



2014 SREC Registration Program (SRP) Registration Checklist Grid Supply Projects

In order for a project registration to be deemed complete and accepted by the Market Manager team, all the following requirements must be completed. This checklist provides a list of the requirements for submitting a “grid supply” solar project for the SREC Registration Program (SRP). A “grid supply” solar PV system is a merchant power generator interconnected to the New Jersey distribution system in compliance with federal rules established for wholesale electricity suppliers managed by PJM Interconnection LLC, the regional transmission operator.

Grid supply project developers are encouraged to work with PJM and the relevant EDC to determine feasibility, impact, and other requirements prior to executing a contract for construction and submitting an SRP Registration Packet.

Include in the SRP Registration Packet:

- € **SRP Registration Form** with all appropriate signatures. **All sections must be completed.**
- € **SRP Technical Worksheet.** **All sections must be completed.**
- € **Site Map** – Including all features that may affect performance and construction of the solar system.
- € **Documentation of the determination by PJM or the EDC** indicating that the point of interconnection is located on the EDC’s distribution system serving NJ. The registrant must work with the EDC representatives to obtain this written determination. Submit either a letter from the EDC or the executed Interconnection Service Agreement (ISA).
- € **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.
 - N.J.A.C. 14:8-2.4 (h) 5 requires a contract OR a legally binding document that provides reasonable assurance that the solar facility will be constructed. An EPC contract is not the only means to satisfy the provision at N.J.A.C. 14:8-2.4 (h) 5. Therefore, those registrants that cannot provide an EPC contract, must provide alternative information which are legally binding documents that would be useful in giving the BPU reasonable assurance that the facility will be built. The agreement that is provided should include certain key elements such as the execution date, host site address, system owner, developer or installer, equipment summary, total estimated project cost, total system capacity and dated signatures. A cover letter stating why an EPC contract is not provided and an explanation of what is provided in lieu of the EPC must also be included.
 - 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.
- € **Milestone Reporting Form** – This form must be submitted by the Registrant as an initial report with the SRP Registration Packet and quarterly thereafter, including any extensions if applicable, 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**

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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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 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 it is determined that construction was completed prior to the date of the SRP Acceptance letter or after the SRP Project expiration date.

The Board Orders which approve or conditionally approve subsection q projects specifically require submission or resubmission of SRP registration materials and exempts those projects from being held in non-compliance with the rules requiring SRP Registrations to be submitted within ten (10) days of the execution date on the contract to install. Please be aware that the **SRP Registration will be deemed non-compliant** if documentation submitted with the Final As-Built packet demonstrates that the EDC Authorization to Operate the system occurred on or before the date of the SRP Acceptance letter.

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.

Projects that were approved by the Board under Round 2 of the application process for Subsection q of the Solar Act will be assigned an SRP registration expiration date that is two years from the commencement date of the project completion period established in the applicable Board Order, see table below. Should construction complete prior to the SREC Eligibility date defined below, electricity generated by the project prior to that date will not be eligible for an SREC.

Designated Energy Year	SREC Eligibility Date ⁽¹⁾	SRP Expiration Date
EY2014	Effective date of the Order	2/13/2016 ⁽²⁾
EY2015	6/1/2014	5/31/2016
EY2016	6/1/2015	5/31/2017

(1) SREC Eligibility Date – The facility’s qualification life begins on the later of the date the facility was authorized to energize by the authority having jurisdiction or the first day of the designated Energy Year as noted above.

(2) 2/13/2016 equals 2 years from 2/14/2014, the effective date of the Subsection q, round 2 Order

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