



**Successor Solar Incentive (SuSI) Program
Administratively Determined Incentive (ADI) Program's
Community Solar Energy Program (CSEP)
CSEP Extension Request Checklist**

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

Extension requests that are submitted after the expiration date will not be considered and the CSEP registration will be cancelled. In the case of an CSEP registration cancellation, if the EDC capacity cap for this market segment has been reached, you will no longer be eligible to submit a new registration in this capacity block and will be required to wait until the next capacity block is opened to submit a new registration.

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

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 CSEP 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
- A Milestone Reporting form is required to be submitted as part of the extension request packet. Timely submission of quarterly Milestone Reporting forms will be taken into consideration by the CSEP Manager for projects seeking an extension.
- Any additional information as may be requested by the CSEP Manager for purposes of determining a project's eligibility for an extension.

Any CSEP 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:

**Successor Solar Incentive (SuSI) Program
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Community Solar Energy Program (CSEP)
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