



Orange and Rockland Utilities, Inc.  
One Blue Hill Plaza  
Pearl River NY 10965-9006  
[www.oru.com](http://www.oru.com)

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November 9, 2015

Honorable Kathleen H. Burgess  
Secretary  
New York State Public Service Commission  
Three Empire State Plaza  
Albany, NY 12223-1350

Re: Case 15-E-0082 – Proceeding on Motion of the Commission as to the Policies,  
Requirements, and Conditions for Implementing a Community Net Metering  
Program

Dear Secretary Burgess:

Enclosed are the Community Distributed Generation Procedural Requirements of  
Orange & Rockland Utilities, Inc. in the referenced matter.

Thank you.

Respectfully submitted,

Susan Vercheak

Enclosure

**Orange and Rockland Utilities, Inc.  
One Blue Hill Plaza  
Pearl River, New York 10965**

**Community Distributed Generation  
Procedural Requirements**

**Effective November 9, 2015**

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## 1. Introduction

On July 17, 2015, the Public Service Commission (PSC or Commission) issued an Order in Case 15-E-0082 (Order) under which the policies, requirements and conditions for implementing Community Net Metering were established. (Community Net Metering is referred to as Community Distributed Generation (CDG) in all communications.)

There will be two phases for implementation of CDG. The first phase is restricted to CDG that advances selected REV goals. The first phase will run from October 26, 2015 through April 30, 2016 and serve as a model for the second phase.

**Phase 1:** Beginning on October 26, 2015, the CDG Service shall be available to Net Metered Generation Facilities that either are located within an Opportunity Zone or that provide net-energy to a minimum of 20% Low Income Customers. Orange and Rockland's (O&R) Opportunity Zones are shown here: [www.oru.com/energyandsafety/distributedgeneration/](http://www.oru.com/energyandsafety/distributedgeneration/)

**Phase 2:** Beginning May 1, 2016, the CDG Program shall be available to any Net Metered Generation Facility, within the Company's service territory subject to the eligibility requirements set forth herein.

Under the CDG program, there are three main entities: the CDG Host; CDG Satellites; and the Utility (the "Company"). A CDG Host is the project sponsor and is responsible for owning or operating the generation facility, coordinating the project's interconnection and operation with the Utility, and supervising and fostering cooperation among the project's Subscribers. CDG Satellites are the project subscribers who will own or contract for a proportion of the credits accumulated at the generation facility's meter, as a percentage of the facility's output in excess of usage on the CDG Host's account. The Utility will be responsible for distributing the credits from the CDG Host's account in accordance with the CDG Host's instructions.

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

## 2. Program Definitions:

**CDG Host:** A Non-residential customer who owns or operates electric generating equipment eligible for net metering under this Order and whose net energy produced by its generating equipment is applied to the accounts of other electric customers (“CDG Satellites”) with which the CDG Host has a contractual arrangement regarding net metering credits.

**CDG Host Anniversary Month:** 12 months from the CDG Host’s initial CDG bill period start date. The CDG Host Anniversary month cannot be modified or changed.

**CDG Host Annual Reconciliation:** Annually, the CDG Host must distribute all excess credits in the anniversary month. Any credits remaining on the CDG Host’s account at the end of the annual period will expire if not distributed. Credits on the CDG Host’s account cannot be carried forward for distribution in a subsequent annual period.

**CDG Satellites:** An electric customer who receives net-metering credits from its CDG Host.

**Excess Generation:** The electricity (kWh) supplied by the CDG Host to the Company during the billing period that exceeds the electricity (kWh) supplied by the Company to CDG Host.

**Low Income Customers:** Customers billed under SC 1 and enrolled in the Company’s low-income program.

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

**Net-Metered Generation Facility:** A generation facility eligible for net metering in conformance with Public Service Law 66-j or 66-l and the rate schedule, limited in size consistent with those statutes, and located behind a Host meter serving a Non-residential Customer.

