



MA SREC-II Extension Application Instructions

Qualification in SREC-II



Less than or equal to 25 kW

Systems interconnected on or before
January 8, 2017

Original SREC-II factors

Systems interconnected after **January 8, 2017**

New/reduced SREC-II factor (0.8)

Systems over 25 kW

Mechanically Complete by **January 8, 2017**

Original SREC-II factors

Meeting 50% Construction Costs Incurred by
January 8, 2017

New/reduced SREC-II factor

SREC-II Extension Program



Current SREC-II Factors		
Market Sector	Generation Unit Type	SREC Factor
A	<ol style="list-style-type: none"> 1. Generation Units with a capacity of <= 25 kW DC 2. Solar Canopy Generation Units 3. Emergency Power Generation Units 4. Community Shared Solar Generation Units 5. Low or Moderate Income Housing Generation Units 	1.0
B	<ol style="list-style-type: none"> 1. Building Mounted Generation Units 2. Ground Mounted Generation Units with a capacity > 25 kW DC where 67% or more of the electric output on an annual basis is used by an on-site load 	0.9
C	<ol style="list-style-type: none"> 1. Generation Units on Landfills 2. Generation Units on Brownfields 3. Generation Units with a capacity of <= 650 kW where less than 67% of the electrical output on an annual basis is used by an on-site load 	0.8
Managed Growth	Unit that does not meet the criteria of Market Sector A, B, or C.	0.7

Revised SREC-II Factors		
Market Sector	Generation Unit Type	SREC Factor
A	<ol style="list-style-type: none"> 1. Generation Units with a capacity of <= 25 kW DC 2. Solar Canopy Generation Units 3. Emergency Power Generation Units 4. Community Shared Solar Generation Units 5. Low or Moderate Income Housing Generation Units 	0.8
B	<ol style="list-style-type: none"> 1. Building Mounted Generation Units 2. Ground Mounted Generation Units with a capacity > 25 kW DC where 67% or more of the electric output on an annual basis is used by an on-site load 	0.7
C	<ol style="list-style-type: none"> 1. Generation Units on Landfills 2. Generation Units on Brownfields 3. Generation Units with a capacity of <= 650 kW where less than 67% of the electrical output on an annual basis is used by an on-site load 	0.65
Managed Growth	Unit that does not meet the criteria of Market Sector A, B, or C.	0.55

Application Extension Submission Process



Type of SREC-II Applications	Application Submission Process
New SREC-II applications	Complete applications on SRECTrade.com
Existing SREC-II (AQ) applications	Email documents to applications@srectrade.com Subject line: MA SREC-II Extension Documents

Required Documents For All Applications



1. MA REC Services Agreement (signed by system owner)
2. Registration Consent (signed by system owner)
3. Permission to Operate Document (in the name of system owner)
 - Email sent from the utility company or a signed letter or Authorization to Interconnect form
 - Confirmation that the facility has received final approval to interconnect
 - Document Requirements:
 1. Facility Owner Name – at least in the form of the email sent to the facility owner’s email address, or named in the email/letter/form
 2. Facility Address
 3. Date that the facility received final approval to interconnect – may be the date of email or letter
 4. System Size

MA REC Services Agreement and Registration Consent



Commonwealth of Massachusetts
Executive Office of Energy and Environmental Affairs
Department of Energy Resources

Massachusetts Renewable Portfolio Standard

RENEWABLE ENERGY CERTIFICATES SERVICES AGREEMENT

I, _____ (Name of Generation Unit Owner) certify that I am the owner of the system installed and located at _____ (Address) and that I have executed a contract on _____ (Date) with **SRECTrade, Inc.** (Name of Aggregator/Authorized Representative) authorizing **SRECTrade, Inc.** (Name of Aggregator/Authorized Representative) to include my system as part of an Aggregation of RPS Class I eligible Generation Units. I also certify that I will notify DOER in writing within 30 days upon termination of that contract.

I, **SRECTrade, Inc.** (Name of Aggregator/Authorized Representative) certify that I have executed a contract with _____ (Name of Generation Unit Owner) on _____ (Date) to include the system located at _____ (Address) in an Aggregation. I also certify that I will notify DOER in writing within 30 days upon termination of that contract.

