

Request for Proposal 13-X-22546

For: Management Consulting – Program Administrator New Jersey Clean Energy Program (NJCEP)

Event	Date	Time
Bidder's Electronic Question Due Date (Refer to RFP Section 1.3.1 for more information.)	June 22, 2012	5:00 PM
Mandatory/Optional Pre-Proposal Conference (Refer to RFP Section 1.3.5 for more information.)	DATE	TIME
Mandatory/Optional Site Visit (Refer to RFP Section 1.3.4 for more information.)	DATE	TIME
Proposal Submission Date (Refer to RFP Section 1.3.2 for more information.)	August 24, 2012	2:00 PM

Dates are subject to change. All changes will be reflected in Addenda to the RFP posted on the Division of Purchase and Property website.

	Status	Category
Small Business Set-Aside	<input type="checkbox"/> Not Applicable	
	<input type="checkbox"/> Entire Contract	<input checked="" type="checkbox"/> I
	<input type="checkbox"/> Partial Contract	<input checked="" type="checkbox"/> II
	<input checked="" type="checkbox"/> Subcontracting Only	<input checked="" type="checkbox"/> III

RFP Issued By

State of New Jersey
 Department of the Treasury
 Division of Purchase and Property
 Trenton, New Jersey 08625-0230

Date: June 11, 2012

Using Agency

State of New Jersey
 Board of Public Utilities
 Office of Clean Energy
 44 South Clinton Street
 Trenton, NJ 08625

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1.0 INFORMATION FOR BIDDERS

1.1 PURPOSE AND INTENT

This Request for Proposal (RFP) is issued by the Procurement Bureau, Division of Purchase and Property, Department of the Treasury (the "Division"), on behalf of the Board of Public Utilities (BPU), Office of Clean Energy (OCE). The purpose of this RFP is to solicit bid proposals for a Program Administrator (Contractor) to manage New Jersey's Clean Energy Program (NJCEP), a suite of statewide clean energy and market transformation programs that are available to customers in each of New Jersey's investor-owned utilities' service territories. The programs are currently funded through a societal benefits charge (SBC) on transmission and distribution services but the intent of the Board is to transition these programs over the term of the contract to long term financing mechanisms, in combination with rebates and SBC funding where appropriate.

Through the Contractor and its team of clean energy professionals, the NJCEP works to reduce and remove market barriers to the development of robust and self sustaining clean energy markets. The firm contracted through this RFP will establish an administrative structure and team of professionals to manage the following three (3) separate market sectors:

- A. Residential Efficiency;
- B. Commercial & Industrial; and
- C. Renewable Energy.

The expected services for the Contractor are described in [RFP Section 3.0](#) (Scope of Work).

The Contractor will be integral to the design, implementation and evaluation of the programs as well as the development and delivery of financial incentives and consumer outreach to spur market development. The Contractor will also be responsible for providing a wide range of market development support services such as technical training, inspections, the facilitation of registration for renewable energy certificates, and incentives for renewable energy manufacturers located in New Jersey. The firm contracted through this RFP will also be responsible for the administration of the program which includes the financial management, data collection, reporting and other technical services described herein.

Most importantly, the Contractor will assist the BPU in the transition of the program to a new performance based program which includes long term financing options such as revolving loans. Our goal is to begin the process to transition programs to a new financing structure. The Contractor will be responsible for developing the strategic plan and establishing the financing programs necessary to achieve this goal.

This RFP encompasses the full suite of clean energy programs managed by the current Market Managers (Honeywell and TRC) as well as the administrative functions currently provided by the Program Coordinator (AEG).

The intent of this RFP is to award a contract to that responsible bidder whose proposal, conforming to this RFP is most advantageous to the State, price and other factors considered. The State, however, reserves the right to separately procure individual requirements that are the subject of the contract during the contract term, when deemed by the Director to be in the State's best interest.

The State of NJ Standard Terms and Conditions will apply to all contracts or purchase agreements made with the State of New Jersey. These terms are in addition to the terms and

conditions set forth in this RFP and should be read in conjunction with them unless the RFP specifically indicates otherwise.

Please note that the successful bidder awarded the contract resulting from this RFP, shall be ineligible to submit a bid proposal for all subsequent RFP(s) directly created through this procurement. Ineligibility shall also extend to any entity affiliated with the successful bidder including parent companies, subsidiaries, subcontractors, and entities owned in whole or in part or with close operational or financial ties. The successful bidder shall also be ineligible to act or perform services as a contractor, subcontractor or otherwise, for any Office of Clean Energy projects over which the successful bidder provides management.

1.2 BACKGROUND

1.2.1 ELECTRIC DISCOUNT AND ENERGY COMPETITION ACT

New Jersey's 1999 electricity restructuring law directed the Board to provide funding of clean energy technologies by implementing a non-bypassable surcharge on retail sales of both electricity and natural gas. Over \$326 million in new funding was budgeted in 2012 across all program types (including low-income and residential), but that number is likely to decrease in 2013 and beyond as programs change and other initiatives are launched to spur market development and the use of clean energy technologies.

On February 9, 1999, the Electric Discount and Energy Competition Act, N.J.S.A. 48: 3-49 et seq (EDECA or Act) was signed into law. The Act established requirements to advance energy efficiency and renewable energy in New Jersey through the societal benefits charge (SBC) N.J.S.A. 48:3-60a(3). The SBC, a non-bypassable distribution charge imposed on electricity and gas utility customers, provides a source of funds for the energy efficiency and renewable energy programs approved under this mandate. These energy efficiency and renewable energy programs are now collectively known as the Clean Energy Program. The Board's Orders [referenced in Section 1.3.6] enlarged upon EDECA'S objectives. A single, consistent set of programs is administered in each major utility's service territory under the rubric of the [New Jersey Clean Energy Program](#). The Clean Energy Program pays incentives to ratepayers who choose to participate in those programs.

EDECA also established two classes of renewable energy and directed the Board to adopt a Renewable Portfolio Standard (RPS) requiring electric power suppliers and providers to procure an increasing amount of electricity generated by these resources as a portion of the retail electricity sold in the state. The Board has developed regulations that provide a framework for the compliance market and goals for the various types of renewable energy. These regulations have evolved over time reflecting changes in renewable energy market and direction from the legislature.

EDECA required that the Board of Public Utilities ("BPU" or "the Board") initiate a Comprehensive Resource Analysis (CRA) to determine the appropriate level of funding to be collected via the SBC for energy efficiency and Class 1 renewable energy within four months of its effective date and every four years thereafter. EDECA required that energy efficiency and renewable energy programs be funded for a minimum of eight years and sets out a minimum funding level.

By Order dated March 9, 2001, Docket Nos. EX99050347 et al., the BPU issued its first CRA decision that addressed program administration, program funding levels and programs to be funded for the first four years. By Order dated December 23, 2004 the Board issued its second CRA decision and set funding levels for the years 2005 through 2008 totaling \$745 million. By Order dated September 30, 2008 the Board issued its third CRA decision and set funding levels for the years 2009 through 2012 that totaled over \$1.2 billion.

The Board is scheduled to review and issue a fourth CRA decision for years 2013 to 2016 by year end 2012. The contract that results from this RFP will implement programs consistent with the funding levels established by the Board under the third and fourth CRAs. BPU Staff will be drafting recommendations for the fourth CRA (2013-2016). BPU has also contracted for Market Potential Studies to be conducted to help identify market opportunities and inform the CRA process.

See Appendix A (Parts 1, 2 and 3): Board Order and 2012 NJCEP Compliance Filing(s) for a detailed procedural background of NJCEP and action taken by the Board at its December 14, 2011 public meeting and description of all NJCEP Programs and budgets approved for implementation in 2012.

See Appendix B: NJCEP Budgets and Savings (2009 – 2016), annual budgets, energy saved, energy generated and number of participants.

See Appendix C: NJCEP Program Performance Data (2001 – 2011) for the proposed funding levels to support NJCEP Program implementation.

1.2.2 GOALS AND OBJECTIVES

EDECA and the Energy Master Plan (EMP) provide goals for the Clean Energy Program. The Board of Public Utilities, through an annual stakeholder process lead by the Office of Clean Energy, the Program Coordinator, Market Manager and Economic Development Authority (EDA) staff, develops program objectives based on those goals. These program objectives are expressed in program descriptions and budgets presented to the Board in the form of compliance filings and approved in an annual budget Order.

The goals for the energy efficiency and renewable energy programs, as set forth in EDECA, are to establish programs that reduce market barriers and transform the market, have environmental benefits over and above those of existing standard offer programs, make energy service more affordable for low-income customers and eliminate subsidies for programs that can be delivered into the market without SBC funding.

NJCEP Program delivery should support the strategic goals of the EMP, the RPS and NJCEP transition goals:

- Increase 2012 energy savings over year end 2011 savings and ensure EMP and RPS targets are met in a timely manner;
- Reduce non-incentive costs associated with program delivery and administration compared to the most recent 2011/2012 budget;
- Ensure that State-sponsored programs represent worthwhile initiatives that achieve a sensible balance among competing resource planning, economic, and environmental objectives from both a participant's and a non-participant's perspective;
- Identify opportunities for continuous administrative improvements, efficient resource acquisition and market transformation, including the development of innovative and alternative funding sources for Clean Energy programs;
- Foster solar efficiency, material, and technological breakthroughs aimed at reducing solar costs to benefit ratepayers in terms of reducing SREC (Solar Renewable Energy Certificates) costs and create additional economic opportunities for the entire solar industry;
- Promote renewable energy installations that provide economic and environmental benefit by motivating development on brown fields and landfills while safeguarding against the loss of productive farmland;

- Streamline, automate and aggregate processes, in order to increase effectiveness and reduce program transaction costs;
- Hasten the transition to upstream incentives and long-term financing solutions in combination with direct consumer incentives (e.g. rebates) where appropriate;
- Foster loan programs to remove barriers to customer participation;
- Transition program advertising to cooperative advertising incentives for contractors, retailers and program sponsors;
- Continue to provide NJCEP programs and services to all customer classes; and
- Continue to place New Jersey as a national leader in support of new clean energy technologies and market transformation.

Annual Energy Savings Goals:

Based on a review of historical NJCEP Program funding levels and performance, the following energy saving targets are expected to occur under this Contract and in support of the Energy Master Plan and Renewable Portfolio Standards and should inform your proposal. The estimated savings and funding levels will be finalized during the CRA 2013-2016 Funding Proceeding.

2013 through 2016 Estimated NJCEP Budget and Goals

2013	Budget			Savings/Generation			Participants Measures
	New Funding	Carryover	Total	Electric	Nat Gas	Demand	
	\$ x 1,000	\$ x 1,000	\$ x 1,000	MWh	Dtherm	kW	#
Residential EE	\$70,000	\$35,000	\$105,000	167,600	434,800	37,100	98,600
% financing	14%						
Low Income	\$30,000		\$30,000	12,300	99,300	1,600	10,800
G/C/I EE	\$116,000	\$100,000	\$216,000	390,300	321,400	80,000	9,500
% financing	26%						
Renewables	\$20,000	\$30,000	\$50,000	39,700		14,500	
% financing	25%						
Other EE/RE	\$35,500	\$50,000	\$95,500	26,300	27,600	110	1,300
% financing	56%						
OCE	\$6,000		\$6,000				
TOTAL	\$277,501	\$215,000	\$502,500	636,200	883,100	133,310	120,200

2014	Budget			Savings/Generation			Participants Measures
	New Funding	Carryover	Total	Electric	Nat Gas	Demand	
	\$ x 1,000	\$ x 1,000	\$ x 1,000	MWh	Dtherm	kW	#
Residential EE	\$70,000	\$35,000	\$105,000	123,000	318,800	27,200	71,500
% financing	37%						
Low Income	\$30,000		\$30,000	12,300	99,300	1,600	10,800
G/C/I EE	\$101,500	\$100,000	\$216,000	321,400	264,700	65,900	7,808
% financing	37%						
Renewables	\$20,000	\$30,000	\$50,000	26,500		9,700	

2013 through 2016 Estimated NJCEP Budget and Goals

% financing	50%						
Other EE/RE	\$50,000	\$60,000	\$100,000	26,300	27,600	110	1,300
% financing	70%						
OCE	\$6,000		\$6,000				
TOTAL	\$277,502	\$225,000	\$507,000	509,500	710,400	104,510	91,408

2015	Budget		
	New Funding	Carryover	Total
	\$ x 1,000	\$ x 1,000	\$ x 1,000

Savings/Generation			Participants Measures
Electric	Nat Gas	Demand	
MWh	Dtherm	kW	#

Residential EE	\$60,000	\$25,000	\$85,000
% financing	73%		
Low Income	\$30,000		\$30,000
G/C/I EE	\$92,000	\$60,000	\$152,000
% financing	67%		
Renewables	\$20,000	\$20,000	\$40,000
% financing	75%		
Other EE/RE	\$55,500	\$30,000	\$85,500
% financing	72%		
OCE	\$6,000		\$6,000
TOTAL	\$263,503	\$135,000	\$398,500

44,700	116,000	9,900	26,016
12,300	99,300	1,600	10,800
127,600	105,000	26,100	3,100
26,500		9,700	
26,300	27,600	110	1,300
237,400	347,900	47,410	41,216

2016	Budget		
	New Funding	Carryover	Total
	\$ x 1,000	\$ x 1,000	\$ x 1,000

Savings/Generation			Participants Measures
Electric	Nat Gas	Demand	
MWh	Dtherm	kW	#

Residential EE	\$60,000	\$20,000	\$80,000
% financing	97%		
Low Income	\$30,000		\$30,000
G/C/I EE	\$92,000	\$60,000	\$152,000
% financing	93%		
Renewables	\$20,000	\$20,000	\$50,000
% financing	100%		
Other EE/RE	\$49,500	\$30,000	\$79,500
% financing	73%		
OCE	\$6,000		\$6,000

5,600	14,500	1,200	3,300
12,300	99,300	1,600	10,800
30,612	25,200	6,300	744
5,300		1,900	
16,100	19,200	110	1,100

2013 through 2016 Estimated NJCEP Budget and Goals

TOTAL	\$257,504	\$130,000	\$397,500	69,912	158,200	11,110	15,944
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Note:

- New Funding is the Annual Funding from the proposed CRA for EE and RE
- Carryover includes both committed and uncommitted funding from prior years
- Savings and Generation values are estimated from NJCEP 2001 -2010 results
- Participants/measures installed are estimated from NJCEP 2001 - 2010 results
- Other EE/RE includes NJEDA, Sustainable Jersey and OCE managed EE/RE programs
- DOES NOT INCLUDE LOAN REPAYMENT since average loan terms assumed to be greater than 5 years

Financing Goals (2013-2016):

Based on a review of historical NJCEP Program budgets, incentives and financing, the following targets have been set for transition to financing programs under this Contract and in support of the Energy Master Plan and Renewable Portfolio Standards.

NJCEP 2013 - 2016	STAFF STRAW PROPOSAL							
	Budget 2013		Budget 2014		Budget 2015		Budget 2016	
	Annual New Funding	Uncommitted from prior	Annual New Funding	Uncommitted from prior	Annual New Funding	TED Uncommi	Annual New Funding	Uncommite d from prior
	a	b	a	b	a	b	a	b
Energy Efficiency								
Residential		\$15,000		\$15,000		\$10,000		\$10,000
Incentives	\$60,000		\$44,000		\$16,000		\$2,000	
Financing	\$10,000		\$26,000		\$44,000		\$58,000	
Low Income	\$30,000		\$30,000		\$30,000		\$30,000	
Government, Commercial & Industrial		\$50,000		\$50,000		\$30,000		\$30,000
Incentives	\$86,000		\$63,500		\$30,000		\$6,000	
Financing	\$30,000		\$38,000		\$62,000		\$86,000	
Other Energy Efficiency	\$0,500				\$0,500		\$0,500	
Total Energy Efficiency	\$216,500	\$65,000	\$201,500	\$65,000	\$182,500	\$40,000	\$182,500	\$40,000
Renewable Energy		\$15,000		\$15,000		\$10,000		\$10,000
Incentives	\$15,000		\$10,000		\$5,000		\$2,000	
Financing	\$5,000		\$10,000		\$15,000		\$18,000	
Economic Development Authority		\$30,000		\$30,000		\$15,000		\$15,000
Incentives	\$5,000		\$5,000		\$5,000		\$3,000	
Financing	\$20,000		\$35,000		\$40,000		\$36,000	
Office of Clean Energy	\$6,000		\$6,000				\$6,000	
Total NJCEP EE/RE	\$267,500	\$110,000	\$267,500	\$110,000	\$247,500	\$65,000	\$247,500	\$65,000
State EE/RE Projects	\$10,000		\$10,000		\$10,000		\$10,000	
State Energy Costs	\$42,500		\$42,500		\$42,500		\$42,500	
E014 - Budget Reduction								
True Grant								

See Appendix B: NJCEP Budgets and Savings (2009-2016) for a detailed set of funding, savings and energy savings estimates.

1.2.3 THE NEW JERSEY CLEAN ENERGY PROGRAM (NJCEP)

The New Jersey Clean Energy Program (NJCEP) developed under EDECA is a signature initiative of the New Jersey BPU that provides education, information and financial incentives for approved renewable energy systems and energy efficiency measures. The NJCEP is a statewide program that targets approximately \$325 million each year toward technologies and measures that save electricity and natural gas and increase the amount of electricity generated from clean, renewable resources. Its objective is to transform the energy marketplace in New Jersey to favor energy efficiency and renewable energy technologies in a restructured retail energy market and to do so in a way that spurs economic development and clean energy jobs.

Incentives are delivered through a suite of Clean Energy programs to offset the initial cost of energy efficient and renewable energy technologies. Programs are comprehensive, complementary and focus on providing technical and financial assistance for homes, businesses, schools and government organizations.

2012 New Jersey Clean Energy Programs Approved by the BPU

The current suite of NJCEP, approved by the Board in the 2012 NJCEP budget order, that the Contractor shall administer and manage as part of this contract, include:

A. Residential Energy Efficiency Programs:

1. Residential Electric and Gas HVAC Program;
2. Residential New Construction (RNC) Program;
3. Energy Efficient Products Program; and
4. Home Performance with Energy Star Program

B. C&I Energy Efficiency Programs:

1. C&I New Construction;
2. C&I Retrofit;
3. Pay for Performance – Existing Buildings;
4. Pay for Performance/Pay for Performance New Construction
5. Direct Install;
6. Combined Heat and Power (CHP);
7. Local Government Energy Audits (LGEA);
8. Large Energy Users Program;
9. Retro Commissioning; and
10. Multi Family Financing Pilot.

C. Renewable Energy Programs:

1. Solar Renewable Energy Certificate Registration Program (SRP program);
2. Renewable Energy Incentive Program (REIP); and
3. REC Customer Assistance.

Program specific performance targets to be achieved under this contract are provided in RFP Section 3.3. Please note that the Contractor will also be asked to provide secondary support to some of the other clean energy programs administered by partner agencies or programs established through legislation. These services are described under Other Services (RFP Section 3.7). General descriptions of the NJCEP to be delivered under this contract are as follows:

A. RESIDENTIAL ENERGY EFFICIENCY PROGRAMS:

Residential Gas and Electric HVAC (COOL and WARMAdvantage) Program:

The New Jersey Residential Gas & Electric HVAC Program promotes the purchase of efficient home heating, cooling and water heating equipment, and the quality installation of such equipment through direct incentives or rebates. The program provides rebates to customers that purchase high efficiency heating and cooling equipment such as furnaces and central air conditioners. Its long-term goal is to make the high quality installation of high efficiency residential HVAC equipment the norm in the NJ market. For this program the market is considered transformed when rebates can be reduced or eliminated without a decrease in market penetration for targeted HVAC equipment or products. <http://www.njcleanenergy.com/residential.html>

Existing Homes (Home Performance with ENERGY STAR®) Program:

Home Performance with ENERGY STAR (HPwES) is a national home performance improvement program developed by the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Energy (DOE). HPwES recruits and trains contractors that install energy efficiency (EE) measures in existing homes. Qualified HPwES contractors offer comprehensive energy efficiency improvement packages for existing homes based on sound building science principles that produce predictable savings and improve energy efficiency, comfort, safety, and durability. The program includes incentives for the installation of EE measures and enhanced incentives for moderate income customers.

Residential New Construction (New Jersey ENERGY STAR® Homes) Program:

The Residential New Construction Program is designed to increase the energy efficiency and environmental performance of residential new construction in New Jersey. The program provides incentives to builders that construct new homes meeting the New Jersey Energy Star Homes standards which use less energy than homes built to meet the minimum requirements of existing codes. The program has the long-term objective of transforming the market to one in which a majority of residential new construction in the state is “net zero-energy” i.e. extremely efficient buildings whose low energy needs can be met by on-site renewable energy generation.

Energy Efficient Products (Energy Star Products) Program:

The Energy Efficient Products Program promotes the sale and purchase of ENERGY STAR qualified and other energy efficient products including lighting, appliances and consumer electronics. The long-term goal of the Program is to transform the market for energy efficient products in New Jersey by removing barriers to new technologies and providing customers with the knowledge and motivation they need to make cost-effective purchases.

B. COMMERCIAL & INDUSTRIAL PROGRAMS:

New Jersey’s Commercial & Industrial (C&I) Energy Efficiency Program, which is marketed as *New Jersey SmartStart Buildings*, is the umbrella name for six individual program components for targeted commercial and industrial market segments which include municipalities and governmental/institutional customers. The *SmartStart* Programs have been designed to address key market barriers to energy efficient building construction and design on the part of developers, designers, engineers, and contractors including:

- Unfamiliarity or uncertainty with energy efficient building technologies and designs;
- Bias toward lower first cost versus operating costs;
- Compressed time schedules for design and construction;
- Aversion to perceived risk-taking involved with specifying technologies less familiar to the local design community, despite the proven reliability of efficient technologies and designs; and
- Incentive structures and priorities for engineers, designers and contractors, which often do not align with energy efficiency considerations.

The Programs employ a comprehensive set of offerings and strategies to address these market barriers noted above, and to subsequently achieve market transformation in equipment specification, building/system design and lighting design. These include:

- Program emphasis on customer-initiated construction and equipment replacement events that are a normal part of their business practice;
- Coordinated and consistent marketing to commercial and industrial customers, especially large and centralized players, such as national/regional accounts, major developers, etc.;
- Consistent efficiency and incentive levels for efficient electric and gas equipment and design practices to permanently raise efficiency levels; and
- Prescriptive incentives for pre-identified energy-efficient equipment and custom measure incentives for more complex and aggressive measures to permanently raise the efficiency levels of standard equipment.

New Jersey SmartStart Buildings: Commercial New Construction

C&I New Construction target commercial, educational, governmental/ institutional, industrial, and agricultural customers engaged in customer initiated construction events including public schools construction, other new building construction, renovations, remodeling, equipment replacement, and manufacturing process improvements. The program offers rebates and other incentives as well as technical support to commercial and industrial customers that incorporate high efficiency equipment into new construction. <http://njsmartstartbuildings.com>

New Jersey SmartStart Buildings: Commercial Retrofit

C&I Retrofit Programs target commercial, educational, governmental/ institutional, industrial, and agricultural customers engaged in customer initiated construction events including public schools construction, other new building construction, renovations, remodeling, equipment replacement, and manufacturing process improvements. The program offers rebates and other incentives as well as technical support to commercial and industrial customers that install high efficiency equipment in existing buildings. <http://njsmartstartbuildings.com>

Pay for Performance: Existing Buildings

The C&I Pay for Performance Program takes a comprehensive, whole building approach to energy efficiency in existing commercial and industrial buildings. Similar to performance contracting programs offered in other states, this program links incentives directly to energy savings and includes a measurement and verification (M&V) component to ensure that the estimated savings levels are achieved. This market-based program relies on a network of Program Partners, selected through a Request for Qualifications process. Once approved, Partners provide technical services to program participants. <http://www.njcleanenergy.com/commercial-industrial/programs/pay-performance>

Pay for Performance: New Construction

The Pay for Performance New Construction Program promotes high performance buildings that achieve 15% or more energy cost savings than buildings built to the current energy code. By taking a performance-based approach, this Program allows architects, engineers, and energy professionals the flexibility to incorporate energy efficiency into the building design in a manner that best suits the project. Much of the program design and incentive structure is similar to the C&I Pay for Performance Program that is designed for existing buildings.

Direct Install

The Direct Install Program offers eligible small business customers the opportunity to retrofit existing inefficient equipment with more energy efficient systems. Municipal and other local government agencies that have successfully participated in the Local Government Energy Audit Program are also eligible. The program provides turn-key services including technical assistance, direct installation, financial incentives, as well as education to encourage the early replacement of existing equipment with high efficiency alternatives, as well as the installation of new equipment. A variety of electric and natural gas energy using systems are eligible for improvements including lighting, controls, refrigeration, HVAC, motors, and variable speed drives. The program strives to include a comprehensive package of cost-effective energy efficiency improvements in each customer's project. <http://www.njcleanenergy.com/commercial-industrial/programs/direct-install>

Combined Heat and Power (CHP) - Fuel Cell

The Combined Heat and Power and Fuel Cell Program offers incentives for Combined Heat and Power and Fuel Cell installations for entities that incorporate CHP or Fuel Cells into their Pay for Performance projects.

Local Government Energy Audit Program (LGEA)

The Program provides incentives to subsidize the cost of an energy audit for facilities owned by municipalities or other local government agencies (Agency) as well as New Jersey State Colleges and Universities. The LGEA Program is also open to select non profits and charitable organizations that are exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code.

Large Energy Users Pilot Program

The Board recently approved a grant program to enable qualified commercial and industrial companies to self-invest in cost-effective energy efficiency, conservation, renewable energy, sustainability and combined heat and power projects approved by Board. Approved commercial and industrial customer self-directed investments shall be funded by the NJCEP budget. The aggregate value of the grants made available to qualified commercial and industrial customers shall be determined by the Board, but shall not be less than \$20 million. <http://www.njcleanenergy.com/filings#2011>

Retro Commissioning

The Retro-commissioning program will be applied to existing facilities to ensure that the building's energy system and equipment are operating at optimal levels. It will document the performance of HVAC systems and Energy Conservation Measures supporting electrical and natural gas usage in facilities.

Multifamily Financing Pilot

The Multifamily Financing Program offers incentives (through the Pay for Performance Program) with combined financing options. The program will utilize the network of Pay for Performance Partners who will provide the technical, financial, and construction-related services.

For detailed descriptions of the current Commercial & Industrial Energy Efficiency programs visit: <http://www.njcleanenergy.com/ci.html> and see the attached 2011 NJCEP Compliance Filings <http://www.njcleanenergy.com/files/file/Library/2011%20EE&%20RE%20Program%20Plan%20DRAFT%2010-25-10.pdf>

Other C&I Programs:

Recent legislation allows commercial or industrial ratepayers to request a credit against societal benefits charge for the costs of certain clean energy products or services installed directly by the customer which would otherwise be provided under the NJCEP C&I Programs. BPU will need to establish rules and guidelines to enable and implement this program. The Contractor may be asked to support this program, once the rules are adopted, by processing requests for SBC credit and verifying the installations to be credited.

C. RENEWABLE ENERGY PROGRAMS:

The NJCEP renewable energy programs support the goals outlined in New Jersey’s Renewable Energy Portfolio Standards (N.J.A.C. 14:8-2):

RPS Requirements for 2012

Energy Year	Solar Electric	Class I Renewable Energy	Class II Renewable Energy
June 1, 2011-May 31, 2012	442 GWH	6.320%	2.5%
June 1, 2012-May 31, 2013	596 GWH	7.143%	2.5%

Solar Renewable Energy Certificate Registration Program (SRP Program)

The Board has established the Renewable Portfolio Standard regulations at N.J.A.C. 14: 8-2 to implement the direction of the state legislature to develop markets for renewable energy in the state (N.J.S.A. 48:3-49 et seq., P.L. 1999, Ch. 23). In October 2003, the Board established RPS regulations which included a solar carve-out from the legislated interim requirements for NJ Class I renewable energy. The solar requirements were to be met by Solar Renewable Energy Certificates (SRECs) awarded to eligible facilities for each megawatt hour generated. SRECs were designed to facilitate solar project development by providing a market-based revenue stream and motivating their purchase and retirement by retail electric suppliers and providers to achieve RPS compliance. The SREC requirements as well as the market mechanisms and framework have evolved over time along with changes in the market.

Until 2007, the only means for access by solar project owners to the NJ RPS SREC market was through satisfactory participation in the rebate program within New Jersey’s Clean Energy Program. In January 2007, the Board established the SREC-only Pilot Program to enable solar project owners to bypass the NJCEP rebate program. The SREC-only Pilot Program was designed to provide existing market participants, prospective investors, and policy makers with insight to the pipeline of potential solar capacity entering the SREC market. Registrants were required to submit details on their final project’s “as-built” design and are subject to a quality control process after finalizing construction and interconnection processes.

With the adoption of amendments to the RPS in February 2009, the Board renamed the SREC-only Pilot program to the SREC Registration Program (SRP) to reflect the

success of the pilot in proving the ability of SRECs alone to motivate solar project development. The 2009 RPS amendments also removed the SREC eligibility requirements limiting system size and configuration. The *SRP Program* provides registration for both behind-the-meter and direct grid- supply projects connected to the New Jersey distribution system. Direct grid supply project registrants must work with their EDC and PJM to provide a document to verify that the generating facility is interconnected to the electric distribution system in New Jersey.

The importance of SRECs from the NJ RPS market and the SREC-only registration process can be illustrated by reviewing the number and capacity of projects completed through each source program. The NJCEP solar rebate programs, including the Customer Onsite Renewable Energy (CORE) program and the Renewable Energy Incentive Program (REIP), had been the primary drivers for solar in NJ from 2001 through 2007.

NJCEP Solar Installation Projects by Program			
Installed Projects 2001 to 12/31/2011			
Program	# Projects	Total kW	Total Rebate \$
CORE Solar	4,291	88,836.0	\$ 316,289,539
REIP Solar	3,719	36,847.4	\$ 45,091,503
SREC Solar	5,426	440,168.5	\$ 94,909
Total*	13,436	565,851.9	\$ 361,475,952

Rebate amount listed for SREC Registration Program are attributable to NJ REMI or EDC Financing Incentives.

Since SRP is used to register the intent to install solar projects in New Jersey, owners of solar projects must register their projects prior to the start of construction in order to establish the project's eligibility to earn SRECs Registration of the intent to participate in NJ's solar marketplace provides market participants with information about the pipeline of anticipated new solar capacity and insight into future SREC pricing. . If RPS amendments proposed in March 2011 are adopted by the Board as proposed, new registrants will be required to submit SRP materials within a defined period of entering a contract for the proposed system installation.

After a registered project has completed construction and final paperwork has been submitted by the registrants, program staff performs quality control or a quality assurance review depending on characteristics of the installation and installer. Approximately 20% of the registered SRP projects receive a full quality control inspection to confirm that the installation parameters are consistent with the data submitted on the final as-built paperwork. The remaining 80 % of SRP projects undergo a quality assurance review designed to confirm the accuracy of the final as-built paperwork.

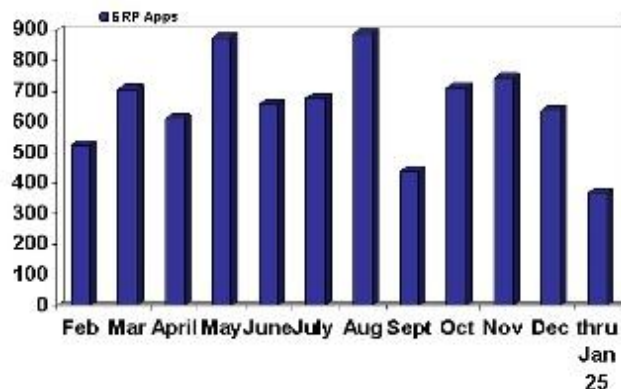
Once all SRP application paperwork including the final as-built package and the appropriate QA/QC process is satisfied for a given project, the registrant is issued a New Jersey Certification Number required by the regional REC trading and tracking platform, PJM-EIS Generation Attribute Tracking System (GATS). The "NJ Cert. Number" is delivered by SRP staff to the SREC owners identified in the SRP paperwork enabling them to create an account for the facility. and ultimately to create

New Jersey SRECs based upon metered data documenting the generation of SREC-eligible electricity.

The SRP staff also delivers the “NJ Cert. Number” along with the facility’s installation parameters to PJM-EIS for upload to the GATS system. PJM-EIS staff link the data supplied by the SRP staff to the account established by the SRP registrant. The GATS accounting system enables SREC owners to create New Jersey SRECs from the electricity generated, measured and submitted for NJ RPS-eligible systems. The GATS system also facilitates SREC trades between owners and entities with a NJ RPS obligation, third party electricity suppliers and providers, as well as the brokers and aggregators that contribute to the market.

The SRP program has through the past year received from 400 to 900 applications per month, with nearly 2,000 applications received year in 2010 vs. 284 applications for all of 2009. The increased volume of SRP registration requests has been driven by the federal stimulus effort which converted the previously existing federal Investment Tax Credit of 30% total installed costs to a cash grant incentive (Section 1603 of the American Recovery and Reinvestment Tax Act of 2009). The original cash grant program was designed to revert back to a tax credit for projects with federal eligibility claimed by December 31, 2010. This deadline was extended by the federal government to December 31, 2011 which had the effect of stimulating sustained SRP registration activity for an additional twelve months.

SREC Registration Applications by Month through January 25, 2012



2012 SRP Program Expectations and Goals

Since March 2011, the SRP program has received an average of more than 700 applications per month, with more than 6,500 applications received in the first nine months of 2011. More than 4,000 projects were completed during that same period. The Market Manager forecast with the compliance filing for the SRP program submitted in December 2011 that the expiration of the federal Section 1603 cash grant program and lower SREC prices will have a dampening effect on the pace of new development in 2012 with new applications in 2012 reaching only 70% of 2011 levels. The eligibility criteria for the federal cash grant program include beginning construction before the end of 2011 evidenced through the commencement of “physical work of a significant nature” or the commitment of 5% total installed cost.

The 1603 cash grant criteria driving SRP registration activity also include requirements for applications by October 1, 2012 and a placed in service date before the federal program’s “credit termination date” of January 1, 2017. These requirements for eligible solar projects to receive a federal cash grant will likely result in continued initial SRP

registration submissions through February 2012. Initial registration processing will likely experience a drop off in staff work requirements beginning in March or April of 2012. And many of these SRP registrants are expected to follow through with construction, submitting final as-built paperwork and require further SRP registration processing throughout 2012. The Contractor will be responsible for the management and administration of the SRP Program so that all solar project “registrations” are received, processed, and then “accepted”.

In 2012, the focus of the SRP administrative staff will be on sustaining the growth of New Jersey’s solar markets by facilitating participation in the SREC market and communicating accurate, objective information with respect to solar project pipeline and SREC price data. The SRP program goal is to continue to process as efficiently as possible SREC Registration applications using automation to reduce administrative fees associated with project applications. New registrations in the SRP will be required to be submitted via an online application procedure which is under development by the Market Manager. The proposed online application portal will be utilized by a limited number of installers during the initial stages and then will be expanded to include all registrants. The Market Manager will, on an as needed basis, facilitate other aspects of the SRP and RPS market participation such as assisting with new meter requirements proposed in RPS amendments, verifying solar project account data for projects exhibiting anomalous SREC activity and implementing contractor remediation procedures utilizing the process established in the October 5, 2010 Board Order if installers violate SRP program rules.

A complete description of the SRP and registration forms are available in Appendix A (Part 1): 2012 NJCEP Program Compliance Filings and online at <http://www.njcleanenergy.com/renewable-energy/programs/solar-renewable-energy-certificates-srec/new-jersey-solar-renewable-energy>

Renewable Energy Incentive Program (REIP):

This program offers incentives including rebates, feasibility study grants and renewable energy certificate (REC) registration services for customer-sited wind and bio power projects. In 2012, while solar projects are no longer eligible for new commitments of REIP upfront incentives, there are approximately 500 solar projects that received rebate commitments in prior years that remain active and will require further processing as they complete.

There continues to be interest in wind and bio-power projects among New Jersey ratepayers and project developers. However, the pace of project development for onsite projects remains slow due to barriers unrelated to project finance such as issues with availability of onsite renewable resource, slow local zoning and permitting processes, and technology-related performance risks.

In 2012, the REIP program will continue to support momentum in wind and bio-power markets. The transition away from upfront incentives and the ongoing requirement that all projects require a revenue grade meter to measure the system output will allow for a more streamlined and automated registration submittal and acceptance process and reduced inspection requirements from those practiced in 2011. These changes were proposed to allow the program staff to manage the robust application volumes, while reducing costs and improving the experience of program participants.

NJCEP Renewable Energy Technologies			
Installed Projects 2001 to 12/31/2011			
Technology	# Projects	Total kW	Total Rebate \$
Solar	13,436	565,851.9	\$361,475,952
Biomass	18	30,910.0	\$14,207,886
Fuel Cell	8	1,505.0	\$4,707,312
Wind	40	8,049.1	\$5,124,650
Total*	13,502	606,316.0	\$385,515,800

The Contractor will assist Board staff in developing markets for NJ Class I renewables as they are defined by legislation. Consistent with past practice, the 2012 compliance plan for the Renewable Energy Market Manager includes tasks designed to overcome both financial and non-financial barriers to market development. Evaluation studies conducted for the Board have enumerated the challenges confronting the development of robust renewable energy markets in New Jersey. The REIP program is designed to engage potential market participants and other stakeholders toward overcoming these challenges.

The REIP program supports the goals outlined in the New Jersey Energy Master Plan, which defines the following installed capacity goals for 2021 for renewable technologies:

- a. 2,120 MW Solar;
- b. 200 MW Onshore Wind; and
- c. 900 MW Bio-power.

[REIP program descriptions are available in Appendix A \(Parts 1 – 3\): 2012 NJCEP Compliance Filings. http://www.njcleanenergy.com/files/file/Library/2012%20plans.pdf](http://www.njcleanenergy.com/files/file/Library/2012%20plans.pdf)

REC Customer Assistance

A NJ REC Customer Assistance System must be developed and implemented by the Contractor to replace the existing call center and account management activities currently staffed by the Renewable Energy Market Managers. The Customer Assistance System facilitates and supports the use of the New Jersey RPS market and the PJM-EIS Generation Attributes Tracking System by a diverse population of users through various educational and communications tools including a toll-free 800 call center, web-based interface, web-based e-mail and marketing collateral materials.

Customer Assistance capabilities include, but are not limited to:

- a. being fully informed on all aspects of issuance of solar and Class I BTM (behind-the-meter) RECs facilitated by the web-based Generation Attribute Tracking System (GATS) administered by PJM-EIS;

- b. being fully capable of addressing questions and concerns of market participants with regard to the current databases, tables, and user interfaces created for voluntary REC purchases and RPS compliance markets in states within PJM;
- c. being fully informed and skilled with the publicly available information, databases and tools that enable tracking RECs from their point of creation or issuance through various trades or transactions toward ultimate retirement by regulated electricity supplier/providers; and
- d. recording all customer inquiries and related customer assistance transactions in a database or several linked databases maintained by the contractor and made accessible to the OCE upon request, within twenty-four (24) hours. The database and summary statistics describing its status shall be maintained by the contractor and be available to the OCE, via the internet, for review at all times.

See Appendix A (Parts 1 – 3): 2012 NJCEP Compliance Filings for complete description of NJCEP programs currently being implemented and to be implemented under this contract.

Additional information on NJCEP Programs is available at the OCE web site www.njcleanenergy.com

1.2.4 PROGRAM EXPENDITURES AND PERFORMANCE TO DATE (2001 - 2011)

The BPU is dedicated to making New Jersey a clean energy leader and spurring economic development through the advancement and use of energy efficient and renewable energy technologies. Over the past eleven years New Jersey's Clean Energy Program has grown into a nationally recognized program. The energy efficiency programs have produced over 4.5 million megawatt hours of electricity savings and saved 6.5 million dekatherms of natural gas. The cumulative savings to customers from the actions taken in these programs is approximately \$4.3 billion dollars. These energy savings also result in the avoided environmental cost of over 3.7 Million metric tons of avoided carbon dioxide (CO₂) emissions, a major greenhouse gas responsible for global warming. In addition, NJCEP has helped to install over 647 MW of renewable energy in New Jersey. From 9 solar projects with 6 kW of total capacity in 2001 to well over 14,000 projects and 647 MW of installed capacity from solar, wind biomass and fuel cell projects. New Jersey's 13,436 solar installations through 2011 provided over 565 MW of installed capacity making New Jersey the second largest solar market in the U.S for the fifth straight year.

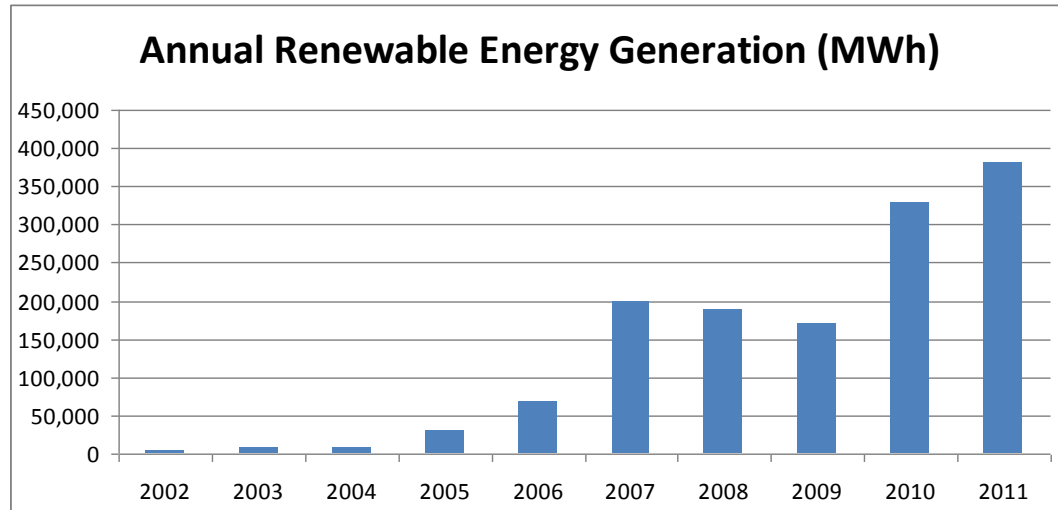
Responders to this RFP are strongly encouraged to review the funding and performance data provided in Appendix C: NJCEP Performance Data (2001-2011) in preparing their proposals and estimates of program expenses.

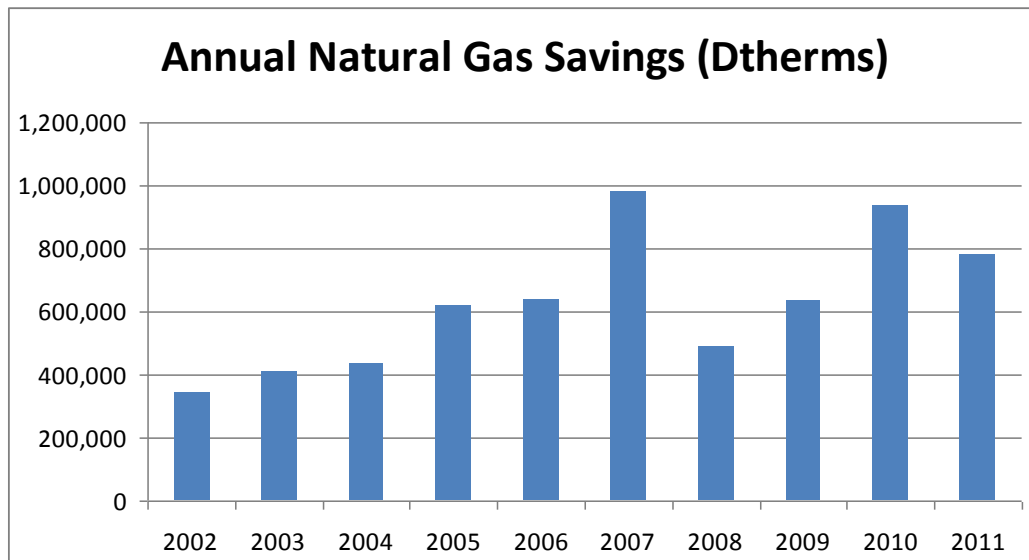
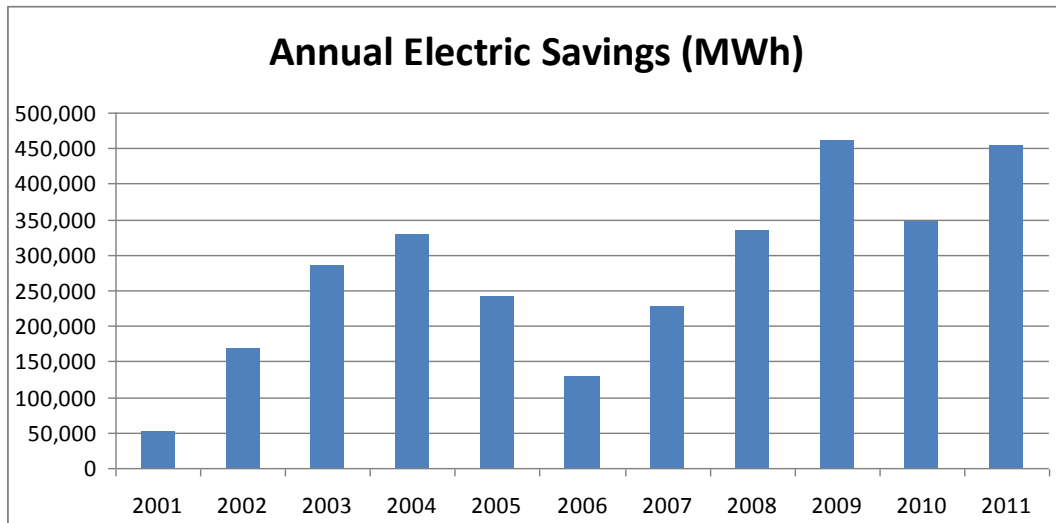
New Jersey's Clean Energy Program

Program Summary: 2001 – 2011

APPENDIX C: NJCEP PROGRAM PERFORMANCE DATA												
Program Summary: 2001 - 2011												
(2001 - 2004 cells hidden)												
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
Expenditures												
Energy Efficiency	\$56,570,000	\$93,258,000	\$88,314,000	\$92,753,000	\$85,414,160	\$79,642,000	\$90,078,000	\$82,452,000	\$120,958,658	\$153,712,920	\$139,035,801	\$1,082,188,539
Renewable Energy	\$985,000	\$6,646,000	\$9,472,000	\$14,749,000	\$35,524,382	\$84,279,000	\$78,210,000	\$56,930,000	\$52,677,505	\$62,334,485	\$38,963,322	\$440,770,693
EDA												\$6,335,017
Administration	\$0	\$0	\$0	\$0	\$3,654,000	\$7,276,000	\$8,523,000	\$8,168,000	\$4,528,037	\$3,537,999	\$4,331,675	\$40,018,511
True Grant												\$3,210,126
Total	\$57,555,000	\$99,904,000	\$97,786,000	\$107,502,000	\$124,592,542	\$171,197,000	\$176,811,000	\$147,550,000	\$178,164,200	\$219,585,204	\$191,875,940	\$1,572,522,886
Annual Energy Savings/ Renewable - CHP Electric Generation												
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Energy Efficiency	50,672	168,796	285,577	328,513	242,659	128,252	228,721	335,001	462,162	347,907	453,682	3,031,942
Renewable Energy	11	2,896	7,239	6,515	29,136	44,659	140,229	188,969	169,101	327,579	382,066	1,298,400
CHP	0	0	0	0	767	12,575	102,125	9,114	35,317	47,743	0	207,641
Total	50,683	171,692	292,816	335,028	272,562	185,486	471,075	533,084	666,580	723,229	835,748	4,537,983
	Kw	Kw	Kw	Kw	Kw	Kw	Kw	Kw	Kw	Kw	Kw	Kw
Energy Efficiency	18,168	44,617	67,564	78,754	73,461	51,449	48,860	40,666	46,349	62,521	129,666	662,074
Renewable Energy	8	1,142	1,743	2,644	8,986	18,725	28,920	32,805	50,778	183,244	318,387	647,382
CHP	0	0	0	0	140	3,175	4,925	1,276	4,700	5,535	0	19,751
Total	18,176	45,759	69,307	81,398	82,587	73,349	82,705	74,747	101,827	251,300	448,053	1,329,207
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Energy Efficiency	243,146	339,172	410,818	432,759	617,261	640,179	979,662	489,724	636,343	934,826	782,557	6,506,447
Lifetime Energy Savings/ Renewable - CHP Electric Generation												
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Energy Efficiency	797,595	2,549,628	3,739,163	4,308,771	3,482,554	1,935,790	2,645,703	3,160,279	3,986,481	3,414,351	4,880,985	34,900,301
Renewable Energy	173	56,330	109,981	82,996	538,919	449,400	966,155	1,994,960	1,356,920	4,851,133	7,641,312	18,048,279
CHP	0	0	0	0	11,498	112,759	1,225,505	109,364	423,802	524,075	0	2,407,003
Total	797,768	2,604,958	3,849,144	4,391,767	4,032,971	2,497,949	4,837,363	5,264,603	5,767,203	8,789,559	12,522,297	55,355,583
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Energy Efficiency	4,802,982	6,532,702	7,706,430	8,107,801	11,677,400	9,137,230	13,732,484	8,571,226	10,524,058	16,475,728	14,493,174	111,761,215

See Appendix C: NJCEP Program Performance Data (2001-2011) for a complete set of performance data and program details.





1.2.5 ORGANIZATIONAL STRUCTURE

Potential bidders will need to understand the roles and responsibilities of a number of significant players in the New Jersey regulatory system, and in particular, their relationship to the winning bidder. The Board, in its September 11, 2003 Order in docket No. EO02120955, adopted the recommendations of the New Jersey Clean Energy Council which describes the roles of various participants in the delivery of energy efficiency and renewable energy programs under the administrative structure established by the Board and described in this RFP.

A brief discussion of the roles of a number of parties follows:

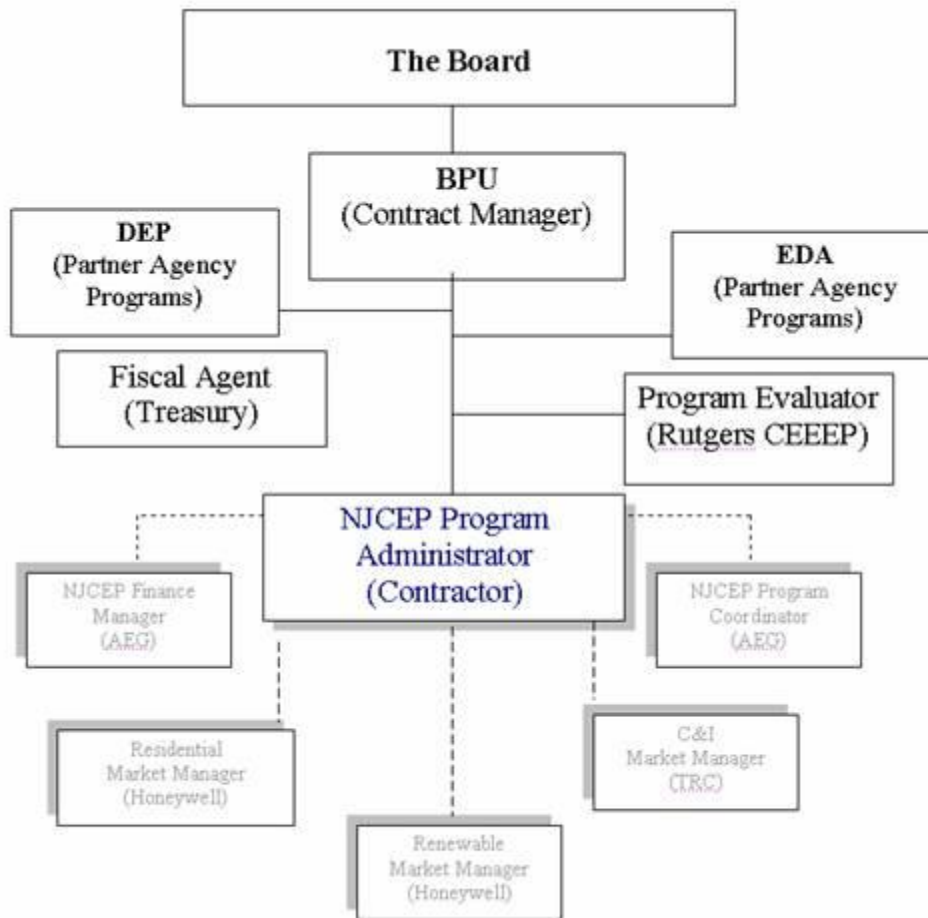


Diagram 1: *NJCEP Organizational Structure: The Contractor will serve as Program Administrator who will encompass the roles and responsibilities of the Program Coordinator, Finance Manager, and (3) Market Managers. The NJCEP Program Administrator will report to the Board. The structure under the NJCEP Program Administrator may be revised by the contractor.*

1.2.5.1 THE NEW JERSEY BOARD OF PUBLIC UTILITIES STAFF (CONTRACT MANAGER)

The New Jersey Board of Public Utilities (BPU or Board) established at N.J.S.A. 48:2-1, has general supervision and regulation of and jurisdiction and control over all public utilities as defined in N.J.S.A. 48:2-13 et seq. It is a quasi-judicial body within New Jersey State government responsible for guiding the development of State utility policies that best serve the long-term interest of New Jersey utility ratepayers with the goal of providing safe, adequate and proper public utility service. The BPU is also responsible for supervising the rates, quality of service and overall financial management of New Jersey's investor owned utilities. The Board will participate in the selection of the entities that will serve as Contractor, which will be under direct contract to the Department of the Treasury. The Board Staff will serve as the Contract Manager. The Contract Manager is responsible for oversight of the contract to ensure that all contracted services and deliverables are provided within the specified budget. The Contract Manager will provide the Board with monthly and annual financial statements and accounting reports. Board Staff also directs outreach to interested stakeholders via a Committee structure which includes the Renewable Energy, Energy Efficiency and Marketing Committees, which the Contractor will be asked to support. The Board intends to provide Quality Assurance and Quality Control (QA/QC) of the Contractor's services either directly or under a separate contract as well as an annual external audit of the Contractor. The Board will issue a separate RFP for QA/QC activities as well as an annual audit of the Contractor.

1.2.5.2 THE DEPARTMENT OF TREASURY (FISCAL AGENT)

The New Jersey Department of Treasury will act as Fiscal Agent and the contracting agency for the BPU on this contract. The Department of the Treasury, Division of Purchase and Property, Procurement Bureau issues this RFP, will evaluate proposals in conjunction with the Board and enter into contract(s) with the winning bidder(s).

By Order dated December 2004, the Board authorized the Department of Treasury (Administration) to be the Fiscal Agent (FA) for the New Jersey Clean Energy Programs. The Division of Administration within the Department of the Treasury will perform the FA function. The FA will be responsible for keeping accurate accounts of transactions, tracking the funding for the Contractor and Finance Manager and ensuring that proper requests for payment are paid and providing monthly reports of transaction to the OCE. However, the FA will not have the authority to bind the discretionary authority of the Board. In addition, Treasury OMB provides oversight of the NJCEP in regard to the state Appropriation Act and the State's budget.

All specific authority delegated to the Contract Manager and Contractor described in this RFP is subject to Board review, modification, and approval, should the Board exercise its authority.

1.2.5.3 RUTGERS UNIVERSITY (PROGRAM EVALUATIONS & PROTOCOLS)

The OCE has engaged Rutgers University, Center for Energy, Economic and Environmental Policy (CEEPP) to manage the NJCEP's evaluation activities and associated research. A process evaluation of the portfolio of renewable energy programs managed and administered by the OCE was performed in 2004. The Contractor may be called upon to assist CEEPP in evaluations and in establishing protocols for program evaluations. The current advisory and evaluation role of the CEEPP will continue under the new Contractor.

A separate RFP for a Market Assessment will be issued to update energy efficiency programs and one to update the renewable energy programs. The market assessments will build upon the market potential studies previously to be completed July 2012 as well as other studies that address NJ markets. Evaluation studies for New Jersey that were performed to support many of the existing programs are available at:

http://njcleanenergy.com/html/5library/nj_baseline_studies.html or,

<http://www.state.nj.us/bpu/cleanEnergy/cleanEnergyProg.shtml>

The most recent protocols approved by the Board are available on the Board's website at:

http://www.state.nj.us/bpu/wwwroot/cleanEnergy/EO04080894_20041223.pdf

1.2.5.4. NEW JERSEY ELECTRIC & GAS UTILITIES

Currently, the seven (7) electric and natural gas utilities in New Jersey participate in the planning process for NJCEP and provide limited support for the implementation of the Residential, Commercial/Industrial and the Renewable Energy Programs. The current utility providers are:

ELECTRICITY	GAS
Atlantic Electric Company (ACE)	New Jersey Natural Gas Co
Jersey Central Power & Light Co.(JCP&L)	NUI/Elizabethtown Gas
Public Service Electric & Gas Co. (PSE&G)	Public Service Electric & Gas Co. (PSE&G)
Rockland Electric Co (RECO)	South Jersey Gas Co.

