

Successor Solar Incentive (SuSI) Program Administratively Determined Incentive (ADI) Program Community Solar Energy Program (CSEP) CSEP Initial Registration Checklist

The Community Solar Energy Program (CSEP) provides incentives to eligible community solar facilities to enable the continued efficient and orderly development of solar electric generating sources throughout New Jersey.

Solar facilities that have been conditionally accepted in the SuSI Program, including in the CSEP, or in the Transition Incentive Program, are not eligible to submit a new registration in the CSEP until its initial conditional registration expiration date has passed.

This checklist provides a list of the requirements for submitting an Initial Community Solar Registration Package in the CSEP. Pursuant to the Community Solar Energy Program rules at N.J.A.C. 14:8-9.2, a community solar facility refers to the physical equipment, including, but not limited to, panels, inverters, racking, and balance of systems nameplate capacity in DC rating not to exceed five MW.

For CSEP registration to be deemed complete and conditionally accepted in the CSEP, the following requirements must be satisfied. All registration documents must be submitted in the CSEP online portal.

- ☐ A completed **CSEP Registration Certification Form** with all the appropriate signatures. **All sections must be completed** and should match the information entered in the CSEP online portal. If using electronic signatures, please upload the Certificate of Completion or Signature Verification Sheet.
- ☐ A **Site Plan certified by a licensed professional engineer** that includes all features that may affect performance and construction of the solar facility. The site map must clearly indicate the location of the generator(s), batteries (if any), lockable disconnect switch (unless otherwise approved by the electric utility, the disconnect switch shall be installed at the electric utility meter location) and point of connection with the utility system. Equipment information, system size, installation address and the solar installer's company name must be included on the site map.
- ☐ **Guaranteed Bill Credit Discount** – Developers are required to state in their CSEP registration and in the online portal a guaranteed bill credit discount of no less than 20% which will apply for the duration of the customers' subscription. Projects owners can at any time, offer a greater discount to the discount identified in the initial CSEP registration. The guaranteed bill credit cannot be increased from the discount included in the initial registration.
- ☐ **Conditional Approval to Construct** – written authorization from the EDC providing conditional approval to install that indicates the completion of a facility study or equivalent feasibility or engineering study.

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- ☐ **Milestone Reporting Form** – This form is required to be submitted with the initial CSEP Registration packet and quarterly thereafter until the Final As-Built packet is submitted. Quarterly reports must be submitted to the CSEP Processing Team within two weeks of the quarter ending on March 31, June 30, September 30 and December 31. Quarterly reports can be submitted via email to njreinfo@njcleanenergy.com. If using electronic signatures, upload the Certificate of Completion or signature verification sheet.
- ☐ A complete **Community Solar Permit Form** showing evidence of applications for all discretionary land use approvals and entitlements applicable to the solar project. This standard form can be found on the NJ Clean Energy website. Please **do not** include additional documentation with this form.
- ☐ A complete **Community Solar Engagement and Subscriber Acquisition Plan**. This standard form can be found on the NJ Clean Energy website. Include a copy of the letter of support from the municipal council and/or mayor of the municipality in which the solar facility will be located, or as an alternative to the letter of support, applicants may submit evidence of submission to a municipal clerk a certified letter stating that the developer intends to construct the community solar project and how it will engage the municipality and local organizations to enroll residents as community solar subscribers. The letter may include a copy of the Community Solar Engagement and Subscriber Acquisition Plan. This does not affect the requirement for automatic enrollment projects to obtain a municipal ordinance or resolution authorizing the project. Please **do not** include any additional documentation with this form beyond the letter of support or letter to the municipality with evidence of submission.
- ☐ For projects that previously participated in the Community Solar Pilot Program for Program Year 1 or Program Year 2, **a copy of the NJBPU Board Order granting conditional certification** for a community solar facility project to be constructed.
- ☐ For solar facilities on a contaminated site or landfill, a completed **NJ Department of Environmental Protection Permit Readiness Checklist**. This standard form can be found on the NJ Clean Energy website.
- ☐ For **solar facilities on a contaminated site or landfill**, a completed **Contaminated Site and Landfill Eligibility Verification Form**. This Verification Form is required to be submitted with NJDEP sign off for the solar facility to be issued a conditional acceptance letter in the CSEP. CSEP registration packages that are submitted with Verification Form that is not yet signed by NJDEP will receive a Pending Acceptance Letter and will be required to submit a signed Verification form to be issued a conditional acceptance letter in CSEP. The 24-month commitment will be based on the date NJDEP signed the Verification Form.



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Contaminated Sites, Landfills, and Mining Sites

Solar facilities sited on contaminated sites, landfills, and mining sites are required to be designed to prevent onsite erosion and protect offsite areas from erosion and flooding. Specifically, projects would be subject to the **New Jersey Soil Erosion and Sediment Control Act (N.J.S.A. 4:24-39 et seq.)**, its implementing rules at **N.J.A.C. 2:90**, and **NJDEP's Stormwater Management Rules under N.J.A.C. 7:8**.

