

# Kansas Goal User Guide

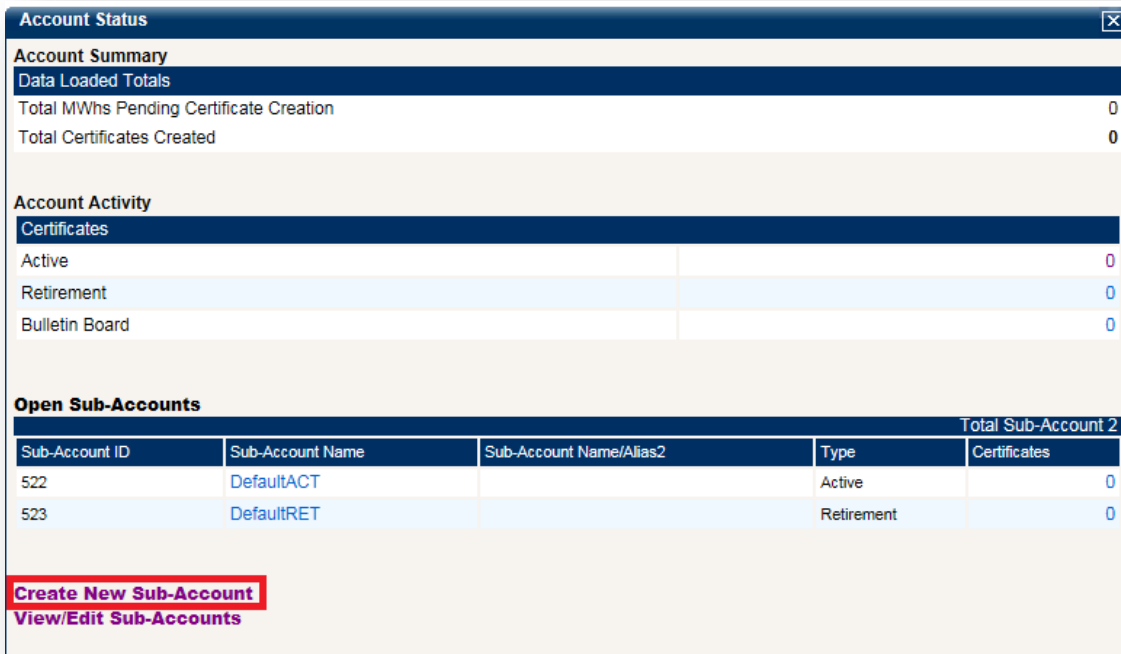
In 2017, a new process was implemented in the **North American Renewables Registry (NAR)** to guide Kansas investor-owned utilities and electric cooperatives through the Kansas Goal process for the Kansas Renewable Energy Standards Act (the RES Act).

This User Guide outlines the steps for how to create a new Kansas Goal Sub-Account, how to transfer Certificates in and out of the Kansas Goal Sub-Account, how to manage the Certificates banked in the Kansas Goal Sub-Account, and ultimately, how to submit the KS Sub-Account for final retirement.