Signature of Generation Unit Owner: _____ Date: _____

Signature of Aggregator/Authorized Rep.: _____ Date: _____



REGISTRATION CONSENT

I/We, [please print name(s)]: _____
("Solar Facility Owner(s)") am/are the Solar Facility Owner(s) who hold(s) legal title to the solar facility located at [please provide full address: street, state, city, zip code]: _____

(the "Solar Facility"), and the environmental attributes, specifically the Solar Renewable Energy Credits ("SRECs"), associated with the Solar Facility.

I/We grant authority to SRECTrade, Inc. ("SRECTrade") to act as my Agent for the limited purpose of registering my Solar Facility as a qualified renewable energy generator, and specifically as a solar energy generator, within eligible state markets that may provide an opportunity to sell SRECs from the Solar Facility during its eligibility period, and for providing additional and updated information to the appropriate entities as may be required during and after the registration and certification process.

I/We affirm that the information provided to SRECTrade by [please print individual or company name]: _____ ("Applicant") to register my Solar Facility is complete and correct, and I hereby agree to be bound by the Application Terms & Conditions to which the Applicant will consent and agree on the SRECTrade online application.

Signature: _____ Date: _____

Signature: _____ Date: _____
(a second signature only needs to be provided if the Solar Facility is co-owned)

1. Print the Generator Owner name(s)

2. Please print the facility address

3. Sign your name and the date

(in the event of co-ownership, both owners may sign on the same signature line)

1. Print the Solar Facility Owner name(s) in field one

2. Please print the facility address

3. Print the Installer as the "Applicant"

4. Sign your name and the date

(there are two signature lines in the event of co-ownership)

Required Documents For Extension Applications



Extension Application Information	Required Documents
Extension Pending Authorization to Interconnect (Mechanically Complete)	<u>One</u> of the following: <ol style="list-style-type: none">1. Certificate of Completion (from Utility Company)2. Proof that a wiring inspection has been scheduled3. Affidavit signed by the engineer of record stating that the project is “mechanically complete”4. Other documentation deemed satisfactory by DOER (strongly discouraged)
Meeting 50% Construction Costs Incurred by January 8, 2017	<u>Both</u> of the following: <ol style="list-style-type: none">1. Detailed Construction Costs Form2. Signed Affidavit

Upload <u>one</u> of the following:	Document Description
Certificate of Completion	Obtained from the Utility Company <u>Must</u> be signed by the local wiring inspector
Proof that a wiring inspection has been scheduled	Provided by the engineer of record
Signed Affidavit	Signed by the engineer of record stating that the project is “ <u>mechanically complete</u> ”

Please note: The DOER reserves the right to require that additional documentation be provided by representatives of the Solar Carve-out II Renewable Generation Unit to substantiate the claims made in the Detailed Construction Costs Form. This information must be provided to the DOER within ten (10) business days of the request being made.

