ERCOT Market Participant Training

Weatherization & Inspection
Market Participant Portal

Brandon M. Manley
Senior Weatherization Program Analyst

Date: 4/11/2024

Training Agenda

- Weatherization Program Overview
- Process Overview
  - Digital Certificate Requests & Login
  - MP Portal Overview
    - Knowledge Articles
    - Submissions & Requests
    - Lists
  - Declaration of Weather Preparedness (DoWP)
  - Notice of Inspection (NOI)
  - Cure Period (CP) Tasks
  - Viewing Final Inspection Report
  - Weatherization Support Case
- MP Portal Demonstration
- Closing Remarks
- Next Steps
- Q&A

# Weatherization & Inspection Program Overview

Background

- Under the PUCT Rule 16 TAC § 25.55 ("the Rule"), the ERCOT Weatherization and Inspection (W&I) Team has been actively performing Resource Entity (RE) and Transmission Service Provider (TSP) onsite inspections since December of 2021.

- This past winter inspection season, we inspected 340 REs and 129 TSPs using our new field service application, which was the first phase of the technology project.

W&I Market Participant Portal

- Using the Portal, MPs will be able to submit required summer and winter Declaration of Weather Preparedness documents necessary to adhere to the rule including Appendix A, Attachment K, Supplement to Attachment K, and Attestation items utilizing built in digital forms and self-service downloads.

Inspection Season Process
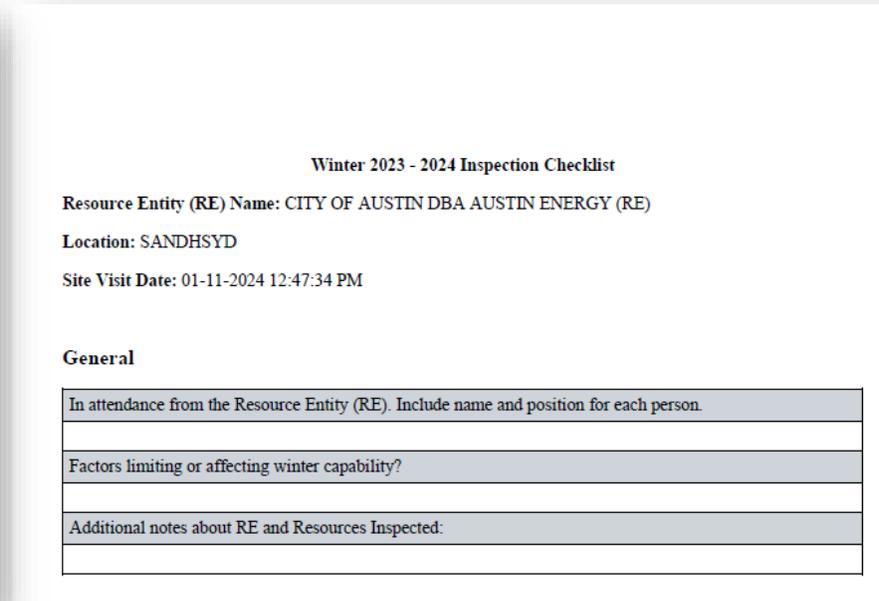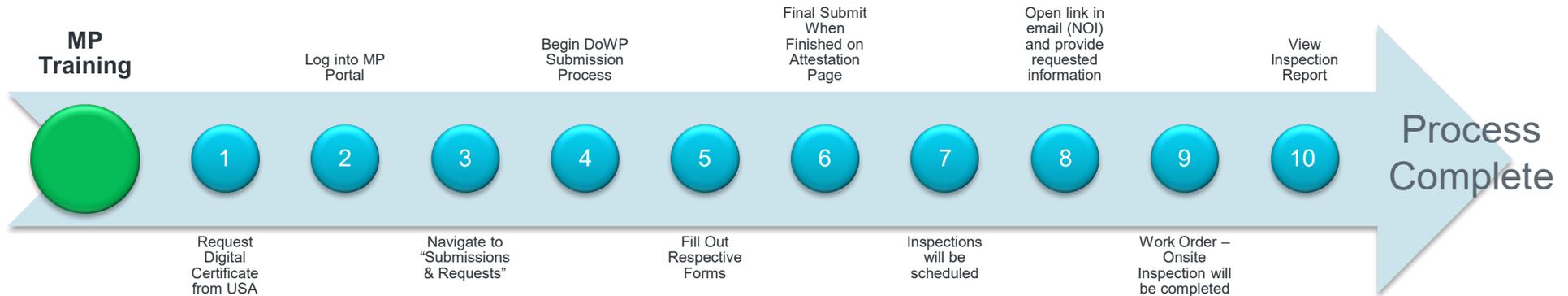
ERCOT Weatherization & Inspection Market Participant Portal

- The ERCOT W&I Market Participant Portal will be rolled out to MPs in May and will become the primary means of communication between ERCOT and MPs on Weatherization related activities. This platform will:
  - Replace the previously used DocuSign platform
  - Communicate Notices of Inspection (NOIs)
  - Provide an avenue via support case(s) to ask questions
  - Provide a location to review/download inspection reports via work orders
  - If compliance deficiencies are identified, provide a forum for submitting semi-monthly cure period progress reports

1. Request Digital Certificate from User Security Administrator (USA)

You will need to reach out to your USA and request the appropriate role be added to your certificate (see below) to be able to log into the Market Participant Portal

	submitted in ServiceNow by MPs	IMM NERC
SN_M_W_MGR_ECEII	RE and TSP for Weatherization can submit/write ECEII access Manager Role. Can submit in ServiceNow on behalf of their DUNS and update/view items submitted by others at their DUNS.	RE DSP TSP
	RE and TSP for Weatherization can submit/write ECEII access	

Note: If your company USA is unfamiliar with the process, they can refer to the MPIM Digital Certificate User Guide accessible from the ERCOT.com website.

If you do not have a digital certificate, your USA will need to assign you one before adding the above role. After your USA issues you the certificate, download and install it. You will then be able to access the MP Portal via your ERCOT MIS login at the following link:

https://mis.ercot.com/secure/applications

1. Request Digital Certificate from User Security Administrator (USA)
Digital Certificates vs Roles

HAS a digital certificate

- Reach out to USA
- Request SN_M_W_MGR_ECEII Role be added to the certificate

Note: If you already have a digital certificate, you will just need to request the above role be added to your certificate.

DOES NOT have a digital certificate

- Reach out to USA
- Request ERCOT digital certificate
  - If this process is unfamiliar, please refer to the MPIM Digital Certificate User Guide accessible from the ERCOT.com website
- Request SN_M_W_MGR_ECEII Role be added to the certificate

Note: If you have not interacted with ERCOT in the past and DO NOT have a digital certificate, you will need to work with your USA to request one prior to receiving the role. After you get a digital certificate, you may then associate a role to your credential.

2. Logging Into the Portal

Market Participants will receive certificates from the USA Admin for them to be able to log into the Market Participant Portal.

1. Market Participant will head to

   https://mis.ercot.com/secure/applications

2. They will be requested to select the certificate they are using to log in

3. Once the right certificate is selected, they would be directed to the MIS Applications page

4. There will be a Weatherization and Inspection Application tile available for the MP to select

5. Once the application is selected the MP will be taken to the MP Portal

2. Logging into the Portal

Once your USA has issued you the appropriate credentials, you will have access to the MP W&I portal via your MIS login when it opens on 5/1/24.

