



## 2016 SREC Registration Program (SRP) Registration Checklist Behind-the-Meter Projects

In order for a project registration to be deemed complete and accepted by the SRP Processing 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 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, SREC owner, Installer/Developer, equipment summary information, total project costs, total system capacity **and dated signatures**.

If the Premise Contact and the SREC owner are the same, submit key elements of a contract signed by the Premise Contact and the Installer/Developer.

If the Premise Contact and SREC 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 SREC owner and Premise Contact and one between the SREC owner and Installer/Developer.

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- 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](mailto:njreinfo@njcleanenergy.com).
- For all Net Metered Facilities 2 MW or larger**-A Complete Part I Interconnection Application approval from the EDC. 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 application portal.

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.



## 2016 SREC Registration Program (SRP) Registration Checklist Behind-the-Meter Projects

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 SRP Processing team must receive all SRP Registration packets no later than **10 business days** from the execution date of the contract. 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 project is not in compliance.

If the applicable deadline is not met any SRECs based on electricity generated by the solar facility shall not be used for compliance with the New Jersey RPS for 12 months from the date of your electric distribution company (EDC) authorization to energize. See [NJ Administrative Code](#).

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 application portal, the SREC owner, 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 will be given 12 calendar months to be completed, as measured from the date on the SRP Acceptance letter to the date the complete Final As-Built Packet is received by the SRP Processing team.

If you submitted your registration in the online application portal, please submit the Final As-Built paperwork via online application portal. If you submitted your SRP Registration in paper form, please submit your Final As-Built documentation in paper and mail to the address below:

*New Jersey's Clean Energy Program*  
SRP Processing Team,  
c/o Applied Energy Group,  
317 George Street, Suite 305,  
New Brunswick, NJ 08901.