

**User Guide  
LevelTen Energy Platform  
Developer's Edition**

(Last revision: March 2020)



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## Welcome to the LevelTen Platform

### LevelTen's Purpose

"To expand the market for renewable energy by facilitating frictionless transactions."

LevelTen Energy makes it easier, faster and less risky for corporations of all sizes to procure renewable energy through power purchase agreements. In 2018 the company launched the LevelTen Marketplace, an online marketplace where corporations can browse through a vast amount of information on nearly every clean energy project under development in North America. On the LevelTen Marketplace, corporate buyers can instantly see how any given PPA is expected to perform in terms of net present value, renewable energy certificates produced, emissions avoided, and more. To provide this unprecedented level of analysis, LevelTen runs 15,000 Monte Carlo simulations on more than 2,000 PPA offers every day - that's 30 million simulations daily. With this data in hand, corporate procurement managers can make the business case to their C-suite executives; a key hurdle in the PPA approval process.

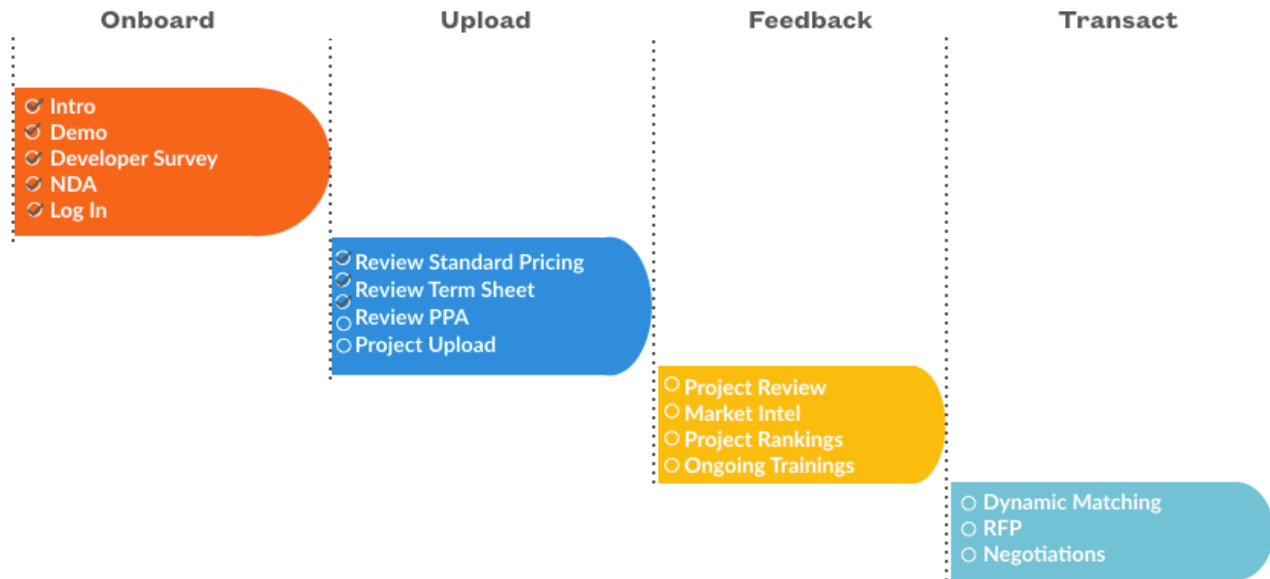
Since 2018, corporations have bought over \$1.7 billion dollars' worth of renewable energy through the LevelTen Marketplace. Key customers include Starbucks, Bloomberg, Cox Enterprises, Gap Inc., Salesforce, and Workday. As a result, over 1.2 gigawatts of wind and solar energy will be added to the grid.

**As a credentialed developer** on the Platform, you will have complimentary access to the LevelTen Marketplace, RFP Automation, and Dynamic Matching Engine, which are key components to the holistic renewable energy procurement services LevelTen offers.

LevelTen provides developers with real-time feedback on how their projects perform against aggregated Marketplace data available in the Buyer's View tab. On a quarterly basis, we send developers even more thorough market intelligence and project rankings reports on projects that have updated prices within the last quarter. As long as you keep your prices fresh, buyers will be able to view them through the Marketplace!

## Developer's Journey

The image below depicts the stages of a developers' journey within the LevelTen Marketplace.



## LevelTen Services

LevelTen provides buyers and sellers of renewable energy two ways to connect: the PPA Marketplace and Automated Requests-for-Proposals (RFPs).

### PPA Marketplace

The LevelTen Marketplace aggregates PPA buyers and sellers, allowing the parties to transact in a vastly more efficient, safer, and transparent manner.

Buyers can search target volumes by market, commercial operation date, and term length. Projects of Sellers that have submitted their project information to the Marketplace and match the buyer’s search criteria will appear in the search results!

Home > Search

**Search**

How much energy do you want to buy?  MWh/yr

Target market:  ▼

Target operation date:  ▼

Term Length:  ▼

[Search →](#)

**Search results for 9 projects:**

Want to see more results? Try increasing the MWh/yr, or adding more ISOs or Years to your search.  
 Click on a project name to view more info. Compare up to 5 projects at a time using the checkboxes.

Sort:  ▼  ▼ [Apply →](#)

Project	Term	Settlement Hub	PPA Price MWh	Escalator	Projected Value MWh	Compare
<a href="#">Solar Project 2040</a> Offered: 75,000MWh/yr Available: Q2 2022 Market: ERCOT RECs:Project	12 yrs	HB_SOUTH	\$23.75	0 %	\$4.12	<input type="checkbox"/>
<a href="#">Solar Project 2040</a> Offered: 75,000MWh/yr Available: Q2 2022 Market: ERCOT RECs:Project	12 yrs	HB_SOUTH	\$24.00	0 %	\$3.88	<input type="checkbox"/>
<a href="#">Solar Project 2040</a> Offered: 75,000MWh/yr Available: Q2 2022 Market: ERCOT RECs:Project	12 yrs	HB_SOUTH	\$21.88	2 %	\$3.78	<input type="checkbox"/>

### RFP Automation

Web-based submissions remove unwieldy spreadsheets, software-aided quality control protocols eliminate data errors, and real-time analytics allow comprehensive RFPs in weeks, not months. Your submission will be analyzed and accessible to the buyer within 24 hours!

## Sample Buyer RFP

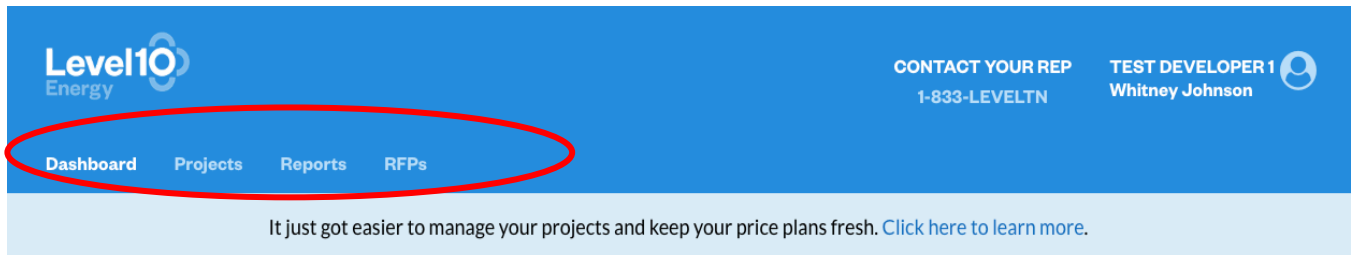


### Market Intelligence

LevelTen Energy provides buyers and sellers up-to-the-minute information on PPA pricing, project development risk and market risk.

See the section “**Competitive Insights**” for more information about the market intelligence available to you.

## Getting Started



### Navigating the User Interface

Congratulations! You've logged-in to the LevelTen Platform! When you get started, the first page you'll see is your company Dashboard. The Dashboard contains visuals summarizing the freshness, completeness and pricing audiences of the project pipeline you have uploaded onto the LevelTen Platform.

The other tabs pictured above will take you to the following resources:

- **Projects:** From the Projects Tab, users on your account can sort and find all projects your company has submitted to the Marketplace. Projects that are Incomplete, Inactive, Expired, or do not have Marketplace pricing data cannot be viewed by buyers. You can add new projects in this tab by clicking the green button called "Start New Project Submission."
- **Reports:** All Project Ranking Reports on your projects will be saved here as downloadable PDFs.
- **RFPs:** From the RFP Tab, you can review and respond to RFPs that LevelTen issues on behalf of prospective buyers. LevelTen's RFP Automation Tool leverages projects and data you have already uploaded onto the Platform.

