

# Maryland Community Solar Onboarding Guide

This onboarding guide can be referenced as a Community Solar informational tool to help Prospective Hosts, Project Owners, and 3<sup>rd</sup> Parties through the onboarding process.

Project Owner Application process:

1. Comm Solar Project Owner / FE Interconnections work together through application process, engineering requirements and PTO. [OBJ]
2. FE Interconnection refers a Project Owner to submit a work order request which will create workflow for permanent Host meter installation and billing system set up.
3. FE Interconnections informs the Community Solar billing team of work order request numbers (DR #) for new project owners.
4. Community Solar billing team works through setting up Host account in SAP system when DR kicks off workflow for installation processes. [OBJ]
5. Community Solar billing team onboards host with Community Solar billing procedure requirements and information.
6. The Host can submit for allocation upon PTO (permission to operate) approval **AND** when operational and billing requirements are completed. FE will reach out to vendor/host for the allocation subscriber list when the account is active and ready for allocation.
7. Community Solar billing team manages monthly allocation billing for Hosts. Host provides monthly allocation subscriber list. FE processes the list and provides monthly allocation reporting info to the host.

#### Host requirements for Allocation Billing:

1. If a 3<sup>rd</sup> party will be working for the Host, a Letter of Authorization (LOA) will be required prior to the sharing of any customer information.
2. PTO approval **AND** an active Host account are required to begin processing subscriber lists for monthly allocation.
  - a. The [Maryland Solar Subscriber Form](#) can be found on the FirstEnergy Community Solar webpage and contains all required information for processing monthly allocation.

#### Requirements for allocation:

A Subscriber Organization must provide the following Subscriber List requirements set forth by the Company, with an individual document for each CSEGS project indicating the proportion of a CSEGS output that shall be applied to each Subscriber's bill including:

- 1) Date of submission
- 2) Applicable month
- 3) CSEGS Identification Number assigned by the Company
- 4) Subscriber Organization Identification Number assigned by the Commission
- 5) Subscriber Organization name
- 6) Each Subscriber's name (per Company account)
- 7) Each Subscriber's Company account number
- 8) Each Subscriber's Electric Choice ID
- 9) Subscriber's LMI eligibility
- 10) Percentage share of each Subscriber

Subscriber Organization monthly Subscriber List updates should 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. A Subscriber Organization does not need to provide a monthly Subscriber List update unless there is a change 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 30% 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.

A Subscriber Organization shall maintain a minimum average subscription size of two (2) kW per Subscriber, must have at least two (2) Subscribers per CSEGS project, and subscriptions larger than 200 kW cannot constitute more than sixty percent (60%) of a CSEGS project's total subscriptions. The number of Subscribers may not exceed 350 accounts per CSEGS project. A Subscriber Organization will certify in the Pilot Program Application that each Subscriber's total subscriptions and net metered generation will not exceed 200% of each Subscriber's baseline annual usage. The Subscriber Organization will certify in the Pilot Program Application each Subscriber's LMI eligibility, if relevant to the CSEGS project. The Subscriber Organization will certify in the Pilot Program Application that each Subscriber authorizes the Company to release that Customer's account information as necessary to ensure compliance with regulatory requirements. The above certifications shall be updated as necessary by the Subscriber Organization in the Subscription Lists provided to the Company.

Resources to Community Solar rules, regulations, and requirements:

- Public Service Commission site: [Community Solar Pilot Program - Electricity \(state.md.us\)](https://www.state.md.us/energy/community-solar-pilot-program-electricity)
- FE Community Solar Link: [Maryland Community Solar Program \(firstenergycorp.com\)](https://www.firstenergycorp.com/maryland-community-solar-program)
- Tariff Links: [MD Retail Tariff \(firstenergycorp.com\)](https://www.firstenergycorp.com/maryland-retail-tariff)
- MISC important links:
  - PCS FAQs- [Community Solar Pilot Program-Frequently Asked Questions - Electricity \(state.md.us\)](https://www.state.md.us/energy/community-solar-pilot-program-frequently-asked-questions-electricity)

- FE Host FAQs- [community-solar-faq.pdf](#)  
([firstenergycorp.com](#))