

# Con Edison Commercial Demand Response Program Guidelines

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2019 Capability Period  
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**Disclaimer:** This document contains only guidelines for the Con Edison Demand Response (DR) programs. The Con Edison Electric Tariff prevails in any conflict. Con Edison reserves the right to change any of the guidelines without notice if necessary for operational purposes.

**Purpose:** This document is intended to provide additional clarification to the Con Edison Rider T Tariff, and provide instructions for commonly used features of the Con Edison DR Portal. It is not meant to give an overview of DR and Con Edison's programs to new participants.

To learn more about Con Edison's programs in general, please visit our [DR website](#).

For more definitions, please see [Rider T of the tariff](#).

## 1. Acronyms and Definitions

- **AMI** – Advanced Meter Infrastructure. Also known as smart meters.
- **Aggregator** – Also known as Curtailment Service Provider or CSP. A third-party that aggregates and represents load and is responsible for the actions of its customers with respect to the Con Edison's DR programs. Assists customers and property owners/managers with DR program participation.
- **Aggregation** – Means either a sub-aggregation or all customers represented by an aggregator within a Network if there are no Sub-aggregations for that aggregator within that Network.
- **Capability Period** – May 1 through September 30.
- **CBL** – Customer Baseline Load. Average hourly energy consumption used to determine the level of load relief that is provided. The CBL specification is located [here](#).
- **Contracted Hours** – Also known as call windows. Assigned energy use reduction time period for CSRPs customers. Aligns with network-level peak energy demand. The 2019 CSRPs call windows are:
  - 11 AM – 3 PM
  - 2 PM – 6 PM
  - 4 PM – 8 PM
  - 7 PM – 11 PMThe list of networks assigned to each call window is located [here](#).
- **CSRPs** – Commercial System Relief Program (21-hour Notification Program)
  - **CSRPs-R** — Reservation Option of CSRPs
  - **CSRPs-V** — Voluntary Option of CSRPs
- **DLRPs** – Distribution Load Relief Program (2-hour Notification Program)
  - **DLRPs-R** – Reservation Option of DLRPs
  - **DLRPs-V** – Voluntary Option of DLRPs
- **DR** – Demand Response – load relief upon request. Also known as Smart Usage Rewards.
- **DR Portal** – Demand Response Portal. Con Edison's software used to manage DR customer enrollment, event calling, Network lookups, and performance calculations.
- **Interval Meter** – An electric meter capable of measuring electric usage in intervals of 60 minutes or less. Required for Con Edison Rider T DR participation.
- **kW** – Kilowatt
- **kWh** – Kilowatt-hour
- **Load Relief** – Refers to power (kW) and energy (kWh): (a) ordinarily supplied by Con Edison that is displaced by use of electric generating equipment and/or reduced by the

direct participant or aggregator at the customer's premises; or (b) produced by use of electric generating equipment by an SC 11 customer and delivered by that customer to Con Edison's distribution system during a load relief period.

- **MHP** – Mandatory Hourly Pricing. A rate structure for large customers (typically >500 kW demand), where interval metering and communications are Con Edison's responsibility.
- **NYS DEC** – New York State Department of Environmental Conservation
- **Network** – A distribution network or load area designated by Con Edison.
- **PSC** – Public Service Commission
- **SC 11 Accounts** – Service Class 11 accounts export electricity onto the Con Edison system.
- **Sub-aggregation** – A declared subset of customers represented by an aggregator within a network. An aggregator may have up to three sub-aggregations per network as long as each sub-aggregation contains Customers who collectively have a load relief potential of 50 kW or greater in the network.

## 1.1 Program Summaries

The Commercial System Relief Program (CSRP) aims to reduce peak demand at the network level by calling on customers to reduce energy use during their respective assigned call window.

Load relief for a Planned CSRP Event can be requested during the capability period, Monday-Friday during designated call windows, excluding federal holidays. For a Planned CSRP Event, a day-ahead advisory notice (21 hours or more prior to call window) is triggered when the day-ahead system peak demand forecast reaches 92% of the overall summer peak demand forecast. The forecast must remain at 92% or higher on the day of the event or the event can be cancelled. A day-of notification is sent at least two hours ahead of each respective customer's call window. Less than 21 hours of notice may be provided for an Unplanned CSRP Event, and participation is voluntary.

Aggregators are responsible for communicating event notices to their respective customers; direct participants receive event notices directly from Con Edison. This program is typically called system-wide (i.e., all enrolled customers are called for an event).

The Distribution Load Relief Program (DLRP) provides network-level support through load relief if the next contingency on the Con Edison system would result in a Condition Yellow or a voltage reduction of five percent or greater has been ordered. A Condition Yellow is declared when the next contingency (excluding substation breaker failure) either will result in an outage to more than 15,000 customers or will result in electric distribution equipment being loaded above emergency ratings. Load Relief for DLRP can be requested any time during the capability period, except between the hours of 12 AM and 6 AM. DLRP can be called on weekends and holidays throughout the capability period. An event notice is sent at least two hours ahead of a DLRP Contingency Event, and less than two hours prior to a DLRP Immediate Event. This program is typically called at the network level (i.e., only customers enrolled in a specific network are called for an event).

## 2. Summary of Changes Since 2018 Season

### 2.1 Changes to the Guide

Below is a list of substantial changes to this guide since the 2018 season. Each item is elaborated on throughout this document.

- If an accepted enrollment is associated with an account that goes inactive, the aggregator has five business days to submit the new account.
- If you would like to change your payment method or payment details, please do it before the end of enrollments. Failure to do so may result in a delay of payments.
- A single account must be enrolled with the same aggregator for simultaneous enrollment in both DLRP & CSRP.
- The weather adjustment cap for certain DLRP events may be modified if it meets the criteria stated in [section 6.8](#).
- Removed references to the Brooklyn Queens Demand Management (BQDM) program. This program has been discontinued for 2019 and the affected networks (Crown Heights, Richmond Hill, and Ridgewood) have been rolled back into the CSRP program. Please see the [networks and tiers guide](#) for new call window information. Networks in the former BQDM area will receive reservation payments at the 50% rate until the first event of the year.
- Added information for participating AMI customers to share day-of meter usage data with aggregators through Con Edison's Share My Data program.

## 3. Enrollment

There are many factors to consider prior to enrolling in Con Edison's Demand Response programs. End-use customers or facility owner/managers should consider enrolling through a [Con Edison-approved aggregator](#) for assistance.

Customers can concurrently participate in CSRP and DLRP. Each customer can only participate in the Reservation or Voluntary option for each program, but not both (i.e., each customer can only participate in either CSRP-R or CSRP-V). Customers that enroll in both the CSRP and DLRP programs must use the same aggregator. The sections below describe important enrollment requirements, deadlines, and processes.

### 3.1 Eligibility Requirements

A communicating interval meter is required for all Rider T participants. Aggregators must enroll a minimum of 50 total kW (in aggregate) of load reduction to participate in any Con Edison Commercial DR program. A direct participant enrolling a single account must provide a minimum of 50 kW of load reduction. A direct participant may self-aggregate multiple individual accounts as long as the organization is not acting as a third-party aggregator. If a direct participant self-aggregates, then the performance factors and payments will be handled as they are for third-party aggregators. All customers enrolled in the Reservation programs must provide load relief during non-voluntary events.

Aggregators must provide customer contact information to Con Edison, if requested. Con Edison may request contact information for various reasons, including: an account being enrolled by multiple aggregators, or for an administrative review (see Section G of Rider T).

