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## RESIDENTIAL DISTRIBUTED ENERGY RESOURCES INTERCONNECTION PROCESS FLOW

Distributed Energy Resources (DER) include devices and systems that generate electricity and also include devices that store distributed energy, e.g., batteries. Installing a distributed energy resource represents an important household investment and we appreciate the time you’ve put into this decision. In order to assist you through the process, SRP has developed this checklist so that you can monitor where your application is at in the process. If you have any questions, please contact SRP at **(602) 236-4661** or by e-mail at [DER@srpnet.com](mailto:DER@srpnet.com).

<b>RESIDENTIAL DER INTERCONNECTION PROCESS CHECKLIST</b>	
<b>APPLICATION</b>	
<b>Step 1</b>	<p><b>Submit Battery Storage Incentive Reservation Application Form (optional):</b> The battery storage incentive is available for up to 4,500 residential electric customers on a first-come, first-served basis through April 30, 2021. Prior to submitting a Program Application, an SRP account holder or property owner (“Customer”) may reserve a spot for the incentive by:</p> <ul style="list-style-type: none"> <li>• Completing and submitting the Reservation Application Form on the SRP website, <a href="http://srpnet.com/battery">srpnet.com/battery</a>, or</li> <li>• Contacting SRP’s Connected Home team at <b>(602) 236-4448</b> to complete the Reservation Application Form by phone.</li> </ul> <p>Once the Reservation Application Form is completed, SRP will confirm Customer eligibility and follow up via email within two business days. Confirmed Customers will receive a unique reservation code which gives the Customer 90 days to secure a licensed contractor (“Installer”) to install and submit the required DER Application to SRP (see Step 2). If SRP does not receive the Program Application by the 90-day deadline, the reservation code will expire, but a Customer may reapply if the program is still available. The DER Facility must be commissioned within six (6) months of application approval.</p> <p>If a Customer does not complete a Reservation Application Form, SRP determines the Customer’s eligibility for the Battery Storage Incentive when it receives a complete Program Application package. If Customer of Record is not the Property Owner, both the Customer of Record and the Property Owner must sign the Program Application.</p>
<b>Step 2</b>	<p><b>Submit the Program Application.</b> The Customer or Installer must prepare a Program Application package and submit it as a single package to SRP. Customer can be either the SRP Customer or the Property Owner. A complete Program Application package includes:</p> <ul style="list-style-type: none"> <li>• A completed DER Application with all signature fields filled out.</li> <li>• A site plan diagram that conforms to the approved site plan checklist.</li> <li>• A three-line electrical diagram that conforms to the approved three-line electrical diagram checklist.</li> <li>• An installation contract from the listed Dealer or Installer, on their letterhead, that includes a) Customer name, (b) installation address, and (c) manufacturer name(s), model number(s) and quantity(s) for all equipment being added. As much as is possible, prices should be itemized. A price quote is not required for self-install projects.</li> </ul>

<p><b>Step 2 cont.</b></p>	<ul style="list-style-type: none"> <li>• If the Customer is applying for the SRP Battery Storage Incentive or a Demand Management Facility Rebate, a valid IRS W-9 form, <i>Request for Taxpayer Identification Number and Certification</i>, must be submitted. Please refer to the Program Requirements for information on eligibility for the Demand Management Facility rebate.</li> <li>• A copy of the executed lease agreement for the Customer if equipment is being leased.</li> <li>• If the location of the DER Facility is not owned by the SRP Account Holder, then the Property Owner of that location must sign the application as required in the SRP DER Program Requirements.</li> </ul> <p>Program Applications may be submitted to the Distributed Energy Programs team at DER@srpnet.com.</p>
<p><b>Step 3</b></p>	<p>Once SRP receives the Program Application, SRP will review the application for completeness and proactively notify the Installer of any issues in a timely manner. Customer will have six months to complete the Interconnection Agreement, installation and commissioning of the DER Facility. During this timeframe, SRP will actively work with the Customer, Installer and city/town/county to help facilitate this process. These steps include design approval, clearance permits and final inspection/commissioning approval from SRP.</p>
<p><b>Step 4</b></p>	<p>Homebuilders: Before the Program Application can continue through the process, there must be an active SRP account and meter at the location where the DER will be installed.</p>
<p><b>INTERCONNECTION AGREEMENT</b></p>	
<p><b>Step 5</b></p>	<p>SRP will prepare a Distribution Interconnection Agreement (IA) and send the IA to the Property Owner for his/her electronic signature. The IA is based on kW-AC size of the facility and must be in place before the facility can be commissioned.</p>
<p><b>DESIGN REVIEW</b></p>	
<p><b>Step 6</b></p>	<p>SRP will create an order on the Customer’s account to track the design review phase of the process. After this order is created, the project will be assigned to an SRP design consultant.</p> <ul style="list-style-type: none"> <li>• If any work will be performed on the service entrance section (SES), upgrade or de-rate, the order with SRP to pull the meter must be in place before the diagrams will be reviewed. If the authority having jurisdiction (AHJ) does not permit the work at the SES prior to DER installation, the Installer must provide a <b><i>Certificate In-lieu of Electrical Clearance</i></b>. This document is required before SRP inspection and re-energization.</li> <li>• If the application covers modifications to a commissioned DER Facility, the three-line electrical diagram and site plan must include as-builts from the existing facility.</li> </ul>
<p><b>Step 7</b></p>	<p>The design diagrams will be reviewed by an SRP design consultant. The Customer and Installer will be notified if there are any issues with the diagrams or if additional information is needed. If revised diagrams are requested, the Installer must submit them to SRP at DER@srpnet.com with the Subject Line “<i>REVISION - INSTALLATION ADDRESS</i>” before the application will continue through the process. When the design meets SRP’s interconnection requirements, the design consultant will update the order on the Customer’s account showing compliance.</p>



