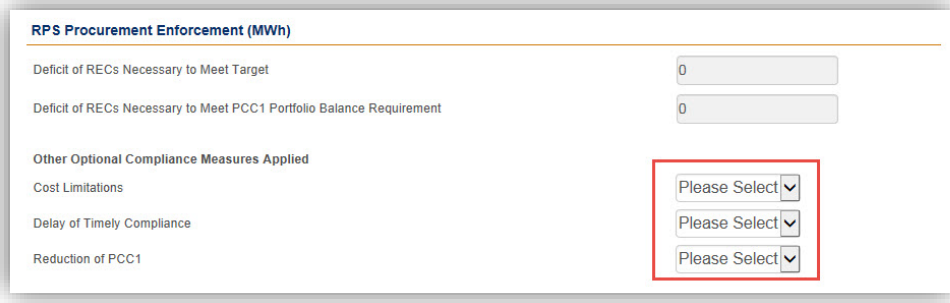
	Total Retired	Applied to Target	Potential Excess
Category 0 RECs Retired	57	34	23
Category 1 RECs Retired	447	324	123
Pre-June 1, 2010 Category 1 RECs Retired	147	2	145
Category 2 RECs Retired	157	34	123
Pre-June 1, 2010 Category 2 RECs Retired	447	3	444
Category 3 RECs Retired	146	3	
Pre-June 1, 2010 Category 3 RECs Retired	155	23	

8. Add the Applied to Target values for the remainder of the Procurement Requirements (MWh) section, if applicable.

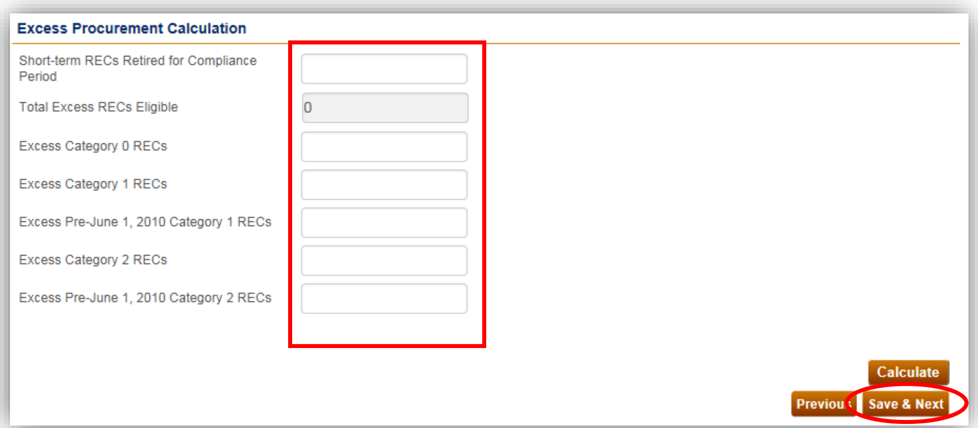


	Starting Balance	Applied to Target	Remaining Balance
Excess Category 0 RECs	4		4
Excess Category 1 RECs	4		4
Excess Pre-June 1, 2010 Category 1 RECs	4		4
Excess Category 2 RECs	5		5
Excess Pre-June 1, 2010 Category 2 RECs	5		5
Historic Carryover	5		5
Total RECs Applied to the Target	423		
Category 1 Balance Requirement	971		
Category 3 Balance Limitation	224		
Disallowed Category 3 RECs	0		

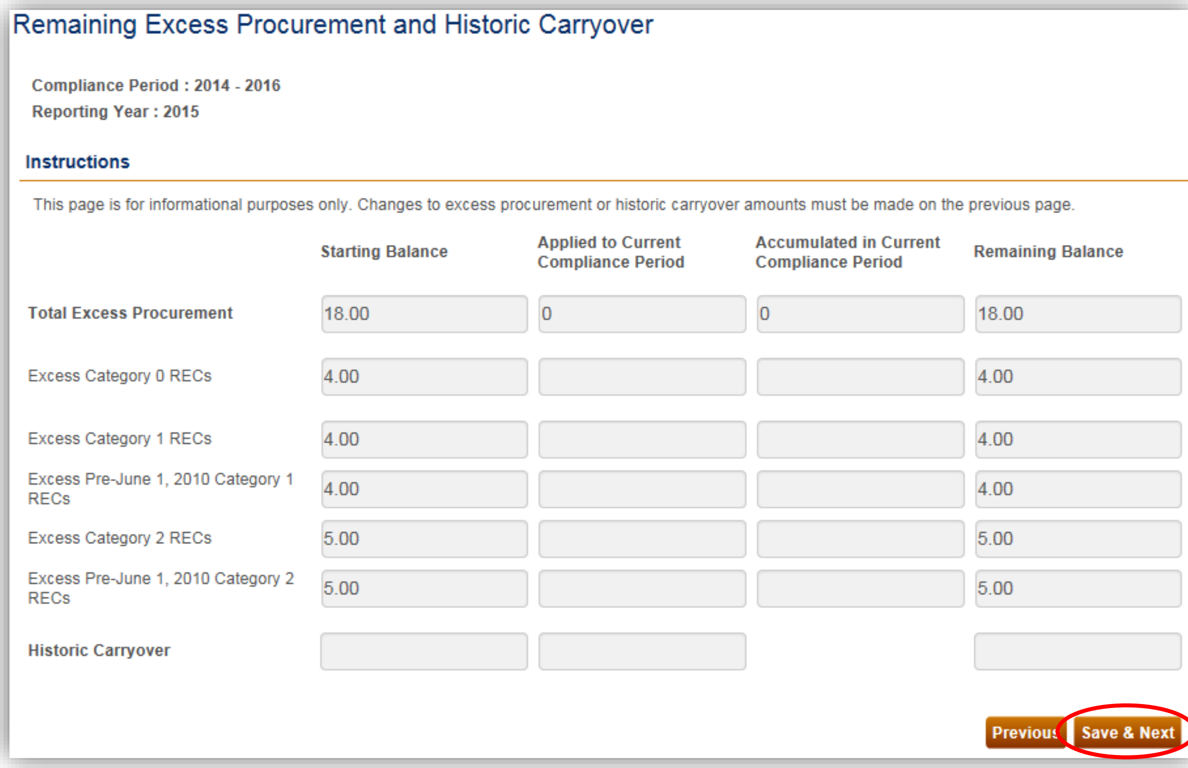
9. Select values from the drop-down menus for the RPS Procurement Enforcement (MWh) section.



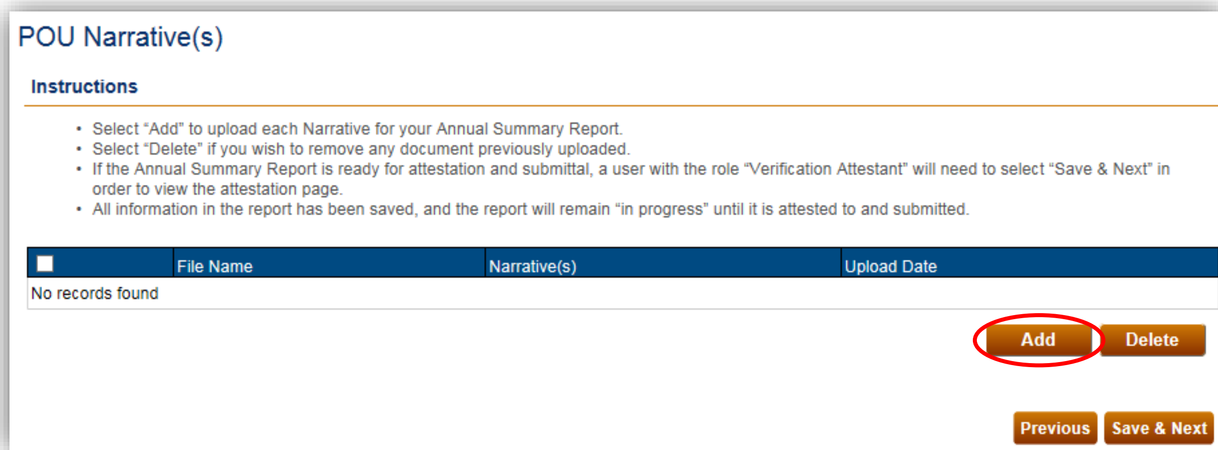
10. Add values for Excess Procurement Calculation (if applicable). Click "Save & Next" in the bottom right hand corner of the screen.



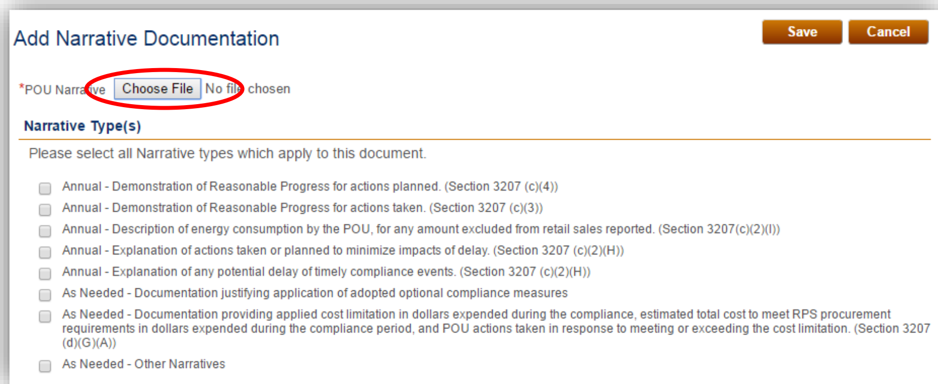
11. Review the auto-populated data on the “Remaining Excess Procurement and Historic Carryover” page, and then click the “Save & Next” button in the bottom right hand corner of the screen.



12. Click on the ‘Add’ button to add a POU Narrative.

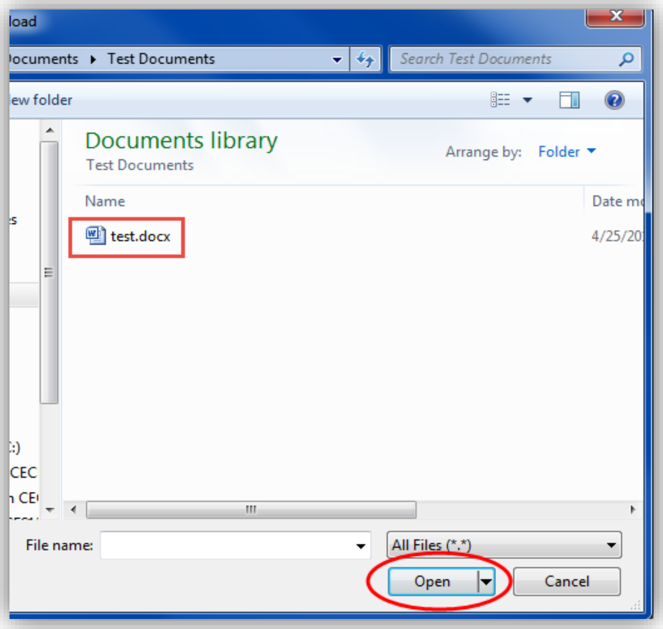


13. Select the “Choose File” button to retrieve a file from your computer.

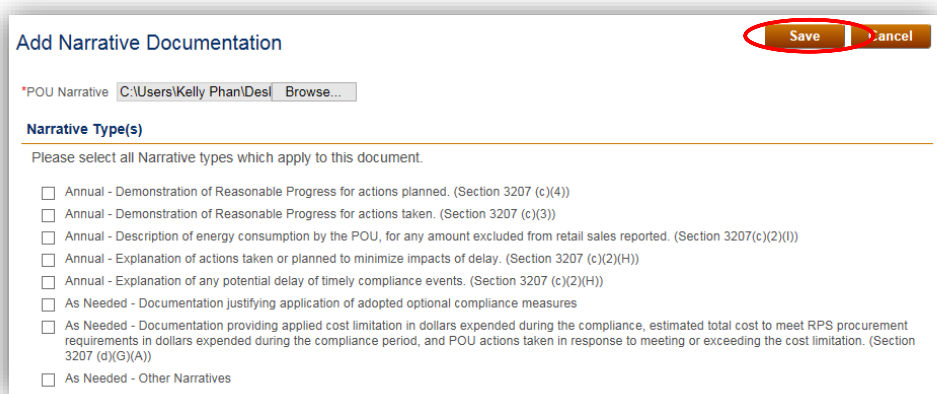


14. Select file from computer and click the “Open” button.

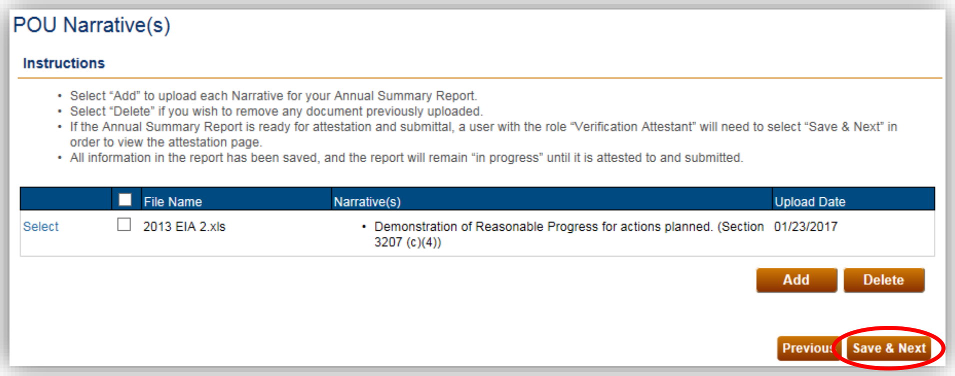
Note: Window will automatically close when the user selects the “Open” option.



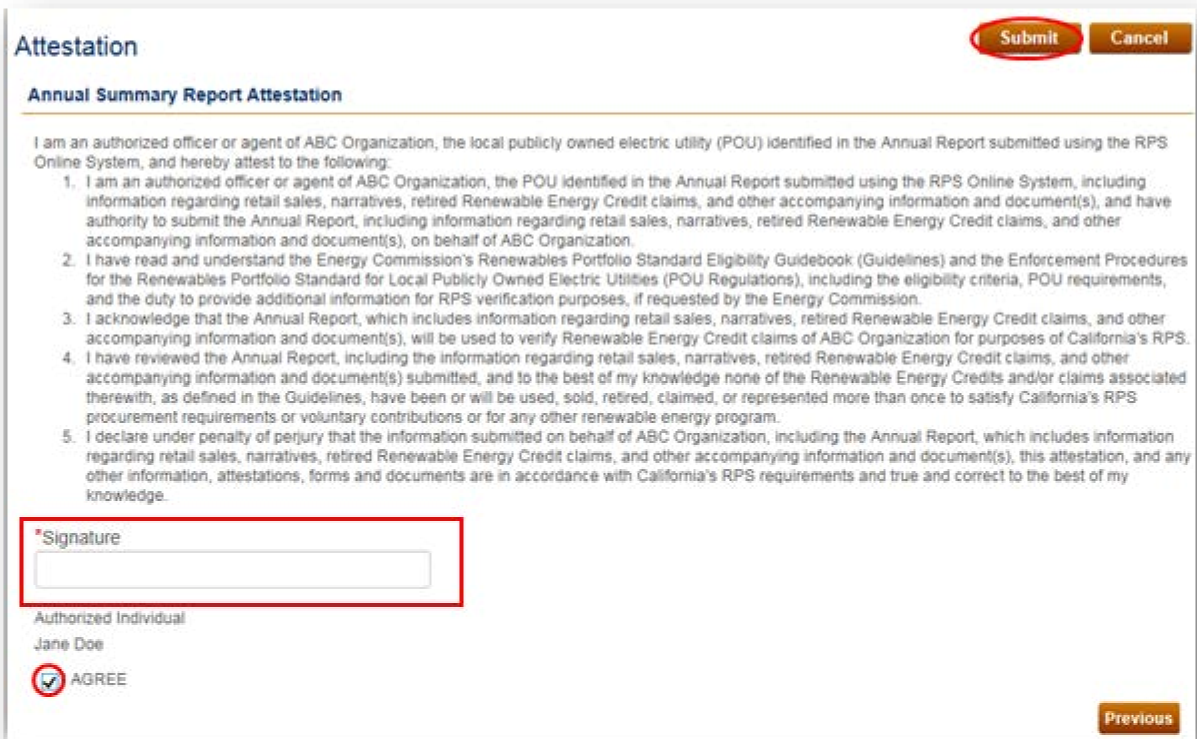
15. Select all Narrative Type(s) which apply to the document. Click the “Save” button the save the upload.



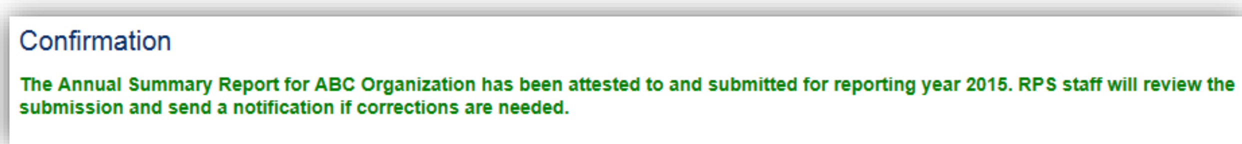
16. Click “Save & Next” button on the bottom right hand corner of the screen.



17. After reviewing the Annual Summary Report data, Users with the "Verification Attestant" role can proceed to the attestation. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



18. User will receive a confirmation message for completing the Annual Summary Report Attestation.



7.6 POU e-Tag Report

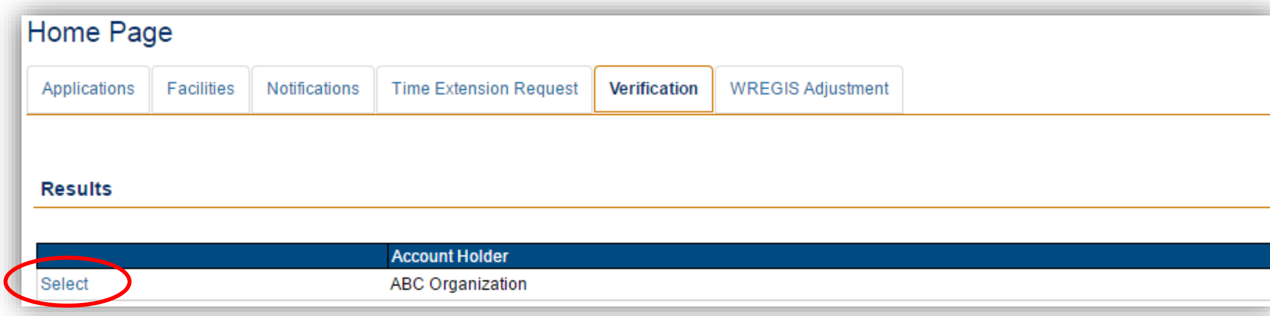
The e-Tag Report is required to be reported to the Energy Commission by POUs who procure Portfolio Content Category (PCC) 1 or PCC 2 electricity products from facilities not interconnected to a California Balancing Authority (CBA) that are scheduled into a CBA. E-Tag data that is available in WREGIS must be reported through WREGIS on the CA e-Tag Report. Data for e-Tags that are not available in WREGIS must be reported through the RPS Online System's e-Tag Report.

7.6.1 Manual Entry of e-Tag RPS data

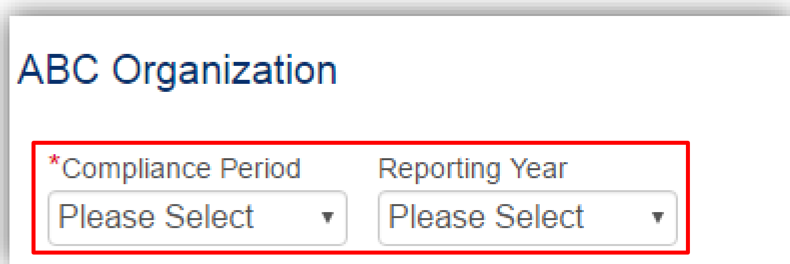
When a POU is required to submit e-Tag data that is not matched within WREGIS, they may choose to do so via manual entry or by uploading their data from an Excel spreadsheet. The following outlines the process for entering the generation data manually.

1. Click on the Verification tab in order to view the Verification Home Page.

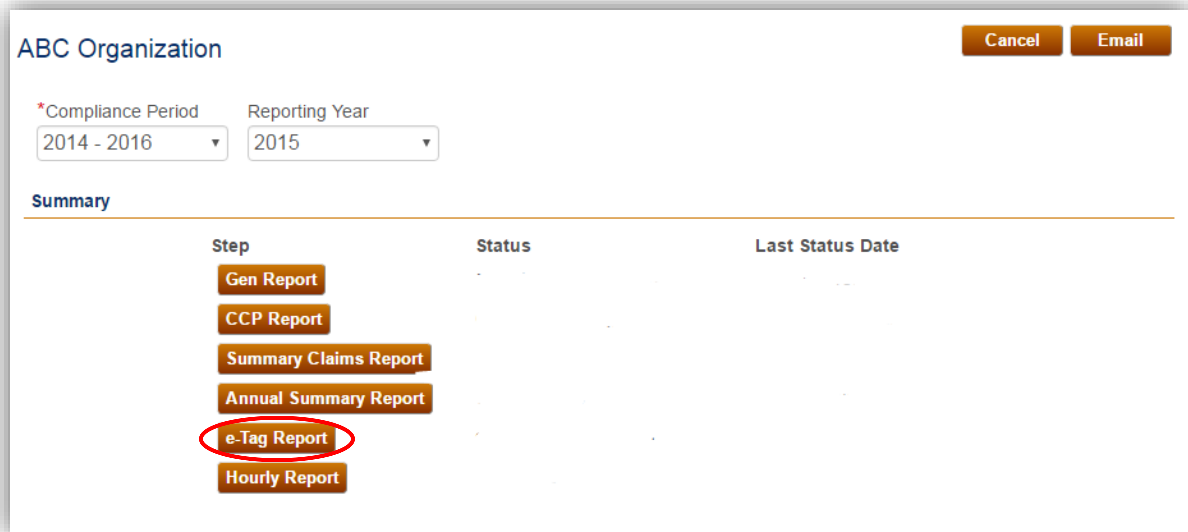
2. Click on the "Select" link for your account.