Steps:

1) Secure appropriate permissions from USA

2) Log into MP Portal using provided link (link directs MP to ERCOT MIS webpage)

3) You should now be at the W&I Market Participant Portal Home Page

3. Navigation & Portal Overview
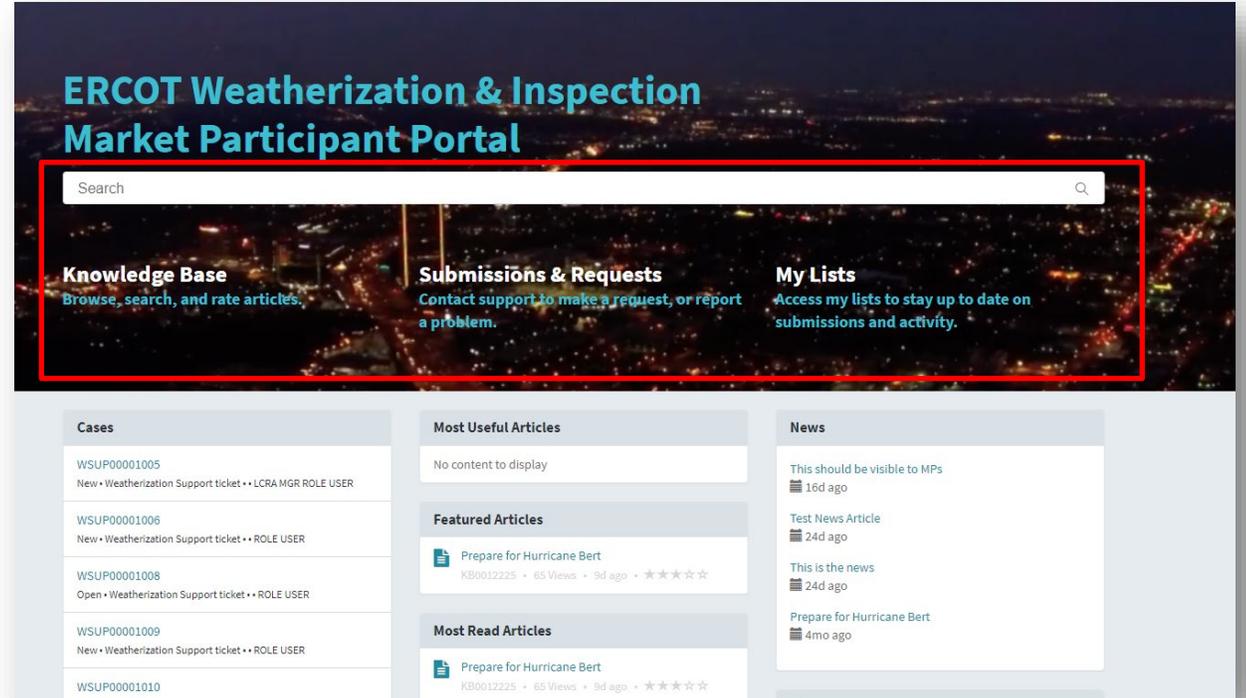
3. Navigation & Portal Overview

Once you are logged in, you will be taken to the home page with a title: ERCOT Weatherization & Inspection Market Participant Portal

- **Search Bar** – Search frequently asked questions
- **Knowledge Base** – Knowledge articles
- **Submissions & Requests** – Where you will submit your Declaration of Weather Preparedness
- **My Lists** – Access your various cases (DoWP, NOI, CP, etc.)

3. Navigation & Portal Overview: Knowledge Base

Knowledge Base

By selecting the "Knowledge Base" widget on the portal home page, the Knowledge page will open. Here, MPs can browse and search for helpful articles, as well as rate the article.

There are 2 places where the MPs can access the Knowledge Base, one way is by clicking the menu on the middle of the Homepage and the other method is through the header menu at the top right of the page.
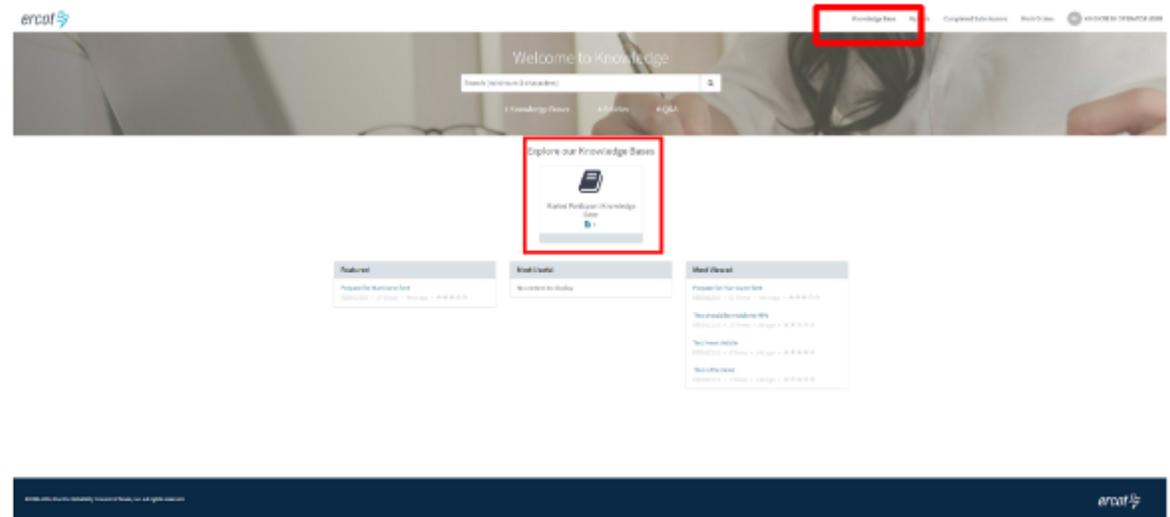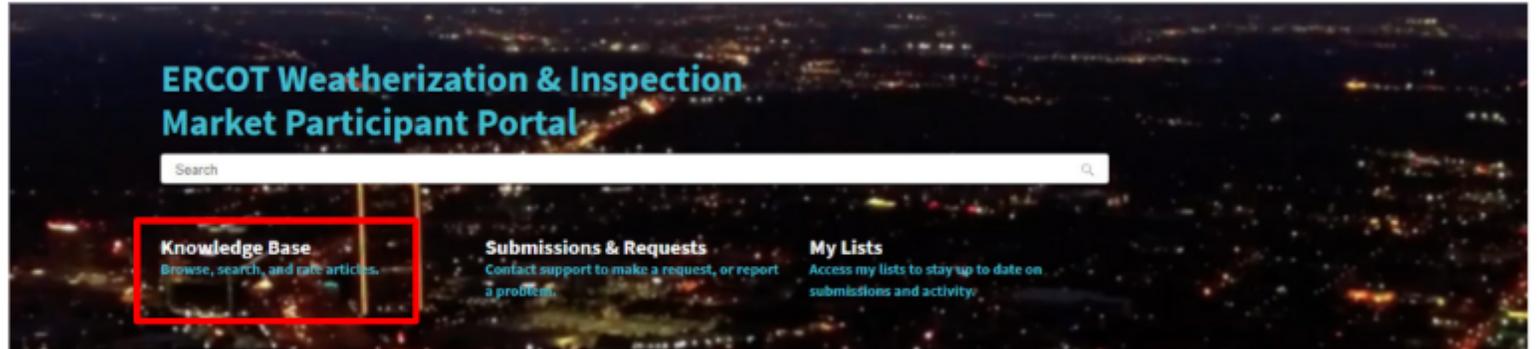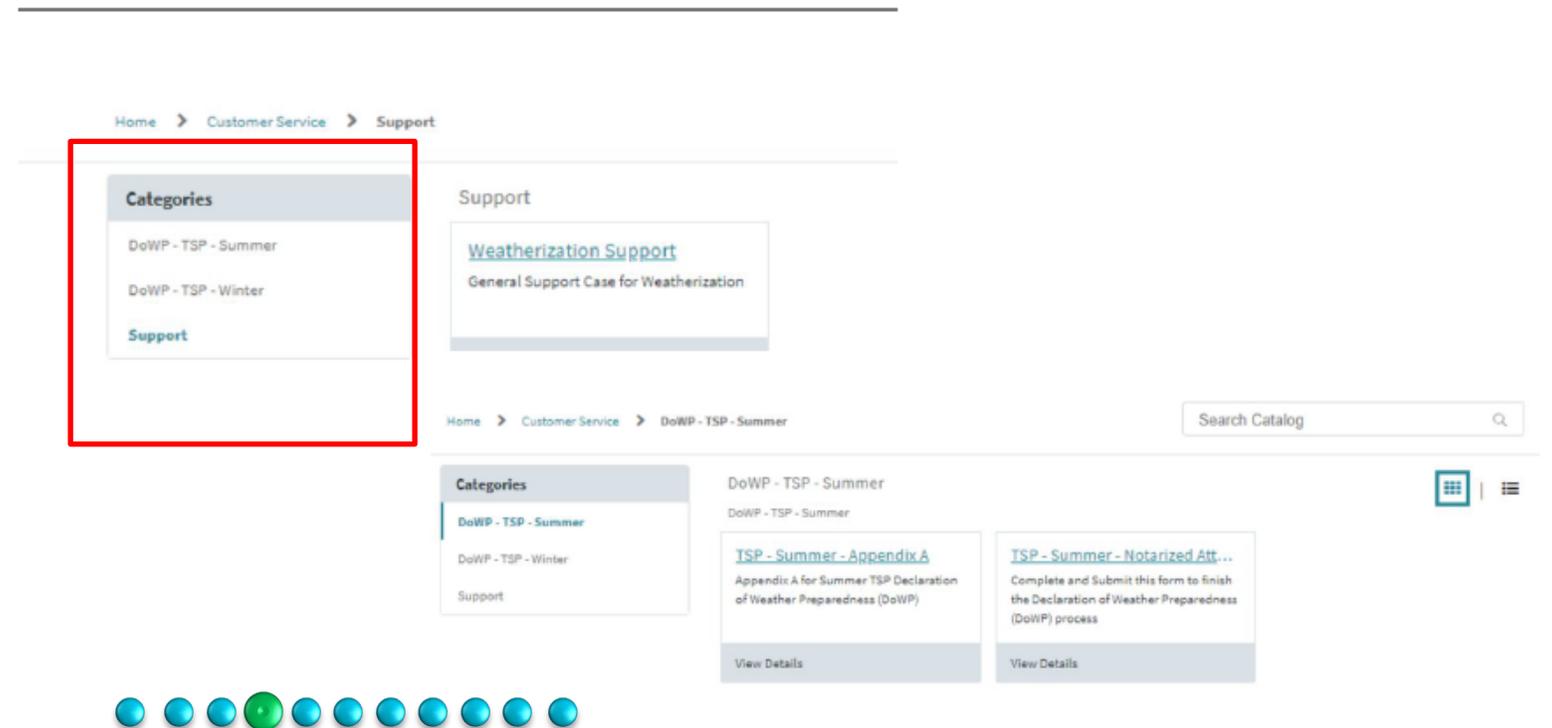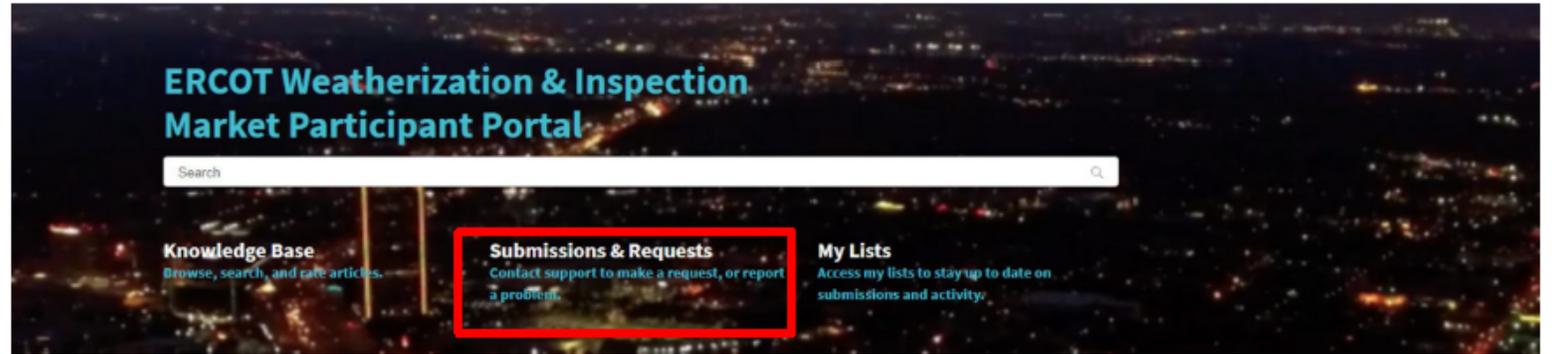
3. Navigation & Portal Overview: Submissions & Requests

