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December 6, 2024

**VIA ELECTRONIC MAIL**

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[board.secretary@bpu.nj.gov](mailto:board.secretary@bpu.nj.gov)

Sherri L. Golden, RMC  
Secretary of the Board  
Board of Public Utilities  
44 South Clinton Avenue, 1<sup>st</sup> Floor  
P.O. Box 350  
Trenton, New Jersey 08625-0350

**RE:** N.J.A.C. 14:8-9.7(q)(8)  
ACE NJ Community Solar Utility Consolidated Billing Rulebook

Dear Secretary Golden:

The undersigned is Assistant General Counsel to Atlantic City Electric Company (“ACE” or the “Company”) in connection with the above-referenced matter.

Pursuant to N.J.A.C. 14:8-9.7(q)(8)—which requires each EDC, prior to implementing consolidated billing, file with the Board a manual containing rules for a subscriber organization to implement consolidated billing and what processes a subscriber organization must follow to facilitate consolidated billing of projects—attached for filing is ACE’s NJ Community Solar Utility Consolidated Billing Rulebook, published December 2, 2024.

Sherri L. Golden, RMC

December 6, 2024

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Thank you for your attention in this matter. Feel free to contact me with any questions.

Respectfully submitted,



Neil A. Hlawatsch

Counsel for Atlantic City Electric Company

Enclosure

cc: Stacy Peterson  
Robert Brabston  
Carol Artale, Esq.  
Rachel Boylan  
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# NJ Community Solar

UTILITY CONSOLIDATED BILLING (UCB) RULEBOOK



## Consolidated Billing (UCB) - Overview

Utility Consolidated Billing (UCB) will be required for all Community Solar projects in New Jersey effective January 1, 2025. Also called net crediting, UCB calculates and presents subscription fee charges on NJ subscriber bills on behalf of the Subscriber Organizations. This process allows customers to receive their solar credits on their utility bill rather than receiving a separate bill from Subscriber Organizations. This provide a simple and transparent view for customers to understand how their total electricity charges are reduced by their Community Solar subscription.

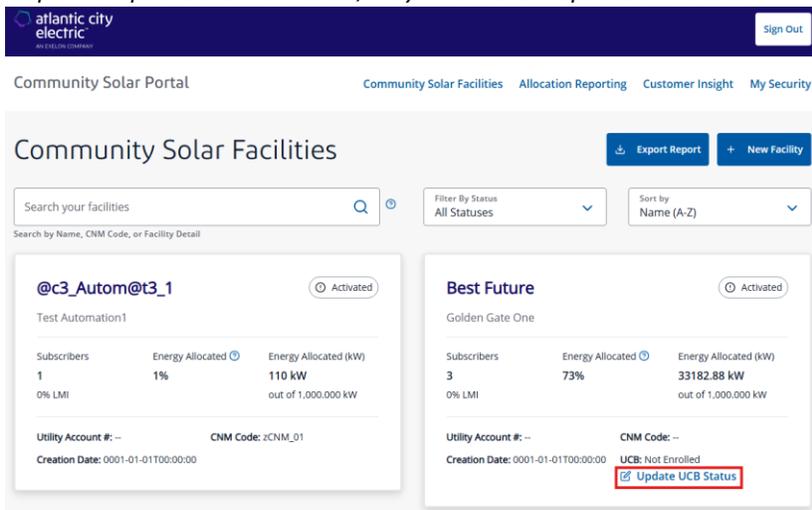
## Setup for Utility Consolidated Billing

Upon release on December 10th, each active facility will automatically be enrolled in UCB. New facilities will need enroll in UCB; the following will demonstrate how an SO can enroll a new facility after the release.

