



Successor Solar Incentive (SuSI) Program Administratively Determined Incentive (ADI) Program 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 ADI Conditional Acceptance letter.

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.

Projects that have previously been issued a PTO prior to the opening of the ADI Program; August 28, 2021 are required to [petition](#) the NJBPU for eligibility to participate in the ADI Program.

Net metered non-residential solar facilities that are eligible for the ADI Program cannot exceed 5 MW (dc). Net metered residential solar facilities (billed under a residential tariff) are eligible for the ADI Program based on the system size approved by the EDC.

For an installation to be deemed complete and selected for an on-site ADI inspection or an inspection waiver, the following documents must be completed and submitted to the [ADI online portal](#) at [njcleanenergy.com](#)

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.

A Complete ADI Final As-Built Packet Includes the Following:

- ☐ A **completed and signed ADI 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. (See below for a possible exception to the requirement that the Installer/Developer sign the Technical Worksheet (TWS).) 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 ADI registration, you are required to revise the equipment information in the ADI 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



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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](#).

- ☐ A one-page **Site Map** of an overhead view drawing or a single line electrical diagram is required to be submitted if there are changes to the original proposed system specifications that were included in the initial ADI registration. 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.

- ☐ **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 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)

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- ☐ **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 after the date of the acceptance letter and before the expiration date noted on the ADI acceptance letter.**

- ☐ 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

Co-Location

Co-location is not permitted in the ADI Program, unless granted special dispensation by the Board. Co-location is defined as siting two or more ADI-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 combined into one single facility. In the case of net metered projects, ADI eligible solar facilities shall not be deemed co-located if they serve separate net metering customers as set forth at N.J.A.C. 14:8-4. If the review of the Post Construction Certification packet or project inspection reveals that the registrant failed to disclose co-located facilities, the NJBPU 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.

Extension Policy

Solar facilities that are accepted in the ADI Program may request one six-month extension to their registration expiration date. For more information, please see Extension Policy on NJCleanEnergy.com

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Request to Increase System Size

After submittal of an initial registration package, 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. In such a case, the registrant shall notify the ADI Processing Team at njreinfo@njcleanenergy.com. Solar facilities cannot increase the solar system by more than 20% or 25 kW (dc) from the system size submitted with the initial ADI registration packet. An ADI solar facility cannot increase the system's capacity that would expand the project beyond 5 MW (dc). You can find the ADI form to Request Increased System Changes on the njcleanenergy.com website.

Changes to Primary Contact or Solar Installer

To request any changes to the Primary Contact or Solar Installer from your initial registration submission, please email a revised ADI Registration Certification Form and a copy of the revised contract and disclosure form reflecting these changes to njreinfo@njcleanenergy.com

Possible Exception to the Requirement that the Installer/Developer Sign the TWS

The Program Manager may accept a TWS 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.

If a homeowner chooses to pursue any of the foregoing exceptions, NJBPU Staff and the Program Manager strongly encourage the homeowner to work with a replacement installer towards verifying the accuracy of the information in the TWS.

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 solar facility that does not commence commercial operation by the registration expiration date or that commences commercial operation but does not submit a post-construction certification package by the registration expiration date will no longer be eligible for the ADI Program and the registration will be canceled.



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If capacity remains in the relevant block, a new registration may be submitted and will be treated as a first-time submittal, with no reference to the previous registration

Once the Final As-Built Packet is deemed complete, an automated selection process will determine if the installation will be selected for an on-site inspection or if it will receive a verification waiver. The Premise Contact and Installer/Developer will receive an email informing them if they have been selected for an onsite inspection or have been waived an inspection. If the project is selected for an on-site inspection, all parties listed in the ADI Registration Certification Form will be contacted to schedule an on-site visit by the ADI Program Inspector. The ADI Program inspection may occur after the expiration date noted in the ADI acceptance letter. Unless requested, the installer/developer is **not required** to be present for the on-site visit of a residential project, unless there is equipment installed where the inspector requires assistance to access. The installer/developer are **required to be present** for the inspection of non-residential projects and will be contacted via email by a Program Representative to schedule the inspection. If an Integrated Revenue Grade Meter device is installed at the site, the installer must be present for the on-site inspection.

When the solar facility has either passed the onsite inspection or been waived an 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 ADI 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.

New Jersey's Clean Energy Program
Successor Solar Incentive (SuSI) Program
Administratively Determined Incentive (ADI)
Program c/o TRC
317 George Street,
Suite 520,
New Brunswick, NJ 08901
njreinfo@njcleanenergy.com



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