Solar Successor Incentive Program

Administratively Determined Incentive Program

Customer Guide

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1. Purpose of the Customer Guide

This Customer Guide was created to help distressed customers that were abandoned by their solar installer or find their solar installer to be non-response. This Guide can be used as a resource to facilitate the customers' search for a new solar installer, offer guidance on program requirements including steps on navigating the registration online portal for new or existing document submissions and assist customers with understanding the steps that need to be taken to submit and complete your registration packet in the ADI Program. Distressed customers are encouraged to review this Customer Guide carefully before registering their solar system in the ADI Program.

2. Finding a New Solar Installer

For distressed customers whose installer has become non-responsive or is no longer conducting business in New Jersey, we provide a list of solar installers that participate in the ADI Program on our Trade Ally Database. We encourage you to try to obtain proposals from at least three installers so that you can compare the quotes and services. You can also use this list if your system has not yet been installed, and you would like to continue to move forward with finding a new solar installer to install your solar system. The New Jersey's Clean Energy Program (NJCEP) records reflect that such projects are at various stages of maturity, ranging from those for which only an initial registration has been submitted to those that have received Permission to Operate (PTO) and require only completion and submission of their post-construction certification packages. NJBPU and TRC are encouraging all distressed customers to seriously consider hiring a new installer to assist them in completing their projects and registrations.

Of course, if your system is installed you can also choose not to engage another installer and to instead prepare and submit the necessary documents on your own.

There are two categories of potential solar providers under the Trade Ally Database for assisting Distressed Customers that find themselves stranded by their solar installers: 1) Assistance for Distressed Customers and 2) Operations and Maintenance.

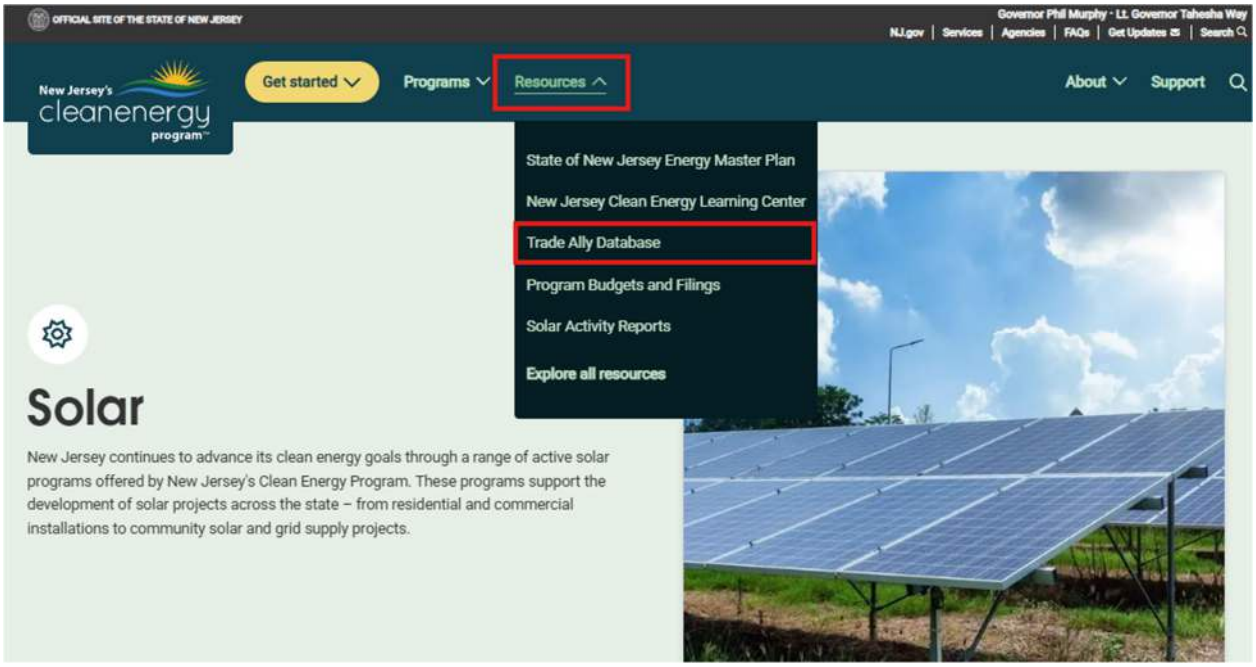
1) **Assistance for Distressed Customers Category** was created to help distressed customers with projects that were abandoned by their solar installer. Solar installers listed under this Trade Ally category have requested to be listed and are willing and able to help customers that were stranded by their original installer.

2) **Operations and Maintenance Category** was created to help customers who are interested in engaging a contractor to maintain and/or repair their systems' post-installation. This interest can arise from, among other things, the initial installer ceasing operations or one party or the other choosing not to continue their relationship on an ongoing basis.

