Renewables Portfolio Standard
2021 Annual Reporting Instructions

The California Energy Commission’s (CEC) Renewables Portfolio Standard (RPS) reporting deadline for retail sellers and local publicly owned electric utilities (POU), collectively known as load-serving entities (LSE), to submit 2021 Western Renewable Energy Generation Information System (WREGIS) annual reports with supporting documentation is Friday, July 1, 2022. The instructions below summarize the 2021 annual reporting requirements that must be submitted by this reporting deadline.

These instructions are divided into three sections:

I. Annual Reporting Requirements for all LSEs
II. Annual Reporting Requirements for all POUs
III. Annual Reporting Requirements for POUs Using Exemptions and Adjustments

I. Annual Reporting Requirements for All LSEs

1. WREGIS State/Provincial/Voluntary Compliance Report (WREGIS Report)
   For RPS claims retired for reporting year 2021, the LSE must authorize WREGIS to email the WREGIS Report to the CEC. See WREGIS Reporting Guidance, available at https://www.energy.ca.gov/media/3952.

2. Attestation for WREGIS Report(s)
   For WREGIS Reports submitted for 2021, the LSE must submit an attestation in the RPS Online System, available at https://rps.energy.ca.gov. The LSE will receive an attestation request notification when the WREGIS Report has been uploaded.

3. WREGIS Adjustment
   LSEs may report generation that meets the requirements specified in the Renewables Portfolio Standard Eligibility Guidebook, Ninth Edition, (Revised) (RPS Eligibility Guidebook), available at https://efiling.energy.ca.gov/getdocument.aspx?tn=217317, through a WREGIS Adjustment. To request a WREGIS Adjustment, a representative of the LSE will fill in the required information in the RPS Online System. Following review by CEC staff, the LSE will receive notification of the approval or disapproval of the request through a WREGIS Adjustment.

RPS Online System Annual Summary Report Functionality
The RPS Online System is undergoing maintenance to update Annual Summary Report functionality. POUs will not be able to report certain requirements outlined in section II (the Annual Summary Report, e-Tag, and Hourly Reports) and all reporting requirements in section III until the update is completed (target is early June).
At this time, POUs will be able to submit WREGIS reports and new and amended contracts. In the meantime, POUs should prepare e-Tag and Hourly reports using the templates available on the RPS Verification webpage, and other supporting documentation, including narratives, required with the submission of Annual Summary Reports.

CEC staff will notify POUs when the RPS Online System functionality for the Annual Summary Report is completed and available for reporting.

II. Annual Reporting Requirements for All POUs

1. Annual Summary Report and Supporting Documentation
   The CEC is tasked with verifying POU compliance with the RPS procurement requirements, as specified in *The Enforcement Procedures for the Renewables Portfolio Standard for Local Publicly Owned Electric Utilities* (RPS POU Regulations), available at https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/rps-enforcement-regulations-publicly. To demonstrate compliance with these requirements, POUs shall report general procurement and contractual information using the RPS Online System (available at https://rps.energy.ca.gov/). POUs must complete and attest to the Annual Summary Report in the RPS Online System. Further information on the requirements for annual summary reporting is provided in the RPS Eligibility Guidebook (available at https://efiling.energy.ca.gov/getdocument.aspx?tn=217317).

2. New and Amended POU Contract Data and Documents
   POUs must enter the required data about all new and amended contracts and ownership agreements executed during the prior year. POUs should upload all required documents and attest to the information in the RPS Online System (available at https://rps.energy.ca.gov/). Please note, POUs reporting supporting contract data for contracts or resale agreements with a joint powers authority (JPA) or third-party supplier pursuant to section 3204 (d)(2)(B)2., may submit a JPA/Third-Party Supplier Contract – POU Attestation form, available at https://www.energy.ca.gov/media/5882.

3. Voluntary Request for Early Review of Contracts
   POUs may request voluntary early review of certain contracts executed on or after July 1, 2020 to determine if the contract qualifies as a long-term contract under the RPS POU Regulations. Instructions and Checklist for Voluntary Early Review of a Contract are available at https://www.energy.ca.gov/media/6993. Contracts must meet the eligibility requirements listed in the Instructions and Checklist for Voluntary Early Review of a Contract to qualify for this early review provision.

4. e-Tag Reporting
   a. For Portfolio Content Category (PCC) 1 and PCC 2 claims of energy scheduled into a California Balancing Authority (CBA) from outside of a CBA, POUs must complete and attest to the e-Tag report. 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 Guidance](https://www.energy.ca.gov/media/3952).

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

5. **Hourly Report**

For PCC 1 claims of energy scheduled into California from outside of a CBA, POUs must complete and attest to the [Schedule 4 – Annual Hourly Comparison for POU PCC 1 Claims of Generation Scheduled into a CBA](https://www.energy.ca.gov/media/4085) in the [RPS Online System](https://rps.energy.ca.gov) and on the [RPS Verification and Compliance webpage](https://www.energy.ca.gov/programs-and-topics/programs/renewables-portfolio-standard/renewables-portfolio-standard).

III. **Annual Reporting Requirements for POUs Using Exemptions and Adjustments**

1. **POUs with Qualifying Large Hydroelectric Generation**

POUs with qualifying large hydroelectric generation meeting the criteria of Public Utilities Code section 399.30 (k) reporting generation for Compliance Period 4 should notify RPS staff by sending an email to RPSTrack@energy.ca.gov. POUs should refer to Section 3204 (b)(8) related to qualifying large hydroelectric generation in the RPS POU Regulations.

Upon receipt of notification, RPS staff will enable the data fields within the Annual Summary Report to allow POUs’ representatives to report the claim amounts and supplemental narrative information in the [RPS Online System](https://rps.energy.ca.gov).

2. **POUs with Voluntary Green Pricing Programs**

POUs with a voluntary green pricing program or shared renewable generation program (GPP) reporting generation to be excluded from its 2021 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 should also review to Section 3204 (b)(9) of the RPS POU Regulations related to voluntary green pricing program generation exclusion to ensure their program meets all applicable requirements.

Upon receipt of notification, RPS staff will enable data fields within the Annual Summary Report to allow POUs’ representatives to report the claim amounts for exclusion and
supplemental narrative information demonstrating that claim amounts for exclusion meet all requirements of section 3204 (b)(9)(B). POUs may use either the “POU Contracts” reporting function, or identify existing reported contracts supporting claims for GPP adjustments as “Other Narratives” in the RPS Online System (available at: https://rps.energy.ca.gov).

3. **POUs Meeting the Criteria of Public Utilities Code section 399.18**

POUs meeting these criteria should notify RPS staff by sending an email to RPSTrack@energy.ca.gov. POUs should also review Section 3204 (b)(5) of the RPS POU Regulations related to this exemption to ensure their POU meets all applicable requirements.

Upon receipt of notification, RPS staff will enable fields within the Annual Summary Report to allow POUs’ representatives to report the claim amounts for exclusion and supplemental narrative information in the RPS Online System (available at https://rans.energy.ca.gov), as required by Section 3207 (n).