

## **Successor Solar Incentive (SuSI) Program Administratively Determined Incentive (ADI) Program ADI Initial Registration Checklist For Net Metered Projects**

This checklist provides a list of the requirements for submitting a “behind-the-meter” solar project in the Administratively Determined Incentive (ADI) Program.

A “behind-the-meter” solar PV system is a “customer-generator” facility, defined at **N.J.A.C. 14:8-4.2**, which is interconnected with a New Jersey Electric Distribution Company (EDC) and receives retail credit for the electricity produced via net metering.

**The ADI Program opened to new registrations on August 28, 2021, at 12:01 AM EST. Solar projects that were issued permission to operate by the Electric Distribution Company (EDC) prior to August 28, 2021, are not eligible to participate in the ADI Program, but may file a petition with the New Jersey Board of Public Utilities (NJBPUB) to request a waiver to be allowed to be eligible for the ADI Program.**

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

**Net metered non-residential solar facilities that are eligible for the ADI program cannot exceed 5 MW (dc). ADI registrations that are submitted in the ADI online portal that exceed 5 MW dc will automatically be rejected.**

**The ADI Program will remain open to new registrations as long as there is sufficient capacity available in each given market segment, as described under proposed N.J.A.C. 14:8-11.8. For more details see the table below.**

For an ADI registration to be deemed complete and accepted in the ADI Program, the following requirements must be satisfied. All registrations must be submitted in the online [ADI registration portal](#).

For documents that require signatures, if using **electronic signatures**, please upload the **Certificate of Completion** or the **signature Verification Sheet** with your ADI Registration packet.

- ☐ A one-page **Site Map** of an overhead view drawing or a single line electrical diagram. 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.
- ☐ A completed **ADI Registration Certification Form** with all the appropriate signatures. (See below for a possible exception to the requirement that the Installer/Developer sign the ADI Registration Certification Form (Registration Certification).) All sections must be completed and



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should match the information submitted in the ADI online portal. If using electronic signatures, upload the Certificate of Completion or signature Verification Sheet.

- ☐ A copy of the most recent premise host **Utility Bill** page that shows the account number, address and identifies the appropriate electric rate tariff for the site location. If the name on the utility bill is different from the Premise Contact listed in the ADI online portal, please supply clarification in a document or include in the notes section of the online portal (i.e. tenant, etc.).
- ☐ **Solar Equipment Information** must be entered in the online portal under the Equipment Tab prior to submitting the ADI registration. 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 [ADI portal](#).
- ☐ **For Net-Metered Facilities 25 kW (dc) or larger- Electrical and Building Permits or Documentation demonstrating** that the electrical and building permit applications have been submitted to the relevant municipality (i.e., emails to or from the township official, signed receipt for hand delivered applications, UPS/Fed X receipts, etc.).
- ☐ **For Net Metered Facilities 25 kW (dc) up to 1 MW (dc)-Evidence of having submitted to the EDC a Part 1 Interconnection Agreement** signed by the customer and the solar installer.
- ☐ A copy of the **Contract** between the primary solar installer or the third-party owner (SREC-II owner), as applicable and the premise (customer) contact (site host) with executed dates and signatures. The contract must include the premise name and address, installation cost and system size. If using electronic signatures, upload the Certificate of Completion or signature Verification Sheet.
- ☐ **Disclosure Form:** -For net metered projects, a consumer disclosure agreement executed between the solar developer and the owner must be submitted. You can obtain a copy of the required disclosure form on the ADI Forms page in the [NJCEP website](#). If using electronic signatures on the forms, please upload Certification of Completion or signature Verification Sheet.