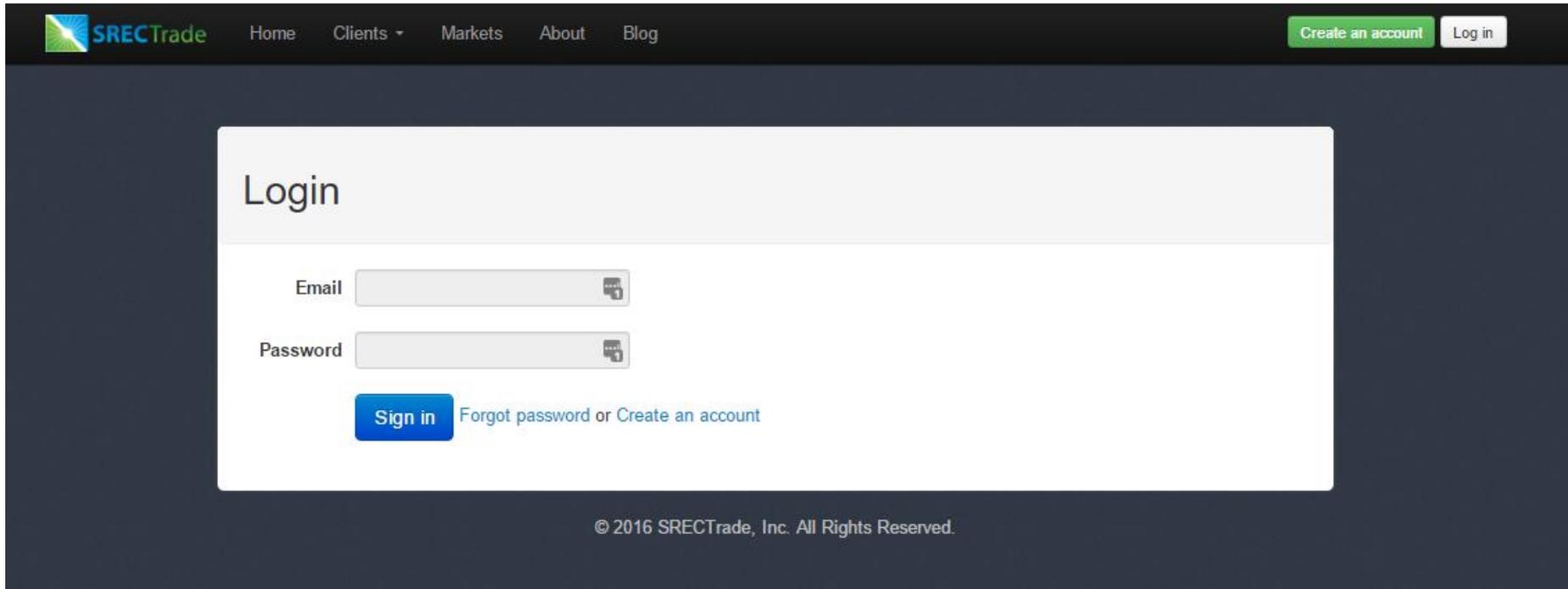
Meeting 50% Construction Costs Incurred by **January 8, 2017**



Upload <u>both</u> of the following:	Document Description
Detailed Construction Costs Form	DOER provides as part of the Extension Guideline a Detailed Construction Costs Form[AU5] for all developers to use in order to categorize the different components of construction costs and require Solar Carve-out II Renewable Generation Units to document how much each component represents of the total project costs.
Signed Affidavit	The Authorized Agent of each Solar Carve-out II Renewable Generation Unit that submits an application for an extension to the DOER will be required to certify via an affidavit under penalty of perjury that all information provided to the DOER in the Detailed Construction Costs Form is accurate and reflects actual costs incurred per the definition in Section (4)(D) of the Extension Guideline.

