UI
An Avangrid company

Guidelines and Instructions for Accessing and Completing the UI Non-Residential Renewable Energy Solutions Bid Portal for Year 3

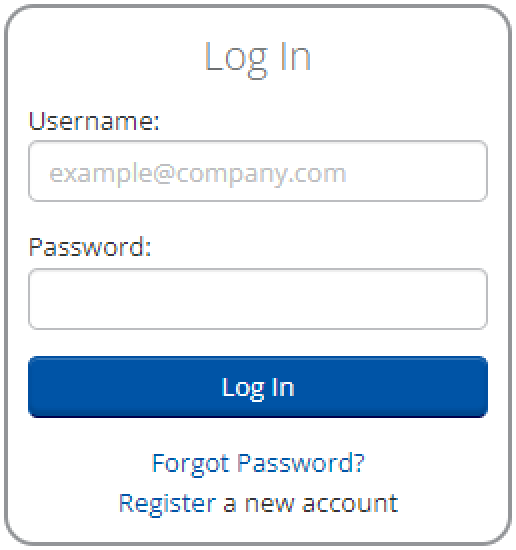
The United Illuminating Company ("UI") must receive the $300 Non-Refundable NRES Bid Application fee and the applicable Performance Assurance on or before March 14, 2024 for the Bid to be considered complete for Medium and Large Zero Emission Projects, and Low Emission Projects. Small Zero Emission Projects are encouraged to submit the $300 Non-Refundable NRES Bid Application fee and applicable Performance Assurance as early as possible in order to determine the Bid's place in the Submission queue, subject to the Two-Week Window. For Bids to be eligible for the Two-Week Window, the $300 Non-Refundable NRES Bid Application fee and applicable Performance Assurance must be received by UI on or before February 14, 2024. Bids will not be considered eligible until both the Bid Form Submission and the Payments are received. Please see the Year 3 Performance Assurance + Bid Fee Instructions document for further guidance on submitting these requirements.

This document provides step by step instructions on how to submit Bids for Small Zero Emission, Medium Zero Emission, Large Zero Emission, and Low Emission Projects in the UI service territory in response to the Request for Proposals issued jointly by UI and Eversource on February 1, 2024 (the "RFP"). The information provided herein is intended to enhance the reader's understanding of the required information as provided in the RFP, the Terms and Conditions, and the Program Rules.

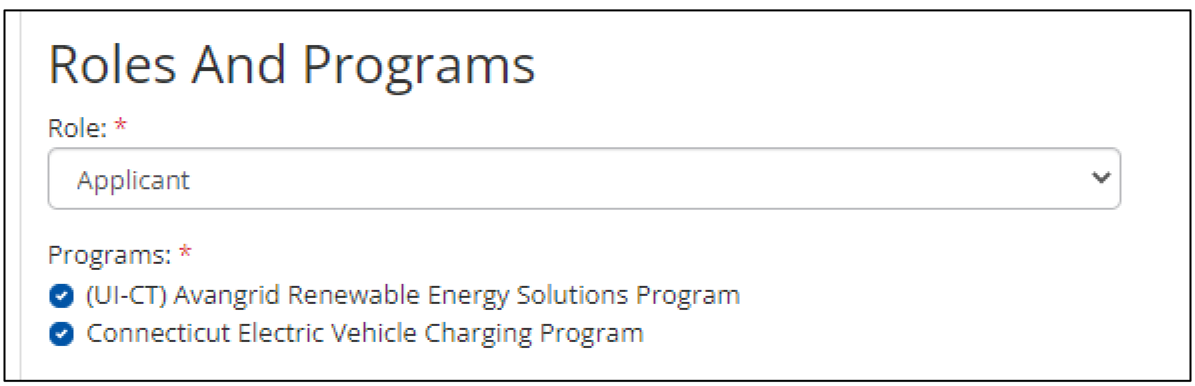
In the event of inconsistency between the provision of this document, the Non-Residential Renewable Energy Solutions RFP or any other supporting information, the provisions of the Tariff Agreement are controlling. Bidders should review the Tariff Agreement, and all associated documents thoroughly and submit their Bids based upon the Tariff Agreement, which will solely govern the transaction between the Bidder and The United Illuminating Company ("UI") through the term of the resulting agreement.

All qualified parties who submit Bids to UI for NRES Tariff Agreements must complete and submit the UI Bid Form. **Please note that only completed NRES Bids submitted using the online NRES Bid Form on the PowerClerk website will be evaluated by UI.** The Bid Form is an online form that can be found linked here.

If you are a new user to PowerClerk, click on the Register a new account link.



Fill in the basic user information required to Register and determine whether to Register as an Applicant for the (UI-CT) Avangrid Renewable Energy Solutions Program. This account can also be registered for the Connecticut Electric Vehicle Charging Program, but this guide will not provide any information relevant for the Connecticut Electric Vehicle Charging Program.



If you already have a PowerClerk account and would like to register for applying within this program, please log in and visit the Add Programs page under the Settings menu.