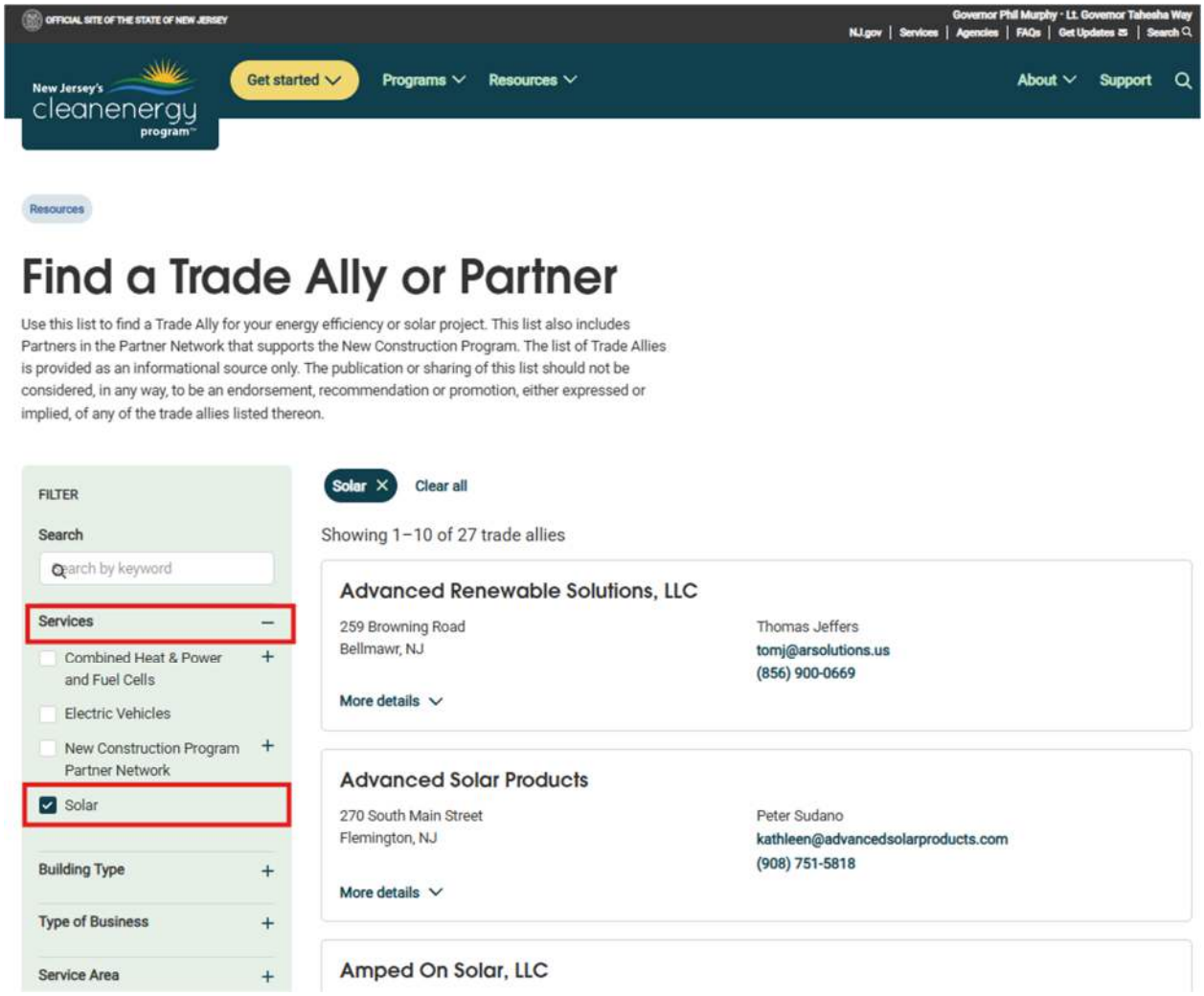
3. Navigating the Trade Ally Database

You can locate the Solar Trade Ally Database on NJCEP's website under the Renewable Energy tab at the top of the page https://cleanenergy.nj.gov/