Submissions & Requests

On the homepage, MPs can select "Submissions & Requests" via the same named widget. This will take the MPs directly to the Request Catalog where they can view all "Services" available to them at any given time. They can further refine the options shown, by selecting a Category, which will display the request options tied to that category.

For example, if the MP selects the Support category, the only option that they would be able to see and select would be the "Weatherization Support" request. If they were to select the DoWP Summer Category, the would see and be able to select the Declaration of Weatherization Preparedness (DoWP) request. Both Support and DoWP requests go directly to the Weatherization and Leadership team.

3. Navigation & Portal Overview: My Lists

My Lists

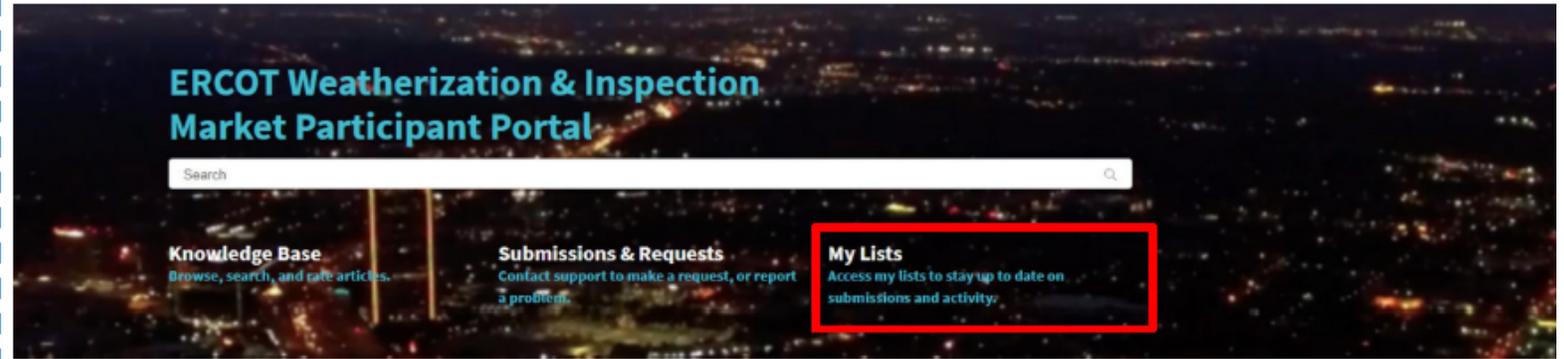The "My Lists" page provides personalized information for the MPs:

- All Cases
- Action Needed
- My Cases
- My Case Tasks
- My Requests

Specifically for the MPs:

At this moment **All Cases, My Cases, and My Requests** show the same information for Market Participants. It displays all the different types of cases the MPs has such as:

- Weatherization Support Case
- Declaration of Weather Preparedness Case
- Notice of Inspection Cases

Note: You will see cases in all states such as New, Open, Draft, Cancelled, Closed

ERCOT Weatherization & Inspection Market Participant Portal

Knowledge Base
Browse, search, and rate articles.

Submissions & Requests
Contact support to make a request, or report a problem.

My Lists
Access my lists to stay up to date on submissions and activity.

My Lists
All Cases
Action Needed
My Cases
My Case Tasks
My Requests

☰ All Cases

▽ All

Number	Company	Task type	Contact	Short description	State	Updated ⌄
DOWP00001691		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Draft	04-09-2024 12:43:04 PM
DOWP00001690		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Cancelled	04-09-2024 12:43:03 PM
DOWP00001689		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Winter - Declaration Of Weather Preparedness	Cancelled	04-09-2024 12:42:03 PM
DOWP00001671		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Cancelled	04-09-2024 12:41:21 PM
DOWP00001660		Declaration of Weather Preparedness	LCRA MGR ROLE USER	RE - Summer - Declaration of Weather Preparedness	Cancelled	04-09-2024 10:04:42 AM

3. Navigation & Portal Overview: My Lists

The **Action Needed** section documents cases where the state is either New, Open, OR Awaiting Info.

As these are cases that are not closed or resolved and have actions on either ERCOT side or the MP side.

The **My Case Tasks** section will display the MPs cure period tasks assigned to them if they have one. If there is none that section will not display any information/data.

