

Potomac Edison

Community Solar Energy Program Manual for Consolidated Billing

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List of Revisions to this Manual

Version Number	Effective Date	Changes

Section 2: Definitions

For the purposes of this subchapter, the definitions are the same as those found in the Code of Maryland Regulations (“COMAR”) 20.62.01.02, unless the context clearly indicates otherwise.

Section 3: Utility Consolidated Billing Framework

3.1 Utility Consolidated Billing vs Non-Utility Consolidated Billing

For a traditional community solar project (non-consolidated billing), the generating facility injects electricity into the distribution grid. In return, the utility allocates monetary bill credits to the subscribers which are electric customers of the company. The subscriber’s contract for a portion of the generating facility’s output and the subscriber organization then collects a subscription charge from each subscriber on their share of the generation facility’s output.

Consolidated Billing eliminates the need for the subscriber organization to collect a subscription charge from each subscriber. Instead, the Company provides a credit on the bill of each subscriber that represents the community solar credit, and the Company will also bill the subscription charge. The Company then remits payment to the subscriber organization for the subscription charge, minus the utility administrative fee.

3.2 Features of Utility Consolidated Billing

Utility Consolidated Billing is intended to remove some barriers to community solar participation, thereby increasing the interested customer base for community solar projects and promoting clean renewable electric generation. Subscribing customers (subscribers) may benefit through lower electric bills, a single bill, and reduced barriers to participation.

Section 4: Host Eligibility Provisions

Potomac Edison provides consolidated billing services for community distributed generation hosts and subscribers for generation received as of January 1, 2026, through on bill recovery of the subscriber organization.

Section 5: Enrollment, unenrollment, and Re-enrollment in Utility Consolidated Billing

5.1 Enrollment Process

Hosts may enroll a subscriber in utility consolidated billing via the community solar host template. Enrollment is optional for residential and commercial subscribers.

To enroll a residential or non-residential subscriber that is participating in consolidating billing, a host, subscriber organization or subscription coordinator must enter a savings rate that is not less than 0%, in the format of 0.00 (no percent sign).

For an LMI subscriber that is participating in consolidated billing, a host, subscriber organization or subscription coordinator may not set a savings rate that is less than 10% on the spreadsheet, in the format of 10 or 10.X (no percent sign).

5.2 Unenrollment Process

To unenroll a subscriber from net crediting, the host must leave the savings rate column blank on the community solar host template when submitting their list.

5.3 Re-enrolling in Net Crediting Process

To re-enroll the subscriber in net crediting, the host must submit an updated list with the savings rate filled in as described in section 5.1.

Section 6: Initial, Subsequent and Host Bank Allocations

6.1 Initial Allocation Requests

A subscriber organization or subscription coordinator may submit an initial allocation request for pre-validation at the time of enrollment. The allocation request must be submitted using the Community Solar Host Template. The completed form should be attached and submitted using the “Contact Supplier Services” form at [Contact Supplier Services](#). Select “MD Community Solar” from the web form drop-down selection.

Host requirements for Allocation Billing:

1. If a third party will be working for the host, a letter of authorization (“LOA”) will be required prior to the sharing of any customer information.
2. Permission to operate (“PTO”) approval and an active Host account are required to begin processing subscriber lists for monthly allocation.

6.2 Subsequent Allocation Requests

A subscriber organization must provide the following subscriber list requirements set forth by the Company, with electronic data for each community solar project indicating the proportion of a community solar project output that shall be applied to each subscriber's bill including:

- 1) Date of submission
- 2) Applicable generation month
- 3) Subscriber organization identification number (provided by the Company).
- 4) Subscriber organization name
- 5) Each subscriber's name (per Company account)
- 6) Each subscriber's Company account number
- 7) Each subscriber's customer number
- 8) Each subscriber's service address
- 9) Subscriber's low-to-moderate income ("LMI") eligibility
- 10) Percentage share of each subscriber
- 11) Indication if the subscriber is an Add (A), Change (C), Delete (D) or Same (S)
- 12) Each subscriber's savings rate (if participating in UCB)
- 13) Banked tab is only used if allocating Banked kWh to the subscriber.

A subscriber organization may at any time provide subscriber list updates that clearly indicate which subscribers are new to the list or whose information has been revised from previous subscriber lists. The subscriber list should clearly indicate if there are no changes as compared to the prior issuance of the subscriber list.

Non-compatible or incorrect information will be returned to the subscriber organization for correction. Subscriptions associated with ineligible subscribers (such as subscribers that are not customers of the Company or whose Company accounts have been finalized) will be treated as unsubscribed energy.

A subscriber organization must replace LMI Subscribers that are removed from the subscriber list with eligible LMI subscribers such that the required percentage of the kilowatt hour output is provided to LMI subscribers.

