NYGATS Training: Registering Operational and Provisional Projects in NYGATS

Introduction:

This training document will walk the user through the steps needed to register Operational and Provisional Projects, NYISO Projects, and Aggregated Projects in the New York Generation Attribute Tracking System (NYGATS). Please refer to the NYGATS Operating Rules for additional information on all rules governing the registration and use of your NYGATS Account. Any questions about the registration of a project or the use of NYGATS can be directed to:

NYGATS Administrator NYGATS@apx.com 408-643-0167

Registering Operational and Provisional Projects in NYGATS

Detailed project registration instructions can be located on the <u>NYGATS informational website</u>. An Operational Project is the type of project registration for generators that are currently operational. A Provisional Project is the type of project for generators that are not yet operational. Both Operational and Provisional Projects can be submitted to NYSERDA to be certified for the NY RES. The NYGATS Operational and Provisional project registration can be initiated by:

 Logging into NYGATS by navigating to the NYGATS Informational Site: <u>http://www.nyserda.ny.gov/nygats</u> and select the 'Sign in for Existing Users' button located on the right hand side of the screen. Selecting the 'Sign in for Existing Users' button will redirect the user to the NYGATS Account Login Screen where the user can enter their Username and Password to access their account.

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2. Generators that are currently operational can be registered by selecting the 'Register New Project' link located in the Project Management module.



3. Each project will be required to designate a Qualified Independent Party (QIP) from the Reporting Entity Access section of the Project registration. NYISO Projects will use NYISO as the QIP which will be pre-selected. All Other Projects will designate a QIP and enter a Reporting Entity ID. A Reporting Entity ID is a unique ID assigned for the project by the QIP which will link the project to the QIP Account.

Projects that qualify as Self Reporting (Operating Rule 5.8) will select Self Reporting as the QIP.

4. Once the Operational Project is submitted, it will be set to a Pending Status until it is approved by the Administrator.

									Tot	al Projects
YGATS ID	Project	Project Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Application Application Status	Сору	Documents Attestation
EN33805 Un	iit 1 - Test 2 Solar	Pending	Self Reporting	N33805	GEN	Self Report			Сору	√iew/Updat
EN33804 Un	iit 1 - Test Project dro	Approved	NYSERDA	001	GEN	JUN2016	02/28/2018		Сору	√iew/Updat
ovisional Proj	ects								Tot	al Project
		Projec	t		Project S	tatus	Application	Application Status	Doc Atte	uments/ stations
NYGATS ID		110,00								

5. After a submitted project has been approved by the NYGATS Administrator, the Annual Review date will be displayed for the project. This date will trigger an annual notification to the account holder to update the registration for any changes.

NYGATS ID	Project	NYGATS Meter ID	Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	T Copy	otal Project Documen Attestatio
GEN33629 test - test		3152590074	Pending	NYSERDA QIP	100	GEN	No Data		Сору	View/Upda
GEN1219 NYISO Gen 1			Approved	NYISO	242	GEN	APR2016	06/24/2017	Сору	View/Upda
GEN1281 NYISO Gen 2			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1285 NYISO Gen 3			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1299 NYISO Gen 4			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1312 NYISO Gen 5			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1342 NVISO Gen 6			Approved	NYISO	237	GEN	APR2016		Сору	View/Upda

- 6. The following documentation should be uploaded to the Documents/Attestations column on the Project Management Module:
 - 1. <u>Designation of Responsible Party</u> authorize right to register the project if the project is not owned by the Account Holder registering the project
 - 2. Documentation to verify Nameplate Capacity and fuel type (i.e. Interconnection Agreement, Contract, PPA)

Project M	lanagement										:
										To	tal Projects
NYGATS ID	Project	Project Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Application	Application Status	Copy	Documents Attestation
3EN33805	Unit 1 - Test 2 Solar	Pending	Self Reporting	N33805	GEN	Self Report				Сору	√iew/Updat
GEN33804	Unit 1 - Test Project Hydro	Approved	NYSERDA QIP	001	GEN	JUN2016	02/28/2018			Сору	√iew/Updat
pply for Op rovisional f	perational Eligibility Projects										
										To	tal Projects
NYGATS	5 ID	Projec	:t		Project S	Status	Application	Applica	ation Status	Atte	cuments/ estations
PRO33806	Unit 3 - Test 3	3 Provisional Pr	oject		Approved				V	iew/Up	odate
NYGATS PRO33806 Register Ne Apply for Pr	Unit 3 - Test 3 W Provisional Projec ovisional Eligibility	Project 8 Provisional Pr t	oject		Project S Approved	Status ,	Application	Applica	ation Status ∖	Atte	as

3. <u>EIA 860</u> documentation (if applicable)

7. Generators that are not yet operational can be registered as Provisional Projects. Provisional Project registrations can be initiated by selecting the 'Register New Provisional Project' link in the Provisional Project section of the Project Management module.