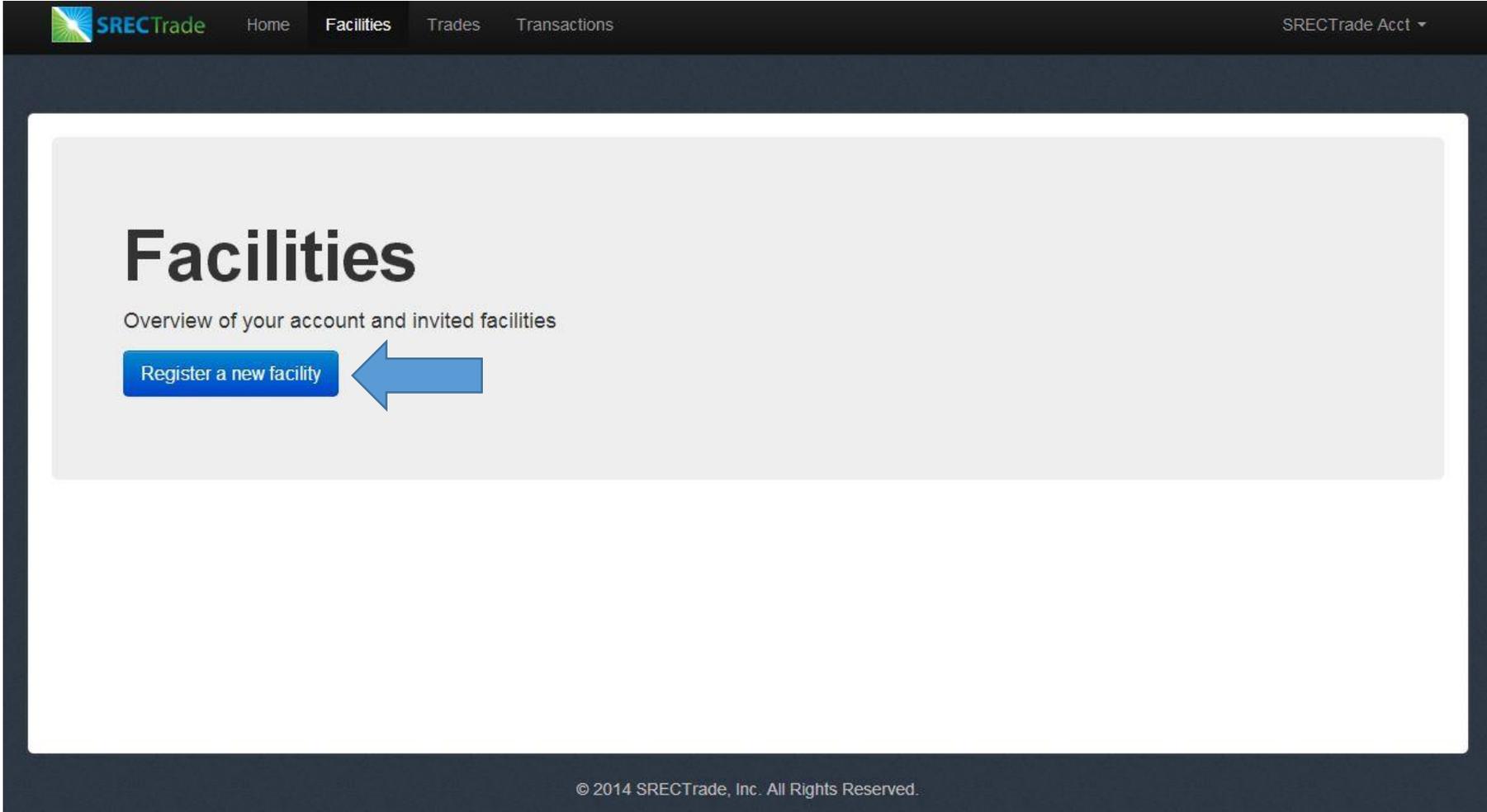
Please note: The DOER reserves the right to require that additional documentation be provided by representatives of the Solar Carve-out II Renewable Generation Unit to substantiate the claims made in the Detailed Construction Costs Form. This information must be provided to the DOER within ten (10) business days of the request being made.

If you do not have an account, create an account on [SRECTrade.com](https://www.srectrade.com)



The screenshot shows the SRECTrade website's login page. At the top, there is a navigation bar with the SRECTrade logo on the left and links for Home, Clients, Markets, About, and Blog. On the right side of the navigation bar, there are two buttons: a green "Create an account" button and a white "Log in" button. The main content area features a white "Login" form box. Inside the form, there are two input fields: "Email" and "Password", each with a small icon to its right. Below the input fields is a blue "Sign in" button and a link that says "Forgot password or Create an account". At the bottom of the page, there is a copyright notice: "© 2016 SRECTrade, Inc. All Rights Reserved."

Click “Register a new facility”



The screenshot shows the SRECTrade web application interface. At the top, there is a navigation bar with the SRECTrade logo on the left and the text 'Home', 'Facilities', 'Trades', and 'Transactions' in the center. On the right side of the navigation bar, it says 'SRECTrade Acct' with a dropdown arrow. Below the navigation bar, the main content area has a light gray background. The word 'Facilities' is displayed in a large, bold, black font. Underneath it, the text 'Overview of your account and invited facilities' is shown in a smaller, gray font. A blue button with the text 'Register a new facility' is positioned to the left of a large blue arrow pointing to the left. At the bottom of the page, there is a dark gray footer containing the text '© 2014 SRECTrade, Inc. All Rights Reserved.'