Depending on timing of notification from the subscriber organization of the subscriber's subscription amount in the subscriber list, it may take up to two billing cycles, or more, before a subscription credit is applied to the customer's bill from the Company. Subscriptions may not take effect retroactively. No retroactive corrections or changes can be made to subscriber information or subscription allocation percentages.

The Company shall provide a subscriber organization with a report detailing each subscriber's credit allocation no later than the last day of each calendar month following the month of the community solar host meter reading.

The minimum number of participating subscribers for each community solar project shall be set at 2 subscribers and there is no maximum number of participating subscribers for each community solar project. Each community solar project must be equipped with at least one utility grade meter to facilitate the recording of solar generation underlying the bill credit process.

6.3 Host Bank Credit Allocation

Unsubscribed Energy will be banked by the Company in monthly blocks. Unsubscribed Energy, starting with the oldest existing blocks, will be allocated to Subscribers at the request of the Subscriber Organization during the twelve (12) months following the month it was generated. The Company shall allocate Unsubscribed Energy in the first full billing cycle after submission of instructions by the Subscriber Organization. Any Unsubscribed Energy remaining after twelve (12) months of banking will be purchased from the Subscriber Organization via a bill credit at the net hourly integrated real time locational marginal price for energy at the APS Zone of PJM.

6.4 Specifying the Savings Rate

The savings rate shall be specified for each subscriber on the host allocation spreadsheet and subsequent allocation requests. The savings rate shall be no less than 10% for LMI customers and no greater than 100% to be included in utility consolidated billing ("UCB"). If the savings rate is 0-9.9, or more than 100, an invalid message will show. For non-LMI customers that are participating in consolidated billing, a subscriber organization or subscription coordinator shall set a savings rate that is greater than or equal to 0.

If the savings rate is blank, then the subscriber is being opted out of UCB.

Section 7: Host Rights and Responsibilities

7.1 Overpayment by Subscribers

If the host or subscriber organization receives a subscription charge payment directly from a subscriber for a project enrolled in UCB, the host will return such payment to the subscriber.

7.2 Handling Subscriber Inquiries or Complaints

The host or subscriber organization is responsible for handling customer inquiries or complaints related to the project.

7.3 Historical Usage Requests

Historical usage requests shall be submitted via the [Contact Supplier Services](#) link on our website. The host or subscriber organization would need to fill in all fields. “MD Community Solar” will need to be selected as the “Request Type”. Attach the customer’s LOA and submit.

7.4 Allocation Lists

It is the hosts' responsibility to submit an up-to-date allocation list. If a list is not received, the company would allocate based off of the list received the prior month.

Section 8: Utility Responsibilities

8.1 Historical Usage Requests

A subscriber organization must ensure and certify that any customer’s total subscriptions and net-metered generation do not exceed 100 percent of each customer’s baseline annual usage. As such, a subscriber organization may request a customer’s 12-month historical usage. In order to receive this information, the subscriber organization must provide a customer signed LOA form as provided on our website [Maryland Community Solar Program](#).

8.2 Pre-Validation of Allocation Lists

The company will pre-validate the subscriber list. The pre-validation (simulation) will include the information submitted on the subscriber list from the subscriber organization, the status for each subscriber (valid, invalid, move out, seamless) and any applicable messages. Results will be submitted to the subscriber organization via email with an excel spreadsheet. The subscriber organization will be able to make corrections to the subscriber list, if needed, and resubmit. The deadline to submit final lists is 5 business days before the end of each month.

8.3 Calculation of Subscriber Organization Payment, Subscriber Net Credits and Utility Administrative Fee

The Company will calculate the credit owed to each subscriber account, the subscription charge and the utility administrative fee based on the host project’s monthly kilowatt hours generated, the savings Rate, the subscriber’s allocation, the subscriber’s banked credits, any of the host’s banked credits that are allocated to the subscriber, and the electric charges on the subscriber retail bill for each billing month.

The calculation steps used will be as follows:

- **Step 1.** The Company calculates the host's monthly kilowatt hours able to be allocated to subscribers based on the host's net excess generation.
- **Step 2.** For each participating subscriber, calculate the available kWh by taking the product of the subscriber's percentage and the host net excess generation in Step 1.
- **Step 3.** For each participating subscriber, calculate the total available kWh as the sum of the available kWh in Step 2 plus any applicable banked kWh on the subscriber's account and any unallocated kWh of the host that are allocated to the subscriber's account, if applicable.
- **Step 4.** For each participating subscriber, calculate the calculated credits as the minimum of i) the total available credit derived from the kWh in Step 3 and ii) the subscriber's total net consumption (billable kWh) for the applicable billing period.
- **Step 5.** For each participating subscriber, calculate the net community solar credit as the difference between the calculated credit in Step 4 and the subscription charge calculated by taking 1 (one) minus the savings rate multiplied by the amount in step 4.
- **Step 6.** For each participating subscriber, calculate the ending banked kWh that will remain on the subscriber's account for future use as the difference between the total allocated kWh's in Step 3 and the total billable kWh in Step 4.
- **Step 7.** For each participating subscriber, calculate the subscription charge which will be used as the basis of the sponsor payment, by taking 1 minus the savings rate multiplied by the calculated credits in Step 4.
- **Step 8.** Calculate the utility administrative charge for each subscriber's subscription charge as the product of the subscription credit from step 4 and the utility administrative fee in effect at the time of the billing month, which is currently 1.0%.
- **Step 9.** Calculate the subscription charge payment as the sum of the subscription charges calculated for each of the project's subscribers in the applicable billing period (from Step 7) less the utility administrative fee.