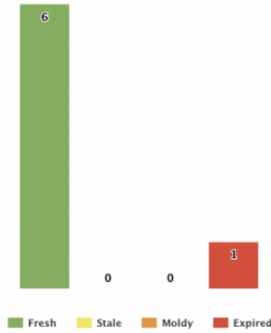
You may navigate back to the Dashboard, by clicking on the 'Dashboard' tab. On the banner at the top of the Dashboard, you may click on the prompt, "Click here to learn more, to read about software updates and other announcements.

## Portfolio Metrics

These charts summarize the status of your project data. Click on the chart areas to drill down

### Pricing Freshness <sup>1</sup>

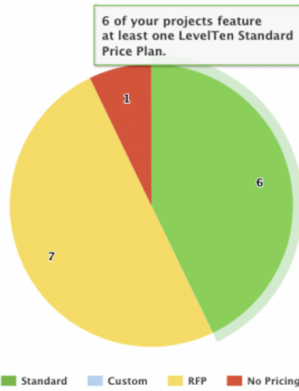
Status of your marketplace pricing on active projects



Projects Price Plans

### Marketplace Pricing <sup>1</sup>

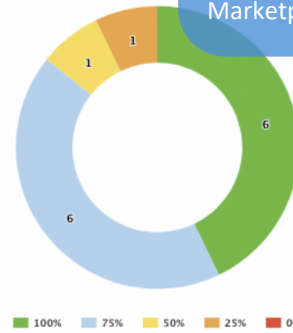
Number of your active projects that have LevelTen Pricing



Projects Price plans

### Data Completeness <sup>1</sup>

Number of your active projects in each stage of completeness



Click on any chart segment to see which projects fall within that designation  
Toggle between projects and Price Plans on the Pricing Freshness and Marketplace Pricing charts.

## Pricing Freshness

The Pricing Freshness bar chart groups your project(s) by its most current price (e.g. a project only needs to have one Fresh non-RFP price to be considered as Fresh). You are able to toggle between project and price plan in this view. The freshness groupings are made according to the following:

- **Fresh:** Pricing has been updated within last 30 days
- **Stale:** Pricing has been updated within last 31-60 days
- **Moldy:** Pricing has been updated within last 61-90 days
- **Expired:** Pricing has not been updated in 90+ days

In the Pricing tab, you may click “Save” next to your Standard Marketplace to refresh the status of the price. Prices that are obsolete should be deleted. \*A project will not appear in the Buyer’s View or Marketplace Search if it does not have at least one price that has been updated in the last 90 days (i.e., Expired projects do not appear in the Marketplace). As developers, you can see your Expired prices in the inventory chart and pricing reports.

## Marketplace Pricing

The Marketplace Pricing pie chart is used to show the percent of your project pipeline by the offers they’ve submitted to the Marketplace. You are able to toggle between “Projects” and “Price Plans.” The Price Plans view shows total number of prices on “Active” or “Pending” projects. This chart does not show “Expired” prices.



- Standard Marketplace Pricing: Project has standard Marketplace pricing; may also have RFP/Custom pricing.
- Custom: One or more “Custom” offers have the audience “Marketplace,” meaning these projects are visible to buyers in the Marketplace. We encourage you to update your projects with Standard Marketplace Pricing in order to be eligible for Dynamic Matching and to receive the quarterly developer reports.
- RFP-only: One or more offers from this project have been submitted to an RFP; these projects are not visible by buyers in the marketplace, nor are eligible for Dynamic Matching.
- No Pricing: No pricing offers are associated with this project. These projects are not visible by buyers in the Marketplace, nor are they eligible for Dynamic Matching.

### Data Completeness

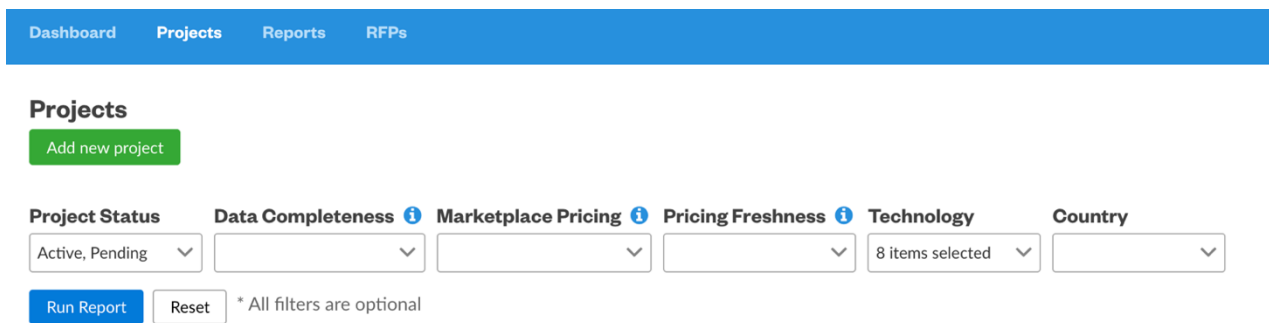
This chart shows how complete your project(s) profile is, according to our primary requirements:

- 100% - All 4 factors complete and has a Standard Price updated in the last 90 days
- 75% - 3 of 4
- 50% - 2 of 4
- 25% - 1 of 4
- 0% - No areas complete

For solar and wind projects: A project is not considered 100% unless it has a Fresh, Stale, or Moldy Standard Price (i.e. Expired prices do not count towards completeness). Non-wind and non-solar projects are considered 100% complete with the submission of at least one Custom Marketplace price plan as Standard Pricing is not applicable to these projects. Expired and RFP price plans do not count towards data completeness.

### Uploading New Projects

To enter a new project on the LevelTen Platform, click on the “Projects” tab at the top of your user interface. You will be brought to the “Project Report” page. Click on the green button “Add New Project”. See the section “[Project Submission](#)” for instructions on where to go from here!



The screenshot shows a navigation bar with 'Dashboard', 'Projects', 'Reports', and 'RFPs'. Below it is a 'Projects' section with a green 'Add new project' button. A filter section includes dropdowns for 'Project Status' (Active, Pending), 'Data Completeness', 'Marketplace Pricing', 'Pricing Freshness', 'Technology' (8 items selected), and 'Country'. There are 'Run Report' and 'Reset' buttons, and a note that '\* All filters are optional'.

Please apply filters above and select **Run Report** to see results.

## Managing your Project Portfolio

### 1. Bulk Actions:

#### a. Project report:

- i. You can use filters to sort by Project Location (State/Region) and Technology type.
- ii. “Actions” dropdown menu for updating the Selling Status of a project, and checkboxes to bulk update projects from the reports view.

The screenshot shows the 'Projects' section of the Level10 Energy dashboard. It includes a navigation bar with 'Dashboard', 'Projects', 'Reports', and 'RFPs'. Below the navigation, there's a 'Projects' header with an 'Add new project' button. A filter section allows users to filter by 'Project Status' (Active, Pending), 'Data Completeness', 'Marketplace Pricing', 'Pricing Freshness', and 'Technology'. A 'Run Report' button and a 'Reset' button are also present. Below the filters, there are summary statistics: '8 Projects' and '24 Price plans', along with a 'Download CSV' button. The main part of the screenshot is a table of projects with columns for Project, Project Status, Tech, Market, Nameplate, %Comp, Marketplace Pricing, Pricing Freshness, Dev Score, Price, and State. An 'Actions' dropdown menu is open over the table, showing options: 'Set as Active', 'Set as Pending', 'Set as Sold', 'Set as Inactive', and 'Set as Terminated'. The table shows 8 projects, with the first two being 'Active' and the remaining six being 'Pending'.

