

Maryland Public Service Commission

The mission of the Maryland Public Service Commission is to ensure safe, reliable, and economic public utility and transportation service to the citizens of Maryland

Effective July 11, 2011, the Maryland Public Service Commission will be receiving applications for certification of tier 1, level 1 and level 2 Solar Renewable Energy Facilities for the Maryland RPS Program through an online “Solar PV Portal.” Paper copies will not be accepted

SOLAR PV SYSTEM CERTIFICATION

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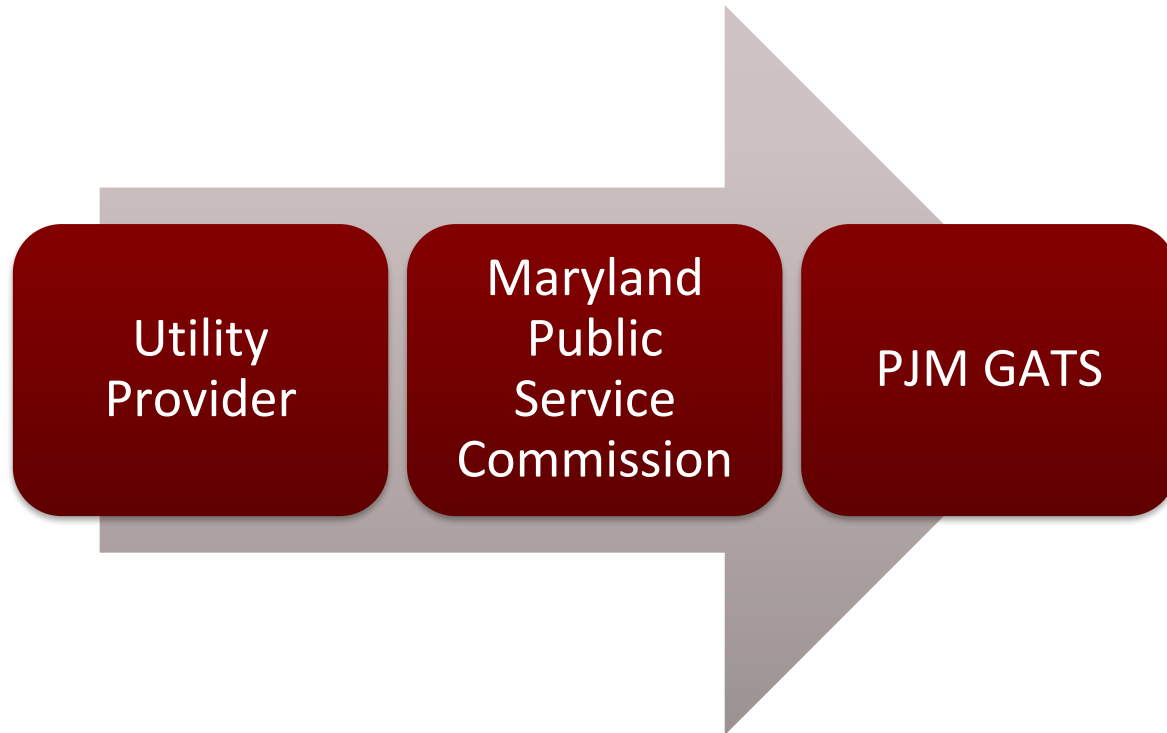
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Solar Photovoltaic System Certification Process

- Once you have completed the installation of your solar photovoltaic (PV) system, you will need to contact your utility provider (Please see list of utility providers on slide 5).
- You, the applicant will complete the Interconnection agreement application whereupon a utility interconnection specialist will return a signed and dated Interconnection Agreement Certificate of Completion recognizing the final approval from the utility.
- Upon receiving your signed Interconnection Agreement Certificate of Completion, submit an application to the Maryland Public Service Commission to obtain certification for your solar system.
- A renewable energy facility or its representative must apply to PJM Environmental Information Services, Inc. to set up a GATS account within 30 days of Commission certification. To ensure that Renewable Energy Certificates (RECs) qualify for Maryland's renewable energy portfolio standard, the facility must keep its GATS account in good standing, as outlined in COMAR 20.61.03.03.
- For additional details, visit [//www.pjm-eis.com](http://www.pjm-eis.com).



