



## **Successor Solar Incentive (SuSI) Program Administratively Determined Incentive (ADI) Program's Community Solar Energy Program (CSEP) CSEP Registration Certification Form Requirements, Instructions, Terms and Conditions**

*Before completing this CSEP Registration Certification Form, please carefully read all the information in Sections A, B, C, and D below.*

### **A. Qualification Requirements**

1. The proposed system must be interconnected with the distribution or transmission system owned or operated by a New Jersey Electric Distribution Company (EDC) serving New Jersey.
2. Community solar facilities cannot exceed 5 MW dc in size.
3. The system must be installed in accordance with the manufacturer's instructions, include an owner's manual and warranty documentation and comply with the CSEP installation requirements.
4. New equipment must be used for the solar installation.

### **B. Instructions for Completing the CSEP Registration Certification Form**

1. Complete all of sections A through D of the CSEP Registration Certification Form. All information is necessary for processing an initial Registration packet. The CSEP Registration Certification Form is required to be uploaded in the CSEP online portal.
2. All requested signatures on the CSEP Registration Certification Form are required. All electronic signatures require a Certificate of Completion or signature verification sheet to be attached to the document when uploaded on the online portal.
3. All information that is entered on this form must be consistent with the information entered in the CSEP online portal and all other registration documents.

### **C. Important Terms and Conditions**

1. The "**Registrant**" is defined to be the entity that registers for the CSEP.
2. The CSEP Registration Manager, TRC is the organization that was contracted by the New Jersey Board of Public Utilities (NJBPU) to administer the CSEP.
3. The NJBPU reserves the right to modify the CSEP. The CSEP procedures are subject to change without notice. Projects conditionally accepted into the CSEP will be honored under the terms stated in the CSEP conditional acceptance letter.
4. Co-located community solar and/or remote net metered facilities may sum to a capacity of no more than 5 MW unless sited on: i. Rooftops of separate buildings on different properties; or ii. A landfill that is owned by a public entity and is not properly closed at the time of registration, in which case, the total capacity of all the co-located community solar and/or remote net metered facilities may sum to no more than 10 MW. N.J.A.C. 14:8- 11.4(f). A community solar facility may be co-located with a net metered facility. A community solar facility may be co-located with a net metered facility. 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. More information on co-location can be found on the CSEP homepage.
5. The registration received date will be established based upon the date that all required registration documents are uploaded to the CSEP portal, and the project status is changed to Registration Received.
6. Eligible community solar facilities must be installed on one of the following site types; 1) Rooftops, 2) Carports or Canopies 3) Contaminated Sites and Landfills 4) Floating Solar 5) Mining Sites
7. A capacity block is defined as being fully subscribed when the last CSEP registration under the status *Registration Received* in the CSEPI portal causes the total capacity of all registrations in a particular market segment to exceed the capacity allocation for each block. Each EDC capacity block will remain open to new registrations as long as there is sufficient capacity available in the given capacity block
8. The capacity set for the CSEP is 275 MW (dc) which will be allocated amongst the four EDC service territories; ACE, PSEG, JCPL and RECO.
9. Solar facilities receiving incentives that are 1 MW dc or larger in size are subject to the Prevailing Wage Act **N.J.S.A. 34:11-56.25**.
10. The Premise Contact must agree to an on-site inspection of their installed solar electric system by a CSEP Program Inspector. Program inspections are required for all community solar installations. The Primary Contact must agree to allow the CSEP Program to verify the facility's energy production for the life of the system.
11. All solar installations must comply with the host Electric Distribution Company's interconnection requirements consistent with **N.J.A.C. 14:8-5** which are available online (or equivalent requirements of a municipal electric utility); these include operation/ disconnection procedures, liability/ indemnity and insurance requirements according to the size of the project. For information on interconnection, please see our web site at [NJCleanEnergy.com](http://NJCleanEnergy.com) or contact your Electric Distribution Company (EDC).
12. Solar facilities on contaminated sites or landfills will be subject to the New Jersey Erosion and Sediment Contract Act (**N.J.S.A. 4:24-39 et seq. (N.J.A.C. 2:9)**) and NJDEP's Stormwater Management Rules under **N.J.A.C. 7:8**.
13. The solar installation must be performed by a NJ licensed electrical contractor and the registrant must provide the company name, contact information, license number and expiration date in the online portal. **N.J.S.A. 45:5A-2(d)** states that *solar PV systems are by definition electrical work and requires any person engaged in installing, erecting, or repairing such equipment to be an electrical contractor as defined in the Act.*
14. Portable systems are not eligible to participate in the CSEP Program.
15. Information may be subject to the Open Public Records Act requirements. Aggregated information will be used in reports and evaluations, and the geographic location may be used to update GIS mapping.
16. All installations must comply with all applicable local, state, and federal laws, permit requirements and regulations.

**For more information or updates about New Jersey's Clean Energy Program, please call 1-866-NJSMART or visit [NJCleanEnergy.com](http://NJCleanEnergy.com)**



**Successor Solar Incentive (SuSI) Program  
 Administratively Determined Incentive (ADI) Program's  
 Community Solar Energy Program (CSEP)  
 CSEP Registration Certification Form**

**A: Premise Contact and System Location (Where will the system be installed?)**

Company Name (if applicable): \_\_\_\_\_  
 First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Installation Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**B: Primary Contact (SREC-II Owner) (Who will be issued the NJ Certification Number?) *FILL OUT IF DIFFERENT PERSON THAN ABOVE***

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**C: Solar Installer/ Developer**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Email: \_\_\_\_\_

**D: Certification and Signatures**

The undersigned warrants, certifies, and represents that 1) the information provided in this form is true and correct to the best of his or her knowledge; 2) New equipment is being used for the solar installation ; 3) the Installer/Developer will provide manuals related to the system operation and maintenance to the Premise Contact; 4) the system proposed will be constructed, installed and operated in accordance with all Board rules and applicable laws, and all NJBPU policies and procedures for the CSEP;5) Solar project owners or their developers must follow the interconnection process required by New Jersey law at **N.J.A.C. 14:8-1** through **14:8-5.9** and facilitated by their Electric Distribution Company (EDC);6) all signing parties realize that certain information in this registration may be subject to the Open Public Records Act (OPRA); 7) the Installer/Developer has reviewed and explained the system technical specifications to the Premise and Primary contact; 8) the information submitted with this registration is accurate, and the system installation will follow the instructions detailed on the CSEP Program Final Solar Technical Worksheet Instructions page; and 9) The signatures below will act as a self-certification to confirm that the proposed solar system is not a co-located system and does not fall under the definition of co-location at proposed **N.J.A.C. 14:8-11.2**. *See Instruction Page; Section C #4.*

I agree that this document and all notices and disclosures made or given relating to this document may be created, executed, delivered, and retained electronically and that the electronic signatures appearing on this document and any related documents shall have the same legal effect for all purposes as a handwritten signature. ***A signature verification sheet must be submitted with this document if signatures are signed electronically.*** The information, statements, and documents I have provided in and with this document are true and accurate to the best of my knowledge. I am aware that if any of them are willfully false, I am subject to punishment.

**Primary Contact (SREC II Owner)**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Solar Installer/Developer**

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Premise Contact**

(If different from Primary Contact)

Signature: \_\_\_\_\_  
 Print Name: \_\_\_\_\_  
 Date: \_\_\_\_\_