### 3.2 Deadlines

The 2019 enrollment deadlines for CSRP and DLRP Reservation Option participants are 4/1/2019 11:59 PM EDT for a May 1 start, and 5/1/2019 11:59 PM EDT for a June 1 start.

Interval meters must be installed 30 days prior to any account's respective program start date, and communications must be established a day before respective program start. The final meter installation date for Reservation Option customers is June 1, and the final meter communications date for Reservation Option customers is June 30. In this scenario, the account will commence participation on July 1 (assuming all other enrollment requirements are met by the May 1 deadline). If these metering requirements are not met for non-MHP customers, the associated account's application will be rejected under the Reservation Option.

Voluntary participants may enroll at any time after enrollments open through the end of the capability period. Voluntary customer interval meter(s) must be installed 30 days prior to the requested start date, with communications established by the requested start date.

### 3.3 Con Edison-Approved Aggregator List

Con Edison publishes a [list of approved DR aggregators](#) on our DR website. If you are a new aggregator that wishes to be added to the list or an existing aggregator that wishes to update your information, please email [DR@coned.com](mailto:DR@coned.com) for a questionnaire form to fill out.

Prior to becoming an aggregator, the organization must sign a data security agreement (DSA) and go through a vendor risk assessment process (VRA).

- Aggregators that are in good standing may be on the aggregator list.
- New aggregators that have submitted the required documents and information will be listed on the website for two seasons, even if they do not enroll customers and establish a record. After two seasons without enrollments, the aggregator listing may be removed.

### 3.4 Public Service Commission DER Oversight

On October 19, 2017, the PSC published Uniform Business Practices for Distributed Energy Resource Suppliers (UBP-DERS). Aggregators are considered DER suppliers and these rules apply to those aggregating in Con Edison's DR programs. Further, DR payments are considered ongoing transactions. The following categories are addressed and elaborated on in the [UBP-DERS](#) starting on page 176.

- Sales agreements
- General marketing standards
- Customer data authorization
- Responsibility for contractors and other third party agents
- Customer inquiries and complaints
- Consequences for violations
- Oversight requirements

It is the responsibility of aggregators to be familiar with DER Oversight and ongoing changes.

### 3.5 DR Portal – New User Request

The [Con Edison DR Portal](#) is an online interface that is used for enrollment processing, event notification contact management, event performance details, and settlement calculations. Each aggregator and direct participant must have at least one user with a login to the DR Portal so they are able to perform enrollments and receive notifications.

To request a DR Portal login, visit the [DR Portal home page](#) and click “[New User Request](#).” Then, provide the below information and click “Submit”:

- First Name
- Last Name
- Primary Email
- Company (for customers of aggregators, write “Customer of *[fill in aggregator name]*”)
- Phone Number

For new aggregators, customers of aggregators, or direct participants, New User Requests can only be processed once the aggregator or direct participant is set up in Con Edison’s systems, including the DR Portal and other internal systems. Con Edison processes these requests prior to opening enrollments each year.

### 3.6 Required Documents

See [Appendix A](#) for a list of, and links to, all required enrollment and payment documents.

Aggregators are required to have sales agreements with customers they enroll in CSRP or DLRP. These agreements should explicitly name the Con Edison CSRP and/or DLRP program(s) as applicable and be agreed to by an authorized representative of the customer. The agreements must be dated. Aggregators should reconfirm participation with customers annually to avoid enrolling a customer who has switched to a different aggregator.

All DR aggregators are required to sign the Data Security Agreement (DSA) and pass Con Edison’s Vendor Risk Assessment (VRA). These documents are required to receive customer data from Con Edison in accordance with the Uniform Business Practices for Distributed Energy Resource Suppliers (UBP DERS) in case [15-M-0180](#) (starting on page 176).

### 3.7 Enrolling via DR Portal

Con Edison DR aggregators and direct participants must enroll via Con Edison’s [DR Portal](#). Detailed enrollment instructions can be found in [Appendix A](#). Aggregators and direct participants may begin enrolling accounts:

- From opening of enrollments in March until the April 1, 2019 deadline for a May 1, 2019 start.
- From April 2, 2019 until the May 1, 2019 deadline for a June 1, 2019 start.

The final date to enroll in the Reservation Option programs is May 1, 2019. Voluntary Option program enrollments are permitted after enrollments open in March through the last day of September.



### 3.8 Generator Permits

Any direct participant or aggregator that is providing DR via generation in either the CSRP or DLRP DR programs must ensure that all generators meet local, state, and federal requirements, including, but not limited to, all permitting requirements.

The following is required for each account with a generator:

1. For all generating equipment that is used to provide load relief in the CSRP DR program:
  - New York State Department of Environmental Conservation (NYS DEC) permits or registrations.
2. For diesel-fired and natural gas lean-burn generating equipment with a model year older than 2000 that is used to provide load relief in the CSRP DR program:
  - Written certification by a professional engineer (PE) attesting to the accuracy of all generation-related information contained in the application, including the NOx emission level. The NOx emission level for these engines must be no more than 2.96 lb/MWh.<sup>1</sup>

City (or other) permits will not be accepted in lieu of NYS DEC permits/registrations. Generator permit submission is not required for DLRP.

The deadlines for submitting NYS DEC permits and PE letters are:

1. If a NYS DEC permit or registration has already been issued by the enrollment deadline (see [Section 2.1](#)), the relevant documents must be submitted with the CSRP enrollment, or within 7 days of the enrollment deadline.
2. If the NYS DEC permit has not yet been issued by the enrollment deadline (see [Section 2.1](#)), a copy of the NYS DEC permit/registration application must be submitted with the CSRP enrollment or within 7 days of the enrollment deadline. The NYS DEC permit and PE letter (if applicable) must be submitted before commencing service under CSRP. The latest a permit can be submitted in this scenario is May 31<sup>st</sup>.

If the relevant documents are not all submitted by the above deadlines, the enrollment will be rejected. Please submit all permits and PE letters as early as possible so that Con Edison can review them before the deadline. This will allow adequate time for mistakes to be corrected.

If enrolling a battery in the program, please email the interconnection number and enrollment ID to [DR@coned.com](mailto:DR@coned.com).

For more information on generator permitting, please visit [this NYS DEC website](#) and direct all clarifying questions to NYS DEC staff.

To upload NYS DEC permits and the PE letter (if applicable), the DR aggregator or direct participant will first submit all required generator details per the enrollment instructions ([Appendix A](#)). Once the generator enrollment (account) is in “pending” status, the associated permit and PE letter (if applicable) is/are then uploaded on the DR Portal. Once the permit and PE letter (if applicable) is/are uploaded, the Con Edison DR team will review for validity. Upon

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<sup>1</sup> Rider T, Leaf 274, Section D. 7.

approval, the approval date will appear in the DR Portal for the associated account on the Enrollment Details page.

### **3.9 Inactive Accounts**

Enrollments that are accepted into the program, but are associated with accounts that go inactive during the course of the Capability Period can stay in the program if the account holder and aggregator still have an agreement to provide Load Relief. The process for updating an account number for an enrollment is:

1. Con Edison notifies the aggregator of an account going inactive.
2. The aggregator has five business days to provide the new account number to Con Edison.
3. Con Edison will re-enroll the new account number and create a new enrollment ID.

If an aggregator does not provide Con Edison with the new account number, the enrollment ID will be terminated with a termination date matching the date the account went inactive. Any previous payments for the terminated account would be subject to administrative review by Con Edison.

