# Resource Owner SC Selection Letter Instructions:

* To submit documentation, please review <http://www.caiso.com/Documents/How-to-Submit-Documentation-for-Applications-and-Ongoing-Obligations.pdf> for proper steps

# Letter templates must be printed on applicable SC or Resource Owner company letterhead, signed, scan as a pdf.

# For resource transfers, document must be submitted per above instructions.

# For new resource implementation / QF Conversion email to [NewResourceImplmentation@caiso.com](mailto:NewResourceImplmentation@caiso.com). New Resource Implementation refer to the NRI checklist timeline

# Resource transfers – Effective Date at least 11 business days from date on letter.

# Updated GRDT and RCA form are required with resource transfer.

# Review the master file full network model dates to verify effective dates do not fall in the week where changes cannot be made. If your effective date falls during a ‘blackout time’ you will need to resubmit. <http://www.caiso.com/market/Pages/NetworkandResourceModeling/Default.aspx>

# Remove this text box when copying to resource owner letterhead

***[Current Date]***

California Independent System Operator

250 Outcropping Way

Folsom, CA 95630

Dear ***[New Resource Implementation OR SC Requests]***:

As the Resource Owner, this notification serves to inform the California Independent System Operator (CAISO) of the following changes in Schedule Coordinators' responsibilities.

1. **Is this in the New Resource Implementation process?** Yes  No

If Yes, please enter the following

EIA Form 860 Data (Required for all New Resource Implementation Projects)

1- EIA Plant Name: ***[enter Plant Name]***

2- EIA Plant Code: ***[enter Plant Code]***

3- EIA Generator ID: ***[enter Generator ID]***

1. **Is this a QF Conversion?** Yes  No

**If yes to #1 or #2**, project code is required: ***[enter RIMS*** ***project code]***

Upload both signed new SC letter and signed resource owner letter to RIMS

1. **Is this a Resource Transfer:** Yes  No

If yes then submit a signed relinquishing SC letter, a signed new SC letter and a signed resource owner letter via CIDI ticket.

If no, enter reason for end dating SCID and resource association: ***[enter*** ***business reason for SC relinquishing responsibility]***

We have also indicated the programs this/these resources are currently participating in by checking the appropriate box(es) below.

Resource Owner: ***[enter*** ***Resource Owner Name]***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Resource ID** | **WEIM Participating Res**o**urce**  **(***Note 1****)*** | **WEIM Non-Participating Resource** | **Hybrid /**  **Co- located Res**o**urce**  **(***Note 2****)*** | **EDAM Resource** | **Multi-Stage Generator**  **(***Note 3****)*** | **Negotiated Default Energy Bid** | **Use Limited Plan** |
| ***[enter Resource ID]*** |  |  |  |  |  |  |  |
| ***[enter Resource ID]*** |  |  |  |  |  |  |  |

*Note 1* WEIM Entity: ***[enter*** ***WEIM Entity name]***

*Note 2* **Hybrid / Co-located** resources, please enter the appropriate information

|  |  |  |  |
| --- | --- | --- | --- |
| **Resource ID** | **Min MW at POI** | **Max MW at POI** | **Substation Name / Voltage Level at POI** |
| ***[enter Resource ID]*** |  |  |  |
| ***[enter Resource ID]*** |  |  |  |
| ***[enter Resource ID]*** |  |  |  |

*Note 3* - For the following Multi-Stage Generator resource(s), choose one that applies for the Resource Owner acknowledging that the:

|  |  |
| --- | --- |
| ***[enter Resource ID]*** | New SC agrees to assume the MSG Model as is.  (SC may make necessary changes through the MSG registration process once transfer is effective)  New SC chooses to opt out of MSG.  (SC may re-register the resource as MSG at a later date.) |
| ***[enter Resource ID]***  Add additional rows as needed per resource | New SC agrees to assume the MSG Model as is.  (SC may make necessary changes through the MSG registration process once transfer is effective)  New SC chooses to opt out of MSG.  (SC may re-register the resource as MSG at a later date.) |

**New Schedule Coordinator information:**

* Starting Date: ***[enter*** ***Effective Trade Date as 11 business days after letter submittal]***
* New SC: ***[enter*** **new** ***Scheduling Coordinator Name]***
* SCID: ***[enter*** ***SCID]***
* BSCID \*: ***[enter*** ***BSCID]***
* \* Note 1: BSCIDs are only used with WEIM resources.

**Relinquishing SC information**

* Ending Date: ***[enter*** ***Effective End Date]***
* Prior SC: ***[enter*** **prior** ***Scheduling Coordinator Name]***
* Prior SC\_ID: ***[enter*** ***SCID]***
* BSCID \*: ***[enter*** ***BSCID]***
* \* Note 1: BSCIDs are only used with WEIM resources.

This letter certifies that the information is true and accurate for the above referenced resources.

Please inform me if you have any questions.

***[Signature required with contact information]***