



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

August 24th, 2016 2:00-3:00pm (EST)

Conference Call:

Call-in #: **877-304-9323**

Access Code: **3197619**

1. Documents & Tools: Partner Portal

A. P4P Existing Buildings:

- i. **ERP Tables v4.5 live 8-9-16**, contains internal program tracking modifications and addition of missing formula in Rows 50:51 of Measure Simulation table.
- ii. **Installation Report v4.0a live 8-9-19**, internal program tracking modifications.
- iii. Weather data updated **through 8-1-16**

B. P4P New Construction:

- i. **FY17 ERP Tables v4.0, Program Guidelines v4.0**, and supporting documents **live as of 8-3-16**.
- ii. Live webinar training/orientation for Partners targeted for 9-22-2016.
 1. Webinar notification email will be sent out within the week.
 2. New Construction Partners must attend orientation.
 3. Webinar will be translated to a learning module for on demand availability (anticipated December 2016).

P4P NC Partners may submit applications prior to the webinar, but not Proposed ERPs.

- iii. **FY16 ERP Tables v3.4a live 8-9-16**, contains internal program tracking modifications.

Please ensure you are using the latest version of all documents from the partner portal vs. copies previously savings to your computers/networks.

2. Partner Contact Information

- A. Email sent 8-12-16 requesting Partners review their contact information on the Excel/PDF, and Trade Ally Listing of the database:
<http://www.njcleanenergy.com/commercial-industrial/programs/pay-performance/existing-buildings/approved-partners>
- B. Any corrections need to be emailed to P4P@njcleanenergy.com by 08-31-16.
- C. **NOTE:** Previously approved Partners undergoing any of the following will be required to resubmit a [Partnership Agreement](#) and associated Submittal Requirements for consideration by the Program before changing contact information on the website:

change of business name; merger; acquisition by another company (unless acquiring company is already a partner); new company formed by former employees; etc. Certain Submittal Requirements may be waived by Program Manager on a case by case basis.

3. P4P-ICP Pilot

- A. Still accepting Applications (limited to 10 projects). Information about the Pilot can be found on the portal.
- B. Participation requires Partners to have ICP Project Developer Credential.
- C. Next training for PD Credential **Wednesday 09/28/2016 at 1pm Eastern/10am Pacific!**
 - i. ~ 2 hour webinar, free of charge
 - ii. Register here: <http://www.eepformance.org/project-developer-interest-form.html>
 - iii. More information here: <http://www.eepformance.org/how-does-pd-credentialing-work.html>

4. “In Every Issue”

A. Submittal Procedures

- i. All new submittals (applications, ERPs Rev0, Installations Rev0, etc.) must be submitted to the P4P@njcleanenergy.com email
 - This also includes submittals uploaded to FTP or TRCNET. Please send an email to P4P@njcleanenergy.com notifying us of the upload and/or providing FTP access
- ii. All emails must contain Application Number (except new applications), Project Name, and Revision Number in the subject line.
- iii. Resubmittals/revisions may be emailed directly to your reviewer but should CC P4P@njcleanenergy.com in the event a reviewer is out of the office, etc.
- iv. Sub-consultants must CC partner of record on all email correspondence.
- v. For bulk submittals (e.g. ESIP projects) we will be reaching out to the partner following application approval to advise on how best proceed with ERP submittals.

B. NJCEP New Security Policy

- i. TRC cannot send any customer data containing utility account numbers via regular e-mail. Must use approved secure method:
 - *Microsoft Rights Management Sharing Application (RMS Sharing App)*
- ii. TRC emails and attachments that contain only names, addresses, and/or telephone numbers can be sent via regular e-mail so long as the document contains 10 or fewer customers.
- iii. Currently no explicit limitations on TRC receiving information.
- iv. OK to reference accounts by the last few digits (e.g. “account ending in - 1234”)

C. Partner Portal:

- i. <http://www.njcleanenergy.com/p4p-portal-login>
- ii. Case sensitive password is: **tRP47px**

- D. 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
5. Q&A
- A. Forward all future questions and points you’d like to discuss to P4P@njcleanenergy.com

**Next Partner Conference Call will be
Wednesday, September 28th, 2016
2:00-3:00pm (EST)**