Project	Project Status	Tech	Market	Nameplate	%Comp	Marketplace Pricing	Pricing Freshness	Dev Score	Price	State
Solar Project 119	Active	Solar	ISO-NE	109	100	Standard	Stale	50	21	ME
Solar Project 1171	Active	Solar	MISO	150	75	Standard	Moldy	Partial	21	TX
Solar Project 2202	Pending	Solar	ERCOT	250	75	No Pricing	Expired	91	3 months ago	TX
Solar Project 2210	Pending	Solar	ERCOT	150	50	No Pricing	Expired	-	3 months ago	TX
Wind Project 120	Active	Wind	ISO-NE	72	25	No Pricing	Expired	Partial	4 months ago	ME
Solar Project 1179	Active	Solar	CO	50	50	No Pricing	Expired	Partial	6 months ago	CO
Solar Project 1176	Active	Solar	SPP	300	50	No Pricing	Expired	Partial	6 months ago	TX
Solar Project 1178	Active	Solar	GA	78	50	No Pricing	Expired	Partial	6 months ago	GA

#### b. Pricing report:

- i. To make a bulk update to pricing plans select price plans you would like to update, click “Actions” dropdown menu to “Save as Fresh” or “Delete” price options.

Projects

Add new project

**Project Status** **Data Completeness** **Marketplace Pricing** **Pricing Freshness** **Technology**  
 Active, Pending     8 items selected  
  \* All filters are optional

8 Projects 24 Price plans [Download CSV](#) Actions  25 per page

<input type="checkbox"/>	Project	Project Status	Tech	Market	State/Reg	Nameplate	Dev Score	Price Plan	Freshness	Price ID	Audience	MWH Offered	Term	Date	RECs	Settlement	Price	Shape	Escalator	Implied REC	Market Risk		
<input checked="" type="checkbox"/>	Solar Project 119	Active	Solar	ISO-NE	ME	109	50	Price 4013	Stale	4013	Marketpla	197123	15	Q4 2021	Project	Z.MAINE	63	AsGeneral	0	-	2 months ago	\$-28.72	\$27.27
<input checked="" type="checkbox"/>	Solar Project 119	Active	Solar	ISO-NE	ME	109	50	Price 6048		6048	RFP 68	197123	15	Q4 2021	Swapped	Z.MAINE	46	AsGeneral	0	0	a month ago	\$-11.25	\$27.21
<input type="checkbox"/>	Solar Project 119	Active	Solar	ISO-NE	ME	109	50	Price 6117		6117	RFP 68	197123	20	Q4 2021	Swapped	Z.MAINE	44	AsGeneral	0	0	a month ago	\$-8.32	\$27.21
<input type="checkbox"/>	Solar Project 119	Active	Solar	ISO-NE	ME	109	50	Price 6119		6119	RFP 68	197123	20	Q4 2021	Project	Z.MAINE	58	AsGeneral	0	0	a month ago	\$-22.32	\$27.21
<input type="checkbox"/>	Solar Project 119	Active	Solar	ISO-NE	ME	109	50	Price 6118		6118	RFP 68	197123	15	Q4 2021	Project	Z.MAINE	60	AsGeneral	0	0	a month ago	\$-25.25	\$27.21
<input type="checkbox"/>	Solar Project 1171	Active	Solar	MISO	TX	150	Partial	Price 3734	Moldy	3734	Marketpla	476951	15	Q3 2022	Project	ARKANSA	31.5	AsGeneral	0	0	2 months ago	\$-5.15	\$7.46

## Project Submission

In this section, we cover:

- What each tab means in the Project Profile
- What information is needed to complete a Project Profile

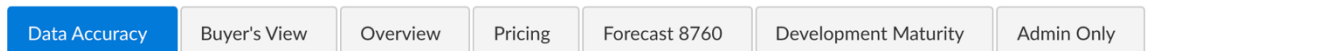
## Data Accuracy

- Completeness Score:** This Score is based on the completion of the required fields listed. You must offer at least one Standard Price per project to achieve a Completeness Score of 100%. Non-wind and non-solar projects are considered 100% complete with the submission of at least one Marketplace pricing offer as Standard Pricing is not applicable to these projects.
- Pricing Freshness:** This is based on the most recent non-RFP price. Pricing older than 30 days is Stale and 60 days is Moldy. Pricing that is older than 90 days is considered Expired and will no longer be viewable by buyers.
- Last Updated:** Displays when the project was last updated. Projects that have not been updated in the last six 180 days will be marked as Inactive automatically.

DEVELOPER 4 - Solar Project 2628

Last updated a few seconds ago. Created on December 5, 2019.

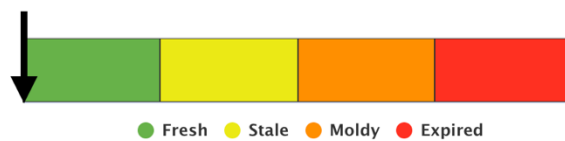
Selling Status ⓘ Active



### COMPLETENESS SCORE ⓘ



### PRICING FRESHNESS ⓘ

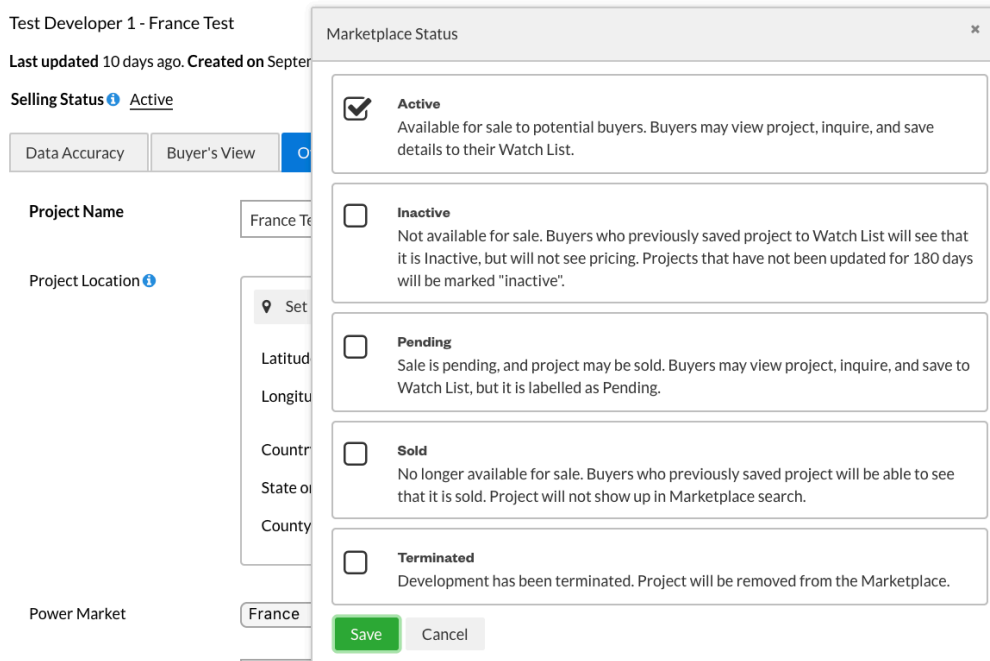
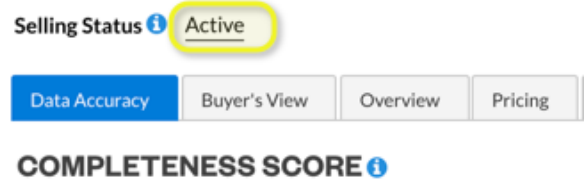


To achieve a score of 100 this project must have:

- Project Overview completed.
- Fresh, Stale, or Moldy Standard Pricing Submitted.
- Forecast 8760 file uploaded.
- Development Maturity form completed.

## Overview

- a. The Overview Tab collects basic information about your project, such as size, COD, Technology, and location, that LevelTen uses for its analytics. Raw information, such as the exact location or technology specifications, is not revealed in LevelTen’s Marketplace. Only users from your company and LevelTen Platform admin can see this information.
- b. **Selling Status:** Click on “Selling Status” to change the status of your project on the platform. You will have the following options:
  - i. **Sold:** The project is fully-contracted.
  - ii. **Pending:** The project is in exclusivity with another offtaker, and/or PPA execution is pending approvals.
  - iii. **Active:** The project is being actively marketed in the LevelTen Marketplace. Buyers can see the project in the platform (\*so long as all requirements have been met).
  - iv. **Inactive:** The project is not being actively marketed in the Marketplace any longer and Buyers cannot see the project. Projects that have not been updated within 180 days will automatically become Inactive.
  - v. **Terminated:** For projects whose development has been Terminated. Terminated projects do not show up in the Marketplace (Buyers cannot access these via Search or Watchlist). You as the developer will still be able to view these projects.