1.2.5.5. NJCEP CONTRACTOR ¹ (CONTRACTOR)

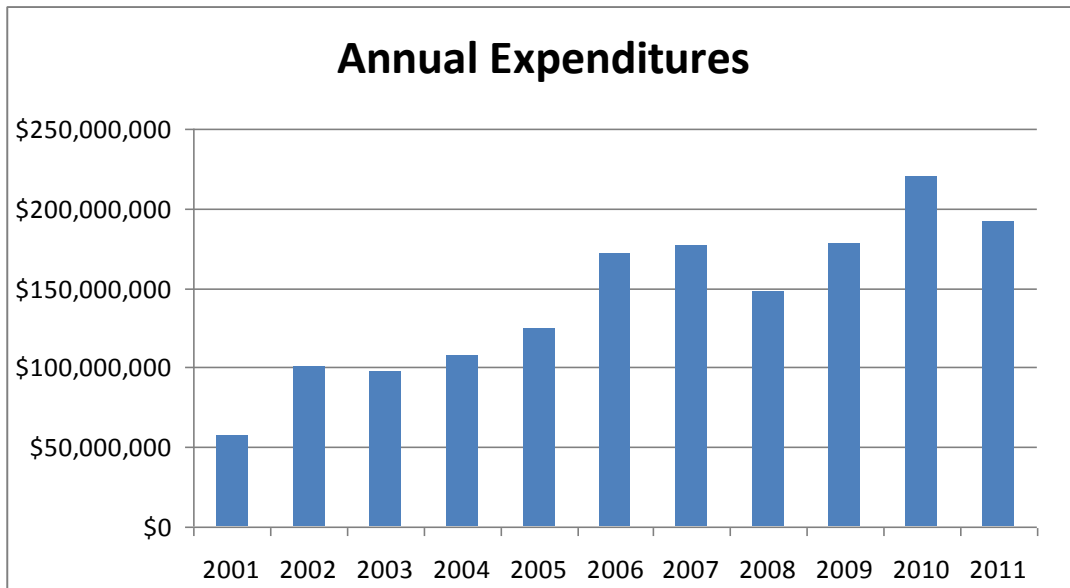
The Contractor shall serve in the role of NJCEP Program Administrator. The Contractor leads and facilitates the development, implementation and revision of programs and program budgets in a coordinated process with the BPU, CEEEP and other entities. The Contractor will thus be responsible for program design and implementation of programs as well as the review of the programs and their effectiveness for the purpose of improving and modifying program designs on a periodic basis. In addition, the Contractor shall monitor and ensure the fiscal performance of the entities that receive funds through the New Jersey Clean Energy Programs. The Contractor shall be responsible for all support services to facilitate program implementation including but not limited to website hosting and management, marketing, outreach and education, etc.

The Contractor shall encompass the prior roles and responsibilities of the Program Coordinator, Finance Manager, and (3) Market Managers.

1.2.5.6 PARTNER AGENCIES

The NJ Economic Development Agency (EDA) administer separate clean energy programs directly related to their customers and the markets they serve. The Contractor shall provide secondary support and assistance to the partner agencies as they implement their programs.

1.2.6 NJCEP FUNDING & BUDGETS



The Contractor shall manage and administer the NJCEP Programs in accordance with the program scope and budgets set out in the Annual NJCEP Compliance Filing. The Contractor shall propose an annual program plan and budget in consultation with the BPU. The Board then approves programs and budgets for each of the annual NJCEP budgets at a public meeting and memorializes that approval in a Board Order which is available online at www.bpu.state.gov and

¹ The role of the Contractor was previously provided by the Program Coordinator and Market Managers which are described within the Request for Proposal 06-X-38052 for NJCEP Management Services, issued by Treasury on August 19, 2005 and the Request for Proposal 07-X-38468 for NJCEP Program Coordinator Services issued by Treasury on March 20, 2007.

at www.nj.cleaneenergy.com. Throughout the year, the Board may take action to update and otherwise modify the annual programs and budgets described in the Budget Order. (See Appendices for a complete history of annual NJCEP budgets)

Under EDECA, the Board is directed to initiate a proceeding and cause to be undertaken a comprehensive resource analysis (“CRA”) of energy programs, which is currently referred to as the comprehensive energy efficiency (“EE”) and renewable energy (“RE”) resource analysis. After notice, opportunity for public comment, public hearing, and consultation with the New Jersey Department of Environmental Protection (“DEP”), within eight months of initiating the proceeding and every four years thereafter, the Board determines the appropriate level of funding for EE and Class I RE programs that provide environmental benefits above and beyond those provided by standard offer or similar programs in effect as of February 9, 1999. These programs are now called New Jersey’s Clean Energy Program (the “NJCEP”).

As required by EDECA, in 1999, the Board initiated its first comprehensive EE and RE resource analysis proceeding. At the conclusion of this proceeding, the Board issued its initial order, dated March 9, 2001, Docket Nos. EX99050347 et seq. (“CRA I Order”). The CRA I Order set funding levels for the years 2001 through 2003, established the programs to be funded, and approved budgets for those programs. By Order dated July 27, 2004, Docket No. EX03110945 et seq., the Board set the funding level for 2004, established the programs to be funded, and approved budgets for those programs.

By Order dated May 7, 2004, Docket Nos. EX03110946 and EX04040276, the Board initiated its second comprehensive EE and RE resource analysis proceeding and established a procedural schedule for the determination of the funding levels, allocations and programs for the years 2005 through 2008. By Order dated December 23, 2004 (the “CRA II Order”), Docket No. EX04040276, the Board concluded its proceeding, set funding levels for the years 2005 through 2008, and approved 2005 programs and budgets. The Board approved funding levels of \$140 million for 2005, \$165 million for 2006, \$205 million for 2007, and \$235 million for 2008.

By Order dated April 27, 2007, Docket No. EO07030203, the Board directed the Office of Clean Energy (“OCE” or “Staff”) to initiate a third comprehensive EE and RE resource analysis proceeding and to schedule public hearings on program funding and funding allocations for the years 2009 through 2012. By Order dated September 30, 2008 (the “CRA III Order”), Docket No. EO07030203, the Board concluded this proceeding and set funding levels of \$245 million for 2009, \$269 million for 2010, \$319.5 million for 2011, and \$379.25 million for 2012.

By Order dated December 22, 2010, Docket Nos. EO07030203 and EO10110865 (“2011 Budget Order”), the Board approved the NJCEP 2011 programs and budgets. The 2011 Budget Order approved the compliance filings that included program descriptions and detailed budgets, which break down the larger budgets of the EE and RE programs. As it had done in prior years, the Board took action throughout the year to update and otherwise modify the programs and budgets described in the 2011 Budget Order. These revisions to the 2011 Budget Order were memorialized in Orders dated April 13, June 2, June 20, August 18, September 22, and November 30, 2011, in the above-captioned docket.

By order dated October 7, 2012 (EO11050324V) the Board directed the Office of Clean Energy (“OCE” or “Staff”) to initiate a fourth comprehensive EE and RE resource analysis proceeding and to schedule public hearings on program funding and funding allocations for the years 2013 through 2016 by Order dated xxx (the “CRA IV Order”).

1.2.6.1 2012 NJCEP BUDGET

The Contractor shall implement the 2012 NJCEP Compliance Filing from the time the contract becomes effective to the end of the calendar year based on the approved program budgets or a

date to be determined by the Board. Following is an overview of the 2012 NJCEP Program Budgets. The Budget is subject to Board approval and State Appropriations approval. The annual budget filing process that will be required under this contract by the Contractor is outlined in Section 3.4. The detailed 2012 NJCEP Compliance Filings and Program Budgets are provided in Appendix A (Parts 1 – 3). Expenditures to date are provided in the Monthly Reports available online: www.NJCleanEnergy.com.

The following table shows the approved 2012 funding levels that incorporate the OCE's proposed allocation of new SBC funds for Energy Efficiency Programs (Residential and Commercial), Renewable Energy Programs and for OCE Oversight which includes Program Administration as provided by the Program Coordinator (AEG).

Proposed 2012 Program Funding							
	New 2012	Estimated	Other	Line	2012	Estimated	2012 Funding
Budget Category	Funding	2011	Anticipated	Item	Funding	Commitments	Less
	(a)	Carryover	New Funding	Transfers	(e) = (a)+(b)+(c)+(d)	(f)	(g) = (e)-(f)
		(b)	(c)	(d)			
Energy Efficiency	\$283,750,000.00	\$165,393,330.70	\$0.00	(\$20,000,000.00)	\$408,143,330.70	\$100,250,471.95	\$308,892,858.75
Renewable Energy	\$20,000,000.00	\$39,031,421.20	\$0.00	\$0.00	\$59,031,421.20	\$31,329,907.95	\$27,701,513.25
EDA Programs	\$37,000,000.00	\$50,569,136.38	\$51,293.44	\$20,000,000.00	\$107,850,429.82	\$31,140,000.00	\$78,510,429.82
OCE Oversight	\$6,000,000.00	\$1,528,926.01	\$997,522.37	\$0.00	\$8,424,448.38	\$0.00	\$8,424,448.38
True Grant	\$0.00	\$14,374,500.00	\$0.00	0	\$14,374,500.00	\$14,374,500.00	\$0.00
Total NJCEP	\$326,750,000.00	\$270,925,314.29	\$948,815.81	\$0.00	\$598,624,130.10	\$177,094,879.90	\$421,529,250.20
Legislative Action	\$52,500,000.00	\$0.00	\$0.00		\$52,500,000.00	\$0.00	\$52,500,000.00
Total	\$379,250,000.00	\$270,925,314.29	\$948,815.81		\$651,124,130.10	\$177,094,879.90	\$474,029,250.20

(a) = 2012 funding level from September 30, 2008 CRA Board Order (see discussion and footnote on legislative action)

(b) = estimated 2011 carry over

(c) = Other Anticipated Funding: EDA interest and loan/grant repayments, Trust Fund interest and funding reconciliation adjustment

(d) line item transfers to or from one program to another

(e) = New 2012 funding, plus estimated carry over, plus other anticipated new funding

(f) = estimated program commitments as of December 31, 2011

(g) = 2012 estimated funding levels, less estimated program commitments, as of December 31, 2011

2012 Energy Efficiency Program Budget

The following table shows the 2012 Energy Efficiency Program budgets approved by the Board.

2012 Energy Efficiency Program Budget							
Energy Efficiency Programs	NJBPU	Estimated	Estimated	New	Line	Final	Estimated
	Approved	2011	2011	2012	Item	2012	Commitments
Programs	2011 Budget	Expenses	Carry Over	Funding	Transfers	Budgets	
	(a)	(b)	(c) = (a) - (b)	(d)	(e)	(f) = (c) + (d) + (e)	(g)
Residential EE Programs							
Residential HVAC - Electric & Gas	\$22,724,583.98	\$21,101,890.54	\$1,622,693.44	\$21,555,825.37	\$0.00	\$23,178,518.81	\$1,107,750.00
Residential New Construction	\$19,943,969.50	\$12,410,660.26	\$7,533,309.24	\$8,786,752.26	\$0.00	\$16,320,061.50	\$6,263,175.00
Energy Efficient Products	\$18,193,381.04	\$17,798,237.26	\$395,143.78	\$19,880,264.06	\$0.00	\$20,275,407.84	\$0.00
Home Performance with Energy Star	\$29,760,156.05	\$20,586,993.16	\$9,173,162.89	\$33,213,249.60	\$0.00	\$32,386,412.49	\$5,256,054.00
Residential Marketing	\$1,309,984.00	\$1,222,508.87	\$87,475.13	\$1,563,908.71	\$0.00	\$1,651,383.84	\$0.00
Sub Total Residential	\$91,932,074.57	\$73,120,290.09	\$18,811,784.48	\$75,000,000.00	\$0.00	\$93,811,784.48	\$12,626,979.00
Residential Low Income							
Comfort Partners	\$30,829,308.11	\$30,829,308.11	\$0.00	\$35,000,000.00	\$0.00	\$35,000,000.00	\$0.00
Sub Total Low Income	\$30,829,308.11	\$30,829,308.11	\$0.00	\$35,000,000.00	\$0.00	\$35,000,000.00	\$0.00
C&I EE Programs							
C&I New Construction	\$6,867,143.41	\$3,101,626.26	\$3,765,517.15	\$6,258,604.87	\$0.00	\$10,024,122.02	\$1,873,031.00
C&I Retrofit	\$45,899,451.30	\$18,954,204.37	\$26,945,246.93	\$38,754,753.04	\$0.00	\$65,699,999.97	\$25,700,000.00
Pay-for-Performance New Construction	\$7,471,645.96	\$660,828.38	\$6,810,817.58	\$3,500,000.00	\$0.00	\$10,310,817.58	\$1,000,000.00
Pay-for-Performance	\$43,355,701.50	\$5,857,083.10	\$37,498,618.40	\$23,057,339.60	\$0.00	\$60,555,958.00	\$28,618,457.95
CHP	\$1,002,122.83	\$0.00	\$1,002,122.83	\$18,997,877.17	\$0.00	\$20,000,000.00	\$0.00
Local Government Audit	\$9,115,170.97	\$3,353,595.75	\$5,761,575.22	\$238,424.78	\$0.00	\$6,000,000.00	\$4,200,000.00
Direct Install	\$35,896,150.92	\$21,558,932.78	\$14,337,218.14	\$26,999,999.86	\$0.00	\$41,337,218.00	\$13,667,004.00
TEACH	\$682,829.50	\$682,829.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing	\$1,075,000.00	\$1,075,000.00	\$0.00	\$1,575,000.00	\$0.00	\$1,575,000.00	\$0.00
Large Energy Users Pilot	\$20,000,000.00	\$105,000.00	\$19,895,000.00	\$8,868,000.68	\$0.00	\$28,763,000.68	\$10,000,000.00
Multi-Family Financing Pilot	\$10,000,000.00	\$0.00	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	\$2,000,000.00
Retrocommissioning	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$0.00	\$5,000,000.00	\$0.00
Sub Total C&I	\$181,365,216.39	\$55,349,100.14	\$126,016,116.25	\$133,250,000.00	\$0.00	\$259,266,116.25	\$87,058,492.95
Other EE Programs							
Green Jobs and Building Code Training	\$678,853.10	\$483,423.13	\$195,429.97	\$0.00	\$0.00	\$195,429.97	\$195,000.00
Competitive Grant-Loan Solicitation	\$20,000,000.00	\$0.00	\$20,000,000.00	\$0.00	(\$20,000,000.00)	\$0.00	\$0.00
Sustainable Jersey	\$1,070,000.00	\$700,000.00	\$370,000.00	\$500,000.00	\$0.00	\$870,000.00	\$370,000.00
New Financing Programs	\$0.00	\$0.00	\$0.00	\$20,000,000.00	\$0.00	\$20,000,000.00	\$0.00
Sub Total Other Energy Efficiency Programs	\$21,748,853.10	\$1,183,423.13	\$20,565,429.97	\$20,500,000.00	(\$20,000,000.00)	\$21,065,429.97	\$565,000.00
Total Energy Efficiency	\$325,875,452.17	\$169,482,121.47	\$156,393,330.70	\$263,750,000.00	(\$20,000,000.00)	\$409,143,330.70	\$100,250,471.95

- (a) = Board approved revised 2011 budget.
- (b) = Estimated 2011 expenses from 7&5 report.
- (c) = 2011 budget less estimated expenses. Negative carryover occurs where estimated expenses exceed budget.
- (d) = Level of new 2012 funding allocated to each program.
- (e) = Transfer of funds from one program or budget category to another.
- (f) = 2011 carryover plus new 2012 funding plus/less line item transfers.
- (g) = committed expenses estimated to be paid in 2012 or 2013

2012 Renewable Energy Program Budget

The final 2012 Renewable Energy Program budget is shown in the following table.

Proposed 2012 Renewable Energy Program Budget							
Renewable Energy Programs	NJBPU	Estimated	Estimated	New	Line	Final	Estimated
	Approved	2011	2011	2012	Item	2012	Commitments
Programs	2011 Budget	Expenses	Carry Over	Funding	Transfers	Budgets	
	(a)	(b)	(c) = (a) - (b)	(d)	(e)	(f) = (c) + (d) + (e)	(g)
Customer On-Site Renewable Energy	\$22,823,674.18	\$18,473,674.18	\$4,150,000.00	\$0.00	\$0.00	\$4,150,000.00	\$4,150,000.00
Clean Power Choice	\$68,400.00	\$33,445.33	\$34,954.67	\$0.00	(\$2,594.67)	\$32,400.00	\$0.00
Offshore Wind	\$11,070,253.00	\$3,051,845.00	\$8,018,408.00	\$500,000.00	\$0.00	\$8,518,408.00	\$7,818,408.00
Renewable Energy Program: Grid Connected	\$11,282,831.73	\$380,000.00	\$10,922,831.73	\$9,500,000.00	\$2,554.67	\$20,425,386.40	\$3,498,320.00
Renewable Energy Incentive Program	\$41,812,455.10	\$27,379,065.05	\$14,233,390.05	\$10,000,000.00	\$0.00	\$24,233,390.05	\$14,193,344.20
Edison Innovation Clean Energy Fund (formerly CST)	\$3,855,277.00	\$1,983,440.25	\$1,871,836.75	\$0.00	\$0.00	\$1,871,836.75	\$1,871,836.75
SUB-TOTAL Renewables	\$90,312,891.01	\$51,281,469.81	\$39,031,421.20	\$20,000,000.00	\$0.00	\$59,031,421.20	\$31,329,907.95

- (a) = Board approved revised 2011 budget.
- (b) = Estimated 2011 expenses from 7&5 report.
- (c) = 2011 budget less estimated expenses. Negative carryover occurs where estimated expenses exceed budget.
- (d) = Level of new 2012 funding allocated to each program.
- (e) = Transfer of funds from one program or budget category to another.

- (f) = 2011 carryover plus new 2012 funding plus/less line item transfers.
 (g) = committed expenses estimated to be paid in 2012 or 2013

2012 Program Administration Budget

The final 2012 Oversight Budget includes the budget for Program Administration as reflected in the line item noted as OCE staff and Overhead and Program Coordinator. There is a cap of 10% on all administrative costs for NJCEP program delivery which includes the OCE oversight budget as well as any program administration and operation provided by the Contractor(s). Incentive and rebate payments are not considered part of the administrative costs.

2012 OCE Oversight Budget							
	NJBPU	Estimated	Estimated	New	Line	Other	Final
	Approved	2011	2012	2012	Item	Anticipated	2012
	2011 Budget	Expenses	Carry Over	Funding	Transfers	New Funding	Budgets
	(a)	(b)	(c) = (a) - (b)	(d)	(e)	(f)	(g) = (c) + (d) + (e) - (f)
Administration and Overhead							
OCE staff and Overhead	\$1,477,498.04	\$1,477,007.21	\$491.83	\$2,090,000.00	\$2.23	\$897,522.37	\$2,988,016.43
Program Coordinator	\$2,067,983.00	\$2,004,445.75	\$63,537.25	\$2,100,000.00			\$2,163,537.25
Memberships-Dues							
Clean Energy States Alliance	\$25,000.00	\$0.00	\$25,000.00				\$25,000.00
Consortium for Energy Efficiency	\$133,817.00	\$133,817.00	\$0.00				\$0.00
2012 Sponsorships	\$0.00	\$0.00	\$0.00	\$100,000.00			\$100,000.00
Sub-Total: Administration and Overhead	\$3,704,299.04	\$3,615,269.96	\$89,029.08	\$4,290,000.00	\$2.23	\$897,522.37	\$5,276,583.68
Evaluation and Related Research							
Rutgers-CEEP	\$1,308,415.71	\$787,802.07	\$520,613.64	\$400,000.00			\$920,613.64
Funding Reconciliation	\$21,055.00	\$21,055.00	\$0.00	\$50,000.00			\$50,000.00
O&M Scoping Study/Online Academy	\$450,000.00	\$449,997.77	\$2.23		(\$2.23)		\$0.00
Other Studies	\$44,566.75	\$0.00	\$44,566.75				\$44,566.75
Program Evaluation	\$1,351,779.65	\$1,000,000.00	\$351,779.65	\$1,200,000.00			\$1,551,779.65
Financial Audits	\$498,162.35	\$0.00	\$498,162.35				\$498,162.35
Sub-Total: Evaluation and Related Research	\$3,573,979.46	\$2,258,854.84	\$1,415,124.62	\$1,650,000.00	(\$2.23)	\$0.00	\$3,065,122.39
Marketing and Communications							
Outreach and Education/Community Partner Grants	\$122,772.31	\$100,000.00	\$22,772.31				\$22,772.31
Clean Energy Business Web Site	\$0.00	\$0.00	\$0.00	\$60,000.00			\$60,000.00
Sub-Total: Marketing and Communications	\$122,772.31	\$100,000.00	\$22,772.31	\$60,000.00	\$0.00	\$0.00	\$82,772.31
TOTAL: Administration	\$7,501,050.81	\$5,974,124.80	\$1,526,926.01	\$6,000,000.00	\$0.00	\$897,522.37	\$8,424,448.38

- (a) = Board approved revised 2011 budget
 (b) = Estimated 2011 expenses from 7&5 report.
 (c) = 2011 budget less estimated expenses. Negative carryover occurs where estimated expenses exceed budget.
 (d) = Level of new 2012 funding allocated to each program.
 (e) = Transfer of funds from one program or budget category to another.
 (f) = 2011 carry over plus new 2012 Funding plus/less line item transfers.

1.2.6.2 NJCEP FUNDING 2013-2016

The Contractor will operate under a five-year contract with funding of approximately \$300 million in fiscal year 2012, and funding for 2013-2016 to be determined under the CRA proceedings. All funding is dependent upon the CRA and Board Approval of the Annual NJCEP Compliance Filing as described above. Following is BPU Staff's straw proposal for the 2013-2016 funding levels which is in the process of being finalized.

The estimated line item budgets for: 1) Residential Incentives & Financing; 2) Government, C&I Incentives & Financing; and 3) Renewable Energy Incentives & Financing will support the programs to be managed under this contract. General NJCEP Program descriptions and goals are provided in Section 3.3.

NJCEP 2013 - 2016	STAFF STRAW PROPOSAL							
	Budget 2013		Budget 2014		Budget 2015		Budget 2016	
	Annual New Funding	Uncommitted from prior year	Annual New Funding	Uncommitted from prior year	Annual New Funding	D Uncommit	Annual New Funding	Uncommitted from prior
a	b	a	b	a	b	a	b	
Energy Efficiency								
Residential		\$15,000		\$15,000		\$10,000		\$10,000
Incentives	\$60,000		\$44,000		\$16,000		\$2,000	
Financing	\$10,000		\$26,000		\$44,000		\$58,000	
Low Income	\$30,000		\$30,000		\$30,000		\$30,000	
Government, Commercial & Industrial		\$50,000		\$50,000		\$30,000		\$30,000
Incentives	\$86,000		\$63,500		\$30,000		\$6,000	
Financing	\$30,000		\$38,000		\$62,000		\$86,000	
Other Energy Efficiency	\$0,500				\$0,500		\$0,500	
Total Energy Efficiency	\$216,500	\$65,000	\$201,500	\$65,000	\$182,500	\$40,000	\$182,500	\$40,000
Renewable Energy		\$15,000		\$15,000		\$10,000		\$10,000
Incentives	\$15,000		\$10,000		\$5,000		\$2,000	
Financing	\$5,000		\$10,000		\$15,000		\$18,000	
Economic Development Authority		\$30,000		\$30,000		\$15,000		\$15,000
Incentives	\$5,000		\$5,000		\$5,000		\$3,000	
Financing	\$20,000		\$35,000		\$40,000		\$36,000	
Office of Clean Energy	\$6,000		\$6,000				\$6,000	
Total NJCEP EE/RE	\$267,500	\$110,000	\$267,500	\$110,000	\$247,500	\$65,000	\$247,500	\$65,000
State EE/RE Projects	\$10,000		\$10,000		\$10,000		\$10,000	
State Energy Costs	\$42,500		\$42,500		\$42,500		\$42,500	
EO14 - Budget Reduction								
True Grant								
TOTAL NJCEP	\$320,000	\$110,000	\$320,000		\$300,000		\$300,000	
Total financing	\$65,000		\$109,000		\$161,000		\$198,000	
Percent financing	20.31%		34.06%		53.67%		66.00%	
Total NJCEP EE/RE	\$267,500	\$110,000	\$267,500		\$247,500		\$247,500	
Percent total NJCEP EE/RE	24.30%		40.75%		65.05%		80.00%	
Residential Total	\$105,000		\$110,400		\$133,000		\$164,000	
GIC/I Total	\$208,500		\$209,600		\$194,500		\$185,500	
GIC/I Total without state of	\$156,600		\$157,100		\$140,61%		\$146,32%	
Residential percentage of	33.43%		34.50%		59.39%		53.08%	
GIC/I percentage of total	66.51%		65.50%					
Residential percentage of	40.14%		41.27%					
GIC/I percentage of total	59.86%		58.73%					

See Appendix B for detailed BPU Staff Recommendations on funding levels for the Comprehensive Resource Analysis (2013-2016) Filing, also available online at www.njcleanenergy.com

1.3 KEY EVENTS

1.3.1 ELECTRONIC QUESTION AND ANSWER PERIOD

The Division will electronically accept questions and inquiries from all potential bidders via the web at <http://ebid.nj.gov/QA.aspx>.

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and section number to which it relates.

Bidders must not contact the Using Agency directly, in person, by telephone or by e-mail, concerning this RFP.

The cut-off date for electronic questions and inquiries relating to this RFP is indicated on the cover sheet. Addenda to this RFP, if any, will be posted on the Division's website after the cut-off date. (See RFP Section 1.4.1 for further information.)

1.3.2 SUBMISSION OF PROPOSAL

In order to be considered for award, the proposal must be received by the Purchase Bureau of the Division of Purchase and Property at the appropriate location by the required time. **ANY PROPOSAL NOT RECEIVED ON TIME AT THE LOCATION INDICATED BELOW WILL BE REJECTED. THE DATE AND TIME ARE INDICATED ON THE COVER SHEET. THE LOCATION IS AS FOLLOWS:**

PROPOSAL RECEIVING ROOM – 9TH FLOOR
PURCHASE BUREAU
DIVISION OF PURCHASE AND PROPERTY
DEPARTMENT OF THE TREASURY
33 WEST STATE STREET, P.O. BOX 230
TRENTON, NJ 08625-0230

Directions to the Division are available on the web at
<http://www.state.nj.us/treasury/purchase/directions.shtml>.

Note: Bidders using U.S. Postal Service regular or express mail services should allow additional time since the U.S. Postal Service does not deliver directly to the Purchase Bureau.

Procedural inquiries concerning this RFP may be directed to RFP.procedures@treas.state.nj.us. This e-mail address also may be used to submit requests to review proposal documents. The State will not respond to substantive questions related to the RFP or any other contract via this e-mail address.

To submit an RFP or contract related question, go to the Current Bidding Opportunities webpage or to <http://eBid.nj.gov/QA.aspx>.

1.3.3 ELECTRONIC BIDDING (EBID)

The Division is pleased to announce its electronic procurement modernization process. This RFP provides to the bidder the opportunity to electronically submit its proposal. A new electronic bidding – “eBid” – application is being made available to vendors to promote an easier, more efficient method to submit proposals.

On-line Electronic Bid Training Sessions:

Online electronic bid training for the eBid process is available on the web at <https://wwwnet1.state.nj.us/treasury/dpp/ebid/>. The bidder is strongly encouraged to utilize the on-line training session before attempting to submit an eBid. It will be the bidder’s responsibility to ensure that the eBid has been properly submitted.

1.3.4 MANDATORY/OPTIONAL SITE VISIT

Not applicable to this procurement.

1.3.5 MANDATORY/OPTIONAL PRE-PROPOSAL CONFERENCE

Not applicable to this procurement.

1.3.6 PRE-PROPOSAL DOCUMENT REVIEW

Not applicable to this procurement.

1.4 ADDITIONAL INFORMATION

1.4.1 ADDENDA: REVISIONS TO THIS RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum. Any addendum to this RFP will become part of this RFP and part of any contract awarded as a result of this RFP.

ALL RFP ADDENDA WILL BE ISSUED ON THE DIVISION OF PURCHASE AND PROPERTY WEB SITE. TO ACCESS ADDENDA, THE BIDDER MUST SELECT THE PROPOSAL NUMBER ON THE WEB PAGE AT <http://www.state.nj.us/treasury/purchase/bid/summary/bid.shtml>.

There are no designated dates for release of addenda. Therefore interested bidders should check the Division's "Bidding Opportunities" website on a daily basis from time of RFP issuance through the proposal submission opening.

It is the sole responsibility of the bidder to be knowledgeable of all addenda related to this procurement.

1.4.2 BIDDER RESPONSIBILITY

The bidder assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFP. No special consideration will be given after proposals are opened because of a bidder's failure to be knowledgeable as to all of the requirements of this RFP.

1.4.3 COST LIABILITY

The State assumes no responsibility and bears no liability for costs incurred by a bidder in the preparation and submittal of a proposal in response to this RFP.

1.4.4 CONTENTS OF PROPOSAL

Your proposal can be released to the public during the protest period established pursuant to N.J.A.C. 17:12-3.3, or under the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq., (OPRA) or the common law right to know. As provided in N.J.A.C. 17:12-1.2(b):

Subsequent to the proposal submission opening, all information submitted by bidders in response to a bid solicitation is considered public information, notwithstanding any disclaimers to the contrary submitted by a bidder, except as may be exempted from public disclosure by OPRA and the common law.

Any proprietary and/or confidential information in your proposal will be redacted by the State. A bidder may designate specific information as not subject to disclosure pursuant to the exceptions to OPRA found at N.J.S.A. 47:1A-1.1, when the bidder has a good faith legal and or factual basis for such assertion. The State reserves the right to make the determination as to what is proprietary or confidential, and will advise the bidder accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. **The State will not honor any attempt by a bidder to designate its entire proposal as proprietary, confidential and/or to claim copyright protection for its entire proposal.** In the event of any challenge to the bidder's assertion of confidentiality with which the State does not concur, the bidder shall be solely responsible for defending its designation.

By signing the cover sheet of this RFP, the bidder waives any claims of copyright protection set forth within the manufacturer's price list and/or catalogs. The price lists and/or catalogs must be accessible to State using agencies and cooperative purchasing partners and thus have to be made public to allow all eligible purchasing entities access to the pricing information.

1.4.5 PROPOSAL SUBMISSION

On the date and time proposals are due under the RFP, all information concerning the proposals submitted may be publicly announced and those proposals, except for information appropriately designated as proprietary and/or confidential, shall be available for inspection and copying. In those cases where negotiation is contemplated, only the names and addresses of the bidders submitting proposals will be announced and the contents of the proposals shall remain proprietary and/or confidential until the Notice of Intent to Award is issued by the Director.

1.4.6 PRICE ALTERATION IN HARD COPY PROPOSALS

Proposal prices must be typed or written in ink. Any price change (including "white-outs") must be initialed. Failure to initial price changes shall preclude a contract award from being made to the bidder.

1.4.7 BID/PROPOSAL ERRORS

In accordance with N.J.A.C. 17:12-2.11, "Bid Errors," a bidder may withdraw its proposal as described below.

A bidder may request that its proposal be withdrawn prior to the proposal submission opening. Such request must be made, in writing, to the Supervisor of the Bid Review Unit. If the request is granted, the bidder may submit a revised proposal as long as the proposal is received prior to the announced date and time for proposal submission and at the place specified.

If, after the proposal submission opening but before contract award, a bidder discovers an error in its proposal, the bidder may make a written request to the Supervisor of the Bid Review Unit for authorization to withdraw its proposal from consideration for award. Evidence of the bidder's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the bidder's exercise of reasonable care; and that the State will not be significantly prejudiced by granting the withdrawal of the proposal. After the proposal submission opening, while pursuant to the provisions of this section, you may request to withdraw your proposal and the Director may, in her discretion allow you to withdraw it, the Division also may take notice of repeated or unusual requests to withdraw by a bidder and take those prior requests to withdraw into consideration when evaluating the bidder's future bids or proposals.

All proposal withdrawal requests must include the proposal identification number and the final proposal submission date and be sent to the following address:

Department of the Treasury
Purchase Bureau
PO Box 230
33 West State Street – 9th Floor
Trenton, New Jersey 08625-0230
Attention: Supervisor, Bid Review Unit

If during a proposal evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the bidder. The bidder will have five (5) days after receipt of the notice to confirm its pricing. If the vendor fails to respond, its proposal shall be considered withdrawn, and no further consideration shall be given it.

If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the bidder's intention is not readily discernible from other parts of the proposal, the Director may seek clarification from the bidder to ascertain the true intent of the proposal.

1.4.8 JOINT VENTURE

If a joint venture is submitting a proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's proposal. Authorized signatories from each party comprising the joint venture must sign the proposal. A separate Ownership Disclosure Form, Disclosure of Investigations and Actions Involving Bidder form, and Affirmative Action Employee Information Report must be supplied for each party to a joint venture. NOTE: Each party comprising the joint venture must also possess a valid Business Registration Certificate ("BRC") issued by the Department of Treasury, Division of Revenue prior to the award of a contract. Refer to Section 4.4.2.1 of this RFP.

1.4.9 RECIPROCITY FOR JURISDICTIONAL BIDDER PREFERENCE

In accordance with N.J.S.A. 52:32-1.4 and N.J.A.C. 17:12-2.13, the State of New Jersey will invoke reciprocal action against an out-of-State bidder whose state or locality maintains a preference practice for its bidders. For states having preference laws, regulations, or practices, New Jersey will use the annual surveys compiled by the Council of State Governments, National Association of State Purchasing Officials, or the National Institute of Governmental Purchasing to invoke reciprocal actions. The State may obtain additional information as it deems appropriate to supplement the stated survey information.

The bidder may submit information related to preference practices enacted for a local entity outside the State of New Jersey. This information may be submitted in writing as part of the proposal response, including name of the locality having the preference practice, as well as identification of the county and state, and should include a copy of the appropriate documentation, i.e., resolution, regulation, law, notice to bidder, etc. It is the responsibility of the bidder to provide documentation with the proposal or submit it to the Director, Division of Purchase and Property within five (5) working days of the public proposal submission date. Written evidence for a specific procurement that is not provided to the Director within five (5) working days of the public proposal submission date will not be considered in the evaluation of that procurement, but will be retained and considered in the evaluation of subsequent procurements.

1.4.10 PROPOSAL ACCEPTANCES AND REJECTIONS

The Director's right to waive minor elements of non-compliance with bid specifications and N.J.A.C. 17:12-2.2 which defines causes for automatic bid rejection, apply to all proposals. In addition, pursuant to N.J.S.A. 52:34-12(a) and N.J.S.A. 52:18A-19 the Director retains the right to reject all bids if it is in the public interest.

2.0 DEFINITIONS

2.1 GENERAL DEFINITIONS

The following definitions will be part of any contract awarded or order placed as result of this RFP.

Addendum – Written clarification or revision to this RFP issued by the Division of Purchase and Property.

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Amendment – A change in the scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Director, Division of Purchase and Property.

Bidder – An individual or business entity submitting a proposal in response to this RFP.

Contract – This RFP, any addendum to this RFP, and the bidder's proposal submitted in response to this RFP, as accepted by the State.

Contractor – The bidder awarded a contract resulting from this RFP.

Director – Director, Division of Purchase and Property, Department of the Treasury. By statutory authority, the Director is the chief contracting officer for the State of New Jersey.

Division – The Division of Purchase and Property.

Evaluation Committee – A committee established by the Director to review and evaluate proposals submitted in response to this RFP and to recommend a contract award to the Director.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by the State unless there is a change in the scope of work.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May – Denotes that which is permissible, not mandatory.

Project – The undertaking or services that are the subject of this RFP.

Request for Proposal (RFP) – This document which establishes the bidding and contract requirements and solicits proposals to meet the purchase needs of the using Agencies as identified herein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory material requirement will result in the rejection of a proposal as non-responsive.

Should – Denotes that which is recommended, not mandatory.

Small business – Pursuant to N.J.A.C. 17:13-1.2, “small business” means a business that meets the requirements and definitions of “small business” and has applied for and been approved by the New Jersey Division of Revenue, Small Business Unit as (i) independently owned and operated, (ii) incorporated or registered in and has its principal place of business in the State of New Jersey; (iii) has 100 or fewer full-time employees; and has gross revenues falling in one of the three following categories: (A) 0 to \$500,000 (Category I); (B) \$500,001 to \$5,000,000 (Category II); and (C) \$5,000,001 to \$12,000,000, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher (Category III).

State – State of New Jersey.

State Contract Manager – The individual responsible for the approval of all deliverables, i.e., tasks, sub-tasks or other work elements in the Scope of Work, as set forth in Sections 8.1, 8.1.1 and 8.1.2.

Subtasks – Detailed activities that comprise the actual performance of a task.

Subcontractor – An entity having an arrangement with a State contractor, where by the State contractor uses the products and/or services of that entity to fulfill some of its obligations under its State contract, while retaining full responsibility for the performance of all of its [the contractor's] obligations under the contract, including payment to the subcontractor. The subcontractor has no legal relationship with the State, only with the contractor.

Task – A discrete unit of work to be performed.

Transaction - The payment or remuneration to the contractor for services rendered or products provided to the State pursuant to the terms of the contract, including but not limited to the following: purchase orders, invoices, hourly rates, firm fixed price, commission payments, progress payments and contingency payments.

Using Agency[ies] – The entity[ies] for which the Division has issued this RFP and will enter into a contract.

2.2 CONTRACT-SPECIFIC DEFINITIONS

2012 Compliance Filing – This plan provides the descriptions of NJCEP programs being implemented by the Market Managers and OCE in 2012.

Alternative Compliance Payment (ACP) – Offshore wind alternative compliance payments are governed by N.J.S.A. 48:3-87(c)(4), are not paid to the Board, and do not fall within the scope of N.J.A.C. 14:8-2.24-8.3. Payment of a certain dollar amount per megawatt hour, which a supplier/provider may submit in lieu of supplying the Class I or Class II renewable energy required under Table A in N.J.A.C. 14:8-2.34-8.3. A payment of a dollar amount per megawatt hour (Mwh) made to the Board to cover any shortfall in the supplier's purchase of renewable energy certificates (RECs). The Alternative Compliance Payment rate for Renewable Energy projects for 2005 is \$50.

Annual energy savings shall mean, when calculating annual energy cost savings attributable to the services or equipment installed pursuant to a performance-based energy efficiency contract.

Board – The Commissioners of the New Jersey Board of Public Utilities (BPU).

BPU – The Staff of the Board who will provide oversight and serve as the State Contract Manager for this contract.

C&I Construction Program – A program that provides incentives for commercial and industrial customers to install high efficiency lighting and equipment and to design and construct energy efficient buildings, both new and retrofit.

Center for Energy, Economic & Environmental Policy (CEEEP) – An entity within Rutgers University’s Edward J. Bloustein School of Planning and Public Policy engaged by the Board to manage the NJ Clean Energy Program evaluation and research efforts.

Class I Renewable Energy – Electric energy produced from solar technologies, photovoltaic technologies, wind energy, fuel cells powered by renewable fuels, geothermal technologies, wave or tidal action, and/or methane gas from landfills or a biomass facility, provided that the biomass is cultivated and harvested in a sustainable manner as set forth in N.J.A.C. 14:8-2.54-8.5.

Class II Renewable Energy – Electric energy produced at a resource recovery facility or hydro power facility, provided that such facility is located where retail competition is permitted and provided further that the Commissioner of the Department of Environmental Protection has determined that such facility meets the highest environmental standards and minimizes any impact to the environment and local communities as set forth in N.J.A.C. 14:8-2.64-8.6.

Clean Energy Program (CEP) – As established in the Board Order dated December 22, 2003, Docket No. EO2120955, the BPU program for advancing and promoting energy efficiency and renewable energy programs. The program is designed to provide environmental, economic and energy benefits to New Jersey. The program developed from the Comprehensive Resource Analysis (CRA) referenced below.

Committees – The BPU and the NJ Clean Energy Program consult with various stakeholder groups through a committee structure. NJCEP Committees are comprised of market participants, industry representatives and public advocates and include the Renewable Energy Committee, Energy Efficiency Committee and Marketing & Communications Committee as well as various subcommittees and technical workgroups as needed.

Commercial and Industrial (C&I) Energy Efficiency Program – Any NJCEP that targets commercial and industrial customers of the State’s investor owned electric and natural gas utilities.

Compliance Filing – A program plan and budget that the Board may require from the Contractor(s) which the Board or the OCE may accept in full, with modifications, or reject.

Comprehensive Resource Analysis (CRA) for EE and RE – The resource analysis of energy programs as required by N.J.S.A. 48:3-60a(3) that directed the Board to determine the appropriate level of funding, energy efficiency and Class 1 renewable energy programs (jointly the Clean Energy Program) to be funded by the SBC.

Contract Effective Date – Date of award of contract to successful bidder.

Contract Operational Date – Date three (3) months after the Contract Effective Date when the contractor is expected to have implemented its transition plan to perform all the services previously performed under the previous contract and the contract program is fully operational.

Contractor - The contractor is responsible for overseeing the administration of the Clean Energy Program, including the subcontractors hired by the contractor to implement/manage specific clean energy programs.

CRA – Comprehensive Resource Analysis (CRA) of energy programs as required by N.J.S.A. 48:3-60a(3) which directed the Board to initiate a proceeding and to determine the appropriate level of funding and the appropriate energy efficiency and Class 1 renewable energy programs (jointly the Clean Energy Program) to be funded by the SBC.

Custom Measure – C&I rebates available for energy efficiency measures not otherwise eligible as a prescriptive measure. Rebates for custom measures are calculated on a case-by-case basis.

Customer Assistance – Settlement of verbal and written questions, disputes, interviews and information inquiries.

Customer On-site Renewable Energy Program (CORE) – Program that provides rebates to customers that install eligible renewable energy systems that supply electricity to their home or business.

Customer Service – The provision of all services related to the Clean Energy programs.

Days – Calendar day(s) unless otherwise specified.

DEP – The New Jersey Department of Environmental Protection is a State department dedicated to protecting New Jersey’s land, air water and natural resources.

DOE – The US Department of Energy is a US government department whose mission is to advance the national, economic and energy security of the United States.

DSM - Demand-side Management.

EDA – The New Jersey Economic Development Authority is an independent, self-supporting State entity dedicated to building communities by financing businesses and nonprofits, offering real estate development and technical services, supporting entrepreneurial development, and financing quality public schools.

Electric Discount and Energy Competition Act or “EDECA” - The New Jersey State legislation found at N.J.S.A. 48:3-49, et seq. EDECA established requirements to advance energy efficiency and renewable energy in New Jersey through the societal benefits charge (SBC) in accordance with N.J.S.A. 48:3-60a (3).

Energy - Electric energy measured in kilowatt hours (kWh) or natural gas energy measured in therms.

Energy Star Products Program – A program that provides customers, retailers, distributors and manufacturers with incentives to manufacture, distribute, buy and sell Energy Star products.

EPA – The US Environmental Protection Agency is a US government agency whose mission is to protect human health and the environment.

Fiscal Agent (FA) – The person or entity retained by the Board to receive and disburse funds collected from ratepayers by the utility companies for the provision of services and programs under the NJCEP. The New Jersey Department of the Treasury is the Board’s fiscal agent and administers the New Jersey Clean Energy Trust Fund.

GIS – Geographical Information System –Software for representing data in a spatial format.

Incentive – Incentives include approved financial assistance offered to eligible participants in NJCEP programs. Incentives vary by program and may include, but are not limited to, rebates, loans, financing, and grants. Incentives may be offered for equipment and products purchased and payments to customers for design support or technical support for installation of program eligible energy efficiency measures and rebates for program eligible renewable equipment.

KW – Kilowatt; a measure of electric capacity. A Kilowatt is unit of power equal to one thousand watts.

KWh – Kilowatt-hour; a measure of electric usage. A unit of electric power consumption indicating the total energy developed by a power of one kilowatt acting for one hour (see KW).

Market Development – The increased availability and delivery of products and services to consumers such that these products and services are more broadly available at appropriate price, quality and quantity.

Market Sector – The three NJCEP market sectors include Residential, Commercial and Industrial, and Renewable Energy Markets.

Market Transformation – Market transformation is achieved when the energy efficiency goals of NJCEP are reached such that the purchase of an energy efficiency technology becomes the standard purchasing practice in New Jersey without the need for rebates or incentives.

MW – Megawatt; a measure of electric capacity. A Megawatt is a unit of power equal to one million watts.

Net-Metered - A method of recording or measuring the energy consumed and produced at a home or business that has its own renewable energy generator.

NJ Clean Energy Trust Fund – The fund designation used by New Jersey Department of the Treasury, Division of Administration, Office of Fiscal and Resources to manage the monies collected by the electric and gas utilities (see Societal Benefits Charge).

Subcontractor – Vendor(s) contracted by the contractor to manage specific Clean Energy Programs.

OCE subcontractor – Vendor(s) under contract by OCE contractors prior to the award of this contract to manage specific Clean Energy Programs for OCE.

Office of Clean Energy (OCE or NJOCE) – The New Jersey Board of Public Utilities, Office of Clean Energy.

Pennsylvania-Jersey-Maryland (PJM) Interconnection – PJM Interconnection means the regional transmission organization (RTO) that coordinates the movement of wholesale electricity in the PJM region.

PJM Region – The area within which the movement of wholesale electricity is coordinated by PJM Interconnection, as defined herein. The PJM region is described in the Amended and Restated Operating Agreement of PJM Interconnection, which is incorporated herein by reference, as amended and supplemented. The Operating Agreement can be obtained on the PJM Interconnection website at www.pjm.com, or by writing to PJM Interconnection, Legal Department, 955 Jefferson Avenue, Norristown, PA, 19403. PJM ensures the reliability of the largest centrally dispatched control area in North America by coordinating the movement of electricity in all or parts of Delaware, Illinois, Indiana, Kentucky, Maryland, Michigan, New Jersey,

North Carolina, Ohio, Pennsylvania, Tennessee, Virginia, West Virginia and the District of Columbia.

Prescriptive Measures – All measures for which a specific rebate level are identified in a program description.

Program Evaluator – Third party contracted to provide and evaluate program performance.

Program Manager(s) – The contractors or subcontractors currently responsible for managing and implementing one of three Clean Energy Programs (Residential, Commercial & Industrial and Renewable).

Program Partners – Agencies or institution that help implement the programs. They include EDA, DEP, Rutgers CEEP, HMSA, DCA, Treasury and Sustainability Institute.

Rebate – A payment to a customer that installs qualified energy efficiency or renewable energy measures.

Renewable Energy Business Financing Program – Program that provides recoverable grants for research, business development and technology demonstrations that advance the delivery of renewable energy systems to the marketplace.

Renewable Energy Program – Any New Jersey Clean Energy Program that provides incentives for the installation of facilities that generate electricity using renewable resources or promotes the development of a New Jersey-based renewable energy business.

Residential Energy Efficiency Program – Any New Jersey Clean Energy Program that targets residential customers of the State's investor owned electric and natural gas utilities.

Residential HVAC Program – A program that provides residential customers with incentives to purchase high efficiency heating and air conditioning equipment.

Residential New Construction Program – A program that provides builders with incentives to construct new homes that meet New Jersey Energy Star Home standards

Societal Benefits Charge – In accordance with N.J.S.A. 48:3-60(a)(3) et seq, each electric and gas public utility collect funding for programs approved under the NJCEP through a societal benefits charge ("SBC"). The SBC is a non-bypassable distribution charge imposed on all electric and gas utility customers as appropriate in accordance with N.J.S.A. 48:3-60(a) (3) et seq. That charge provides funds for the New Jersey Clean Energy Program.

Solar Alternative Compliance Payment (SACP) – A payment of a certain dollar amount per megawatt hour, which a supplier/provider may submit in lieu of complying with the solar electric generation requirements in Table A in N.J.A.C. 14:[8-2.34-8.3](#). The Solar Alternative Compliance Payment rate for Renewable Energy projects for 2005 is \$300 /Mwh.

Supplier – Company or individual that supplies products or services used by NJCEP.

System-wide Programs – All programs offered under the Clean Energy Program.

T&D - Transmission and distribution.

Therm – A therm is equal to 100,000 British thermal units (Btus), a measure of natural gas usage.

Trade Ally – Company or trade organization that is in a similar business working with other similar businesses to develop similar markets and technologies.

Transition Period – A one hundred and eighty (180) day period following the contract award in which the contractor will be expected to complete development of the infrastructure necessary to implement the programs and ensure continuity of programs approved under the 2012 NJCEP Compliance Filings.

Transition Plan – The plan to be developed by the Contractor in concert with the OCE, to carry out the change from the current to the proposed program management structure.

Utilities – New Jersey’s seven (7) investor-owned electric and natural gas utilities that currently manage the New Jersey Clean Energy Program.

Web Hosting – A computer or contracted service on a network that is the repository for information and services available to the other program computers on the network.

Web Master – The person or contracted service in charge of administering the program website.

2.3 ACRONYMS

BPU - Board of Public Utilities.

CRA - Comprehensive Resource Analysis.

EM&V - Evaluation, Measurement, & Verification.

ESCO - Energy Service Companies.

FA - Fiscal Agent.

FTE - Full-Time Equivalents.

GAAP - Generally Accepted Accounting Principles.

IC - Implementation Contractor.

IT - Information Technology.

IMS - Information Management System.

MW - Megawatt, a unit of power equivalent to one million watts.

NEEP - Northeast Energy Efficiency Partnerships.

NJCEP - New Jersey’s Clean Energy Program.

PACE - Property Assessed Clean Energy.

PJM - PJM Interconnection, a regional transmission organization.

REC - Renewable Energy Certificates.

REIP - Renewable Energy Incentive Program.

RFP - Request for Proposals.

RPM - Reliability Pricing Model.

RPS - Renewable Portfolio Standard.

SBC - Social Benefits Charge.

SREC - Solar Renewable Energy Certificates.

3.0 SCOPE OF WORK

3.1 GENERAL REQUIREMENTS

The Contractor shall establish a New Jersey office in order to perform all the services and provide all the deliverables specified below as part of the New Jersey Clean Energy Program (NJCEP). The Contractor shall provide program administration and management services for each of three (3) market sectors: Residential (Section 3.3.1); Commercial & Industrial (Section 3.3.2); and Renewable Energy (Section 3.3.3), administered by the Office of Clean Energy (OCE). As previously explained, the Contractor shall perform the day-to-day administrative and management functions involved in developing, coordinating, managing, implementing and monitoring the performance and progress of the NJCEP.

The Contractor shall administer and manage including the implementation and operation of all the programs listed in Section 3.3.1, Section 3.3.2 and Section 3.3.3, consistent with the Annual Board Approved NJCEP Compliance Filings. The Contractor shall administer the aforementioned NJCEP including the development of a Strategic Plan for 2013-2016 and Annual Compliance Filings, to be approved by the Board, to establish NJCEP implementation plans, annual budgets and performance goals and targets. The suite of programs that make up the NJCEP identified in the Annual Compliance Filings each year may vary depending on energy saving goals, program objectives and available funding.

The contractor shall perform the seven (7) tasks outlined and detailed below:

- Program Transition (Section 3.2);
- NJCEP Operations and Implementation (Section 3.3);
- General Administration (Section 3.4);
 - Management Plan (Section 3.4.1);
 - Budgeting (Section 3.4.2);
 - Financial Management Responsibilities (Section 3.4.3);
 - Contract Management (Section 3.4.4);
 - Dispute Resolution Process (Section 3.4.5);
 - Information Technology, Data Collection, Reporting (Section 3.4.6);
 - IMS Financial Management System (Section 3.4.7);
 - Document Management (Section 3.4.8)
 - Reporting (Section 3.4.9)
 - Training (Section 3.4.10);
 - Quality Assurance (QA)/Quality Control (QC) (Section 3.4.11);
 - Regulatory Review (Section 3.4.12); and
 - Meetings/Teleconferences (Sections 3.4.13);
- Program Development, Planning, Data Collection and Support (Section 3.5);
- Program Marketing & Communications (Section 3.6); and
- Other Services (Section 3.7)
- Litigation Support (Section 3.8)

3.2 PROGRAM TRANSITION

3.2.1 KICK-OFF MEETINGS

Within five (5) business days following contract award, the Contractor shall schedule all kick-off meetings with OCE. The Contractor shall schedule the meetings at a time agreeable to both parties and at the OCE offices in Trenton, New Jersey to discuss all aspects of the contract pertaining to the contractor and all subcontractors. The Contractor shall schedule a general kick-off meeting for the administration of the NJCEP Program overall and a separate kick-off meeting

for each Market Sector / Program (Residential, Commercial & Industrial, Renewable). The Contractor's Finance Manager as well as any other key staff as deemed necessary by the OCE, such as accounting staff to discuss issues involving billing and payment, shall attend all the kick-off meetings. The Contractor shall ensure that the meetings include the current Program Coordinator (AEG) and Market Managers (TRC and Honeywell) as well as any subcontractors. The Contractor shall review and seek input on the Work Plan, which includes the Transition Plan (see Section 4.0), and review all aspects of the Contractor's approach to collecting and evaluating data at the kick-off meetings. The Contractor shall submit a summary report of each kickoff meeting (minutes) within five (5) business days of each kick-off meeting and provide the summary reports via e-mail to the State Contract Manager and any other party as specified by the State Contract Manager.

All travel to and from these meetings shall be considered part of the contract price, the Contractor shall not be paid separately for time, travel or any related accommodations.

3.2.2 TRANSITION EXISTING COMMITMENTS

The Contractor shall facilitate the transfer of existing energy efficiency/renewable energy programs now managed by the Program Coordinator (AEG) and Market Managers (Honeywell and TRC) to the Contractor within thirty (30) calendar days of contract award.

The Contractor shall transition existing program commitments for the Residential, Renewable and C&I Programs. The Contractor shall finalize its preliminary Transition Plan that was submitted as part of its proposal and develop a Termination Transition Plan (Exit Plan). The Contractor shall include in the Transition Plan provisions to ensure continuity in program administration and operations. Once the State Contract Manager approves the Transition Plan, it shall be contractually binding and the Contractor shall ensure that the specified schedule is met or seek formal approval from the State Contract Manager should the schedule need to be modified. The transition period shall be completed within one hundred and eighty (180) days of contract award. The Contractor shall devote the first thirty (30) days to the finalization of the Transition Plan, the next sixty (60) days for actual transition of responsibilities and an additional ninety (90) days for the continual operation and implementation of programs under the 2012 NJCEP Compliance filings.

The Contractor shall ensure that the transition be performed in an organized and efficient manner with a minimum of interruption to current customer commitments. The Contractor shall strive to maintain and strengthen constructive relationships with the utilities program management, customers, trade allies, contractors and other energy program partners when possible.

During the first ninety (90) days of the transition period, it is anticipated that the Contractor shall be assisted by the Program Coordinator, Market Manager(s), the OCE, and the Utilities, per the Utility EE and RE stipulations in effect, in fulfilling their program transition responsibilities. The second ninety (90) days the Contractor shall be fully responsible for program operation, implementation and administration.

The transition period shall consist of, at a minimum, the following:

A. Program Set Up (Day 1-30) –

Immediately following contract award and the subsequent kick-off meeting(s) for the Program Administrator and each of the market sectors as set forth above in RFP Section 3.2.1, the Contractor, with assistance from the State Contract Manager, shall modify the Transition Plan submitted with its proposal (see RFP Section 4.4.3.2.1) to develop the systems and procedures needed to operate the energy efficiency and renewable energy programs.

The Contractor shall ensure that the Transition Plan, which was submitted as part of the proposal, shall be reviewed and approved by the State Contract Manager by Day 15 of the contract and prior to implementation. If, for any reason, the State Contract Manager does not approve the Transition Plan within the first 30 days of the contract period, the Contractor may request an extension of time equal to the length of the delay from the date when the Transition Plan was submitted for approval.

During program set-up, the Contractor shall meet with the current Program Coordinator, Market Manager(s), Utilities and OCE subcontractors to discuss the transition. The Contractor shall schedule this meeting at the BPU offices in Trenton, NJ and at a time that is agreeable to all parties.

Subsequent to the transition meeting, the Contractor shall produce minutes of the meeting within three (3) business days and distribute them to the State Contract Manager and other pertinent parties via e-mail.

Within the first 30 days of the contract, the Contractor shall assign a specific date to start the sixty (60) day transition implementation of each program and the OCE will notify the Utilities and OCE subcontractors of what role, if any, they will have going forward in supporting NJCEP programs.

It is understood that all three (3) market sectors (Residential; Commercial & Industrial; and Renewable Energy), the Partner Programs and any utility coordination transitions may not occur simultaneously but as each is ready for transition. The Contractor shall ensure that all energy efficiency and renewable energy subprograms are transitioned at the same time unless a specific, written agreement to transition programs individually is reached among the State Contract Manager, the Program Coordinator, the Market Manager(s) and the Utilities and/or OCE subcontractors. Once all systems and parties to the transition are prepared or as directed by the State Contract Manager and a transition date is established, the Contractor shall schedule the programs for transition implementation.

