# 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. 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]***