

New Jersey Community Solar Onboarding Guide

This onboarding guide can be referenced as a Community Solar informational tool to help Prospective Hosts, Project Owners, and 3rd Parties through the onboarding process.

Project Owner Application process:

1. Comm Solar Project Owner / FE Interconnections work together through application process, engineering requirements and PTO.
2. FE Interconnections refers a Project Owner to submit for work order request which will create workflow for permanent Host meter installation and billing system set up.
3. FE Interconnections informs the Community Solar billing team of work order request numbers (DR #) for new project owners.
4. Community Solar billing team works through setting up Host account in SAP system when DR kicks off workflow for installation processes.
5. Community Solar billing team onboards host with Community Solar billing procedure requirements and information.
6. The Host can submit for allocation upon PTO approval **AND** when operational and billing requirements are completed.
7. Community Solar billing team manages monthly allocation billing for Hosts. Host provides monthly allocation subscriber list. FE processes the list and provides monthly allocation reporting info to the host.

Host requirements for Allocation Billing:

1. If a third party will be working for the Host, a Letter of Authorization (LOA) will be required prior to the sharing of any customer information.
2. PTO approval **AND** an active Host account are required to begin processing subscriber lists for monthly allocation.
 - a. The [New Jersey Community Solar Subscriber Form](#) can be found on the FirstEnergy Community Solar webpage and contains all required information for processing monthly allocation.

Requirements for allocation:

A Subscriber Organization must provide the following Subscriber List requirements set forth by the Company, with electronic data for each Community Solar project indicating the proportion of a Community Solar project output that shall be applied to each Subscriber's bill including:

- 1) Date of submission
- 2) Applicable month
- 3) Community Solar project Identification Number assigned by the Company (Not required for Allocation but helps support team research status of Host account)
- 4) Subscriber Organization Identification Number (Provided by the Company).
- 5) Subscriber Organization name
- 6) Each Subscriber's name (per Company account)
- 7) Each Subscriber's Company account number
- 8) Subscriber's LMI eligibility
- 9) Percentage share of each Subscriber

A Subscriber Organization may at any time provide Subscriber List updates that clearly indicate which Subscribers are new to the list or whose information has been revised from previous Subscriber Lists. The Subscriber List should clearly indicate if there are no changes as compared to the prior issuance of the Subscriber List. A Subscriber Organization does not need to provide a Subscriber List update unless there is a change as compared to the prior issuance of the Subscriber List. Non-compatible or incorrect information will be returned to the Subscriber Organization for correction. Subscriptions associated with ineligible subscribers (such as subscribers that are not Customers of the Company or whose Company accounts have been finalized) will be treated as Unsubscribed Energy. A Subscriber

Organization must replace LMI Subscribers that are removed from the Subscriber List with eligible LMI Subscribers such that the required percentage of the kilowatt-hour output is provided to LMI Subscribers. Depending on timing of notification from the Subscriber Organization of the Subscriber's subscription amount in the Subscriber List, it may take up to two billing cycles, or more, before a subscription credit is applied to the Customer's bill from the Company. Subscriptions may not take effect retroactively. No retroactive corrections or changes can be made to Subscriber information or subscription allocation percentages.

The Company shall provide a Subscriber Organization with a report detailing each Subscriber's credit allocation no later than the last day of each calendar month following the month of the Community Solar Host meter reading.

The minimum number of participating subscribers for each community solar project shall be set at 10 subscribers and the maximum number of participating subscribers for each community solar project shall be set at 250 subscribers per one MW installed capacity (prorated to project capacity). Each community solar project must be equipped with at least one utility grade meter to facilitate the recording of solar generation underlying the bill credit process.

Resources to Community Solar rules, regulations, and requirements:

- Utility Commission Link: <https://njcleanenergy.com/renewable-energy/programs/community-solar>
- FE Community Solar Link: <https://www.firstenergycorp.com/supplierservices/nj/nj-solar-program.html>
- NJ Admin Code: [New Jersey Office of Administrative Law | Rules \(state.nj.us\)](https://www.state.nj.us/admin/code/) (Site will require quick registration for access)
- Tariff Links: <https://www.firstenergycorp.com/content/dam/customer/Customer%20Choice/Files/New%20Jersey/tariffs/BPU-13-Part-1-II-Effective-December-1-2020.pdf>
- MISC important links:

- BPU FAQs- <https://njcleanenergy.com/renewable-energy/programs/community-solar/FAQs>
- FE Host FAQs- <https://www.firstenergycorp.com/content/dam/supplierservices/files/community-solar---nj/community-solar-faq-host.pdf>