- c. **Project Name:** Enter the name of your project. If your project has multiple phases, please create separate projects with unique names to distinguish them from one another (e.g. Wind Project A – Phase I and Wind Project A – Phase II).
- d. **Project Location:** Enter in the Latitude and Longitude (in decimal degree format) for the project. The location should represent the approximate center of the project. Once you enter the lat/long, the country, state/region, and county, the project will automatically populate.
- e. **Power Market:** Select the power market from the drop-down menu. If the market is not available select other and enter the name of the market.
- f. **Operational Status:** Select pre-operational or operational. If the project is operational, provide the initial commercial online date of the project. For re-powered projects, also provide the date when any new contracts could start.
- g. **Nameplate Capacity:** Enter the Nameplate Capacity (MW) of the entire project. As noted in part 3(c) above, phased projects/expansions must be saved as separate projects. For example, a phased project with different interconnection positions should be entered as a new project.
- h. **Technology:** Select a technology from the drop-down menu. Fill out additional information based on the technology selected.

Dashboard Projects Reports RFPs

DEVELOPER 4 - Solar Project 2628

Last updated a day ago. Created on December 5, 2019.

Selling Status ?

Active

Data Accuracy Buyer's View **Overview** Pricing Forecast 8760 Development Maturity

Project Name Solar Project 2628

Project Location ?

📍 Set Location

Latitude 37.01884

Longitude -78.58016

Country US

State or Region VA

County Charlotte

ISO/Market PJM ⌵

Project Node TWITTYCK TX1 35 KV [Change](#)

Operational Status  Pre-Operational  Operational

Commercial Operation Date Q2 ⌵ 202

Nameplate Capacity 14 MW (AC)

Total project size. You may offer prices for different (e.g. smaller) MWh volumes in the Pricing tab.

Technology Solar ⌵

Racking Type  Fixed tilt  Single axis tracking

Inverter Load Ratio 1.28 ⌵ (DC to AC)

Module Type

Crystalline  CdTe  CIGS  Bifacial

[Save & Continue to Pricing](#) [Save & Close](#) [Cancel](#)

Important – All project details, including development maturity, 8760s, etc., should correspond to the nameplate capacity of the entire project.

## Pricing

- a. Submit PPA (\$/MWh or other relevant currency per MWh) offer prices and designate the appropriate audience: Marketplace or RFP.
- b. There are two (2) sub-tabs:

“Standard Marketplace Pricing”: This is the default tab. See “

### Forecast 8760: Deepdive

LevelTen requires an 8760 in a standard format downloadable from the Forecast 8760 tab. The following section provides in-depth instructions on preparing and submitting the project 8760 file.

#### Step One: Download the template

You must use LevelTen's standard template. Which you may download by clicking this link: [Download LevelTen standard 8760 template by clicking here](#) or by downloading it from the “Forecast 8760” Tab of your project profile.

#### Step Two: Prepare your data

- Hourly production output must be entered as numbers (do not enter letters).
- The 8760 must match the MW Nameplate Capacity (AC) entered into the Overview Tab. See picture on the right.
- Data should represent the median (P50) forecast for one complete calendar year starting at the first hour of the year. Note: If you would like to upload more than one generation profile you will need to create a separate project for each!
- **Only include positive values:** All negative values need to be converted to 0. See below on tips of how to remove negative values from your projects hourly production data.
- Make sure your original data is in MW!
- **Attention European Partners:** Production data must use “.” instead of “,” in the 10s place so our software can interpret it correctly. If you need support adjusting your data, see instructions below.
- No need to adjust for daylight savings time (DST). Adjusting for DST will cause your generation profile to appear shifted.
- Open the LevelTen template with Excel and insert your data into the right column called: “PRODUCTION OUTPUT in MWh at 100% availability”. Important note\* Do not make changes to the titles of the columns as our software is only trained to recognize these.



**Step Three: Validate your data**

The data should not contain any negative values or commas. We recommend taking the following steps to ensure your data is valid before uploading the 8760 file.

**How to remove negative values (2 Methods)**

a) Function Method:

- i) Use a function like =IF(B:B<0,0,B:B) in a new column. Apply this to the entire list of values.
- ii) Once you have generated a new column without negative values, copy and paste the **values** (Command-C to copy, *Shift-Command-V* to paste special and then pick **values** from the menu) into the LevelTen template.
- iii) Save as CSV and upload to the 8760 page – save with correct time zone of UTC.

b) Sort Method:

- i) Check to see if there are any negative values by sorting – if there are, manually change them to 0 and then resort the data by the left column (hour) to revert to the correct order.
- ii) Copy and paste the new values into the LevelTen template.
- iii) Save as CSV and upload to the 8760 page – save with correct time zone of UTC.

- Take your hourly production data column from the original file and insert it to this “8760.csv” (copy and paste the values into the right column. Make sure you do not change the titles on the template!

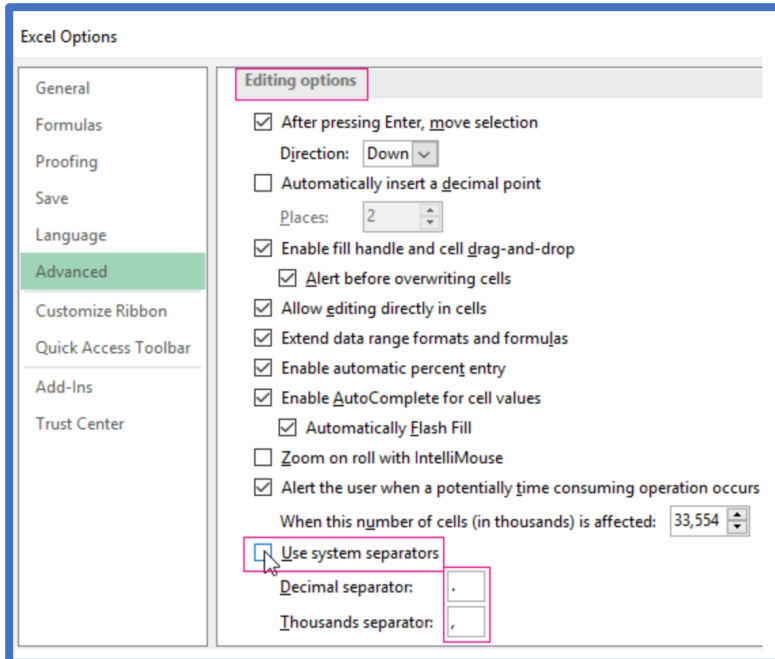
HOUR BEGINNING: MM/DD/YY HH:00:00	PRODUCTION OUTPUT in MWh at 100% availability
1/1/01 0:00	0
1/1/01 1:00	0
1/1/01 2:00	0
1/1/01 3:00	0
1/1/01 4:00	0
1/1/01 5:00	0
1/1/01 6:00	0
1/1/01 7:00	0
1/1/01 8:00	0.004971097
1/1/01 9:00	0.529540563
1/1/01 10:00	1.189675
1/1/01 11:00	1.542046125
1/1/01 12:00	1.855485875
1/1/01 13:00	1.26040875
1/1/01 14:00	0.571777
1/1/01 15:00	0.00956185
1/1/01 16:00	0

Check to see if there are any negative values by sorting – if there are change them to 0 and then resort the data by the left column to revert to the correct order.

5. Save as comma separate values (.CSV) format.

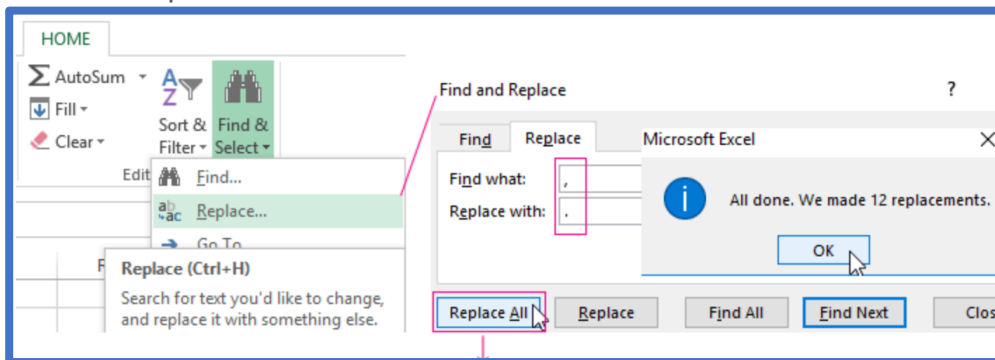
**For Our European Partners: changing commas to periods**

It is critical to use .'s for the decimal place in order for the data to be imported correctly into our system. Here is a link that walks you through adjusting your settings to change the default decimal from , to . : <https://www.howtogeek.com/245510/how-to-change-excels-decimal-separators-from-periods-to-commas/>



If you do not want to change the settings in your excel there is another way!

