

RPS Quick Reference Guide

The RPS Quick Reference Guide was designed to help users navigate through the Renewable Energy Facility Application Tracking System while highlighting important notes and features.

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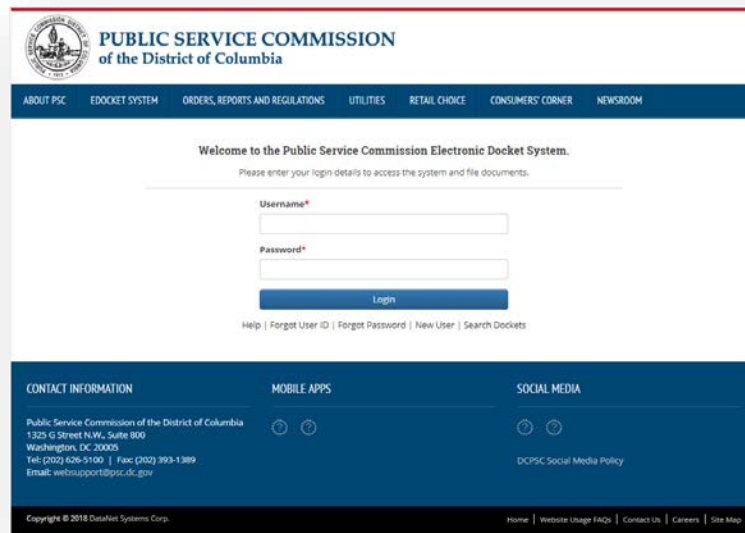
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Logging in to eDocket

To Login to eDocket:

1. Launch an Internet browser and navigate to <https://edocket.dcpsc.org/>




The screenshot shows the login page for the Public Service Commission of the District of Columbia's Electronic Docket System. The page has a blue header with the commission's logo and name. Below the header is a navigation menu with links: ABOUT PSC, EDOCKET SYSTEM, ORDERS, REPORTS AND REGULATIONS, UTILITIES, RETAIL CHOICE, CONSUMERS' CORNER, and NEWSROOM. The main content area is white and contains a welcome message, a login instruction, and a form with fields for Username and Password, and a Login button. Below the form are links for Help, Forgot User ID, Forgot Password, New User, and Search Dockets. The footer is blue and contains contact information, mobile apps, and social media links.

2. Enter the **Username** and **Password** or register as a new user.

NOTE: When logging in for the first time, you will see the **Notice of Final Rulemaking**. Click the checkbox once you have read the **DC PSC Electronic Filing System Rules** and agree to the Terms and Conditions listed within. Click the **Submit** button to continue.

Notice of Final Rulemaking

Welcome to the DC Public Service Commission's Electronic Filing System. Please review our Terms and Conditions by clicking the link below. You may then continue by checking the box below the link, and clicking Submit. Thank you.

 [DC PSC Electronic Filing System Rules](#)

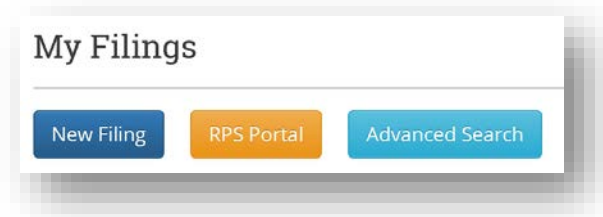
☒ I have read the PSC Electronic Filing Rules, and agree to the Terms and Conditions listed within.

[Submit](#)

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Going to the RPS Portal

After logging into eDocket, a screen with your filings appear. Click on the RPS Portal button to submit new applications and view the status of submitted applications.



- The **Applicant Dashboard** is displayed.
- The *My Applications* grid displays draft and submitted applications. As the Commission reviews the application, the status will change.
- The *My Renewable Energy Generating Facility(s)* grid displays facilities certified or decertified by the Commission.

