

Maryland Public Service Commission

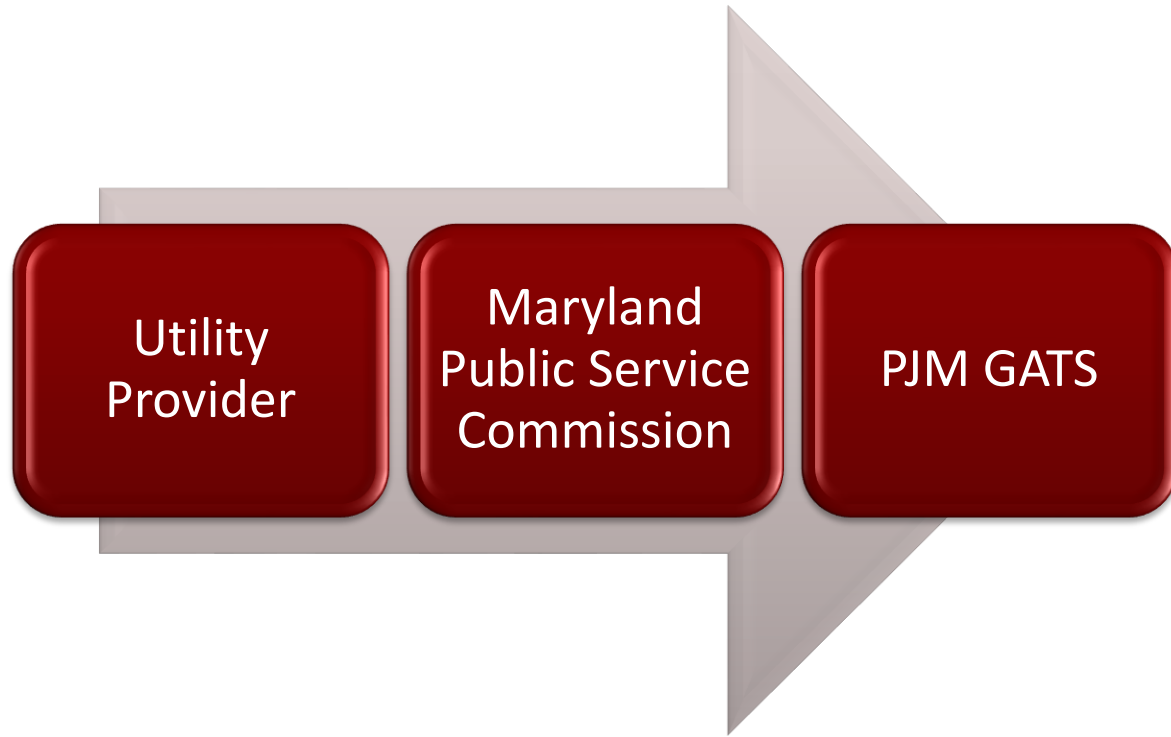
The mission of the Maryland Public Service Commission is to ensure safe, reliable, and economic public utility and transportation service to the citizens of Maryland

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

Solar Photovoltaic System Certification Process

- Once you have completed the installation of your solar photo voltaic (PV) system, you will need to contact your utility provider (Please see list of utility providers in Maryland on the next slide).
- 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.
- **Once you have received your signed copy of the Interconnection Agreement Certificate of Completion, you will then submit an application to the Maryland Public Service Commission to get your solar system certified.**
- A renewable energy facility or its authorized representative shall apply to PJM Environmental Information Services, Inc. to establish an account with GATS in its name not later than 30 days after Commission certification of the renewable energy facility. Except as provided under COMAR 20.61.03.03, a renewable energy facility shall maintain in good standing an account with GATS in order for a REC to be considered eligible to satisfy the renewable energy portfolio standard in Maryland.
 - <https://www.pjm-eis.com/>



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Utility Provider	Telephone Number
A&N Electric Cooperative	(757) 787-9750
Baltimore Gas & Electric Company (BGE)	(877)778-2222
Choptank Electric Cooperative	(877) 892-0001
City of Hagerstown Light Department	(301) 790-4160
Delmarva Power & Light	(800) 375-7117
Easton Utilities	(410) 822-6110
Potomac Electric Power Company (Pepco)	(202) 833-7500
Somerset Rural Electric Cooperative	(814) 445-4106
Somerset Rural Electric Cooperative	(800) 443-4255
Southern Maryland Electric Cooperative (SMECO)	(877)74-SMECO
The Potomac Edison Company	(800) 686-0011
Thurmont Municipal Light Company	(301)271-7313
Town of Berlin Electric	(410) 641-2770
Town of Williamsport Utilities	(301) 223-7711

