

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

Wednesday, April 22<sup>nd</sup>, 2020 2:00-2:30pm (EST)

**Call Number: +1 (347) 966-8357**

**Access Code: 769426446#**

**1. COVID Follow-Up from March Call:**

- a. Clean Energy Conference: for inquiries regarding refunds please contact Rutgers's <http://www.cpe.rutgers.edu/CleanEnergy/>
- b. Multifamily and C&I Buildings Program: TBD
- c. Submission Deadlines: TBD
- d. Inspections: notice sent out 04/16/2020, see next page

Guidance on above TBD items, as well as any additional impacts to NJCEP will be circulated as information becomes available. For any pressing matters please be sure to reach out to us via email at [P4P@njcleanenergy.com](mailto:P4P@njcleanenergy.com)



[Originally emailed 04/16/2020] New Jersey's Clean Energy Program (NJCEP) is still supporting our contractors, customers, organizations, and potential applicants remotely during this time of COVID-19. We are working to ensure that your project(s) can continue to move forward in our Pay for Performance (P4P) program. We continue to process applications and make payments on projects that are approved for payment. But, for the safety of your staff and our staff, we are not conducting any in-person site inspections at this time. The below site inspection modifications are currently in effect until further notice:

- **Pre-construction site inspections:** Applicable to P4P Existing Buildings program, all pre-construction in-person site inspections are being waived at this time, with the exception of projects with a total incentive (sum of incentives 1,2, and 3) over \$500,000. For these larger projects we will attempt to perform a remote inspection where possible. Keep in mind that your Energy Reduction Plan (ERP) must still be approved in order to secure an incentive commitment for your project. If you need to start work prior to the approval of the ERP you may still do so *at your own risk*. Projects with incentive over \$500,000 must not start any work until the remote inspection is completed.
- **Post-construction site inspections:** Applicable to P4P Existing Buildings and New Construction, all post-construction in-person site inspections are temporarily suspended. As-built/Installation submissions (i.e. Incentive #2) will be reviewed, processed, and paid as normal. For all projects, we will attempt to perform a remote inspection where possible. If a remote inspection is not possible or deemed incomplete, an in-person site post-inspection will be scheduled at a later date when personal contact activities resume.

**Remote Inspections Process:** Once a project is identified as requiring a pre or post-construction inspection (per the guidelines above) an inspection coordinator will contact you to arrange for submission of digital images to document existing equipment conditions (pre) or installation of all measures (post). Images should include, but is not limited to:

- An image of the project building showing address and/or business name,
- Wide angle images of all installed mechanical equipment measures and a second image of the measures' name plates showing Manufacturer, Model number, and Serial number,
- Wide angle images of installed lighting fixtures showing multiple fixtures, and an accompanying close up image of the fixture with lamps exposed. Images should be submitted for a sampling of rooms/areas, and representative of a variety of installed fixture types,
- Images or screenshots of installed controls equipment/software.

**PLEASE NOTE, acquisition of images should only be performed if possible and should not be prioritized over health and safety of your staff. Please discuss any concerns with the program's inspection coordinator.**



## 2. "In Every Issue"

- a. Partner Portal:
  - i. <http://www.njcleanenergy.com/p4p-portal-login>
  - ii. Case sensitive password is: tRP47px
  
- b. Project Submittal Procedures
  - i. All new submittals (applications, ERPs Rev0, Installations Rev0, etc.) must be submitted to the [P4P@njcleanenergy.com](mailto:P4P@njcleanenergy.com) email
  - ii. This also includes submittals uploaded to FTP or TRCNET. Please send an email to [P4P@njcleanenergy.com](mailto:P4P@njcleanenergy.com) notifying us of the upload and/or providing FTP access
  - iii. All emails must contain Application Number (except new applications), Project Name, and Revision Number in the subject line.
  - iv. Resubmittals/revisions may be emailed directly to your reviewer but should CC [P4P@njcleanenergy.com](mailto:P4P@njcleanenergy.com) in the event a reviewer is out of the office, etc.
  - v. Sub-consultants must CC partner of record on all email correspondence.
  
- c. Partner Training Webinars are now live!
  - i. To access the webinar course, go to [www.njcelc.com](http://www.njcelc.com)
  - ii. In the main blue menu bar, hover over Courses > Commercial > P4P Existing Buildings [or New Construction]. It will prompt you to first create an account.
  - iii. A completion certificate will be generated once the course and assessments are complete (8/10 score required for each assessment).
  - iv. Course is broken out into short modules, which allows you to complete the entire course at your own pace, or only review certain sections.
  
- 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](http://www.linkedin.com)
  
- e. Stay informed on Energy Efficiency program updates by joining the [Energy Efficiency Committee listserv](#)
  
- f. NJCEP 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 (*e.g. Microsoft Rights Management Sharing Application, 7zip encryption*)

## 3. Q&A

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

Next Partner Conference Call will be  
TBD