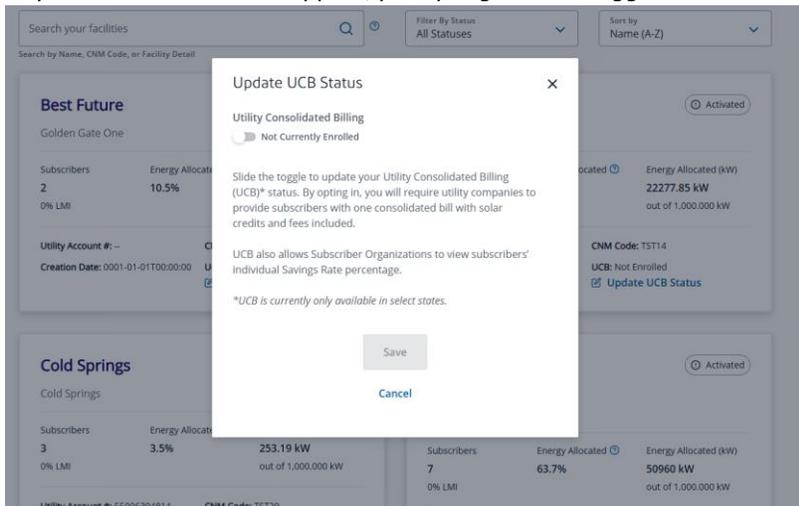
### Enabling UCB

When logging into the portal for the first time, customers can view their UCB status on the facility card. Below, we can see that this facility needs to enable UCB.

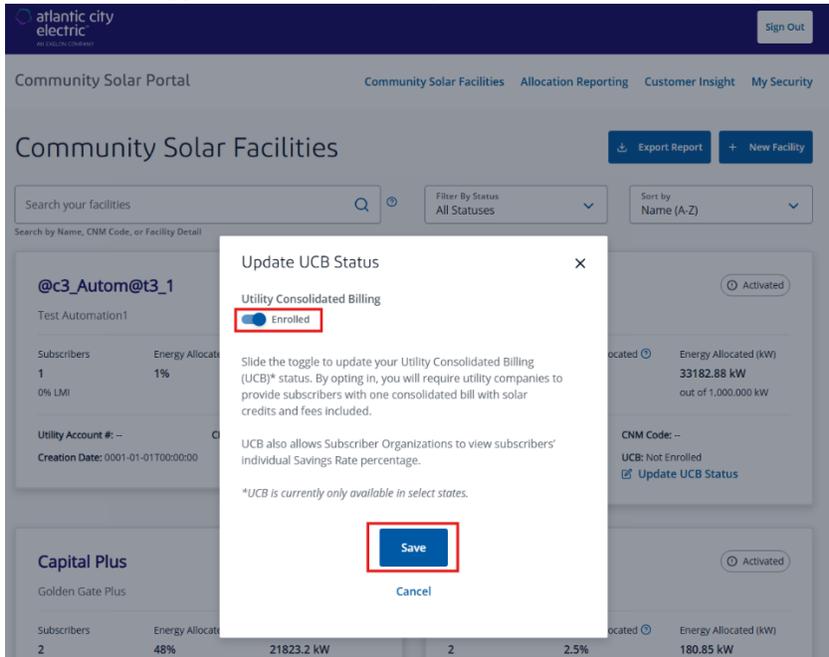
Step 1. To update the UCB status, they would click 'Update UCB Status.'