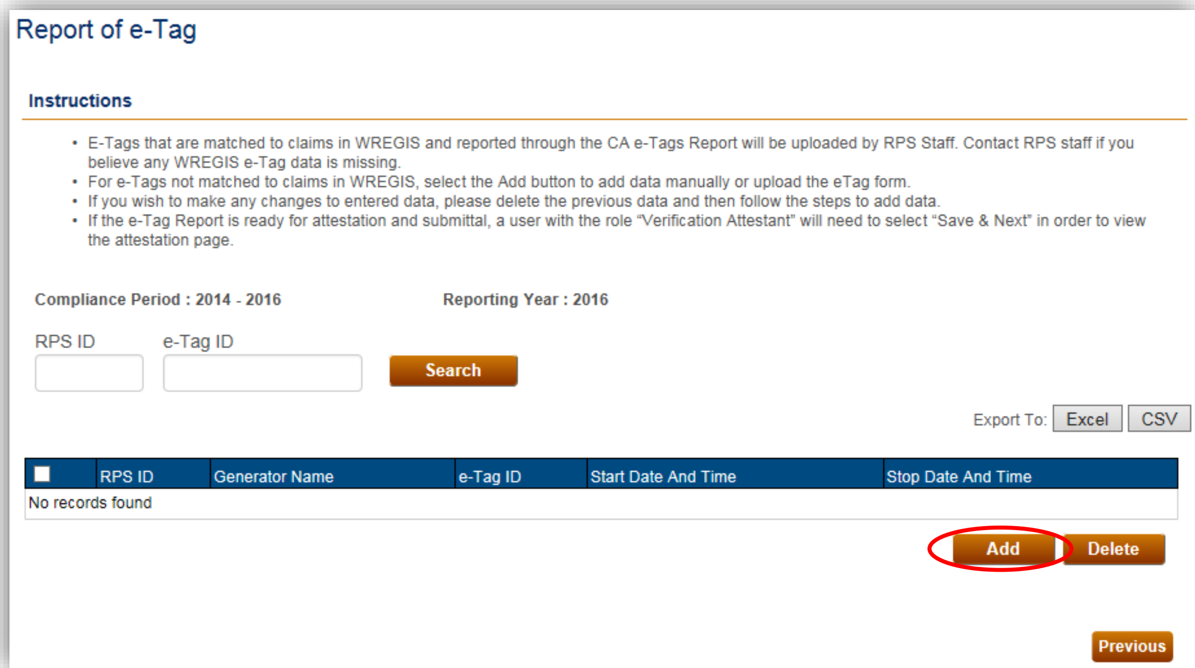
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



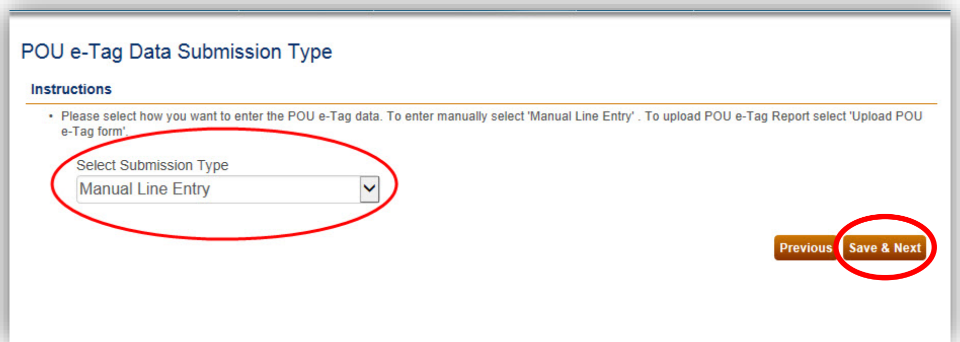
4. Select the “e-Tag Report” button.



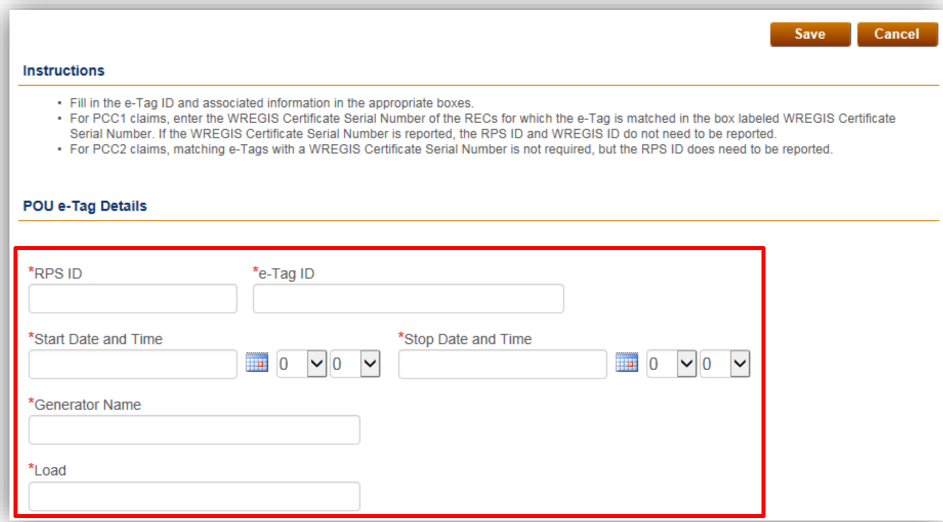
5. Click the “Add” button.



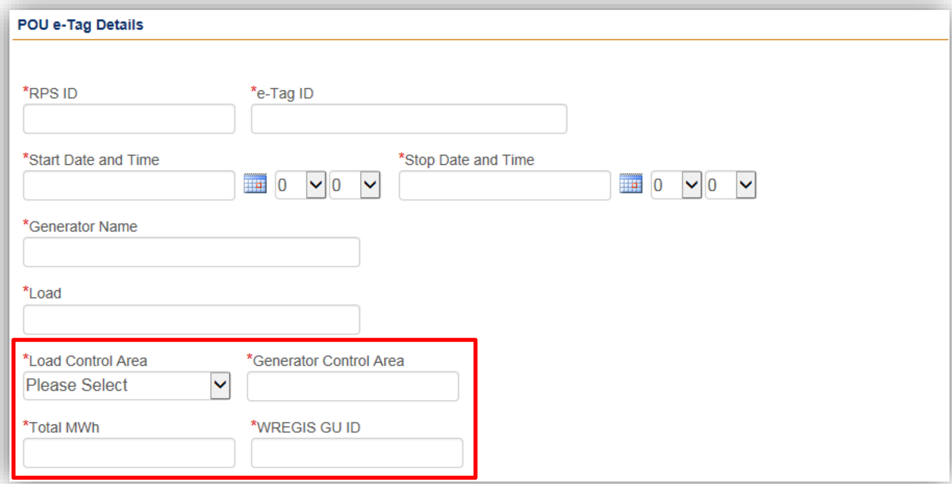
6. Select the "Manual Line Entry" option from the Select Submission Type drop-down menu. Click the "Save & Next" button in the bottom right hand corner of the screen.



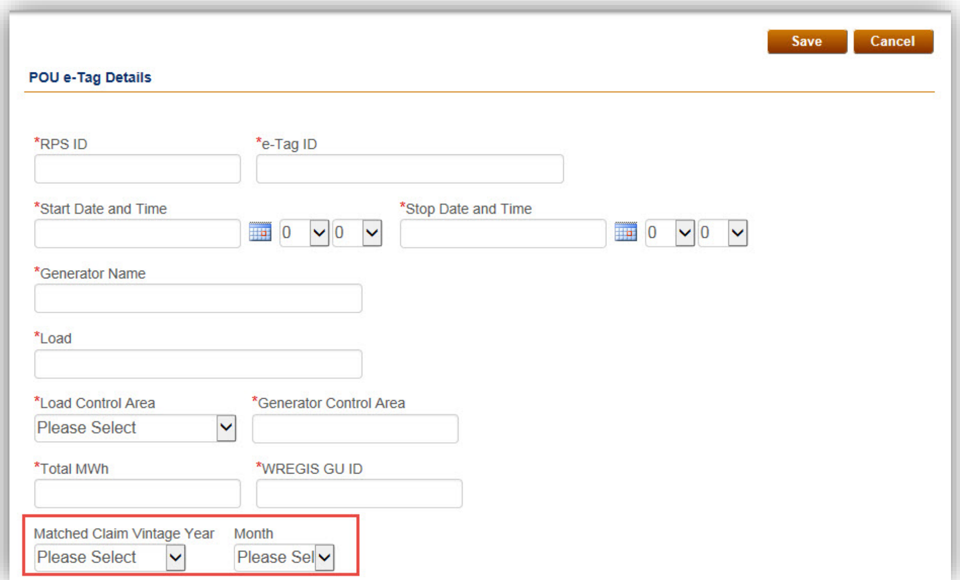
7. Enter values in "RPS ID," "e-Tag ID," "Start Date and Time," "Stop Date and Time," "Generator Name," "Load," and select hours and minutes from the drop-down. Note: The e-Tag ID field must follow the following format: The first characters before the 1st underscore must equal to selection of Generator Control Area (see next screen). The last characters after the 2nd underscore must equal to the selection of Load.



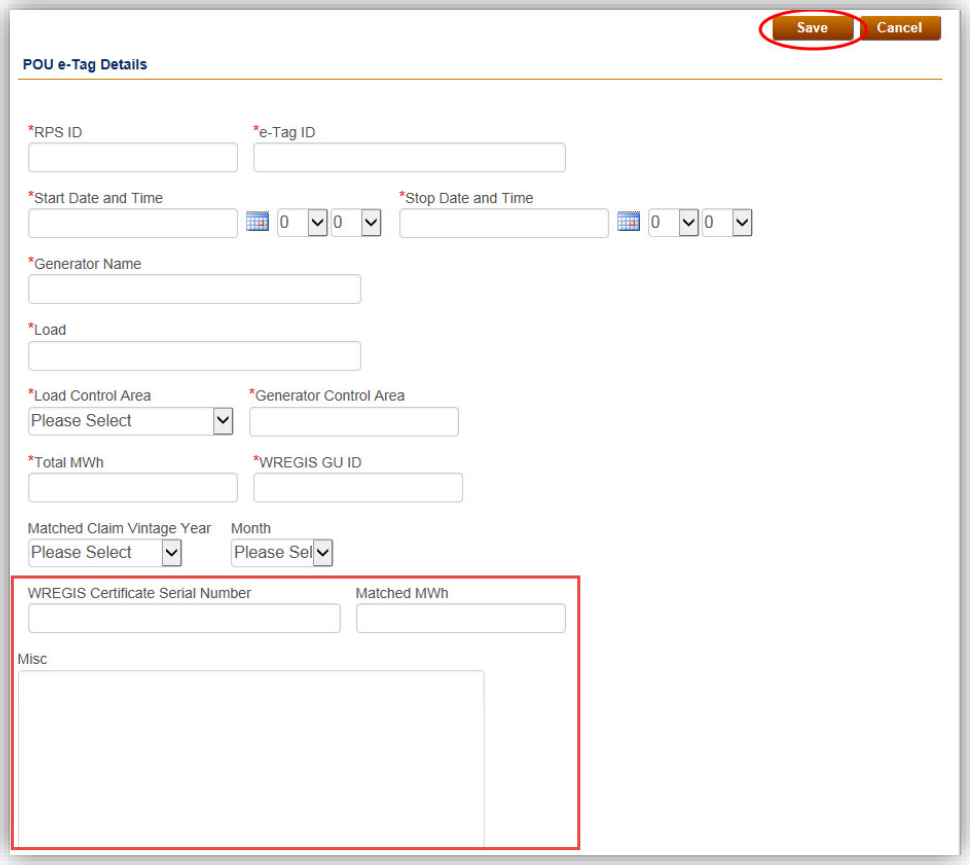
8. Select an applicable value from “Load Control Area” drop-down option, and enter values in to “Generator Control Area,” “Total MWh,” and WREGIS GU ID” fields.



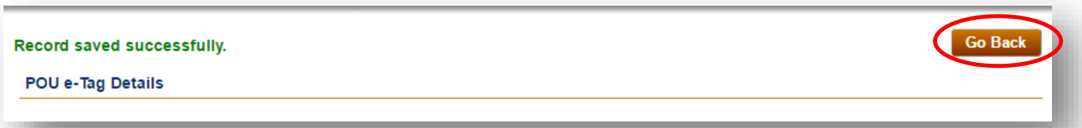
9. Select value from “Matched Claim Vintage Year” and “Month” drop-down, if applicable.



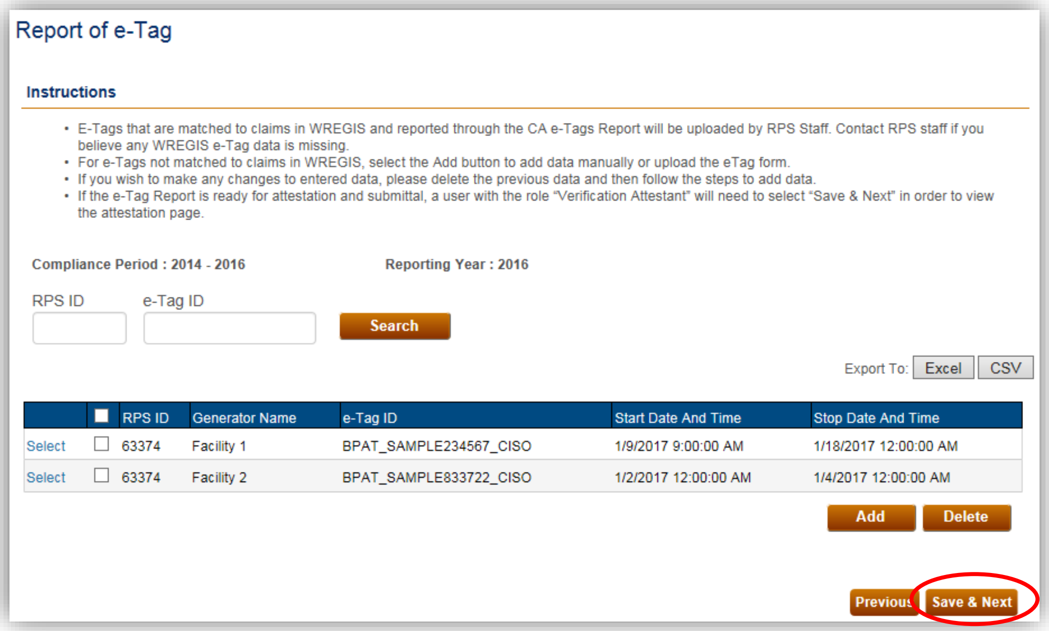
10. Add values to “WREGIS Certificate Serial Number,” “Matched MWh,” and “Misc” (if applicable) and then click “Save” to save the e-Tag record.



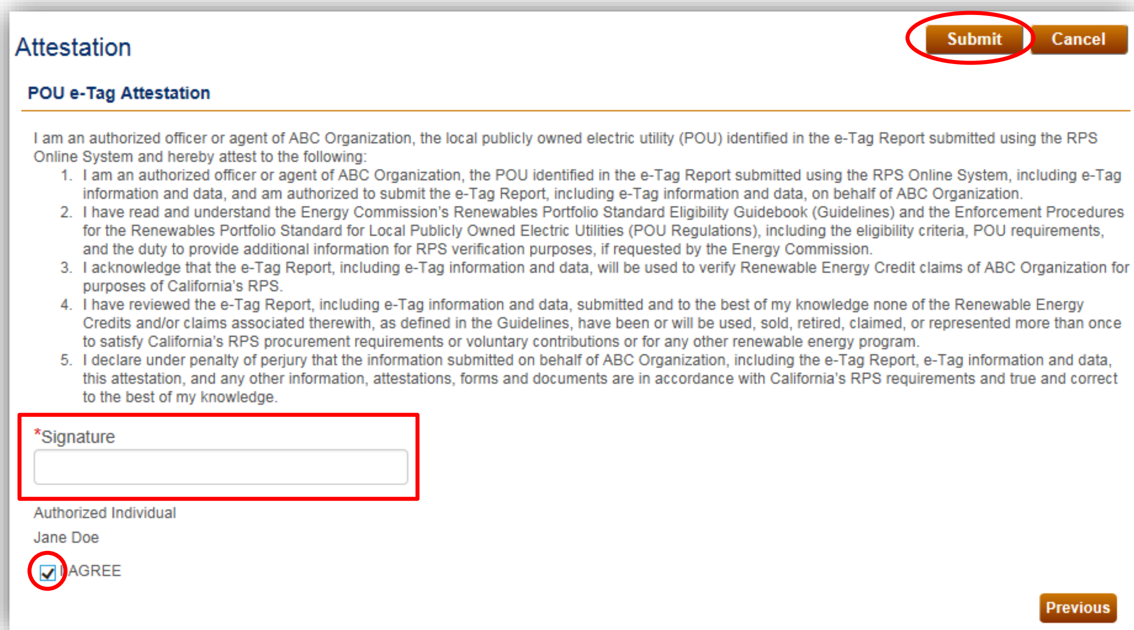
11. Click the “Go Back” button in the upper right hand corner. Note: Repeat Steps 4-11 to manually enter the remaining e-Tag data.



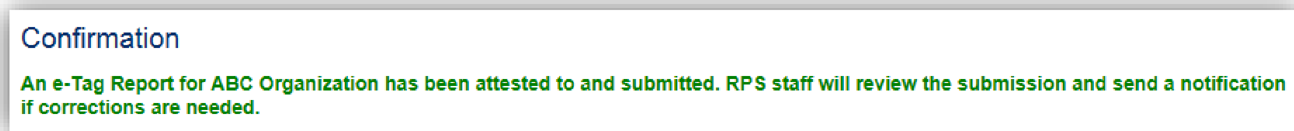
12. Once all the relevant e-Tag data has been entered, click “Save & Next” in the bottom right corner of the screen to proceed to the next step.



13. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



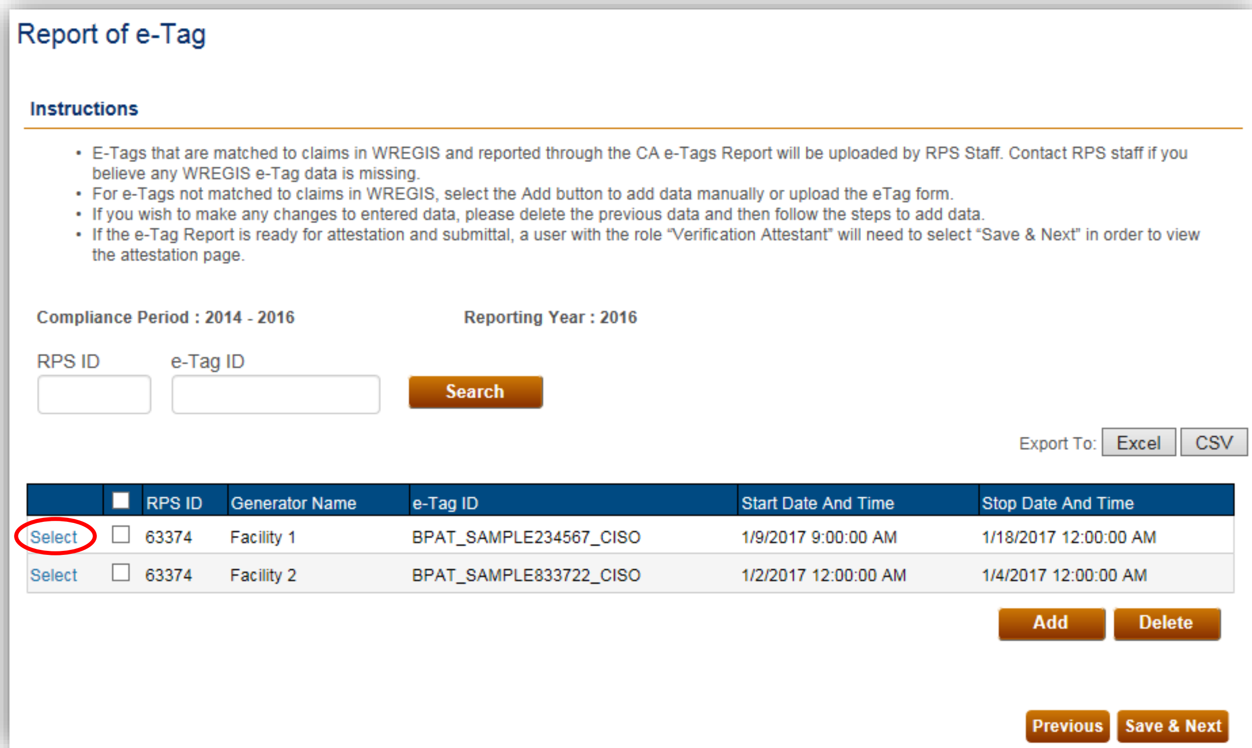
14. After selecting the “Submit” button, the system will display a confirmation message for completing the e-Tag data entry. Note: User will not be able to add or edit e-Tag information until the status is set as “corrections needed” by the RPS Verification staff.