B. Transition Implementation Period (Day 30 - 90) –

The Contractor shall transition the existing programs and outstanding commitments from the current BPU contractors including AEG, TRC and Honeywell, including all of their subcontractors. The Contractor shall submit by day 45 its Draft Work Plan for review and comment and finalize it by the end of the 90 days (see RFP Section 4.4.1.1, Administrative Work Plan). At the conclusion of this phase, the Contractor shall ensure that the transition of the Residential, Commercial & Industrial and Renewable Energy Programs to the Contractor will be operationally complete. By day 90 the Contractor shall establish a New Jersey location and office infrastructure that supports NJCEP program administration and operation. The Contractor shall establish by day 90 full operating capability for the IMS system as described in Section 3.4.6, the NJCEP website and website hosting as described in Section 3.6.3 and the NJCEP call center as described in Section 3.6.2. The Contractor shall implement the provisions to ensure continuity of program operations as specified in the Transition Plan provisions to ensure continuity in operations during this period.

C. NJCEP 2012 Program Operation & Implementation (Day 90-180) –

The Contractor shall ensure continuity in the implementation and operation of the NJCEP consistent with the 2012 NJCEP Compliance Filings and shall assume full responsibility for the program operation and implementation. The Contractor shall implement the

provisions to ensure continuity of program operations as specified in the Transition Plan provisions to ensure continuity in operations during this period.

D. NJCEP 2012 Program Administration (Day 90-180) –

The Contractor shall assume full responsibility for the program administration by day 90 as specified in Section 3.4. The Contractor shall implement the provisions to ensure continuity of program administration as specified in the in the Transition Plan.

The Contractor shall prepare an Exit Plan specific to each of the three (3) NJCEP market sectors which shall be used at the end of the contract term or in the event that, if during the contract term, any of the Contractor's roles are terminated or transferred to another entity. In such event, the Contractor shall cooperate with and assist any such transition process. This obligation shall include without limitation, the sharing and transfer of data and management information systems and software.

3.3 NJCEP OPERATIONS AND IMPLEMENTATION

The Contractor shall provide all the services and resources necessary to implement, and operate the NJCEP as identified in the 2012 NJCEP Compliance Filing; and subsequent Annual NJCEP Compliance Filing(s), which the Contractor shall prepare in consultation with the BPU. The BPU shall provide oversight and QA/QC (Quality Assurance/Quality Control) of the services provided under this contract in addition to the QA/QC procedures and measures required by the contractor as discussed in QA/QC Section 3.4.1.2 .

The Contractor shall provide, at a minimum, the following services in support of NJCEP operation and implementation:

- A. Deliver clean energy programs, services and incentives consistent with the Annual NJCEP Compliance Filing(s). The contractor shall submit an Annual NJCEP Compliance Filing outlining the programs, measures and incentives to be implemented and line item budgets for all the NJCEP Programs as described in Section 3.4.1.2;
- B. Develop and use customer application forms for use in NJCEP;
- C. Provide and process program applications/ registrations and a technical review process including application receipt, review, rejection/approval, issuance of incentive payments web-based application services, associated letters, application tracking and record keeping, all subject to QA/QC requirements;
- D. Process incentives, rebates and payments, subject to QA/QC requirements;
- E. Perform QA/QC processes throughout all incentive processing applications, marketing communications, training, implementation and customer outreach services;
- F. Conduct project inspections subject to QA/QC requirements;
- G. Train staff or sub-contractors to deliver program services; and
- H. Perform all tasks consistent with and subject to QA/QC requirements.

The Contractor shall implement a suite of clean energy programs and achieve the energy saving targets for each of the three (3) market sectors: Residential (Section 3.3.1), Commercial & Industrial (Section 3.3.2) and Renewable Energy (Section 3.3.3) as set forth in the Annual NJCEP Compliance Filing(s) and based on the budget and resources identified in the Annual NJCEP Compliance Filing(s).

Each year of the contract, the Contractor shall implement a suite of NJCEP programs and deliver financial incentives to the program user to achieve the specified level of energy savings based on an approved budget for each of the three (3) market sectors.

The Contractor is encouraged to draw from the 2012 suite of established clean energy programs identified in the 2012 NJCEP Compliance Filing as long as they continue to be cost effective in achieving energy savings and/or meeting the overall strategic goals.

The Contractor shall provide and process program applications / registrations and provide a technical review process including application receipt, review, rejection/approval and issuance of incentive payments. The Contractor shall be responsible for all correspondence associated with this process as well as application tracking and record keeping. The Contractor shall utilize web-based application services wherever possible.

The Contractor shall deliver incentives based on new funding levels for each of the three (3) market sectors and implement the clean energy programs to achieve the energy saving targets.

The Contractor shall implement innovative financing solutions for programs consistent with the strategic goals set out in the CRA Filings and Strategic NJCEP Report (2013-2016) to be prepared by the Contractor.

The Contractor shall manage, oversee and implement the programs directly or through subcontractors as it chooses.

The Contractor shall solicit, select, hire and oversee employees and/or subcontractors to perform program implementation and develop methods for managing the performance and compensation of program implementers which may be through subcontractors as needed or their own staff.

The Contractor shall develop and oversee compensation levels and mechanisms for direct employees and subcontractors, and collect and compile information for documenting performance.

The Contractor shall develop and maintain quality assurance standards, tracking and monitoring mechanisms for each program.

The Contractor shall collect, maintain and provide to the State Contract Manager, data and information sufficient to assess program and market performance as well as program specific energy savings for the purpose of assessing program effectiveness as well as the performance of their subcontractors as specified in Section 3.4.6 Information Technology, Data Collection, Reporting.

The Contractor shall direct the coordination of program efforts, identified by the State Contract Manager, by employees and subcontractors with State, regional and national energy efforts.

The Contractor shall coordinate through regular program meetings described in Section 3.4.14 and participate as deemed necessary by the State Contract Manager, with the Utilities on energy efficiency and renewable energy programs implemented by the Utilities on their own behalf.

The Contractor shall operate a Consumer Information System (CIS) to promote customer participation in and market awareness of the programs. At a minimum, the CIS will utilize the single point of contact for the following:

- A. A toll-free phone number with prompts that mirror the website programs for tracking purposes;
- B. A web page describing services available to customers;
- C. Customer response and referral procedures; and
- D. A coordinated program process for addressing and resolving customer complaints promptly.

Initially, the Contractor shall implement the following suite of clean energy programs and achieve program specific energy saving targets based on the approved budget and resources identified in the 2012 NJCEP Compliance Filing:

Residential Energy Efficiency Programs:

- A. Residential Electric and Gas HVAC Program;
- B. Residential New Construction (RNC) Program;
- C. Energy Efficient Products Program; and
- D. Home Performance with Energy Star Program.

C&I Energy Efficiency Programs:

- A. C&I New Construction;
- B. C&I Retrofit;
- C. Pay for Performance Existing Buildings;
- D. Pay for Performance New Construction;
- E. Direct Install;
- F. Local Government Energy Audit (LGEA);
- G. Large Energy Users Program;
- H. Combined Heat and Power (CHP) – Fuel Cell;
- I. Retro Commissioning;
- J. Multi Family Financing Pilot; and
- K. Other C&I Programs.

Renewable Energy Programs:

- A. Solar Renewable Energy Certificate Registration Program (SRP program);
- B. Renewable Energy Incentive Program (REIP); and
- C. REC Customer Assistance.

3.3.1 RESIDENTIAL ENERGY EFFICIENCY PROGRAMS

The Contractor shall implement and operate and provide all the services noted in Section 3.3 for the following four (4) Residential Energy Efficiency programs currently approved for implementation under the 2012 NJCEP Program Compliance Filing subject to available funding:

- A. Residential Gas and Electric HVAC (COOL and WARMAdvantage) Program;
- B. Existing Homes (Home Performance with ENERGY STAR®) Program;
- C. Residential New Construction (New Jersey ENERGY STAR® Homes) Program; and
- D. Energy Efficient Products (Energy Star Products) Program.

2012 NJCEP Residential Energy Efficiency Budget

Table 2: 2012 Residential Efficiency Budget

Program	Total	Administration, IT and Program Development	Sales & Marketing	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections and Other Quality Control	Performance Incentives	Evaluation and Related Research
Residential HVAC - Electric & Gas	\$23,178,518.81	\$1,306,764.00	\$0.00	\$590,003.00	\$19,377,257.26	\$1,904,494.55	\$0.00	\$0.00
Residential New Construction	\$16,320,061.50	\$1,249,392.00	\$0.00	\$0.00	\$14,365,489.32	\$535,245.20	\$0.00	\$169,934.98
Energy Efficient Products	\$20,275,407.84	\$1,765,757.84	\$0.00	\$0.00	\$18,007,000.00	\$502,650.00	\$0.00	\$0.00
Home Performance with Energy Star	\$32,386,412.49	\$1,044,421.08	\$0.00	\$0.00	\$29,139,510.63	\$2,202,480.78	\$0.00	\$0.00
Marketing	\$1,651,383.84	\$0.00	\$1,651,383.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total Residential Programs	\$93,811,784.48	\$5,366,334.92	\$1,651,383.84	\$590,003.00	\$80,889,257.21	\$5,144,870.53	\$0.00	\$169,934.98

Please see the attached 2012 NJCEP Program Compliance Filing: Program Plans and Budgets <http://www.njcleanenergy.com/filings> .

3.3.2 COMMERCIAL/INDUSTRIAL ENERGY EFFICIENCY PROGRAM

The Contractor shall implement, operate and provide all the services noted in Section 3.3 for the following New Jersey’s SmartStart Buildings Programs and other C&I Programs currently approved for implementation under the 2012 NJCEP Program Compliance Filing:

- L. C&I New Construction;
- M. C&I Retrofit;
- N. Pay for Performance Existing Buildings;
- O. Pay for Performance New Construction;
- P. Direct Install;
- Q. Local Government Energy Audit;
- R. Large Energy Users Program;
- S. Combined Heat and Power (CHP) – Fuel Cell;
- T. Retro Commissioning;
- U. Multi Family Financing Pilot; and
- V. Other C&I Programs.

2012 NJCEP Commercial & Industrial Program Budget

2012 Energy Efficiency Program Budget							
Energy Efficiency Programs	NJBPU Approved	Estimated 2011	Estimated 2011	New 2012	Line Item	Final 2012	Estimated Commitments
Programs	2011 Budget	Expenses	Carry Over	Funding	Transfers	Budgets	
Residential EE Programs	(a)	(b)	(c) = (a) - (b)	(d)	(e)	(f)=(c)+(d)+(e)	(g)
Residential HVAC - Electric & Gas	\$22,724,583.98	\$21,101,890.54	\$1,622,693.44	\$21,555,825.37	\$0.00	\$23,178,518.81	\$1,107,750.00
Residential New Construction	\$19,943,969.50	\$12,410,660.26	\$7,533,309.24	\$8,786,752.26	\$0.00	\$16,320,061.50	\$6,263,175.00
Energy Efficient Products	\$18,193,381.04	\$17,798,237.26	\$395,143.78	\$19,880,264.06	\$0.00	\$20,275,407.84	\$0.00
Home Performance with Energy Star	\$29,760,156.05	\$20,586,993.16	\$9,173,162.89	\$23,213,249.60	\$0.00	\$32,386,412.49	\$5,256,054.00
Residential Marketing	\$1,309,984.00	\$1,222,508.87	\$87,475.13	\$1,563,908.71	\$0.00	\$1,651,383.84	\$0.00
Sub Total Residential	\$91,932,074.57	\$73,120,290.09	\$18,811,784.48	\$75,000,000.00	\$0.00	\$93,811,784.48	\$12,626,979.00
Residential Low Income							
Comfort Partners	\$30,829,308.11	\$30,829,308.11	\$0.00	\$35,000,000.00	\$0.00	\$35,000,000.00	\$0.00
Sub Total Low Income	\$30,829,308.11	\$30,829,308.11	\$0.00	\$35,000,000.00	\$0.00	\$35,000,000.00	\$0.00
C&I EE Programs							
C&I New Construction	\$6,867,143.41	\$3,101,626.26	\$3,765,517.15	\$6,258,604.87	\$0.00	\$10,024,122.02	\$1,873,031.00
C&I Retrofit	\$45,899,451.30	\$18,954,204.37	\$26,945,246.93	\$38,754,753.04	\$0.00	\$65,699,999.97	\$25,700,000.00
Pay-for-Performance New Construction	\$7,471,645.96	\$660,828.38	\$6,810,817.58	\$3,500,000.00	\$0.00	\$10,310,817.58	\$1,000,000.00
Pay-for-Performance	\$43,355,701.50	\$5,857,083.10	\$37,498,618.40	\$23,057,339.60	\$0.00	\$60,555,958.00	\$28,618,457.95
CHP	\$1,002,122.83	\$0.00	\$1,002,122.83	\$18,997,877.17	\$0.00	\$20,000,000.00	\$0.00
Local Government Audit	\$9,115,170.97	\$3,353,595.75	\$5,761,575.22	\$238,424.78	\$0.00	\$6,000,000.00	\$4,200,000.00
Direct Install	\$35,896,150.92	\$21,558,932.78	\$14,337,218.14	\$26,999,999.86	\$0.00	\$41,337,218.00	\$13,667,004.00
TEACH	\$682,829.50	\$682,829.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Marketing	\$1,075,000.00	\$1,075,000.00	\$0.00	\$1,575,000.00	\$0.00	\$1,575,000.00	\$0.00
Large Energy Users Pilot	\$20,000,000.00	\$105,000.00	\$19,895,000.00	\$8,868,000.68	\$0.00	\$28,763,000.68	\$10,000,000.00
Multi-Family Financing Pilot	\$10,000,000.00	\$0.00	\$10,000,000.00	\$0.00	\$0.00	\$10,000,000.00	\$2,000,000.00
Retrocommissioning	\$0.00	\$0.00	\$0.00	\$5,000,000.00	\$0.00	\$5,000,000.00	\$0.00
Sub Total C&I	\$181,365,216.39	\$55,349,100.14	\$126,016,116.25	\$133,250,000.00	\$0.00	\$259,266,116.25	\$87,058,492.95

Please see the attached 2012 NJCEP Program Compliance Filing: Program Plans and Budgets <http://www.njcleanenergy.com/filings> .

3.3.3 RENEWABLE ENERGY PROGRAM

The Contractor shall implement, operate and provide all the services noted in Section 3.3 for the following three (3) Renewable Energy Programs currently approved for implementation under the 2012 NJCEP Program Compliance Filing per the available budget:

- A. Solar Renewable Energy Certificate Registration Program (SRP Program);
- B. The Renewable Energy Incentive Program (REIP); and
- C. REC Customer Assistance.

2012 NJCEP Renewable Energy Budget

The total Renewable Energy budget for 2012 is \$28.38 Million. This includes estimated carry over commitments from prior years, \$7.195 million of new incentive funds and \$2.805 million for 2012 Market Manager administrative fees. A detailed budget for the 2012 Renewable Energy programs is attached in Appendix B.

Table 1: 2012 Renewable Energy Programs Budget

Program	Total	Administration, IT and Program Development	Sales & Marketing	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections and Other Quality Control	Performance Incentives	Evaluation and Related Research
CORE	\$4,150,000.00	\$0.00	\$0.00	\$0.00	\$4,150,000.00	\$0.00	\$0.00	\$0.00
REIP	\$24,233,390.05	\$1,378,366.92	\$0.00	\$0.00	\$21,428,390.05	\$1,426,633.08	\$0.00	\$0.00
Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total RE Programs	\$28,383,390.05	\$1,378,366.92	\$0.00	\$0.00	\$25,578,390.05	\$1,426,633.08	\$0.00	\$0.00

Please see the attached 2012 NJCEP Program Compliance Filing: Program Plans and Budgets <http://www.njcleanenergy.com/filings> .

3.3.4 2013-2016 NJCEP PROGRAM FUNDING & GOALS

The Contractor shall propose annual plans consistent with the Comprehensive Resource Analysis (CRA) and Annual Compliance Filings. This would include both new funding based on the Board approved funding level and the prior year's committed project and uncommitted carryover. Following are draft recommendations for a five (5) year plan for NJCEP funding levels, energy savings targets and participants per market sector that is based on historical program performance. The NJCEP funding levels will be finalized and approved by the Board during the CRA 2013-2016 Funding Proceeding.

The Contractor shall develop strategic plans, programs, incentives and budgets using these general parameters and in consultation with the BPU and the State Contract Manager.

2013 through 2016 NJCEP Budget and Goals

2013	Budget		
	New Funding	Carryover	Total
	\$ x 1,000	\$ x 1,000	\$ x 1,000
Residential EE	\$70,000	\$35,000	\$105,000
% financing	14%		
Low Income	\$30,000		\$30,000
G/C/I EE	\$116,000	\$100,000	\$216,000
% financing	26%		
Renewables	\$20,000	\$30,000	\$50,000
% financing	25%		
Other EE/RE	\$35,500	\$50,000	\$95,500
% financing	56%		
OCE	\$6,000		\$6,000
TOTAL	\$277,501	\$215,000	\$502,500

Savings/Generation			Participants Measures
Electric	Nat Gas	Demand	
MWh	Dtherm	kW	#
167,600	434,800	37,100	98,600
12,300	99,300	1,600	10,800
390,300	321,400	80,000	9,500
39,700		14,500	
26,300	27,600	110	1,300
636,200	883,100	133,310	120,200

2014	Budget		
	New Funding	Carryover	Total
	\$ x 1,000	\$ x 1,000	\$ x 1,000
Residential EE	\$70,000	\$35,000	\$105,000
% financing	37%		
Low Income	\$30,000		\$30,000
G/C/I EE	\$101,500	\$100,000	\$216,000
% financing	37%		
Renewables	\$20,000	\$30,000	\$50,000
% financing	50%		
Other EE/RE	\$50,000	\$60,000	\$100,000
% financing	70%		
OCE	\$6,000		\$6,000
TOTAL	\$277,502	\$225,000	\$507,000

Savings/Generation			Participants Measures
Electric	Nat Gas	Demand	
MWh	Dtherm	kW	#
123,000	318,800	27,200	71,500
12,300	99,300	1,600	10,800
321,400	264,700	65,900	7,808
26,500		9,700	
26,300	27,600	110	1,300
509,500	710,400	104,510	91,408

2015	Budget		
	New Funding	Carryover	Total
	\$ x 1,000	\$ x 1,000	\$ x 1,000
Residential EE	\$60,000	\$25,000	\$85,000
% financing	73%		
Low Income	\$30,000		\$30,000
G/C/I EE	\$92,000	\$60,000	\$152,000
% financing	67%		
Renewables	\$20,000	\$20,000	\$40,000
% financing	75%		
Other E E/RE	\$55,500	\$30,000	\$85,500
% financing	72%		
OCE	\$6,000		\$6,000
TOTAL	\$263,503	\$135,000	\$398,500

Savings/Generation			Participants Measures
Electric	Nat Gas	Demand	
MWh	Dtherm	kW	#
44,700	116,000	9,900	26,016
12,300	99,300	1,600	10,800
127,600	105,000	26,100	3,100
26,500		9,700	
26,300	27,600	110	1,300
237,400	347,900	47,410	41,216

2016	Budget		
	New Funding	Carryover	Total
	\$ x 1,000	\$ x 1,000	\$ x 1,000
Residential EE	\$60,000	\$20,000	\$80,000
% financing	97%		
Low Income	\$30,000		\$30,000
G/C/I EE	\$92,000	\$60,000	\$152,000
% financing	93%		
Renewables	\$20,000	\$20,000	\$50,000
% financing	100%		
Other EE/RE	\$49,500	\$30,000	\$79,500
% financing	73%		
OCE	\$6,000		\$6,000
TOTAL	\$257,504	\$130,000	\$397,500

Savings/Generation			Participants Measures
Electric	Nat Gas	Demand	
MWh	Dtherm	kW	#
5,600	14,500	1,200	3,300
12,300	99,300	1,600	10,800
30,612	25,200	6,300	744
5,300		1,900	
16,100	19,200	110	1,100
69,912	158,200	11,110	15,944

Note:

New Funding is the Annual Funding from the proposed CRA for EE and RE
 Carryover includes both committed and uncommitted funding from prior years
 Savings and Generation values are estimated from NJCEP 2001 -2010 results
 Participants/measures installed are estimated from NJCEP 2001 - 2010 results
 Other EE/RE includes NJEDA, Sustainable Jersey and OCE managed EE/RE programs
 DOES NOT INCLUDE LOAN REPAYMENT since average loan terms assumed to be greater than 5 years

(SEE APPENDIX B: Detailed NJCEP Budget 2009-2016):

3.4 NJCEP PROGRAM ADMINISTRATION

The Contractor shall provide program administration for the suite of NJCEP identified in Section 3.3, and as they may be modified henceforth through the Annual NJCEP Compliance Filings. Administration shall be interpreted broadly and includes all services reasonably necessary for the Contractor to perform its obligations under the RFP.

At minimum, the Contractor shall provide program design, budgeting, reporting and evaluation as well as general administrative support necessary to implement and operate the programs. Administrative services to be performed by the Contractor under this RFP are grouped into ten (10) major tasks detailed below:

All NJCEP Program Administrative Services will be subject to the QA/QC measures specified in QA/QC Section 3.4.1.2 as well as an independent audit conducted on behalf of the BPU or any group contracted by BPU to perform this function.

NJCEP Administration Services:

- A. Management and Strategic Planning (Section 3.4.1) ;
- B. Budgeting (Section 3.4.2) ;
- C. Financial Management Responsibilities (Section 3.4.3);
- D. Contract Management (Section 3.4.4) ;
- E. Dispute Resolution Process (Section 3.4.5);
- F. Information Technology, Data Collection, Reporting (Section 3.4.6);
- G. Training (Section 3.4.7);
- H. QA/QC (Section 3.4.8);
- I. Regulatory review (Section 3.4.9); and
- J. Meetings/Teleconferences Sections 3.4.10).

The contractor shall perform, at a minimum, the following tasks in support of the administrative operation of the NJCEP:

- A. Provide strategic direction and overall vision for the program to the State Contract Manager and to stakeholders ;
- B. Keep current on clean energy related programs and initiatives at the state, regional, national and international level such as those listed in the NJCEP online library at <http://www.njcleanenergy.com/main/public-reports-and-library/links/general>;
- C. Work with BPU and other State agencies who serve as program partners to establish overall program targets, goals and objectives;
- D. Prepare high level program plans that consolidate the program plans for each sector into a consistent cohesive document with sufficient detail to facilitate discussion with stakeholders and BPU Staff and to seek BPU approval for further development;
- E. Hire qualified implementation contractors to support program tasks as needed. Implementation contractors shall demonstrate expertise in the design and delivery of innovative, comprehensive, cost effective programs to their sector or target market;
- F. Set clear program standards and performance metrics to ensure that implementation contractors are held accountable for goal achievement and cost effective program delivery;
- G. Facilitate a collaborative relationship between all NJCEP program participants tasked with program evaluation, operation and implementation;
- H. Develop and implement an internal communication and information sharing system to facilitate collaborative planning and decision making among contractor, BPU staff and external stakeholders;

- I. Design an organizational structure with a clear line of authority, responsibility; accountability; and
- J. Submit reports, and participate in meetings with the State Contract Manager, BPU staff, program partners, and stakeholders, as necessary.

3.4.1 MANAGEMENT & STRATEGIC PLANNING

3.4.1.1 ADMINISTRATIVE WORK PLAN

The Contractor shall prepare and submit a draft NJCEP Administration Work Plan 120 days before submittal of the draft Compliance for the 2014 calendar year and each subsequent year; or on a subsequent date to be determined by the Board.

The 2012-2013 Work Plan, which includes the Transition Plan for the first 180 days, is required in accordance with RFP Section 4.4.3.2.1. The Contractor shall seek final approval of the Work Plan for the first 18 months of the contract by the State Contract Manager after contract award. The contractor shall incorporate any changes provided by the State Contract Manager into the final Work Plan. The Contractor shall produce a final Work Plan for the period within 45 days of the contract award which is also day 45 of the Transition Period.

The Work Plan shall identify the approach, methods, and associated milestones necessary to complete each of the service tasks set out below in the Work Plan. The content of the Work Plan shall mirror the information provided in the bid proposal modified to reflect any adjustments discussed in the kick-off meeting.

In the Work Plan, the Contractor shall describe its approach for each of the tasks set out in Section 3.0 and for providing all deliverables.

The Contractor shall describe its intent and method of collecting program data and delivering program information. The information collected shall be used to better understand the opportunities for enhancing program performance. The costs of collecting and delivering program information shall be included in the contract prices. The Contractor and the State Contract Manager may discuss modifications to the Work Plan during the weekly teleconferences as required by RFP Section 3.4.13 (B) or by mail, email, letter, face-to-face meeting, instant messaging or fax as mutually agreed upon.

The Work Plan shall include a schedule with deliverables and the required dates of those deliverables. Those milestones are specified in the Price Schedule and detailed throughout RFP Section 3.0

The Work Plan shall also include the Transition Plan required in Section 4.4.3.2.1 and modified in accordance with RFP Section 3.2.2 (A), including the schedule with milestones and times for the delivery of deliverables. Once approved as part of the overall Work Plan, the Transition Plan shall be contractually binding and the Contractor shall ensure that the specified schedule is met or seek formal approval from the State Contract Manager should the schedule need to be modified.

The Work Plan shall cover all aspects of the scope of work and shall include, at a minimum:

- A. Program transition responsibilities;
- B. General administration;
- C. Program Management & Operation Plans;
- D. Budgeting;
- E. Financial management;

- F. Dispute resolution process;
- G. Information technology, data collection, reporting;
- H. Contractor system requirements;
- I. Teleconferences;
- J. Administration, marketing and implementation;
- K. Program development, planning and budgeting;
- L. Approach to adjustment of program specifications in response to evaluation results;
- M. Training;
- N. QA/QC ; and
- O. Regulatory Review.

By day 45 of the Transition Period, the contractor shall submit the 2012 – 2013 Work Plan to the State Contract Manager, to be approved prior to the start of work and finalized by day 90 of the Transition Period. The State Contract Manager may approve the Work Plan, partially approve the Work Plan, or disapprove the Work Plan entirely. The Contractor is not authorized to and shall not perform work specified in the Work Plan that has not been approved by the State Contract Manager. The Contractor may proceed with work in the Work Plan that has been approved. The Contractor shall submit a revised Work Plan within five (5) business days, if none or only a portion of the Work Plan was approved.

After approval of the Work Plan, the Contractor shall perform the work of this contract in accordance with the approved Work Plan and its timelines. Any variances to the Work Plan shall be discussed with the State Contract Manager and shall be submitted in writing as a modification to the Work Plan to be approved by the State Contract Manager.

Please note that the Board intends to provide QA/QC of the Contractor's services either directly or under a separate contract.

3.4.1.2. ANNUAL NJCEP PLANNING

3.4.1.2.1 DRAFT ANNUAL NJCEP COMPLIANCE FILING

The Contractor shall submit a draft Annual NJCEP Compliance Filing for review and approval by the State Contract Manager by August 1st, except for 2012 when the contractor shall work with the current contractors in the transition plan to develop the compliance filing for 2013.

This annual NJCEP Compliance Filing shall be comparable in scope and content to the existing 2012 Annual NJCEP Compliance Filing and shall include, among other things, a timetable for the reports specified in this section, I and J below. Through this Annual NJCEP Compliance Filing process, the Contractor will gain input from BPU Staff, NJCEP committees and stakeholders and seek Board approval for annual program implementation plans and budgets and plans to transition the programs to long term financing.

The Contractor shall ensure that the Annual NJCEP Compliance Filing includes, at a minimum, the following:

- A. A description of the programs for each of the (3) market sectors;
- B. A description of the programs for the partners programs;
- C. Identification of the target market and of customer eligibility;
- D. A description of the program offerings and customer incentives;
- E. A description of the program delivery methods;
- F. A description of quality control provisions;
- G. Program goals including specific energy savings or renewable generation goals;

- H. Minimum requirements for program administration to ensure oversight and adequate tracking, reporting and evaluation;
- I. Marketing Plans; and
- J. Detailed budgets that include, at a minimum, a breakdown of costs by the following categories, as applicable:
 - 1. Administration and program development;
 - 2. Sales, marketing, call centers and website support;
 - 3. Training;
 - 4. Direct installation;
 - 5. Rebates, Incentives and other direct incentives;
 - 6. Rebate processing, inspections and other quality control; and
 - 7. Evaluation and Related Research.

3.4.1.2.2 FINAL ANNUAL NJCEP COMPLIANCE FILING

The Contractor shall revise and submit the final Annual NJCEP COMPLIANCE FILING to the State Contract Manager within ten (10) business days after approval of the draft by the State Contract Manager (see RFP Section 3.4.1.2.1). The Contractor shall make the detailed program plans and budget available to all stakeholders and interested members of the public via the NJCleanEnergy.com website and via established clean energy listservs in order to provide them with an opportunity to comment on the plan. Examples of reports can be found at <http://www.bpu.state.nj.us/cleanEnergy/Reports.shtml>

3.4.1.3 STRATEGIC NJCEP PLAN (2013-2016)

3.4.1.3.1 DRAFT STRATEGIC NJCEP PLAN

The Contractor shall create a draft strategic plan by within 120 days of the contract award date that details the transition of the NJCEP to a new financial structure. The strategic NJCEP plan shall identify opportunities and pathways to achieve continuous administrative improvements, efficient resource acquisition and market transformation, including the use of innovative financing and alternative funding sources for Clean Energy programs such as PJM capacity market payments or federal/state air emission credits which can be found at the PJM website. The Contractor shall have the ability to, if identified, file such requests to PJM. The strategic program plan shall be comparable in scope and content to the CRA Compliance Filing and shall include, among other things, a timetable for the transition to long term financing and reduction of SBA funding. Through this CRA Compliance Filing process the Contractor shall gain input from BPU Staff, NJCEP committees and stakeholders and seek Board approval for funding levels and annual program implementation budgets to transition the programs to long term financing.

The Strategic NJCEP Program Plan (2013-2016) must include the following:

- A. Program goals including specific energy savings goals and renewable generation goals for each market sector and the program overall (2013-2016);
- B. Funding levels for each of the market sector and program administration including source of funding;
- C. Description of innovative financing programs to be developed and the opportunities and challenges they present;
- D. A description of the proposed programs and/or types of programs for each of the (3) market sectors;
- E. Identification of program specific energy savings goals;
- F. A description of the program offerings and customer incentives necessary to reach goals with low, medium and high performance expectations; and

- G. Minimum requirements for program administration to ensure effective program operation including any necessary tracking, reporting and evaluation.

Through the Strategic Plan the Contractor shall introduce innovative project financing solutions such as those currently in the marketplace, a means to evaluate effectiveness of these alternative financing solutions and a plan/timeline for integrating them into the NJCEP Program.

The Contractor will consider the pros and cons of a variety of financing strategies such as exist in the marketplace and seek input and written comment from interested stakeholders through the NJCEP Committee Structure and request for comments:

- A. **Long Term Financing** by large institutional lenders that offer very competitive rates and terms, and have made billions of dollars of financing available in the clean energy marketplace;
- B. **Tax-Exempt Lease Purchase Agreements**, which allow the customer to finance an energy savings project without carrying a liability on its balance sheet;
- C. **State or Local Government Leasing Pools**, sometimes called Master Leases, which allow individual projects to lower their financing costs by participating in a larger aggregated financing;
- D. **Revolving Loan Pools**, which offer subsidized interest rates, but have multi-year waiting lists; and
- E. **Power Purchase Agreements (PPAs)**, in which the customer buys the output (e.g., kWh or pounds of steam) of a distributed generation project, rather than the actual project.

3.4.1.3.2 FINAL STRATEGIC NJCEP PROGRAM PLAN

The Contractor shall submit a draft Strategic Program Plan to the State Contract Manger for approval (see RFP Section 3.4.1.3.1). Within ten (10) business days after receiving comments thereon, the Contractor shall revise and submit the final Strategic Program Plan to the State Contract Manager. The Contractor shall make the detailed program plans and budget available to all stakeholders and interested members of the public via NJCleanEnergy.com website and via NJCEP listservs and provide them with an opportunity to provide written comment on the plan as directed by the State Contract Manager.

Time frames for public comments may vary. The Contractor shall provide written summaries of all comments and proposed responses to the Contract Manager for review and approval.

3.4.2. BUDGETING

The Contractor, shall develop, monitor and manage the overall budget for the operation of each of the programs to be administered and managed under this contract as well as for the NJCEP overall. This shall include budgets for each of the NJCEP Programs within the three (3) market segments, other EE/RE/CI programs such as pilot programs, grant programs, partner agency programs and the OCE Administration budget. It shall also include costs related to OCE administration, evaluation, education and outreach, among other items. The contractor shall ensure that the budgets include new funding for all calendar years, funding for committed projects and uncommitted carryover. As part of the Annual NJCEP Program Compliance Filing described in Section 3.4.1.2 a detailed budget shall be developed in consultation with interested stakeholders through the NJCEP Committee structure and through requests for written comments and provided to the State Contract Manager for review and to the Board for approval.

Each year, except for 2012 (the process for 2012 will be in the transition plan), the Contractor shall prepare a "7&5 Report" (7 months of actual expenses and 5 months of estimated expenses). The Contractor shall utilize actual program expenses through July 2012 as reported through its IMS and

request that all its personnel responsible for managing individual programs provide estimated expenses for the remainder of the year and estimated commitments that would exist as of December 31, 2012. This 7&5 Report shall inform the OCE's proposed budgets.

The Contractor shall include proposals for annual program budget allocations in the Annual NJCEP Program Compliance Filing, based on the 7&5 Report and other considerations, to be submitted to the State Contract Manager within 30 days of the close of the NJCEP fiscal year. The Contractor shall revise and resubmit the final Annual NJCEP Program Compliance Filing and associated program budget to the State Contract Manager within ten (10) Business days of receipt of the initial comments on the Draft Annual NJCEP Program Plan from the State Contract Manager.

The Contractor shall include in the Annual NJCEP Program Plan any major spending changes, proposed treatment of unspent budget amounts, and a revised annual budget for the following calendar year.

The Contractor shall submit detailed budgets for each of the NJCEP programs under management that include, at a minimum, a breakdown of costs by budget categories:

- A. Administration and program development;
- B. Sales, marketing, call centers and website support;
- C. Training;
- D. Rebates and other direct incentives, subject to QA/QC ;
- E. Rebate processing, inspections and other quality control;
- F. Evaluation and Related Research; and
- G. True up budget process (see below).

The Contractor shall ensure regular tracking and reporting on all program budgets including actual expenditure, commitments and unexpended funds for each of the NJCEP programs through the IMS system as well as any budget changes, throughout the year. Any budget change shall also result in revisions submitted to the program goals for energy savings and generation.

The Contractor shall true-up the budget at the close of each budget year as follows:

- A. Close prior year expenditures within 45 days of the close of NJCEP Program year;
- B. Develop new expenditure, commitment and carryover budgets within 45 days of the close of NJCEP Program year;
- C. Propose draft budget for public comment;
- D. Finalize Budget within 75 days of the close of NJCEP Program year; and
- E. Present to the State Contract Manager for Board consideration within 90 days of the close of the NJCEP Program year,

Example of Monthly Report (September 2011)

**CLEAN ENERGY PROGRAM
SEPTEMBER 2011 PROGRAM EXPENSES**

PROGRAM	CY 2011 REVISED BUDGET	TOTAL	ADMIN & PROG DEVELOP	SALES, MARKET CALL, WEB SITE	TRAINING	REBATES, GRANTS & INCENTIVES	REBATE PROCESS, INSPECTION & QC	EVAL & RESEARCH	PERFORMANCE INCENTIVES
ENERGY EFFICIENCY PROGRAMS									
RESIDENTIAL EE PROGRAMS									
RESIDENTIAL HVAC - ELECTRIC & GAS	\$ 16,766,157.88	\$ 1,795,117.70	\$ 217,794.00	\$ -	\$ 11,800.06	\$ 1,270,775.00	\$ 294,798.64	\$ -	\$ -
RESIDENTIAL NEW CONSTRUCTION	19,943,969.59	1,139,082.11	208,232.00	-	-	596,739.43	334,111.70	-	-
ENERGY EFFICIENT PRODUCTS	16,099,633.89	2,013,653.74	269,342.54	-	-	1,578,411.70	165,899.10	-	-
HOME PERFORMANCE WITH ENERGY STAR	34,885,329.29	2,003,228.54	174,070.18	-	-	1,679,871.96	149,286.40	-	-
COMMUNITY BASED EFFICIENCY INITIATIVE	-	-	-	-	-	-	-	-	-
RESIDENTIAL MARKETING	1,309,684.00	587,203.83	-	-	587,203.83	-	-	-	-
\$TOTAL RESIDENTIAL	\$ 81,932,074.57	\$ 7,508,355.94	\$ 669,439.12	\$ 557,203.83	\$ 11,800.06	\$ 5,125,787.09	\$ 944,075.84	\$ -	\$ -
C&I EE PROGRAMS									
COMMERCIAL/INDUSTRIAL CONSTRUCTION									
C&I NEW CONSTRUCTION	\$ 8,867,143.41	\$ 210,124.15	\$ 16,454.50	\$ -	\$ 20,299.25	\$ 157,413.64	\$ 15,956.76	\$ -	\$ -
C&I RETROFIT	39,899,451.30	1,743,130.44	11,441.40	-	-	1,231,184.34	504.70	-	-
PAY-FOR-PERFORMANCE NEW CONSTRUCTION	7,471,545.96	34,003.34	8,306.00	-	17,863.34	7,500.00	250.00	-	-
PAY-FOR-PERFORMANCE	52,355,751.65	629,005.92	3,906.00	-	21,111.22	516,244.70	87,750.00	-	-
COMBINED HEAT & POWER	1,002,122.83	-	-	-	-	-	-	-	-
LOCAL GOVERNMENT AUDIT	12,115,170.87	227,817.50	30,000.00	-	-	181,707.50	36,110.00	-	-
DIRECT INSTALL	27,895,150.82	2,975,747.54	38,400.40	-	-	2,891,247.14	46,100.00	-	-
TEACH	662,828.99	11,096.30	2,000.00	-	-	9,100.00	-	-	-
C&I MARKETING	1,075,000.00	-	-	-	-	-	-	-	-
LARGE ENERGY USERS PILOT	20,000,000.00	-	-	-	-	-	-	-	-
\$TOTAL C&I	\$ 171,355,216.29	\$ 5,330,858.86	\$ 90,496.30	\$ -	\$ 62,273.81	\$ 4,094,417.32	\$ 196,871.46	\$ -	\$ -
OTHER EE PROGRAMS									
GREEN JOBS AND BUILDING CODE TRAINING	678,853.10	-	-	-	-	-	-	-	-
COMPETITIVE GRANT/LOAN SOLICITATION	30,000,000.00	-	-	-	-	-	-	-	-
SUSTAINABLE JERSEY	1,070,000.00	-	-	-	-	-	-	-	-
\$TOTAL OTHER EE PROGRAMS	\$ 31,748,853.10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL ENERGY EFFICIENCY PROGRAMS	\$ 295,046,144.00	\$ 12,839,164.83	\$ 869,935.42	\$ 557,203.83	\$ 71,073.87	\$ 10,126,204.41	\$ 1,140,947.30	\$ -	\$ -
RENEWABLE ENERGY PROGRAMS									
CUSTOMER ON-SITE RENEWABLE (CORE)	\$ 22,623,674.18	\$ 3,601,603.00	\$ -	\$ -	\$ -	\$ 3,601,603.00	\$ -	\$ -	\$ -
CLEAN POWER CHOICE	68,400.00	-	-	-	-	-	-	-	-
OFFSHORE WIND SOLICITATION	10,875,253.00	-	-	-	-	-	-	-	-
RENEWABLE ENERGY GRID CONNECTED	11,282,831.73	-	-	-	-	-	-	-	-
RENEWABLE ENERGY CUSTOMER SITED MARKETING	41,812,455.10	1,315,320.38	229,367.82	-	-	680,873.89	405,678.67	-	-
EDISON INNOVATION CLEAN ENERGY FUND	3,655,277.00	-	-	-	-	-	-	-	-
TOTAL RENEWABLE ENERGY PROGRAMS	\$ 90,112,891.01	\$ 4,916,923.38	\$ 229,367.82	\$ -	\$ -	\$ 4,282,476.89	\$ 405,678.67	\$ -	\$ -
EDA PROGRAMS (CURRENT FUNDING)	\$ 33,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TRUE GRANT	\$ 25,000,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**CLEAN ENERGY PROGRAM
SEPTEMBER 2011 PROGRAM EXPENSES**

PROGRAM	CY 2011 REVISED BUDGET	TOTAL	ADMIN & PROG DEVELOP	SALES, MARKET CALL, WEB SITE	TRAINING	REBATES, GRANTS & INCENTIVES	REBATE PROCESS INSPECTION & QC	EVAL & RESEARCH	PERFORMANCE INCENTIVES
LEGISLATIVE ACTION	\$ 52,900,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OVERSIGHT									
ADMINISTRATION AND OVERHEAD									
OCE STAFF AND OVERHEAD	\$ 1,477,499.04	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM COORDINATOR	2,067,963.00	144,071.50	144,071.50						
SPECIAL STUDIES									
ADI CONFERENCE									
APPLIANCE STANDARDS									
SUBTOTAL SPECIAL STUDIES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MEMBERSHIP - DUES									
NE ENERGY EFFICIENCY PARTNERSHIP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
CLEAN ENERGY STATES ALLIANCE	25,000.00								
CONSORTIUM FOR ENERGY EFFICIENCY	133,817.00								
NABEC									
NABIC									
USBO/OTHER									
SUBTOTAL MEMBERSHIP - DUES	\$ 158,817.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUBTOTAL ADMINISTRATION & OVERHEAD	\$ 1,704,299.04	\$ 144,071.50	\$ 144,071.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
EVALUATION & RELATED RESEARCH									
RUTGERS CEEP	\$ 908,415.71	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
RENEWABLE ENERGY MARKET ASSESSMENT									
IMPACT EVALUATION									
FUNDING RECONCILIATION	21,055.00								
CEM SCOPING STUDY/ONLINE ACADEMY	453,000.00								
OTHER STUDIES/JOB TRAINING PILOT	44,566.76								
PROGRAM EVALUATION	1,961,779.65								
FINANCIAL AUDITS	488,162.35								
NE EAST EE PARTNERSHIP SCOPING STUDY									
SUBTOTAL EVAL & RELATED RESEARCH	\$ 3,873,979.46	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MARKETING AND COMMUNICATIONS									
BUSINESS OUTREACH	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
ENERGY SAVINGS CAMPAIGNS									
WEB SITE									
ANNUAL REPORT, MARKETING ADMINISTRATION									
OUT AND ED GRANTS/COMMUNITY PARTNERS	122,772.31								
SUBTOTAL MARKET AND COMMUNICATIONS	\$ 122,772.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OVERSIGHT	\$ 7,701,050.81	\$ 144,071.50	\$ 144,071.50	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CLEAN ENERGY PROGRAMS	\$ 825,340,045.85	\$ 17,000,150.71	\$ 1,333,274.74	\$ 557,403.63	\$ 71,073.87	\$ 14,402,681.30	\$ 1,535,825.67	\$ -	\$ -

NOTE: 1) STAFF SALARY EXPENSE OF \$217,544.26 FOR FISCAL YEAR 2011 NOT INCLUDED. THESE EXPENSES WILL BE RECORDED IN AUGUST 2012.
2) INCLUDES EXPENDITURES FOR COSTS INCURRED IN CY 2010.

All Monthly Financial Reports are available online at <http://www.njcleanenergy.com/main/public-reports-and-library/financial-reports/clean-energy-program-financial-reports>

3.4.3 FINANCIAL MANAGEMENT RESPONSIBILITIES

The NJCEP Trust Fund holds the NJCEP funds which are derived from the Societal Benefits Charge (SBC) imposed on State ratepayers and collected by the Utilities. The NJCEP Trust Fund uses those funds to pay for NJCEP expenses.

The Contractor shall ensure payments to program customers and contractors are legitimate, accurate, and allowable and subject to QA/QC. As such, the Contractor shall ensure that defined processes with adequate controls are in place to prevent fraud and payment mistakes. The Contractor shall work closely with the program's Fiscal Agent (Treasury) to fulfill customer and contractor payments in a cost effective and timely manner.

The Contractor shall work with the Fiscal Agent (Treasury) and the BPU to:

- A. Create and maintain relevant and useful program reports;
- B. Eliminate duplicative record keeping and report creation;
- C. Review and approve contractor invoices and customer incentives which shall be subject to QA/QC;
- D. Assure contractor adherence with the program's Policy and Procedures Manual;
- E. Cooperate and help facilitate annual independent compliance audits conducted on behalf of BPU or the group that BPU contract with to perform this service;
- F. Create and improve process controls, as needed; and
- G. Adhere to Generally Accepted Accounting Principles (GAAP).

The Contractor shall manage and coordinate program financial issues related to the operations of the programs for all the categories reflected in the Monthly Report. The OCE has developed the specific forms and required documentation to implement the policies and procedures approved by the Board and Treasury.

The Contractor shall deliver expenditure reports to the State Contract Manager and requests for payments for inclusion in the monthly program payment request and monthly financial report.

The Contractor shall develop, implement and maintain the necessary budgeting, invoicing, expenditure approval, payroll and financial accounting systems to review, approve, and track budgets, invoices and payments to subcontractors, program implementers, employees and customers to be subject to QA/QC provided by both the Contractor and BPU as specified in Section 3.4.12 .

The Contractor shall maintain financial and accounting records consistent with GAAP. The Contractor shall provide information and documentation required for annual independent audits, to be arranged by the Contractor and/or BPU.

3.4.3.1 OVERVIEW OF FINANCIAL PROCESS

- A. Department of the Treasury, Treasury Administration (TA) and the Office of Management and Budget (OMB) are responsible for managing the Fiscal Agent and issuing payments from it to the Contractor, for administrative expenses, rebates and incentive subsidies. The authorization to issue payments shall come from the OCE;
- B. The OCE will authorize payment to the Contractor based on the recommendation and documentation provided by the Contractor's financial manager, subject to QA/QC requirements;
- C. For administrative expenses, the Contractor shall collect the expenditure reports and request for payment on a monthly basis, determine the appropriate amount of payment that should be made, and issue a recommendation for payment to the OCE;
- D. For rebate and incentive payments to approved applicants, every two (2) weeks, the Contractor shall submit to OCE documentation for which the program is seeking funding for payment, and rebates anticipated to be received in the upcoming two (2) week period subject to QA/QC requirements;
- E. The Contractor shall develop the procedures to collect, review, and submit for approval all requests for payment from the programs; and
- F. Consistent with the specific terms of its contract, the Contractor shall prepare and submit detailed documentation and invoices for administration, management and program for review in order to receive payment. All invoicing data along with proper supporting documentation shall be kept by the Contractor for three (5) years and made available to the OCE and the Fiscal Agent upon request.

The Contractor shall deliver to the State Contract Manager expenditure reports and requests for payments for inclusion in a bi-weekly program payment request and monthly financial report.

The Contractor shall submit to the State Contract Manager biweekly requests for rebates and incentives and the monthly request for payment for administrative expenses for inclusion in the financial report.

The Contractor shall review the bi-weekly requests for rebates and incentives and the monthly request for payment for administrative expenses for each program and make a recommendation to the OCE for payment, all subject to QA/QC requirements. The OCE will approve/disapprove the payment requests. If approved, the OCE shall send the approved requests for payment

to the N.J. Clean Energy Trust Fund (Trust Fund). The Trust fund will review the payment request and send payments directly to the Contractor.

The Contractor shall provide the State Contract Manager with a financial report, on a monthly basis, that includes a detailed listing of the requests and payments from the Trust Fund.

3.4.4 CONTRACT MANAGEMENT

The Contractor shall solicit, hire and/or contract with all necessary staff and contractors to effectively perform the scope of services outlined in this RFP.

The Contractor shall maintain the administrative capability to manage these resources and ensure the completion of each task and sub-task effectively. The Contractor shall develop and implement procedures to assign, monitor, review and approve completed work, and to ensure subcontractors are compensated in a timely manner, subject to QA/QC requirements

The Contractor shall deliver a Monthly Report on the performance of all of the NJCEP. The Contractor shall submit the Monthly Report to the State Contract Manager no later than the 10th of the following month. The Monthly Report shall include, at a minimum, the following:

- A. Costs for Program Administration & Development;
- B. Costs for Program Operation & Implementation;
- C. Costs for Rebates / Incentive Processing; and
- D. Costs for Marketing & Communications.

A sample of the Monthly Report on NJCEP Goals - Progress to Date is included below and can be found online in the NJCEP Library at <http://www.njcleanenergy.com/files/file/Library/NJCEP%20PTG%20Month%20Report%20-%20January%202012.pdf>:

New Jerseys Clean Energy Program Actual and Committed Expenses for Reporting Year 2012						
Program	Approved Budget	Actual Expenditures	Committed Expenditures	Actual and Committed Expenditures	Actual Expenditures as % of Authorized	Actual and Committed Expenditures as % of Authorized
Statewide Summary - Energy Efficiency Programs Reporting Period: YTD thru January 2012						
RESIDENTIAL ENERGY EFFICIENCY PROGRAMS						
Residential HVAC - Electric & Gas	\$23,178,518.81	\$1,769,187.00		\$1,769,187.00	7.63%	7.63%
Residential New Construction	\$16,320,061.50	\$1,098,086.95	\$5,128,750.00	\$6,226,836.95	6.73%	38.15%
Energy Efficient Products	\$20,275,407.84	\$197,582.87		\$197,582.87	0.97%	0.97%
Home Performance with Energy Star	\$32,386,412.49	\$1,291,303.84	\$5,315,364.00	\$6,606,667.84	3.99%	20.40%
Marketing - Residential EE	\$1,651,383.84	\$88,183.75		\$88,183.75	5.34%	5.34%
Sub-Total: Residential Energy Efficiency Programs	\$93,811,784.48	\$4,444,344.41	\$10,444,114.00	\$14,868,458.41	4.74%	15.87%
RESIDENTIAL LOW INCOME						
Comfort Partners	\$35,000,000.00	\$1,012,975.29		\$1,012,975.29	2.89%	2.89%
Sub-Total: Residential Low Income	\$35,000,000.00	\$1,012,975.29	\$0.00	\$1,012,975.29	2.89%	2.89%
C & I ENERGY EFFICIENCY PROGRAMS						
C&I New Construction	\$10,024,122.02	\$124,471.64	\$2,578,501.26	\$2,702,972.90	1.24%	26.96%
C&I Retrofit	\$65,699,999.97	\$1,320,868.06	\$21,851,074.85	\$23,171,942.91	2.01%	35.27%
Pay-for-Performance New Construction	\$10,310,817.58	\$149,417.34	\$1,353,253.60	\$1,502,670.94	1.45%	14.57%
Pay-for-Performance	\$60,555,958.00	\$141,496.22	\$28,082,844.50	\$28,224,340.72	0.23%	46.61%
Combined Heat & Power (CHP)	\$20,000,000.00	\$0.00	\$1,000,000.00	\$1,000,000.00	0.00%	5.00%
Local Government Energy Audit	\$6,000,000.00	\$55,185.00	\$2,441,667.93	\$2,496,852.93	0.92%	41.61%
Direct Install	\$41,337,218.00	\$2,094,623.78	\$10,067,924.87	\$12,162,548.65	5.07%	29.42%
Marketing - Commercial & Industrial EE	\$1,575,000.00	\$69,484.69		\$69,484.69	4.41%	4.41%
Large Energy Users Pilot	\$28,763,000.68	\$12,566.36	\$1,804,795.33	\$1,817,361.69	0.04%	6.32%
Multi-Family Financing Pilot	\$10,000,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Retrocommissioning	\$5,000,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Sub-Total: C & I Energy Efficiency Programs	\$259,266,116.25	\$3,968,113.09	\$69,180,062.34	\$73,148,175.43	1.53%	28.21%
OTHER ENERGY EFFICIENCY PROGRAMS						
Green Jobs and Building Code Training	\$195,429.97	\$0.00		\$0.00	0.00%	0.00%
Sustainable Jersey	\$870,000.00	\$0.00		\$0.00	0.00%	0.00%
New Financing Programs	\$20,000,000.00	\$0.00		\$0.00	0.00%	0.00%
Sub-Total: Other Energy Efficiency Programs	\$21,065,429.97	\$0.00	\$0.00	\$0.00	0.00%	0.00%
TOTAL	\$409,143,330.70	\$9,425,432.79	\$79,624,176.34	\$89,049,608.13	2.30%	21.76%

While the percentages shown in Column (f) are derived by comparing the sum of the actual and committed expenditures reported in Columns (b) and (c), respectively, with the NJBPU budget approved for 2009 and shown in Column (a), it is expected that some of those committed expenses ultimately will be paid from future program budgets.

The State Contract Manager will review and approve the monthly report or return the monthly report with comments to the Contractor for revision. The Contractor shall revise the monthly report as required and resubmit it within three (3) business days.

The contractor shall deliver an annual report on the performance of all the NJCEP programs. The Contractor shall submit the annual Report to the State Contract Manager no later than the 20th of January following the end of the calendar (reporting) year. The Annual Report shall include, at a minimum, the following:

- A. Costs for Program Administration & Development;
- B. Costs for Program Operation & Implementation;
- C. Costs for Rebates / Incentive Processing; and
- D. Costs for Marketing & Communications.

A sample of the Annual Report on NJCEP Goals - Progress to Date is included below and can be found in online in the NJCEP Library at <http://www.njcleanenergy.com/main/public-reports-and-library/financial-reports/clean-energy-program-financial-reports>:

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: New Jersey's Clean Energy Program
Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
Energy Efficiency Programs	\$139,035,801.19	\$8,588,099.75	\$2,585,603.84	\$1,649,450.39	\$115,175,122.81	\$10,808,300.16	\$229,215.24	\$0.00
Renewable Energy Programs	\$38,063,321.60	\$1,378,416.32	\$27,000.00	\$0.00	\$35,102,913.05	\$2,454,992.23	\$0.00	\$0.00
EDA Programs	\$6,335,017.00	\$660,000.00	\$0.00	\$0.00	\$5,675,017.00	\$0.00	\$0.00	\$0.00
Office of Clean Energy	\$4,331,674.86	\$2,082,530.80	\$534,936.00	\$0.00	\$0.00	\$765,240.00	\$948,968.06	\$0.00
TRUE Grant	\$3,210,125.71	\$627,339.94	\$1,044.42	\$0.00	\$2,531,931.35	\$49,810.00	\$0.00	\$0.00
TOTAL	\$191,875,940.36	\$13,336,396.81	\$3,148,594.26	\$1,649,450.39	\$158,484,984.21	\$14,078,351.39	\$1,178,183.30	\$0.00
Percent of Total	100.00%	6.95%	1.64%	0.86%	82.60%	7.34%	0.61%	0.00%

3.4.5 DISPUTE RESOLUTION PROCESS

The Contractor shall develop Dispute Resolution protocols to be approved by the State Contract Manager. These protocols shall deal with complaints from customers and stakeholders, such as electric utilities, subcontractors and Trade Allies and industry representatives who support program implementation (e.g. ACEEE, Solar Energy Industry Association (SEIA), the Eastern Heating and Cooling Council etc.), concerning performance of its responsibilities. The contractor shall facilitate the resolution of issues related to NJCEP, provide a forum and format to resolve disputes and provide a recommendation for resolution to the State Contract Manager as needed. All complaints and disputes shall be tracked and reported to the State Contract Manager through the Monthly Report. Any unresolved disputes shall be elevated to the State Contract Manager with a recommendation for resolution consistent with the established Dispute Resolution protocols. The Contractor shall participate fully, promptly and in good faith in dispute resolution processes.

The contractor shall set forth, in its Monthly Report, a list of disputes filed, resolved and unresolved as well as the reasons for the status of the resolution. The Contractor shall submit the report to the State Contract Manager no later than the 10th of the following month. Nothing in this section is intended to eliminate or diminish the Board's authority to identify and resolve issues related to the NJCEP in any manner that it deems appropriate under the circumstances.

3.4.6 INFORMATION TECHNOLOGY, DATA COLLECTION, REPORTING

The contractor shall be responsible collecting, managing and reporting all NJCEP related data and shall operate, maintain and enhance an OCE approved computerized Information Management System (IMS) to manage the data. The contractor shall be responsible for IMS Hosting and Operation, Data Collection, IMS System and Information Security and other services noted in the following sections.

3.4.6.1 INFORMATION MANAGEMENT SYSTEM (IMS) HOSTING & OPERATION

The contractor shall host, operate and maintain the IMS system as a program management and tracking system for all data including expenses, payments, contracts, program administration and energy program data under the New Jersey Clean Energy Program. The system shall collect all data provided by the Contractor, program managers, EDA and other OCE contractors. The contractor shall utilize the IMS system for generating reports for the OCE and for coordinating the activity of the program managers, EDA and other OCE contractors.

