New Jersey's Clean Energy Program

SREC Registration Program (SRP)

Program Guidebook

Prepared by TRC Energy Services

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Acronyms

The following acronyms are used frequently in this document:

- **AC:** Alternating Current
- **ACE:** Atlantic City Electric
- **ANSI:** American National Standard Institute
- **BGS:** Basic Generation Service Provider
- **DC:** Direct Current
- **DCA:** New Jersey Department of Community Affairs
- **EDC:** Electric Distribution Company
- **EOI:** Expression of Interest
- **GATS:** Generation Attribute Tracking System
- **ISA:** Interconnection Service Agreement
- **JCP&L:** Jersey Central Power and Light
- **kW:** Kilowatt
- **kWh:** Kilowatt hour
- **MW:** Megawatt
- **MWh:** Megawatt hour
- **NEC:** National Electrical Code
- **NJBPU:** The New Jersey Board of Public Utilities
- **NJDEP:** Department of Environmental Protection
- **NJCEP:** New Jersey's Clean Energy Program ™
- **NREL:** National Renewable Energy Laboratory
- **NJRPS:** New Jersey Renewable Portfolio Standard
- **OCE:** Office of Clean Energy
- **OPRA:** Open Public Records Act
- **PJM-EIS GATS:** PJM Environmental Information Systems Inc. Generation Attribute Tracking System
- **PPA:** Power Purchase Agreement
- **PSEG:** Public Service Electric and Gas
- **PTO:** Permission to Operate
- **PV:** Photovoltaic
- **QA:** Quality Assurance

- **QC:** Quality Control
- **RECO:** Rockland Electric Company
- **RGM:** Revenue Grade Meter
- **RPS:** Renewable Portfolio Standard
- **SACP:** Solar Alternative Compliance Payment
- **SBC:** Societal Benefits Charge
- **SREC:** Solar Renewable Energy Certificate
- **SRP:** SREC Registration Program
- **TPO:** Third Party Ownership
- **TPS:** Third Party Supplier
- **UCC:** Uniform Construction Code (Local Inspection)
- **UL:** Underwriters Laboratory

SRP Program Definitions

The following are definitions of terms used frequently in this document:

- **Accepted:** A status in the online portal identifying that the SRP Registration has been issued an SRP Acceptance Letter.
- **Behind-the-Meter**: The photovoltaic system is interconnected to the utility meter at the site and was installed to offset the electric consumption at that utility meter.
- **Call Center:** The Call Center is the initial contact point for any questions on project status or general questions about the program.
- **Customer-Generator:** An electricity customer, such as an industrial, large commercial, residential or small commercial customer that generates electricity behind-the-meter using a Class I renewable energy source.
- **Customer-Sited:** Another term for behind-the-meter.
- **Developer:** The entity hired by the Premise Contact and/or Primary Contact to develop the photovoltaic system.
- **Direct Grid Supply or Grid Supply:** The solar array is interconnected directly to the electric distribution system and exists primarily for the production of wholesale power.
- **Electric Distribution Company (EDC):** The electric public utility that serves the solar project site. The EDCs are: Public Service Electric & Gas (PSE&G), Jersey Central Power & Light (JCP&L), Rockland Electric Company (RECO) and Atlantic City Electric (ACE).
- **Final As-Built Packet:** The final paperwork packet required in the SRP that is submitted once the system has been installed, passed local inspection and has received the permission to operate from the EDC.
- **Interconnection Agreement:** An agreement between a customer-generator and an EDC, which governs the connection of the customer-generator facility to the electric distribution system, as well as the ongoing operation of the customer-generator facility after it is connected to the system. An interconnection agreement shall follow the standard form agreement developed by the Board and available from each EDC.
- **Installer:** The entity that will be installing the photovoltaic system.
- **Merchant Power Generators:** Another term for Grid Supply projects.

- **Municipal Electric Provider:** An electric power utility owned and operated by a local jurisdiction. These providers include: Butler, Lavallette, Madison, Milltown, Park Ridge, Pemberton, Seaside Heights, South River, Sussex Rural Electric Cooperative and Vineland.
- **NJ Certification Number:** A number that is generated out of Vision and required to identify a specific project and register for SRECs with PJM-GATS
- **Online Portal-**An electronic registration portal used to submit SRP Registrations.
- **Permission to Operate-**Authorization to energize the solar system issued by the EDC
- **PJM System Impact Study (SIS)-** A System Impact Study provides a comprehensive and detailed system analysis that tests deliverability under peak load conditions as well as tests impacts on system stability. This is the second study in the interconnection process.
- **Premise Contact:** The entity or individual located at the solar project site. This individual or entity can either own the building or grounds or be the tenant whose electric bill is being offset by the photovoltaic system.
- **Primary Contact:** The entity or individual that will own the SRECs generated by the PV system once construction is complete.
- **Program Manager:** The organization(s) that were contracted by the NJBPU to administer the NJCEP Renewable Energy Programs, which includes the SRP Program.
- **PV Watts:** A calculator developed by National Renewable Energy Labs (NREL) that determines the estimated energy production and cost savings of grid-connected photovoltaic (PV) energy systems.
- **Registrant:** The entity that registers for the SREC Registration Program (SRP). Registrant could be a developer, primary contact, installer or premise contact. If the registrant is not clearly defined to the Program Manager, the default registrant will be the installer.
- **Quality Assurance (QA) Inspectors:** The SRP staff that performs on-site program solar inspections and verifications
- **SREC:** Solar Renewable Energy Credit-One SREC =1000 kWh or 1 MW
- **SRP:** SREC Registration Program
- **Vision DSM-** A central repository and tracking database (online portal) which allows front end and backend customers and solar contractors to enter, track and manage program applications.

Purpose

The SREC Registration Program (SRP) Guidebook describe the processes and procedures by which the SRP is administered by the Program Manager. The processes and procedures in this document are open to periodic revisions.

Registrants seeking eligibility for SRECs from solar projects must request acceptance through the SRP by satisfying all the eligibility requirements contained in the SRP Checklists and forms and must adhere to all processes and procedures contained in this SRP Guidebook.

System registrations accepted under previous SRP processes and procedures are now governed by the processes defined in this SRP Guidebook.

SREC Registration Program (SRP) Description

There are no rebates offered for installing solar in New Jersey.

The SRP is used to register solar installations in New Jersey. Conditional acceptance of a registration in the SRP indicates the project, once installed, will be eligible upon fulfillment of all SRP requirements to produce New Jersey Solar Renewable Energy Certificates (SRECs) for use in New Jersey's Renewable Portfolio Standard (NJRPS). For more information on NJRPS NJ Renewable Portfolio Standards

After a registered solar project is installed and has demonstrated fulfillment of SRP requirements, a NJ Certification Number is generated out of Vision DSM and issued to the Primary Contact (SREC Owner). The NJ Certification Number enables the Primary Contact to establish an account with the PJM Generation Attribute Tracking System (GATS), to record electricity generation and to earn SRECs. GATS is a regional REC tracking system managed by PJM Environmental Information Systems Inc. (PJM-EIS). The GATS system has been designated by the New Jersey Board of Public Utilities (NJBPU) as the SREC tracking system required to be used by regulated entities with compliance obligations under the NJ RPS at **N.J.A.C. 14:8-2.9**.

Registrants should understand that:

• The value of NJ SRECs is determined by the market established by the NJ Renewable Portfolio Standard rules at **N.J.A.C. 14:8-2**. The value of an NJ SREC and the number of buyers is not determined by the Program Manager, New Jersey's Clean Energy Program, or the New Jersey Board of Public Utilities.

• It is the responsibility of the registrant to secure a buyer for SRECs at a mutually agreed price that is established by a transaction(s) between the registrant and a buyer of their choice.

For additional information:

PJM-GATS contact information:
gatsadmin@pjm-eis.com
(877)-750-GATS
Website: https://www.pjm-eis.com/

Implementation of the 10 Year SREC Term

The Clean Energy Act, signed by Governor Murphy on May 23, 2018, included the following provision:

"For all applications for designation as connected to the distribution system of a solar electric power generation facility filed with the board after the date of enactment of P.L.2018, c.17 (C.48:3-87.8 et al.) the SREC term shall be 10 years." L. 2018, c. 17, §2(d)(3).

The New Jersey Board of Public Utilities clarified the language above as follows:

SRP REGISTRATIONS SUBMITTED IN THE ONLINE PORTAL ON OR BEFORE OCTOBER 29, 2018 AND DEEMED COMPLETE WILL RECEIVE A 15-YEAR SREC QUALIFICATION LIFE.

SRP REGISTRATIONS SUBMITTED IN THE ONLINE PORTAL AFTER OCTOBER 29, 2018 WILL RECEIVE A 10-YEAR SREC QUALIFICATION LIFE.

APPLICATIONS RECEIVED BY THE BOARD FOR CONDITIONAL CERTIFICATION PURSUANT TO SUBSECTION T PRIOR TO TODAY'S DEADLINE THAT FULFILL ALL CONDITIONS ESTABLISHED BY THE BOARD SHALL RECEIVE A 15-YEAR SREC QUALIFICATION LIFE.

To qualify for a 15-year SREC qualification life, a registration must be submitted in the online portal (http://njcepsolar.programprocessing.com/) under the status **Application Received** **on or before 11:59:59 PM EST on October 29, 2018 (Deadline)**, and:

1. Contain all the items and information identified on the SRP Checklist required to be deemed complete, or

2. Within two weeks of an email from the Program Manager/Administrator to the registrant identifying one or more minor deficiencies with the registration, successfully resolve those minor deficiencies. a. If the minor deficiencies are not successfully resolved within two weeks from the date of the email, the registration will be rejected, and the registrant would be required to resubmit a new registration packet.

For the avoidance of doubt:

A. Any registrations submitted after today's Deadline will only be eligible for a 10-year SREC qualification life.

B. Any registration submitted in the online portal under the status **Application Received** on or before the Deadline, but that is determined to be incomplete due to a major deficiency, will be rejected and if resubmitted after the deadline will only be eligible for a 10-year SREC qualification life.