3. Navigation & Portal Overview: Completed Submissions

Completed Submissions

Upon navigating to the "Completed Submissions" page, through the header menu, MPs will be able to see a list of Declarations of Weather Preparedness previously completed and submitted within the portal.

Note: MPs can only see submissions for their company and not anyone else.

In the future, MPs will be able to filter the list and look for Declarations submitted for prior seasons.
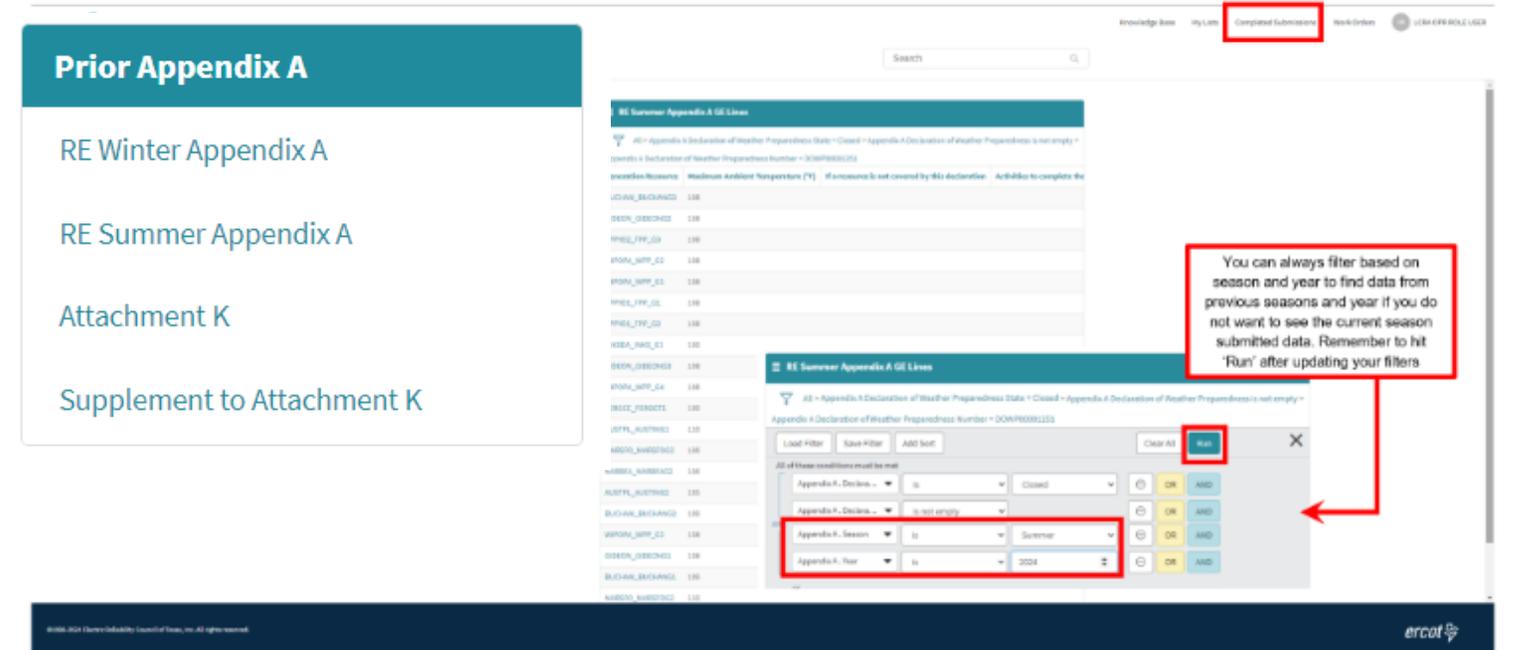
3. Navigation & Portal Overview: Work Orders

Work Orders

The MPs can get access to their final inspection report through the work order.

They would navigate to the work orders via the header menu to get to their work orders. They can get access to their reports via the Activity or Attachment section of the work order.

MPs can also communicate with ERCOT regarding their upcoming inspection through the work order. They would do it through the Activity section by adding comments and posting it which would be shared with ERCOT.

*Note: MPs can communicate with ERCOT through the work order as long as the Work Order is not in a closed complete state. Once a work order is completed and closed the MP will no longer be able to communicate with ERCOT through the work order. MPs should only communicate through the work order regarding inspections.

Knowledge Base   My Lists   Completed Submissions   Work Orders

Home > **Work Orders**

Search

☰ Work Orders

Keyword Search

All > State in (Closed Complete, Closed Incomplete, Assigned, Work In Progress)

Number ∧	Company	Location	Parent	Short description	Scheduled start	State
WO0010216	INKSDA	WZ West		Inspection Summer 2023_INKSDA		Work In Progress
WO0010251	FPPYD1	WZ South Central		Inspection Summer 2023_FPPYD1		Closed Complete
WO0010252	FPPYD2	WZ South Central		Inspection Summer 2023_FPPYD2		Work In Progress
WO0010809	MARSFO	WZ South Central		Summer 2023_Inspection_MARSFO		Closed Complete

Activity   Attachments   Work Order Tasks

S   System
RPT.00023413.0000432268853000.2024_RE_WIPOPA_IR.pdf
24.8 KB

Brandon Manley
WO0012349 Created

4. Submit your Declaration of Weather Preparedness (DoWP)

Once you have successfully logged in, you will now be able to submit your Declaration of Weather Preparedness Documents (i.e. Appendix A, Attachment K, Supp to Attachment K, and Attestation).

To do this, you will:

1) Navigate to 'Submissions & Requests'

2) From the Categories menu on the left, select 'Summer'

3) Select 'Summer – Notarized Attestation'

4) Complete Appendix A

    1) Verify the appropriate year is selected (e.g. 2024)

    2) Review Resources/Substations to ensure all are accurately represented in Appendix A

    3) Update as needed.

        1) Note: If you have a large list, you can export this into an excel file at a later step for ease of review.

5) If applicable, Complete your Attachment K and Supplement to Attachment K

6) Download, Sign, Notarize and Scan Declaration Attestation

7) Upload and Submit Declaration of Weather Preparedness

        1) Note: You will see a green banner at the top "Your request has been successfully submitted"

4. Submit your Declaration of Weather Preparedness (DoWP)

Submitting a DoWP

The start of the entire inspection cycle is kicked off by initiating the submission of a Declaration of Weather Preparedness. Market Participants (MPs) are now able to submit their Declaration of Weather Preparedness (DoWP) on ERCOT Market Participant Portal.

Once they have authenticated and received access to the portal, MPs will select the "Submissions & Requests" Widget to open their catalog item.
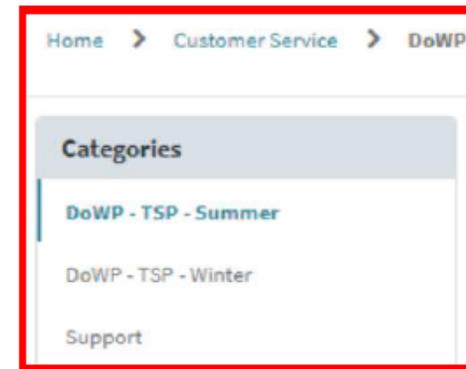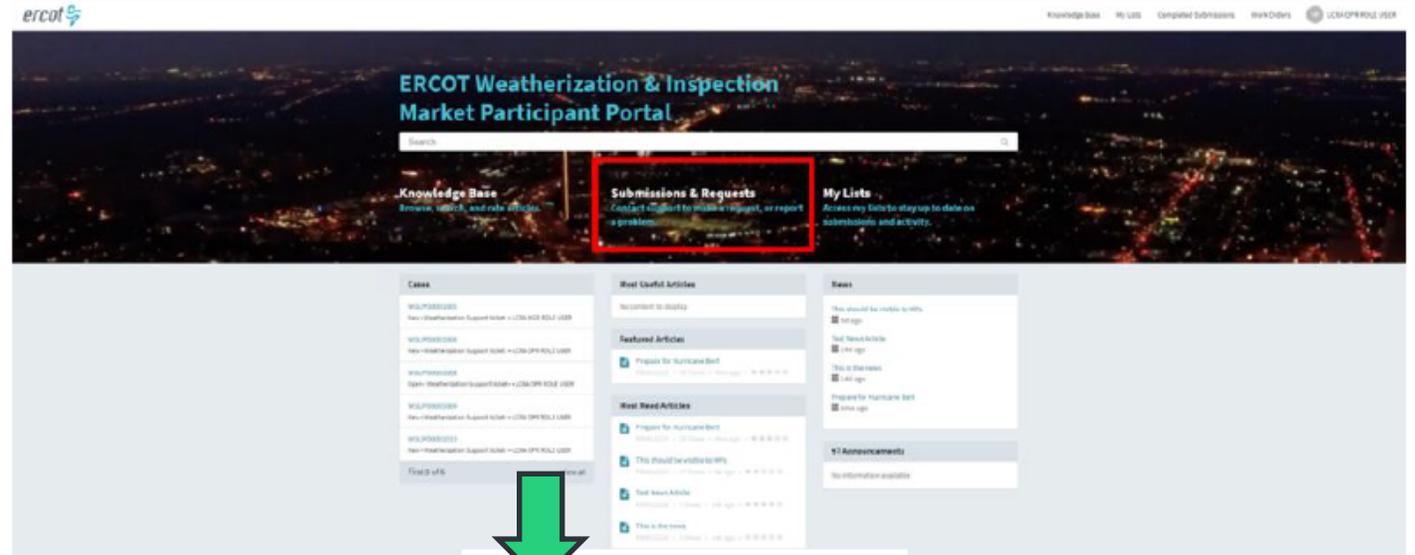
Under the "Categories" the MP will see the options of:

- **DoWP-Summer**

Note: if they are REs they will See DoWP-RE-Summer and if they are TSPs they will see DoWP-TSP-Summer

- **DoWP-Winter**

Note: if they are REs they will See DoWP-RE-Winter and if they are TSPs they will see DoWP-TSP-Winter

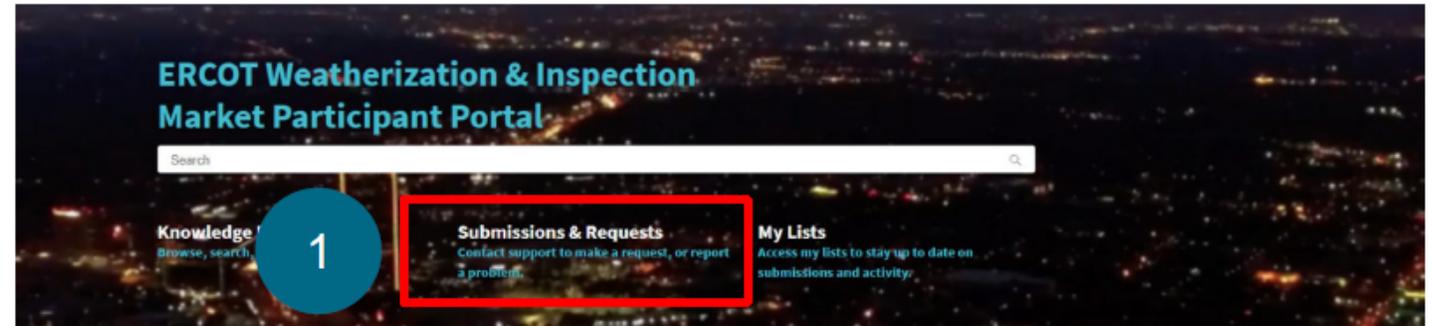# 4. Submit your Declaration of Weather Preparedness (DoWP)

Submitting a DoWP

To submit a DoWP on the portal, the MPs will:

1. Open the Submissions & Requests page on the MP Portal and select the DoWP category that is relevant to them (DoWP-Summer or DoWP-Winter).

2. Once the season is selected, the MP will be presented with a few catalog items to complete. These items must be done in sequence: If MPs try to jump out of order, they will get an error message requesting them to start with the first catalog item. The correct sequence is:

- Appendix A
- Attachment K (Relevant for MPs with Gas Fuel Type)
- Notarized Attestation
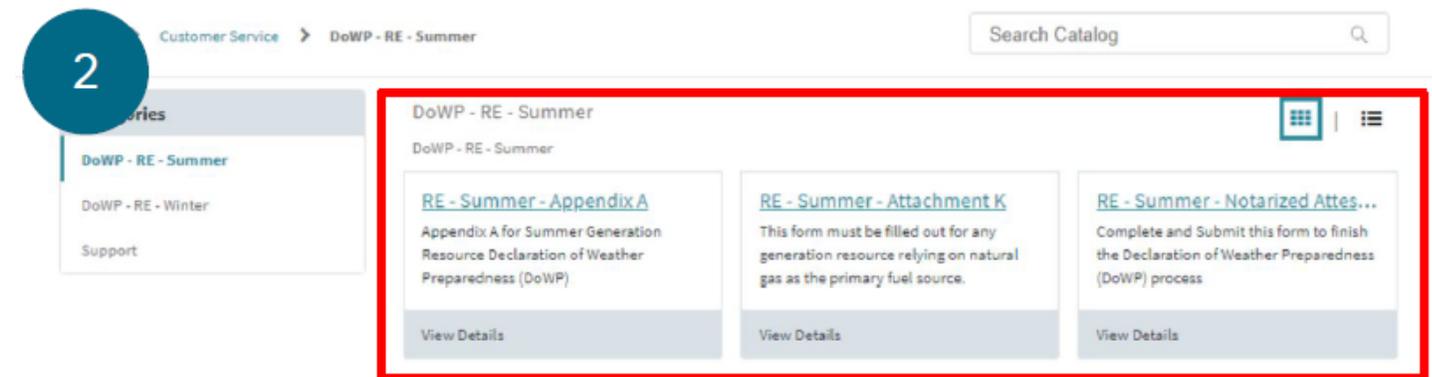
5. Complete Declaration of Weather Preparedness (DoWP) Forms
Appendix A

Submitting a DoWP

Appendix A

• When the MP selects their Appendix A catalog item, they will be taken to a digital form

• They will need to select their year and update the resource information pre-populated on there for them *(*Note: If previous submission data is available, there will be pre-populated data for the MPs to edit. Otherwise this form is blank.)*

• Once MP is satisfied with the information they can hit Submit. *(*Note: This submit is not a full submission and if you need to modify the data you can always click on your Appendix A catalog item and modify the data and resubmit)*

5. Complete Declaration of Weather Preparedness (DoWP) Forms
Appendix A

Submitting a DoWP

Appendix A

• If the MP wants to download only the Appendix A information they submitted, they can do it via the Appendix A Resource Line Data/ Appendix A Substation/Switchyard Line Data Link on the Notarized Attestation catalog item.

*Note:

• Both REs and TSP MPs will have to fill in an Appendix A

• The data you are downloading here through the Notarized Attestation form is your data before you complete your full submission.

5. Complete Declaration of Weather Preparedness (DoWP) Forms
Attachment K (If Applicable)

Submitting a DoWP

Attachment K

(Only relevant for RE MPs with gas fuel type resources)

• If a MP has gas fuel type resources they will need to fill and submit an Attachment K during the summer season.

• Once on a Attachment K the MP will have to fill in all relevant field and update the supplement to Attachment K on the form.

• There are selections available on the List Generation Resource(s) for the MP to select.

• The supplement to Attachment K also needs to be filled.

5. Complete Declaration of Weather Preparedness (DoWP) Forms
Attachment K (If Applicable)

Submitting a DoWP

Attachment K

(Only relevant for RE MPs with gas fuel type resources)

• Once MP is satisfied with the information they can hit Submit. (Note: This submit is not a full submission and if you need to modify the data you can always click on your Attachment K catalog item and modify the data and resubmit)

• If the MP wants to download only the Attachment K information they submitted, they can do it via the Attachment K Data or Supplement to Attachment K Data Link on the Notarized Attestation catalog item.

