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Disclaimer: This document contains only guidelines for the Con Edison Demand Response (DR) program. 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 see the webinar posted here.

For more definitions, please see Rider T of the tariff.

For general program FAQs, please visit our FAQ page.

1. Acronyms and Definitions

- **Aggregator** – Also known as “Curtailment Service Provider”. A third-party that aggregates and represents load and is responsible for the actions of its customers with respect to the Con Ed DR programs. Assists end-use customers and property owners/managers with DR program participation.
- **BQDM** – Brooklyn-Queens Demand Management Program (Neighborhood Program).
- **Call Window** – Assigned energy use reduction time period for CSRP customers. Aligns with network-level peak energy demand. 11am-3pm, 2pm-6pm, 4pm-8pm, or 7pm-11pm.
- **Capability Period** – May 1 through September 30.
- **CBL** – Customer Baseline.
- **CSRP** – Commercial System Relief Program (21-hour Notification Program).
  - **CSRP-R** – Reservation Option of CSRP.
  - **CSRP-V** – Voluntary Option of CSRP.
- **DLRP** – Distribution Load Relief Program (2-hour Notification Program).
  - **DLRP-R** – Reservation Option of DLRP.
  - **DLRP-V** – Voluntary Option of DLRP.
- **DR** – Demand Response – load relief upon request.
- **DR Portal** – Demand Response Portal. Con Edison’s software used to manage DR program enrollment, event calling, and performance calculations.
- **Interval Meter** – An electric meter capable of measuring electric use on a 15-minute basis. Required for Con Edison Commercial DR participation.
- **kW** – Kilowatt.
- **kWh** – Kilowatt-hour.
- **Load Relief** – energy use reduction.
- **MHP** – Mandatory Hourly Pricing – a rate structure for large customers (typically > 500 kW demand), where metering communication is Con Edison’s responsibility.
- **NYS DEC** – New York State Department of Environmental Conservation.
- **SC-11 Accounts** – Service Class 11 accounts export electricity onto the Con Edison system.
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 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. An intra-day notice is sent at least 2 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-Enroll customers directly receive event notices. 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 Company’s system would result in a Condition Yellow or a voltage reduction of five percent or greater has been ordered. A Condition Yellow exists when the next contingency (excluding breaker failure) either will result in an outage to more than 15,000 customers or will result in some equipment being loaded above emergency ratings. Load relief for DLRP can be requested any time during Capability Period, except between 12:00am and 6:00am. An event notice is sent at least 2 hours ahead of a DLRP Contingency Event, and less than 2 hours prior to an Immediate DLRP Event. This program is typically called at the network level (i.e. only customers enrolled in a specific network or networks are called for an event).

2. Enrollment
There are many things to consider prior to enrolling in Con Edison’s Commercial DR programs. If you are an end-use customer or facility owner/manager, we recommend considering contacting an approved Con Edison DR Aggregator for assistance.

Customers are permitted to 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 one of CSRP-V and CSRP-R). The sections below describe important enrollment requirements, deadlines, and processes.

2.1 Requirements
A communicating interval meter is required for all Con Edison Commercial DR 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-Enroll customer enrolling a single account must provide a minimum of 50 kW of load reduction.
2.2 Deadlines
The 2017 enrollment deadlines for CSRP and DLRP Reservation Option participants are 4/3/2017 11:59pm ET (the first business day on or after April 1) for a May 1 start, and 5/1/2017 11:59pm ET 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 by 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 from the first business day in April through 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.

2.3 Con Edison Approved Aggregator List
New Aggregators requesting to be on the Con Edison Approved DR Aggregator List must email the following information to DR@ConEd.com:

- Company Name
- Contact Name
- Email address
- Phone Number
- Website
- NYISO Registered (Y/N)
- Provide energy audit (Y/N)
- Capability to have automatic control implemented (Y/N)
- Offer a software program to monitor the electric load (Y/N)
- Provide additional metering hardware to capture real time consumption (Y/N)
- Display sub-metered data (Y/N)
- Other Services

2.4 DR Portal: New User Request
The Con Edison DR Portal is software that is used for enrollment processing, event notification, and performance calculations. Each Aggregator and Direct-Enroll 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 Portal login, visit the 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 [enter Aggregator name]”
- Phone Number
For new Aggregators, customers of Aggregators, or Direct-Enrolls, New User Requests can only be processed once the Aggregator or Direct-Enroll 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.

