

New Jersey's Clean Energy Program  
**Pay for Performance**  
**Partner Conference Call Minutes**

September 24, 2014 10:00-11:00am (EST)

**Conference Call:**

Call-in #: **888-330-1716**

Access Code: **4502707**

**1. Program Statistics**

- A. Information will be provided every few months at Market Manager discretion. For monthly updates on P4P, and other program, statistics please dial into the monthly Energy Efficiency Committee meetings. To sign up to receive EE Committee emails please join the listserv at <http://www.njcleanenergy.com/committees>

**2. P4P Announcements**

A. Documents & Tools

- i. **P4P EB and P4P NC: Program Guidelines– Addendum #1** issued. *See attached PDFs.*
- ii. **P4P EB: ERP Tables** updated 9/9/14 to partner portal. Includes previous update to lighting tab, as well as formula fix on measure simulation tab (this does not affect savings or incentive calculations). *Please make sure to use latest tables.*
- iii. **P4P EB: Model Calibration Tool v2.16** and **Savings Verification Tool v1.11** have been updated on the partner portal. Includes minor fixes to cells (this does not affect savings or incentive calculations). *Please make sure to use latest tools.*
  - **Weather data through 9-1-14** also posted for use.
- iv. **Tax Clearance form** posted to partner portal for use.
- v. **ERP Remarks Document** disclaimer language added requires partners to detail changes between submittals affecting savings that were not explicitly discussed in the remarks. This includes changes between revisions, as well as changes between Proposed and As-Built ERP in P4P NC. Should help efficiency of reviews (also see next topic).

B. Review Process Revisions

- i. TRC staff will be introducing new review processes to try and facilitate ERP reviews.
- ii. To be introduced immediately:
  - P4P EB: Performing Lev1 and Lev2 review no later than Rev1, preferably at Rev0 (already being done for NC).
  - Hold conference call with partner and reviewer if ERP reaches Rev3 (or earlier if necessary).

- Adding additional reviewers
  - Tech-topics/Knowledge share related to modeling hurdles partners are having (**send your questions to [P4P@trcsolutions.com](mailto:P4P@trcsolutions.com)**).
- iii. To be introduced in the near future:
- **Creating Partner submittal checklists**
  - Automating common review comments
  - Holding quarterly webinars for crash course on P4P EB/P4P NC and using tools/templates. Potentially hold specific webinars for problematic items.
- iv. Things Partners can do to help:
- QC ERP internally, prior to submitting to the program
    - a. Complete and organized utility data
    - b. Complete all tables with required information
    - c. All Appendices included and organized
  - Routinely review Guidelines and Addendums, make sure new staff does as well
  - Do not rely on novice modelers
  - Avoid “bulk” submittals
  - Make sure measures are not installed prior to project pre-construction inspection. If an advanced inspection (prior to ERP submittal) is necessary it can be requested for consideration through the Program Coordinator ([issues@njcleanenergy.com](mailto:issues@njcleanenergy.com)) for emergency situations. Preferably all ERP data can be submitted if advanced inspection is approved. Last minute requests are not acceptable.
  - Request call with Market Manager to discuss complicated projects/circumstances prior to ERP submittal
  - Routinely check partner portal to make sure you are using latest docs/tools
- 3. P4P New Construction**
- A. We will be starting the process of updating the P4P NC documents and tools, including Program Guidelines, ERP Tables, etc.
- 4. EPA Portfolio Manager**
- A. Portfolio Manager now has capability to provide ENERGY STAR 1-100 score for existing multifamily properties.
- 5. “In Every Issue”**
- A. Linkedin:
- i. “NJ Pay for Performance Partner Network” group has been established on Linkedin to facilitate communication between partners.

- ii. If you are not yet a member, please search for the group and request to join. You must register for a free LinkedIn account first at [www.linkedin.com](http://www.linkedin.com)

B. Partner Portal:

- i. <http://www.njcleanenergy.com/p4p-portal-login>
- ii. Case sensitive password is: **TRP47px**

C. Cooperative Marketing

- i. Coop marketing funds available for Pay for Performance partners for up to 50% of cost of eligible media.
- ii. Application and instructions available on partner portal. Pre-approval of design and medium required.

6. **Q&A**

- A. Forward all future questions and points you'd like to discuss to [P4P@njcleanenergy.com](mailto:P4P@njcleanenergy.com)

**Q: Are applications still being accepted?**

A: Yes, the NJCEP programs are budgeted through June 30, 2015 and applications are accepted on a rolling basis.

**Q: On the P4P Addendums it states that invoices should not include sales tax. Does that apply up the chain?**

A: It only applies to the invoices issued to the customer and then submitted to the program as evidence of project cost. Partner should take reasonable measures to make sure sales tax is not included in the final project cost presented to the program.

**Next Partner Conference Call will be**  
**Wednesday, October 22, 2014**  
**10:00-11:00am (EST)**