



## 2010 Renewable Energy Incentive Program (REIP) Application Checklist – updated April 2010

In order for a project application to be deemed complete and accepted by the Market Manager team all of the following requirements must be completed. **Illegible and/or incomplete application submittals will be returned to applicant.**

- Completed REIP Application with all appropriate signatures and SSN / EIN.
- Completed REIP Solar Technical Worksheet (TWS). **You must use the updated form dated April 2010 with the revised rebate amounts or your application will be returned.**
- If installation is part of new construction project, the site must be located in a Smart Growth area in order to qualify for a rebate. Submit a **printed copy** of your smart growth area verification found at [http://njgin.state.nj.us/OIT\\_BusinessMap/index.jsp](http://njgin.state.nj.us/OIT_BusinessMap/index.jsp)
- Copy of recent electric bill with yearly usage in kilowatt hours or copies of monthly electric bills (last bill within 3 months) for the previous 12 months. **Proof of electric or gas regulated utility account is required to process the rebate application.**
  - If the installation is part of a new construction project or the property is under new ownership and 12 months of recent electric bills are not available, applicant must provide all available electric bills **and**
    - Residential customers must submit consumption estimates calculated by using the residential consumption calculator and **signed by both the installer and the applicant.**
    - Non-residential customers must provide a copy of a **signed and sealed load estimator from a Professional Engineer (PE).**
- Warranty information for main system components as specified on the Technical Worksheet
- Solar customers must submit PVWATTS (Version 1) documentation that supports the system production estimates for both the **designed system** and the **ideal system. Both PVWATTS submissions must use the standard default derate factors. (Minimum output standard is 80% of ideal system.)**
  - When calculating the production estimate for the **designed system**, use the system size inputs, tilt and orientation submitted on the Technical Worksheet. Do not include shading or change any derate factors.
  - When calculating the production estimate for the **ideal system**, use the system size inputs submitted on the Technical Worksheet, but **use true south (180 degrees) as the orientation (azimuth) and use the latitude for the location** selected for tilt and no shading.
- A one-page site map must accompany this application submittal. This document can be an **overhead view drawing or a single line electrical diagram** and must clearly indicate the specific location of the renewable energy technology, the inverter, batteries (if any), lockable disconnect switch, and the point of connection with the utility system. The installation address, current electric utility account number at that address, and the installer's name and telephone number must also be included on the site map.
- Customers requesting a rebate must submit a ten-year certification addendum signed by both the applicant and the installer. This document states that the applicant agrees to repay a pro-rated share of the rebate received if the installed equipment is sold, moved, or transferred outside of the state of New Jersey within 10 years of the rebate payment date.
- Copy of the contract signed by both the applicant and installer or the applicant and the Power Purchase Agreement (PPA) provider. This agreement should reflect the current rebate levels. All public sector applications must include a resolution to bid with application and then a signed contract within 180 days of approval letter date.

**You will receive a Rebate Approval Letter within 4 - 6 weeks of receipt.**

Mail or hand deliver application to:  
(Faxes or e-mail are not accepted)

*Renewable Energy Incentive Program  
New Jersey Clean Energy Program  
c/o Conservation Services Group  
75 Lincoln Highway, Suite 100  
Iselin, NJ 08830*