**Non-residential Customer:** For purposes of net-metering, a customer billed by the Company under a Service Classification (“SC”) other than SC 1 or SC 19.

### **3. CDG Host Eligibility Provisions**

**3.1** The CDG Host may be any single non-residential entity, including the generation facility developer, an energy service company (ESCO), a municipal entity such as a town or village, a business or not-for-profit corporation, a limited liability company, a partnership, or other form of business or civic association provided the CDG Host owns or operates electric generating equipment that is eligible for net metering pursuant to the rate schedule. The CDG Host is subject to Public Service Law Article 1 to the same extent as Energy Services Companies and similar energy supply providers interacting with the Utility. The CDG Host need not form separate entities to perform the separate roles and instead will be treated as structurally separate in each role.

**3.2** CDG Hosts electing service must execute and submit to Orange and Rockland Utilities, Inc. Standardized Contract for Interconnection of New Distributed Generation Units with Capacity of 2 MW or Less Connected in Parallel with Utility Distribution Systems.

CDG Hosts must operate in compliance with standards and requirements set forth in the New York State Standard Interconnection Requirements and Application Process for New Distributed Generators 2 MW or Less Connected in Parallel with Utility Distribution Systems, and as set forth in the Standard Interconnection Requirements (SIR) appended to the electric rate schedule.

**3.3** The CDG Host must be a Non-residential Customer with a Net-Metered Generation Facility eligible for net metering under Public Service Law 66-j or 66-l and the rate schedule.

**3.4** The CDG Host must certify to the Company, both prior to commencing net metered service under CDG Service and annually thereafter, that it has met the creditworthiness standards and other requirements established by the Commission and maintain such certifications and attestations in full force and effect throughout the term of self-certification in accordance with Appendix A of this CDG Program Procedural Requirement.

**3.5** The CDG Host must have processes and procedures in place related to cyber security. The details of required cyber security protections and protocols in the event of a breach will be included in an agreement between the CDG Host and the Utility. At a minimum, the agreement shall include a requirement for the CDG Host to document and implement a cyber-security policy that represents a commitment to appropriate cyber security protections, aligned with the National Institute of Standards and Technology Cyber Security Framework as applicable to the entity's business. The agreement will also require at least annual reviews of adherence to cyber security policies, terms for notifying the Department of Public Service and the Commission immediately in the event of a breach, the process for revocation of participation in the CDG program, and a requirement for

cyber security insurance. Other necessary and appropriate requirements will be included in separate agreements.

#### **4. CDG Host Program Provisions**

##### **The CDG Host shall:**

- 4.1** Comply with any and all requirements of the Public Service Commission and with the Company's electricity rate schedule, P.S.C. No. 3 – Electricity, including but not limited to the provisions of Rider N – Net Metering for Customer-Generators.
- 4.2** Direct the CDG Satellite to contact the Utility if any inquiry is specific to utility service.
- 4.3** Obtain written authorization from a customer that is a prospective CDG Satellite to request and obtain the customer's historical annual energy consumption. The Host must certify that it has written authorization from the customer to request and receive the customer's historical consumption information.
- 4.4** Not request termination or suspension of the Company's electric service to a CDG Satellite Account.
- 4.5** Submit to the Company, at least sixty (60) calendar days before commencing net metered service under the CDG Program, a CDG Allocation Request form (as found in Appendix B hereto) with each CDG Satellite's utility account number, name and the percentage (up to three decimal places of accuracy) of the CDG Host's net energy output to be allocated to each, as well as the percent to be retained by the CDG Host.
- 4.6** Enter into a written contract with each Subscriber. Upon submitting CDG Allocation Requests on behalf of its CDG Satellites to the Utility, the CDG Host is certifying it has entered into contracts with all of the Subscribers.