Click on the **"Resources"**, scroll down and click **"Trade Ally Database"**



Click on the **"Services"** and check **"Solar"**

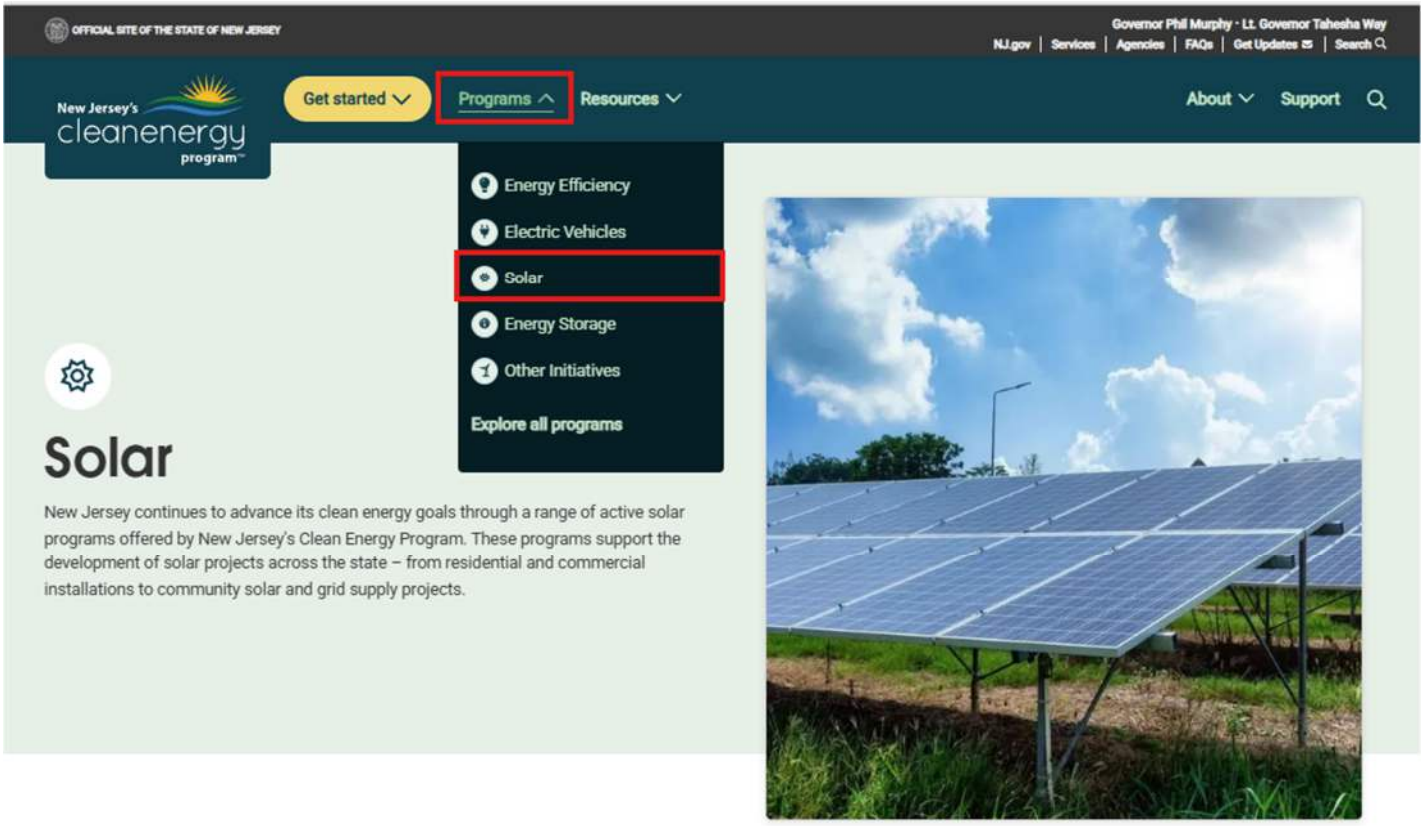


Select an installer that will assist you. Of course, if your system is installed you can also choose not to engage another installer and to instead prepare and submit the necessary documents on your own.

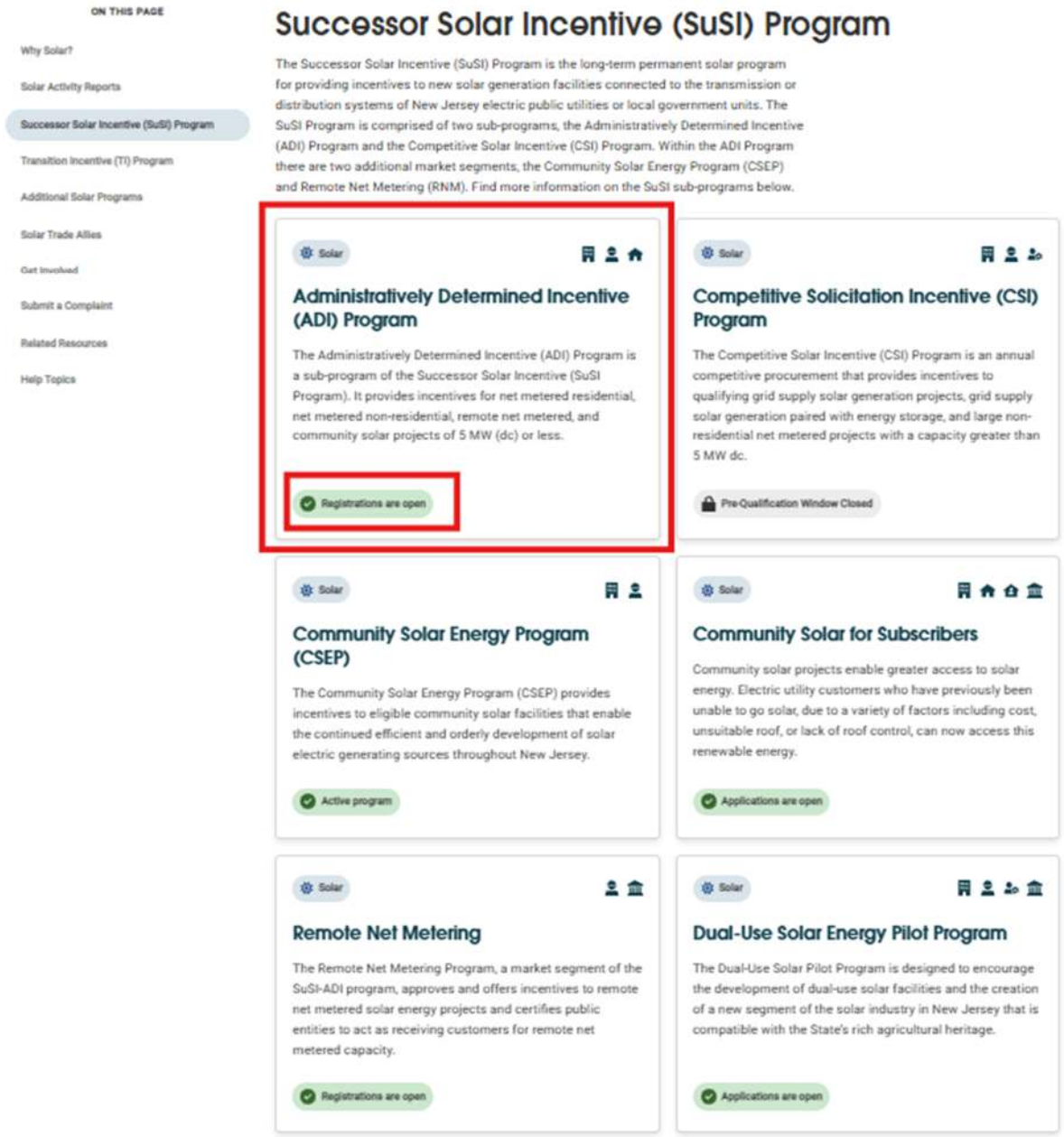
NOTE: If you are interested in managing your own registration, sections 4-13 will be useful.