- 8. Provisional projects will be auto-approved if all required fields have been completed
- 9. Provisional project registrations cannot have meter data reported and cannot be issued certificates. Provisional project registrations do not appear in "operational" reports.

Transitioning a Provisional Project Registration to an Operational Project Registration

When projects with provisional project registrations become operational, the Account Holder must return to their NYGATS account to copy the Provisional Project registration data over to the Operational Registration and complete the additional required registration fields for Operational projects. After the Operational Project Registration is approved, the applicant may complete the RES Tier 1 Operational Certification. The Account Holder may amend any information that has changed from the Provisional Certification application.

- Log in to NYGATS by navigating to the NYGATS informational site: <u>http://www.nyserda.ny.gov/nygats</u> and select sign in for existing users button located on the right-hand side of the screen. Selecting the sign in for existing users button will redirect the user to the NYGATS account login screen where the you can enter your username and password to access your account.
- 2. Provisional Project registrations will be listed in the account's Project Management Module's Provisional Project table.

Project Man	agement										×
Operational Proj	ects										
NYGATS ID	Project	Project Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Application	Application Status	Сору	Total Projects 1 Documents/ Attestations
GEN	Unit A - Test 1	Approved	New York State Electric & Gas	0.00042	GEN	SEP2017	05/17/2018	Tier 1	Need Info	Сору	View/Update
Register New O Apply for Opera	perational Project tional Eligibility										
Provisional Proje	ects										
N	YGATS ID	Pro	iect	Project Status		Application		Application Status		Docu	Total Projects 1 ments/
PRO34		Unit B - Test 2	Approved		Tier 1		Need Info		View/Up	date	tations
Register New Pr	rovisional Project										
Apply for Provis	ional Eligibility										

3. To copy the Provisional Project registration data over to the Operational Registration, select the Register New Operational Project link located in the Project Management module.

Project Mana	gement				
Operational Projec	cts				
NYGATS ID	Project	Project Status	QIP	QIP ID	Proje
GEN Register New Op Apply for Operation Provisional Project	Unit A - Test 1 erational Project onal Eligibility ts	Approved	New York State Electric & Gas	12942	GEN
NYC	GATS ID	Proje	ect	Project Status	
PRO34	wisional Project	Unit B - Test 2	Approved		Tier
Apply for Provisio	onal Eligibility				

4. Select the Provisional Project from the Provisional Project dropdown to copy the Provisional Registration into the Operational Project registration fields.

Project Type	
	Generating Unit Project
Project Type: "+	 Aggregated Project
Provisional Project:	None
Active Sub-Account Selection: *	None
ID, Name and Location Information	Unit B - Test 2 (PR034966)
NYISO Generator:	0
NYISO Gen ID:	
Plant Name: *	

- 5. Complete the Registration fields and Submit the registration
- After the Operational project registration has been approved, the Account Holder will be allowed to apply for the Operational Certification using the Apply for Operational Eligibility hyperlink in the Project Management Module

Operational Pr	ojects										Total Projecto
NYGATS ID	Project	Project Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Application	Application Status	Сору	Documents/ Attestations
GEN3	Unit A - Test 1	Approved	New York State Electric & Gas	02062	GEN	NOV2017	05/17/2018	Tier 1	Need Info	Сору	View/Update
GEN3	Unit B - Test 2	Approved	NG-Cust-Data	0002	GEN	No Data	12/12/2018			Сору	View/Update
GEN3	Unit 3 - Multi Fuel Test 2	Approved	New York State Electric & Gas	0001	GEN	NOV2017	12/14/2018			Copy	View/Update
Provisional Pro	ojects										Total Projects
NYC	GATS ID	Project	Project Status		Applicat	tion	Appli	cation Status		Docu Attest	ments/ ations
PRO34966	Unit B - Te	est 2	Approved	I	ïer 1	Nee	ed Info		View/Upd	late	
Register New	Provisional Project										

7. Select the Operational Project and complete the Certification application. Pressing the submit button will send the application to NYSERDA Staff for review.

