 <b>California ISO</b>	<b>Market Services</b>	<b>Process No.</b>	
	<b>Qualified Reporting Entity (QRE) Service Request Application Process</b>	<b>Version No.</b>	1.4
		<b>Effective Date</b>	05/09/16
		<b>Distribution Restriction</b>	None

## Overview

### Introduction


The Western Renewable Energy Generation Information System (WREGIS) was developed in response to policies set by the California Legislature, Western Governors' Association (WGA), and the California Energy Commission. WREGIS is an independent, renewable energy database for the region covered by the Western Electricity Coordinating Council (WECC).

The role of the Qualified Reporting Entity (QRE) is to submit meter data associated with renewable energy on behalf of the Generator Owner using the WREGIS application. Once an Owner-Applicant requests the California Independent System Operator (CAISO) be designated as its QRE and the CAISO approves the service request, the CAISO will perform the services required by reporting meter data associated with renewable energy on behalf of the Generator Owner on a monthly basis. The CAISO will report such data to the WREGIS application per the WECC administered program requirements.

To be eligible to participate within the California Independent System Operator (CAISO) QRE Program, a Generator Owner must submit a completed and signed QRE Service Request Application. Prior to approval of this service, the Owner-Applicant must be a CAISO Metered Entity and have a valid Terms of Use Agreement (TOU) with WREGIS. This document describes the QRE application process including roles and responsibilities of those involved in the process.

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## Overview, *Continued*

### Roles and Responsibilities

<b>Implementer</b>	<b>Role and Responsibility</b>
Owner-Applicant	<ul style="list-style-type: none"> <li>• Ensure all agreements with WREGIS/WECC and CAISO are signed/approved/filed with appropriate entity.</li> <li>• Submit completed Qualified Reporting Entity Service Request Application for new or updates to existing Portfolios, including all required documentation.</li> <li>• Notify the CAISO QRE Coordinator of any changes to the application in a timely manner.</li> <li>• Promptly respond to inquiries from the CAISO QRE Coordinator.</li> </ul>
CAISO QRE Coordinator	<ul style="list-style-type: none"> <li>• Promptly review all related documents for completeness.</li> <li>• Take necessary steps to move the application through the CAISO QRE process in a timely manner.</li> <li>• Promptly respond to inquiries from the Owner-Applicant, including status of their application.</li> <li>• Notify Owner-Applicant of any concerns or questions associated with application information.</li> <li>• Submit to Owner-Applicant a copy of the approved Service Request Application with additional CAISO information and Service Effective Date upon approval.</li> <li>• Submit Owner-Applicant’s meter data on a monthly basis.</li> </ul>


**Please note that ISO will not submit generation values prior to the application submission date.**

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## Overview, *Continued*

### Data Timeline


<b>Term</b>	<b>Definition</b>
Data Submission (CAISO)	While Generation Output Reporting within WREGIS is structured to allow data to be submitted 75 days <u>after</u> the end of the Current Period Generation Month, the CAISO will make every effort to ensure that available meter data is posted within 30 business days following the end of such month barring any meter issues preventing the collection and validation of meter data.
Data Approval (Account Holder / Generator Owner)	Upon receipt of WREGIS notification of QRE meter data submittal (WREGIS Accepted), meter data should be reviewed and approved within 10-Business days.
Data Disputes	The Owner-Applicant will <u>notify</u> the CAISO QRE Coordinator of any data discrepancies within <b>10- Business days</b> of file acceptance within WREGIS in order for resolution to occur.

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## QRE Application Process Outline

### QRE Process Outline

Steps	Action	If Not...
1	<p>After the Generator Owner reviews the Qualified Reporting Entity Service Agreement located at, <a href="http://www.caiso.com">www.caiso.com</a>, the Generator Owner will need to do the following:</p> <p>Submit a completed QRE application located at, <a href="http://www.caiso.com">www.caiso.com</a>.</p> <p>The application must be filled out completely with the exception of the <b>Authorized Signature</b> and <b>Date</b>. This field must be left blank.</p>	<p>The application will be put on hold until all required information is received.</p>
2	<p>Once CAISO receives the QRE application it will be reviewed for accuracy. Once it is determined that the information is correct the application will be sent back to the Generator Owner to sign using <b>DocuSign</b>.</p> <p><b>DocuSign</b> is a service that provides electronic signature technology for facilitating electronic exchanges of contracts and signed documents.</p> <p>The Generator Owner will receive an email from <b>DocuSign</b> that will provide them with instructions on how to complete the QRE Application with their digital signature.</p>	<p>Missing information will delay processing.</p>
3	<p>Once the application has been digitally signed, the Generator Owner will need to follow the instructions within <b>DocuSign</b> on how to submit the application back to CAISO.</p> <p>When the application is approved, CAISO will send an email notification to the Generator Owner with the effective date.</p>	<p>Our process <b>has</b> changed. Hard copies are no longer required.</p>

