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WREGIS Distributed Generation Group
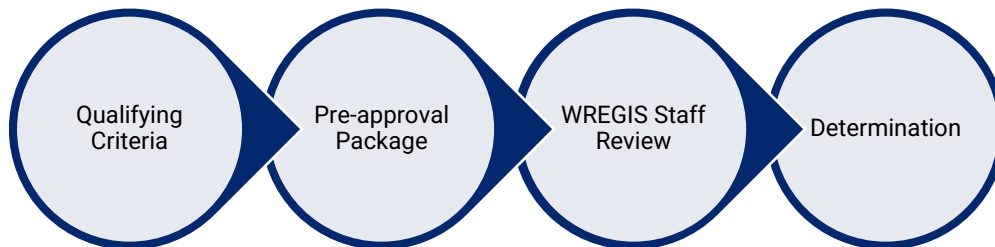**Pre-Approval Guide**
August 2025

A Distributed Generation Group (DG Group) is a specialized generator registration that bundles large numbers of small (<50 kW) customer-sited, distributed generation units with similar attributes. To use the DG Group feature, you must receive pre-approval from WREGIS. Pre-approval confirms that your project meets DG Group criteria, determines the scope of the project, establishes methods for registering and managing DG Groups in WREGIS, and prepares group and unit data for registration. If your proposed project scope is too large, or units within the project are too dissimilar for a single pre-approval, the project may be split with separate pre-approvals required for each.

This guide will help you determine whether DG Group registration is right for you and explain how to complete DG Group pre-approval.

Pre-Approval Stages

DG Group pre-approval can be broken into four stages, which we will discuss in detail below.

Qualifying Criteria

Before beginning pre-approval, you must ensure your organization and DG Group project meet the following criteria:

- ✓ You have an active "WREGIS General" organization type.
- ✓ Project includes at least 25 units that meet WREGIS Operating Rules requirements (grid-tied, metering, etc.).
- ✓ All units have a nameplate capacity less than or equal to 50 kW AC (0.050 MW AC).
- ✓ Required documentation is available for all units (see Generator Registration - Documentation).

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✓ You have pre-existing documentation for all units showing registration rights.[1]
✓ You can self-report generation data or enlist the services of a reporting entity, using primary source meter data.
✓ Generation data can be reported in monthly intervals on a per-group basis (not per unit).

Pre-Approval Package

If your organization and project meet the qualifying criteria, you can complete and submit the pre-approval documentation package that includes:

1. **Application:** Includes questions regarding the scope of the project and generation data reporting capability.

2. **Worksheet:** A list of the proposed project's units and groups. The worksheet must adhere to standardization and data formatting requirements as outlined in the worksheet and found in the WREGIS DG Group Registration Guide.

3. **Unit documentation:** A complete documentation package for select units as determined by WREGIS staff (see Generator Registration - Documentation).

For copies of the Application and Worksheet, send an email to wregishelp@wecc.org. Submission instructions are included on both documents. After reviewing the Worksheet, WREGIS staff will send you a list of selected units that require documentation review. You must then submit a full documentation package for all units chosen by WREGIS.

WREGIS Staff Review

The WREGIS Staff Review phase is a collaborative process in which WREGIS staff examines your organization's qualifying criteria and pre-approval package, working with you to resolve issues, clarify any concerns, and ensure you have the knowledge and resources to successfully manage a DG Group project. During the process, WREGIS staff will reach out with any questions, corrections, or additional documentation required.

To facilitate a successful review process, make sure:

- Application and Worksheet are filled out completely and accurately.
- Worksheet data meets standardization and formatting requirements.
- Unit documentation packages are complete (i.e., no missing or incomplete documents).
- Registration rights are clearly defined through a pre-existing, comprehensive document.
- Information is consistent across the application, worksheet and unit documentation.
- Groups and Units are named and organized according to an established and consistent method.

Determination

WREGIS determines whether a DG Group project is feasible based on review results and notifies you whether your DG Group project is approved or rejected.

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[1] Registration rights documentation varies per participant. Contact the WREGIS Administrator to discuss the registration rights documentation needed for your project.

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Approved

If approved, WREGIS staff will send you an official pre-approval notice that outlines the approval terms of the project. You may then register the pre-approved DG Groups in WREGIS along with any additional groups and units that meet the terms in the pre-approval notice. Once registered, you are responsible for keeping group and unit information up to date through continued maintenance. See the WREGIS DG Group Registration Guide for instructions on how to enter or edit group and unit information in the system.

Rejected

WREGIS staff will reject a pre-approval if a project is deemed ineligible or unsuited for DG Group registration. This may happen at any time during pre-approval. You may then proceed to register the units via the stand-alone generator registration process (see Generator Registration Guide), if desired.

Questions

See Appendix A for frequently asked questions about pre-approval. You can also email WREGIS staff at wregishelp@wecc.org or call our Help Desk at 888-225-4213 if you have any additional questions regarding DG Groups or DG Group pre-approval.

Appendix A: Frequently Asked Questions

Is DG Group participation right for me?

WREGIS recommends that those interested in using the DG Group feature conduct a thorough cost/benefit analysis, keeping in mind that DG Group management is a significant investment of time and energy. Here are some questions that can help you determine DG Group project suitability:

- How many units are you currently ready to register? How many units may be available to register in the future?
- How will generation data be reported?
- Do you have the necessary pre-existing documentation available for all units?
- What is the end use for certificates? Will my certificate buyer/off-taker or program accept DG Group certificates?

How long does pre-approval take?

Pre-approval timeline depends upon multiple factors, including:

- The completeness and accuracy of the application and worksheet.
- Your ability to readily provide unit documentation.
- Applicant response time to requests for additional information or documents.

Due to these factors, there is no exact timeline for pre-approval. For participants who are well-prepared to complete DG Group pre-approval, the process may take as little as two to three months. However, updates or additional documentation requests will extend the timeline until all outstanding questions are answered and requirements met to the satisfaction of WREGIS staff.

Why does WREGIS staff want to narrow the scope of my pre-approval project?

WREGIS staff may limit the project scope if it is deemed too large or complex for a single pre-approval. Factors include, but are not limited to, variance of interconnecting utilities, the number of documents required for review, and unit type or location. In such cases, WREGIS staff will recommend a smaller initial DG Group project to start. Once the smaller project is fully registered and creating certificates, the organization can submit additional pre-approval(s) for remaining units that fell outside the initial approval scope.

How can I tell whether my units' documents meet the requirements?

Review the Generator Registration - Documentation handout for detailed information on document requirements. If you have questions about specific requirements, contact wregishelp@wecc.org before starting pre-approval.

How can I check whether my units are already registered in WREGIS?

You can check WREGIS public reports on www.wregis.org to see whether a unit is already registered as a stand-alone generator, though the public reports do not include DG Group unit information. WREGIS

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staff checks for duplicate registrations before approving any generator, regardless of the registration type. Duplicate registrations are rejected.

Can I use certificates from my DG Groups for my state or voluntary program?

Certificates produced by DG Groups display group level data but do not include individual unit data. Contact your state or voluntary program(s) directly to see if certificates produced by DG Groups qualify. Programs may choose not to accept DG Group certificates or require additional information to do so.

Why can't I see "DG Groups" in the navigation bar when I log in to WREGIS?

You can only view the DG Group feature after WREGIS staff turns on access during your first DG Group pre-approval. Organizations that have not been pre-approved to participate cannot view or access DG Groups.