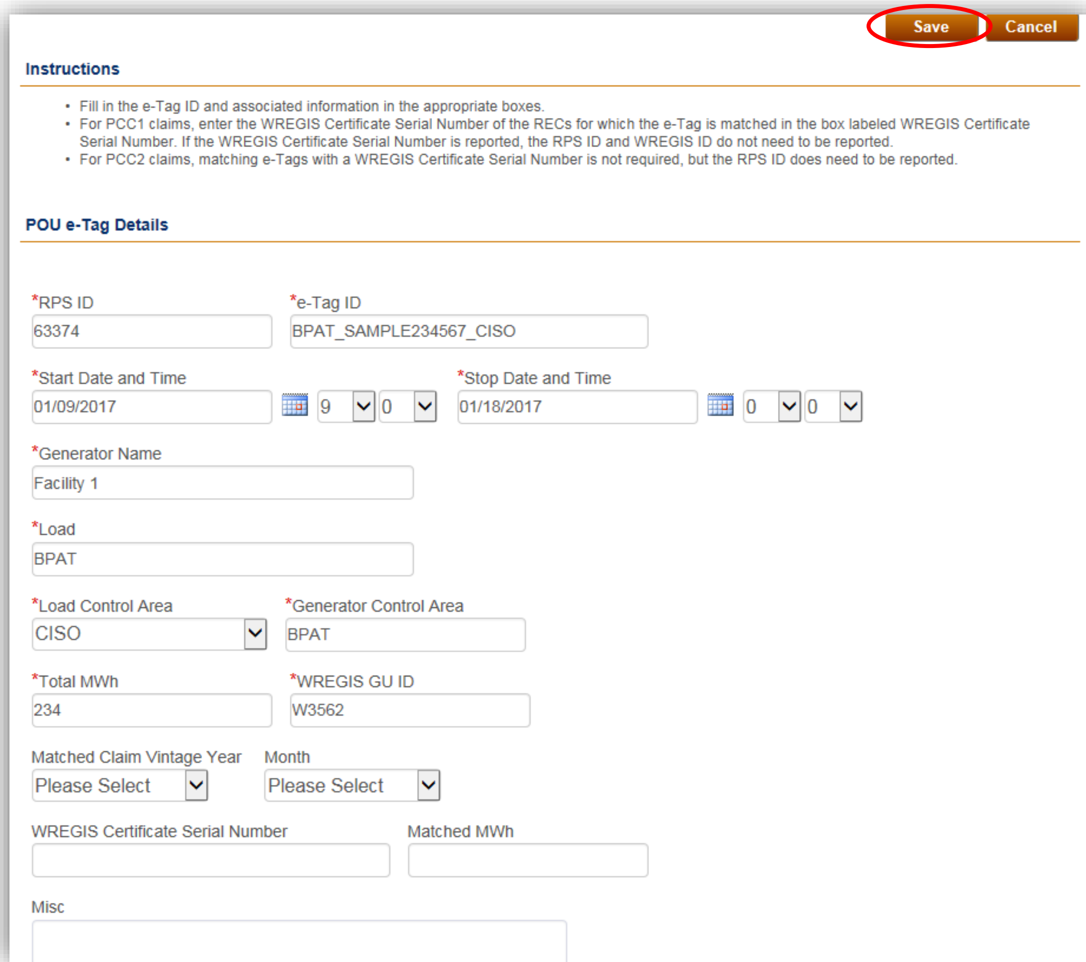
7.6.2 Review e-Tag Data and Edit

The system allows the user to edit their entries after saving. The following outlines the process for manually editing fields prior to submission.

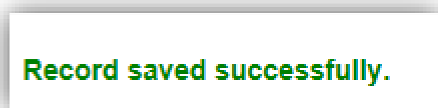
1. Select an entry from the list of e-Tag IDs.



2. Edit any of the fields you wish to change provided on the “POU e-Tag Details” page. Once all updates or edits have been made, click the “Save” button in the upper right hand corner of the screen.



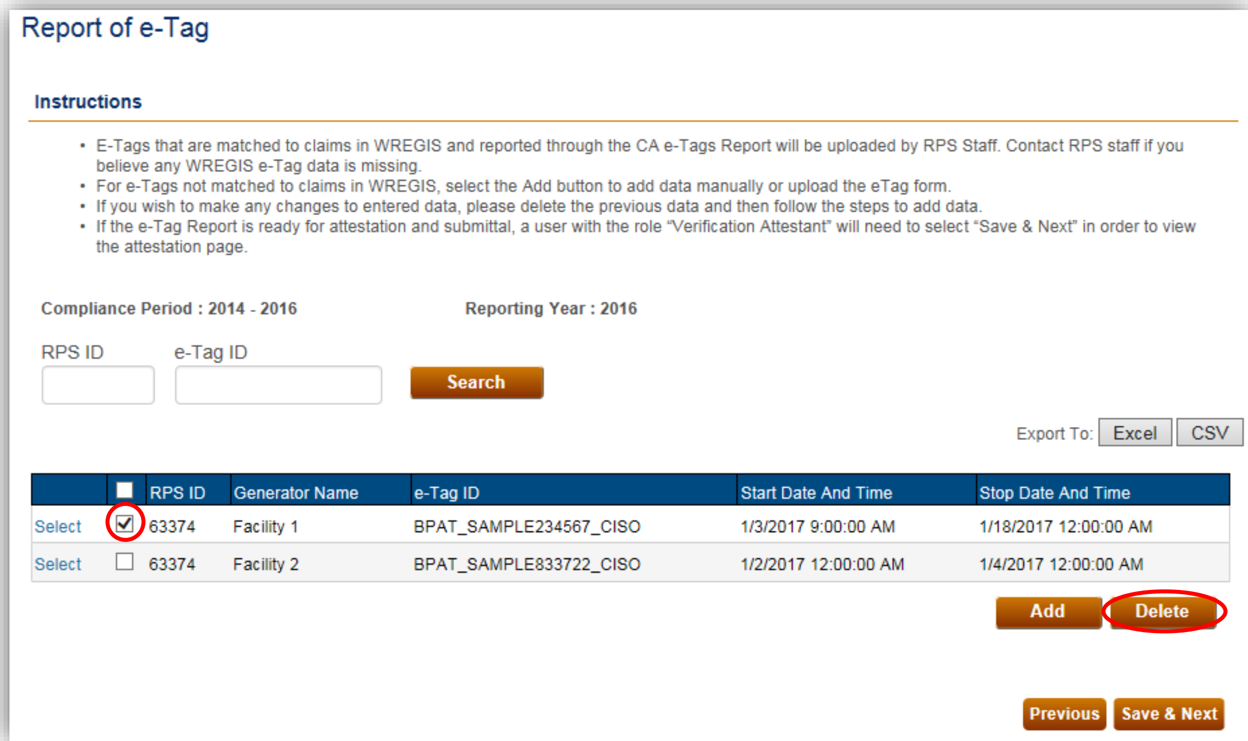
3. Note: After clicking on the “Save” button, the system will display a message confirming the record was saved.



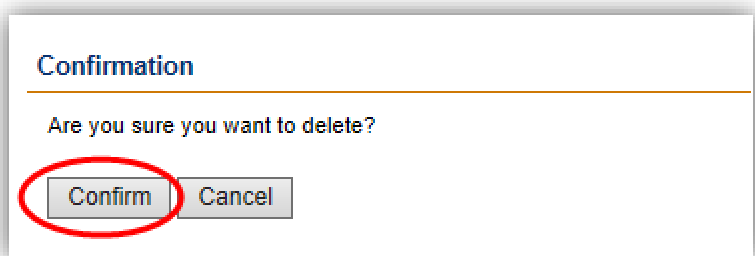
7.6.3 Review e-Tag Data and Delete

The system allows the user to delete their entries after saving. The following outlines the process for deleting an entry.

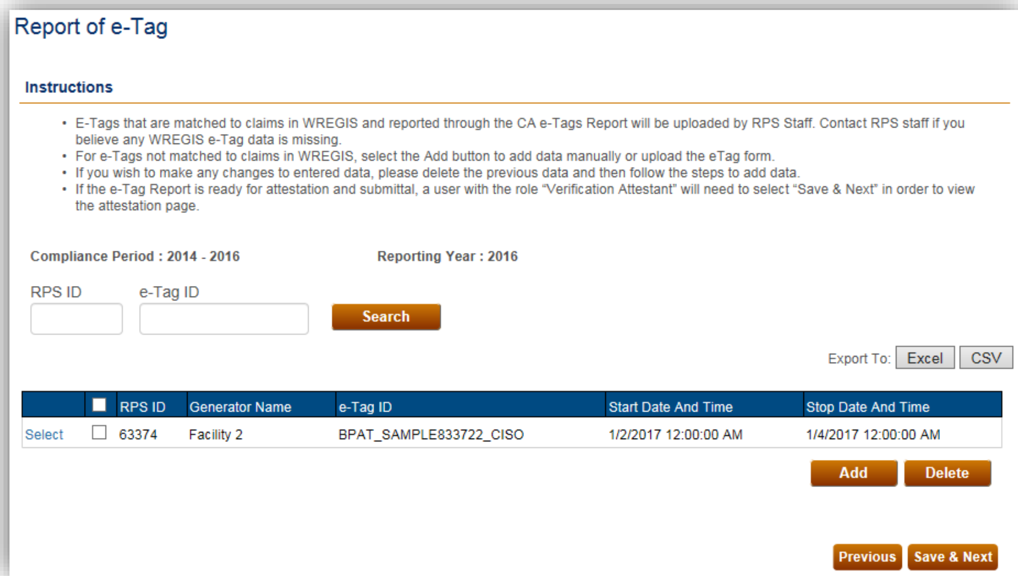
1. Select an entry from the list of e-Tag IDs by checking the checkbox. Click on the “Delete” button at the bottom right hand corner of the grid.



2. Click on the “Confirm” button to confirm the deletion of the entry.



3. System displays e-Tags grid after record has been deleted.

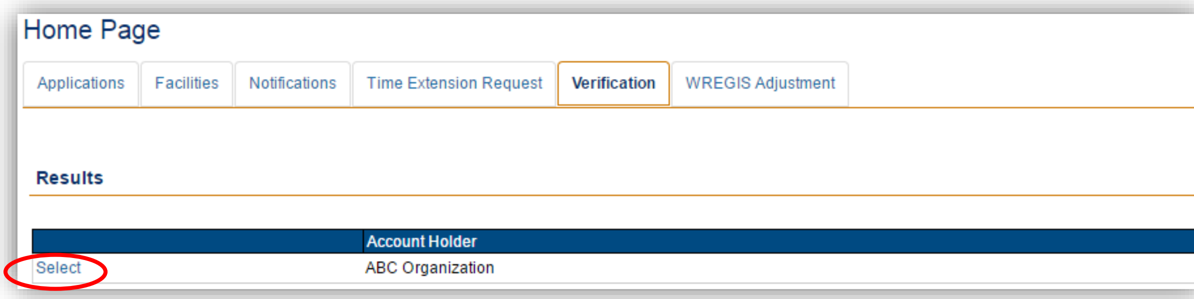


7.6.4 Upload of e-Tag RPS Data

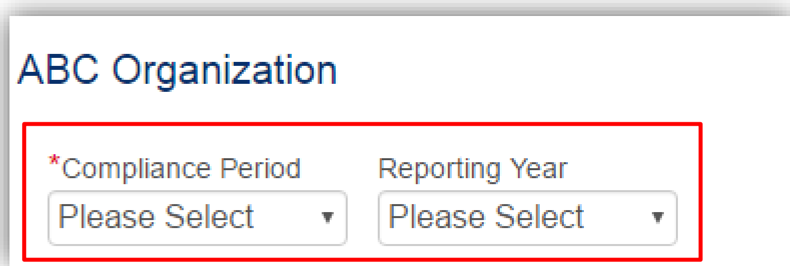
E-Tag data may be uploaded using an Excel spreadsheet instead of entering it manually. The following outlines how to upload the file, as well as correct any validation errors found in the data file.

1. Click on the Verification tab in order to view the Verification Home Page.

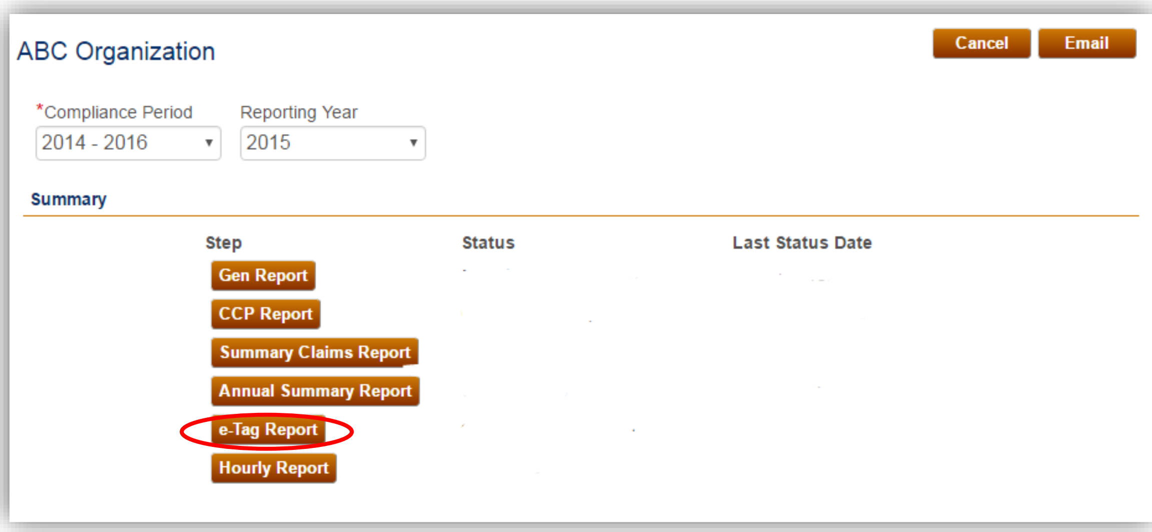
2. Click on the "Select" link for your account.



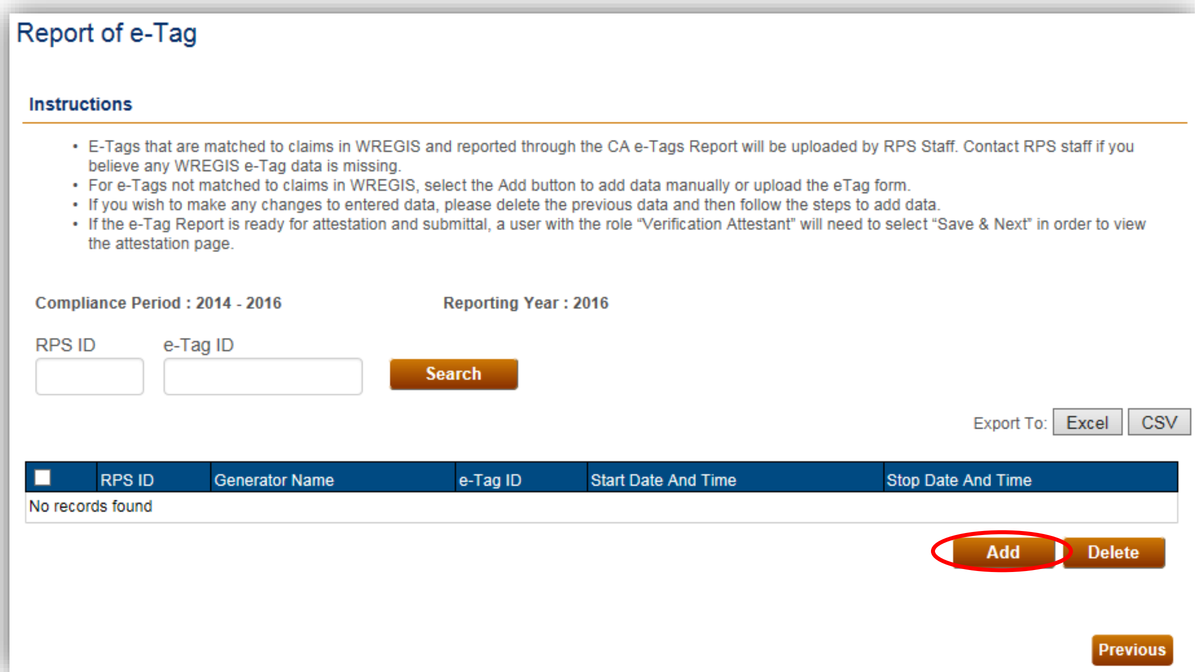
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



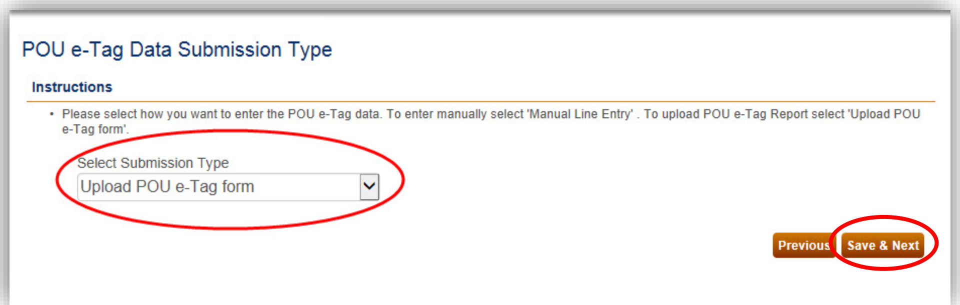
4. Select the “e-Tag Report” button.



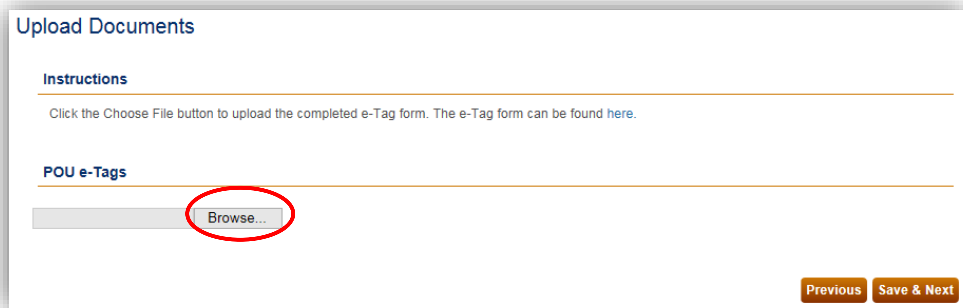
5. Click the “Add” button.



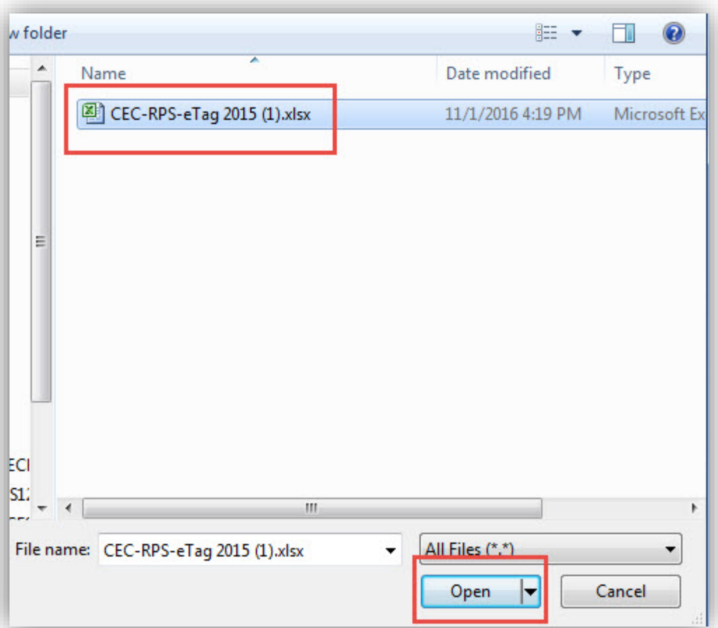
6. Select the "Upload POU e-Tag form" option from the Submission Type drop-down menu. Click the "Save & Next" button in the bottom right hand corner of the screen.



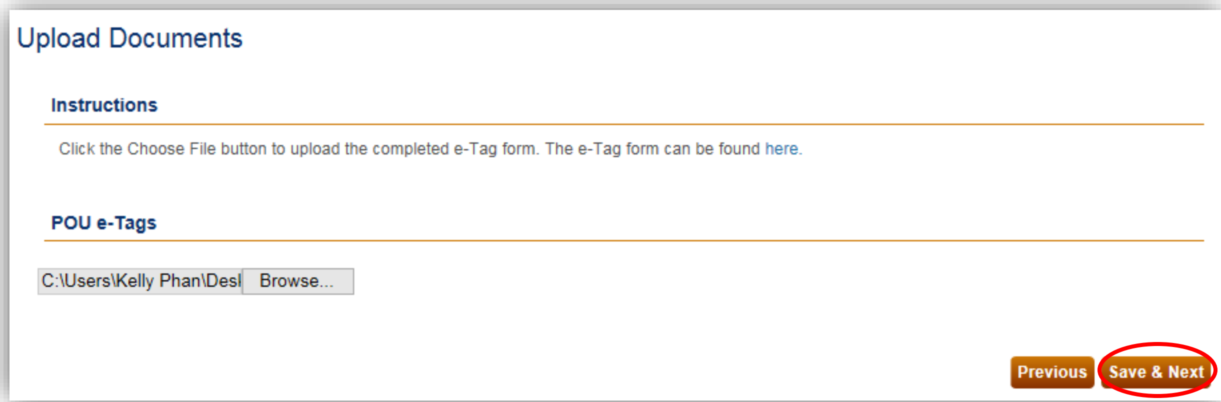
7. Click the "Browse…" button to retrieve a file from your computer.