The Contractor shall develop, maintain and update the Information Management System (IMS) to provide technical support to the BPU and OCE in managing the financial transactions and data collection for a broad range of statewide programs. The IMS System supports a variety of users, and provides functionality in several key areas, including:

- A. financial management;
- B. participation tracking;
- C. collection of measure data;
- D. recording of estimated energy savings and anticipated generation;
- E. calculation of emissions reduction;
- F. quality assurance; and
- G. compilation of reports.

At its core, IMS is a database accessed by users via a number of graphical interfaces or on-line screens. Depending on their role, users select among various system features to integrate data into the system, manage program finances, administer system functionalities, upload and retrieve stored documents, and compile and generate standard reports. Each feature is designed to provide system users with maximum flexibility and to limit the need for formal programmer intervention.

The contractor shall host, operate, maintain and enhance the IMS system and all hardware required for the IMS system, in compliance with the requirements of the Scope of Work, including Appendix J. (Appendix J: NJCEP Information Management System Specifications for description of architecture, system requirements and data files.)

The Contractor shall identify, specify, procure, install, operate and maintain all system software in accordance with the Scope of work. The Contractor shall place all source code(s) with an Escrow Agent and identify all software license structure. Source code must be acceptable and approved by the State Contract Manager.

The Contractor shall provide the connectivity solution and ensure that the final installed IMS meets the connectivity requirements specified in the Scope of Work.

The Contractor shall provide information and all maintenance and support specified in the Scope of Work. The Contractor shall provide maintenance and support for at least (10) years.

The Contractor shall provide a means to report data and results through a Geographic Information System (GIS). The IMS shall be designed and maintained to capture GIS location information of equipment installations. For example, the system shall have fields for the input of the latitudinal and longitudinal location of solar panel installations and shall be capable of exporting that information into a GIS mapping program. The IMS software shall have a data field for the input of GIS location information for all efficiency or renewable equipment installed under the Clean Energy Programs.

The contractor shall ensure that all relevant BPU Staff and subcontractors are sufficiently trained on the usage and data input for the IMS System. The contractor shall also provide a manual on the operations of the system and a toll free number for BPU staff and subcontractor inquiries.

Any proposed IMS solution should adhere to the State of New Jersey Shared IT Architecture found at http://www.state.nj.us/it/ps/it_architecture.pdf or provide compelling justification why it does not. The State Contract Manager must approve the proposed IMS Solution. The contractor shall be subject to the same security and infrastructure review processes that are required by New Jersey Office of Informational Technology (NJOIT) and its partner Departments and Agencies. The contractor shall submit relevant documentation and participate in the System Architecture Review (SAR) process. Additional information on this process can be found at: <http://www.nj.gov/it/reviews/>

3.4.6.2 DATA COLLECTION & REPORTING

The Contractor shall ensure that all program data is recorded accurately and consistently into program databases:

- A. energy savings and usage;
- B. customer relations;
- C. energy efficiency and renewable energy projects;
- D. incentive applications, internal approvals, payments and processing;
- E. customer, property, and utility information;
- F. marketing initiatives;
- G. workflow;
- H. contractor invoicing, budgeting, approval, and payment; and
- I. incentive budgets.

The Contractor shall collect all data required using the present program intake forms in electronic format (see program forms available at: <http://www.njcleanenergy.com>)

The BPU may request that the Contractor collect and maintain additional specific data elements for the purposes of reporting and evaluation:

A. Management of Customer-Specific and Competitively Sensitive Information

The Contractor shall use secure systems and processes that will provide appropriate protections in the collection, processing, storage and retrieval of information that is customer-specific or could provide an unfair competitive advantage to an entity delivering

services outside of the energy programs approved by the Board for Program implementation. The Contractor shall utilize the systems and provide the information to its employees, subcontractors, regulators, and the Utilities. Accordingly, the Contractor shall develop and maintain a process with clearly defined standards and safeguards to govern sharing, when appropriate, of that information with subcontractors, TA, OCE staff, and Utilities to ensure customer confidentiality is maintained.

B. Program Data Collection

The Contractor shall collect and electronically compile and store in a consistent format, data needed to monitor, assess and evaluate its program performance, report program data in a geospatial format, report on its activities, and improve the design and delivery of the programs including:

1. All data required by existing program intake and management forms, and for subsequent program evaluation;
2. All data for new programs when instituted, that may be required for program management or for subsequent program evaluation; and
3. All data for the Contractor to report program data in a GIS Format

C. Administrative and Financial Data

The Contractor and all of the subcontractor(s) shall keep records of administrative and financial data consistent with the needs outlined in the scope of work section of this RFP, Section 3.0, and with GAAP as defined by both the Governmental Accounting Standards Board and the Financial Accounting Standards Board. The contractor shall ensure that record-keeping task include systems to track general project management, invoicing, payroll and subcontractor payments, and to produce the necessary reports for monitoring these duties.

D. Required Reports

The Contractor shall prepare and submit monthly and annual reports to the State Contract Manager. In addition, in order to minimize the administrative burden on the Contractor, the standard formats for each report shall be established with OCE so the reports build on each other and provide consistent information throughout the reports (e.g., financial comparisons shall have a similar format in the Monthly, Quarterly, and Annual Reports). Monthly reports shall be easily expanded into quarterly and annual reports through the addition of more comprehensive information. All reports, at a minimum, shall provide information consistent with current reports provided to the OCE.

The Contractor shall respond promptly and participate fully in the review of all Monthly, Quarterly and Annual Reports submitted to the Finance Manager.

1. Monthly Reports

The Contractor shall prepare and submit monthly reports to the State Contract Manager within thirty (30) days of the end of each Month or as established by the State Contract Manager. The Contractor shall prepare a compiled formal written report to be emailed to the State Contract Manager, members of the OCE, the BPU, and any other party as specified by the State Contract Manager. The State Contract Manager may cancel the Contractor's delivery of a monthly report with at least two (2) days notice. The monthly report shall have all the information needed to approve the contractor's monthly payments which includes, at a minimum:

During the first ninety (90) days of the transition period, the contractor shall seek input regarding formats, accuracy and data inputs on the monthly report from TRC, Honeywell and AEG for coordination purposes.

Monthly reports shall include, at a minimum:

- a. Actual administrative and program expenditures and commitments, compared to budgeted amounts.
- b. kWh savings estimates, participation rates, applications /registrations per program and other performance metrics, compared to goals and targets.
 - Status of the programs and progress towards targets;
 - Any proposed changes;
 - Any proposed changes to improve past performance; and
 - Other as defined by the State Contract Manager.
- c. A brief explanation of any significant differences in actual budget expenditures, energy savings and energy generation in these items.

Monthly reports shall also include numerical data that document progress toward achieving the overall targets and a brief discussion of the current status of movement toward the Program milestones and goals. Monthly reports are considered to be "weather reports" and target levels are expected to vary as a result of the cyclical nature of the industry. The Contractor shall make the monthly report available to the public by posting it to the NJCEP website.

The State Contract Manager will review and approve the monthly report or return the monthly report with comments to the Contractor for revision. The Contractor shall revise the monthly report as required and resubmit it within three (3) business days.

2. Quarterly Reports

The Contractor shall prepare and submit quarterly reports to the State Contract Manager who approves the quarterly report, and will forward the report to the Board, the Trust Fund, and the OCE.

Quarterly reports shall build upon the monthly reports and shall include the same information as the monthly reports, compiled for the quarter and for quarters to date for the year and shall include, at a minimum:

- a. Actual expenditures and commitments for administration and activities by program compared to quarterly budgets;
- b. Status of programs and progress toward achieving savings targets, milestones, and other agreed-upon indicators of program performance;
- c. Any proposed or actual changes to program scope, designs and/or implementation; and
- d. Other information as the State Contract Manager may require.

The State Contract Manager will review and approve the quarterly report or return the quarterly report to the Contractor for revision, if necessary. The Contractor shall

revise the quarterly report as requested and resubmit it within three (3) business days.

3. Annual Report

The Contractor shall prepare and submit annual reports within 15 days of closing the prior year's book to the State Contract Manager. The prior year's book shall be closed by February 15th.

Annual reports shall include, at a minimum:

- a. Actual expenditures and commitments for administration and activities by program compared to annual budgets;
- b. Status of programs and progress toward achieving savings targets, milestones, and other agreed-upon indicators of program performance;
- c. Any proposed or actual changes to program scope, design and/or implementation;
- d. The methods and results of the Contractor's tracking and monitoring activities; and
- e. Other information the State Contract Manager may require.

The Contractor shall forward the report to the State Contract Manager for review and approval. The Contractor shall revise, if requested to do so, the annual report as required and resubmit it within three (3) business days.

See Appendix D: Sample of Monthly and Annual Reports

E. Information Requests

The Contractor shall respond to any information requests within 3 business days regarding program budgets, expenditures, savings, and performance activities submitted by the OCE, or the Trust Fund. The Contractor shall respond to reasonable requests from any member of the Clean Energy Committees in a timely and complete manner. The Contractor shall deliver ad hoc reports, letters, documents, program information requests and other filings as required by the BPU to the State Contract Manager and others as specified above. The Contractor shall agree upon the content of the deliverable with the State Contract Manager who shall approve it or shall return it to Contractor for revision. The Contractor shall revise as required and resubmit it within three (3) business days.

3.4.6.3 DATA MIGRATION & INTEGRATION

The contractor shall ensure all existing data is migrated along with the IMS system. (An inventory of current and existing data files is provided in Appendix J: NJCEP Information Management System Specifications) Using the IMS System and other necessary systems or resources, the Contractor shall manage data integration related to NJCEP Programs and providing any necessary support to staff to ensure data integration. As the central data repository and primary reporting mechanism for the NJBPU's NJCEP, it is essential that IMS provide the NJBPU and its program managers with the ability to integrate data into the system. This is achieved through a custom data interface format to which all program managers must adhere. Program managers pass data to the system in a batch process that integrates data into the system on a six-hour cycle basis.

3.4.6.4 IMS SYSTEM DOCUMENTATION

The contractor shall produce comprehensive technical and user documentation to allow the State to use, support, maintain, and enhance the IMS system. Documentation is integral to the IMS application. Programming modules will not be considered complete unless accompanied by all documentation elements.

The current design documentation shall be enhanced during the development phase when changes are deemed necessary. New documentation shall be created during the development and testing of the system.

The contractor shall provide an electronic version of all documentation, and employ change control processes and version control to ensure that it is kept current to the production release for the duration of the contract. Documentation shall be available electronically (rather than in binders) to users and support staff, with the ability to print all or selected sections as needed. A table of contents, an index, and keywords shall be available for information searching.

3.4.6.5 TECHNICAL DOCUMENTATION

The contractor shall maintain the following technical documentation:

- A. Data dictionary;
- B. Glossary of terms;
- C. Systems architecture document;
- D. Application architecture document;
- E. System application manual;
- F. System operations manual;
- G. Logical data model;
- H. Physical data model;
- I. Table and view usage;
- J. Relationships among user functions, files, inputs, outputs, and programs;
- K. Final screen prints;
- L. Overview of functional components or programs, including program name, description, variables, and validation rules;
- M. Source code;
- N. List of reports, description, sample layout, and input parameters;
- O. Maintenance of rules and/or workflow tables;
- P. Error messages, system notices or alerts, and recommended actions; and
- Q. Standard troubleshooting solutions.

Technical documentation shall include the knowledge and information needed for normal system operations and administration, as well as problem fixes and enhancements. Program source code shall be well documented internally through the use of imbedded comment lines describing the processing as well as changes to the source code. Policy and procedures shall be integrated into the application, and the initial load of policy and procedures shall be performed by the contractor.

The contractor shall incorporate all aspects of the IMS system in the technical documentation including the core application, all supporting components of the BPU system, such as e-mailing capabilities, and the related hardware and software. The Systems Architecture Document shall provide graphical depictions of the application's n-tiered architecture, along with text describing the model. Each of the layers and its functionality shall be covered in this document.

The Application Architecture Document (AAD) shall provide an overview of the BPU application architecture and shall begin with an architectural overview of the design approach and framework used in its application. The AAD shall describe how the various packages and classes deliver the functionality of the program. Individual classes, their attributes, and methods shall be described in detail. The document shall be based on Unified Modeling Language (UML) diagrams for the classes, along with a description of how it works together. Application design shall follow and include functional decompositions of the application with flow diagrams. See Appendix I: IMS System Architecture for a description of current IMS system architecture.

The System Application Manual (SAM) shall provide detailed information about each user and external interfaces that comprise the BPU application. Detail is required for each of the (web-based) screens, including on-line reports, inquiries, data entry forms, and the like. In addition, batch reports shall be identified and described. The documentation of these programs shall include description, purpose, dependencies, and components. As a separate section, all interfaces with external systems shall be identified and documented. The documentation shall include the program name(s), type of interface (API, flat file, XML, etc.), description, detailed record layouts, and database objects used.

The System Operations Manual (SOM) shall support the operational aspects of the BPU system and focus on the operations of all processes that execute daily. Its purpose is to serve as a reference manual to maintain and troubleshoot the BPU system. The manual shall include all tables and data elements being accessed and list the criteria of queries and processes. The SOM shall contain on-line and batch operations standards which detail the standard for all directory paths, scripts, programs, etc. The manual shall include WEB application environmental requirements, such as class path, XML configuration files, required packages, and classes. The manual shall provide specifics for running the various components of the BPU system, including database operations, interfaces, networking, and core application.

The manual shall include:

1. Schedule of on-line and batch processes (programs and reports);
2. Overview of the logic and flow of the processes; and
3. Descriptions, parameters, inputs, outputs, restart procedures for each of the processes, and how to regenerate their output.

3.4.6.6 IMS SYSTEM TESTING

The contractor shall prepare a system test plan, test all aspects of the system, and implement and use a tracking tool for system problems. The contractor shall assign a System Test Lead in addition to the required staffing set forth in Section 3.1.2. Both the State and contractor shall jointly develop the criteria for determining significant, medium, and low impact bugs. The system test must demonstrate the successful operation of the system, ensuring that the new solution is functioning and processing data correctly.

The test plan shall include a section for usability testing, to validate that the core scenarios meet the mutually agreed upon goals for user productivity and effectiveness. These metrics are defined in the strategy phase and carried over through design and post-launch.

The contractor together with the State shall plan, design, and implement a test environment that replicates the production environment. As it becomes ready, each module shall undergo a system test cycle. The compatibility of all modules for the entire system shall be tested when all modules have been completed.

The contractor shall load the system test environment with sufficient data to replicate the production environment.

The contractor shall derive its test scripts from Use Cases.

The contractor shall perform the following tests:

- A. End-to-end application testing;
- B. Stress testing;
- C. Performance testing to assure that the solution meets performance requirements under expected user loads;
- D. Back-up and recovery testing;
- E. Installation testing;
- F. Deployment of patches and other corrections to applications software; and
- G. Expected and unexpected user interaction. Examples of unexpected user interaction include invalid keystrokes, key sequences, or mouse clicks, and incomplete, erroneous, or duplicate data.

Contractor required responsibilities include the preparation of test plans, test variants, test scenarios, test cases, test scripts, test data, and expected results for the entire system, including any pre-existing or framework software. The State requires complete end-to-end testing of the solution and may expand the test plan with additional scenarios. Testing must be performed with BPU participation.

The contractor shall provide a mechanism for tracking expected versus actual test results, and for tracking errors, problems, and resolution. This reporting mechanism shall include numeric and graphical trend analysis for tests completed, errors identified, rework efforts, and retesting efforts.

The contractor shall prepare and conduct a performance test plan employing system and network monitoring software and system load simulation software. The test plan shall utilize the full ODS, increasing numbers of users, and increasing activity levels. The system test shall continue until performance measures are met under full operational conditions.

The contractor shall perform testing on an infrastructure identical to the production infrastructure, including the WAN (Wide Area Network). The contractor shall test the wide range of popular browsers and browser versions together with the realistic connectivity for remote users.

The contractor shall use an automated testing product in its application acceptance testing, one of its choosing since there is none currently in place at the State. Before passing acceptance testing, all modules submitted by the contractor shall be agreed upon by the State Contract Manager, and shall meet tested specifications.

The contractor shall test the application for efficiency and scalability, and meet the required specification.

The contractor's system test responsibilities include:

- A. Functional testing, i.e., "black box" testing (the tester only knows the inputs and what the expected outcomes should be and not how the program arrives at those outputs);
- B. Usability testing;
- C. Structural testing, i.e., "white box" testing (the tester knows what the program is supposed to do);
- D. Random testing that freely chooses test cases among the set of all possible test cases;

- E. Testing of unexpected user input or action;
- F. Static testing that analyzes programs without running them. Metrics are used to analyze the structure of the program (number of components, functions, modules, interdependencies, program organization, adherence to programming standards) to evaluate program properties such as error proneness, understandability, and evaluation of structure;
- G. Performance and load testing;
- H. Run time application and network performance analysis and testing using tools;
- I. Hardware and software “fault-injection” testing (injects faults into physical hardware and software);
- J. Dependability analysis, involving identifying hazards, including vulnerability to attack and hacking;
- K. Software hazard analysis, involving the classification and estimation of potential hazards, and program path analysis to identify hazardous combinations of internal and environmental program conditions. Defines root causes, and possible countermeasures;
- L. Regression testing, repetitive testing of an application’s major features to ensure minor changes have not introduced new bugs into the system;
- M. Integrated testing of system modules;
- N. Installation testing (to validate that the application will install and operate properly on the servers);
- O. Resolution of all significant system problems;
- P. Plan for the resolution of all other system problems;
- Q. Testing using tools described in this section; and
- R. Testing system back-up and restoration process.

The contractor must perform the following five (5) levels of testing:

- A. Low level testing and debugging of code performed by the developers under the contractor within their IDE (Integrated Development Environment);
- B. Higher-level testing of the code, with some functional testing. This type of test includes testing of module integration. The contractor shall recommend products that are appropriate for this type of testing. Rational’s Functional Tester may be used for this type of testing;
- C. Regression and functional testing. The contractor and the State are jointly responsible to coordinate a comprehensive plan. The plan shall involve creating test scripts based on the use cases and running the scripts against the application;
- D. Performance testing, consisting of:
 - 1. Monitoring response times from an end-user perspective under a simulated load. Areas to monitor include the application, the server (CPU, memory, I/O, etc), and the network. The State uses Vantage Suite for this purpose;
 - 2. Real-time application profiling using a product like Vantage Suite to drill down into the components of the application doing component-level views of the entire Java application; and
- E. Usability testing to measure the effectiveness of core usage scenarios.

The contractor shall meet with the BPU Project Manager on a weekly basis to report progress on the testing and review the number of outstanding system problems.

The contractor shall certify in writing that the development team has successfully executed full system testing prior to the start of the QA test. This document must be signed by both the contractor and the State.

State and contractor staff shall participate in test planning, test validation, and performance monitoring for each environment, and shall sign-off before promotion to the next environment. The State must accept the system test plan and performance test plan before they are carried out.

Contractor required tasks:

- A. Establish the test environment;
- B. Establish a system problem tracking tool;
- C. Design and conduct system testing;
- D. Identify and correct problems, repeat unit test and system test;
- E. Design and conduct performance testing;
- F. Identify and correct problems, repeat performance test;
- G. Design and conduct usability testing;
- H. Identify and correct problems, repeat usability test;
- I. Document system and performance test results;
- J. Train State testing staff to use the system problem tracking tool;
- K. Resolve all system problems prioritized by criticality;
- L. Prepare and execute a plan for resolution of all other system problems; and
- M. Prepare application in system test and user acceptance environments.

Contractor required deliverables:

- A. Weekly system problem report;
- B. System problem resolution plan;
- C. System test plan and results; and
- D. Performance test plan and results.

3.4.6.7 USER ACCEPTANCE TEST

The contractor together with an Acceptance Test Team, composed of State users from various functional areas, shall employ testing tools to conduct the acceptance test. The acceptance test shall include all activities to take place during the actual implementation, as well as a series of mock business days (a minimum of 3). Acceptance testing shall be performed in the user acceptance environment.

The test will verify the following:

- A. All functional aspects of the system;
- B. Ease of use;
- C. Installation of software;
- D. Conversion of data;
- E. Accuracy and performance of system interfaces;
- F. Effectiveness of training methods and materials;
- G. Response time and overall system performance;
- H. System hardware, software, and telecommunications performance; and
- I. System, data, and application security.

The State may modify the time period for user acceptance testing based on the results.

Contractor required tasks:

- A. Refresh the QA environment to replicate the production environment;
- B. Analyze, correct, and retest reported problems; and
- C. Track, reproduce, correct problems, and retest.

Contractor required deliverable:

- A. User acceptance test plan participation.

3.4.6.8 IMS IMPLEMENTATION SUPPORT

The contractor shall assist the State in designing and establishing IMS support services and a key contact or Help Desk to respond to BPU requests for assistance. Support services shall be fully operational at the start of the user acceptance test. The support services shall be available during normal State business hours (Monday through Friday, 7:30 AM to 5:00 PM).

To assist in this capability, the contractor shall:

- A. Develop and implement an application Help Desk plan; and
- B. Ensure that each BPU problem's current location, status, and resolution is tracked and is accessible from each help desk.

Build and maintain a documented Help Desk Knowledge Base Facility to:

- A. Allow help desk staff to look-up common or previously reported issues, symptoms, error messages, and their resolutions; and
- B. Analyze the frequency of BPU system problem types and resolution times.

The contractor also shall provide one (1) or two (2) trained individuals for the triage center and application help desk, from the beginning of the user acceptance test to end of the third month of statewide implementation. Two (2) State staff shall supplement the triage help desk during its initial months and must be trained on the job by the contractor to assume full responsibility.

The contractor shall recommend problem escalation and timing processes as part of the overall Help Desk Plan.

Contractor required tasks:

- A. Develop and implement Help Desk plan;
- B. Build and maintain the Help Desk Knowledge Base Facility;
- C. Modify and implement problem tracking, researching, and resolution software;
- D. Staff the help desk as described;
- E. Train State technical staff to operate the help desk; and
- F. Assist the State to plan and establish the help desk.

Contractor required deliverables:

- A. Help Desk Plan; and
- B. Operational Help Desk.

3.4.6.9 POST IMS IMPLEMENTATION SUPPORT

System maintenance support pertains to the maintenance and support of the IMS application and the integration of all elements that comprise the IMS system.

The contractor shall respond to emergency requests, such as a major system component failure, within one hour. The contractor shall cooperate with BPU personnel to diagnose and correct equipment/software malfunctions. When requested, the contractor shall coordinate diagnostic testing efforts involving other vendors and shall accept direction from other vendor's personnel in carrying out diagnostic testing of equipment/software malfunction, if they interact with that vendor's products.

The contractor shall develop a Release Plan. Problem fixes, enhancements, and other upgrades shall be grouped into scheduled regular releases of the system. These releases shall undergo unit, system quality assurance, and user acceptance testing.

At least one month prior to the beginning of a system maintenance support agreement, the State will notify the contractor whether it will purchase maintenance for the following year, and will work with the contractor to determine the number and type of contractor staff necessary for these phases. The contractor shall resource these phases with staff that have participated in the development and implementation of the BPU system and are acceptable to the State.

Contractor required tasks:

- A. Maintain the system problem database;
- B. Assist the State in identifying and prioritizing problems and enhancements;
- C. Create a plan of scheduled, regular new releases of the system;
- D. Resolve any issues/problems related to the project deliverables; and
- E. Resolve any outstanding system problems.

Contractor required deliverable:

- A. New Release Plan

3.4.6.10 IMS NETWORK & APPLICATION SECURITY

The contractor shall maintain the contractor's network security that – at a minimum – includes: network firewall provisioning, intrusion detection and prevention, vulnerability assessments and regular independent third party penetration testing. The contractor shall maintain network security that conforms to one of the following:

- A. Current standards set forth and maintained by the National Institute of Standards and Technology (NIST), including those at: <http://web.nvd.nist.gov/view/ncp/repository>;
or
- B. Any recognized comparable security standard that the contractor then applies to its own infrastructure. Industry standards such as ISO 27002, PCI Data Security Standard and ISF Standard of Good Practice, align with security best practices from SANS and CISecurity.

The contractor, at a minimum, shall run application vulnerability assessment scans during development and system testing. Vulnerabilities shall be remediated prior to production release.

The contractor must provide a security plan. The document shall describe the administrative, physical, technical and systems controls to be used by the system and/or services. The contractor's security plan must, at a minimum, provide security measures for the following areas:

- A. Facilities Physical Security;
- B. System Security;
- C. System Data Security; and
- D. Administrative and Personnel Security.

The security plan shall provide for review of the contractor's operations and control system. The contractor shall have the capability to detect and report attempted unauthorized entries into the facility and system. All security requirements for the contractor apply to development, testing, production and backup systems.

In addition, the security plan shall identify and define:

- A. Regulations and security requirements – how the contractor will address security requirements such as PCI, HIPAA, FISMA and etc.;

- B. System, Administrative and Personnel Security - the security responsibilities of and supervision required for information owned and / or operated by the contractor. Security responsibilities include responsibilities for administration of the infrastructure, implementing or maintaining security and the protection of the confidentiality, integrity, and availability of information systems or processes;
- C. Workforce Security - the control process for hiring and terminating of contractor's employees, and method used for granting and denying access to the contractor's network, systems and applications. Identify and define audit controls when employment of the employee terminates;
- D. Role based security access – the products and methods for role based security and access to the contractor's infrastructure and access to the State's infrastructure;
- E. Password Management – the appropriate password management controls to meet defined regulation or security requirements;
- F. Logging / Auditing controls – the contractor's audit control methods and requirements;
- G. Incident Management – the methods for detecting, reporting and responding to an incident, vulnerabilities and threats;
- H. Vulnerability / Security Assessment – the products and methods used for scanning contractor's infrastructure for vulnerabilities and remediation of the vulnerabilities. Identify and define methods used for initiating and completing security assessments;
- I. Anti-virus / malware controls – the products and methods for anti-virus and malware controls that meet industry standards. It shall include policy statements that require periodic anti-viral software checks of the system to preclude infections and set forth its commitment to periodically upgrade its capability to maintain maximum effectiveness against new strains of software viruses;
- J. Firewall – the products and methods for firewall control process and intrusion detection methodology;
- K. Database – the products and methods for safeguarding the database(s);
- L. Server and infrastructure – the products and methods for "hardening" of the hardware operating systems;
- M. Transmission - the products and methods on how its system addresses security measures regarding communication transmission, access and message validation; and
- N. Data Integrity – the products and methods on the integrity of all stored data and the electronic images, and the security of all files from unauthorized access. The contractor must be able to provide reports on an as-needed basis on the access or change for any file within the system.

The [State of New Jersey Shared IT Architecture](http://www.state.nj.us/it/ps/it_architecture.pdf) system security standards and controls are available at http://www.state.nj.us/it/ps/it_architecture.pdf

The contractor at a minimum shall run application vulnerability assessment scans during development and system testing. Vulnerabilities shall be remediated prior to production release.

All systems and applications shall be subject to Vulnerability Assessment scans quarterly.

3.4.6.11 INFORMATION SECURITY

The contractor shall maintain security systems that ensure that all data are secure and protected against inappropriate and/or unauthorized access by individuals within and outside of the contractor's organization.

The contractor shall maintain and operate an IMS that specifies that all data processing will include industry level of security protocols, including password encryption.

The security system shall include a user authorization process such that BPU Contract Manager approval is needed before data are available for evaluation purposes. All data transmitted from and to any party shall be done using a secure encrypted protocol, particularly if done via the Internet.

The IMS system must be capable of identifying and protecting rebate applicant-specific and competitively-sensitive Information.

The contractor must provide for complete security of the software's operations access, application and databases, from all networks (for example, GSN and Web-based Internet) through the security provided by the application software and database software.

3.4.6.12 AUDITING, ACCESS AND ACCOUNTABILITY

The contractor shall maintain and operate an IMS that requires a log in and password, and that provides auditing and access controls.

The contractor shall provide and maintain the products and methods for role based security and access to the contractor's infrastructure and access to the State's infrastructure consistent with the Security Plan specified above.

The contractor shall provide and maintain the appropriate password management controls to meet defined regulation or security requirements.

The contractor shall provide and maintain audit control methods and other necessary requirements to ensure IMS system access and accountability.

3.4.6.13 HOSTING & BACKUP PLAN

The contractor shall host the IMS, and shall provide the office space, hardware, installation, web connections, internet access, operating system, software, operation, maintenance and support of the IMS. All hardware for the contractor hosted system must be specified in the IMS Work Plan as well as related software, operation, maintenance and support of the contractor hosted system.

The contractor shall ensure the contractor hosted IMS is operable Monday through Friday 8 a.m. to 6 p.m. Scheduled maintenance downtimes shall be mutually agreed upon by the contractor and the BPU State Contract Manager. The contractor shall work with the BPU Contract Manager to develop the appropriate notification processes for scheduled and unscheduled outages and downtime. The State shall evaluate the hardware proposed by the contractor. The State reserves the right to purchase the hardware itself off an existing State contract and lend that equipment to the contractor to use if such equipment can be procured at a lower price than the contractor price.

The contractor shall develop and maintain the IMS in conformance with the State's infrastructure as outlined in the State of New Jersey Shared IT Architecture found at:

http://www.nj.gov/it/swit/ps/it_architecture.doc .

The contractor shall develop a detailed back-up and recovery plan and include it in the IMS Transition and IMS Work Plan. Any proposed system must be recoverable. The back-up and recovery plan shall detail how to recover from software or database failures. The back-up plan shall encompass all aspects of the system. This back-up plan must facilitate the recovery from a very small scale to a total system failure and recovery process. The contractor shall test the plan, demonstrate its processes and document all aspects of the back-up and recovery process. The

contractor shall define the recovery characteristics that will be provided in the delivery of any software.

This information shall include:

- Defining how a recovery will take place;
- Performing a risk analysis;
- Performing a program impact analysis to determine which data and functionality are deemed most critical and shall therefore be recovered immediately; and
- Identifying the minimum resources required for such immediate recovery including facility parameters, equipment, system software, data, staff and time.

The contractor shall specify strategies for the back-up and recovery of the system for a client the size of the State working normal State business hours. The proposed back-up strategy should include provisions for off-line, on-line, incremental, cumulative incremental and differential back-ups. Additional granular back-up and recovery strategies, such as by individual data row, data table, sets of data tables, applications, modules, and network operating systems, etc. should be presented. The contractor shall specify how to do “back-outs or partial back-ups” should full recovery be interrupted.

The contractor shall specify all tools or facilities used to supplement the recovery functions supplied by the RDBMS. A specification that states “the RDBMS provides all necessary facilities for back-up and recovery” is not acceptable.

The contractor shall develop these plans for all environments associated with the project including the developed software, any COTS baseline software, development, test, system test, quality assurance, migration and production environments. Plans must also include the Data Repository that will be developed during the project. These plans must also include any supplemental environment that the contractor uses in support of any of the above environments.

3.4.6.14 DISASTER RECOVERY PLAN

The contractor shall develop a comprehensive disaster recovery plan in the IMS Work Plan. The contractor shall provide information in the IMS Work Plan on how the software solution can address a disaster recovery scenario. This plan must enable a recovery within 72 hours.

3.4.7 IMS FINANCIAL MANAGEMENT

Using the IMS System and other necessary systems or resources, the Contractor shall provide the Financial Management of NJCEP. The Contractor shall ensure that the system’s Financial Management functionality includes the ability to set and manage budgets on a program category, individual program, and specific cost category basis. The contract terms and conditions shall be monitored, as well, and invoices or requests for funding to pay program expenses or participant incentives are circulated electronically through pre-determined approval routes for review, validation, approval and payment. These electronic invoices carry with them all related documentation, which is maintained in the system and available for review at any time by any user with appropriate access. In addition, invoice data, including all customer data, installed measure data, project inspection information and incentive details are retained in the system at application level and can be accessed for review as required. Invoice Aging Reports allow appropriate users to monitor and manage the progression of invoices through the approval process, and a reconciliation process permits the system to compare it to expense records approved by the State Contract Manager or other designated BPU staff, with the disbursements made from an independent monetary account to ensure that all payments are properly recorded and to identify discrepancies so they can be investigated and resolved.

3.4.8 DOCUMENT MANAGEMENT

Using the IMS System and other necessary systems or resources, the Contractor shall be responsible for the Document Management of NJCEP Programs. IMS provides users with the ability to upload, store and track any document. Documents can be stored in appropriate categories, such as Board Orders, Evaluation Studies/Reports, Meeting Notes, Program and Policy Development, and Reports, etc. Indexed search capability must allow a user to search a document according to pre-defined parameters and document content.

3.4.9 REPORTING

Using the IMS System and other necessary systems or resources, the Contractor shall be responsible for technical support necessary to support the Quarterly, Annual and other Periodic Reporting functions of NJCEP Program. A reporting module currently allows for the processing of stored data and the generation of reports for use in regulatory filings, progress tracking, statistical analysis, or day-to-day program management. Standard reports track program participation, expenses against approved budgets, and energy (electric and gas) savings and generation as a result of measure installation. Emissions reduction is calculated based upon approved protocols, which are resident in the system. Ad hoc report development is made possible through an external reporting engine. For the New Jersey project, IMS has also been upgraded to generate all reports required by the US Office of Management and Budget and the US Department of Energy relative to funding received under the American Recovery and Reinvestment Act of 2009 (ARRA).

3.4.10 TRAINING

The Contractor shall provide all necessary sales and technical training to support the suite of NJCEP programs and the long-term goal to transform the market for energy efficient products in New Jersey by removing barriers to new technologies and providing customers with the knowledge and motivation they need to make cost-effective purchases. The Contractor shall train implementation contractors, subcontractors NJBPU staff and program users/stakeholders so that they are proficient in the technologies and all programs being offered and are effective partners in reducing market barriers. This shall include at least (1) training per quarter and may include traditional classroom training, webinars and other online training. Training shall cover a range of issues and focal areas relevant to the marketplace and contractors including but not limited to:

- A. Best practices to implement advancing beyond building energy codes and standards;
- B. Other energy efficiency and renewable energy technical and financial programs offered or developed by regional EE and RE organizations, the USEPA, or the USDOE;
- C. Program orientation seminars and associated training opportunities will help to develop a network of Program Partners who can offer a full range of clean energy services; and
- D. The Contractor may be called upon to expand the number of firms offering comprehensive energy services through outreach and training activities.

3.4.11 QA/QC

Using the IMS System and other necessary systems or resources, the Contractor shall provide technical support for Quality Assurance of NJCEP Program. The quality assurance module can be utilized to assign project site inspection or application file review activities across programs. Projects or files are selected outside the system, either randomly in accordance with established "rules" or based on specific, stated criteria. In addition, the QA module allows system users with appropriate access to manage and record the results of project site inspections and application file reviews. Custom-designed inspection and file review checklists allow QA inspectors to record

and upload inspection and review results directly into the system where that data is stored and remains available for reporting or study and analysis. Copies of completed checklists are “attached” to their related applications and remain available for review as required.

The Contractor shall establish and maintain generally accepted standard operating practices and procedures (SOP) for verifying that projects meet the program requirements through Quality Assurance and Quality Control (QA/QC) standards for all NJCEP programs. This shall include the role of development, maintenance and verification of the energy savings and generation protocols as well and cost savings protocols required by the State. In its role, the Contractor shall maintain, enforce and update as necessary documented policies and procedures, developed in consultation with the BPU and State Contract Manager that provide proper guidelines to ensure consistency in the processing and quality control for all Program participants. All applications shall be reviewed by the Contractor upon receipt to verify adherence to eligibility requirements. Applicant eligibility information shall be verified, along with all technical information in support of measure qualification and incentive calculation. Applicant supplied information and Contractor performed incentive calculations shall be entered into the database, and files shall be created for all documents and ongoing project correspondence. Pre and/or post inspections shall be conducted as required. The QA/QC procedure shall insure that all subcontractor or implementation contractors are performing their tasks and responsibilities in accordance with approved SOPs. The Contractor shall also conduct QA/QC to verify the SRECs issued in conjunction with NJCEP programs. The Board intends to provide additional checks and balances by conducting QA/QC of NJCEP Programs either directly or under a separate contract.

The contractor shall certify all applicant invoice and payment information to be true and accurate, along with all technical information in support of payment, in a form designated by the Contract Manager.

The Board will conduct an independent program review and audit of the Contractor to ensure proper administration of the NJCEP and to evaluate the performance of the program.

3.4.12 REGULATORY REVIEW & DEVELOPMENT

The Contractor shall review and provide input to the State Contract Manager on matters regarding petitions for waiver from NJCEP Program requirements, guidelines, Board Orders, or Standard Operating Procedures (SOP). The Contractor shall work with the State Contract Manager to respond to requests for regulatory reviews of issues raised by BPU, BPU partner agencies, or other interested parties. This would include the draft and development of any Board Orders or Stipulations, for the State Contract Managers review.

The Contractor shall review any federal, state or local regulatory issue that may result from or impact the NJCEP and inform the State Contract Manager and make recommendations to address issues. This may include review of proposed or adopted federal or state legislation or rules.

The Contractor shall assist the BPU or other state agencies in the development of energy appliance standards and energy building codes as needed.

The Contractor shall review and provide input to the BPU and the State Contract Manager which may include draft briefs in response to petitions in regard to petitions for waivers from the NJCEP Standard Operation Procedures (SOP) or guidelines or as approved by the Board in the NJCEP compliance filings.

The contractor shall develop and distribute a monthly report to be submitted by the 5th of the following month to the State Contract Manager that details all regulatory issues that surfaced in

the previous month through waiver or petition process or some other formal action, the status of those issues and the resolution.

3.4.13 PROGRAM MEETINGS

The Contractor shall participate in monthly meetings that are coordinated by BPU with the Utilities, other relevant agencies and stakeholders. This should include at minimum a meeting with the State Contract Manager and a committee meeting with stakeholders for each program. Currently monthly EE and RE committee meetings are held as well as subcommittee meetings related to key initiatives such as Solar Financing and Small Wind. It is anticipated that the Utilities will participate during the first ninety (90) days of the transition period and may participate at the invitation of the State Contract Manager after transition. Monthly program meetings will cover, at a minimum: contract issues, marketing, promotions and communications guidelines, transition, program reporting, regulatory issues, program updates and any other issue considered relevant to the State Contract Manager and the Contractor. EE and RE committee meetings will provide updates on the program for any potential changes and the annual budget preparation.

A. MEETINGS

The Contractor shall attend weekly, ad hoc and monthly meetings providing information as required and shall deliver minutes to the State Contract Manager within three (3) business days after the meeting. At any time during the course of this contract, the Contractor shall attend meetings at the BPU as required. These may be informal meetings or formal presentations to the BPU staff, the Board or members of the public. The Contractor shall provide any status reports, deliverables or other material needed for any meeting or required by the State Contract Manager.

The contractor shall develop and distribute a monthly report to be submitted by the 10th of the following month to the State Contract Manager that details all monthly program issues that surfaced in the previous month, the status of those issues and the resolution. Those issues should include, at a minimum, the following: contract issues, regulatory issued, and program updates.

B. WEEKLY TELECONFERENCES

Contractor shall participate in weekly teleconferences with the BPU for the duration of the contract. The purpose of the teleconference is for the Contractor to update the State Contract Manager on the progress of work and shall last approximately one (1) hour each. This weekly update shall also provide the weekly website traffic data collected by the Contractor. Teleconferences or weekly updates, may be held by phone, or may be delivered by instant messaging or any other method that is mutually agreeable to the Contractor and the State Contract Manager.

The Contractor shall summarize the teleconference with an email to be sent no later than the following business day by close of business to the State Contract Manager and any other party so designated by the State Contract Manager. The State Contract Manager may expand the teleconference to include the OCE or third parties.

3.5 PROGRAM DEVELOPMENT, PLANNING, RESEARCH AND SUPPORT

The Contractor shall coordinate and facilitate development and revision of programs and program budgets for all OCE programs. The contractor shall implement changes to programs based on the

recommendations of a program evaluator contractor selected by the BPU as directed by the State Contract Manager.

The Contractor shall work with OCE and CEEEP, partner programs and the utilities to review and improve programs. The contractor may recommend the termination of programs, the modification of programs or new programs. The Contractor shall solicit comments from program participants and coordinate program review. The contractor shall solicit input from subcontractors, market participants, program evaluators, EE and RE committees, and other interested persons.

The Contractor shall work with the State Contract Manager to develop pilot programs as approved by the Board, that advance EE and RE programs, technology or equipment in a cost effective manner.

If implementation of programs developed under this section requires a contract modification, the Contractor shall follow the procedure outlined in Section 5.4 and 5.16 concerning contract modifications. Formal contract modifications must be processed for changes to the overall scope of work or work not contemplated in the original scope of work.

Contract modifications, modifications of programs and program budgets must be approved by the Board and the Director of DPP. From time to time, the contractor shall prepare a report on proposed program modifications, changes, additions, terminations and improvements and shall deliver that report to the State Contract Manager.

If a modification is necessary, the contractor shall provide assistance to the State Contract Manager in the preparation of contract modifications for approval by the Board and the Director. If the State Contract Manager decides to present new programs and program redesigns to the Board for approval, the contractor shall prepare reports, documentation, and provide materials needed for that presentation. The contractor shall coordinate the collection of information from CEEEP, the partner programs, and the utilities needed to prepare these reports.

A. Program Modifications

The Contractor shall lead and facilitate the development and revision of programs and program budgets in a coordinated process with the OCE, CEEEP and any necessary stakeholder process such as the Energy Efficiency and Renewable Energy Committees. These changes may be in reaction to program adjustments proposed by CEEEP or undertaken for other reasons. The Contractor shall review the programs and their effectiveness for the purpose of improving and modifying program designs on a periodic basis.

The Contractor shall assist CEEEP with the development of energy savings or generation measurement protocols. The Contractor may recommend the discontinuation or modification of existing programs or may propose new programs. Recommendations should include input from entities such as subcontractor implementers, market participants and CEEEP.

The State Contract Manager may approve, deny, or forward the proposed changes to the Board for decision. If the State Contract Manager determines that there is a need to present new programs and program redesigns to the Board for approval, the Contractor shall assist the State Contract Manager in preparing any reports, documentation and presentation materials needed for any meeting with the Board. The contractor shall coordinate the collection of information from CEEEP, the partner programs, and the utilities needed to prepare these reports.

If suggested changes, modifications or new programs and budget are approved by the Board, such changes may, in certain circumstances, require Director approval pursuant to Sections 5.4 and 5.16 of this RFP. The Contractor shall be responsible for implementing approved new and modified programs and shall document changes to programs in the Annual Work Plan.

B. Market Assessment and Characterization Activities

The Contractor shall collect, compile and assess information on the characteristics and current status of markets affected by existing programs and information on markets that are potential targets of new programs. This may include the development and issue of a Market Potential Evaluation. This may include information on changes or expected changes in markets, technology and program design and management strategies to increase energy efficiency and renewable energy generation. Information collected may also be used to measure energy savings or the potential for energy savings.

In addition, the Contractor shall use this information along with the information obtained through CEEEP's evaluation work and other relevant outside evaluations/information to adjust its objectives, assess its performance, and recommend changes to programs. This information shall provide the basis for improving and redesigning programs, and proposing new programs for Board approval. The Contractor shall coordinate its information collection activities through the State Contract Manager and with OCE information needs in mind.

The Contractor's responsibilities with respect to collecting information related to market transformation effects will be limited to data about its efforts (for example, the Contractor shall collect information about its installations, but it will not be responsible for collecting information about awareness of new energy efficient technologies among New Jersey residents).

C. Development of Program Standard Operating Procedures (SOP) and Program Guidelines.

The Contractor shall be responsible for developing and updating as needed all program operating procedures (SOP) and program guidelines.

D. Coordination of Program Data Collection Activities

The Contractor shall coordinate, manage and secure required program data from subcontractors, distribution utilities, and other appropriate entities. The Contractor shall ensure that data definitions, formats, collection, processing, storage and retrieval procedures used by it and any subcontractors or agents are consistent with the requirements of this RFP and result in an integrated, easily accessible and consistent set of data for all programs.

E. Support for Resource Planning and Program Evaluation Activities

The Contractor shall provide the data and information necessary to support the OCE's resource planning and evaluation activities. In particular, the data shall support the OCE's evaluation of Contractor performance including process and impact evaluations, market conditions and market potential. These evaluation activities are primarily the responsibility of the OCE.

F. Support for General Information Requirements

The Contractor shall cooperate actively in the identification and prioritization of information needs, the exchange of information, and the timing of work products with OCE staff and

other entities as necessary to affect strategic planning, multi-year program planning and budgeting, market assessment, and program evaluation.

3.6 MARKETING & COMMUNICATIONS

3.6.1 NJCEP MARKETING PLAN

As part of the Annual Compliance Filings, the Contractor shall deliver a draft and then final plan following BPU review and input, detailing the Program Specific Marketing Plans for each of the (3) market sectors: Residential Marketing Plan, C&I Marketing Plan and Renewable Energy Marketing Plan.

The Contractor shall develop metrics to track, measure and evaluate the effectiveness of Marketing Plans and activities in driving customer awareness of NJCEP programs and increasing participation rates, for inclusion in the NJCEP Program Plan and in the Annual NJCEP Compliance Filings.

The Contractor shall develop program specific public and consumer information strategies to promote direct customer participation. Marketing Plans shall be developed annually for inclusion in the NJCEP Program Plan and in the Annual NJCEP Compliance Filings.

The Contractor shall coordinate BPU approval of all program advertising and marketing.

Marketing projects shall include any marketing communications, implementation, customer outreach services and training performed by the Contractor, their subcontractors or individually contracted service providers. These services include, at a minimum:

- A. Providing and processing program applications with technical review;
- B. Fielding customer telephone calls and resolving disputes;
- C. Processing incentive payments and resolving disputes;
- D. Developing quality assurance processes;
- E. Providing sales and maintenance / technical training;
- F. Participating-in and sponsor program / industry seminars and trade shows;
- G. Developing promotional campaigns to drive program participation;
- H. Developing marketing collateral;
- I. Developing marketing tactic reports including tactic vs participation analysis; and
- J. Hosting and maintaining the NJCEP website.

The BPU will oversee all marketing projects for the three (3) clean energy market sectors and coordination with the Partner Programs. BPU will provide generic “branding” and policy directions for the programs. Specific program marketing projects shall be provided by the Contractor.

The Contractor may choose to subcontract for marketing services; individually contract for marketing services; work with industry alliances and other non-profit organizations able to market NJCEP Programs; or provide the marketing services with in-house expertise.

The Low Income Comfort Partners (CP) program will continue to be managed by the Utilities until a determination has been made by OCE for its future management. The contractor will coordinate with the Utilities to ensure the CP program information is included in the CEP portfolio.

Completion of in-progress or unfinished, marketing projects shall be addressed by each market sector transition plan. The Contractor will coordinate with BPU to ensure consistent messaging and branding.

The Contractor shall coordinate all program marketing plans, meetings and activities with the BPU. The Contractor shall be responsible for developing program specific public and consumer information strategies to promote direct customer participation. Marketing plans shall be developed annually for inclusion in the NJCEP Program Plan.

3.6.2 NJCEP CALL CENTER

The NJCEP Call Center responds to customer and vendor inquiries and questions regarding the NJCEP programs and applications. The Call Center utilizes an 866-NJSMART phone number to respond to inquiries. Callers are prompted through an automated menu to select their area of interest and are then transferred to either the appropriate program manager for assistance, and also have the option of speaking directly to the Program Coordinator. The reasons for calling include requests for rebate status, calls to verify receipt of applications, or responses to requests for missing information. In 2011 the Call Center averaged 6071 calls per month. The Call Center also replies to email inquiries submitted to the NJCEP website. In a typical month, there are over 200 emails submitted which require research and proper response. Call Center Stats are reported on a monthly basis in the NJCEP Monthly Report. (See Appendix D: NJCEP Monthly Reports for Call Center stats)

The Contractor shall provide and maintain a call center for the NJCEP. The contractor shall provide specifications of procedures and milestones for provision of a toll-free call center.

The Contractor shall operate, maintain and enhance the NJCEP toll-free number 866-NJSMART on behalf of New Jersey's Clean Energy Program that will provide callers with seamless access and support across the three major Market Manager programs.

The Contractor shall ensure that the call center handles program information calls.

The Contractor shall manage call center call volume and maintain email tracking statistics. This information shall be made available and reported on a monthly basis by the contractor, or as directed by the State Contract Manager.

NJCEP program phone numbers may be located outside of the local area where the contractor's call center is located.

The Contractor shall ensure that the call center staff are capable of receiving email requests from the public for information and respond to those requests in a timely manner.

The Contractor shall ensure that the call center be staffed by a minimum of one person during normal State business days. The contractor shall provide backup staff such that one person is always available to answer calls. The call center shall be available from 8 a.m. to 7 p.m. on State working days.

In addition to an automated call prompting and transfer service, the call center shall connect the caller with a person trained to discuss the caller's needs and who will direct that caller to the appropriate program for further information.

Call center personnel shall:

- A. Represent the NJCEP to the calling public;
- B. Be able to discuss all NJCEP programs and identify their main attributes;

- C. Direct callers to appropriate NJCEP program website(s);
- D. Initiate dispute resolution processes (Section 3.2.5);
- E. Facilitate the mailing of NJCEP program forms and packets of printed materials to those callers without computer access; and
- F. Answer and respond to email requests.

3.6.3 WEBSITE HOSTING & MAINTENANCE

The Contractor shall provide an OCE approved website for the NJCEP within ninety (90) days of the Transition Period consistent with the NJCEP Website Specifications provided in Appendix K and a newly designed, OCE approved website as part of the 2013 Compliance Filing. The Contractor shall provide website hosting and web master capability that is to be selected, contracted or developed and maintained by the Contractor. The new site should focus on a customer focused and user friendly navigation that is broken down by the various audiences that use the website (i.e. residential, business, local government, etc.) The new site should resemble the BPU website to create a consistent look and feel and should be perceived as one entity. The Contractor will coordinate the new site with BPU staff.

This capability will be utilized to host the BPU-approved website for the NJCEP currently located at www.njcleanenergy.com.

The Contractor shall maintain, update and manage the day to day operations for NJCleanEnergy.com and related websites and listservs and ensure consistency with NJOIT standards:

- The contractor must review and follow the [NJOIT Web Site Standards and Guidelines](http://www.state.nj.us/it/webguide/guidelines.pdf) (<http://www.state.nj.us/it/webguide/guidelines.pdf>); and
- The website must be developed following the federal guidelines for accessibility and tested accordingly.

At a minimum, the website shall be maintained to be capable of 1) providing an interface for the general public 2) facilitating program marketing requirements for each of the three market sectors; 3) support stakeholder communications and outreach; and 4) provide a library of relevant reports and filings.

The contractor and its selected webmaster shall administer the day to day operations of the NJCEP websites including content website administration and maintenance, operation and support of content management systems, content formatting help and recommendations, statistical reporting and recommendations, data cleansing and collection, module development and programming, monitoring of databases, mail functionality and general server maintenance functions. In addition, the webmaster provides design, statistical reporting and programming services. The contractor shall also operate and maintain NJCEP related listservs. The program hosts nearly 20 assorted Mailman listservs which are established, administered and maintained by the Webmaster.

The Contractor, or the Contractor assigned subcontractor, shall serve as a “gatekeeper” of projects and tasks that are occurring on the website and hosts a bi-weekly website team call. The Contractor, or the Contractor assigned subcontractor, shall provide support, configuration and assistance with regular NJCleanenergy.com email, listservs as well as mass e-mailings. Marketing mailings such as email blasts and newsletters are programmed and sent by the Webmaster. In addition the Contractor, or the Contractor assigned subcontractor shall provide recommendations for best practices on email formatting, CAN-SPAM compliance and contact list segmentation.

The selected Web Hosting and Web Master Service's subcontractor information and access description, capabilities and milestones shall be included in the Contractor's Transition Plan. The BPU Contract Manager shall review and approve the website plan.

The Contractor shall deliver a draft and then final plan following BPU review and input detailing changes and modifications to the NJCEP Program website in support of the NJCEP Marketing Plans, Annual Compliance Filing and any other work plans.

Please see Appendix K: NJCleanenergy.com Website Specifications

3.7 OTHER SERVICES

The Contractor shall offer additional services to stimulate interest in clean energy projects, improve market transparency, build the NJ clean energy community, support the development of new policies which facilitate long term growth, and promote New Jersey and its clean energy efforts to broader national audiences.

The Contractor shall provide the following general NJCEP Marketing support across all NJCEP Programs:

- A. **Pilot Programs** - develop with the NJBPU Contract Manager pilot programs as approved by the Board, that advance EE and RE programs, technology or equipment in a cost effective manner;
- B. **Partner Programs** – coordinate with partner agencies NJDEP, NJEDA, NJ Sustainability Institute, HMFA and others to reflect their contributions to NJCEP and provide administrative support where necessary;
- C. **Facilitate industry workgroups**, including the Renewable Energy and Energy Efficiency Committee meetings, sub-committee meetings such as the CHP/FC work group, the small wind working group, the solar technical workgroup, and the bio-power working group;
- D. **Support BPU communications efforts** in providing quick response to support media inquiries, press releases, events and ad hoc requests for market statistics;
- E. **Selective outreach efforts** to promote clean energy markets & technologies, including speaking engagement and presentations;
- F. **Monitor policy development** processes and inform the market of key outstanding questions and decisions (e.g. new RPS levels, EE Portfolio Standards, net metering, Community Energy) and translate new policies into program operational procedures as required;
- G. **Provide timely and accurate market information** on past, current, and projected clean energy project and technology development with respect to the fulfillment of New Jersey EMP and RPS obligations. Renewable energy market statistics shall include: projected REC and SREC requirements in each year, the number of new certificates created and traded, and retired over time, REC and SREC trading prices and volumes, and the project pipeline based on SREC registrations and incentive applications and approvals. Ongoing analysis and regular reporting on market activity and trends will enhance market transparency, and ready access to data will help create an efficient market for Renewable Energy Certificates and should lower the ultimate costs for compliance with the RPS requirements;

- H. **Provide industry training** in a cost effective manner to increase awareness of renewable technologies and promote best practices. Focus in person trainings on market development in the financial services industry, and for wind and bio-power projects;
- I. Provide comments to the State Contract Manager on pending State and federal legislation that impacts the NJCEP and the clean energy community; and
- J. Perform other work as necessary to support the implementation, or development of NJCEP programs, operation, and administration.

3.8 LITIGATION SUPPORT

Litigation support is not included in the bid price. The contractor shall provide testimony regarding any litigation resulting from work done as part of this contract when requested by the State Contract Manager or Board. Litigation support and testimony support shall be provided at the hourly rates and by the labor titles listed on the contractor's budget list for litigation support. Budget is subject to approval by the State Contract Manager based on proposed hourly pricing. See note on Price Schedule as well.

The litigation support budget is subject to approval by the State Contract Manager, including Board ratification if necessary, based on proposed hourly pricing. See note on Price Schedule.

4.0 PROPOSAL PREPARATION AND SUBMISSION

4.1 GENERAL

The bidder is advised to thoroughly read and follow all instructions contained in this RFP, including the instructions on the RFP's signatory page, in preparing and submitting its proposal.

Use of URLs in a proposal should be kept to a minimum and may not be used to satisfy any material term of an RFP. If a preprinted or other document included as part of the proposal contains a URL, a printed (or if a bid is submitted electronically, electronic) copy of the URL page shall be provided and will be considered as part of the proposal. Additional URLs on the copy of the URL page shall not be considered as part of the proposal unless a copy of those URL pages are also provided.

The forms discussed herein and required for submission of a proposal in response to this RFP are available on the web at <http://www.state.nj.us/treasury/purchase/bid/summary/13X22546.shtml> unless noted otherwise.

4.2 PROPOSAL DELIVERY AND IDENTIFICATION

In order to be considered, a proposal must arrive at the Division in accordance with the instructions on the RFP signatory page accompanying this RFP. Bidders are cautioned to allow adequate delivery time to ensure timely delivery of proposals. **State regulation mandates that late proposals are ineligible for consideration. THE EXTERIOR OF ALL PROPOSAL PACKAGES ARE TO BE LABELED WITH THE PROPOSAL IDENTIFICATION NUMBER AND THE FINAL PROPOSAL OPENING DATE OR RISK NOT BEING RECEIVED IN TIME.**

4.3 EBID VS. NON-EBID SUBMISSION INSTRUCTION

4.3.1 EBID SUBMISSION OF PROPOSAL

If the bidder is submitting an eBid proposal, hard copy submission is still required (please see Section 4.3.2 for number of complete and exact copies). Instructions detailing how to enroll in and submit an eBid are available on the web at <https://wwwnet1.state.nj.us/treasury/dpp/ebid/>. If the bidder submits both an eBid and a hard copy of the bidder's proposal, the eBid proposal will prevail in the event of a discrepancy between the electronic and paper versions.

When submitting an eBid, do not use any symbols (i.e., #, @, \$, &, *) in the filename. In addition, the bidder should name each converted PDF electronic file to reflect the name of the specific form it is submitting. The bidder should name the Technical Proposal and the Pricing as follows:

Technical Proposal – Technical Proposal – Volume 1
Pricing – Pricing Volume 2

If exhibits or attachments are submitted as part of your proposal, the exhibits/attachments should be clearly labeled to accurately describe the form being submitted.