4. ADI Program Online Portal-How to Apply

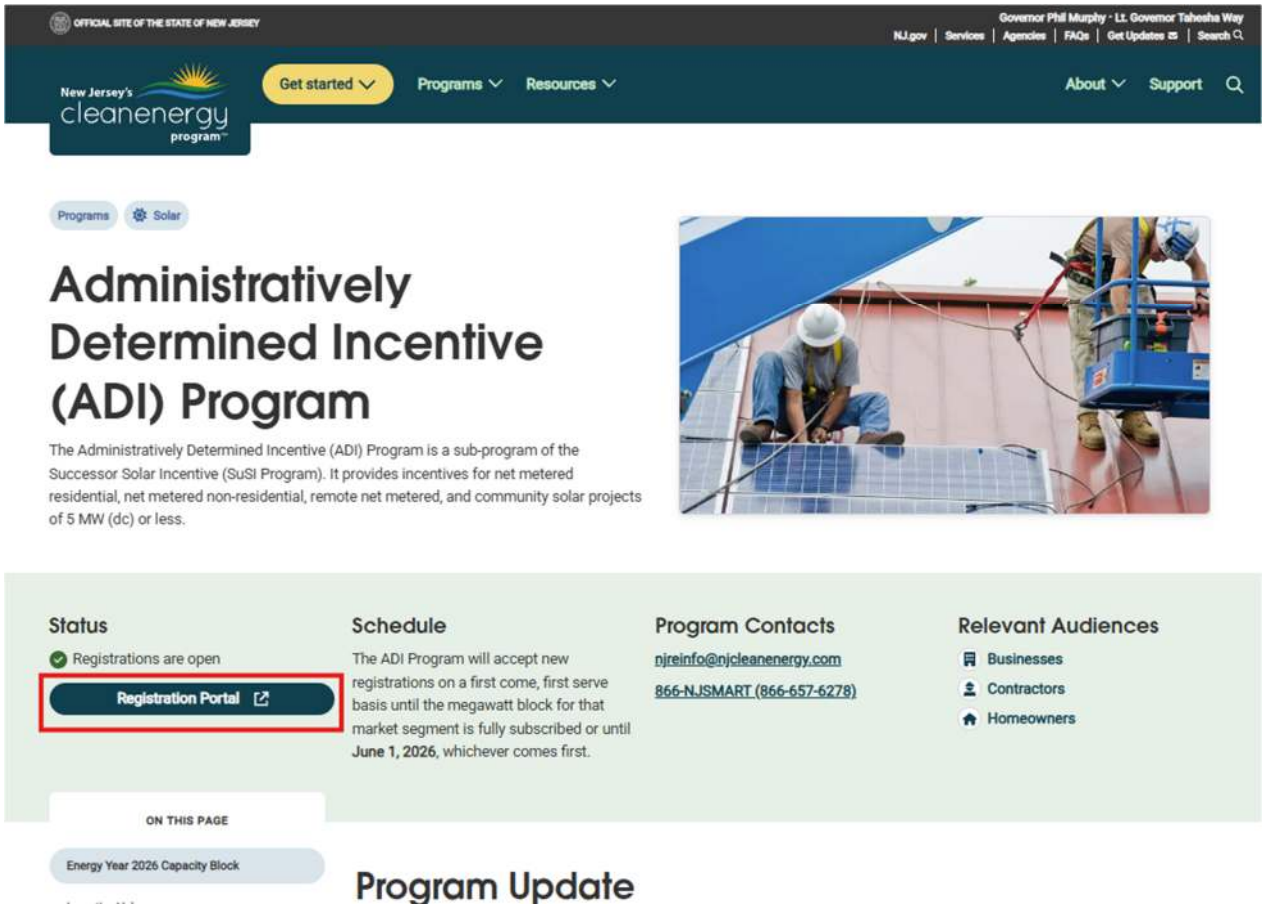
To be eligible for SREC-IIs, you must first submit a registration packet in the ADI Online Portal. You can access the ADI Online Portal by going to https://cleanenergy.nj.gov/ . Click **"Programs"** and then **"Solar".**



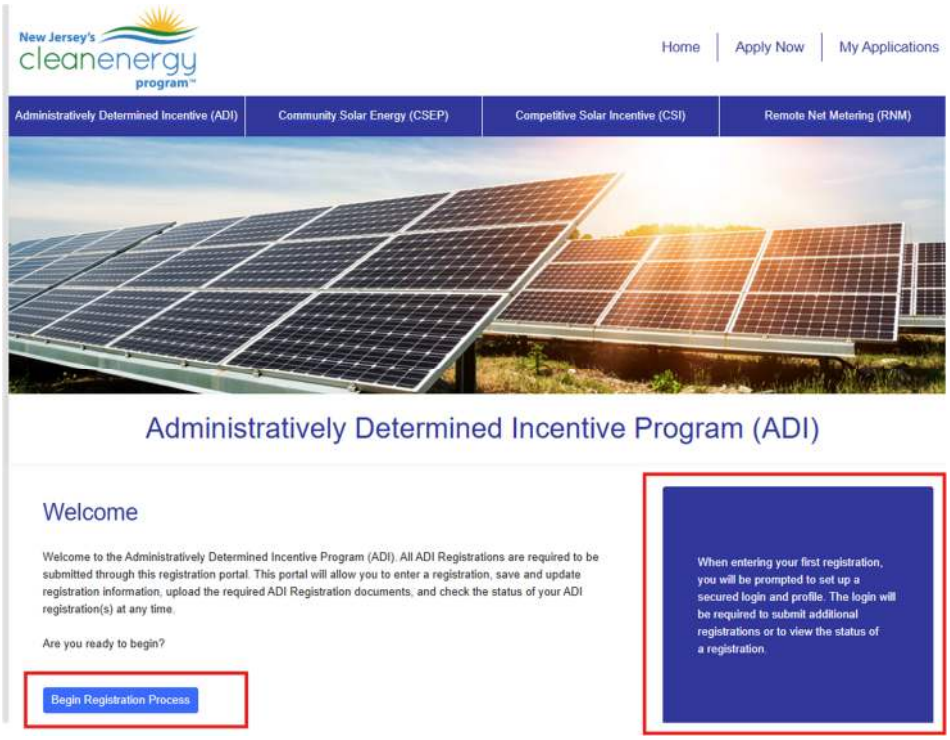
Scroll down to “Successor Solar Incentive (SuSi) Program. Under the **Administratively Determined Incentive (ADI) Program** box, click on the **“Registrations are open”** button. This will take you to the homepage of the ADI Program Application Portal.



