



Installer Conference Calls

In an effort to maintain our ongoing communication, we will continue to schedule conference calls with an open format to discuss your concerns and suggestions for improvements in the process.

Our third call will be held as follows:

Date: Monday, October 17, 2016

Time 2:00-3:00pm

Call-in Number: 1-800-747-5150

Meeting ID: 6576278

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.

Since March 1, 2016, over 21,000 SRP Acceptance letters and over 9,000 NJ Certification Numbers have been issued.

SRP Registrations that are submitted in the online portal are being issued SRP Acceptance letters within 2-3 days from the date received. The SRP Processing Team continues to focus on the Final As-Built packets that are pending review for issuance of the NJ Certification Number.

“NEW” Applied Energy Group office location-Move to new location is tentatively scheduled for the week of October 3rd

New Jersey's Clean Energy Program
SRP Processing Team
c/o Applied Energy Group
317 George Street, **Suite 520**
New Brunswick, NJ 08901

“NEW” In Person Drop Off of SREC Documents - New Procedures

- SRP paperwork may be hand-delivered to the SRP Processing Team during regular office hours, Monday through Friday between 8:00 – 4:00 pm.

- After 4:00 pm, program participants may use the document drop slot located to the left of AEG's office entry to deliver paperwork.
- Any documents delivered during regular office hours will be date-stamped upon receipt.
- Any documents delivered via the drop box will be date-stamped on the following day.
- The SRP Processing Team will not be available to assist or review any documents during the time of drop off.
- If you need to speak to a Processing Representative to discuss your project, please submit a meeting request for an in-person appointment to: NJREINFO@appliedenergygroup.com

Process Improvements Underway

1. The Final As-Built Technical Worksheet has been revised to include the Revenue Grade Meter information. The Meter Worksheet Form will no longer be required to be submitted.
2. The Final As-Built Checklist has been revised to include document requirements for new equipment i.e. Integrated Meters, Micro Inverters, etc.
3. The Final As-Built Checklist and Final As-Built Technical Worksheet Instructions page are now separate pages. These documents are not required to be uploaded in the online portal.
4. If you are participating in the PSEG Solar Loan Program, the Revenue Grade Meter requirements in the SRP must be fulfilled. You must complete the Meter Section on the Technical Worksheet and submit photos of the meter.
5. **“New” RE Contractors Distribution List-This is a Notification Only list** and will be used to share SRP updates. You will not be able to reply to all of the members of this listserv. If you wish to contact the SRP Processing Team, you can do so at NJREInfo@njcleanenergy.com

Issues

1. The SRP Team is currently experiencing a high volume of incomplete Final As-Built packets being submitted.
2. Incomplete and incorrect contact information is being entered into the portal.
3. All required fields must be completed in the online portal.
4. 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 520
 New Brunswick, NJ 08901

Reporting Update

Solar Installation and Pipeline Report Update – An email will be sent out via RE Distribution List early on the 15th of each month informing the Solar Industry of the expected timeline for posting these reports.

Project Status Inquiries 866-NJSMART (657-6278)

The 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