Generation Transfer Request User Guide

Revision: 02

Effective Date: 06/01/2018

Table of Contents

Approval

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Client Management Department

Current Revision

Revision 02 (6/1/2018)

Updated user guide to include:

- Overview/Summary - Updated reference that describes the process from Manual 10 to Manual 14D, Section 2.2 and 5.7
- Member Community Request Form – added that PJM requests that the form be submitted with at least 45 days prior to the requested effective date of the transfer within the PJM systems.

Overview/Summary

This User Guide is intended to help the Member and/or market entity desiring to transfer a generation resource within the PJM footprint. The transfer process is described in further detail in Manual 14D, Section 2.2 and 5.7. Each generation transfer is unique and requires the PJM Client Management department to ensure all proper and correct information is obtained from both the Transferor (Member selling the resource or the "from" entity) and Transferee (entity buying the resource or the "to" entity) prior to the requested effective date of the transfer.

The following provides explanation for each item required to request a generation transfer. A form can be found on the Member Community site or PJM.com > markets & operations > System Operations. Each request requires an Excel spreadsheet attachment to be submitted along with the request. The Member Community is a permission access site. More information on the Member Community and how to request access, if needed, can be found on PJM.com > markets & operations > Tools > Member Community.

Member Community Request Form

Log into Member Community. Access the request under ***Other Services > Request Generation Transfer.***

A completed request form with Excel spreadsheet attachment must be submitted to PJM with a requested timeframe of at least 45 days notification prior to the requested effective date of the transfer within the PJM systems. Either the Transferor or Transferee may submit the form and attachment, but all information must be provided in the form and attachment in accordance with this User Guide. If multiple resources are being requested to be transferred, only one form and one attachment are required, so long as the information on the form is the same for all resources being transferred. If one answer or information data point is different on the form, then a separate form and subsequent attachment is required that pertains to that resource(s).

Example:

1) *Resource 1, Resource 2 and Resource 3* – all are being transferred to the same new Member/company, all will transfer on the same date, all have the same answers to questions D, E, F and G on the Request Generation Transfer form: only one form with one attachment is required for the requested transfer

2) *Resource 1 and Resource 2 and Resource 3* – all are being transferred to the same new Member/company, all will transfer on the same date, Resource 3 has different answers to questions F and G compared to Resource 1 and Resource 2 : one form with one attachment is required for Resource 1 and Resource 2 AND a separate additional form and attachment is required for Resource 3

A Transferor Member Name ("From") – Member that currently owns the resource(s)

B Transferee Member/Company Name ("To") – Member/company that will own the resource(s) after the transfer

C Requested Effective Date of the Transfer – Target operating day for which the resource(s) will transfer

D Energy Market Account Owner Changing – Will the energy market account in which the resource is currently modeled change?

E Capacity Market Account Owner Changing – Will the capacity market account in which the resource is currently modeled change?

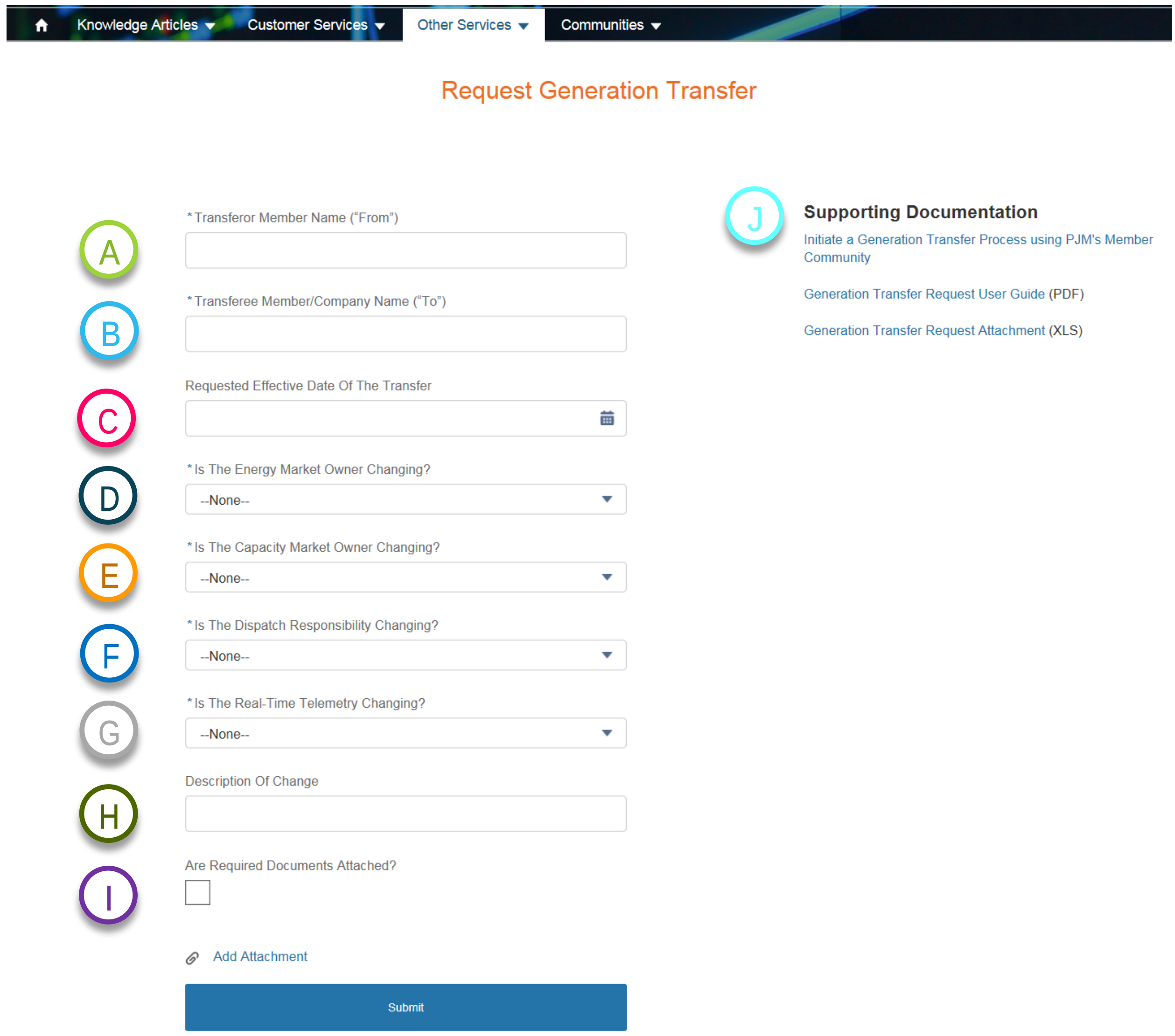
F Dispatch Responsibilities Changing – Will who is dispatching the resource change?

G Real-Time Telemetry Provider Changing – Will who provides the real-time telemetry change?