- First highlight the column of interest.
- Change the format of the cells to *Text* (this prevents numbers being inadvertently converted into dates)
- With the column still highlighted open Find Replace window: Enter , in the find window and . in the replace with window. See screen shot below:



- Highlight the same column again and change number format to *Number*.
- Copy and paste the new values into the LevelTen template.
- Save as CSV and upload to the 8760 page – save with correct timezone

#### Step Four: Upload the 8760

Once your data ready to upload (you have completed the steps above), save file as .csv and perform the following steps!

- At the bottom of the page click the 'Select File' button to upload your CSV file.
- Select the timezone. \*Reminder do not adjust for DST!
- Click the 'Upload File' button.
- If the file is properly formatted, you will see a message telling you the upload was a success. If there are problems with the file you will see an alert telling you what needs to be corrected.

CONFIDENTIAL – NOT FOR DISTRIBUTION



If you have trouble uploading the file do not hesitate to reach out:  
[DeveloperRelations@LevelTenEnergy.com](mailto:DeveloperRelations@LevelTenEnergy.com)

- vi. **PPA Marketplace Participation**” for more details on what is expected of Standard price plans.
- vii. “RFP/Custom Pricing”

## Development Maturity


- a. About: The Development Maturity tab collects information about the key milestones of project development, including: site control, interconnection, permitting, environmental studies, and financing.
- b. Notes: Next to each input field is a sticky note icon, shown below. When clicked, a notes section appears for you to provide more commentary on your responses. These notes may be used for your internal purposes and are evaluated by LevelTen when performing due diligence on your project for prospective buyers. The sticky note icon will turn gray after you input and save text.
- c. Development Risk Score: Developers must enter all development maturity information in order for a Development Risk score to be generated on the Buyer’s View tab. This score is a proprietary metric derived from weighting the answers to development maturity questions.
- d. Development Maturity: Reflects a typical process for most regions. If any questions do not apply or we are missing a key development milestone for your project because of where your project is located, **please let us know** so that we may improve our form in future platform updates ([DeveloperRelations@LevelTenEnergy.com](mailto:DeveloperRelations@LevelTenEnergy.com)).


**Current Score: 74/100**

Please note: all questions in all sections must be answered and saved before a score can be calculated

---

**Site Control**

How much land (including easements for site access and interconnection) is controlled for the duration of contract?  

Site control type?  

You may include a narrative about the status in the section notes field.

Notes:

Lease Term length greater or equal to PPA Term. What is the lease term in Years?: 35

Annual Lease Rate: 67

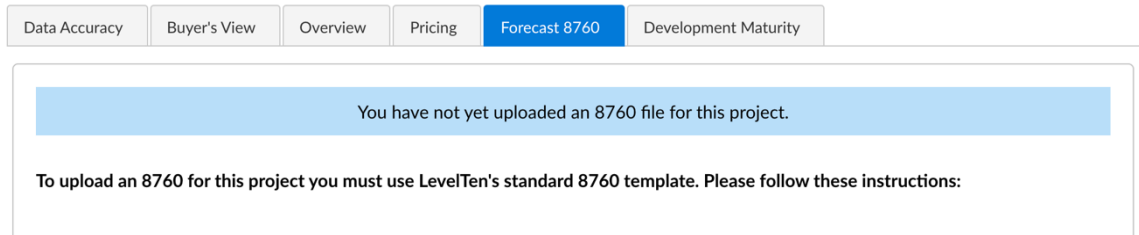
Annual Lease Rate Note: \$1,000/acre annually with no escalation.

## Forecast 8760: Deepdive

LevelTen requires an 8760 in a standard format downloadable from the Forecast 8760 tab. The following section provides in-depth instructions on preparing and submitting the project 8760 file.

### Step One: Download the template

You must use LevelTen's standard template. Which you may download by clicking this link: [Download LevelTen standard 8760 template by clicking here](#) or by downloading it from the "Forecast 8760" Tab of your project profile.



### Step Two: Prepare your data

- Hourly production output must be entered as numbers (do not enter letters).
- The 8760 must match the MW Nameplate Capacity (AC) entered into the Overview Tab. See picture on the right.
- Data should represent the median (P50) forecast for one complete calendar year starting at the first hour of the year. Note: If you would like to upload more than one generation profile you will need to create a separate project for each!
- Only include positive values: All negative values need to be converted to 0. See below on tips of how to remove negative values from your projects hourly production data.
- Make sure your original data is in MW!
- **Attention European Partners:** Production data must use "." instead of "," in the 10s place so our software can interpret it correctly. If you need support adjusting your data, see instructions below.
- No need to adjust for daylight savings time (DST). Adjusting for DST will cause your generation profile to appear shifted.
- Open the LevelTen template with Excel and insert your data into the right column called: "PRODUCTION OUTPUT in MWh at 100% availability". Important note\* Do not make changes to the titles of the columns as our software is only trained to recognize these.



### Step Three: Validate your data

The data should not contain any negative values or commas. We recommend taking the following steps to ensure your data is valid before uploading the 8760 file.

#### How to remove negative values (2 Methods)

a) Function Method:

- i) Use a function like =IF(B:B<0,0,B:B) in a new column. Apply this to the entire list of values.
- ii) Once you have generated a new column without negative values, copy and paste the **values** (Command-C to copy, Shift-Command-V to paste special and then pick **values** from the menu) into the LevelTen template.
- iii) Save as CSV and upload to the 8760 page – save with correct time zone of UTC.

b) Sort Method:

- i) Check to see if there are any negative values by sorting – if there are, manually change them to 0 and then resort the data by the left column (hour) to revert to the correct order.
- ii) Copy and paste the new values into the LevelTen template.
- iii) Save as CSV and upload to the 8760 page – save with correct time zone of UTC.

HOUR BEGINNING: MM/DD/YY HH:00:00	PRODUCTION OUTPUT in MWh at 100% availability	A	B	C
1/1/01 2:00	-2	1/1/01 0:00	0	
1/1/01 1:00	-1	1/1/01 1:00	0	
1/1/01 0:00	0	1/1/01 2:00	0	
1/1/01 3:00	0	1/1/01 3:00	0	
1/1/01 4:00	0	1/1/01 4:00	0	
1/1/01 5:00	0	1/1/01 5:00	0	
1/1/01 6:00	0	1/1/01 6:00	0	
1/1/01 7:00	0	1/1/01 7:00	0	
1/1/01 16:00	0	1/1/01 8:00	0.004971097	
1/1/01 17:00	0	1/1/01 9:00	0.529540563	
1/1/01 18:00	0	1/1/01 10:00	1.189675	
1/1/01 19:00	0	1/1/01 11:00	1.542046125	
		1/1/01 12:00	1.855485875	
		1/1/01 13:00	1.26040875	
		1/1/01 14:00	0.571777	
		1/1/01 15:00	0.00956185	
		1/1/01 16:00	0	
		1/1/01 17:00	0	

- Take your hourly production data column from the original file and insert it to this “8760.csv” (copy and paste the values into the right column. Make sure you do not change the titles on the template!

HOUR BEGINNING: MM/DD/YY HH:00:00	PRODUCTION OUTPUT in MWh at 100% availability
1/1/01 0:00	0
1/1/01 1:00	0
1/1/01 2:00	0
1/1/01 3:00	0
1/1/01 4:00	0
1/1/01 5:00	0
1/1/01 6:00	0
1/1/01 7:00	0
1/1/01 8:00	0.004971097
1/1/01 9:00	0.529540563
1/1/01 10:00	1.189675
1/1/01 11:00	1.542046125
1/1/01 12:00	1.855485875
1/1/01 13:00	1.26040875
1/1/01 14:00	0.571777
1/1/01 15:00	0.00956185
1/1/01 16:00	0

Check to see if there are any negative values by sorting – if there are change them to 0 and then resort the data by the left column to revert to the correct order.

