

Group Registration and Administration Guidelines EAP LMI Community Solar Projects¹

1. Enrollment and Group Registration

General Registration Guidelines

HOST: means a customer-generator that elects to assume the duties and obligations of RSA 362-A:9, XIV, who is, and who remains during the term of the agreement, a customer of the same distribution utility as the group. The host has a number of responsibilities related to registration and ongoing administration of an EAP LMI Community Solar Project as outlined within this guidance document.

UTILITY: means the electric distribution utility within whose service area the EAP LMI Community Solar project is located. The utility has a number of responsibilities related to registration and ongoing administration of an EAP LMI Community Solar Project as outlined within this guidance document.

EAP Low-Moderate Income Members (EAP LMI Members): means “residents who have enrolled in or are on the waitlist for the state Electric Assistance Program” and are selected by the administering utility to be enrolled in an EAP LMI Community Solar project. EAP LMI participant information will not be shared with hosts and will be overseen by the administering utility. Selected participants do not need to take any action to participate in a project. They will be notified of enrollment by their utility and may opt out of a project at any time.

Note, all members of Designated EAP LMI Community Solar Project(s) must meet the requirements of RSA 362-A:9, XIV. (d), specifically to be EAP LMI Members as described above.

Getting Started

The group registration process may begin prior to the estimated project interconnection and operation. The facility must be an eligible customer-generator as defined in 362-A:1-a, II-b, including that it “is interconnected and operates in parallel with the electric grid” in order to submit an application for registration as a group to the New Hampshire Department of Energy (Department).

The group host is responsible for beginning the group registration process by providing the information outlined below to the applicable distribution utility.

¹ Note the Electric Assistance Program (EAP) LMI Community Solar Program is separate and apart from other LMI Community Solar Programs and this guidance only applies to such projects. Please see Puc900 for guidance regarding non-EAP LMI Community Solar Group Net Metering.

Host Group Registration Steps

1. The host will provide the distribution utility with the applicable host information required for group registration as outlined in Group Net Metering Registration form for EAP LMI Community Solar Projects. Host Information. Hosts shall provide this information by filling out the relevant sections of the Group Net Metering Registration form for EAP LMI Community Solar Projects. In addition, host is responsible for providing:
 - a. The contact and business information for the host;
 - b. The system information including location and system capacity;
 - c. Estimated annual generation figure for the facility;
 - d. Host's historic annual usage
 - e. Estimated date as of which the facility will be considered interconnected as required under RSA 362-A:1-a, II-b which states "... is interconnected and operates in parallel with the electric grid...". Projects should work with utility to determine this date. Note that a project must meet the definition of customer generator in order to submit an application for group net metering to the Department.
 - f. The total monthly monetary credit percentage to be applied to LMI members and total to be provided to host. The total percentage to LMI members must be at minimum the percentage listed on the project designation;
 - g. Indication as to whether the host chooses to receive a monthly check equal to monetary credit for excess production allocated to host under 909.13(c).

The remaining group net metering registration information including member information will be completed by the utility.

Utility Enrollment and Group Registration Steps

Utility Group Member Selection

Utility will select members consistent with below requirements outlined in the Department's December 22, 2023 Order:

1. Per RSA 362-A:9, XIV. (d): "Residents who have enrolled in or are on the waitlist for the state Electric Assistance Program". (EAP eligible customer)
2. Located within the host utility service territory.
3. Where the total number of members for a group will be determined by the utility based on the following:
 - a. Use of an estimated uniform load figure of 625kWh/month for each member (rather than actual individual member loads).

- b. Calculation of the total annual member and host load that meets or exceeds the total estimated annual PV system production by 105%-110%, to account for potential group changes throughout the calendar year.

Enrollment Calculation EXAMPLE

In a registration with a facility of 500kW, an estimated annual production of 604,000 kWh/year and a host estimated load of 9,600 kWh/year:

1. Total estimated exported annual generation = $604,000 - 9,600 = 594,400$ kWh/year.
 2. 105% would be $594,400 \times 1.05 = 624,120$ kWh/year and 110% would be $594,400 \times 1.10 = 653,840$ kWh/year.
 3. Assumed kWh/month load for members is 625kWh, which is 7,500 kWh per member/year, therefore $624,120 / 7,500 = 83.216$ and $653,840 / 7,500 = 87.17$.
 4. This group would enroll between 84 and 87 members
4. Members selection criteria:
 - a. Priority #1: EAP customers within project location zip code.
 - b. Priority #2: EAP waitlist customers within project location zip code.
 - c. Priority #3: EAP customers in zip codes directly bordering the project zip code selected with preference for zip codes closest to project location.
 - d. Priority #4: EAP waitlist customers in zip codes directly bordering the project zip code selected with preference for zip codes closest to project location.
 - e. Randomized selection will be used in the event there are more EAP-eligible customers than available group member spots in any relevant priority area.

Utility Group Registration Submission Steps

Upon member selection based on the criteria above, the utility will submit final group registration information to the DOE to include:

1. Host and facility information as provided by host.
2. The list of group members.
3. An even allocation of the total LMI credit percentage, as provided by the host, among LMI members with a list of the percentage of credit for each member in the member information section of form Puc 909.09.
4. Total estimated annual load using 625 kWh/month per EAP member assumption.
5. Certification that total historic annual load of the group members together with the host exceeds the projected annual output of the host's PV system and represents at least 105% and no more than 110% of total estimated generation.
6. Certification that all group selection requirements have been met and all members notified of enrollment.

The utility shall notify the host that the group registration form has been submitted to the Department. Customer names and addresses shall be treated confidentially.