H Description of Change – Summary of change or any additional information

I Attachment – Check the box after the attachment is added to the request

J Supporting Documentation – Provide guidance about the process, spreadsheet attachment and User Guide



Member Community Request Attachment

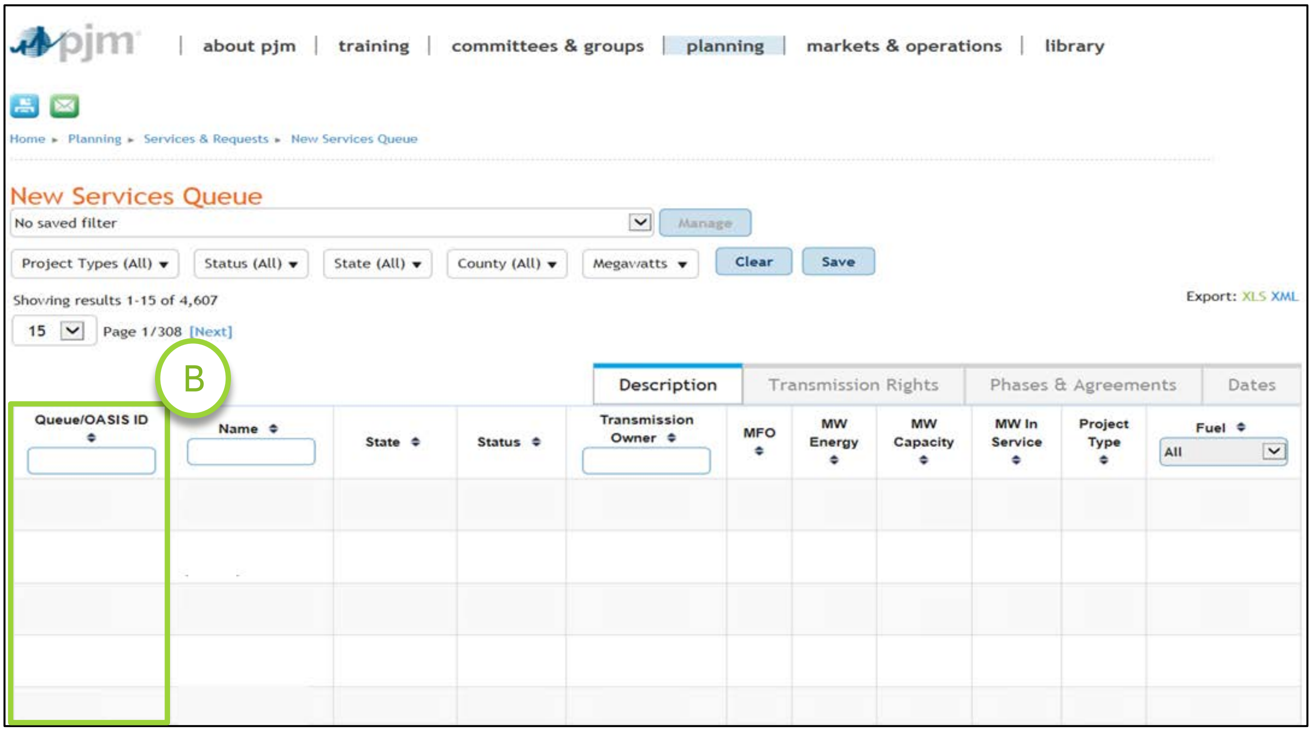
The Excel spreadsheet attachment can be found in the Member Community under *Other Services* > *Request Generation Transfer* > *Supporting Documentation*. This attachment must be filled out in accordance with this User Guide and submitted with the request to be considered by PJM. The attachment is broken into three (3) different sections: Section 1 – Resource Information; Section 2 – "From" Owner Information; and Section 3 – "To" Owner Information. This User Guide provides where specific information may be obtained within PJM's Tools. PLEASE NOTE: certain PJM Tools provide information applicable to all three sections of this attachment.

Section 1 – Resource Information

This section provides the information associated with the resource regardless of who owns it. This information does not change with ownership. All of Section 1 needs to be filled out in its entirety prior to submitting the request.

The Transferor will need to obtain the Queue Number. The number may be found on ***PJM.com > Planning > Services & Requests > New Services Queue.*** If the number is unable to be found on PJM.com, then the Transferor must obtain the number from within its internal organization.

B Queue Number

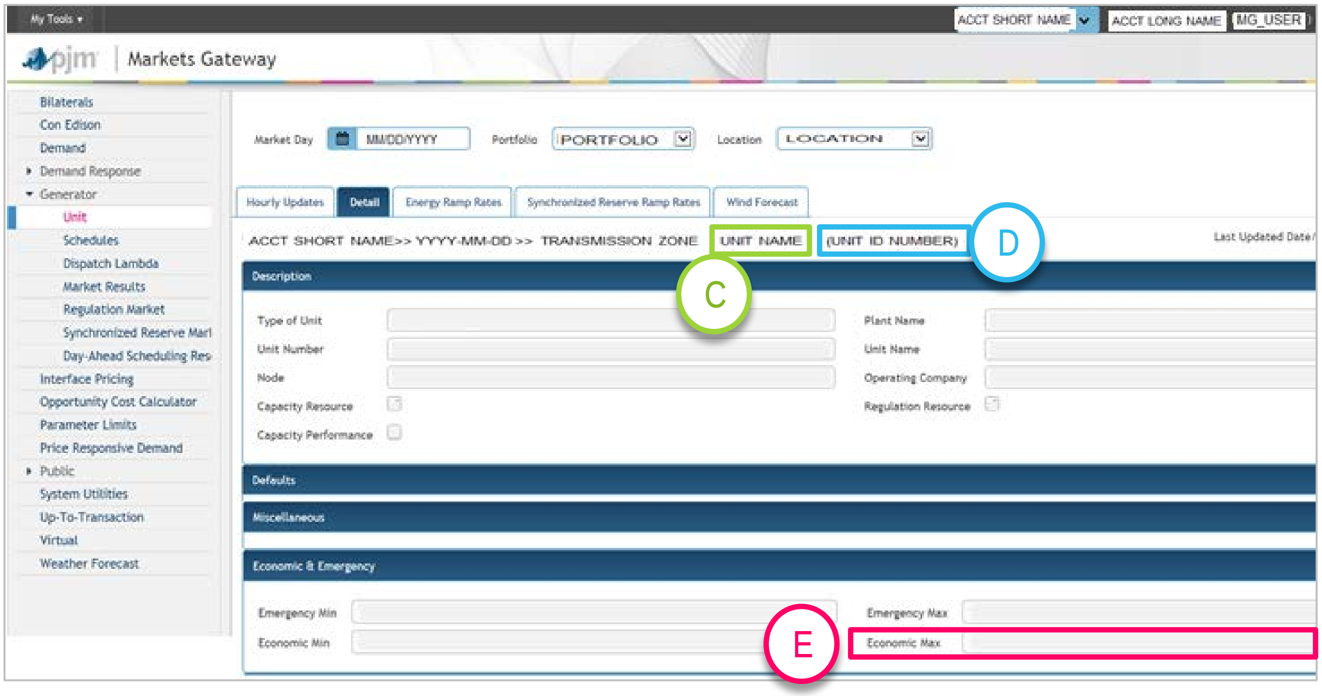


Log into the Markets Gateways account that contains the resource being transferred. Access the information under ***Generation > Unit > Detail.***