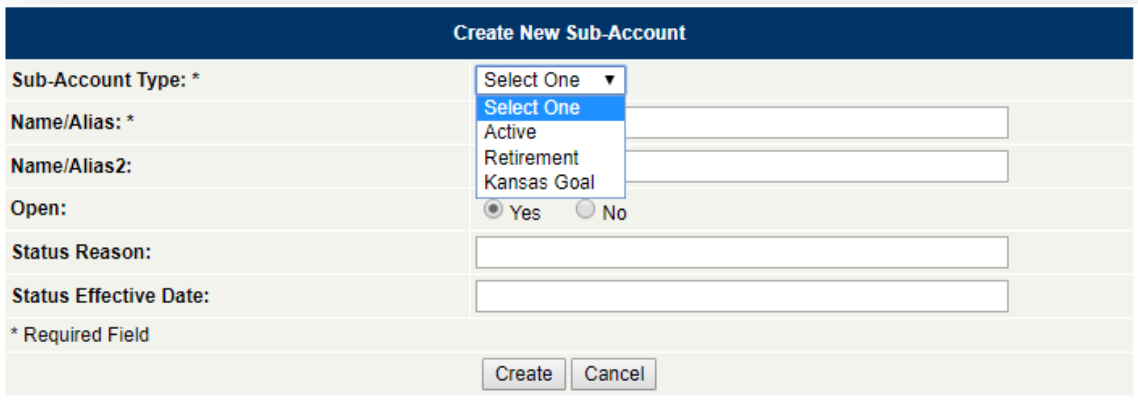
## A. Create Kansas Goal Sub-Account

The first step for the Account Holder is to create a Kansas Goal Sub-Account in NAR. A separate Kansas Goal Sub-Account has to be created for each data year. After a Kansas Goal Sub-Account is created, the Account Holder can begin transferring the Certificates into the Kansas Goal Sub-Account as well as manage the Certificates they have previously transferred there.

1. To create a Kansas Goal Sub-Account, go to the **Account Status** module in NAR and click the 'Create New Sub-Account' link as shown below:



- Under the Sub-Account Type drop-down, select 'Kansas Goal'.



**Create New Sub-Account**

Sub-Account Type: \* Select One ▼

Name/Alias: \*

Name/Alias2:

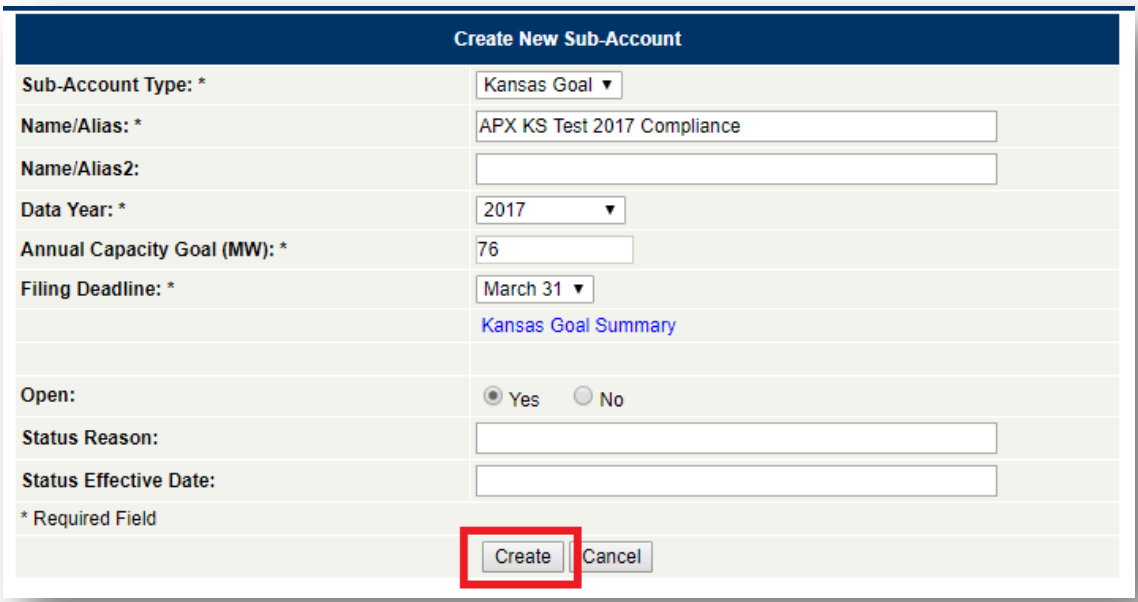
Open:  Yes  No

Status Reason:

Status Effective Date:

\* Required Field

- Enter data into all fields denoted with an asterisk, and click the 'Create' button to create the new Kansas Goal Sub-Account. The Account Holder has to select the Data Year and enter the Annual Capacity Requirement (MW) for that year.



