

Registering a Distributed Generation Group (DGG)

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CleanCounts allows the aggregation of smaller generator units below 1 MW in aggregated capacity to register into a DGG Group. These groups are comprised of customer-sited Distributed Generation Units. DGGs are treated as a single generator, and certificates are issued on the entire combined generation for the group.

DGGS MUST MEET THE FOLLOWING CRITERIA

- Units in a DGG must be located in the same state or province.
- Units must share the same essential generator characteristics as defined in the CleanCounts Electricity Registry Operating Procedures, Appendix B.
- Units must not share the same meter.

HOW TO REGISTER A DGG

DGG functionality must first be turned on for a CleanCounts Organization. Contact systemadmin@cleancounts.org to request use of this feature. Once the feature has been enabled by the CleanCounts System Administrator, follow the steps below to register a DGG.

BEFORE YOU START

You must first create the overall group that will house the units that make up the group. Every field marked on the screens below is required before the group can be submitted for review.

1

Navigate to the DG Groups tab on the left side of your dashboard.

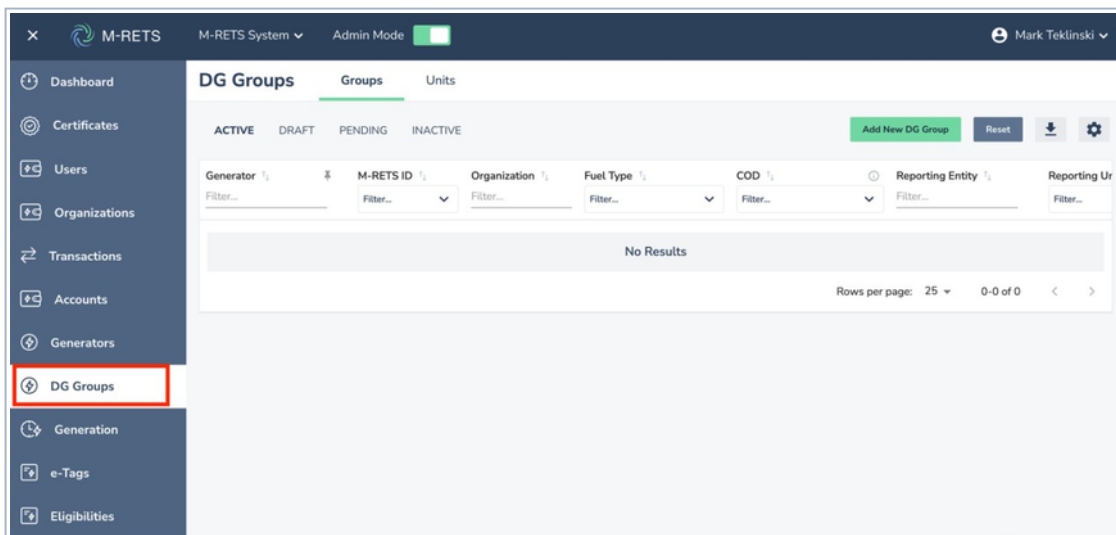


Figure 1. The DG Groups tab in the dashboard navigation.

2

Click Add New DG Group.

Figure 2. Add New DG Group.

3

Fill in all the fields and tabs marked on this screen. The required fields are similar to those for registering a standalone generator in the CleanCounts Electricity Registry.

Figure 3. The DG Group registration form and its tabs.

COMPLETING THE TABS

General tab

- **Group name:** CleanCounts does not require a specific naming convention; DG groups can be named at the discretion of the organization registering them.
- **DG Group type:** Groups can contain residential, commercial, or a mix of both distributed energy resource types.
- **Reporting entity:** The organization reporting the generation for the group, and the account that certificates will be issued to.

Owner tab

Since DGGs are a group of distributed generators that may be owned by different parties, the Owner tab can display the organization that is registering each generator on behalf of the generator owner.

Engineering tab

- **Capacity factor:** Entered as a weighted average capacity factor for the entire group of registered generators.

Units tab

There are two ways to add units to a group: via the user interface (step 4a) or via CSV file upload (step 4b).

- 4a

The Units tab is where you enter the required information for each unit that makes up a group. Click Add, complete the required information on the Add Unit screen, and click Save. As you add units, the table populates with each generator entry.
- **Expansion indicator:** If the DGG unit being registered is an addition to an already registered DGG project, check yes for this field. If it is a standalone new DGG unit, check no.