##### **The CDG Host will submit the CDG Host Certification Form (Appendix A) that includes the CDG Host's certification as to the following:**

- The CDG Host must serve a minimum of ten CDG Satellites, each billed under the Company's electricity rate schedule. No CDG Satellite Account can have more than one CDG Host, participate in remote net metering, or have on-site generation.
- No more than 40% of the Excess Generation of the CDG Host may serve CDG Satellites of 25 kW or greater (for those members collectively); provided, however, that the CDG Host may include each dwelling unit located within a multi-unit building and served indirectly as though it were a separate participant for determining whether the ten CDG Satellite minimum and 40% output limits are met.
- Each CDG Satellite must take a percentage of the CDG Host's net-energy that amounts to at least a minimum of 1,000 kWh annually but no more than its historic annual consumption (or a forecast of consumption if no historical data exists).

- All CDG Satellite must be located within the Company's service territory and within the same NYISO zone as the CDG Host.

## 5. CDG Project Process

- 5.1 CDG Project Application:** The CDG Host must complete steps 1 thru 6 of the application process, as outlined in the Standardized Interconnection Requirements (SIR) using the link on the Company's website <http://www.oru.com/energyandsafety/distributedgeneration/newyork.html>. Upon receipt of application, a project number will be assigned by the Utility. The CDG Host will receive a final acceptance letter only after project construction is complete and the initial CDG Allocation Request form is received by the Utility.
- 5.2 CDG Self-Certification:** Complete and submit to the Company the application for self-certification found in Appendix A.
- 5.3 Historical Consumption Requests:** Send a secure email to [communitydistributedgeneration@coned.com](mailto:communitydistributedgeneration@coned.com) requesting the customer's previous 12 months usage, using the Microsoft Excel spreadsheet format shown in Appendix B. The completed form should be included as an email attachment and must include the CDG Host's project number and the final acceptance letter in order to certify the project. If the customer's utility account number is invalid, there will be no data provided. The CDG Host is responsible for verifying all customer account numbers with the customer, as the Utility will not disclose the information otherwise.
- 5.4 Initial Allocation Request:** Complete and submit an Initial Allocation Request using the Microsoft Excel spreadsheet format shown in Appendix B.
- Initial Allocation Requests must be received by secure email a minimum of 60 days before commencing net metering service under CDG. The CDG Host shall designate in its initial application for CDG service, the CDG Host Account and the CDG Satellite Accounts that will receive net metering service under CDG. O&R will notify the CDG Host when submission of a complete and accurate Initial Allocation Request has been accepted by the Company.
  - Accepted Initial Allocation Requests will be effective commencing with the first full Host Account billing period 60 days after receipt of such request.
  - Satellite allocations of Host Account Excess Generation should be specified in a percentage up to three decimal places of accuracy.
  - Satellite allocations must total 100.000% or less. The percentage of Satellite allocations less than 100.000% will remain as Excess Generation at the CDG Host.
- 5.5 Subsequent Allocation Request:** Complete and submit an amended Allocation Request using the Microsoft Excel spreadsheet format shown in Appendix B.

- After commencing net-metered service under the CDG Program, the CDG Host may modify its CDG Satellite Accounts and/or the percentage allocated to itself or one or more of its CDG Satellite Accounts once per CDG Host billing cycle by giving notice to the Company no less than 30 days before the CDG Host Account's cycle billing date to which the modifications apply.
- The information contained in the Subsequent Allocation Request will follow the same request format, validation and submittal process as outlined in Initial Allocation Request.
- CDG Host must include all CDG Satellites allocations when submitting a revised distribution percentage for any of their CDG Satellites.
- Accepted requests will be effective with the first full Host bill period after 30 days of receipt of an accepted Allocation Request Accepted allocation requests for CDG Host.
- If the CDG Host does not submit a Subsequent Allocation Request, the Initial Allocation Request will be used by the Company to allocate credits.

**5.6 Annual Allocation Request:** Complete and submit an Annual Allocation Request by using the Microsoft Excel spreadsheet format shown in Appendix B. The allocation request must be received, each year, no less than 30 days before the 12-month anniversary of the CDG Host commencing CDG net-metered service.