HOUR BEGINNING: MM/DD/YY HH:00:00	PRODUCTION OUTPUT in MWh at 100% availability
1/1/01 2:00	-2
1/1/01 1:00	-1
1/1/01 0:00	0
1/1/01 3:00	0
1/1/01 4:00	0
1/1/01 5:00	0
1/1/01 6:00	0
1/1/01 7:00	0
1/1/01 16:00	0
1/1/01 17:00	0
1/1/01 18:00	0
1/1/01 19:00	0

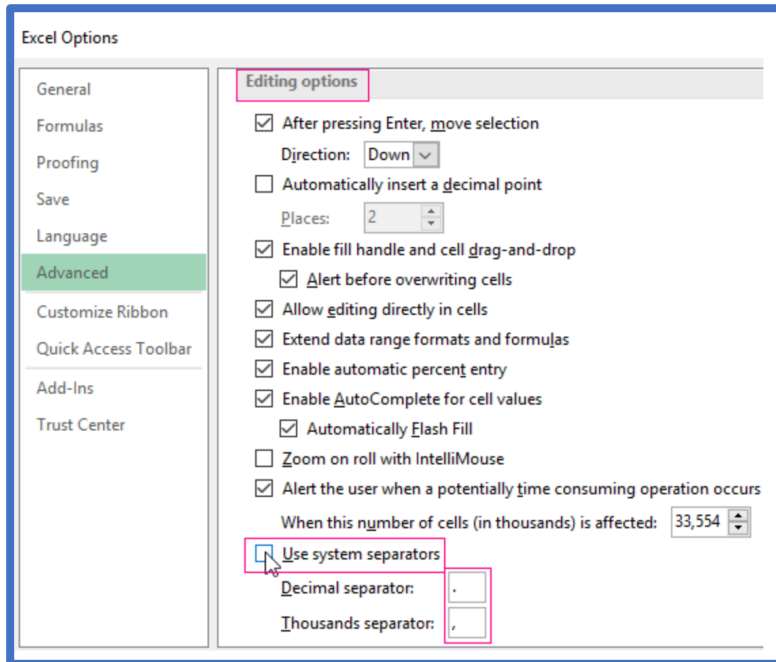
A	B	C
1	HOUR BEGINNING: MM/DD/YY HH:00:00	PRODUCTION OUTPUT in MWh at 100% availability
2	1/1/01 0:00	0
3	1/1/01 1:00	0
4	1/1/01 2:00	0
5	1/1/01 3:00	0
6	1/1/01 4:00	0
7	1/1/01 5:00	0
8	1/1/01 6:00	0
9	1/1/01 7:00	0
10	1/1/01 8:00	0.004971097
11	1/1/01 9:00	0.529540563
12	1/1/01 10:00	1.189675
13	1/1/01 11:00	1.542046125
14	1/1/01 12:00	1.855485875
15	1/1/01 13:00	1.26040875
16	1/1/01 14:00	0.571777
17	1/1/01 15:00	0.00956185
18	1/1/01 16:00	0
19	1/1/01 17:00	0

Sort by hr beginning to correct the order

6. Save as comma separate values (.CSV) format.

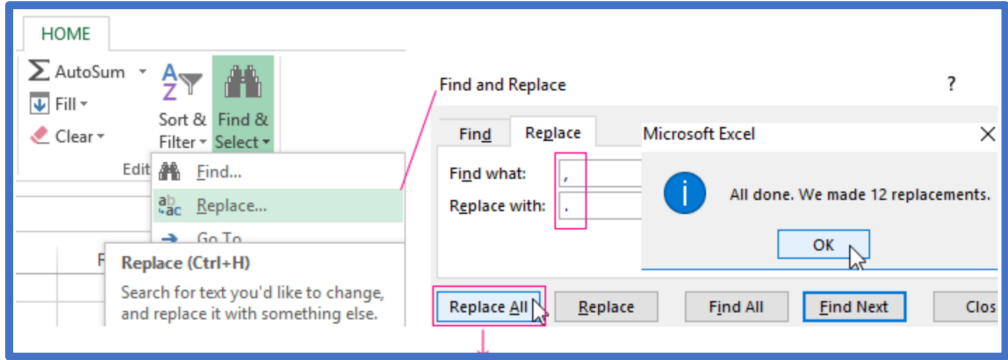
**For Our European Partners: changing commas to periods**

It is critical to use .'s for the decimal place in order for the data to be imported correctly into our system. Here is a link that walks you through adjusting your settings to change the default decimal from , to . : <https://www.howtogeek.com/245510/how-to-change-excels-decimal-separators-from-periods-to-commas/>



If you do not want to change the settings in your excel there is another way!

- First highlight the column of interest.
- Change the format of the cells to Text (this prevents numbers being inadvertently converted into dates)
- With the column still highlighted open Find Replace window: Enter , in the find window and . in the replace with window. See screen shot below:

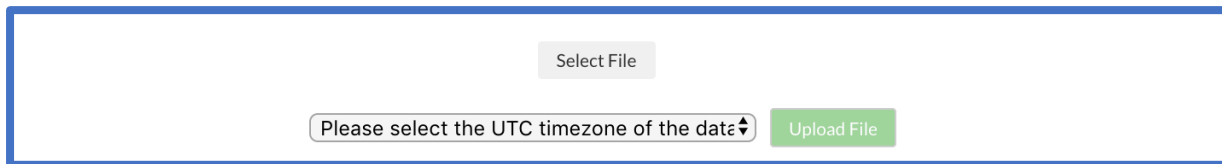


- Highlight the same column again and change number format to *Number*.
- Copy and paste the new values into the LevelTen template.
- Save as CSV and upload to the 8760 page – save with correct timezone

#### Step Four: Upload the 8760

Once your data ready to upload (you have completed the steps above), save file as .csv and perform the following steps!

- At the bottom of the page click the 'Select File' button to upload your CSV file.
- Select the timezone. \*Reminder do not adjust for DST!
- Click the 'Upload File' button.
- If the file is properly formatted, you will see a message telling you the upload was a success. If there are problems with the file you will see an alert telling you what needs to be corrected. If you have trouble uploading the file do not hesitate to reach out: [DeveloperRelations@LevelTenEnergy.com](mailto:DeveloperRelations@LevelTenEnergy.com)





## PPA Marketplace Participation

In this section, we cover the ins-and-outs of Marketplace price plans. Marketplace pricing appears to buyers who perform searches through the Marketplace. There are two types of Marketplace price plans: Standard and Custom.

### Standard Marketplace Pricing

Standard Marketplace Pricing

RFP & Custom Pricing

LevelTen Standard Pricing ensures Wind and Solar project prices adhere to a common set of requirements most often requested by buyers. Standard pricing also allows LevelTen to provide you with better market insights in your Quarterly Developer Report.

				Prices \$/MWh						
MWh/yr <span style="font-size: 0.8em;">i</span>	C.O.D <span style="font-size: 0.8em;">i</span>	Term <span style="font-size: 0.8em;">i</span>	Settlement Location <span style="font-size: 0.8em;">i</span>	Standard	Standard+ Proxy Generation	Standard+ \$0 Price Floor	Standard+ 2% Escalator	Freshness		
241,568	Q3	2020	15 Yrs	Choose*	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	Not yet Saved	<input type="checkbox"/> Save <input type="checkbox"/> Copy <input type="checkbox"/> Delete

Add New Row

1. Prices are entered in the input fields at the top of the page
2. The commercial terms that define each of the four standard pricing plans are viewable by scrolling down on the Standard Marketplace tab.
3. Required Inputs (All required fields are marked with a blue asterisk \*)
  - a. Bid size (MWh) – This field will automatically be populated with the annual generation (MWh) of the whole project. This can be edited to define pricing for varying volumes of the project.
  - b. COD (Commercial Operation Date) – This field is automatically populated based on the COD entered on the Overview tab. This can be edited to define different possible CODs per pricing option.
  - c. Term (Years) – This is the offered length or term of the PPA you have priced. LevelTen's Marketplace standard is up to 15 years; however, this can be edited for different pricing variations based on term length.
  - d. Settlement Location – This is the trading hub within the ISO at which your project will settle financially. LevelTen's Standard Pricing requires hub settlement. Pricing, including busbar settlement, will be evaluated as a non-standard price and should be saved as a Custom Marketplace price under the RFP & Custom Pricing tab.
  - e. Standard (\$/MWh) – The PPA Price (\$/MWh) conforming to the Standard Pricing commercial terms defined in the table below.
4. Preferred Inputs (not required). The following three Standard Pricing variations are highly encouraged.
  - a. Standard + Proxy Generation (\$/MWh)
  - b. Standard + \$0 Price Floor (\$/MWh)

c. Standard + 2% Escalator (\$/MWh)

