



2020 Transition Incentive Program (TI) Initial Application Checklist Community Solar Projects

This checklist provides a list of the requirements for submitting a “community solar” application in the Transition Incentive Program. Pursuant to the Community Solar Energy Pilot Program rules at N.J.A.C. 14:8-9.2, a “community solar” facility refers to the physical equipment, including, but not limited to, panels, inverters, racking, and balance of systems nameplate capacity in DC rating not to exceed five MW.

For an application to be deemed complete and accepted in the Transition Incentive Program, the following requirements must be satisfied. All applications must be submitted in the online application portal.

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

- A completed **TI Certification Form** with all the appropriate signatures. **All sections must be completed** and should match the information submitted in the online portal. If using electronic signatures, upload Certificate of Completion or signature Verification Sheet.
- A **Site Map** that includes all features that may affect performance and construction of the solar system.
- Documentation of the determination by PJM or the EDC** confirming that the point of interconnection is located on the EDC’s distribution system serving NJ. The registrant must work with the EDC representative to obtain this written determination. Submit either a letter from the EDC or the executed Interconnection Service Agreement (ISA).
- Contract Requirement**- A binding legal document that provides reasonable assurance that the solar facility will be constructed. If using electronic signatures, upload Certificate of Completion or signature Verification Sheet.
- Milestone Reporting Form**- This form is required to be submitted with the initial TI Application packet and quarterly thereafter until the Final As-Built packet is submitted. Quarterly reports must be submitted to the TI 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.
- A copy of the NJBPU Board Order granting conditional certification for a community solar facility project to be constructed.** To obtain full certification, the applicant must demonstrate to Board Staff that the community solar project has been built as it was presented to the Board in the



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original application submittal. Additionally, the registrant must demonstrate that all permits have been obtained and if applicable, all NJDEP requirements have been satisfied. Board Staff will issue full certification to the project upon the Applicant’s demonstration that all requirements for full certification have been satisfied.

The size of the system may not be increased beyond the capacity conditionally certified in the Board Order. Decreases to the system size are permitted. Registrants must also notify the Program Manager of any plans to reduce the system size below the approved capacity and the change must be noted in the next submission of the Milestone Reporting Form. Please indicate the reduction in capacity on the form by checking the appropriate box and providing an explanation in the Comments section of the form.

“Construction Complete” (Commence Commercial Operations), as defined by the Program Manager for purposes of implementing the Transition Program, is the date of the EDC Permission to Operate (PTO).

The Transition Incentive is structured as a factorized renewable energy certificate. The factors allow the TREC to provide differentiated financial incentives for different types of solar installation. Using the table below, the project type must be identified in the online portal to determine the appropriate factor for TREC eligibility. Applicants with projects for which more than one factor may apply (e.g., a project that is partially roof mounted and partially ground mounted) may split their project and submit separate applications for each project type. Each application will receive a distinct TI project number, acceptance date and expiration date and NJ Certification Number. Failure to split the project into two separate projects and applications would result in the lower factor applying to the entire project.

Project Type	Factor
Subsection (t): landfill, brownfield, areas of historic fill.	1.00
Grid supply (subsection (r)) rooftop	1.00
Net-metered non-residential rooftop and canopy	1.00
Community Solar	0.85
Grid supply (subsection (r)) ground mount	0.60
Net-metered residential ground mount	0.60
Net-metered residential rooftop and canopy	0.60
Net-metered non-residential ground mount	0.60
Floating Solar	0.60

Upon satisfactory completion of all program requirements, the project will be issued a NJ TREC Certification Number and instructions on how to register the solar PV generating system at PJM GATS.

New Jersey’s Clean Energy Program
Transition Incentive Program



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c/o TRC
317 George Street,
Suite 520,
New Brunswick, NJ 08901
njreinfo@njcleanenergy.com