



## 2020 Transition Incentive Program (TI) Final As-Built Checklist Post Construction Certification Package

For an installation to be deemed complete and selected for an on-site TI inspection or an inspection waiver, the following documents must be completed and submitted to the online portal at <https://njcepsolar.programprocessing.com/>

A completed Final As-Built packet (Defined under proposed N.J.A.C. 14:8-10 as the Post-Construction Certification Package) must be submitted on or before the expiration date that is noted on the TI Acceptance letter.

### A Complete TI Final As- Built Packet Includes the Following:

- A **Completed and signed TI Final As-Built Technical Worksheet**-All individual arrays based on orientation and tilt, inverters and meters must be identified when entering equipment information in the online portal. 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 as the Premise Contact, Primary Contact and Installer/Developer.
- Representative digital photographs of the solar system**. The photos shall be a minimum of 5” x 7” at 300 DPI. Please ensure that the photos are in focus and the serial numbers are legible. All photos can be combined into one or more documents and submitted as one upload in the online portal.
  - 1) **Solar Array(s)**-Legible photo showing modules
  - 2) **Inverter(s)**-Legible photo showing inverters
  - 3) **Revenue Grade kWh Production Meter** that has been certified to the ANSI c12.1-2008 or ANSI c.12.20 accuracy standards. A legible photo of the meter with make, model and visible serial number. (a) For **Integrated Revenue Grade Meter**-A photo of the actual integrated meter device (b) For **Certain Micro-Inverter Monitoring Units**-A photo of the device and online screen captures displaying the serial number and identifying additional RGM identifiers showing device has met or exceeds the ANSI c.12 1-2008 accuracy testing standards.
  - 4) Participants in the **PSE&G Loan Program** are required to submit a photo of the RGM production meter that is installed at the site and notification in writing is required to be submitted notifying TI staff of their participation in the PSE&G Loan Program.
- Instantaneous Production**: A document which verifies that the system is fully functioning as per system design. This document can be provided as one, or more, of the following:
  - 1) A Print screen, or clear photograph of a remote monitoring webpage displaying the instantaneous system production (AC Power or kilowatts) per operational inverter;
  - 2) A Print screen, or clear photograph of the on-site monitoring device, displaying the instantaneous system production (AC Power in Watts or kilowatts) per operational inverter;



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- 3) A photo of the LCD/LED screen of each operational inverter, displaying the instantaneous system production (AC Power in Watts or kilowatts)
- Self- Installations**-A copy of the signed Electrical Code Inspection (UCC) and any applicable permits must be included in the Final As-Built packet.
  - EDC Permission to Operate 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 Electric Distribution Company (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. If the name on the permission to operate is different from the premise contact listed in the online portal, please supply clarification.
  - If you installed an **Electric Storage Battery** with the solar system you must include a single line drawing showing the location of the solar equipment and electric storage battery together with a copy of the battery equipment specification sheet. If you have any questions, please contact Dan Murnane at [dmurnane@trcsolutions.com](mailto:dmurnane@trcsolutions.com)
  - A copy of the **Utility Bill** is required to be submitted with the Final As -Built packet if; **1)** the initial TI application was submitted as new construction without a utility account number **2)** the TI application was previously transferred from SRP without a utility bill **OR 3)** the utility account number has changed since the initial application was submitted. The page of the utility bill must include the account number, premise address and identify the appropriate electric rate tariff for the site location. If the name on the utility bill is different from the premise contact listed in the online portal, please supply clarification. (i.e. tenant, etc.)
  - For Grid Projects under Subsection (t) only: Post-Construction NJDEP Compliance Form-**  
This document with instructions can be found under the forms page at [njcleanenergy.com](http://njcleanenergy.com).

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 or if it will receive a verification waiver.

The Premise Contact and Installer/Developer will receive an email informing them if they have been selected for an onsite inspection or have been waived an inspection. If the project is selected for an on-site inspection, the Premise Contact and listed installer/developer will be contacted to schedule an on-site visit by the TI Program Inspector. Unless requested, the installer/developer is **not required** to be present for the on-site visit. The installer/developer are **required to be present** for the inspection of non-residential projects and will be contacted via email by a Program Representative to schedule the inspection. If an



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Integrated Revenue Grade Meter device is installed at the site, the installer must be present for the on-site inspection.

“Construction Complete” (Commence Commercial Operations), as defined by the Program Manager for purposes of implementing the Transition Program, is the date of the EDC Permission to Operate (PTO).

To request any changes to the Primary Contact or Solar Installer from your initial application submission, please submit a Change Request and a copy of the revised contract reflecting these changes in the online application portal. You can find the Change Request Form on the TI [forms page](#).

Upon satisfactory completion of all program requirements, the project will be issued a NJ TREC Certification Number and instructions on how to register the solar PV generating system at PJM GATS.

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