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- ☐ **For all Net Metered Facilities 1 MW (dc) or larger-** A **Milestone Reporting Form** is required to be submitted with the initial ADI Registration packet and quarterly thereafter until the Post Construction Certification Packet (Final As-Built) is submitted. Quarterly reports must be submitted to the ADI 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](mailto:njreinfo@njcleanenergy.com). **For all Net Metered Facilities 1 MW or larger-** A Complete Part I Interconnection Application approval (Approval to Interconnect) from the EDC is required to be submitted with the ADI Registration Packet.
- ☐ **For Net Metered Non-Residential Solar Facilities serving Public Entities seeking the ADI Public Adder-** A letter on official stationery of the public entity under signature of a bona fide officer, elected official, or employee attesting to public entity. *"Public Entity" is defined as a customer that is a state entity, school district, county, county agency, county authority, municipality, municipal agency, municipal authority, New Jersey public college, or New Jersey public university.*
- ☐ For all **Electric Storage Battery** installation with the solar system- A single line drawing showing the location of the solar equipment and electric storage battery must be submitted. Include a cover letter with the ADI Registration packet indicating that a battery will be installed at the site. For additional requirements on installing electric storage batteries with solar, please contact Brian Perry at [bperry@trccompanies.com](mailto:bperry@trccompanies.com).
- ☐ For solar facilities that are requesting the ability to co-locate defined at **N.J.A.C. 14:8-4."** **N.J.A.C. 14:8-11.2**, a **SuSI Solar Incentive Affidavit for Co-Located Solar Facilities** must be submitted with the initial ADI registration.
- ☐ A **tax map** is required for solar facilities where the generator is not located on property that is on or adjacent to the property where end use consumption occurs. See net metering rules at **N.J.A.C. 14:8-4.1(b); 14:8-11.4(a)**.

System owners are encouraged to apply for interconnection commensurate with submission of an ADI Initial Registration packet to ensure that the system built will be interconnected by the EDC, especially if the project involves new construction. Registrants are reminded that the ADI Program Conditional Acceptance Letter does not constitute net metering and interconnection approval. On-site load at least



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equal to project generation must exist before a net-metered system may be energized or final program approval is issued.

The Electric Distribution Companies (EDC) will be approving interconnection based upon the net metering and interconnection rules (N.J.A.C Title 14-Public Utilities, Chapter 8 - Renewable Energy and Energy Efficiency and Subchapter 4-Net Metering and Subchapter 5-Interconnection Standards for Class I Renewable Energy Systems).

Once a complete ADI Registration is reviewed and deemed complete, an ADI acceptance letter will be issued to all parties listed on the ADI Registration Certification Form. The letter of conditional acceptance will certify that once the system is installed and all ADI program requirements have been satisfied, the system may be eligible to generate SREC-II's 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 and permission to operate issued by EDC on or before the project's expiration date noted in the ADI acceptance letter. The Post Construction Certification Checklist can be found at [njcleanenergy.com](http://njcleanenergy.com)

### **Adding Capacity to A Previously Installed Solar System**

If you are adding capacity to a previously installed system that participated in the SREC Registration Program, Transition Incentive Program, or any previous solar program where the solar system was eligible for SRECs (Solar Renewable Energy Certificates) or TRECs (Transition Renewable Incentive Certificates), you are required to install a new revenue grade (solar production) meter for the added capacity. For any solar project that is adding capacity to an existing system, the previously installed system must have been completed and certified through the SRP, TI or ADI Program.

If you are replacing a previously installed solar system, all solar equipment that is being used is required to be new equipment. None of the solar equipment that was used in the previous installation can be used which includes but is not limited to modules, inverters, racking, footing, foundation, SREC meter, etc.

### **Co-Locating Systems**

"Co-location is not permitted in the ADI Program, unless the Board grants a waiver in response to a petition." N.J.A.C. 14:8-11.4(f). Co-location is defined as "siting two or more SuSI-eligible solar facilities on the same property or on contiguous properties, such that the individual facilities are eligible for a higher incentive value than they would be if they were combined into one single facility." An exception is made for certain net metering projects: "In the case of net metered projects, SuSI-Eligible solar facilities shall not be deemed co-located if they serve separate net metering customers as defined at N.J.A.C. 14:8-4." N.J.A.C. 14:8-11.2. A single customer with facilities connected to multiple utility accounts on one property would be considered co-located. An ADI-eligible facility that, in its entirety,

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could be eligible for two or more market segments shall be assigned to the market segment with the lower incentive value.

The combined size of co-located projects may be no greater than 5 MW.

#### **Extension Policy**

Solar facilities that are accepted into the ADI Program may request one six-month extension to their registration expiration date. Extension requests must be submitted in the ADI registration portal on or before the expiration date noted in ADI acceptance letter. For more information on ADI Program Extension Policy.

