

New Jersey Clean Energy Collaborative

Regulatory Reporting

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Overview

This Attachment includes the following materials related to satisfaction of the regulatory reporting requirements associated with the Comprehensive Resource Analysis of Energy Programs (CRA):

This document provides:

1. Descriptions of the tracking worksheets that will be completed by each participating utility and used to compile the reports that will be filed with the New Jersey Board of Public Utilities (NJBPU);
2. Descriptions of the worksheets that will be used to form the basis of those NJBPU reports; and
3. Information regarding proposed filing timetables.
4. Copies of the NJBPU report worksheets. (Attached as Exhibit A)
5. Copies of the utility tracking worksheets. (Attached as Exhibit B)
6. A *Notes and Definitions* sheet. (Attached as Exhibit C)

The NJBPU report worksheets will form the basis of the quarterly and annual reports to be filed with the NJBPU. In their present form, they represent the types of data that will be tracked and reported by the utilities participating in the New Jersey Clean Energy Collaborative. NJBPU Staff and representatives of the Collaborative's members will agree on actual reporting formats, which will initially mirror the worksheets presented in Exhibit A, but which may be modified based upon experience with the CRA and/or developments in technology and available reporting methods.

Contents and Timetables

In accordance with the requirements imposed by the NJBPU in its Final Decision and Order of March 9, 2001¹, utilities participating in the CRA must report progress toward stated participation goals, costs associated with administration of the programs, specific details related to customer sited programs, and other information regarding the programs' impact on energy efficiency in the State of New Jersey. Regular progress reports are to be filed on both a quarterly and annual basis.

Quarterly Reports

The quarterly reports will compile data for each calendar year quarter. In summary, they will:

¹ *In the Matter of the Petition of the Filings of the Comprehensive Resource Analysis of Energy Programs Pursuant to Section 12 of the Electric Discount and Energy Competition Act of 1999*, BPU Docket Nos.: EX99050347, EO99050348, EX99050349, EO99050350, EX99050351, EO99050352, EX99050353, EO99050354

1. compare actual program expenditures, commitments (for some programs where important), and the sum of expenditures and commitments to budget amounts;
2. show progress toward various program goals, i.e., program participants and all other defined program goals;
3. show energy savings realized per program (per protocols summary, e.g.: electric (kWh and summer peak kW), gas (Summer and Winter therms), and other (if applicable)), on an annual, lifetime, and multi-year cumulative basis;
4. show power plant air emissions savings realized; calculated based on formulas provided by the New Jersey Department of Environmental Protection;
5. provide specific information regarding projects funded by the Customer Sited Clean Energy Generation Programs; and
6. describe any major accomplishments for the reporting period.

Data to be used in the reports will be submitted by the participating utilities within 20 business days after the end of each calendar year quarter. The data will be compiled and circulated to a joint utility management team for review within 15 business days thereafter. The management team will provide comments within 5 business days, and the finalized reports will be submitted to a designated utility attorney within 5 business days thereafter. Within three business days, the designated utility attorney will file the reports with NJBPU.

Annual Reports

In addition to summarizing, on an annual basis, the data submitted for each quarter of the reporting year, the annual report to the NJBPU will also include:

1. A report on *Key Performance Indicators*, i.e., indicators of program performance other than those savings indicators presented quarterly;
2. A *Report on Cost-Effectiveness*; and
3. A *Report on Prior Program Commitments*, i.e., a report showing the amount expended by each utility for pre-existing programs, in addition to the new program, e.g., standard offer payments.

Data not obtained during the quarterly tracking process, but needed to complete the annual report, will be provided by the utilities no later than February 28th. The Annual Report will be submitted to the NJBPU by May 1st.