### **3.10 Accounts with Shiftable Load Serving One Facility**

Certain facilities are served by multiple accounts. If the strategy for providing load relief for a facility is to shift load to a different account at the facility, then both accounts must be enrolled in the program. If this is the case, you must alert the DR team. The interval data of the two (or more) accounts will be added together creating a virtual account for DR purposes. Load relief will be measured with the combined data.

Shifting load from one account enrolled in DR to a different account not enrolled in DR is not an acceptable method of providing load relief. If such activity is suspected, the enrollment will be subject to administrative review by Con Edison.

## **4. Meter Data and Communications**

### **4.1 Meter Communications**

A communicating interval meter is required for each Con Edison DR program participant. If a customer is not billed at the time of enrollment with interval data, the customer is responsible for interval meter purchase and communications. Communications can be established via a phone line or wireless cellular modem. Please see the [Meter Upgrade Manual](#) for more detailed instructions. If a customer is billed using interval data, Con Edison is responsible for interval meter purchase and communications upkeep.

If an account is billed using interval data and there is missing data impacting the CBL calculation or event performance calculation, then a 100% performance factor is applied. If the account is not billed using an interval meter and there is missing data, then a 0% performance factor is applied. Con Edison is not responsible for notifying an aggregator or direct participant when a meter is not communicating. Aggregators and Direct Participant customers can review meter communications for legacy interval meters (non-AMI) via [Con Edison's Customer Care system](#).

## 4.2 AMI Meter

AMI-equipped meters fulfill the meter requirements. By the end of Con Edison's AMI rollout, the AMI meters will be offered to all Con Edison customers at no cost to the customer. AMI meters are being installed according to a schedule and may not be requested in advance of that schedule by a customer or aggregator. Learn more about AMI by visiting our [AMI smart meters website](#).

If a customer would like to participate in DR but does not have an interval meter or an AMI meter, they must request and pay applicable charges for an upgraded meter as per the [Meter Upgrade Manual](#).

During the 2019 capability period, customers participating with an AMI meter will not have access to Con Edison's day-of meter data access via the DR Portal. Individual AMI customers can log into Con Edison's My Account page to view their meter data as it becomes available.

Non-AMI meters will continue to be able to receive day-of meter data access via the DR Portal.

When AMI meters replace existing interval meters with pulse outputs, the AMI meters will also have pulse outputs. KYZ connections and pulse outputs should remain the same before and after an AMI meter swap.

Learn more about the AMI meter installation schedule [here](#).

## 4.3 Fast-Polling (15-Minute Interval Data)

The Company provides account-level "near real-time" interval data, CBL, and target usage levels during a Con Edison DR event. This data is provided per customer account on the DR Portal for customers with legacy interval meters only. The data can be found in the DR Portal under the "Enrollment" tab, and "Performance" link. Customers can typically view data 30 minutes prior to a DR event, updated approximately every 15 minutes, with an approximately 45 minute delay (e.g. when the 12:00 to 12:15 interval is complete, data will typically show in the DR Portal at approximately 13:00). If a meter is not communicating properly, interval data will not be displayed.

Aggregators that wish to view day-of meter data for any participating customers that have an AMI meter, will have to set up access to view the data through Con Edison's [Share My Data program](#). Aggregators will need to become an Authorized Third-Party Company and the individual AMI customers will have to authorize the Aggregators access. Con Edison is currently developing a new solution to provide near real-time meter data access for DR participants via a portal.

## 5. Events

### 5.1 System Load Forecast

The day-ahead system load forecast is posted daily, once per day, on the [DR Portal](#) for informational purposes only. The value is generally updated by 8:00 AM each day, and is not the final value used for CSRPs advisory notices. The most updated forecast at the time of advisory notice is used, since multiple day-ahead and same-day forecasts may be made internally by Con Edison each day, depending on operational conditions. Additional forecasts beyond the first day-ahead forecast are not posted. The same-day forecast which is used for final dispatch is not publicly posted.

The forecasted system load value can still be used for guidance; however, a forecasted system load value exceeding 92% of overall forecasted summer peak load can be posted day-ahead, and an advisory may not be issued or CSRPs event called. Conversely, a value below 92% of overall forecasted summer peak load can be posted and an advisory may be issued or a CSRPs event called.

### 5.2 Event Notification

Notifications for Con Edison DR events are sent via phone and/or email. Notifications are sent automatically and rely on aggregators and direct participants to enter at least two contacts in the DR Portal for notification during events. Entering at least two event notification contacts in the DR Portal is required for participation.

To enter event contacts into the DR Portal, follow the steps below:

1. Log into the [DR Portal](#)
2. Click the “Manage Event Contacts” tab in the upper navigation bar
3. Click the “+ New Contact” button
4. Enter the following information:
  - First name
  - Last name
  - Email address
  - Phone number (only numbers, no symbols)
  - Click “Update”

To confirm proper event notification setup, Con Edison will issue one or more communications tests before or during the capability period.

Event notifications are issued as follows:

- CSRPs Planned
  - Advisory notice 21 or more hours in advance of the event.
  - A second notice, confirming or cancelling the event is sent two or more hours before the start of the event.
  - When this event type is called, a separate day-ahead advisory and day-of notification will be sent for each call window (i.e., an aggregator will receive from two to eight messages for this event type, and a direct participant with an account in one call window will receive two messages for this event type). If an aggregator or direct participant has enrollments across multiple call windows,

day-ahead advisories can be sent out in close succession, or several hours apart, and day-of notifications will be sent out a minimum of two hours preceding each respective customer's call window.

- CSRP Unplanned
  - Advisory notice may be 21 or fewer hours before the event, and/or a confirming or cancelling notification is sent two hours or less before the event.
  - When this event type is called, a separate day-ahead advisory might not be issued, but a day-of notification will be sent.
- CSRP Voluntary
  - This event type can have the notification scenarios of CSRP Planned or CSRP Unplanned.
- DLRP Contingency
  - Event notification two or more hours before the event.
- DLRP Immediate
  - Event notification two or less hours before the event.
- DLRP Voluntary
  - This event type can have the notification scenarios of DLRP Contingency or DLRP Immediate.

Examples of what a DR notification will look like are shown in [Appendix B](#). The exact language used will vary for each event type and may change in the future for operational purposes.

## 6. Settlements

### 6.1 Settlement Timeline

Payments will be made for Reservation Option payment customers for each capability period month, within 75 days after the end of the month (to coincide with billing cycle corrections), unless there are operational constraints. For example, the payment for May 2019 participation will be on or before 8/14/2019.

Voluntary Option customers receive one payment by the end of the calendar year.

Direct participants and aggregators in the Reservation Option programs may ask to receive settlements monthly starting the first month a performance factor is established for the season. To request to only receive payments after a performance factor is established, please email [DR@coned.com](mailto:DR@coned.com).

There are three payment method options:

- ACH – Payments can be wired.
- Check – Payments can be mailed as a check.
- On-Bill Credit – Payments can be made as a bill credit to the account of a direct participant.

If you would like to change your payment method or payment details, please email updated documentation to [DR@coned.com](mailto:DR@coned.com) before the end of enrollments. Failure to do so may result in a delay of incentive payments. If your financial information needs to be changed after the capability period has already started, you must notify Con Edison immediately. Any change to

payment information after the capability period has started may result in a delay of incentive payments.