Application for Certification as an Eligible District of Columbia Renewable Energy Generating Facility

[Submit New Application](#) [Submit Addendum](#)

My Application(s)

Show entries [Export to PDF](#)

Application #	Facility Name	Facility Address	Fuel Type	Submitted Date	Case #	Status
448	Softek Services, Inc.	1156 15th ST NW #100	Thermal			Draft
445	Convention Center	5 Ware St. CT NW #132	Photovoltaic			Draft

Showing 1 to 2 of 2 entries

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My Renewable Energy Generating Facility(s)

Show entries [Export to PDF](#)

Facility Name	Facility Address	Fuel Type	GATS Unit ID	Certified Date	Status
Softek Services, Inc.	1156 15th ST NW #100	Thermal		10/18/2018	Certified

Showing 1 to 1 of 1 entries

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Starting New Applications

To Start a New Application:

1. Click the **Submit New Application** button.

Submit New Application

2. Select whether the application is a solar application.

Application Type

Is this a solar application? * ☐ Yes ☐ No

- The RPS application is a dynamic form. The input fields displayed are based on the type of application selected: Solar or Non-Solar.

Entering Facility and Contact Information

Application for Certification as an Eligible Renewable Energy Generating Facility

Is this a solar application? * ☒ Yes ☐ No

Contact Information

Renewable Energy Facility

Name of Facility *

Facility Address *

Apt/Unit # <input type="text"/>	Street # <input type="text"/>	Street Name <input type="text"/>	Thoroughfare <input type="text"/>	Quadrant <input type="text"/>
# <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
City <input type="text"/>	State <input type="text"/>	Zip Code <input type="text"/>		

Is this a Residential facility? * ☐ Yes ☐ No

Is this a community renewable energy facility? * ☐ Yes ☒ No

Is this a DC Government facility? * ☐ Yes ☒ No

Is this a Federal facility? * ☐ Yes ☒ No

Owner Information

Name *

Owner Address * ☐ Same as Facility Address

Address *

City *

State *

Zip Code *

Phone *

Email

Is the system owned by a third party? * ☐ Yes ☒ No

Do you have a Power Purchase Agreement (PPA)? * ☐ Yes ☒ No

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Operator Information

Name *

Operator Address *

☐ Same as Facility Address

☐ Same as Owner Information

Address *

City *

State *

Zip Code *

Phone *

Email *

Contact Person Information

Name *

Title

Contact Person Address *

☐ Same as Facility Address

☐ Same as Owner Information

Address *

City *

State *

Zip Code *

Phone *

Email *

Cancel

Save for later

Continue

Important Notes:

- The * asterisk fields are required.
- The facility street address is broken down into the various fields:

Facility Address *	Apt/Unit # ⓘ *	Street # *	Street Name *	Thoroughfare	Quadrant
	#100	1156	15th	ST ▼	NW ▼
	City *		State *		
	Washington		District of Columbia ▼		
				Zip Code *	
				20005	

- The Apartment/Unit field is required. Add the apartment or unit number after the #. If the facility does not have an apartment or unit number, keep the # in the field.
- Click the ⓘ icon to display more information.
- Click the **Same as Facility Address** and/or **Same as Owner Information** options to automatically populate contact and address data.

☐ Same as Facility Address

☐ Same as Owner Information

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- The **Phone** field only requires the input of numbers; hyphens are added automatically.
- A red border indicates the field does not include required characters (e.g., Email field requires @ symbol). The border turns blue once the requirement is met.

Email *	<input type="text" value="wbar"/>
Email *	<input type="text" value="wbarlow@S"/>

- **Important:** Notifications regarding the application will be sent to the email listed under Contact Person Information:

Contact Person Information			
Name *	<input type="text" value="John Doe"/>	Title	<input type="text" value="Manager"/>
Contact Person Address *	<input type="checkbox"/> Same as Facility Address	<input type="checkbox"/> Same as Owner Information	
Address *	<input type="text" value="123 Main Street"/>	City *	<input type="text" value="Washington"/>
State *	<input type="text" value="District of Columbia"/>	Zip Code *	<input type="text" value="20005"/>
Phone *	<input type="text" value="202-111-2222"/>	Email *	<input type="text" value="jdoe@abc.com"/>

- Click the **Save for later** button to save information and continue the application later.
- Click the **Continue** button if ready to proceed to the next screen.

