



## Successor Solar Incentive (SuSI) Program Competitive Solar Incentive (CSI) 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 CSI conditional acceptance letter, including any extensions that have been granted.

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.

For an installation to be deemed complete and selected for an on-site CSI Program inspection, the following documents must be completed and submitted to the CSI online registration portal at [njcleanenergy.com](http://njcleanenergy.com)

### A Complete CSI Final As-Built Packet Includes the Following:

- A **completed and signed CSI 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.
- Solar Equipment Information**. If there are changes to the originally proposed system specifications that were included in the initial CSI registration, you are required to revise the equipment information in the CSI 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 CSI online portal.
- If there are changes to the original proposed system specifications that were included in the initial CSI registration packet, a one-page **Site Plan pursuant to N.J.A.C 14:8-11.2** signed and sealed by a licensed professional engineer. The site plan 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 plan.



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- 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)
  
- 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 before the expiration date noted on the CSI acceptance letter.**



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- Where applicable, **Documentation of Compliance with all Federal, State and local laws**, including eligibility for any tax incentives or other government benefits.
  
- 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](mailto:bperry@trccompanies.com)
  
- For solar facilities located on contaminated sites or landfills a **Post-Construction NJDEP Compliance Form** must be submitted-This document with instructions can be found under the forms page at CSI Homepage.
  
- For facilities located on prime soils or soils of statewide importance, **Evidence of the Soil Quality Report** by qualified soil scientist/engineer and the proposed sequence for facility removal and site restoration; notification of assigned soil conservation district monitor
  
- If applicable, Grid Supply and select Net Metered Solar Facilities are required to comply with NJDEP's "Standards for the use of Pollinator-friendly Native Plant Species and Seed Mixes". A **Vegetation Management Plan** consistent with the requirements outline in the Pollinator Standards is required to be submitted with the Post Construction Package. Solar facilities on built environments, contaminated sites or landfills are not subject to this requirement.

### Extension Policy

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

### Changes to System Size

Solar facilities conditionally approved via Board Order shall not be permitted to increase the capacity referenced in the Board Order by more than 20 percent or 25 kW (dc), whichever is smaller.



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### Changes to Primary Contact or Solar Installer

To request any changes to the Primary Contact or Solar Installer from your initial application submission, please submit a revised CSI Registration Certification Form and a copy of the revised contract reflecting these changes in the CSI online portal.

### 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 facility that does not commence commercial operation within the time provided in its CSI registration (by the registration expiration date), or that commences commercial operation but does not submit a post-construction certification package within the time provided in its CSI registration (by the registration expiration date), would no longer be eligible for the CSI Program and its registration will be canceled. After a registration is cancelled, the project will no longer be counted towards solar development on covered agricultural land, for the purposes of calculation of the Statewide threshold or county concentration limit, as applicable.

### CSI Program Inspections

Following submission of a complete Post-Construction Certification package, all projects will be selected for an onsite inspection by the CSI Program Inspector. The installer/developer are **required to be present** for the inspection by the CSI Program Inspector. All parties associated with the CSI registration will be contacted by a Program Representative to schedule the inspection.

### Issuance of NJ Certification Number

For solar facilities that were awarded eligibility for SREC-IIs, when the solar facility has passed the onsite 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 CSI registration. The email will include the NJ Certification Number together with instructions on how to register with PJM-GATS. The Certification Number will identify the facility's solicitation tranche, based on the completed facility type and size information certified in the post-construction certification package, and a reference to the applicable Board Order that specifies the value of the incentive.



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For inquiries regarding the GATS System please contact the GATS Administrators at 877-750-GATS (4287) or [www.pjm-eis.com](http://www.pjm-eis.com).

*New Jersey's Clean Energy Program*  
Successor Solar Incentive (SuSI) Program  
Competitive Solar Incentive (CSI) Program  
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