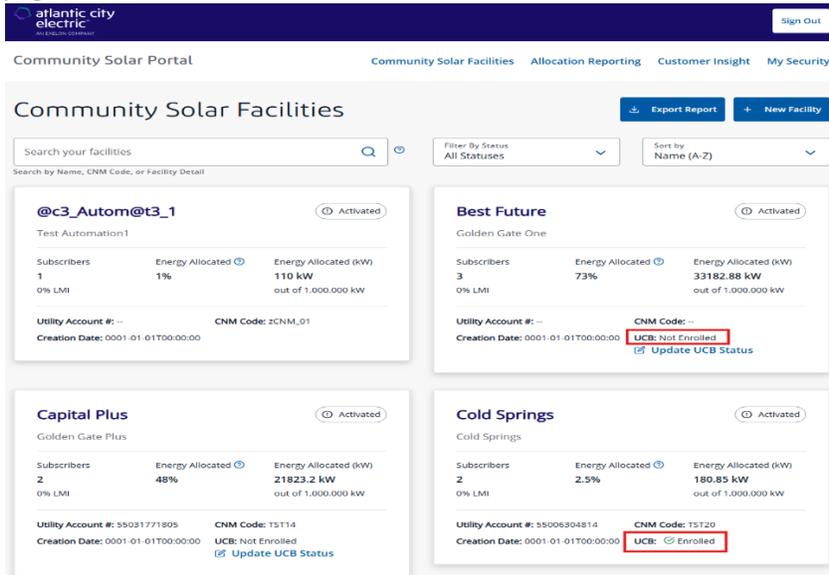
Step 2. A new window will appear, prompting users to toggle a button to enroll in UCB.



Step 3. Once toggled, users will need to press 'save' to save their changes.



Step 4. To verify the status of UCB enrollment, users can check the facility card located on the facility information page.



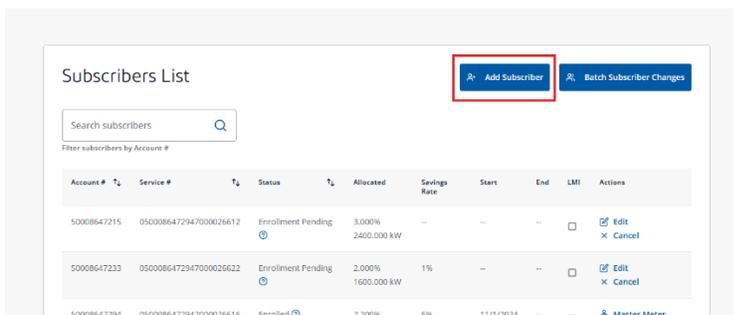
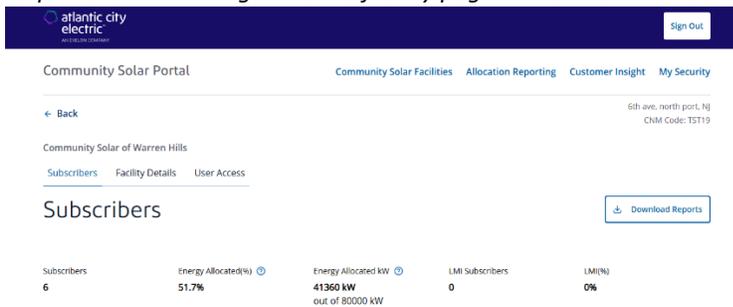
## Savings Rate Assignment

To participate in UCB, an SO assigns a savings rate to each subscriber in the Community Solar Portal (CSP.) The savings rate can be assigned during enrollment or by editing an existing subscriber. The following will walk you through how a user would assign a savings rate through single enrollment, batch enrollment, and by editing the subscriber list.

