**OATT Attachment AQ Delivery Point Assessment Processes Guidelines**

The purpose of the Delivery Point Assessment (DPA) process of Attachment AQ is to provide transmission customers with a more efficient process for addition, modification, or abandonment of delivery points. This document provides the guidelines for interaction among Transmission Customers and SPP pertaining to the Delivery Point Assessment process.

**Requests for Delivery Point Assessment and Associated Timeline**

**STEP 1.** The customer submits request for change in Delivery Point Facilities.

1. Delivery Point Assessment requests shall be submitted if:
2. If it is a new, abandoned, or modified delivery point
3. If there will be physical changes to delivery point facilities
4. The customer shall send the following items to SPP at [AQ-DeliveryPoints@spp.org](mailto:AQ-DeliveryPoints@spp.org). NOTE: *Exclusion of any of these items will delay acceptance of DPA request for assessment.*
5. Fully completed DPA Request Form (available at SPP Studies page on OASIS)
6. Ten-year load forecast with Summer, Winter and Light loads for the delivery point being added or modified and any associated changes in the load forecast for other delivery points
7. One-line diagram showing anticipated load and changes to local delivery facilities pertaining to the request
8. Any other useful supplemental information.

**STEP 2.** SPP shall acknowledge receipt of application.

1. SPP shall issue a response email to customer within three business days to acknowledge receipt of the application. If the email address of the appropriate contact employee of the Host Transmission Owner for the customer has been supplied to SPP, they will be copied on this email.
2. SPP will notify customer as soon as possible if any information is lacking from application materials, in order that customer may provide this information for SPP to assess the request in a timely manner.

**STEP 3.** SPP shall perform initial assessment of the impacts of proposed change in Delivery Point, to determine if further study will be needed.

1. Results of preliminary assessment will be available to the applicant within 10 Business Days from the day of receipt of all required application materials.
2. All requests that have received a preliminary assessment during the prior calendar month will be posted on the studies section of the SPP OASIS by the 20th of the succeeding month.
3. If assessment result is that further study is required, SPP will initiate a Delivery Point Network Study (DPNS) Agreement with customer.
4. If assessment result is that further study is not required, then the Host Transmission Owner will coordinate completion of all changes in delivery point facilities.

**STEP 4**. If further study is necessary, SPP shall each enter into study agreement with customer for delivery point change.

1. SPP shall email the following items to customer within 5 Business Days of posting results of preliminary assessment:
2. DPNS Agreement
3. A request for study deposit
4. Request for any additional information needed to complete DPNS study
5. Notice that these items are due 30 days from when this email is sent.
6. If customer fails to provide signed DPNS Agreement and study deposit within 30 days of receipt, DPA request will be withdrawn unless otherwise agreed upon by both Parties.
7. Upon sending the study deposit, customer shall email SPP a notification that deposit has been submitted.

**STEP 5.** SPP will perform Delivery Point Network Study if needed.

1. After receipt of signed DPNS Agreement and study deposit SPP will perform Delivery Point Network Study, assessing impacts on the Transmission System caused by adding or modifying a delivery point. SPP will use power flow analysis and any other analysis that may be appropriate.
2. If customer, Transmission Owner, or SPP identify changes in the delivery point assessment during the study, SPP will conduct any necessary restudy for the DPNS if acceptable to all parties. This restudy would be at the expense of the customer.
3. Within 60 days of receipt of DPNS Agreement materials, SPP will complete the study and send the DPNS report to the customer.
4. If SPP is unable to complete and post study within 60 days, they shall provide an explanation to customer and Host Transmission Owner regarding the cause(s) of delay and a revised completion date.
5. After the study has completed, SPP will either:
6. Bill the customer for study cost minus deposit. Any balance due shall be paid within 30 days of billing. –OR—
7. Refund the customer for deposit minus study cost, plus interest.

**STEP 6.** Coordination of Study Results and Impact Mitigation

1. SPP and Transmission Owner shall coordinate transmission facility upgrades if upgrades are needed.
2. Transmission Owner shall notify SPP when official agreement has been reached between customer and TO regarding load connection facility upgrades.
3. SPP will issue a Notification to Construct (NTC) to the Transmission Owner if transmission facilities must be installed.
4. The delivery point facilities, as modified, should not be connected to the Transmission System until SPP has authorized such connection.
5. In accordance with its NTC, each affected transmission owner shall notify SPP in writing or email that all facilities it has been required to install are completed (a certificate of commercial operation).
6. SPP will inform customer of when such notification has been provided by all affected transmission owners.

**END OF AQ PROCESS**

**STEP 7.** Planning Model Integration

1. After the end of the AQ process, any new, modified, or abandoned delivery point with accompanying transmission facilities will be migrated into all SPP planning models under the following conditions:
2. Upon completion of preliminary assessment concluding that no further SPP study is required

—OR—

1. Upon completion of DPNS report.
2. The Host TO will be responsible for coordinating and ensuring the Model on Demand (MOD) information is submitted through the MOD portal for each applicable DPA request.