2.5 Required Documents – Enrollment and Payment
See Appendix A for a list of, and links to, all required enrollment and payment documents.

2.6 Enrolling via DR Portal
Starting in 2017, Con Edison DR Aggregators and Direct-Enrolls will enroll via the Company’s DR Portal. Detailed enrollment instructions can be found in Appendix A. DR Aggregators and Direct-Enrolls may begin enrolling accounts:
- On March 1 for an April 3 deadline and May 1 start
- On April 4 for a May 1 deadline and June 1 start

The final date to enroll in the Reservation Option programs is May 1. Voluntary Option program enrollments are permitted from March 1 through September 30.

No enrollments in CSRP-R or CSRP-V are permitted in the networks of Crown Heights, Richmond Hill, and Ridgewood (“BQDM Networks”) for 2017. Customers in these networks can still participate in DLRP-R and DLRP-V as usual, but must use the BQDM DR programs (both reservation and voluntary) in lieu of the CSRP programs. See section 2.7 for details on enrollment in BQDM DR program.

2.7 Special enrollment instructions for BQDM DR Program
The Brooklyn-Queens Demand Management DR (BQDM DR) Program held a DR auction in 2016 to procure DR for the 2017 and 2018 Capability Periods. The BQDM DR Program replaces CSRP-R in the BQDM networks of Crown Heights, Richmond Hill, and Ridgewood for the 2017 and 2018 Capability Periods. Customers in these networks may enroll with Aggregators who received awards in the BQDM DR auction for the 2017 and 2018 Capability Periods, but more stringent performance requirements apply (section 25 of the BQDM Auction Rules).

BQDM DR Aggregators will enroll customers through the DR Portal, in a similar manner to non-BQDM Aggregators and Direct-Enrolls. BQDM Aggregators will enter the appropriate Program Selection (“BQDM-R-4-8”, or “BQDM-R-8-12”) when filling out their respective enrollment spreadsheet templates, prior to bulk-entering enrollments in the Portal (see Appendix A for details).

Aggregators or Direct-Enrolls who do not have a BQDM DR auction award may not enroll any customers in the BQDM DR reservation payment options (program names in the DR Portal are “BQDM-R-4-8”, or “BQDM-R-8-12”), unless accepted through the BQDM reallocation process. Any enrollments by entities without capacity commitments will be rejected.

1 Case 16-E-0236, Order Approving Tariff Amendments (issued July 14, 2016).
Any Aggregator or Direct-Enroll may enroll accounts that are located in the Crown Heights, Richmond Hill, or Ridgewood networks in the voluntary BQDM DR program ("BQDM-V"). The performance payment for the BQDM-V program is $5/kWh.²

### 2.8 Generator Permits

Any Direct-Enroll or Aggregator that is providing DR via generation, in CSRP, DLRP, or the BQDM DR program, must ensure that all generators meet all 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 DR in CSRP or BQDM DR programs only:
   - New York State Department of Environmental Conservation (NYS DEC) permits or registrations.
2. For diesel-fired and natural gas lean-burn generating equipment model year older than 2000 that is used to provide DR in CSRP or BQDM DR programs:
   - Written certification by a professional engineer 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.³

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 or BQDM 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 or BQDM 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 or BQDM. The latest a permit can be submitted in this scenario is May 31st.

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.

For more information on generator permitting, please visit this NYS DEC website and direct all clarifying questions to NYS DEC staff. Also, starting in 2017, generators used for NY DR programs must comply with NYS DEC Part 222 emissions rules.

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² Case 16-E-0236, Order Approving Tariff Amendments (issued July 14, 2016).
³ Rider T, Leaf 274, Section D. 7.
To upload NYS DEC permits and PE letter (if applicable), the DR Aggregator or Direct-Enroll 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 approval, the approval date will appear in the DR Portal for the associated account on the Enrollment Details page.

Submitting NYS DEC permits and PE letters is not required for DLRP.