## 6.2 Test Events

If DR resources are called for a test event, performance (kWh) payments are capped at pledged amount by aggregation for CSRP and DLRP. Performance payments cannot be less than zero. However, negative kWh performance values at the account level will net against positive kWh performance values in the same aggregation event. See below example, where negative kWh are netted against other accounts in the same aggregation at the account level, but kWh performance is capped at the total aggregation kW pledge amount for a test event. The below example is of one of many aggregations in the Network performing during a CSRP test event.

Aggregator-Customer-Network	Aggregation	kW Pledge	Uncapped kWh Reduction (Actual Event)
Agg 1 – Cust 1 – Ntwk 1	1	100	300
Agg 1 – Cust 2 – Ntwk 1	1	75	70
Agg 1 – Cust 3 – Ntwk 1	1	50	-60
<b>Totals</b>		225	310

Aggregator- Network	Aggregation	Total kW Pledge	Capped kWh Reduction (Test Event)
Agg 1 – Ntwk 1	1	225	225

## 6.3 Aggregation Level Payments

Aggregators are paid based on the performance of an aggregation within a network. Below is an example of how performance factor would be calculated for one event in a network that has three sub-aggregations. For purposes of the example, assume the following example is a four-hour CSRP Planned Event in a Manhattan network and it is the only event of the month. This means performance factors used for payments are measured at the sub-aggregation level for the four hours of the event.

Aggregator-Customer-Network	Sub-aggregation	kW Pledge	Average kW Reduction
Agg 1 – Cust 1 – Ntwk 1	1	10	12
Agg 1 – Cust 2 – Ntwk 1	1	5	-2
Agg 1 – Cust 3 – Ntwk 1	1	40	48
Agg 1 – Cust 4 – Ntwk 1	2	800	600
Agg 1 – Cust 5 – Ntwk 1	3	500	-100

Aggregator-Network	Sub-aggregation	Total kW Pledge	Average kW Reduction	Raw Performance Factor	Capped Performance Factor
Agg 1 – Ntwk 1	1	55	58	1.05	1.00
Agg 1 – Ntwk 1	2	800	600	0.75	0.75
Agg 1 – Ntwk 1	3	500	-100	-0.20	0.00

Reservation payments for the aggregator will be made as follows:

Aggregator	Sub-aggregation	Capped Performance Factor	kW Pledge	Reservation Rate	Payment
Agg 1	1	1.00	55	\$18	$1.00 * 55 * \$18 = \$990$
Agg 1	2	0.75	800	\$18	$0.75 * 800 * \$18 = \$10,800$
Agg 1	3	0.00	500	\$18	$0.00 * 500 * \$18 = \$0$

In this example, the aggregator would receive a total reservation payment of \$11,790 for the performance of this network and the three sub-aggregations contained within.

Please note the following items regarding this scenario.

- Each sub-aggregation has at least 50 kW of pledged load relief
- The poor performance of sub-aggregation 3 was not netted against sub-aggregations 1 and 2.

## 6.4 Mandatory and Voluntary Events

Mandatory participation means that load relief will be measured to determine performance factor and reservation payments. Performance factors and reservation payments are determined based on average hourly load relief across mandatory load relief hours.

Voluntary participation means that performance payments (kWh) will be made, but that load relief will not impact performance factor or reservation payments, as there are no reservation payments and thus no performance factor for voluntary participants.

- CSRP Planned
  - Mandatory four-hour participation.
- CSRP Unplanned
  - Voluntary participation across all event hours. Does not impact performance factor.
- CSRP Voluntary
  - Voluntary participation across all event hours. Performance factor does not apply to these customers.
- DLRP Contingency
  - Mandatory four-hour participation. Performance factor calculated using first four hours if event is longer than four hours.
- DLRP Immediate
  - Mandatory four-hour participation. Performance factor calculated using highest four consecutive hour performance of the first six hours for each aggregation within a network.
- DLRP Voluntary
  - Voluntary participation across all event hours. Performance factor does not apply to these customers.

In the case of a six-hour (or longer) Immediate DLRP event, the best four of the first six event hours (highest average consecutive four-hour load reduction) will be used for performance factor and reservation payment calculations. **The maximum average consecutive four-hour reduction window, at the aggregation level, will be used for performance factor and**



**reservation payment.**<sup>2</sup> The below table shows potential performance factor (PF) hour considerations for a six-hour DLRP event for event hours (EH) 15:00 to 21:00. The highest average PF from options 1, 2, and 3 will be used.

Event	Event - Hour Beginning					
	15	16	17	18	19	20
DLRP	EH	EH	EH	EH	EH	EH
Option 1	PF	PF	PF	PF		
Option 2		PF	PF	PF	PF	
Option 3			PF	PF	PF	PF

## 6.5 Overlapping Events and Same-Day Events

When Con Edison calls overlapping DR program event hours and a customer is enrolled in both overlapping programs, performance payments (kWh) are only paid for one program. The below tables show which program and associated performance payment rate takes precedence during overlapping event hours.<sup>3</sup> A customer is not dispatched for a voluntary event (i.e., an event that does not impact the performance factor) during the same hours as a mandatory event (i.e., an event that does impact the performance factor).

Program	CSRP Planned	CSRP Unplanned	CSRP Voluntary
<b>DLRP Contingency</b>	CSRP	DLRP	DLRP
<b>DLRP Immediate</b>	CSRP	DLRP	DLRP
<b>DLRP Voluntary</b>	CSRP	CSRP	CSRP

If there are overlapping Con Edison and NYISO DR events, a customer who is enrolled in both NYISO and Con Edison programs, and is using Con Edison as their aggregator for the NYISO programs will not receive performance payments for the Con Edison event. All other customers that are enrolled in both programs (i.e., not using Con Edison as an aggregator for the NYISO program) are eligible for performance payments from Con Edison.

When Con Edison DR events are called on the same day and a customer is enrolled in any two of the called programs, load relief provided by that customer for the earlier-called event can impact the weather adjustment factor in the CBL calculation for the later-called event. This scenario also applies to customers enrolled concurrently in NYISO DR programs and Con Edison DR programs. When this occurs, the two-hour weather adjustment window for any impacted event is moved to hours three and four prior to the first event called on that event day (including NYISO events for customers enrolled in NYISO programs). This is done so that any load relief provided by that customer for an earlier event does not impact the weather adjustment factor for the later event.

In the below example, a customer is enrolled in both DLRP and CSRP. An event is called in each program, but during different event hours (EH). A CSRP event is called from 11:00 through 14:00, and a DLRP event is called from 17:00 through 20:00. Due to the CSRP event being called from 11:00 through 14:00, the DLRP weather adjustment (WA) window is moved to hours 07:00 and 08:00.

<sup>2</sup> Rider T, Leaf 281, Section I.6.c.

<sup>3</sup> Rider T, Leaf 281, Section J.



Event	Hour Beginning													
	7	8	9	10	11	12	13	14	15	16	17	18	19	20
CSRP	WA	WA			EH	EH	EH	EH						
DLRP	WA	WA	←	←	←	←	WA	WA			EH	EH	EH	EH

## 6.6 Rider R Customers

Export for Rider R customers is not eligible for CSRP and DLRP. Rider R customers (net energy metered and value of distributed energy resources (VDER)) do not receive performance (kWh) payments under CSRP and DLRP regardless of whether their eligible resource is generating power during the event.<sup>4</sup>

Rider R customers are not eligible for the Voluntary Option programs.

