

Instructions for filling out and submitting an Application to Program Year 2 of the Community Solar Energy Pilot Program

The Community Solar Energy Pilot Program Year 2 Applications may now be submitted via NJBPU's e-Filing portal. Please review the following instructions carefully, and be sure to plan ahead in creating a MyNewJersey Account (step 2a below). **As a reminder, applications are due on Friday, February 5, 2021 at 5 p.m. EST.**

Step 1: Filling out a PY2 Application Form

Step 1a: Visit <https://www.njcleanenergy.com/renewable-energy/programs/community-solar> where you will find all documents pertaining to the PY2 Application Form.

For convenience, the form has been divided into the following documents:

- [PY2 Application Form Requirements, Instructions, Terms and Conditions](#): Review this document carefully. This document is for informational purposes only. You do not need to do anything in this document.
- [PY2 Application Form](#): Download this document and fill it out completely. Make sure you follow the instructions provided. Do not change the formatting of this PDF in any way (e.g. spacing, page numbers, etc.).
- [PY2 Certifications](#): Download this document and fill it out completely. These certifications must be notarized. Remote notarization is permitted (see the e-Filing [FAQs](#) for more information).
- [PY2 Product Offering Questionnaire](#): Download this document as many times as needed. Make sure you use only one Product Offering Questionnaire per product offering.
- [PY2 Appendices](#): Download this document and check to make sure you have provided all necessary attachments.

Step 1b: Combine all application documents into *one single* PDF in the following order:

- Application Form
- Certifications
- Product Offering Questionnaire
- Attachments

PDFs should be unlocked, i.e. "searchable" by NJBPU staff. For ease of review, please insert after the Product Offering Questionnaire a **list** of all attachments provided.

Step 1c: Name the PDF using the following nomenclature: "Project Name_Applicant Company Name_Community Solar PY2 Application."

Step 1d (optional): Create a confidential version of the PDF by redacting any information you wish to keep confidential. Include at the beginning of the PDF a substantiation of confidentiality along with an affidavit in support of the substantiation explaining why the redacted information should be kept confidential, pursuant to the Board's rules at N.J.A.C. 14:1-12.1 et seq. Please see the e-Filing [FAQs](#) for more information.

Step 2: Submitting an Application to the Board

PY2 Applications must be submitted via the e-Filing online portal. NJBPU has an informational webpage with step-by-step instructions and FAQs on e-Filing documents with NJBPU via our online portal.

The e-Filing page with full process details can be found here:

<https://www.nj.gov/bpu/agenda/efiling/>

Step 2a: Create a MyNewJersey Account following the instructions available [here](#).

Note: If you have used e-Filing in the past, you may already have an account. **Please allow at least 3 business days** to create your MyNewJersey Account. Each account must be approved by the NJBPU IT Helpdesk.

Step 2b: Upload your PY2 Application Form to the [e-Filing portal](#).

Make sure that you are uploading all Applications under the PY2 Community Solar Docket Number: QO20080556. Please also make sure that you upload only two PDFs per Application (one public version, and one confidential version). Do not upload multiple PDFs for one Application.

Questions?

If you have questions about the e-Filing portal, please consult NJBPU's [e-Filing FAQs](#). If your question has not already been answered, please email the NJBPU IT Helpdesk at BPUIHELPDESK@bpu.nj.gov.

If you have questions about the Application Form, please consult NJBPU's [community solar FAQs](#). If your question has not already been answered, please email communitysolar@njcleanenergy.com. (Note: If you submitted a question recently, please be aware that we are processing your inquiry and will reply as soon as possible).

We thank you for your ongoing interest in the Community Solar Energy Pilot Program.