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## QRE Application Process


### QRE Portfolio Criteria

QRE Portfolios are subject to the following:

	<b>Criteria</b>
<b>1</b>	Each Generating Resource must be a part of a PGA/MSA, QF PGA, or MSS agreement.
<b>2</b>	Likewise, each QRE meter must be subject to a Meter Service Agreement (“MSA”) for CAISO Metered Entities.

### Required Application Documentation


Completed and signed QRE Service Request Application through *DocuSign*.

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## QRE Application Process, *Continued*


### Timeline

<b>Timeline</b>	<b>Actions</b>
<p>Determination of a Completed Application</p>	<p>The subsequent actions will take place following a submitted QRE Portfolio Application:</p> <ul style="list-style-type: none"> <li>• The CAISO QRE Coordinator will determine if all required information has been received by the CAISO.</li> <li>• The CAISO QRE Coordinator will verify if CAISO documentation is complete.</li> <li>• The CAISO QRE Coordinator will perform an initial review to validate if application contains the appropriate Generation Site information to support the proposed QRE Portfolio.</li> </ul>
<p>QRE Portfolio Approval and Systems Implementation</p>	<p>Following a completed application where all additional work-related to meter installation, contract revisions or coordination with other entities is completed, the subsequent actions will occur:</p> <ul style="list-style-type: none"> <li>• The QRE Coordinator will determine the earliest effective Trade Date as described in Section II of the QRE Service Request Application.</li> <li>• The CAISO QRE Coordinator will notify the owner-applicant of the proposed effective Trade Date.</li> </ul>
<p><b>Important:</b></p> <p><b>If all documentation is completed for the QRE application, however, the following items have <u>not been met</u>, the application will remain on-hold until those items are resolved.</b></p> <ul style="list-style-type: none"> <li>• CAISO Certificate of Compliance</li> <li>• Contract revisions</li> </ul> <p>The QRE Portfolio approval and changes to CAISO systems will resume once such items are completed.</p>	

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## QRE Application Process, *Continued*

Application Instructions	Implementer	Action
	Owner-Applicant	<p>Follow the instructions and complete the QRE Service Request Application through <i>DocuSign</i>.</p> <p><b>Note: Our process has changed. Hard copies of the application are no longer required.</b></p>
	CAISO QRE Coordinator	<p>Reviews application(s) and required documentation for completeness. If the application is <b>not complete</b>, CAISO will contact the Owner-Applicant via email or phone regarding missing and/or inaccurate information.</p> <p><b>Note: If the initial submitted application is not complete, the timeline stated above restarts once all required documentation is received.</b></p>

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## QRE Application Process, *Continued*

### Application Instructions *continued*

<b>Implementer</b>	<b>Action</b>
<b>If the application is approved...</b>	
CAISO QRE Coordinator	Determines soonest possible effective Trade Date for QRE Portfolio implementation. Notifies the Owner-Applicant of the suggested effective Trade Date and designated Reporting Entity Unit ID.  <i>Note: The effective Trade Date will be as described in Section II of the QRE Service Request Application.</i>
<b>Implementer</b>	<b>Action</b>
<b>If the application is denied...</b>	
CAISO QRE Coordinator	Notifies the Owner-Applicant of the decision and confirms with the Owner-Applicant if they wish to terminate the request or resubmit a revised request.
Owner-Applicant	Responds to the CAISO QRE Coordinator with decision to resubmit or terminate request.  <i>Note: If the decision is made at a later date to submit a QRE Portfolio application that includes any resources in a previously denied application, the document will be treated as a new application. The Generator Owner must comply with the same requirements.</i>