Click on **“Registration Portal”** button.



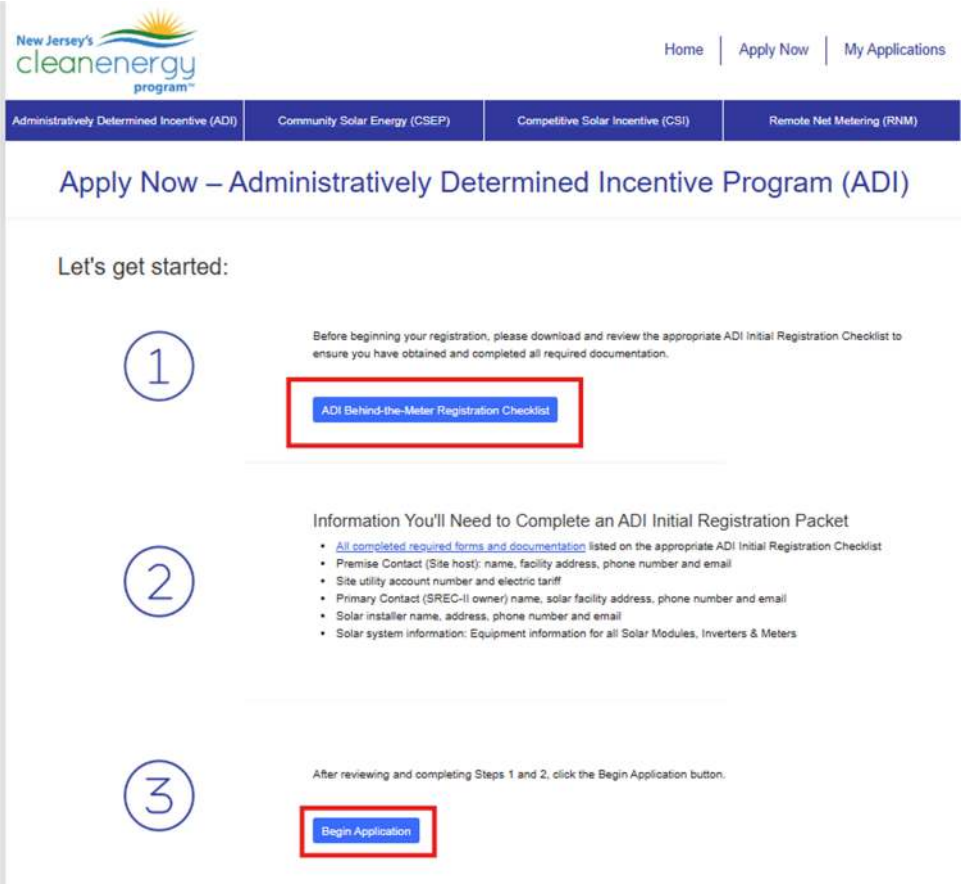
Prior to beginning your ADI registration submission, you will need to set up a secure log in and profile account by clicking the **"Begin Registration Process"** button.



Then click **"Create Account" button".**

Once your account has been set up, you can begin your registration submission by using the email address associated with your portal account and the password created for your account

You will have access to the ADI Initial Registration Checklist by clicking the **"ADI Behind the Meter Registration Checklist"** button. We encourage you to follow this checklist to ensure all required information is entered and program documents uploaded. Once you are ready to begin your registration, click on the **"Begin Application"** button.



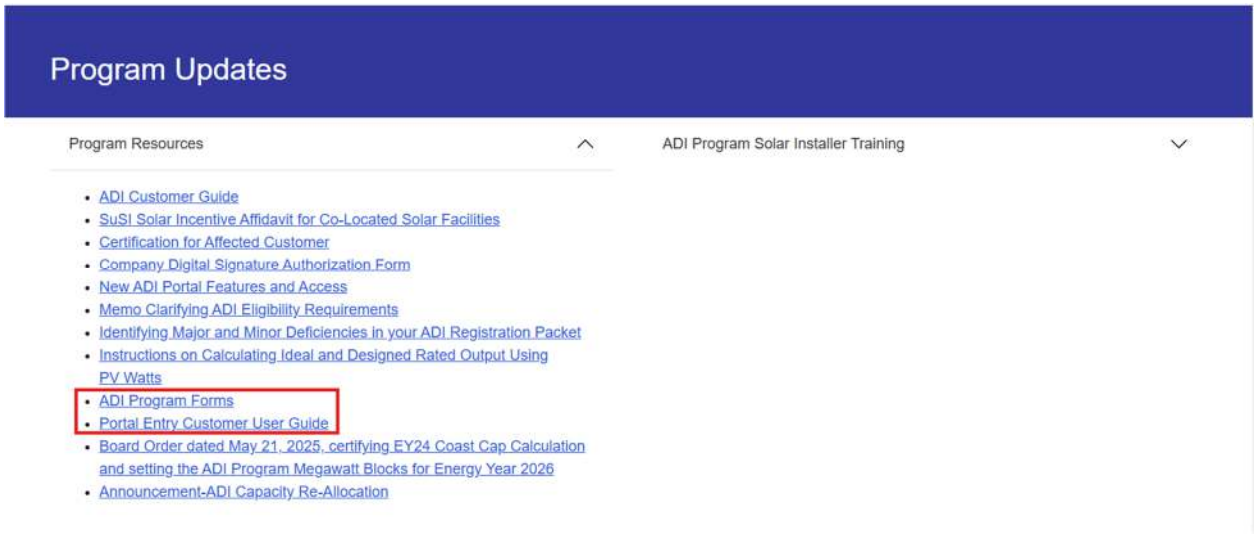
5. ADI Program Online Portal-Program Resources Section

Scroll down to the bottom of the ADI Program portal homepage and click on the "Program Updates" button to easily access ADI Program Resources.

