



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

Wednesday, September 28th, 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. **Installation Report v4.0b** live 9-21-16. Revised instructions.

!!!!!!!!!!!!!! We are phasing out the Installation Report Excel document. It should only be used for projects using v4.4 of the ERP Tables and earlier. Projects using v4.5 (and later) and/or enrolled under FY17 program, must use their approved ERP Tables, updated with actual installed measure specifications, schedules (lighting) and costs, to complete this step. !!!!!!!!!!!!!!!

- ii. Weather data updated through 9-1-16

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

2. P4P NC Training

- A. Training was held on Thursday September 22nd.
B. PDF of PowerPoint and FAQs will be distributed to the Partner listserv and made available on the Partner Portal.
C. Partners who did not attend the webinar cannot submit any Proposed ERPs under the new program.
D. Webinar will be converted to an on-demand learning module for Partners who could not attend. Target availability by December.

3. Partner Contact Information

- A. **LAST CALL FOR PARTNER LISTING CORRECTIONS!**
B. 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>
C. Any corrections need to be emailed to P4P@njcleanenergy.com by 09-30-2016.
D. **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.

4. P4P-ICP Pilot

- A. Discussion/presentation by Jeff Milum, ICP Director of Marketplace Development
 - i. Introduction
 - ii. Incentives of the ICP Pilot
 - iii. What is the Project Developer Credential?
 - iv. How easy is the process of getting credentialed?

5. “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 *unless directly communicating with customer or designated Partner*. 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

6. **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, October 26th, 2016
2:00-3:00pm (EST)