<input type="button" value="Cancel"/>	<input type="button" value="Save for later"/>	<input type="button" value="Continue"/>
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Selecting Solar Energy Type

If solar was selected as the fuel type, select the type of solar energy on the next screen: Photovoltaic or Thermal. Based on the type of solar energy selected, the fields on the screen dynamically change.

Solar Energy: Thermal

The screenshot shows a web form titled "Fuel Type: Solar". The "Select Type of Solar Energy" dropdown menu is set to "Thermal". Below this, there are several input fields: "Name of Manufacturer", "Model", "Total Number of Panels/Modules" (with a value of 0), "Rated Capacity" (with a value of 0 and a unit of MW), "Estimated annual output/saving (kWh)", "Location for saving estimate", "OG-100 Certification Number", "OG-300 Certification Number", "Operational Start Date" (with a date format MM/DD/YYYY and a calendar icon), and a question "Is the facility a behind-the-meter (BTM) generator?" with radio buttons for "Yes" and "No".

Important Notes:

- The * asterisk fields are required.
- If **OG-100 Certification Number** is selected, enter the name of the meter manufacturer and model number of the meter.

This section shows the form fields for the "OG-100 Certification Number" option. It includes a radio button labeled "OG-100 Certification Number", a text input field for "Name of Meter Manufacturer", and another text input field for "Model Number of Meter".

- For date fields, enter the date in **MM/DD/YYYY** format or select a date from the calendar control. Once a date is entered, the X button is available to clear the date.

An example of a date field showing the date "09/01/2010" entered. To the right of the text input is a small "X" icon for clearing the field and a calendar icon for date selection.

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Solar Energy: Photovoltaic

Fuel Type: Solar

Select Type of Solar Energy *

Name of Manufacturer *

Model

Array Information *

Array	Number of Panels	Wattage Per Panel	Tilt	Azimuth	
1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="button" value="+"/>

Total Number of Panels/Modules

Rated Capacity MW

Name of Inverter Manufacturer

Model Number of Inverter

Date of Final Approved Interconnection *

Meter used to measure solar energy production

Name of Meter Model Number of Meter

Meter Information will be captured if the Rated Capacity ≥ 10.00 KW

Is Net Metering Used? * ☒ Yes ☐ No

Is the facility a behind-the-meter (BTM) generator? ☒ Yes ☐ No

Important Notes for Photovoltaic:

- Click the + or – button in the **Array Information** section to add or remove rows.

Array	Number of Panels	Wattage Per Panel	Tilt	Azimuth	
1	<input type="text" value="5"/>	<input type="text" value="4"/>	<input type="text" value="6"/>	<input type="text" value="4"/>	<input type="button" value="–"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="–"/> <input data-bbox="1242 1564 1258 1606" type="button" value="+"/>

- The **Total Number of Panels/Modules** and **Rated Capacity** are auto-calculated.

Total Number of Panels/Modules

Rated Capacity MW

- Name of Meter** and **Model Number of Meter** are required when the system is 10KW or larger.

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Attaching Required Documents

Required Documentation

Required Document	Attachment
Current Certificate of Good Standing, if applicable, issued by the state in which the business was formed (Mandatory if the application is from a business) *	
One copy of U.S. Department of Energy, Energy Information Administration Form EIA-860, if rated capacity is > 1.0 MW (Mandatory if rated capacity is > 1.0 MW)	
Certificate of Authorization to Conduct Business in the District of Columbia, if applicable (Mandatory if the application is from a business applying for a facility in the District) *	
Documentation of authority to sign on behalf of Applicant (Mandatory if third party is filing on behalf of owner)	
Final Interconnection Approval *	
Other	

Important Notes:

- Click the paperclip icon to attach a file. **Note:** Only PDF files are supported.