Begin New Facility Registration



1. Enter Facility Name
2. Select “Someone else is the owner”
3. Enter the facility information (Page 1 – Page 4)

A screenshot of the SRECTrade website's "New Facility" registration page. The page has a dark blue header with navigation links: Home, Facilities, Trades, Statements, Insights, Management, Admin, and Personal Account. The main content area is light gray and contains the following elements:

- New Facility** (h2)
- Subtext: "Add/Review facility details for certification"
- A blue button labeled "Just getting started"
- Section: "You are creating a new facility"
- Three numbered instructions:
 1. Complete all required fields. The data collected is used to set up your facility and apply to the state.
 2. If you have all the required information ready, the process should take between 10-15 minutes.
 3. If you are applying for a facility already in your account (same interconnection), you should [find it here](#) and go to its Settings page.
- Section: "My Facility" with a form:
 - Field: "Facility Name" (REQUIRED) with a yellow highlight and the text "Example Facility Name". Below it is a small note: "A personalized name for your facility - a way for you to identify this facility."
 - Field: "Who is the facility owner?" (REQUIRED) with two radio button options:
 - I am the owner
 - Someone else is the owner
 - Small text below: "If you are an installer who is filling out this application on behalf of the system owner, select 'Someone else is the owner'. See Additional Field Help."
- Section: "Additional Field Help" with two sub-sections:
 - Who is the facility owner?**: "In this case you are considered the facility owner if you own or are leasing the solar panels at this address, or, for non-residential systems, you are the company representative responsible for the facility."
 - Do you have a solar production meter?**: "A solar production meter is a device that tracks only the solar electricity produced from your panels (this is different than your utility 'net' meter). It is normally connected near your inverters and looks like [this](#)."

Submitting an Extension Application



1. Enter the Solar Production Meter Information

2. Please **do not** enter the Interconnection or Current Meter Readings Information

3. Click “Save and Continue to Next Page”

4. Select “Purchase certification”

5. Click “Continue with Selected Certifications”

Submitting an Extension Application



New Facility
Add/Review facility details for certification

75%

MA Market Sector Selection

MA State Sector **MA**

Supporting Documentation

The documentation required depends on whether your Extension Application is for 50% Construction Costs OR Mechanically Complete.

- **50% Construction Costs:** a four-month extension for a system that has met 50% of construction costs by January 8, 2017
- **Mechanically Complete:** an extension pending authorization to interconnect

Required Paperwork

Registration Consent (MA) **REQUIRED**

Choose File No file chosen

Detailed Construction Costs Form (MA) **REQUIRED FOR 50% CONSTRUCTION COSTS**

Choose File No file chosen

Signed Affidavit (MA) **REQUIRED FOR 50% CONSTRUCTION COSTS**

Choose File No file chosen

Mechanically Complete (MA) **REQUIRED FOR MECHANICALLY COMPLETE**

Choose File No file chosen

Save and Continue to Next Page

New Facility
Add/Review facility details for certification

87.5%

Application Confirmation

Massachusetts (MA) - Extension Application	\$0.00
Total Due	\$0.00

Terms & Conditions

I, (Applicant Name), hereby consent to SRECTrade serving as my Agent in the Registration of "MA SREC-II Extension Application" as a qualified renewable energy generator, and specifically as a solar energy generator, within states that may provide an opportunity to sell SRECs from the facility during its eligibility period.

Confirm

1. Select the MA Market Sector from the drop-down menu

2. Upload the Supporting Documentation

50% Construction Costs

Upload **both** of the following:

1. Detailed Construction Costs Form (MA)
2. Signed Affidavit (MA)

Mechanically Complete

Upload **one** of the following:

1. Certificate of Completion
2. Proof that a wiring inspection has been scheduled
3. Affidavit

3. Click "Save and Continue to Next Page"

4. Read the Terms & Conditions

5. Click "Confirm"

Submitting the Interconnection Paperwork



MA SREC-II Extension Application

Sale Preferences

Facility Details

My Certification Applications

Has Your System Been Interconnected?

Submit Interconnection Document

State Certification

Solar Production Meter

Additional Field Help

Interconnection

Current Meter Readings

Permission to Operate (MA)

Save and Continue to Next Page

Application Submitted!