## 6.7 True-up

For the capability period months preceding a test or actual DR event, Con Edison carries forward or assumes performance factors at the aggregation level. If a direct participant or aggregator prefers to eliminate the true-up process and only receive payments once an actual performance factor for the capability period has been established, they can email [DR@coned.com](mailto:DR@coned.com) before June 1 to not receive estimated payments.

For new aggregations or new direct participants:

- 50% performance factor is assumed for the capability period months preceding a test or actual DR event. Once an actual or test event occurs, payment for that month will include a positive or negative “true-up” to account for any change in actual performance factor when compared to previous non-event months in the same capability period (see the example at the end of this section).
- Networks in the former BQDM area (Crown Heights, Richmond Hill, and Ridgewood) that are rejoining the CSRP program in 2019 will be using a 50% performance factor until the first event of the year.

For existing aggregations or direct participants:

- The previous year’s final aggregation or direct participant performance factor is assumed for the current capability period months preceding a test or actual DR event. Once an actual or test event occurs, payment for that month will include a positive or negative “true-up” to account for any change in performance factor when compared to previous non-event months in the same capability period.
- If an aggregator creates multiple sub-aggregations, the performance factor of the sub-aggregation from the preceding year will be applied to the same sub-aggregation during the current capability period as described above.
- If an aggregator creates multiple sub-aggregations in a network that had a performance factor the previous year, but not all sub-aggregations have a performance factor for the preceding year, then the new sub-aggregations will receive a performance factor of 0.50 until a performance factor for the sub-aggregation is established (see below example).

---

<sup>4</sup> Rider T, Leaf 281, Section J.

2018 Network	2018 Performance Factor (No Sub-aggregations)	2019 Network	2019 Sub-aggregation	2019 Performance Factor for Estimated Payments
Network 1	0.89	Network 1	1	0.50
		Network 1	2	0.50
		Network 1	3	0.50

In the example above, all sub-aggregations receive an estimated performance factor of 0.50 because there were no sub-aggregations the previous year.

- If an aggregator creates sub-aggregations in a network in one year, but does not create sub-aggregations the next year, then the performance factor will be set to 0.50 until a performance factor is established. Below is an example of this:

2018 Network	2018 Sub-aggregation	2018 Performance Factor (with Sub-aggregations)	2019 Network	2019 Aggregation (No Sub-aggregation)	2019 Performance Factor (Estimated Payments)
Network 1	1	0.89	Network 1	0	0.50
Network 1	2	0.98			
Network 1	3	1.00			

In the example above, the 2019 aggregation receives an estimated performance factor of 0.50 because the previous year had sub-aggregations. Please note that networks with no sub-aggregations will be assigned an aggregation number of 0.

If an overpayment occurs (i.e., a new customer receives payments based on 50% performance factor, and actual performance is below 50%), the overpayment from previous months will be netted against the actual or test event month, and future months, if necessary. If at the end of the capability period there remains a net-negative balance, the aggregator or direct participant must reimburse Con Edison for the outstanding amount, as per [section 6.9](#).

Small-scale example:

- New direct participant customer enrolls 100 kW in a DLRP Tier 1 network
- No events in May and June, so 50% reservation payment ( $50\% * 100 \text{ kW} * \$18/\text{kW-month} * 2 \text{ months} = \$1,800$ )
- July DLRP test event (2-hours), customer performance factor is 40%
- July payment is “trued up” based on actual performance factor
  - Reservation Payment =  $40\% \text{ PF} * 100 \text{ kW} * \$18/\text{kW-month} = \$720$
  - Performance Payment =  $2 \text{ hour} * \$1/\text{kWh} * 40 \text{ kW} = \$80$
  - Total unadjusted payment = \$800
  - Less \$360 overpayment from previous months ( $40\% \text{ actual PF} * 100 \text{ kW} * \$18/\text{kW-month} * 2 \text{ months} = \$1,440$ , and  $\$1,800 - \$1,440 = \$360$ )
  - Total July Payment = Trued up reservation payment + performance payment
  - Total July payment =  $\$800 - \$360 = \mathbf{\$440}$
- If there are no future events for this customer in this capability period, the customer will receive \$720 reservation payment (based off the established 40% test event performance) for remaining capability period months.

## **6.8 Weather Adjustment Factor Modifications (DLRP Only)**

For customers choosing to use the weather adjusted CBL, the weather adjustment ceiling is limited to a factor of 1.2 and the floor to a factor of 0.8. In circumstances where at least 25% of all DR event participants have weather adjustment factors that exceed the normal ceiling of 1.2, the weather adjustment factor ceiling may be raised to 1.8. Con Edison will provide notice of whether this rule has been applied before settlements are issued to aggregators and direct participants. Please note that this rule is highly dependent on the situation surrounding a particular DLRP event and will only be applied at Con Edison's discretion.

## **6.9 Reimbursement to Con Edison for Overpayment**

If an aggregator or direct participant owes Con Edison funds for DR underperformance true-up, Con Edison will notify the aggregator or direct participant after the end of the capability period. A formal invoice will be issued by Con Edison with instructions on how to reimburse the outstanding balance.

Failure to refund overpayments to Con Edison in a timely manner will result in the aggregator or direct participant being deemed ineligible to participate in the Commercial DR programs until the issue is satisfactorily rectified.

## APPENDIX A – ENROLLMENT PROCEDURE

Enrolling in the Con Edison Commercial DR programs is a multi-step process. Much of this process does not apply to individual customers enrolling through an aggregator, since individual customer enrollment and payment are services performed by aggregators on behalf of the individual customer. The below process applies to aggregators and direct participants enrolling accounts in the Con Edison Commercial DR programs.

Prior to starting the enrollment process, individual customers, aggregators, and direct participants should be familiar with the requirements and expectations associated with any DR program in which they are considering enrolling. Potential DR participants should also have an accurate estimate of respective kW pledge amounts, and a plan to achieve the pledged amount of load relief. Please be sure to view all available documentation on our [DR website](#) and email us any questions at [DR@coned.com](mailto:DR@coned.com). You must be approved to participate in demand response by the Con Edison DR team prior to following the enrollment procedure.

### A1. Demand Response Program Application

The first enrollment process step for any potential aggregator or direct participant is to fill out and submit the [Demand Response Program Application](#). This document is required every year, regardless of past participation.

### A2. Payment Documents

Con Edison pays DR participants via bank wire transfer, mailed check, or electric on-bill credit. New aggregators or direct participants must select a payment method and submit the associated required documents listed below prior to the start of the DR capability period. Con Edison may periodically request updated documents. Any information that is repeated in the below documents (address on W-9 and Remittance Letter) must match exactly across documents.

If you would like to change your payment method or payment details, please email updated documentation to [DR@coned.com](mailto:DR@coned.com) before the end of enrollments. Failure to do so may result in a delay of incentive payments. If your financial information needs to be changed after the capability period has already started, you must notify Con Edison immediately. Any change to payment information after the capability period has started may result in a delay of incentive payments.

To receive payments via check, the aggregator or direct participant must submit:

- W-9
- Remittance Letter

To receive payments via wire transfer, the aggregator or direct participant must submit:

- W-9
- Remittance Letter
- ACH Form
- Bank letter or copy of a voided check

### A3. DR Portal Enrollment

To enroll a customer or customers in the Con Edison Commercial DR programs, the aggregator or direct participant must first have an active account in the [DR Portal](#) (see [DR Portal: New User Request](#) for instructions). The aggregator or direct participant can then begin enrolling accounts in early March, when enrollments are opened for the season.