4.3.2 NON-EBID SUBMISSION

The bidder must submit the following bid proposal copies:

- a) **One (1) complete ORIGINAL bid proposal**, clearly marked as the "ORIGINAL" bid proposal;

- b) **Six (6)** complete and exact copies, clearly marked "COPY";
- c) **One (1) unbound, complete and exact copy** of the original, clearly marked "COPY"; and
- d) One (1) **complete and exact ELECTRONIC copy** of the original proposal in PDF file format on disc (CD or DVD) to be viewable and "**read only**" by State evaluators using Adobe Acrobat Reader software.

Copies are necessary in the evaluation of the proposal and for record retention purposes. A bidder failing to provide the requested number of copies will be charged the cost incurred by the State in producing the requested number of copies. The bidder should make and retain a copy of its proposal.

4.4 PROPOSAL CONTENT

The proposal should be submitted in two volumes with the content of each volume as indicated below.

Volume 1

Section 1 - Forms (Sections 4.4.1 and 4.4.2)

Section 2 - Technical Proposal (Section 4.4.3) –

Section 3 - Organizational Support and Experience (Section 4.4.4)

Volume 2

Section 4 – Price Schedule (Section 4.4.5)

4.4.1 FORMS, REGISTRATIONS AND CERTIFICATIONS REQUIRED WITH PROPOSAL

4.4.1.1 SIGNATORY PAGE

The bidder shall complete, including signature of an authorized representative of the bidder, and submit the Signatory Page accompanying this RFP. If the bidder is a limited partnership, the Signatory Page must be signed by a general partner. If the bidder is a joint venture, the Signatory Page must be signed by a principal of each party to the joint venture. Failure to comply will result in rejection of the proposal.

4.4.1.1.1 MACBRIDE PRINCIPLES CERTIFICATION

The bidder must certify pursuant to N.J.S.A. 52:34-12.2 that it is in compliance with the MacBride principles of nondiscrimination in employment as set forth in N.J.S.A. 52:18A-89.5 and in conformance with the United Kingdom's Fair Employment (Northern Ireland) Act of 1989, and permit independent monitoring of their compliance with those principles. Please refer to Section 2.5 of the State of NJ Standard Terms and Conditions and N.J.S.A. 52:34-12.2 for additional information about the McBride principles.

By signing the RFP Signatory Page, or by entering its PIN if submitting an eBid proposal, the bidder/offeror is automatically certifying that either:

- a. The bidder has no operations in Northern Ireland; or
- b. The bidder has business operations in Northern Ireland and is committed to compliance with the MacBride principles.

A bidder/offeror electing not to certify to the MacBride Principles must nonetheless sign the RFP Signatory Page AND must include, as part of its proposal, a statement indicating its refusal to comply with the provisions of this Act.

4.4.1.1.2 NO SUBCONTRACTOR CERTIFICATION

For a proposal that does NOT include the use of any subcontractors, by signing the RFP Signatory Page, or by entering a PIN if submitting an e-Bid proposal, the bidder is *automatically* certifying that:

1. In the event the award is granted to bidder's firm and the bidder later determines at any time during the term of the Contract to engage subcontractors to provide certain goods and/or services, pursuant to Section 5.8 of the State of NJ Standard Terms and Conditions, the bidder will submit a Subcontractor Utilization Plan form for approval to the Division of Purchase and Property in advance of any such engagement of subcontractors.
2. If the contract is a small business subcontracting set-aside, the bidder certifies that in engaging subcontractors, it will make a good faith effort to achieve the subcontracting set-aside goals, and will attach to the Subcontractor Utilization Plan documentation of such efforts in accordance with N.J.A.C. 17:13-4 et seq.

4.4.1.1.3 NON-COLLUSION

By submitting a proposal, the bidder certifies as follows:

- a. The price(s) and amount of its proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, bidder or potential bidder.
- b. Neither the price(s) nor the amount of its proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a bidder or potential bidder, and they will not be disclosed before the proposal submission.
- c. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- d. The proposal of the firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- e. The bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

4.4.1.1.4 NEW JERSEY BUSINESS ETHICS GUIDE CERTIFICATION

The Treasurer has established a business ethics guide to be followed by State contractors in their dealings with the State. The guide provides further information about compliance with Section 2.8 of the State of New Jersey Standard Terms and Conditions. The guide can be found at:

http://www.state.nj.us/treasury/purchase/ethics_guide.shtml

By signing the RFP signatory page, or by entering a pin if submitting an e-bid proposal, the bidder is automatically certifying that it has read the guide, understands its provisions and is in compliance with its provisions.

4.4.1.2 OWNERSHIP DISCLOSURE FORM

Pursuant to N.J.S.A. 52:25-24.2, in the event the bidder is a corporation, partnership or sole proprietorship, the bidder must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the proposal. Failure to submit the form will preclude the award of a contract.

4.4.1.3 DISCLOSURE OF INVESTIGATIONS AND ACTIONS INVOLVING BIDDER

The bidder shall provide a detailed description of any investigation, litigation, including administrative complaints or other administrative proceedings, involving any public sector clients during the past five (5) years including the nature and status of the investigation, and, for any litigation, the caption of the action, a brief description of the action, the date of inception, current status, and, if applicable, disposition. The bidder shall use the Disclosure of Investigations and Actions Involving Bidder form for this purpose.

4.4.1.4 SUBCONTRACTOR UTILIZATION PLAN

All bidders intending to use a subcontractor must submit a completed Subcontractor Utilization Plan. Please see the State of New Jersey, Division of Purchase and Property's Subcontractor Forms which includes the Subcontractor Utilization Plan form.

4.4.1.5 SMALL BUSINESS REGISTRATION FOR SET-ASIDE CONTRACTS

Pursuant to the provisions of N.J.S.A. 52:32-17 and N.J.A.C. 17:13, this contract, or a portion thereof, has been designated as a set-aside contract for small business. As such, as indicated on page one of this document, eligibility to bid is limited to bidders that meet statutory and regulatory requirements and have had their eligibility determined by the New Jersey Division of Revenue, Small Business Enterprise Unit.

As defined at N.J.A.C. 17:13-1.2, "Small Business" means a business that is incorporated or registered in and has its principal place of business in the State of New Jersey, is independently owned and operated, and has no more than 100 full-time employees. The program places small business into the following categories: (i) those with gross revenues not exceeding \$500,000; (ii) those with gross revenues not exceeding \$5 million; and (iii) those with gross revenues that do not exceed \$12 million, or the applicable federal revenue standards established at 13 CFR 121.201, whichever is higher. While companies registered as having revenues below \$500,000 can bid on any contract, those earning more than the \$500,000 and \$5 million amounts will not be permitted to bid on contracts designated for revenue classifications below their respective levels.

Inasmuch as this is a full or partial set-aside contract, the bidder should provide, as part of its response to this solicitation, proof of its current registration as a qualifying small business with the New Jersey Division of Revenue, Small Business Enterprise Unit. Application and registration requirements are presented on the web at <http://www.nj.gov/njbusiness/contracting/> or by contacting that agency during business hours as indicated below.

NEW JERSEY DEPARTMENT OF THE TREASURY
DIVISION OF REVENUE
SMALL BUSINESS ENTERPRISE UNIT
33 WEST STATE STREET – FIFTH FLOOR

PO BOX 026, TRENTON, NJ 08625-0026
TELEPHONE: 609-292-2146
FAX #: 609-292-8764

** IF THE BIDDER IS AN INCUMBENT CONTRACTOR AND/OR HAS PREVIOUSLY REGISTERED OR BEEN CERTIFIED UNDER THE FORMER SBE/MBE/WBE PROGRAM, THE BIDDER SHOULD ENSURE IT IS REGISTERED ON THE DAY OF PROPOSAL RECEIPT AND OPENING WITH THE DIVISION OF REVENUE, SMALL BUSINESS ENTERPRISE UNIT TO BE ELIGIBLE FOR AWARD.

IN ORDER TO EXPEDITE THE SMALL BUSINESS REGISTRATION PROCESS FOR THIS PROCUREMENT, THE BIDDER MAY FAX A COPY OF RFP PAGE ONE (1) REFLECTING THE PROPOSAL SUBMISSION DATE ALONG WITH THE COMPLETED SMALL BUSINESS REGISTRATION FORM TO THE NEW JERSEY DIVISION OF REVENUE, SMALL BUSINESS ENTERPRISE UNIT TO THE FAX NUMBER ABOVE.

4.4.1.5.1 SMALL BUSINESS SET-ASIDE CONTRACTS

Not applicable to this procurement.

4.4.1.5.2 SMALL BUSINESS SUBCONTRACTING SET-ASIDE CONTRACTS

This is a contract with set-aside subcontracting goals for New Jersey Small Business Enterprises. If the bidder intends to subcontract, it must submit a Subcontractor Utilization Plan. If the bidder intends to subcontract, the bidder should take the following actions to achieve the set-aside subcontracting goal requirements:

1. Attempt to locate eligible small businesses in Categories I, II, and III appropriate to the RFP;
2. Request a listing of small businesses by Category from the New Jersey of Revenue, Small Business Enterprise Unit;
3. Record efforts to locate eligible businesses, including the names of businesses contacted and the means and results of such contacts;
4. Provide all potential subcontractors with detailed information regarding the specifications;
5. Attempt, whenever possible, to negotiate prices with potential subcontractors submitting higher than acceptable price quotes;
6. Obtain, in writing, the consent of any proposed subcontractor to use its name in response to the RFP; and,
7. Maintain adequate records documenting efforts to achieve the set-aside subcontracting goals.

Proposals should also contain a copy of the New Jersey of Revenue, Small Business Enterprise Unit's proof of registration as a small business for any business proposed as a subcontractor; and documentation of the bidder's good faith effort to meet the targets of the set-aside subcontracting requirement in sufficient detail to permit the Bid Review Unit of the Division to effectively assess the bidder's efforts to comply if the bidder has failed to attain the statutory goals.

If the bidder chooses to use subcontractors and fails to meet the small business subcontracting targets set forth above, the bidder must submit documentation demonstrating its good faith effort to meet the targets with its proposal or within seven (7) business days upon request.

NOTE A BIDDER'S FAILURE TO SATISFY THE SMALL BUSINESS SUBCONTRACTING TARGETS OR PROVIDE SUFFICIENT DOCUMENTATION OF ITS GOOD FAITH EFFORTS TO

MEET THE TARGETS WITH THE PROPOSAL OR WITHIN SEVEN (7) DAYS UPON REQUEST SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

If awarded the contract, the bidder shall notify each subcontractor listed in the Plan, in writing.

Each bidder awarded a contract for a procurement which contains the set-aside subcontracting goal requirement shall fully cooperate in any studies or surveys which may be conducted by the State to determine the extent of the bidder's compliance with N.J.A.C. 17:13-1.1 et seq., and this RFP.

4.4.1.6 BID SECURITY

Not applicable to this procurement.

4.4.1.7 PRICING

The bidder must submit its pricing on the State supplied Price Sheet/Schedule and supply any additional pricing information as directed in RFP Section 4.4.5.

4.4.2 FORMS REQUIRED BEFORE CONTRACT AWARD AND THAT SHOULD BE SUBMITTED WITH THE PROPOSAL

4.4.2.1 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a bidder and its named subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of Treasury, Division of Revenue prior to the award of a contract. To facilitate the proposal evaluation and contract award process, the bidder should submit a copy of its valid BRC and those of any named subcontractors with its proposal. Refer to Section 2.1 of the State of NJ Standard Terms and Conditions.

Any bidder, inclusive of any named subcontractors, who does not have a valid business registration at the time of the proposal submission opening or whose BRC was revoked prior to the submission of the proposal should proceed immediately to register its business or seek re-instatement of a revoked BRC. Bidders are cautioned that it may require a significant amount of time to secure the re-instatement of a revoked BRC. The process can require actions by both the Division of Revenue and the Division of Taxation. For this reason, a bidder's early attention to this requirement is highly recommended. The bidder and its named subcontractors may register with the Division of Revenue, obtain a copy of an existing BRC or obtain information necessary to seek re-instatement of a revoked BRC online at <http://www.state.nj.us/treasury/revenue/busreqcert.shtml>.

A bidder otherwise identified by the Division as a responsive and responsible bidder, inclusive of any named subcontractors, but that was not business registered at the time of submission of its proposal must be so registered and in possession of a valid BRC by a deadline to be specified in writing by the Division. A bidder who fails to comply with this requirement by the deadline specified by the Division will be deemed ineligible for contract award. Under any circumstance, the Division will rely upon information available from computerized systems maintained by the State as a basis to verify independently compliance with the requirement for business registration.

A bidder receiving a contract award as a result of this procurement and any subcontractors named by that bidder will be required to maintain a valid business registration with the Division of Revenue for the duration of the executed contract, inclusive of any contract extensions.

4.4.2.2 SERVICES SOURCE DISCLOSURE CERTIFICATION FORM

Pursuant to N.J.S.A. 52:34-13.2, prior to an award of contract, the bidder is required to submit a completed source disclosure form. The bidder's inclusion of the completed Services Source Disclosure Form with the proposal is requested and advised. Refer to RFP Section 7.1.2 for additional information concerning this requirement.

4.4.3 TECHNICAL PROPOSAL

In this section, the bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work section, i.e., Section 3.0.

The contract is for a term of 60 months with (2) one year options for renewal thus the bidder's proposal should reflect its approach for the initial (6) month transition period, in which it will implement the NJCEP programs as approved under the 2012 NJCEP Compliance Filings, and its approach for each year within the contract term. The bidders' approach should focus on transitioning toward long term financing solutions with goals to complete the transition by year 2016 under this contract. The bidder should include an "Approach to Services Work Plan" for the first 18 months of the contract. This will serve as the Contractor's draft Work Plan to be reviewed at the Kick-off meeting and finalized during the transition period. The bidder should also include an outline of the NJCEP Strategic Plan (2013-2016) to show progress toward meeting strategic goals. The proposal should also submit a bid that reflects the 60 month term including the strategic plan for 2012-2016.

The bidder must demonstrate its understanding of the requirements of this RFP and its ability to successfully complete the contract. This section of the proposal shall minimally contain the information identified below.

4.4.3.1 MANAGEMENT OVERVIEW

The bidder shall set forth its overall technical approach and plans to meet the requirements of the RFP in a narrative format. This narrative should demonstrate to the State that the bidder understands the objectives that the contract is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the contract. This narrative should demonstrate to the State that the bidder's general approach and plans to undertake and complete the contract are appropriate to the tasks and subtasks involved.

Mere reiterations of RFP tasks and subtasks are strongly discouraged, as they do not provide insight into the bidder's ability to complete the contract. The bidder's response to this section should be designed to convince the State that the bidder's detailed plans and approach proposed to complete the Scope of Work are realistic, attainable and appropriate and that the bidder's proposal will lead to successful contract completion.

Special attention should be given to 1) the transition of programs from the Program Coordinator and Market Managers and 2) the transition of NJCEP to a performance-based platform. The bidder should set forth a vision for the NJCEP Program and how their management can help BPU realize that vision.

4.4.3.2 CONTRACT MANAGEMENT

The bidder shall describe its specific plans to manage, control and supervise the contract to ensure satisfactory contract completion according to the required schedule. The plan should include the bidder's approach to communicate with the State Contract Manager including, but not limited to, status meetings, status reports, etc.

In addition, the bidder's proposal should include:

4.4.3.2.1 APPROACH TO SERVICES WORK PLAN

The bidder must include, as part of its technical proposal, an Approach to Services Work Plan (Work Plan) that will provide for the transition from the existing Market Managers (TRC and Honeywell) and the Program Coordinator (AEG) and the continuity of program services in the first 18 months of the contract.

The Work Plan should include the Transition Plan for the first 180 days and an Administrative Work Plan for the first 18 months for the services as outlined in Section 3.0 and including, at a minimum:

Transition Plan:

- A. Provide a Transition Plan for the first 90 days which describes the coordination and transfer of responsibilities;
- B. Provide a plan to fulfill existing customer contracts and contracts with distribution utilities or subcontractors entered into by the program prior to the contractors' assumption of responsibilities;
- C. Provide an organization chart and description of management roles and responsibilities;
- D. Provide a description and dates for proposed transition milestones;
- E. Provide a specific communications strategy for transfer of obligations.
- F. Provide a plan to facilitate the transition from the existing program reporting systems.
- G. Provide a plan to ensure continuity and seamless transition of programs and the processing of applications and incentive payments.
- H. Develop a program handoff procedures with the OCE subcontractors;
- I. Provide a process for determining the required information transfers between the Contract Consultant; utilities and the OCE subcontractors;
- J. Provide a process for creating, installing and testing necessary data collection systems for program operation and evaluation;
- K. Provide a process for developing and/or modifying application, rebate/incentive payment processes; reporting procedures, data collection and data recording processes, internal billing and related documentation to be sent to the BPU Contract Manager;
- L. Develop a plan for electronic fund transfers between the Trust Fund and the Contractor;
- M. Maintaining the check processing system; and
- N. Ensure all other preparations needed before the programs are transitioned from the Market Manager(s) and Program Coordinator to the Contractor.

Administrative Work Plan:

- A. Administrative Work Plan should follow requirements specified in Section 3.4.1.1

4.4.3.2.1 STRATEGIC LONG-TERM PLAN

The bidder must include, as part of its technical proposal, a Strategic/Long-Term plan that will provide the Committee with a sense of how the bidder will approach the Strategic/Long-Term transition of the NJCEP over the four (4) year term of the contract

The bidder, in formulating this Strategic/Long-Term Plan, should describe its plans, over the four (4) year term contract (2012-2016), to transition the NJCEP to accomplish the following:

- A. Reduce non-incentive costs associated with program delivery and administration compared to the most recent 2012 budget;

- B. Reduce the amount of SBC funding for rebates and other direct incentives required to sustain NJCEP programs while increasing the amount of alternative long-term financing and the use of innovative financing solutions;
- C. Meet EMP energy efficiency and renewable energy targets;
- D. Increase energy efficiency at least cost per KWh of savings compared to cost per KWh energy savings in 2010;
- E. Increase renewable energy generating capacity in New Jersey with increasing cost efficiency per KWh compared to cost per KWh of renewable energy generation in 2011; and
- F. Increase the number of clean energy related jobs in New Jersey.

In addition to the Strategic Plan (2012-2016), the bidder shall provide an overview and description of innovative financing solutions from other markets and/or states that may be considered under the strategic plan and a description of how they may be effectively applied to achieve NJCEP goals and objectives as well as any challenges they may present.

The bidder should consider all aspects of the Background, RFP Section 1.2, and the Scope of Work, RFP Section 3.0, when developing the Strategic/Long-Term plan for the transition of the current NJCEP.

4.4.3.3 CONTRACT SCHEDULE

The bidder must include a contract schedule. If key dates are a part of this RFP, the bidder's schedule should incorporate such key dates and should identify the completion date for each task and sub-task required by the Scope of Work. Such schedule should also identify the associated deliverable item(s) to be submitted as evidence of completion of each task and/or subtask.

The contract schedule should reflect the key dates from contract award through the six (6) month Transition Plan (inclusive of the IMS Transition Plan, the first 3 month joint transition period, second 3 month transition period), the (4) year Strategic Long Term Plan, the Work Plan, and day-to-day work schedules with deliverables specified in the scope of work. The bidder's proposed schedule should comply with the key dates included in this RFP.

However, if the bidder cannot deliver according to this schedule, the bidder should indicate why it cannot meet the schedule and propose an alternate schedule.

The bidder should identify the contract scheduling and control methodology to be used and should provide the rationale for choosing such methodology. The use of Gantt, PERT or other charts is at the option of the bidder.

4.4.3.4 MOBILIZATION AND IMPLEMENTATION PLAN

It is essential that the State move forward quickly to have the contract in place. Therefore, the bidder must include as part of its proposal a mobilization and implementation plan, beginning with the date of notification of contract award of which is expected to be approximately July 20, 2012.

Such mobilization and implementation plan should include the following elements:

- a. A detailed timetable for the mobilization and implementation period starting July 20, 2012. This timetable should be designed to demonstrate how the bidder will have the contract up and operational from the date of notification of award;

- b. The bidder's plan for the deployment and use of management, supervisory or other key personnel during the mobilization and implementation period. The plan should show all management, supervisory and key personnel that will be assigned to manage, supervise and monitor the bidder's mobilization and implementation of the contract starting July 20, 2012;

NOTE: The bidder should clearly identify management, supervisory or other key staff that will be assigned only during the mobilization and implementation period;

- c. The bidder's plan for recruitment of staff required to provide all services required by the RFP on the contract start date;
- d. The bidder's plan for the purchase and distribution of equipment, inventory, supplies, materials, etc. that will be required to fully implement the contract on the required start date;
- e. The bidder's plan for the implementation of when the software/hardware will occur. Describe the pilot of the application;
- f. The bidder's plan for the installation of the IT equipment; and
- g. The bidder's plan for the use of subcontractor(s), if any, on this contract. Emphasis should be on how any subcontractor identified will be involved in the mobilization and implementation plan.

4.4.3.5 POTENTIAL PROBLEMS

The bidder should set forth a summary of any and all problems that the bidder anticipates during the term of the contract. For each problem identified, the bidder should provide its proposed solution.

4.4.4 ORGANIZATIONAL SUPPORT AND EXPERIENCE

The bidder should include information relating to its organization, personnel, and experience, including, but not limited to, references, together with contact names and telephone numbers, evidencing the bidder's qualifications, and capabilities to perform the services required by this RFP. This section of the proposal must minimally contain the information identified below.

4.4.4.1 LOCATION

The bidder should include the address of the bidder's office where responsibility for managing the contract will take place. The bidder should include the telephone number and name of the individual to contact.

4.4.4.2 ORGANIZATION CHARTS

- a. **Contract-Specific Chart.** The bidder should include a contract organization chart, with names showing management, supervisory and other key personnel (including subcontractor management, supervisory or other key personnel) to be assigned to the contract. The chart should include the labor category and title of each such individual.
- b. **Chart for Entire Firm.** The bidder should include an organization chart showing the bidder's entire organizational structure. This chart should show the relationship of the individuals assigned to the contract to the bidder's overall organizational structure.

4.4.4.3 RESUMES

Detailed resumes must be submitted for all management, supervisory and key personnel to be assigned to the contract. Resumes should emphasize relevant qualifications and experience of these individuals in successfully completing contracts of a similar size and scope to those required by this RFP. Resumes should include the following:

- The individual's previous experience in completing each similar contract;
- Beginning and ending dates for each similar contract;
- A description of the contract demonstrating how the individual's work on the completed contract relates to the individual's ability to contribute to successfully providing the services required by this RFP;
- With respect to each similar contract, the name and address of each reference together with a person to contact for a reference check and a telephone number.

The bidder should provide detailed resumes for each subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is designated to perform. When a bidder submits resumes pursuant to this paragraph, the bidder shall redact the social security numbers, home addresses, personal telephone numbers and any other personally identifying information other than the individual's name from the resume.

With respect to each similar contract, the bidder should include the name and address of each reference together with a person to contact for a reference check and a telephone number. For this project, the bidder should specifically identify management personnel related to:

- Project Manager;
- Financial/budget management;
- Data management;
- Regulatory review;
- Web Hosting staff and Webmaster;
- Call Center; and
- Advertising coordination

For the IMS system the following should be identified.

- IMS Manager;
- Program analysts;
- Configuration analysts and technicians;
- Programmers;
- Technical support;
- Change management manager and support staff;
- Training staff and related support staff;
- Database analysts;
- Database administrators;
- System administrators;
- Administrative support staff; and
- Other IMS Project management including lead and senior management staff.

4.4.4.4 BACKUP STAFF

The bidder should include a list of backup staff that may be called upon to assist or replace primary individuals assigned. Backup staff must be clearly identified as backup staff.

In the event the bidder must hire management, supervisory and/or key personnel if awarded the contract, the bidder should include, as part of its recruitment plan, a plan to secure backup staff in the event personnel initially recruited need assistance or need to be replaced during the contract term.

4.4.4.5 EXPERIENCE WITH CONTRACTS OF SIMILAR SIZE AND SCOPE

The bidder should provide a comprehensive listing of contracts of similar size and scope that it has successfully completed, as evidence of the bidder's ability to successfully complete the services required by this RFP. Emphasis should be placed on contracts that are similar in size and scope to the work required by this RFP. A description of all such contracts should be included and should show how such contracts relate to the ability of the firm to complete the services required by this RFP. For each such contract, the bidder should provide two names and telephone numbers of individuals for the other contract party. Beginning and ending dates should also be given for each contract.

The bidder should provide documented experience to demonstrate that each subcontractor has successfully performed work on contracts of a similar size and scope to the work that the subcontractor is designated to perform in the bidder's proposal. The bidder must provide a detailed description of services to be provided by each subcontractor.

4.4.4.6 FINANCIAL CAPABILITY OF THE BIDDER

In order to provide the State with the ability to judge the bidder's financial capacity and capabilities to undertake and successfully complete the contract, the bidder should submit certified financial statements which include a balance sheet, income statement and statement of cash flow, and all applicable notes for the most recent calendar year or the bidder's most recent fiscal year. If certified financial statements are not available, the bidder should provide either a reviewed or compiled statement from an independent accountant setting forth the same information required for the certified financial statements, together with a certification from the Chief Executive Officer and the Chief Financial Officer, that the financial statements and other information included in the statements fairly present in all material respects the financial condition, results of operations and cash flows of the bidder as of, and for, the periods presented in the statements. In addition, the bidder should submit a bank reference.

If the information is not supplied with the proposal, the State may still require the bidder to submit it. If the bidder fails to comply with the request within seven (7) business days, the State may deem the proposal non-responsive.

A bidder may designate specific financial information as not subject to disclosure when the bidder has a good faith legal/factual basis for such assertion. A bidder may submit specific financial documents in a separate, sealed package clearly marked "Confidential-Financial Information" along with the proposal.

The State reserves the right to make the determination to accept the assertion and shall so advise the bidder.

4.4.5 PRICE SCHEDULE/SHEET

The bidder must submit its pricing using the format set forth in the State-supplied price sheet/schedule(s) accompanying this RFP. Failure to submit all information required will result in

the proposal being considered non-responsive. Each bidder is required to hold its prices firm through issuance of contract.

4.4.5.1 DELIVERY COSTS

Unless otherwise noted elsewhere in the RFP, all prices for items in proposals shall be submitted F.O.B. Destination. Proposals submitted other than F.O.B. Destination may not be considered. Regardless of the method of quoting shipments, the contractor shall assume all costs, liability and responsibility for the delivery of merchandise in good condition to the State's using agency or designated purchaser.

F.O.B. Destination does not cover "spotting" but does include delivery on the receiving platform of the ordering agency at any destination in the State of New Jersey unless otherwise specified. No additional charges will be allowed for any additional transportation costs resulting from partial shipments made at contractor's convenience when a single shipment is ordered. The weights and measures of the State's using agency receiving the shipment shall govern.

4.4.5.2 C.O.D. TERMS

C.O.D. terms are not acceptable as part of a proposal and will be cause for rejection of a proposal.

4.4.5.3 CASH DISCOUNTS

Bidders are encouraged to offer cash discounts based on expedited payment by the State. The State will make efforts to take advantage of discounts, but discounts will not be considered in determining the lowest proposal.

- a. Discount periods shall be calculated starting from the next business day after the using agency has accepted the goods or services, received a properly signed and executed invoice and, when required, a properly executed performance security, whichever is latest.
- b. The date on the check issued by the State in payment of that invoice shall be deemed the date of the State's response to that invoice.

4.4.6 COOPERATIVE PURCHASING

The bidder should complete the Cooperative Purchasing Form indicating willingness or unwillingness to extend State contract pricing and terms to Cooperative Purchasing partners.

5.0 SPECIAL CONTRACTUAL TERMS AND CONDITIONS

5.1 PRECEDENCE OF SPECIAL CONTRACTUAL TERMS AND CONDITIONS

The contract awarded as a result of this RFP shall consist of this RFP, addenda to this RFP, the contractor's proposal, any best and final offer and the Division's Notice of Award.

Unless specifically stated within this RFP, the Special Contractual Terms and Conditions of the RFP take precedence over the State of NJ Standard Terms and Conditions accompanying this RFP.

In the event of a conflict between the provisions of this RFP, including the Special Contractual Terms and Conditions and the State of NJ Standard Terms and Conditions, and any addendum to this RFP, the addendum shall govern.

In the event of a conflict between the provisions of this RFP, including any addendum to this RFP, and the bidder's proposal, the RFP and/or the addendum shall govern.

5.2 CONTRACT TERM AND EXTENSION OPTION

The term of the contract shall be for a period of **five (5) years**. The anticipated "Contract Effective Date" is provided on the signatory page accompanying this RFP. If delays in the procurement process result in a change to the anticipated Contract Effective Date, the bidder agrees to accept a contract for the full term of the contract.

The contract may be extended for all or part of **two (2)** one-year periods, by the mutual written consent of the contractor and the Director at the same terms, conditions, and pricing at the rates in effect in the last year of the contract or rates more favorable to the State.

5.3 CONTRACT TRANSITION

In the event that a new contract has not been awarded prior to the contract expiration date, as may be extended herein, it shall be incumbent upon the contractor to continue the contract under the same terms and conditions until a new contract can be completely operational. At no time shall this transition period extend more than **180** days beyond the expiration date of the contract.

5.4 CONTRACT AMENDMENT

Any changes or modifications to the terms of the contract shall be valid only when they have been reduced to writing and signed by the contractor and the Director.

5.5 CONTRACTOR RESPONSIBILITIES

The contractor shall have sole responsibility for the complete effort specified in the contract. Payment will be made only to the contractor. The contractor shall have sole responsibility for all payments due any subcontractor.

The contractor is responsible for the professional quality, technical accuracy and timely completion and submission of all deliverables, services or commodities required to be provided under the contract. The contractor shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies in its deliverables and other services. The approval of deliverables furnished under this contract shall not in any way relieve the contractor of responsibility for the technical adequacy of its work. The review, approval, acceptance or

payment for any of the services shall not be construed as a waiver of any rights that the State may have arising out of the contractor's performance of this contract.

5.6 SUBSTITUTION OF STAFF

The contractor shall forward a request to substitute staff to the State Contract Manager for consideration and approval. No substitute personnel are authorized to begin work until the contractor has received written approval to proceed from the State Contract Manager.

If it becomes necessary for the contractor to substitute any management, supervisory or key personnel, the contractor shall identify the substitute personnel and the work to be performed. The contractor must provide detailed justification documenting the necessity for the substitution. Resumes must be submitted evidencing that the individual(s) proposed as substitute(s) have qualifications and experience equal to or better than the individual(s) originally proposed or currently assigned.

5.7 SUBSTITUTION OR ADDITION OF SUBCONTRACTOR(S)

This Subsection serves to supplement but not to supersede Sections 5.8 and 5.9 of the State of NJ Standard Terms and Conditions accompanying this RFP.

The contractor shall forward a written request to substitute or add a subcontractor or to substitute its own staff for a subcontractor to the State Contract Manager for consideration. If the State Contract Manager approves the request, the State Contract Manager will forward the request to the Director for final approval. No substituted or additional subcontractors are authorized to begin work until the contractor has received written approval from the Director.

If it becomes necessary for the contractor to substitute a subcontractor, add a subcontractor or substitute its own staff for a subcontractor, the contractor will identify the proposed new subcontractor or staff member(s) and the work to be performed. The contractor must provide detailed justification documenting the necessity for the substitution or addition.

The contractor must provide detailed resumes of its proposed replacement staff or of the proposed subcontractor's management, supervisory and other key personnel that demonstrate knowledge, ability and experience relevant to that part of the work which the subcontractor is to undertake.

The qualifications and experience of the replacement(s) must equal or exceed those of similar personnel proposed by the contractor in its proposal.

5.8 OWNERSHIP OF MATERIAL

All data, technical information, materials gathered, originated, developed, prepared, used or obtained in the performance of the contract, including, but not limited to, all reports, surveys, plans, charts, literature, brochures, mailings, recordings (video and/or audio), pictures, drawings, analyses, graphic representations, software computer programs and accompanying documentation and print-outs, notes and memoranda, written procedures and documents, regardless of the state of completion, which are prepared for or are a result of the services required under this contract shall be and remain the property of the State of New Jersey and shall be delivered to the State of New Jersey upon thirty (30) days notice by the State. With respect to software computer programs and/or source codes developed for the State, the work shall be considered "work for hire", i.e., the State, not the contractor or subcontractor, shall have full and complete ownership of all software computer programs and/or source codes developed. To the extent that any of such materials may not, by operation of the law, be a work made for hire in accordance with the terms of this Contract, contractor or subcontractor hereby assigns to the

State all right, title and interest in and to any such material, and the State shall have the right to obtain and hold in its own name and copyrights, registrations and any other proprietary rights that may be available.

Should the bidder anticipate bringing pre-existing intellectual property into the project, the intellectual property must be identified in the proposal. Otherwise, the language in the first paragraph of this section prevails. If the bidder identifies such intellectual property ("Background IP") in its proposal, then the Background IP owned by the bidder on the date of the contract, as well as any modifications or adaptations thereto, remain the property of the bidder. Upon contract award, the bidder or contractor shall grant the State a non-exclusive, perpetual royalty free license to use any of the bidder/contractor's Background IP delivered to the State for the purposes contemplated by the contract.

5.9 SECURITY AND CONFIDENTIALITY

5.9.1 DATA CONFIDENTIALITY

All financial, statistical, personnel, customer and/or technical data supplied by the State to the contractor are confidential. The contractor must secure all data from manipulation, sabotage, theft or breach of confidentiality. The contractor is prohibited from releasing any financial, statistical, personnel, customer and/or technical data supplied by the State that is deemed confidential. Any use, sale, or offering of this data in any form by the contractor, or any individual or entity in the contractor's charge or employ, will be considered a violation of this contract and may result in contract termination and the contractor's suspension or debarment from State contracting. In addition, such conduct may be reported to the State Attorney General for possible criminal prosecution.

The contractor shall assume total financial liability incurred by the contractor associated with any breach of confidentiality.

The contractor and all project staff including its subcontractor(s) must complete and sign confidentiality and non-disclosure agreements provided by the State and require all staff to view yearly security awareness and confidentiality training modules provided by the contractor. It shall be the contractor's responsibility to ensure that any new staff sign the confidentiality agreement and complete the security awareness and confidentiality training modules within one month of the employees' start date.

Security clearance/background check for all contractors and project staff must be obtained and provided to the State (to protect the State of New Jersey from losses resulting from contractor employee theft, fraud or dishonesty) upon request. Refer to the National Institute of Standards and Technology (NIST) Special Publication (SP) 300-12, An Introduction to Computer Security: The NIST Handbook, Section 10.1.3, Filling the Position – Screening and Selecting.

5.9.2 SECURITY STANDARDS

2. Network Security: The contractor shall maintain the contractor's network security that – at a minimum – includes: network firewall provisioning, intrusion detection and prevention, vulnerability assessments and regular independent third party penetration testing. The contractor shall maintain network security that conforms to one of the following:
 - A. Current standards set forth and maintained by the National Institute of Standards and Technology (NIST), including those at: <http://web.nvd.nist.gov/view/ncp/repository>
or

- B. Any recognized comparable security standard that the contractor then applies to its own infrastructure and is approved by the NJ Office of Information Technology (NJOIT). Industry standards such as ISO 27002, PCI Data Security Standard and ISF Standard of Good Practice, align with security best practices from SANS and CISecurity.
- The contractor shall be subject to the same security and infrastructure review processes that are required by NJOIT and its partner Departments and Agencies. The contractor shall submit relevant documentation and participate in the System Architecture Review (SAR) process.
 - For “outsourced hosting services”, the contractor must demonstrate the ability to not only secure the physical application infrastructure utilizing the above mentioned security requirements, but also control and secure physical access to the application hosting facilities, the racks supporting network infrastructure and processing server equipment, web, application and database servers.
 - If the contractor is not supplying “dedicated” hardware resources to host State of New Jersey applications and data, the contractor must demonstrate its strategy to maintain application and/or stack isolation using commercially available security devices to maintain security zones, routing isolation and access control to infrastructure devices and access/security logging (AAA) within its infrastructure.
 - The contractor shall provide a detailed system design document showing a Network Plan, Disaster Contingency Plan and Security Plan. Logical and physical diagrams are required.
2. Application Security: The contractor at a minimum shall run application vulnerability assessment scans during development and system testing. Vulnerabilities shall be remediated prior to production release.
1. All systems and applications shall be subject to Vulnerability Assessment scans on a regular basis.
3. Data Security: The contractor at a minimum shall protect and maintain the security of data in accordance with generally accepted industry practices and to the standards and practices required by NJOIT.
- Any Personally Identifiable Information must be protected. All data must be classified in accordance with the State’s Asset Classification and Control policy, 08-04-NJOIT (www.nj.gov/it/ps). Additionally, data must be disposed of in accordance with the State’s Information Disposal and Media Sanitation policy, 09-10-NJOIT (www.nj.gov/it/ps).
 - Data usage, storage, and protection is subject to any applicable regulatory requirements, including those for HIPAA (Health Insurance Portability and Accountability Act), and PII (Personally Identifiable Information), Tax Information Security Guidelines for Federal, State, and Local Agencies (IRS Publication 1075) and the New Jersey State tax confidentiality statute, as amended, N.J.S.A. 54:50-8, Payment Card Industry (PCI) Data Security Standard, State of New Jersey Identity Theft Prevention Act, June 2005, State of New Jersey Drivers’ Privacy Protection Act of 1994, Pub.L.103-322

4. Data Transmission: The contractor shall only transmit or exchange State of New Jersey data with other parties when expressly requested in writing and permitted by and in accordance with requirements of the State of New Jersey. The contractor shall only transmit or exchange data with the State of New Jersey or other parties through secure means supported by current technologies. The contractor shall encrypt all data defined as personally identifiable or confidential by the State of New Jersey or applicable law, regulation or standard during any transmission or exchange of that data.
5. Data Storage: All data provided by the State of New Jersey or gathered by the contractor on behalf of the State of New Jersey must be stored, processed, and maintained solely in accordance with a project plan and system topology approved by the State Contract Manager. No State data shall be processed on or transferred to any device or storage medium including portable media, smart devices and/or USB devices, unless that device or storage medium has been approved in advance in writing by the State Project Manager.
6. Data Scope: All provisions applicable to data include data in any form of transmission or storage, including but not limited to: database files, text files, backup files, log files, XML files, and printed copies of the data.
7. Data Re-Use: All State provided data shall be used expressly and solely for the purposes enumerated in the contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of the contractor. No State data of any kind shall be transmitted, exchanged or otherwise passed to other contractors or interested parties except on a case-by-case basis as specifically agreed to in writing by the State Contract Manager.
8. Data Breach: Unauthorized Release Notification: The contractor shall comply with all applicable State and Federal laws that require the notification of individuals in the event of unauthorized release of personally-identifiable information or other event requiring notification. In the event of a breach of any of the contractor's security obligations or other event requiring notification under applicable law ("Notification Event"), the contractor shall assume responsibility for informing the State Contract Manager and all such individuals in accordance with applicable law and to indemnify, hold harmless and defend the State of New Jersey, its officials, and employees from and against any claims, damages, or other harm related to such Notification Event.
9. End of Contract Data Handling: Upon termination of this Contract the contractor shall erase, destroy, and render unreadable all contractor copies of State data according to the standards enumerated in accordance with the State's Information Disposal and Media Sanitation policy, 09-10-NJOIT (www.nj.gov/it/ps) and certify in writing that these actions have been complete within thirty (30) days of the termination of this Contract or within seven (7) days of the request of an agent of the State whichever shall come first.
10. Security Audit: The contractor must allow State assigned staff full access to all operations for security inspections and audits which may include reviews of all issues addressed in description of the security approach and willingness to enter into good faith discussions to implement any changes.

5.9.3 SECURITY PLAN

The contractor must provide a security plan. The document shall describe the administrative, physical, technical and systems controls to be used by the system and/or services. The contractor's security plan must, at a minimum, provide security measures for the following areas:

- Facilities Physical Security
- System Security
- System Data Security
- Administrative and Personnel Security

The security plan shall provide for review of the contractor's operations and control system. The contractor shall have the capability to detect and report attempted unauthorized entries into the facility and system. All security requirements for the contractor apply to development, testing, production and backup systems.

The contractor shall provide a summary overview of the security document and describe how it has been incorporated into a larger security program for automated data processing. In the plan, the contractor shall highlight security features of the system.

In addition, the security plan shall identify and define:

- Regulations and security requirements – how the contractor will address security requirements such as PCI, HIPAA, FISMA and etc.
- System, Administrative and Personnel Security - the security responsibilities of and supervision required for information owned and / or operated by the contractor. Security responsibilities include responsibilities for administration of the infrastructure, implementing or maintaining security and the protection of the confidentiality, integrity, and availability of information systems or processes.
- Workforce Security - the control process for hiring and terminating of contractor's employees, and method used for granting and denying access to the contractor's network, systems and applications. Identify and define audit controls when employment of the employee terminates.
- Role based security access – the products and methods for role based security and access to the contractor's infrastructure and access to the State's infrastructure.
- Password Management – the appropriate password management controls to meet defined regulation or security requirements.
- Logging / Auditing controls – the contractor's audit control methods and requirements.
- Incident Management – the methods for detecting, reporting and responding to an incident, vulnerabilities and threats.
- Vulnerability / Security Assessment – the products and methods used for scanning contractor's infrastructure for vulnerabilities and remediation of the vulnerabilities. Identify and define methods used for initiating and completing security assessments.
- Anti-virus / malware controls – the products and methods for anti-virus and malware controls that meet industry standards. It shall include policy statements that require periodic anti-viral software checks of the system to preclude infections and set forth its commitment to periodically upgrade its capability to maintain maximum effectiveness against new strains of software viruses.
- Firewall – the products and methods for firewall control process and intrusion detection methodology.
- Database – the products and methods for safeguarding the database(s).
- Server and infrastructure – the products and methods for "hardening" of the hardware' operating systems.
- Transmission - the products and methods on how its system addresses security measures regarding communication transmission, access and message validation.
- Data Integrity – the products and methods on the integrity of all stored data and the electronic images, and the security of all files from unauthorized access. The

contractor must be able to provide reports on an as-needed basis on the access or change for any file within the system.

5.10 NEWS RELEASES

The contractor is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without the prior written consent of the Director.

5.11 ADVERTISING

The contractor shall not use the State's name, logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Director.

5.12 LICENSES AND PERMITS

The contractor shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The contractor shall supply the State Contract Manager with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations must be considered by the bidder in its proposal.

5.13 CLAIMS AND REMEDIES

5.13.1 CLAIMS

All claims asserted against the State by the contractor shall be subject to the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., and/or the New Jersey Contractual Liability Act, N.J.S.A. 59:13-1, et seq.

5.13.2 REMEDIES

Nothing in the contract shall be construed to be a waiver by the State of any warranty, expressed or implied, of any remedy at law or equity, except as specifically and expressly stated in a writing executed by the Director.

5.13.3 REMEDIES FOR FAILURE TO COMPLY WITH MATERIAL CONTRACT REQUIREMENTS

In the event that the contractor fails to comply with any material contract requirements, the Director may take steps to terminate the contract in accordance with the State of NJ Standard Terms and Conditions, authorize the delivery of contract items by any available means, with the difference between the price paid and the defaulting contractor's price either being deducted from any monies due the defaulting contractor or being an obligation owed the State by the defaulting contractor as provided for in the State administrative code, or take any other action or seek any other remedies available at law or in equity.

5.14 LATE DELIVERY

The contractor must immediately advise the State Contract Manager of any circumstance or event that could result in late completion of any task or subtask called for to be completed on a date certain.

5.15 RETAINAGE

The amount of retainage is noted on the RFP signatory page accompanying this RFP. The using agency shall retain the stated percentage of each invoice submitted. At the end of each three (3) month period, the using agency shall review the contractor's performance. If performance has been satisfactory, the Using Agency shall release 90% of the retainage for the preceding three (3) month period. Following certification by the State Contract Manager that all services have been satisfactorily performed the balance of the retainage shall be released to the contractor.

5.16 ADDITIONAL WORK AND/OR SPECIAL PROJECTS

The contractor shall not begin performing any additional work or special projects without first obtaining written approval from both the State Contract Manager and the Director.

In the event of additional work and/or special projects, the contractor must present a written proposal to perform the additional work to the State Contract Manager. The proposal should provide justification for the necessity of the additional work. The relationship between the additional work and the base contract work must be clearly established by the contractor in its proposal.

The contractor's written proposal must provide a detailed description of the work to be performed broken down by task and subtask. The proposal should also contain details on the level of effort, including hours, labor categories, etc., necessary to complete the additional work.

The written proposal must detail the cost necessary to complete the additional work in a manner consistent with the contract. The written price schedule must be based upon the hourly rates, unit costs or other cost elements submitted by the contractor in the contractor's original proposal submitted in response to this RFP. Whenever possible, the price schedule should be a firm, fixed price to perform the required work. The firm fixed price should specifically reference and be tied directly to costs submitted by the contractor in its original proposal. A payment schedule, tied to successful completion of tasks and subtasks, must be included.

Upon receipt and approval of the contractor's written proposal, the State Contract Manager shall forward same to the Director for the Director's written approval. Complete documentation from the Using Agency, confirming the need for the additional work, must be submitted. Documentation forwarded by the State Contract Manager to the Director must include all other required State approvals, such as those that may be required from the State of New Jersey's Office of Management and Budget and NJOIT.

No additional work and/or special project may commence without the Director's written approval. In the event the contractor proceeds with additional work and/or special projects without the Director's written approval, it shall be at the contractor's sole risk. The State shall be under no obligation to pay for work performed without the Director's written approval.

5.17 MODIFICATIONS AND CHANGES TO THE STATE OF NJ STANDARD TERMS AND CONDITIONS

5.17.1 INDEMNIFICATION

Section 4.1 of the State of NJ Standard Terms and Conditions is deleted and replaced with the following:

4.1 Indemnification

The contractor's liability to the State for actual, direct damages resulting from the contractor's performance or non-performance, or in any manner related to the contract, for any and all claims, shall be limited in the aggregate to 500 % of the value of the contract, except that such limitation of liability shall not apply to the following:

1. The contractor's obligation to indemnify the State of New Jersey and its employees from and against any claim, demand, loss, damage or expense relating to bodily injury or the death of any person or damage to real property or tangible personal property, incurred from the work or materials supplied by the contractor under the contract caused by negligence or willful misconduct of the contractor;
2. The contractor's breach of its obligations of confidentiality; and,
3. Contractor's liability with respect to copyright indemnification.

The contractor's indemnification obligation is not limited by but is in addition to the insurance obligations contained in Section 4.2 of the State of NJ Standard Terms and Conditions.

The contractor shall not be liable for special, consequential, or incidental damages.

5.17.2 INSURANCE - PROFESSIONAL LIABILITY INSURANCE

Section 4.2 of the State of NJ Standard Terms and Conditions regarding insurance is modified with the addition of the following section regarding Professional Liability Insurance.

d. Professional Liability Insurance: The contractor shall carry Errors and Omissions, Professional Liability Insurance and/or Professional Liability Malpractice Insurance sufficient to protect the contractor from any liability arising out the professional obligations performed pursuant to the requirements of the contract. The insurance shall be in the amount of not less than \$5,000,000 and in such policy forms as shall be approved by the State. If the Contractor has claims-made coverage and subsequently changes carriers during the term of the contract, it shall obtain from its new Errors and Omissions, Professional Liability Insurance and/or Professional Malpractice Insurance carrier an endorsement for retroactive coverage.

5.18 CONTRACT ACTIVITY REPORT

Contractor(s) must provide, on a calendar quarter basis, to the assigned Division representative, a record of all purchases made under the contract resulting from this RFP. This reporting requirement includes sales to State using agencies, political sub-divisions thereof and, if permitted under the terms of the contract, sales to counties, municipalities, school districts, volunteer fire departments, first aid squads and rescue squads, independent institutions of higher education, state and county colleges and quasi-state agencies. Quasi-state agencies include any agency, commission, board, authority or other such governmental entity which is established and is allocated to a State department or any bi-state governmental entity of which the State of New Jersey is a member.

This information must be provided in a tabular format such that an analysis can be made to determine the following:

- Contractor's total sales volume to each purchaser under the contract, subtotaled by product, including, if applicable, catalog number and description, price list with appropriate page reference and/or contract discount applied.
- Total dollars paid to subcontractors.

Submission of purchase orders, confirmations, and/or invoices do not fulfill this contract requirement for information. Failure to report this mandated information may be a factor in future award decisions.

Contractors must submit the required information in Microsoft Excel format.

5.19 ELECTRONIC PAYMENTS

With the award of this contract, the successful vendor(s) will be required to receive their payment(s) electronically. In order to receive your payments via automatic deposit from the State of New Jersey, complete and return the "Credit Authorization Agreement for Automatic Deposits (ACH Credits)" Form with an **original voided check or bank letter**. The form must include ABA number (routing or transit number), bank account number and if the bank account is a checking or savings account. The form and instructions are located on the Office of Management & Budget's website at: <http://www.state.nj.us/treasury/omb/forms/index.shtml>. The completed form along with the required voided check or bank letter should be mailed or faxed to: Department of the Treasury, Office of Management and Budget, PO Box 221, 6TH Floor – Room 674, Trenton, N.J. 08625-0221; fax: (609)-984-5210. To assist in identifying payments, the State offers vendors access to the Vendor Payment Inquiry web application (VPI) which offers check stub information online. Contact the State of New Jersey at AAIUNIT@treas.state.nj.us to request access to this application.

5.20 PROGRAM EFFICIENCY ASSESSMENT

The State Using Agencies shall be charged an assessment equal to one-quarter of one percent (0.25%) of the value of all transactions under this contract. This assessment is authorized by N.J.S.A 52:27B-56 and N.J.A.C 17:12-1.5, to maintain the State's procurement system at a level to meet industry standards of efficiency.

6.0 PROPOSAL EVALUATION

6.1 RIGHT TO WAIVE

The Director reserves the right to waive minor irregularities. The Director also reserves the right to waive a mandatory requirement provided that:

- (1) the requirement is not mandated by law;
- (2) all of the otherwise responsive proposals failed to meet the mandatory requirement; and
- (3) in the sole discretion of the Director, the failure to comply with the mandatory requirement does not materially affect the procurement or the State's interests associated with the procurement.

6.2 DIRECTOR'S RIGHT OF FINAL PROPOSAL ACCEPTANCE

The Director reserves the right to reject any or all proposals, or to award in whole or in part if deemed to be in the best interest of the State to do so. The Director shall have authority to award orders or contracts to the vendor or vendors best meeting all specifications and conditions in accordance with N.J.S.A. 52:34-12. Tie proposals will be awarded by the Director in accordance with N.J.A.C.17:12-2.10.

6.3 STATE'S RIGHT TO INSPECT BIDDER'S FACILITIES

The State reserves the right to inspect the bidder's establishment before making an award, for the purposes of ascertaining whether the bidder has the necessary facilities for performing the contract.

The State may also consult with clients of the bidder during the evaluation of bids. Such consultation is intended to assist the State in making a contract award which is most advantageous to the State.

6.4 STATE'S RIGHT TO REQUEST FURTHER INFORMATION

The Director reserves the right to request all information which may assist him or her in making a contract award, including factors necessary to evaluate the bidder's financial capabilities to perform the contract. Further, the Director reserves the right to request a bidder to explain, in detail, how the proposal price was determined.

6.5 PROPOSAL EVALUATION COMMITTEE

Proposals may be evaluated by an Evaluation Committee composed of members of affected departments and agencies together with representative(s) from the Division. Representatives from other governmental agencies may also serve on the Evaluation Committee. On occasion, the Evaluation Committee may choose to make use of the expertise of outside consultant(s) in an advisory role.

6.6 ORAL PRESENTATION AND/OR CLARIFICATION OF PROPOSAL

After the submission of proposals, unless requested by the State as noted below, vendor contact with the State is still not permitted.

After the proposals are reviewed, one, some or all of the bidders may be asked to clarify certain aspects of their proposals. A request for clarification may be made in order to resolve minor ambiguities, irregularities, informalities or clerical errors. Clarifications cannot correct any deficiencies or material omissions or revise or modify a proposal, except to the extent that correction of apparent clerical mistakes results in a modification.

The bidder may be required to give an oral presentation to the State concerning its proposal.

Bidders may not attend the oral presentations of their competitors.

It is within the State's discretion whether to require the bidder to give an oral presentation or require the bidder to submit written responses to questions regarding its proposal. Action by the State in this regard should not be construed to imply acceptance or rejection of a proposal. The Division will be the sole point of contact regarding any request for an oral presentation or clarification.

6.7 EVALUATION CRITERIA

The following evaluation criteria categories, not necessarily listed in order of significance, will be used to evaluate proposals received in response to this RFP. The evaluation criteria categories may be used to develop more detailed evaluation criteria to be used in the evaluation process:

6.7.1 TECHNICAL EVALUATION CRITERIA

- a. Personnel: The qualifications and experience of the bidder's management, supervisory, and key personnel assigned to the contract, including the candidates recommended for each of the positions/roles required.
- b. Experience of firm: The bidder's documented experience in successfully completing contracts of a similar size and scope in relation to the work required by this RFP including but not limited to:
 - i. a minimum experience of 3 years managing a statewide or utility program that delivers energy savings and renewable generation;
 - ii. demonstrative innovative financing for EE/RE and/or energy savings program design;
 - iii. 3 yrs regulatory experience related to clean energy market design and regulation;
 - iv. experience advancing energy building codes and appliance standards; and
 - v. Experience with state energy savings procurement.
 - vi. Experience and expertise in the development and management of IMS or data management systems relevant to NJ Clean Energy Program.
- c. Ability of firm to complete the Scope of Work based on its Technical Proposal: The overall ability of the bidder to undertake and successfully complete the technical requirements of the contract in a timely manner.

6.7.2 BIDDER'S PRICE SCHEDULE

For evaluation purposes, bidders will be ranked according to the total bid price for each proposed contract term offered located on the Price Sheets accompanying this RFP.

For evaluation purposes, each bidder's proposed offer(s) will be ranked according to the formula:

Price Proposal Points = predetermined points x (lowest price proposal submitted by bidder/evaluating lowest submitted price proposal).

The proposal with the highest number of points will be ranked the highest.

The price proposal ranked will be the lowest acceptable price proposal between the original price proposal and the Best and Final Offer proposal submitted by each bidder.

6.7.3 TOTAL PROPOSAL SCORE

Each evaluated proposal will receive a Total Proposal Score based on the following formula:
Average Technical Evaluation Score + Price Proposal Points = Total Proposal Score

The bidder receiving the highest Total Proposal Score will be recommended for contract award. In the event of a tie, the proposal with the highest technical score amongst the tied proposals will be recommended for contract award.

6.7.3 PROPOSAL DISCREPANCIES

In evaluating proposals, discrepancies between words and figures will be resolved in favor of words. Discrepancies between unit prices and totals of unit prices will be resolved in favor of unit prices. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated total of multiplied unit prices and units of work and the actual total will be resolved in favor of the actual total. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum of the column of figures.

6.7.4 EVALUATION OF THE PROPOSALS

After the Evaluation Committee completes its evaluation, it recommends to the Director for award the responsible bidder(s) whose proposal, conforming to this RFP, is most advantageous to the State, price and other factors considered. The Evaluation Committee considers and assesses price, technical criteria, and other factors during the evaluation process and makes a recommendation to the Director. The Director may accept, reject or modify the recommendation of the Evaluation Committee. Whether or not there has been a negotiation process as outlined in Section 6.8 below, the Director reserves the right to negotiate price reductions with the selected bidder.

6.8 NEGOTIATION AND BEST AND FINAL OFFER (BAFO)

After evaluating proposals, the Division may enter into negotiations with one bidder or multiple bidders. The primary purpose of negotiations is to maximize the State's ability to obtain the best value based on the mandatory requirements, evaluation criteria, and cost. Multiple rounds of negotiations may be conducted with one bidder or multiple bidders. Negotiations will be structured by the Division to safeguard information and ensure that all bidders are treated fairly.

Similarly, the Division may invite one bidder or multiple bidders to submit a best and final offer (BAFO). Said invitation will establish the time and place for submission of the BAFO. Any BAFO that is not equal to or lower in price than the pricing offered in the bidder's original proposal will be rejected as non-responsive and the State will revert to consideration and evaluation of the bidder's original pricing.

If required, after review of the BAFO(s), clarification may be sought from the bidder(s). The Division may conduct more than one round of negotiation and/or BAFO in order to attain the best value for the State.

After evaluation of proposals and as applicable, negotiation(s) and/or BAFO(s), the Division will recommend, to the Director, the responsible bidder(s) whose proposal(s), conforming to the RFP, is/are most advantageous to the State, price and other factors considered. The Director may accept, reject or modify the recommendation of the Division. The Director may initiate additional negotiation or BAFO procedures with the selected bidder(s).