C. Any registration submitted in the online portal under the status **Application Received** on or before the Deadline, but that is determined to be incomplete due to a minor deficiency, will have two weeks to successfully resolve the minor deficiencies to remain eligible for a 15-year SREC qualification life.

D. Registrations having the status **Pending Uploads** as of the Deadline will **not** be considered submitted in the online portal and therefore will not be eligible for a 15-year SREC qualification life.

More information can be found under *Identifying Major and Minor Deficiencies Section of this manual*

SRP Forms

All SRP checklists and forms can be found at njcleanenergy.com

Determining Eligibility to Participate in SRP

A potential SRP participant begins by identifying the type and size of a photovoltaic system that is appropriate for their site and submitting a completed SRP Registration Packet in the online application portal. Typically, the installer who has experience with the registration processing steps will assist the premise contact with submitting their SRP Registration packet.

All solar systems must be installed in New Jersey.

All solar project owners installing behind-the-meter (system is sized no larger than historical electric consumption at the meter) or grid-connected solar electricity projects (solar farms which produce electricity for sale to utilities on a wholesale basis) in New Jersey are eligible to generate SRECs, provided that the system is interconnected with an electric distribution system that supplies New Jersey.

Portable systems are not eligible to participate in the SREC Registration Program.

Only systems that produce electric energy from solar photovoltaic, or "PV" are eligible to participate in the SREC Registration Program.

Due to the Solar Act of 2012, for Grid projects to be eligible to participate in the SRP, the project must fall under **N.J.S.A. 48:3-87** subsection (t) criteria. Subsection (t) requires that the solar electric power generation facility project be located on a brownfield, an area of historic fill or a properly closed sanitary landfill facility. These projects must be conditionally approved by the New Jersey Board of Public Utilities (NJBPU) via a Board Order prior to submitting a registration to the SRP. A copy of the Board Order is required to be submitted with the SRP Registration packet. For more information on the Solar Act of 2012 Solar Act

Subsection (r) is currently on hold pending Board action.

New Construction Eligibility

The SRP accepts registrations for solar systems proposed for a structure that has yet to be built and therefore has not yet received a utility bill. Since these structures have no annual historical consumption recorded, the SRP recommends that the registrant work with the Electric Distribution Company (EDC) to ensure the project will meet net metering and interconnection eligibility **N.J.A.C. 14:8-7** prior to submitting the SRP Registration Packet in the online portal.

The EDC will require at the time of interconnection the existence of sufficient load to justify the capacity installed.

Relationship to Other Programs

Registration of proposed solar projects in the SRP may be a precondition of participation in other programs. For example, currently both the PSE&G Solar Loan program www.pseg.com/solarloan and the JCP&L, ACE and RECO EDC SREC-Based Financing Program https://njsolarprogram.com/ require

participating projects to register and be accepted in the SRP. Project developers participating in these EDC programs should check program requirements in determining when to register projects in the SRP.

Program Participation Process

The SRP participation process can be broadly defined as a two-step process:

1. **Submitting a Registration Packet**
   Once a project has been contracted to install or purchase solar equipment, a registration packet should be submitted. The Chapter 8 rules require that the SRP Registration packet be submitted in the online portal no later than 14 business days from the most recent date on the executed contract. After the SRP Processing team has reviewed the registration packet and deemed it complete, an SRP Acceptance letter will be emailed to the Premise and Primary contact and the Solar Contractor listed on the SRP Registration form. The SRP Acceptance letter will allow 12 months for the solar installation to complete construction and the Final As-Built packet to be submitted.

2. **Submitting a Final As-Built Packet**
   Once the solar system is installed, all local inspections passed and the permission to operate has been issued by the utility company the Final As-Built packet can be submitted in the online portal. The Final As-Built packet is required to be submitted on or before the expiration date noted in the SRP Acceptance letter.

   Once the Final As -Built packet has been deemed complete, the project will be randomly selected for a program inspection or will receive a waiver of inspection. More information on the inspections can be found under the *SRP Inspection Process* Section of this document. When the inspection passes, or a wavier letter is issued, the NJ Certification Number is assigned, and an email is sent to the listed SREC Owner. Receipt of the NJ Certification Number enables the SREC Owner to establish an account with PJM-GATS. The NJ Certification Number will only be shared with the SREC Owner listed on record in the online portal.

Behind the Meter SRP Registration Requirements

The SRP Registration Behind the Meter Checklist and forms can be found on the program website at njcleanenergy.com. This checklist provides a list of the requirements for submitting a "behind the meter" solar project in the SREC Registration Program. All registration documents must be submitted in the online application portal https://njcepsolar.programprocessing.com/ .

For a SRP Registration packet to be deemed complete and receive an acceptance letter the following documents are required to be submitted in the online portal.

- Completed SRP Registration Certification Form with all appropriate signatures
- Site Map (overhead view drawing or single line drawing showing location of solar equipment and point of connection)
- Milestone Reporting Form (required for projects >1MW) (*See details below)

- Complete Part I Interconnection Application Approval (**See details below)
- Signed Contract-A full copy of the contract is not required. Provide key elements: site host location, parties to the contract, installation cost and signatures with contract execution dates

All SRP Registration packets must be submitted no later than 14 business days from the most recent date on the executed 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 14-day rule will be conditionally registered into the SRP, but it will be noted in the SRP Acceptance letter that the project is not in compliance with the Chapter 8 rules. For more information on Determining Compliance with the Chapter 8 Rules-14 Day Rule. For more information see *Determining Compliance with the Chapter 8 Rules- 14 Business Days Section* of this document.

*A Milestone Reporting Form is required to be submitted with the initial SRP Registration packet for projects that are 1MW or larger. The Milestone Reporting Form is also required to be submitted on a quarterly basis until the construction is complete and the Final As-Built packet is submitted. Quarterly reports must be submitted to the SRP Processing team at njreinfo@njcleanenergy.com within two weeks of the quarters ending March 31, June 30, September 30 and December 31.

**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 with the initial SRP Registration packet.
If there is a delay in obtaining the Part I Interconnection Application approval, but all other SRP Registration required documents are submitted, the project will remain on hold pending the submission of the Approval to Install. The Approval to Install document can be submitted at a later date and the delay in submitting this document will not affect the project's' compliance. The SRP Acceptance letter cannot not be issued until this Approval to Install is submitted and the SRP Registration packet is deemed complete.

Registrants may submit one registration for each utility meter that will connect to a solar project. For large projects, if the project will be installed in phases, one registration is required to be submitted for each phase of the project.

For SRP Registrations that incorporate multiple residents under one common property owner, an SRP Registration packet must be completed for each separate electric account.

The annual expected electricity production of the solar installation cannot exceed the annual historical electricity usage of the utility meter that connects to it. System owners are encouraged to apply for interconnection to commensurate with submission of an SRP Registration to ensure that the system built will be interconnected by the Electric Distribution Company (EDC), especially if it involves new construction. Issuance of an SRP Acceptance letter does not constitute net metering and interconnection approval.

From the date on the acceptance letter, projects will be given 12 calendar months to be completed. If the project is not completed within the 12 -month registration period, the registration will be considered expired and the registrant must resubmit a new registration packet. *For more information*

See Section in this document on Expirations The new submittal will be treated as a first -time submittal with no reference to the previous registration and will be subject to the Chapter 8 Rules for compliance.

If the project has completed significant progress but cannot be completed within the 12 -month registration period, a registrant can submit an extension request. *See Section on Extension Policy*

Grid-Supply SRP Registration Requirements

The SRP Registration Grid-Supply Checklist can be found on the program website at njcleanenergy.com This checklist provides a list of the requirements for submitting a "grid supply" solar project in the SREC Registration Program. Grid-Supply registration packets should be submitted as instructed by the approved Board Order. All registration documents must be submitted in the online application portal https://njcepsolar.programprocessing.com/ .

For a SRP Registration packet to be deemed complete and accepted by the SRP Processing Team the following documents are required to be submitted.

- Approved Board Order
- Completed SRP Certification Form with all appropriate signatures
- Site Map (overhead view drawing or single line drawing)
- Documentation of the determination by PJM or the EDC indicating the point of interconnection is located on the EDC's distribution system serving NJ.
- Signed Contract-A full copy of the contract is not required. Provide key elements: site host location, parties to the contract, installation cost and signatures with contract execution dates or legally binding document
- Milestone Reporting Form (*See details below)

*A Milestone Reporting Form is required to be submitted with the initial registration packet for projects that are 1MW or larger. The Milestone Reporting Form is also required to be submitted on a quarterly basis until the construction is complete and the Final As-Built packet is submitted. Quarterly reports must be submitted to the SRP Processing team at njreinfo@njcleanenergy.com within two weeks of the quarters ending March 31, June 30, September 30 and December 31.

Prior to registering a grid supply project, it must be determined that the project's proposed point of interconnection is located on the Electric Distribution Company 's (EDC) distribution system and not connected to transmission assets managed by the EDC. Registrants must provide documentation of the determination by PJM or the EDC resulting from the PJM Interconnection process which indicates that the proposed point of interconnection is located on the EDC's distribution system serving NJ. 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.

Due to the Solar Act of 2012, for Grid projects to be eligible to participate in the SRP, the project must fall under **N.J.S.A. 48:3-87** subsection (t) criteria**. See Section** *Determining Eligibility to Participate in SRP*

Unless specified in the approved Board Order, grid supply projects are not subject to the 14 -day rule for compliance.

Determining Compliance with the Chapter 8 Rules-14 Business Day Rule

On February 22, 2017, the NJBPU 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 Registration packet must be submitted in the online portal within 14 business days of the most recent date on the executed 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 14-day rule will be conditionally registered into the SRP, but it will be noted in the SRP Acceptance letter that the project is not in compliance with the Chapter 8 rules.

If a contract date exceeds the registration received date, the registration will be rejected, and a new registration packet will be required to be submitted with no reference to the original submittal.