Enrollments can be processed via two methods in the DR Portal: (1) bulk upload or (2) manual enrollments.

#### A3.1 Enrollments – Bulk Upload

If you intend to submit a large amount of enrollments, please contact [DR@coned.com](mailto:DR@coned.com) for a Bulk Enrollment spreadsheet template or [click here](#) to download a copy. Submitting an account or accounts for DR enrollment is a multistep process:

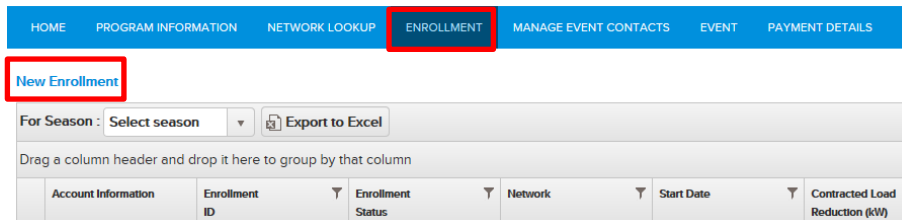
1. Utilizing the Excel bulk enrollment template, organize required enrollment information:
  - a. Account Information (required for all enrollments) – Green Section
    - i. 15-digit Account Number
    - ii. DR Program
    - iii. Baseline
    - iv. On-Site Generation? - (Yes or No)
    - v. Load Reduction via Curtailment (kW)

Account Information				
15-Digit Account #	DR Program	Baseline	On-Site Generation?	Load Reduction via Curtailment (kW)

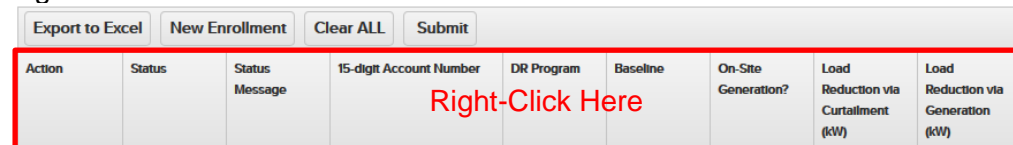
- b. Generator Information (required only if an enrollment is reducing load via generation) – Yellow Section
    - i. Load Reduction via Generation (kW)
    - ii. Generation Compliance Documentation? (Yes or No)
    - iii. Generator Type (select from drop-down list)
    - iv. Generator Nameplate Capacity
    - v. Generator Year Manufactured
    - vi. Generator Manufacturer

Generator Information (if applicable)					
Load Reduction via Generation (kW)	Generation Compliance Documentation?	Generator Type	Generator Nameplate Capacity	Generator Year Manufactured	Generator Manufacturer

2. Copy all enrollment information (excluding headers)
3. In the DR Portal, click on the “Enrollment” in the upper navigation bar
4. Click “New Enrollment”



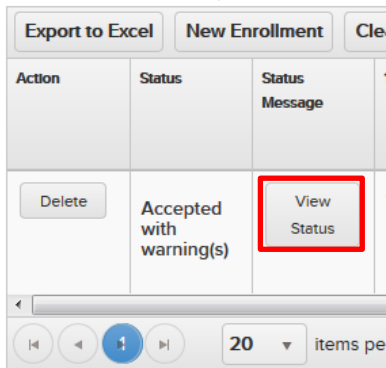
5. Right-click on the header area shown below



6. Click “Paste”
7. Verify information has been pasted correctly and correct any errors

8. Click “Submit” above the grid header bar
  - a. Enrollments are submitted in batches of 20. Each batch takes 1-3 minutes to process. Although hundreds of enrollments can be processed at once, it is highly recommended to submit 20 or fewer at a time.
9. Repeat steps 5-8 until all enrollments are successfully submitted. There are multiple levels of data validation, and messages in the “Status” (2<sup>nd</sup>) and “Status Message” (3<sup>rd</sup>) columns identify individual enrollment issues.
10. Contact [DR@coned.com](mailto:DR@coned.com) if additional assistance is required to successfully complete an enrollment.

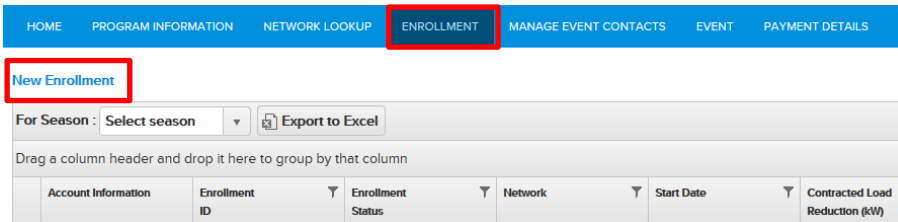
When the user clicks “Submit”, the DR Portal will run enrollment validation rules, and each row will return a new “Status”. If there is an issue with the enrollment, the Status may return “Failed” or “Accepted with warning(s)” and an associated status message box will appear. To view the enrollment issue, click the box on the associated row in the “Status Message” column.



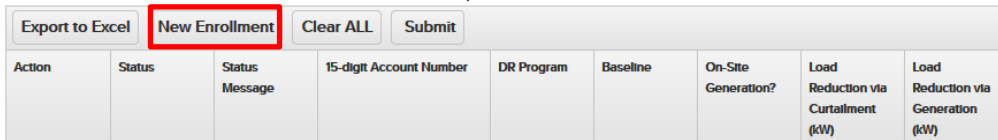
### A3.2 Enrollments – Manual Enrollments

Users can also manually enter enrollments line-by-line (one at a time):

1. Click on “Enrollment” in the upper navigation bar
2. Click “New Enrollment”



3. Once in the New Enrollment screen, click the “New Enrollment” box.



- A new line will appear under the column headers

Export to Excel   New Enrollment   Clear ALL   Submit										
Action	Status	Status Message	15-digit Account Number	DR Program	Baseline	On-Site Generation?	Load Reduction via Curtailment (kW)	Load Reduction via Generation (kW)	Generator Compliance Documentation?	
Delete							0			

20 items per page   1 - 1 of 1 items

- Click in the box below “15-digit Account Number” and an input box will appear to enter the account number.

Export to Excel   New Enrollment   Clear ALL   Submit										
Action	Status	Status Message	15-digit Account Number	DR Program	Baseline	On-Site Generation?	Load Reduction via Curtailment (kW)	Load Reduction via Generation (kW)	Generator Compliance Documentation?	
Delete			116549844558464				0			

20 items per page   1 - 1 of 1 items

**Note:** After entering a value into a field or updating a field manually, a red mark will appear on the top-left section of the box. This mark indicates that a value was entered into the field, and is not an error indicator.

**15-digit Account Number**

116549844558464

- Repeat step 5 for each applicable header (click box below headers and enter all required data for the given enrollment):
  - Account Information (required for all enrollments)
    - 15-digit Account Number
    - DR Program
    - Baseline
    - On-Site Generation? - (Yes or No)
    - Load Reduction via Curtailment (kW)
  - Generator Information (required only if an enrollment is reducing load via generation)
    - Load Reduction via Generation (kW)
    - Generator Compliance Documentation? (Yes or No)
    - Generator Type (select from drop-down list)
    - Generator Nameplate Capacity
    - Generator Year Manufactured
    - Generator Manufacturer
- Verify information and correct any errors
- Click “Submit” above the grid header bar

- Repeat steps 6-8 until all enrollments have been successfully submitted. There are multiple levels of data validation, and messages in the “Status” (2<sup>nd</sup>) and “Status Message” (3<sup>rd</sup>) columns identify individual enrollment issues.