Sample.pdf		
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- Based on application type and certain field values, specific documents are conditionally required:
 - For solar applications:
 - Current Certificate of Good Standing** and **Certificate of Authorization to Conduct Business in the District of Columbia** are both required if the application is from a business:

Is this a Residential facility? * ☐ Yes ☒ No
 - U.S. Department of Energy form EIA-860** is required if rated capacity is > 1.0 MW:




Rated Capacity MW
 - Final Interconnection Approval** is required for Solar Photovoltaic applications.
 - For non-solar applications:
 - Formula for computing proportion of output per fuel type is required when multiple fuel sources are utilized.
 - Allocation formula that indicates the facility's annual percentage of electricity production from fossil fuels is required when the facility is co-firing with fossil fuels.

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Reviewing Applications for Completeness

After providing the required information and attaching required documents, click the **Preview** button to review the application for completeness. The Preview button is grayed out until all required documents are attached.

Required Documentation

Required Document	Attachment	
Current Certificate of Good Standing, if applicable, issued by the state in which the business was formed (Mandatory if the application is from a business) *	Sample PDF.pdf	 
One copy of U.S. Department of Energy, Energy Information Administration Form EIA-860, if rated capacity is > 1.0 MW (Mandatory if rated capacity is > 1.0 MW)		
Certificate of Authorization to Conduct Business in the District of Columbia, if applicable (Mandatory if the application is from a business applying for a facility in the District) *	Sample PDF.pdf	 
Documentation of authority to sign on behalf of Applicant (Mandatory if third party is filing on behalf of owner)		
Final Interconnection Approval *	Sample PDF.pdf	 
Other		

[Back](#)[Cancel](#)[Save for later](#)[Preview](#)

Review Application 448

Contact Information



Renewable Energy Facility Information

Name Softek Services, Inc.

Address 1156 15th ST NW #100 Washington, DC 20005

Is this a Residential facility? No

Is this a community renewable energy facility? No

Is this a DC Government facility? No

Is this a Federal facility? No

Owner Information

Name Owner Name

Address 1156 15th ST NW #100 Washington, DC 20005

Phone 202-111-2222

Email owner@abc.com

Is the system owned by a third party? No

Do you have a Power Purchase Agreement (PPA)? No

Operator Information

Name John Doe

Address 123 Main Street Burke, VA 22015

Phone 703-222-3333

Email jdoe@abc.com

Contact Person Information

Name Mary Smith

Address 1156 15th ST NW #100 Washington, DC 20005

Title Manager

Phone 202-111-2222

Email msmith@abc.com

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Fuel Information



Fuel Type	Solar				
Type of Solar Energy	Photovoltaic				
Name of Manufacturer	Name of Manufacturer		Model	Model	
Array Information	Array	Number of Panels	Wattage Per Panel	Tilt	Azimuth
	1	250	10000	1	2
Total Number of Panels/Modules	250				
Rated Capacity	2.5 MW				
Name of Inverter Manufacturer					
Model Number of Inverter					
Date of Final Approved Interconnection	10/01/2018				


Meter used to measure solar energy production

Name of Meter	Meter	Model Number of Meter	Model
Is Net Metering Used?	No	Is the facility a behind-the-meter (BTM) generator?	Yes

Required Documentation



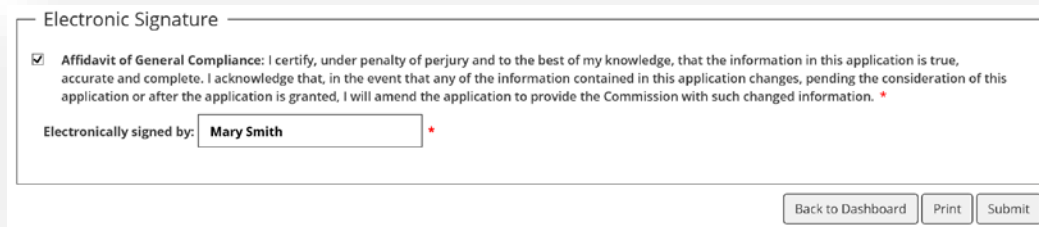
Required Document	Attachment
Current Certificate of Good Standing, if applicable, issued by the state in which the business was formed (Mandatory if the application is from a business)	Sample PDF.pdf
One copy of U.S. Department of Energy, Energy Information Administration Form EIA-860, if rated capacity is > 1.0 MW (Mandatory if rated capacity is > 1.0 MW)	
Certificate of Authorization to Conduct Business in the District of Columbia, if applicable (Mandatory if the application is from a business applying for a facility in the District)	Sample PDF.pdf
Documentation of authority to sign on behalf of Applicant (Mandatory if third party is filing on behalf of owner)	
Final Interconnection Approval	Sample PDF.pdf
Other	

- Use the  button to return to that specific section and change the data.