Performance Reports

In addition to these regular quarterly and annual progress reports, performance reports to support the utilities' receipt of incentive awards, subject to Board approval, will also be filed annually. These reports could be stand-alone submissions or they could be included as sections in or attachments to the annual report outlined above. They will include:

1. *Minimum Requirements for Program Administration*, i.e., a discussion outlining to what degree requirements have been met;
2. *Timelines and Milestones*, i.e., a discussion as to whether timelines and milestones for the preceding year have been met;

3. *Performance Incentives*, i.e., a discussion regarding established performance incentives and the extent to which they were met; will include documentation to support performance claims;
4. *Evaluation and Market Studies*, which includes executive summaries of evaluation, market research, baseline, and market progress studies; and
5. *Award Recommendations*, i.e., recommendations to NJBPU as to whether incentive awards should be granted.

The data to be used in compiling these reports will be submitted by the utilities no later than February 28th, with the Report being filed by May 1st.

Evaluation and Market Progress Reports

Finally, evaluation and market progress reports will be submitted when needed and done.

Utility Tracking Worksheets

A listing of the utility tracking worksheets, i.e., the worksheets on which the utilities will submit their raw data, is presented below. A brief description of each follows, and a copy of each is attached.

Utility Tracking Worksheets

<i>T-A</i>	<i>Expenses and Participants</i>
<i>T-B</i>	<i>Expense Details</i>
<i>T-C1</i>	<i>Customer Sited Clean Energy Generation Program Information Sheet</i>
<i>T-C2</i>	<i>Summary Report - Customer Sited Clean Energy Generation Programs</i>
<i>T-D1</i>	<i>Annual Savings - Electric Programs</i>
<i>T-D2</i>	<i>Annual Savings - Gas Programs</i>
<i>T-D3</i>	<i>Lifetime Savings - Electric Programs</i>
<i>T-D4</i>	<i>Lifetime Savings - Gas Programs</i>
<i>T-D5</i>	<i>Cumulative Savings - Electric Programs</i>
<i>T-D6</i>	<i>Cumulative Savings - Gas Programs</i>
<i>T-E1</i>	<i>Annual Emissions Savings</i>
<i>T-E2</i>	<i>Lifetime Emissions Savings</i>
<i>T-E3</i>	<i>Cumulative Emissions Savings</i>

T-A: Expenses and Participants – compiles data regarding *Actual* and committed expenditures and program participation. *Committed Expenditures* are defined as those related to contractual commitments made in the reporting period, but not expected to arise until some future reporting period. A committed expenditure may also be represented by a contractor who has completed the work, but has yet to be paid. Program participation data is broken down to show participation resulting directly from the initiation of a given program (i.e., *From Program*), resulting from the market transformation effects of a given program (i.e., *From Market*), and resulting from contractual commitments for program participation made in the reporting period, but scheduled for installation in future reporting periods (i.e., *Commitments*).

T-B: Expense Detail – captures data regarding the cost of each program. Expenses are categorized as follows:

1. *Administration Expenditures* are direct utility labor, plus overheads, except for the costs that are appropriately allocated to any of the other expense categories described below, plus the costs of facilities (including telephone, computers, supplies, etc.) and legal support services;
2. *Grants, Incentives, and Arrears Reduction Expenditures* including customer rebates and grants, arrears forgiveness and demonstration projects;
3. *Implementation Contractor Expenditures* including the cost of contracted services for delivery and tracking of services and incentives including installation, materials, application processing and inspections;
4. *Market Research, Evaluation and Program Development Expenditures* including internal and external costs related to market research and evaluation, including the collection and input of information, technical support, collaborative input, process support, and outside studies;
5. *Marketing and Promotions Expenditures* including advertising, promotions, third-party or internal marketing, advertising agency costs, postage and exhibits and trade shows. Marketing activities are those that generate leads and general program awareness and include the development and production of collateral materials such as brochures, websites, direct mail materials, etc.;
6. *Other Services Expenditures* are the costs and expenses accounting systems cannot reasonably classify to other expense classifications (e.g., "Administration", "Grants, Incentives and Arrears Reduction", "Marketing and Promotions", etc.);
7. *Sales Expenditures* including internal or external workforce and expenses related to enrollment of program participants and working with trade allies. This includes activities that close leads and involve direct interaction with customers, either in person or over the telephone. Sales also includes inbound and outbound telemarketing and call center activities;
8. *Training Expenditures* including all internal and external costs related to training including the planning and execution of the training event, seminar materials, food, travel expenses, etc., school program costs and non-promotional education activities.