#### **Increase and Decreases to System Size**

After submittal of an initial ADI 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 allowed. The registrant is required to notify the ADI Processing Team at [NJREINFO@NJCleanEnergy.com](mailto:NJREINFO@NJCleanEnergy.com). An ADI solar facility cannot increase the system's capacity beyond 5 MW dc. Decreases to the system size are permitted.

#### **Possible Exception to the Requirement that the Installer/Developer Sign the Registration Certification**

The Program Manager may accept a Registration Certification that is not signed by the Installer/Developer if the Installer/Developer who installed the subject solar system is:

- (a) Debarred from NJCEP, and/or
- (b) no longer conducting business in New Jersey as shown by substantial evidence, such as the filing of a Chapter 7 (liquidation) proceeding in bankruptcy, the Installer/Developer's written agreement with the Program Manager to withdraw from future participation in NJCEP unless and until the Program Manager has approved its re-entry into NJCEP, or documentation establishing that the Installer/Developer has permanently ceased to conduct business in New Jersey.

#### **ADI Capacity Blocks**

The ADI Program 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 ADI registration portal will stop accepting new registrations for that market segment. New registrations may be accepted in the ADI registration portal when the next capacity block opens. Capacity blocks will be set annually by the Board.

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A capacity block is defined as being fully subscribed when the last registration received in the ADI 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 serve basis and the capacity for each application under the status ADI Registration Received will be counted toward the block of the relevant market segment.

There will not be a wait list for projects seeking to enter a window for a market segment that is fully subscribed.

### Energy Year 2025 ADI Capacity Block (Effective June 1, 2024-May 31, 2025)

Market Segments	System Size	MW (dc) Capacity Blocks EY 2025	Revised Capacity Blocks (as of *3/26/25)
Net-Metered Residential	All Sizes	200 MW	275 MW
Net Metered Non-Residential	All Sizes at or below 5 MW (dc)	200 MW	125 MW
Community Solar	All Sizes at or below 5 MW (dc)	Unused EY24 Capacity plus 250 MW	No Change
Remote Net Metering	All Sizes at or below 5 MW (dc)	50 MW	No Change

***\*The Board recently via [Board Order](#) allocated 75 MW from non-residential market segment to the residential market segment***

For more information on [Community Solar](#) and [Remote Net Metering](#) Market Segment

### ADI Incentives Per Market Segment

Market Segments	System Size MW (dc)	SREC-II Value	Public Entities \$20 Adder
Net-Metered Residential	All Sizes	\$85	N/A
Small Net Metered Non-Residential located on Rooftop, Carport, Canopy and Floating Solar	Project Smaller than 1 MW	\$110	\$130
Small Net Metered Non-Residential Ground Mount	Project Smaller than 1 MW	\$90	\$110
Large Net Metered Non-Residential located on	Projects 1 MW to 5 MW	\$100	\$120

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Rooftop, Carport, Canopy and Floating Solar			
Large Net Metered Non-Residential Ground Mount	Projects 1 MW to 5 MW	\$85	\$105
Remote Net Metering	Up to 5 MW	\$90	N/A
Community Solar	Up to 5 MW	\$90	N/A

- An ADI-eligible facility that, in its entirety, could be eligible for two or more market segments shall be assigned to the market segment with the lower incentive value.
- **Public Entity** is defined as a customer that is a state entity, school district, county, county agency, county authority, municipality, municipal agency, municipal authority, New Jersey public college, or New Jersey public university.

Upon satisfactory completion of all program requirements, the project will be issued a NJ SREC- II Certification Number based on the market segment and the project's final size and installation type. A NJ Certification letter will be issued to the SREC-II owner on record together with Instructions on how to register the solar PV generating system at [PJM-EIS GATS](#). An ADI eligible facility is eligible to generate NJ SREC-IIs for 15 years following the date of commencement of commercial operation (permission to operate). This 15-year period is defined as the New Jersey SREC-II Qualification Life.

### Additional Resources

For ADI Program Checklist and Forms at [njcleanenergy.com](http://njcleanenergy.com) and [ADI Program Online Portal](#)

*New Jersey's Clean Energy Program*  
Successor Solar Incentive (SuSI) Program  
Administratively Determined Incentive (ADI) Program  
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