3. Meter Data and Communications

3.1 Meter Communications
A communicating interval meter is required for each Con Edison DR program participant. If a customer is not eligible for Mandatory Hourly Pricing (MHP, or Time of Day) billing per Service Classification 9, the customer is responsible for interval meter purchase and communications. Communications can be established via phone line or wireless router. Please visit the Meter Upgrade Manual for more detailed instructions. If a customer is MHP-eligible, Con Edison is responsible for interval meter purchase and communications upkeep.

If an account is MHP-eligible and there are missing data impacting CBL calculation or event performance calculation, then 100% performance is applied. If not MHP-eligible, then 0% performance is applied. Con Edison is not responsible for notifying an Aggregator or Direct-Enroll customer when a meter is not communicating. Aggregators and Direct-Enroll customers can review meter communications via the Company’s Customer Care system.

4. Events

4.1 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 8:00am each day, and is not the final value used for CSRP 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 the Company 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 publically 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 CSRP event called. Conversely, a value below 92% of overall forecasted summer peak load can be posted and an advisory may be issued or a CSRP event called.

4.2 Event notification
Notifications for Con Edison DR events are sent via phone and email. Notifications are automatically and rely on Aggregators and Direct-Enrolls to enter at least two contacts in the DR Portal for notification during events. To enter event contacts, log in to the DR Portal, click the
“Manage Event Contacts” tab, click the “+ New Contact” button, enter first name, last name, email address, and phone number (only numbers, no symbols), then 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:

- **CSRP Planned**
  - Advisory Notice 21 or more hours in advance of the event.
  - A second notice, confirming or cancelling the event is sent 2 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 2 to 8 messages for this event type, and a Direct-Enroll with accounts in one call window will receive 2 messages for this event type). If an Aggregator or Direct-Enroll customer 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 2 hours preceding each respective customer’s call window.

- **CSRP Unplanned**
  - Advisory Notice may be 21 or fewer hours before the event, and/or confirming or cancelling notification 2 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 2 or more hours before the event.

- **DLRP Immediate**
  - Event notification 2 or less hours before the event.

- **DLRP Voluntary**
  - This event type can have the notification scenarios of DLRP Contingency or DLRP Immediate.

Sample notification language is in Appendix B. Some language will vary for each event type, and may change in the future for operational purposes.

5. **Settlements**

5.1 **Settlement Timeline**
Payments will be made for reservation 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 2017 participation will be on or before 8/14/2017. An attempt will be made to process payments within 30 days after the end of the participation month.
Voluntary Option customers receive one payment by the end of the calendar year.

BQDM DR Program participants will receive one payment by November 20 in 2017 and 2018 for each respective year’s participation.

There are three payment method options:
- **ACH**—Payments can be wired.
- **Check**—Payments can be mailed as a check.
- **Bill Credit**—Payments can be made as a bill credit to the account of a direct enroll customer.

### 5.2 Test Events

If DR resources are called for a test event, performance (kWh) payments are capped at pledged amount by Aggregator-network 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 Aggregator-network-event. See below example, where negative kWh are netted against other accounts in the same Aggregator-network at the account level, but kWh performance is capped at the total Aggregator-network kW pledge amount for a one-hour test event.

<table>
<thead>
<tr>
<th>Aggregator-Customer-Network</th>
<th>kW Pledge</th>
<th>Uncapped kWh reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agg. 1 – Cust. 1 – Ntwk 1</td>
<td>100</td>
<td>300</td>
</tr>
<tr>
<td>Agg. 1 – Cust. 2 – Ntwk 1</td>
<td>75</td>
<td>70</td>
</tr>
<tr>
<td>Agg. 1 – Cust. 3 – Ntwk 1</td>
<td>50</td>
<td>-60</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>225</strong></td>
<td><strong>310</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Aggregator- Network</th>
<th>Total kW Pledge</th>
<th>Capped kWh reduction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agg. 1 – Ntwk 1</td>
<td>225</td>
<td>225</td>
</tr>
</tbody>
</table>

### 5.3 Mandatory and Voluntary Events

Mandatory participation means that load relief will be measured to determine Performance Factor and Reservation Payments. Performance Factor 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.