Note you will find several documents under the Program Resources, but specifically you will find a portal instruction guide and a link to the ADI checklists and forms.

Once your system is installed and all ADI Program requirements have been satisfied, you will need to register your solar facility with PJM-GATs and InClime. See sections 11-12 for additional information.

- ***Portal Entry Customer User Guide***: Step by step instructions on how to submit and upload your registration documents.
- ***ADI Program Forms***: NJCEP ADI Homepage link that includes all registration and final checklists/required forms.



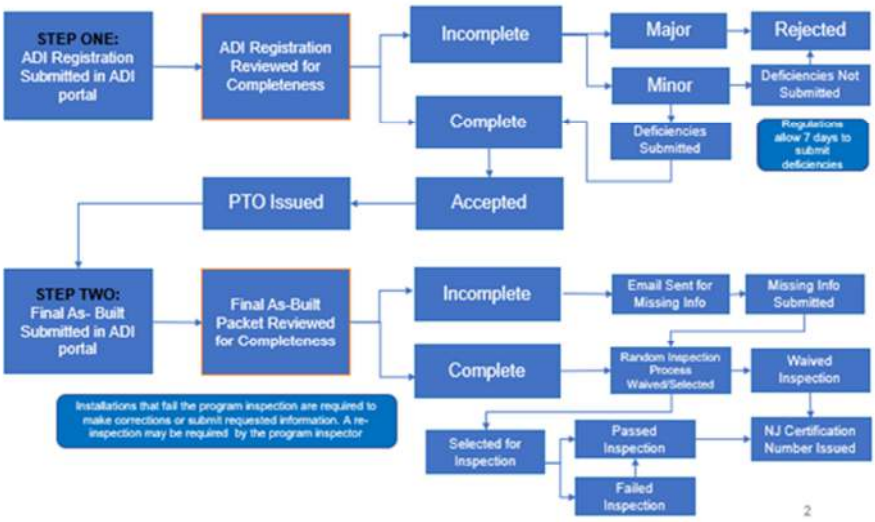
6. ADI Registration Process-Two Step Process

The ADI registration process is a two-step process. See Figure 1 below for a flow chart of the ADI Registration Process. Also see Sections 6-9 below for further details.

STEP 1: An ADI Initial Registration packet is submitted in the ADI online registration portal. The registration is reviewed to ensure all ADI Program requirements have been satisfied; at which time an acceptance letter is issued allowing 12 months from the date of conditional acceptance to complete the installation, obtain permission to operate (PTO) from your utility company and submit your final documents.

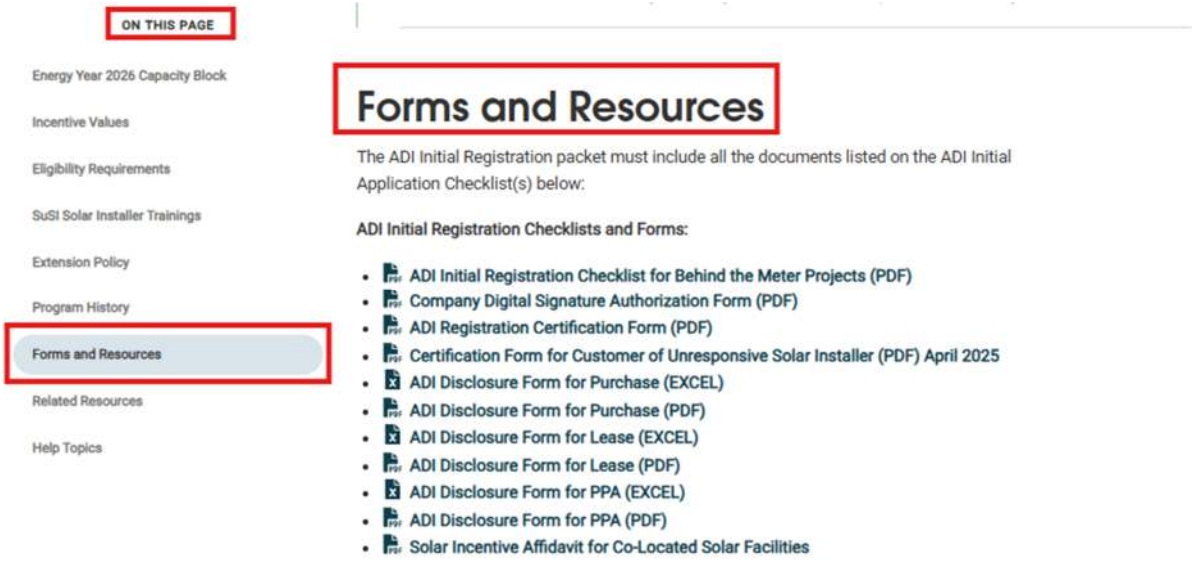
STEP 2: When the solar installation is complete and the system is issued PTO from your utility company, additional Final As-Built documents are required to be submitted. The Final As-Built documents are required to be uploaded in the ADI online portal on or before the expiration date noted in your ADI acceptance letter.

Figure 1: ADI Program Registration Two-Step Process and Workflow



7. ADI Initial Registration Requirements-Step One

All ADI Program Checklists and program forms can be found on the ADI Program homepage under the ADI Registration Packet Materials Section.