This document outlines the Non-Residential Bid Portal, step-by-step, and provides instructions for completing the Bid portion of the Non-Residential Bid Form and providing the required attachments for a complete Bid submission. Please read this guide prior to filling out the Bid Form. All steps below are mandatory unless indicated otherwise.

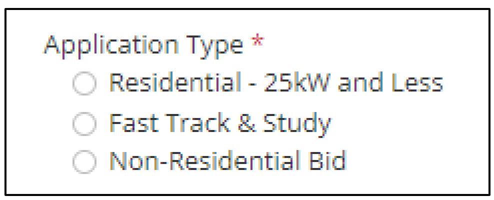
Helpful Tips

- All fields indicated with a red * (asterisk) are required.
- Click on each of the blue (?) dots to reveal helpful tips for guiding you through the application.
- Your information is automatically saved.
- When logging in and out of PowerClerk you will pick up where you left off in this application.
- Navigate the application by using the “Next” or “Back” buttons at the bottom of the page, or the numbered page boxes at the top.

Choosing the Correct Application

Use the ‘New Non-Residential Bid’ button to begin a new NRES Bid submission. Click on the blue button as pictured here to begin Bid Form: 

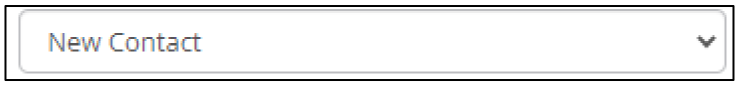
- Under Application Type: Non-Residential Bid must be selected, or you will not be able to proceed with the Bid Form.



Non-Residential Bid Form

1. Contact Information for Bid

Contacts in this section will be used as Tariff Agreement contacts for the 20-year term of the Agreement. Make sure to fill them in as accurately as possible and provide ***at least two*** *distinct individuals for ease of contact and to avoid missed communications from UI. The 'New Contact' button can be used to re-purpose contact information from one contact information field to another.*



Bidder Information: The Bidder shall mean the individual or business submitting a proposal (or "Bid") to be considered to be selected for the EDC to purchase energy and RECs produced by the Project over the duration of the applicable Tariff.

- **Bidder Contact Primary** – All fields with a red asterisk must be filled out. The Bidder Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.
- **Bidder Contact Secondary** – This is an optional set of fields to enter any additional contact information for a Bidder. The Secondary Bidder Contact Name, their Address, City, State, and Zip Code can be entered as well as the best email address and phone number for contact.

Legal Information: The Legal contact should be the individual or business that will be contacted in future for legal inquiries regarding the Agreement

- **Legal Contact** – All fields with a red asterisk must be filled out. The Legal Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.

Performance Assurance Information: The Performance Assurance contact should be the individual or business who will be available for inquiries about the required Performance Assurance.

- **Performance Assurance Contact** – All fields with a red asterisk must be filled out. The Performance Assurance Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.

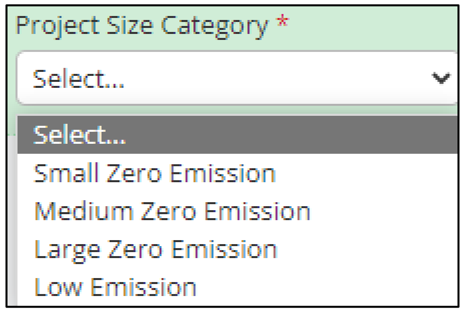
Payment Information: The Payment Contact should be the individual or business who will be available for inquiries about On-Bill Credits and/or Off-Bill Direct Payments.

- **Payment Contact** – All fields with a red asterisk must be filled out. The Payment Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.

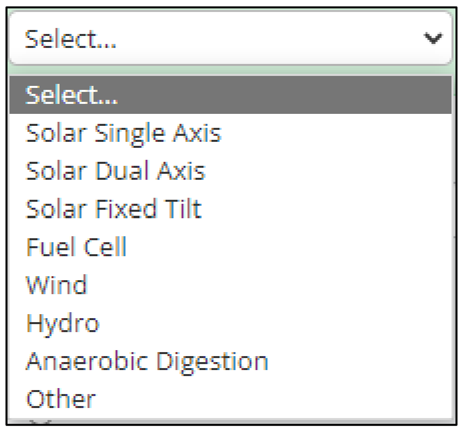
Owner of Project Site Information: The Owner of Project site must also be the signatory of page 4 of the Bid Certification Form and own the Project Site. For SAM Bids, the Owner of the Project Site must be a SAM entity.

- **Owner of Project Site Contact** – All fields with a red asterisk must be filled out. The Owner of Project Site Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.

2. **Project Information**
   - **Tariff Type** All Bids must choose a Tariff Type, either 'Buy-All Tariff' or 'Netting Tariff.'
   - **Project Size Category** – Choose the Size Category for which you are applying for a Tariff Agreement. The size should align with the planned Installed Capacity of the Project. See the screenshot below for the size category options.



   - **Technology Type** – Choose the Technology type for which you are applying for a Tariff Agreement. See the screenshot below for the Technology Type Options.