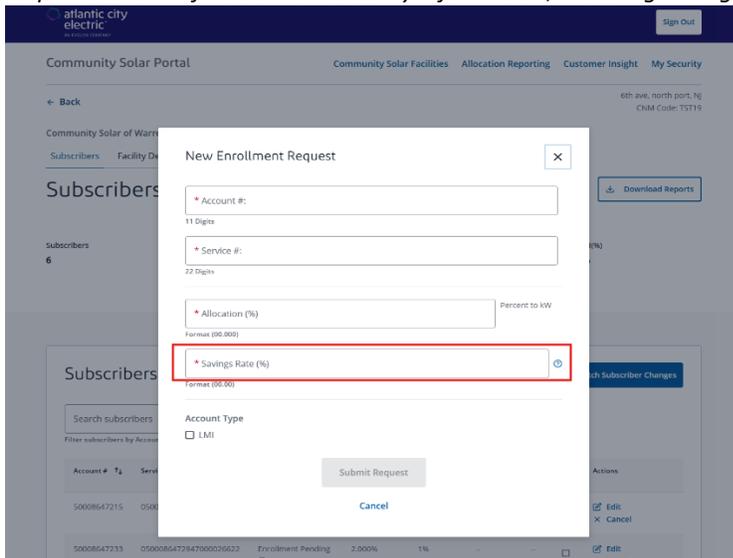
### Single Enrollment

Single enrollments are best used when an SO only has a small number of subscribers they need to enroll in the facility.

Step 1. Users will navigate to the facility page and click on 'Add subscriber.'



Step 2. Users will fill out the necessary information, including savings rate (circled in red).



Step 3. Users will press 'Submit Request' to save their changes.

New Enrollment Request

Account #: 9898999999 (11 Digits)

Service #: 1010100000000000000000 (22 Digits)

Allocation (%): 20 (Percent to kW (16000.000))

Savings Rate (%): 20 (Format: (00.00))

Account Type:  LMI

**Submit Request**

Cancel

### Editing Savings Rate

If an SO needs to update the savings rate for a single subscriber that's already enrolled, they can quickly make changes directly within the subscriber list.

Step 1. Users will navigate to the facility page and click 'edit' in the 'actions' column of the subscriber list.

atlantic city electric

Community Solar Portal

Community Solar Facilities Allocation Reporting Customer Insight My Security

6th ave, north port, nj  
CVM Code: T3T19

Community Solar of Warren Hills

Subscribers Facility Details User Access

Subscribers 6 Energy Allocated(%) 51.7% Energy Allocated kW 41360 kW out of 80000 kW LMI Subscribers 0 LMI(%) 0%

