



**GOVERNMENT OF THE VIRGIN ISLANDS**  
**of the**  
**UNITED STATES**  
Public Services Commission



**MEMORANDUM**

From the Desk of:

S. L. Setorie  
Assistant Executive Director

Dear PSC Customer,

As you requested, attached is a copy of the procedures outlining the requirements for application for small power production and co-generation certification in the Virgin Islands.

Please feel free to contact us if you have any additional questions or concerns at 778-6010 and 776-1291. For additional information and to review the V. I. Rules & Regulations governing the procedures please go to [www.psc.gov.vi](http://www.psc.gov.vi).

Thank you for your inquiry.

cc: Keithley R. Joseph  
Executive Director

Attachment:



**GOVERNMENT OF THE VIRGIN ISLANDS**  
**of the**  
**UNITED STATES**  
Public Services Commission



**Virgin Islands Public Services Commission**  
**Information Required of QF Applicants**

QF Applicants are requested to provide the Public Services Commission (PSC or Commission) the information below. The information provided by the Applicant shall be complete and provided in as much detail as possible. Any questions or clarification required concerning any of the requests below should be addressed to: **Virgin Islands Public Services Commission, P. O. Box 40, St. Thomas, VI 00802. Attn: Executive Director**

Applicant shall provide in appropriate detail the following:

1. Overview of their proposed project including a discussion of the characteristics of the proposed facility and why Applicant believes such proposed facility should be granted qualifying status.
2. Applicant shall provide:
  - a. Name of entity
  - b. Contact name, address, and phone number
  - c. Facsimile number
  - d. Email address
  - e. Web site address
3. Applicant shall provide the following with respect to the Virgin Islands:
  - a. Copy of its organizations Article of Incorporation filed pursuant to Title 13 VI. Code
  - b. Copy of business license from the Department of Licensing and Consumer Affairs
4. Applicant shall state their legal form of organization (LLC, partnership, other). Applicant shall describe their business structure and shall provide:
  - a. An ownership chart identifying all affiliate relationships including any upstream entities that may have an interest in the proposed project.
  - b. Date formed
  - c. State of registration and current legal status
  - d. Identify members of LLC, partners, or shareholders greater than 10%.
  - e. Copy of operating agreement (LLC), partnership or shareholder agreement
  - f. Identify each QF, small power production or merchant project where the Applicant has a current interest in the generation or sale of electric power. Identify each such interest.

5. For each partner, shareholder greater than 10 percent or LLC member of the Applicant provide their:

- a. Full name
- b. Full address
- c. Phone numbers
- d. Facsimile number
- e. Web site address, and
- f. Appropriate E-mail addresses

6. Provide a general description of Applicant's experience in the development, financing, construction, and operations of qualified facilities, small power production, or merchant electric generating facilities. To the extent, Applicant has limited or no experience, please state the experience of its partners, shareholders, or LLC members.

7. To the extent applicable, please indicate for the "proposed" technology:

- a. Location and number of previous units developed and installed by Applicants or affiliated partners or members
- b. Provide the number of similar installations in the US installed by others? Worldwide?
- c. Location and sizes of similar installations in the US and world-wide installed by others.

8. Describe the nature of discussions with WAPA concerning the proposed QF.

9. As a QF does the Applicant expect that WAPA's will calculate a prospective monthly avoided cost (to be approved by the Commission) and that energy from its proposed QF project will be sold to WAPA on this basis? A prospective annual avoided cost? An actual after the fact daily avoided cost? Just what avoided cost basis does the Applicant expect the Commission to approve for the purpose of pricing the purchase of energy by WAPA from the Applicant?

10. For the proposed QF project what are the proposed project sites under consideration. The Applicant shall indicate:

- a. General location (area or areas). If available a street address
- b. General size of the site required
- c. Conceptual site or plot plan including equipment layout
- d. Status of land acquisition activities and estimated acquisition date

11. The Applicant in its QF application should provide:

- a. Technology to be deployed
- b. Type and size of units
- c. Sources of fuel—identify the most likely sources of fuel.
- d. How often will off-island fuel be shipped?
- e. Fuel storage requirements, handling, and safety considerations
- f. Confirm the net project thermal efficiency, if applicable.

12. Applicant should describe the following:

- a. Anticipated siting and permitting, construction start-up and commercial operations dates
- b. Nature of siting activities to be undertaken and status
- c. Nature of baseline environmental and engineering studies to be undertaken and status
- d. Identification of permitting activities and status
- e. Status of design engineering activities and status
- f. Status of equipment procurement activities and status
- g. Proposed construction contracting activities
- h. Description of the interconnection to WAPA's delivery system

13. Provide the estimated electricity production from the proposed project.

- a. Describe the methodology used by the Applicant to determine production levels
- b. State all assumptions concerning project efficiency and station service and any power losses.
- c. Provide the expected monthly and annual energy production output that would be available to WAPA.

14. Identify any delivery system requirements and interconnection with WAPA.

- a. Describe the proposed delivery system and interconnection facilities proposed.
- b. Include an electrical on-line diagram of the proposed interconnection.

15. Indicate those products and services Applicant contemplate that WAPA will provide the proposed project, for instance:

- a. Supplementary or backup power
- b. Maintenance power
- c. Interruptible power

16. Describe the permitting process including:

- a. Identification of each permit required
- b. Milestones associated with each permit
- c. Parties responsible for each permit
- d. Current status of each permitting activity
- e. Identify Applicant's proposed environmental, aesthetic, and noise mitigation strategies

17. Describe the status of project commitments by the Applicant. For instance:

- a. Have legal, financial and engineering counsel been retained and given notices to proceed by the Applicant?
- b. Has the Applicant ordered any equipment?
- c. Has the Applicant initiated discussions on the purchase of a proposed project site?

18. Description of Applicant's proposed capital financing structure for the project including:

- a. Proposed financing sources and capital to be raised from each source
- b. Proposed credit enhancements expected to be provided by WAPA or the VI government, if any.
- c. Table summarizing the sources of capital funds and uses of those funds

19. Provide financial information for the Applicant such as the following:

- a. Most recent audited or un-audited financial statements. To the extent that audited statements are unavailable, please indicate why.
- b. Dunn & Bradstreet, Experian, Equifax or similar business credit report for the Applicant.
- c. Better Business Bureau accreditation and summary of reviews
- d. Tax ID number of the Applicants

\* The Commission reserves the rights to request any additional information and/or documentation necessary in order to complete a comprehensive analysis of applications.

\*\* To review V. I. Rules & Regulations Governing Small Power Production & Cogeneration visit [www.psc.gov.vi](http://www.psc.gov.vi)