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Signing and Submitting Applications

The bottom section of the preview screen contains the Electronic Signature. Once the required fields are entered, the Submit button is enabled.



The screenshot shows a form titled "Electronic Signature". It contains a checkbox labeled "Affidavit of General Compliance" which is checked. The text next to the checkbox reads: "I certify, under penalty of perjury and to the best of my knowledge, that the information in this application is true, accurate and complete. I acknowledge that, in the event that any of the information contained in this application changes, pending the consideration of this application or after the application is granted, I will amend the application to provide the Commission with such changed information. *". Below this is a text field labeled "Electronically signed by:" with the name "Mary Smith" entered. To the right of the text field is a red asterisk. At the bottom right of the form are three buttons: "Back to Dashboard", "Print", and "Submit".

To Sign and Submit an Application:

1. Check the **Affidavit of General Compliance** checkbox to attest that the information is true, complete and accurate.
2. For non-solar applications, also check the **Affidavit of Environmental Compliance**.
3. Enter your full name.
4. Click the **Submit** button.

Warning



Once you Submit:

This application, along with the attachments, will be reviewed for acceptance for docketing.

Once submitted, you will not be able to make changes to the application.

Are you sure you want to submit the application?

Click OK to "Submit" or "Cancel" to return to the application.

OK

Cancel

5. Click the **OK** button.

Thank You

Your application has been submitted to the Public Service Commission.

Your confirmation #: 446

Date Submitted: 10/17/2018

Back to Dashboard

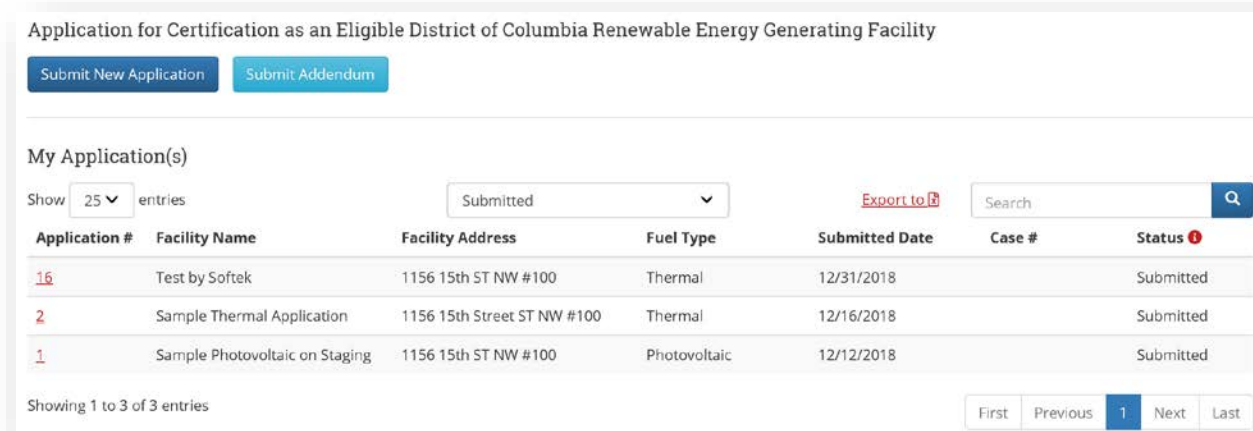
6. Click the **Back to Dashboard** button.
- Once submitted, the application and attachments, will be reviewed by the Commission for acceptance for docketing. Changes cannot be made to an application unless the Commission sends a request for additional information.

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Using the Applicant Dashboard

My Application(s)

The *My Applications* grid displays draft and submitted applications. As the Commission reviews the application, the status will change.



