

## DSGS Option 4 Monthly Participation Report Technical Guide

### 1 Objective

The objective of this document is to define the information that must be submitted by DSGS Option 4 providers in Monthly Participation Reports (“Monthly Report”).

Important notes:

- DSGS Option 4 monthly capacity nominations are composed of two parts: (1) per-device average load reduction commitment and (2) device enrollment. Per device load reduction commitments are submitted at the beginning of the program season in the “Seasonal Capacity Nomination” file, and device enrollments are submitted and updated monthly in the “Monthly Participant Enrollment Report” file (defined in this document).
- Option 4 Monthly Participation Reports must be submitted no later than 5 business days before the start of each program month by approved aggregators.
- These reports must include all participants for the upcoming month, regardless of enrollment status for the previous month(s). The data is not a “delta file” but rather a complete set of participants each month.
- It is the responsibility of the provider to ensure that data is accurate, valid, and correctly formatted and is submitted prior to the deadline.
- No data files can be submitted for past months unless as part of a specific data correction that was previously approved by the administrator.
- This Technical Guide may be subject to change after final 2026 DSGS Program Guidelines are approved.

### 2 Submission Deadlines and Option 4 Capacity Allocation Details

No later than five business days before the first day of each participation month, Option 4 aggregators must submit the Monthly Report including all devices enrolled for each Option 4 aggregation. An aggregation is defined as the set of enrolled sites for a specific program month that are located in the same UDC zone and consist of the same Resource Type.

Under 2026 DSGS Guidelines, Option 4 enrollments and nominations are subject to program-wide capacity allocation. The process for implementing the capacity allocation each month is as follows:



1. No later than 5 business days before the start of a program month, providers submit Participation Reports defining their initial enrollments for the upcoming month.
2. For each aggregation, the Initial Aggregated Nomination is calculated as the product of the per-device nomination (defined by the provider at the start of the season in the separate “Seasonal

Capacity Nomination Report”) times the number of enrolled sites in the aggregation. The Initial Aggregated Nomination is summed across all of a provider’s aggregations for the upcoming month to establish the monthly Provider Offered Capacity.

3. This Provider Offered Capacity is then subject to the program-wide capacity allocation process defined in Appendix of the 2026 Guidelines. Capacity allocation is carried out by CEC each month and depends on the overall enrollments and nominations of all providers.
4. The result of this allocation process will be communicated to providers no later than 3 business days prior to the start of the month. There are **two possible pathways**:
  - a. **[Full Allocation]** If the Final Allocated Capacity is equal to the full Provider Offered Capacity, then the previously-submitted enrollment data is considered final. For each aggregation, the Final Aggregated Nomination is set to the Initial Aggregated Nomination.
  - b. **[Partial Allocation]** If the Final Allocated Capacity is less than the full Provider Offered Capacity, the provider has two options with respect to enrollment:
    - i. **Option 1: Re-submit participation reports with fewer sites.** The provider has the option to reduce enrollment proportionally across all aggregations such that the new Provider Offered Capacity is at or under the allocated total. If the provider chooses this option, they must notify the administrator and re-submit revised participation reports *no later than 1 business day prior* to the start of the program month.
    - ii. **Option 2: Keep all enrolled sites.** The provider can keep all original sites enrolled. In this case, the administrator will calculate a “derated” Final Aggregated Nomination for each aggregation (calculated via a simple proportional derate) such that the sum of Aggregated Nominations equals the Final Allocated Capacity. Performance and settlements will be based on the updated (derated) aggregated nomination values. Option 2 is the default if Option 1 is not taken by the provider prior to the specified deadline.

### 3 Submission Process and File Format

Monthly Participation Reports must be submitted in Tab-Separate Values (TSV) file format. In TSV format, individual fields (columns) are separated by tab characters. Provider must submit one single file per UDC. To submit:

1. Log into the Provider Portal (<https://app.olivineinc.com/i/dsgs>).
2. Navigate to “**Submit Data File**” and select file for submission. Providers must submit one separate file per UDC.
3. Select “**Validate**” to receive feedback on file format and contents. Correct any formatting issues that are identified and re-upload a revised file. Note that validation may produce warnings (Yellow triangle  ) and/or errors (red circle  ). Warnings are for informational purposes;

resubmission is optional. Errors indicate data issues that are preventing the file from being accepted. **If there are errors, resubmission of a corrected data file is required for participation to be processed.**

4. Select **“Submit”** once file has been validated.
5. Contact DSGS Support with any questions or account access requests.