C Markets Gateway UNIT Name

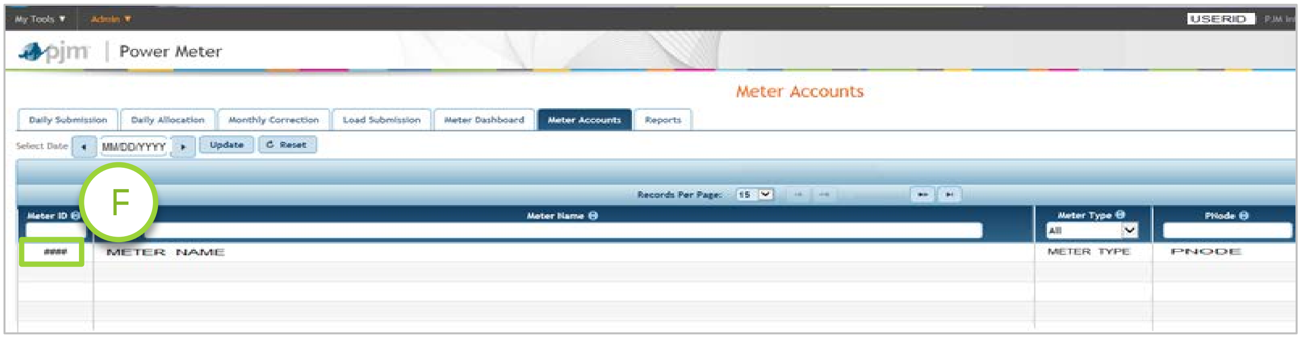
D Markets Gateway UNIT ID Number

E Economic Maximum MW



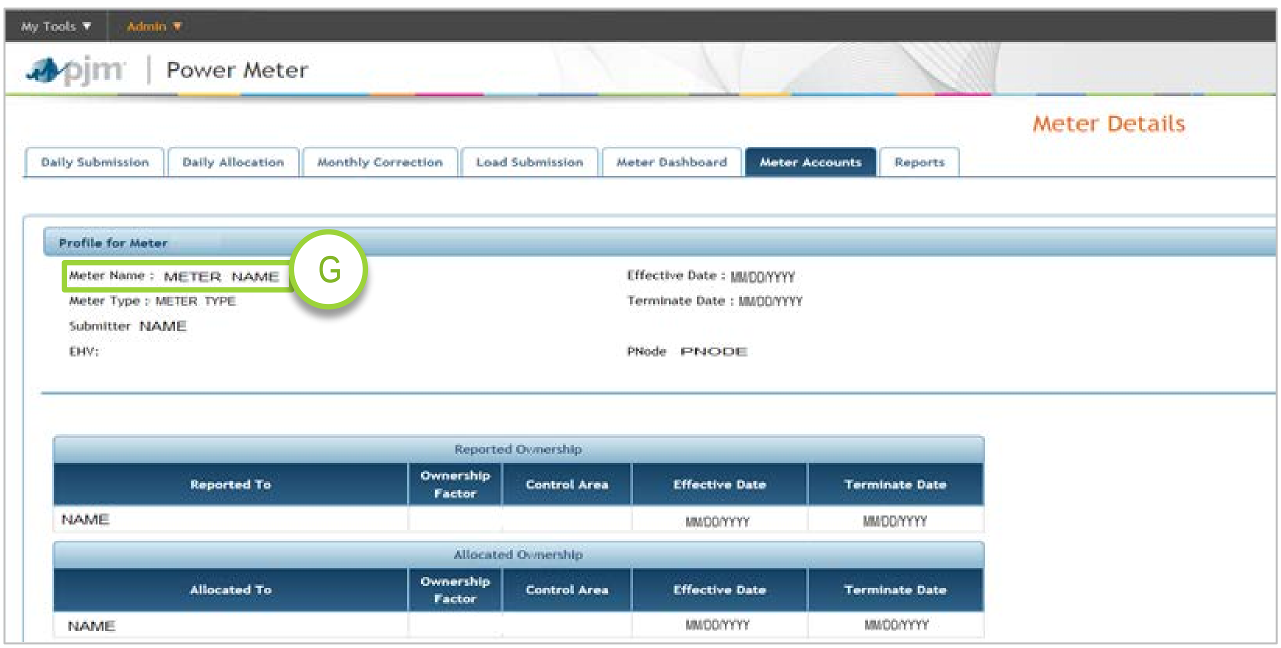
Log into the Power Meter account that contains the resource being transferred. Access the information under Meter Accounts. Click on the ***Meter ID*** of the resource being transferred.

F Power Meter Account ID



After clicking on the ***Meter ID***, the Profile screen for that resource will be populated.

G Power Meter Account Name



On PJM.com ***> markets & operations > Energy Market > LMP Model Information > Locational Marginal Pricing Model.xls***. Use the PnodeID obtained from PowerMeter to determine which information is linked with the resource. Most resources are found in this file. If you do not see your resource, check in ***Aggregate Definitions.xls.***

H Pnode ID

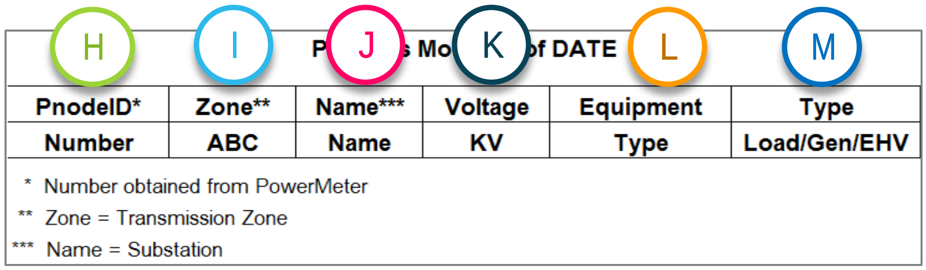
I Transmission Zone

J Substation (B1)

K Voltage (B2)

L Equipment (B3)

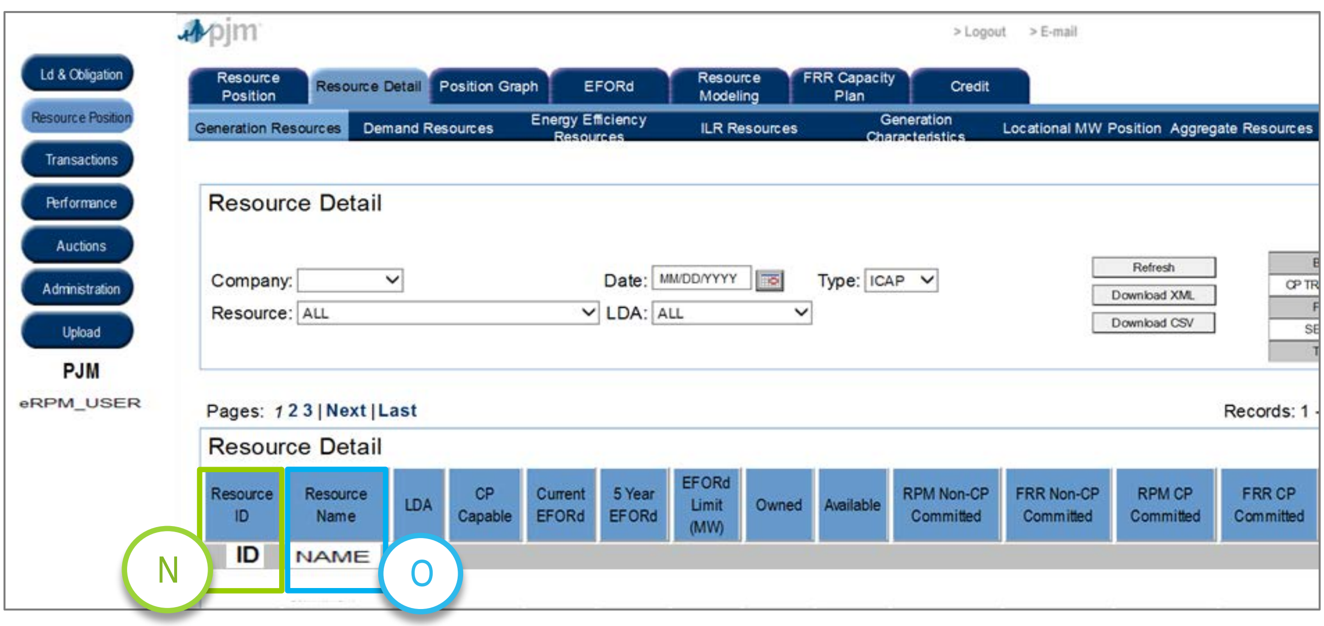
M Type



Log into the eRPM account that contains the resource being transferred. Access the information under ***Resource Positions > Resource Detail tab > Generation Resources***.