     - If 'Anaerobic Digestion' or 'Other' is chosen you will be expected to upload a PE Certification Form that explains the Capacity Factor being used for either of these Technology Types.
   - **Other Technology –** If 'Other' is chosen in the **Technology** field, indicate in the text box what kind of technology will be utilized by this Project.
     - **Does this Class I renewable energy source emit carbon?** – If 'Other' is chosen in the **Technology** field, indicate 'Yes' or 'No' as to whether this energy source emits carbon or not.

Depending on the combination of the above selection of Project Size Category and Project Size (MW AC) and Technology Type, indicators will let the Bidder know whether the Bid is eligible to be submitted.

   - **Is the Customer of Record a SAM Customer Host?** The Bidder must indicate whether the Customer of Record is a SAM Customer Host or not.
   - **Upload Certification of Carbon Neutrality** – If 'Fuel Cell,' or 'Anaerobic Digestion,' are chosen in the Technology Field, or 'Other' is chosen and 'Yes' is

chosen for the field **Does this Class I renewable energy source emit carbon?** Then the Certification of Carbon Neutrality must be filled out and signed must be uploaded as a .pdf file.

- **Project Size (MW AC)** – All Bids must indicate the Project Size in MW AC. This Project Size must respect the Project Size Category indicated in the **Project Size Category** field. This value must be entered in AC or Alternating Current, versus DC or Direct Current.
    - The **Project Size (MW AC)** field will feed into the **Project Size (kW AC)** which will indicate the Project Size in kW AC.
    - The **Project Size (MW AC)** field will feed into the **Total Performance Assurance + Bid Fee Required ($)** calculation that will indicate the amount that must be sent to UI via ACH or Wire at time of Bid Submission. Please see the Year 3 Performance Assurance + Bid Fee Instructions document on the RFP for NRES webpage for more details.
- **Estimated In-Service Date** – All Bids must indicate the date that the Project is estimated to receive Approval to Energize. This date is non-binding.
- **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service**? – If the Bid being submitted is a Project that is 'New Construction' choose 'New Construction without UI Account' and if the Bid being submitted is a Project that is based at an 'Existing Service' UI Account, choose 'New Project with Existing Account.'
- **Proposed Project Site (New Construction)** – This field will be required to be filled out if the Bid being submitted chooses 'New Construction without UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** Field. This address will be considered the Project Site Address and Town/City for the submitted Bid.

The project must be located in and/or interconnecting within UI territory. Any bid submitted outside of UI territory will be considered ineligible in the UI bid portal.

- **Where will this system be mounted?** Choose the option that best reflects where the Project will be located. See the screenshot below for options.

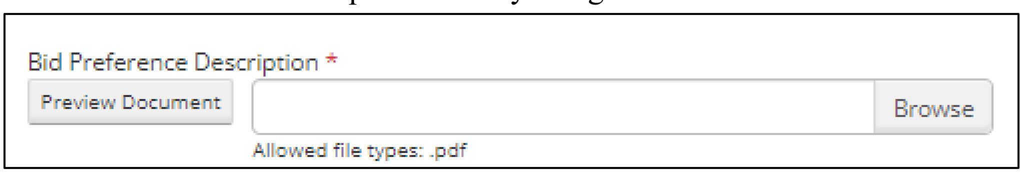
Where will this system be mounted? *
- ○ Ground
- ○ Rooftop
- ○ Solar Carport/Canopy
- ○ Rooftop/Ground
- ○ Rooftop/Solar Canopy or Carport
- ○ Ground/Solar Canopy or Carport

    - **System Capacity located on Solar Canopy/Carport (MW AC)** If 'Rooftop/Solar Canopy or Carport', or 'Ground/Solar Canopy or Carport' is chosen, then the portion of the Total Project Size (MW AC) that is located on a Solar Canopy/Carport must be indicated here in MW AC. This number must be equal to or less than the **Project Size (MW AC)** field. If 'Solar Carport/Canopy' is chosen, then the bid portal will assume that 100% of the Project Size Capacity is located on the Solar Carport/Canopy.