- **CSRPl Planned**
  - Mandatory 4-hour participation
- **CSRPl Unplanned**
  - Voluntary participation across all event hours, does not impact Performance Factor
- **CSRPl Voluntary**
  - Voluntary participation across all event hours, Performance Factor does not apply to these customers
- **DLRP Contingency**
  - Mandatory 4-hour participation
- **DLRP Immediate**
**Mandatory 4-hour participation**
- DLRP Voluntary
  - Voluntary participation across all event hours, Performance Factor does not apply to these customers

In the case of a 6-hour (or more) DLRP (Contingency or Immediate) event, the best 4 of the first 6 event hours (highest average consecutive 4-hour load reduction) will be used for Performance Factor and Reservation Payment calculations. The **maximum average consecutive 4-hour reduction window, at the Aggregator-network level, will be used for Performance Factor and Reservation Payment**. The below table shows potential Performance Factor (“PF”) hour considerations for a 6-hour DLRP event for event hours (“EH”) 3pm to 9pm. The highest average PF from options 1, 2, and 3 will be used.

<table>
<thead>
<tr>
<th>Event</th>
<th>Event: Hour Beginning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>15</td>
</tr>
<tr>
<td>DLRP</td>
<td>EH</td>
</tr>
<tr>
<td>Option 1</td>
<td>PF</td>
</tr>
<tr>
<td>Option 2</td>
<td>PF</td>
</tr>
<tr>
<td>Option 3</td>
<td>PF</td>
</tr>
</tbody>
</table>

### 5.4 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.

<table>
<thead>
<tr>
<th>Program</th>
<th>CSRP Planned</th>
<th>CSRP Unplanned</th>
<th>CSRP Voluntary</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLRP Contingency</td>
<td>CSRP</td>
<td>DLRP</td>
<td>DLRP</td>
</tr>
<tr>
<td>DLRP Immediate</td>
<td>CSRP</td>
<td>DLRP</td>
<td>DLRP</td>
</tr>
<tr>
<td>DLRP Voluntary</td>
<td>CSRP</td>
<td>CSRP</td>
<td>CSRP</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Program</th>
<th>BQDM Planned</th>
<th>BQDM Unplanned</th>
<th>BQDM Voluntary</th>
</tr>
</thead>
<tbody>
<tr>
<td>DLRP Contingency</td>
<td>BQDM</td>
<td>DLRP</td>
<td>DLRP</td>
</tr>
<tr>
<td>DLRP Immediate</td>
<td>BQDM</td>
<td>DLRP</td>
<td>DLRP</td>
</tr>
<tr>
<td>DLRP Voluntary</td>
<td>BQDM</td>
<td>BQDM</td>
<td>BQDM</td>
</tr>
</tbody>
</table>

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 payment 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 for prior events can impact the weather-adjustment factor in

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4 Rider T, Leaf 281, Section I.6.c.  
5 Rider T, Leaf 281, Section J.
the Customer Baseline (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 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.

<table>
<thead>
<tr>
<th>Event</th>
<th>Hour Beginning</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>7</td>
</tr>
<tr>
<td>CSRP</td>
<td>WA</td>
</tr>
<tr>
<td>DLRP</td>
<td>WA</td>
</tr>
</tbody>
</table>

5.5 **Rider R Customers**

Rider R customers (net energy metered) do not receive performance (kWh) payments under CSRP and DLRP regardless of whether their net metering eligible resource is generating power during the event.6

5.6 **True-up**

For the Capability Period months preceding a test or actual DR event, Con Edison carries forward or assumes performance factors at the Aggregator-network level.

For new Aggregator-networks or new Direct-Enrolls:
- 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 below example).

For existing Aggregator-networks or Direct-Enrolls:
- The previous year’s final Aggregator-network or Direct-Enroll 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 overpayment occurs (e.g. 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

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6 Rider T, Leaf 281, Section J.
the Capability Period there remains a net-negative balance, the Aggregator or Direct-Enroll must reimburse Con Edison for the outstanding amount.