Subscribers List

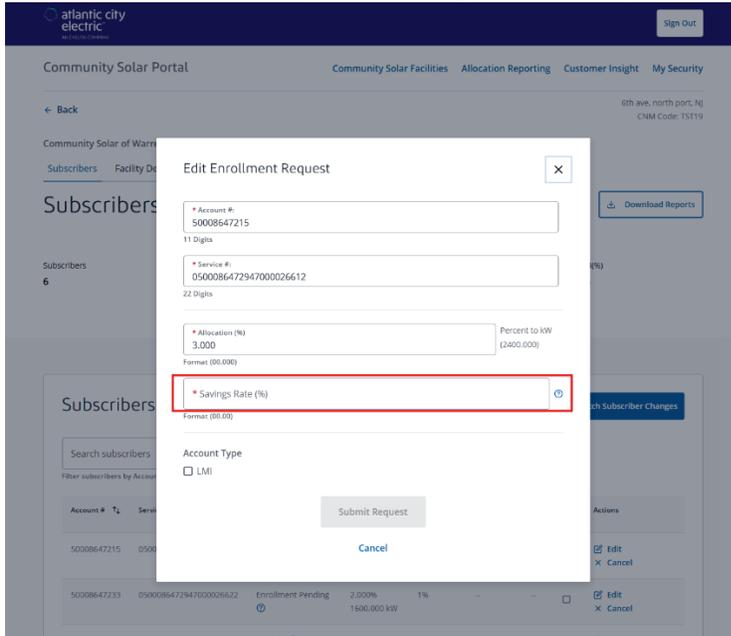
Add Subscriber Batch Subscriber Changes

Search subscribers

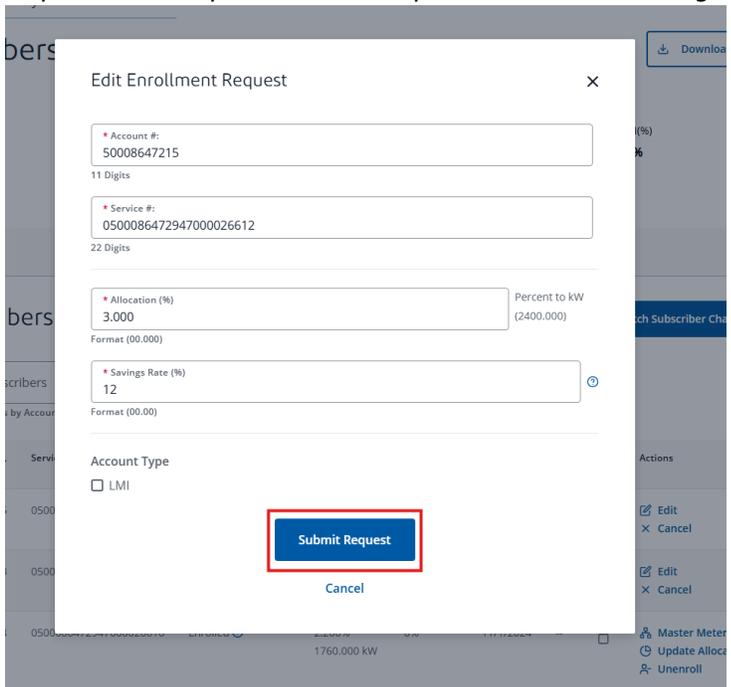
Filter subscribers by Account #

Account #	Service #	Status	Allocated	Savings Rate	Start	End	LMI	Actions
50008647215	0500086472947000026612	Enrollment Pending	3.000% 2400.000 kW	--	--	--	<input type="checkbox"/>	<b>Edit</b> Cancel
50008647233	0500086472947000026622	Enrollment Pending	2.000% 1600.000 kW	1%	--	--	<input type="checkbox"/>	Edit Cancel

Step 2. A new window will appear, allowing customers to quickly edit the existing subscriber information.



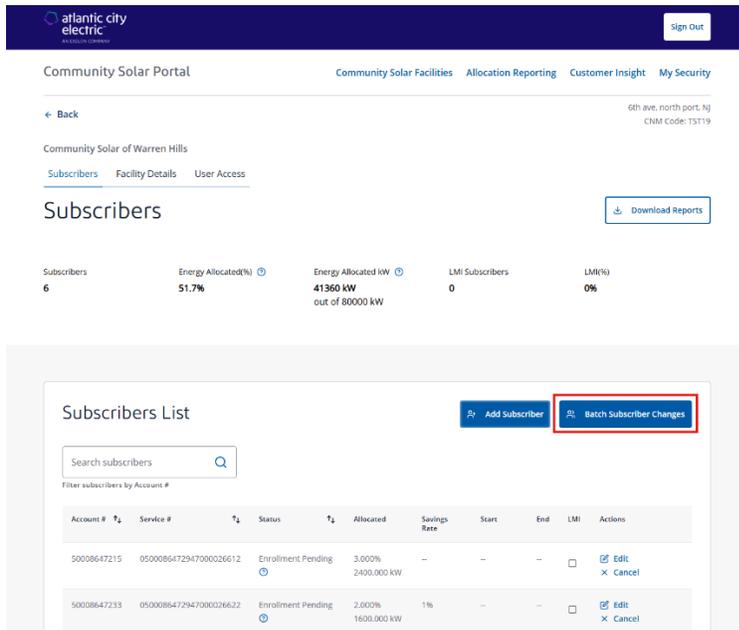
Step 3. Users will press 'Submit Request' to save their changes.