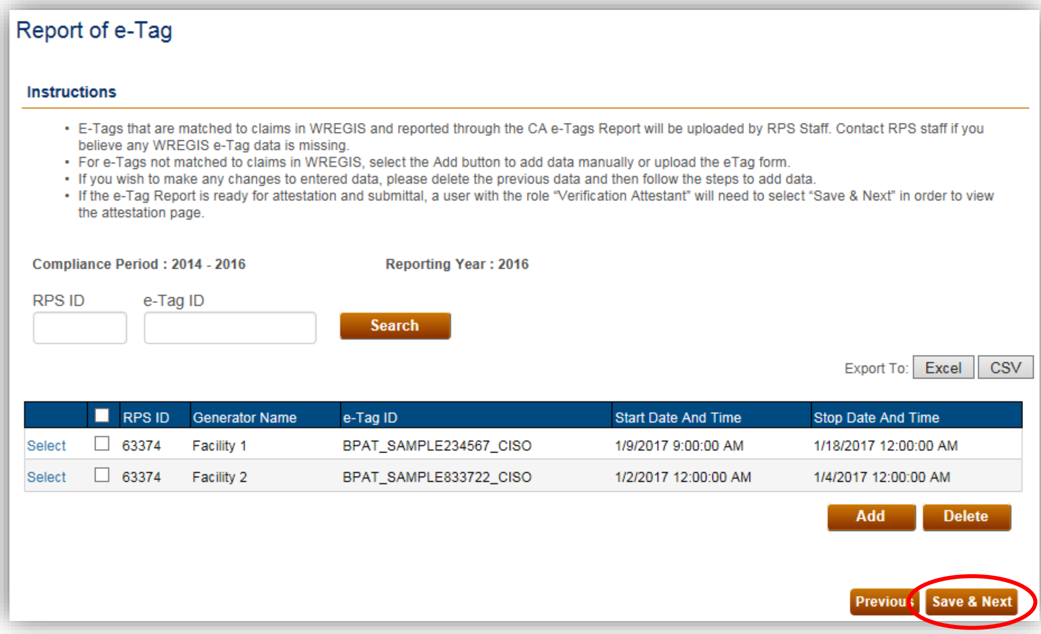
8. Select file from computer and click the "Open" button.
   Note: Window will automatically close when the user selects the "Open" option
   Note: If your e-Tag upload has validation errors then please see section 7.5.5 for steps on correcting these failed rows.



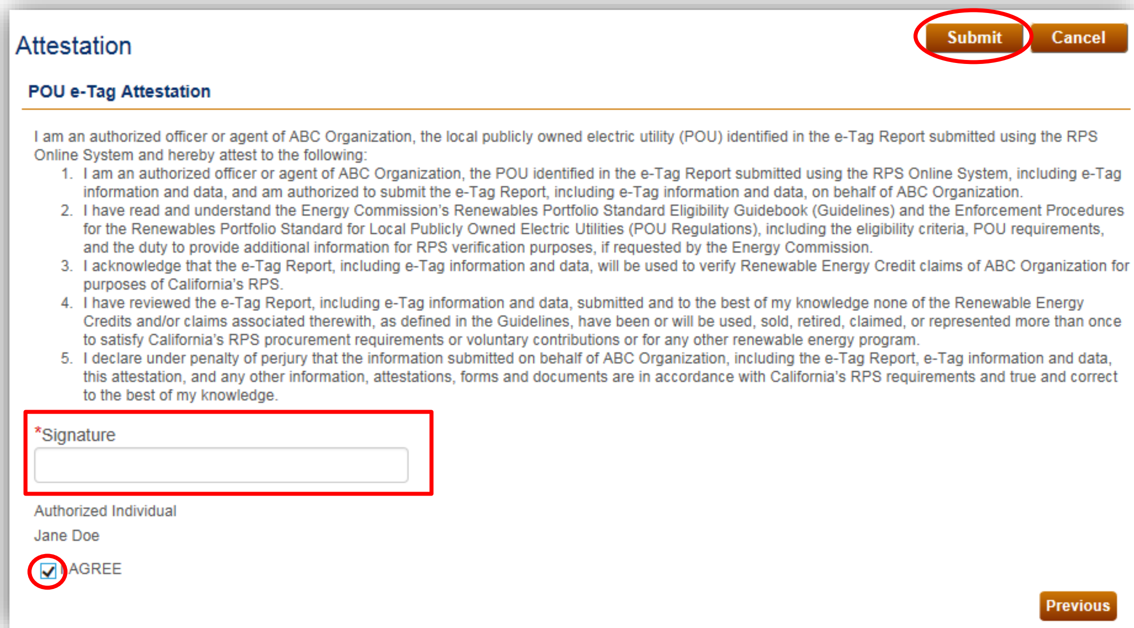
9. Click "Save & Next" button on the bottom right corner of the screen to proceed to the next step.



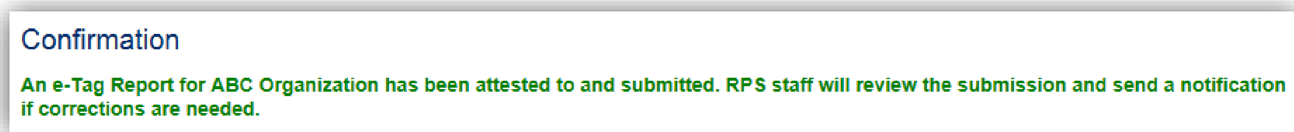
10. Once all the relevant e-Tag data has been entered, click "Save & Next" button on the bottom right corner of the screen to proceed to the next step.



11. Users with the "Verification Attestant" role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



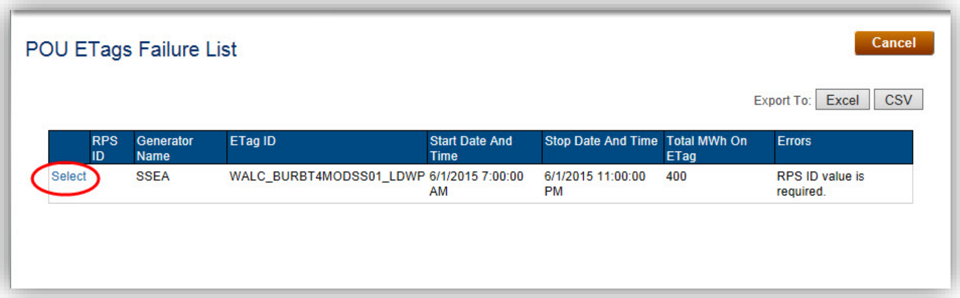
12. After selecting the "Submit" button, the system will display a confirmation message for completing the e-Tag Report. Note: User will not be able to add or edit e-Tag information until the status is set as "corrections needed" by the RPS Verification staff.



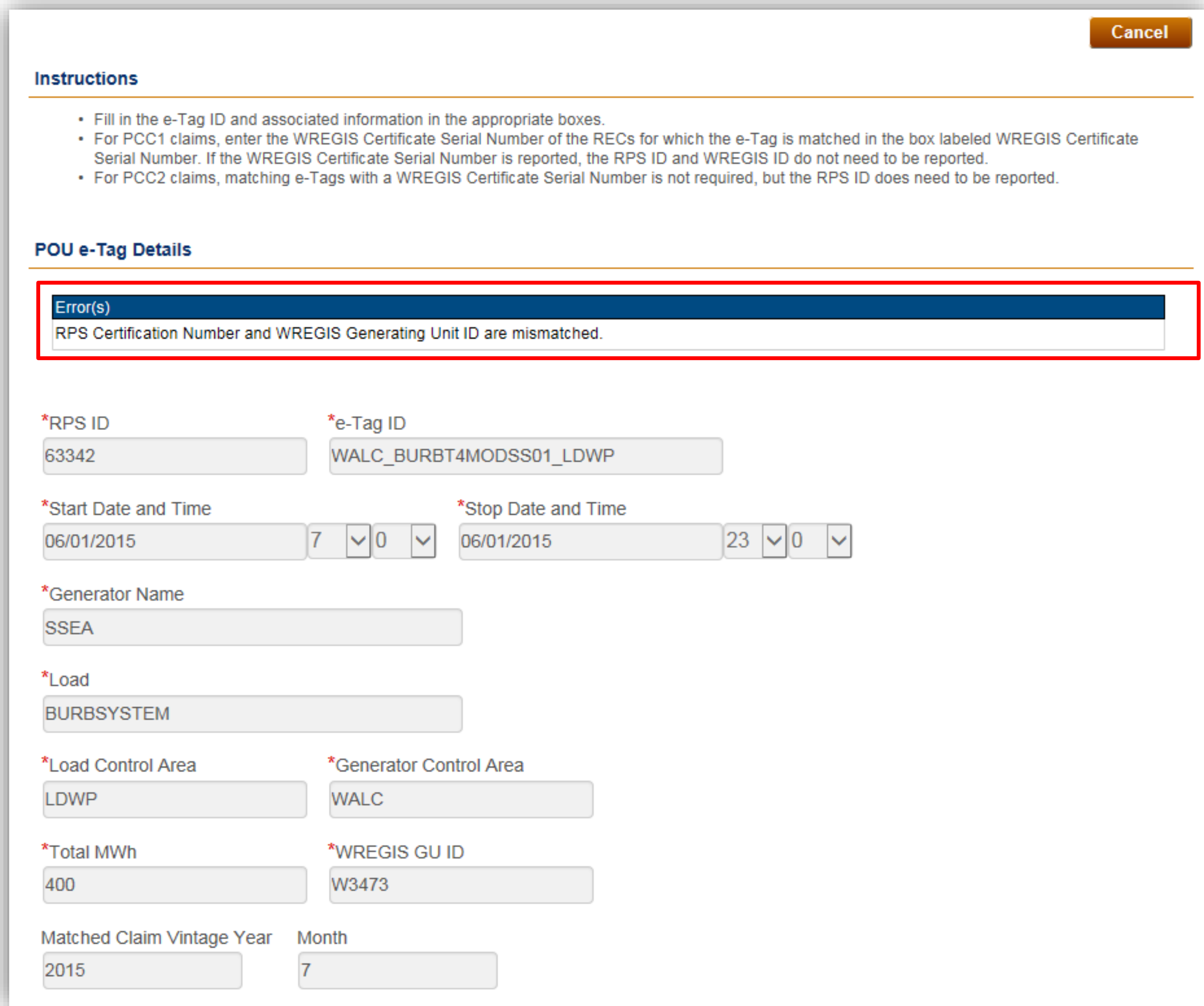
7.6.5 Reviewing e-Tag Validation Errors

If the uploaded e-Tag file contains errors then the system will mark these rows from the file as Failed. The system will then navigate the user to the File Upload Results page where all of the failed rows will be displayed. The system will require the user re-upload the corrected file to complete the process of e-Tag data submission.

1. If the uploaded e-Tag file contains validation errors, the system will direct users to the POU ETags Failure List. Click “Select” for the record you wish to view.



2. Each record will provide information on the validation error. User can review but not edit the errors on this screen; User must re-upload the corrected file. Repeat steps 5-9 from 7.5.4 above.

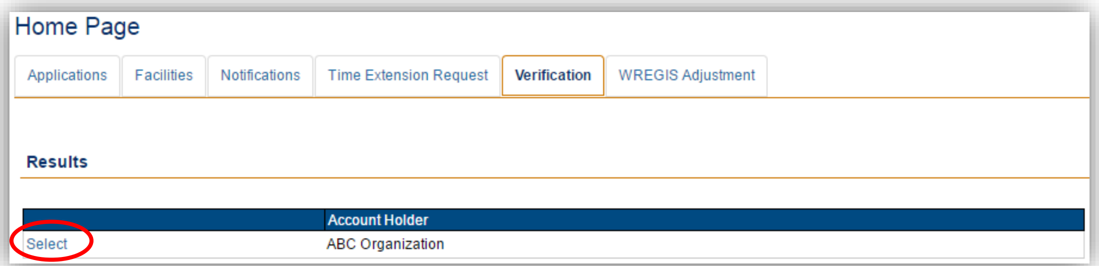


7.6.6 Review the WREGIS CA e-Tags Report

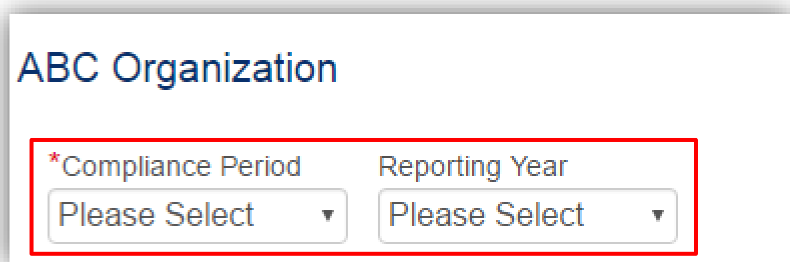
Data submitted through the CA e-Tags Report via WREGIS is uploaded by RPS Staff, to be verified by the user. The following outlines how to perform this task.

1. Click on the Verification tab in order to view the Verification Home Page.

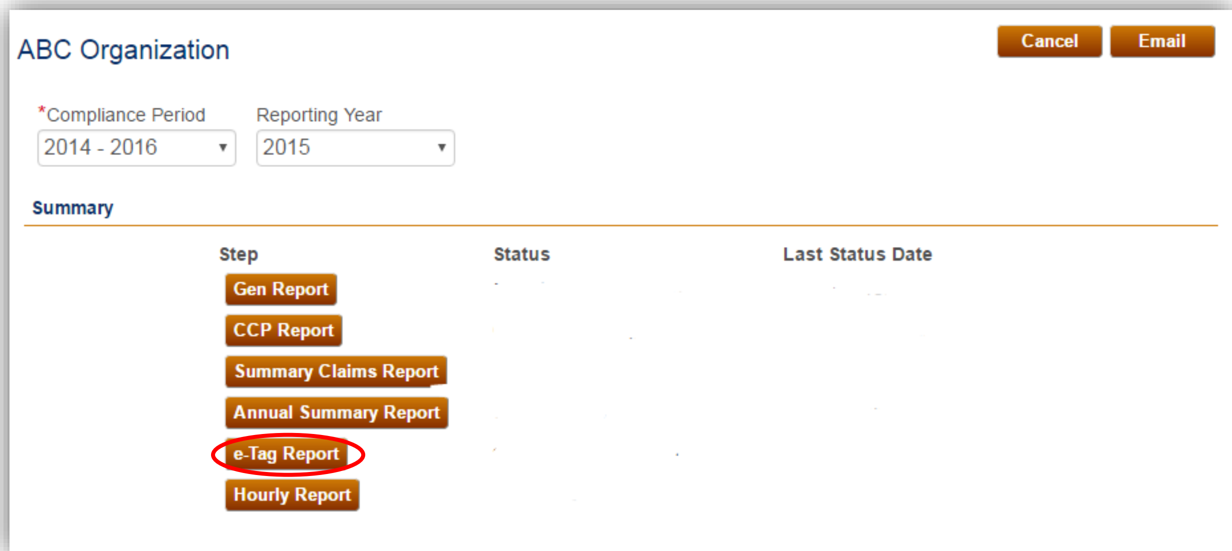
2. Click on the “Select” link of your account.



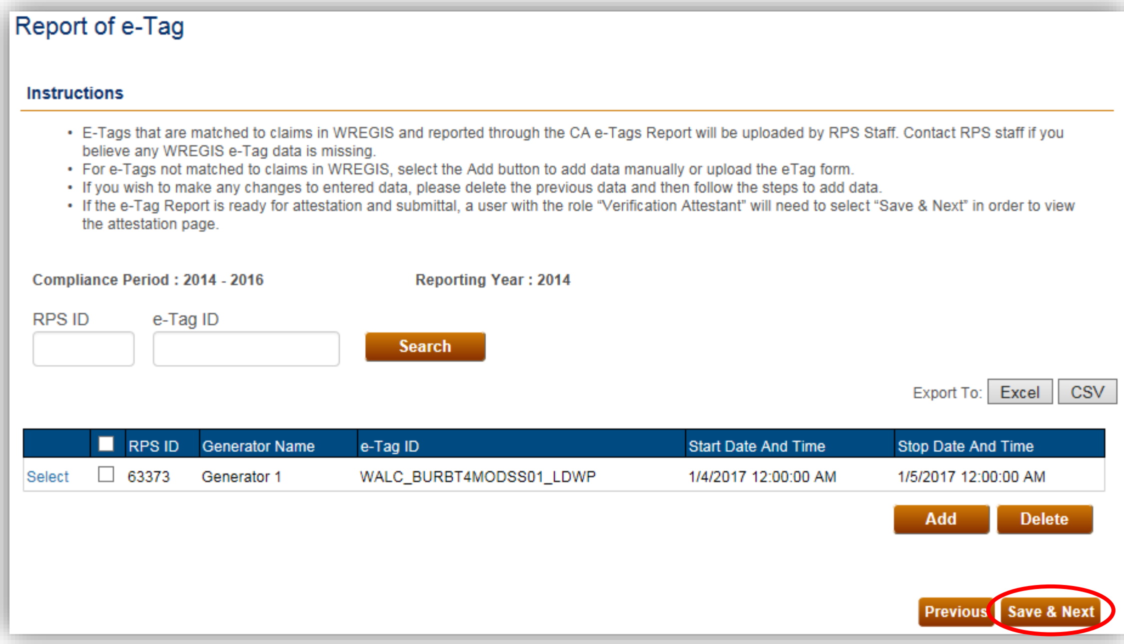
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



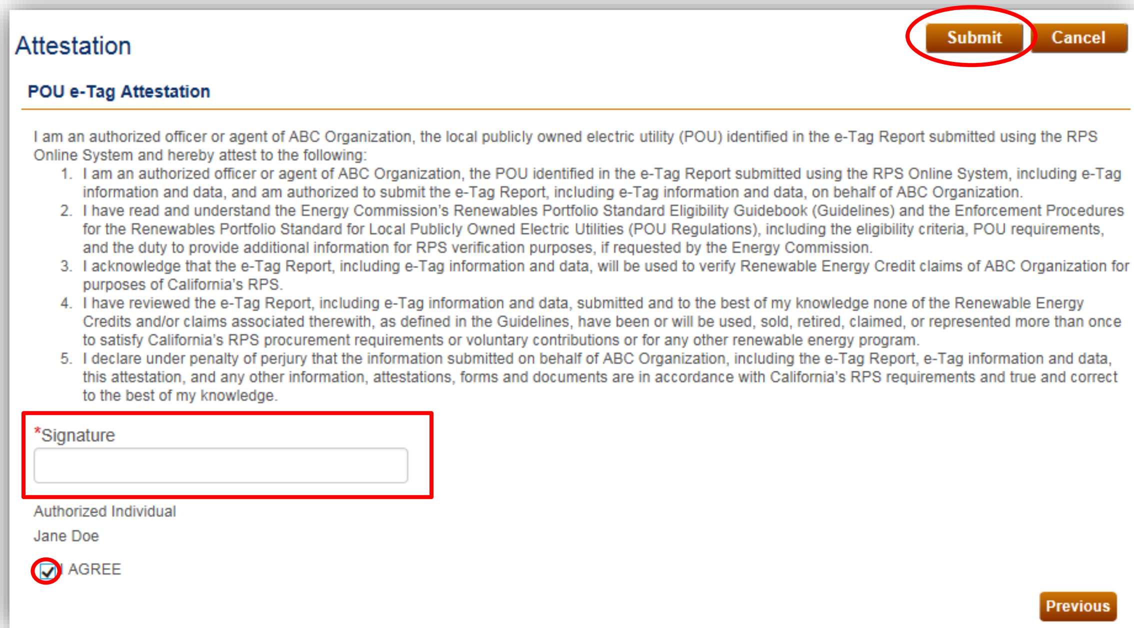
4. Select the “e-Tag Report” button.



5. Review the WREGIS e-Tags listed. Once all e-Tag data has been reported, including those not reported through WREGIS, click the “Save & Next” button.



6. Users with the "Verification Attestant" role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.


Attestation

Submit Cancel

POU e-Tag Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the e-Tag Report submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization, the POU identified in the e-Tag Report submitted using the RPS Online System, including e-Tag information and data, and am authorized to submit the e-Tag Report, including e-Tag information and data, on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the e-Tag Report, including e-Tag information and data, will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the e-Tag Report, including e-Tag information and data, submitted and to the best of my knowledge none of the Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including the e-Tag Report, e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

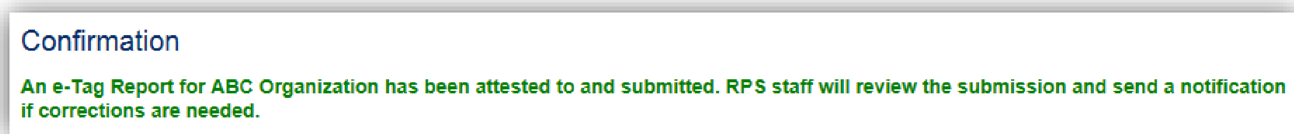
Authorized Individual

Jane Doe

AGREE

Previous

7. After selecting the "Submit" button, the system will display a confirmation message for completing the e-Tag data entry. Note: User will not be able to add or edit e-Tag information until the status is set as "corrections needed" by RPS Verification staff.


