



**Successor Solar Incentive (SuSI) Program
Administrative Determined Incentive (ADI) Program's
Community Solar Energy Program (CSEP)
Final As-Built Checklist
Post Construction Certification Package**

A completed Final As-Built packet (Post Construction Certification) and permission to operate (PTO) from the relevant Electric Distribution Company (EDC) must be submitted on or before the expiration date that is noted on the CSEP conditional acceptance letter, including any extensions that have been granted.

For documents that require signatures, if using **electronic signatures**, please upload the **Certificate of Completion** or the **Signature Verification Sheet** with your Final As-Built packet.

For an installation to be deemed complete and selected for an on-site CSEP inspection, the following documents must be completed and submitted to the CSEP online portal at njcleanenergy.com

A complete CSEP Final As-Built Packet includes the following:

- A **completed and signed CSEP Final As-Built Technical Worksheet**. The authorized representative for each party listed at the bottom of the Technical Worksheet must sign the form in the designated space. The parties are defined as the Premise Contact, Primary Contact, and Installer/Developer. If using an electronic signature, please upload the Certificate of Completion or the signature Verification Sheet.

- Solar Equipment Information**. If there are changes to the originally proposed system specifications that were included in the initial CSEP registration, you are required to revise the equipment information in the CSEP online portal. If the system consists of multiple array planes and/or orientations, indicate the orientation, tilt, and modules per string, per inverter for each array plane. To calculate Designed and Ideal rated output, please use the PV Watts instructions that can be found on the homepage of the CSEP online portal.

- Electrical and Building Permits** as submitted and approved by the relevant municipality.

- If there are changes to the original proposed system specifications that were included in the initial CSEP registration packet, a one-page **Site Plan** signed and sealed by a licensed professional engineer. The site plan 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 plan.



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- Representative digital photographs of the solar system.** Please ensure that the photos are in focus and the serial numbers are legible. All photos can be combined into one or more documents and submitted as one upload in the online portal.
- 1) **Solar Array(s)**-Legible photo showing modules
 - 2) **Inverter(s)**-Legible photo showing inverters
 - 3) **Revenue Grade kWh Production Meter** that has been certified to the ANSI c12.1-2008 or ANSI c.12.20 accuracy standards. A legible photo of the meter with the make, model and visible serial number. **(a)** For **Integrated Revenue Grade Meter** - A photo of the actual integrated meter device. **(b)** For **Certain Micro-Inverter Monitoring Units** - A photo of the device and online screen captures displaying the serial number and identifying additional RGM identifiers showing device has met or exceeds the ANSI c.12 1-2008 accuracy testing standards. An approved list of eligible meters and inverters can be found at [CA Solar Equipment List](#) and [NY Solar Equipment List](#).
- Instantaneous Production:** A document which verifies that the system is fully functioning as per system design. This document can be provided as one, or more, of the following:
- 1) A print screen, or clear photograph of a remote monitoring webpage displaying the instantaneous system production (AC Power in watts or kilowatts) per operational inverter;
 - 2) A print screen, or clear photograph of the on-site monitoring device, displaying the instantaneous system production (AC Power in watts or kilowatts) per operational inverter;
 - 3) A photo of the LCD/LED screen of each operational inverter, displaying the instantaneous system production (AC Power in watts or kilowatts)
- EDC Permission to Operate Notification (PTO)** - The written notification that the system is authorized to be energized from the utility. Per the **N.J.A.C. 14:8-5.8** - Requirements after approval of an interconnection, once the Electric Distribution Company (EDC) performs an inspection or determines that no inspection is needed and has received an executed interconnection agreement from the customer-generator; the EDC shall notify the customer-generator in writing that the customer-generator is authorized to energize the customer-generator facility. If the name on the permission to operate is different from the premise contact listed in the online portal, please supply clarification. **The PTO is required to be dated before the expiration date noted on the CSEP acceptance letter.**



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- If you installed an **Electric Storage Battery** with the solar system, you must include a single line drawing showing the location of the solar equipment and electric storage battery together with a copy of the battery equipment specification sheet. If you have any questions, please contact Brian Perry at bperry@trccompanies.com

- Solar facilities located on contaminated sites or landfills must satisfy all NJDEP regulatory compliance obligations and complete and submit a **Post-Construction NJDEP Compliance Form** to NJBPU Board Secretary at board.secretary@bpu.nj.gov and communitysolar@nj.bpu.gov. This document with instructions can be found under the forms page at CSEP Homepage.

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.

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. An CSEP solar facility cannot increase the system's capacity that would expand the project beyond 5 MW (dc).

For CSEP solar facilities that previously participated 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.



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Changes to SREC-II Ownership or Solar Installer

To request any changes to the Primary Contact or Solar Installer from your initial CSEP registration submission, please submit a revised CSEP Registration Certification Form and a copy of the revised contract reflecting these changes in the CSEP online portal.

Timeline for Submitting Final As-Built Packet

Commencing Commercial Operations **N.J.A.C. 14:8-11.2**, is defined as having obtained PTO from the relevant EDC. Any facility that does not commence commercial operation within the time provided in its CSEP registration (by the registration expiration date), or that commences commercial operation but does not submit a post-construction certification package within the time provided in its CSEP registration (by the registration expiration date), would no longer be eligible for the CSEP and its registration will be canceled. If the CSEP registration is canceled and the EDC capacity cap for this market segment has been reached, you will no longer be eligible to submit a registration in this capacity block and will be required to wait until the next capacity block is opened to submit a new registration.

CSEP Inspections

Following submission of a complete Post-Construction Certification package, all projects will be selected for an onsite inspection by the CSEP Inspector. The installer/developer are **required to be present** for the inspection by the CSEP Inspector. All parties associated with the CSEP registration will be contacted by a Program Representative to schedule the inspection.

Co-Locating Systems

Co-location is not permitted in the CSEP, unless the Board grants a waiver to a petition **N.J.A.C. 14:8-11.4(f)**. Community solar facilities located on rooftops on separate buildings and different properties regardless of ownership, are not considered co-located. Furthermore, a community solar facility and a net metered facility are not deemed co-located if they serve separate customers. 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.



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Issuance of NJ Certification Number

For solar facilities that were awarded eligibility for SREC-IIs, when the solar facility has passed the onsite inspection, the NJ Certification Number will be issued to the SREC-II owner (Primary Contact) on record. The NJ Certification Number will not be shared with any other party associated with the CSEP registration. The email will include the NJ Certification Number together with instructions on how to register with PJM-GATS. For inquiries regarding the GATS System please contact the GATS Administrators at 877-750-GATS (4287) or www.pjm-eis.com.

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New Jersey's Clean Energy Program
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