- Once a year, following the annual anniversary of the CDG Host, after the CDG Host and all CDG Satellite Accounts have billed and credits allocated, the Company shall supply the CDG Host any Prior Excess Generation returned to the CDG Host and /or any Prior Excess Generation remaining at the CDG Host, if applicable.
- Any excess credits are to be distributed to the CDG Satellites as directed in the Annual Allocation Request.
- No distribution will be made if an Annual Allocation Request is not received by the required date, and any undistributed credits on the CDG Host shall be forfeited.

**5.7 Satellite Account Closure:**

- The Company may close a customer's account for multiple reasons including but not limited to (a) bankruptcy, (b) shut off for non-payment of Utility charges, or (c) customer request.

- A CDG Satellite Account shall no longer receive credits after the Satellite Account's final bill is rendered.
- Any remaining kWh credit on a CDG Satellite Account after its final bill is rendered shall be transferred back to the CDG Host.
- Account closures will be communicated via email to the CDG Host.

#### **5.8 Satellite Account Number Changes:**

- At times, the Company may need to close an account number and create a new account number for the same customer. This excludes customer moves, in which case the customer will be assigned a new account number.
- In such case, the Company will advise the CDG Host of the new account number and continue to credit the Satellite Account with the CDG Host's output using percent allocations previously assigned.

The Company reserves the right to investigate/obtain proof that all CDG Satellite Accounts meet the requirements set forth above.

**APPENDIX A**

**CDG Host Certification Form**

**Check One:**

<input type="checkbox"/>	Initial CDG Host Certification
<input type="checkbox"/>	Annual CDG Host Certification

**CDG Satellite Account Information**

The CDG Host shall designate at least ten CDG Satellite Accounts with this initial application, all located in the same NYISO zone. No satellite shall have on-site net metered generation or receive credits from another net-metered Host account. This list will be provided at least 60 days before the first CDG bill. The CDG Host shall submit this information via the attached form provided in Appendix B.

**CDG Host Certification**

I certify that this CDG application meets all terms and conditions of Rider N and requirements of the PSC that are adopted pursuant to its Orders issued in Case 15-E-00082 and Case 15-M-0180, as they may be amended or superseded from time to time.

I certify that the CDG Satellite Accounts with demands of 25kW or greater listed with this application receive, in aggregate, no more than 40 percent of the generator’s output.

I certify that each CDG Satellite Account is receiving at least 1,000 kWh annual but is not receiving credits in excess of the CDG Satellite Account’s historic average annual kWh usage (or forecast usage if historic data is not available).

I certify that, if the CDG project is operational before May 1, 2016, this project is either 1) located in a “CDG Opportunity Zone” as identified on the Orange & Rockland website or 2) at least 20% of satellite accounts are for low-income customers.

I certify that all CDG Satellite Accounts, whether submitted with this application or subsequently, are in the same NYISO Load Zone as the CDG Host.

I certify that the sponsor of this project meets creditworthiness standards as described in the October 16, 2015 Order in Case 15-E-0082, as they may be amended or superseded from time to time.

I certify that the sponsor of this project will satisfy all obligations assumed with respect to Satellite Account owners (project members).

To the best of my knowledge the information provided herein is accurate and no attempt has been made to misrepresent the facts.

I will re-submit these certifications to Orange and Rockland Utilities, Inc. on an annual basis.

Name of Applicant (Please print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Affiliation to person responsible for account (Check one)

Owner  Partner  Agent [Attach documentation of authorization by Principal]  Corporate Officer

Other (specify) \_\_\_\_\_

**Completed form should be sent, via secure email, to  
COMMUNITYDISTRIBUTEDGENERATION@CONED.COM**

## APPENDIX B

### COMMUNITY DISTRIBUTED GENERATION (“CDG”) ALLOCATION REQUEST FORMS



CDG Request  
Forms\_Blank.xlsx



Orange and Rockland Utilities, Inc.  
 300 West Route 59  
 Spring Valley, NY 10977-5300  
 www.cru.com