The following table clarifies the process for determining compliance and non-compliance when submitting the SRP Registration packet:

	SRP Registration	Executed Contract Date (Day 0)	Compliant	Non-Compliant
COMPLIANT Complete SRP 14 Business Day Rule	A Complete SRP Registration packet is received and includes all documents listed on the SRP Registration Checklist	The SRP Registration packet is received (Date stamped) within 14 business days following the date of the executed contract for purchase or installation of the photovoltaic panels	Yes- **COMPLIANT** SRP Acceptance Letter issued	
NON-COMPLIANT Complete SRP 14 Business Day Rule	A complete SRP Registration packet is received and includes all documents listed on the SRP Registration Checklist	The SRP Registration packet is received (Date stamped) AFTER the 14th business day following the date of the executed contract for purchase or installation of the photovoltaic panels	No	Yes-**NON-COMPLIANT** SRP Acceptance Letter issued
Incomplete SRP	An incomplete SRP Registration packet is received and is missing items off of the SRP Registration Checklist and/or missing dates on contract		No	SRP Registration is returned to the registrant with a letter identifying the missing items. A new SRP Registration is required to be submitted and the new registration date is based on the date the new SRP Registration is submitted to the Program Manager (Date stamped)

NOTE: Signed & dated executed contract represents day "zero" of the 14- business day requirement.

***** Prior to February 22, 2017 compliance was based on 10 business days. As of February 22, 2017, NJBPU re- adopted Chapter 8 rules changing the compliance timeline to 14 business days***

If the SRP Registration packet is deemed non-compliant due to the registration date exceeding 14-business days from the date of the executed contract, a new SRP Registration can be submitted to remedy the previously submitted non- compliant registration. The new registration is subject to the Chapter 8 rules and must be submitted within 14 business days from the date of the newly executed contract. A cover letter cancelling the non-compliant registration is required to be included in the new SRP Registration submission. Once received, the non-compliant registration will be cancelled and the newly submitted registration will be processed. The new SRP Registration will receive a new registration date, acceptance letter, project number and expiration date.

Identifying Minor and Major SRP Registration Deficiencies

Minor Deficiencies

If a registration is deemed incomplete due to a Minor deficiency, the SRP allows two weeks from the date of the email to upload and submit the requested documents. If the deficiency is not addressed on or before the two weeks, the registration will be deemed incomplete and an email will be issued rejecting the registration. The email will instruct the registrant on next steps for submitting a new SRP Registration. The new submittal will be treated as a first -time submittal with no reference to the previous registration and will be subject to the Chapter 8 rules for compliance.
If the deficiency is addressed on or before the two -week deadline, the SRP Processing Team will review the registration for completeness. If all requested documents have been uploaded, a SRP Acceptance letter will be issued to the Premise, Primary Contact and Contractor. The project status will then move to Accepted.

Major Deficiencies

If a SRP Registration is submitted and it is determined to have major deficiencies the registration will be deemed incomplete and a new registration will be required to be submitted. The new submittal will be treated as a first -time submittal with no reference to the previous registration and will be subject to the Chapter 8 rules for compliance.

The below table can be found at [Identifying Major and Minor Deficiencies]

Deficiencies	Minor	Major
SRP Certification Form	• If the Premise Contact signature does not match the contact in Section A on the SRP Certification form • If any of the sections are not completed (If Premised Contact is also SREC owner Section B should remain blank)	• Missing signatures • SRP Certification Form not uploaded into Vision
Site Map	• Technologies not labeled-meter, inverter, AC disconnect, etc. • Panels not indicated • Missing or incorrect installation address • Missing installer information	• Site Map not uploaded into Vision
Executed Contract	• Missing system size, cost and/or Premise Contact address • Premise contact address on SRP Certification Form must match installation address on contract • Signature of Premise contact on contract must match signature on SRP Certification form	• Contract not uploaded into Vision • Missing dates and/or signatures from all parties listed on SRP Certification Form
Milestone Reporting Form	• Milestone Reporting Form missing dates	• Milestone Reporting Form not uploaded into Vision
Equipment Information	• Equipment information missing in online portal	

Duplicates Registrations

The SREC Registration Program does not allow duplicate registrations to be submitted for one customer under multiple installers.

If a registration is identified as a duplicate, the Premise and Primary contact must be consulted to confirm which registration should remain active. Once the active registration is identified, a cancellation letter is required to be uploaded for the duplicate registration.

SRP Acceptance Letters

When a SRP Registration is submitted and it is determined that all the requirements on the SRP Registration Checklist have been fulfilled, a SRP Acceptance letter is issued via email. Each SRP Registration is given 12 months from the date of the SRP Acceptance letter to complete the installation and submit the Final As- Built packet. Once the email has been generated the project status is moved to *Accepted* status.

Final As- Built Processing Steps

The Final As-Built packet is required to be submitted within 12 months from the date of the SRP Acceptance letter. If the solar installation cannot be completed and/or the Final As- Built submitted on or before the expiration date, an extension request can be submitted. *See Extension Policy Section* in this document or at Extension Policy

The SRP Final As-Built Checklist and forms can be found on the program website at SRP Checklist and Forms. All registration documents are required to be submitted in the online application portal.

For a SRP Final As-Built packet to be deemed complete the following documents are required to be submitted.

- Completed and signed SRP Final As-Built Technical Worksheet-All required fields completed
- Representative digital photographs of the solar equipment
- Instantaneous production verifying that the system is fully functioning per system design
- Final As- Built Site Map (if changes from information supplied with initial registration packet)
- Permission to Operate (Authorization to Energize from utility company)
- For self- installation only; must include Electrical Code Inspection (UCC) and any applicable permits
- If electric storage battery installed with solar must include single line drawing showing location of solar and battery equipment together with a battery equipment specification sheet
- Post Construction NJDEP Compliance Form (Required for Subsection (t) Grid Projects Only)

To complete the Final As-Built Technical Worksheet, solar installers must provide system production information. Please refer to the Final As-Built Technical Worksheet Instructions page at SRP Checklist and Forms and how to utilize PV Watts or System Advisor Model (SAM) at PV Watts Instructions

Construction of the solar system must be completed on or before the expiration date. For SRP purposes, "construction complete" is defined as the date the Permission to Operate or Authorization to Energize is issued by the utility company. The Permission to Operate must be dated on or before the project's expiration date.

If the Permission to Operate is dated after the expiration date noted on the SRP Acceptance letter, a new registration is required to be submitted. The new registration packet will have no reference to the previous registration and will receive a new registration date, acceptance date and expiration date.

The premise contact, premise address and account number on the Permission to Operate must match the contact information and utility account number listed in the initial registration submission. If there is a different name, address or account number due to changes to the original utility account number, a copy of the utility bill reflecting the new account number is required to be submitted.

If there are changes to any of the parties listed on the initial SRP Registration forms, a revised registration form is required to be submitted with the appropriate signatures together with a new contract.

Once the Final As- Built packet has been submitted, no changes can be made to the registration.

If the Final As-Built packet is deemed incomplete an email will be issued to all parties associated with the registration identifying the deficiencies and allowing the registrant, the opportunity to upload the missing documents.

Inspection Process

The SREC Registration Program requires that an inspection be performed at a 100% for projects that fall under the following criteria:

- Behind the meter 500 kW or larger-Projects participating in the PSEG Solar Programs are excluded from this selection
- Grid
- Add-On (Adding capacity to an existing system)
- Replacement (Replacing existing system)
- Solar systems that install energy storage units
- Post Verification (By request from the NJBPU or GATS)

For any solar project that does not fall within the above criteria, once the Final As-Built packet has been deemed complete, the QA Manager will perform a random selection process to determine which projects will be required to have a site visit by our Program Inspector. Typically, the QA Manager performs this random selection process twice a week.

- If a project is not selected for an onsite inspection, the registration will be waived, and an email issued informing all parties that the inspection has been waived a program inspection.

- If a project has been selected for an onsite inspection, an email will be issued informing all parties associated with the project that they will be contacted to schedule an onsite visit. The Program Inspector will contact the appropriate party within two weeks from the date of the email notification to schedule the inspection.

If the project fails the inspection, the QA Manager or Program inspector will work with the associated parties to remedy the issues surrounding the failure.

The Program Inspector may also conduct on-site SREC verifications visits upon written request from the NJBPU or PJM-GATS to verify high meter reads or system production issues. A request may be submitted after the installation is complete. The Program Inspector will submit a written explanation of the findings to the NJBPU and/or PJM-GATs.

Those participating in the PSEG Loan Programs are not required to receive a SRP inspection.

SRP inspections are performed by a random selection process and cannot be requested on a regular basis.

All solar equipment found at the site must match the equipment listed on the Final As-Built Technical Worksheet and the equipment entered in the online portal.

Installer Presence during On-Site Inspection

It is recommended that the solar installer/developer be present during all verifications. The solar installer is required to be present during the site visit for all non-residential verifications. The SRP reserves the right to request a solar installer to be present at an inspection at any time.

Inspections Status

ONSITE INSPECTION-PASS-The systems status in the SRP Registration process has passed the on-site verification and the inspection report will be submitted and reviewed for final processing and issuance of the NJ Certification Number. An email is sent to the solar installer of the results of the site visit.

ONSITE INSPECTION-FAIL-The system status in the SRP Registration process has failed the on-site verification. The Program Inspector will share any concerns and/or paperwork deficiencies found during the verification. The solar installer will be required to address any issues with the installation and/or correct any deficiencies or errors in the paperwork. The Program Inspector will use his discretion on determining if another site visit is required or if the system can pass once the appropriate paperwork is submitted.

Solar Equipment

All major photovoltaic system components must be Underwriters Laboratory (UL) listed (or listed by an equivalent nationally recognized testing lab (NRTL) and comply with the requirements detailed in the

technology-specific Technical Worksheets. Panels must comply with UL 1703 listed and Inverters must comply with UL 1741. Minimum Performance Design Threshold (applicable only to customer-sited projects)
It is recommended that the default output of a solar electric system, as estimated and verified in accordance with program QC/QA guidelines, using PVWATTS, should be at least eighty percent (80%) of the default output of a reference design system (with no shading, southern orientation, latitude tilt, and other PVWATTS default de-rate parameters). Sub-optimal system designs can diminish the expected return on investment.