<u>Utility Provider</u>	<u>Department</u>	<u>Contact Information</u>
A&N Electric Cooperative	Office	(757) 787-9750
Baltimore Gas & Electric Company (BGE)	Smart Energy	<u>(800) 685-0123;</u> <u>GPCTeam@bge.com</u>
Choptank Electric Cooperative	Member Service Center	(877) 892-0001
City of Hagerstown Light Department	Billing/Customer Service:	(301) 790-4160
Delmarva Power & Light	Customer Service	(800) 375-7117
Easton Utilities	Emergency/Customer Service	<u>(410) 822-6110;</u> <u>info@eastonutilities.com</u>
Potomac Electric Power Company (Pepco)	Customer Service	(202) 833-7500
Somerset Rural Electric Cooperative	Programs: Solar Interconnection	(800) 443-4255
Southern Maryland Electric Cooperative (SMECO)	Customer Service	(888) 440-3311
The Potomac Edison Company	Customer Service	(800) 686-0011
Thurmont Municipal Light Company	Electric Department	(301) 271-7313
Town of Williamsport Utilities	Net Energy Metering (NEM) Program	(301) 223-7711
Town of Berlin Electric	Berlin Town Hall	(410) 641-1333

APPLICATION TYPE	REQUIRED DOCUMENTS
<p>Initial Application: First time certifying your solar PV system.</p>	<ul style="list-style-type: none"> • Interconnection Agreement Certificate of Completion (signed and dated by both the customer and utility.) Must be completed entirely.
<p>Proposed Change Application: If you already have a pre-existing Maryland Certificate Number which needs to be amended.</p> <p><i>Example: Acquired a property or date change.</i></p> <p>Proposed Growth Application: If you already have a pre-existing Maryland Certificate Number which needs to be amended.</p> <p><i>Example: Increased capacity.</i></p>	<ul style="list-style-type: none"> • Copy of initial application • Letter Order (In lieu of the original application and letter order, please provide a screenshot of the account at GATs showing system size, address, and MD certificate number.) • Brief letter of explanation describing changes being made • Interconnection Agreement Certificate of Completion • Certificate of Good Standing (if the system owner is a company)
<p>Decertification Application: To decertify your PV solar system within Maryland.</p>	<ul style="list-style-type: none"> • Brief letter of explanation • Interconnection Agreement Certificate of Completion (signed and dated by both the customer and utility.)
<p>Large Capacity Systems: 1 MW and above capacity systems</p>	<ul style="list-style-type: none"> • Interconnection Agreement Certificate of Completion • SREC data request document • Certificate of Good Standing (if the system owner is a company)

- ★ **Before Starting the Maryland Solar Certificate application process, you need to obtain all the required documents for your application selection type.**
- ★ **Projects with a generation capacity of 2 MWs and above must submit a CPCN or a CPCN exemption for type 1 and type 2 applications.**

How to Submit an Initial Application

Click the link below to register an email and create a password then log in to the PSC Solar Certification Process (SCP) System.

https://pscwebapp2.psc.state.md.us/newintranet/solarapp/login_new.cfm

You must login before you can access the Solar Certification Process (SCP) System.
For security purposes, you will be logged out after 15 minutes of inactivity.


You must register to use the SCP System. [Click here](#) if you have not yet done so.

Registered Email Address:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Login"/>	

[Solar PV Application Guide](#)

[Forgot password?](#)

How to Submit an Initial Application (cont)

- Read disclaimer and then scroll to the bottom of the page to select “I Accept”.
- Select the type of Commission filing “Initial Solar Application” 
- Complete the entire online application and refer to the certificate of completion to ensure it matches exactly.
- Click “Next” to upload required documents. Once the document(s) are uploaded, select “Yes” to submit filing.

Welcome to the PSC SCP System, PSC Customer.

