

CA Renewables Portfolio Standard Local Publicly Owned Electric Utility 2019 Annual Reporting Instructions

The Executive Director of the California Energy Commission (CEC) has extended the deadline for local publicly owned electric utilities (POUs) to submit Renewables Portfolio Standard (RPS) annual compliance reports and supporting documentation to **September 1, 2020**.

The instructions below summarize the reporting requirements that must be submitted by POUs by the reporting deadline.

RPS Reporting Requirements for POUs:

1. WREGIS State/Provincial/Voluntary Compliance Report (WREGIS Report)

As specified by the [*Renewable Portfolio Standard Eligibility Guidebook, Ninth Edition, \(Revised\) \(RPS Eligibility Guidebook\)*](#), LSEs are required to report retirement of RECs for California's RPS to the Energy Commission annually for the previous reporting year. LSEs are required to use the Western Renewable Energy Generation Information System (WREGIS) to track and report RPS procurement for California's RPS. LSEs must complete the retirement of Renewable Energy Credits (REC) in WREGIS using the required subaccount naming conventions and authorize WREGIS to submit the WREGIS Report to the CEC. Retail sellers additionally authorize the report to be provided to the CPUC. Additional guidance for completing WREGIS reporting is provided in the ***2019 WREGIS Reporting Guidance - CA Load Serving Entities***, found on the [RPS Verification and Compliance webpage](#) (available at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard>).

2. Annual Summary Report and Supporting Documentation

The Energy Commission is tasked with verifying POU compliance with the RPS procurement requirements, as specified in the POU Regulations. To demonstrate compliance with these requirements, POUs shall report general procurement and contractual information using the RPS Online System. POUs must complete and attest to the Annual Summary Report in the [RPS Online System](#) (available at: <https://rps.energy.ca.gov>). Further information on the required information on the requirements for annual summary reporting are provided in the RPS Eligibility Guidebook and the Enforcement Procedures for the [RPS Enforcement Regulations for Publicly Owned Utilities](#) (available at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/rps-enforcement-regulations-publicly>).

3. New and Amended POU Contract Data and Documents

To support the verification of Portfolio Content Categorization of submitted claims, POUs must enter the required data about all new and amended contracts and ownership agreements, upload all required documents, and attest to the information in the [RPS Online System](https://rps.energy.ca.gov) (available at: <https://rps.energy.ca.gov>).

4. e-Tag Reporting

a. For e-Tag data available in WREGIS, POUs must associate e-Tags in the subaccount with the corresponding claim and authorize WREGIS to submit the CA e-Tags Report to the CEC. Additional information on completing this process is available in the [WREGIS Reporting Instructions](#), (available at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard>).

b. For e-Tag data not available in WREGIS, POUs must complete and attest to the e-Tag Report in the [RPS Online System](#) (available at: <https://rps.energy.ca.gov>). POUs can enter data or upload the data directly into the system using the **POU e-Tag Report** template, found on the [RPS Verification and Compliance webpage](#) (available at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard>).

Please note the POU e-Tag Report template has been updated for 2019 reporting, and is now consistent with Americans with Disabilities Act (ADA) requirements. The updated accessible template is available in the [RPS Online System](#) (available at: <https://rps.energy.ca.gov>) and on the [CEC website](#) (available at: <https://www.energy.ca.gov>). For 2019 annual reporting, CEC will continue to accept the older version of the POU e-Tag Report and the template will upload in the RPS Online System, however staff encourage the use of the most recent template.

5. Hourly Report

For Portfolio Content Category 1 claims of energy scheduled into California from outside of a California Balancing Authority, POUs must complete and attest to the Hourly Report in the [RPS Online System](#) (available at: <https://rps.energy.ca.gov>). POUs may upload the data directly into the system using the **POU Hourly Report** template, found on the [RPS Verification and Compliance webpage](#) (available at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard>).

Please note the POU Hourly Report template has been updated for 2019 reporting, and is now consistent with Americans with Disabilities Act (ADA) requirements. The updated accessible template is available in the [RPS Online System](#) (available at: <https://rps.energy.ca.gov>) and on the [CEC website](#) (available at: <https://www.energy.ca.gov>). For 2019 annual reporting, CEC will continue to accept

the older version of the POU Hourly Report and the template will upload in the RPS Online System, however staff encourage the use of the most recent template.

Additional RPS Reporting for Qualifying POUs:

POUs with a voluntary green pricing program or shared renewable generation program that wish to report generation to be excluded from its 2019 retail sales, in accordance with Public Utilities Code section 399.30 (c)(4), should notify RPS staff by sending an email to RPSTrack@energy.ca.gov.

POUs with qualifying large hydroelectric generation meeting the criteria of Public Utilities Code section 399.30 (k)¹ or 399.30 (l)² that wish to report generation for the third compliance period should also notify RPS staff by sending an email to RPSTrack@energy.ca.gov.

In both cases, RPS staff will enable fields within the Annual Summary Report to allow POUs' representatives to report the claim amounts in the [RPS Online System](#) (available at: <https://rps.energy.ca.gov>). Additional reporting requirements for these provisions will be specified in future amendments to the *Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities*.

¹ As enacted by Senate Bill 350 (De León, Chapter 547, Statutes of 2015)

² As enacted by Senate Bill 1393 (De León, Chapter 677, Statutes of 2016)