



## 2010 REIP and SRP Final Paperwork Checklist

In order for an installation to be deemed complete, receive an NJ Certification number, rebate check and instructions on how to register with the SREC or REC tracking system, the following requirements must be completed and submitted to the Market Manager team. **Illegible documents will be returned to the applicant.**

- A copy of the signed Electrical Code Inspection (UCC) Certificate and other applicable permits.
- A copy of the completed Utility Interconnection Application, available at [www.njcleanenergy.com/renewable-energy/programs/net-metering-and-interconnection](http://www.njcleanenergy.com/renewable-energy/programs/net-metering-and-interconnection).
- A copy of a New Jersey Tax Certification Certificate (only for commercial, non-profit, farms or HMFA - Sunlit projects), available at [www.njcleanenergy.com/misc/renewable-energy/tax-clearance-certificate](http://www.njcleanenergy.com/misc/renewable-energy/tax-clearance-certificate). Not required for residential or public sector projects.
- For solar rebated projected only, notification that you are not completing the energy efficiency requirements for **Residential installations 10kW or under and Non-Residential Installations, only.**  
- or -
- For solar rebated projects only, proof that the energy efficiency (EE) requirements are met:
  - **Residential installations 10 kW or under: Home Performance with Energy Star** - A copy of the Step 2 – Air Sealing Report [www.njcleanenergy.com/residential/programs/home-performance-energy-star/benefits-and-incentives](http://www.njcleanenergy.com/residential/programs/home-performance-energy-star/benefits-and-incentives)
  - **Residential installations > 10 kW: Home Performance with Energy Star** - A copy of the Step 3 – Comprehensive Package - Certificate of Completion for the EE work completed. **To receive any rebate you must complete at least two measures identified in the audit report.** [www.njcleanenergy.com/residential/programs/home-performance-energy-star/benefits-and-incentives](http://www.njcleanenergy.com/residential/programs/home-performance-energy-star/benefits-and-incentives)
  - **Residential New Construction Installations in the NJ Energy Star Homes program** - A copy of the Energy Star Home Verification Summary or RemRate report showing proof that you met the **New Jersey Energy Star Homes** energy efficiency (EE). [www.njcleanenergy.com/residential/programs/nj-energy-star-homes/nj-energy-star-homes](http://www.njcleanenergy.com/residential/programs/nj-energy-star-homes/nj-energy-star-homes)
  - **Non-Residential Installations:** [www.njcleanenergy.com/commercial-industrial/home/home](http://www.njcleanenergy.com/commercial-industrial/home/home)
    - Local Government Energy Audit Program - A copy of the Application Approval Notice
    - Direct Install Program - A copy of the Work Order for the energy efficiency work proposed from the contractor that provided the audit
    - Pay for Performance Program – A copy of the Energy Reduction Plan

Once this Final Paperwork is deemed complete, a letter containing the NJ Certification Number is automatically sent to the system owner **within 4 – 6 weeks.**

**Solar Renewable Energy Certificates (SREC) or Renewable Energy Certificates (REC) Registration:** This letter contains instructions on how to register with the SREC or REC tracking system.

**Rebate checks:** After the NJ Certification Number is generated, rebate checks are processed in batches and reviewed by the BPU oversight committee. **Checks are mailed within 60 days of the date the batch is approved and submitted for payment.**

Mail or hand deliver completed package to:  
(Faxes and e-mails 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*