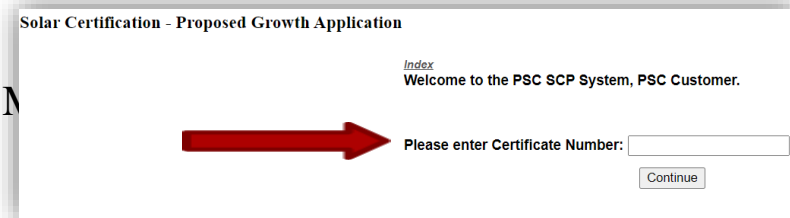
Filing an Application
Initial Solar Application
Proposed Change - Growth Application (provide Certificate Number)
Proposed Change - Other - e.g. Name change (provide Certificate Number)
De-Certify Existing Certificate (provide Certificate Number)
Update Pending Application (provide X Number)

How to Submit a Proposed Growth or Proposed Change Application ⁹

Log in to the PSC Solar Certification Process (SCP) System.

Read disclaimer and then scroll to the bottom of the page to select “I Accept”.

- Select the type of Commission filing: “Proposed Growth” or “Proposed Change”
 - ❑ The Proposed Growth application is only for capacity/output changes. All other changes must submit a Proposed Change application.
- Type in the original MD certification number (example: MXXXXX-SUN-01) to start application.
- Complete the entire online application. Click “Next”.
- The second page is the upload page. On this page you can verify and upload **ALL** required documents for the application type. Once the documents are uploaded, select “Yes” to submit filing.



Solar Certification - Proposed Growth Application

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Welcome to the PSC SCP System, PSC Customer.

Please enter Certificate Number:

How to De-Certify an Application

Log in to the PSC Solar Certification Process (SCP) System.

Read disclaimer and then scroll to the bottom of the page to select “I Accept”.

- Select the type of Commission filing: “De-Certify Existing Certificate”
- Type in the original MD certification number (example: MD-XXXXX-SUN-01) to start application.
- Complete the entire online application. Click “Next”.
- The second page is the upload page. On this page you can verify and upload **ALL** required documents for the application type. Once the documents are uploaded, select “Yes” to submit filing.

*See example
letter of
explanation*



Date

Dear Maryland PSC,

In reference to MD Certification Number "MD-00000-SUN-01", "Insert Aggregator Name" has been informed by the system owner, "Insert Customer Name" that the facility was decommissioned on "XX/XX/XXXX". Customer phone number is "000-000-0000" and their email address is "emailme@myemail.com". This change took place on "XX/XX/XXXX". Please let us know if you need any more information. The system is still located at "Insert Full Address".

Thank you for your help, and please advise if we can provide further information.

Authorized Representative Name
Signature
Title
Company Name

How to submit a Large Capacity Application 11

- Read disclaimer and then scroll to the bottom of the page to select “I Accept”.
- Select the type of Commission filing “Initial Solar Application”
- Complete the entire online application and refer to the certificate of completion to ensure it matches exactly.
- Click “Next” to upload required documents. Once the document(s) are uploaded, select “Yes” to submit filing.



How to update or correct a Rejected Application

- Read disclaimer and then scroll to the bottom of the page to select “I Accept”.
- Select “Update Pending Application”
- Cite application number
- Provide update based on received rejection notice.

Welcome to the PSC SCP System, PSC Customer.

Filing an Application
Initial Solar Application
Proposed Change - Growth Application (provide Certificate Number)
Proposed Change - Other - e.g. Name change (provide Certificate Number)
De-Certify Existing Certificate (provide Certificate Number)
Update Pending Application (provide X Number)



Frequently Asked Questions

- **What should I include in my letter of explanation for a Proposed Change Application?**
 - *Provide the following on company letterhead - Date, original MD Certificate number, facility owner name, description of change, signature and title of company representative.*

- **What should I include in my letter of explanation for a Proposed Growth Application?**
 - *Provide the following on company letterhead - Date, original MD Certificate number, facility owner name, description of growth formula (**the proposed growth formula of initial capacity + new capacity = total capacity**), signature and title of company representative.*

- **How can I obtain historical documents such as the initial application and letter order?**
 - *Log into the portal - Select “Reviewing Application” section. Enter your application number, the facility address, or the mail log number to obtain documents.*

Frequently Asked Questions

- **How can I obtain an Interconnection Agreement Certificate of Completion?**
 - Contact your local utility provider.

