

TRIENNIAL COMPLIANCE INSTRUCTIONS:

Uniform Business Practices for Distributed Energy Resource Suppliers (UBP-DERS) Section 3A.D.2 requires:

“A CDG or On-Site Mass Market DG Provider shall update all the information it submitted in its original registration package to the Department every three years, starting from the filing date of its registration package. A Provider’s status as an eligible provider is continuous from the filing date of its registration package, unless revoked or otherwise limited in accordance with UBP-DERS Section 2F. If the three-year anniversary falls within one month of April 1, the Provider shall resubmit its registration package in lieu of the April 1 statement.”

Unlike the annual compliance filing, the triennial filing requires you to resubmit your entire application, regardless of whether there have been any updates. See NEW YORK DER PROVIDER TRIENNIAL CHECKLIST for a complete list of required documents.

FOR BOTH PUBLIC AND TRADE SECRET FILINGS:

DER Providers are directed to e-file this information with the Secretary in DMM Matter Number: 17-02275.

Directions on how to e-file with the Secretary can be found on our website:

<https://dps.ny.gov/dmm-help-electronic-filing-registration-instructions>

Please note: If you are filing with Trade Secret Protection, you are required to submit a trade secret letter addressed to the Records Access Officer, a cover letter addressed to the Secretary, the original document and a redacted document.

For help using DMM please contact the DMM Help Desk at 518-474-3204.

Questions can be sent to Rebecca.Sweeney@dps.ny.gov