## 4 File Naming

Option 4 Participation Files must be named in the following format:

**{UDC}-{ProgramName}-{ProviderID}-{YYYYMM}.tsv**

File Name Element	Description
UDC	The UDC will be one of “SCE”, “SDGE”, or “SP15”. Note: please exclude “&” from the UDC.
ProgramName	For Option 4, the program name must be “DSGS_OPTION_4”.
ProviderID	The Provider ID must be a three-digit code given to each provider that uniquely identifies the provider’s company.
YYYYMM	The YYYYMM fields represent the year and the month being submitted. For example, for creating a file for May participation for 2026, the YYYYMM would be 202605.

An Example Option 4 File name would be: SCE-DSGS\_OPTION\_4-ABC-202605.tsv, where the submitted aggregations are within the SCE Utility region, “ABC” is the providers unique code, and participants are being reported for May 2026.

## 5 Data Fields

The following table lists the individual data fields required in the Option 4 Monthly Participation Report. Each table row is a column in the data file. The header row in each file must contain the exact name listed in the "Column Name" values. All fields must be supplied, even if they are optional and their values are blank. All values provided must follow the corresponding specified description. The columns must appear from left to right in the order in which they appear in the table and be separated by tab characters.

Column Name	Type	Description
Program_Name	string	The value must be “DSGS_OPTION_4”

Provider_ID	string	The 3-letter code provided by DSGS to uniquely identify the provider.
Unique_ID	string	The Unique ID of the device. This Unique ID must come with the prepended Provider_ID in the form "{Provider_ID}-Unique_ID." <b>Sites enrolled with a Unique ID in previous seasons should use the same Unique ID for the current season.</b>
Service_Account_Address_1	string	Address information including house/building number and street name where the device is located. The address fields are required unless a valid Utility_Service_Account_Number is provided.
Service_Account_Address_2	string	Optional. Used to indicate additional address information such as apartment, suite, or unit number where the device is located.
City	string	The city name where the device is located.
Zip_Code	integer	The five digit zip code number where the device is located.
State	string	The two-letter state abbreviation where the device is located. For DSGS Option 4, use "CA".
UDC	string	The abbreviated utility region where the device is located. The UDC must be one of: "SCE", "SDGE", or "SP15"
Resource_Type	string	The resource type of the device. Options include: <ul style="list-style-type: none"> <li>• "THERM"</li> <li>• "HVAC"</li> <li>• "HPWH"</li> <li>• "ELWH"</li> <li>• "EVSE"</li> <li>• "BTMB"</li> <li>• "SMEP"</li> </ul>

		Descriptions for the resource type abbreviations are found in Section 6.1.
Utility_Service_Account_Number	string	The utility service account number for the device. Optional value if there is a valid device address.  See Section 6.2 for detailed expectations for Service Account numbers by utility district.
Connected_Load_Estimate	numeric	Estimated maximum instantaneous power draw of the device (kW). Default is 2.5 for smart thermostats without direct load measurement. This value is used for reporting purposes only; it is not used for official nominated capacity calculation.

## 6 Additional File Format Clarifications

### 6.1 Resource Type

The following mapping gives a description of the submitted resource abbreviations. Note: New Resource Abbreviations will be provided if new device types are approved under Option 4.

Resource Abbreviation	Resource Description
THERM	Smart Thermostat HVAC with only Run-Time Data
HVAC	Smart Thermostats HVAC with Meter Data
HPWH	Heat Pump Water Heater
ELWH	Electric Resistance Water Heater
EVSE	Electric Vehicle Supply Equipment
BTMB	Stationary Behind the Meter Battery
SMEP	Smart Electrical Panels

### 6.2 Utility\_Service\_Account\_ID

Service Account ID rules will depend on the Utility. Note that in all cases, no spaces or non-numerical characters are permitted. Utility-specific requirements:

<b>Utility</b>	<b>Service Account ID requirements</b>
SCE	A valid SCE Service Account ID must be ten digits long and must start with an 8.
SDG&E	A valid SDG&E Service Account ID must be either ten or twelve digits long.