The following commercial terms apply to all LevelTen Standard Marketplace Pricing:

	Standard	Standard+ Proxy Generation	Standard+ \$0 Price Floor	Standard+ 2% Escalator
Escalator ⓘ	0%	0%	0%	2%
Shape ⓘ	As Generated	Proxy Generation	As Generated	As Generated
Market Price Floor ⓘ	None	None	\$0	None
Non Settlement threshold ⓘ	None	None	None	None
RECs ⓘ	Project RECs Included	Project RECs Included	Project RECs Included	Project RECs Included
Are RECS Green-e certified ⓘ	Yes	Yes	Yes	Yes
Capacity ⓘ	Not included	Not included	Not included	Not included
Day Ahead / Real Time ⓘ	Real Time	Real Time	Real Time	Real Time
Seller's Security ⓘ	\$100K/MW pre-COD due at PPA execution, \$100K/MW post-COD			
Buyer's Security ⓘ	Investment Grade Credit Rating: No security posting Below Investment Grade Credit Rating: \$100K/MW due at PPA execution			
Settlement Period ⓘ	Monthly			
Delay Damages ⓘ	\$250/MW/day			
Capacity Buydown ⓘ	\$100K/MW shortfall			
Availability Guarantee ⓘ	90% year one, 95% all subsequent years			
LevelTen Fee ⓘ	Not Included in Price			
Physical/Financial ⓘ	Financial			
Calculation Interval ⓘ	Hourly			

5. Once required fields are complete, click “Save” and check the box that the price conforms to the predefined commercial terms. Once saved, the “Freshness” column will show as “Fresh.”

6. Other Actions

Standard Marketplace Pricing    RFP & Custom Pricing

LevelTen Standard Pricing ensures Wind and Solar project prices adhere to a common set of requirements most often requested by buyers. Standard pricing also allows LevelTen to provide you with better market insights in your Quarterly Developer Report.

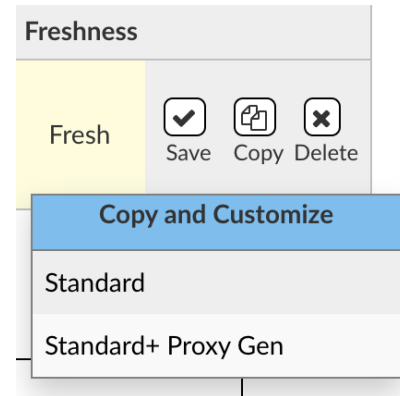
MWh/yr ⓘ	C.O.D ⓘ	Term ⓘ	Settlement Location ⓘ	Standard	Standard+ Proxy Generation	Standard+ \$0 Price Floor	Standard+ 2% Escalator	Freshness	
241,568	Q3 2020	15 Yrs	Choose	\$	\$	\$	\$	Not yet Saved	Save Copy Delete

Important – Always be sure to click ‘Save’ once completing your bid inputs.

Freshness

Fresh	Save	Copy	Delete
-------	------	------	--------

- a. Adding Prices - You can create as many configurations of Standard Pricing as you want.
  - i. Click “Add New Row” and a new row will appear (again, fields MWh/yr and COD will default to the 8760 and COD from the Overview Tab, respectively).
  - ii. Adjust the price, as needed
  - iii. Save
- b. Copying & Customization - If you want to further customize pricing, click “Copy” and select the Standard Pricing you would like to customize. The image to the right gives an example of the dropdown menu you would see if you had entered both “Standard” and “Standard+Proxy Gen” pricing.
  - i. A Custom Pricing tab will open with the Standard commercial terms pre-populated; you can change any of the terms and save as a Custom Price.
- c. Deleting - For all pricing, you now have the ability to delete pricing plans that are obsolete.
  - i. Click “Delete” button.
  - ii. Once prompted by “Are you sure you want to delete?”, select “Yes.”



### Custom Pricing

As a final note, you have the flexibility to input custom, non-standard bids into the Marketplace as a way to differentiate your offering by completing all required fields under the RFP & Custom Pricing tab. See instructions under 6.b. above for completing Custom Pricing.

## RFP Participation

For developers, RFP participation is easy. This section will provide you information about submitting proposals into RFPs hosted on the Platform.

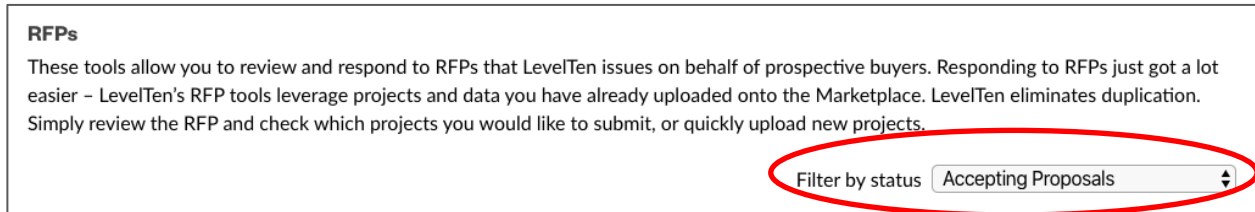
### Accessing RFPs

Active and closed RFPs can be found in the “RFP” tab on the User Interface.

1. Log in to LevelTen’s Platform: <https://marketplace.levelten.energy/login>
2. Click “RFP” tab at top menu bar



3. Open RFPs will be listed as “Accepting Proposals”. Click on the name of the RFP you want to see in the list to view the RFP Summary and Supporting Documents.



4. Carefully review the information and documents under the “Supporting Documents & Files” section.

### Starting your RFP Proposal

To start your RFP proposal, click “Start My Proposal” in the upper, right-hand corner of the RFP Details section. You must complete this step first, before adding to a project any Pricing Plan specific to the RFP.



## Submitting a Project

To be considered in an RFP, you must submit the following for each project you'd like to submit into the RFP:

1. Complete Project Profile (See "[Project Submission](#)")
  - a. Overview tab
  - b. 8760 tab
  - c. Development Maturity tab
2. Submit at least one RFP price plan: At least one price plan with the "Audience" of the RFP name (see more information below).
3. Any additional bid criteria, exhibits, and/or materials requested in the RFP .

Note: The "Data Accuracy" tab is a summary of your project profile on LevelTen's PPA Marketplace. The information displayed on the Data Accuracy tab is not relevant to your RFP submission, and a 100% Completeness Score is not required to submit to an RFP.

## RFP Price Plan

After you start "My Proposal", you may attach a project or create a new project profile for the project you intend to offer.

To attach **an existing project**:

1. Navigate to any of the projects you have already uploaded onto LevelTen's Platform
2. Update information as needed in the Overview, 8670 Forecast, and Development Maturity tabs
3. Navigate to the "RFP & Custom Pricing" Tab to input your PPA offer price. Follow the instructions under the section below titled Adding a RFP Price Plan.

To attach **a new project**:

1. Create a new project by following the steps under the "[Uploading New Projects](#)" and "[Project Submission](#)" sections of this document.
2. Complete all information required in the Overview, 8670 Forecast, and Development Maturity tabs.
3. Navigate to the "RFP & Custom Pricing" Tab to input your PPA offer price. Follow the instructions under the section below titled Adding a RFP Price Plan.

## Adding a RFP Price Plan:

Under the "RFP & Custom Pricing" tab, click on the blue icon "Add New Pricing Plan"

- a. Audience: Ensure that the name of the RFP is selected from the "Audience" dropdown menu on the Custom price plan.
- b. Plan Name: The RFP Specifications Sheet on the Buyer's RFP page may specify a Pricing Plan naming convention, if the RFP requests multiple pricing configurations

for each project. If the RFP Specifications Sheet does not specify a naming convention, you may enter any name for your price plan.

- i. Offering Portfolios: If submitting a project as part of a portfolio of projects with one or more other projects, use the Plan Name field to clearly designate that the projects are part of the same portfolio.

Example: “Portfolio with Projects A and B”

- c. Settlement Location: Select appropriate Settlement Location by clicking “Choose” and selecting from the dropdown menu the correct market and/or settlement point for the project contract settlement.

**Choose Your Audience** – When entering a custom price, you must choose the applicable audience with whom to share your pricing. Select ‘Marketplace’ for the price offer to be visible by 200+ buyers in the LevelTen Marketplace. Other audiences listed identify RFPs to which your project may be eligible to submit pricing.