Systems must have monitoring capability that is readily accessible to the owner. This monitor (meter or display) must at minimum display instantaneous and cumulative production.

Local Inspections

It is the solar installer's responsibility to identify and obtain all relevant local, state, and federal permits for the solar system installation. For example, these may include local building and electrical permits, as well as other local, state, or federal permits in cases where the proposed system is installed in special-use or environmentally sensitive areas.

The solar installer shall make professional efforts to design and install renewable energy generating systems in accordance with all applicable codes, standards, and SRP requirements. Upon completion, the installer shall obtain all relevant inspections and approvals from the local jurisdictions and local electric utilities.

Utility Interconnection

Prior to installation all registrants must submit an Interconnection Application/Agreement Part 1 directly to the appropriate electric utility company. There are different applications based upon size of system. Interconnection applications are subject to review by the electric utility company and must comply with all utility interconnection requirements. Registrants will receive notification from the utility once the utility has approved interconnection. Once the utility has interconnected the system, an email will be issued indicating that the solar system has now received permission to operate.
Local electrical code inspection and utility interconnection must be completed prior to submitting the Final As-Built Packet. A copy of the Permission to Operate from the EDC or Municipal Electric Provider is required to be submitted with the Final As-Built Packet.

Issuance of the NJ Certification Number

Once the Final As- Built has been deemed complete, the project has been either waived the program inspection or passed the onsite inspection and the project status moves to *Registration Complete*, a NJ Certification Number is assigned. An email will be sent to the SREC owner with the NJ Certification Number and instructions on how to register their SRECs with PJM-GATS. **This number can only be shared with the SREC owner listed on record in the online portal.**

Solar Renewable Energy Certificates

Once the solar installation is interconnected with the power grid and is authorized to energize by the EDC, the system is legally able to produce electricity and is eligible to begin to earn SRECs. Each time a system generates 1,000 kWh of electricity; an SREC is earned and placed in the customer's electronic account. SRECs can then be offered for sale via the GATS bulletin board and transferred on the PJM-GATS SREC tracking system to buyers.

The SREC tracking system enables account holders to track solar energy production from their installations. SRECs are issued to account holders based on production of the solar energy system. Rule amendments to the RPS **N.J.A.C. 14.8-2.9**, require production readings from an ANSI C12.1-2008 revenue grade meter that records megawatt-hour production of electrical energy for the purposes of SREC production. For additional information on metering requirements see *SREC Production Meter (Revenue Grade Meter) Section.* of this document

Once the solar energy system has been authorized to energize and the online SREC tracking system account has been established, SRECs will be deposited as earned. The SREC tracking system records the sale of SRECs from generators to purchasers and is ultimately used by electric suppliers and providers to retire SRECs for NJ RPS compliance purposes.

These accounts are hosted by the Generation Attribute Tracking System (GATS) managed by PJM-Environmental Information Systems (PJM-EIS); which is the current SREC Administrator.

The Clean Energy Act, **signed by Governor Murphy on May 23, 2018, included the following provision:** *"For all applications for designation as connected to the distribution system of a solar electric power generation facility filed with the board after the date of enactment of P.L.2018, c.17 (C.48:3-87.8 et al.) the SREC term shall be 10 years."* L. 2018, c. 17, §2(d)(3).

- SRP Registrations submitted in the online portal on or before October 29, 2018 deadline and deemed complete will receive a 15-Year SREC Qualification Life.
- SRP Registrations submitted in the online portal after October 29, 2018 deadline will receive 10-Year SREC Qualification Life.
- Applications received by the Board for conditional certification pursuant to Subsection t prior to the 10/29/2018 deadline that fulfill all conditions established by the Board shall receive a 15-Year SREC Qualification Life.

For more details See SREC Registration Update-Implementation of 10 Year SREC Notification issued on 10/29/2018

For additional information:

PJM-GATS contact information:
gatsadmin@pjm-eis.com
(877)-750-GATS
Website: https://www.pjm-eis.com/

EDC Finance Programs

In 2008 New Jersey Board of Public Utilities (NJBPU) directed the four Electric Distribution Companies (EDCs) to develop long term contracting or financing programs for the development of solar energy systems. At that time, the NJBPU approved innovative financing programs at all four of the states' electric utilities to support the installation of solar photovoltaic systems that produce clean, renewable electricity for customers' onsite use.

All SRP Registration packets that are submitted by customers participating in the EDC Programs are required to include a cover letter informing the SRP Processing Team of their participation. These registrations will be identified using the EDC Dropdown menu in the online portal. These SRP Registrations are subject to distinct timelines and the review process is prioritized by the SRP Processing team to ensure the issuance of the SRP project number is expedited.

Self- Installations

Self- installed systems are accepted in the SREC Registration Program. The same registration guidelines apply to self -install projects as those installed by solar contractors. To satisfy the contract requirements, registration packets submitted for self- installations must include a purchase order or invoice for the solar equipment. The registration packet is required to be submitted in the online portal within 14 business days from the date of the purchase order or invoice. When submitting the Final As-Built packet, self -installations are required to submit a copy of the signed Electrical Code Inspection approval (UCC) together with any applicable permits. Self-installations are not required to be inspected unless they are selected in the random inspection process.

Installing Solar with Electric Storage Battery

If an electric storage battery is being installed with the solar system, the SRP Registration packet must include a single line diagram showing the location of the solar equipment (See Site Map requirements on the SRP Registration Checklist) and the location of the electric storage battery. A cover letter is required to be submitted with the registration packet informing the SRP Processing Team that a battery will be installed at the site. When submitting the registration in the online portal use the drop- down option to select “Electric Storage” and complete the equipment information. The Electric Storage section on the Final As-Built Technical Worksheet is required to be completed when submitted the Final As-Built packet.

Solar systems being installed with electric storage batteries onsite must install a revenue grade meter in a location that will record only the solar production. Net metering DC coupled electric storage systems are acceptable, but the electric storage battery cannot be charged unmetered from the grid and cannot have output recorded through the solar production meter.

Installing Solar -Electrical Contractor

N.J.S.A. 45:5A-2(d) states that solar PV systems are, by definition, electrical work and require any person engaged in installing, erecting, or repairing such equipment to be an electrical contractor under the provisions of the statute. Vision DSM includes fields to collect the name of the New Jersey Electrical License holder, license number, contact name and license expiration date to demonstrate that the contractor has a valid business permit and holds a non-expired license from the New Jersey Board of Electrical Contractors.

SREC Production Meter (Revenue Grade Meter)

A revenue grade system output meter that meets or exceeds the ANSI C12.1-2008 accuracy standards is required to be installed. The meter must have the capability of recording the cumulative kilowatt-hours that the solar installation produces. This meter is commonly called a “production meter”. The monthly kilowatt-hour generation recorded on this meter is used to determine how many SREC’s the solar installation has generated. The monthly kWh production must be reported to the PJM GATS SREC Tracking system to update your account. While it is possible that your inverter has the ability of displaying accumulated kilowatt hours, the accuracy of the inverter meter typically does not meet the ANSI C12.1-2008 accuracy standards required by the NJCEP and therefore cannot be used for generating SRECs. There are some inverters that have an integrated revenue grade meter that may be meet these standards however they must be listed on one of the approved lists below or documentation must be supplied verifying that it meets these standards.

Based on the Chapter 8 rules **N.J.A.C. 14:8-2.9 (c)** all solar systems eligible to earn SRECs must report system production based upon actual readings from a revenue grade meter that meets American National Standards Institute (ANSI) Standards C12.1-2008. This meter is in addition to the electric meter installed by the local utility to measure home or business electric consumption.

There are many meters that meet the accuracy requirement and there are two lists provided on the SRP website which identify revenue grade meters that meet the accuracy requirement. The lists are updated periodically and may not include every meter that meets the ANSI C12 standard. If a meter is installed that is not included on this list, documentation must be submitted verifying that it meets these standards.

You can locate the two lists, New York State Department of Public Service and the California Energy Commission at Approved Meter Lists-New York and California

SREC Production (Revenue Grade) Meter Location

This meter location section does NOT apply to projects if the AC system output voltage from the inverter matches the voltage that is delivered to the customer's facility and/or to the point of interconnection to the grid and does not feed through any transformers prior to arriving at these delivery points. Residential projects and most non-residential projects will not need to be concerned about this section. However, this section does apply to ALL direct grid supply projects and as well as behind the meter projects that feed the solar output through a transformer prior to arriving at the customer's facility and/or the point of interconnection.

The production meter must be located at a point that will reflect the electrical generation that is delivered to the customer's facility and/or to the point of interconnection. This section will describe the metering configuration that is necessary to avoid including transformer losses in the reported system output that is used to generate the SRECs.

Section 6.3 of the GATS Operating Rules (December 2011) identifies the meter location for both behind the meter and direct grid supply generators. This section describes the metering location that is required to ensure that the SREC generation is properly determined. The sub-sections cover both direct grid supply projects and behind the meter projects. The objective is stated below:

For each renewable energy resource, total MWh of generation as defined in the previous paragraph shall be measured at the point of interconnection to the transmission or distribution company's facility or adjusted to reflect the Energy delivered into either the transmission or distribution grid at the high side of the transformer.

If the meter cannot be installed at the desired point due to physical constraints then a meter that automatically adjusts for the transformer losses may be used. If the meter cannot provide the adjustment automatically then an external adjustment factor must be determined and applied to the meter readings as described below.

The process to determine the adjustment factor is left to each state to decide. The NJCEP methodology to calculate the meter adjustment factor is based upon the weighted average of the transformer efficiency at 25, 50, 75 and 100% loading as described below.

A) Provide the percent of annual operating time at 0-25%, 25-50%, 50-75% and 75- 100% transformer load.

B) Provide transformer efficiency at 25, 50, 75 and 100% transformer load.

C) Multiply Item A by Item B for each load percent

D) Meter adjustment factor = Sum of all factors derived in item C.

The registrant is required to calculate the meter adjustment factor and to document the results on the System Metering/Monitoring Worksheet. Any documents that are necessary to support the calculation should be included with this worksheet. The transformer documentation must include the transformer specification sheet that shows the transformer efficiency at 25, 50, 75 and 100% transformer load. The annual load profile may either be based upon metering information if available or a projection of loading during a typical year. If a projection is utilized, please provide backup information to support the values.

