



2014 SREC Registration Program (SRP) Registration Checklist Behind-the-Meter Projects

In order for a project registration to be deemed complete and accepted by the Market Manager team, all of 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 Registration Form** with all appropriate signatures. **All sections must be completed.**
- Completed **SRP Technical Worksheet**. **All sections must be completed.**
- 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, current electric utility account number at that address, and the installer’s name and telephone number must also be included on the site map.
- **Copy of one recent EDC bill** for site host facility to include account number and installation address.
- **Executed Contract** – A full copy of the contract is not required. Provide the key elements of the contract, including contract execution date, host site address and facility owner, system owner, installer, equipment summary information, total project costs, total system capacity **and dated signatures**. If the site host contact and the system owner are the same, submit key elements of a contract signed by the site host contact and the installer. If the site host contact and system owner 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 system owner and site host contact and one between the system owner and installer. Public projects must comply with this requirement. To satisfy the contract requirement, self installations must include the purchase order or invoice for the solar equipment.
- **Net Metered Facilities Greater than 1MW** - The **Milestone Reporting Form** must be submitted by the Registrant as an initial report with the SRP Registration Packet and quarterly thereafter, including any extensions that may be granted to the initial SRP acceptance period, until the Final As-Built packet is submitted. Quarterly reports must be submitted to the Market Manager within two weeks of the quarters ending on March 31, June 30, September 30 and December 31. Quarterly reports can be submitted via email to njreinfo@njcleanenergy.com.

On May 1, 2012, the NJ BPU re-adopted Chapter 8 (renewable energy and energy efficiency) rules with amendments that became effective upon publication on June 4, 2012. Per N.J.A.C. 14:8-2.4, the Market Manager must receive all SRP Registration forms no later than **10 business days** from the execution date of the contract **unless otherwise directed by the Board**. Contracts are considered executed on the date of their most recent signature or the execution date within the contract. Contracts without any dates will be considered incomplete and returned to the registrant. Contracts received with executed dates that are not compliant with the 10 day rule will be conditionally registered into the program but it will be noted in the SRP Acceptance letter that the **SRP Registration will be deemed non-compliant with N.J.A.C. 14:8-2.4 (c) 1.**

“Construction complete”, as defined by the Market Manager team for purposes of implementing the SRP, is the earlier of the date of the EDC Authorization to Operate or the date of the local inspection shown on the UCC. The **SRP Registration will be deemed non-compliant** if documentation submitted with the Final As-Built packet demonstrates that construction was completed prior to the date of the SRP Acceptance letter or after the SRP Project expiration date.

Mail or hand deliver registration to:
(Faxes or e-mail are not accepted)

SREC Registration Program
New Jersey’s Clean Energy Program
c/o Conservation Services Group
75 Lincoln Highway, Suite 100
Iselin, NJ 08830



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For an SRP Registration that is deemed non-compliant, any SRECs based on electricity generated by the solar facility shall not be useable for compliance with the New Jersey RPS until 12 months after the date of the electric distribution company (EDC) authorization to energize. See N.J.A.C. 14:8-2.4 (e).

Once the SRP Package has been reviewed, deemed complete and accepted by the Market Manager, the registrant, system owner, site host contact, and the installer will receive an SRP Acceptance Letter. This letter will certify that the project, once it is installed and all SRP requirements and other requirements contained in any applicable Board Order are fulfilled, will be eligible to generate SRECs in accordance with the State's RPS rules.

Projects NOT approved under Subsection q of the Solar Act will be given 12 calendar months to be completed, as measured from the date on the acceptance letter to the date the complete Final As-Built Packet is received by the Market Manager. If your system can not be completed prior to the project expiration date, you may apply for one extension. The extension request must be submitted to the Market Manager on or before the project expiration date.

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).

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, especially 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.

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