Standard Marketplace Pricing
RFP & Custom Pricing

**Pricing Plan Details**

After editing, click the Save All button at the bottom to commit your changes.

Audience i

Plan Name

- ✓ Please select audience Marketplace
- My-new-RFP
- buyr 113
- Rfp - Buyer 113

- d. All other pricing inputs should follow the project specifications and criteria as defined in the materials included as part of the RFP, such as the RFP Specifications Sheet, Term Sheet, and any other Supporting Documents.
- e. Click “Save”.

**Complete your submission**

1. Return to “My Proposal” under the RFP tab to ensure your projects are listed under the “My Projects”. Review the proposal for completeness.
2. Confirm that all projects you intend to offer into the RFP have been successfully attached and are listed under the Projects section of your My Proposal page.
3. Click “Submit My Proposal.” Your proposal will show as “Submitted.” You will **not** receive a confirmation email. Note, if you do not submit your proposal before the due date, it will neither be considered complete nor seen by buyer.

## Competitive Insights

### Project Buyer's View

The Buyer's View tab on your Project Profile allows you to see how your projects are presented on the on the LevelTen Marketplace. This is part of LevelTen's effort to provide Sellers transparency, and hopefully push the market forward by share with you our suite of advanced analytics on PPA Pricing. Through the Buyer's View, Buyers and Sellers can quickly evaluate the value and risk of each PPA offer and project.

Each project profile Buyer's View includes three sections:

- **Overview:** Instantly see the projected settlement value of the price plan, the projected number of RECs per year, and the estimated metric tons of emissions that will be avoided annually. Use this information to compare your price plan's value to others in the market.
- **Value:** Easily compare the projected outcomes of all PPAs offered in the selected market to find one with the most overall value and least risk. View the projected net cashflow by year, and see how it changes based on which forward curve is used in the analysis.
- **Risk:** View the best, worst, and most-likely scenarios when it comes to how a PPA will perform in terms of net present value and yearly cashflow for any specific year or over the life of the contract.

A unique new feature of the release is LevelTen's proprietary risk model, which calculates the best, worst and most-likely outcomes of the PPA. This requires data—massive amounts of data—to do properly. To provide this unprecedented level of automated analysis, LevelTen runs 15,000 Monte Carlo simulations on more than 2,000 PPA offers every day - that's 30 million simulations daily. To produce the forward metrics in our Marketplace, we calculate more than 58 million data points every day.

DEVELOPER 4 - Solar Project 2628

Last updated 8 minutes ago. Created on December 5, 2019.

Selling Status 📘 Active

- Data Accuracy
- Buyer's View
- Overview
- Pricing
- Forecast 8760
- Development Maturity
- Admin Only

This view shows how your project looks to potential buyers. Project analytics are updated nightly.

Choose audience Marketplace ▾

### Solar Project 2628

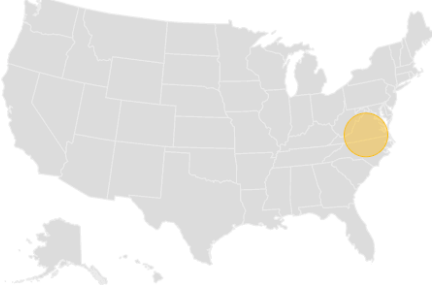
LOCATION  
PJM - VA

TECHNOLOGY  
Solar

DEVELOPMENT MATURITY 📘  
 80/100

PROJECT TOTAL SIZE  
14 MW

CO2E EMISSIONS AVOIDED  
0.631 MT/MWh

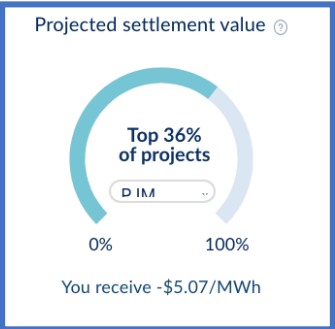


SELECTED PRICE PLAN	ANNUAL MWH	TERM	DATE	RECS	HUB/NODE	PRICE /MWH	PROJECTED VALUE /MWH
<input checked="" type="radio"/> LevelTen Std.	29,434	10 years	Q2 2020	Project	DOM	\$36.75	-\$5.07
<input type="radio"/> Custom Plan 8309	10,000	15 years	Q2 2020	Project	DOM	\$40.00	-\$7.72

Plan overview
Value
Risk
Production

Electricity forecast: OTCGHSD

Projected settlement value 📘



Top 36% of projects

0% 100%

You receive -\$5.07/MWh

RECs projected 📘

29,434  
Annually

CO2e emissions avoided 📘

18,579  
Metric tons/year

Annual MWh/yr	29,434	Market Price Floor	None
Settlement Location	DOM	Non-settlement Threshold	None
RECs	Project	Day Ahead / Real Time	Real Time
Term Length	10 years	Shape	As Generated
PPA Price	\$36.75/MWh	Capacity	Not Included
Escalator	0%	Are RECs Green-e certified	Yes
Levelized PPA Price	\$36.75/MWh	CAISO REC Standard	Not Applicable



## Project Rankings Reports

LevelTen provides detailed, data-heavy reports as an incentive for developers to maintain current and accurate information on LevelTen's Platform.

In order to be eligible to receive a Project Ranking Report, each project must meet the following criteria:

- Projects
  - Selling Status: Active or Pending
  - Offers at least one Standard Marketplace Price
- Price Plan
  - Model: Standard Marketplace Pricing
  - Term: 10-20 years
  - Updated between in the last 90 days (Fresh, Stale, or Moldy)

## Frequently Asked Questions

1. **What information is shared with buyers?**
  - a. The Buyer's View tab in each project file illustrates exactly what the buyer can see when viewing your project. Confidential information is inaccessible to all other parties, except LevelTen and users associated with your company.
2. **Can other developers see my project information?**
  - a. No, developers cannot see each other's information on the platform. Only verified and credentialed offtakers can see your anonymous project information. LevelTen has an extensive vetting process it applies to every credentialed offtaker before giving them access to the Platform.
3. **How will I be notified of an RFP?**
  - a. If you are eligible to participate in an RFP, you will be sent an email notification with all relevant details pertaining to the RFP. See "[RFP Participation](#)" for more information about submitting proposals to an RFP.
4. **Do I have to submit a standard price?**
  - a. For your project to appear to buyers in the marketplace, you only have to have one pricing plan (Custom or Standard) submitted to the platform with the audience Marketplace. However, without a Standard Pricing submission, your project will not be eligible to participate in Dynamic Matching, nor will you receive the Quarterly Developer Feedback reports. A Standard price is NOT REQUIRED to participate in an RFP.
5. **How many buyers are utilizing the platform? What type of buyers?**
  - a. There are currently over 200 verified buyers utilizing the LevelTen Platform. These are typically medium to large corporations, multi-facility universities, municipalities & CCAs, retail electric suppliers, and utilities.
6. **How many transactions has LevelTen facilitated?**
  - a. LevelTen Energy has facilitated several PPAs, only five of which have been publicly disclosed as of March 2019. In February 2019, Gap, Inc., Cox Communications, Workday, Salesforce, and Bloomberg announced a successful aggregated effort to transact with a single project for 45 MW. This deal exemplifies the unique approach LevelTen takes towards diversifying risk and providing opportunity for buyers looking to procure smaller volumes of offtake while still benefiting from economies of scale. Please refer to our 'Blog' on the LevelTen website for more information on this deal and other initiatives LevelTen is taking to expand the market for renewable energy.
7. **Where are you active?**
  - a. LevelTen Energy is active across the United States, Canada, and Europe.

## Developer Relations - Contact Us

If you have questions, concerns, or just want to chat about the renewable energy market, do not hesitate to reach out to your company's Relationship Manager or email the team at [DeveloperRelations@LevelTenEnergy.com](mailto:DeveloperRelations@LevelTenEnergy.com).

### **Rob Collier**

Vice President, Developer Relations

C: (802) 989-1368

[Rob@LevelTenEnergy.com](mailto:Rob@LevelTenEnergy.com)

### **Maryssa Barron**

Manager, Developer Relations

O: (206) 531-2248

[Maryssa.Barron@LevelTenEnergy.com](mailto:Maryssa.Barron@LevelTenEnergy.com)

### **Whitney Johnson**

Manager, Developer Relations

C: 802-760-7069

[Whitney.Johnson@LevelTenEnergy.com](mailto:Whitney.Johnson@LevelTenEnergy.com)