Select certifications

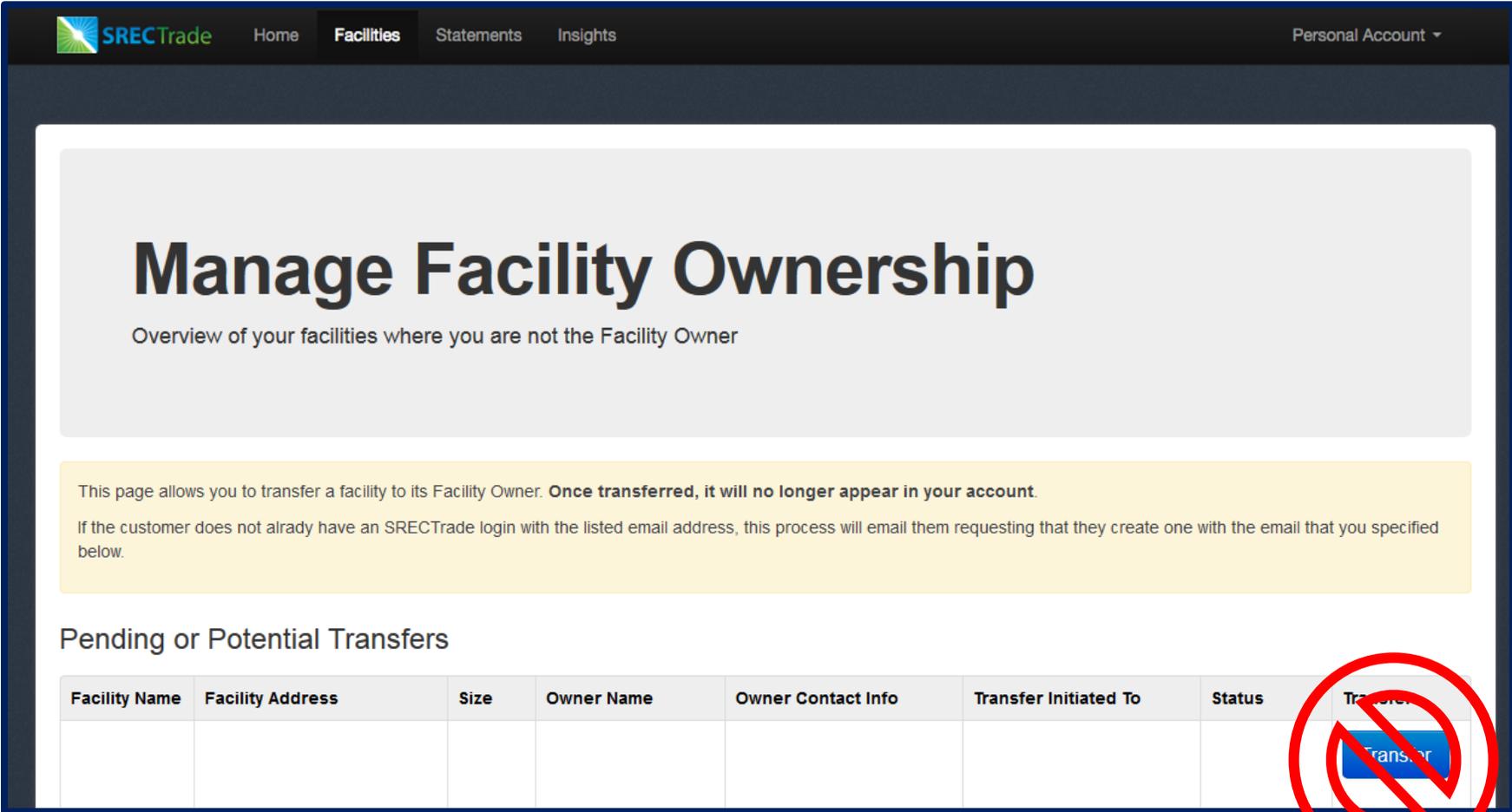
Certification	State	Price
Paid - SRECTrade preparing paperwork	Massachusetts (MA) - Statement of Qualification	-

Save Facility and Exit

5. Click “Save Facility and Exit”

1. Click “Submit Interconnection Document”
2. Enter the Interconnection and Current Meter Readings Information
3. Check the information provided on the application to ensure that all information is correct
4. Click “Save and Continue to Next Page”

*Please wait to transfer the facility (to owner) until **after** submitting the PTO



Manage Facility Ownership
Overview of your facilities where you are not the Facility Owner

This page allows you to transfer a facility to its Facility Owner. **Once transferred, it will no longer appear in your account.**
If the customer does not already have an SRECTrade login with the listed email address, this process will email them requesting that they create one with the email that you specified below.

