

Non-energy Storage Demand Response Resource CPS Application and Reporting Registration Process

The Clean Peak Energy Standard (CPS) application process calls for the following steps for ALL resources.

1. Verify resource eligibility
2. Register at NEPOOL GIS
3. Register at Production Tracking System (PTS)
4. Complete a Statement of Qualification Application (SQA)
5. Register to report through the Clean Peak Tracking System (CPTS)

While these steps remain the required process for resource qualification, the MassCEC PTS registration platform, the CPS SQA portal, and the CPTS are not yet ready to process non-energy storage Demand Response Resources. As a short term solution, while the platform, portal, and CPTS are being completed, non-energy storage Demand Response Resources eligible to participate in CPS must complete steps 3, 4, and 5 directly with DOER, by email using doer.cps@mass.gov. Below are instructions on what to include in your email submission to ensure a smooth application review process.

Once the PTS, SQA, and CPTS are updated, DOER will update resource participants who have applied and received qualification through the manual email submission process on the steps they will need to take to be fully integrated into the relevant systems.

Non-energy Storage Demand Response Resource Instructions:

Step 1: Verify resource eligibility. Comprehensive information on Demand Response Resource eligibility can be found in the CPS regulation itself ([225 CMR 21.00](#)) and the Clean Peak Resource Eligibility Guideline and the Clean Peak Demand Response Resource Guideline (both found [here](#)). [LINK: <https://www.mass.gov/info-details/clean-peak-energy-standard-guidelines#cps-guidelines->]

Step 2: Register at NEPOOL GIS. All Demand Response Resources should be registered as such at NEPOOL GIS. Upon registration, a resource will receive a CPS ID which will be necessary for upcoming application process steps.

Steps 3 and 4: Alternative to PTS and SQA. Non-energy storage Demand Response Resources should complete steps 3 and 4 of the CPS application process by directly emailing DOER at doer.cps@mass.gov. The following information should be included in that direct communication.

Subject: CPS SQA Application for CPS ID ##### (include CPS ID received from NEPOOL GIS here)

Body: Please include the following information in the body of your email submission

- System Name
- Site Name
- Address
- Facility Sector (Residential, Commercial, Industrial, Government, Other, etc)

- Technology Type (EVSE, Electric Water Heater, Load Curtailment, or Building Thermal Mass and Thermal Storage)
- Utility Name
- Programs, if applicable (eg. Clean Peak Standard, Connected Solutions, etc)
- DOER RPS or APS ID, if applicable
- Total System Capacity (kW AC)
- Equipment specifications (including Manufacturer and Model)
- Contact information for System Owner, GIS Account Holder, Reporter, CPEC Owner, and, Installer

Attachments:

- Baseline methodology (Load Curtailment and Building Thermal Mass and Thermal Storage)
- If applying for the Resilience Multiplier – System Layout or PE stamped one-line diagram

DOER will review email submissions, communicate any necessary corrections or clarifications, and provide a Statement of Qualification (SoQ) to approved resources. Resource performance will be eligible to produce Clean Peak Energy Certificates starting on the date of the SoQ.

Step 5: Alternative to CPTS. Similar to Steps 3 and 4, non-energy storage Demand Response Resources should complete step 5 of the CPS application process by directly emailing DOER at doer.cps@mass.gov. The following information should be included in that direct communication.

Subject: CPS Reporting Registration for CPS ID ##### (include CPS ID received from NEPOOL GIS here)

Body: Please identify the process and/or equipment the resource will use to meet the reporting requirements laid out in the Clean Peak Demand Response Resource Guideline, found [here](https://www.mass.gov/info-details/clean-peak-energy-standard-guidelines#cps-guidelines-). [LINK: <https://www.mass.gov/info-details/clean-peak-energy-standard-guidelines#cps-guidelines->]

Attachments: Please attach a report template that you plan to use for performance reporting for the resource. This should be in CSV or excel format.

DOER will review email submissions, communicate any necessary corrections or clarifications, and provide a notice of reporting registration to approved resources.

Once a resource is approved for this interim reporting process, DOER will expect email submissions on a monthly basis for each resource. These should be in CSV or excel format and submitted by the 5th of each month. **NOTE:** Clean Peak Energy Certificate calculations will not be performed on datasets received after 11:59pm on the 5th of the month.