- **Is this Bid eligible for one or more Bid Preference?** If 'Yes' is chosen, then the Bidder must indicate which Bid Preference(s) the Project is eligible for. This is not relevant for Small Zero Emission Bids and Bids in this size category will not be able to indicate a Bid Preference.
    - **Which Bid Preference(s) is this Project eligible for?** If 'Small Zero Emission' is not chosen for the **Project Size Category** field, then the Bidder can select one or more Bid Preferences that the Project may qualify for. Bids will ultimately only be eligible for one Bid, but they can apply for multiple Bid Preferences. If 'Solar Canopy/Carport' or 'Rooftop/Solar Canopy or Carport' are chosen for the **Where will this system be mounted?** field, then the Solar Carport/Canopy Bid Preference will be available to be selected as a potential Bid Preference. The Buy-All Bid Price or Netting Bid Price indicated in the Bid Price field will be carried over to the area below the Bid Preference selection as well as the estimated Evaluated Buy-All Bid Price or the Evaluated Netting Bid Price.
        - **Explain how your Bid Qualifies for the Brownfield Bid Preference:** If the 'Brownfield' Bid Preference is selected, an explanation will be required that includes the Site Name of the Brownfield and/or the Parcel Number that the Project will be located in. The Project must meet the definition of Brownfield as defined in Connecticut General Statute § 32-760.
        - **Explain how your Bid Qualifies for the Landfill Bid Preference:** If the 'Landfill' Bid Preference is selected, an explanation will be required that includes the Address and Location of the Closed Landfill Site that the Project will be located in.
        - **Explain how your Bid Qualifies for the Distressed Municipality Bid Preference:** If the 'Distressed Municipality' Bid Preference is selected, an explanation will be required that includes the name of the Distressed Municipality that the Project will be located in. If the Project is a SAM Project eligible for the Distressed Municipality Bid Preference, be sure to provide proof that the Beneficial Accounts used by the SAM Project for load sizing or for Compensation allocation are either located in Distressed

    Municipalities or have their accounts paid for by Distressed Municipalities, or another arrangement as applicable.

    - **Explain how your Bid qualifies for the Solar Carport/Canopy Bid Preference:** If the 'Solar Carport/Canopy' Bid Preference is selected, an explanation will be required that includes the Project configuration including but not limited to the expected installed capacity of the portion of the Project that will be a Solar Canopy/Solar Carport.
    - A **Bid Preference Description Form** will be generated from responses to the four fields, if they are applicable to the Bid: **Explain how your Bid Qualifies for the Brownfield Bid Preference, Explain how your Bid Qualifies for the Landfill Bid Preference, Explain how your Bid Qualifies for the Distressed Municipality Bid Preference** or **Explain how your Bid qualifies for the Solar Carport/Canopy Bid Preference**. The Bid Preference Description Form can be previewed after responding to one or more of the above fields, downloading the file. The file, if confirmed to be accurate, must then be attached to this Upload field by using the 'Browse' button and attaching it

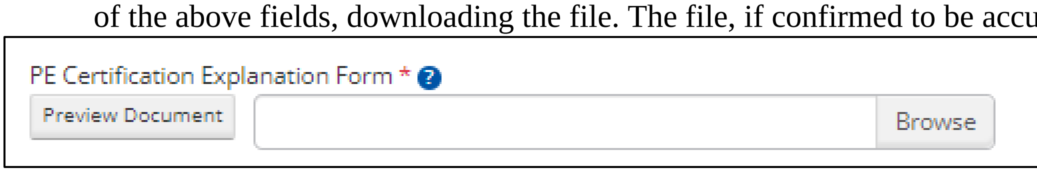


      from the Downloads folder of the computer.
    - **Proof of Bid Preference Qualification** If any of the Bid Preferences are selected, the Proof of Bid Preference Qualification must be uploaded in the .pdf file format. This upload should include site maps, lists of Landfills/Brownfields/Distressed Municipalities, or other documents as needed.

- **Is Existing Generation being Removed?** Indicate 'Yes' if there is currently existing generation that will be removed from the Project Site within 5 years of bid submission and the submitted Project size is currently greater than the net load at a Project Site for this reason. An explanation of this scenario must be provided if 'Yes' is given for this response, a PE Certification Explanation Form generated from this response, and a CT Licensed Professional Engineer Certification which certifies the anticipated Customer load at the Project Site must be provided.
- **Is this a New Construction Project that is associated with a non-SAM Customer?** Indicate 'Yes' if the Bid being submitted is New Construction and the Customer is not considered a SAM Customer. These types of Bids are required to provide an explanation of the scenario, a PE Certification Explanation Form generated from this response, and a CT Licensed Professional Engineer Certification which certifies the anticipated Customer load at the Project Site, and

how such Project shall be sized so as not to exceed such anticipated Customer load at the Project Site.

- **Will the system be sized to accommodate additional Beneficial Electrification Measures in the next 5 (five) years?** Indicate 'Yes' if the Bid being submitted indicates at the time of Bid Submission that their load is expected to increase in accordance with transportation electrification (i.e., electric vehicles) and fuel switching (i.e., air source heat pumps) over the five years following Bid submission. An explanation must be provided of the measures being installed and around what time period if 'Yes' is given for this response. These types of Bids are also required to provide a PE Certification Explanation Form generated from this response and upload a CT Licensed Professional Engineer Certification which certifies the anticipated Customer load at the Project Site.
    - **How many Beneficial Electrification Technologies?** This field will be required to be answered if 'Yes' is indicated in the **Will the system be sized to accommodate additional Beneficial Electrification Measures in the next 5 (five) years?** field. Indicate how many kinds of Beneficial Electrification Technologies are planned, between 1 to 10. If more than 10 kinds of Beneficial Electrification Technologies are planned, they can be indicated in the CT Licensed Professional Engineer Certification Upload.
        - For each Beneficial Electrification Technology, the Bidder must indicate the **Technology Type**, **Expected Annual Load (kw AC),** and the **Number of Units** for the given Technology. Each measure will have the total kWh summed up automatically in the **Total kWh for BE Measure** field.
- **Provide an explanation for the Alternative Capacity Factor of the Project** If the Project has indicated in the Technology field will be 'Anaerobic Digestion' or 'Other' then an explanation of the technology must be submitted for the Alternative Capacity Factor of the Technology. These types of Bids are also required to provide a PE Certification Explanation Form generated from this response and upload a CT Licensed Professional Engineer Certification which certifies the production of the Project.
- The **PE Certification Explanation Form** will be generated from responses to the four following fields, if they are applicable to the Bid: **Is Existing Generation being Removed? Is this a New Construction Project that is associated with a non-SAM Customer? Will the system be sized to accommodate additional Beneficial Electrification Measures in the next 5 (five) years?** or **Provide an explanation for the Alternative Capacity Factor of the Project**. The PE Certification Explanation Form can be previewed after responding to one or more of the above fields, downloading the file. The file, if confirmed to be accurate,