Enrollment Notification Steps

The Utility will notify selected EAP-eligible customers of their enrollment within 10 days following the issuance of a group registration by the Department.

Enrolled members will have 15 business days from receipt of the notification of enrollment to opt-out either by calling or emailing the utility. Any members who opt out within 30 days of the group enrollment notification will be removed and replaced with new members within one billing cycle.

Department Registration Steps

The Department will review the registration application for compliance with the statute and program requirements and will work with utility and/or host as needed regarding issues.

The Department will notify the host and utility of registration approval or denial within 60 days of receiving a complete application. On bill credits shall not begin until a group registration approval is received by the utility. Upon receipt of a host registration number, the distribution utility shall thereafter allocate a monetary credit on the account of the host and each member of the group. Credits will be applied to the host and member accounts within 60 days of registration approval.

2. Ongoing Group Administration Guidance

Host Ongoing Group Management Guidance

Host will coordinate with the utility regarding requests for information and data related to reporting, as and when needed. This includes but may not be limited to:

1. Total actual facility production reported by the host to the utility for the previous quarter by the 3rd of each month following the close of the quarter.
2. Total facility annual actual production for the calendar year as required for annual group report to be provided to the utility by the host no later than January 31st of each year.
3. Timely and complete responses from the host to any further requests from the utility as needed to administer the group.
4. Requests for changes to percentage allocations to host and members. Note any requested changes must meet all program requirements. The total allocation to LMI members may not be below the total percentage as listed in the project application for designation, or the group may lose its EAP LMI Community Solar Project designation. The host may not request credit allocations to LMI members below the total LMI credit percentage approved in their designation. Requests for changes may be made up to four times per year, once in each calendar quarter and in coordination with utility membership changes. Changes submitted during the membership

change window (day 1-5 of a new quarter) will not be processed until the following member change period.

Host will file timely updated information regarding any host changes related to information supplied in the registration, including ownership and contact information, with the DOE and the utility.

Utility Ongoing Group Management Guidance

Quarterly Group Changes

Utility to manage group changes related to group membership or host-requested credit allocation adjustments starting the quarter following a registration and at least four times each year thereafter, and at least once each calendar quarter. Changes must be made within 5 business days following the start of each calendar quarter.

Group changes include:

1. EAP eligibility status change removals and replacements.
2. Customer cancellation removals and replacements (customers may cancel their participation at any time).
3. Permanent account closure (account inactive for 60 days or more).

Members will be replaced once per quarter following the procedure outlined in Table 1 below through filing of quarterly change reports as described above.

Table 1. Member Change Procedures

Change	Procedure	Member Load	Member Credit
Loss of EAP eligibility	Member is removed/replaced during member change period following confirmation of loss of eligibility	Estimated load remains until member change period	Accrues to member until member change period; may not exceed two quarters.
Customer cancellation	Member is removed upon request and replaced with a new member within one billing cycle.	Estimated load remains until member change period	Accrues to new member added in within one billing cycle
Account inactive 60 days or more	Member credit automatically transfers to host when account is inactive for more than 60 days. Member estimated load remains in place. Member will be replaced during the next quarterly member change period.	Estimated load remains until member change period	Credit reverts to host from date of account inactive for more than 60 days to date of quarterly member change period following the end of the 60-day window. May not exceed two quarters.

Account Inactive 30-60 days			
Eg. Member moves within territory (maintains EAP eligibility)	During inactive account period credit goes to host. If account becomes active again within 60 days, credit is applied to member prospectively only	Estimated load remains	Accrues to member upon re-activation of account.

In the event there is a period between when an account becomes inactive and a new member is added, the relevant credit goes to host until the member is replaced. If a member account becomes inactive and then active again during the 60-day window, then the relevant credit accrues to the host until the member reestablishes service, after which it will be provided to the member prospectively only.

Group changes do not need to be reported to the host. The utility will track and manage changes during the year, reporting quarterly changes to DOE and verifying the group continues to comply with LMI minimum credit requirements.

Fourth Quarter Load and LMI Credit Percentage Review

1. The utility group change review for calendar quarter four shall consider whether any credit allocation adjustments are required for the group to meet their required annual minimum group LMI credit percentage requirements for the year. The utility will make adjustment to the LMI credit for this quarter such that the annual credit percentage to LMI will meet or exceed the project LMI credit percentage as approved in the project designation; and
2. The utility group change review for calendar quarter four shall consider whether any additional adjustments are required to ensure the annual group load meets or exceeds the actual annual production of the facility. The utility will make any changes to the group to ensure the total annual excess production is equal to or less than the total annual member load.

Annual Group Host Report

Utility shall manage and submit the annual reporting including Annual Group Host Reports covering the previous calendar year to be filed by April 1 of each year. The report shall:

1. Include annual verification that group members are EAP-eligible (i.e., verify that all group members are “residents who have enrolled in or are on the waitlist for the state EAP” per SB 270)
2. Include summary and documentation of on-bill credit (OBC) total credit % provided to EAP-eligible group members.
3. Include summary and documentation of total credit % provided to host.

4. Include summary and documentation of total OBC % to host due to member accounts being inactive.
5. Include documentation that annual member load was more than or equal to total host facility excess generation, using 625kWh/month assumed per member load.

The utility shall use the annual reporting form available on the Department website.

Annual Group Report Department Review

The Department will review EAP LMI Community Solar Project annual reports for compliance with statute upon receipt. Review will include:

1. Verification of annual group load in excess of annual host facility generation
2. Verification of continued compliance with minimum LMI member benefit allocations

Non-compliance, Project De-Registration, Project Cancellation

Contact the Department and electric utility with compliance issues related to annual reporting, project de-registration, or project cancellation issues.