N RPM Resource ID

O RPM Resource Name

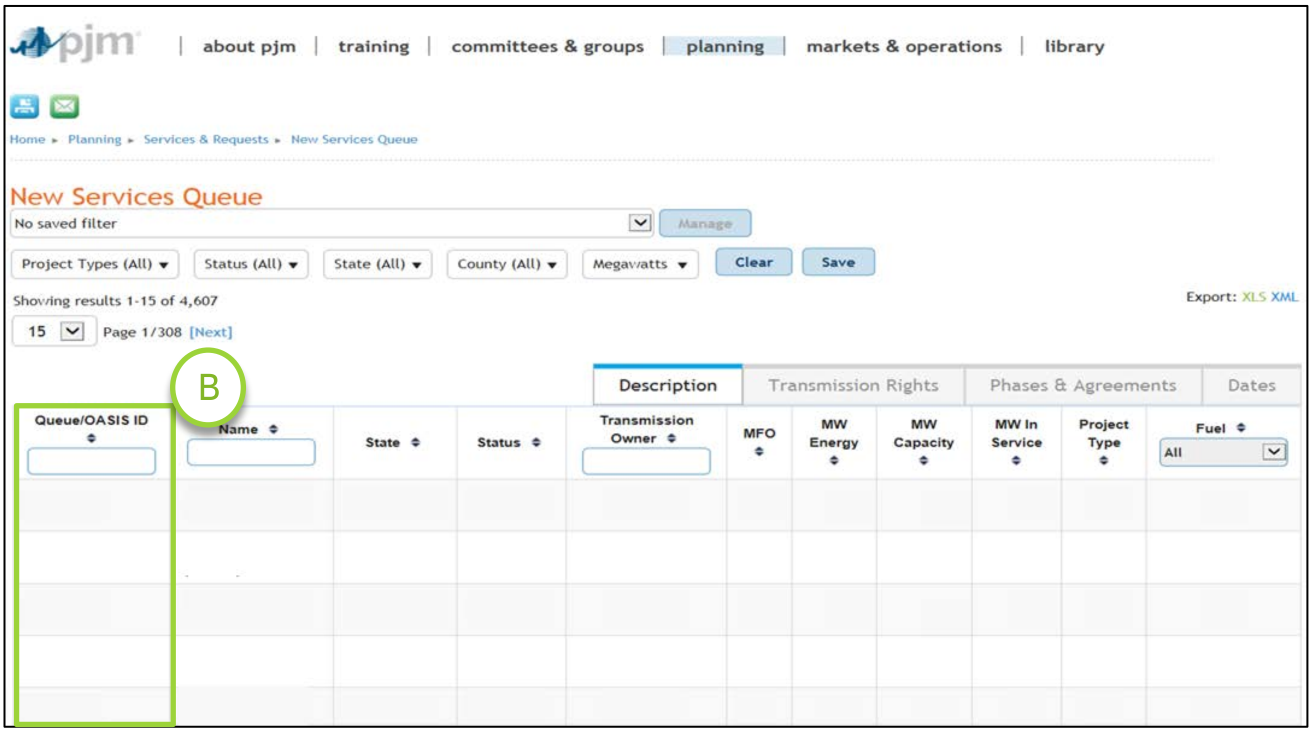


Section 2 – "From" Owner Information

This section seeks information regarding the "From" owner of the resource. This is the entity that is selling the resource. This information is currently within PJM systems. All of Section 2 must be filled out in its entirety prior to submitting the request.

The Transferor will need to obtain the Queue Number. This should have been filled in from Section 1. The number may be found on ***PJM.com > Planning > Services & Requests > New Services Queue.*** If the number is unable to be found on PJM.com, then the Transferor must obtain the number from within its internal organization.

B Queue Number

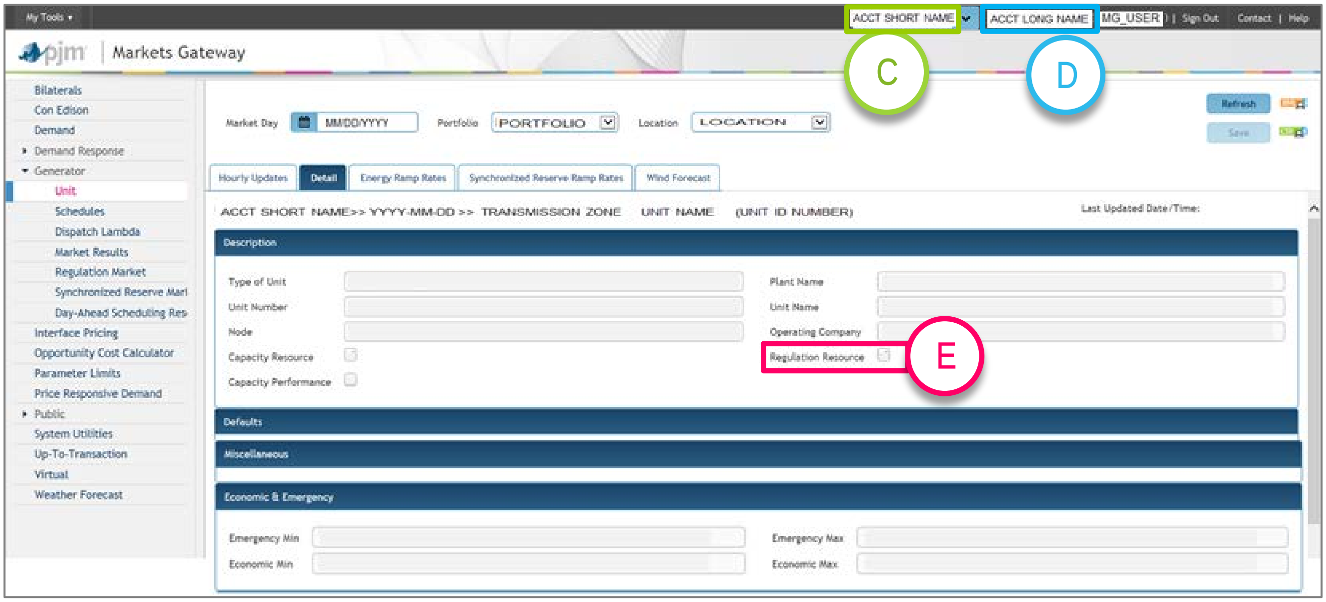


Log into the Markets Gateways account that contains the resource being transferred. Access the information under ***Generation > Unit > Detail.*** If the box is checked after *Regulation Resource*, then enter "Y" in the attachment for *E*.