Confirmation

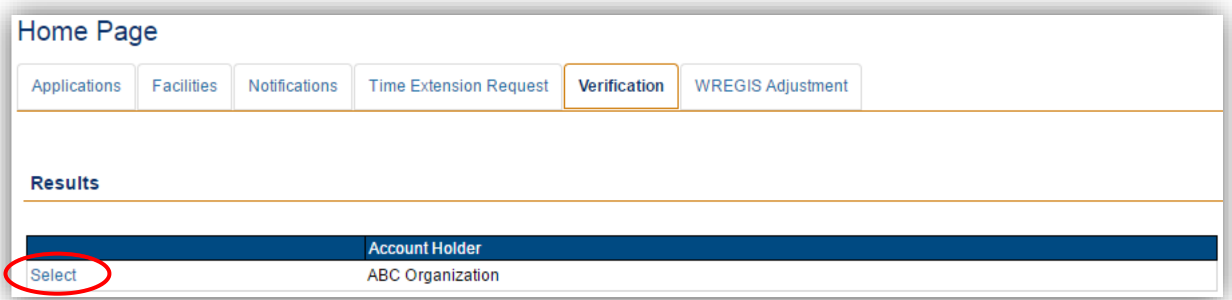
An e-Tag Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

7.6.7 Corrections to the e-Tag Report

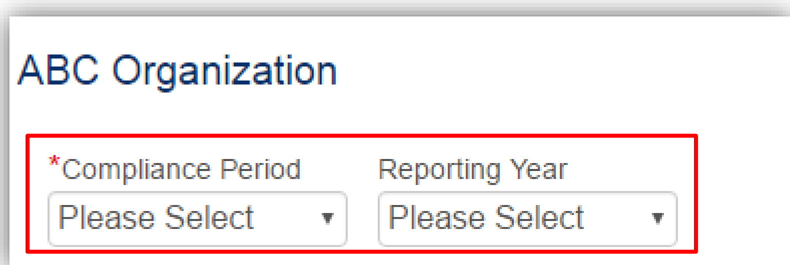
The RPS Staff can "unlock" the e-Tag Report for editing purposes. This flow demonstrates the process of the user to add, delete, or edit the data once the RPS staff has provided permission for changes.

1. Click on the Verification tab in order to view the Verification Home Page.

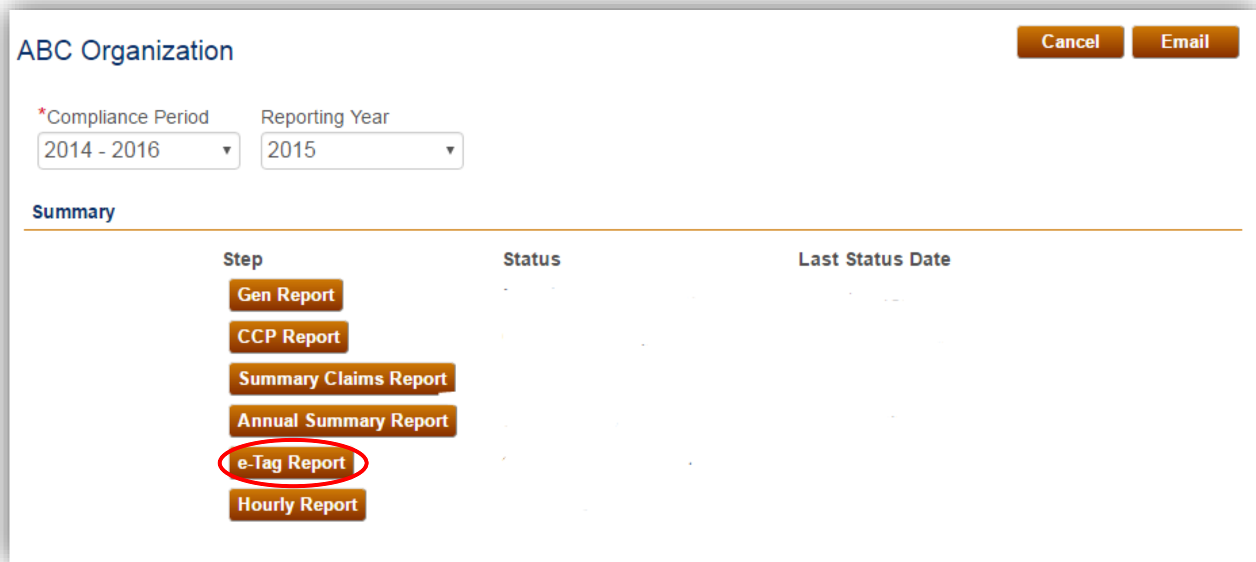
2. Click on the "Select" link of your account.



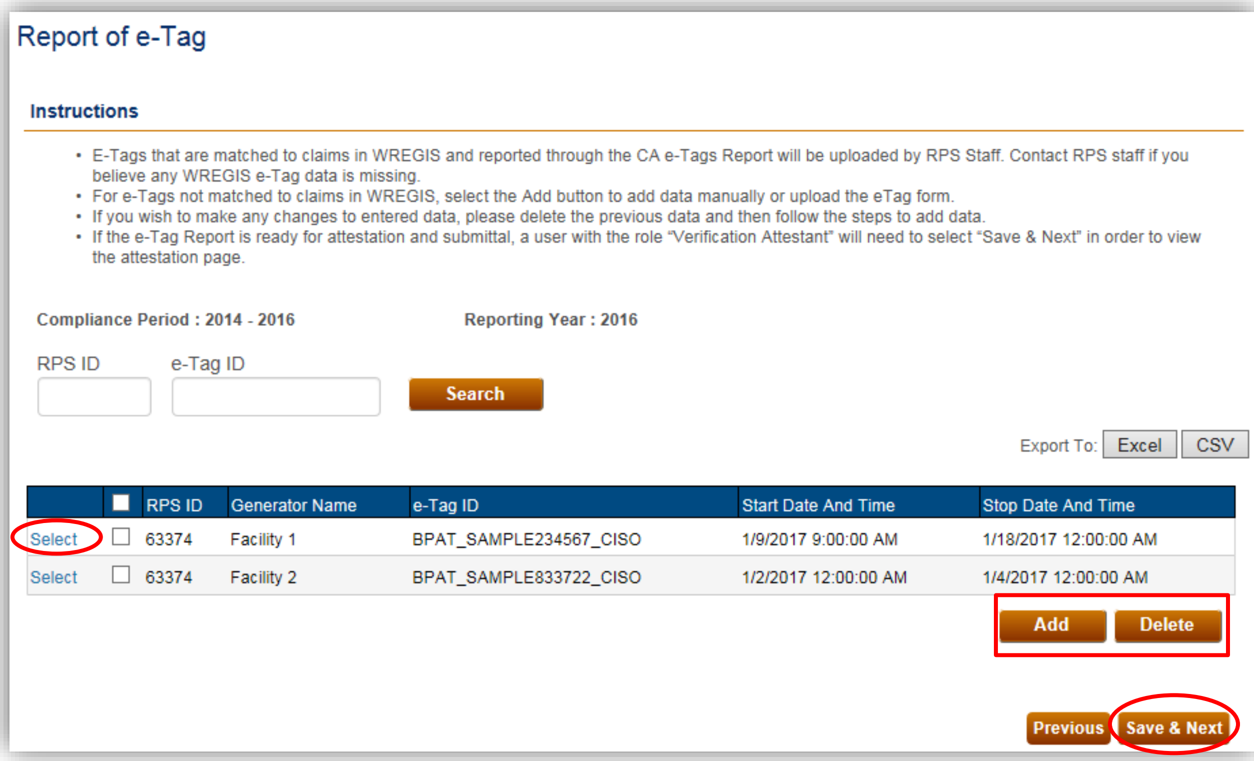
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



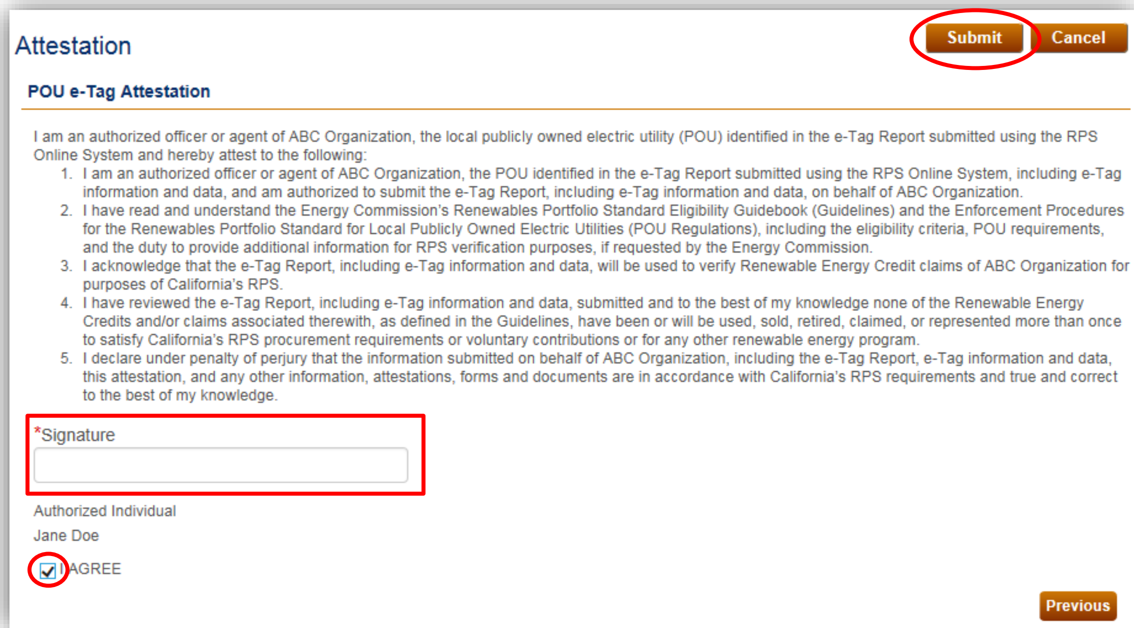
4. Select the e-Tag Report button.



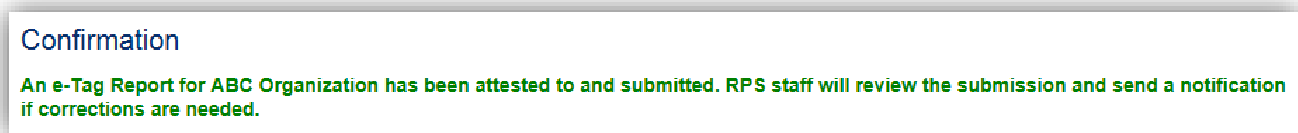
5. New e-Tags can be added by clicking "Add", e-Tags can be deleted by clicking "Delete", or select the entry you wish to edit and make the appropriate changes. Once all e-Tag data has been added, deleted, or edited, click the "Save & Next" button.



6. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



7. After selecting the “Submit” button, the system will display a confirmation message for submitting the e-Tag Report.



7.7 POU Hourly Report

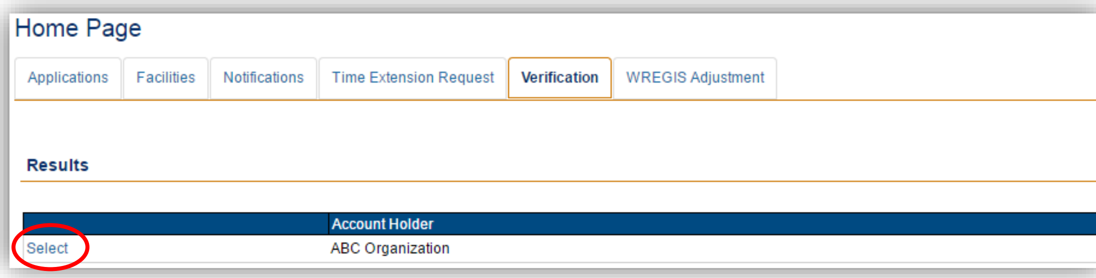
The Hourly Report is required for POUs who procure Portfolio Content Category (PCC) 1 electricity products from facilities not interconnected to a California Balancing Authority (CBA) that are scheduled into a CBA within the hour, in addition to the e-Tag Report. Hourly meter data and the hourly scheduled amount for each hour that is claimed as PCC 1 procurement must be reported in the Hourly Report.

7.7.1 Manual Entry of Hourly Data

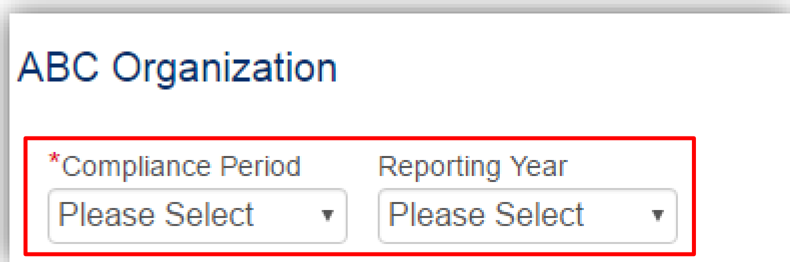
When a POU is required to submit hourly data, they may choose to do so via manual entry or by uploading their data from an Excel spreadsheet. The following outlines the process for entering the hourly data manually.

1. Click on the Verification tab in order to view the Verification Home Page.

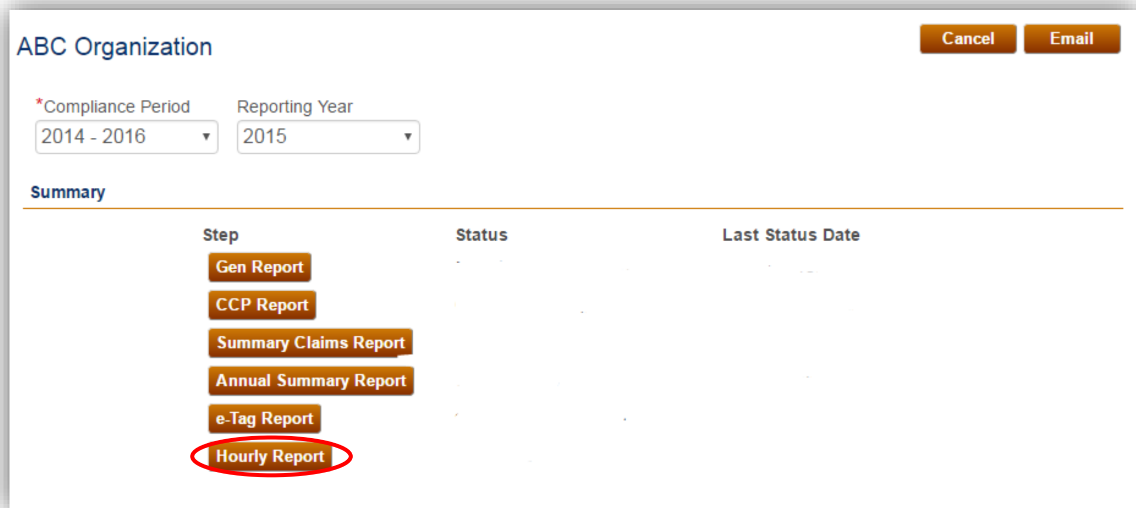
2. Click on the “Select” link of your account.



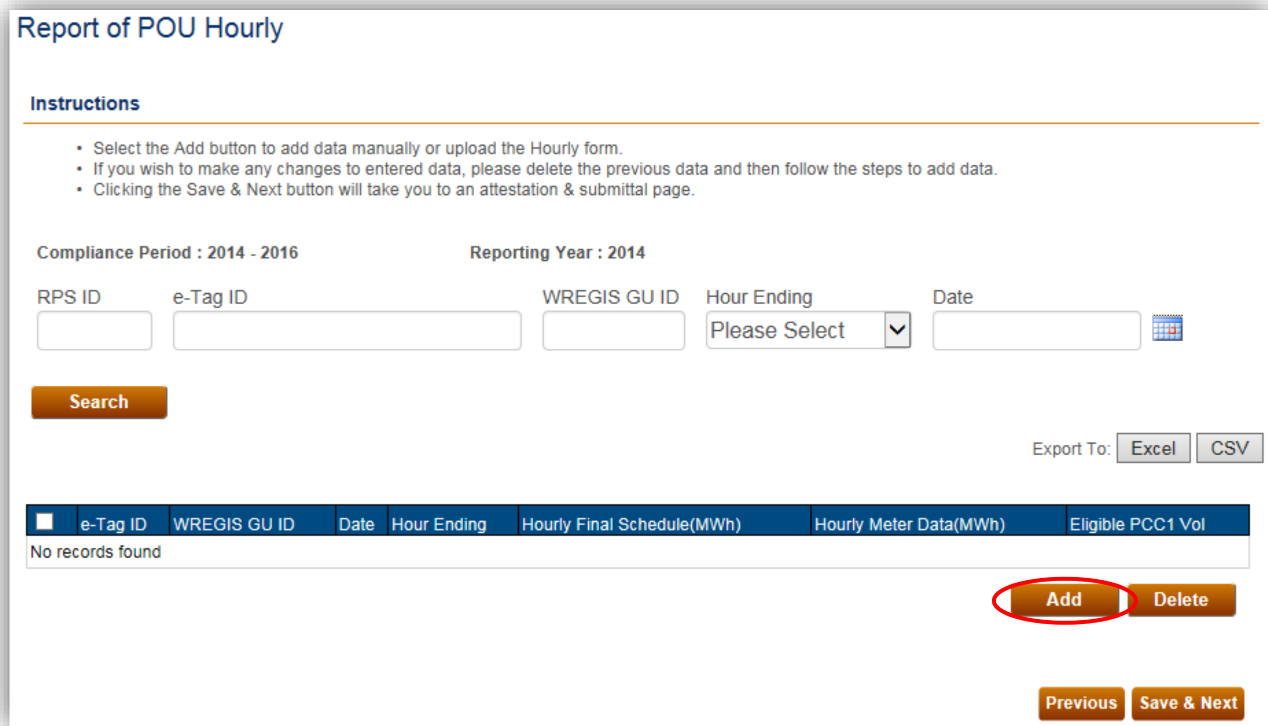
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



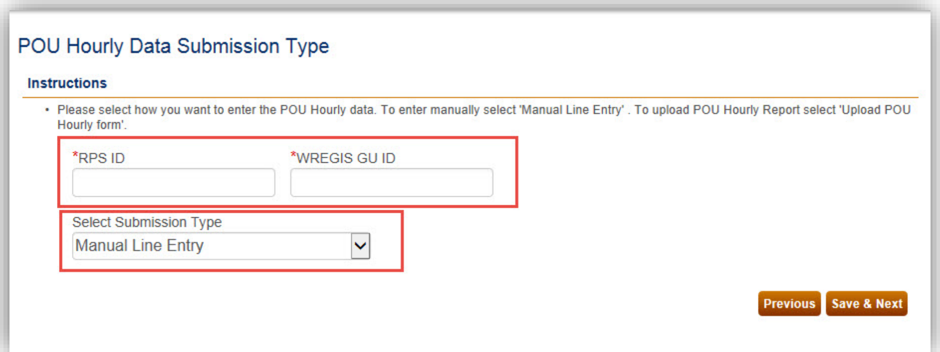
4. Select the “Hourly Report” button.



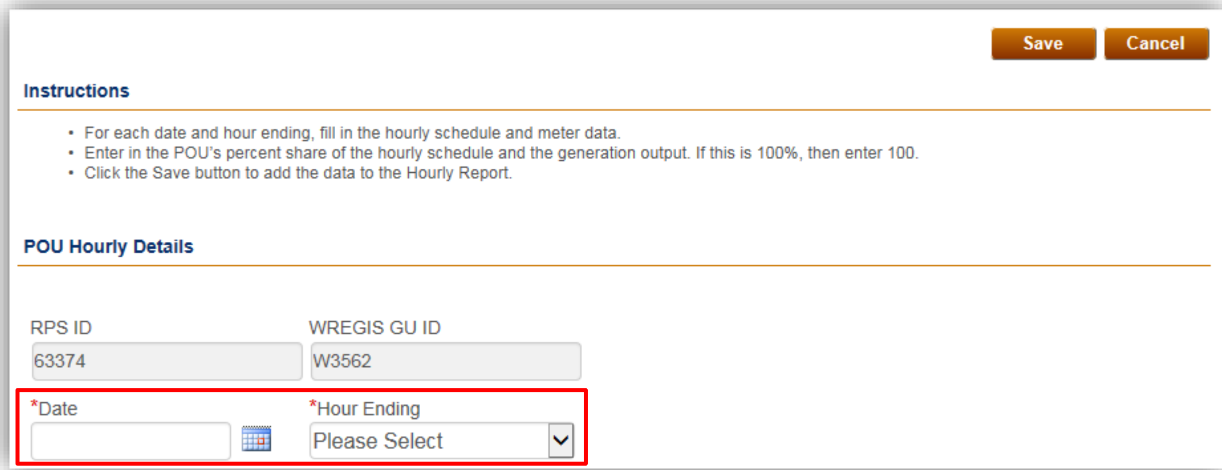
5. Click the “Add” button.