Negotiations will be conducted only in those circumstances where they are deemed by the Division or Director to be in the State's best interests and to maximize the State's ability to get the best value. Therefore, the bidder is advised to submit its best technical and price proposal in response to this RFP since the State may, after evaluation, make a contract award based on the content of the initial submission, without further negotiation and/or BAFO with any bidder.

All contacts, records of initial evaluations, any correspondence with bidders related to any request for clarification, negotiation or BAFO, any revised technical and/or price proposals, the Evaluation Committee Report and the Award Recommendation, will remain confidential until a Notice of Intent to Award a contract is issued.

NOTE: If the Division contemplates negotiation, proposal prices will not be publicly read at the proposal submission opening. Only the name and address of each bidder will be publicly announced at the proposal submission opening.

6.9 COMPLAINTS

A bidder with a history of performance problems as demonstrated by formal complaints and/or contract cancellations for cause pursuant to Section 5.7.b of the State of NJ Standard Terms and Conditions accompanying this RFP may be bypassed for an award issued as a result of this RFP.

7.0 CONTRACT AWARD

7.1 DOCUMENTS REQUIRED BEFORE CONTRACT AWARD

7.1.1 REQUIREMENTS OF PUBLIC LAW 2005, CHAPTER 51, N.J.S.A. 19:44A-20.13 - N.J.S.A. 19:44A-20.25 (FORMERLY EXECUTIVE ORDER 134) AND EXECUTIVE ORDER NO. 117 (2008)

a) The State shall not enter into a contract to procure from any Business Entity services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Business Entity has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions, to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor or Lieutenant Governor, to any State, county, municipal political party committee, or to any legislative leadership committee during certain specified time periods

b) Prior to awarding any contract or agreement to any Business Entity, the Business Entity proposed as the intended awardee of the contract shall submit the Certification and Disclosure form, certifying that no contributions prohibited by either Chapter 51 or Executive Order No. 117 have been made by the Business Entity and reporting all contributions the Business Entity made during the preceding four years to any political organization organized under 26 U.S.C.527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the means of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required form and instructions, available for review on the Division's website at <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>, shall be provided to the intended awardee for completion and submission to the Division with the Notice of Intent to Award. Upon receipt of a Notice of Intent to Award a Contract, the intended awardee shall submit to the Division, in care of the Division Procurement Specialist, the Certification and Disclosure(s) within five (5) business days of the State's request. Failure to submit the required forms will preclude award of a contract under this RFP, as well as future contract opportunities.

c) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions, available for review on the Division's website at <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>, shall be provided to the intended awardee with the Notice of Intent to Award.

7.1.2 SOURCE DISCLOSURE REQUIREMENTS

Pursuant to N.J.S.A. 52:34-13.2, all contracts primarily for services awarded by the Director shall be performed within the United States, except when the Director certifies in writing a finding that a required service cannot be provided by a contractor or subcontractor within the United States and the certification is approved by the State Treasurer. Also refer to Section 3.6 Service Performance Within U.S. of the State of NJ Standard Terms and Conditions.

Pursuant to the statutory requirements, the intended awardee of a contract primarily for services with the State of New Jersey must disclose the location by country where services under the contract, including subcontracted services, will be performed. The Source Disclosure Certification form accompanies the subject RFP. FAILURE TO SUBMIT SOURCING INFORMATION WHEN REQUESTED BY THE STATE SHALL PRECLUDE AWARD OF A CONTRACT TO THE BIDDER.

If any of the services cannot be performed within the United States, the bidder shall state with specificity the reasons why the services cannot be so performed. The Director shall determine

whether sufficient justification has been provided by the bidder to form the basis of his or her certification that the services cannot be performed in the United States and whether to seek the approval of the Treasurer.

7.1.2.1 BREACH OF CONTRACT

A SHIFT TO PROVISION OF SERVICES OUTSIDE THE UNITED STATES DURING THE TERM OF THE CONTRACT SHALL BE DEEMED A BREACH OF CONTRACT. If, during the term of the contract, the contractor or subcontractor, who had on contract award declared that services would be performed in the United States, proceeds to shift the performance of any of the services outside the United States, the contractor shall be deemed to be in breach of its contract. Such contract shall be subject to termination for cause pursuant to Section 5.7b.1 of the State of NJ Standard Terms and Conditions, unless such shift in performance was previously approved by the Director and the Treasurer.

7.1.3 AFFIRMATIVE ACTION

The intended awardee must submit a copy of a New Jersey Certificate of Employee Information Report, or a copy of Federal Letter of Approval verifying it is operating under a federally approved or sanctioned Affirmative Action program. Intended awardee(s) not in possession of either a New Jersey Certificate of Employee Information Report or a Federal Letter of Approval must complete the Affirmative Action Employee Information Report (AA-302) located on the web at http://www.nj.gov/treasury/purchase/forms/AA_%20Supplement.pdf.

7.1.4 BUSINESS REGISTRATION

In accordance with N.J.S.A. 52:32-44(b), a bidder and its named subcontractors must have a valid Business Registration Certificate ("BRC") issued by the Department of Treasury, Division of Revenue prior to the award of a contract. (Refer to Section 4.4.2.1 of this RFP for further information.)

7.2 FINAL CONTRACT AWARD

Contract award[s] shall be made with reasonable promptness by written notice to that responsible bidder(s), whose proposal(s), conforming to this RFP, is(are) most advantageous to the State, price, and other factors considered. Any or all proposals may be rejected when the State Treasurer or the Director determines that it is in the public interest to do so.

7.3 INSURANCE CERTIFICATES

The contractor shall provide the State with current certificates of insurance for all coverages required by the terms of this contract, naming the State as an Additional Insured. Refer to Section 4.2 of the State of NJ Standard Terms and Conditions accompanying this RFP.

7.4 PERFORMANCE SECURITY

The successful contractor shall furnish performance security in the amount noted on the RFP signatory page. See N.J.A.C. 17:12-2.5. Acceptable forms of performance security are as follows:

1. The contractor shall be required to furnish an irrevocable security in the amount listed in the RFP payable to the Treasurer, State of New Jersey, binding the contractor to provide faithful performance of the contract.

2. The performance security shall be in the form of a properly executed individual or annual performance bond issued by an insurance or security company authorized to do business in the State of New Jersey, a certified or cashier's check to the order of the Treasurer, State of New Jersey, or an irrevocable letter of credit drawn naming the Treasurer, State of New Jersey as beneficiary issued by a federally insured financial institution.

The Performance Security must be submitted to the State within thirty (30) days of the effective date of the contract award and cover the period of the contract and any extensions thereof. Failure to submit performance security may result in cancellation of contract for cause pursuant to Section 5.7(b)(1) of the State of NJ Standard Terms and Conditions, and nonpayment for work performed.

Within thirty (30) days of the anniversary of the contract effective date, the contractor shall provide proof to the Director that the performance bond in the required amount is in effect. Failure to provide such proof may result in the suspension of payment to the contractor until such time as the contractor complies with this requirement.

Although the performance bond is required for the full term of the contract, the Director recognizes that the industry practice of sureties is to issue a one year performance bond for goods and services contracts. Thus, the contractor is required to submit a one year performance bond for the amount required under the contract and, on each succeeding anniversary date of the contract, provide a continuation or renewal certificate to evidence that the bond is in effect for the next year of the contract. This procedure will remain in place for each year of the contract thereafter until the termination of the contract. Failure to provide such proof on the anniversary date of the contract shall result in suspension of the contract, and possibly, termination of the contract.

For performance bonds based on a percentage of the total estimated contract price, the performance bond requirement is calculated as follows. For the first year of the contract, the performance bond percentage on the RFP signatory page is applied to the estimated total contract amount for the full term of the contract. On each anniversary of the effective date of the contract, the amount of the required performance bond, unless otherwise noted, is calculated by applying the established RFP performance bond percentage to the outstanding balance of the estimated amount of the contract price to be paid to the contractor.

In the event that the contract price is increased by amendment to the contract, the contractor may be required to provide, within thirty (30) days of the effective date of the amendment, performance bond coverage for the increase in contract price. The required increase in the performance bond amount is calculated by applying the established bond percentage set forth on the RFP signatory page to the increase in contract price. Failure to provide such proof to the Director of this required coverage may result in the suspension of payment to the contractor until such time the contractor complies with this requirement.

8.0 CONTRACT ADMINISTRATION

8.1 CONTRACT MANAGER

The State Contract Manager is the State employee responsible for the overall management and administration of the contract.

The State Contract Manager for this project will be identified at the time of execution of contract. At that time, the contractor will be provided with the State Contract Manager's name, department, division, agency, address, telephone number, fax phone number, and e-mail address.

8.1.1 STATE CONTRACT MANAGER RESPONSIBILITIES

For an agency contract where only one State office uses the contract, the State Contract Manager will be responsible for engaging the contractor, assuring that Purchase Orders are issued to the contractor, directing the contractor to perform the work of the contract, approving the deliverables and approving payment vouchers. The State Contract Manager is the person that the contractor will contact **after the contract is executed** for answers to any questions and concerns about any aspect of the contract. The State Contract Manager is responsible for coordinating the use of the Contract and resolving minor disputes between the contractor and any component part of the State Contract Manager's Department.

If the contract has multiple users, then the State Contract Manager shall be the central coordinator of the use of the contract for all Using Agencies, while other State employees engage and pay the contractor. All persons and agencies that use the contract must notify and coordinate the use of the contract with the State Contract Manager.

8.1.2 COORDINATION WITH THE STATE CONTRACT MANAGER

Any contract user that is unable to resolve disputes with a contractor shall refer those disputes to the State Contract Manager for resolution. Any questions related to performance of the work of the contract by contract users shall be directed to the State Contract Manager. The contractor may contact the State Contract Manager if the contractor cannot resolve a dispute with contract users.

9.0 Special Contract Requirements Relating to Work Funded under the American Recovery and Reinvestment Act of 2009 (ARRA)

I. Introduction

The American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, (“ARRA”) was enacted to preserve and create jobs and promote economic recovery, assist those most impacted by the recession, provide investments needed to increase economic efficiency by spurring technological advances in science and health, invest in transportation, environmental protection, and other infrastructure that will provide long-term economic benefits, and stabilize State and local government budgets, in order to minimize and avoid reductions in essential services and counterproductive State and local tax increases.

This Section to the Contract addresses additional requirements applicable to all Contracts which are funded in whole or in part with ARRA funds. These additional requirements contained in this Section are subject to change based on further guidance by the applicable Federal agency which has awarded the ARRA funds to the State of New Jersey. The following terms and conditions are consistent with the mandatory requirements for agreements funded by ARRA as are known as of this date. However, the federal government has not fully developed the implementing instructions of ARRA, particularly concerning specific procedural requirements for the new reporting requirements. The Contractor (as defined below) will be provided any changes and/or additions to these requirements as they become available in an ARRA Addendum. The Contractor must comply with all requirements of ARRA. In the event there is any inconsistency between these ARRA requirements and the terms and conditions of the Contract, the ARRA requirements control.

The Contractor agrees and assures that by accepting ARRA funds through the Contract it and its subcontractor(s) will fully comply with the requirements herein and any requirements hereafter issued by the federal government or the State of New Jersey for compliance with ARRA and other related federal and State laws. Further, it is understood that this Contract is subject to all applicable terms and conditions of ARRA.

II. Definitions

“ARRA funds” means funds expended or obligated from appropriations under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5.

“Contractor” is defined as any person, including but not limited to, a bidder, offeror, loan recipient, grantee, or subgrantee, who has furnished or seeks to furnish goods, supplies, services, or leased space, or who has performed or seeks to perform construction activity under contract, subcontract, grant, or subgrant with the State of New Jersey, or with a person under contract, subcontract, grant, or subgrant with the State of New Jersey, any department in the Executive Branch, the State of New Jersey’s independent authorities, commissions, and public institutions of higher education. The term “Contractor” may also include a permittee, licensee, or any agency, political subdivision, instrumentality, or independent authority of the State of New Jersey.

III. General Requirements

A. Flow Down Provision

Contractors must include these Special Contract Requirements contained in this Section in every subcontract over \$25,000,000 that is funded, in whole or in part, by ARRA funds, unless the subcontract is with an individual.

B. Segregation and Payment of Costs

Contractors must segregate the obligations and expenditures related to funding under ARRA. Financial and accounting systems should be revised as necessary to segregate, track and maintain these funds apart and separate from other revenue streams. No part of ARRA funds shall be commingled with any other funds or used for a purpose other than that of making payments for costs allowable for ARRA projects. ARRA funds can be used in conjunction with other funding as necessary to complete projects, but tracking and reporting must be separate to meet the reporting requirements of ARRA and guidance issued by the federal Office of Management and Budget.

Invoices must clearly indicate the portion of the requested payment that is for work paid by ARRA funds.

C. Wage Rates

In accordance with ARRA, §1606, the Contractor assures that it and its subcontractor(s) shall fully comply with said section in that, notwithstanding any other provision of law and in a manner consistent with other provisions of ARRA, all laborers and mechanics employed by vendors, contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the federal government, pursuant to ARRA, shall be paid wages at rates not less than those prevailing on projects of a similar character in the locality, as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code (Davis-Bacon Act). It is understood that the Secretary of Labor has the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat. 1267; 5 U.S.C. App.) and section 3145 of title 40, United States Code.

D. Registration Requirements

In accordance with ARRA, §1512(h), the Contractor and its subcontractor(s) (first-tier) shall register in the Central Contractor Registration (CCR) database at www.ccr.gov, and maintain current registration at all time during the pendency of the Contract. In order to register in CCR, a valid Dun and Bradstreet Data Universal Numbering System (DUNS) Number is required. See www.dnb.com.

E. Buy American

In accordance with ARRA, §1605, the Contractor assures that it and its subcontractor(s) will not use ARRA funds for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel and manufactured goods used in the project are produced in the United States in a manner consistent with United States obligations under international agreements. The Contractor understands that this requirement may only be waived by the applicable federal agency in limited situations, as set out in ARRA, §1605.

F. Whistleblower Protection

In accordance with ARRA, §1553, the Contractor assures that it and its subcontractor(s) shall fully comply with said section, including, but not limited to, assuring that their employees will not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing, including a disclosure made in the ordinary course of an employee's duties, to the federal government or any representative thereof, the State of New Jersey, a person with supervisory authority over the employee (or such other person working for the employer who has the authority to investigate, discover, or terminate misconduct), a court or grand jury any information that the employee reasonably believes is evidence of: 1) gross mismanagement of a contract or grant relating to ARRA; 2) a gross waste of ARRA funds; 3) a substantial and specific danger to public health or safety related to the implementation or use of ARRA funds; 4) an abuse of authority related to the implementation or use of ARRA funds; or 5) a violation of law, rule, or regulation related to the Contract (including the competition for or negotiation of the Contract), awarded or issued relating to ARRA funds. In accordance with ARRA, §1553(e), the Contractor assures that it and its subcontractor (s) shall post notice of the rights and remedies provided in ARRA, §1553.

G. Prohibition on Use of ARRA Funds.

No ARRA funds may be used for any casino or other gambling establishment, aquarium, zoo, golf course, or swimming pool, or any other items prohibited by ARRA.

ARRA Job Posting.

Contractors and subcontractors located in the State of New Jersey shall post all job openings created, in whole or in part, by ARRA funds (ARRA Job Openings), on the New Jersey Department of Labor and Workforce Development's New Jersey State Job Bank accessed at <http://NJ.gov/JobCentralNJ> at least fourteen (14) days before the contractor or subcontractor shall commence hiring for ARRA Job Openings. Instructions how to post a job are provided at the site. Posting is not required where the Contractor intends to fill the job opening with a present employee, a laid-off former employee, or a job candidate from a previous recruitment, where pre-existing, legally binding collective bargaining agreements provide otherwise, or where an exception has been granted by the Department of Labor and Workforce Development.

IV. Program Reporting Requirements

Pursuant to Section 1512 of ARRA, in order for the State of New Jersey to prepare the required reports, Contractor agrees to provide the State of New Jersey the following information no later than five (5) days following the end of each calendar quarter, or more frequently as directed by the State of New Jersey:

- a. The total amount of ARRA funds received by Contractor during the reporting period;
- b. The New Jersey contract and order number as applicable;
- c. The amount of ARRA funds that were expended or obligated during the reporting period
- d. A detailed list of all projects or activities for which ARRA funds were expended or obligated, including
 - i. the name of the project or activity;
 - ii. a description of the project or activity;

- iii. an evaluation of the completion status of the project or activity (i.e. not started, less than 50% completed, 50% or more completed; fully completed.); and
 - iv. an estimate of the number of jobs created and/or retained by the project or activity.
- e. For any Contracts equal to or greater than \$25,000 in addition to the information above:
- (i) the name of the entity receiving the Contract;
 - (ii) the amount of the Contract;
 - (iii) the transaction type;
 - (iv) the North American Industry Classification system (NAICS) code or Catalog of Federal Domestic Assistance (CFDA) number;
 - (v) the location of the Contractor;
 - (vi) the primary location in which the Contract is being performed, including the city, state, congressional district and county;
 - (vii) the DUNS number, or name and zip code for the entity headquarters;
 - (viii) the names and total compensation of the five most highly compensated officers of the Contractor if the Contractor received (1) \$25 million or more in annual gross revenue in federal awards; and (2) 80% or more of its annual gross revenues in federal awards; and (3) if the public does not have access to information about the compensation of senior executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 or section 6104 of the Internal Revenue Code of 1986.

V. Inspection of Documents

In accordance with ARRA, §§902, 1514 and 1515, the Contractor assures that it and its subcontractor(s) will cooperate with any representative of the State of New Jersey, Comptroller General, or appropriate inspector general appointed under §3 or 8G of the Inspector General Act of 1978 (5 U.S.C. App.), in the examination of their records that pertain to, and involve transactions relating to this Contract, and agrees that they and their personnel can be interviewed by said entities regarding this Contract and related program.

VI. Enforceability

If a Contractor or one of its subcontractors fails to comply with all applicable federal and state requirements governing the use of ARRA funds, the State of New Jersey may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies for recovery of misspent funds available to the State of New Jersey under all applicable state and federal laws.

MANAGEMENT CONSULTING – CONTRACTOR
NEW JERSEY CLEAN ENERGY PROGRAM

13-X-22546

BIDDER NAME

PRICE SCHEDULE A – PRICE SCHEDULE

TASK 1: TRANSITION SERVICES (Section 3.2)

Transition Services – 180 Days

Price Line	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
1	Attendance, discussions and delivery of minutes for the Kickoff Meetings. Price per kickoff meeting. Meetings estimated to take half a day. In accordance with section 3.2.1.	Each	4	\$	\$
2	Delivery of final Transition Plan and Exit Plan by Day 30. Price for final delivered and accepted Transition Plan and Exit Plan. In accordance with section 3.2.2.	Each	1	\$	\$
3	All Inclusive Firm Fixed Price for Final Approach to Services Work Plan for year 2013 including the Marketing Plan, and all other plans necessary for compliance filing submitted in Transition Period in accordance with section 3.2.2, section 3.4.1.1 and section 4.4.3.2.1.	Each	1	\$	\$
4	Identify, procure and install all software in the IMS system as specified in Section 3.4.6.1 and desktop software as required during the transition period.	Each	1	\$	\$
5	Modifications and maintenance of all Software including IMS to be performed during the transition implementation period in accordance with section 3.4.6.1.	Each	6	\$	\$
6	All Inclusive Firm Fixed Price to Establish Office infrastructure In accordance with section 3.1.	Each	1	NA	\$
7	Establishing all equipment and connections for website hosting during transition implementation. One time charge for set up of equipment In accordance with section 3.6.3	Each	1	\$	\$

Price Line	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
8	Transition of all existing web pages and have website operational. One time charge. In accordance with section 3.6.3	Each	1	\$	\$
9	<u>Webmaster and all other costs and staff for operation and maintenance of website.</u> In accordance with section 3.6.3	Each	6	\$	\$
10	<u>Establish Call Center</u> including office, phones, 800 number, call transfer system and contractor's staff training during transition implementation period. <u>One time charge.</u> In accordance with section 3.6.2	Each	1	\$	\$
11	<u>Operation of call center and all other costs and staff for call center.</u> In accordance with section 3.6.2	Each	6	\$	\$
12	Fully Loaded Firm Fixed Price for all Other work related to Transition Services Either Expressed or Implied	Each	1	NA	
Sub Total - Transition Services (180 days)					

TASK 2: NJCEP OPERATON & IMPLMENTATION (Section 3.3)

Implementation & Operation - Residential Energy Efficiency Programs

July – December (2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
13	Program Operation and Implementation –Residential Efficiency Programs per Section 3.3 and annual compliance filing Transition.	Monthly	6	\$	\$
14	Fully loaded firm fixed price for Residential Efficiency Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	69,000	\$	\$
15	Fully loaded firm fixed price for Residential Efficiency programs for QA inspection of installations per Section 3.3.	Per Inspection	7,000	\$	\$
16	Fully Loaded Firm fixed price for Residential Efficiency Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	50	\$	\$
Sub Total - July – December (2012)					\$

Implementation & Operation - Residential Energy Efficiency Programs

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
17	Program Operation and Implementation –Residential Efficiency Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
18	Fully loaded firm fixed price for Residential Efficiency Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	98,600	\$	\$
19	Fully loaded firm fixed price for Residential Efficiency programs for QA inspection of installations per Section 3.3.	Per Inspection	9,860	\$	\$
20	Fully Loaded Firm fixed price for Residential Efficiency Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	80	\$	\$
Sub Total – Calendar Year (2013)					\$

Implementation & Operation - Residential Energy Efficiency Programs

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
21	Program Operation and Implementation –Residential Efficiency Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
22	Fully loaded firm fixed price for Residential Efficiency Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	71,500	\$	\$
23	Fully loaded firm fixed price for Residential Efficiency programs for QA inspection of installations per Section 3.3.	Per Inspection	7,150	\$	\$
24	Fully Loaded Firm fixed price for Residential Efficiency Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	60	\$	\$
Sub Total – Calendar Year (2014)					

Implementation & Operation - Residential Energy Efficiency Programs

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
25	Program Operation and Implementation –Residential Efficiency Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
26	Fully loaded firm fixed price for Residential Efficiency Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	26,000	\$	\$
27	Fully loaded firm fixed price for Residential Efficiency programs for QA inspection of installations per Section 3.3.	Per Inspection	2,600	\$	\$
28	Fully Loaded Firm fixed price for Residential Efficiency Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	20	\$	\$
Sub Total – Calendar Year (2015)					\$

Implementation & Operation - Residential Energy Efficiency Programs

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
29	Program Operation and Implementation –Residential Efficiency Programs per Section 3.3 and annual compliance filing Transition.	Monthly	20	\$	\$
30	Fully loaded firm fixed price for Residential Efficiency Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	3,300	\$	\$
31	Fully loaded firm fixed price for Residential Efficiency programs for QA inspection of installations per Section 3.3.	Per Inspection	330	\$	\$
32	Fully Loaded Firm fixed price for Residential Efficiency Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	4	\$	\$
Sub Total – Calendar Year (2016)					\$
Total Bid Price – Implementation & Operation - Residential Energy Efficiency Program Programs (60 Months – July 2012 – December 2016)					\$

Implementation & Operation – Commercial and Industrial Programs

July – December (2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
33	Program Operation and Implementation – Commercial and Industrial Programs per Section 3.3 and annual compliance filing Transition.	Monthly	6	\$	\$
34	Fully loaded firm fixed price for Commercial and Industrial Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	1,600	\$	\$
35	Fully loaded firm fixed price for Commercial and Industrial programs for QA inspection of installations per Section 3.3.	Per Inspection	160	\$	\$
36	Fully Loaded Firm fixed price for Commercial and Industrial Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	30	\$	\$
Sub Total - July – December (2012)					\$

Implementation & Operation – Commercial and Industrial Programs

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
37	Program Operation and Implementation – Commercial and Industrial Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
38	Fully loaded firm fixed price for Commercial and Industrial Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	9,500	\$	\$
39	Fully loaded firm fixed price for Commercial and Industrial programs for QA inspection of installations per Section 3.3.	Per Inspection	950	\$	\$
40	Fully Loaded Firm fixed price for Commercial and Industrial Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	60	\$	\$
Sub Total – Calendar Year (2013)					\$

Implementation & Operation – Commercial and Industrial Programs

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
41	Program Operation and Implementation – Commercial and Industrial Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
42	Fully loaded firm fixed price for Commercial and Industrial Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	7,800	\$	\$
43	Fully loaded firm fixed price for Commercial and Industrial programs for QA inspection of installations per Section 3.3.	Per Inspection	780	\$	\$
44	Fully Loaded Firm fixed price for Commercial and Industrial Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	60	\$	\$
Sub Total – Calendar Year (2014)					

Implementation & Operation – Commercial and Industrial Programs

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
45	Program Operation and Implementation – Commercial and Industrial Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
46	Fully loaded firm fixed price for Commercial and Industrial Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	3,100	\$	\$
47	Fully loaded firm fixed price for Commercial and Industrial programs for QA inspection of installations per Section 3.3.	Per Inspection	310	\$	\$
48	Fully Loaded Firm fixed price for Commercial and Industrial Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	30	\$	\$
Sub Total – Calendar Year (2015)					\$

Implementation & Operation – Commercial and Industrial Programs

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
49	Program Operation and Implementation – Commercial and Industrial Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
50	Fully loaded firm fixed price for Commercial and Industrial Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	744	\$	\$
51	Fully loaded firm fixed price for Commercial and Industrial programs for QA inspection of installations per Section 3.3.	Per Inspection	74	\$	\$
52	Fully Loaded Firm fixed price for Commercial and Industrial Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	4	\$	\$
Sub Total – Calendar Year (2016)					\$
Total Bid Price – Implementation & Operation – Commercial and Industrial Programs (60 Months – July 2012 – December 2016)					\$

Implementation & Operation - Renewable Energy Programs

July – December (2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
53	Program Operation and Implementation – Renewable Energy Programs per Section 3.3 and annual compliance filing Transition.	Month	6	\$	\$
54	Fully loaded firm fixed price for Renewable Energy Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	3,000	\$	\$
55	Fully loaded firm fixed price for Renewable Energy programs for QA inspection of installations per Section 3.3.	Per Inspection	120	\$	\$
56	Fully Loaded Firm fixed price for Renewable Energy Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	6	\$	\$
Sub Total - July – December (2012)					\$

Implementation & Operation - Renewable Energy Programs

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
57	Program Operation and Implementation – Renewable Energy Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
58	Fully loaded firm fixed price for Renewable Energy Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	3,000	\$	\$
59	Fully loaded firm fixed price for Renewable Energy programs for QA inspection of installations per Section 3.3.	Per Inspection	300	\$	\$
60	Fully Loaded Firm fixed price for Renewable Energy Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	6	\$	\$
Sub Total – Calendar Year (2014)					

Implementation & Operation - Renewable Energy Programs

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
61	Program Operation and Implementation – Renewable Energy Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
62	Fully loaded firm fixed price for Renewable Energy Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	4,000	\$	\$
63	Fully loaded firm fixed price for Renewable Energy programs for QA inspection of installations per Section 3.3.	Per Inspection	400	\$	\$
64	Fully Loaded Firm fixed price for Renewable Energy Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	6	\$	\$
Sub Total – Calendar Year (2014)					

Implementation & Operation - Renewable Energy Programs

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
65	Program Operation and Implementation – Renewable Energy Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
66	Fully loaded firm fixed price for Renewable Energy Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	5,000	\$	\$
67	Fully loaded firm fixed price for Renewable Energy programs for QA inspection of installations per Section 3.3.	Per Inspection	55	\$	\$
68	Fully Loaded Firm fixed price for Renewable Energy Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	6	\$	\$
Sub Total – Calendar Year (2015)					\$

Implementation & Operation - Renewable Energy Programs

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
69	Program Operation and Implementation – Renewable Energy Programs per Section 3.3 and annual compliance filing Transition.	Monthly	12	\$	\$
70	Fully loaded firm fixed price for Renewable Energy Programs for processing applications including receipt, review, rejection/approval, issuance of rebate checks, web service, associated letters, tracking and recordkeeping per Section 3.3.	Per Application	6,000	\$	\$
71	Fully loaded firm fixed price for Renewable Energy programs for QA inspection of installations per Section 3.3.	Per Inspection	600	\$	\$
72	Fully Loaded Firm fixed price for Renewable Energy Programs for Technical Training for contractors and retailers per Section 3.3.	Per Training	6	\$	\$
Sub Total – Calendar Year (2016)					\$
Total Bid Price – Implementation & Operation - Renewable Energy Program Programs (60 Months – July 2012 – December 2016)					\$

OPERATION AND IMPLEMENTATION –	
Work to be Performed	Total Estimated Bid Price
Implementation & Operation – Residential Energy Efficiency Programs (Price Lines 34 through 53)	\$
Implementation & Operation – Commercial and Industrial Programs Price Lines 54 through 73)	\$
Implementation & Operation – Renewable Energy Programs (Price Lines 14 through 33)	\$
Sub Total – Operation and Implementation (60 Months – July 2012 – December 2016) (Price Lines 14 through 73)	\$

TASK 3: NJCEP PROGRAM ADMINISTRATION (Section 3.4)

2012 (July 1, 2012 – December 31, 2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
73	All Inclusive Firm Fixed Price for work in accordance with RFP Sections 3.4.1 and 3.4.2.	Each	1	\$	\$
74	All Inclusive Firm Fixed Price for <u>Financial Management Services</u> in accordance with RFP Section 3.4.3	Monthly	6	\$	\$
75	<u>Contract Management</u> including all procedures to assign, monitor, review and approve completed work including monthly and annual reports in accordance with RFP Section 3.4.4.	Monthly	6	\$	\$
76	<u>Dispute Resolution Services</u> including monthly report and work specified in accordance with RFP Section 3.4.5.	Monthly	6	\$	\$
77	<u>Information Technology & Data Collection</u> in accordance with RFP Section 3.4.6.	Monthly	6	\$	\$
78	<u>Training</u> in accordance with RFP Section 3.4.7.	Monthly	6	\$	\$
79	<u>Quality Assurance/Quality Control</u> in accordance with RFP Section 3.4.8.	Monthly	6	\$	\$
80	<u>Regulatory Review</u> - review, respond to and report on regulatory issues at the request of the State Contract Manager in accordance with in RFP Section 3.4.9.	Each	24	\$	\$
81	<u>Monthly Program Meeting.</u> Participation in Monthly/Ad Hoc Meetings and Weekly Teleconferences and preparation of minutes/e-mails as a result of those meetings/Teleconferences. Bidder shall assume 36 meetings in total. RFP Section 3.4.10.	Monthly	6	\$	\$
Sub Total – NJCEP Program Administration 2012					\$

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
82	All Inclusive Firm Fixed Price for work in accordance with RFP Sections 3.4.1 and 3.4.2.	Monthly	1	\$	\$
83	All Inclusive Firm Fixed Price for <u>Financial Management Services</u> in accordance with RFP Section 3.4.3	Monthly	12	\$	\$
84	<u>Contract Management</u> including all procedures to assign, monitor, review and approve completed work including monthly and annual reports in accordance with RFP Section 3.4.4.	Monthly	12	\$	\$
85	<u>Dispute Resolution Services</u> including monthly report and work specified in accordance with RFP Section 3.4.5.	Monthly	12	\$	\$
86	<u>Information Technology & Data Collection</u> in accordance with RFP Section 3.4.6.	Monthly	12	\$	\$
87	<u>Training</u> in accordance with RFP Section 3.4.7.	Monthly	12	\$	\$
88	<u>Quality Assurance/Quality Control</u> in accordance with RFP Section 3.4.8.	Monthly	12	\$	\$
89	<u>Regulatory Review</u> - review, respond to and report on regulatory issues at the request of the State Contract Manager in accordance with in RFP Section 3.4.9.	Each	48	\$	\$
90	<u>Monthly Program Meeting.</u> Participation in Monthly/Ad Hoc Meetings and Weekly Teleconferences and preparation of minutes/e-mails as a result of those meetings/Teleconferences. Bidder shall assume 36 meetings in total. RFP Section 3.4.10.	Monthly	12	\$	\$
Sub Total – NJCEP Program Administration 2013					\$

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
91	All Inclusive Firm Fixed Price for work in accordance with RFP Sections 3.4.1 and 3.4.2.	Monthly	1	\$	\$
92	All Inclusive Firm Fixed Price for <u>Financial Management Services</u> in accordance with RFP Section 3.4.3	Monthly	12	\$	\$
93	<u>Contract Management</u> including all procedures to assign, monitor, review and approve completed work including monthly and annual reports in accordance with RFP Section 3.4.4.	Monthly	12	\$	\$
94	<u>Dispute Resolution Services</u> including monthly report and work specified in accordance with RFP Section 3.4.5.	Monthly	12	\$	\$
95	<u>Information Technology & Data Collection</u> in accordance with RFP Section 3.4.6.	Monthly	12	\$	\$
96	<u>Training</u> in accordance with RFP Section 3.4.7.	Monthly	12	\$	\$
97	<u>Quality Assurance/Quality Control</u> in accordance with RFP Section 3.4.8.	Monthly	12	\$	\$
98	<u>Regulatory Review</u> - review, respond to and report on regulatory issues at the request of the State Contract Manager in accordance with in RFP Section 3.4.9.	Each	48	\$	\$
99	<u>Monthly Program Meeting.</u> Participation in Monthly/Ad Hoc Meetings and Weekly Teleconferences and preparation of minutes/e-mails as a result of those meetings/Teleconferences. Bidder shall assume 36 meetings in total. RFP Section 3.4.10.	Monthly	12	\$	\$
Sub Total – NJCEP Program Administration 2014					\$

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
100	All Inclusive Firm Fixed Price for work in accordance with RFP Sections 3.4.1 and 3.4.2.	Monthly	1	\$	\$
101	All Inclusive Firm Fixed Price for <u>Financial Management Services</u> in accordance with RFP Section 3.4.3	Monthly	12	\$	\$
102	<u>Contract Management</u> including all procedures to assign, monitor, review and approve completed work including monthly and annual reports in accordance with RFP Section 3.4.4.	Monthly	12	\$	\$
103	<u>Dispute Resolution Services</u> including monthly report and work specified in accordance with RFP Section 3.4.5.	Monthly	12	\$	\$
104	<u>Information Technology & Data Collection</u> in accordance with RFP Section 3.4.6.	Monthly	12	\$	\$
105	<u>Training</u> in accordance with RFP Section 3.4.10.	Monthly	12	\$	\$
106	<u>Quality Assurance/Quality Control</u> in accordance with RFP Section 3.4.11.	Monthly	12	\$	\$
107	<u>Regulatory Review</u> - review, respond to and report on regulatory issues at the request of the State Contract Manager in accordance with in RFP Section 3.4.12.	Each	48	\$	\$
108	<u>Monthly Program Meeting.</u> Participation in Monthly/Ad Hoc Meetings and Weekly Teleconferences and preparation of minutes/e-mails as a result of those meetings/Teleconferences. Bidder shall assume 36 meetings in total. RFP Section 3.4.11.	Monthly	12	\$	\$
Sub Total – NJCEP Program Administration 2015					\$

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
109	All Inclusive Firm Fixed Price for work in accordance with RFP Sections 3.4.1 and 3.4.2.	Monthly	1	\$	\$
110	All Inclusive Firm Fixed Price for <u>Financial Management Services</u> in accordance with RFP Section 3.4.3	Monthly	12	\$	\$
111	<u>Contract Management</u> including all procedures to assign, monitor, review and approve completed work including monthly and annual reports in accordance with RFP Section 3.4.4.	Monthly	12	\$	\$
112	<u>Dispute Resolution Services</u> including monthly report and work specified in accordance with RFP Section 3.4.5.	Monthly	12	\$	\$
113	<u>Information Technology & Data Collection</u> in accordance with RFP Section 3.4.6.	Monthly	12	\$	\$
114	<u>Training</u> in accordance with RFP Section 3.4.10.	Monthly	12	\$	\$
115	<u>Quality Assurance/Quality Control</u> in accordance with RFP Section 3.4.11.	Monthly	12	\$	\$
116	<u>Regulatory Review</u> - review, respond to and report on regulatory issues at the request of the State Contract Manager in accordance with in RFP Section 3.4.12.	Each	48	\$	\$
117	<u>Monthly Program Meeting.</u> Participation in Monthly/Ad Hoc Meetings and Weekly Teleconferences and preparation of minutes/e-mails as a result of those meetings/Teleconferences. Bidder shall assume 36 meetings in total. RFP Section 3.4.13.	Monthly	12	\$	\$
Sub Total – NJCEP Program Administration 2016					\$

<u>NJCEP Administration</u>	
<u>2012 (July 1, 2012 – December 31, 2012)</u>	<u>\$</u>
<u>Calendar Year 2013</u>	<u>\$</u>
<u>Calendar Year 2014</u>	<u>\$</u>
<u>Calendar Year 2015</u>	<u>\$</u>
<u>Calendar Year 2016</u>	<u>\$</u>
<u>TOTAL NJCEP Administration</u>	<u>\$</u>

**TASK 4: PROGRAM DEVELOPMENT, PLANNING AND DATA COLLECTION AND SUPPORT
(Section 3.5)**

2012 (July 1, 2012 – December 31, 2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
118	<u>Program Modifications</u> including all work specified in Section 3.5 (A). Assume 400 professional hours per year for all programs.	Monthly	6	\$	\$
119	<u>Market Assessment and Characterization Activities</u> program including all work specified in Section 3.5 (B). Assume 300 professional hours every year for all programs	Monthly	6	\$	\$
120	<u>Program Development, Data Collection, and Program Evaluation</u> including all work specified in Section 3.5 C, D, and E). Assume 200 professional hours per year for all programs. Price per year	Monthly	6	\$	\$
Sub Total – Program Development, Planning and Data Collection and Support - 2012					\$

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
121	<u>Program Modifications</u> including all work specified in Section 3.5 (A). Assume 400 professional hours per year for all programs.	Monthly	12	\$	\$
122	<u>Market Assessment and Characterization Activities</u> program including all work specified in Section 3.5 (B). Assume 300 professional hours every year for all programs	Monthly	12	\$	\$
123	<u>Program Development, Data Collection, and Program Evaluation</u> including all work specified in Section 3.5 C, D, and E). Assume 200 professional hours per year for all programs. Price per year	Monthly	12	\$	\$
Sub Total – Program Development, Planning and Data Collection and Support - 2013					\$

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
124	<u>Program Modifications</u> including all work specified in Section 3.5 (A). Assume 400 professional hours per year for all programs.	Monthly	12	\$	\$
125	<u>Market Assessment and Characterization Activities</u> program including all work specified in Section 3.5 (B). Assume 300 professional hours every year for all programs	Monthly	12	\$	\$
126	<u>Program Development, Data Collection, and Program Evaluation</u> including all work specified in Section 3.5 C, D, and E). Assume 200 professional hours per year for all programs. Price per year	Monthly	12	\$	\$
Sub Total – Program Development, Planning and Data Collection and Support - 2014					\$

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
127	<u>Program Modifications</u> including all work specified in Section 3.5 (A). Assume 400 professional hours per year for all programs.	Monthly	12	\$	\$
128	<u>Market Assessment and Characterization Activities</u> program including all work specified in Section 3.5 (B). Assume 300 professional hours every year for all programs	Monthly	12	\$	\$
129	<u>Program Development, Data Collection, and Program Evaluation</u> including all work specified in Section 3.5 C, D, and E). Assume 200 professional hours per year for all programs. Price per year	Monthly	12	\$	\$
Sub Total – Program Development, Planning and Data Collection and Support - 2015					\$

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
130	<u>Program Modifications</u> including all work specified in Section 3.5 (A). Assume 400 professional hours per year for all programs.	Monthly	12	\$	\$
131	<u>Market Assessment and Characterization Activities</u> program including all work specified in Section 3.5 (B). Assume 300 professional hours every year for all programs	Monthly	12	\$	\$
132	<u>Program Development, Data Collection, and Program Evaluation</u> including all work specified in Section 3.5 C, D, and E). Assume 200 professional hours per year for all programs. Price per year	Monthly	12	\$	\$
Sub Total – Program Development, Planning and Data Collection and Support - 2016					\$

<u>Program Development, Planning and Data Collection and Support</u>	
<u>2012 (July 1, 2012 – December 31, 2012)</u>	\$
<u>Calendar Year 2013</u>	\$
<u>Calendar Year 2014</u>	\$
<u>Calendar Year 2015</u>	\$
<u>Calendar Year 2016</u>	\$
<u>TOTAL - Program Development, Planning and Data Collection and Support</u>	\$

TASK 5: INFORMATION MANAGEMENT SYSTEM (IMS) (Section 3.6)

2012 (July 1, 2012 – December 31, 2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
133	IMS Support - All work in accordance with RFP Sections 3.4.6.1 – 3.4.6.5	Monthly	6	\$	\$
134	System Training – to provide a minimum of 2 training sessions to all users on all aspects of the system provided by the contractor in accordance with Section 3.6.6. Price per training	Each	2	\$	\$
135	Total 4 year licensing agreement price for all software in accordance with Section 3.6.	Onetime Fee	1	\$	\$
Sub Total – IMS 2012					\$

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
136	IMS Support - All work in accordance with RFP Sections 3.4.6.1 – 3.4.6.5	Monthly	12	\$	\$
137	System Training – to provide a minimum of 2 training sessions to all users on all aspects of the system provided by the contractor in accordance with Section 3.6.6. Price per training	Each	2	\$	\$
Sub Total – IMS 2013					\$

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
138	<u>IMS Support - All work in accordance with RFP Sections 3.4.6.1 – 3.4.6.5</u>	Monthly	12	\$	\$
139	<u>System Training – to provide a minimum of 2 training sessions to all users on all aspects of the system provided by the contractor in accordance with Section 3.6.6. Price per training</u>	Each	2	\$	\$
Sub Total – IMS 2014					\$

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
140	<u>IMS Support - All work in accordance with RFP Sections 3.4.6.1 – 3.4.6.5</u>	Monthly	12	\$	\$
141	<u>System Training – to provide a minimum of 2 training sessions to all users on all aspects of the system provided by the contractor in accordance with Section 3.6.6. Price per training</u>	Each	2	\$	\$
Sub Total – IMS 2015					\$

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
142	<u>IMS Support - All work in accordance with RFP Sections 3.4.6.1 – 3.4.6.5</u>	Monthly	12	\$	\$
143	<u>System Training – to provide a minimum of 2 training sessions to all users on all aspects of the system provided by the contractor in accordance with Section 3.6.6. Price per training</u>	Each	2	\$	\$
Sub Total – IMS 2016					\$

<u>Information Management System</u>	
<u>2012 (July 1, 2012 – December 31, 2012)</u>	\$
<u>Calendar Year 2013</u>	\$
<u>Calendar Year 2014</u>	\$
<u>Calendar Year 2015</u>	\$
<u>Calendar Year 2016</u>	\$
<u>TOTAL – Information Management System</u>	\$

TASK 6: PROGRAM MARKETING AND COMMUNICATIONS (Section 3.7)

2012 (July 1, 2012 – December 31, 2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
144	Program Specific Marketing Plan(s) for each of the (3) programs in accordance with RFP Section 3.6.1,	Monthly	6	\$	\$
145	<u>Operation and Maintenance of Call Center</u> in accordance with Section 3.6.2.	Monthly	6	\$	\$
146	<u>Website Hosting & Maintenance</u> – in accordance with Section 3.6.3 but not including Transition period.	Monthly	6	\$	\$
Sub Total – Program Marketing and Communications (Section 3.7) 2012					

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
147	Program Specific Marketing Plan(s) for each of the (3) programs in accordance with RFP Section 3.6.1,	Monthly	12	\$	\$
148	<u>Operation and Maintenance of Call Center</u> in accordance with Section 3.6.2.	Monthly	12	\$	\$
149	<u>Website Hosting & Maintenance</u> – in accordance with Section 3.6.3 but not including Transition period.	Monthly	12	\$	\$
Sub Total – Program Marketing and Communications (Section 3.7) 2013					

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
150	Program Specific Marketing Plan(s) for each of the (3) programs in accordance with RFP Section 3.6.1,	Monthly	12	\$	\$
151	<u>Operation and Maintenance of Call Center</u> in accordance with Section 3.6.2.	Monthly	12	\$	\$
152	<u>Website Hosting & Maintenance</u> – in accordance with Section 3.6.3 but not including Transition period.	Monthly	12	\$	\$
Sub Total – Program Marketing and Communications (Section 3.7) 2014					

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
153	Program Specific Marketing Plan(s) for each of the (3) programs in accordance with RFP Section 3.6.1,	Monthly	12	\$	\$
154	<u>Operation and Maintenance of Call Center</u> in accordance with Section 3.6.2.	Monthly	12	\$	\$
155	<u>Website Hosting & Maintenance</u> – in accordance with Section 3.6.3 but not including Transition period.	Monthly	12	\$	\$
Sub Total – Program Marketing and Communications (Section 3.7) 2015					

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
156	Program Specific Marketing Plan(s) for each of the (3) programs in accordance with RFP Section 3.6.1,	Monthly	12	\$	\$
157	<u>Operation and Maintenance of Call Center</u> in accordance with Section 3.6.2.	Monthly	12	\$	\$
158	<u>Website Hosting & Maintenance</u> – in accordance with Section 3.6.3 but not including Transition period.	Monthly	12	\$	\$
Sub Total – Program Marketing and Communications (Section 3.7) 2016					

Program Marketing and Communications	
<u>2012 (July 1, 2012 – December 31, 2012)</u>	\$
<u>Calendar Year 2013</u>	\$
<u>Calendar Year 2014</u>	\$
<u>Calendar Year 2015</u>	\$
<u>Calendar Year 2016</u>	\$
<u>TOTAL - Program Marketing and Communications</u>	\$

TASK 7: OTHER SERVICES (Section 3.8)

2012 (July 1, 2012 – December 31, 2012)

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
159	Other Services in accordance with Section 3.7	Each	1	\$	\$
Sub Total – Other Services 2012					\$

Calendar Year 2013

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
160	Other Services in accordance with Section 3.7	Each	1	\$	\$
Sub Total – Other Services 2013					\$

Calendar Year 2014

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
161	Other Services in accordance with Section 3.7	Each	1	\$	\$
Sub Total – Other Services 2014					\$

Calendar Year 2015

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
162	Other Services in accordance with Section 3.7	Each	1	\$	\$
Sub Total – Other Services 2015					\$

Calendar Year 2016

Bid Item	Description	Unit	Estimated Quantity	Unit Price *	Total Price*
163	Other Services in accordance with Section 3.7	Each	1	\$	\$
Sub Total – Other Services 2016					\$

Other Services	
2012 (July 1, 2012 – December 31, 2012)	\$
<u>Calendar Year 2013</u>	<u>\$</u>
<u>Calendar Year 2014</u>	<u>\$</u>
<u>Calendar Year 2015</u>	<u>\$</u>
<u>Calendar Year 2016</u>	<u>\$</u>
<u>TOTAL – Other Services</u>	<u>\$</u>

Total Tasks 1 - 7	
Work to be Performed	Total Estimated Bid Price
Task 1 - Transition Services (RFP Section 3.1)	\$
Task 2 – NJCEP Operation and Implementation (RFP Section 3.3)	\$
Task 3 – NJCEP Program Administration (RFP Section 3.4)	\$
Task 4 – Program Development, Planning and Data Collection and Support (RFP Section 3.5)	\$
Task 5 – Information Management System (IMS) (RFP Section 3.6)	\$
Task 6 – Program Management and Communication (RFP Section 3.7)	\$
Task 7 – Other Services (RFP Section 3.8)	\$
TOTAL ESTIMATED BID PRICE (60 Months – July 2012 – December 2016) (Price Lines 1 through 164)	\$

NOTES:

* Price ranking will be based on the bidders' Total Estimated Bid Price for Tasks 1 through 7.

The bidder should submit a budget that supports and explains each Firm Fixed Price submitted on its price schedule (Price Lines 1 – 64). The budget should include, but not be limited to, staff, estimated hours for each staff person and an all inclusive hourly rate for each staff person.

PRICE SCHEDULE B – All Inclusive Blended Hourly Rates

Litigation Support/Additional Work (Contract Years 1 – 4)

Price Line	Work to be Performed	All Inclusive Blended Hourly Rate
165	*Litigation Support (Section 3.11)	\$
166	**Additional Work (Section 5.21)	\$

* The bidder shall submit an all inclusive blended hourly rate for expert testimony regarding any litigation resulting from work performed in fulfillment of the requirements of this RFP upon request by the State Contract Managers (see Section 3.9).

** The contractor shall submit a blended all inclusive hourly rate for additional work that may be utilized if additional work is authorized under Section 5.16.

Please note that Price Lines 165 and 166 will not be included in the overall pricing evaluation. Price Lines 165 through 166 are All Inclusive Blended Hourly Rates that are not guaranteed as part of this contract.

The bidder must provide a price for each bid item or the bid proposal may be considered non-responsive.

APPENDICES

- Appendix A: 2012 NJCEP Compliance Filing Part 1: Honeywell EE& RE
- Appendix A: 2012 NJCEP Compliance Filing Part 2: TRC C&I Program
- Appendix A: 2012 NJCEP Compliance Filing Part 3: OCE Compliance Filing
- Appendix B: NJCEP Budgets & Savings (2009 -2016)
- Appendix C: NJCEP Program Performance Data (2001-2011)
- Appendix D: NJCEP Monthly & Annual Program Reports (Annual NJCEP Report & Monthly NJCEP Report)
- Appendix E: IMS Specifications (IMS Requirements Spec & Attachments)
- Appendix F: NJCEP Website Specifications
- Appendix G: NJCEP Data Files

Appendix A:

2012 NJCEP Compliance Filing:

Part 1: Honeywell EE& RE

Part 2: TRC C&I Program

Part 3: OCE Compliance Filing



New Jersey's Clean Energy Program™

Honeywell's Residential Energy Efficiency and Renewable Energy Program Plan Filing for 2012

**Submitted
January 5, 2012**

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New Jersey's Clean Energy Program™

Honeywell's Residential Energy Efficiency and Renewable Energy Program Plan for 2012

Introduction

This Program Plan provides program descriptions, goals, marketing plans, and budgets for the four residential energy efficiency and two renewable energy programs to be managed and/or supported by Honeywell in 2012:

Residential Energy Efficiency Programs

- Residential New Construction (New Jersey ENERGY STAR® Homes) Program
- Residential Gas & Electric HVAC (COOL and WARM Advantage) Program
- Energy Efficient Products Program
- Existing Homes Program (Home Performance with ENERGY STAR®)

Renewable Energy Programs

- Renewable Energy Incentive Program (REIP)
- Solar Renewable Energy Certificate (SREC) Registration Program

The following Program Plans begin with narrative descriptions of each program, including the overall strategy, key activities for the year, and program goals. The program designs detailed in the narratives are an outgrowth of months of exploration of various options for enhancing the effectiveness of both individual programs and the portfolio of energy efficiency and renewable energy programs as a whole, while at the same time adapting program services to align as much as possible with the elements put forth in the draft Energy Master Plan.

The 2012 Program Plans presented here represent models which together will:

- Result in energy savings of 1,859,787 MWh and 10,452,960 Dtherms over the lifetime of the measures promoted in 2012.
- Hasten the transition to upstream incentives versus direct to consumer incentives.
- Foster loan programs through interest rate buy-downs to remove barriers to customer participation. Continue to provide services to all customer classes.

- Streamline, automate, and aggregate processes in order to increase effectiveness and reduce program transaction costs.
- Transition program advertising to cooperative advertising incentives for contractors, retailers and program sponsors.
- Continue to place New Jersey as a national leader in forward facing initiatives that support new technologies and market transformation.

Furthermore, the 2012 Program Plans reflect the ongoing work to support the utilities' energy efficiency and economic programs. We also considered and planned for the State Energy Program (SEP) activities the State has enacted in 2011 that will carry into 2012, and have incorporated the costs to administer these activities in the associated Clean Energy Program budgets. Specifically, we have incorporated SEP program administration, tracking, reporting and application processing costs into the budgets for the Residential Gas and Electric HVAC, and Existing Homes programs.

Following the program descriptions are three Appendices. **Appendix A** represents the 2012 residential energy efficiency and renewable energy Marketing Plan. **Appendix B** provides a summary of total revised 2012 program costs, broken down by cost category. **Appendix C** presents the electricity and gas savings targets associated with the Energy Efficiency Program Plans.

New Jersey's Clean Energy Program™

2012 Residential New Construction Program

“New Jersey ENERGY STAR® Homes”

Description

The NJ Clean Energy Program's (NJCEP) Residential New Construction Program is designed to maximize participation as well as increase the energy efficiency and environmental performance of residential new construction in New Jersey.

The Program has the long-term objective of transforming the market to one in which a majority of residential new construction in the state is “net zero-energy,” i.e. extremely efficient buildings whose low energy needs can be met by on-site renewable energy generation. The Market Managers will track the implementation of new construction code changes and will propose incentives modifications as appropriate.

In response to builder and market feedback on EPA's transition to ENERGY STAR New Homes Version 3 standard, the 2012 program will offer two new tiers in addition to Climate Choice Homes (Tier 3).

The two new tiers are NJ *ENERGY*Efficient Home (Tier 1) and ENERGY STAR Homes (Tier 2). NJ *ENERGY*Efficient Home supports long term transition to ENERGY STAR Version 3, but for 2012 does not carry the full inspection checklist requirements, therefore those homes will not be ENERGY STAR qualified. Homes that enroll in ENERGY STAR Homes (Tier 2) will have full check list requirements of Version 3 and will be ENERGY STAR qualified. The incentive structure within each tier will be performance based with higher incentives for higher performance using the HERS index as the indicator. Climate Choice Homes (Tier 3) continues in 2012. The ENERGY STAR Multifamily High-Rise Program is no longer an EPA pilot and is fully adopted by EPA for 2012 with a revised baseline and new protocols, which will be adopted by NJCEP.

There are a number of market barriers to efficiency investments in new construction in New Jersey. Key among these are:

1. The sharp impact of the economic downturn on the housing market that is expected to continue into 2012;
2. Builders do not value the additional administrative procedures and associated costs of ENERGY STAR Version 3 and the upgrade requirements are not linked specifically to energy savings;

3. Conflicting design criteria (i.e. builders who make design and procurement decisions do not pay the homeowner operating costs associated with those decisions);
4. Lack of information regarding the benefits of efficiency and environmental performance on the part of consumers, builders, lenders, appraisers, realtors and others;
5. Limited technical skills on the part of some of the builders and their subcontractors to address key elements of efficiency; and
6. Inability of consumers, lenders, appraisers and others to differentiate between efficient and standard homes.

This program employs several key strategies to overcome these barriers:

- Direct incentives to builders of homes that meet program standards.
- A multiple tiered approach that allows participation across builder levels (including builders new to the program), and promotes increased efficiency and quality-assurance with higher incentives. Expanded marketing assistance to builders to promote the energy and environmental benefits of NJ ENERGY STAR Homes participating projects.
- Leveraging of the national marketing campaigns sponsored by ENERGY STAR.
- Technical assistance to inform builders and their subcontractors on details of the program tiers.
- Verification (inspections and testing) and program certification of previously enrolled qualifying homes, and the inspections and certifications provided by the open market for ratings services.

Target Market and Eligibility

Single family, multi-single (“townhome”) and low-rise multi-family buildings (up to 5 floors) are eligible for NJ ENERGY STAR Homes program benefits if the home uses natural gas and/or electricity supplied by a New Jersey public utility and if each unit has its own gas or electric heating and/or central air conditioning system and its own domestic hot water system.¹

The Program will also enroll any existing home undergoing substantial (“gut”) renovation or remodeling that meets the above criteria, regardless of its location in the state.

¹ For buildings between 4-6 stories, the program defines eligible buildings per the EPA ENERGY STAR Multifamily New Construction Program Decision Tree.

However, consistent with the State’s policy initiative to support development and redevelopment in Smart Growth areas and not subsidize growth outside of these areas, rebate incentives for new construction, including those offered under this program, are limited to buildings constructed in a State designated “Smart Growth” area (defined as Planning Areas I and II and the Designated Centers using the “Policy Map of the New Jersey State Development and Redevelopment Plan” found at <http://www.nj.gov/dca/osg/resources/maps/index.shtml> and described in NJAC 14:3-8.2). The only exception to this Smart Growth limitation is for (1) state funded “Affordable Housing” projects which may qualify for rebate incentives regardless of their location and/or (2) “exemptions from cost limits on areas not designated for growth.” Such projects must be eligible for an exemption from “designated growth area: limits as provided for in N.J.A.C 14:3-8.8 as these rules now specify or as they may be amended in the future”.

In addition, multifamily buildings² (between 4-6 floors) are eligible for ENERGY STAR Multifamily High-Rise program benefits.

New homes are not eligible for participation or incentives under the Residential Gas and Electric HVAC program (*COOL*Advantage/*WARM*Advantage).

Offerings and Incentives

Program Technical Requirements

To qualify for the 2012 Program, a home must meet NJ *ENERGY*Efficient Home (Tier 1), ENERGY STAR Homes (Tier 2), Climate Choice Homes (Tier 3) or ENERGY STAR Multifamily High Rise requirements³.

The technical detail presented for each tier is a summary that represents the majority of the program requirements. The full technical specifications for ENERGY STAR and New Jersey compliance can be requested from the Market Manager. Complete ENERGY STAR program information is found at <http://energystar.gov>.