8.4 Subscriber Organization payment

The subscription charge payment will be a payment, separate from the retail bill, from the Company to the host /subscriber organization that represents the compensation to the host /subscriber organization for the project's participation. The subscription charge payment will be calculated as provided in Section 8.3.

Payment Mechanism

All subscription charge payments will be made via electronic payment. PE's W-9 form is available upon request. The subscriber organization must submit a W-9 to the Company along with the Net Crediting Agreement.

Payment Timing

At the start of each calendar month, payments due to subscriber organizations will be batched and sent to FirstEnergy's Accounts Payable system for payment processing. Subscriber organizations will receive one aggregated payment each month for all projects for which host accounts have billed in the previous month. To account for payment processing time and differences in host and subscriber account billing cycles, payments to hosts / subscriber organizations may take up to sixty (60) days after the Company has calculated and applied the subscription charge to a subscriber's electric utility bill.

8.5 Reports Provided to Subscriber Organization

The Company will provide the subscriber organization with the following reports:

1. Simulation Report – A simulation of the host list, nothing is finalized. Gives the subscriber organization the opportunity for corrections.
2. Validation Report – a list of subscribers that were initialized for that month.
3. Allocation Report – provides the allocation details (kWh) that were allocated for that month for each subscriber.
4. Credit Report – provides the kWh that each subscriber actually used and the dollar value. This will also show the subscription charge and administrative fee.

8.6 Customer Bill Display

For UCB, a separate line item will appear for the Community Solar Credit from allocation as well as the Community Solar Subscription charge.

Community Solar Usage Information	
Community Solar KWH Credit - Host	
Community Solar Begin KWH Banked	0
Community Solar KWH Credit	73
Community Solar End KWH Banked	0

Community Solar Savings Information	
Applied bill credit from bank	0.00
Applied bill credit from allocation	-10.44
Total applied bill credit	-10.44
Subscription Charge @10% savings rate	9.40
Net bill credit	-1.04

8.7 How to Inquire about Subscriber Organization Payment

A subscriber organization may inquire about a subscription charge payment by using the [Contact Supplier Services](#) "contact us" link. These requests are routed to the Supplier Services team which will address payment questions.

8.8 Utility Compensation

The Company will deduct the utility administrative fee from the amount due to the host or subscriber organization as described in Section 8.3. This fee is currently set at one (1) percent and is subject to further adjustment by the PSC based on utility administrative costs.

8.9 Subscriber Organization and Subscriber Inquiries

The Company will address host billing-related inquiries. The subscriber organization will handle customer inquiries and complaints from subscribers related to the project and such calls will not be handled by the Company. The Company will remain responsible for resolving billing-related customer inquiries and complaints.

Section 9: Treatment of Subscriber accounts

9.1 Unenrollment of a subscriber with banked credits and allowance of subscriber to participate in other projects

From a consolidated billing project to no host, the subscribers banked kWh will be cashed out on the subscriber's bill, and the subscription charge applied to the monthly allocated kWh and the banked kWh. The admin fee will then be deducted from the subscription charge before payment is submitted to the Subscriber Organization. From a consolidated billing project to another consolidated billing project, the subscribers banked kWh will be cashed out on the subscriber's bill, and the subscription charge applied to the monthly allocated kWh and the banked kWh. The admin fee will then be deducted from the subscription charge before payment is submitted to the Subscriber Organization.

9.2 Back-billing of host and subscribers

If a valid initial allocation list is not provided by the time the project is issued PTO, the entire kilowatt hour credit is banked on the host account. If there are any issues with the host account activation, back-billing of the host may be required. In cases of back-billing, the subscriber credits from impacted billing cycles are banked on the host account.

Section 10: Transfer of ownership

A host wishing to transfer ownership of the generating facility must notify the Company at least sixty (60) days prior to the effective date of the change. The new host will execute and submit all required enrollment documentation. The Company will advise the host of the need to complete new net crediting enrollment documents which may include execution of a new Net Crediting Agreement.