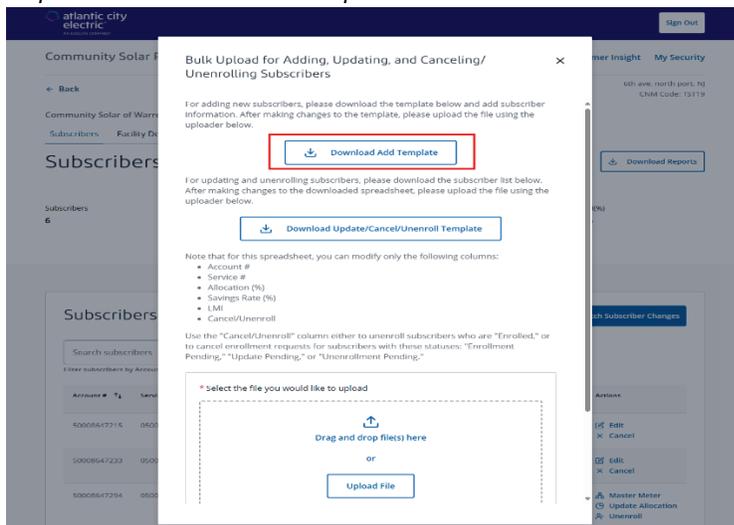
### Batch Enrollment

Batch enrollments are best used when an SO has several subscribers they need to enroll in the facility. They can also be used to make changes to several subscribers at one time. For batch-enrollments and changes to the savings rate, the major difference is template that gets utilized.

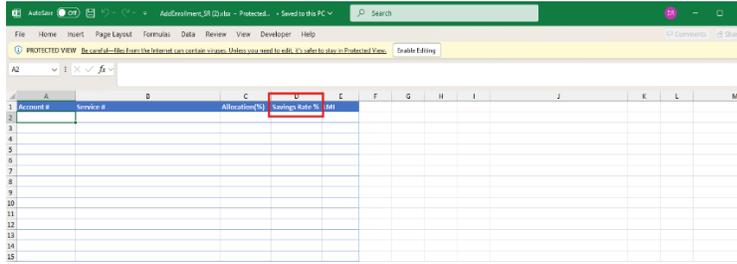
Step 1. Users will navigate to the facility page and click on 'Batch Subscriber Changes.'



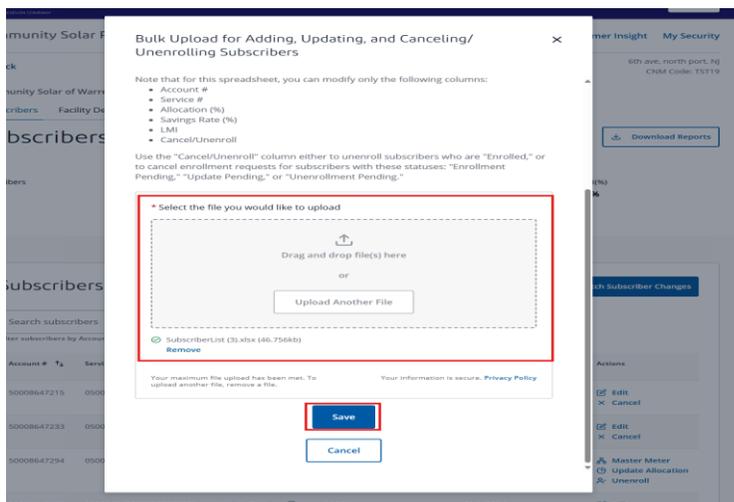
Step 2. Download the 'Add Template'



*Step 3. Once downloaded, users will open the document in excel and add the required information.*



*Step 4. Once the changes have been saved, users will reupload the template to the portal and press 'save'.*



## Billing Process for Subscribers

### Savings Rate:

A subscriber's Savings Rate represents the percentage of their monthly CREF dollar credit and any anniversary dollar credits they own. This is the rate that will be used by SAP to calculate the subscriber's bill every month.

SOs should have accurate savings rates in CSP prior to the start of the billing cycles each month (3<sup>rd</sup> business day) to ensure accurate subscriber billing.