Once the meter adjustment factor has been determined the SREC owner will be required to apply the adjustment factor to their system output meter readings to arrive at the monthly generation and will then be responsible to input the adjusted generation into the GATS system for the purpose of reporting system output.

Warranties

Solar systems are required to be covered by an all-inclusive warranty for at least five years from the date of the installation to protect the purchaser against component or system breakdown. The warranty must cover all major system components (i.e. solar electric (photovoltaic) modules, inverters, mounting system, transformers) of the system against breakdown or degradation in electrical output of more than 10% from their originally rated electrical output during the five-year period. An owner's manual must be delivered to the customer on completion of the installation.

Extension Policy

The SREC Registration Program (SRP) extension policy is consistent with the Board's recently adopted rule amendments **Title 14, Chapter 8 Subchapter 2.4 (h)** which describes the processes for completion deadlines and extensions for all SRP Registrations.

For **Behind the Meter** projects, the SREC Registration Program allows for one 6- month extension. The SREC Registration Program **does not allow for any 2nd extensions**.

For **Grid Facilities** that require approval or certification by the Board must seek extensions of the conditional registration expiration date directly by application to the Board, unless otherwise directed by the Board.

Projects are given 12 calendar months from the date of the SRP Acceptance letter to complete construction and submit the Final As -Built packet to the SRP Processing Team. If construction cannot be completed and/or the Final As-Built cannot be submitted on or before the expiration date, the project may be eligible for one 6 -month extension.

The extension request is required to be submitted in the online portal on or before the expiration date noted in the SRP Acceptance letter. If the extension request is submitted after the expiration date a new SRP Registration packet will be required to be submitted. The new SRP Registration packet will be viewed as a first-time registration with no reference to the previous registration.

All extension requests should include a letter explaining the extenuating circumstances as to why the solar installation is unable to complete in the time allotted together with a construction schedule toward completion, photos of equipment on site, permits or any other supporting documentation.

The Permission to Operate must be issued by the Electric Distribution Company (EDC) on or before the expiration date noted on the SRP Acceptance Letter. If the Permission to Operate is dated after the expiration date, a new SRP Registration packet is required to be re-submitted. The new SRP Registration packet will be viewed as a first-time registration with no reference to the previous registration

You can find more information on our extension policy at SRP Extension Policy

Cancellations, Pre-Expirations and Expirations

Cancellations

The SRP Processing team should be promptly notified of any projects that were initially accepted and have been cancelled. A written cancellation letter from the SREC owner and Premise Contact is required to be submitted to cancel the registration in the system. The cancellation letter submitted by the SREC owner and Premise contact must be uploaded in the online portal. The SRP will not accept a request to cancel a project from the installer unless they are listed as the Primary Contact in the initial registration documents.

Pre-Expiration

A pre-expiration letter (first attempt) is automatically generated 45 days prior to the expiration date notifying all parties listed on the SRP Registration form of the approaching expiration date. As a second notification, a pre-expiration letter is automatically generated 30 days prior to the expiration date.

Expirations

Registrations are issued an SRP Acceptance letter allowing 12 months from the date of the acceptance letter to complete the installation and submit the Final As- Built packet. If the project does not complete by the expiration date noted in the SRP Acceptance letter or an extension request has not been submitted on or before the expiration date, an expiration letter is issued. Due to any delays in processing the Final As -Built packet, the expiration letter is issued 30 days after the project has reached the expiration date.

Increases to Solar Systems from Initial SRP Registration

The NJBPU and the SRP Processing Team must be notified within 10 business days after the execution of the 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 to the online portal.

(m) If, after submittal of an initial registration package, an increase or decrease of more than 10 percent in the solar electric generating facility's generating capacity is planned, the registrant shall notify Board staff by e-mail to oce@bpu.nj.gov The e-mail shall be sent within 10 business days after the execution of the change order for the increase or decrease, or the contract for purchase, installation or removal of the photovoltaic panels included in the capacity increase or decrease.

If a SRP Registration was previously submitted, completed and issued a NJ Certification Number and the customer would now like to add more capacity to the existing system, a new SRP Registration is required to be submitted for the additional capacity. The SRP Registration packet should only include the added capacity. *See Section Adding New Capacity to an Existing System*

Moving an Accepted Project to a New Address

A registrant of an SRP Registration project that has not yet been completed is not permitted to change the installation address of the project from that reflected on the initial registration and acceptance letter. In these cases, the initial registration must be withdrawn or cancelled and a new SRP Registration packet must be submitted for the new installation address.

Relocating a Previously Installed Solar System in New Jersey

Per Chapter 8 rules governing the SRP (**14:8-2.4 Energy that Qualifies for an SREC**), if a system owner is relocating an existing system to a new address in New Jersey they are required to provide a System Change Form to PJM-GATS together with any pertinent information. PJM-GATS will adjust the customer information in their system. The solar system will maintain the existing NJ Certification Number and original SREC Qualification Life. The System Change Form can be found on the PJM-GATS Documents page on their website at https://www.pjm-eis.com/documents.aspx The SRP does not perform program inspections for systems that are relocated.

Partial Relocation of a Previously Installer Solar System in New Jersey

Per Chapter 8 rules governing the SRP (**14:8-2.4 Energy that Qualifies for an SREC**), if a system owner is relocating only a portion of their solar system to a new address in New Jersey they are required to provide a System Change Form to PJM-GATS together with any pertinent information. The portion of the solar system that is relocated will require to be issued a new and distinct NJ Certification Number. The System Change Form can be found on the PJM-GATS Documents page on their website at https://www.pjm-eis.com/documents.aspx

The system owner will be required to send a letter of explanation for the partial relocated system to the SRP Program Manager, together with a copy of the System Change Form that includes the complete address and contact information for the new location. The SRP Program Manager will assign a new NJ Certification Number to the system owner. The relocated portion of the solar system and the remaining portion of the solar system will retain the existing SREC qualification life.

Relocating a Previously Installer Solar System Outside of New Jersey

If a rebate was received for the original solar system, the customer may be required to submit a refund of the pro-rata share of the rebate received if the rebate was issued within ten years of the relocation or sale of the solar system.

Replacement of an Existing System or Changes to System Components

Major system components of a solar system include; modules, inverters, racking and SREC production meter.

If ALL major system components are replaced with new equipment, the project will receive a new distinct NJ Certification Number and new SREC qualification life.

If ALL major system components are NOT replaced with new equipment the original NJ Certification Number will be issued and the project will retain the SREC qualification life from the existing system.

If **ALL major system components** are being replaced, a new SRP Registration is required to be submitted and the project will receive a new SRP project number, Acceptance date, NJ Certification Number and SREC qualification life.

Adding New Capacity to an Existing System

The SRP allows new capacity to be added to a previously installed solar system. If a registration is submitted as an add on to an existing system, the registration should only include the new capacity that is being added. A new SRP Acceptance letter, SRP project number and expiration date will be assigned to the registration. In Vision DSM, Drop-Down Option ADD ON is required to be selected and the Previous Project Number must be entered under SRP Application Form 1 in the System Information Section.

There are three distinct scenarios for projects that are adding capacity to previously installed solar systems:

1. When adding capacity to an existing system, if a new SREC production meter is installed for the add-on capacity only, the registration will be assigned a new NJ Certification Number and new SREC qualification life.
2. When adding capacity to an existing system, if a new SREC production meter is not installed and the new capacity is tied to the original SREC production meter, the registration will be assigned the original NJ Certification Number and the project will retain the SREC qualification life from the existing system.
3. If the SRP Registration for the add-on portion of capacity is deemed non-compliant, new SREC production meter is required to be installed.

A registration is not considered an add-on if the previous project was expired, cancelled, rejected or voided. The parent registration must be active or completed

If there are two duplicate registrations under the same customer, the customer will be notified to determine which registration should be cancelled. This typically occurs when more than one installer submits a registration packet for the same customer.

If the registrations do not share the same utility account number but share the same name and address, the registration should be identified in the online portal as a New Application.

Post Installation Major System Changes

Once a generator is registered at PJM GATS, system owners are required to provide PJM-EIS with information concerning major changes to generating systems.

Major changes include:

- Changes in ownership of the system; e.g., with the sale of a property;
- Changes in the location of the system; e.g., the system is moved to a new property; (SRP will not perform an on-site inspection or on-site verification of a system moved to a new property);
- Changes of individual major system components, such as modules or inverters;
- Changes or replacements of individual components used to meter generation from the system, such as inverters or meters.

Changes in Ownership of the System with the Sale of Property

Understanding Your Solar Agreement

It is important for you to fully understand the terms of the contract agreement that is applicable if you sell your home.

PPAs and leases have a variety of different provisions that may apply in the case of the transfer of site host ownership. Some of the provisions can lead to additional expenses and/or complex discussions with a potential new owner, with the complexities driven in part by the difficulty inherent in valuing a long-term agreement. Although the provisions differ from agreement to agreement, in general they tend to provide the customer with the options of:

- Transferring the lease or PPA agreement to the new homeowner if the new homeowner agrees to the transfer and passes a credit check.
- Moving the system to the customer's new home, at the customer's expense.
- Purchasing the system or pre-paying the remaining lease or PPA payments at significant cost.

Steps for Changing SREC Ownership

For Registrations that have not yet received the NJ Certification Number

- If the registration is under an active status and has not received the NJ Certification Number, a revised SRP Registration Certification form reflecting the changes to ownership and a new contract are required to be submitted in the online portal. Once received, the SRP Processing

Team will make the changes in the system and once the installation is complete and all final documents submitted, the NJ Certification Number will be issued to the new SREC Owner. These documents are required to be submitted with the Final As-Built packet or before. Once the Final As-Built packet has been submitted, no changes can be made to the registration information.

For Registrations that have completed and received the NJ Certification Number

- The original SREC Owner is required to submit a Schedule A Form to PJM-GATS with the appropriate signatures. PJM-GATS will transfer the SREC Ownership to the new homeowner. The system will retain the original SREC qualification life. The SRP is not required to be notified of this change.

