

New Jersey's Clean Energy Program™ Users Guide for Renewable Energy Reporting

The NJCEP Renewable Energy Program reports are prepared using three distinct report options. Option 1 is for analysis and forecasting of the installed capacity based upon the end of month data. Option 2 is for project participants to look up their projects and get more information about its status at the end of the month with some aggregate project analysis provided. Option 3 is a frequently updated listing of the renewable energy projects which are in progress or have been recently completed. Please do not add the project listing from one option to those contained in another option as this will create duplicate records.

Option 1 - Installed Capacity Analysis and Forecasting

Period Covered: Program to date through the end of current month

These reports provide updates on the cumulative installed capacity as of the end of the month and also provide information on the project pipeline. The tables and graphs are helpful in responding to media inquiries and identifying trends. Together the installed projects report and the pipeline report cover all projects from the initial project approval through final completion of all program requirements. This allows for the analysis of what has already been installed and also provides underlying project information to assist in forecasting rates of completion. The rate of completions may then be used along with the approved project pipeline to help forecast future installed capacity.

- **Installed Projects Reports (By Technology)**

Solar Installation Summary Report and Wind, Biopower and Fuel Cell Installation Summary Report) – These reports provide detailed analysis and graphs highlighting key aspects of the renewable energy projects that have reached the installed status from program inception in 2001 up through the date of the report. The projects that are listed at the “QC/QA Selected” status need to complete additional steps before they will be provided with the NJ Certification number that is needed to register at PJM GATS to generate RECS or SRECs. Data for projects listed at the “QC/QA Selected” status may contain preliminary results which are subject to true-up based upon final inspection results.

- **Solar Approved Projects Pipeline Report** – Provides a project listing of all approved solar projects that have not yet reached the "Installed Project" status.
- **Solar Installed Capacity Forecast** - This graph shows the cumulative installed solar capacity and a projection of future installed capacity resulting from the combined totals of the CORE, REIP and SRP programs.

Option 2 - Project Status Reports

Period Covered: Program to date through the end of current month

These reports include project summary information along with the current status of the project and the key milestone dates for each project including Approved, QC/QA Selected, Passed Inspection, Sent to GATS, Funding Request Invoice Date (rebate projects only), and Complete Date (rebate projects only). Once the project is paid (rebate projects only) or completed (SRP) the project record will be moved to the Paid Projects Reports or the SRP Completed Projects Reports respectively where full details regarding the projects are provided.

- **Project Status Reports (By program)** – These reports provide a summary and a project listing of all projects that have been approved but not yet paid. This is intended to allow the customers and installers the ability to look up their project to see the current status and date.
- **Paid Projects Reports (By rebate program)** – These reports provide a project list and an equipment list for all projects that have been paid through the rebate programs. The equipment list for solar projects includes the quantity and type of panels and inverters installed along with panel tilt and orientation. These reports are divided into the Program to Date (PTD) file as of the end of the most recently completed year and the Year to Date (YTD) file for the current year.
- **Completed Projects Report (SRP)** – This report provides a project list and an equipment list for all projects that have completed the requirements of the SREC Registration Program. The equipment list for solar projects includes the quantity and type of panels and inverters installed along with panel tilt and orientation. This report is divided into the Program to Date (PTD) file as of the end of the most recently completed year and the Year to Date (YTD) file for the current year.

Option 3 – Updated Project Status List

Period Covered: Contains only those projects which are in progress or have been recently completed.

This project list will be updated weekly and will include project summary information along with the current status of the project and the key milestone dates for each project including; Approved, QC/QA Selected, Passed Inspection, Sent to GATS, Funding Request Invoice Date (rebate projects only), and Complete Date. This project status list is intended to provide installers and customers the ability to monitor the progress of their projects.

NJ Clean Energy Program - Renewable Energy Program Reporting Overview

Option 1	Pipeline		Installed Projects Report			
Project Status	Data Entry	Approved	QC/QA Selected	Ready for Rebate	Processing Rebate	Complete
Option 2		Project Status Report				Paid Projects Report
Project Status		Approved	QC/QA Selected	Ready for Rebate	Processing Rebate	Complete
Option 3	Updated Project Status List					
Project Status	Data Entry	Approved	QC/QA Selected	Ready for Rebate	Processing Rebate	Recently Completed

The projects listed in option 1 and option 2 will be very similar due to overlapping project status. However, they are broken down into different groupings based upon their status. Option 3 will contain only those projects which are in progress or have been recently completed. Please do not add the project listing from one option to those contained in another option as this will create duplicate records.

The project status codes used in the above reports are defined below and are listed in sequential order:

Data Entry (Project applications are in the application review phase.)

Approved (Commitment letter was issued)

Final Data Entry (As built paperwork was received but is incomplete)

QC Selected/ QA SELECTED (Final as built documents were received and accepted, project is in QC/QA Inspection phase)

- For program reporting purposes, projects are considered as "Installed" when they reach the QC/QA Selected status.
- Projects that have passed inspection but are missing paper work will remain at QC/QA Selected until the missing items are provided by the applicant.
- Please check for an email communication from the Market Manager processing team after the inspector has notified you that your project passed inspection. If any items are missing please supply them as soon as possible.

Ready for Rebate (Passed Inspection and UCC and interconnection application were received)

Processing Rebate (Projects placed in funding request batch for payment review)

- When the project achieves the "Processing Rebate" status, the NJ certification number will be issued and sent to the registrant and a copy will be sent to GATS for verification (see "Sent to GATS Date" column).
- The "Fund Request Inv Date" column may be used to determine when the invoice was generated. If this field does not contain a date then the project is under review and will be included in a funding request batch after the review has been completed.

Complete (All NJCEP requirements have been met; the NJ certification number was issued and sent to the registrant and to GATS for verification (see "Sent to GATS Date" column). For rebate program projects, the complete date is the date that the rebate payment check was issued.