

# DSGS Option 4 Monthly Participant Enrollment Technical Guide

## 1 Objective

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.

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

## 2 Submission Deadlines

No later than three business days before the first day of each participation month, VPP aggregators must submit the Monthly Report including all devices enrolled for each VPP aggregation.

## 3 Submission Process

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

## 4 File Formats

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

## 5 File Naming

Participation Files will be named in the following format:

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

File Name Element	Description
UDC	The UDC will be one of "SCE", or "SDGE". 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 2025, the YYYYMM would be 202505.

Note that we are requesting duplicate information in the file name and file body for validation purposes to ensure the right file is being submitted. Also note file extensions must be tab separated (tsv).

An Example Option 4 File name would be: SCE-DSGS\_OPTION\_4-ABC-202505.tsv, where the submitted aggregations are within the SCE Utility region, "ABC" is the providers unique code, and participants are being reported for May 2025.

## 6 Monthly Report Data Fields

The following table lists the individual data fields required in the Monthly 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."
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" or "SDGE"

Resource_Type	string	<p>The resource type of the device. Options include:</p> <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> <p>Descriptions for the resource type abbreviations are found in Section 7.1.</p>
Utility_Service_Account_Number	string	<p>The utility service account number for the device. Optional value if there is a valid device address.</p> <p>See Section 7.2 for detailed expectations for Service Account numbers by utility district.</p>
Connected_Load_Estimate	string	<p>Estimated maximum instantaneous power draw of the device. Default is 2.5kW for smart thermostats without direct load measurement.</p>

## 7 Additional File Format Clarifications

### 7.1 Resource Type

The following mapping gives a description of the submitted resource abbreviations.

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

## 7.2 Utility\_Service\_Account\_ID

Service Account ID rules will depend on the Utility:

Utility	Service Account Rules
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.