



2010 Renewable Energy Incentive Program (REIP) Biopower Application Checklist

Welcome to New Jersey's **Clean Energy Program™** (NJCEP), sponsored by the New Jersey Board of Public Utilities. The **Renewable Energy Incentive Program (REIP)** for biopower is a smart way for municipalities, wastewater treatment plants, and other NJ businesses to capitalize on unused biomass, reduce their carbon footprint, stabilize electric costs, preserve natural resources, and support the economy.

The REIP offers financial and technical assistance for applicants interested in investing in biopower projects that turn waste into gas or recover gas that may be used to generate power. The gas is then used to create electricity by technologies, such as fuel cells, micro-turbines, and combustion turbines. The rebate is calculated based upon the power generator or turbine's rated net continuous output.

To qualify for a rebate, the waste or organic matter must be available on a sustainable basis. The sustainable biomass can be converted to synthetic gas through a conversion process of gasification, direct combustion, or pyrolysis among others. The gas may also be captured directly from a landfill or an anaerobic digestion process.

The application process starts with a determination of biomass sustainability by the New Jersey Department of Environmental Protection (NJDEP). Prior to applying for a rebate, applicants must apply for this sustainability determination by sending a letter to the NJCEP Account Manager at the address below requesting a biomass sustainability determination. Please include all information requested below. The Account Manager will forward your request to NJDEP.

The NJDEP will evaluate biomass projects based on the following three criteria:

1. Fuel Sustainability

Each project must document the sustainability of the fuel source or feedstock. This information includes the percentage of fuel input that is derived from a certified, sustainable source and how the applicant intends to procure enough feedstock to support the project. Landfill gas facilities should document that the methane fuel has a minimum availability of 5 years.

2. Close Loop Operational Process

Documentation must include a description of the operational process and the associated equipment. A functional use for any refuse by-products must be documented. Landfill gas facilities must describe current process/use of flare gas and document incremental benefits related to the proposed application.

3. Proper Emissions Levels

The project must meet the emission standards specified in the New Jersey State of the Art Manual (SOTA). The REIP application will not be approved until permit approval documentation has been provided.

In addition to determining if the biomass is sustainable, in order for NJCEP administrators to calculate the rebate, applicants are required to submit documentation to support the system rated net continuous output, per the equipment specification sheets.

The REIP includes additional incentives for biomass systems that include a heat component which recovers and reuses the waste heat. If applying for the power **and** heat rebate, additional documentation supporting the heating system is required. If you have not already done so, it is important that you contact your municipality as soon as possible to learn more about any other approvals required to install biopower equipment.

When you submit a complete biopower application packet, you will receive a rebate approval letter within 4 - 6 weeks of receipt, assuming that all eligibility requirements are met. For assistance on the application process please contact Joanne Bachmann at 732-218-4430 or Joanne.Bachmann@veic-nj.org.

Mail or hand deliver application only; faxes and e-mail are not accepted:

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



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Listed below is the documentation required when submitting an application packet.

- Completed REIP Application with all appropriate signatures and SSN/EIN
- Completed Technical Worksheet – Biomass Equipment
- Copy of recent electric bill with yearly usage in kilowatt hours or copies of monthly electric bills (last bill within past 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 or expansion 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** 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.
- Equipment Specification sheets showing the total system rated net continuous output and how much feedstock is required.
- A one-page site map must accompany 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.
- Biomass sustainability determination from the NJDEP – Sustainable biomass-fueled generation facilities are required to obtain a determination of sustainable biomass from the NJDEP prior to applying for a REIP incentive. You need to apply first by sending a letter to the NJCEP Account Manager at address below, requesting a biomass sustainability determination. The Account Manager will forward your request to NJDEP. Sustainable biomass projects will be evaluated based on the following three criteria which needs to be included in the letter for the NJDEP:
 - Fuel Sustainability:** Each project must document the sustainability of the fuel source or feedstock. This required information includes the percentage of fuel input that is derived from a certified, sustainable source. Landfill gas facilities should document that the methane fuel has a minimum availability of five years.
 - Close Loop Operational Process:** Documentation must include a description of the operational process and the associated equipment. A functional use for any refuse by-products must be documented. Landfill gas facilities must describe current process/use of flare gas and document incremental benefits related to the proposed application and comply with all of NJDEP policies for ash management.
 - Proper Emission Levels:** The project must meet the emission standards specified in SOTA. The REIP pre-approved rebate application will not be approved until permit documentation has been reviewed and found to be sufficient.
- If requesting a rebate for both power and heat, include the [NJCEP Combined Heat and Power application](#) documents.
- Copy of 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.

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