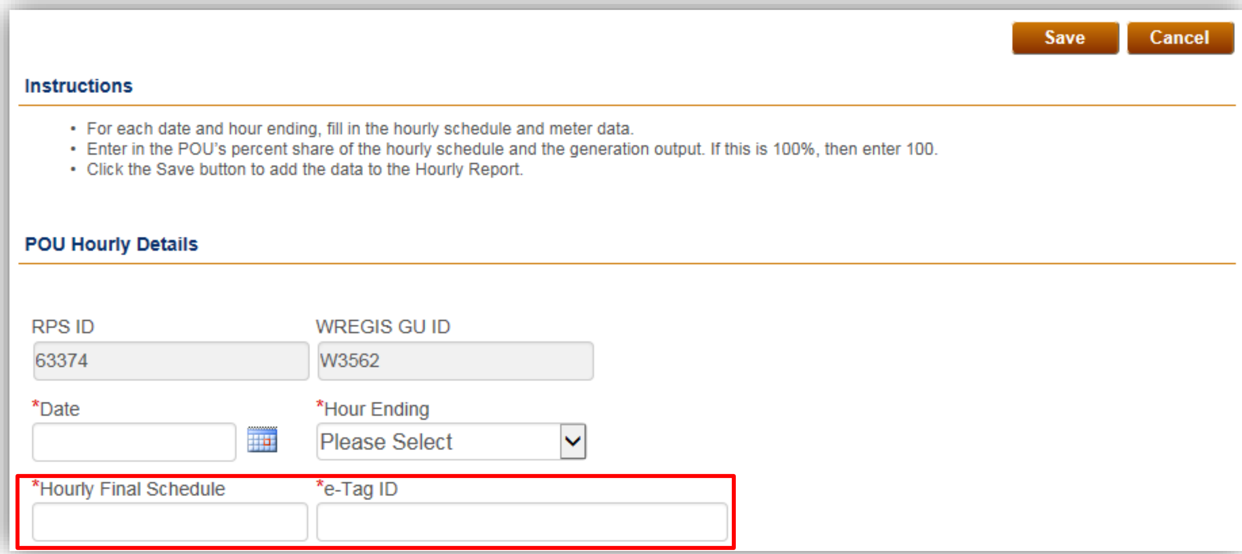
6. Enter “RPS ID” and “WREGIS GU ID.” Select the “Manual Line Entry” option from the Select Submission Type drop-down menu. Click “Save & Next” button on the bottom right hand corner of the screen.



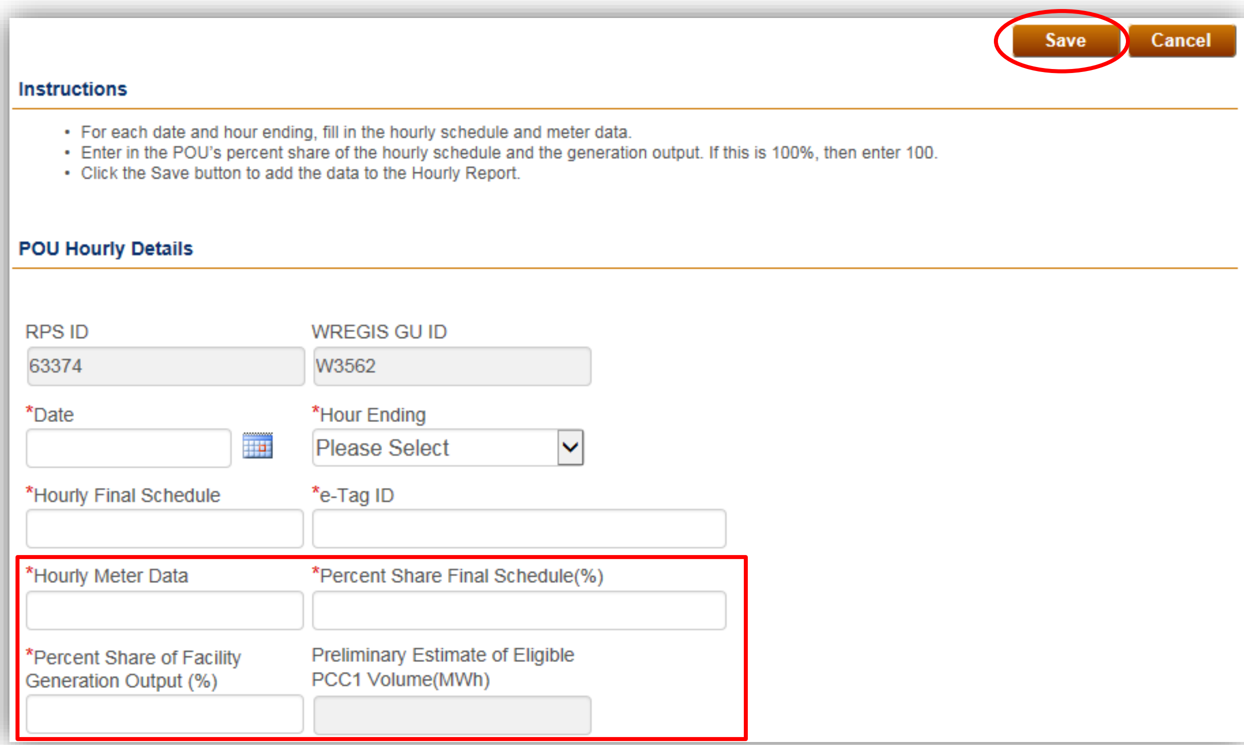
7. Select values for “Date” and “Hour Ending.”



8. Add values in to “Hourly Final Schedule,” and “e-Tag ID” field. The e-Tag ID field must follow the following format: The first characters before the 1st underscore must be equal to the Generator Control Area ID . The last characters after the 2nd underscore must be equal to the Load Control Area ID.

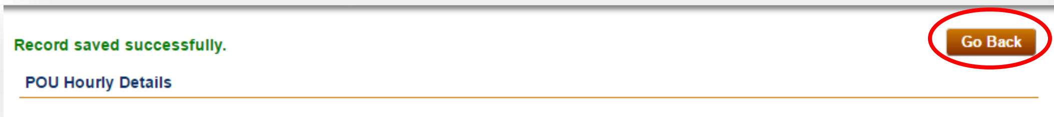


9. Add values in “Hourly Meter Data,” “Percent Share Final Schedule (%),” “Percent Share of Facility Generation Output(%)” fields. Click “Save” to save the record.

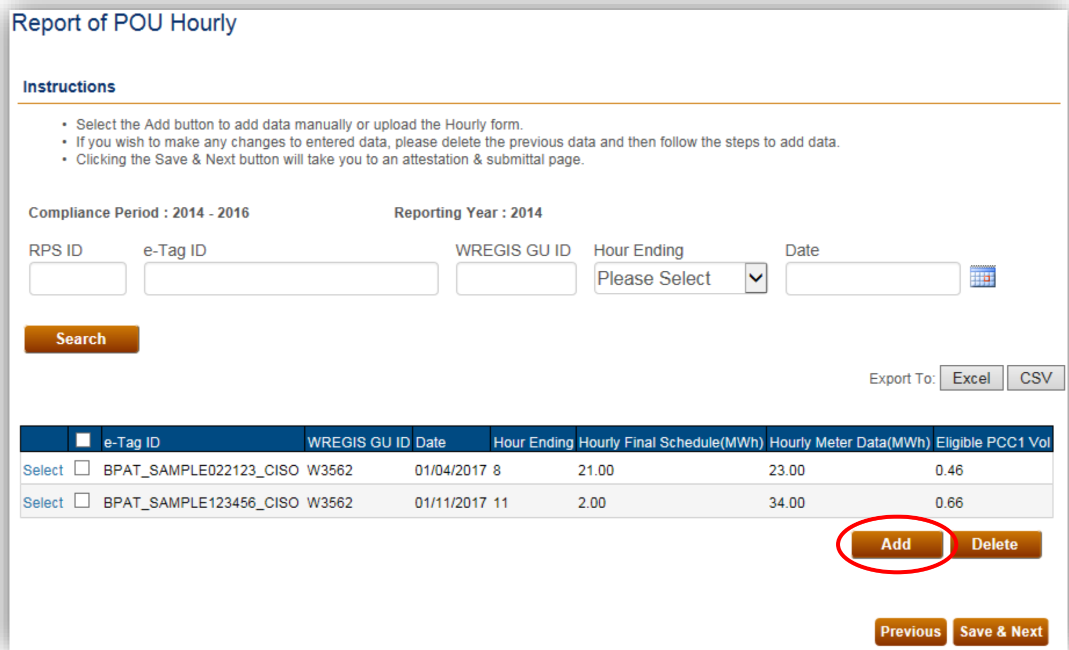


10. After selecting the “Save” button, the system will display a confirmation message for entering the POU Hourly data. Click the “Go Back” button in the upper right hand corner.

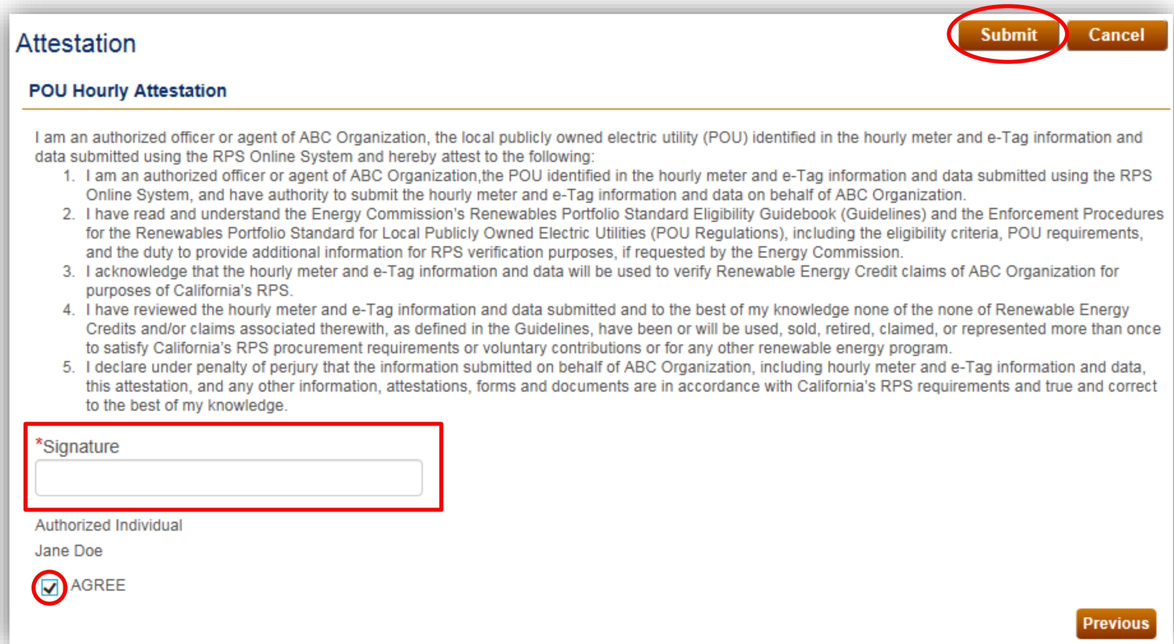
Note: Repeat Steps 5-10 to manually enter the remaining hourly data.
Note: If there is an existing record with the same “Date” and “Hour Ending”, then “Hourly Meter Data” and “Percent Share Final Schedule (%)” must be the same as existing.



11. Once all the relevant hourly data has been entered, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.



12. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation. Note: The user may only edit entries prior to completing the attestation.



Attestation

Submit Cancel

POU Hourly Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the hourly meter and e-Tag information and data submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization,the POU identified in the hourly meter and e-Tag information and data submitted using the RPS Online System, and have authority to submit the hourly meter and e-Tag information and data on behalf of ABC Organization.
2. I have read and understand the Energy Commission’s Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the hourly meter and e-Tag information and data will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California’s RPS.
4. I have reviewed the hourly meter and e-Tag information and data submitted and to the best of my knowledge none of the none of Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California’s RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including hourly meter and e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California’s RPS requirements and true and correct to the best of my knowledge.

*Signature

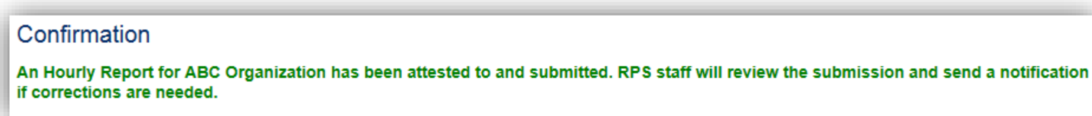
Authorized Individual

Jane Doe

AGREE

Previous

13. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly Report.
Note: User will not be able to add or edit hourly information until the status is set as “corrections needed” by the RPS Verification staff.



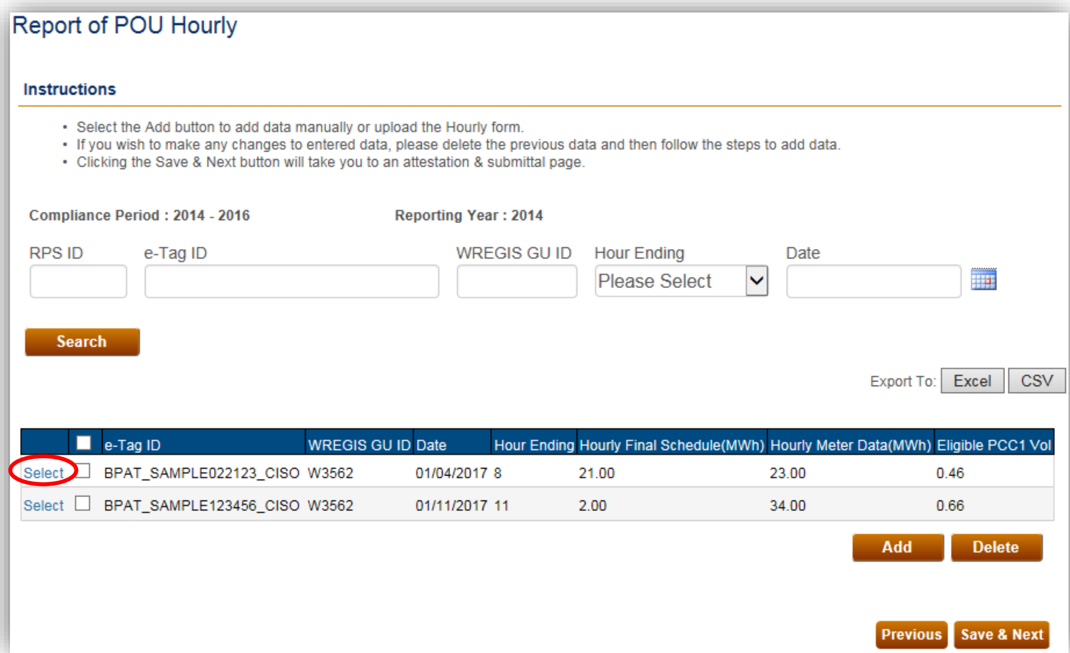
Confirmation

An Hourly Report for ABC Organization has been attested to and submitted. RPS staff will review the submission and send a notification if corrections are needed.

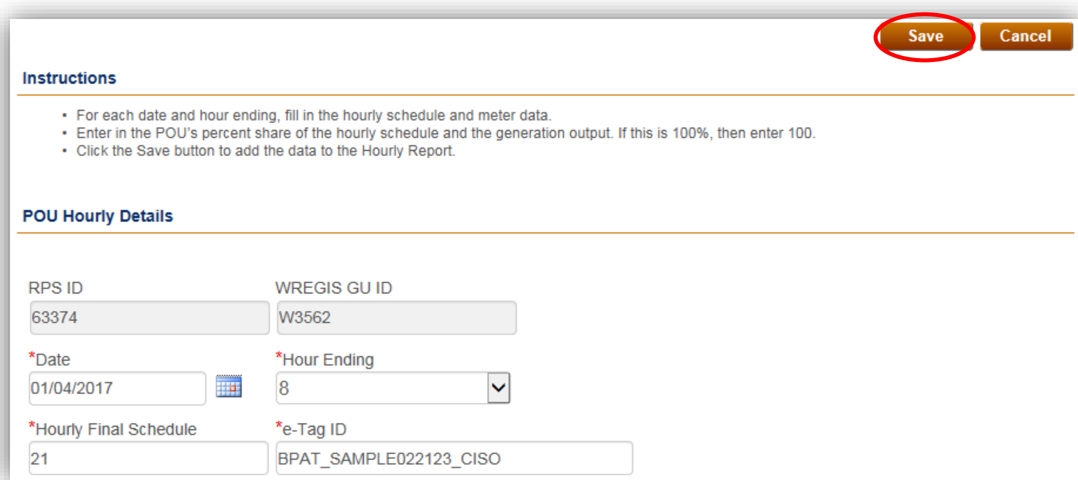
7.7.2 Review Hourly Data- Edit

The system allows the user to edit their entries after saving. The following outlines the process for manually editing fields prior to attestation. Note: The user may only edit entries prior to completing the attestation.

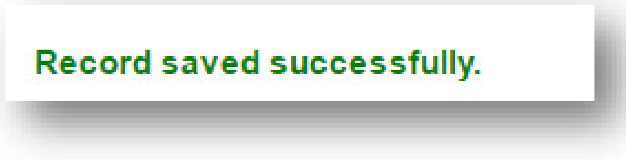
1. Select an entry from the list of Hourly data.



2. Edit any of the fields you wish to change provided on the "POU Hourly Details" page and click "Save."



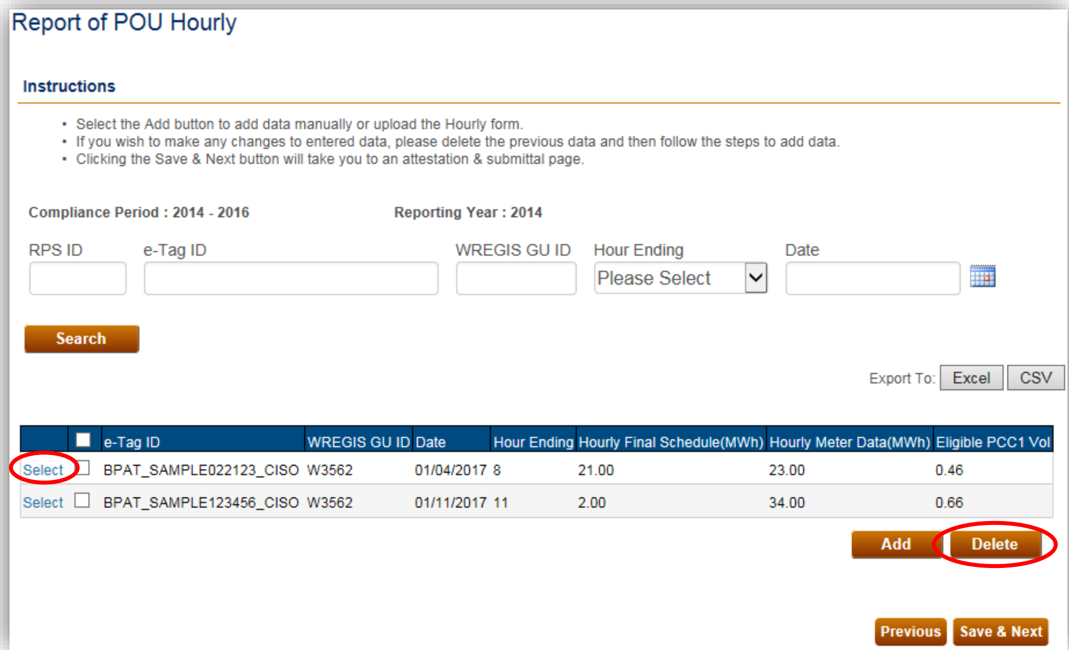
3. After selecting the “Save” button, the system will display a confirmation message for submitting the Hourly report.



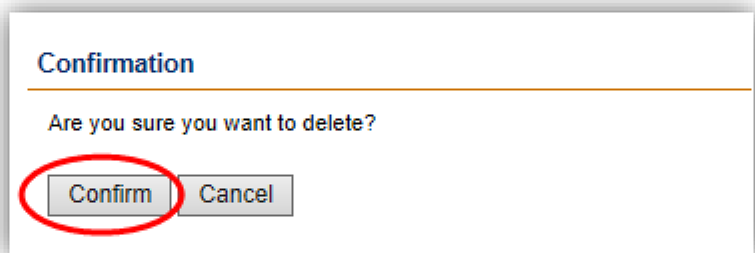
7.7.3 Review Hourly Data- Delete

The system allows the user to delete their entries after saving. The following outlines the process for deleting one entry or multiple entries.

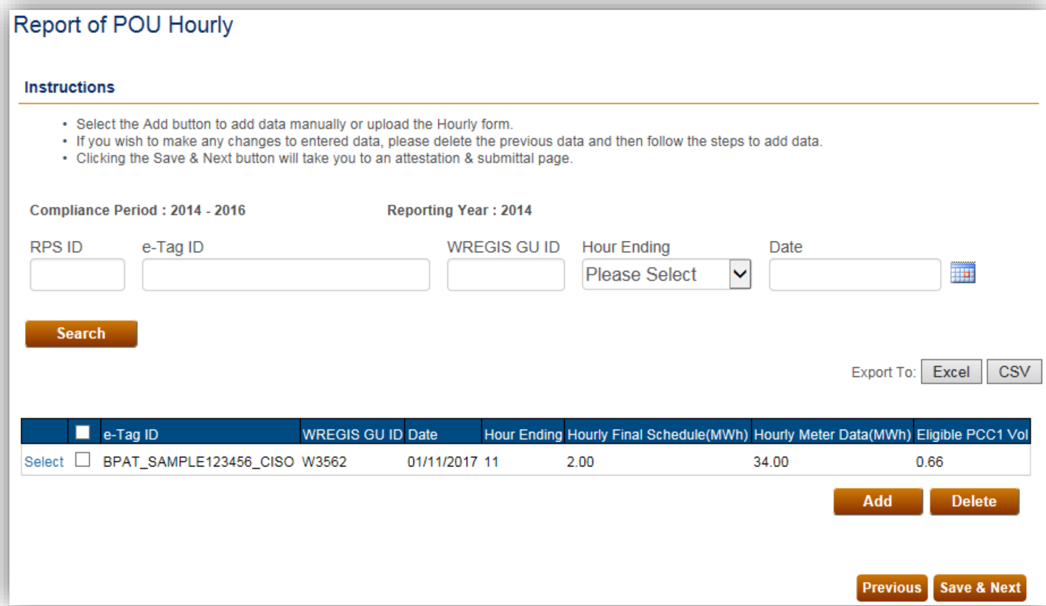
1. To delete one entry, select an entry from the list of Hourly data that you wish to delete. Click on the “Delete” button at the bottom right hand corner of the table.