Application for Certification as an Eligible District of Columbia Renewable Energy Generating Facility

[Submit New Application](#) [Submit Addendum](#)

My Application(s)

Show entries [Export to Excel](#)

Application #	Facility Name	Facility Address	Fuel Type	Submitted Date	Case #	Status
16	Test by Softek	1156 15th ST NW #100	Thermal	12/31/2018		Submitted
2	Sample Thermal Application	1156 15th Street ST NW #100	Thermal	12/16/2018		Submitted
1	Sample Photovoltaic on Staging	1156 15th ST NW #100	Photovoltaic	12/12/2018		Submitted

Showing 1 to 3 of 3 entries

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- Use the Filter drop-down to filter applications by status. Application statuses:
 - Draft – New application (not available for Commission)
 - Submitted – Application submitted
 - Request for Information – Commission requests additional information
 - Docketed – Application assigned eDocket Case No.
 - Withdrawn – Commission withdraws application
 - Denied – Facility not approved as a renewable energy generating resource
- Click the **Export to Excel** option to download applications in this grid.
- Use the **Search** box to filter by data contained in the following fields:
 - Application #
 - Facility Name
 - Facility Address
 - Fuel Type
 - Submit Date
 - Case #
 - Status

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My Renewable Energy Generating Facility(s)

The *My Renewable Energy Generating Facility(s)* grid displays facilities certified or decertified by the Commission.

- Certified – Facility approved as a renewable energy generating resource
- Decertified – Facility no longer an eligible renewable resource

Show	5	entries	Certified	Decertified	Export to	Search	Q
Facility Name	Facility Address	Fuel Type	GATS Unit ID	Certified Date	Status		
Softek Services, Inc.	1156 15th ST NW #100	Thermal		10/18/2018	Certified		
Showing 1 to 1 of 1 entries						First	Previous 1 Next Last

Click the facility name to view the application. Use this option to view the assigned Case Number, Order Number, Approved Date, and Certification Number. Also use this option to enter the GATS Unit ID.

Case #	RPS2018-799	Order #	19734	Approved Date	12/28/2018
Certification #	DC-188549-WDS-I	GATS Unit ID		Date Decertified	MM/DD/YYYY
				Back to Dashboard	Save

Use the search box to filter by data contained in the following fields:

- Facility Name
- Facility Address
- Fuel Type
- GATS Unit ID
- Status

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Exporting Data

Use the **Export to Excel** option in the *My Renewable Energy Generating Facility(s)* grid to download data for all certified and decertified facilities in MS Excel format. Use the **Export to Excel** option in the *My Applications* grid to download data for all other applications (draft, submitted, accepted, etc.).

My Renewable Energy Generating Facility(s)

Show 5 entries

[Certified](#) [Decertified](#) [Export to Excel](#)

Facility Name	Facility Address	Fuel Type	GATS Unit ID	Certified Date	Status
Softek Services, Inc.	1156 15th ST NW #100	Thermal		10/18/2018	Certified

Showing 1 to 1 of 1 entries

[First](#) [Previous](#) [1](#) [Next](#) [Last](#)

Sample Excel:

Id	FacilityName	FacilityAddress	FacilityCity	FacilityState	FacilityZipCode	CertificationNumber	GATSUnitId	Status	FuelType
446	Softek Services, Inc.	1156 15th ST NW #100	Washington	DC	20005	AA-123456	987654	Certified	Solar - Thermal

Submitting Addendums

Once a facility is an approved Renewable Energy Facility and a Commission order has been issued certifying approval, an addendum is required to make any subsequent modifications to the original approved application.

To Submit an Addendum:

[Submit New Application](#)

[Submit Addendum](#)

1. Click the **Submit Addendum** button.
2. Click the **Select** link next to the application to amend.

Submit Addendum

Select an application to submit addendum

Show 25 entries

Select	Facility Name	Facility Address	Fuel Type	Submitted Date	Case #
Select	Softek Services, Inc.	1156 15th ST NW #100	Thermal	10/17/2018	RPS2018-413

Showing 1 to 1 of 1 entries

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3. Navigate through each section of the application, make the required changes, upload necessary documentation, and then click the **Submit** button when finished.