# NYGATS Training: Registering Operational and Provisional Projects in NYGATS
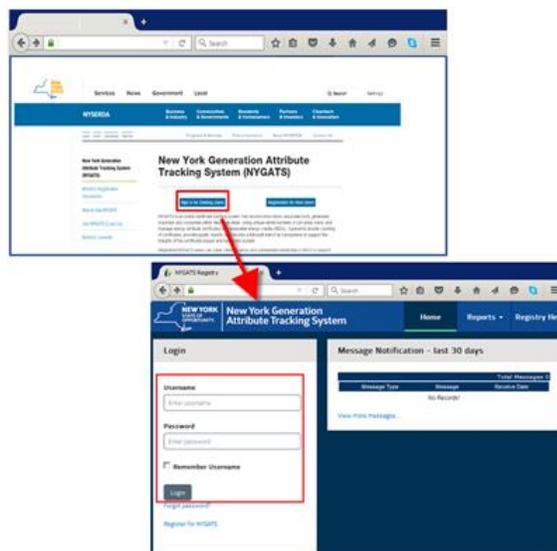
**Introduction:**

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 NYGATS informational website. 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:

1. Logging into NYGATS by navigating to the NYGATS Informational Site: http://www.nyserda.ny.gov/nygats 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.
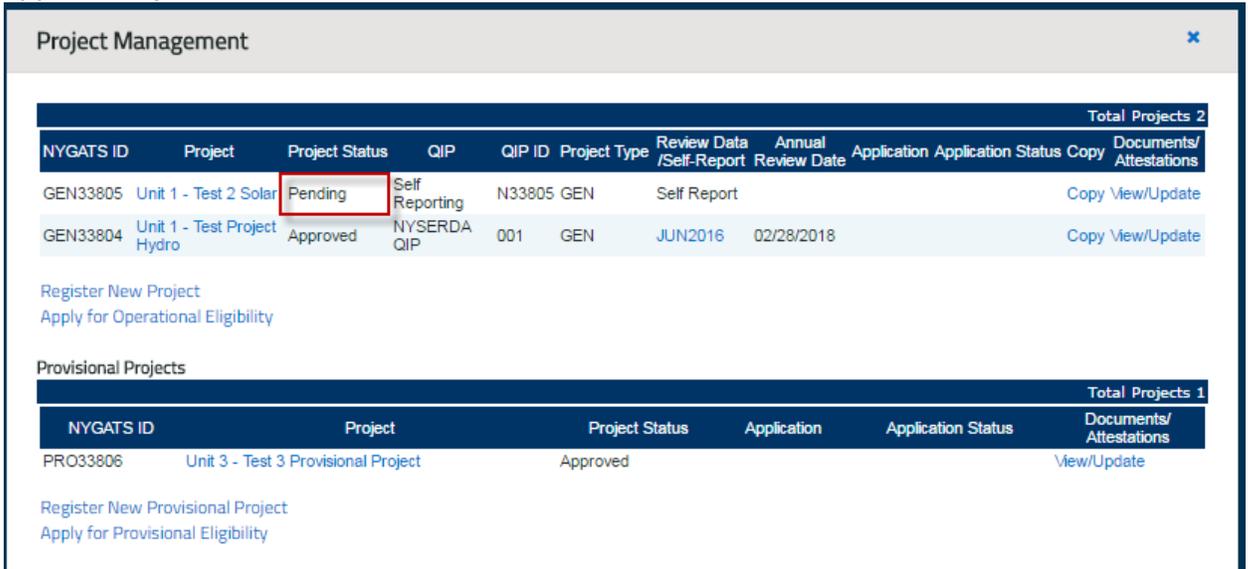
2. Generators that are currently operational can be registered by selecting the 'Register New Project' link located in the Project Management module.



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.

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.