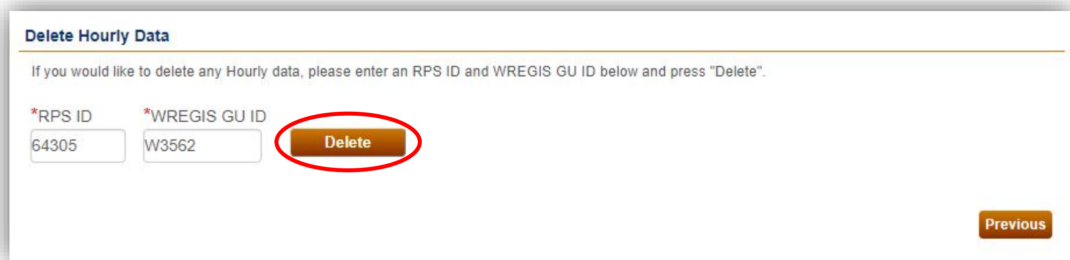
2. If you are sure you want to delete the report, click the “Confirm” button.



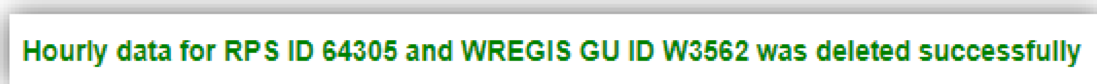
3. The deleted Hourly data will be removed from the Report of POU Hourly screen.



4. To delete multiple entries, enter the “RPS ID” and “WREGIS GU ID” of the associated hourly data entries that you wish to delete. Click on the “Delete” button next to the “WREGIS GU ID” field, and all associated entries will be deleted for the Reporting Year.



5. The system will display a confirmation message for deleting the entire set of hourly entries.

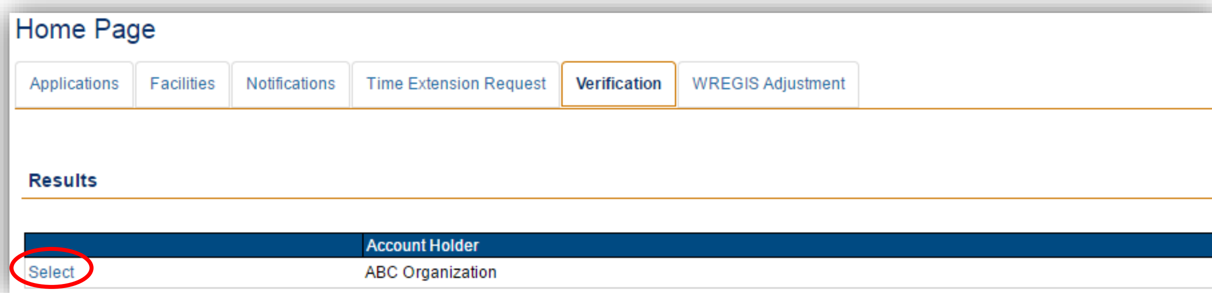


7.7.4 Upload of Hourly Data

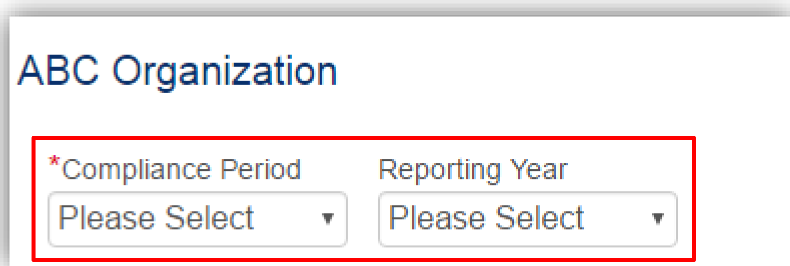
Hourly data may be uploaded using an Excel spreadsheet instead of entering it manually. The following outlines how to upload Hourly data.

1. Click on the Verification tab in order to view the Verification Home Page.

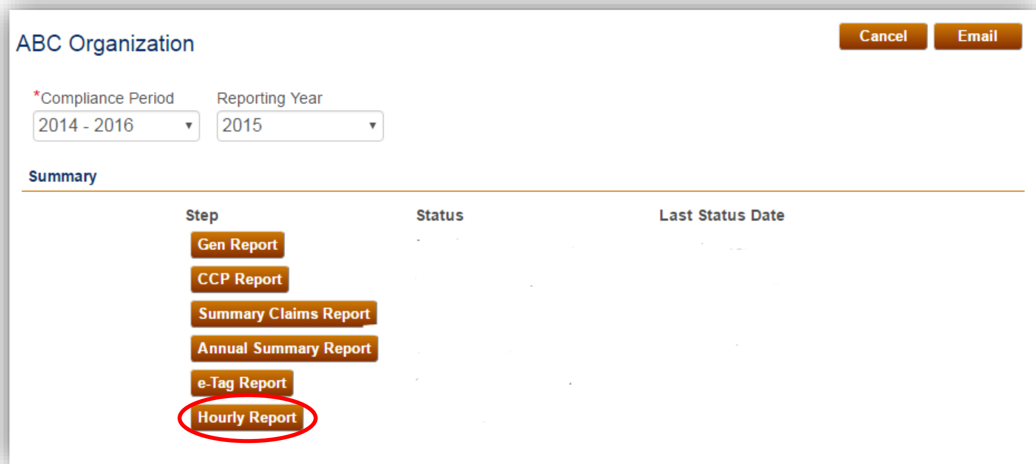
2. Click on the “select” link of your account.



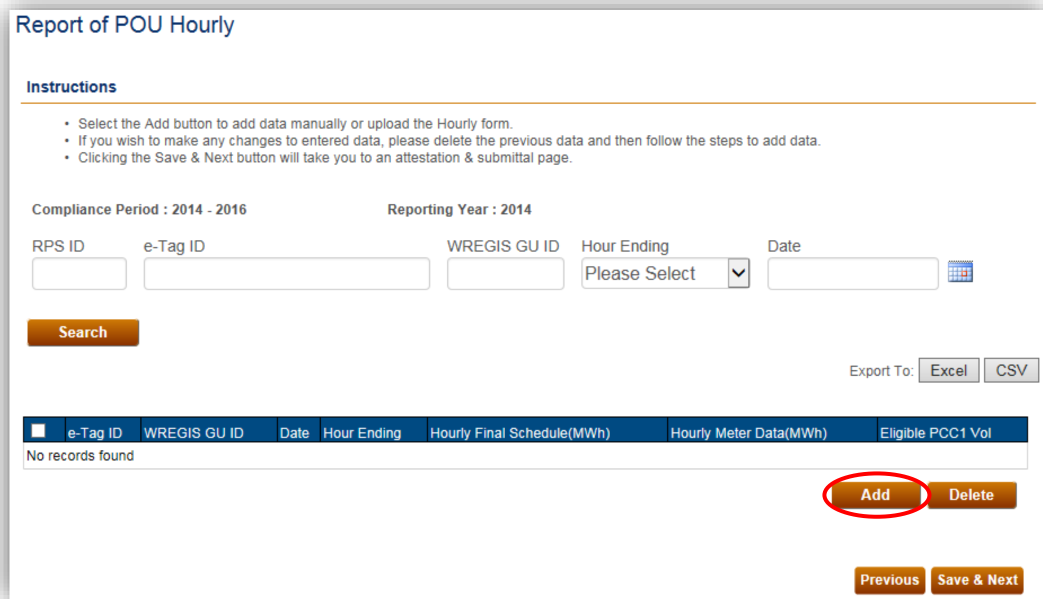
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



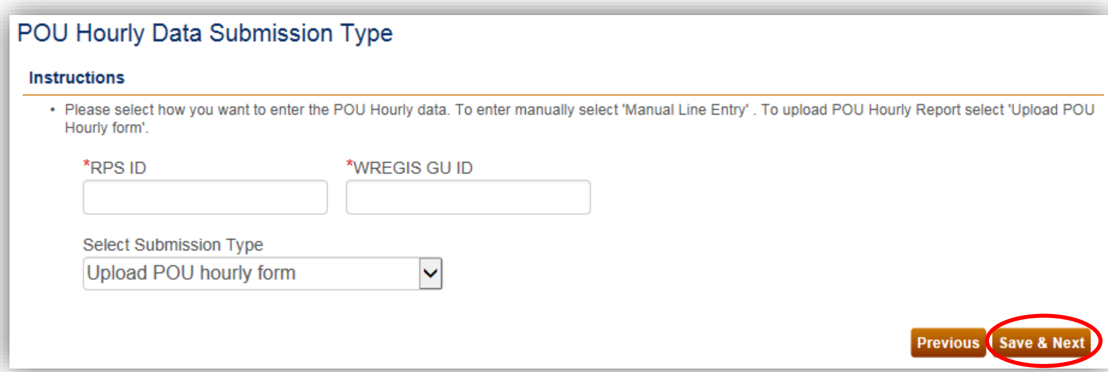
4. Select the “Hourly Report” button.



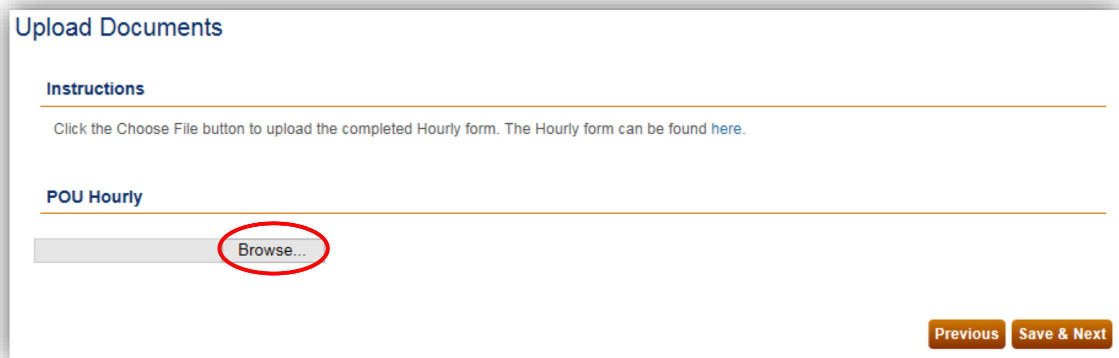
5. Click the “Add” button.



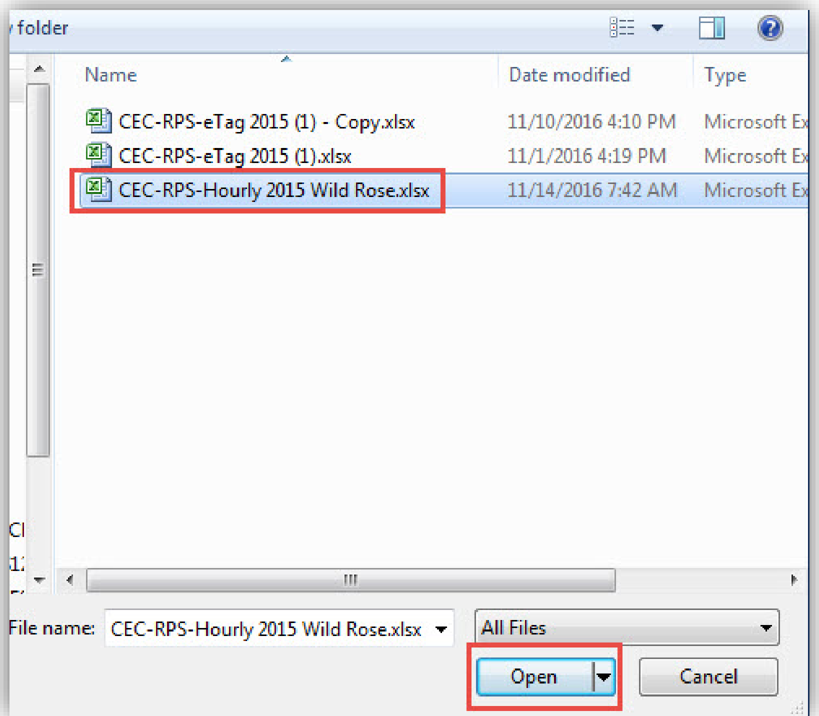
6. Enter “RPS ID” and “WREGIS ID”, and then select the “Upload POU hourly form” option from the Submission Type drop-down menu. Click the “Save & Next” button in the bottom right hand corner of the screen.



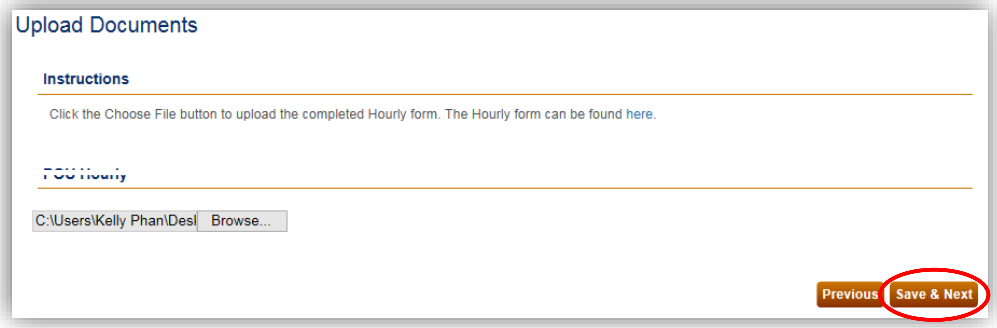
7. Select the “Browse” button to retrieve a file from your computer.



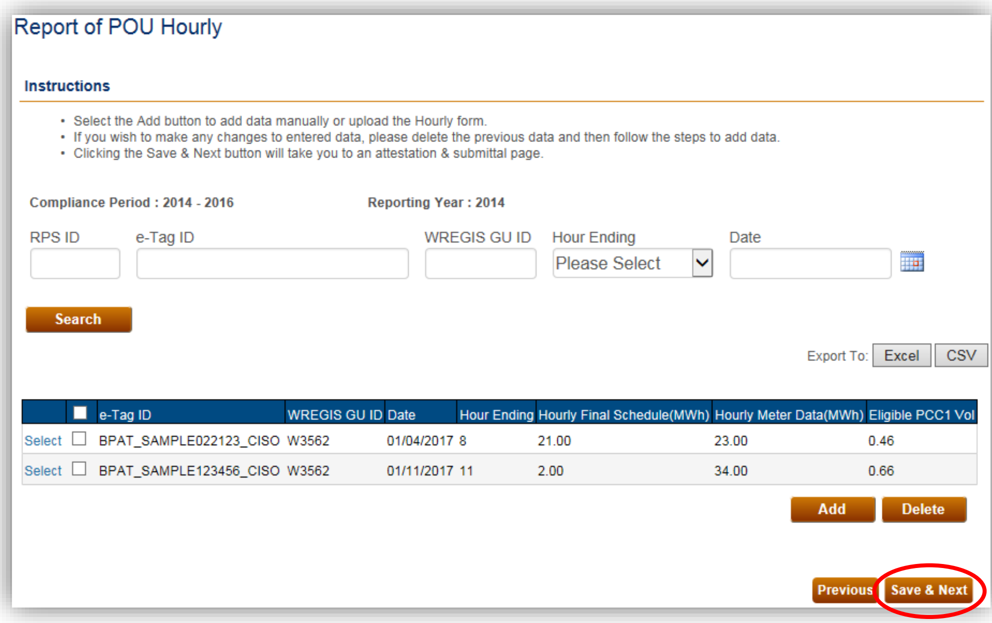
8. Select file from computer and click the “Open” button.
   Note: Window will automatically close when the user selects the “Open” option.
   Note: If your POU Hourly upload has validation errors then please see section 7.6.5 for steps on correcting these failed rows.



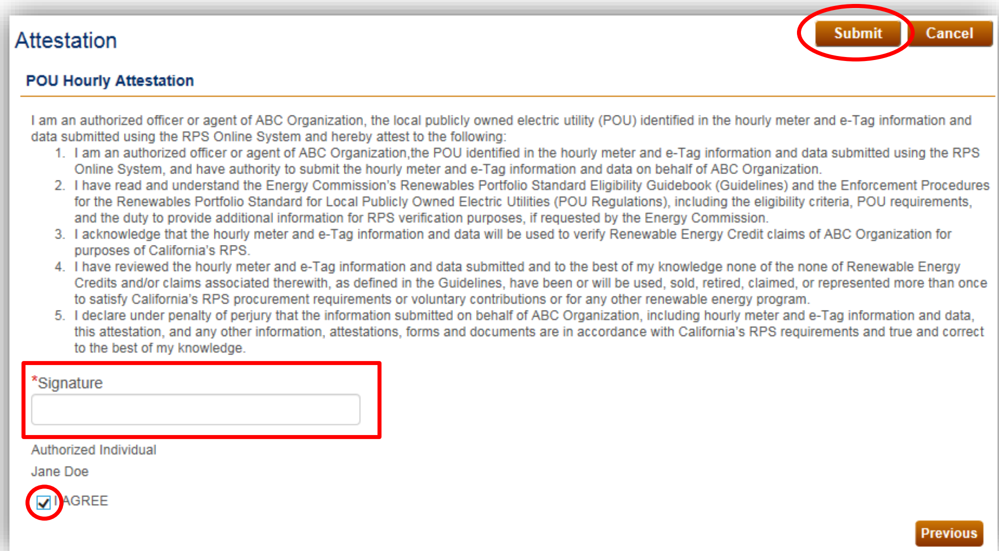
9. Click “Save & Next” button on the bottom right hand corner of the screen.



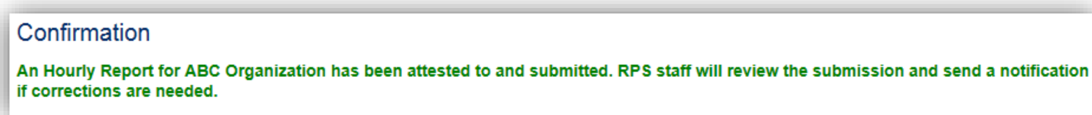
10. Once all the relevant Hourly data has been entered, click “Save & Next” button on the bottom right corner of the screen to proceed to the next step.



11. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation. Note: The user may only edit entries prior to completing the attestation.



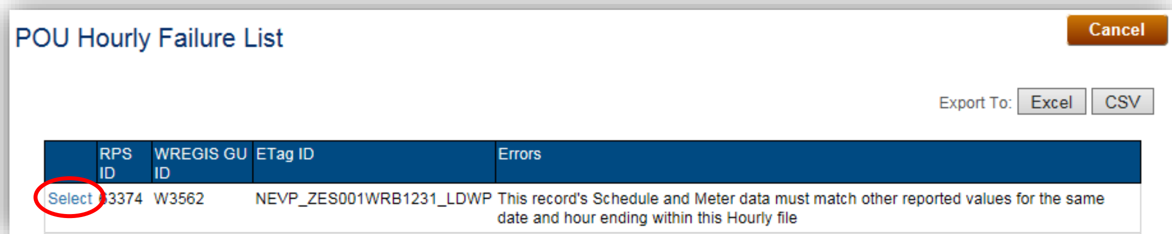
12. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly Report.
Note: User will not be able to add or edit hourly data information until the status is set as “corrections needed” by the RPS Verification staff.



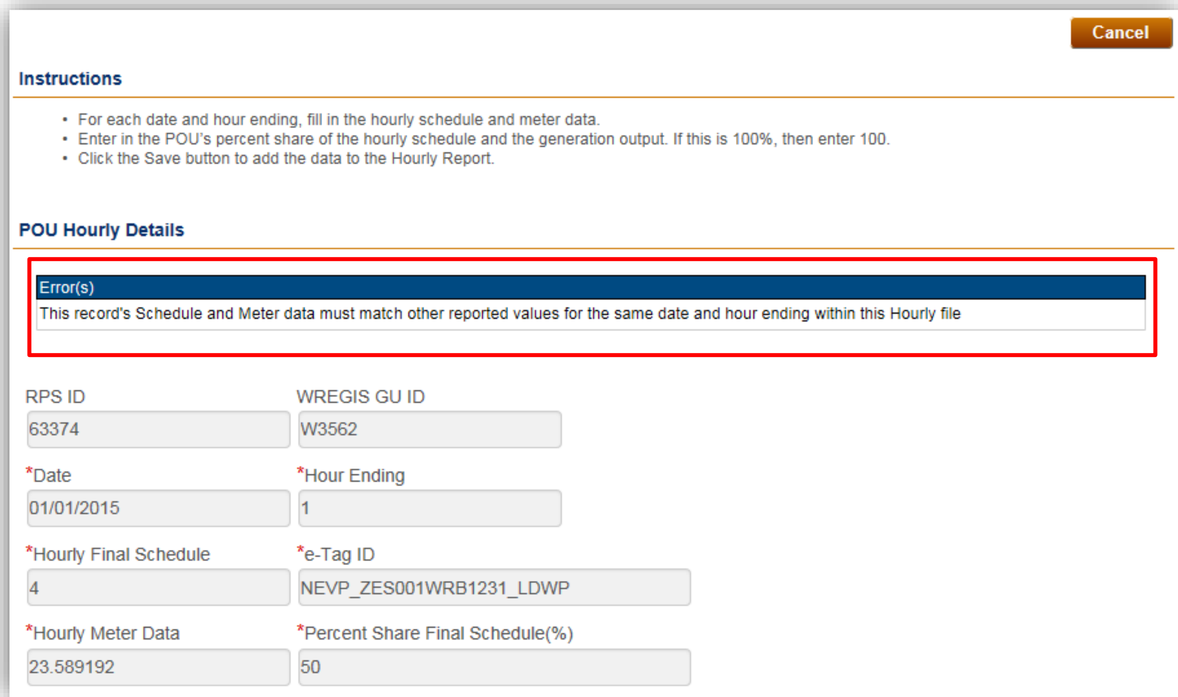
7.7.5 Reviewing Hourly Validation Errors

If the uploaded POU Hourly file contains errors then the system will mark these rows from the file as Failed Rows. The system will then navigate the user to the Hourly Failure List page where all of the Failed Rows will be displayed. The system will require the user to re-upload the corrected file complete the Hourly data submission process.

