



Distributive Generation (DG) Interconnection Process

The following DG Interconnection process shall be used by any DG Owner for the installation and implementation of a DG system. It also explains how Pearl River Valley EPA (PRVEPA) and Cooperative Energy will administrate the DG process, including the Distributed Generation payment program for paying a DG Owner for excess energy generated. These steps are necessary in order to meet all safety, regulatory and operational requirements associated with attaching a DG system to the national electric grid.

First Steps: Information to DG Owner about Interconnection Process

1. **Owner** contacts **PRVEPA** about interconnection process.
2. **PRVEPA** explains interconnection process and sends DG Documents and Interconnection Agreement to **Owner**. These document are also available online at <http://www.prvepa.com/content/important-information-about-residential-solar-generation>.
3. **Owner** submits an Application, a One-Line Diagram of proposed system and other supporting documentation to **PRVEPA**.
4. **PRVEPA** reviews Application and notifies **Owner** when Application is approved and provides **Owner** with a notice to proceed with installation.

DG Owner moves forward with Installation

1. **Owner** notifies **PRVEPA** of intentions to move forward and proceeds with the installation of the DG System.
2. **Owner** notifies **PRVEPA** when installation is complete and coordinates commissioning test procedure and date with **PRVEPA**.

Commissioning Test

Note: DG installation will be commissioned only after a test witnessed by **Owner, PRVEPA and Cooperative Energy**.

1. **PRVEPA** and **Cooperative Energy** will meet **Owner** on-site to witness a commissioning test.
 - a. If necessary, **Owner** corrects any item(s) noted during commissioning and contacts **PRVEPA** for re-inspection.
2. All documentation is signed and executed by **Owner, PRVEPA, and Cooperative Energy**.
 - a. Application
 - b. Interconnection Agreement
 - c. W-9 Form (if **Owner** plans to sell excess energy)
3. Fees paid to **PRVEPA**; or **Owner** may agree to be billed for any fees.
4. Periodic Testing schedule agreed upon between **Owner** and **PRVEPA**.
5. **PRVEPA** notifies **Owner** that DG System may be placed in-service upon completion of commissioning test and execution of all documentation.

Completion of Paperwork

PRVEPA sends to **Owner**:

1. One fully Executed Interconnection Agreement via email.

DG System in Operation – selling excess energy

1. **Owner** is paid for any excess energy that is placed back onto the **PRVEPA** distribution system
2. **PRVEPA** meters excess energy and sends monthly DG readings to **Cooperative Energy**.
3. **Cooperative Energy** sends **PRVEPA** monthly DG Payment status.
4. **Cooperative Energy** creates DG payment check for DG **Owner** when:
 - a. DG payment amount accrues to \$25 or greater;
 - b. End-of-year DG closeout payment.

General Information

1. When applicable, **Cooperative Energy** will purchase surplus energy at the rate stated in **PRVEPA's** Power Purchase Agreement for excess DG energy sold to electric grid, updated annually; the current rate is 4.5 cents/KWH.
2. **Cooperative Energy** will retain the original DG Interconnection Agreement documents and will distribute executed copies to **Owner** and **PRVEPA**.
3. **Owner** will furnish and install a visible disconnect opening required by **PRVEPA** along with permanent labeling attached with screws or rivets.
4. DG system shall not be turned on or connected to the grid until **Owner** notifies and schedules with **PRVEPA** a commissioning date and time for **Owner** to test wiring and verify functionality of DG system (penalties are enumerated in **PRVEPA's** DG Policies and Fees).
5. **Owner** is responsible for and shall perform Periodic Testing of DG system as required by DG standards and furnish **PRVEPA** copies of same.