

*NYISO Day-Ahead
Demand Response
Program (DADRP)
Provider Registration
Packet*



April 2014

Day-Ahead Demand Response Program (DADRP) Provider Registration Packet

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This document was prepared by:
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DISCLAIMER

The information contained in this Registration Packet is not a substitute for professional advice that the Applicants would receive from an accountant, attorney, or qualified tax preparer and does not constitute legal or professional advice. Applicants should seek the advice of an accountant, attorney, or qualified tax preparer prior to making decisions as a result of the information contained in this Registration Packet or provided by the Member Relations Department.

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Demand Response Products

Version 1.0 2014-04-01

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**Return Completed and Signed form to:
Customer Registration, NYISO, 10 Krey Boulevard, Rensselaer, NY 12144 or
customer_registration@nyiso.com**

**Day-Ahead Demand Response Program (DADRP) Provider
Registration Packet**

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INTRODUCTION

This registration packet contains forms and information required by the NYISO for enrollment in the Day-Ahead Demand Response Program (DADRP) by a DADRP Provider. The DADRP Provider is the financially responsible party who represents one or more DADRP Resources in the Day-Ahead Demand Response Program. A DADRP Provider is required to become a NYISO Customer prior to becoming a DADRP Provider. To become a NYISO Customer, complete the NYISO Customer Registration Packet in addition to this DADRP Provider Registration Packet.

This DADRP Provider Registration Packet requires applicant as well as third party contact information.

A separate DADRP Resource Registration Packet is required to enroll DADRP Resource(s). A Demand Side Resource that would like to participate in DADRP directly must first register as a DADRP Provider prior to completing the DADRP Resource Registration Packet.

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INSTRUCTIONS FOR COMPLETING THIS WORD FORM

This document is a Word Form. The fields may be completed in Word to permit saving a completed electronic version of this form. Data may only be entered into the fields indicated by gray boxes. The Status Bar, located in the lower left corner of the screen, will display help text that describes the data required in the field.

Text fields, indicated by a small gray box like this: will expand as text is entered into the field. To enter data in a text field, type as you normally would, including carriage returns for new lines within the box. Empty text fields will not show a gray box when the form document is printed.

Checkboxes, indicated by a small gray outlined box like this: will display a check mark when the box is clicked. To remove the check mark, click the box a second time.

Please complete all sections and check the Not Applicable if a section does not apply.

Upon completion of the form, save, print, and, if applicable, sign the form. Send this form to the NYISO as directed on the form.

FORM-SPECIFIC INSTRUCTIONS

Complete Form

1 DADRP PROVIDER INFORMATION

1.1 Enter the company name and contact information for the organization enrolling DADRP Resource(s).

1.2 DADRP PROVIDER'S ADMINISTRATIVE CONTACTS: Include primary and alternate contacts for all DADRP-related program administration. These contacts are responsible for requesting changes to DADRP Resource(s) as well as requesting any changes to the information the NYISO has of the DADRP Provider. The NYISO will communicate with these contacts for anything program administration related.

1.3 DADRP PROVIDER'S OPERATIONAL CONTACTS: Include primary and alternate contacts for all DADRP Provider Operations. Operational contacts are required to be available on a 24/7/365 basis. If a primary contact cannot be reached, the alternate contact is required to be available. The operational contact(s) must have access to and be authorized to provide all information requested by the NYISO, as well as the ability to control the DADRP Provider's DADRP Resource(s) when scheduled by the NYISO in the Day-Ahead Market.

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1.4 THIRD PARTY SERVICE PROVIDER: Include the type of service the third party service provider provides to the applicant as well as the pertinent contact information required for the third party.

2 COMMUNICATION AND DATA MANAGEMENT PLAN

DADRP Providers are required to have an overall plan for communication, with the NYISO and with their DADRP Resources. This plan must show the process by which the DADRP Provider will communicate schedules with the Demand Side Resources and the process by which the Demand Side Resources communicate achievement of schedules or normal operations back to the DADRP Provider.

