ATTACHMENT AQ
DELIVERY POINT ADDITION PROCESS
1.0 Introduction: When it becomes necessary or desirable to make changes in delivery point facilities, to upgrade, retire, replace or establish a new delivery point, including metering or other facilities at such location, the provisions of this Attachment AQ shall apply. For the purposes of this Attachment, Host Transmission Owner is defined as the owner of that portion of the Transmission System to which such connection or modification is to be made.
2.0 **Study Requests for Changes in Local Delivery Facilities:** The Transmission Customer shall make requests for changes in local delivery facilities, including facility upgrades, retirements and replacements, or the establishment of any new delivery point in writing to (a) the Transmission Provider and the Host Transmission Owner as specified in Section 20 of the Network Operating Agreement or to (b) the Transmission Provider as specified in Section 8 of the Point to Point Transmission Service Agreement, as applicable. Such request shall contain as much information as is known or projected at the time of the request as set forth in “Sample Request for Change in Local Delivery Facilities” attached hereto as Addendum 1.

Requests for changes in local delivery facilities that meet the following criteria do not need to be studied pursuant to Section 3 of this Attachment AQ:

1. Any increase of capacity at a delivery point without a corresponding change to the load at the delivery point;
2. Any distribution transformer changes without a corresponding load change; or
3. Increase to a facility rating at a delivery point.

Notwithstanding the above, the Transmission Customer or Host Transmission Owner may request that the new or modified delivery point be studied pursuant to Section 3 of this Attachment AQ.
3.0 **Studies:** The Transmission Provider and Host Transmission Owner shall conduct all necessary studies associated with the delivery point change. Such studies shall be conducted at Transmission Customer’s expense pursuant to the provisions of this section. In the event that such change in delivery point configuration results in significant impact on the Transmission System, Transmission Provider will coordinate the studies necessary to evaluate such addition or modification. Otherwise, the Host Transmission Owner will coordinate the studies.

3.1 **Load Connection Study:** Host Transmission Owner shall respond within ten (10) Business Days of receipt of such request and, if necessary, provide a Load Connection Study (“LCS”) Agreement and a list of any additional information that Host Transmission Owner would require from the Transmission Customer to proceed with such study. Unless otherwise agreed, the LCS Agreement shall commit the Transmission Customer to pay Host Transmission Owner the actual cost to complete the study. The Host Transmission Owner may require an advance deposit equal to the estimated study cost or $25,000, whichever is less. In conducting the LCS, the Host Transmission Owner shall assess the feasibility of modifying an existing delivery point or establishing the new delivery point using power flow and short circuit analyses and any other analyses that may be appropriate. It shall also determine the details and estimated cost of facilities necessary for establishing the requested delivery point and any system additions/upgrades needed to address any problems identified in the LCS.

If the Transmission Customer fails to return an executed LCS Agreement within thirty (30) Calendar Days of receipt along with the required deposit, or at a later date as the Parties may mutually agree, Host Transmission Owner shall deem the study request to be withdrawn. The Transmission Customer may withdraw its study request at any time by written notice of such withdrawal to Host Transmission Owner. Host Transmission Owner shall complete the LCS and issue a Load Connection Report to the Transmission Customer and Transmission Provider within sixty (60) Calendar Days after receipt of an executed LCS Agreement, deposit and necessary data, or at a later date as the Parties may mutually agree.
Upon completion of the LCS, the Transmission Customer shall reimburse Host Transmission Owner for the unpaid cost of the LCS if the cost of LCS exceeds the deposit. Host Transmission Owner shall refund to the Transmission Customer any portion of the deposit that exceeds the cost of the LCS with interest earned in the interest-bearing account in which Host Transmission Owner has placed the deposit, or if such account does not exist, with interest calculated in accordance with 18 C.F.R. § 35.19a(a)(2).

3.2 **Transmission System Study:** Upon receipt of the Request for Change in Local Delivery Facilities, Transmission Provider shall perform a preliminary assessment of the impact of the requested delivery point configuration change on the Transmission System. On or before the 20th day of the succeeding month, Transmission Provider shall conclude its preliminary assessment of the impact of each requested delivery point configuration change on the Transmission System for all Requests for Change in Local Delivery Facilities received in the current calendar month and post its findings on the SPP website. For all requests for which the Transmission Provider finds no significant impact on the Transmission System, Host Transmission Owner will coordinate completion of such change in local delivery facilities, including all required studies. For all requests for which the Transmission Provider finds that there is significant impact on the Transmission System, it shall, within five (5) days of posting of the results of the preliminary assessment, deliver to the Transmission Customer a Delivery Point Network Study (“DPNS”) Agreement and a request for any additional information that it requires from the Transmission Customer to proceed with such study. The study agreement shall commit the Transmission Customer to pay the Transmission Provider the actual cost to complete the study and to make an advance deposit equal to the estimated study cost or $25,000, whichever is less. The Transmission Customer shall execute and deliver the DPNS Agreement and required deposit to the Transmission Provider as soon as reasonably possible, but not later than thirty (30) Calendar Days following its receipt or at a later date as the Parties may mutually agree. Upon receipt of the executed study agreement, study data, and the required deposit, Transmission Provider shall perform the DPNS. During the conduct of the DPNS, Transmission Provider shall assess the impacts on the Transmission
System caused by modifying an existing delivery point or establishing the new delivery point using power flow and short circuit analyses and any other analyses that may be appropriate.

