

Annual Reporting Checklist for LSEs

The California's Renewables Portfolio Standard (RPS) 2019 annual reporting due date for retail sellers and publicly owned electric utilities (POUs) **has been extended to September 1, 2020** by the Executive Director of the California Energy Commission (CEC). Load Serving Entities (LSEs) are required under California's RPS to use the Western Renewable Energy Generation Information System (WREGIS) to track and report their RPS procurement and the CEC's [RPS Online System](https://rps.energy.ca.gov) (available at: <https://rps.energy.ca.gov>) to complete RPS verification reporting.

Additional guidance on the reporting process can be found here on the [RPS Verification and Compliance webpage](https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard) (available at: <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard>).

RPS Reporting Requirements for 2019 – All LSEs

- **WREGIS Report**
 - Required for Renewable Energy Credits (RECs) retired for the 2019 Reporting Year
 - Must be requested through [WREGIS](https://www.wecc.org) (available at: <https://www.wecc.org>)
 - Checklist:
_____ Report sent by WREGIS

- **WREGIS Adjustments**
 - Required for:
 1. Correcting the vintage date of RECs due to a prior period adjustment in [WREGIS](https://www.wecc.org) (available at: <https://www.wecc.org>)
 2. Reporting RECs that are not tracked in WREGIS
 - Must be requested in the [RPS Online System](https://rps.energy.ca.gov) (available at: <https://rps.energy.ca.gov>) using the WREGIS Adjustment Tab
 - Checklist:
_____ Request submitted in the RPS Online System

- **Attestation for WREGIS Report**
 - LSEs must submit an attestation
 - LSEs will receive an attestation notification when report is uploaded
 - Checklist:
_____ LSEs must attest using the RPS Online System

RPS Reporting Requirements for POUs

- **Annual Summary Report for 2019**
 - Required for all POUs
 - Accessed through the Verification Tab in the [RPS Online System](https://rps.energy.ca.gov) (available at: <https://rps.energy.ca.gov>)
 - Checklist:
_____ Retail Sales

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_____ RECs Retired (should match WREGIS retirements)

_____ Compliance

_____ Narratives uploaded

- **POU Contracts**

- Required for contracts/ownership agreements/new amendments

- Accessed through the "Verification Reports" hover menu

- Checklist:

- _____ Contracts submitted, if applicable

- _____ Contract documentation attached, if applicable

- **WREGIS CA e-Tag Report**

- Required for e-Tags matched within WREGIS to RECs retired for 2019

- Relevant for Portfolio Content Category (PCC)1 RECs scheduled from a non-California Balancing Authority (CBA), or PCC2

- Must be requested through [WREGIS](https://www.wecc.org) (available at: <https://www.wecc.org>)

- Checklist:

- _____ Report sent by WREGIS, if applicable

- **WREGIS CA e-Tag Attestation**

- Required for 2019 CA e-Tag Reports

- RPS Online System will send a notification when the report is ready for attestation

- Accessed through the Verification Tab in the [RPS Online System](https://rps.energy.ca.gov) (available at: <https://rps.energy.ca.gov>)

- Checklist:

- _____ Attestation for WREGIS CA e-Tag Report submitted, if applicable

- **CEC-RPS-e-Tag Form**

- Required for e-Tags not matched within WREGIS to RECs retired for 2019

- Relevant for PCC1 RECs scheduled from a non-CBA, or PCC2

- Accessed through the Verification tab in the RPS Online System

- Form for upload is available through a link in the [RPS Online System](https://rps.energy.ca.gov)

- (available at: <https://rps.energy.ca.gov>), or from <https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard>)

- Checklist:

- _____ Report submitted, if applicable

- **CEC-RPS-Hourly Form**

- Required for PCC1 RECs scheduled from a non-CBA

- Accessed through the Verification Tab in the RPS Online System

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- Checklist:
_____ Report submitted, if applicable