



Installer Conference Calls

In order to create an ongoing dialog to receive your input we will continue to schedule conference calls with an open format to discuss your concerns and suggestions for improvements in the process. The second call will be held:

Date: Tuesday, May 24, 2016

Time 3:00-4:00pm

Call-in Number: 303-248-1290

Meeting ID: 2465700

The New Jersey Board of Public Utilities has completed the transition of the management of the Clean Energy programs to the new Program Administrator, Applied Energy Group, Inc. We would like to thank you for your patience during the transition. While there have been some start-up delays during the first few months, we are on target to see a significant increase in processing during the month of May.

Since March 1st, over 5,400 SRP Registrations have been issued SRP Acceptance letters and 1,300 NJ Certification Numbers have been issued.

All paper SRP Registrations that were in the pending queue have been issued SRP Acceptance letters. The SRP Processing Team is currently focusing on those SRP Registrations submitted in the portal and the Final As -Built packets that are pending review for issuance of the NJ Certification Number. The SRP Processing Team is on track to significantly increase the number of SRP Acceptance letters and NJ Certification Numbers in May with the goal of eliminating the backlog by the end of June.

Process Improvements Underway

1. We have hired additional staff and continue to train existing staff to maximize efficiency
2. Based on feedback from the industry, we continue to look for ways to streamline the process
3. We have taken steps to significantly reduce the number of Incomplete Minor and Major Deficiencies are being identified and issued emails

Online Portal

1. Please continue to check the Notes section in the online portal for any follow up on your projects
2. SRP Numbers and Premise Contact information will now be included in the emails to help identify the corresponding SRP Registration
3. When entering Rating Per Module you now must enter as kW using a decimal (260 Watts = .260 kW)
4. Several older projects were issued emails requesting missing information to complete the Final As-Built. If the SRP Registration was submitted in paper, corrections must be submitted in paper form and mailed to Applied Energy Group
5. Based on the request from our last conference call a document identifying Major and Minor Flaws has been posted on the NJCEP website
6. Expiration letters were issued out of the system in error

Reporting Update

1. Monthly Solar Installation Report Update - Circulated via email on May 5th
2. Reviewing and evaluating current reports and making recommendations for changes
3. A meeting will be scheduled in June for stakeholder discussion on reporting data

Project Status Inquiries 866-NJSMART (657-6278)

NJCEP Call Center Staff receives regular training on identifying project status/missing items and should be able to address any questions or concerns regarding your projects. The SRP Processing Team continues to focus on processing SRP Registrations and Final As-Built packets. At this time, please continue to submit your inquiries to njreinfo@NJCleanEnergy.com, and someone will respond to you within 48 hours. If you wish to be contacted via phone, please indicate so in the email. Please **do not** send any documents via email to njreinfo@NJCleanEnergy.com.

Final As-Built Reminder

As a reminder, if you have submitted your registration in the online application portal, please upload the Final As-Built paperwork via online application portal. If you submitted your SRP Registration in paper form, please submit your Final As-Built documentation in paper and mail to the address below:

New Jersey's Clean Energy Program
SRP Processing Team
c/o Applied Energy Group
317 George Street, Suite 305

New Brunswick, NJ 08901