If the Transmission Customer fails to return an executed DPNS Agreement within thirty (30) Calendar Days of receipt or at a later date as the Parties may mutually agree, Transmission Provider and Host Transmission Owner shall deem the study request to be withdrawn. The Transmission Customer may withdraw its study request at any time by written notice of such withdrawal to the Transmission Provider and the Host Transmission Owner.

Transmission Provider shall issue a study report to the Transmission Customer and Host Transmission Owner within sixty (60) Calendar Days of the receipt of an executed DPNS Agreement, or at a later date as the Parties may mutually agree. If Transmission Provider is unable to complete such study in the allotted time, Transmission Provider shall provide an explanation to the Transmission Customer and Host Transmission Owner regarding the cause(s) of such delay and a revised completion date and study cost estimate.

Upon completion of the DPNS, the Transmission Customer shall reimburse Transmission Provider for the unpaid cost of the DPNS if the cost of the study exceeds the deposit. Transmission Provider shall refund the Transmission Customer, with interest earned in the interest-bearing account in which Transmission Provider shall have placed the deposit, any portion of the deposit that exceeds the cost of the DPNS.

3.3 Modifications to Study Request: During the course of a LCS or DPNS, the Transmission Customer, Host Transmission Owner or Transmission Provider may identify desirable changes in the planned facilities that may improve the costs and/or benefits (including reliability) of the planned facilities. To the extent the revised plan and study schedule are acceptable to Host Transmission Owner, Transmission Customer, and if applicable, Transmission Provider, such acceptance not to be unreasonably withheld, Host
Transmission Owner and if applicable, Transmission Provider, shall, at Transmission Customer’s Expense, proceed with any necessary restudy.
4.0 **Engineering, Design and Construction of New Facilities:** The Transmission Customer and Host Transmission Owner shall agree to and specify in writing each party’s responsibility for engineering, design, construction, and cost of facilities described in the final Load Connection Report.
Addendum 1 to Attachment AQ

Sample Request for Change in Local Delivery Facilities

Pursuant to the Delivery Point Addition Process in Attachment AQ of the Tariff notice is hereby provided on _____________ (date of notice) to _____________ (the Host Transmission Owner) and Transmission Provider that Transmission Customer requests certain changes in delivery point(s) under the agreement.

Responses marked with an asterisk (*) are required. Supply all details that are known or projected.

Requested Modification

1) Description of delivery point modification*
   a) Type of change requested (new delivery point, upgrade of an existing delivery point, retirement or abandonment of an existing delivery point, etc.) *
   b) Proposed in service date of the modification*
   c) Reason for the requested change (i.e. normal or unexpected load growth or load reduction, reliability needs or other reason) *
   d) Related transmission service agreement*
   e) Location of the delivery point change and identification of the facilities involved*
      i) Geographic location of the new delivery point or the delivery point to be modified*
      ii) The transmission facilities of the Host Transmission Owner involved in the change*
      iii) Voltage of the facilities involved*
      iv) Desired meter location*
      v) Expected impact on other delivery points, if any*
(1) Load transfer from another delivery point and, if so, estimated amount*

(2) Anticipated modifications to other delivery points due to this change, if any*

vi) Facilities of others that may be involved*

2) Facilities to be constructed

a) Facilities to be constructed or provided by the Host Transmission Owner

b) Facilities to be constructed or provided by the Transmission Customer

3) Technical Aspects of a new delivery point

a) Location

i) Located near structure number

ii) 911 address

iii) State, County and ¼ of ¼ Section number

iv) GPS Coordinates

b) Technical aspects

i) Anticipated service voltage

ii) Number of wires (3 or 4 wire connection)

iii) Service voltage

iv) Meter

(1) Type

(2) Voltage

(3) Supplied by

(4) Owned by

(5) PTs and CTs required

(6) Communications configuration

v) Anticipated starting load
vi) Transformer size and voltages

vii) Transmission line conductor size and impedance rating

viii) Type and location of protective devices

4) Other pertinent information

**Attachments:**

1) Ten year load forecast for the delivery point being added or modified and any associated changes in the load forecast for other delivery points.

2) One-line diagram showing existing and proposed facilities pertaining to the request.

**Requestor Contact:**

Name: ________________________________

Title: ________________________________

Mailing Address: ____________________

Email Address: _______________________

Voice Phone No.: _____________________

By: __________________________________

(Representative of Transmission Customer)

Title: _________________________________

Date: _________________________________