C "From" Markets Gateway Short Name

D "From" Markets Gateway Long Name

E "From" resource provide Regulation

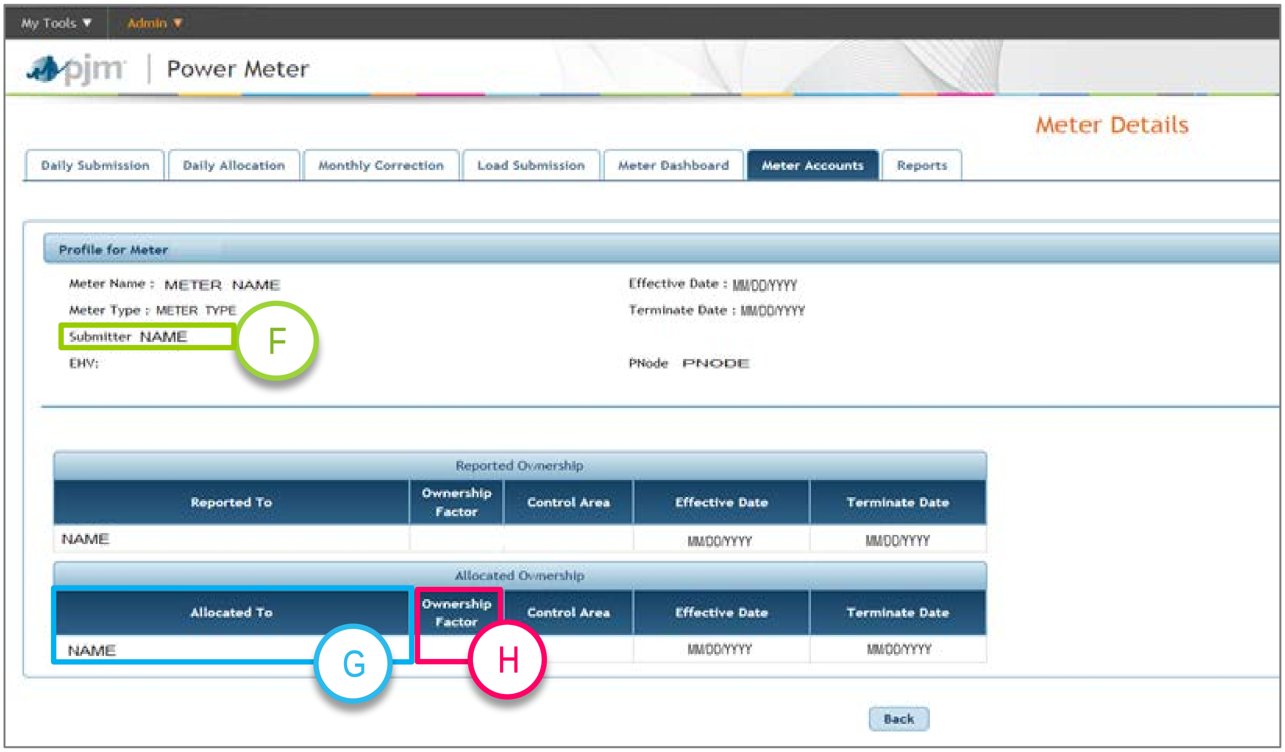


Log into the Power Meter account that contains the resource being transferred. Access the information under Meter Accounts. Click on the ***Meter ID*** of the resource being transferred (as described in Section 1, Letter *F*).

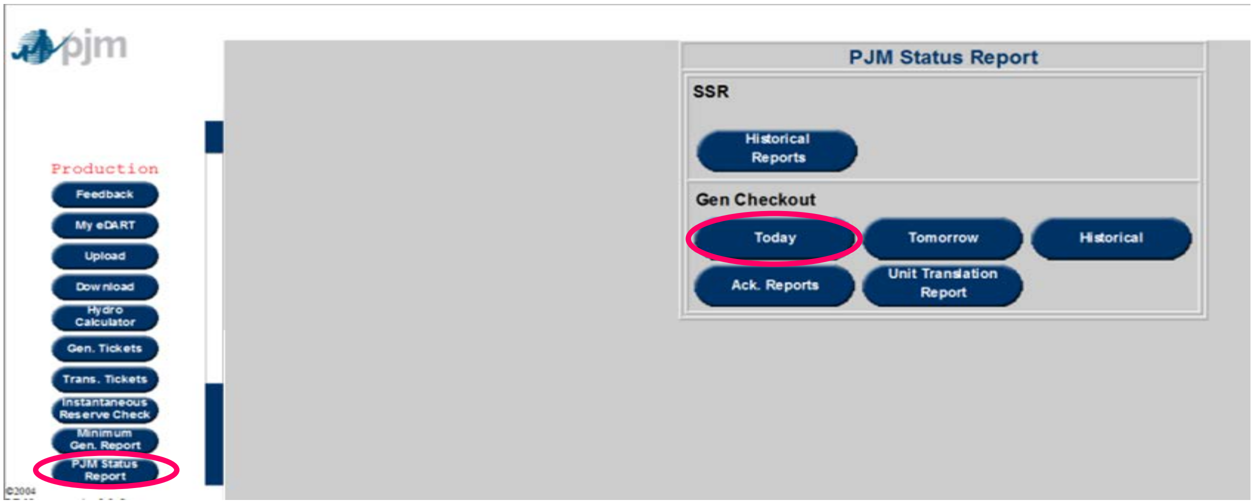
F "From" Power Meter Submitter

G "From" Energy Market Owner

H "From" Energy Market Ownership Percentage Interest

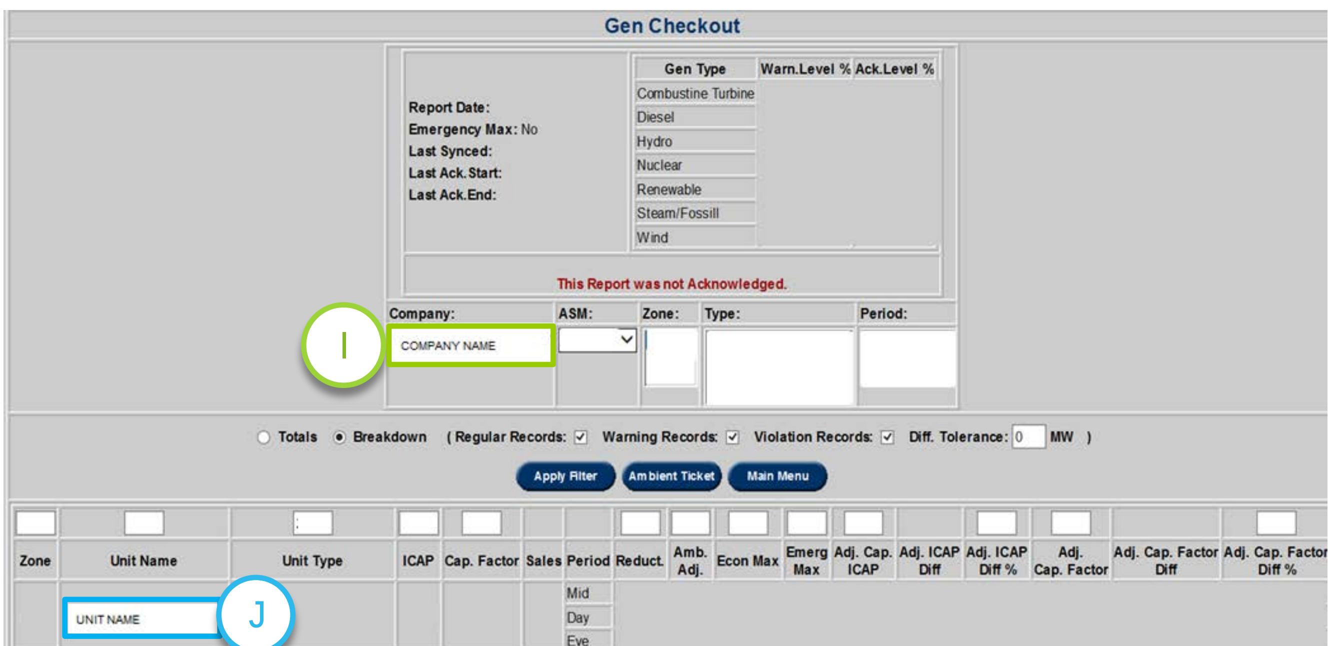


Log into the eDART account that contains the resource being transferred. Access the information under ***PJM Status Report > Gen Checkout > Today.***