must then be attached to this Upload field by using the 'Browse' button and attaching it from the Downloads folder of the computer.

- **Has the Customer of Record been located at the Revenue Meter for less than 12 Months or is there less than 12 months of load available at the Revenue Meter?** Indicate 'Yes' if the Customer of Record has been located at the Revenue Meter where the Project is located for less than 12 months, or less than 12 months of load is available at the Revenue Meter. This is not applicable for Bids that are 'New Construction without UI Account'**.**
- **Historical Load or Expected New Construction Load (Not Including BE Measures) (kWh)** Unless the Project is a Rooftop Project that is also 'Oversized to the available area of the Rooftop' then the Bid must indicate the Annual Load in kWh not inclusive of planned Beneficial Electrification Measures. Either the highest 12 months of cumulative load should be provided, or the planned load based on the New Construction Project's PE Certificate. In the case of SAM Projects, provide the total 12 months of cumulative load across the Beneficial Accounts that the Project is being sized to. The Proof of this load must be provided as either a CT Licensed
- **Estimated Annual Production of Project (kWh)** – All Bids must provide the Estimated Annual Production of the System in kWh based on standard capacity factors or the Alternative Capacity Factor provided on the CT Licensed PE Certification in the case of an 'Anaerobic Digestion' or 'Other' type of Project.

A calculated field of the Project's Capacity Factor has been provided for clarity of the bidder based on the Project Size (MW AC) and based on the Estimated Annual Production. Click 'Show Details' to see how this Capacity Factor calculation worked. As stated in the Bid Portal, a Capacity Factor of less 15% is not acceptable for Solar PV Projects or less than 90% for Fuel Cell Projects.

- **Upload CT Licensed PE Certification for Existing Load Being Removed and/or New Construction Non-SAM Projects and/or Planned Beneficial Electrification Load** If 'Yes' is indicated for Existing Load is being Removed within five years, the Bid is a New Construction Non-SAM Project, and/or Planned Beneficial Electrification Load will materialize within five years of Bid Submission, then a CT licensed PE Certification should be uploaded as a .pdf file. This document must be signed and stamped by a CT Licensed Professional Engineer.
- **Upload CT Licensed PE Certification for Alternative Capacity Factor of the Project** If in the Technology field 'Anaerobic Digestion' or 'Other' is selected, then a CT licensed PE Certification with the alternative capacity factor for the Bid should be uploaded as a .pdf file.
- **Historical Load for Existing Project Site or SAM Project Site** If the Project is not a Rooftop Project that is 'Oversized to the available area of the Rooftop' and

is not ‘New Construction without UI Account’ then the Bid must provide the highest 12 months of cumulative load for the Project Site using one of the three available 12 month usage templates available on the RFP for NRES webpage. For Single Accounts, use the **12 Month Template – Single Account**, for multiple accounts, use the **12 Month Template – Multiple Accounts**, and for multiple accounts combined for billing purposes, use the **12 Month Template – Multiple Accounts Combined for Billing Purposes**. For SAM customers, whether their project is New Construction or Existing, 12 consecutive months of load data for each of up to five Beneficial Accounts must be provided to support the Bid in the form of the **12 Month Template – Multiple Accounts**.

Total Installed Costs and Components Data must be collected for Reporting Purposes in the following fields for all Bids submitted into the NRES Program

- **Hardware Costs** - Fill in a dollar amount corresponding to the equipment associated with the Project.
- **Labor Costs** - Fill in a dollar amount corresponding to the labor associated with the Project
- **Soft Costs** - Fill in a dollar amount corresponding to the non-hardware costs associated with the Project such as permitting, financing, or installing.
- **System Total Installed Costs** - Fill in a dollar amount corresponding to the total costs associated with the Project.
- **Installed Cost per Watt ($) (Optional)** - Fill in a dollar amount corresponding to the installed cost per watt of the Project. This field is not mandatory.