Eligibility Application						
Eligibility Application Type						
Eligibility:	Tier 1					
Project:	Select Project					
	Select Project					
	Unit 3 - Multi Fuel Test 2					
	Unit B - Test 2					

8. After the certification is approved, the Provisional Eligibility Public Report will no longer display the provisional project; the Public Report will now display the project on the Operational Eligibility Public Report.

Provisional Eligibility Application for Upgraded Capacity

Capacity Upgrades will need to apply for the Tier 1 eligibility using the Provisional Project Registration before applying for the Tier 1 certification. The Provisional Project Registrations has been updated to include a Project Type of **Existing NYGATS Project**

- 1. When creating a new Provisional Project Registration, there is a new radio button with two options:
 - New NYGATS Project [default]
 - Existing NYGATS Project

New Projec	t Registration				
	Project Type				
	Project Type: *+	Provisional Project			
		New NYGATS Project	Existing NYGATS Project (Select only if registering for a	n upgrade)	
	ID, Name and Location Information				

2. When "Existing NYGATS Project" is selected, a new dropdown field appears "NYGATS Project Name". This dropdown contains all the existing projects for the account holder, not including aggregate projects. This should return generators for provisional generator applications and import projects for provisional import applications

Project Type		
Project Type: *+	Provisional Project	t
NYGATS Project Name:	New NYGATS Project	 Existing NYGATS Project (Select only if registering for an upgrade)
	None	T
ID, Name and Location Information	None	
Plant Name: *	Unit B - Test 2 (GEN362	210)
	Unit 3 - Multi Fuel Test 2	2 (GEN36211)
Unit Name: *	Unit A - Test 1 (GEN337	749)
Street Address1: *		

3. When a project is selected, all fields in the Provisional Project Registration fields are prepopulated with the existing project information.

Project Type	
Project Type: *+	Provisional Project
NYGATS Project Name:	New NYGATS Project • Existing NYGATS Project (Select only if registering for an upgrade Unit B - Test 2 (GEN36210) •
ID, Name and Location Information	L
Plant Name: *	Test 2
Unit Name: *	Unit B
Street Address1: *	7314 County House Roz
Street Address2:	
City: *	Auburn
Country: *	UNITED STATES V
State/Province: *	NEW YORK
County: *	CAYUGA
Zip/Postal: *	13021
Fully Executed - Hpdf	A 📓 NCRETS-User-Ma doc A 📓 NCRETS-User Man. doc A 🍼 Amendment 1 - O ndf /

4. After the Provisional Project Registration has been submitted, the Account Holder can apply for Provisional Eligibility using the **Apply for Provisional Eligibility** link in the Project Management Module

NYGATS ID	Projec
034966	Unit B - Test 2
036212	Unit A - Test 1
036213	Unit B - Test 2

- 5. After the Provisional Eligibility Application has been submitted for an Existing NYGATS Project for upgraded capacity, the Eligibility Application (Program Admin Report) will display the following fields in the project information section:
 - Operational Nameplate Capacity (MW-AC) (from the Operational Project Name, should be empty if project is New)

- Provisional Nameplate Capacity (MW-AC) (from the Provisional Project Application)
- Nameplate Capacity Change (Provisional minus Operational).

	Eligibility Application
Eligibility Application Type	
Eligibility:	Tier 1
Project:	Unit B - Test 2 🔻
Project Information	
ID, Name and Location Information	
NYGATS ID: Project Name: Company Name: Street Address 1: Street Address 2: City: State: County: Zin/Dectal:	PRO36213 Unit B - Test 2 Test Gen Account 7314 County House Road Auburn NY CAYUGA 33021
Country:	US
Facility Owner	
Name: Street Address 1: Street Address 2: City: State: Country: ZIP/Postal: Telephone: Fax: Mach Stat 1101 :	CH4 Generate Cayuga, LLC 555 De Haro Street Suite 300 San Francisco CA US 94107 6464311907
Generator Information	
In-Senice Date:	2010-05-01
Operational Nameplate Capacity (MW-AC): Provisional Nameplate Capacity (MW-AC): Nameplate Capacity (MW-AC): Nimter Capacity Factor:	633.000 700.000 67.000 85
Summer Capacity Factor:	85

NYISO Project Registration

(NYISO Accounts Only) If NYISO Projects are associated with a NYISO Account, the project will be automatically listed in the Project Management module in 'Approved' status to allow Certificates to be created from all NYISO projects. All NYISO project registrations must be reviewed and completed to issue certificates with program eligibility attributes (New York, Green-E and LIHI Eligibility). Once a project has been reviewed and submitted, the NYGATS Administrator will review and approve the registration. Project registrations approved by the NYGATS Administrator will be assigned an Annual Review Date that will notify the Account Holder when the Project needs to be reviewed and updated each year.