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APPLICATION TYPE	REQUIRED DOCUMENTS
<u>Initial Application:</u> First time certifying your solar PV system.	<ul style="list-style-type: none"> ▪ Interconnection Agreement Certificate of Completion (signed and dated by both the customer and utility). Must be completed entirely. ▪ Certificate of Good Standing (If the system owner is a company). Certificate must be up-to-date and not more than a year old.
<u>Proposed Change\Growth Application:</u> If you already have a pre-existing Maryland Certificate Number which needs to be amended. Example: if you have recently acquired a property, date changes, or increased the capacity.	<ul style="list-style-type: none"> ▪ Copy of initial application ▪ Letter Order (Cite the initial MD Certificate number found on the letter order received via email upon application approval. Ex. MD-xxxx-Sun-01) ▪ Brief letter of explanation describing changes being made ▪ Interconnection agreement certificate of completion. ▪ Certificate of Good Standing (if the system owner is a company) ▪ Certificate must be up-to-date and not more than a year old.
<u>Decertification Application:</u> To decertify your PV solar system within Maryland.	<ul style="list-style-type: none"> ▪ Brief letter of explanation ▪ Interconnection Agreement Certificate of Completion (signed and dated by both the customer and utility customer)

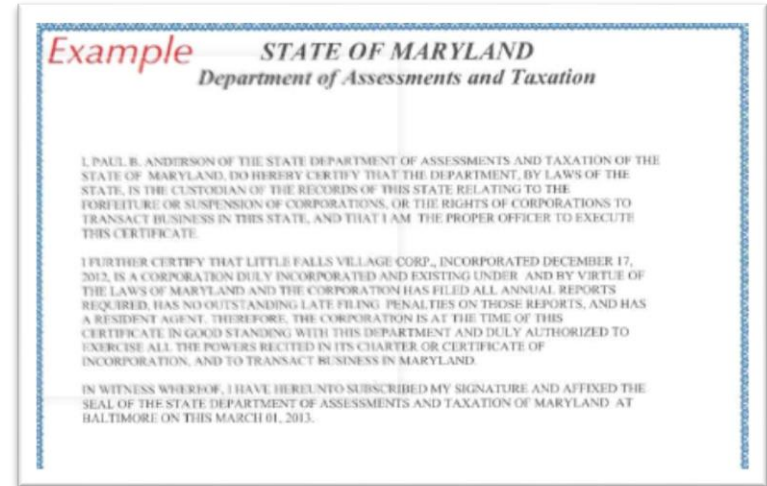
Before Starting the MDPSC Solar Certificate application process, you need to obtain all the required documents for your application selection type (Initial, proposed change/ growth, or decertification)

Generation capacity of 2 MWs and above must submit a CPCN or a CPCN exemption for type 1 and 2 application.

General Notes: Do not provide as-built drawings, power purchase agreement, billing information, and county permits unless requested.

Frequently Asked Questions

- How can I obtain an Interconnection Agreement Certificate of Completion?
 - Interconnection Agreement Certificate of Completion is provided by your utility provider. In which you will have to fill out and return to the provider to sign.
- What is a Certificate of Good Standing and how can I obtain one?
 - A certificate provided by the Maryland Department of Assessment and Taxation, which verifies that a business entity is in “good standing,” and all documents and fees required by law to be submitted to the Department have been received, and that no other government agency has notified the Department that the entity is delinquent in tax payments.
 - <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. If the business is not formed in Maryland, please check with the state in which the business is established.**



Frequently Asked Questions

- What is a letter order?
 - This is the certificate that was emailed upon the initial approval of your solar PV system. (Please see sample picture on the bottom right)



Frequently Asked Questions

- What should I include in my letter of explanation for a proposed change/ growth application?
 - Reference to the original filing and the information contained in it; and a detailed explanation of the proposed change and how the change will affect the original filing.
- How can I obtain historical documents such as the initial application and letter order?
 - Log into the portal and go to the reviewing application section. Please note you must have the E-number (initial application number), the facility address, or the mail log number to obtain documents.
 - If you are unable to obtain the document through the portal, please email solar.documents@maryland.gov
 - In the subject line put the MD certification number only.
 - Please cc'd all parties such as the system owner and facility host.
 - State the documents you are seeking

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)

Reviewing Applications
View Previous Applications (provide E Number)
View Previous Applications (provide Facility Address)
View Certificate (provide E Number)
View Application Status (provide E Number)
View Archived Maillog (provide Maillog Number)



Account Information
Update Account Info
View Account Info
Change Password
Logout

MD PSC Solar Applications are submitted through the PV System

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

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

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?](#)

Once you have all the required documents for your filing, you will then go to the link above to create a username and password. If you already have a username and password , please log into portal to complete an application

How to Submit an Initial Application

Welcome to the PSC SCP System, PSC Customer.