**Create New Sub-Account**

Sub-Account Type: \* Kansas Goal ▼

Name/Alias: \*

Name/Alias2:

Data Year: \* 2017 ▼

Annual Capacity Goal (MW): \*

Filing Deadline: \* March 31 ▼

[Kansas Goal Summary](#)

Open:  Yes  No

Status Reason:

Status Effective Date:

\* Required Field

- Once the Kansas Goal Sub-Account is created, the Account Holder can begin transferring and managing Certificates in their new Kansas Goal Sub-Account.

## B. Transfer Certificates into the Kansas Goal Sub-Account

To transfer Certificates into a Kansas Goal Sub-Account, the Account Holder uses the Transfer Credit screen to initiate Certificate transfers from an Active Sub-Account into a Kansas Goal Sub-Account in NAR.

- Go to the **Account Status** module in NAR and click on the hyperlinked Certificate quantity in the 'Active' row (highlighted below):

**Account Status** X

**Account Summary**

**Data Loaded Totals**

Total MWhs Pending Certificate Creation	0
Total Certificates Created	297,250

**Account Activity**

**Certificates**

Active	297,250
Retirement	0
Bulletin Board	0

**Open Sub-Accounts**

Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Total Sub-Account 3
522	DefaultACT		Active	297,250
523	DefaultRET		Retirement	0
524	APX KS TEST 2014 Compliance		Compliance (Active)	0

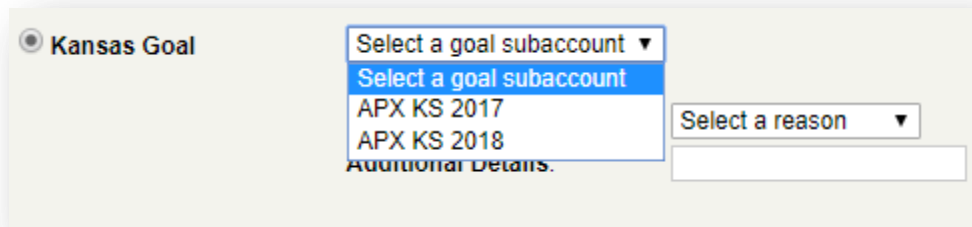
[Create New Sub-Account](#)  
[View/Edit Sub-Accounts](#)

- Select the batch(es) of Certificates from Assets eligible for Kansas Goal and click on 'Batch Transfer'.

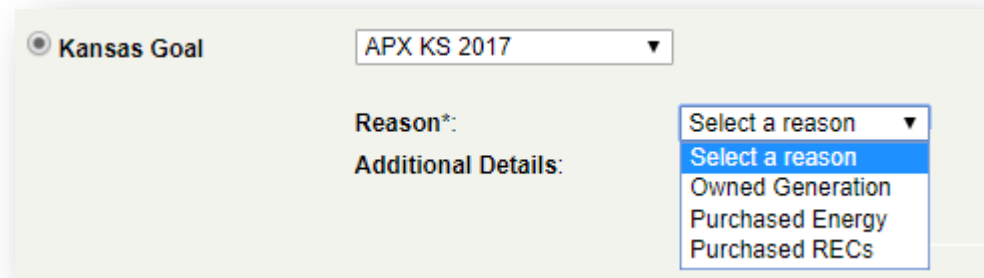
Total Quantity: 23004
Batch Transfer
Active Sub-Accounts: DefaultACT Go