Small-scale example:
- New Direct-Enroll customer enrolls 100 kW in DLRP Tier 1 network
- No events in May and June, so 50% Reservation Payment (50% * 100 kW * $18/kW-month * 2 months = $1,800)
- July test event (1-hour), customer Performance Factor is 40%
- July payment is “trued up” based on actual Performance Factor
  - Reservation Payment = 40% PF * 100 kW * $18/kW-month = $720
  - Performance Payment = 1 hour * $1/kWh * 40 kW = $40
  - Total unadjusted payment = $760
  - Less $360 overpayment from previous months (40% actual PF * 100 kW * $18/kW-month * 2 months = $1,440, and $1,800 - $1,440 = $360)
  - Total July Payment = Trued up reservation payment + performance payment
  - Total July payment = $760 - $360 = $400
- If there are no future events for this customer in this Capability Period, the customer will receive $720 Reservation Payment for remaining Capability Period months.

5.7 Reimbursement to Con Edison for overpayment
If an Aggregator or Direct-Enroll owes Con Edison funds for DR underperformance true-up, a check must be sent to:

Con Edison
Attn: Commercial Demand Response Programs, 10th Floor
4 Irving Place
New York, NY 10003

Con Edison will notify the Aggregator or Direct-Enroll of any reimbursements owed after the end of the Capability Period. Failure to refund overpayments to Con Edison in a timely manner will result in the Aggregator or Direct-Enroll 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 enrollment and payment are services performed by Aggregators on behalf of the individual customer. The below process mostly applies to Aggregators and customers directly enrolling in the Con Edison Commercial DR programs.

Prior to starting the below enrollment process, individual customers, Aggregators, and Direct-Enrolls 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 how to achieve them.

1. Demand Response Program Application
   The first enrollment process step for any potential Aggregator or Direct-Enroll is to fill out and submit the Demand Response Program Application. This document is required every year, regardless of past participation.

2. Payment Documents
   Con Edison pays DR participants via bank wire transfer, mailed check, or electric bill credit. New Aggregators or Direct-Enrolls must select payment method and submit the associated below documents prior to participation start. The documents will be provided by Con Edison upon setup request. If an existing Aggregator or Direct-Enroll’s information has changed, the associated forms must be re-submitted prior to participation start. Any information that is repeated in the below documents (address on W-9 and Remit-to Letter) must match exactly across documents.

   To receive payments via check, the Aggregator or Direct-Enroll must submit:
   - W-9
   - Remit-to Letter

   To receive payments via wire transfer, the Aggregator or Direct-Enroll must submit:
   - W-9
   - Remit-to Letter
   - ACH Form

3. DR Portal Enrollment
   To enroll a customer or customers in the Con Edison Commercial DR programs, the Aggregator or Direct-Enroll must first have an active account in the Portal (see DR Portal: New User Request for instructions). The Aggregator or Direct-Enroll can then begin enrolling accounts on March 1, when enrollments are opened for the season.

   There are two options for enrolling accounts in the Portal (1) bulk upload and (2) manual enrollments.
Enrollments – Bulk Upload

Submitting an account or accounts for DR enrollment is a multistep process:
1. Click on the “Enrollment” header
2. Click “New Enrollment”

3. Click on “Export to Excel” button to receive a blank template. You can also use this file.

4. Utilizing the Excel export, organize required enrollment information:
   a. No Generator: 15-digit Account Number, DR Program, Baseline, On-Site Generation? (should be marked “No”), Load Reduction via Curtailment (kW)
   b. Generator: All of the above, plus Load Reduction via Generation, Generation Compliance Documentation?, Generator Type, Generator Nameplate Capacity, Generator Year Manufactured, Generator Manufacturer

5. Copy all enrollment information, excluding headers
6. Return to the Portal, Enrollment page, and right click on the grid header bar (which includes “Action,” “Status,” “Status Message,” etc.)

7. Click “Paste”
8. Fix any errors
9. 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 recommended to submit 20 at a time.
10. Repeat steps 5-9 until all enrollments are successfully submitted. There are multiple levels of data validation, and messages in the “Status” (2nd) and “Status Message” (3rd) columns identify individual enrollment issues.
11. If you continue to have difficulty with an enrollment submitting successfully, contact DR@ConEd.com.