When the user clicks “Submit”, the DR Portal will run enrollment validation rules, and each row will return a new “Status”. If there is an issue with the enrollment, the Status may return “Failed” or “Accepted with warning(s)” and an associated message box will appear. To view the enrollment message, click the box on the associated row under the “Status Message” column.

Action	Status	Status Message
<input type="button" value="Delete"/>	Accepted with warning(s)	<input type="button" value="View Status"/>

### A3.3 Enrollment Statuses

When submitting new enrollments, each account can have one of a several “**Status**” values:

- **Accepted** – These registrations have been submitted for review and have no issues.
- **Accepted with Warning** – These registrations have been submitted for review, and have issues that will require further attention. Examples are registrations needing generator permits or registrations for accounts whose interval meters are not yet connected.
- **Failed** – These registrations were not submitted due to errors with the details of the enrollment, or the registration is a duplicate.

After submitting new enrollments, each account can have one of a few “**Enrollment Status**” values:

- **Pending** – Pending enrollments have been successfully submitted and are awaiting verification and approval from Con Edison or are awaiting additional information from aggregators such as permits/PE letters.
- **NLD** – No Location Detected. These accounts do not yet have a communicating interval meter set up, or may have another error.
- **Approved / Confirmed** – These accounts are approved, but the DR program capability period has not begun yet.
- **Rejected** – These enrollments were rejected due to incorrect information or not meeting DR registration requirements.
- **Active** – These accounts are approved and may be called for the DR program for which they are enrolled (during the capability period).
- **Inactive** – These accounts were previously “Active” in a prior year DR program.

#### **NLD Status**

If an enrollment is submitted for an account that is not in the Con Edison DR Portal due to not having a communicating interval meter, a registration will be created with a status of “NLD.” It is the responsibility of the Aggregator to ensure that the account has a communicating interval meter prior to the [deadline](#).



The status message will display:

---

**Status Details**

Communicating interval meter not found, registration with account number 7999999999999999 has been created with NLD status, RegId=9666.

### **A3.4 Enrollment Field Validation Rules**

1. 15-digit Account Number
  - a. Must be a 15-digit number
2. DR Program
  - a. Selection must exactly match one of the options from the drop-down selection
3. Baseline
  - a. Selection must exactly match one of the options from the drop-down selection
4. On-Site Generation
  - a. "Yes" or "No"
5. Load Reduction via Curtailment
  - a. Integer >0 if "No" selected for On-Site Generation
6. Load Reduction via Generation
  - a. Integer >0 if "Yes" selected for On-Site Generation
7. Generation Compliance Documentation?
  - a. "Yes" or "No"
  - b. Only required if On-Site Generation is "Yes"
8. Generator Type
  - a. Selection must exactly match one of the options from the drop-down selection
  - b. Only required if On-Site Generation is "Yes"
9. Generator Nameplate Capacity
  - a. Integer >0
  - b. Only required if On-Site Generation is "Yes"
10. Generator Year Manufactured
  - a. Year in YYYY format from 1980 – 2019
  - b. Only required if On-Site Generation is "Yes"
11. Generator Manufacturer
  - a. Text string of the generator manufacturer's name
  - b. Only required if On-Site Generation is "Yes"

### **A3.5 Submitting Generator Permit Documents**

Customers enrolling in CSRP and using a generator to reduce load during a DR event must submit associated Department of Environmental Conservation permits (see [Section 3.8](#)), and in some cases PE letters. All documents must be in PDF format.

To upload permit documents, complete the following steps:

1. Enroll the customer per the above enrollment process
2. Confirm the enrollment with generator in CSRP is in "Pending" in the "Enrollment Status" field on the main Enrollments page

- Click the arrow on the leftmost column next to the desired enrollment

Account Information	Enrollment ID	Enrollment Status	Network	Start Date	Contracted Load Reduction (kW)
<a href="#">Details   Performance   Settlements</a>	8826	Active	LenoxHill	1/18/2017	100

Description:

Upload File:

Browse... No file selected.

Submit Clear

Description	File Name
No items to display	

- Enter the document description. Please use one of the following document descriptions:
  - NYS DEC Permit\_account number
  - NYS DEC Title V Permit\_account number
  - NYS DEC Registration\_account number
  - PE Letter\_account number
- Click "Browse" and select the associated PDF document
- Click "Submit"

#### A4. Network Lookup and AMI Commissioned Accounts

The network lookup tool provides functionality to show the CSRP start/end time and network for an account or multiple accounts in the DRMS.

- In DR Portal, navigate to the "Network Lookup" tool:



- Select one or more accounts to lookup manually via the "New Lookup" button or by copy/pasting.

Note: This functionality only works in Chrome

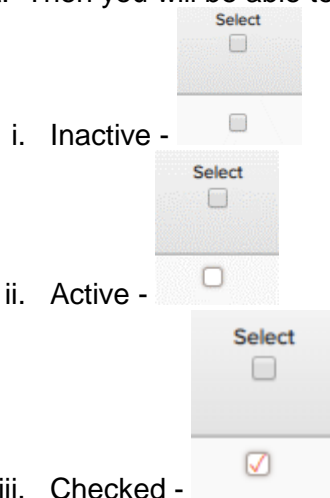
Row Number	Status	Status Message	Account Number	CSRP Start Time	CSRP End Time	Network	Error Message	AMI Commissioned	Select	Action
1			[REDACTED]				Approved Pending Add to DRMS	Yes	<input type="checkbox"/>	Delete
2			[REDACTED]				Pending Approval to Add to DRMS	Yes	<input type="checkbox"/>	Delete
3			[REDACTED]	4:00 PM	8:00 PM	FreshKills			<input type="checkbox"/>	Delete
4			[REDACTED]				Not in DRMS	No	<input type="checkbox"/>	Delete
5			[REDACTED]				Not in DRMS	Yes	<input type="checkbox"/>	Delete

- If the account is in DRMS and has an interval meter, the CSRP start time, end time, and network will be displayed.

4. If the account is not in DRMS and does not have an interval meter, it will return “Not in DRMS” under Error Message and “No” under AMI Commissioned.

Con Edison’s DRMS does not contain a record of every AMI meter. If a customer with an AMI meter would like to enroll, that account must first be loaded into the DRMS using the following procedure:

1. If the account is not in DRMS, but has an AMI commissioned meter, it is eligible to participate. The network lookup tool will indicate if a new account that is not in DRMS has an AMI commissioned meter or not.
2. An AMI commissioned account can be added by selecting the check box on the row of the AMI account to be added or by selecting the checkbox at the very top of the page to select all.
  - a. Tip – You first need to click on the cell (outside of the checkbox) to activate it first. Then you will be able to click the check box.



- b. The select check box in the header will select/de-select all rows
3. After selecting the accounts by clicking on the check box, click the “Add to DRMS” button.



4. The row “Status” will be updated with “Accepted” if the request successfully went through.

Row Number	Status	Status Message
1	Accepted	

Page navigation: 1 / 20

5. Once the account is submitted, the DR team will review and approve the account to be added to the DRMS. The message at this time will read “Pending Approval to Add to DRMS”.
6. After the DR team approves the account, the DRMS Administrator will add the account to the DRMS. The message at this time will read “Approved Pending Add to DRMS”

- Once the account is added to the DRMS, the CSRP start time, end time, and network will be retrieved. Further this account will now be available to enroll.
- Enroll the confirmed AML customer(s) into DR Portal using the instructions in [Section A3](#).