A DADRP Provider also assumes full responsibility to accurately totalize the demand reduction and metering and calculate the Customer Baseline Load (CBL) across all Demand Side Resources that make up a DADRP Resource. The DADRP Provider must show the NYISO the process by which it totalizes the demand reductions and metering after a scheduled demand reduction, the calculation of the CBL and how the provider will ensure this is submitted in accordance with the 55-day supplier requirements in SDX. Documents provided under this section shall be endorsed and meet the minimum requirements specified.

Please note: An updated Communication and Data Management Plan is required to be submitted to the NYISO prior to the implementation of any significant or material changes are made by the DADRP Provider. This does not satisfy the obligation to contact the NYISO when there are changes to the systems used to communicate with the NYISO or changes to DADRP Resource(s).

Who May Sign Documents

All documents submitted as part of the Application must be signed, to the extent a signature is required, by an authorized representative of the Applicant. The Applicant's resolution, which the Applicant submits with its Application must list the individuals authorized to sign the Service Agreements on behalf of the Applicant. The NYISO reserves the right to seek assurance at any time that any person signing documents on behalf of an Applicant (or an existing Customer or Limited Customer) is authorized to do so.

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Delivery

The Application and any amendments must be mailed to (no faxes will be accepted)

NYISO Member Relations Department
Attn: Customer/Guest Registration
10 Krey Blvd
Rensselaer, New York 12144

Please submit single-sided documents only with no staples. The NYISO reserves the right to reject Applications submitted as double-sided documents.

If further assistance is needed in completing the Application, please contact the Member Relations Department at (518) 356-6060, option 4 or via e-mail at customer_registration@nyiso.com.

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1. DADRP PROVIDER APPLICANT INFORMATION

1.1 General Information

1.1.1 Applicant Name and Application Date

Organization Name	
Application Date	

1.1.2 Contact Name and Address

Contact Name			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Web Site URL			
Primary Phone			
E-Mail Address			

Note: Any change to the above contact information is required to be immediately submitted to the NYISO.

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1.2 DADRP Provider Administrative Contacts

1.2.1 Primary Program Contact

First Name		Last Name	
Title			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Primary Phone		Secondary Phone	
Mobile Phone			
E-Mail Address			

1.2.2 Alternate Program Contact

First Name		Last Name	
Title			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Primary Phone		Secondary Phone	
Mobile Phone			
E-Mail Address			

Note: Any change to the above contact information is required to be immediately submitted to the NYISO.

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1.3 DADRP Provider Operational Contacts

Operations contacts must be available 24/7/365

1.3.1 Primary Operations Contact

First Name		Last Name	
Title			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Primary Phone		Secondary Phone	
Mobile Phone			
E-Mail Address	The e-mail address may be a generic address (e.g., DADRPOperations@xyz.com) that will go to any and all Operations Contacts on duty.		

1.3.1 Alternate Operations Contact

First Name		Last Name	
Title			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Primary Phone		Secondary Phone	
Mobile Phone			
E-Mail Address	The e-mail address may be a generic address (e.g., DADRPOperations@xyz.com) that will go to any and all Operations Contacts on duty.		

Note: Any change to the above contact information is required to be immediately submitted to the NYISO.

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1.4 Third Party Service Provider

1.4.1 Service Provider #1: Description and Contact information

NOT APPLICABLE

Service Provider Type	<input type="checkbox"/> Communication	<input type="checkbox"/> Data Management	<input type="checkbox"/> Other (Describe below)
Service Provider Type "Other" Description			
Description Of The Service Provided			
First Name		Last Name	
Title			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Primary Phone		Secondary Phone	
Mobile Phone			
E-Mail Address			

Note: Any change to the above contact information is required to be immediately submitted to the NYISO.