- **What is a Certificate of Good Standing and how can I obtain one?**
 - A certificate of good standing is a document provided by the Maryland Department of Assessment and Taxation, which verifies the business entity status. *Submitted Certificates must be in “Good Standing”.*

 - MD Department of Assessment and Taxation is located at:

700 E Pratt St, Baltimore, MD 21202

[\(410\) 767-1184](tel:(410)767-1184)

<https://dat.maryland.gov/businesses/Pages/Internet-Certificate-of-Status.aspx>


- **A Certificate of Good Standing must be issued by the state in which the owner's business is formed.**

STATE OF MARYLAND
Department of Assessments and Taxation


I, DANIEL K. PHILLIPS OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO LIMITED LIABILITY COMPANIES, OR THE RIGHTS OF LIMITED LIABILITY COMPANIES TO TRANSCACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT _____ REGISTERED SEPTEMBER 24, 2024, IS A LIMITED LIABILITY COMPANY EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF MARYLAND, AND THAT THE LIMITED LIABILITY COMPANY IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING TO TRANSCACT BUSINESS.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS NOVEMBER 21, 2024.



Daniel K. Phillips
Director

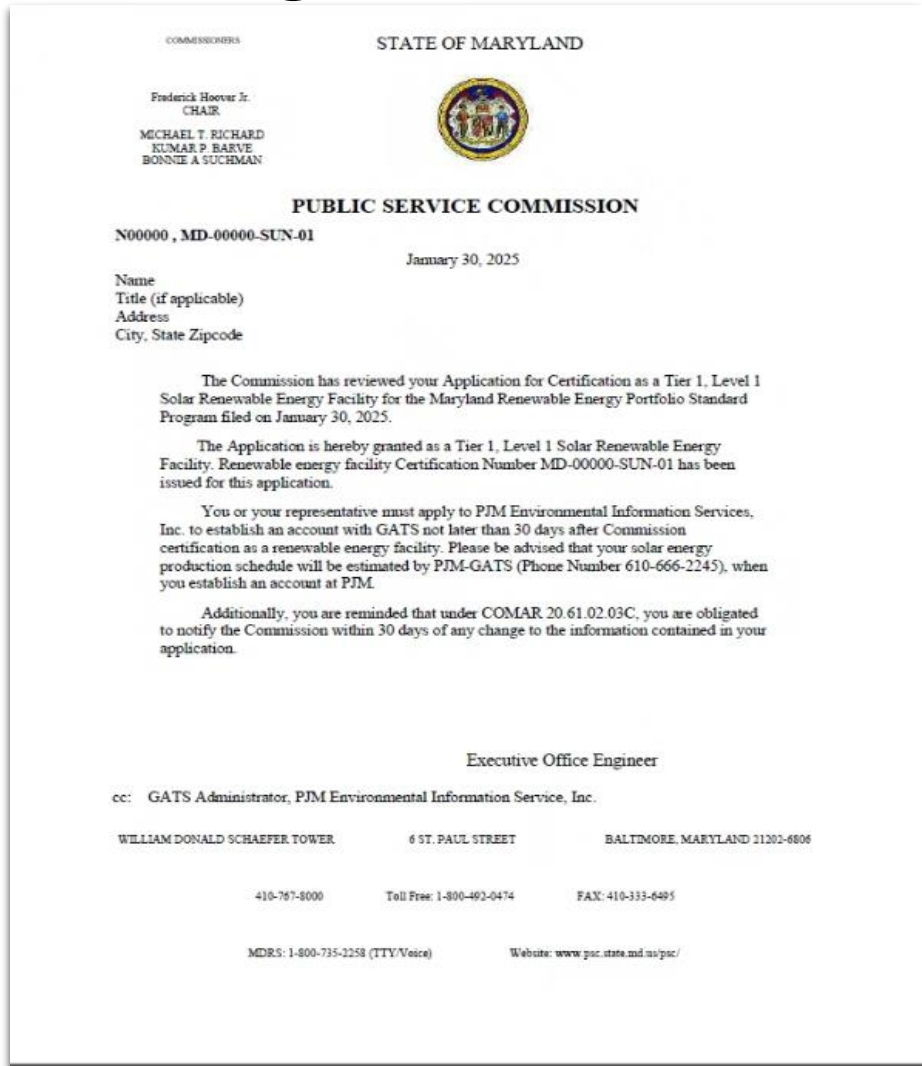


700 East Pratt Street, 2nd Flr, Ste 2700, Baltimore, Maryland 21202
Telephone Baltimore Metro (410) 767-1344 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: Vodyfy2C1KGRFJPmgRz1vQ
To verify the Authentication Code, visit <http://dat.maryland.gov/verify>