6. The following documentation should be uploaded to the Documents/Attestations column on the Project Management Module:
    1. Designation of Responsible Party – 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)
    3. EIA 860 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.
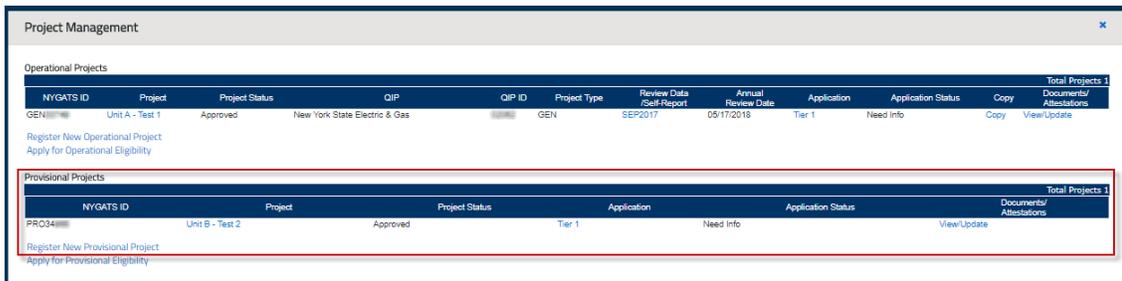


8. Provisional projects will be auto-approved if all required fields have been completed
9. Provisional project registrations cannot have meter data reported and cannot be issued certificates. Provisional project registrations do not appear in "operational" reports.

**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.

1. Log in to NYGATS by navigating to the NYGATS informational site: http://www.nyserda.ny.gov/nygats 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.
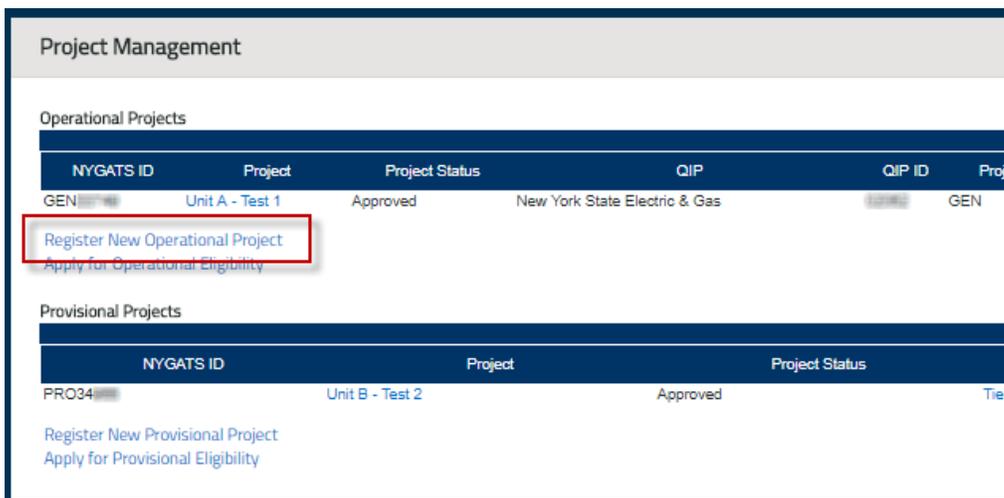


3. To copy the Provisional Project registration data over to the Operational Registration, select the Register New Operational Project link located in the Project Management module.

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



5.  Complete the Registration fields and Submit the registration
6.  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



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



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 Eligibiity 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:
   o New NYGATS Project [default]
   o 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).



Eligibility Application

**Eligibility Application Type**

| Eligibility: | ◉ Tier 1 |
| Project: | Unit B - Test 2 ▾ |

**Project Information**

ID, Name and Location Information

| NYGATS ID: | PRO36213 |
| Project Name: | Unit B - Test 2 |
| Company Name: | Test Gen Account |
| Street Address 1: | 7314 County House Road |
| Street Address 2: | |
| City: | Auburn |
| State: | NY |
| County: | CAYUGA |
| Zip/Postal: | 13021 |
| Country: | US |

Facility Owner

| Name: | CH4 Generate Cayuga, LLC |
| Street Address 1: | 555 De Haro Street |
| Street Address 2: | Suite 300 |
| City: | San Francisco |
| State: | CA |
| Country: | US |
| ZIP/Postal: | 94107 |
| Telephone: | 6464311907 |
| Fax: | |
| Web Site URL: | www.generatecapital.com |

Generator Information

| In-Service Date: | 2018-05-01 |
| Operational Nameplate Capacity (MW-AC): | 633.000 |
| Provisional Nameplate Capacity (MW-AC): | 700.000 |
| Nameplate Capacity Change: | 67.000 |
| Winter Capacity Factor: | 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.



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

## 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.



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