*Note:

• _The data you are downloading here through the Notarized Attestation form is your data before you complete your full submission._

In the field labeled 'List Generation Resources' Select the Resources that use natural gas as the primary fuel source
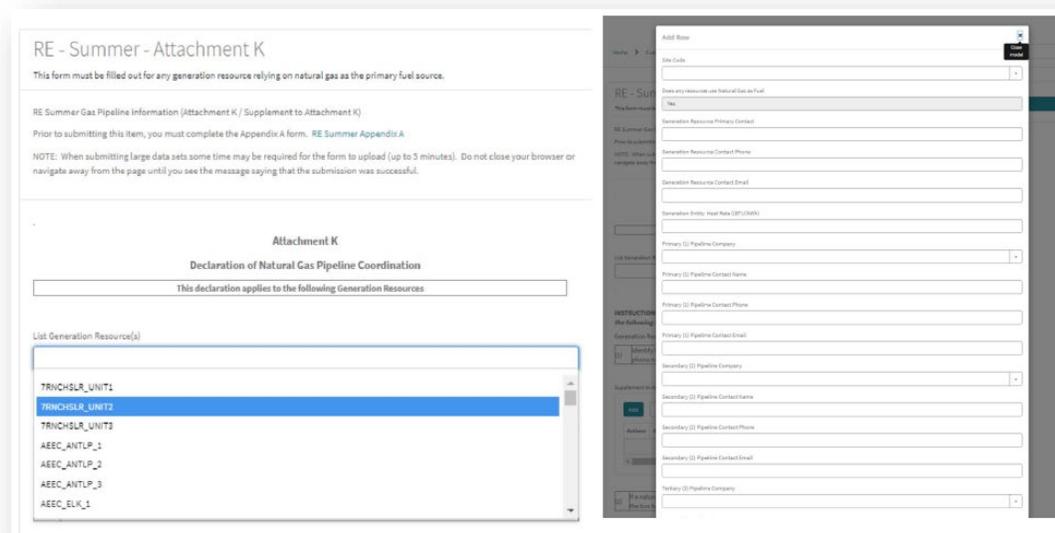
5. Complete Declaration of Weather Preparedness (DoWP) Forms
Supplement to Attachment K (If Applicable)

In the Attachment K section, you will also find the opportunity to provide the information needed to complete the Supplement to Attachment K.

The Supplement to Attachment K must be filled out for resources that use Natural Gas as the primarily fuel type.

Supplement to Attachment K

Actions	Site Code	Does any resource use Natural Gas as Fuel	Generation Resource Primary Contact	Generation Res
✏ ✖	FERGCC	Yes	Reagan Springs	512-730-6904 / 5
✏ ✖	GIDEON	Yes	Reagan Springs	512-730-6904 / 5
✏ ✖	WIPOPA	Yes	Reagan Springs	512-730-6904 / 5

6. Submit your Declaration of Weather Preparedness (DoWP)
Notarized Attestation and Final Submission

Submitting a DoWP

Notarized Attestation

• Once the MP has completed their Appendix A and Attachment K (where applicable) it is time to do a full actual submission.

• The MP will click on the Notarized Attestation catalog item, download the attestation document, sign, notarize, scan and upload it back to the form.

• If the MP wants to download their submitted Appendix A and Attachment K data (where applicable) to share with the signing officer, they can do it via the links on the Notarized Attestation form.

RE - Summer - Notarized Attestation

Complete and Submit this form to finish the Declaration of Weather Preparedness (DoWP) process

1. Download this document Summer-Resource-Declaration.pdf

2. Print out your previously submitted Appendix A (Optional)

- Appendix A Resource Line Data
- Attachment K Data
- Supplement to Attachment K Data

3. Obtain notarized signatures.

4. Upload the notarized document and submit this form.

Prior to submitting this item, you must complete the Appendix A form. RE - Summer - Appendix A

If you have resources with a primary fuel-type of natural gas, then you must also Attachment K. Attachment K

By clicking the subm...
this.

TSP - Summer - Notarized Attestation

Complete and Submit this form to finish the Declaration of Weather Preparedness (DoWP) process

1. Download this document TSP-Summer-Declaration.pdf

2. Print out your previously submitted Appendix A (Optional)

- Appendix A Substation/Switchyard Line Data

3. Obtain notarized signatures.

4. Upload the notarized document and submit this form.

Prior to submitting this item, you must complete an Appendix A. TSP Summer Appendix A

By clicking the submit button you acknowledge this is your one and final submission. You can't change or submit a new declaration after this.

6. Submit your Declaration of Weather Preparedness (DoWP)
Notarized Attestation – Document Export & Review

RE - Summer - Notarized Attestation

Submit to finalize the Declaration of Weather Preparedness

1. Download this document Summer-Resource-Declaration.pdf

Print out your previously submitted Appendix A

- Appendix A Resource Line Data
- Attachment K Data
- Supplement to Attachment K Data

3. Obtain notarized signatures.

4. Upload the notarized document and submit this form.

Prior to submitting this item, you must complete the Appendix A form. RE - Summer - Appendix A

If you have resources with a primary fuel-type of natural gas, then you must also Attachment K. Attachment K

By clicking the submit button you acknowledge this is your one and final submission. You can't change or submit a new declaration after this.

Step 1

Step 4

Generation Resource	Location	Maximum Ambient Temperature (°F	If a resource
BUCHAN_BUCHANG2	BUCHAN	109	
AUSTPL_AUSTING1	AUSTPL	110	
WIPOPA_WPP_G3	WIPOPA	108	
WIRTZ_WIRTZ_G1	WIRTZ	108	
MARSFO_MARSFOG1	MARSFO	105	
WIPOPA_WPP_G2	WIPOPA	108	
FERGCC_FERGST1	FERGCC	109	
MARBFA_MARBFAG2	MARBFA	106	
GIDEON_GIDEONG2	GIDEON	108	
FPPYD2_FPP_G3	FPPYD2	108	
MARSFO_MARSFOG2	MARSFO	110	

☰ RE Summer Appendix A GE Lines

All > Appendix A Declaration of Weather Preparedness State = Draft > Appendix A Declaration of Weather Preparedness is not empty

Generation Resource	Location	Maximum Ambient Temperature (°F)	If a resource is not covered by this declaration	Activities to c
BUCHAN_BUCHANG2	BUCHAN	109		
AUSTPL_AUSTING1	AUSTPL	110		
WIPOPA_WPP_G3	WIPOPA	108		
WIRTZ_WIRTZ_G1	WIRTZ	108		
MARSFO_MARSFOG1	MARSFO	105		
WIPOPA_WPP_G2	WIPOPA	108		
FERGCC_FERGST1	FERGCC	109		

Step 2

Step 3

🏛 RE Summer Appendix

Export as PDF

Export as Excel

Export as CSV

BUCHAN_BUCHANG2   BUC

6. Submit your Declaration of Weather Preparedness (DoWP)
Notarized Attestation and Final Submission

Submitting a DoWP

Notarized Attestation

• MPs will use the green upload button to upload their Notarized document and if there are other accompanying documents, they want to attach they will do it through the paperclip attachment icon.

• Once the critical documents have been attached the MP will hit Submit.

*Note:

• This is a true final submission meaning it will go to the ERCOT Weatherization Team.

• Forms (Appendix A, Attachment K, and Notarized Attestation) **can't be edited** after the submission of the Notarized Attestation.

• Both REs and TSPs will have to submit a Notarized Attestation.

6. Submit your Declaration of Weather Preparedness (DoWP)
Notarized Attestation and Final Submission

Once you click the 'Submit' button on the Notarized Attestation page for your Final Submission, you will be asked one last time if you are sure, you are ready for submission.

If ready to complete the Declaration of Weather Preparedness submission, select OK, otherwise select Cancel and make the needed changes.

ercottest.servicenowservices.com says

Please confirm you are ready to do your final Summer Declaration of Weather Preparedness submission. No modification or updates can be done after this.

OK   Cancel
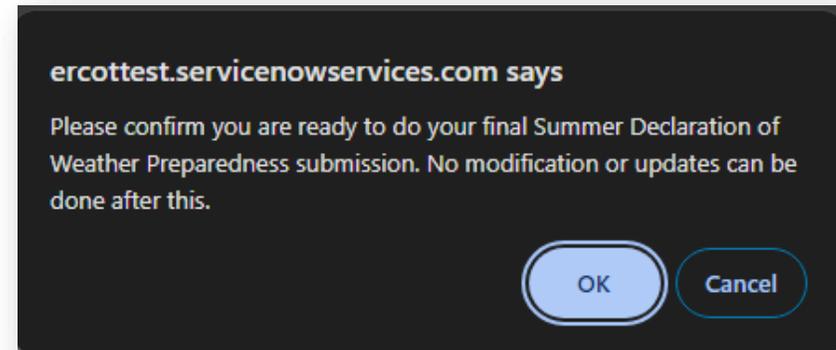
Thank you for submitting your Declaration of Weather Preparedness. You have completed the process. You can view your submission from "My Lists".