### Subscription Fee Calculation:

The Utility applies the SO's subscription fee to the subscriber's bill on behalf of the SO. The Subscription Fee percentage is the opposite of the Savings Rate. This fee is applied to the credit dollars for a billing period to calculate the subscriber's Subscription Fee. Once calculated, the subscription fee is posted to the subscriber's account. The fee is subject to Net Crediting, meaning the subscription fee dollars are cleared by the CREF credits. The remaining amount after this process is the actual credit the subscriber benefits from.

### Bill Generation:

Each billing cycle, the Utility will generate a single bill for subscribers that includes:

- Total charges (electricity usage)
- The calculated subscription fee based on the Savings Rate.

- The name of the Community Solar provider
- Subscribers can review their bill to see any credits from the community solar project. The final amount owed reflects the subscription fee and any savings.

**Details of your Electric Charges**

Residential Service - service number 0550 0098 4249 7000 0115 14  
Electricity you used this period

Meter Number Energy Type	Current Reading	Previous Reading	Difference	Multiplier	Total Use
99F087118303	Feb 13 029959 (actual)	Jan 13 029501 (actual)	458	1	458

Your next meter reading is scheduled for March 13, 2024

**Community Solar Bill Credit:** These credit reflect the kWh allocation you receive based on your subscription percentage and the solar facility's monthly generation.

Subscriber Organization	Applied Credit kWh	Saving Rate(%)	Rate Per kWh	CS Credit(\$)
TEST SO FOR NJ	458	80.00	0.1915721-	-87.74

**Delivery Charges:** These charges reflect the cost of bringing electricity to you. Current charges for 32 days, **winter rates in effect.**

Type of charge	How we calculate this charge	Amount(\$)
Customer Charge		7.20
Distribution Charge	458 kWh X \$0.0756332 per kWh	34.64
Non-Utility Generation Charge	458 kWh X \$0.0098253 per kWh	4.50
Societal Benefits Charge	458 kWh X \$0.0070306 per kWh	3.22
RGGI Energy Efficiency	458 kWh X \$0.0031878 per kWh	1.46
Conservation Incent Prog	458 kWh X \$0.0003493- per kWh	0.16-
Zero Emission Certif (ZEC) Charge	458 kWh X \$0.0042576 per kWh	1.95
<b>Total Electric Delivery Charges</b>		<b>52.81</b>

<b>Electric Summary</b>	
<b>Balance from your last bill</b>	<b>\$10,173.51</b>
Community Solar Credit	\$87.74-
CS Subscription Fee	\$24.93
Community Solar Annual Credit	\$36.91-
<b>Changes to electric balance</b>	<b>\$99.72-</b>
Electric Charges (Residential Service)	\$110.05
<b>New electric charges</b>	<b>\$110.05</b>
<b>Total amount due by Mar 5, 2024</b>	<b>\$10,183.84</b>

<b>Community Solar Summary</b>	
<b>Total (kWh)</b>	
Credit from last bill	0
Adjustments	0
Current month Credit	-2000
Applied Credit	458
<b>Total Balance</b>	<b>-1542</b>
Credit Expired on Anniversary	1542
<b>Credit Balance</b>	<b>0</b>

Figure 1. Billing Sample

**Payment:**

Subscribers will make a single payment to the Utility for the total amount of the bill which includes the charges and the subscription fee. In MyAccount, subscribers will see a copy of their invoice detailing the bill total which includes their CREF Credit + Subscription Fee Debit.

**Billing Process for Subscriber Organizations**

Once UCB is activated for a Subscriber Organization (SO), a billing program aggregates all their subscription fee postings at the next billing period. These aggregated postings are then credited to the SO's account in SAP. A 1% administration fee is applied to the total subscription fees and a check is sent out monthly to the Subscriber Organization for their subscription fees.

**Opting Out (if applicable):**

Larger commercial subscribers who prefer separate billing for accounting purposes can opt out of consolidated billing. An SO can exclude specific customers by applying a 0 percent savings rate. SAP will recognize the 0% rate and will not calculate subscription fees for those customers. Consequently, the SO will need to collect their fee directly from the customer.