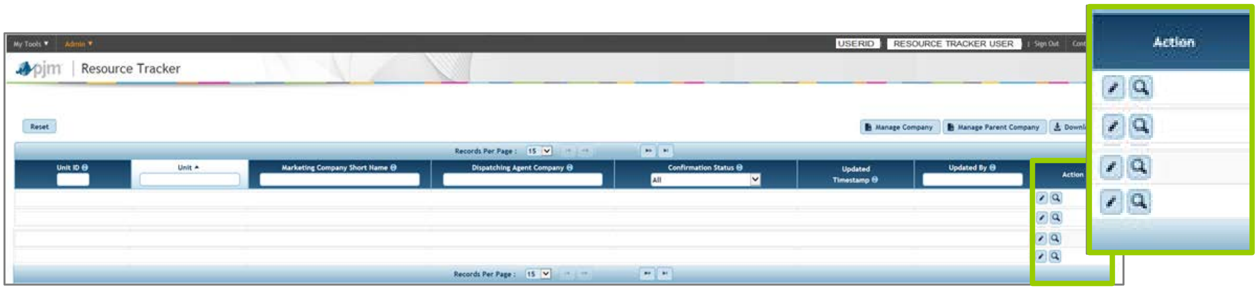


I “From” eDART Company Name

J “From” eDART Unit Name



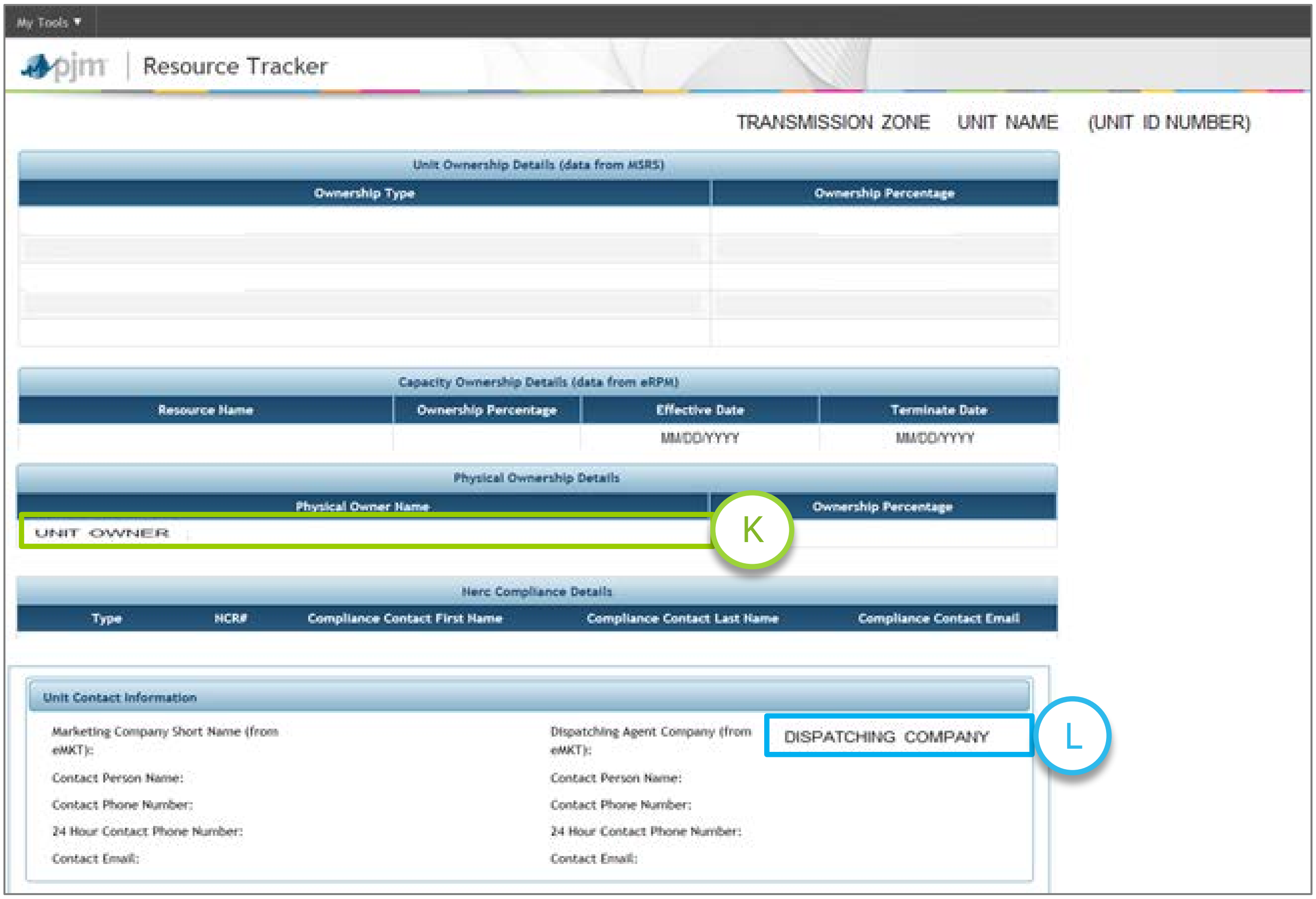
Log into Resource Tracker account that contains the resource being transferred. Locate the resource and click on the pencil located on the right side of the screen under *Action*. This will take you to the detailed screen.



Once in the detailed screen, locate the Dispatching Company and Unit Owner.

