

MEMO



DATE: April 23, 2019

TO: UM 1930 Service List

FROM: OPUC Staff and Energy Solutions

SUBJECT: Announcement regarding Community Solar Program stakeholder engagement process and upcoming webinar

Background

On March 5, 2019, the State of Oregon executed a contract with Energy Solutions for Program Administrator (PA) and Low-Income Facilitator (LIF) services for Oregon's Community Solar Program (CSP). As the PA, Energy Solutions is directed by the Oregon Public Utility Commission (Commission) to work with Commission Staff (Staff) to launch and administer the CSP, including development of the Program Implementation Manual (PIM) and facilitation of all other activities associated with program start-up and launch. The PA and Staff have developed an alternative strategy for stakeholder engagement in PIM development and other CSP launch activities. This strategy is designed to provide an efficient, nimble, and accessible platform for stakeholders to provide input and remain informed of the status of CSP implementation.

Stakeholder Engagement Strategy

Energy Solutions will operate an engagement website where requests for input on the PIM, upcoming stakeholder meetings, and general updates on program implementation will be posted. An overview of how Energy Solutions will use the website to solicit stakeholder input during PIM development is provided on the next page of this announcement. Please note that the schedule for input opportunities is subject to change and will continue to evolve over the course of program implementation. Details of this process will also be reviewed during a May 10th webinar described on the next page of this announcement.

Staff, Energy Solutions, and their partners (PA Team) are developing the PIM in four sections:

- Project Manager requirements
- Pre-certification
- Certification, and
- Balance of PIM (includes remaining PIM content such as roles, budget, queue protocols, consumer protection, billing/crediting, reporting).

Energy Solutions' engagement website will be used to collect input on the PIM, through surveys on specific topics and written comments on each draft section. The Commission will decide major policy issues that arise through PIM development at a public meeting, and that decision-making processes will be communicated through Docket No. UM 1930.

Overview of PIM Stakeholder Input Opportunities

PIM Chapter	General Stakeholder Input Surveys (via website) – 2-week duration	Stakeholder Comment on Draft Chapter (via website) – 2-week duration
Project Manager Requirements	Survey questions currently posted through May 3	Late May
Pre-Certification	Early May	Mid-June
Certification	Late May	Early July
Balance of PIM	Mid-July	Late August

Staff and the PA Team will also schedule workshops and other meetings as necessary.

Staff and the PA Team will announce each input opportunity on the engagement website and via email (you must register at <https://orcspaunch.wordpress.com/> to receive these emails). Survey responses and PIM draft comments will be posted to the engagement website. Staff and the PA Team will summarize all of these engagement activities in the regular UM 1930 status updates.

PLEASE NOTE: Any input provided to the Program Administrator during this process will not necessarily be presented directly to the Commission, although the input will be considered by the PA team when drafting the PIM. Any interested party will have opportunity to present comments directly to the Commission when PIM content is presented to the Commission for approval.

Next steps

To participate in the alternative engagement strategy you must sign up at <https://orcspaunch.wordpress.com/>. Please contact Oregoncsp@energy-solution.com with questions about use of Energy Solutions' engagement website.

Staff and the PA Team will host a webinar review the details of the alternative engagement strategy. The webinar will take place on Friday, May 10th from 10am-12pm.¹ Stakeholders can register to participate on Energy Solutions' engagement website <https://orcspaunch.wordpress.com/>.

Webinar Topics:

- Introduction to PA Team
- PA Team Approach
- Program Launch/PIM Timeline and Process
- Stakeholder Participation
- Q&A

Please contact Caroline Moore caroline.f.moore@state.or.us with questions about this announcement.

¹ Please note that the first opportunity to provide feedback via survey will occur before the May 10th webinar. These survey questions will be posted, with thorough instructions, on Energy Solutions' engagement website <https://orcspaunch.wordpress.com/>.