Certificates in Subaccount															
<input type="checkbox"/>	Sub-Account	Sub-Account ID	NAR ID	Asset	Fuel/Project Type	Certificate Vintage	Certificate Serial Numbers	Quantity	Transfer Quantity	Transferor	MO Compliance Equivalency	MO	NC	KS	N
<input checked="" type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	11/2013	NAR-REC-699-KS-11-2013-13338-1 to 11708	11,708	<input type="text" value="11708"/>		11708	Yes	No	Yes	N
<input checked="" type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	08/2013	NAR-REC-699-KS-08-2013-13335-1 to 5342	5,342	<input type="text" value="5342"/>		5342	Yes	No	Yes	N
<input checked="" type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	05/2013	NAR-REC-699-KS-05-2013-13332-1 to 5954	5,954	<input type="text" value="5954"/>		5954	Yes	No	Yes	N
<input type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	02/2013	NAR-REC-699-KS-02-2013-13329-1 to 6670	6,670	<input type="text" value="6670"/>		6670	Yes	No	Yes	N
<input type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	03/2013	NAR-REC-699-KS-03-2013-13330-1 to 7852	7,852	<input type="text" value="7852"/>		7852	Yes	No	Yes	N
<input type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	06/2013	NAR-REC-699-KS-06-2013-13333-1 to 8838	6,838	<input type="text" value="6838"/>		6838	Yes	No	Yes	N
<input type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	01/2013	NAR-REC-699-KS-01-2013-13328-1 to 10956	10,956	<input type="text" value="10956"/>		10956	Yes	No	Yes	N
<input type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	09/2013	NAR-REC-699-KS-09-2013-13336-1 to 5865	5,865	<input type="text" value="5865"/>		5865	Yes	No	Yes	N
<input type="checkbox"/>	DefaultACT	522	GEN699	APX - Test Generator	Wind	07/2013	NAR-REC-699-KS-07-2013-13334-1 to 5474	5,474	<input type="text" value="5474"/>		5474	Yes	No	Yes	N

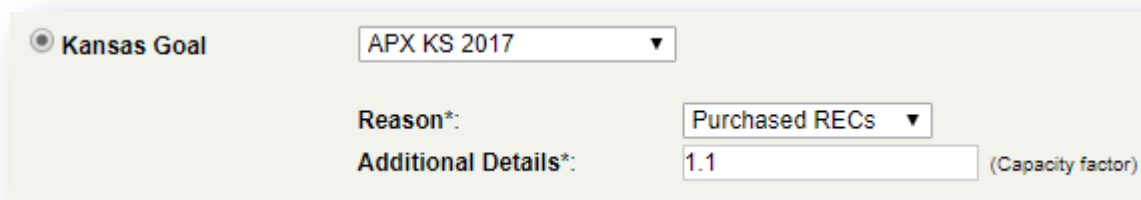
3. Select the 'Kansas Goal' Radio button and select the 'Kansas Goal Sub-Account' from the drop down.



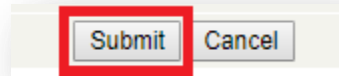
4. Under the 'Reason' field, Account Holders have the option to retire for Kansas Goal with either Owned Generation, Purchased Energy or Purchased RECs in accordance with K.A.R. 82-16 from the drop down.



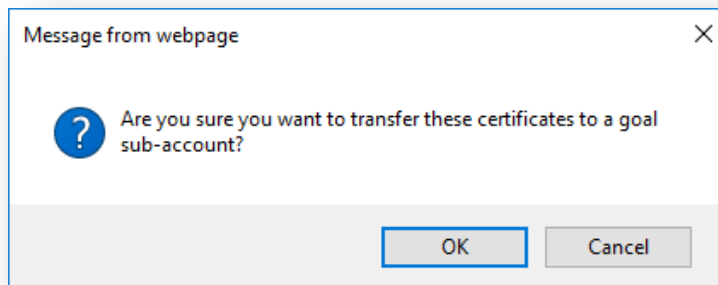
5. If the Account Holder selects Purchased RECs as the reason for Kansas Goal, then they must enter a Capacity Factor in the 'Additional Details' field in accordance with Kansas Statute 66-1258.
  - a. Kansas Statute 66-1258: "For the purposes of calculating the capacity from the renewable energy credit purchases, the affected utility shall use its actual capacity factor from its owned renewable generation from the immediately previous calendar year."



6. Click the 'Submit' button to initiate the transfer.



7. After clicking the 'Submit' button, a pop-up box will appear to confirm action. To execute the transfer, click the 'OK' button to transfer the Certificates to the designated Kansas Goal Sub-Account.