6. Submit your Declaration of Weather Preparedness (DoWP)
Notarized Attestation – Submission Review

Reviewing a DoWP Submission

Once a DoWP is fully submitted the MPs will be given a case number and their DoWP will be in a closed state (meaning no changes or communication can occur on that case)

A case for the MPs is just a detail capture of all the information they processed and submitted for their DoWP. All DoWP cases will have the Prefix DoWP in front of them.

- MPs can view their fully submitted DoWP in My Lists on the Portal.

- The MP will click on My List and click on the DoWP case number to have access to the documents they uploaded through the Notarized Attestation.

- If the MP wants to download their recently submitted Appendix A and Attachment K (where applicable) with their Notarized Attestation they will click on Completed Submissions.

- MP will be able to export the data that they need.
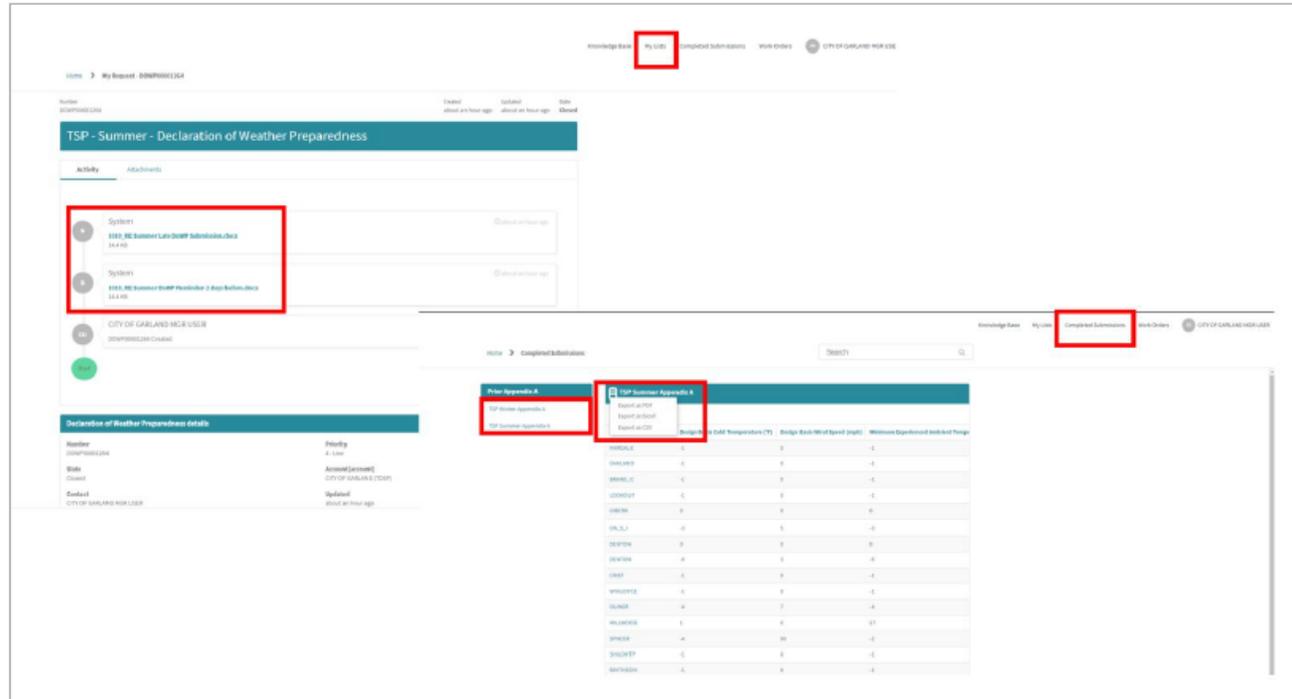
6. Submit your Declaration of Weather Preparedness (DoWP)
Resubmitting a DoWP

Error and Resubmitting DoWP

Once a DoWP is fully submitted the MPs will no longer have access to the DoWP catalog item until the next season of submission is due. If the MP made a mistake and needs to do a resubmission they need to:

- Navigate to the Submissions & Requests page on the MP Portal
- Select the Weatherization Support Catalog Item
- Once the form opens, fill in the fields and select DoWP as the issue and hit submit. A case would be created and sent to ERCOT's Weatherization Leadership Team.
- Once ERCOT's Weatherization and Leadership Team cancels the DoWP case the MP will have access to the DoWP catalog item again to make a new submission.

7. Notice of Inspection

Once you have completed your Declaration of Weather Preparedness submission (by June 1st), the W&I Team will review the submissions and begin scheduling inspections for the upcoming season. Some Notices of Inspection may be sent prior to the beginning of the season.

Previously we have notified Market Participants via an Outlook email, however, we will now be utilizing the Weatherization Customer Service Management (wCSM) MP Portal.

Steps:
1) You will get a notification in your email to log into your MP Portal
2) Click the Email link to be taken to the acknowledgement form
3) Complete the form ('Accept') and this will confirm your inspection date

8. Notice of Inspection

Kickoff

The Notice of Inspection (NOI) is initiated post completion/closure of the DoWP process. It's kicked off through the platform as an email, sent to the MP informing them of:

- The resources that will be inspected for that inspection cycle.

- The inspector that will be present for the inspection.

- The inspection date.

The MPs will also be directed via the email through a link to go to the portal and acknowledge the NOI.

Note:

MPs can't get to the NOI without getting an email directing them to their NOI acknowledgement form

This is just a sample

8. Notice of Inspection

PUBLIC

8. Notice of Inspection – Acknowledgement Form

Acknowledgement

- If the MP has been selected for inspection for the particular season the Authorized Representative and Backup Authorized Representative will receive the NOI email.

- By clicking the link in the NOI email as shown in the previous slide, the MP will be taken to the "Acknowledge Notice of Inspection" form on the Market Participant Portal. Please be aware, you must be logged into the Portal to be able to view the Acknowledgement form.

- It is on this form that the MP can confirm receipt of the NOI and accept the assigned inspection date.

- The MP will select Accept within the "Accept Inspection Date" field on the form.

*Note:

MPs have 24 hrs to respond to the Notice of Inspection

8. Notice of Inspection – Acknowledgement

Acknowledgement

- When the MP selects Accept there are additional fields that will appear on the NOI form.

- The MPs will need to complete all the mandatory fields on that form.

- Once they have filled in all the mandatory details, they will hit submit.

- Once a NOI is acknowledged and submitted the MPs will be given a case number and their NOI will be in a closed state (meaning no changes or communication can occur on that case)

- The MP can get to their NOI case through My List on the portal header. All NOI cases will have the Prefix NOI in front of them.

8. Notice of Inspection – Reschedule Request

Rescheduling Request

- Though not common there are instances where the inspection date does not work for the MP and they need to request for an alternate inspection date

- The process is similar in that when they are on their NOI acknowledgement form, instead of selecting Accept Inspection date as shown in previous slides, the MP will be selecting "Request alternate inspection date".

- There will be an additional field requesting MPs to provide reasoning for requesting the change. Once they provide their reasoning they can submit the form.

8. Notice of Inspection – Reschedule Request

Rescheduling Request

- Once the reschedule request has been submitted the MP will receive a confirmation message along with a case number.

- This case **will not be** in a closed state as the MP will need to communicate with ERCOT's Weatherization team on the next available date.

- The MP can access their case via My List on the portal header.

- If ERCOT's Weatherization Team have questions for the MP it will be posted on their NOI case.

- The MPs will receive an email notification letting them know ERCOT has responded to their case and they can respond to it via the portal in the Activity section of their case.

- Once MP has typed their response they will hit Post and it will go to ERCOT's Weatherization Team.

8. Notice of Inspection – Reschedule Request

Rescheduling Request

- If an agreement is achieved and a new date is agreed upon between the MP and ERCOT's Weatherization Leadership Team then a new NOI acknowledgement email will be sent out.

