



2012 Solar REIP Final As-Built Checklist

In order for an installation to be deemed complete and ready for a NJCEP Program Inspection or Inspection Waiver, the following requirements must be completed and submitted to the Market Manager. A complete Final As-Built Packet must be received by the Market Manager on or before the project expiration date.

- The Final Application Form signed by the applicant/site host contact, installer and system owner if different from applicant. This document is the third page of the REIP approval letter which is sent to all applicants receiving a rebate commitment in the REIP program.
- A **revised** REIP Solar Technical Worksheet with the correct rebate calculation if the system size has changed since the initial application submittal.
- A copy of a New Jersey Tax Clearance Certificate (only needed for commercial, non-profit, farms, public projects that enter into a PPA or HMFA - Sunlit projects), available at www.njcleanenergy.com/misc/renewable-energy/tax-clearance-certificate. This is not required for residential or public sector projects.
- If project was approved during a funding cycle that required completion of energy efficiency measures, include the following:
 - Signed notification by the rebate recipient that they are not completing the energy efficiency requirements. (If this was an option)
- or -
 - Proof that the energy efficiency (EE) requirements are met by providing the appropriate documents listed at <http://www.njcleanenergy.com/renewable-energy/programs/renewable-energy-incentive-program/incentives/energy-efficiency-measures>
- Completed and signed 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 on the SREC Registration Program Form.
- Representative digital photographs of the system affixed to the template in the Final As-Built Technical Worksheet. The photos shall be a minimum of 5" x 7" at 300 DPI and must include 1) the solar array 2) inverter(s), 3) site changes if any from original application or registration and 4) Revenue Grade kWh Production Meter that has been certified to the ANSI C12 standards.
- Shading analysis must be provided using either "Solar Pathfinder" or "Solmetric SunEye" as the shade analysis tool. The analysis must include entire shading report with a minimum sampling of two lower corners and two upper corners of each array.
- PV Watts actual system printouts showing the system production estimates supporting Item D: the system estimated production calculation on the Final As-Built Technical Worksheet:

For systems without shading or changes to the derate factors:

- Production estimates calculated using the actual data from the Final As-Built Technical Worksheet and default derate factors in PV Watts.

For systems with shading or changes to the derate factors:

- Production estimates calculated using the actual data from the Final As-Built Technical Worksheet and new derate factors.
- Complete documentation on why there are changes to the derate factors. The only acceptable changes are for PV module spec sheets, inverter spec sheet and shading.

Mail or hand deliver completed package to:
(Faxes and e-mails 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
Revised Jan 2012



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- Calculator for overall DC to AC derate factor. A printed copy of the calculator for overall DC to AC derate factor page with all the changes. (The derate factor help page).

For systems with multiple arrays:

- Each array must have a separate shade analysis and PV Watts calculation.
- PV Watts ideal system printouts - Calculate estimated production using the system size only from your Final As-Built Technical Worksheet, but for **orientation (azimuth) use True South (180 degrees), for tilt use the Latitude for the location selected and do not include shading or change any derate factors.**
- Completed PV Commissioning Form which verifies that the system has been tested and is functioning as per system design. This form must be completed by the installer as they commission the system.

Note: You may use the NJCEP PV Commissioning Form or provide the same information in another format when submitting Final As-Built paperwork.

- EDC Notification - 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 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. **Note: If this document is not included in the Final As-Built paperwork, and the remainder of the Final As-Built paperwork is complete, the project will not be considered expired but will not receive a program inspection or inspection waiver until that document is received by the Market Manager.**
- ANSI C12 Certified Meter Worksheet - A revenue grade kWh production meter that has been certified to the ANSI C12 standards is required for all SRP systems, all REIP non-residential systems and REIP residential systems greater than 10kW. However, rule amendments to the RPS at the N.J.A.C. 14.8-2.9 were proposed on March 30, 2011 which will require, subsequent to adoption, readings of an ANSI C12 meter that records megawatt-hour production of electrical energy for purposes of SREC production. This rule would require that systems less than 10kW may no longer use estimated production for the purpose of SREC generation and the SREC account holders must report energy data to the SREC Administrator, via the SREC Administrator's web interface. All previously installed solar systems would be required to install an ANSI C12 meter to comply with this rule amendment. If the proposed rule amendment is adopted by the NJBPU Board, this requirement would go into effect six months from the date of the adoption by the Board.
- If the project includes certified NJ manufactured products and seeks the NJREMI incentive, proof of purchase documentation must be submitted with the Final As-Built paperwork packet. To be eligible to receive the NJREMI incentive the fully compliant Final As Built packet must be submitted on or before the earlier of 1) expiration date listed in the original SRP acceptance letter or 2) March 31, 2012. NJREMI payments will not be processed for any Final As-Built submittals received after March 31, 2012.

Once the Final As-Built Packet is deemed complete, an automated selection process will determine if the installation will be selected for an on-site inspection (QC Selected) or if it will receive a waiver of inspection which results in a Quality Assurance paper work review process (QA Selected). If the inspection is waived, the registrant, installer, system owner, and the site host contact will receive a letter within 2-3 weeks of receipt of the complete Final As-Built Packet. If the project is selected for an on-site inspection, residential customers will be called within one week to schedule an inspection. Since Installers are expected to be present for the inspection of non-residential projects, the Market Manager will email the installer within one week to schedule the inspection of non-residential projects.

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