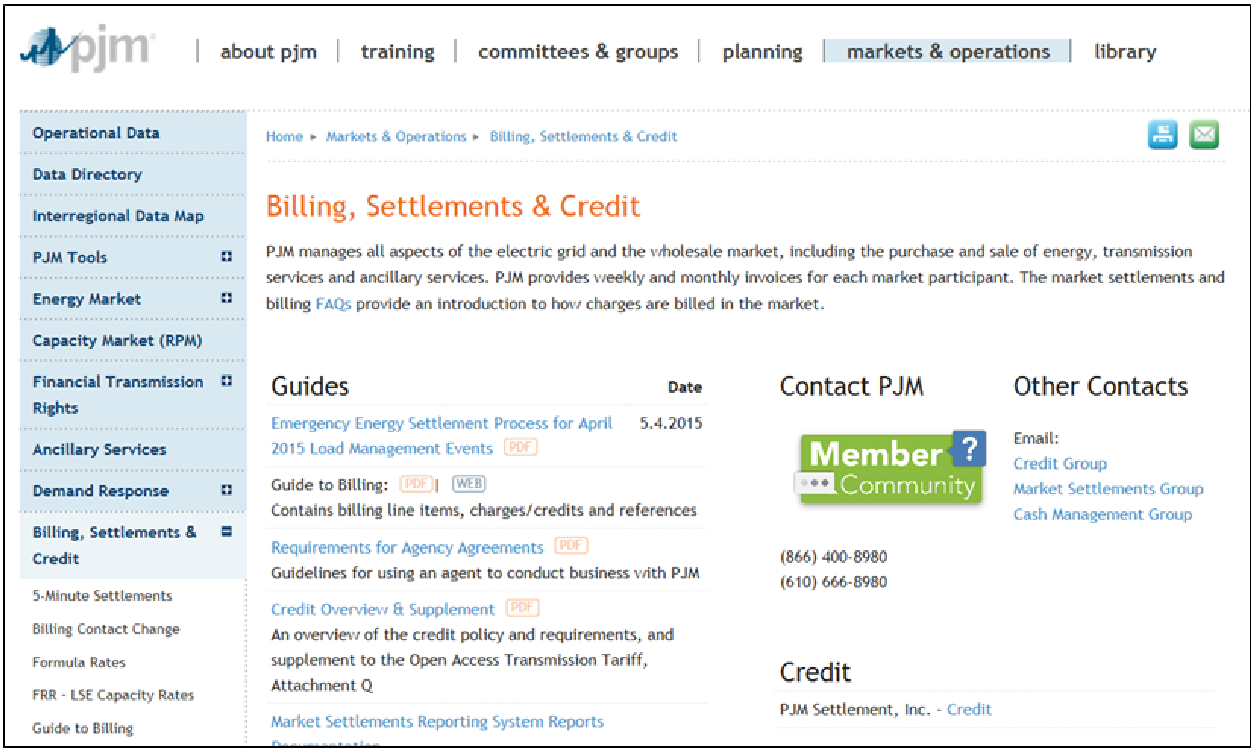
K "From" Unit Owner

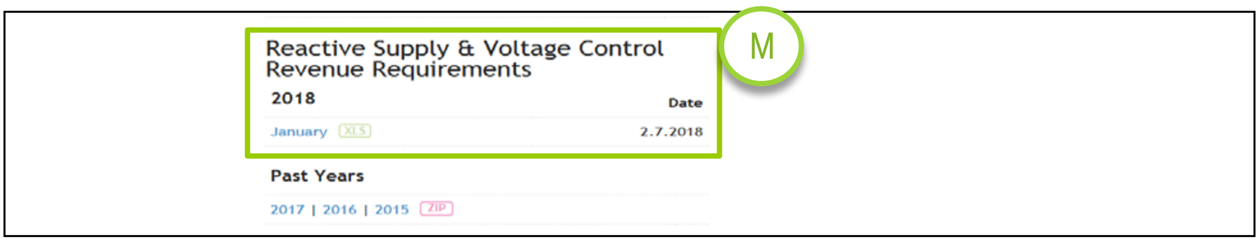
L "From" Dispatching Company



The Transferor will need to obtain any current and future FERC Docket filing number(s) related to Reactive Supply & Voltage Control Revenue (Schedule 2) credits. The number(s) may be found on ***PJM.com > markets & operations > Billing, Settlements & Credit > Reactive Supply & Voltage Control Revenue Requirements.*** If the number is unable to be found on PJM.com, then the Transferor must obtain the number from within its internal organization.

M “From” PJM Tariff Schedule 2 Reactive Credits





Section 3 – "To" Owner Information

This section seeks information regarding the "To" owner of the resource. The term "To" does not mean "transmission owner". It means the entity that is buying the resource. This information may or may not be within PJM systems. PJM asks that Section 3 be filled out with any information that is known. However, PJM understands that most of this information still needs to be determined. Please note that the information in Section 3 will be questions that PJM Client Management will be seeking this information from the Transferee as soon as it is available.

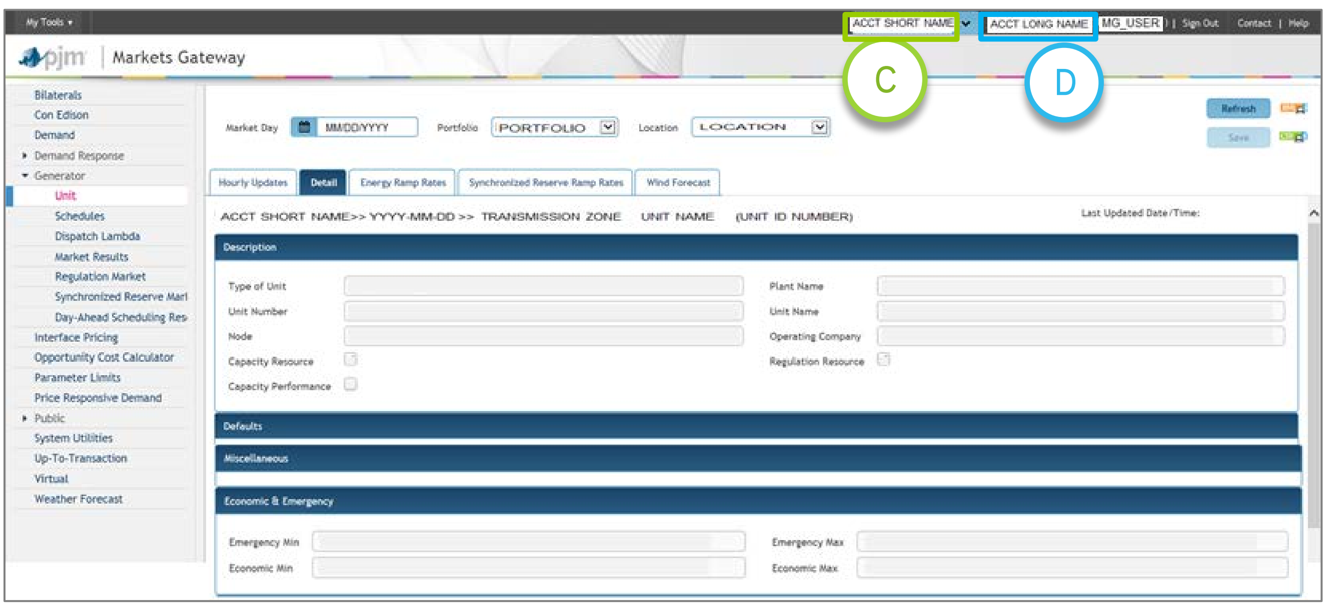
The Queue number will be populated from Section 1 in the spreadsheet. The Transferee does not have to populate this part in Section 3.

If the "To" account already exists and plan to use the same one, log into the Markets Gateways account that will contain the resource being transferred. Access the information under ***Generation > Unit > Detail.***

C "To" Markets Gateway Short Name

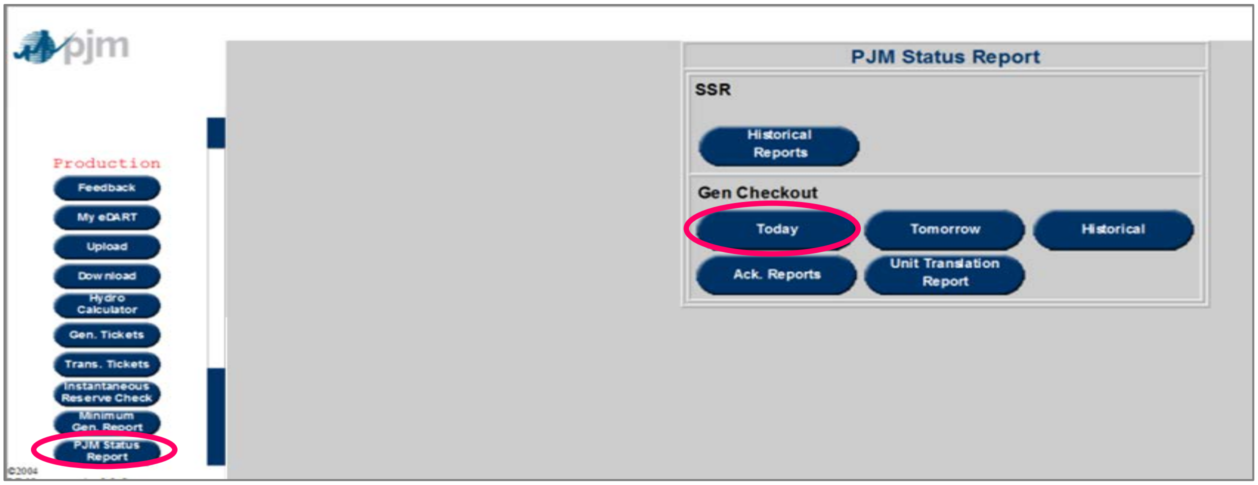
D "To" Markets Gateway Long Name

E "To" resource provide Regulation **-** The Transferee needs to determine if the resource will provide regulation or not moving forward. Select "Yes" if the resource will provide regulation (all testing protocols in PJM Manuals apply) or select "No" if the resource will not provide regulation