Community Distributed Generation ("CDG") Allocation Request Form

November 8, 2015

SECTION I - Host Information			
CDG Host Account:	56671-98701	Account Name:	Customer One
Service Address:	Name	Mailing Address:	Name
	Company		Company
	Address		Address
	City, State ZIP Code		City, State ZIP Code
Customer Contact:	Dr. Sues	Phone:	845-999-8877
e-mail address	<a href="mailto:hoor@mail@coned.com">hoor@mail@coned.com</a>	Project Number:	
SECTION II - Member Allocation Information			
Check One	<input type="checkbox"/>	Initial Allocation Request: must be submitted at least 60 days prior to the CDG Host Account commencing service under the CDG Program.	
	<input type="checkbox"/>	Subsequent Allocation Request: must be submitted no less than 30 days before the CDG Host Account's cycle billing date to which the modifications apply.	
	<input type="checkbox"/>	Annual Request for Allocation of Excess Credits: must be submitted no less than 30 days before the 12-month anniversary of commencing CDG net metered service and is effective for a one-time allocation only. The most recent Initial Allocation Request or Subsequent Allocation Request, as applicable, will continue to apply to all on-going allocations.	
	Orange & Rockland Account Number (10 digits)	Orange & Rockland Account Name	Distribution Percentage (must total 100%)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
Additional lines can be added, as needed, to extend the above list to capture additional CDG member accounts.			
SECTION III - Accepted and Agreed			
Service to be supplied to the CDG Host will be supplied and conditioned on the CDG Host's ongoing compliance with the terms, conditions and procedures set forth in both the Tariff and the Company's Community Distributed Generation Operating Procedure, as both may be amended from time to time.			
Name:		Title:	
Signature:		Date:	
SECTION IV- Submission			
Completed allocation request forms can be emailed to: COMMUNITYDISTRIBUTEDGENERATION@CONED.COM			



Orange and Rockland Utilities, Inc.  
390 West Route 59  
Spring Valley NY 10977-6300  
www.oru.com

**Community Distributed Generation ("CDG") Historical Usage Request Form**

November 8, 2016

<b>SECTION I - Host Information</b>			
CDG Host Account:	56671-98701	Account Name:	Customer One
Service Address:	Name	Mailing Address:	Name
	Company		Company
	Address		Address
	City, State ZIP Code		City, State ZIP Code
Customer Contact:	Dr. Suess	Phone:	845-999-8877
e-mail address	<a href="mailto:hoslemal@gmail.com">hoslemal@gmail.com</a>	Project Number:	
<b>SECTION II - Member Information</b>			
<p><b>Historical Usage Request:</b> This form must be submitted for no fewer than 10 members. Members must be located in O&amp;R service territory and in the same NYISO zone as the Host. Thru April 30, 2016, CDG projects must meet one of the following two requirements: (1) be established in CDG Opportunity zone designated in a map posted on the utility's website or (2) a minimum of 20% of the CDG project membership are low income customers. Please refer to Orange &amp; Rockland Electric Tariff, Rider N, for additional CDG program requirements.</p>			
	Orange & Rockland Account Number (10 digits)		Orange & Rockland Account Number (10 digits)
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	
Additional lines can be added, as needed, extending the above list to additional CDG member accounts.			
<b>SECTION III - Accepted and Agreed</b>			
Name:		Title:	
Signature:		Date:	
<b>SECTION IV- Completion</b>			
<p>Orange &amp; Rockland will process this form, upon receipt, and return 12 month's of historical kWh, kW and interval data (if available) to the Host for each potential member listed on this request form. Orange &amp; Rockland is not responsible for confirming the low income status of any members listed on this form or for any account number errors contained on this request form.</p>			
<b>SECTION V- Submission</b>			
<p>Completed allocation request forms can be emailed to: <b>COMMUNITYDISTRIBUTEDGENERATION@CONED.COM</b></p>			

