



## 2018 SREC Registration Program (SRP) Registration Checklist Grid Supply Projects

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 requirements for submitting a “grid supply” solar registration in the SREC Registration Program (SRP). A “grid supply” solar PV system is a merchant power generator interconnected to the New Jersey distribution system in compliance with the federal rules established for wholesale electricity suppliers managed by PJM Interconnection, LLC., the regional transmission operator.

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

- Completed **SRP Certification Form** with all appropriate signatures. **All sections must be completed**
- A **Site Map** -Including all features that may affect performance and construction of the solar system
- Documentation of the determination by PJM or the EDC** indicating that the point of interconnection is located on the EDC’s distribution system serving NJ. The registrant must with the EDC representative to obtain this written determination. Submit either a letter from the EDC or the executed Interconnection Service Agreement (ISA).
- Executed Contract – N.J.A.C. 14:8-2.4 (h) 5** requires a contract OR a legally binding document that provides reasonable assurance that the solar facility will be constructed. An EPC contract is not the only means to satisfy the provision at **N.J.A. C. 14:8-2.4 (h) 5**. Therefore, those registrants that cannot provide an EPC contract, must provide alternative information which are legally binding documents that would be useful in giving the New Jersey Board of Public Utilities (NJBPU) reasonable assurance that the facility will be built. The agreement that is provided should include certain key elements such as the execution date, premise address, SREC owner, developer or installer, equipment summary, total estimated project cost, total system capacity and dated signatures. A cover letter stating why an EPC contract is not provided and an explanation of what is provided in lieu of the EPC must also be included.  
**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.
- A copy of the NJBPU Board Order granting conditional certification for a solar facility project to be constructed on land that meets the definition of a brownfield or area of historic fill pursuant to subsection (t) of the Solar Act.** To obtain full certification, the applicant must demonstrate to Board Staff that all NJDEP requirements have been satisfied and there are no outstanding requirements. Board Staff will issue full certification to the project upon the Applicant’s demonstration that all requirements for full certification have been satisfied.
- Milestone Reporting Form-** -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).



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The size of the system may not be increased beyond the capacity conditionally certified in the Board Order. Decreases to the system size are permitted. Registrants must also notify the Program Manager of any plans to reduce the system size below the approved capacity and the change must be noted in the next submission of the SRP Milestone Reporting Form. Please indicate the reduction in capacity on the form by checking the appropriate box and providing an explanation in the Comments section of the form.

On February 22, 2017, the New Jersey Board of Public Utilities (NJBP) re-adopted Chapter 8 (renewable energy and energy efficiency) rules with amendments that became effective upon publication on April 17, 2017. Per N.J.A.C. 14:8-2.4, the SRP Processing team must receive all SRP Registration packets no later than **14 business days** from the execution date of the contract **unless otherwise directed by the Board**. Contracts are considered executed on the date of their most recent signature or the execution date within the contract. Contracts without any dates will be considered incomplete and returned to the registrant. Contracts received with executed dates that are not compliant with the 14-day rule will be conditionally registered into the program but it will be noted in the SRP Acceptance letter that the **SRP Registration is deemed non-compliant with N.J.A.C. 14:8 2-4 (c) 1.**

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

“Construction Complete”, as defined by the SRP Program Manager for purposes of implementing the SRP, is the date of the EDC Authorization to Operate.

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 and other requirements contained in any applicable Board Order are fulfilled, will be eligible to generate SRECs in accordance with the State’s RPS rules. Your commitment length for completing the solar installation will be determined in the Board Order conditionally certifying your solar project. If you cannot complete the installation prior to the project expiration date, you may apply for one extension. 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. For further information on the SRP Extension Policy [njcleanenergy.com](http://njcleanenergy.com)

### Program Contacts

SREC Registration Program  
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