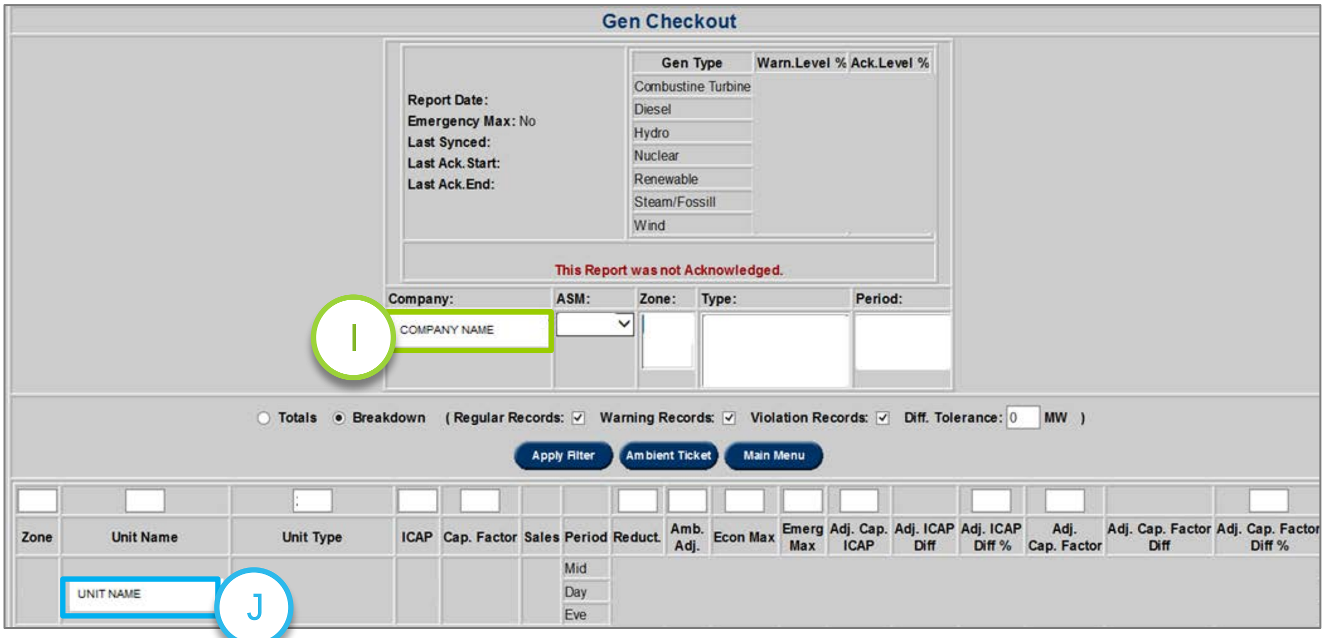
Power Meter will house the information for Power Meter Submitter (F), Energy Market Owner (G) and Energy Market Ownership Percentage Interest (H). Contact PJM Client Management as soon as it is determined who the Power Meter Submitter and Energy Market Owner will be for the transferring resource(s)

eDART will house the information for eDART Company Name (I) and eDART Unit Name (J). Contact PJM Client Management as soon as it is determined which eDART Company Name will contain the transferring resource(s). If the account already exist, access eDART, then ***PJM Status Report > Gen Checkout > Today.***



I "To" eDART Company Name

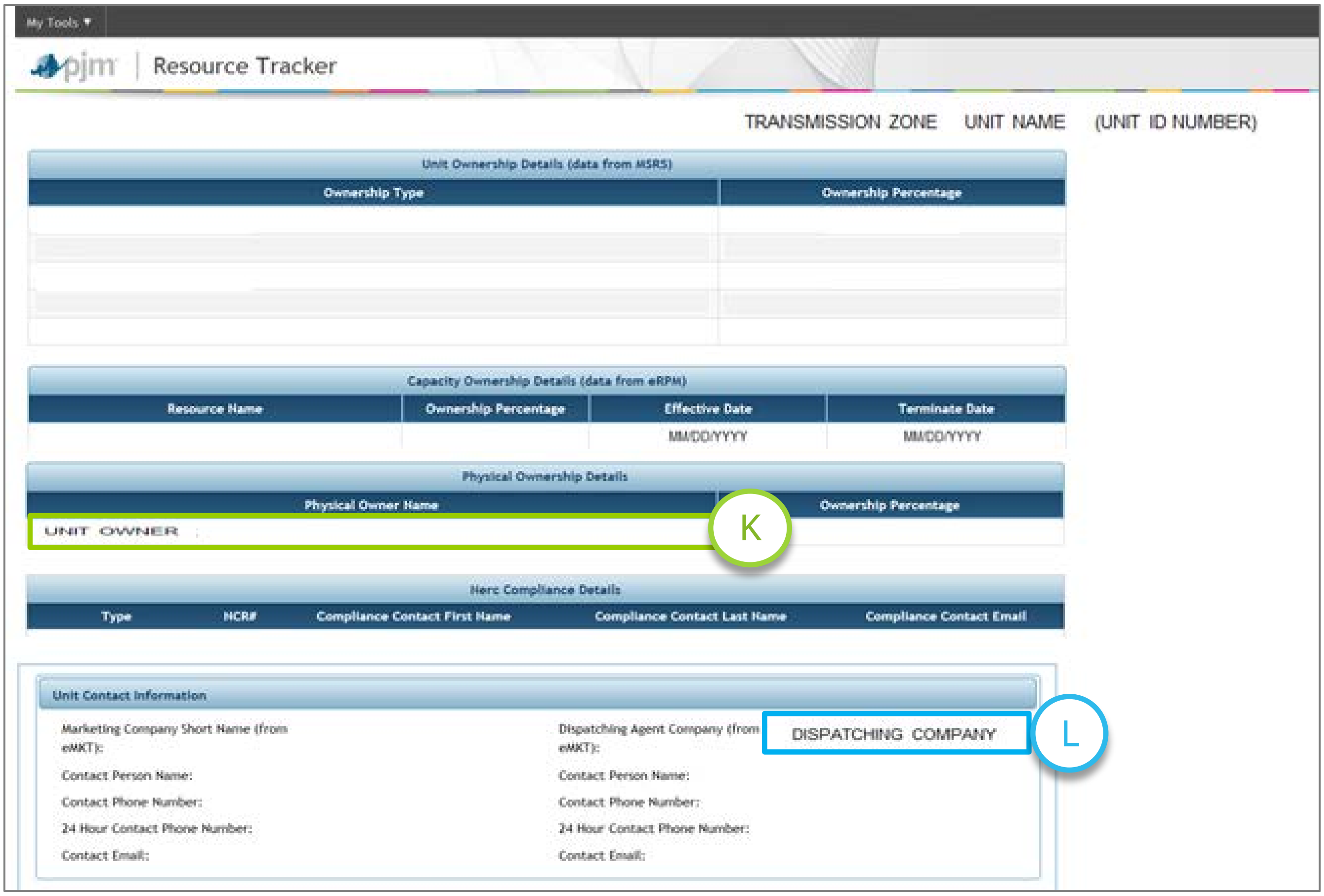
J "To" eDART Unit Name



Resource Tracker will house the information for Unit Owner (K) and Dispatch Company (L). After the transfer, all registered users in Resource Tracker of that resource will receive an automated email from Resource Tracker System alerting them that confirmation of the resource is due within two (2) business days. The information can be seen in the locations stated below.

K "To" Unit Owner

L "To" Dispatching Company



PJM Tariff Schedule 2 Reactive Credits (M) – provide FERC Docket filing number(s) related to Reactive Supply & Voltage Control Revenue (Schedule 2) credits associated with the transferred resource (s).

Fuel Cost Policy (N) - Ensure that a new Fuel Cost Policy has been submitted to the Fuel Cost Policy Team at FuelCostPolicyAnalysis@PJM.com at least 45 days prior to the requested effective date of the transfer.

Revision History

Revision 00 (2/23/2018)

User guide created