8. ADI Initial Registration Checklist

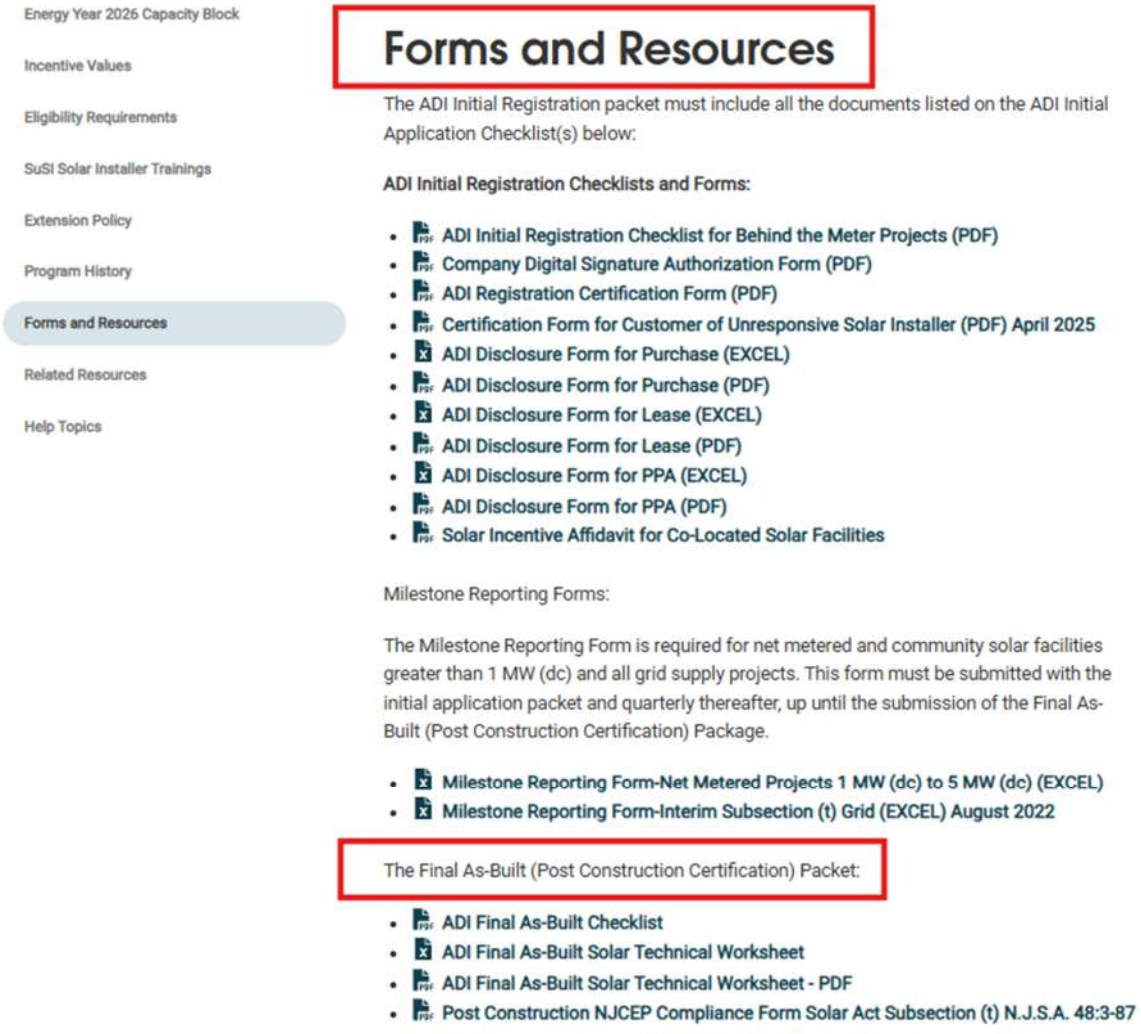
Documents Required for Step One Submission: Initial ADI Registration

1) 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.
2) A completed **ADI Registration Certification Form** with all the appropriate signatures. All sections must be completed and should match the information submitted in the ADI online portal. If using electronic signatures, upload the Certificate of Completion or signature Verification Sheet. This is a program document and can be found on the ADI Program Homepage.
3) A copy of the most recent site 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.).

4) **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.
5) **For Net-Metered Facilities 25 kW (dc) or larger: Electrical and Building Permits** or Documentation are required 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.).
6) **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 is required.
7) **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 is required. 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.
8) **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 of the NJCEP website. If using electronic signatures on the forms, please upload Certification of Completion or signature Verification Sheet. **This is an ADI Program form that can be found on the** ADI Program Homepage.
9) 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 .

9. ADI Program Final As-Built (Post Construction) Requirements

All ADI Program Checklists and program forms can be found on the ADI Program homepage under Final As-Built (Post Construction Certification) Packet section.



10. ADI Final As-Built Checklist

Documents Required for Step Two Submission: Final As-Built packet

1) 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. If using an electronic signature, please upload the Certificate of Completion or the signature Verification Sheet.

2) **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 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 at https://pvwatts.nrel.gov/ .
3) 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. Digital photographs must include:
    1**) Solar Array(s)-**Legible photo showing modules
    2) **Inverter(s)-**Legible photo showing inverters
    3) **Revenue Grade kWh Solar 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. (This is a distinct meter from a utility meter and is mandatory to track your solar production.)
        (a) For Integrated Revenue Grade Meter (RGM) - 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 .
4) **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).

5) **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 PTO notification 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.
6) 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 .