T-C1: Customer Sited Clean Energy Generation Program Information Sheet – an information sheet to be completed by each utility for each customer sited program, which includes all information required by the NJBPU's Order. Unless otherwise ordered by the NJBPU, these individual information sheets will be provided to the appropriate NJBPU Staff only.

T-C2: Summary Report – Customer Sited Clean Energy Generation Programs – provides specific information regarding clean energy generation programs, broken down between installed and committed programs and categorized by project size, i.e., less than 10 kW, between 10 and 100 kW, and larger than 100 kW. Clean energy generation programs include renewable technologies, photovoltaic projects, fuel cell projects, wind energy projects and other clean energy generation projects.

T-D1 through T-D6: Savings Reports – provide data regarding the electric and gas savings to be realized from the implementation of each program. For 2001, only the *Annual Savings* and *Lifetime Savings* data will be reported. The former worksheets will show the yearly savings that will result from a measure installed or committed to during the program year. The latter will show the savings to be accrued over the expected life of a measure installed or committed to during the program year. In subsequent years, *Cumulative Lifetime Savings* data will also be collected. This means the savings that will accrue during the expected life of all measures installed or committed to during the current and all previous program years.

T-E1 through T-E3: Emissions Savings Reports – capture data, calculated pursuant to conversion formulas developed by the New Jersey Department of Environmental Protection, regarding the savings in sulfur dioxide, nitric oxides, carbon dioxide and mercury emissions to be realized as a result of program implementation. For year 2001, only annual and lifetime data will be compiled. In subsequent years, cumulative lifetime statistics will also be gathered.

NJBPU Report Worksheets

The NJBPU Report Worksheets listed in the following table will be compiled using the data provided on the utility tracking sheets outlined above. These worksheets will be used to form the basis of the quarterly and annual reports submitted to the NJBPU, though the exact format of those reports has yet to be finalized. A brief description of each worksheet follows the list, and a copy of each is attached.

NJBPU Report Worksheets

R-A1	Statewide summary and individual utility reports comparing budgeted expenditures to actual and committed expenditures for Reporting Year 2001.
R-A2	Statewide summary report of detailed expense data (i.e., by expense category) for Reporting Year 2001.
R-B1	Statewide summary report comparing targeted participants to actual and committed participants for Reporting Year 2001.
R-B2	Statewide summary report showing the breakdown of participant goals for Commercial & Industrial Energy Efficient Construction Program .
R-B3	Customer Sited Clean Energy Generation Program statewide summary report.
R-C	Statewide summary report showing energy savings as a result of program implementation, as follows:
R-C1	Annual Savings - Electric Programs
R-C2	Annual Savings - Gas Programs
R-C3	Lifetime Savings - Electric Programs
R-C4	Lifetime Savings - Gas Programs
R-C5	Cumulative Savings - Electric Programs
R-C6	Cumulative Savings - Gas Programs
R-D	Statewide summary report of emissions savings accrued from both electric and gas programs, as follows:
R-D1	Annual Savings
R-D2	Lifetime Savings
R-D3	Cumulative Savings (Will not be filed for 2001.)

R-A1: Actual and Committed Expenses – compares *Budgeted Expenditures* to *Actual and Committed Expenditures*. Shows results both in dollar and percentage terms, allowing a reviewer to readily determine the extent to which participating utilities have attained their statewide and individual spending goals. Also shows Energy Efficiency and Renewable Energy Programs as percentages of the total new programs, and Customer Sited and Grid-Supply as percentages of the renewable programs, allowing a reviewer to determine the extent to which the utilities have succeeded in meeting the NJBPU-established ratios in these categories.

