



Financial/Compliance Management Services

PROJECT ACCOUNTING

- Procurement and Payment Procedures
- Billing, Invoicing, Collections, Bank Account Management
- Preparation of Interim and Audited Financial Statements in accordance with GAAP
- Management of the Audit process
- Annual Budget Preparation and approval process by owners and lenders
- Monthly and Annual monitoring of budget vs. actual expenditures
- Monthly cash forecasting and cash management
- Management of SREC contract delivery obligations to maximize cash flow
- Management of day-to-day activities
- Management of Project Distributions

TAX AND REGULATORY

- Manage tax filings
- Prepare quarterly and annual tax estimates
- Annual Filings with local and state agencies
- Property Tax filings

REPORTING

- Prepare and distribute monthly reports for owners
- Prepare financial reports for financial institutions



Financial/Compliance Management Services

CONTRACTUAL COMPLIANCE:

- Administer Owners obligations and responsibilities under Project Contracts
- Perform annual credit reviews
- Manage adherence to financing documents including loan compliance with various covenants and ratios
- One point of contact with lenders and government agencies
- Represent owner's interests in disputes, renegotiation, restructuring, extension or replacement of Project Documents, Amendments & Waivers
- Compliance with the regulatory and government requirements including Treasury, FERC, IRS/CRA

RISK MANAGEMENT

- Management of external and legal affairs at Owner's direction
- Insurance
- Information technology and systems
- SREC Strategy & Execution

ADDITIONAL SERVICES

- Support Owners in M&A transactions
- Financial Management of Construction including financial close, construction draws , term conversion



Operational Management Services

PRODUCTION MONITORING AND REPORTING

- PV Rooftop array system—unique roof installation
- Provided Development and Project Management Services
- Marketing focused client
- First project for Financial Sponsor

OPERATIONS MANAGEMENT

- Manage O&M contractor service obligations, including scheduling and supervising site visits and coordinating maintenance visits to maximize system uptime.
- Coordinate and manage Host Customer needs
- Maximize system uptime by responding to system alarms and managing O&M contractor response to deviations
- Review O&M contractor Annual Budget and provide feedback
- Manage and approve O&M expenses against Annual Budget
- Identify current and potential future site concerns affecting production and operations and recommend action plans

SREC MANAGEMENT

- Monthly uploading and transfer of generation to PJM-GATS account
- Manage SREC contract delivery obligations
- Manage SREC account and broker 3rd party SREC PSA for spot and long-term contracts



Subscription Aggregation Management

SUBSCRIPTION AGGREGATION MANAGEMENT

- Manage all obligations of Owner's Subscription Aggregation Agreement
- Confirmation that all subscribers meet Subscribers Agreement Criteria
- Review and approve any marketing/sales material from a legal/regulatory perspective
- Review of enrollment status on a monthly basis
- Review and approval of customer acquisition fee schedule, amount and invoice accuracy
- Opening of required bank accounts
- Review of monthly reporting on allocations, accounts in arrears, and any customer churn
- Support any follow-up with provider on payment issues and ongoing collection leading to potential termination
- Represent owner on communications with the utility to enable accurate and timely issuance of solar credits on customer' utility bills, aligned with owner's invoice, including submission of the allocation request forms
- Confirmation of any carryforward or reallocation of excess solar credits to existing customers as set out in the state regulation
- Confirmation of transfer of monthly unallocated net metering credits generated by the Projects



Community Solar Management

COMMUNITY SOLAR MANAGEMENT

- Relationship management
- Verify Schedule Z (or applicable Utility forms) are processed at project initiation
- Ongoing review of subscription management
- Oversee monthly billing and collection process
- Oversee Bill Pay process for Class III facilities which require check distribution to subscribers
- Record subscriber payments in case of Class III facility
- Co-ordinate with bank to set up access for 3rd Party provider to bill pay as well as to revenue accounts
- Communication with Utility as needed to resolve issues including but not limited to Net Metering Credit posting discrepancies
- Management of all sales taxes, as applicable
- Develop the internal controls needed to safeguard cash and maintain audit trail and formulate a process to mitigate the underlying risks



Physical/Maintenance Management Services

PREVENTATIVE AND CORRECTIVE MAINTENANCE

- Inverter inspections and maintenance
- Tracker inspections and maintenance
- Other inspections and maintenance (racking, modules, combiners, wiring)
- Data acquisition system (DAS) and sensors inspections and maintenance
- Outage response and on-site diagnostics
- Replacement or repair of faulty PV equipment

GUARANTEES AND WARRANTIES

- Performance Guarantee
- Warranty Management

SITE MANAGEMENT

- Module Cleaning
- Vegetation Management
- Site Security/surveillance/emergency response