

Tri-Party Net Metering Power Purchase Agreement

Contract Administration Procedure

1. Purpose

The purpose of this procedure is to document the process by which a Tri-Party Net Metering contract agreement (Agreement) is to be processed by FMPA.

The Planning Manager is responsible for maintaining this policy.

2. Procedure

1. The ARP member should send 1 copy of the FMPA Tri-Party Net Metering Power Purchase Agreement once signed by the member utility and the retail electric customer. If possible, the ARP member should also include the Application for Interconnection. The two copies of the Agreement should be sent to:

Planning Manager
Florida Municipal Power Agency
8553 Commodity Circle
Orlando, Florida 32819

2. The Planning Manager will have a staff member review the contract for completeness. The reviewer should make sure that the Agreement is the latest ARP Agreement and that both the Member Utility and the retail electric customer have signed and dated the agreement. The reviewer will then enter the information from the contract in a log book.
3. Agreement should then be submitted to the Assistant General Manager, Power Resources for signature. The signed Agreement should be given to the Power Resource Secretary. A copy of the contract will be made and sent to the Document Specialist to be scanned in the Domino Doc system.
4. The signed contract will be sent back to the ARP member.