1. NJ *ENERGY*Efficient Home (Tier 1) Requirements:

Meet all Energy Star v2.0 requirements, including:

- Comply with v2.0 Thermal Bypass Check list

² For buildings between 4-6 stories, the program defines eligible buildings per the EPA ENERGY STAR Multifamily New Construction Program Decision Tree.

³ Multifamily Buildings over six floors may participate in the C&I Smart Start Buildings Program

- Duct leakage to outside: ≤ 6 CFM25 per 100ft² CFA (no maximum total leakage)
- Up to 25% of Slab edge in CZ 4 & 5 may be un-insulated.

Additional New Jersey requirements:

- HERS index must not exceed 85 (2006 IECC base) or 75 (2009 IECC base)
- Comply with NJ program specific HVAC check list
- Fully duct all HVAC supplies and returns and fully seal all duct system joints and seams with mastic compound (no tapes) as applicable
- Install ENERGY STAR qualified mechanical ventilation with automatic 24-hour control, as required by ASHRAE 62.2 as applicable
- Install only direct or power vented space heating, water heating and/or fireplace combustion appliances, when present
- ENERGY STAR lighting: 60% of all light sockets including interior and exterior, or EPA Advanced Lighting Package (ALP) for fixtures
- House size capped at ≤ 4000 sq. ft. Over 4000 sq. ft. requires \leq HERS 65

2. ENERGY STAR Homes v 3 (Tier 2) Requirements⁴

Meet all EPA ENERGY STAR Homes v 3 standards including:

- Meet a site specific (variable) HERS index target
- Comply with all EPA mandated checklists
- Install ENERGY STAR qualified mechanical ventilation with automatic 24-hour control, as required by ASHRAE 62.2 as applicable
- Install only direct or power vented space heating, water heating and/or fireplace combustion appliances, when present
- Duct leakage to outside: ≤ 4 CFM25 per 100ft² CFA
- Total Duct Leakage: ≤ 6 CFM25 per 100ft² CFA

Additional New Jersey requirement:

- Fully duct all HVAC supplies and returns and fully seal all duct system joints and seams with mastic compound (no tapes) as applicable

3. Climate Choice Homes (Tier 3)

⁴ ENERGY STAR v 3.0 Standards: http://www.energystar.gov/index.cfm?c=bldrs_lenders_raters.nh_v3_guidelines

A set of requirements for meeting energy performance at least 50% better than IECC 2006 before the addition of on-site renewable energy generation, based on EPA’s original “Climate Choice” guidelines and anticipated to transition to EPA’s new “Concept Home” guidelines, when released, as the underlying technical standard.

4. Multifamily High-Rise Program Requirements

Requirements for applicable multifamily buildings over three stories will transition from the previous EPA ENERGY STAR Multifamily High Rise (MFHR) Pilot to the new EPA ENERGY STAR Multifamily High Rise (MFHR) Program standards, released August 30, 2011, including:

- 15% more energy efficient than MFHR buildings built to the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) Standard 90.1-2007
- Follow Performance Path which utilizes ASHRAE approved energy modeling software to determine energy savings of a customized set of measures

Incentives

The program incentives are listed below.

Table 1: 2012 Financial Incentives per Single Family Unit for NJ ENERGY Efficient Home (Tier 1) and ENERGY STAR Homes (Tier 2)

Incentives by Tier, Code & Index				
HERS	vs. IECC 2006		vs. IECC 2009	
	Tier 1	Tier 2	Tier 1	Tier 2
	NJ ENERGY Efficient Home	ENERGY STAR	NJ ENERGY Efficient Home	ENERGY STAR
85	\$1,500	\$2,500		
80	\$1,750	\$2,750		
75	\$2,000	\$3,000	\$1,500	\$2,500
70	\$2,250	\$3,250	\$1,750	\$2,750
65	\$2,500	\$3,500	\$2,000	\$3,000
60	\$2,750	\$3,750	\$2,250	\$3,250
55	\$3,000	\$4,000	\$2,500	\$3,500
50	\$3,250	\$4,250	\$2,750	\$3,750

Multi-single units receive 75% and low-rise multi-family units receive 50% of the incentive levels listed above.

Table 2: Financial Incentives for Climate Choice Homes (Tier 3)⁵

Building Type	2012 NJ Climate Choice Homes
Single Family	\$10,000 to achieve 50 points, plus \$800 per index point below 50 points (maximum incentive is \$26,000/unit)
Multiple Single Family (“Townhouse”)	\$7,000 to achieve 50 points, plus \$500 per index point below 50 points (maximum incentive is \$17,000/unit)
Multiple-Family Building (“Multifamily”)	\$4,000 to achieve 50 points, plus \$400 per index point below 50 points (maximum incentive is \$12,000/unit)

Table 3: Climate Choice Homes Staged Incentive Payment Schedule

Building Type	At Completion of Enrollment (Sign-In)*	At Completion of Pre-Drywall Inspection(s)*	At Final Certification
Single Family	\$3,000	\$3,000	Balance
Multiple Single Family (“Townhouse”)	\$2,000	\$2,000	Balance
Multiple-Family Building (“Multifamily”)	\$1,000	\$1,000	Balance

* Failure to complete the project, or to meet Tier 3 (NJ Climate Choice Homes) minimum specifications and/or performance goals, will result in repayment to the Program of incentives paid, less any applicable incentives for meeting all lower tier (Tier 1 or 2) qualifying level requirements. In this circumstance, the Market Manager will generate a letter to the appropriate party requesting any monies due.

Table 4: 2012 Financial Incentives for ENERGY STAR Multifamily High-Rise

Multifamily High-Rise	Incentive
Incentive per Qualifying Unit	\$1,000

A cooperative marketing offer for participating builders will drive homebuyer demand for qualifying homes. This co-op marketing offer will supplement a Residential New Construction component within the overall marketing campaign of the NJCEP in order to further raise consumer demand. These efforts will work together with the EPA’s plans for an aggressive national campaign to promote the

⁵ The per point incentives for HERS indices below 50 is for efficiency improvements only, not including renewables.

new ENERGY STAR standard and will facilitate the program's efforts to maintain builder participation in the face of the broader economic downturn and increased requirements.

New program requirements, procedures and/or incentives will take effect after a notification period that begins with written notification to program participants (i.e. builders, developers, etc.). Any completed application received after the notification period will be subject to new program rules.

Planned Program Implementation Activities for 2012

Transition to New Tiers while Supporting Carryover Tiers

Beginning in January, 2012, or upon Board approval of program filing and contract modifications, the program will offer three tiers plus ENERGY STAR Multifamily High-Rise (as described in the "Offerings and Incentives" section above). The program will provide technical assistance and guidance on the standards and requirements of those tiers.

In addition, the program will continue to support the previous standards that are carried over from 2011 until the homes are completed. The ENERGY STAR Homes program is unique relative to other NJCEP offerings because of the level of carryover from year to year. The "permit date" triggers the new construction building code to which new homes must comply. Therefore both the New Jersey residential new construction codes based on IECC 2006 and IECC 2009 will be used as baselines in 2011. In addition, permit date, date of enrollment and date of completion determine whether a home can be certified under ENERGY STAR Homes version 2.0, 2.5 or 3.0. In 2012, builders may choose to complete carry-over homes under the previous incentive structure or the new structure outlined here, provided all corresponding technical, program and timeline requirements are met. The program will offer technical assistance and guidance to builders to minimize confusion in the market place.

HERS Ratings and Multifamily High-Rise Modeling

For ENERGY STAR Homes, implementation services (project review and verification) will be provided by the open market for HERS rating services and certifications. In addition to the standard home energy rating requirements defined by RESNET, qualifying raters will comply with NJCEP criteria to ensure quality services within the Program.

The open market will also continue to support ENERGY STAR Multifamily High-Rise Buildings using the ASHRAE 90.1 modeling methodology.

Quality Control Provisions

Market-based delivery of rating services and certifications requires an effective set of standards for quality assurance. While the responsibility for ratings rests with Providers and RESNET, it is incumbent upon the program to assure that a robust system for identifying and communicating quality issues exists to manage the credibility of the savings and certifications offered.

To maintain a robust rating marketplace, the Market Manager will perform quality control and oversight processes. Quality Assurance activities will continue to be performed by the Program, in proportion to the track records of raters and builders through program inspections.

In addition to data reviews for completeness of forms and applications, on-site inspections and technical review of buildings and rater files will be required in proportion to the demonstrated proficiency of the builders and raters. Inspection requirements will be adjusted based upon the track record of the program participants. Initial inspection rates for new participants will be higher and will decrease as they demonstrate proficiency in proper building techniques and the qualifying requirements of the Program.

Budget

A detailed budget for this program for 2012 is attached in Appendix B.

Only the direct incentive costs for units expected to be built in 2012, as well as the value of direct incentives for homes committed in 2012 but will not be completed until the following year(s), are included for the duration of their enrollment prior to expiration.

Goals and Energy Savings

Goals

Program goals for 2012 are as follows:

- 4,000 new enrolled units for qualifying residential new construction types in the current year (i.e. single family, townhouse and multi-family buildings eligible to participate in the Program) for projects that have committed to build to NJ *ENERGY*Efficient Home (Tier 1), ENERGY STAR (Tier 2), Climate Choice Homes (Tier 3) or ENERGY STAR Multifamily High Rise standards.
- 3,750 completed units for qualifying residential new construction types in the current year (i.e. single family, townhouse and multi-family buildings eligible to participate in the Program) for projects that have committed to build to NJ *ENERGY*Efficient Home (Tier 1), ENERGY STAR (Tier 2), Climate Choice Homes (Tier 3), or ENERGY STAR Multifamily High Rise standards.
- Maintain a sufficient number of HERS rating companies to actively conduct rating activities in NJ.

Energy Savings

Energy savings will be calculated consistent with the latest Board approved protocols. Please see Appendix C

New Jersey's Clean Energy Program™

2012 Residential Gas & Electric HVAC Program

“New Jersey *WARM*Advantage & *COOL*Advantage”

Description

The New Jersey Residential Gas & Electric HVAC Program promotes the selection and purchase of efficient home heating, cooling and water heating equipment, and the quality installation of such equipment. Its long-term goal is to make selection and quality installation of high efficiency residential HVAC equipment the norm in the NJ market. For this program, the market is considered transformed when rebates can be reduced or eliminated without a decrease in market penetration for targeted HVAC equipment or products.

The program must continue to address several market barriers to achieve its goals:

- High upfront cost of new efficient systems compared to repair of older equipment and new inefficient systems;
- Consumers' inability to differentiate, and therefore value, the difference between good and poor quality HVAC installation;
- Consumers' lack of information on the benefits (both energy and non-energy) of efficient equipment and quality installations, particularly during renovation and remodeling;
- HVAC contractor perception of low value and/or sense of difficulty about program participation; and
- On-going training needs for HVAC contractors on key installation issues and approaches to “selling” energy efficiency, and consumer education regarding proper installation methodologies and health and safety.

The program employs several key strategies to address these barriers:

- Financial incentives for the purchase of ENERGY STAR-qualified gas heating and energy-efficient water heating equipment;
- Financial incentives for the purchase of high efficiency electric cooling and heating equipment and controls;
- Financial incentives and program support for quality heating equipment installation that optimizes operating efficiency at time of installation;
- Co-operative marketing assistance to trade allies in the direct promotion of high efficiency HVAC equipment;
- Information aimed at consumers to help them make energy saving purchasing decisions;

- Outreach and education for - as well as in collaboration with - HVAC manufacturers, distributors and contractors;
- ENERGY STAR sales training for contractors (i.e. how to sell efficiency);
- Technical training for HVAC contractors on the proper sizing, selection and installation of HVAC equipment and health and safety concerns regarding orphaned gas appliances;
- Promotion of HVAC technician certification through North American Technical Excellence (NATE) certification testing;

New Jersey's Clean Energy Program will continue to support efforts, where technically and economically justifiable, to upgrade federal appliance efficiency standards. The Program also provides, when necessary, technical support for the development of such upgrades, tracking of activities and monitoring developments, and review and modification of program designs to integrate changes to the standards and codes.

Target Market and Eligibility

*COOL*Advantage promotes the installation of new, energy efficient, residential electric air conditioners and heat pumps. The program covers conventional, centrally ducted air conditioning systems and "ductless mini-split" systems. The program also covers both air-source and ground-source, (geothermal) heat pumps.

*WARM*Advantage promotes energy efficient natural gas-fired furnaces, boilers and water heaters for use in residential buildings.

NJ Residential Gas & Electric HVAC program will also, contingent upon availability of funds, continue to support the State's ARRA and/or SEP Programs targeting non-IOU electric, oil and propane customers.

In 2012, the solar domestic water heating (SDHW) pilot initiative will be expanded to include both residential electric and gas water heating customers.

Incentives are available for the installation of qualified HVAC equipment in existing residential buildings (retrofit). There will continue to be a special outreach to builders who have participated in the program in the past in order to further facilitate their participation in the ENERGY STAR homes new construction program.

Offerings and Incentives

***COOL*Advantage**

Direct to customer incentives will continue to be available at the 2011 qualifying level (SEER \geq 16, and EER \geq 13, & correct sizing). Equipment incentives will be paid directly

to homeowners, or with written consent, assignable to contractors as summarized in Table 1 below.

Table 1: COOLAdvantage Central A/C and Heat Pump Customer Incentives^{6,7}

Eligible Equipment Requirements	Full Incentive Amount	Confirmation Documentation
<p>For Central A/C: SEER ≥ 16 EER ≥ 13</p> <p>For Air-source Heat Pumps: C A/C criteria & HSPF ≥ 8.5</p> <p>For Ground-source (Geothermal) Heat Pumps: ENERGY STAR Qualification</p>	<p>\$500</p>	<ul style="list-style-type: none"> • Compressor/ coil combination ratings⁸ • Proper sizing and selection

WARMAvantage

The WARMAvantage program promotes gas heating equipment that meets the ENERGY STAR efficiency standard (as of February 1, 2012, minimum ENERGY STAR furnace standards are planned to become 95% AFUE and 2% furnace fan efficiency). The program will extend the notification period for this new efficiency standard, to allow previously eligible 92% AFUE equipment to make its way through the distribution chain prior to implementation of the new criteria. Direct to consumer incentives for efficient gas water heaters will be limited to equipment with an Energy Factor of at least 0.82 or 90% Thermal Efficiency (this level is intended to include tankless and condensing storage water heating technologies). Table 2, below, describes applicable efficiency levels and corresponding incentives for high efficiency gas equipment.

⁶ From AHRI directory, CEE-AHRI directory or equivalent ENERGY STAR listing.

⁷ Ductless mini-split (DMS) systems are eligible to participate under the same requirements as central air conditioners or heat pumps.

⁸ To be replaced as a matched set.

Table 2: WARMAdvantage Direct to Customer Incentives

Equipment	Minimum Efficiency	Incentive Levels
Furnace	≥ 95% AFUE, ≥ 2.0% Fan Efficiency, ENERGY STAR ⁹	\$400
Boiler	≥ 85% hydronic ENERGY STAR or ≥ 82% steam	\$300
Water Heater	≥ 0.82 Energy Factor ENERGY STAR or, ≥ 90% Thermal Efficiency w/sealed combustion.	\$300
Solar Domestic Hot Water	ENERGY STAR qualified (Solar Rating & Certification Corporation OG-300 listed; and SF ≥ 0.5)	\$1,200

For 2012 incentives will be available for residential solar domestic water heating systems with either electric or gas water heater backup. The program will evaluate the program results after July 2012 to review participation and incentive levels. The rebate incentive level of \$1,200 per system has been established to offset approximately 20% of the incremental costs associated with this measure installation.

At the customer’s request, WARMAdvantage incentives may be payable to the consumer or the HVAC contractor. Incentive levels may be adjusted in future years for all eligible equipment based upon market assessments as program market barriers are overcome.

COOLAdvantage and WARMAdvantage Pilots

In 2012, the Program will begin to pilot offering incentives in partnership with HVAC trade allies to support increased sale and quality installation of efficient HVAC equipment.

COOLAdvantage will pilot providing support for more attractive financing at the upstream level (e.g. manufacturers, distributors, and contractors) with incentives for efficient cooling equipment formerly eligible for incentives at the 2010 qualifying tiers 1 and 2 (ENERGY STAR qualified).

WARMAdvantage will pilot offering support at the midstream level (e.g. distributors, contractors and retailers) with incentives for Power-Vented and Heat Pump Water Heaters at the ENERGY STAR level. WARMAdvantage will also pilot program support for promising retrofit measures, such as boiler reset controls and drain water heat recovery technologies.

⁹ Effective 6 months from Program notification to allow for previously eligible 92% AFUE equipment to make its way through the distribution chain

The Program will negotiate with HVAC trade allies to determine the actual incentive amount to be offered. Table 3, below, shows the not-to-exceed values of these pilot and supply-chain incentive amounts.

Table 3: Upstream, Midstream and New Measure Pilot Incentives

Retrofit Measure	Eligibility Criteria	Maximum Incentive
Air Conditioners & Heat Pumps	ENERGY STAR products that are ineligible for Direct to consumer incentives ¹⁰	\$350
Power-Vented & Heat Pump Water Heaters		\$200
After-market boiler controls	TBD	\$300
Drain-water heat recovery	TBD ¹¹	\$500

All new program requirements, procedures and incentives will take effect after written notification to the HVAC industry. Any application for a purchase made after the notification period ends will be subject to new program rules. For applications addressing purchases made before or during the notification period, consumers and HVAC contractors will be enrolled in the existing (i.e. 2011) program.

Planned Program Implementation Activities for 2012

The following program implementation activities will be undertaken in 2012:

- Continue incentives for heating and cooling equipment.
- Continue the solar water heating as a *WARMA* Advantage program measure.
- Pilot upstream and midstream incentives through negotiated agreements which leverage program incentives through coordinated partnerships with trade allies (manufacturers and distributors) to improve reach and/or effectiveness of incentives.
- Provide co-operative marketing incentives to support approved trade ally promotions of high efficiency space heating, cooling, and water heating equipment. The program will also pursue opportunities for enhancing cross-marketing with other programs; particularly the Utility approved enhanced incentive and on-bill financing programs.
- Support the training of HVAC contractors and technicians on the proper calculation of heating and cooling loads, system design, installation techniques, and consumer benefits of high efficiency gas heating and cooling equipment and/or any other

¹⁰ The program will seek to support upstream/midstream initiatives with ES qualified products that do not conflict with products already receiving direct to consumer rebates.

¹¹ As these are technologies new to the program and not qualified under ENERGY STAR, the pilot eligibility criteria is currently under development.

substantial form of training that is directly related to the promotion of energy efficiency and quality equipment installation.

- Provide a decision tree to help customers decide whether they are better off participating in *WARM*Advantage/*COOL*Advantage or the Home Performance with ENERGY STAR Program.

Quality Control Provisions

Electric HVAC Quality Assurance

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all incentive program participants. All applications are reviewed as they are processed for verification of the documentation of qualifying equipment efficiency rating, proper sizing and proper installation. Qualifying equipment efficiency levels are verified with the AHRI, AHRI/CEE directory of air conditioning and heat pump equipment and/or the eligible products list from ENERGY STAR. Each application and its information are entered into a database which checks for duplicate applicants through an equipment serial number comparison.

Gas HVAC Quality Assurance

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all rebate program participants. All applications are reviewed as they are processed for verification of proper documentation. Qualifying equipment efficiency levels are verified with the AHRI directory of gas heating equipment and/or the eligible products list from ENERGY STAR. Each application and its information are entered into a database, which checks for duplicate applicants through an equipment serial number comparison.

On an ongoing basis, units from both electric and gas rebate applications are selected for an in-depth quality assurance review and inspection. Assurance includes a paperwork review of the application and a field inspection to verify qualifying equipment installations and proper installation. A field inspection report is prepared for each inspection.

Budget

A detailed budget for this program for 2012 is attached in Appendix B

Goals and Energy Savings

Program goals are as follows:

- Process applications for more than 11,000 efficient central air conditioner and heat pump equipment installations statewide.
- Provide more than 19,000 energy efficient gas space heating and/or water heating equipment incentive applications statewide.
- Promote more than 2,250 units of heating and cooling equipment through upstream and midstream promotions.
- Train at least 1,200 HVAC technicians on either Manual J load calculations (including use of software applications), Manual S equipment selection, proper charging and airflow, technical material that must be understood to pass the North American Technician Excellence (NATE) and/or Building Performance Institute (BPI) certification tests, duct sealing, duct design using ACCA Manual D, ENERGY STAR sales techniques, high efficiency gas heating system installation and selection practices, and any other substantial form of training that is directly related to program goals. Any training conducted using the same curricula provided by the program, including training provided by industry allies, shall count towards the goal.

Energy Savings

Energy savings will be calculated consistent with the latest Board approved protocols. Please see Appendix C

New Jersey's Clean Energy Program™

2012 Energy Efficient Products Program

Description

The Energy Efficient Products Program promotes the sale and purchase of ENERGY STAR qualified and other energy efficient products including lighting, appliances and consumer electronics. The long-term goal of the Program is to transform the market for energy efficient products in New Jersey by removing barriers to new technologies and providing customers with the knowledge and motivation they need to make cost-effective purchases. The program employs several key strategies, including:

- Educating consumers on the energy usage of common household appliances and the role that energy efficiency can play in reducing home energy consumption;
- Supporting a retail infrastructure that offers a range of energy efficient qualified product choices to consumers;
- Offering marketing and training support for retailers, manufacturers and contractors selling energy efficient products;
- Moving beyond traditional retail outlets by working with community-based initiatives and other innovative approaches to bring energy efficient technologies to target populations that do not respond to conventional, retail-based marketing approaches;
- Offering consumer access to energy efficient products through an online “store”;
- Supporting the development of NJ State appliance standards, minimum federal appliance efficiency standards and ENERGY STAR appliance specifications, as appropriate;
- Helping to develop and introduce new, energy efficient technologies;
- Offering early retirement options for old, inefficient equipment that is still in operation;
- Supporting and making consumers aware of product recycling and disposal services to address product lifecycle environmental impacts;
- Leveraging national energy efficient programs, promotions, marketing materials, and advertising as appropriate;
- Targeting rebates or other incentives to reduce first cost barriers of energy efficient lighting and appliances; and
- Coordinating with NJ Utility sponsored programs to co-brand and leverage customer participation and savings.

New Jersey's Clean Energy Program (NJCEP) will continue to support efforts, where technically and economically justifiable, to upgrade federal appliance efficiency standards. The program also provides, when necessary, technical support for the development of such upgrades, tracking of activities and monitoring developments, and review and modification of program designs to integrate changes to the standards and codes.

Target Market and Eligibility

In 2012 the Energy Efficient Products Program will continue to provide some targeted rebates/incentives to consumers and retailer for the purchase/sale of selected energy efficient products. At the same time, the program will continue the transition towards greater upstream initiatives that leverage manufacturer, distributor and retailer incentives and marketing dollars. These initiatives will increase available funds for incentives and decrease program operating costs. The program will also offer marketing and training support to new retailers, manufacturers, contractors, and other organizations while continuing to maintain existing partner relationships.

Offerings and Customer Incentives

In 2012 the Energy Efficient Products Program will continue to offer retail price incentives through upstream markdown promotions for qualified lighting products and clothes washers on a year-round basis. In addition, the Program will review options to incorporate refrigerators and advanced power strips into upstream negotiations with retail partners based on market opportunities. These incentives will be supported with a variety of promotional approaches, including leveraging Environmental Protection Agency (EPA) national ENERGY STAR campaigns. We also plan to review existing Green New Jersey Resource Team (GNJRT) initiatives that distribute CFLs and educate New Jerseyans through community outreach and events. The 2012 budget also includes provisions for continuing the promotion of energy efficient consumer electronics and an “early-retirement” program for refrigerators and freezers. The Program will also look to partner with clothes dryer manufacturers in providing incentives to support the field testing of heat pump clothes dryers.

On-line Energy Audit

During 2012 the program will coordinate with utility sponsored audits and home energy reports, providing links from the NJCEP website and marketing NJCEP offerings to the extent possible.

Incentives for ENERGY STAR qualified lighting products

Compact Fluorescent Lamp (CFL) penetration studies completed in 2010 by the DOE indicate a significant remaining potential for energy savings in NJ homes from switching incandescent lamps to CFLs. In 2012 the Program will continue to offer incentives to manufacturers and/or retailers to mark down the retail prices of eligible efficient lighting products. The Program will expand the 2011 introduction of incentives for ENERGY STAR qualified Solid State Lighting (SSL) products for specific lighting applications to include ENERGY STAR qualified replacement LED lamps. Incentives will be applied to

eligible products (up to a mutually negotiated volume) sold by participating New Jersey retailers during promotional periods. Incentives will vary by type of product, based on negotiations with manufacturers and/or retailers. Based on experience with the 2011 initiatives and regional promotions, the 2012 mark down incentives will be in the range of \$0.60-\$0.75 per standard CFL, \$2.00-\$3.00 per specialty CFL, and \$7.00-\$30.00 per energy efficient light fixture, including qualifying SSL fixtures. In 2012, the program will continue to differentiate retail price incentives for the most common, most easily available, regularly lowest price CFLs with retailer and manufacturer partners that offer a clear distinction in the promotion of the NJCEP. Additionally, the program will look to develop a market lift strategy with select retailers in order to accelerate the market adoption of CFLs, SSL and other high efficiency lighting products.

Incentives for ENERGY STAR qualified appliances and equipment

The program will look for additional opportunities to shift away from direct to consumer mail in rebates through partnerships with New Jersey retailers for promotions of higher performance ENERGY STAR clothes washers, and will review new opportunities for introducing refrigerators and advanced power strips to upstream offerings. The program will offer retailers a markdown promotion of \$50 for energy and water efficient clothes washers at a minimum modified energy factor (MEF) of 2.2. The program will select participating retailers based on matching price reductions for promotional periods. The program will look for opportunities to offer the same promotional program to retailers on qualified ENERGY STAR refrigerators and advanced power strips. The Program will also look to support heat pump clothes dryers as an Emerging Technology by providing incentives to manufacturers for field testing these products in New Jersey. While the Market Manager pilots these new upstream opportunities, the Program will continue to offer direct to consumer mail in rebates on clothes washers.

Appliance Early Retirement

In 2012 the Program will continue the 2011 initiative to offer a \$50 incentive to New Jersey residents for turning in their working old, inefficient secondary refrigerators and freezers for recycling as well as an incentive of up to \$107 for the removal and recycling of that equipment.

Creative Initiatives & Consumer Electronics

The goal of the Creative Initiatives are to allow for innovative approaches to reach the estimated 20-40% of customers that haven't responded to the traditional retail price incentive campaigns and to engage them in NJCEP. In 2012 the Program will continue to limit this initiative to provide CFL distribution through community outreach events as well as corporate events aimed at employee distributions. The program will also support the expansion of participating New Jersey cable service providers within the set top box initiative. Incentives are negotiated with partners and will vary depending upon the type of product and the market segment targeted.

Planned Program Implementation Activities for 2012

The Products program will be offered on a consistent program design and implementation basis to ensure retailer support statewide. The following program implementation activities will be undertaken in 2012.

General Activities

Maintain existing retailer base and recruit new retailers as needed. In 2012, the Program will continue to leverage retailer participation in developing and distributing collateral and “point of purchase” (POP) materials for product groups and in providing retail associate training. The Market Manager will also continue to promote the Program on an as-needed basis at NJCEP sponsored events.

Change The World - Start With ENERGY STAR

The 2012 Change The World – Start With ENERGY STAR program will include a continued focus on strengthening diverse lighting promotions throughout the year, including CFL retail price markdowns with select retailers.

The opportunity to use mark down incentives will be awarded on the basis of a proposal’s value to the Program, the quality of the products included in the proposal, and other factors. In 2012 continued emphasis will be placed on transitioning retailers to offer onsite CFL recycling options to customers as part of Program participation and awarding incentive levels based on retailers’ specific marketing efforts to raise awareness of the Program’s other efficiency initiatives beyond lighting. Additionally, new market strategies will be developed to allow for a cost-effective approach to accelerating the market adoption of CFLs and other high efficiency lighting products.

In 2008, the Program augmented the retail mark down promotion by soliciting creative proposals to promote energy efficient lighting at a grass-roots level, from faith-based organizations, non-profits, small businesses and volunteer organizations. Based on the continued successful results from these activities, the Program will make resources available for creative promotions in 2012. The 2012 Green New Jersey Resource Team (GNJRT) initiatives will continue to be focused primarily on community outreach and events support.

Online Store

Most energy efficiency programs in the northeast offer customers the opportunity to purchase energy efficient lighting on-line through internet portals such as www.myenergystar.com. In 2008, the Program selected Energy Federation, Inc. to create an online store as part of a creative initiative and the volume of products sold through the online store expanded significantly in 2010. In 2012 the Program will continue to

increase product and customer outreach through the online store and expand the availability of high quality, energy efficient lighting and other products.

Residential Appliances

Residential Appliance initiatives will continue to focus on transitioning retail partners to an upstream point of sale rebate. This approach strengthens the Program's partnership with retailers in supporting the most efficient products while reducing the market barriers for consumers and leveraging retailer matching rebates. In 2012, the upstream initiative will continue to support select ENERGY STAR clothes washers, as well as identify new opportunities for refrigerators and advanced power strips. The Program will continue to support mail-in rebates for clothes washers to address any limitations to retailer partnership in the upstream initiative. In 2012, the Program also will work with retail partners to support emerging technologies as longer term efficiency opportunities for New Jersey are identified.

Appliance "Early Retirement" Program

In 2012 the Program will continue a market-based effort to promote and facilitate the early retirement of inefficient working secondary refrigerators/freezers. Implementation will include:

- A marketing campaign appropriate to the year's unit goals;
- In-house appliance pickup and direct access to customers to promote other NJCEP referrals through the employment and training of private haulers;
- Tracking of individual units and recording of the recovery and destruction of all hazardous materials in compliance with the EPA's Responsible Appliance Disposal (RAD) guidelines by adding CFC removal and incineration to the existing NJ DEP recycling path; and
- Evaluating retail partnerships that support removal and recycling of refrigerators and freezers at the time of new product purchase.

Emerging Technologies and New Initiatives

Set Top Boxes: In 2012, the program will capitalize on the rapid advancements in set top box efficiency, and the participation of national and state level cable and satellite service companies to focus efforts on the dramatic increase of energy consumption of consumer electronics. The promotion will involve consumer marketing, local community organization and manufacturer partnering and service provider incentives. The Program will further investigate opportunities for cross-cutting NJCEP program promotion through ENERGY STAR qualified set top box service providers.

Heat Pump Clothes Dryers: During 2010 and 2011, the Program was successful in advancing a consortium of efficiency programs, manufacturers, and the EPA on behalf of ENERGY STAR in the introduction of a super-efficient clothes dryer to the North American market, under the banner of the Super-Efficient Dryer Initiative (SEDI). As a result of SEDI, heat pump clothes dryers have been selected for the 2012 ENERGY STAR Emerging Technology Award, which will support manufacturers bringing this

technology to the North American market. Although no new R&D initiatives will be introduced for energy efficient products in 2012, the Program will look to continue its leadership role in SEDI by supporting these manufacturers and providing upstream incentives for field testing heat pump clothes dryers in New Jersey.

CFL Recycling

Following the voluntary initiation of an on-site CFL recycling program by a major NJ retailer in 2008, the Program's 2012 mark-down solicitation's proposal scoring system will continue to provide a strong preference for proposals for mark downs that include a recycling option. The Program will also work with the NJ DEP to strongly encourage other NJ retailers to offer CFL recycling.

National and Regional Initiatives

The recently established Top Ten initiative and the ENERGY STAR Most Efficient program are intended to provide customers with on line access to information about the "best of the best" energy efficient consumer products. The program will continue to monitor and evaluate the end product of these initiatives to determine a recommended level of NJCEP support and involvement.

Special Events

The Program will participate in several NJ based Earth Day events.

National Meetings

Program staff will attend the National ENERGY STAR Lighting, Appliance and Consumer Electronics Partners Meetings. Staff will be represented at the Behavior, Energy and Climate Change conference.

Quality Control Provisions

For promotions featuring customer rebates, documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all rebate program participants. All applications are reviewed as they are processed for verification of the documentation that the equipment meets program requirements.

Each application and its information are entered into a database that allows checking for duplicate applicants through an equipment serial number comparison. On an ongoing basis, 2-5% of all rebate applications are selected for a quality assurance review and/or follow-up telephone customer survey to verify the information on the application and to confirm that the rebate was received. In addition to the above, the Energy Efficient Product Program field representatives visit the participating storefronts to verify that Program products have been received and have been displayed properly according to

program requirements. If necessary they will help unpack the products, and put them on display with the required program materials, as well as train sales staff about Program rebates and the energy savings a customer might expect from purchasing a Program product. Performance reports are provided to the program managers to assist in developing future promotions and selecting the most effective proposals.

Budget

A detailed budget for this program for 2012 is attached in Appendix B.

Goals and Energy Savings

Goals

Program goals are as follows:

- Achieve sales and distribution in excess of 5 million CFLs and 50,000 CFL and SSL fixtures in NJ in 2012;
- Provide at least 30,000 rebates for clothes washers;
- Remove at least 20,000 old, inefficient refrigerators and freezers from NJ residential homes;
- Provide at least 65,000 rebates for high efficiency set top boxes;
- Expand the upstream initiative to incorporate advanced power strips, refrigerators, and/or heat pump clothes dryers;
- Provide CFL distribution and customer outreach through creative partners.

Energy Savings

Energy savings will be calculated consistent with the latest Board approved protocols. Please see Appendix C

New Jersey's Clean Energy Program™

2012 Existing Homes Program

NJ Home Performance with ENERGY STAR®

Program Description

Home Performance with ENERGY STAR (HPwES) is a national home performance improvement program developed by the Environmental Protection Agency (EPA) and the Department of Energy (DOE). HPwES helps qualified contractors offer comprehensive energy efficiency improvement packages for existing homes based on sound building science principles that produce predictable savings and improve energy efficiency, comfort, safety, and durability.

The New Jersey Home Performance with ENERGY STAR program (Program) was built on two parallel delivery strategies. Over the past several years, the Program has provided information, education, and incentives directly to customers to encourage them to undertake significant energy efficiency improvements to their homes. The Program also has provided contractors with the training and accreditation necessary to consistently achieve comprehensive energy savings in existing homes. The contractor recruitment and training element of the Program was designed to ensure an adequate supply of qualified contractors to meet the demand for program services created by the customer marketing and public education elements.

The Program encourages contractors (primarily insulation contractors, HVAC contractors, and remodelers) to pursue an integrated, whole house approach to energy efficiency and home improvement. Participating contractors must meet Building Performance Institute (BPI) accreditation requirements including a requirement that at least one staff member hold BPI certification and that at least two different certification types are held. BPI certifications are based on national standards that ensure that assessors have the skills required to identify and realize savings opportunities and that best practices are met.

The Program has significantly ramped up activities since its inception in 2008, when it served less than 200 homes. The Program has supported the development of a qualified and robust contractor network, contributing to local job growth and boosting local economies. In 2012, the Program will serve over 3,000 homes in the HPwES Program through a combination of:

- Offering incentives to both customers and contractors;
- Streamlining and implementing automation of processes in order to reduce Program support costs, and to simplify the Program for contractors and customers, including allowing contractors to self-evaluate the energy savings and incentive qualifications and “Auto Proceed” with the Work Scope.

- Providing support to contractors for part of BPI training costs and sales training.
- Providing partial reimbursement for annual BPI accreditation fees to encourage contractors to participate in the program.
- Continuing to offer contractor training on the Program software and procedures.
- Applying Contractor Remediation Procedures as needed to manage contractors' performance to ensure customers receive contracted energy efficiency services based on BPI national standards;
- Reducing the percent of homes that require Quality Assurance inspections; and
- Continuing to effectively partner with NJ's investor owned utilities to leverage additional resources and offers.

Current Target Market / Eligibility

The Program is designed to serve existing New Jersey households across all income categories, but particularly the broad market not eligible for low-income program services. The Program targets existing one, two, three and four-family homes; either attached or detached, and served by an investor-owned utility. Through the use of SEP funding, if available in 2012, the Program will also be available to NJ residential oil, propane and non-investor owned electric customers, until that funding is expended. The Program will also continue to coordinate with the programs funded by investor-owned utilities.

Also, the EPA expanded the definition of buildings eligible to participate in HPwES programs nationally to include small multi-family buildings. In NJ, the target market for the multi-family component of the HPwES program is multi-family buildings which are three stories or less. NJ has many large developments consisting of low-rise multi-family buildings and some Program contractors have demonstrated the skills and capacity to serve this market.

Program Implementation

To initiate participation in the Program, a customer requests an assessment performed by a NJ HPwES registered, and Building Performance Institute (BPI) accredited and certified, contractor. In addition to checking for health and safety issues, the assessment includes recommendations for appropriate energy efficiency improvements relevant to the home. Assessors are trained to promote the installation of comprehensive energy efficiency improvement measures, which may be eligible for Program rebates and financing incentives based upon the total energy savings (TES) estimated for the recommended work scope.

Participating contractors must employ properly trained staff, and must allow inspection of work performed by the Program to ensure that all measures are properly installed and

safety precautions are observed. Only contractor firms which are accredited by BPI, may participate in the program. These company accreditation and individual employee certification requirements provide assurance to both customers and the Program as to basic worker competence, that all cost-effective savings opportunities have been identified, and that any health and safety considerations are also included in the report of recommended actions. Participating contractors must guarantee all work, and abide by BPI standards governing health and safety, work quality, insurance coverage, customer service, and complaint resolution.

Program Incentives

Two types of incentives are offered by the NJ HPwES program to address both the demand and supply side of the Program participation equation:

- Incentives to encourage customer participation and promote energy savings
- Incentives to encourage contractor participation and deliver projects that provide energy savings, comfort, plus healthy and safe homes

Further, incentives are structured to promote comprehensive savings with the highest incentive offered for the greatest energy savings, as well as to accommodate customers who participate in other NJ energy efficiency programs. For example, it is possible for a customer to participate in *WARM*Advantage and receive a rebate for installing a high efficiency furnace from that program. Such a customer then can enroll in HPwES for additional efficiency savings through thermal envelope work, for example. Since customers are free to pick and choose among the comprehensive work scope recommendations provided by the participating program contractor, the incentive structure is intended to reward customers who pursue the highest possible savings, and to reward contractors for promoting a comprehensive set of recommendations.

The basic tiered structure has been maintained as below.

- Tier 1: Energy audit only and no incentives
- Tier 2: at least 10% but less than 20% Total Energy Savings (TES)
- Tier 3, Level 1: at least 20% but less than 25% Total Energy Savings (TES)
- Tier 3, Level 2: at least 25% Total Energy Savings (TES)

The TES estimates will be determined by use of the Real Home Analyzer software tool. Regardless of Tier, BPI Accreditation requirements will and must be enforced, including prohibiting air sealing without first addressing relevant health/safety issues such as failing spillage/back draft testing, and requiring mechanical ventilation to ensure adequate indoor air quality to meet ASHRAE and BPI ventilation requirements.

The following modifications to the existing incentive structure are intended to promote increased program participation. The specifics of the modifications are further described in the table which follows.

Table 1: NJ HPwES 2012 Incentives and Requirements

INCENTIVE TIER	REQUIREMENTS	CUSTOMER INCENTIVE	CONTRACTOR INCENTIVE
Tier 1	Energy audit only	No incentives	No incentives
Tier 2	<p>Estimated total energy savings from all work must total at least 10% but less than 20%.</p> <p>Must install air sealing.</p> <p>May install insulation and may also install duct sealing and duct insulation measures.</p> <p>Participants may also include water heater measures from the Eligible Measures List.</p>	<p>For Single Family homes, cash rebate of 50% of the costs of the measures used to calculate TES up to \$2,000, and up to \$5,000 loan at 0% where a utility loan is unavailable;</p> <p>For eligible Multi-Family properties, cash rebate of 50% of the costs of the measures used to calculate TES up to \$500 per unit.</p>	<p>Upon satisfactory project completion, including meeting program guidelines for quality work and addressing health/safety issues, a \$700 production incentive will be paid.</p> <p>For multifamily projects, the contractors will be paid a \$50 production incentive per unit</p>
Tier 3	<p>Level 1.</p> <p>Estimated total energy savings from all work must total at least 20% but less than 25%.</p> <p>Must install at least two measures including air sealing from the Eligible Measures List.</p> <p>Level 2.</p> <p>Estimated total energy savings from all work must total at least 25%.</p> <p>Must install at least two measures including air sealing from the Eligible Measures List.</p>	<p>For Single Family homes, cash rebate of 50% of the costs of the measures used to calculate TES up to \$4,000, and up to \$10,000 loan at 0% where utility loan unavailable;</p> <p>For eligible Multi-Family properties, cash rebate of 50% of the costs of the measures used to calculate TES up to \$1,000 per unit.</p> <p>For Single Family homes, cash rebate of 50% of the costs of the measures used to calculate TES up to \$5,000, and up to \$10,000 loan at 0% where utility loan unavailable</p> <p>For eligible Multi-Family properties, cash rebate of 50% of the costs of the measures used to calculate TES up to \$1,500 per unit.</p>	<p>Upon satisfactory project completion, including meeting program guidelines for quality work and addressing health/safety issues, a \$700 production incentive will be paid.</p> <p>For multifamily projects, the contractors will be paid a \$50 production incentive per unit.</p> <p>Upon satisfactory project completion, including meeting program guidelines for quality work and addressing health/safety issues, a \$700 production incentive will be paid.</p> <p>For multifamily projects, the contractors will be paid a \$50 production incentive per unit.</p>

Table 1: NJ HPwES Incentives and Requirements Notes:

1. The Market Manager has been advised that NJ utilities may offer 0% loans or On Bill Repayment up to \$10,000 for Tier 3 projects and \$5,000 for Tier 2 projects to underwrite the non-rebated portion of the customer cost for HPwES jobs in their service territories. NJCEP will offer 0% loans for HPwES work for any customers where a utility loan program is not in place.
2. The Market Manager will coordinate with the Program Coordinator and the Office of Clean Energy to process and pay incentives from funds supplied by other sources as they may become available.
3. Appliances, lighting, doors, and windows are not measures eligible for Program incentives.
4. The measures used to calculate TES may also include health & safety measures and qualified accessories, as listed on the NJ HPwES Eligible Measures document, as a component to the installations of Eligible Measures.
5. Contractor support for cooperative advertising will continue to be available. The co-op advertisement plans and incentive structure will be developed and administered by the Market Manager marketing team. Details on the expanded co-op advertising plans and incentive structure can be found in Appendix A - 2012 Residential and Renewable Marketing Plan
6. Projects will continue to have expiration dates. The contractor will need to re-submit projects to the program following the Auto Proceed process for projects not completed and submitted to the program prior to their expiration date, and will be eligible for the incentive levels available at the time of resubmittal.
7. The Contractor production incentive will be eliminated if the project fails an initial quality control inspection. In addition, the contractor will be locked out of the Auto Proceed process if project issues remain unresolved for more than 30-days from the time they are notified of the failed inspection. As soon as the issues are resolved, the contractor will be unlocked from the software. The elimination of the contractor incentive will not be applied to new contractors for their first ten inspections.
8. Incentives are payable only upon satisfactory project completion.

In addition, the above customer and contractor incentives, the Program will be offering additional contractor reimbursement and support for BPI accreditation annual fees and BPI training and sales trainings, as indicated below.

1. The Program will offer 2012 BPI annual accreditation reimbursements for all participating accredited contractors who have completed at least 20 projects in 2012. The BPI accreditation reimbursement will be 25% of the annual BPI accreditation fee up to maximum of \$3,000, and will be processed upon presentation of the contractor's paid BPI accreditation invoice.
2. Training support will be available for the following types of trainings:
 - i. The program will support between a quarter and a third of the cost of BPI training (for example Building Analyst and Envelope) to encourage new and continuing contractor training, though NJCEP supported courses.

- ii. The Program will support sales training to help contractors learn how to best sell HPwES features and benefits to homeowners.
- iii. The Program will also continue to support Continuing Education requirement classes for contractors who already have BPI certification.

Multi-Family Buildings

The EPA has determined that small multi-family (MF) building developments may participate in HPwES. The NJ HPwES program defines eligibility as buildings that are:

- no more than three stories high,
- has single ownership,
- total building energy usage is accessible through individual metering of the units within the multifamily structure, or a master meter at the building (as opposed to sites with multiple buildings heated by a central heating plant),
- is made up of five or more units in a single building, or multiple buildings (each with five or more units), within a single geographic boundary and with a single property management structure.

Honeywell has coordinated with TRC, the Commercial and Industrial (C&I) Market Manager so that Multi-family facilities that do not meet these criteria fall into the C&I Program for Energy Efficient measures. The C&I Market Manager will offer a pilot financing program for multifamily buildings that undergo efficiency improvements. (Please see the C&I Compliance Filing Multi-Family Financing Pilot Program for details)

The Program will offer the following incentive structure for multifamily projects:

- Improvement packages showing a minimum of 10% but less than 20% estimated total building energy savings will receive a per unit incentive of \$500 not to exceed 50% of the costs of the measures used to calculate TES.
- Improvement packages showing a minimum of 20% but less than 25% estimated total building energy savings will receive a per unit incentive of \$1,000 not to exceed 50% of the costs of the measures used to calculate TES.
- Improvement packages showing 25% or greater estimated total building energy savings will receive a per unit incentive of \$1,500 not to exceed 50% of the costs of the measures used to calculate TES.

The total incentive amount for a multi-family project must not exceed 50% of the total costs of approved measures. If the total multi-family project incentive based on the

above structure yields an amount greater than 50% of the costs of approved measures, the incentive amount offered will be lowered to the 50% maximum.

HPwES Program work scopes **must** consider a whole building approach to be approved. Individual units within a multi-family structure or development are not eligible for the program independently of the entire building or development; however, they may take advantage of other NJCEP offerings, such as the *WARM* and *COOL* Advantage programs.

Townhouses, as defined by the New Jersey Residential Code¹², are considered single family homes, and as such the same incentive levels given to single family homes will apply to townhouses.

The Program will work with the contractor of a multi-family project to ensure proper project assessment and approval process. Multi-family buildings are to be addressed in accordance with the BPI Multi-family Building Standards. The Program will only approve such projects for contractors that have at least one staff member holding BPI Multi-family certification.

Other

- As noted, some NJ utilities are coordinating with the New Jersey Home Performance with ENERGY STAR Program to fund the 0% interest loan. The Market Manager will continue to work with the NJ utilities to leverage these and any other applicable utility incentives in 2012.
- It is incumbent upon the Program to effectively evaluate new technologies as they become available. The Program has a new technology screening process, and as new technologies pass this initial screen, the HPwES program will develop pilot applications as budget allows and as they fit into the overall program strategy.
- Under Tier 3 of the Program, customers replacing heating and/or central cooling systems will be eligible for incentives on their new HVAC systems under the NJCEP HPwES Program; they may not apply for additional incentives from the NJCEP HVAC program. Under Tier 2 of the Program, customers may receive HPwES incentives only for eligible building envelope and duct system energy efficiency measures and eligible hot water heaters; they may not apply for or receive water heater incentives from the NJCEP HVAC program.

¹² NJ IRC R202: Townhouse: A single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from foundation to roof and with open space on at least two sides

Quality Control Provisions

It is very important that the integrity of the HPwES brand be protected. The standards for becoming an HPwES contractor are quite demanding. HPwES contractors must be able to offer service quality and comprehensiveness that unaccredited contractors cannot; otherwise contractors will not go through the training and quality assurance requirements of HPwES.

The Program will conduct Quality Assurance Inspections of at least 10% of all jobs completed. Typically, there is a 100% inspection rate for the first 10 jobs that each contractor performs, with the percentage dropping for subsequent jobs in inverse proportion to the level of contractor performance. These inspections guard against misuse of Program funds. If a job, or an important aspect of the job, fails, a Quality Assurance Inspection Report will be given to the contractor which details the necessary corrective action that must be taken. Once the corrective work is done, a Quality Assurance Inspection Report must be signed by the contractor and customer and sent to the Program, which may schedule a re-inspection to ensure compliance. Contractors that are not meeting Program standards will be subject to the Contractor Remediation Procedures which could include denial of access to Real Home Analyzer, removal from the Auto Proceed process and ultimately termination from the program. The Market Manager will continue to work with contractors to resolve inspection failures as quickly and reasonably as possible.

The program will continue to implement the “Contractor Remediation Procedures”, which were approved on October 5, 2010, for all NJ Clean Energy Programs, and became effective on November 7, 2010.

As per the Board Order:

The Board believes that the programs require a certain level of rigor such that customers participating in the program have the confidence that the contractor they select is not a significant or consistent violator of program procedures.

Further, the Board believes that the programs require procedures for the Market Managers to address issues related to contractor non-performance or in extreme cases fraud or theft...

The proposed procedures set out distinguish between different levels of infractions and the recommended actions are appropriately related to the level of the infraction.

The integration of these procedures, along with contractor incentives reductions for failed QA inspections, is expected to lower the overall percentage of projects that must receive an inspection from the Program, recognize and reward high performing contractors, and significantly reduce overall Program administration costs.

Budget

A detailed budget for this program is attached in Appendix B.

Goals and Energy Savings

Goals

Single Family

- Tier 2: At least 1,150 customers will receive building envelope improvement packages that achieve at least 10% TES.
- Tier 3, level 1 and 2: At least 2,600 customers will receive improvement packages , such as air sealing, insulation and/or heating system replacements, that achieve at least 20% TES, and a portion of which will achieve at least 25% TES.

Multi-Family

- Tier 2: At least 320 multi-family units will receive building envelope improvement packages that achieve at least 10% TES.
- Tier 3, level 1: At least 240 multi-family units will receive improvement packages , such as air sealing, insulation and/or heating system replacements, that achieve at least 20% TES.
- Tier 3, level 2: At least 240 multi-family units will receive improvement packages , such as air sealing, insulation and/or heating system replacements, that achieve at least 25% TES.

Energy Savings

Energy savings will be calculated consistent with the latest Board approved protocols.

Please see Appendix C

New Jersey's Clean Energy Program™

2012 Renewable Energy Programs

Program Description

New Jersey's Clean Energy Program (NJCEP) offers incentives and market services to New Jersey electric utility customers investing in renewable electricity generation using solar photovoltaic (solar), wind and sustainable biopower resources. There are two programs in the NJCEP Renewable Energy portfolio for 2012.

1) SREC Registration Program (SRP): Provides registration for solar renewable energy certificates (SRECs) for solar projects, including both behind-the-meter and direct grid-supply projects connected to the New Jersey distribution system. Direct grid-supply project registrants must work with their EDC and PJM to provide a document to verify that the generating facility is interconnected to the electric distribution system in New Jersey.

2) Renewable Energy Incentive Program (REIP): Offers incentives and registration for renewable energy certificates (RECs) for customer-sited wind and biopower projects. Solar projects are not eligible for REIP upfront rebates.

Through the NJCEP program administrative services performed by the Market Manager on behalf of the Office of Clean Energy, the staff works on a daily basis to reduce and remove market barriers to the development of robust and self sustaining clean energy markets by providing incentives for eligible systems that offset a portion of the initial capital cost, making on site renewable energy generation more affordable and accessible.

The Market Manager also delivers a wide range of market development support services, including consumer education and outreach, inspections, and the facilitation of registration for renewable energy certificates. The market facilitation activities include 'upstream' market outreach and communications to help lay the foundation for long term market growth, including promoting best practices, building the supply base and technical infrastructure, defining and removing structural obstacles to project development, and promoting effective business networks between site hosts, developers, manufacturers and financiers.

SREC Registration Program (SRP) – Solar Projects

Overview of New Jersey's Solar Market

Despite continuing sluggishness in the overall economy, the solar market in New Jersey remained robust for both residential and non-residential markets. Through the first ten months of 2011, approximately 230 MW of new solar capacity was installed in New Jersey, surpassing the 132 MW of capacity installed in all of 2010.

By mid-summer of 2011, New Jersey had surpassed the dual milestones of 10,000 total installed projects and 400 MW of installed capacity. This represents more than \$3 billion in project investments (30% of which was matched by federal dollars), that has propelled New Jersey's clean tech growth industry, created several thousand jobs, and enhanced New Jersey's image as a market leader. Among all 50 states, New Jersey is second only to California in the amount of solar capacity installed, although New Jersey surpassed California in the non-residential market installed capacity during the second quarter of 2011. In addition, the solar project pipeline remains strong with over 570 MW of project capacity that has been approved by the NJCEP Market Manager.

Since March 2011, the SRP program has been receiving an average of more than 700 applications per month, with more than 6,500 applications received in the first nine months of 2011. In addition, more than 4,000 projects were completed during that same period. However, the Market Manager anticipates that the expected expiration of the Section 1603 Tax grant and lower SREC prices will have a dampening effect on the pace of new development in 2012, and projects that new applications in 2012 will reach only 70% of 2011 levels.

Program Description

In 2012, the focus of the SRP will be on sustaining the growth of New Jersey's solar markets while communicating accurate, objective information with respect to SREC prices.

The transition to electronic registration and processing and the ongoing requirement that all SRP projects require a revenue grade meter to measure the system output will allow for a more streamlined and automated registration submittal and acceptance process in 2012. These changes will allow the program to manage the robust application volumes, while reducing costs and improving the experience of program participants.

2012 Program Changes

In response to stakeholder feedback, market conditions, and policy developments, the Market Manager proposes a number of enhancements and changes in the 2012 Program Plan. These include:

- 1) In 2011, the New Jersey Renewable Energy Manufacturing Incentive program (NJREMI) was administered by the Market Manager and offered rebates to customers who purchased solar panels, inverters and racking systems from New Jersey manufacturers. NJREMI will end on 12/31/11. Projects that are eligible for NJREMI incentives from prior years will only receive an NJREMI incentive payment upon meeting all of the following requirements:
 - a. NJREMI payments are limited to the \$1 Million budget approved in the 2011 Plan and Budget. Any NJREMI incentive requests received after the \$1 million budget has been fully spent will be denied.
 - b. The project must have received an NJCEP REIP approval letter or SRP project acceptance letter prior to 12/31/11.
 - c. The project must submit a fully compliant Final As-Built package demonstrating full compliance with the NJREMI requirements on or before the earlier date of 1) expiration date listed in the original project approval or acceptance letter or 2) March 31, 2012. NJREMI payments will not be processed for any Final As-Built submittals received in the Market Manager's office after March 31, 2012.
- 2) Continue to process the growing volume of SREC Registration applications, using automation to reduce administrative fees associated with project applications. New registrations in the SRP will be required to be submitted via the online application procedure which is under development by the Market Manager. The online application portal will be utilized by a limited number of installers during the initial stages and then will be expanded to include all registrants. The Market Manager will implement remediation procedures utilizing the process established in the October 5, 2010 Board Order if installers violate program rules.
- 3) Improve outreach efforts by (1) reviving financing seminars in light of changes in SREC prices and the anticipated expiration of Section 1603 grant provision of Federal Investment Tax Credit; (2) conducting seminars for realtors and appraisers on the value that EE and RE measures bring to residential and commercial properties; and (3) continuing to use the Solar Technical Working Group as a forum to address questions relating to rules, inspections and

technical issues. For purposes of cost and convenience, meetings could be conducted as webinars or on a regional rather than statewide basis.

- 4) In order to improve assessments of project viability and reduce the number of registrations submitted for projects that may never be built, the Market Manager will require that, consistent with regulatory amendments proposed for the Renewable Portfolio Standard at N.J.A.C. 14:8-2.4 by the Board on March 30, 2011, all SRP registrations submitted after January 1, 2012 include a copy of one recent EDC bill for the host facility (for Net Metered projects only), the cost of equipment and installation, a site map, construction schedule and contract elements listed in the New Registrations section of this document.
- 5) The Market Manager may conduct site visits upon written request from the OCE to verify the installation of ANSI-C12 revenue grade output meters on randomly selected solar projects, as requested by OCE. Rebated projects that are still in the system will continue to be inspected at the 20% level and non-rebated projects at the 10% level. When adopted, the BPU's rule amendments will establish new paperwork requirements in both the Registration and Final As-Built packages that carry over into 2012. Please refer to the Planned Program Implementation Activities section of this document for additional details.
- 6) Also toward consistency with the amendments proposed for the Renewable Portfolio Standard at N.J.A.C. 14:8-2.4 by the Board on March 30, 2011, the extension policy for SRP projects is refined to require only the documentation that supports the likely completion of the project. Please refer to the section entitled "Extension Policy for SRP Solar Projects".
- 7) N.J.S.A. 45:5A-2(d) states that solar PV systems are by definition electrical work and requires any person engaged in installing, erecting, or repairing such equipment to be an electrical contractor under the provisions of the Act. Starting with SRP paperwork received in 2012, the Market Manager will collect the name of the NJ electrical license holder and NJ license number on the SRP application in order to demonstrate that the contractor has a valid business permit and holds a non-expired license from the New Jersey Board of Electrical Contractors.