INSTALLATION	
<b>Step 8</b>	Upon receiving approval to proceed from SRP’s design consultant and obtaining all applicable building permits from the AHJ, the Installer may proceed with installing the DER Facility.
INSPECTION BY AHJ	
<b>Step 9</b>	<p>Your jurisdiction will determine whether you need a City Clearance (CC) or <b><i>Certificate In-lieu of Electrical Clearance (CILC) for Distributed Energy Resource Interconnection Projects.</i></b></p> <p>Upon completing construction of the DER electric facility, the Installer must contact the appropriate AHJ to inspect the facility. The AHJ must submit a CC to SRP indicating that the DER Facility has passed inspection.</p> <ul style="list-style-type: none"> <li>• If the AHJ does not issue permits on these types of projects and therefore does not inspect them, then the Customer and Installer must sign and submit the CILC for Distributed Energy Resource Interconnections. This document must be emailed to CCDESK@srpnet.com.</li> </ul>
FINAL INSPECTION AND COMMISSIONING	
<b>Step 10</b>	<p>Once the DER Facility has received CC/CILC and SRP has received the IA signed by the Customer, an email from no-reply@sharepointonline.com will be sent to the Installer with a link to the SRP Contractor website.</p> <ul style="list-style-type: none"> <li>• Installer will see all pending inspections.</li> <li>• Installer will schedule the Customer’s final inspection/commissioning appointment. <b><i>Note: If any revisions need to be made to site plan or three-line documents, the revised documents must be received by SRP at least five (5) days before the inspection/commissioning appointment.</i></b></li> <li>• Installer will receive email notification that the Customer has been scheduled.</li> <li>• It is the Installer’s duty to inform the Customer of the scheduled appointment.</li> <li>• If the DER Facility includes a battery, it must be charged for the commissioning appointment.</li> <li>• If the facility fails inspection, an email will be sent to the Installer with a description of the reasons for the failure.</li> <li>• If the Installer fails to show up for the scheduled appointment, they will be charged a \$203 rescheduling fee which must be paid before rescheduling. Likewise, failing an inspection for the same reason is also subject to the \$203 rescheduling fee.</li> </ul>
<b>Step 11</b>	Upon successful completion of the commissioning, Customer will be able to energize their DER Facility. DER Facilities should never be energized and running prior to the official commissioning when new SRP meters are set, except for testing.
<b>Step 12</b>	After commissioning, if the DER project included the installation of a qualifying battery storage facility and/or a demand management facility, an incentive/rebate check(s) will be processed by SRP and mailed to the Customer or their designee as long as SRP has a valid W-9 form. Allow up to six (6) weeks for check processing.
<b>Step 13</b>	After commissioning, a “Permission to Operate” letter will be sent to the Installer.

**Changes to DER Facilities before commissioning:** If changes to any portion of the application package are made after submittal, the Customer or Installer must submit a ***Residential Distributed Energy Resource Application Addendum***, along with copies of all applicable documents that must be



revised as a result of the changes (refer to Step 1 for a list of these documents). Please note that the application may move back in the process depending on the changes, resulting in a lengthier application processing time.

**Changes to existing DER Facilities:** When making any changes to a facility that has been commissioned, you can now use the primary ***Residential Distributed Energy Resource Application*** which asks for the “Description of Service” at the very top of the application. Select “Change in DER at existing service” to indicate that the location already has a DER Facility. The process for adding to or changing an existing DER Facility mirrors the new application process (see steps above).