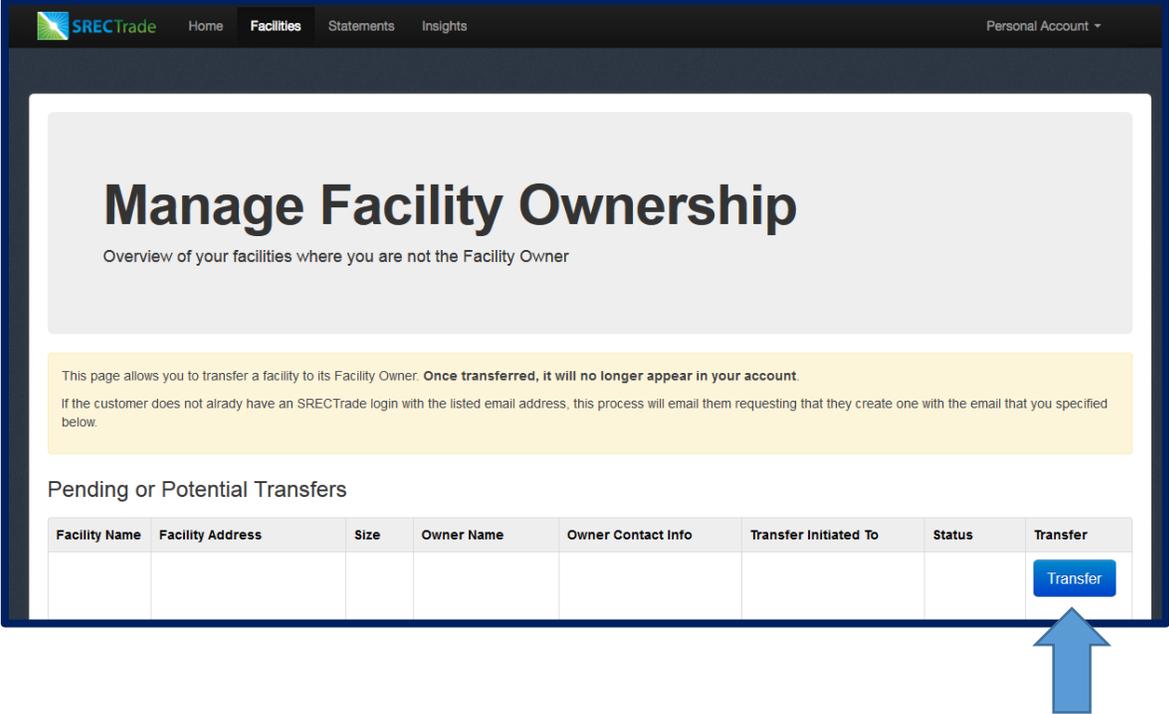
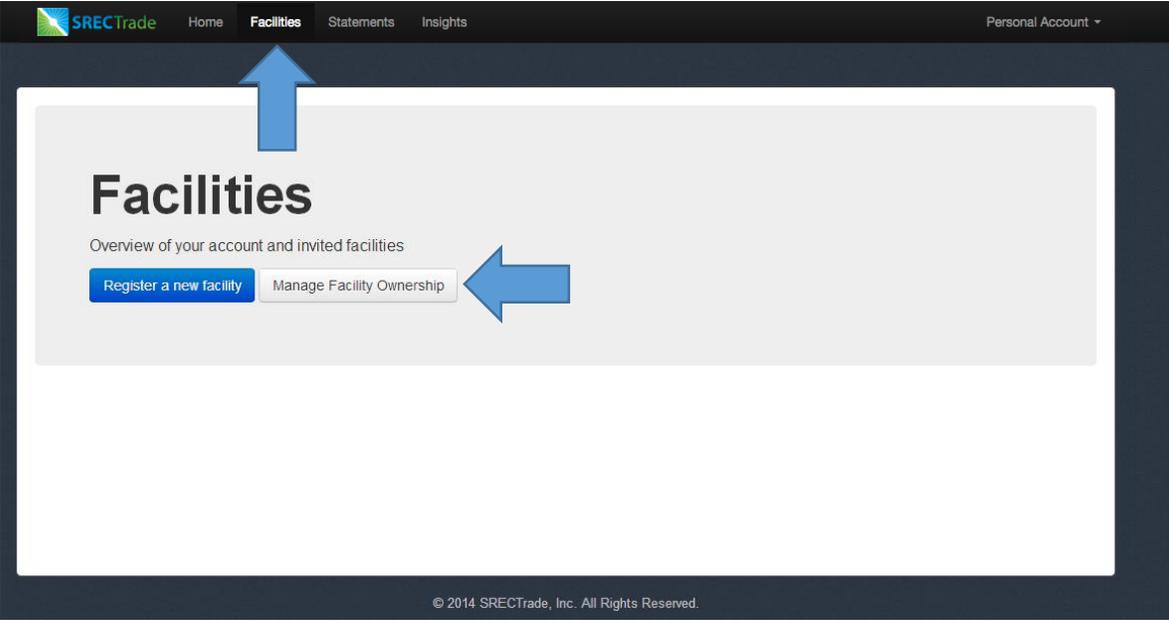
Pending or Potential Transfers