R-A2: Detailed Expense Data - captures data regarding the cost of each program, on a statewide basis, and categorized as noted above under Utility Tracking Form T-B.

R-B1: Participants – for programs with established targets, compares the targeted number of participants with the actual number resulting directly from the initiation of a given program (i.e., *From Program*), resulting from the market transformation effects of a given program (i.e., *From Market*), and resulting from contractual commitments for program participation made in the reporting period, but scheduled for installation in future reporting periods (i.e., *Commitments*). Units of measure for counting participants are defined below. Results are shown in percent-of-target terms, allowing a reviewer to determine the extent to which the participating utilities attained their established statewide participation goals.

Units of Measure for Program Participation

<i>Residential HVAC - Electric</i>	=	<i>Number of qualifying HVAC installations</i>
<i>Residential HVAC - Gas</i>	=	<i>Number of qualifying HVAC installations</i>
<i>Residential Windows</i>	=	<i>Square footage of qualifying windows</i>
<i>Residential Low Income</i>	=	<i>Number of households treated</i>
<i>Residential New Construction</i>	=	<i>Number of qualifying dwellings</i>
<i>Residential Retrofit</i>	=	<i>Number of audits</i>
<i>Residential Lighting</i>	=	<i>Number of qualifying lighting products</i>
<i>Residential Appliances</i>	=	<i>Number of qualifying appliances</i>
<i>Commercial/Industrial Construction</i>	=	<i>Number of qualifying program participants</i>
<i>Building Operation & Maintenance</i>	=	<i>Number of building operators certified</i>
<i>Compressed Air</i>	=	<i>Number of qualifying compressed air jobs</i>
<i>Appliance Cycling</i>	=	<i>Number of homes controlled</i>
<i>Schools EE&R Education</i>	=	<i>Number of participating students</i>
<i>Customer Sited Clean Generation Program</i>	=	<i>Number of qualifying systems installed</i>

R-B2: Participants - Commercial & Industrial Energy Efficient Construction Program – breaks down statewide participation in the Commercial & Industrial Energy Efficient Construction Programs into four further categories, i.e., Core Program Projects, Tier-2 HVAC Units, Joint Gas/Electric Technical Studies, and Chiller Optimization Projects. Results are shown in percent-of-target terms, allowing a reviewer to determine the extent to which the participating utilities attained their established statewide participation goals.

R-B3: Customer Sited Clean Energy Generation Programs Summary Report – provides additional, statewide detail regarding clean energy generation programs, broken down between installed and committed programs and categorized by project size, i.e., less than 10 kW, between 10 and 100 kW, and larger than 100 kW. Clean energy generation programs include renewable technologies, photovoltaic projects, fuel cell projects, wind energy projects and other clean energy generation projects.

R-C1 through R-C6: Savings Reports – provide statewide summary data regarding the electric and gas savings to be realized from the implementation of each program. For 2001, only the *Annual Savings* and *Lifetime Savings* data will be reported. The former worksheets will show the yearly savings that will result from a measure installed or committed to during the program year. The latter will show the savings to be accrued over the expected life of a measure installed or committed to during the program year. In subsequent years, *Cumulative Lifetime Savings* data will also be included in the NJBPU Reports. This means the savings that will accrue during the expected life of all measures installed or committed to during the current and all previous program years.

R-D1 through R-D3: Emissions Savings Reports – capture statewide data, calculated pursuant to conversion formulas developed by the New Jersey Department of Environmental Protection,

regarding the savings in sulfur dioxide, nitric oxides, carbon dioxide and mercury emissions to be realized as a result of program implementation. For year 2001, only annual and lifetime data will be reported. In subsequent years, cumulative lifetime statistics will also be included in the reports to the NJBPU.