



## 2010 Renewable Energy Incentive Program (REIP) Application Checklist – updated July 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 met. **Illegible and/or incomplete applications will be returned to applicant.**

- Completed REIP Application with all appropriate signatures and SSN/EIN on the same page.
- Completed REIP Solar Technical Worksheet (TWS). **Use the updated form dated June 2010 with the revised rebate amounts or your application will be returned. Warranty section must be completed.**
- If installation is part of a 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 from the local utility 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. Each application is accepted per meter unless you specify that you will be installing a master meter.**
  - o If installation is part of new construction, major renovation, 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 (located on the REIP application forms page) and **signed by both the installer and the applicant. This is not to be used for additional electric product purchases.**
    - Non-residential customers must provide a copy of a **signed and sealed load estimator in annual kWh from a Professional Engineer (PE).**
- 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.)**
  - o 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.
  - o 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 **do not include 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. Contract should reflect the current rebate levels. Public sector applicants are not required to submit a contract with their applications but must submit a signed contract within 180 days of approval letter date.
- Copy of the signed Addendum to Convert the Application from REIP to SRP, if applicant wants the application to be registered in the SRP if rebate funding is not available for this application.

**You will receive a rebate approval letter by the end of the funding cycle, if your application is complete and funding is available. If your system is built and locally inspected, it will not be eligible for a rebate.**

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

*Renewable Energy Incentive Program  
New Jersey's Clean Energy Program*  
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