- If the original SREC Owner is unable to be contacted, the new proposed SREC owner is required to submit a System Changes form, Agreement of Sale and/or additional documentation as requested to PJM-GATS. The system will retain the original SREC qualification life. The SRP is not required to be notified of this change.

Schedule A Form can be found at https://www.pjm-eis.com/documents.aspx

Three Popular Solar Financing Options

Solar loan

A solar loan allows a homeowner to borrow money from a lender or solar developer for the purchase and installation of a solar system. The homeowner owns the solar system, possibly subject to a lien or security interest held by the lender. Lenders for solar loans can be banks, credit unions, state programs, utility companies, solar developers or other solar financing companies.

Solar Lease

A lease allows a homeowner to enter a contract to make monthly, usually fixed but escalating, payments to a solar leasing company/developer in exchange for receiving the electricity produced by the solar system. The specific lease may or may not require the property owner to make an initial down payment at or before installation. Generally, the initial payment amount is often less than the utility charges for generating the same amount of electricity, but the lease payments generally escalate at a fixed rate, which could result in the lease amounts being higher than the utility charges depending on the rate of increases with the utility bills. A typical lease term is 15 to 25 years. The solar leasing company/developer pays for and/or performs the procurement and installation of the system, repairs and maintains the system, and owns the system located on the property. The leasing company generally also owns the SRECs produced by, and the tax incentives related to, the system. There are many variations on the terms and conditions of solar leases and the proposed contracts of each offer should be fully compared.

Power Purchase Agreement (PPA)

PPAs are relatively similar to leases. With a solar PPA, a solar developer buys, installs and maintains the solar system on the owner's property. The property owner purchases the energy generated by the system on a per kilowatt-hour (kWh) basis through a long-term contract with the developer. Generally, the initial rate (cents/kWh) is often less than the utility's rate for generating the same amount of electricity, but the PPA rate generally escalates at a fixed annual percentage, which could result in the PPA rate being higher than the utility rate depending on the rate of increases with the utility charges. The developer generally owns the SREC's produced by, and the tax incentives related to, the system.

For additional information Solar Financing Options

Call Center

The Program Manager supplies a Call Center service for SRP which is managed by CLEAResult. Trained Customer Service Representatives are available to answer customer inquiries daily. The Call Center phone number is 1-866-NJSMART.

General Email Box

The Program Manager supplies a general email box for SRP customer inquiries. The SRP Processing Team manages the incoming emails and responses that are submitted to this email address. The email address is njreinfo@njcleanenergy.com

Customer Complaints and Dispute Resolution Process

Customers that would like to file a complaint against their solar contractor or their Electric Distribution Company (EDC) should be directed to the relevant complaint form.

There are two distinct complaint forms that are posted on the NJCEP website 1) Interconnection Complaint form which can be found at Submit an Interconnection Complaint and 2) Submit a Complaint about your Solar Contractor and/or Owner of your Solar Electric Generating Facility which can be found at Solar Complaint Form

If attempts to resolve the issue at the Program Manager level are unsuccessful, the appeal may be presented to the Program Administrator for further review. The dispute may be submitted by **email**. Please provide a copy of the NJCEP letter or other document from which you are appealing and as much other information as possible, including a detailed description of the issue, why you think your appeal should be granted, etc. The Program Administrator will review it and respond as soon as possible.

If all attempts to resolve an issue have been exhausted, pursuant to N.J.A.C. 14:1-1, you may file a petition for a formal hearing with the NJ Board of Public Utilities.

Contractor Remediation Procedures

One of the primary responsibilities of the Program Manager is to oversee the level of performance of the solar contractors that participate in the New Jersey Clean Energy Program (NJCEP), SREC Registration Program. This involves two primary areas: adherence to program processes and the level of service delivery. New Jersey Board of Public Utilities (NJBPU) approved the proposed New Jersey Clean Energy Program (NJCEP) contractor remediation procedures on October 5, 2010 which became effective on November 8, 2010. These procedures were revised in 2017 and can be found on the NJCEP website at Contractor Remediation Procedures

Trade Ally Procedures

A list of solar photovoltaic (PV) installation companies, equipment manufacturers, and other service providers is available on the Trade Ally section of the NJCEP website
http://www.njcleanenergy.com/findavendor

To be listed on the Trade Ally Database, a solar installer must have passed at least one inspection in SRP. SRP inspections are performed by a random selection process and cannot be requested on a regular basis. If a solar contractor has not yet passed an inspection for one of their solar projects, they can notify the SRP Processing Team by including a cover letter with their SRP Registration packet requesting to be scheduled for a SRP inspection and/or enter a request in the Notes Section in the online portal. Once the system is inspected and passed the inspection, the solar contractor can request to be listed in the Trade Ally Database.

An email requesting to be included on the Trade Ally Database should be sent to
webmaster@njcleanenergy.com

For more information on the Trade Ally process please go to
http://www.njcleanenergy.com/findavendor

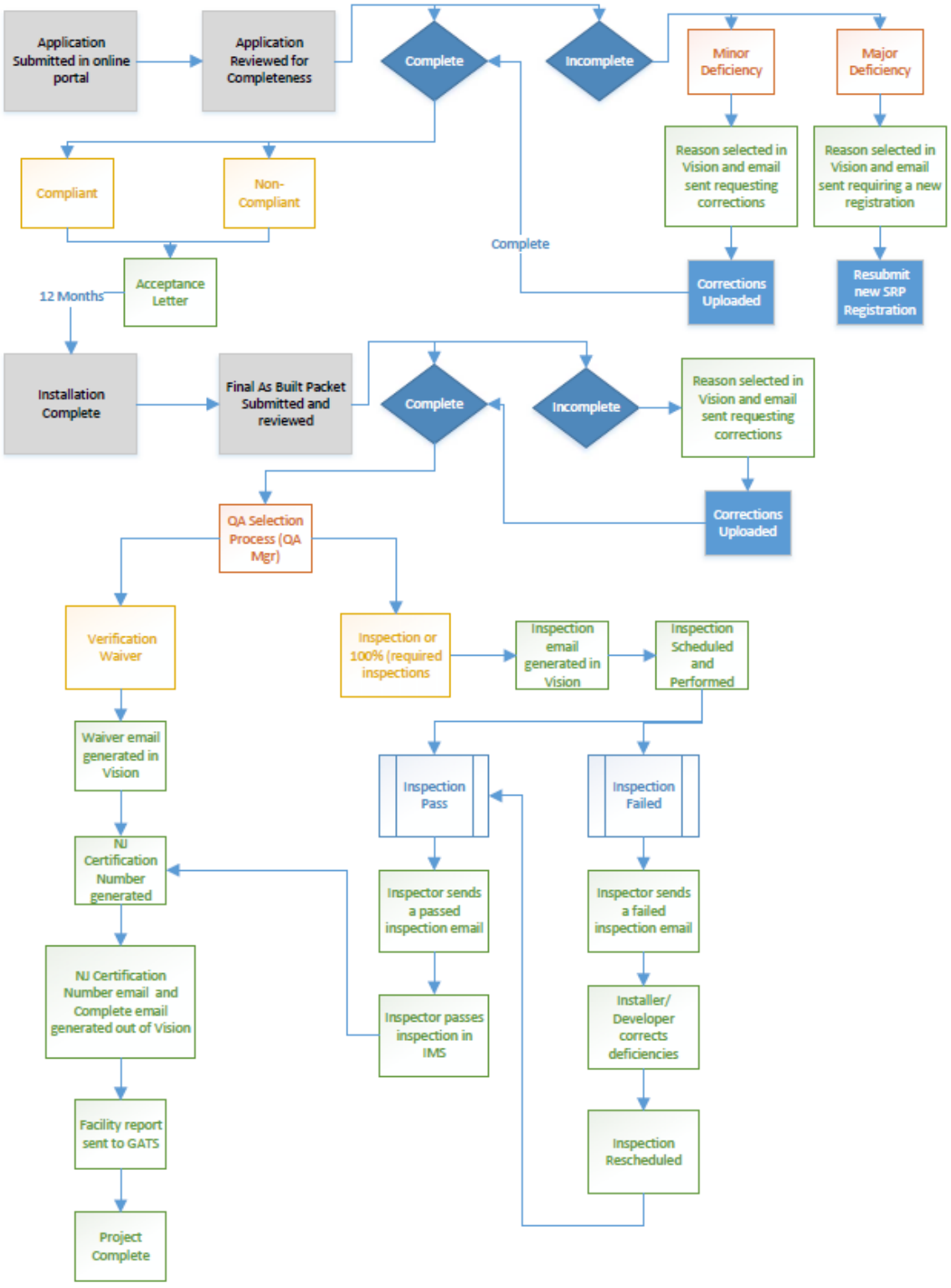
Renewable Energy Email Distribution List

The SREC Registration Program has a listserv where solar contractors and stakeholders can receive program notifications and updates. You can sign up for this distribution list at NJCEP Webmaster

Solar Reporting

New Jersey's Clean Energy Program solar activity reports provide detailed information for all solar projects installed in New Jersey. The solar pipeline and installation reports are posted on the third Wednesday of each month. All reports can be found at Solar Reporting Questions regarding solar reporting should be forwarded to MZito@trcsolutions.com

Appendix 1-SREC Registration Process Flow Chart



Appendix 2-SREC Registration Certification Form

SREC Registration Program (SRP)

2018 Certification Form

A: Premise Contact and System Location (Where will the system be installed?)