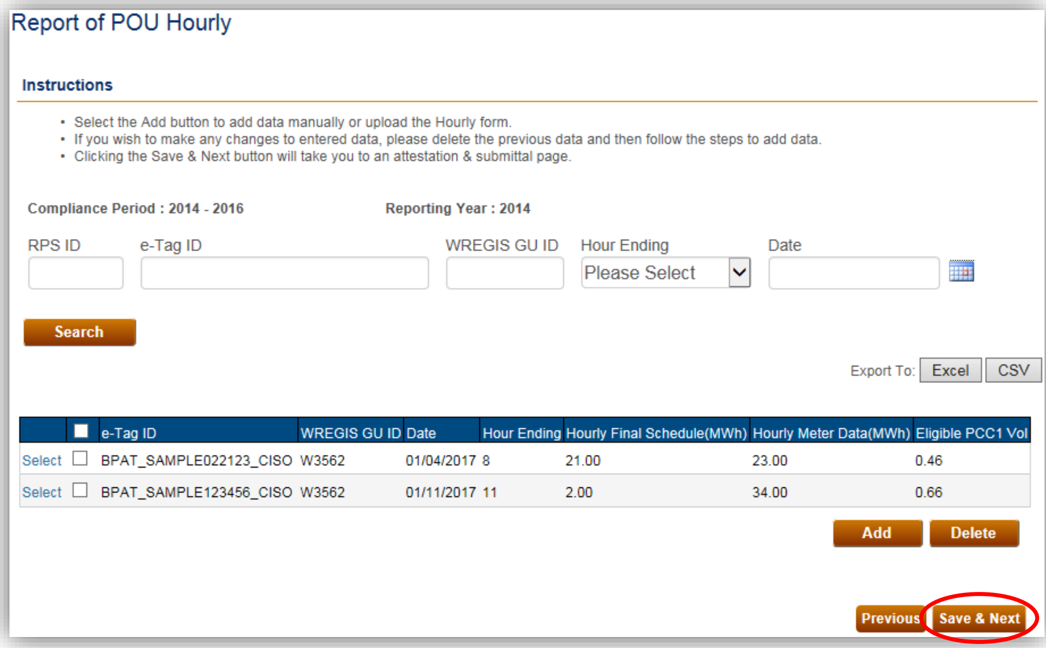
1. This task picks up after item 12 in section 7.6.4 above. If the uploaded Hourly file has validation errors, then the system will direct user to the POU Hourly Failure List page. Click "select" for the record you wish to view.



2. Each record will provide information on the validation error(s).
   Note: User can only review the errors; a corrected file must be re-uploaded. Repeat steps 5-9 from 7.6.4 above.



3. Once all the relevant hourly data has been entered, click "Save & Next" button on the bottom right corner of the screen to proceed to the next step.



Report of POU Hourly

Instructions

- Select the Add button to add data manually or upload the Hourly form.
- If you wish to make any changes to entered data, please delete the previous data and then follow the steps to add data.
- Clicking the Save & Next button will take you to an attestation & submittal page.

Compliance Period : 2014 - 2016 **Reporting Year : 2014**

RPS ID | e-Tag ID | WREGIS GU ID | Hour Ending | Date

Please Select

Search

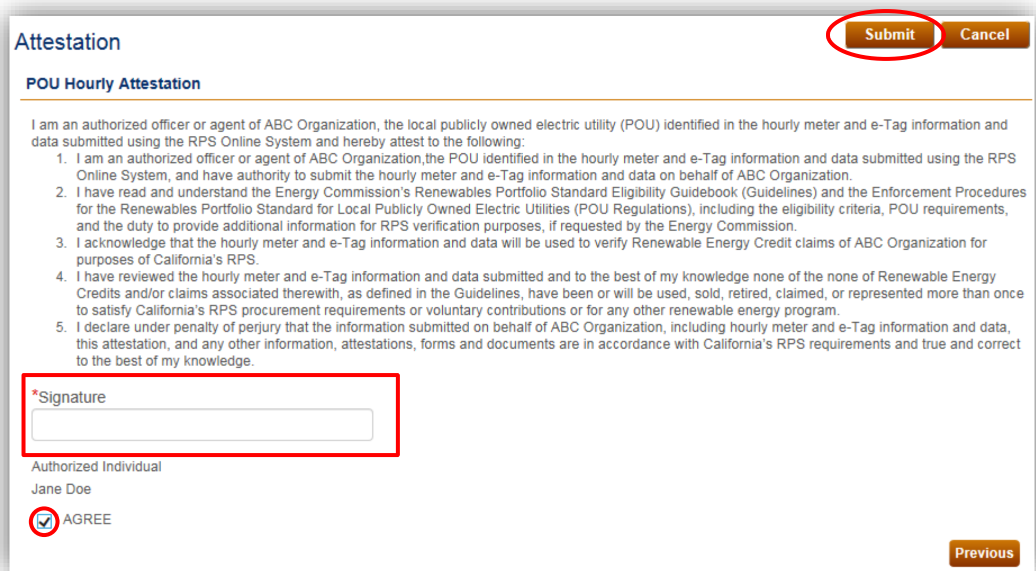
Export To: Excel CSV

		e-Tag ID	WREGIS GU ID	Date	Hour Ending	Hourly Final Schedule(MWh)	Hourly Meter Data(MWh)	Eligible PCC1 Vol
Select	☐	BPAT_SAMPLE022123_CISO	W3562	01/04/2017	8	21.00	23.00	0.46
Select	☐	BPAT_SAMPLE123456_CISO	W3562	01/11/2017	11	2.00	34.00	0.66

Add Delete

Previous Save & Next

4. Users with the "Verification Attestant" role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the "I AGREE" check box, and click on the "Submit" button to complete the attestation.



Attestation

Submit Cancel

POU Hourly Attestation

I am an authorized officer or agent of ABC Organization, the local publicly owned electric utility (POU) identified in the hourly meter and e-Tag information and data submitted using the RPS Online System and hereby attest to the following:

1. I am an authorized officer or agent of ABC Organization,the POU identified in the hourly meter and e-Tag information and data submitted using the RPS Online System, and have authority to submit the hourly meter and e-Tag information and data on behalf of ABC Organization.
2. I have read and understand the Energy Commission's Renewables Portfolio Standard Eligibility Guidebook (Guidelines) and the Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities (POU Regulations), including the eligibility criteria, POU requirements, and the duty to provide additional information for RPS verification purposes, if requested by the Energy Commission.
3. I acknowledge that the hourly meter and e-Tag information and data will be used to verify Renewable Energy Credit claims of ABC Organization for purposes of California's RPS.
4. I have reviewed the hourly meter and e-Tag information and data submitted and to the best of my knowledge none of the none of Renewable Energy Credits and/or claims associated therewith, as defined in the Guidelines, have been or will be used, sold, retired, claimed, or represented more than once to satisfy California's RPS procurement requirements or voluntary contributions or for any other renewable energy program.
5. I declare under penalty of perjury that the information submitted on behalf of ABC Organization, including hourly meter and e-Tag information and data, this attestation, and any other information, attestations, forms and documents are in accordance with California's RPS requirements and true and correct to the best of my knowledge.

*Signature

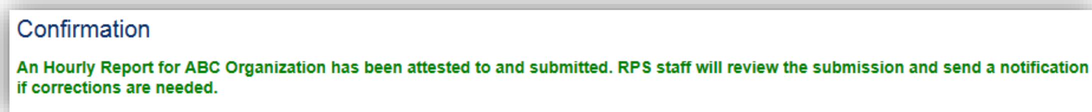
Authorized Individual

Jane Doe

☑ AGREE

Previous

5. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly Report.
   Note: Users will not be able to add or edit hourly data until the status is set as “corrections needed” by the RPS Verification staff.

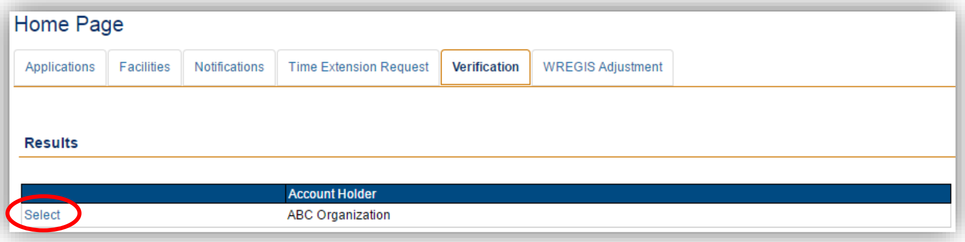


7.7.6 Corrections to the Hourly Report

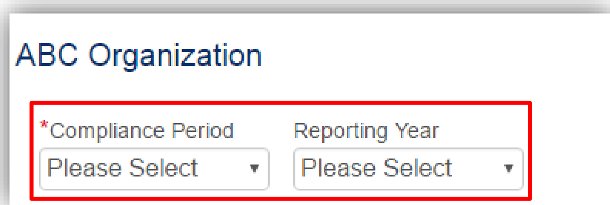
The RPS Staff can "unlock" the Hourly Report for editing purposes. This flow demonstrates the process for the user to edit the data once the RPS staff has provided permission for edits.

1. Click on the Verification tab in order to view the Verification Home Page.

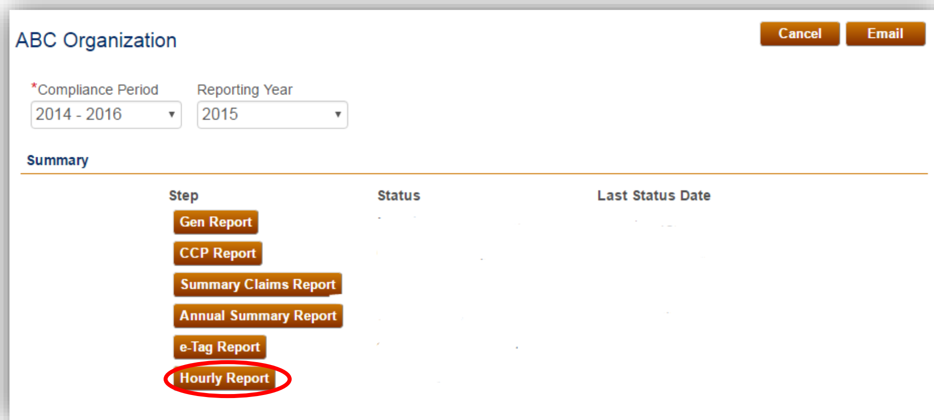
2. Click on the "Select" link of your account.



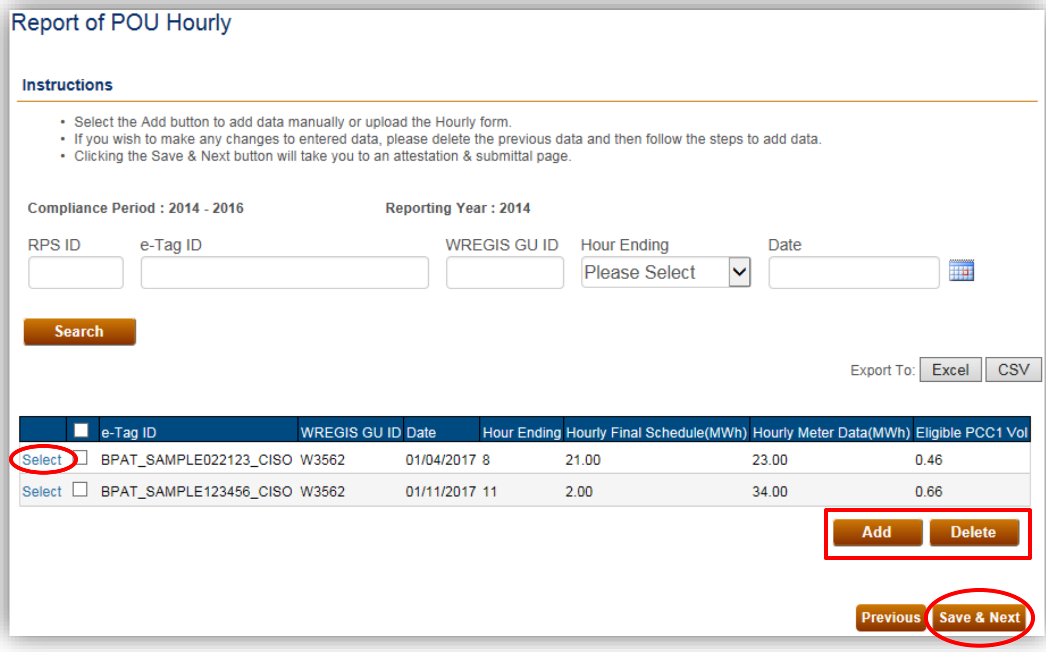
3. Select a "Compliance Period" and "Reporting Year" from the drop-down menus.



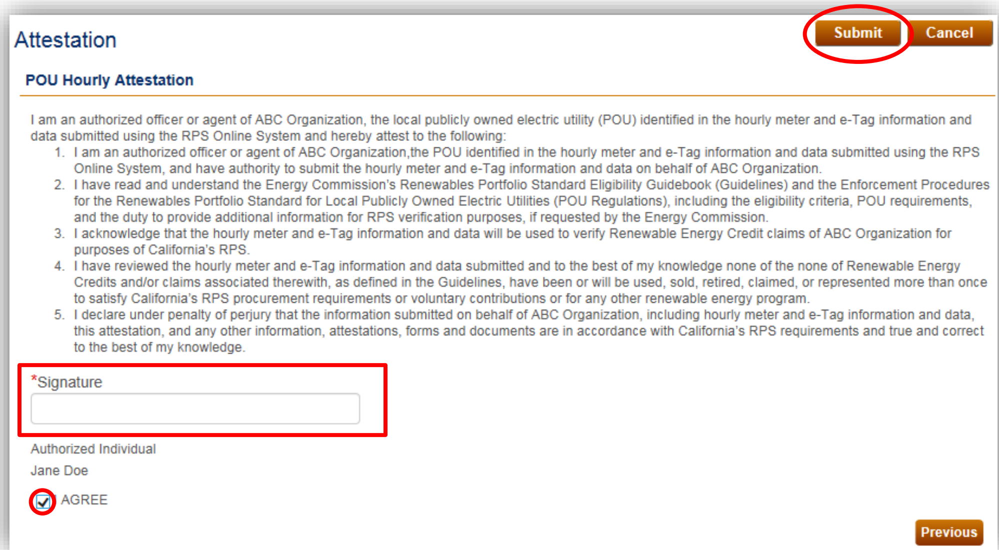
4. Select the “Hourly Report” button.



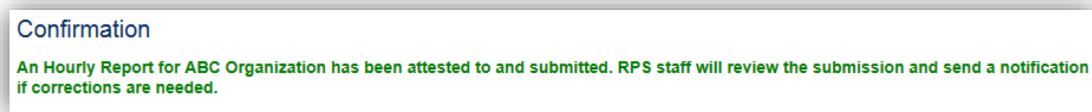
5. New Hourly data can be added by clicking “Add”, Hourly data can be deleted by clicking “Delete”, or select the entry you wish to edit and make the appropriate changes. Once all Hourly data has been added, deleted, or edited, click the “Save & Next” button.



6. Users with the “Verification Attestant” role can proceed to the attestation page. Read the attestation, sign your name by entering your name in the Signature box, click the “I AGREE” check box, and click on the “Submit” button to complete the attestation.



7. After selecting the “Submit” button, the system will display a confirmation message for completing the Hourly report.

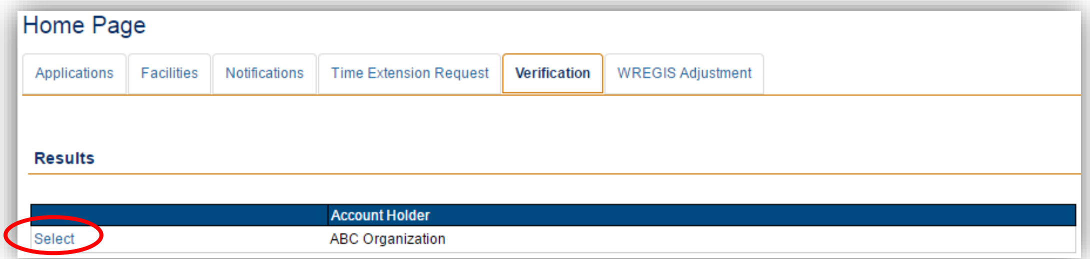


7.8 Verification Email Notifications

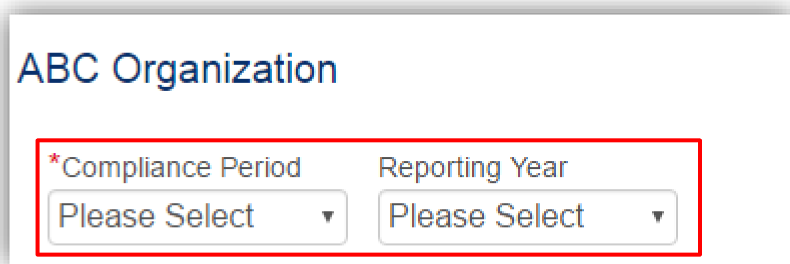
Users can send an email notification to RPS Staff by accessing the “email” button from the Verification tab.

1. Click on the Verification tab in order to view the Verification Home Page.

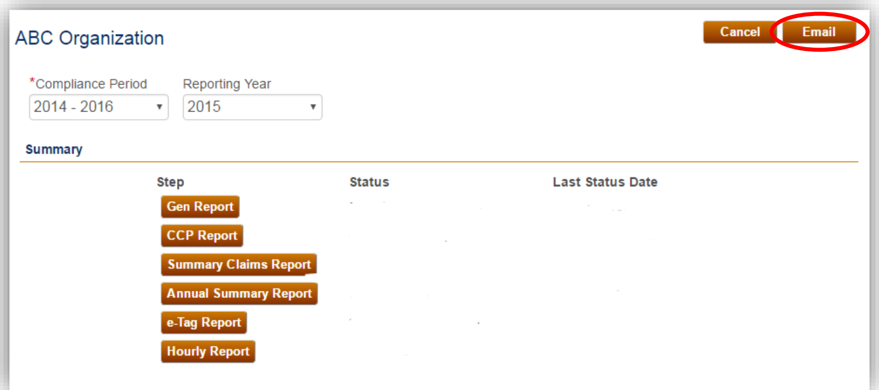
2. Click on the “Select” link for your account.



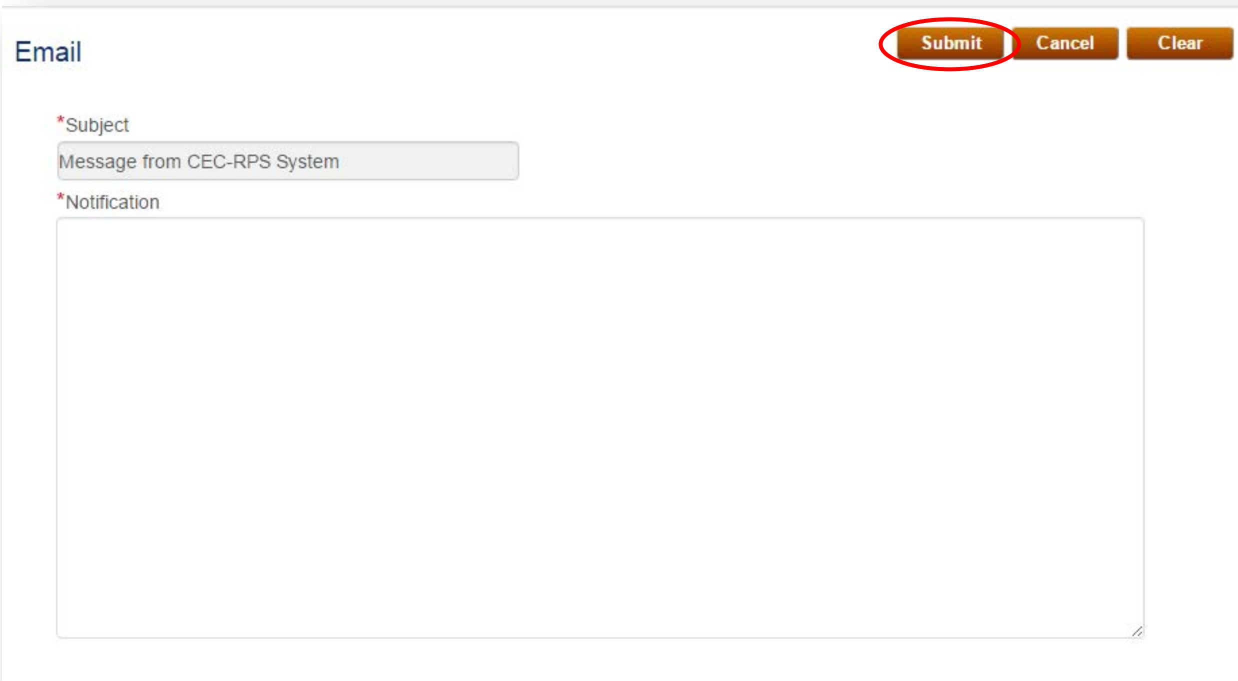
3. Select a “Compliance Period” and “Reporting Year” from the drop-down menus.



4. Click on the “Email” button.



5. Enter your message to RPS staff into the "Notification" box and click "Submit."



8 Appendix A

Include the page for the Western Interconnection Balancing Authority map