NYGATS Training: RES Project Certification Application

Introduction:
This training document will walk the user through the steps needed to submit a RES Project Certification Application for Operational and Provisional 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

Applying for RES Certification for NYSERDA Staff Review

1. Both Operational and Provisional Projects can be submitted to NYSERDA for RES Certification using the Apply for Operational Eligibility or Apply for Provisional Eligibility links. In order to submit a project for RES Certification, the project needs to be registered in the Project Management Module and set to an Approved status.

2. After Selecting the Apply for [Provisional/Operational] Eligibility, the Tier 1 application screen will open with a Project drop-down containing the approved Operational or Provisional projects that do not already have a Tier 1 application in progress. The list of projects will be filtered to only show those that have at least 1 fuel type that has been designated as valid for Tier 1 eligibility.

   Eligible fuel types are:
   a. Biogas - Landfill Gas
   b. Biogas - Anaerobic Digestion
   c. Clean Woody Biomass
   d. Herbaceous Biomass
   e. Adulterated Biomass - Renewable
   f. Fuel Cells - Renewable
g. Fuel Cells - Non-Renewable
h. Hydroelectric
i. Solar
j. Tidal/Ocean
k. Wind

3. Complete all required fields, upload required documents and certifications before submitting the project to be certified
4. The account holder cannot make any changes to the Tier 1 eligibility required fields nor existing uploaded documents while an application is under review by NYSERDA. The pending Tier 1 application will display a status of Pending until it is approved or rejected by NYSERDA.

5. Account Holders can re-apply for eligibility if denied by NYSERDA by clicking on the Tier 1 Hyperlink located in the Application column of the Project Management Module.

**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

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.

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

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.
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).