When the user clicks “Submit,” the 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 associate status message box will appear. To view the enrollment issue, click the box on the associated row in the “Status Message” column.

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

1. Click on the “Enrollment” header
2. Click “New Enrollment”
3. Once in the New Enrollment screen, click the “New Enrollment” box.
4. A new line will appear under the column headers
5. Click in the box below “15-digit Account Number” and an input box will appear for you to enter the account number.
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.

6. Repeat step 5 for each applicable header (click box below headers and enter all required data for the given enrollment:
   a. No Generator - 15-digit Account Number, DR Program, Baseline, On-Site Generation? (should be marked ‘No’), Load Reduction via Curtailment (kW)
   b. Generator - All of the above, plus Load Reduction via Generation, Generation Compliance Documentation?, Generator Type, Generator Nameplate Capacity, Generator Year Manufactured, Generator Manufacturer

7. Fix any errors
8. Click “Submit” above the grid header bar
9. Repeat steps 7-8 until successfully submitted. There are multiple levels of data validation, and messages in the “Status” (2nd) and “Status Message” (3rd) columns identify individual enrollment issues.

When the user clicks “Submit,” the 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 associate message box will appear. To view the enrollment message, click the box on the associated row under the “Error Status” column.
**DR Portal Enrollment – 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 create 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:

<table>
<thead>
<tr>
<th>Status Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating interval meter not found; registration with account number 7999999999999 has been created with NLD status, RegId=9666.</td>
</tr>
</tbody>
</table>

**Enrollment Statuses**

When submitting new enrollments, each account can have one of a few “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** – 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.

**Enrollment Field Validation Rules**

1. 15-digit Account Number - Must be a 15-digit number
2. DR Program - selection must exactly match one of the options from the dropdown selection
3. Baseline - selection must exactly match one of the options from the dropdown selection
4. On-Site Generation - “Yes” or “No”
5. Load Reduction via Curtailment - integer >0 if “No” selected for On-Site Generation
6. Load Reduction via Generation - integer >0 if “Yes” selected for On-Site Generation
7. Generation Compliance Documentation? - “Yes” or “No” (only required if On-Site Generation is “Yes”)
8. Generator Type - selection must exactly match one of the options from the dropdown selection (only required if On-Site Generation is “Yes”)
9. Generator Nameplate Capacity - integer >0 if “Yes” selected for On-Site Generation
10. Generator Year Manufactured - Year in YYYY format from 1980 – 2017 (only required if On-Site Generation is “Yes”)

11. Generator Manufacturer - text of manufacturer’s name (only required if On-Site Generation is “Yes”)

**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 2.8), and in some cases Professional Engineer (“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
3. Click the arrow on the leftmost column next to the desired enrollment

4. Enter the document description. Please use one of the following document descriptions:
   a. NYS DEC Permit_account number
   b. NYS DEC Title V Permit_account number
   c. NYS DEC Registration_account number
   d. PE Letter_account number
5. Click “Browse” and select the associated PDF document
6. Click “Submit"
APPENDIX B – EVENT NOTIFICATION MESSAGES

**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. Failure to perform during this event will result in a de-rating. If you have any questions, please contact Con Edison at 917-710-3032 or dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.

**CSRP Cancellation**
This is a cancellation of a Con Edison Commercial System Relief Program (CSRP) Planned Event for [Event Date]. If you have any questions, please contact Con Edison at 917-710-3032 or 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. Failure to perform during this event will result in a de-rating. If you have any questions, please contact Con Edison at 917-710-3032 or 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. Failure to perform during this event will result in a de-rating. If you have any questions, please contact Con Edison at 917-710-3032 or 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. Failure to perform during this event will result in a de-rating. If you have any questions, please contact Con Edison at 917-710-3032 or dl-DRonCall@coned.com. Thank you for your participation. This notification is in accordance with the Con Edison Rider T tariff.
Communications Test
Please email DR@ConEd.com to confirm receipt of this communications test for Con Edison demand response event notifications. If you are a demand response aggregator or direct enroll participant and would like to edit, add or delete event notification contact information, please log into the DR Portal (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. Otherwise, no action is required at this time. Thank you! Commercial Demand Response Programs Team Con Edison Company of New York