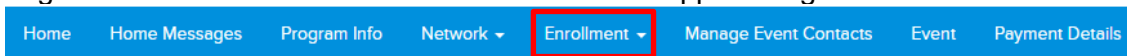
## A5. Sub-aggregations

Aggregators will be allowed to create up to three sub-aggregations in each program-network. Sub-aggregations will be numbered 1 through 3. If a network does not contain sub-aggregations, it will be assigned an aggregation value of 0. All sub-aggregations must be submitted to the Con Edison DR team by the beginning of each enrollment's start date. See the below table for the enrollment and sub-aggregation deadlines.

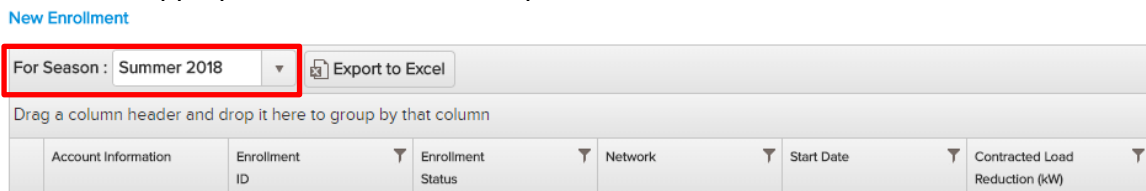
Enrollment Deadline	Capability Period Start	Aggregation Deadline
April 1	May 2019	April 15, 2019
May 1	June 2019	May 15, 2019

In order to set up a sub-aggregation, follow the steps below:

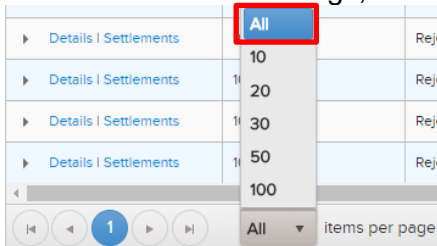
- Log into DR Portal and click on "Enrollment" in the upper navigation bar.



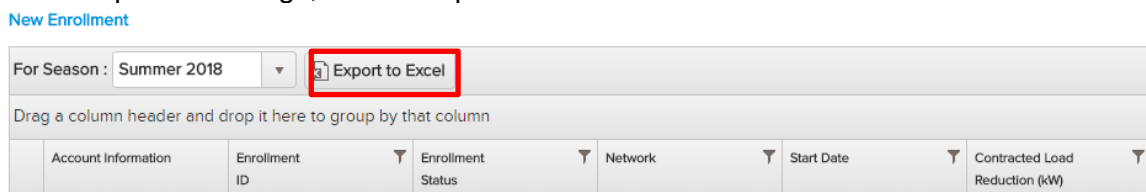
- Select the appropriate season in the drop-down box.



- At the bottom of the listings, change the view to show "All" items



- At the top of the listings, select "Export to Excel"



- Open the downloaded Excel file.
- Insert a new column between column A (Enrollment ID) and column B (Enrollment Status).

7. Name the header for the new column "Aggregation".

	A	B	C
1	Enrollment  ID	Aggregation	Enrollment  Statu
2	9737		Pending
3	9736		Pending
4	9735		Pending
5	9734		Pending
6	9727		Pending
7	9726		Pending

8. Assign a sub-aggregation number for each enrollment.
- If a network has sub-aggregations, then all enrollments in that network must have a sub-aggregation number from 1 to 3. Each sub-aggregation must have a minimum of 50 kW of pledged load relief.
  - If a network has no sub-aggregations, assign a value of 0 or leave the aggregation field blank.
  - Rows with blank sub-aggregation cells will be defaulted to 1 by the DR team if other enrollments in the network have values of 1 to 3.
  - Sub-aggregation numbers that are not in the range of 1 to 3 will be rejected and defaulted to 1.
  - Sub-aggregations will only be accepted for enrollments that are in "Approved", "Confirmed", and "Pending" statuses.
9. Check the document for accuracy and verify sub-aggregation numbers.
10. Confirm each sub-aggregation has 50 kW of load relief potential in every applicable network.
11. Delete columns G-I and K-T and save the file.
- The final file should have the following columns:
    - Enrollment ID
    - Aggregation
    - Enrollment Status
    - Network
    - Start Date
    - Contracted Load Reduction
    - DR Program
12. Email the completed file back to [DR@coned.com](mailto:DR@coned.com) before the sub-aggregation deadlines shown above for final approval.

Once the sub-aggregation deadline has passed, no further changes to sub-aggregation assignments will be allowed for the season.

Aggregators that do not wish to use sub-aggregations do not have to complete this process. All enrollments that are not part of a sub-aggregation will be assigned an aggregation number of 0.

## APPENDIX B – EVENT NOTIFICATION MESSAGES

The text below is for informational purposes only and is subject to change without notice by Con Edison for operational purposes.

### CSRP Advisory

This is notification of a Con Edison Commercial System Relief Program (CSRP) Planned Event for tomorrow. Con Edison requests that participants in the hour \_\_ to hour \_\_ call window reduce electric load and/or operate generators from \_\_ to \_\_. This does not include SC11 accounts. SC11 accounts will receive a separate event notification if they are requested to participate in this event. If you have any questions, please contact Con Edison at 917-710-3032 or email dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.

### CSRP Cancellation

This notification is for the cancellation of a Con Edison Commercial System Relief Program (CSRP) Planned Event for [Event Date]. Curtailment and/or operation of generators is no longer required. If you have any questions, please contact Con Edison at 917-710-3032 or email dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.

### CSRP Day-of Notice

This is notification of a Con Edison Commercial System Relief Program (CSRP) Planned Event for today. Con Edison requests that participants in the hour \_\_ to hour \_\_ call window reduce electric load and/or operate generators from \_\_ to \_\_. This does not include SC11 accounts. SC11 accounts will receive a separate event notification if they are requested to participate in this event. If you have any questions, please contact Con Edison at 917-710-3032 or email dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.

### DLRP Contingency

This is notification of a Con Edison Distribution Load Relief Program (DLRP) Contingency Event. Con Edison requests participants in the \_\_\_\_\_ Network(s) reduce electric load and/or operate generators from \_\_ to \_\_. This does not include SC11 accounts. The SC11 accounts will receive a separate event notification if they are requested to participate in this event. If you have any questions, please contact Con Edison at 917-710-3032 or email dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.

### DLRP Immediate

This is notification of a Con Edison Distribution Load Relief Program (DLRP) Immediate Event. Con Edison requests participants in the \_\_\_\_\_ Network(s) reduce electric load and/or operate generators from \_\_ to \_\_. This does not include SC11 accounts. SC11 accounts will receive a separate event notification if they are requested to participate. If you have any questions, please contact Con Edison at 917-710-3032 or email dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.

## **Communications Test**

This is an event notification email communication test for the Con Edison Demand Response program. Please email [DR@coned.com](mailto:DR@coned.com) to confirm receipt of this communications test. If you are a demand response aggregator or direct participant and would like to edit, add, or delete event notification contact information, please log into the DR Portal ([www.coned.com/drportal](http://www.coned.com/drportal)) and make adjustments to the Manage Event Contacts page. If you have any questions, please email us at [DR@coned.com](mailto:DR@coned.com). Otherwise, no further action is required at this time. Thank you!  
Commercial Demand Response Programs Team Con Edison Company of New York