- ☐ Log on to the portal using the registered email address and password
- ☐ Scroll down to the bottom of the page to select “I accept”
- ☐ Select the type of Commission filing
Initial Solar Application
- ☐ Complete the entire online application. Information *must* reflect the information on the Interconnection Agreement Certificate of Completion exactly.
The **facility information** on the online application *must* reflect the Interconnection Agreement Certificate of Completion (IACOC). For example, the facility name on the online application must reflect the name on the customer's name on the IACOC.
- ☐ Click “Next” to go to the upload page. Once the document(s) are uploaded select “Yes” to Submit Filing.

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How to Submit a Proposed Growth Application or a Proposed Change Application

- ❑ Log on to the Portal using the registered email address and password
- ❑ Read and scroll down 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 MD certification number (example: MD-XXXXXX-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 the required documents for the application type. Once the documents are uploaded select “yes” to submit filing.

Solar Certification - Proposed Growth Application

[Index](#)

Welcome to the PSC SCP System, PSC Customer.

Please enter Certificate Number:

Continue

Solar Certification - Proposed Change Application

[Index](#)

Welcome to the PSC SCP System, PSC Customer.

Please enter Certificate Number:

Continue

How to Update an Application or Correct a Rejected Application

Welcome to the PSC SCP System, PSC Customer:

- ❑ Log into the portal. Once you are on the main page of the solar application portal, select **“Update Pending Application”**
- ❑ Cite the X number (previously E Number) given upon Initial Application submission to make corrections or upload missing documents.
- ❑ Please refer to any rejection notice received via email for recommended updates to your application.

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)



Reviewing Applications
View Previous Applications (provide E Number) View Previous Applications (provide Facility Address) View Certificate (provide E Number) View Application Status (provide E Number) View Archived Maillog (provide Maillog Number)

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Most Common Errors

Below are the most common errors that would result to a rejected application and possibly a dismissal of the application:

- **Incomplete or Incorrect Interconnection Agreement Certificate of Completion (IACOC).** It is the client's responsibility to complete the IACOC and have it signed by the Utility provider. If the IACOC is incorrect such as the wrong name, city, zip code, etc. it is the client's responsibility to contact the utility provider and have it corrected.
- **The online application is incomplete or does not reflect the Interconnection Agreement Certificate of Completion (IACOC).** There are no exceptions. If the name, capacity, or any information does not reflect the IACOC, it will be rejected and if not corrected within a timely matter it will be dismissed. There are no exceptions. If the client does not agree with the information on the IACOC, please contact your utility provider for corrections and submit a letter of explanation. The IACOC must show at least show address, account holder name, system capacity, installer's information, final acceptance and approval signature with date.
- For the initial application, the solar system should not be energized before the interconnection date. Therefore, the operational date should be on or after the interconnection date on the online application.

If you have any questions related to the application process, please email pvsolarapplication.application@maryland.gov

SREC FAQ

- What are Solar Renewable Energy Credits/ Certificates (“SRECS”)?
 - SRECs are the commodity traded in markets in states that have Renewable Portfolio Standards (RPS) programs.
 - A REC is created for every megawatt-hour of electricity generated. Anyone who registers a generator with Maryland Public Service Commission and registers an account with PJM, can sell RECs.
- Where do I get solar renewable energy credits from?
 - PJM Interconnection is the power grid operator and wholesale market administrator for Maryland. PJM Generation Attribute Tracking System (GATS) is a multi-state registry for SRECs (please see GATS website for more information). It was designed to help the needs of buyers and sellers.
- What is an aggregator?
 - An aggregator trades various renewable energy sources or manage these sources on owners’ behalf.
- Could I obtain SRECs on my own?
 - Yes! First you would have to certify your solar photovoltaic system with the Public Service Commission. If approved, you will receive a certification number. Upon receipt of the certification number, you would go to GATS PJM and follow their procedures for registration. <https://www.pjm-eis.com/getting-started>

How do I Trade SREC?

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

❑ PJM-EIS' Generation Attribute Tracking System (GATS) is a trading platform for solar renewable credits. 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)

Contact Information

The Maryland Public Service Commission is responsible for the certification of solar photovoltaic systems. Please contact the following if you need help in:

- **Certification/ application process questions:**
 - pvsolarapplication.application@maryland.gov
- **Interconnection Agreement Certificate of Completion:**
 - Contact your utility provider, see slide 4.
- **Renewable portfolio standard compliance questions:**
 - craig.taborsky@maryland.gov
 - christine.ugwa@maryland.gov
- **Public Service Commission engineering questions:**
 - craig.taborsky@maryland.gov



www.psc.state.md.us