Facility Name	Facility Address	Size	Owner Name	Owner Contact Info	Transfer Initiated To	Status	Transfer
							

Facility Transfers: after submitting the PTO



- 1. Click Facilities
- 2. Click Manage Facility Ownership
- 3. Click "Transfer"



Key SRECTrade Application Deadlines



SRECTrade Application Deadlines

Wednesday, January 4, 2017

Extension Pending Authorization to Interconnect (Mechanically Complete) or PTO for systems over 25 kW

Monday, January 16, 2017

Meeting 50% Construction Costs Incurred by January 8, 2017 for systems over 25 kW

Monday, May 2, 2017

Further extension for systems Meeting 50% Construction Costs Incurred by January 8, 2017 and **now applying** for an Extension Pending Authorization to Interconnect (**Mechanically Complete**)

Wednesday, May 10, 2017

Systems under 25 kW do NOT have an application deadline, however systems interconnected AFTER January 8, 2017 will receive a reduced SREC-II Factor.

Please note: Applications must be submitted by May 10, 2017 to meet the Q1 application deadline and to receive credit for Q1 2017 generation

Key SRECTrade Certification and Reporting Deadlines



SRECTrade Certification and Reporting Deadlines

Quarter	Months	Deadline to submit SQA to DOER to be eligible for credit for that quarter's generation	Deadline to submit Production to PTS for credit
Q1	Jan – Mar	May 10 th	June 5 th
Q2	Apr – Jun	August 10 th	September 5 th
Q3	Jul – Sept	November 10 th	December 5 th
Q4	Oct – Dec	February 10 th	March 5 th

Reporting Information



- SRECTrade completes auto-reporting setups after a system is fully PTS registered
- Full list of approved auto-reporters available [here](#)

Project Size	Reporting Information
Less than or equal to 10 kW DC	Data can be reported manually or automatically to the PTS
Greater than 10 kW DC	MUST BE reported automatically through a Data Acquisition System (DAS)/auto-reporter

Common MA Auto-Reporters	SRECTrade Requirements
Locus	Upload Locus Setup Spreadsheet to SRECTrade application
SolarEdge	SRECTrade sends an email requesting installer to enter the PTS ID for newly certified systems to the installer SolarEdge Portal OR You may now grant SRECTrade access to your installer SolarEdge account. As an associated account, SRECTrade can enter the PTS IDs for your systems on your behalf (highly recommended). Please reach out to us to initiate the process.
SolarLog	SolarLog serial number must be entered in the meter information section of the SRECTrade application
PowerDash	SRECTrade has access to the PowerDash portal and enters the PTS ID on the account

Inquiries? Contact us!



System Owners:

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877-466-4606 ext. 1

Installers:

tom.mackenty@srectrade.com

415-409-8537