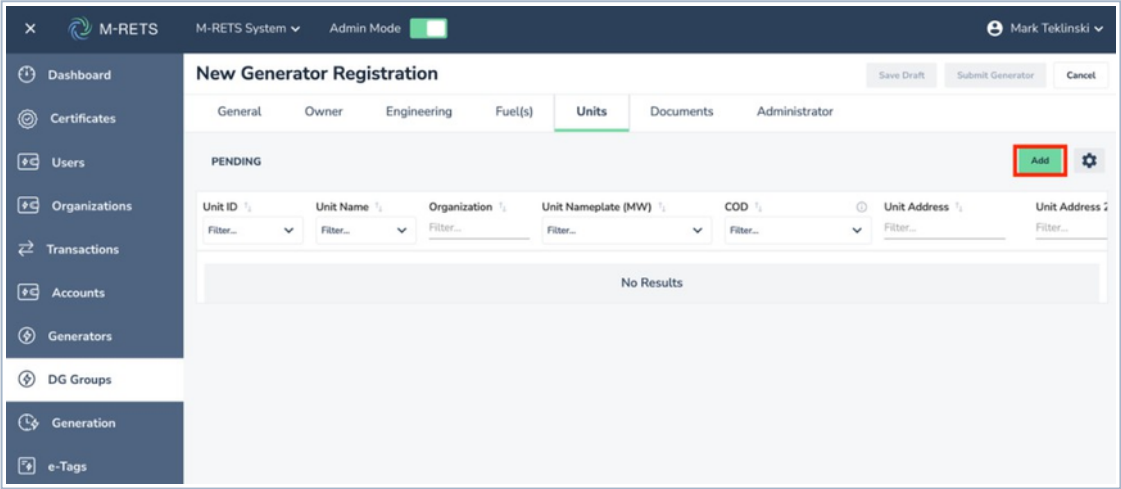


Figure 4a. The Units table populated with generator entries.

Figure 4b. The Add Unit screen with the expansion indicator field.

- 4b** CSV upload of DGG units. Generator units that make up a DGG can also be added to an existing DGG via CSV. The CSV Generator Unit file can be found under the Registry Documents section of the CleanCounts website. Once the CSV is complete, email it to systemadmin@cleancounts.org and the System Administrator will upload the file.

Documents tab

- 5** CleanCounts requires documentation to verify each generator unit of a DGG, including but not limited to:

- Interconnection agreement
- Engineering documents
- Certificate of completion
- Ownership documents

CleanCounts requires that a Schedule A is completed for generator units that are not owned by the organization registering the units. The CleanCounts System Administrator may request additional documents as needed.

- 6
- Once all required fields are entered, click Save draft. When the generator is saved, navigate to the Drafts tab of the DG Groups section and click Submit Generator. The group is then placed in a pending state and the CleanCounts System Administrator will review the generator.

The screenshot shows the 'Edit M-RETS Demo DGG' interface. At the top right, there are three buttons: 'Save Draft' (green), 'Submit Generator' (blue, highlighted with a red box), and 'Cancel' (grey). The left sidebar contains a menu with items like Dashboard, Certificates, Users, Organizations, Transactions, Accounts, Generators, DG Groups, Generation, e-Tags, and Eligibilities. The main content area is divided into three tabs: 'General' (selected), 'Owner', and 'Engineering'. The 'General' tab contains two main sections: 'GENERAL INFORMATION' and 'LOCATION'. The 'GENERAL INFORMATION' section includes fields for 'Group Name' (M-RETS Demo DGG), 'COD' (-), 'Unit Count' (0), and 'DG Group Type' (Residential). The 'LOCATION' section includes 'Country' (United States) and 'State or Province' (Minnesota). The 'REPORTING AND ISSUANCE' section on the right includes 'Reporting Entity' (Self Reporting), 'Reporting Unit ID' (empty), and 'Issuance Account' (Default Active). At the bottom right, it shows 'App Version: 3.0.5', 'App Name: uat', and 'App API Root: https://api-uat.mrets.org'.

Figure 5. Submitting the group for review from the Drafts tab.

QUESTIONS

CONTACT

Contact the CleanCounts System Administrator at systemadmin@cleancounts.org to enable DGG functionality, submit a CSV unit file, or ask about required documentation.