



2019 SREC Registration Program (SRP) Registration Checklist Behind-the-Meter Projects

Pursuant to the Clean Energy Act of 2018 (P.L. 2018, c. 17), the New Jersey Board of Public Utilities (“Board” or “BPU”) must close the SRP to new applications upon the attainment of 5.1 percent of the kilowatt-hours sold in the State from solar electric power generators connected to the distribution system. Once that milestone is met, only projects that have commenced commercial operations prior to the market’s achievement of this milestone will be eligible for Solar Renewable Energy Certificates (SRECs). Projects that do not commence commercial operations prior to the market’s achievement of this milestone may not be eligible for SRECs. The Board is monitoring the progress of the market toward achieving this milestone and will determine when it has been achieved.

The Clean Energy Act also requires the Board to shorten the Qualification Life for eligible solar projects to ten (10) years. The Board approved and implemented this requirement via Board Order on October 29, 2018. If the SRP registration package for this project submitted after October 29, 2018 is deemed complete and permission to operate (PTO) is granted prior to the Board’s determination that the 5.1 percent milestone has been achieved, then the project will be found eligible for SRECs with a ten-year qualification life.

For a project registration to be deemed complete and accepted by the SRP Processing team, all the following requirements must be completed.

This checklist provides a list of the requirements for submitting a “behind-the-meter” solar project for the SREC Registration Program. A “behind-the-meter” solar PV system is a “customer-generator” facility, defined at N.J.A.C. 14:8-4.2, which is interconnected with a New Jersey Electric Distribution Company (EDC) and receives retail credit for the electricity produced via net metering.

- Completed **SRP Certification Form** with all appropriate signatures.
- A one-page **Site Map** of either an overhead view drawing or a single line electrical diagram. The site map must clearly indicate the location of the generator(s), batteries (if any), lockable disconnect switch (unless otherwise approved by the electric utility, the disconnect switch shall be installed at the electric utility meter location), and point of connection with the utility system. The installation address and the installer’s name must be included on the site map.
- Executed Contract** – A full copy of the contract is not required. Provide the key elements of the contract, including contract execution date, Premise Contact address and facility owner, Primary Contact (SREC Owner), Installer/Developer, equipment summary information, total project costs, total system capacity **and dated signatures**.
If the Premise Contact and the Primary Contact are the same, submit key elements of a contract signed by the Premise Contact and the Installer/Developer.
If the Premise Contact and Primary Contact are different, submit either the key elements of one contract signed by all three parties or the key elements of two signed contracts: one between the Primary Contact and Premise Contact and one between the Primary Contact and Installer/Developer.
Public projects must comply with this requirement.
Self Installations-To satisfy the contract requirement, self installations must include the purchase order or invoice for the solar equipment. Self- Installations are subject to the Chapter 8 rules for compliance based on the most recent date on the purchase order or invoice.



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- Milestone Reporting Form- For all Net Metered Facilities greater than 1 MW**-This form is required to be submitted with the initial SRP Registration packet and quarterly thereafter until the Final As-Built packet is submitted. Quarterly reports must be submitted to the SRP Processing Team within two weeks of the quarter ending on March 31, June 30, September 30 and December 31. Quarterly reports can be submitted via email to njreinfo@njcleanenergy.com.
- For all Net Metered Facilities 2 MW or larger**-A Complete Part I Interconnection Application approval (Approval to Install) from the EDC must be submitted. If this document is not submitted with the initial SRP Registration packet, the SRP Acceptance letter will not be issued until the document has been uploaded into the registration portal. If there is a delay in obtaining the Part I Interconnection Application approval, all other SRP Registration documents must be submitted. If a completed SRP Registration packet is submitted (excluding the Approval to Install) within 14 business days of the most recent date on the executed contract, the project will be deemed compliant. The Approval to Install can be submitted at a later date and the delay in submitting this document will not affect the projects compliance. Email this document to njreinfo@njcleanenergy.com
- For electric storage battery installation with the solar system**- A single line drawing showing the location of the solar equipment and electric storage battery must be submitted. Include a cover letter with the SRP Registration packet indicating that a battery will be installed at the site. For additional requirements on installing electric storage batteries with solar, please contact Dan Murnane at dmurnane@trcsolutions.com

System owners are encouraged to apply for interconnection commensurate with submission of an SRP Registration Form to ensure that the system built will be interconnected by the EDC, particularly if the project involves new construction.

Registrants are reminded that the SRP Project Acceptance Letter does not constitute net metering and interconnection approval. On-site load at least equal to project generation must exist before a net-metered system may be energized or final program approval is issued.

On February 22, 2017, the Board re-adopted Chapter 8 (renewable energy and energy efficiency) rules with amendments that became effective upon publication on April 17, 2017. Per N.J.A.C. 14:8-2.4, the SRP Processing Team must receive a complete SRP Registration packet no later than 14 business days from the execution date of the contract (or in the case of a grid supply project the effective date of the BPU Board Order granting approval, conditional certification, or designation). Contracts are considered executed on the date of the most recent signature or the execution date identified within the contract. Contracts received with executed dates that are not compliant with the 14-day rule will be accepted into the program, but it will be noted in the SRP Acceptance letter that the project is non-compliant. If the applicable deadline is not met, any SRECs based on electricity generated by the solar facility shall not be usable for compliance with the New Jersey renewable portfolio standard (RPS) until 12 months after the solar facility has received authorization to energize by the EDC in accordance with the Board's interconnection rules at N.J.A.C. 14:8-5. See [NJ Administrative Code](#).



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If the most recent date on the executed contract exceeds the date the SRP Registration Packet is submitted into the online portal, the registration will be rejected, and the SRP Registration Packet must be resubmitted with no reference to the previous registration.

The Electric Distribution Companies (EDC) will be approving interconnection based upon the net metering and interconnection rules (N.J.A.C Title 14-Public Utilities, Chapter 8 - Renewable Energy and Energy Efficiency and Subchapter 4-Net Metering and Interconnection Standards for Class I Renewable Energy Systems).

Once the SRP Package is reviewed, deemed complete and all documents are uploaded into the online registration portal, the Primary Contact, Premise Contact, and the Installer/Developer will receive an SRP Acceptance Letter via email. This email will certify that the project, once it is installed and all SRP requirements are fulfilled, will be eligible to generate SRECs in accordance with the State's RPS rules. Projects must be completed within 12 calendar months commencing from the date of the SRP Acceptance letter to the date the complete Final As-Built Packet is received by the SRP Processing team.

The NJBPU and the SRP Processing Team must be notified within ten (10) business days after the execution of a change order, contract for purchase, installation or removal of panels for any increases or decreases of more than 10% to the size of the solar system submitted with the initial registration. An email should be submitted to oce@bpu.nj.gov and notification must be uploaded into the online portal.

SREC Registration Program Contacts

Phone: 1-866-NJSMART (866-657-6278)

Email: njreinfo@njcleanenergy.com