**Note:** At this point, the Certificates are transferred into the designated Kansas Goal Sub-Account, but the Certificates remain in an 'Active' status until the Account Holder submits the formal retirement using the Kansas Goal Summary page. While the Kansas Goal Summary is still in an 'Active' status, the Account Holder can transfer Certificates in and out of the Kansas Goal Sub-Account. The details of the Kansas Goal Summary screen and the process for completing the retirement action are detailed in the next section.

## C. Kansas Goal Summary and Submittal

The Kansas Goal Summary displays a table summarizing the Capacity Allocated for Kansas Goal and displays the Percentage of Goal Achieved based on the the Annual Goal requirement. Once the Account Holder reaches 100% of their annual capacity goal and is ready to submit for Kansas Goal, the Account Holder will formally retire the Certificates in the Kansas Goal Sub-Account via the Kansas Goal Summary screen.

- To view the Kansas Goal Summary, find the specific Kansas Goal sub-account under Open Sub-Accounts of the **Account Status** Module, click on the Sub-Account Name of the Kansas Goal Sub-Account as highlighted below:

Account Status				
<b>Account Summary</b>				
<b>Data Loaded Totals</b>				
Total MWhs Pending Certificate Creation				0
Total Certificates Created				2,558,268
<b>Account Activity</b>				
<b>Certificates</b>				
Active				126,046
Retirement				2,252,569
Bulletin Board				0
<b>Open Sub-Accounts</b>				
				<b>Total Sub-Account 12</b>
Sub-Account ID	Sub-Account Name	Sub-Account Name/Alias2	Type	Certificates
348	DefaultACT		Active	0
349	DefaultRET		Retirement	595,697
817	APX KS 2017		Kansas Goal (Active)	126,046
818	APX KS 2018		Kansas Goal (Active)	0
<a href="#">Create New Sub-Account</a> <a href="#">View/Edit Sub-Accounts</a>				

2. In the Edit Sub-Account screen, click on “Kansas Goal Summary.”

**Edit Sub-Account**

<b>Sub-Account Type: *</b>	<input type="text" value="Kansas Goal"/>
<b>Name/Alias: *</b>	<input type="text" value="APX KS 2017"/>
<b>Name/Alias2:</b>	<input type="text"/>
<b>Data Year: *</b>	<input type="text" value="2017"/>
<b>Annual Capacity Goal (MW): *</b>	<input type="text" value="75"/>
<b>Filing Deadline: *</b>	<input type="text" value="March 31"/>
	<a href="#">Kansas Goal Summary</a>
<b>Open:</b>	<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Status Reason:</b>	<input type="text"/>
<b>Status Effective Date:</b>	<input type="text" value="7/17/2017 5:06:06 PM"/>

\* Required Field

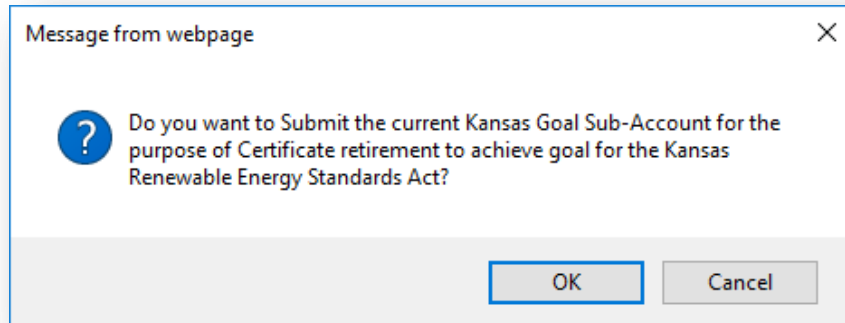
3. The Kansas Goal Summary displays the status of the Kansas Goal submittal and percentage of capacity allocated to the Kansas Goal. To formally retire for Kansas Goal, the Account Holder clicks on the ‘Submit’ button.