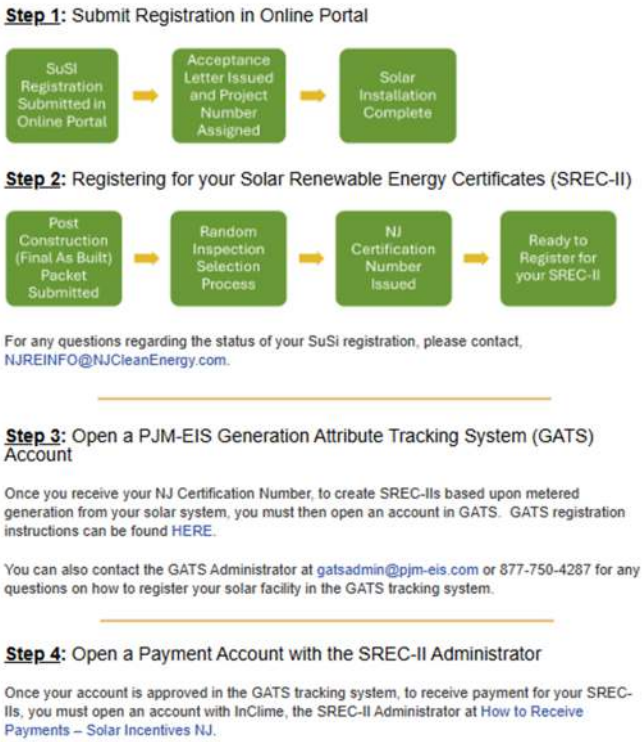
11. ADI Registration Process-Start to Finish

After an initial registration is submitted, a notice of conditional registration will be issued before construction may commence. When the installation of your solar system is complete, and a post-construction packet is submitted your project will be issued a NJ Certification Number via email. This is the number that is required to enable you to register your project in the PJM-EIS Generation Attribute Tracking System ("GATS") where SREC-IIs are created and in the InClime system https://solarincentivesnj.com/ to exchange your SREC-IIs for payment. Refer to Section 12 for Steps on How to Register and Receive Your SREC-IIs

PJM-GATS Contact Information
(877)-750-4287
gatsadmin@pjm-eis.com
https://www.pjm-eis.com/getting-started/contact-us.aspx

InClime, SREC II Administrator Contact Information
(877)-754-3149
admin@solarincentivesnj.com
https://solarincentivesnj.com/

Figure 2: ADI Program Registration Process Steps to Certification



12. How to Register and Receive Your SREC-IIs

When your solar system installation is complete, your new system is eligible to earn NJ Solar Renewable Energy Certificates (SREC-IIs) which contributes value as your system produces electricity. for every 1,000 kilowatt-hours of energy produced by your system. SREC-IIs represent renewable attributes from your solar facility.

You first need to determine whether you will be managing the SREC-II account yourself or whether someone else will be managing your SREC-II account for you. Typically, if you have pre-sold or otherwise granted ownership of your SREC-IIs to another party, that party will manage the SREC-II account. Once you are sure who is responsible for managing your system's SREC-II account, you will be required to take one of the two paths outlined below:

If An Aggregator Will Manage the SREC-II Account for your Solar Facility
1. **Contact your representative:** Your representative will submit the paperwork necessary for registering your solar system in GATS but will need your written permission to do so.
2. **Grant consent to manage the SREC-IIs on your behalf:** The company who manages the SREC-II account will likely provide you with a ***"GATS Schedule A Form" (Generator Owner's Consent)*** which you will need to sign.
3. You will need to include the ***"NJ Certification Number"*** shown at the top of this letter in the table on GATS Schedule A under "***PJM MSET ID or EIA plant Code and Generator Identifier***, (as applicable)". Return the signed GATS Schedule A Form directly to your representative.
4. Your representative will let you know if there is any additional information needed.

SREC-IIs Owned and Managed by You
1. **Register online for a New Account at GATS:** Go to PJM-EIS website and log in at www.pjm-eis.com and **select** the "***GATS Sign in Box***" at the top of the page. Click "Not A Member? Register Here" and complete the application for your GATS Account.
2. **Complete the PJM-EIS New Account Application Online:** Complete the New Account Application Page and click the ***"Submit for Approval"*** button at the bottom of the page.
3. **Accept the GATS Terms of Use Online:** You will be asked to accept the "***GATS Terms of Use***" online. This will log the date and time you created your account. Your account will then be reviewed by the GATS Administrator and approved as soon as possible.
4. **Register your System in your GATS Account:** Once your account is approved, you will still need to register the system within your GATS account. Log into your account and under Assets click ***"Register Solar Photovoltaic Generator".*** Complete the required fields and enter ***"Solar Photovoltaic"*** as your fuel type. Use the ***NJ SREC-II Certification Number*** shown in bold at the top of this letter to register your system. Please be sure to also select the "Check this box to automatically create standing order" option when submitting your generator application. You can now ***"Submit"*** for approval. Once submitted, PJM-EIS will review and approve your system.
5. **Once your generator is approved by GATS**, you may register for payments with the SREC-II Administrator at https://solarincentivesnj.com/. Participants can find all Steps to Register for Payments and more information about this process under the program's FAQ and Resources pages.
6. **Begin Submitting Meter Readings to Earn SREC-IIs:** You may now begin recording monthly generation to GATS at https://www.pjm-eis.com/. Your SREC-IIs will be automatically transferred to the Solar Incentive NJ Program for payment once the Standing Order is approved.

Note: ***The SREC-II Administrator has been contracted by the state's Electric Distribution Companies to procure all eligible SREC-IIs***

13. Additional Resources

ADI Customer Frequently Asked Questions (FAQ):
https://cleanenergy.nj.gov/support/solar/adi-program-faqs
Electric Utility Contact Information:
https://cleanenergy.nj.gov/resources/interconnection-utility-contacts
Understand your Finance Options when Installing Solar:
https://cleanenergy.nj.gov/support/category/solar-ownership-and-financing-options
ADI Program Webinars:
https://cleanenergy.nj.gov/programs/solar/administratively-determined-incentive-adi-program
ADI Program Contact:
REINFO@NJCleanEnergy.com