Once a complete CSEP Registration is reviewed and deemed complete, a CSEP acceptance letter will be issued to all parties listed on the CSEP Registration Certification Form. The letter of conditional acceptance will certify that once the system is installed and all CSEP requirements have been satisfied, the system may be eligible to generate SREC-IIs in accordance with the State's Renewable Portfolio Standard rules. Once the installation is complete, a Post Construction Certification (Final As-Built) packet is required to be submitted with permission to operate issued by EDC on or before the project's expiration date noted in the CSEP acceptance letter. The Post Construction Certification Checklist can be found at njcleanenergy.com. All CSEP installations will be required to be inspected by the CSEP Inspector.

Community solar facilities are prohibited in the CSEP from "Commencing Construction" (defined as obtaining permission to operate or PTO) prior to receipt of acceptance into the CSEP program. Solar facilities that obtain PTO prior to the issuance of the CSEP acceptance letter will be required to petition the Board for eligibility in the CSEP Program.

Community solar facilities are permitted to be installed on the following site types:

- 1) Rooftops
- 2) Floating solar on bodies of water that have little to no established floral and faunal resources, such as water treatment reservoirs and dredge pools
- 3) Carports and Canopies
- 4) Contaminated Sites (**N.J.S.A. 58:10B-1**) and Landfills (**N.J.A.C 14:8-1.2**)
- 5) Mining Sites

Interconnection and Authorization to Energize Requirements

Issuance of a conditional acceptance letter does not constitute a determination of eligibility to interconnect the project to the distribution system in New Jersey. Solar project owners or their developers must follow the interconnection process required by New Jersey law at **N.J.A.C. 14:8-1** through **14:8-5.9** and facilitated by their Electric Distribution Company (EDC).



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Increases and Decreases to System Size

If, after submittal of an initial CSEP Registration packet, an increase of up to 20 percent or 25 kW (dc), whichever is smaller, in the solar electric generating facility's generating capacity is planned, the registrant is required to notify NJBPU at oce@bpu.nj.gov and the CSEP Processing Team at NJREINFO@NJCleanEnergy.com. A CSEP solar facility cannot increase the system's capacity that would expand the project beyond 5 MW (dc).

For CSEP solar facilities that were previously approved to participate in the Community Solar Pilot Program, the system size can increase up to 20 percent or 25 kW (dc) from the capacity conditionally certified in the associated Board Order. The solar facility cannot increase the system's capacity that would expand the project beyond 5 MW (dc). The CSEP does permit decreases to the original system size that was submitted with the initial CSEP registration.

Extensions

The CSEP allows for one 6-month extension. Extension requests must be submitted in the CSEP online portal on or before the expiration date noted in the acceptance letter. Requests will be reviewed and considered on a case-by-case basis. Timely and consistent submissions of the Milestone Reporting Form will be considered when making a determination on any extension requests. CSEP does not allow for a second extension. To request a second extension, a petition must be submitted to the NJBPU. You can find more information on the CSEP Extension Policy at njcleanenergy.com.

EDC Capacity Blocks

The CSEP will accept new registration packages for a given market segment until the capacity block for that market segment is fully subscribed. When the capacity block for a given market segment is reached, the CSEP registration portal will stop accepting new registrations for that market segment. New registrations will be accepted in the CSEP registration portal when the next capacity block opens. Capacity blocks will be set annually by the Board.

A capacity block is defined as being fully subscribed when the last registration received in the CSEP registration portal causes the total capacity of all registrations in that block to exceed the capacity allocated for the block. Registrations will be reviewed on a first-come, first-served basis and the capacity for each registration under the status of Accepted or Accepted Pending Verification will be counted toward the block of the relevant market segment. For additional information on capacity blocks market segments and SREC-II values, please go to the CSEP on the NJ Clean Energy website or the CSEP online portal homepage.

Changing SREC-II Ownership

Registrants that have a change to the System or SREC-II ownership must provide a copy of the newly executed contract reflecting the new owner together with a revised CSEP Registration Certification form. If the change in ownership occurs after the SREC-II Certification Number has been issued, please contact



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GATS for guidance on how to make this change.

Co-Locating Systems

“Co-location” means siting two or more SuSI-eligible solar facilities on the same property or on contiguous properties. **N.J.A.C. 14:8- 11.2.** Co-located community solar and/or remote net metered facilities may sum to a capacity of no more than 5 MW unless sited on: i. Rooftops of separate buildings on different properties; or ii. A landfill that is owned by a public entity and is not properly closed at the time of registration, in which case, the total capacity of all the co-located community solar and/or remote net metered facilities may sum to no more than 10 MW. **N.J.A.C. 14:8- 11.4(f).** A community solar facility may be co-located with a net metered facility. If the review of the Post Construction Certification (Final As-Built) packet or project inspection reveal that the registrant failed to disclose co-located solar facilities, the Board may take enforcement action, including but not limited to adjusting the incentive downward by multiplying the aggregated project size by the lowest incentive level among the projects’ qualifying market segments.

For solar facilities that were previously conditionally approved in the Pilot Program and are reapplying in the CSEP, the prohibition on co-location is waived.

Upon satisfactory completion of all program requirements, the project will be issued a NJ SREC-II Certification Number and instructions on how to register the solar PV generating system at PJM GATS.

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New Jersey’s Clean Energy Program
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