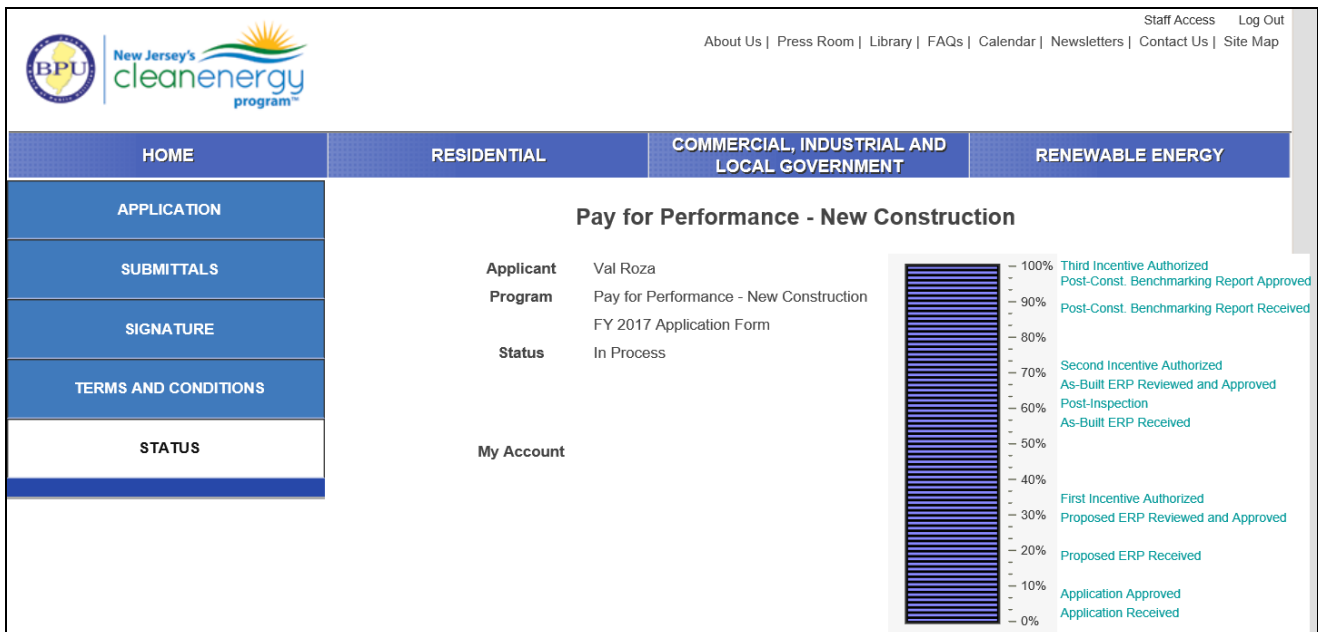**New Jersey's Clean Energy Program**

Pay for Performance
Partner Conference Call Minutes
Wednesday, January 25th, 2017   2:00-3:00pm (EST)

Conference Call:
Call-in #: **877-304-9323**
Access Code: **3197619**

1. **Documents & Tools: Partner Portal**

- ENSURE YOU ARE USING THE LATEST VERSION OF PROGRAM DOCUMENTS. VISIT THE PARTNER PORTAL TO DOWNLOAD TOOLS
    o P4P EB: ERP development must be using ERP Tables v4.5
    o P4P NC: ERP development must be using ERP Tables v3.4a for FY16 and older applications, and v4.0 for FY17 applications.
        ▪ v3.4a particularly important in particular as it corrects Incentive #3 calculation

- Take advantage of the Online Application portal. Provides high-level snapshot of project progress.

2. **Partner Training**

- P4P Partner Training on-demand webinars are complete for Existing Buildings and New Construction
- Unique user creation/log-in is awaiting final approval, after which point access information will be released.
- If you have staff that would like to take the training now, or if you are looking to re-certify under NC, email **P4P@njcleanenergy.com** and we will create a general company log-in for you.

3. **NJCEP Committee Sign-up**
- Next several months will begin requests for public comment for proposed new program designs, existing program modifications, and program budgets, as well as info on Strategic Plan workgroups.
- If interested and not already signed-up, you can do so by going to http://www.njcleanenergy.com/committees
- C&I programs are covered in the Energy Efficiency Committee

4. **P4P-ICP Pilot**
- The next ICP Credentialed Project Developer training session is on *Thursday, February 16th at 1pm Eastern / 10am Pacific*. It will last approximately 2 hours, is a virtual event, and is free of charge.
- Registration is open now (call/log-in information will be sent to all registrants).

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)*
- *7zip encryption*

    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.

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**

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Next Partner Conference Call will be
Wednesday, February 22nd, 2017
2:00-3:00pm (EST)

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