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PLEASE REUSE THIS FORM FOR ANY ADDITIONAL SERVICE PROVIDERS

1.4.1 Service Provider # : Description and Contact information

NOT APPLICABLE

Service Provider Type	<input type="checkbox"/> Communication	<input type="checkbox"/> Data Management	<input type="checkbox"/> Other (Describe below)
Service Provider Type "Other" Description			
Description Of The Service Provided			
First Name		Last Name	
Title			
Address Line 1			
Address Line 2			
City		State/Province	
Zip/Postal Code		Country	
Primary Phone		Secondary Phone	
Mobile Phone			
E-Mail Address			

Note: Any change to the above contact information is required to be immediately submitted to the NYISO.

Organization Name		Date	
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2. COMMUNICATION PLAN

2.1 Communication Plan requirement

2.1.1 This communication plan is required to be provided by all applicants seeking to register as DADRP Providers, whether or not the provider is located at the same physical location as the DADRP Resources.

2.1.2 All documents provided shall be properly endorsed by an authorized representative of the applicant

2.1.2.1 All documents submitted as part of this Plan shall be approved and endorsed by a person authorized to sign on behalf of the Applicant

2.1.3 Acceptable format for Information submitted includes:

2.1.3.1 Block Diagrams

2.1.3.2 Text documentation

2.2 Describe the communications architecture

2.2.1 The communication architecture shall include the communication components utilized between the DSASP Provider and the DSASP Resource(s).

2.2.1.1 Minimum Requirement: Specify how the DADRP Provider will communicate with the Demand Side Resource(s) associated with its DADRP resource. Also specify how the DADRP Resource (Demand Side Resource(s) will communicate with the DADRP Provider.

2.2.2 Describe the communications with demand side resources

2.2.2.1 Telecommunications or Cell phone

2.2.2.2 Email

2.2.2.3 Text Messaging

2.2.3 Describe the process below, related to communication of the commitment in the Day Ahead Market (DAM):

2.2.3.1 Receipt of DAM commitment by the DADRP Provider

2.2.3.2 Communication of DAM commitment from the DADRP Provider to 1) an individual DSR acting as a DADRP Resource, or 2) multiple DSRs acting as a DADRP Resource.

2.2.3.3 Communication from 1) an individual DSR acting as a DADRP Resource, or 2) multiple DSRs acting as a DADRP Resource, that

Organization Name		Date	
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the communicated load to meet the DAM commitment has been fully attained.

2.2.3.4 *DADRP Resource commitment is complete and DADRP Resource has returned to normal operation.*

3. DATA MANAGEMENT PLAN

3.1 Describe the Data Management Practices

3.1.1 *Describe the methodology the DADRP provider will use to monitor, manage and provide as-requested data to the NYISO.*

3.1.2 **Describe any meter totalization methodology used for reporting multiple DADRP Resources meters and/or multiple Demand Side Resource load reduction data to the NYISO.**

3.1.2.1 ***Minimum Requirement:** The process, including timing of activities for reporting load reduction data and any calculations used in the reporting load reduction data, shall be provided using text and diagram format*

3.1.3 **Validation, Estimation, & Editing**

3.1.3.1 *Describe the process and rules to be used for meter data*

3.1.3.2 *If using any industry standards, provide a reference of the load research or business practice standard*

3.1.4 **Data Retention**

3.1.4.1 *Describe data retention practices*

3.1.4.1.1 *The types of data and retention schedule*

Organization Name		Date	
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4. COMMUNICATION AND DATA MANAGEMENT PLAN USAGE BY NYISO

4.1 NYISO will review the information to assess for completeness.

4.1.1 *The NYISO's acceptance of a Communication and Data Management Plan is not indicative of the plan's merit or a DADRP Provider's ability to comply with NYISO Tariffs or procedures.*

5. DADRP PROVIDER RESPONSIBILITIES

5.1 The DADRP Provider is responsible for DADRP Resource performance and all its market obligations.

5.2 A DADRP Provider is required to contact the NYISO when there are anticipated changes to the systems used to communicate with the NYISO.