3. Customer of Record Information

Customer of Record Information: The Customer of Record will be the individual or entity on the Tariff Agreement. The Tariff Agreement will be exclusively between the Customer of Record and United Illuminating.

- **Customer of Record Contact -** All fields with a red asterisk must be filled out. The Customer of Record Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.
- **Customer of Record Type** Specify per the drop-down list how the Customer of Record can best be classified as a Corporation, Limited Partnership, LLP, LLC, Partnership, Individual, or Other. This is optional.
    - **Other Customer of Record Type** If 'Other' is selected in the Customer Type field then the specific kind of Customer should be clarified in this field. This is optional.
- **Business Website of Customer of Record** If the Customer of Record has a business website, then this website can be indicated in this field. This is optional.
- **Proposed Project Site Address** If the Bid indicated that the Project would be a 'New Project with existing UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** field, then the Bid will need to clarify the Proposed Project Site Address as it appears on the UI Bill. See below for reference as to where the Site Address can be found, highlighted in orange.
- **Customer of Record** The Bid will need to clarify the Company Name or Individual Name as it appears on the UI Bill or, in the case of New Construction Bids, the Expected Customer of Record at the Project Site. This name should be entered as it appears on the most recent UI Customer Bill if it is for an existing UI Account. See below for reference as to where the Customer of Record Name can be found, highlighted in pink.
- **UI Account Number** If the Bid indicated that the Project would be a 'New Project with existing UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** field, enter the twelve-digit UI Account Number for the UI Account of the Customer of Record following the instructions outlined in the Bid Form, omitting the dashes and the first and last digits. See the sample bill for reference as to where the UI Account Number can be found, highlighted in blue.
- **POD ID (Point of Delivery ID)** If the Bid indicated that the Project would be a 'New Project with existing UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** field, enter the thirteen-digit UI POD ID for the UI Account of the Customer of Record as it appears on the most recent UI Customer Bill. See the sample bill for reference as to where the POD ID can be found, highlighted in yellow.

- **Utility Meter Number** If the Bid indicated that the Project would be a 'New Project with existing UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** field, enter the nine-digit UI Revenue Meter for the above-entered UI Account Number of the Customer of Record. This meter must be currently installed at the Project Site. This number can be found on the most recent UI Bill for the Customer of Record. See the sample Bill for reference as to where the Meter Number can be found, highlighted in green.
- **Rate Class** If the Bid indicated that the Project would be a 'New Project with existing UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** field, select the appropriate Rate Class in the drop-down list for the above-entered UI Account Number of the Customer of Record. You can determine your Rate Class by referencing UI's guidance document called Non-Residential Renewable Energy Solutions Guidance Document for Determining UI Rates for Bid Calculator from UI Bill, or by emailing the NRES Program Team at NRES@uinet.com. For Netting Bids, the Rate Class is essential in terms of confirming your REC Price Cap for Medium or Large Zero Emission or Low Emission Bids. The Rate Class is also key in terms of confirming the Small Zero Emission Tariff Rate for Netting Bids. Make sure that the proper Rate Class is entered into the Bid Form or the **Bid Price Cap** field will be configured incorrectly in the Tariff Compensation Page of the Bid Form, potentially resulting in disqualification of the Bid.
- **Rate Lookup Button** Once a Rate Class is selected, the button entitled 'Rate Lookup' must be clicked to confirm the bid's Price Cap in the **Tariff Compensation** page.