Project Management							3
NYGATS ID	Project NYGATS etature OID	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	т Сору	otal Projects Documents/ Attestation
GEN33629 test-test	NYISO Project Registration with	100	GEN	No Data	06/04/2047	Сору	View/Update
GEN1219 NYISO Gen 1 GEN1281 NYISO Gen 2	Annual Review Date has been	323	GEN	APR2016	00/24/2017	Сору	View/Update
GEN1285 NYISO Gen 3	completed	323	GEN	APR2016		Сору	View/Update
GEN1299 NYISO Gen 4	AUDIOVEU IVIISO	323	GEN	APR2016		Сору	View/Update
GEN1312 NYISO Gen 5	All NIXIOO Draigat Degistrations	23	GEN	APR2016		Сору	View/Update
GEN1342 NYISO Gen 6	All NTISO Project Registrations	7	GEN	APR2016		Сору	View/Update
Register New Project	without Annual Review Dates have						
	not been completed	2					

To review a project registration, select the name of the project in the Project Management Module and complete all required fields.

									т	otal Proiec
NYGATS ID	Project	NYGATS Meter ID	Status	QIP	QIP ID	Project Type	Review Data /Self-Report	Annual Review Date	Сору	Documen Attestatio
GEN33629 test - test		3152590074	Pending	NYSERDA QIP	100	GEN	No Data		Сору	View/Upda
GEN1219 NYISO Gen 1			Approved	NYISO	242	GEN	APR2016	06/24/2017	Сору	View/Upda
GEN1281 NYISO Gen 2			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1285 NYISO Gen 3			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1299 NYISO Gen 4			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1312 NYISO Gen 5			Approved	NYISO	323	GEN	APR2016		Сору	View/Upda
GEN1342 MVISO Gen 6			Approved	NYISO	237	GEN	APR2016		Copy	View/Upda

Aggregated Project Registration

Generating Units can be registered individually based on the revenue meter (Operating Rule 5.3) by selecting 'Generating Unit Project' Project Type or as multiple generators aggregated together that meet the Small Project Aggregation requirements (Operating Rule 4.3) under one project registration by selecting the 'Aggregated Project' Project Type. After selecting the 'Register New Project' link located in the Project Management module, select the Project Type:

- Generating Unit Project
- Aggregated Project

Selecting the 'Aggregated Project' radio button will deactivate certain fields that will be entered into the 'Aggregated Generators Registration Information' screen on the second page of the registration.

New York Ge	eneration acking System	
Project Information		
	Project Type	
	Project Type: *+	© Generating Unit Project
	Active Sub-Account Selection: *	DefaultACT V
	ID, Name and Location Information	

Aggregated Project registrations will allow the user to enter each Generating Unit represented by the Aggregated Project registration one at a time on the second page of the registration or using a CSV file. A CSV template is available on the website located with the other NYGATS documentation. Please contact the NYGATS Administrator if you need assistance finding the NYGATS documentation

ienerator/P	roject Re	gistration									
Aggregated	Generators	egistration Information									
Aggregated	Units Count	• 0 Refresh									
Aggregated	Units: *										
Add Dele	te Uploa	d File									
GU	GU	Nameplate	COD (mm/dd		.	.	Zip	Meter	Meter	Meter	C 1 1
Name	Owner	Capacity (MW)	/үүүү)	Address	City	State	Code	ID	Manufacturer	Type/Protocol	Select
Total Name	plate Capaci	:y (MW): * 0									
We strongly	recommend	saving entered Aggregated U	nits often during the r	egistration	proces	is.					
*/** Fields ma	arked with an a	sterisk are required + Fields mar	red with a plus sign are co	pyable							
Note: The Nar	neplate Capaci	ty of each Generating Unit can be no	more than 0.200 MW (Se	e Operating R	ule 4.3)					
				Back Sa	vell	Vext Ca	ncel				