Frequently Asked Questions

- **What is a letter order?**
A formal authorization issued by the Public Service Commission confirming that the solar system has received MD certification at the facility address. This certificate is sent via email upon the approval of your PV Solar System application. (See sample image on the right for reference.)



Most Common Errors Leading to Application Rejection or Dismissal:

1. **Incomplete or Incorrect Interconnection Agreement Certificate of Completion (IACOC):**

Applicants must ensure the IACOC is fully completed and signed and dated by the utility provider. Any inaccuracies (e.g., wrong name, city, or zip code) must be corrected by contacting the utility provider.

2. **Discrepancies Between Online Application and IACOC:**

The online application must match the IACOC exactly. Any inconsistencies in name, capacity, or other details will lead to rejection. If discrepancies exist, clients must contact the utility provider for corrections and submit a letter of explanation. The IACOC must include the correct address, account holder name, system capacity, installer's information, and final acceptance with the approval signature and date.

3. **Energizing the Solar System Before Interconnection:**

The solar system should not be energized before the interconnection. The online date on the application must be on or after the interconnection date.

4. **Expired Certificate of Good Standing:**

Certificates are valid for one year from the date it's issued.

5. **Inconsistent Capacity displayed between documents:**

Applications should display the capacity exactly as it is shown on the IACOC.

For any questions regarding the application process, please email pvsolarapplication.application@maryland.gov

Next Steps

PJM-EIS' Generation Attribute Tracking System (GATS) is a trading platform for solar renewable credits. **Establish a Generation Attribute Tracking System (GATS) account within 30 days after certification.** This is essential for managing your Renewable Energy Certificates (RECs).

Please contact them directly for Solar Renewable Energy Credits. Prior to registering with PJM GATS, you would first need a certification number from the Public Service Commission.

- Website: <https://www.pjm-eis.com/getting-started>
- Email: gatsadmin@pjm-eis.com
- Telephone: (877) 750-GATS (4287)

The Maryland Public Service Commission is not involved in SREC trading. Please reach out to PJM GATS for inquiry on trading.

Small Solar Energy Generating System Incentive Program

The Small Solar Energy Generating System Incentive Program, established under 2024 Maryland Senate Bill 783, aims to support the growth of solar energy systems in the state. This program provides an opportunity for eligible solar systems to apply to become certified and earn Certified Solar Renewable Energy Credits (SRECs) - also known as 150% multiplier SRECs - which contribute to Maryland's Renewable Energy Portfolio Standard.

Eligibility Requirements for Participation

Solar energy systems that meet specific criteria can become certified and earn certified SRECs, which can then be used to meet RPS compliance.

To qualify for certification under the Small Solar Energy Generating System Incentive Program, a solar energy generating system must meet the following criteria:

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1. Location:

- The system must be located in Maryland.

2. RPS Compliance:

- The system must be eligible for inclusion in the Renewable Energy Portfolio Standard (RPS).

3. Generating Capacity:

- The system must have a generating capacity of 5 Megawatts (MW) or less.

4. Installation Date:

- The system must be placed in service between July 1, 2024 and January 1, 2028.

5. System Type:

- The system must fall into one of the following categories:
 - Systems less than or equal to 20 kW: Small systems with a generating capacity of 20 kilowatts (kW) or less.
 - Aggregate Net Metering Systems less than or equal to 2 MW: Systems that are part of an aggregate net metering arrangement with their utility and have a generating capacity of 2 MW or less.
 - Roof-top, Parking Canopy, or Brownfield System less than and equal to 5 MW: Systems located on a rooftop, parking canopy, or brownfield site with a generating capacity between 20 kW and 5 MW.

Required Documents

To participate in the Small Solar
Generating System Incentive Program

1. Interconnection Agreement: A copy of the Interconnection Agreement Certificate of Completion between the system applicant and the electric utility company.