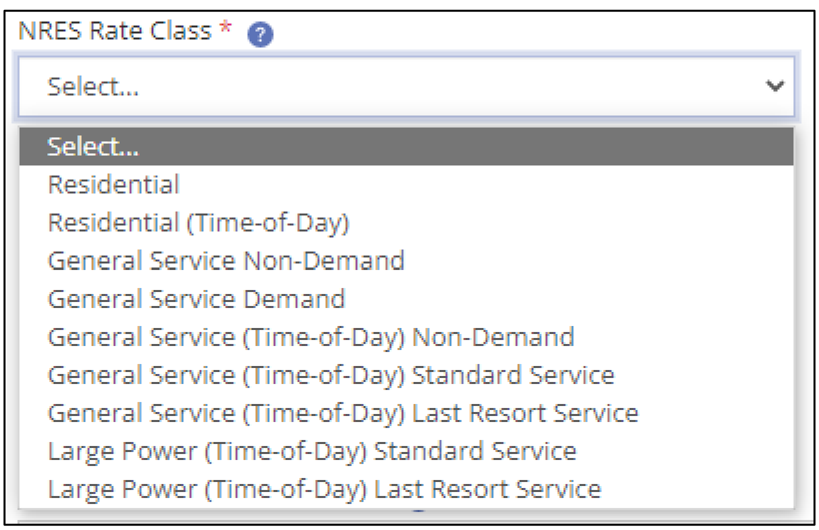
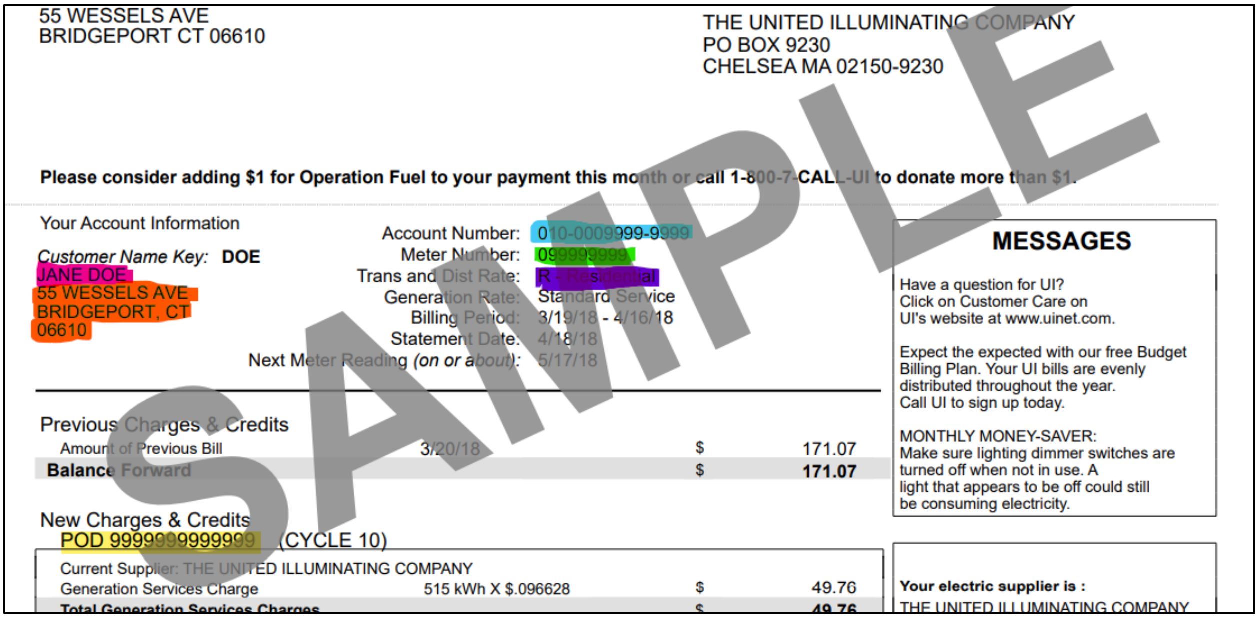


Figure 1: Sample UI Bill



- **Most Recent UI Customer Bill** If the Bid indicated that the Project would be a 'New Project with existing UI Account' in the **Is this project serving a site with no current load (New Construction) or will it serve an Existing Service?** field, then the Bidder must upload the most recent UI Customer Bill in a .pdf file. The Customer of Record named on the Bill must match the Customer of Record indicated above. This bill must be no older than 1 calendar year from the opening of the RFP.
- **Is the Customer of Record supplied by a third-party supplier for your GSC (Generation Service Charge)?** For Informational purposes, Bidders must clarify whether the Customer of Record is supplied by a third-party supplier for their Generation Rate.
    - **Third Party Supplier ($/MWh)** If 'Yes' is indicated for **Is the Customer of Record supplied by a third-party supplier for your GSC (Generation Service Charge)?** field, then the Bidder must provide the $/MWh rate that the Customer of Record pays for the GSC.

- **SAM Customer Host Name** If 'Yes' is indicated for **Is the Customer of Record a SAM Customer Host?** field, then the Bidder must provide the SAM Customer Host Name. The SAM Customer Host Name must match the Customer of Record indicated in the Bid Form or that appears on the UI Bill or that is expected for New Construction bids.
    - **Is the SAM Customer Host a State, Agricultural, or Municipal Entity?** If 'Yes' is indicated for **Is the Customer of Record a SAM Customer Host?** field, then the Bidder must clarify whether the SAM Customer Host is a State, Agricultural, or Municipal Entity.
        - **Proof of Agricultural Status** If 'Agricultural' is indicated for **Is the SAM Customer Host a State, Agricultural, or Municipal Entity?** Field,

then the Bidder must upload proof that the SAM Customer Host is an Agricultural entity.

    - **SAM Beneficial Account Credit Allocation Form (BACAF)** If 'Yes' is indicated for **Is the Customer of Record a SAM Customer Host?** field, then a filled-out Beneficial Account Credit Allocation Form must be uploaded in the .xlsx or .csv file format with the preferred percentages of credit allocation for the intended SAM Beneficial Accounts.

  - **Proof of Site Control/Ownership of Project Site** If 'Yes' is indicated for **Is the Customer of Record a SAM Customer Host?** field, then the SAM Customer Host account must demonstrate ownership of the Project Site through deeds[1], or documentation from the tax assessor's office demonstrating that the Customer Host is the legal owner of the proposed Project Site at the time of bid submission. These ownership requirements do not apply to beneficial SAM Accounts. If the SAM Customer Host does not own the Project Site, they can provide Proof of Site Control between themselves and the Owner of the Project Site. The documentation must be uploaded in the .pdf file format.