<b>Sub-Account:</b>	<input type="text" value="APX KS 2017"/>
<b>Data Year:</b>	2017
<b>Total Quantity:</b>	126046
<b>Annual Capacity Goal:</b>	75
<b>Capacity Allocated for Kansas Goal:</b>	124.14
<b>Percentage of Goal Achieved:</b>	165.52%
<b>Difference between Capacity Allocated for Kansas Goal and Annual Capacity Goal:</b>	49.14
<b>Kansas Goal Status:</b>	Active

Kansas Goal Summary											
NAR ID	Asset	Location	Nameplate Capacity	Capacity Factor	Fuel Type	Total MWh	KS Owned Generation Retirement	KS Purchased Energy Retirement	KS Purchased RECs Retirement	Percent Capacity Allocated to KS	MW Capacity Allocated to KS
GEN	APX - Test Generator	KS	104	0.13	Wind	116,473	0	81,229	0	69.74%	72.53
GEN	APX - Test Generator 2	KS	50.4	0.10	Wind	43,875	0	30,412	0	69.32%	34.93
GEN	APX - Test Generator	KS	23,998	0.10	Wind	20,732	0	14,405	0	69.48%	16.67
<b>Total</b>							0	126,046	0		

4. After clicking 'Submit', a pop-up will appear to confirm action. To complete the retirement of Certificates for the Kansas Goal, click on the 'OK' button. Retirement is now complete.



**Note:** Once the Certificates in a Kansas Goal Sub-Account are retired, the Account Holder will not be able to transfer Certificates in and out of that Kansas Goal Sub-Account.



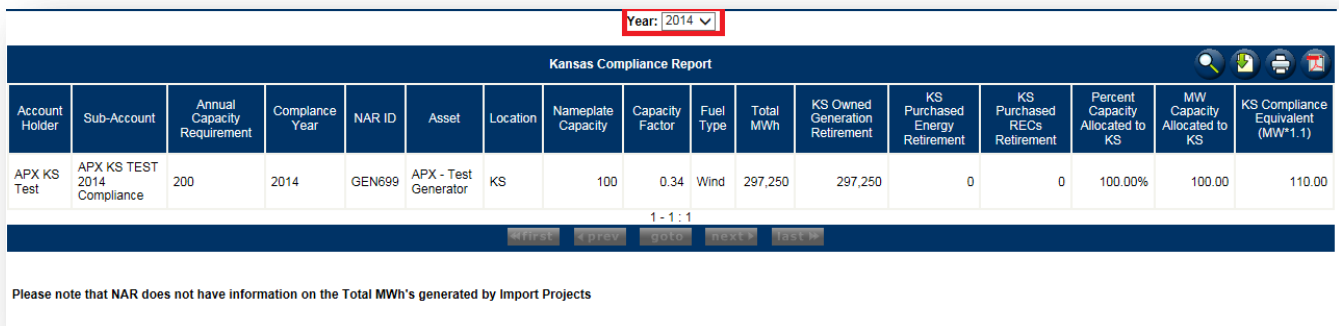
## D. Kansas Compliance Report

Under the **Account Holder Reports** module, the Account Holder can access the Kansas Compliance Report to view the retired Certificates that were allocated towards the Kansas RES Act by Data Year.

1. Go to the **Account Holder Reports** module in NAR and click on the hyperlinked Kansas Compliance Report link (highlighted below):



2. Select the 'Year' from the drop-down to view Kansas Report for the selected Data Year.



The screenshot shows the "Kansas Compliance Report" interface. At the top, there is a "Year: 2014" dropdown menu. Below it is a table with the following data:

Account Holder	Sub-Account	Annual Capacity Requirement	Compliance Year	NAR ID	Asset	Location	Nameplate Capacity	Capacity Factor	Fuel Type	Total MWh	KS Owned Generation Retirement	KS Purchased Energy Retirement	KS Purchased RECs Retirement	Percent Capacity Allocated to KS	MW Capacity Allocated to KS	KS Compliance Equivalent (MW*1.1)
APX KS Test	APX KS TEST 2014 Compliance	200	2014	GEN699	APX - Test Generator	KS	100	0.34	Wind	297,250	297,250	0	0	100.00%	100.00	110.00

Below the table, there are navigation buttons: "first", "prev", "data", "next", "last".

Please note that NAR does not have information on the Total MWh's generated by Import Projects