2. Local Building Permits (if applicable):

A copy of the final approval of local building permits, if the system is located on a rooftop, parking structure, or parking lot.

→ Contact your local county permitting office if you do not have this document.

3. Brownfield Documentation (if applicable):

Documentation confirming that the system is located on a brownfield site if the system is eligible under this category.

Required Documents

To participate in the Small Solar
Generating System Incentive Program

4. Aggregate Net Metering Rider (if applicable): A copy of the aggregate net metering rider submitted with the interconnection agreement for systems eligible under aggregate net metering.

- Please contact your utility provider if you do not have this document.
- Aggregate Net Metering is a special type of net metering limited to certain customers and is accomplished by combining meter readings from multiple utility service points.

5. Additional Information (if applicable): Any other information requested by the Maryland Public Service Commission.

6. One-time certification payment Fee

- \$50 for systems with generating capacity equal or less than 20 kW.
- \$200 for systems with generating capacity over 20 kW.

Additional Information

Renewable Energy Credit (REC) Changes

- REC Lifespan: All RECs will now have a lifespan of five years, an extension from the previous three-year lifespan.
- One-Time Fee for Certification: A one-time fee is required upon certification as a Tier 1 renewable source:
 - \$50 for systems with generating capacity less than 20 kW.
 - \$200 for systems with generating capacity over 20 kW.
- Brighter Tomorrow Certification Number: Once certified, this certification number will feature the following nomenclature: “MD-90000-SUN-01-BT”

Capacity Limitations for Certified Systems

The following capacity limitations apply to certified systems:

- Systems < 20 kW: Total generating capacity cannot exceed 300 MW.
- Systems 20 kW and 5 MW: Total generating capacity cannot exceed 270 MW.

Prevailing Wage Requirements

Developers of solar projects with a generating capacity greater than 1 MW must ensure that workers are paid the prevailing wage rate as determined by the Maryland Department of Labor.

The interconnection agreement date will be used to determine the applicability of the prevailing wage requirement.

Glossary:

Certificate Number - A unique identifier assigned to an APPROVED Application. *Example:* MD-XXXXX-SUN-01

Applicant Name: Party submitting the application.

System Owner Name: Party who owns the system.

Utility: Company that provides electricity to your facility.

Fac Name: Facility owner listed on the Interconnection Agreement Certificate of Completion (IACOC).

Fac Address: Facility address listed on the IACOC.

Filing Company Name: Aggregating company (if applicable)

Operation and online Date: Date the system was turned on at the facility.

Aggregate Net Metering: Aggregate Net Metering is a special type of net metering limited to certain customers and is accomplished by combining meter readings from multiple utility service points by using the physical interconnection of service points or by summing the total usage from two or more meters (virtual aggregation). *See* PUA 7-306.3 and COMAR 20.50.10.07 and .08. An agriculture example would be combining the load on a farm's barn, outbuildings, and residence. A solar array may be installed on a barn, which would generally have excellent sun exposure, although it would use little electric power. Joining the load of the residence (which may have less roof area or be in a shady location) and outbuildings to the load of the barn would make the installation more practical and cost-effective for the customer.

Co-Location - Refers to a separately-metered solar array being located on the same or an adjacent parcel of land as another separately-metered solar array. Co-location typically relates to Community Solar projects as discussed within PUA 7-306.2 and COMAR 20.62.03.08.

Contact Information

For assistance with solar photovoltaic systems, please reach out to the appropriate contacts below:

Certification/Application Process Questions:

Email: pvsolarapplication.application@maryland.gov

Interconnection Agreement Certificate of Completion:

Contact your utility provider (refer to slide 5 for details).

Renewable Portfolio Standard Compliance Questions:

Harrison Scherr: harrison.scherr2@maryland.gov

Christine Ugwa: christine.ugwa@maryland.gov

Public Service Commission Engineering Questions:

Christopher Lo: christopher.lo@maryland.gov

Location:

Maryland Public Service Commission | Baltimore, Maryland

For any inquiries, please use the provided email addresses to ensure your questions are directed to the appropriate personnel.



www.psc.state.md.u

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