4. **Tariff Compensation**

    - Depending on the selections made on Tariff Type, Project Size, Technology Type, Rate Class, or whether the Project is being mounted entirely on a Solar Carport/Canopy, you will be prompted to enter a **Buy All** or **Netting Bid Price** less than or equal to the RFP's Bid Cap for Medium and Large Zero Emission Projects as well as Low Emission Projects. If you chose the Small Zero Emission category in 'Tariff Size Category,' there will be no Bid Price option to enter, and the Project will be given the Small Zero Emission REC rate for the relevant Tariff Type, Project Size, Technology Type, or Rate Class. Enter any negative Bids with a minus sign. For example, -100.00 will be considered a negative Bid Price.
    - **On-Bill Compensation** and **Off-Bill Direct Payments** If you chose the 'Buy-All Tariff,' in the two fields provided, enter the percent of compensation that the Beneficiary should receive as an Off-Bill Direct Payment, and the percent of compensation that the Customer should receive as an On-Bill Credit. The two numbers must total 100.
    - **Does the Customer of Record intend to elect a Tariff Payment Beneficiary that is not the Customer of Record to receive Off-Bill Direct Payments?** The Bidder must indicate whether a Third Party will be receiving Off-Bill Direct Payments, or whether the Tariff Payment Beneficiary receiving the Off-Bill Direct Payments is the same entity as the Customer of Record. If the entity receiving Off-Bill Direct payments is the same entity as the Customer of

[1] Including, but not limited to, Warranty Deed, Quit Claim Deed, Executor's Deed, Trustee's Deed, or any other valid proof of ownership.

Record, Page 6 of the Bid Certification Form is not needed, and 'No' should be indicated for this field.

Tariff Payment Beneficiary Information: The Tariff Payment Beneficiary will be the individual or entity receiving Off-Bill Direct Payments. Additional contact information will be needed for this entity if it is not the Customer of Record.

- **Tariff Payment Beneficiary Contact** - All fields with a red asterisk must be filled out. The Tariff Payment Beneficiary Contact Name, their Address, City, State, and Zip Code must be entered as well as the best email address and phone number for contact.

5. **Bid Certification Attachments**
    - **Bid Certification Form + Proof of Site Control** All Bids must upload all five pages of the Bid Certification Form which must be filled out and signed as well as Proof of Site Control. Page 4 of the Bid Certification Form must be filled out, signed, and notarized. Proof of Site Control may include Documentation such as deeds[2], written leases, options to lease, memorandums of lease, memorandums of option to lease, and contracts to purchase. This document must be uploaded in a .pdf file format.
    - **W9 Form for Performance Assurance and Bid Fee** All Bids must upload the W9 Form of the Payer of the Bid Fee and Performance Assurance. This document must be uploaded in a .pdf file format.
        - **Note** – the application is not considered complete until the Non-Refundable Bid Fee and the required Performance Assurance is received by UI via ACH or Wire. Once the Bid Fee and the required Performance Assurance is received, the Bid will be considered complete for evaluation.
    - **Vendor Setup Form for the Return of Performance Assurance** All Bids are encouraged but not required to fill out, sign, and upload **all pages** of the Vendor Setup Form with the submission of each Bid to ensure, in the case that the Bid is not selected or disqualified, that the Performance Assurance provided can be returned to the entity that provided it promptly. This is not required if you already have an Avangrid Vendor Number on file.
        - **General Guidance:**
            - Do Not enter a Vendor ID # into the form
            - Please Enter 'NRES Program' in Description of goods or services to be provided
            - Please enter Zip Code +4 digits as specified on the form
    - **Business Classification Form for the Return of Performance Assurance** All Bids are encouraged but not required to fill out, sign, and upload all pages of the Business Classification Form with the submission of each Bid to ensure, in the

[2] Including, but not limited to, Warranty Deed, Quit Claim Deed, Executor's Deed, Trustee's Deed, or any other valid proof of ownership.

case that the Bid is not selected or disqualified, that the Project's Performance Assurance can be returned to the entity that provided it promptly. This is not required if you already have an Avangrid Vendor Number on file.

6. **Certification of Bid Form Completion**
    - **By Checking this Box, Bidder accepts that this Bid Form Submission is not considered Complete or Eligible for Bid Evaluation until the entirety of the required Performance Assurance + Non-Refundable Bid Fee Amount, indicated below, has been received by UI.** All Bidders must check the box with the indicated statement, confirming that they understand that the Performance Assurance + Bid Fee Amount calculated in the 'Performance Assurance + Non-Refundable Bid Fee Required for Bid Submission' field below the check box must be received by UI before the Bid is considered complete.

Submission of the Bid Form can happen after all required fields are addressed. If there are errors with certain aspects of the Bid Form, the Bidder will be prevented from proceeding forward with Bid Form Submission.

If Bidders have any issues or questions with the portal at any time related to the above outlined sections, reach out to the UI NRES Program team at NRES@uinet.com.