



## ADI Extension Request Checklist

Solar facilities registered in the ADI program may be eligible for one six-month extension at the discretion of the ADI Program Manager, as determined on a case-by-case basis. All extension requests must be submitted in the ADI online registration portal on or before the ADI registration's expiration date, noted in the ADI acceptance letter.

Extension requests that are submitted after the expiration date will not be considered and the ADI registration will be cancelled. In the case of an ADI registration cancellation, the registrant would be permitted to submit a new registration in the ADI Program, only if capacity remains in the ADI capacity block established by Board Order pursuant to N.J.A.C. 14:8-11.7. The new ADI registration will have no reference to the previous, canceled ADI registration.

In the case of resubmittal of an expired registration, registrants will be exempt from the requirement at N.J.A.C. 14:8-11.4(b) prohibiting construction on the facility prior to submission of the registration and receipt of a notice of conditional registration.

### **Extension requests must demonstrate the following:**

- 1) The delays for not completing the installation of the solar facility by the expiration date were due to extenuating circumstances.
- 2) Evidence that the facility has made progress toward completion, and the likelihood of timely and successful completion of the solar facility.

### **Developers and owners seeking an extension must submit the following documentation in the ADI portal on or before their expiration date:**

- A cover letter explaining the reason for the delay in completing the solar installation.
- Date-stamped evidence that project representatives attempted to communicate with local code officials (e.g., emails with the local code officials requesting an inspection); or, if the project has already passed local code inspections, include copies of permits.
- Submit a copy a Complete Part I Interconnection Application approval (Approval to Interconnect) from the EDC and/or evidence that the application to energize (Part II of the interconnection application) was submitted to the EDC.



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- Date-stamped photographs of the solar equipment
- All registered solar facilities 1 MW (dc) or greater will be required to submit a Milestone Reporting form as part of their extension request packet. Timely submission of quarterly Milestone Reporting forms will be taken into consideration by the ADI Program for projects seeking an extension.
- Any additional information as may be requested by the ADI Program Manager for purposes of determining a project's eligibility for an ADI extension.

If the extension is granted, the ADI Program registration manager shall provide a new conditional ADI registration expiration date, six months from the expiration of the original conditional registration.

Any ADI solar facility that would like to submit a request for a second extension must submit a petition to the Board Secretary, for consideration. Instruction for submitting a petition can be found on the NJ Clean Energy website under the [NJBPU Homepage](#).

### Contact Information:

**Administratively Determined Incentive (ADI) Program**  
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