Company Name (if applicable): _____
First Name: _____ Last Name: _____
Installation Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____

B: Primary Contact (SREC Owner) (Who will be issued the NJ Certification Number?) ***FILL OUT IF DIFFERENT PERSON THAN ABOVE***

Company Name: _____ Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____

C: Solar Installer/ Developer

Company Name: _____ Contact Person: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Email: _____

D: Certification and Signatures

The undersigned warrants, certifies, and represents that 1) the information provided in this form is true and correct to the best of his or her knowledge; 2) if a behind-the-meter system, the annual output of the above described generating system will not exceed 100% of the host's historic annual electrical usage; 3) the Installer/Developer will provide manuals related to the system operation and maintenance to the SREC owner; 4) the system proposed will be constructed, installed and operated in accordance with all Board rules and applicable laws, and all NJBPU policies and procedures for the SRP program; 5) the Premise Contact is the Customer of Record for the Utility Account; 6) the Premise Contact gives permission to the SRP Processing Team to review their electric account information, both prior to installation and subsequent to installation; and 7) all signing parties realize that certain information in this registration may be subject to the Open Public Records Act. 8) The Installer/Developer has reviewed and explained the SRP Technical Worksheet Instructions to the SREC owner. 9) the information submitted with this registration is accurate and the system installation will follow the instructions detailed on the SRP Solar Technical Instructions page.

I agree that this document and all notices and disclosures made or given relating to this document may be created, executed, delivered and retained electronically and that the electronic signatures appearing on this document and any related documents shall have the same legal effect for all purposes as a handwritten signature.

The information, statements, and documents I have provided in and with this document are true and accurate to the best of my knowledge. I am aware that if any of them are willfully false, I am subject to punishment.

Primary Contact (SREC Owner)	**Solar Installer/Developer**	**Premise Contact** (If different from Primary Contact)
Signature: _____	Signature: _____	Signature: _____
Print Name: _____	Print Name: _____	Print Name: _____
Date: _____	Date: _____	Date: _____

March 2018

Appendix 3-SREC Registration Final As-Built Technical Worksheet-Page 1

2018 SREC Registration Program (SRP)
SRP Final As-Built Technical Worksheet
Page 1

A. PREMISE CONTACT INFORMATION

1. Premise Contact Name: _____ 2. SRP Registration Number: _____
3. Premise Company Name: _____
4 Installation Address: _____

B: INSTALLATION INFORMATION

1. Interconnection Type: Behind the Meter ☐ Grid Supply ☐
2. Land Use Type: List percent of project capacity on each type, total must add up to 100%
3. Properly Closed Sanitary Landfill: _____ % Historic Fill: _____ Brownfield: _____ % Farmland: _____ %
   Parking Lot: _____ Other: _____ %
4 Is this an ADD ON to an Existing Syst Yes ☐ No ☐
5 Registration Project Number for Existing System? _____
6 System Size for Previously Installed System? _____

C: ELECTRIC STORAGE BATTERY EQUIPMENT INFORMATION -IF APPLICABLE, COMPLETE THIS SECTION

1. Energy Storage Type: ☐ Battery ☐ Fly Wheel Oth _____ 2. Number of Batteries _____
3. If Battery, what type of Battery: ☐ Lead Carbo ☐ Lithium Ion Oth _____
4 Battery Manufacturer _____ 5. Battery Model Number: _____
6 Storage System Capacity _____ kW 7. Storage System Energy Output: _____ kWh
8 Is there an inverter solely dedicated to the battery? Yes ☐ No ☐
9 Is battery AC or DC coupled? AC ☐ DC ☐
10 Is battery inverter integrated? Yes ☐ No ☐ 11. Number of battery inverters _____
12 Battery Inverter Manufacturer _____ 13. Battery Inverter Model Number: _____
14 Battery equipment location Indoor ☐ Outdoor ☐
15 Does the battery have islanding capabilites? Yes ☐ No ☐

NOTE: Islanding is the ability of an electric storage device to disconnect from the grid during an outage and isolate necessary generation and balance of system equipment to supply critical loads independently.

D: EQUIPMENT INFORMATION - PLEASE SUBMIT ADDITIONAL MODULE ARRAY AND INVERTER DATA ON AN ATTACHMENT

1 **SOLAR ELECTRIC MODULE & ARRAY DATA**

	(A) Manufacturer	(B) Model Number	(C) DC Power Rating (W)	(D) Quantity in Array	(E) Array DC Output (W) (c x d)	(F) Location	(G) Location (Other)	(H) Orientation (Azimuth)	(I) Tilt	(J) Tracking	(K) Solar Access %
1											0.00%
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
			Total:	0	0	DC Watts					

NOTE:
(E) Total Array DC Output=(DC Power Rating) x (Module Quantity)
(F & G) Location of each array
(H) New Jersey "true" Orientation in "True" degrees (i.e., True Azimuth°=(Magnetic Azimuth°)-(Magnetic Declination°)
(I) Tilt° in degrees (i.e. flat horizontal mount=0; vertical mount=90)
(J) Tracking-Fixed, Single Axis or Dual-Axis
(K) Enter the Solar Access (%) associated with the shading analysis for each array plane, without decimal places (See Section D1) - PLEASE LEAVE UNUSED CELLS BLANK.

2 **INVERTER DATA**

	(A) Manufacturer	(B) Model Number	(C) Rated AC Watts	(D) Quantity	(E) Inverter AC Output (W) (c x d)	(F) Peak Efficiency %	(G) Location	(H) Location (Other)
1					0			
2								
3								
4								
5								
6								
7								
8	csg							
	Total includes Overflow Data if applicable:			0	0	AC Watts		

NOTE: Total Inverter Output = (Continuous AC Watts Rating) x (Number of Inverters)

Appendix 4-SREC Registration Final As-Built Technical Worksheet-Page 2

2018 SREC Registration Program (SRP)

SRP Final As-Built Technical Worksheet

Page 2

PREMISE CONTACT: _____ SRP REGISTRATION #: _____

E. SYSTEM PRODUCTION INFORMATION

Solar Access Average: Shading analysis has been performed for this installation. Solar Access is defined by the NJCEP as the estimated percentage of annual exposure to the sun, minus shade impact. The solar access average will be automatically calculated to the right, utilizing the values entered in Section C1, Column "k" (Solar Access %). (i.e.: Add all the percentages together and then divide by number of occurrences.) **The SRP Processing Team reserves the right to request a complete copy of the full shade report and PV Watts from the installer at any time.**

0.00%

1. a. Shading Analysis Tool Utilized: Solmetric Suneye ☐ Solar Pathfinder ☐ Other ☐
   If "other" is selected: _____

2. **Production Estimates:** Installers must provide the appropriate inputs as described in Section C for the ideal system versus the designed system when using the online NREL estimation tool, to ensure accurate completion of this section. See the SRP Final As Built Instructions for more information.

		Array 1	Array 2	Array 3	Array 4	Array 5	Array 6	Array 7	Array 8
a.	Designed Estimate (kWh)								
b.	Ideal Estimate (kWh)								

c.	**Total of all (Designed) Arrays (kWh)**	**0**

3. **Disclaimer:** It is acknowledged that this production estimate is for SREC calculation only and may not be a true representation of annual system production. The installer certifies that the estimated production calculation has been completed and is accurate to the best of their technical and administrative ability. **The SRP Processing Team reserves the right to request a complete copy of the production estimate paperwork from the installer at any time.**

Appendix 5-SREC Registration Final As-Built Technical Worksheet-Page 3

2018 SREC Registration Program (SRP)

SRP Final As-Built Technical Worksheet

Page 3

PREMISE CONTACT: SRP REGISTRATION #:

F. REVENUE GRADE PRODUCTION METER

A revenue-grade kilowatt hour (kWh) production meter (RGM), certified by the American National Standards Institute (ANSI) within C12.1-

Meter Location:	Indoor ☐	Outdoor ☐	Other:		
Is the RGM integated into the Inverter:		Yes ☐	No ☐		
If Capacity is Added to an already Existing Solar System:		New Meter ☐	New Capacity Tied to Existing Meter	☐	

Complete all information about SREC production meters installed and check appropriate boxes below:

Meter Manufacturer:		Model:		Serial #	
Meter Manufacturer:		Model:		Serial #	
Meter Manufacturer:		Model:		Serial #	
Meter Manufacturer:		Model:		Serial #	

G. SYSTEM COST INFORMATION

Total Installed System Cost for Solar $

(Eligible installed system cost includes all equipment, installation and applicable interconnection costs for solar system)

Total Installed System Cost for Electric Storage (if applicable): $

(Eligible installed system cost includes all equipment, installation and applicable costs for Electric Storage Battery)

Registrants must supply cost information that is accurate and current as of the registration date. SRP Registrations will not be processed without system cost information. Cost can be submitted for protection under OPRA by following the Board's procedures found at www.nj.gov/bpu.

H. CERTIFICATION (SIGNATURES REQUIRED)

The undersigned by signing below attest to the accuracy and completeness of the above and any information provided with this submittal. If the SRP Processing Team determines through an evaluation process of either on-site inspection or audit that the system has been misrepresented or that the paper work submittal is found to have violated program procedures then the contractor may be subject to corrective action as described in the Contractor Remediation Procedures specified in the Board Order dated January 25, 2017, Docket no. QO16040353.

