

## **PROPOSED PLAN APPLICATION SUBMITTAL PROCEDURE**

The ISO requests that all Governance Participants follow the “Proposed Plan Application Submittal Procedure” contained herein for their submittal of Proposed Plan Applications to the ISO. The intent of this procedure is to detail the flow of information required under Planning Procedure Nos. 5-1 (PP5-1) and 5-3 (PP5-3) so as to assure a smooth Proposed Plan Application review by the Reliability Committee and its Task Forces and review and approval by the ISO.

### **Notification**

The Governance Participant is encouraged to discuss proposed system changes with the ISO and/or the Transmission Owner for guidance regarding the appropriate level of study required and whether a Proposed Plan Application is needed.

A Governance Participant wishing to discuss a proposed project with the ISO should notify the ISO via the e-mail address **ProposedPlans@iso-ne.com**.

### **Submittal of Study Results and Proposed Plan Application**

- **Level I Analysis**

In the case of a Level I project, as defined in PP5-3, the Proposed Plan Application is for information only and the reporting of study results is not required. The Governance Participant may submit the Level I Proposed Plan Application directly to the ISO for review and distribution.

- **Level II or III Analysis**

- 1) Prior to submitting a Proposed Plan Application for a project requiring Level II or III analysis, the Governance Participant must provide study results to:
  - The appropriate technical task force(s), through the Governance Participant’s representative on these task force(s);  
or
  - The ISO, via the e-mail address **ProposedPlans@iso-ne.com**, if the Governance Participant does not have a representative on the task force(s).
- 2) Once the study results have been confirmed by the ISO and the appropriate task force(s) to adequately support the required Proposed Plan Application for the project, the Governance Participant may submit the Proposed Plan Application along with the study results to the ISO.

## **General Requirements**

- All material related to a Proposed Plan Application that is submitted to the ISO (including notification of proposed change, study results, and the Application itself) must be e-mailed to the address **ProposedPlans@iso-ne.com**.
- The ISO will record the submittal date of the Proposed Plan Application. The ISO will e-mail:
  - confirmation of receipt of the Application to the Governance Participant; and
  - verification whether the Application is deemed complete to the Governance Participant.

The Application will be forwarded to all appropriate ISO personnel, and then distributed to the Reliability Committee prior to the meeting at which the Application is to be considered.

- Proposed Plan Applications e-mailed to the ISO should include a cover letter addressed to the Chair of the Reliability Committee.
- Although the Governance Participant is strongly encouraged to provide all material accompanying the Application itself in electronic format, two (2) hard copies of any supporting maps or diagrams that cannot be sent electronically should be sent to the address.

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Holyoke, MA 01040-2841  
Attn: System Planning, Proposed Plan Application Agent

- If appendices to any accompanying reports are too large to e-mail, they should be submitted to the ISO in an alternative format (i.e. CD or hard copy) at the above address.

The applicant should provide additional copies to committee or task force members upon request.