- The MPs will have to acknowledge the new NOI that will be sent out to them. (Process similar to what was outlined in previous slides)

- However, if the reschedule request is denied, the MPs will receive an email letting them know their reschedule request has been denied.

- In this instance the MP will be requested to go back to the original NOI acknowledgement email and acknowledge the original NOI sent to them. (Process similar to what was outlined in previous slides)

To the Authorized Representative of BLUE CUBE OPERATIONS LLC (RE),

Your requested inspection reschedule for DOWGEN has been APPROVED. Please submit your new Notice of Inspection acknowledgement once you receive the Notice of Inspection via email with an updated inspection date and time.

If you have inspection related questions, you can communicate with ERCOT Weatherization and Inspection Team here.

If you have any questions that are not inspection related, please contact your ERCOT Account Manager via email.

Thanks,

ERCOT Weatherization & Inspection Team

To the Authorized Representative of BLUE CUBE OPERATIIONS LLC (RE),

After careful consideration we have decided to maintain the original inspection date and time of 09-Nov-2023 11:55 for DOWGEN sent to you through the Notice of Inspection.

Please acknowledge the previous sent Notice of Inspection and submit it back to us.

If you have additional inspection related questions, you can communicate with ERCOT Weatherization and Inspection Team here.

If you have any questions that are not inspection related, please contact your ERCOT Account Manager via email.

Thanks,

ERCOT Weatherization & Inspection Team

9. Onsite Inspection

Work Order

- Once Inspection is confirmed the MP will have access to the work order related to the scheduled inspection.

- The MP will be able to access the work order by clicking on Work Orders on the portal menu header.

- The MP will be able to see the Work Order with the details of their upcoming inspection

- The work order will be in a state of Work In Progress as it has not been completed yet.

- Prior to the inspection happening, if the MP has questions about the upcoming inspection, they can communicate with the Weatherization team through the work order.

- The MP can type questions for ERCOT on the activity section and hit Post as well as view responses from the Weatherization team.

9. Cure Period(s)

In the event deficiencies are found that cannot be resolved within 3 business days of the inspection date, a cure period will be determined and assigned by ERCOT. Identified items that need to be "cured" will be available for view on the issued inspection report.

The assigned cure period items identified in the inspection report can be viewed from the MP Portal.

In addition, the market participant will be required to report semi-monthly status updates on each assigned cure period. These updates will be prepared and submitted by the MP within the wCSM portal.

ercot
Your Power. Our Promise.

TAYLOR
2705 West Lake Dr.
Taylor, Texas 76574
T: 512-248-3000
F: 512-225-7079

AUSTIN
8000 Metropolis
Bldg. E, Suite 100
Austin, Texas 78
T: 512-225-7000
F: 512-225-7079

PROTECTED INFORMATION

ERCOT Summer 2024
Weatherization Inspection Report

Authorized Representative,   14 Mar 2024

On 03-14-2024, ERCOT representatives inspected the following generation resources for compliance with 16 Texas Administrative Code (TAC) § 25.55(c)(2).

Resources Inspected:

FERGCC_FERGGT2, FERGCC_FERGGT1, FERGCC_FERGST1

Subsection § 25.55(d)(2) of the rule requires ERCOT to provide an inspection report addressing whether the resource complied with § 25.55(c)(2). If ERCOT considers the Generation Entity (GE) not in compliance with that subsection, it must provide a reasonable time to cure any deficiency.

At the end of the third business day following the day of your inspection, ERCOT considered the following item(s) not in compliance with § 25.55(c)(2):

Item No.	Deficiency Description	Cure Period Deadline
CPTSK0001168	Testing_Summer Inspection_3-14-2024 Cure Period Assigned for no trained personnel as of June 1st.	2024-04-14
CPTSK0001169	Testing_Summer Inspection_3-14-2024 Cure Period Assigned for no trained personnel as of June 1st. Second one.	2024-04-14

9. Cure Period(s)

Cure Period

- During an inspection, if the inspector identifies compliance deficiencies, the inspector will capture this in their inspection report.

- The ERCOT Weatherization Leadership Team will review and approve this inspection observation captured in the report.

- Once ERCOT's leadership team approves the compliance deficiencies they will generate a findings case and create a cure period task for the resources/substations that have a cure period identified.

- MPs can view their Cure Period Tasks on the MP Portal by selecting My Case Tasks within "My Lists."

- Cure Period details will also be displayed on their Final Inspection Report.

9. Cure Period(s)

Cure Period Updates

- If the MP needs to provide updates to their cure period task, they should perform the following steps:

- MP will click on the particular CP task that they need to provide an update for and provide update in the Activity Field by selecting Post.

- If there are attachments that the MP wants to submit, they can attach them with their update.

- Once they provide a semi-monthly update on their cure period tasks in the Portal, the current update is complete.

*Note:

MPs need to provide updates to their cure period tasks every 15th and the last day of the month until their compliance deficiency has been remedied.

Tasks

CPTSK0001159
Demo Task • In Progress •

CPTSK0001160
Demo Task 2 • In Progress •

CPTSK0001168
Testing_Summer Inspection_3-14-2024 • Draft •

CPTSK0001169
Testing_Summer Inspection_3-14-2024 • Draft •

CPTSK0001170
Testing_Summer Inspection_3-14-2024 • Draft •

History

Activity

Type your message here...   Post

WM Wesley Maurer
03-14-2024 11:27:59 PM • Additional comments
Training is in progress and will be completed this week.

WM Wesley Maurer
03-14-2024 11:27:32 PM • Additional comments
This is an update.

Brandon Manley
03-14-2024 11:14:55 PM
CPTSK0001168 Created

Start

10. Viewing Final Inspection Report

Accessing Final Inspection Report

- When an inspection is complete, ERCOT will prepare and review an inspection report. When completed, the MPs will receive an email notifying them that their inspection report is ready.

- The MP will go to the Market Participant portal to get their inspection report.

- When on the portal homepage MPs will navigate to "Work Orders", they will be shown a list Work Orders that have been opened for their company.

- Work Orders that are in a Closed Complete state are the ones that will have a Inspection Report. The MPs can click on the Work Order Number to get access to their Inspection Reports.

- The MPs can get access to their Inspection Report either through the file link displayed on the Activity section or the Attachments section.

Weatherization Support Case

In the past, the Weatherization and Inspection (W&I) Team has communicated with Market Participants via Email. We will be taking this communication into our Portal Environment.

If you have a question or concern for the W&I team, you can create a support ticket which we anticipate addressing within 2-3 business days.

Types of Cases
- Appendix A
- DoWP
- Schedule K
- Notice of Inspection (NOI)
- Other

Weatherization Support Case

Weatherization Support Case

- MPs will fill in the form and submit it.

- A case number will be created and they can view their case in My Lists. A Weatherization support case will have a Prefix of WSUP in front of it.

- The MP will be able to get to their Weatherization cases through My List on the portal.

- If they need to communicate with the Weatherization Leadership Team they can do it through the activity section of the case.

Note:

- *When Declarations are submitted the cases are in a closed state so if the MP has questions or needs updates made to their DoWP they would do it through this general support case*

- *If MPs have a closed NOI case but now have different information to ask ERCOT they can do it through this general support case*

- *MPs will get notified via email if ERCOT responds and they can come to the Portal to review the response and respond back*

Up Next:
- 15 Minute Break
- MP Portal Demonstration

Closing Remarks

Review

- Weatherization-related activities such as Declaration of Weather Preparedness (DoWP) submission, Notice of Inspections (NOIs), Cure Periods, and Inspection Report Availability will be performed via the ERCOT Weatherization and Inspection Market Participant Portal ("MP Portal")

- Contact with the Weatherization & Inspection Team regarding upcoming inspections, concerns, questions, or challenges may be performed via Weatherization Support Cases

Next Steps

- 4 Scheduled Virtual Sessions (details available in the calendar at ercot.com)
  - Monday 4/15/2024 Times: 2:00 – 3:00 pm
  - Friday 4/19/2024 Times: 2:30 – 3:30 pm
  - Monday 4/22/2024 Times: 10:00 – 11:00 am
  - Thursday 4/25/2024 Times: 10:00 – 11:00 am

- Declaration of Preparedness Submission Period (May 1st – June 1st)

- Inspection Season Begins (June 1st)

Q&A

Thank you for attending!