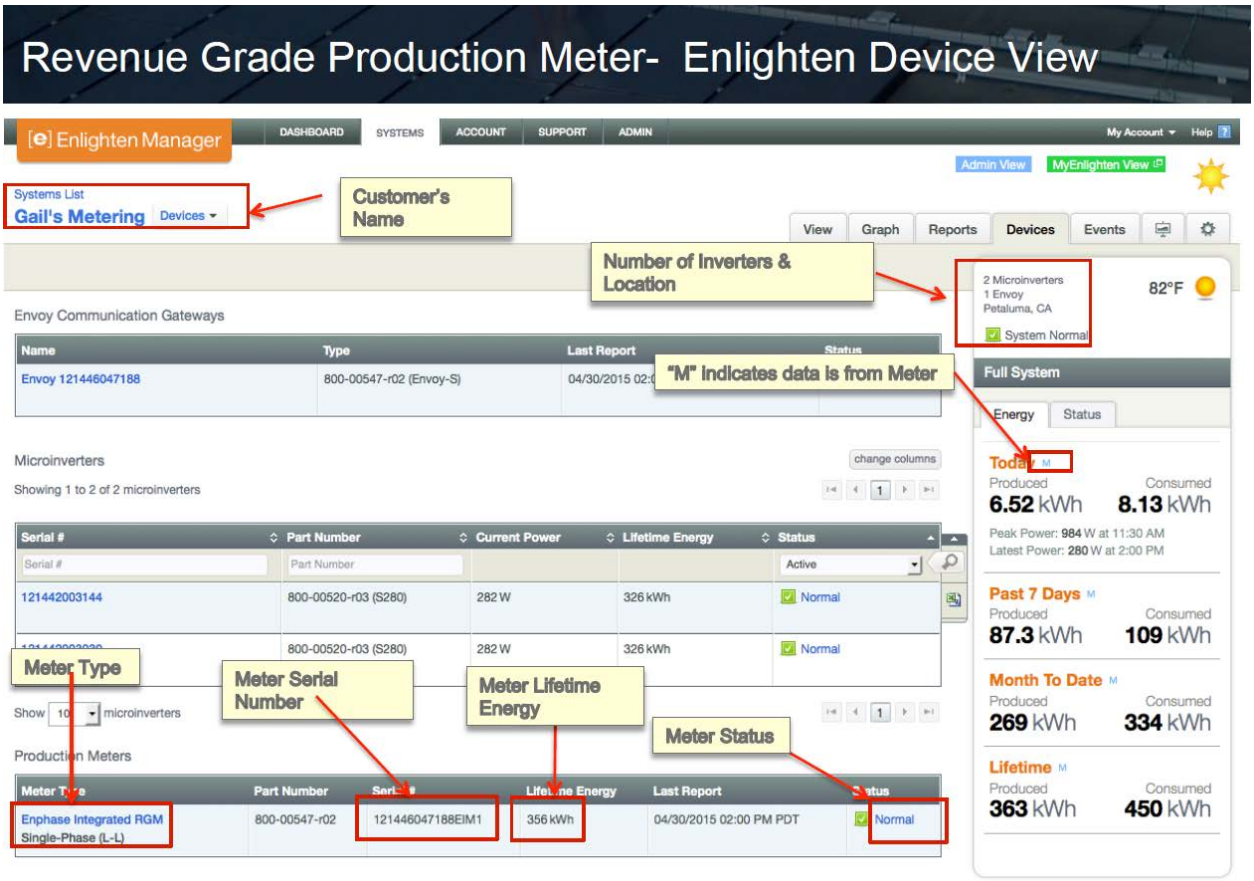
I agree that this document and all notices and disclosures made or given relating to this document may be created, executed, delivered and retained electronically and that the electronic signatures appearing on this document and any related documents shall have the same legal effect for all purposes as a handwritten signature.

The information, statements, and documents I have provided in and with this document are true and accurate to the best of my knowledge. I am aware that if any of them are willfully false, I am subject to punishment.

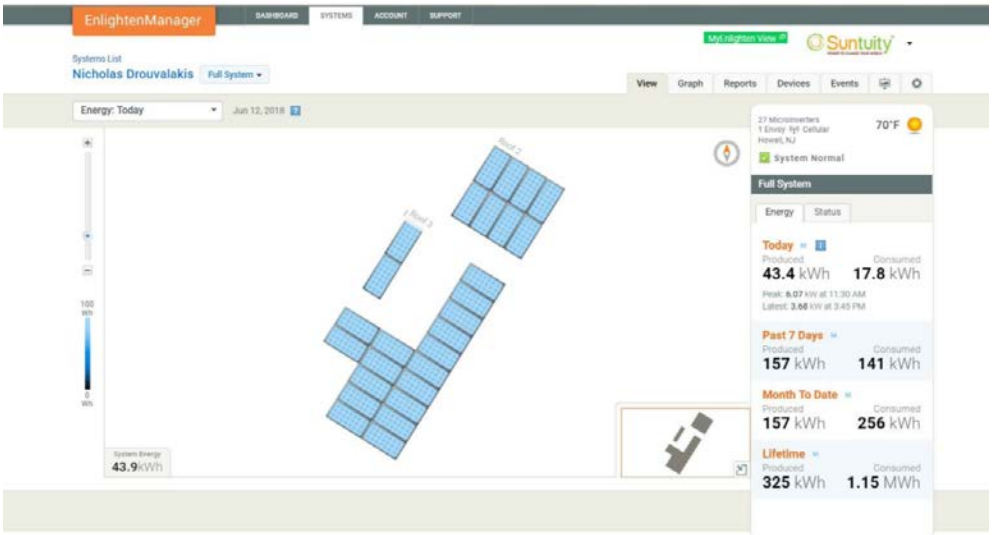
The signature for the installer shall be an Officer, Principle or Executive of the company that has signing authority for the company.

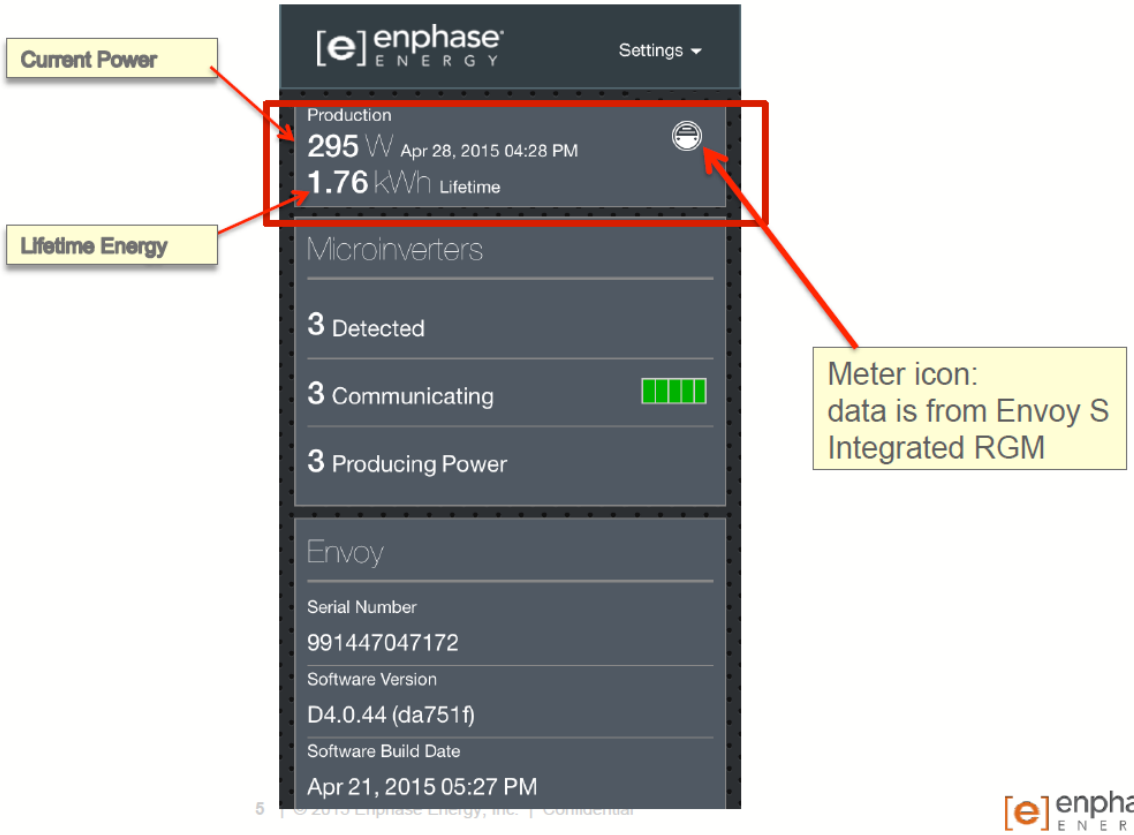
Primary Contact (SREC Owner)	**Installer / Developer**	**Premise Contact (Site Host)**
(Print Name):	Name):	(Print Name):
Signature:	Signature:	Signature:
Date:	Date:	Date:

Appendix 6-SREC Production Meter-Screen Shot



Appendix 7-Samples of Instantaneous Production Screen Shots





Appendix 8-Samples of Instantaneous Production Screen Shots

Lifetime Energy calculation does not include today's energy.

Enphase Integrated Consumption Meter Single-Phase (L-L)	800-00555-r03	121808000313EIM2	Total	76.4kWh	05/07/2018 10:00 AM EDT	Normal

Request access to consumption data You already have access to this system's consumption data.

Microinverters

Showing 1 to 15 of 15 microinverters

Serial #	Part Number	Phase	Current Power	Lifetime Energy	Status
121809043153	800-00509-r08 (IQ6)	L1(A)	31W	3.90kWh	Normal
121809040465	800-00509-r08 (IQ6)	L1(A)	32W	4.03kWh	Normal
121809043667	800-00509-r08 (IQ6)	L1(A)	32W	4.01kWh	Normal
121809043295	800-00509-r08 (IQ6)	L1(A)	33W	4.01kWh	Normal
121809042813	800-00509-r08 (IQ6)	L1(A)	33W	3.88kWh	Normal
121809040292	800-00509-r08 (IQ6)	L1(A)	34W	4.00kWh	Normal
121809043730	800-00509-r08 (IQ6)	L1(A)	34W	3.87kWh	Normal
121809043659	800-00509-r08 (IQ6)	L1(A)	35W	3.92kWh	Normal
121735085239	800-00507-r08 (IQ6)	L1(A)	36W	4.12kWh	Normal
121809043058	800-00509-r08 (IQ6)	L1(A)	36W	3.99kWh	Normal
121809043382	800-00509-r08 (IQ6)	L1(A)	37W	4.04kWh	Normal
121809040443	800-00509-r08 (IQ6)	L1(A)	37W	3.96kWh	Normal
121809040666	800-00509-r08 (IQ6)	L1(A)	38W	4.10kWh	Normal
121809040446	800-00509-r08 (IQ6)	L1(A)	39W	4.04kWh	Normal
121809038436	800-00509-r08 (IQ6)	L1(A)	39W	3.99kWh	Normal

Appendix 9-Sample Photos of Equipment

- Each photo should be a minimum of 5 x 7 of at least 300 DPI
- If there are multiple orientations and tilts, photos should be provided of each array
- Provide **separate** photos of panels, inverters and meters
- Meter serial number should be visible and legible in photo
- Working to enable photo to be uploaded into new forms