Target Markets and Eligibility

Eligible solar technology is defined as systems that utilize semi-conductor technologies to produce electricity directly from sunlight. All systems must meet program requirements regarding equipment certification, proper installation practices and

compliance with program procedures and processes. Solar PV systems connected to the distribution system in New Jersey can participate in New Jersey's SRP Program.

Photovoltaic electric systems are well suited to any site with proper orientation, roof or land availability, and a minimum of shading obstacles. The technology is well established, and easy to install with almost no ongoing maintenance required. With its established and growing contractor base and innovative policy framework, New Jersey is well-positioned to continue as a national and global leader in the installation of customer-sited solar systems.

The solar market in New Jersey has now completely transitioned to a non-rebated, performance-based incentive structure. The combination of declining panel prices, more efficient installation techniques, federal tax incentives such as the Federal Investment Tax Credit (ITC) and depreciation, and the SREC market provide sufficient incentives to support solar project economics without the need for rebates.

Offerings and Customer Incentives

In 2012, there will be no upfront rebates available for solar projects. However, all solar generating facilities that are interconnected with an electric distribution system in New Jersey will continue to be eligible to generate NJ SRECs by registering in the SREC Registration Program (SRP).

SREC stands for Solar Renewable Energy Certificate and is a tradable certificate that represents all the clean energy benefits of electricity generated from a solar electric system. Each time a solar electric system generates 1,000kWh (1MWh) of electricity, an SREC is issued which can then be sold or traded separately from the power. The revenues from SREC generation can make it easier for individuals and businesses to finance and invest in clean, emission-free solar power.

The New Jersey SREC Registration Program (SRP) provides a means for SRECs to be created and verified. The Generation Attribute Tracking System (GATS) operated by PJM Environmental Information Services is used for the tracking and trading of SRECs and Class I and Class II RECs.

In 2012, the Market Manager will streamline and automate parts of the SREC registration process. A full listing of program administrative changes is detailed in the Planned Program Implementation section below.

REIP Rebate Program – Wind and Biopower Projects

Wind Program Description

New Jersey's small wind program experienced a difficult year in 2011, as two safety-related incidents early in the year led to a temporary hold on rebate processing activities for all approved projects and acceptance of new applications. The temporary hold was lifted by mid-year on approved projects not using equipment involved in the two incidents. NREL was contracted to perform a forensic study on the two turbine failures which commenced in November 2011.

BPU staff and the Market Manager team worked with stakeholders to develop improvements to the wind rebate program for 2012. A straw proposal was developed and discussed at the October 18, 2011 Small Wind Working Group (SWWG) meeting. Based upon the meeting discussions and the comments received on the straw proposal circulated, Staff does not feel the proposed changes adequately protect public safety to enable reopening the small wind rebate program to new rebate commitments and rebate application processing. Therefore, we are continuing the temporary hold on new application acceptance and rebate commitments in the NJCEP Renewable Energy Incentive Program (REIP) for wind systems.

Staff and the Market Managers will continue to research the consumer protections existing in other state wind incentive programs and utilize recommendations from the NREL forensic study on the two turbine failures in NJ expected in early January to develop a revised straw proposal and reconvene the NJ Small Wind Working Group in January.

During this time, staff is requesting public comments focused only on consumer protection particularly the protection of public safety and the mitigation of risk from inconsistent warranty coverage. The specific concern we are looking to address is what can be added to the program requirements that will:

- Ensure that all safeguards to public health and safety have been utilized, and
- Protect a consumer if they purchase and install a wind system that subsequently experiences a major failure not covered by warranty.

BPU staff and the Market Manager team are seeking comments from stakeholders, including customers, prospects, installers and manufacturers. We would like to know if manufacturers have offered or would be willing to offer a refund and removal of a defective system. If so, under what conditions? We are also seeking comments from legal or insurance representatives in search of any potential insurance protection package that may serve that function. A public comment period for suggestions limited to the topic of additional consumer protection is open until Friday, December 16, 2011.

The NREL study is expected to be completed by the end of January. Once the study's results and recommendations are available, we will reconvene the SWWG to discuss them, as well as changes to the draft program revisions and any additional public comments received on consumer protection.

The result of the program design changes developed from the stakeholder process will be fashioned into a formal recommendation for re-opening the program. These recommendations will be presented to the Board for approval at a subsequent agenda meeting.

2012 Wind Program Changes - Anticipated

- 1) Behind the meter wind projects with existing rebate commitments will remain eligible for an REIP incentive using the guidelines in effect in 2011.
- 2) The temporary hold on new commitments noted in the Program Description section remains in effect for new wind project applications. The decision on how and when to proceed with lifting the temporary hold on new project applications will be contingent upon the NREL study that is expected to be completed by the end of January 2012. Updates on this process will be posted on the NJCEP Renewable Energy website and distributed to the SWWG listserv.
- 3) Once the 2012 REIP program for wind systems is accepting applications, no extensions will be granted for projects under the previous rebate programs. Any project with an existing commitment that does not complete within its commitment length can submit a new application under the improved rebate design to ensure that all projects and program participants enjoy the protections of the proposed program design.
- 4) Incentives will also be provided to support project feasibility studies for wind power projects larger than 100 kW. The incentive level will match 50% of the cost of the feasibility study, capped at a maximum of \$50,000.

Wind Target Markets and Eligibility

The wind technology eligible to participate in the REIP is turbines that convert the kinetic energy of wind into electricity. All systems must meet program requirements regarding

equipment certification, proper installation practices and compliance with program procedures and processes.

In contrast to solar, onshore wind markets remain in earlier stages of market evolution, and have experienced only a fraction of participation relative to solar. Onshore wind markets are limited by local siting and permitting issues (including “not in my backyard” or NIMBY opposition), which translate into delays in project development and approval. The wind markets include new unproven technologies, a limited numbers of skilled installers, a lack of existing customer references, and many uncertainties in the project development process. As a result, the state may not be on track to meet its Energy Master Plan goals of 200 MW of onshore wind by 2021.

In 2012 the NJCEP will continue to offer incentives under the REIP program for onsite wind projects, pending the lifting of the temporary hold on new wind applications. The wind incentives are intended to support renewable electric systems that offset the customer’s onsite electric consumption, but do not produce net excess generation from the site on an annual basis. In 2012, the wind program will also include an incentive to support project feasibility studies. To be eligible, an applicant must be a ratepayer of a NJBPU regulated electric utility and pay the Societal Benefits Charge.

To be eligible for an REIP incentive, wind systems must be sized equal to or less than estimated annual onsite electric use. The incentive is based on the expected performance of the system. The rebate levels, incentive caps and program requirements for the REIP wind program will be discussed further during an early first quarter 2012 Small Wind Working Group meeting. Wind projects are also eligible for Class 1 RECs.

Wind Offerings and Customer Incentives

Wind will remain eligible for incentives under the REIP program for behind the meter projects where annual consumption by the host site equals or exceeds expected system output. Wind will also be eligible for incentives for feasibility studies as defined below.

As noted in the Program Description section, the wind component of the REIP was placed on hold in March 2011 following two safety-related incidents. The Market Manager conducted extensive research on wind equipment safety, certification, performance, insurance and related issues, working closely with the National Renewable Energy Laboratories (NREL) and Small Wind Certification Council and receiving stakeholder comments from members of the Small Wind Working Group (SWWG). Based on that research and input, the Market Manager made recommendations for modifying the program that were presented to the SWWG during a meeting was held on October 18, 2011. A written public comment period on the recommended changes followed through October 28, 2011.

The temporary hold is being continued for new applications because the comments received during the October 18, 2011 SWWG and written public comment period did not satisfy the BPU concerns for additional consumer protection in the program. The BPU has decided to continue the hold until the results and recommendations from the forthcoming NREL forensic study on the two turbine failures has been completed.

Biopower Program Description

The biopower market in New Jersey must be invigorated if we are to achieve the goal of 900 MW by 2021 that is referenced in the 2011 Draft Energy Master Plan (EMP). To achieve this goal, the Market Manager intends to align its program efforts and incentives with recommendations from several reports and market assessments performed in the past.

A 2008 Summit Blue Consulting LLC market assessment report to the BPU called for “an increased focus on non-solar project development” that utilized “targeted outreach and incentives” to trigger growth in the market. As the report points out, biopower development has been hampered by several factors. These include high initial costs; siting and permitting issues made all the more difficult by a not-in-my-backyard culture; and lack of feedstock security. Adding to these challenges is a biopower industry that is heterogeneous, offering a variety of technologies (anaerobic digestion, pyrolysis, gasification); feedstocks (municipal solid waste, wood, manure and agricultural crops); and types of energy produced (electricity, thermal energy and transportation fuels). The Renewable Energy Incentive Program (REIP) is focused exclusively on motivating power production, with an incentive option for combined heat and power (CHP).

Although the Market Manager does not have the ability to remedy some of the barriers to increased biopower development (such as siting and permitting), it can act as a facilitator with the parties that may be able to take action. For example, the Market Manager has already initiated discussions with officials at the DEP to develop a list of certified “sustainable biomass” feedstocks and to address issues related to the SOTA (state of the art) determinations required for biopower projects. Overcoming these barriers requires a greater role for education and outreach in the 2012 program plans and budget than in previously proposed Compliance Filings.

2012 Biopower Program Changes

A report issued by the subcommittee appointed by the BPU to examine biopower issues in the Energy Master Plan (“Biomass Resources for Producing Renewable Power and Fuels in the State of New Jersey and Incentives to Promote their Development”, dated September 26, 2011) stated that “current incentives are ineffective when it comes to stimulating the development of the biomass-to-energy sector” and also noted that Class I RECs were ineffective because of their low value. In view of this, the Market Manager can align itself with the subcommittee’s recommendations by taking steps to ensure that the incentives provided through the REIP are more effective in stimulating the biopower market. To that end:

- The REIP incentive structure for 2012 has been revised to offer higher rebates than in previous years; to reduce the number of tiers within the structure while still recognizing the need to provide higher incentive to projects that cannot benefit from economies of scale; and coordinating the incentives for biopower CHP with those for natural gas-powered CHP offered in a different NJCEP program for commercial and industrial stand alone CHP.
- In an effort to encourage the development of CHP over conventional power-only generation, the incentive differential between power-only and CHP has been widened.
- In addition, applicants for REIP biopower incentives will have 18 months from the date of the approval letter to complete their project.
- In placing greater emphasis on market development in biopower, the Market Manager will conduct outreach activities to high potential customers, project developers and equipment manufacturers through a series of geographically targeted meetings and workshops.
- The Biopower Working Group will be reconvened and meetings will resume on a regular basis.
- The Market Manager will also coordinate existing staff resources in partnership with the Biopower Working Group, the EMP subcommittee on biomass, and Rutgers to study specific issues outlined in the EMP subcommittee report (e.g., conducting an inventory of industrial waste; ascertaining the highest and best use New Jersey’s feedstocks, etc.) and to prepare a specific, focused re-assessment of New Jersey’s biopower market potential that will serve to update and complement the 2007 Rutgers study, “Assessment for Biomass Potential in New Jersey.”

Biopower Target Markets and Eligibility

Although a 2007 Rutgers study titled “Assessment for Biomass Potential in New Jersey” stated that biomass could provide up to 9% of New Jersey’s electric needs, it is clear that this potential will not be fully realized without a comprehensive effort to overcome the economic and regulatory barriers to biopower development. Greater resources are proposed to be directed toward outreach efforts, with the Market Manager taking an active role in bringing together customers in high-potential industries with equipment manufacturers, project developers, engineers, the Department of Environmental Protection (DEP) and academia. High-potential industries include those which generate large amounts of waste and have high on-site electric (and thermal, for CHP applications) demand, such as:

Target Market	Potential Technologies
Food processing facilities	Anaerobic digestion or gasification of organic waste
Wastewater treatment plants	Anaerobic digestion of wastewater
Dairy farms	Anaerobic digestion of cow manure
Hospitals and healthcare facilities	Gasification of food and medical waste
Hotels	Anaerobic digestion or gasification of food waste
Colleges and universities	Digestion/gasification/pyrolysis of food and other waste
Military installations	Digestion/gasification/pyrolysis of food and other waste
Breweries and wineries	Anaerobic digestion of fermentation wastes

Because biomass is generally a bulky, low-value commodity that is difficult and costly to transport, the on-site use of the biomass for power generation is economically preferable to transporting it to a centralized facility. However, centralized facilities will play a role in large-scale biopower projects that require the importation of feedstocks (such as municipal solid waste) from multiple sources.

To be eligible for the REIP incentive, biopower systems must be sized equal to or less than estimated annual onsite electric use. The incentive is capped at 1 MW AC of rated capacity.

Biopower systems are also eligible for Class 1 RECs.

Biopower Offerings and Customer Incentives

In 2012, the biopower incentive structure will be simplified and adjusted to reflect the emphasis placed on both biopower itself and on CHP technology. Incentives will continue to be offered for power generation only, but at a lower level than 2011. An enhanced incentive will now be offered for CHP in an effort to steer customers toward that technology, and to represent a premium over the incentive available for both power-only generation and conventional natural gas-fired CHP under the commercial and industrial energy efficiency component of the NJCEP. As per existing REIP guidelines, all projects – whether power generation only or CHP – must be net metered and must not generate power in excess of the host facility’s annual consumption. Projects capable of supplying power that exceeds the limits imposed by the Board’s Net Metering and Interconnection regulations will be steered toward the Office of Clean Energy’s Grid Supply Solicitation. In addition, applicants for the REIP incentives outlined below will have 18 months from the date of their approval letter to complete their project. REIP biomass projects will be inspected at a 100% inspection rate to ensure that the equipment described in the paperwork is actually installed at the site.

2012 REIP Biopower Incentive Schedule for Power Generation Only

Power Only Incentives	
Watts	\$ Per Watt
First 500,000	\$2.00
Next 500,000	\$1.00

For example, a 600,000 watt system would receive a rebate of \$1.1 million (500,000 watts x \$2.00 = \$1 million plus 100,000 watts x \$1.00 = \$100,000). Although there will be no limit on the size of the system itself, the REIP incentive will continue to be capped at the dollar level equal to 1 MW or 30% of the installed cost, whichever is less, up to a maximum of \$1,500,000. Installed costs include all documented capital costs to supply and operate the system including feedstock collection, fuel conversion technology, storage, refining, power generation, and monitoring systems. In situations where power generation units are being added to existing biomass-producing systems (i.e., anaerobic digesters), incentive payments will not be made on the value of any existing facilities, but will be applied only to the cost of new equipment.

It should be noted that the above schedule applies to projects which seek to generate onsite power only (i.e., proposing to connect behind-the-meter in accordance with the BPU’s net metering and interconnection regulations).

Projects which seek to generate combined heat and power (CHP) will be eligible for an additional incentive defined in the section below. The 2012 incentive structure has been simplified from 2011 and adjusted to reflect both the economies of scale inherent in

larger projects and the incentives available under a separate NJCEP commercial stand alone program for non-renewable CHP.

2012 REIP Biopower Incentive Schedule for Combined Heat and Power

Combined Heat & Power (CHP) Incentive	
Watts	\$ per Watt
First 500,000	\$3.00
Next 500,000	\$2.00

For example, a 600,000 watt system would receive a rebate of \$1.7 million (500,000 watts x \$3.00 = \$1.5 million plus 100,000 watts x \$2.00 = \$200,000). As with the power-only incentives, there will be no limit on the size of the system itself, as long as it is net metered and does not exceed the annual electric consumption of the host site. However, overall incentives for CHP projects will be capped at the lesser of 40% of project costs or the per-watt incentive calculated according the schedule above, up to a maximum of \$2,500,000. The incremental costs associated with heat recovery will be eligible for inclusion in the calculation. However, the value of any existing biomass-producing systems (i.e., anaerobic digesters) to which CHP equipment is being added will not be eligible for inclusion in calculating the total project incentive. As with power generation only, incentive payments will not be made on the value of any existing facilities but will be applied only to the cost of new CHP equipment.

Any biopower project applying for CHP incentives must meet all eligibility requirements as defined by the NJCEP for a CHP program, which includes an annual system efficiency of at least 60%, based on total energy input and total utilized energy output.

The Market Managers will refer customers to the CHP program that best suits the customer needs; whether that be natural gas powered CHP (Commercial and Industrial Energy Efficiency Market Manager) or biopowered CHP (Renewable Energy Market Manager).

Rebate payments will continue to be made for all biopower projects on the existing basis of 100% payment upon project completion.

Wind and Biopower Feasibility Studies

The Feasibility Study Incentive is designed to promote development of customer sited wind energy and sustainable biopower projects by offering an incentive during the feasibility phase of the project. A feasibility study is a compilation of analytical tools and

assessments that assist in determining the viability of a project. The incentive will provide financial support for sound engineering, financial, and legal analysis of projects to help improve the likelihood of the systems being built. It will also provide an opportunity for companies interested in pursuing projects with wind and biopower technologies to evaluate the feasibility of the projects without incurring the entire financial burden. The study shall entail a comprehensive analysis that provides the necessary information to determine if a development project is technically, economically, and legally viable to allow the customer to make an informed “Go” or “No-Go” decision. A detailed outline of data required in the study has been developed to ensure consistency of formats and thoroughness of the study documentation.

The Feasibility Study Incentive is available to all New Jersey non-residential market segments that contribute to the Societal Benefit Charge (SBC) through the utility bill. Only behind the meter / net metered projects are eligible. The system(s) proposed must satisfy the current technical and program requirements as defined by the existing REIP program for wind or biopower equipment. The anticipated system size must be greater than or equal to 100 kW as justified through current 12 months historical energy consumption. All feasibility studies must be stamped by a licensed professional engineer. For wind systems, studies performed by a certified wind site assessor will also be acceptable. The size of the incentive awards will be determined by the expected size of the project. The NJCEP will pay up to 50% of the cost of the feasibility study not to exceed \$50,000. The incentive payment will be paid in two equal installments. The first incentive payment will occur after completion of the feasibility study, and the second incentive payment will occur only if the wind or biopower project that was studied is completed, and will be paid after the installation is complete.

In 2012, the incentive structure for wind and biopower feasibility studies is being simplified and made consistent with the project incentive structure per the chart below:

2012 Feasibility Study Incentive Structure

Expected Project Size	Incentive Award Range
100,000 – 500,000 watts	50% of the cost of the feasibility study or \$25,000, whichever is less.
501,000 – 1,000,000 watts	50% of the cost of the feasibility study or \$50,000, whichever is less.

To be eligible for the incentive, an applicant must submit an application packet to the REIP Program to request approval for a Feasibility Study Incentive. This packet will include the following:

- i. Current REIP Application Form**
- ii. Applicant Prequalification:** All applicants must demonstrate that the customer has been prequalified and informed about the steps that are involved in developing a wind energy or sustainable biopower project. Prequalification may include:
 - a. A statement of the Applicant's goals for the project.
 - b. Standard financial underwriting requirements such as a credit check, borrowing capacity, budgeting and cash flow analysis.
 - c. Annual energy usage and how this matches up with the typical turbine or biopower generator's energy output.
 - d. Expectations on the customer's involvement in permitting, installation and maintenance.
 - e. For biopower projects, the anticipated sustainable fuel source or feedstock.
- iii. Site Prequalification:** All applicants must demonstrate that the site has been prequalified by identifying basic information about:
 - a. The property's size and distances to abutters
 - b. The site's orientation
 - c. The utility territory
 - d. For wind systems, the average annual wind speed (Per REIP wind program requirements, sites must demonstrate a wind resource that is at least 11 MPH annual average at 50 meters according to existing wind resource maps).
 - e. For biopower systems – indicate roadway or rail access for feedstock delivery and demonstrate whether traffic impact studies may be required; indicate whether the New Jersey Department of Environmental Protection Air Quality Permitting Program testing and/or permitting may be required and included in the study.
 - f. Known zoning requirements
- iv. Letter of Commitment:** This letter should be signed by both the customer and the prime contractor who will be completing the feasibility study, and include the following:
 - a. The price of the study
 - b. An outline of the deliverables included in the price
 - 1. This will need to match the Feasibility Study Outline document published on the feasibility study pages on www.njcleanenergy.com
 - c. A timetable that shows the feasibility study will be completed within six months.
- v. Team Qualifications:** Each application must include the qualifications of the development and feasibility study team.

Applications that meet threshold eligibility requirements will qualify for the Feasibility Study Incentives. However if demand for studies exceeds the funding available, applications will be subject to a review by an evaluation committee. The projects will be ranked by a committee of experts, without conflict. Final awards will be determined based on indicators including, but not limited to:

- Scored reviews by the evaluation committee
- Funding availability
- Committee rankings
- Award recipient diversity (individual, nonprofit, profit, etc)
- Total amount of disbursement

Once the project is approved, a letter stating this and the terms and conditions will be mailed to the applicant and the installer. The completed feasibility study will need to be submitted to the NJCEP market manager within six months of the date of the approval letter. Upon acceptance by the NJCEP, if the study is deemed complete, the processing team will set up payment for the first half of the incentive, and the completed study will be posted on the NJCEP website.

The second half of the feasibility study incentive will be added to the incentive for the renewable system project only if the NJCEP approves the incentive for the studied system. This portion of the incentive will be paid upon completion of the project.

Any proprietary information submitted with the feasibility study must comply with the NJ Open Public Records Act (OPRA). The feasibility study information that is not protected by OPRA, will become public information. The NJCEP will institute a wind technical work group and a biopower technical work group made up of interested stakeholders that would review the results of the studies to provide input and justification for future program changes and enhancements.

REIP Program – Solar Projects

The REIP program was closed to new solar applications in 2010. However, the Market Manager will continue to process the existing applications. Please refer to the sections below on Planned Program Implementation Activities and Quality Control/Quality Assurance Provisions for discussions on the ongoing processing and inspections for all REIP wind, biopower and solar projects.

Planned Program Implementation Activities for 2012

Program Priorities

The Renewable Energy Programs will have the following areas of focus in 2012:

- 1) Sustain the growth of New Jersey's solar markets, while communicating accurate and objective information on SREC prices.
- 2) Manage internal resources to redirect efforts toward market development activities that are complimentary to NJCEP objectives and Energy Master Plan goals. Focus market development efforts on onshore wind and biopower.
- 3) Wind down all rebate programs by managing the carryover projects from CORE and solar REIP.
- 4) Manage the increased volumes of SRP projects by automating the registration process.

The Market Manager may conduct site visits to verify the installation of ANSI-C12 revenue grade output meters on solar projects if requested by OCE. Rebated projects that are still in the system will continue to be inspected at the 20% level and perform on site verification for non-rebated projects at the 10% level.

To reduce administrative costs and improve program participant experience and turnaround time, the 2012 SRP registration process will be automated. In 2012 the Market Manager will implement and launch the changes summarized below:

For New SRP Registrations Received Beginning January 1, 2012

The Market Manager will continue to require the submission of the following documents for new SRP registrations in accordance with the BPU's Net Metering and Interconnection rule amendments:

- SRP Registration Form
- Technical Worksheet
- Cost of equipment and installation
- Copy of one recent EDC bill for host facility (for Net Metered projects only)
- Site Map
- Contract (Full copy not required, must provide key elements such as host location, parties to the contract, project cost and signature page with dates.)
- Construction schedule

The last four items on the list are now included to ensure that each application submitted represents a project with a reasonable likelihood of completion. The copy of a recent

utility bill helps verify that the host facility maintains an active account for electric service; the contract elements ensures the existence of an agreement to install the system; the site map verifies that the proposed system is being installed properly with respect to the facility's features; the construction schedule marks the steps toward project completion.

Also effective with the BPU's recent rule amendments is a requirement that construction on a project may not begin until an SRP project acceptance letter is issued. Violation of this rule may result in a delay in the creation of the first 12 months of the project's SRECs.

However, applicants are reminded that the SRP project acceptance letter does not constitute net metering and interconnection approval, and that they may be at risk of proceeding with a project that the utility refuses to interconnect based on the utility review of the system output and historical consumption. On-site load at least equal to project generation must exist before a net-metered system may be energized or final program approval is issued. The EDCs will require at the time of interconnection the existence of sufficient load to justify the capacity installed.

In 2012, the Market Manager will have launched a web based application portal that enables program participants in the SRP program to automate applications, document submissions, and to provide project status tracking. The SRP project status tracking which does not currently contain any information on the construction status was recommended by stakeholders in the solar transition proceedings to be expanded to include required updates upon the achievement of certain project construction milestones consistent with the proposed regulatory amendments. These milestones may include events which indicate the date upon which the construction of the solar array has commenced.

Final As-Built Paperwork for all SRP Projects Beginning on January 1, 2012

Consistent with the process change that was implemented in 2011, to improve processing efficiency and reduce administrative costs, the final paperwork should be submitted as one complete package, rather than submitting the Final As-Built package first, and then the remaining paperwork after the program inspection (or waiver). However, an exception will be made if the expiration date is near and applicant has met all Final As-built submittal requirements but has not received the EDC Notification. In this case only, the applicant should submit all other required Final As-built documents and then provide the EDC Notification as soon as it is available.

Required Items:

- Final As-Built Package
 - Technical Worksheet
 - PV Watts actual and ideal estimated annual output

- Shading analysis
- Site Photos (inverter modules and revenue grade meter)
- ANSI-C12 certified meter worksheet (to demonstrate compliance with revenue grade meter requirement to measure system output)
- Completed PV Commissioning Form – registrants may use the NJCEP PV Commissioning Form or provide the same information in another format when submitting Final As-Built paperwork.
- EDC Notification of interconnection completion - the written notification that the system is authorized to be energized from the utility. Per the N.J.A.C. 14:8-5.8 - requirements after approval of an interconnection, once the EDC performs an inspection or determines that no inspection is needed and has received an executed interconnection agreement from the customer-generator; the EDC shall notify the customer-generator in writing that the customer-generator is authorized to energize the customer-generator facility. This notification may be in the form of an email or a letter from the EDC.
- Projects that were eligible for the ESFI incentive as a result of successful contract award from one of the first two solicitations in 2011 must provide a copy of page 1 (Effective Date), page 5 (Signature Date) and Appendix B (Seller's Project) of the fully executed Purchase and Sale Agreement.

Consistent with the BPU's rule amendments, any increase or decrease of more than 10% of the project's generating capacity from what was specified in the initial registration package requires the registrant to notify the Market Manager in writing within 10 business days of the change.

Final As-Built Paperwork for all REIP and CORE Rebate Projects Beginning on January 1, 2012

To improve processing efficiency and reduce administrative costs, Final As-Built paperwork is required to be submitted no later than the expiration date as one complete package, rather than submitting the Final As-Built package first, and then the remaining paperwork after the program inspection (or waiver). However, an exception will be made if the expiration date is near and applicant has met all Final As-built submittal requirements but has not received the EDC Notification. In this case only, the applicant should submit all other required Final As-built documents and then provide the EDC Notification as soon as it is available.

Required Items:

- Final As-Built Package
 - Technical Worksheet
 - A revised REIP Solar Technical Worksheet with the correct rebate calculation if the system size has changed since the initial application submittal.
 - PV Watts actual and ideal estimated annual output

- Shading analysis
- Site Photos (inverter, modules and revenue grade meter)
- Meter worksheet
- Completed PV Commissioning Form – registrants may use the NJCEP PV Commissioning Form or provide the same information in another format when submitting Final As-Built paperwork.
- EDC Notification of interconnection completion - the written notification that the system is authorized to be energized from the utility. Per the N.J.A.C. 14:8-5.8 - requirements after approval of an interconnection, once the EDC performs an inspection or determines that no inspection is needed and has received an executed interconnection agreement from the customer-generator; the EDC shall notify the customer-generator in writing that the customer-generator is authorized to energize the customer-generator facility. This notification may be in the form of an email or a letter from the EDC.
- Incentive Confirmation and Final Application Sheet

Extension Policy for Solar CORE and REIP Projects

Consistent with the Board Order resulting from the Board Agenda meeting on 6/15/11, Item 8C, effective on June 20, 2011, the Market Manager was authorized to grant extensions for CORE and REIP projects under the following circumstances:

- Projects that have not received an extension prior to June 20, 2011 may be eligible for only one extension and must provide documentation to demonstrate the following items:
 - a. Engineering and design work has been completed.
 - b. Construction permits have been approved by the authority having jurisdiction (where applicable).
 - c. Project materials including the panels, inverters and mounting system are on site.

Projects that meet all requirements for a first extension may be granted an extension from the original project expiration date as determined by the size of the project. Projects less than or equal to 10.0 kW will be eligible for a four month extension and projects greater than 10.0 kW will be eligible for a six month extension.

- Projects greater than 10.0 kW that have already received a first extension may be eligible for one additional extension by providing documentation to demonstrate the following items:
 - a. Engineering and design work has been completed.
 - b. Construction permits have been approved by the authority having jurisdiction (where applicable).

- c. Project materials including the panels, inverters and mounting system are on site.
- d. The system must be substantially installed and awaiting final interconnection approval or in the startup and testing phase.

Projects that meet all second extension requirements may be granted an extension for a period of six months from the current project expiration date. If the project is not completed within this second extension period, no additional extensions will be granted by the Market Manager.

The Market Manager will consider extension requests in the two cases described above only if the requirements for an extension are satisfied, and where the delay was unavoidable and unforeseeable at the time of the rebate application. Approval of any extension will depend on the totality of circumstances, as demonstrated through documentation provided with the extension request.

Extension Policy for SRP Projects

The following policy pertains to extensions for projects registered under the SREC Registration Program (SRP); this policy is consistent with the Board's recently proposed rule amendments. It describes the processes for completion deadlines and extensions for all SRP registrations.

- Projects will be given 12 calendar months to be completed, as measured from the date on the acceptance letter to the date the complete Final As-Built packet is received by the Market Manager.
- If the project is accepted into the ESFI, the expiration date will be 12 months from the date of the signed Board Order approving the bid in the EDC financing solicitation.
- If the project cannot be completed within the initial 12-month period, the registrant/contractor may apply for an extension. Extension requests must be received before 5:00 PM on the expiration date of the initial acceptance letter. The request must include the updated schedule for completion and documentation such as permits, purchase orders, photos, etc. that support the likelihood of timely and successful completion of the solar facility.

Upon conducting a review of all required documents, the Market Manager may grant an extension for a period of six months.

Extension Policy for Approved REIP Wind Systems

Staff is proposing modifications to the current extension policy for all wind projects.

Projects that have not received an extension but will be expiring prior to the opening of the 2012 REIP for wind systems may be eligible for only one extension and must provide documentation to demonstrate the following items:

- a. Engineering and design work has been completed.
- b. Construction permits have been approved by the authority having jurisdiction (where applicable).
- c. Project materials including the tower, turbine and inverters are on site.

Projects that meet all requirements for an extension may be granted an extension from the original project expiration date as determined by the size of the project. Projects less than or equal to 10.0 kW will be eligible for a 4 month extension and projects greater than 10.0 kW will be eligible for a 6 month extension.

The consumer protection measures in discussion for the 2012 REIP program wind systems will not apply to projects approved in previous programs. Once the 2012 REIP program for wind systems is accepting applications, no extensions will be granted for projects under the previous rebate programs. Any project with an existing commitment that does not complete within its commitment length can submit a new application under the improved rebate design to ensure that all projects and program participants enjoy the protections of the proposed program design.

Other Program Services

In addition to incentives, the Market Managers will continue to offer the following additional services to stimulate interest in renewable energy projects, improve the technical quality and performance associated with installations, improve market transparency, build the NJ renewable community, support the development of new policies which facilitate long term growth, and promote New Jersey and its clean energy efforts to broader national audiences.

- 1) Provide inbound call center to educate market on the New Jersey market and programs, and to provide customer support to installers and project owners on project status, and issues troubleshooting.
- 2) Facilitate industry workgroups, including the Renewable Energy Committee meetings, the small wind working group, the solar technical workgroup, and the biopower working group.
- 3) Support BPU marketing efforts in providing quick response to support media inquiries, and ad hoc requests for market statistics.

- 4) Expand outreach efforts to promote wind and biopower markets, including speaking engagement and presentations. The Market Manager will also work with the biopower work group to better understand the statewide market potential of biopower.
- 5) Monitor policy development processes and inform the market of key outstanding questions and decisions (e.g. new RPS levels, net metering, Community Energy) and translate new policies into program operational procedures as required.
- 6) Provide timely and accurate market information on past, current, and projected renewable energy project development with respect to the fulfillment of New Jersey RPS obligations: number of projected REC and SREC requirements in each year, number of new certificates created and traded, and retired over time, REC and SREC trading prices and volumes, and the project pipeline based on SREC registrations and incentive applications and approvals. Ongoing analysis and regular reporting on market activity and trends will enhance market transparency, and ready access to data will help create an efficient market for Renewable Energy Certificates and should lower the ultimate costs for compliance with the RPS requirements.
- 7) Provide information to increase awareness of renewable technologies and promote best practices. Focus in person trainings on market development in the financial services industry, and for wind and biopower projects.

Quality Control / Quality Assurance Provisions

All renewable energy systems facilitated through the CORE, REIP and SRP programs must be installed in accordance with program equipment requirements, program performance requirements, manufacturer specifications, and provisions of the National Electrical Code (NEC). The Installer is required to have a Home Improvement Contractor (HIC) license and/or an Electrical Contractor License for residential applications.

Quality Control (QC) serves as a check to ensure specific parameters of a renewable energy installation have been achieved. Quality Assurance (QA) defines processes that ensure quality standards using efficient and cost effective mechanisms.

The QA protocol requires greater diligence on the part of the “in-office” processing team to ensure the “Final As-Built” project information submitted as part of the final application paperwork is complete, correct and in compliance with all program requirements. This review process is critical for the success of the QA program, which complements the direct inspection QC process to ensure program compliance.

Inspections will be limited to rebated projects only, and will include the following steps:

- Collect solar panel make and model information

- Collect inverter make and model information
- Verify inverter operation & record output reading
- Verify the existence of a revenue grade meter for the system output & obtain a reading
- Verify panel tilt and orientation
- Perform rooftop inspection

Inspections tasks performed by the Market Manager will no longer include calculation of estimated annual production, evaluation of manufacturers' specifications, performance of on-site shading evaluation, or performing string sizing evaluation. However, the Market Manager at its option may perform any of these tasks if there appears to be a discrepancy with what was submitted on the Final As-built paper work.

For non-rebated projects, on-site verifications will involve a more limited scope of work including:

- Collecting inverter make and model information
- Verifying inverter operation and recording output reading
- Verifying the revenue grade meter and obtaining a reading
- An estimation approach to panel tilt and orientation versus the more precise measurement approach.

The Market Manager staff will continue to randomly select and review 25% of the projects that receive an inspection waiver to perform a more in depth paperwork review (review of "Final As-Built" information, including PV watts, shading analysis, photos, etc.) while all other applications will be reviewed only for panel count and manufacturers information.

In putting greater reliance on the QA model and more reliance on an honor system in the industry, it should be recognized that a layer of consumer protection may be sacrificed, and that despite best efforts, the chances of incorrect installation data may increase. Negative publicity which may result from the lack of oversight may ultimately damage the reputation of stakeholders in the industry. With increased reliance on contractor self-reporting, the Board granted the Market Manager the authority to implement remediation procedures against contractors who willingly and consistently violate program rules or misrepresent information.

Budget

The total Honeywell Renewable Energy budget for 2012 is \$28.38 Million. This includes estimated carry over commitments from prior years, \$7.195 million of new incentive funds and \$2.805 million for 2012 Market Manager administrative fees. A detailed budget for the 2012 Honeywell Renewable Energy programs is attached in Appendix B.

2012 Honeywell Renewable Energy Program Budget

Description	(\$ Million)
Carry Over CORE and REIP Program Commitments From Prior Years ⁽¹⁾	\$18.383
Wind & Bio Power – New Project Incentives ⁽¹⁾	\$ 7.195
2012 Market Manager Administrative Fees	\$ 2.805
Total	\$28.383

(1) These amounts are in addition to any uncommitted carryover that will be identified by the end of year true-up during Q1, 2012.

Goals and Renewable Generation

The REIP program supports the goals outlined in the New Jersey Energy Master Plan, which defines the following installed capacity goals for 2021 for renewable technologies:

- 2,120 MW Solar
- 200 MW Onshore Wind
- 900 MW Biopower

In 2012, the NJCEP renewable energy programs support the goals outlined in New Jersey’s Renewable Energy Portfolio Standards (N.J.A.C. 14:8-2):

RPS Requirements for 2012

Energy Year	Solar Electric	Class I Renewable Energy	Class II Renewable Energy
June 1, 2011-May 31, 2012	442 GWH	6.320%	2.5%
June 1, 2012-May 31, 2013	596 GWH	7.143%	2.5%

Appendix A - 2012 Residential and Renewable Marketing Plan

Executive Summary

The Honeywell Market Manager Team has accounted for modifications to 2011 plans that address actions to help promote program participation and awareness. While significant budgetary reductions were made in 2011 to address overhead, staffing, and administrative costs, key actions for 2012 will include:

- Conduct cost-effective lead generation; funnel consumers into the appropriate programs through the NJCEP website; implement “Decision Tree” on website to help guide customers into the appropriate programs.
- Implement additional tactics to help drive program participation; direct mail for HPwES; expanded contractor materials & tool kit to help educate and drive customer participation; the addition of a HPwES web video on the NJCEP website.
- Expanded key media tactics; online banner advertising test; an increased radio media buy to help promote awareness and participation.
- Expanded co-op program that promotes contractor and builder participation including additional media tactics and templates.
- Support municipalities to drive residential program participation; promote local involvement with key program partners through printed materials; target opportunities with the widest and most relevant audiences.

To support *New Jersey’s Clean Energy Program* (NJCEP), the program staff is planning a 2012 marketing and communications program to:

1. Maximize energy savings in the residential sector for new and existing homes.
2. Integrate and cross-promote residential energy efficiency and renewable energy services, as well as C&I services (working with TRC), offered by *New Jersey’s Clean Energy Program* and the New Jersey Board of Public Utilities.
3. Increase awareness and participation by New Jersey residents in current and future energy efficiency and renewable energy offerings.
4. Use an integrated communications program that includes broad based customer education and public relations to effectively communicate a “whole house” approach to maximize energy savings.

5. Work with utilities, regional and national agencies; e.g., EPA, DOE, local and national stakeholders, and trade allies, including manufacturers and distributors, to cross-promote and market services where applicable.
6. Expand on successful “testimonials” campaign in advertising and public relations outreach to showcase New Jersey residents and businesses that are benefiting and prospering from *New Jersey’s Clean Energy Program*.
7. Help increase workforce development and economic growth opportunities in the energy efficiency and renewable energy industries.
8. Demonstrate the value of *New Jersey’s Clean Energy Program* to combat rising energy prices and to help mitigate climate change.

Key Creative and Communications Elements

1. Continue to identify and enlist New Jersey residents that are successfully participating in the programs.
2. Further engage BPU commissioners to promote *New Jersey’s Clean Energy Program*. Promote each of the Commissioners as experts and champions for the different programs by engaging them in events and community opportunities to increase program participation.
3. Revitalize retail stores with *New Jersey’s Clean Energy Program* information, positioning the state as a consumer resource for greater savings through energy efficiency and renewable programs.
4. Leverage utility communications with New Jersey residents through newsletters, bill messaging, web linkage, and other community outreach when available.
5. Continue to enhance the web site with relevant content, including success stories and resources that encourage action by New Jersey residents and businesses.
6. Leverage call center activities to increase awareness and participation.

Summary of Scope of Work

Below are the expectations of New Jersey’s Board of Public Utilities for the Honeywell Market Manager marketing and communications team to conduct and produce as part of the marketing and communications program.

Marketing/Advertising Campaigns

- The Honeywell Market Manager team has accounted for expanded tactics and spend to be added to our 2012 plan that will help drive HPwES program participation. Overview narratives for these additional tactics are provided in the HPwES program section below following legacy program recommendations.
- Inclusion of an HPwES web video to be funded from the variable marketing contingency budget.

- Expanded co-op advertising across energy efficiency programs (HVAC, RNC, and HPwES) to include additional media tactics (TV, radio, web) and pre-designed print and direct mail templates for contractor use.
- Include tactics to promote new RNC tier.
- Approval to be provided on Energy Minute Radio campaign and expanded media buy.
- Plan development to promote programs served by Honeywell Market Manager team.
- Technical review with Honeywell Market Manager team prior to review and approval by BPU.
- Inclusion of NJCEP and BPU brands in all materials.
- Inclusion of utility-managed *Comfort Partners* program offering as part of a larger message on energy efficiency for low-income residents, incorporating the utilities' approval of proper messaging.

As part of the planning process, specific tactics and deliverables have been accounted for in the 2012 variable marketing budget. Details of these plans are broken out by program:

Energy Efficiency

New Jersey ENERGY STAR (RNC)

- Updates to brochures; consumer, contractor
- Summary program detail in updated NJCEP overview piece
- Updating existing fact sheet
- Shared cost in re-printing of program folders
- Shared cost in updating both summer & winter tips cards (if produced)
- Create one existing case study/ white paper
- Updates to existing signage (lawn signs & museum boards)
- Update/ maintenance of forms (TBD)
- Small variable reserve allocated for program presentation/ event materials
- Small variable reserve allocated for educational workshops
- Minor variable spend allocated for public relations, trade display & equipment maintenance, and awards & photography
- Small reserve allocated in variable budget for contingency/ special requests
- New RNC tier:
 - Contractor brochure
 - Consumer brochure
 - Contractor fact sheet
 - Consumer fact sheet
 - Small reserve for training

ENERGY STAR Products

- Web banner
- Updates to brochures/applications

- Summary program detail in updated NJCEP overview piece
- Shared cost in re-printing of program folders
- Shared cost in updating both summer & winter tips cards (if produced)
- Signage
- Point of purchase displays
- Minor variable spend allocated for public relations, and trade display & equipment maintenance
- Updates to clothes washer brochure & stuffer bag
- Small reserve allocated in variable budget for contingency/ special requests

HVAC

- Web banners (two)
- Updates to brochures; *CoolAdvantage*, *WarmAdvantage* (home heating and water heating)
- Shared cost in re-printing of program folders
- Shared cost in updating both summer & winter tips cards (if produced)
- Updates to Warm/ Cool Advantage applications (five total)
- Minor variable spend allocated for public relations, trade display & equipment maintenance, and awards & photography
- Small reserve allocated in variable budget for contingency/ special requests

Home Performance with ENERGY STAR (HPWES)

- Web video
- Direct Mail
- Web banner
- Updates to brochures; consumer, contractor, Spanish consumer brochure
- Summary program detail in updated NJCEP overview piece
- Updating two existing fact sheets
- Shared cost in re-printing of program folders
- Shared cost in updating both summer & winter tips cards (if produced)
- Creation of one new case study/ white paper
- Minor variable spend allocated for public relations, trade display & equipment maintenance, and awards & photography
- Small reserve allocated in variable budget for contingency/ special requests

As part of our 2012 filing, the Honeywell Market Manager team recommends the following additional tactics be implemented to help drive program participation:

Online Tactics

Banner Advertising

NJ.com banner advertising is a strategic tactic to reach New Jersey residents on a highly visible website. Online banner advertising has become an effective medium as many people turn to the web to read the news. NJ.com receives 56.1 million page views or web hits per month and the site has 7.97 million unique visitors on a monthly basis, which will allow NJCEP to reach a vast majority of the NJ population. In order to reach a large New Jersey homeowner audience to effectively promote Home Performance, we recommend advertising the program using web banners on NJ.com's main homepage, news and sports pages twelve months of the year, which will help garner attention. Banners would rotate on a daily basis and appear on the pages. The leaderboard, which is a 728x90 banner, will appear on the homepage 75,000 times per month. A rectangle banner, which is 300x250 in size, will also appear on the main homepage 75,000 times per month. The leaderboard and rectangle banners will also rotate on the news and sports pages 95,000 times each per month. The MM team plans for three different seasonal creatives within this schedule.

The banners will include the program name, NJCEP and BPU logos, 866-NJSMART number, and the URL, specifically directing traffic to NJCleanEnergy.com/hp, which would provide customers better access to find more information about the program and participating BPI accredited contractors. Banners will be directed to a vanity link, which will enable us to track how effective the web banner advertising is.

Our goal is to market to a large consumer audience that visits nj.com and encourage them to click on web banners linking directly to the NJCEP website.

Facebook Pay-Per-Click Campaigns

To drive traffic to NJCleanEnergy.com/hp, we recommend advertising on Facebook using cost per click (CPC) advertising, which allows us to specify a pre-determined amount that we are willing to pay each time a user clicks on the Home Performance ad. The CPC campaign on Facebook may be set to a budget that will allow NJCEP to reach a target audience and check the campaign performance on a frequent basis. We recommend advertising 12 months and not spending more than \$1,000 each month.

Radio Advertising

Energy Minute

The Energy Minute radio spots on 101.5 (Townsquare Media) reaches the majority of New Jersey homeowners, particularly residents that we are trying to reach who are 35+ years old, own a home, and are interested in saving money and energy. Based on feedback from contractors and homeowners, we have received positive response to the ads. Due to its

reach, we would like to purchase additional radio airtime to highlight this program during peak tune-up seasons, particularly in the Spring and Fall. Advertising on affiliated radio stations in southern New Jersey will also assist with reaching the market.

In addition to the already planned spots, we will run a Home Performance Energy Minute radio spot on Townsquare Media's affiliated stations focusing on the latest incentive information and directing residents to the 866-NJSMART number and website. Specifically trained CSRs in the call center will qualify potential customers and direct them to the contractor list. We will also ask customers for permission to provide their information directly to contractors for follow-up.

The Home Performance spot will run on WFPG (96.9 lite rock), WPUR (107.3 country), and WSJO (SoJo104.9 Adult Contemporary). These stations cover Atlantic, Burlington, Camden, Cape May, Cumberland, Gloucester, Ocean, and Salem counties. The spots will run 14 times each per week for 19 weeks: 10 spots Monday - Friday between 6 a.m. - 7 p.m.; 1 spot Saturday between 6 a.m. - 7 p.m.; 1 spot Sunday between 6 a.m. - 7 p.m.; 2 spots Monday - Sunday 6 a.m. - 6 a.m. for a total of 14 spots per week on each of the three stations. Fourteen spots over nineteen weeks equates to a total of 266 spots on each station for a grand total of 798 spots for this additional buy.

Direct Mail

Postcard Mailers

A direct mail campaign can effectively reach specifically targeted homeowners, especially homeowners that have dealt with NJCEP previously. We will send postcards to residents that have gone through one of NJCEP's other programs. These customers are more likely to continue with a "whole house" approach and are familiar with New Jersey's residential programs. The campaign will reach customers throughout New Jersey.

A 6"x9" postcard will be created to target previous HVAC (WARMAdvantage and COOLAdvantage), Home Performance customers that only had an audit performed in the previous year, Refrigerator/Freezer Recycling Program customers, and solar customers. The pricing includes creative, printing, lettershop, data, and postage.

We are planning two mail drops for fall and spring tune-up seasons. We will manage staggered distributions to ensure the call center and work among contractors is spread evenly over the mail drop periods. The Market Manager is also looking to continue seasonal promotional incentives that these cards will promote. The direct mail will be sent to

approximately 200,000 homeowners. We have the option of purchasing a list through InfoUSA to purchase additional targeted leads; e.g. homeowners 35 or more years of age in homes built before 1970.

Direct Outreach

Outbound Telemarketers

Additionally, we recommend adding dedicating telemarketing (TM) representatives to make outbound calls to follow up with homeowners that expressed interest in learning more about the program. These leads could come from creative partners, direct mail responses and referrals. The outbound TM staff will be trained and equipped with scripting on how to handle the follow up calls. We will also ask customers for permission to provide their information directly to contractors for follow-up.

Sustainable Jersey – TBD

Sustainable Jersey is working with Montclair, Cherry Hill, and Highland Park, all of which received federal grants to see how the municipalities can increase participation in NJCEP programs, specifically Home Performance with ENERGY STAR. Each of the three municipalities has committed to getting 200-400 new Home Performance completions, each over the next two years.

The communities are distributing RFPs to Home Performance contractors to see which contractors are willing to conduct home energy audits at fixed rates. Residents can participate in the "Town-wide Energy Audit" simply by signing up for an audit that the town has already negotiated the price of. This takes the confusion and risk away from homeowners and overcomes one of the major obstacles that has been identified in the program.

Municipalities are going directly to community groups and congregations and enlisting them in promoting Home Performance to their membership. The municipality recognizes the congregation/organization as a town "Energy Leader" and gives them literature to provide to their membership for participating in HPwES.

The Energy Efficiency Programs may want to provide a direct incentive to municipalities that achieve 400 completions over a twelve month period. This incentive, if approved would come from the EE Program incentive budget, not the marketing budget. However, to support this initiative, the MM recommends creating a SJ/ NJCEP HPwES brochure to help guide consumers and drive participation in the program. This component can be managed under existing variable contingency funds.

Renewables Program

- Ongoing marketing program support and public relations for key milestones, including press release development and announcements
- Maintenance of updates to critical brochures for literature library; minimal print quantities
- Summary program detail in updated NJCEP Overview piece
- Continued maintenance of program detail on Renewables web pages on the NJCEP website

Event Management & Support

The Market Manager team will continue to define and prioritize events in cooperation with the BPU. The continued use of stock presentations including Energy Efficiency and Renewables PowerPoint presentation, as well as corresponding talking points will be updated quarterly for Commissioners and aids to tailor to their specific speaking needs. For 2012, the process for selection will continue to evolve with the BPU based on mutually agreed upon criteria for cost efficiency and the best use of BPU personnel and Market Manager resources.

- Events and media support will be focused on generating program participation
- Focus resources on key agreed upon events
- Select conferences and speaking engagements based on program participation levels
- Partner with BPU staff and program team to ensure event and speaking engagement attendance is in sync with program goals
- Utilization of stock presentations; to be updated quarterly
- Press releases for program specific announcements and updates
- Limited press engagements; eliminating ceremonial events, ribbon cuttings, etc. that do not effectively promote the program
- Reduced media outreach
- All costs related to approved trade shows/events and sponsorships specifically identified in the following table for the 2012 Marketing Plan are included in the fixed marketing budget. (See events summary.)

Media Events*Event Selection and Implementation*

- Select opportunities to plan events in conjunction with program managers and BPU to highlight significant program accomplishments.
- Once opportunities are selected and approved by BPU, contact relevant organizations to initiate planning of events.
- Coordinate with BPU to select appropriate Commissioner or BPU representative.

- Develop project background information for Commissioners for speaking engagements, along with briefing memos which include event logistics, such as event agenda, driving directions, project statistics, etc.
- Partner with BPU for media outreach to ensure press coverage of programs, utilizing the Commissioners as an additional hook (BPU will confirm when media outreach for specific events will be conducted by the BPU communications team).
- Attend program press events with Commissioner to ensure coverage of program and assist Commissioner.

Given the continued requests for events anticipated in 2012, the Honeywell Market Manager team will work with the BPU to prioritize events initiated and managed by the team. Suggestions for these events should be presented to the BPU Marketing Administrator and the Marketing/Communications team for evaluation as far in advance as possible.

There are other events or speaking engagements where the BPU is requested to participate, initiated either through a website request or other method. These event requests are evaluated with the Marketing Administrator and Program Coordinator. The Honeywell Market Manager team will also assist and support the BPU for these events with planning, preparation, or execution based on discussion and agreement with BPU at the outset of each event.

Industry Conferences & Trade Ally Events

A defined list of trade shows is outlined in this marketing plan. For those trade shows/events, support may include preparation of program information, media outreach, as well as participation and presence at the event. Before the start of any event, the Honeywell Market Manager team will clarify its deliverables for each event with the agreement and cooperation of the BPU. The Honeywell Market Manager team will assist the BPU with criteria for selecting newsworthy media and public events that warrant the attendance and participation of Commissioners.

- Support trade ally recruitment events, training meetings, and conferences for Home Performance contractors, HVAC contractors, RNC builders, and solar installers as needed.
- Preparation of applications for industry awards.

Public/ Community Events

Event Reviews (process for when events are proposed to Market Managers/BPU)

- Review audience composition and size, sponsor mission, historical data, logistics, and other criteria to determine whether or not the event will offer a worthwhile opportunity for promoting *New Jersey's Clean Energy Program*.
- Based on the above, determine the level of support that will maximize benefit to the program of the event. Work with team to ensure appropriate coverage and

- speakers if deemed appropriate; if not direct requestor to the NJCEP website for downloadable program materials.
- Continue to work with the BPU to be selective regarding participation at public events to help use time and personnel resources efficiently to support greater awareness and participation in the programs.

Ongoing Public & Media Relations

- Identify opportunities to promote programs through news media.
- Write press releases, conducting technical review before BPU receives draft copy.
- The BPU will distribute and conduct outreach of press releases.
- Confirm with BPU that media outreach efforts are not duplicated, especially with regard to the Refrigerator/Freezer Recycling Program.
- A final copy of any program-related press release distributed will be provided by the BPU.

Written Materials

- Develop quarterly talking points and briefing memos for specific project events. These will include statistics on specific projects, as well as overall program progress to date.
- Conduct complete technical review before providing to BPU for review.
- Work with Program Coordinator to store all updated program brochures and fact sheets in the program literature section of NJCleanEnergy.com for easy posting and access.

Educational and Promotional Materials

- Create brochures, public service announcements, and fact sheets that contain a larger message on how residents can take steps to be more energy efficient and/or invest in renewable energy.
- Conduct all technical review before providing to BPU.
- Promote usage of NJCEP website and online literature library for printed material requests.

Educational materials are an integral part of the marketing plan. The 2012 plan includes reprints of the overview brochure, which promotes all of the programs. The plan also includes updates and reprints of materials, including tip cards, indicating low-cost or no cost “tips” while promoting the specific programs.

The Honeywell Market Manager team recommends reinstating the completion of a one-page Project Information Form (PIF) with appropriate BPU staff at the start of each new project. This outline will help define the subject, audience, key messages, tone, goals,

call-to-action, media specifications, and timeline to help understand and meet BPU expectations at the outset of each project.

Co-op Advertising Program

The Honeywell Market Manager team plans for an expanded co-op program in 2012. The goal of the expanded co-op program is to promote increased contractor and builder participation across the HPwES, HVAC, and RNC programs. Modifications to the 2012 co-op program include:

- Broadened media parameters to include TV, radio, and web (maintain existing print and direct mail channels).
- Implementation of print and direct mail pre-designed templates.
- Modifications to current contractor participation levels
 - Increasing HPwES cap to \$20,000 (maintaining HVAC at \$10,000 and RNC at \$50,000)
 - Increasing HPwES reimbursement incentive to 40% (all others remain at 25%)
- Set a pool for budget incentives; \$500,000 across HPwES, HVAC and RNC.
- Administration and management of co-op advertising for New Jersey ENERGY STAR Homes (RNC), Home Performance with ENERGY STAR, and HVAC programs.
- Processing of co-op advertising incentive applications, based upon eligibility requirements. The payments to the vendors for approved projects will be processed from the program's incentives budgets.
- Assistance to participating contractors and builders with advertising and sales tools.
- Application and participation in EPA's co-op advertising program.

Direct Mail Program

- For the 2012 plan, direct mail will be utilized to support mass outreach and participation in the HPwES program.
- If needed, direct mail may be utilized for assistance with other program communications to trade allies regarding program announcements or recruitment for trade ally events and conferences.

Digital Communications

The NJCEP website will be utilized as the core medium for promoting program information and updates. The site's program literature library will continue to be used as a central repository for updated and printable materials.

- Utilize new web banners to promote consumer interest for program specific promotions and changes.
- Updating program information and trade ally database.
- Creating web enhancements for greater consumer ease and navigation.
- Participating in web strategy development and enhancements as part of ongoing web meetings with BPU and program coordinator as needed.
- Use of external sources for web enhancements, including web consultants, web designers, web programmers, web production, as well as paid market research and search optimization consultants may be submitted as variable expenses, based on prior written approval by BPU Marketing Administrator.
- Copy development and organization of respective sections of the website. This includes input and support for direction and content of the site.
- Provide newsletter content as needed.
- Maintenance of program Frequently Asked Questions.

Development of Retail Point-of-Purchase and Sales/Educational Materials

- Production of retailer educational materials and in-store point-of-purchase materials for *ENERGY STAR Products*, HVAC, Home Performance, *New Jersey ENERGY STAR Homes*. Includes incentive information, rebate applications, store signage, bag stuffers, qualifying products list, educational brochures, and fact sheets.
- Support 2012 roll out of program enhancements and modifications with materials as needed.

Market Manager Meetings

- Hosting and preparation of weekly Marketing status calls.
- Meetings as needed with Market Manager program staff to support program marketing needs.
- Call center communications and support.
- Internal traffic meetings to review work plan and deliverables.
- Attendance in person or by phone of monthly Marketing and Communications, Energy Efficiency, and Renewably Energy committee meetings.
- Coordination with utilities on joint promotions; i.e., New Jersey Natural Gas and *Home Performance with ENERGY STAR*.
- Attendance at additional meetings as needed.

Reporting

- Monthly billing, budget, and activity reporting
- Work with program managers to provide response to requests for program statistics or inquiries
- Annual recap books of all marketing materials produced
- Work with call center and web team to assess results of promotional campaigns

Marketing Plan Development and Management

The Honeywell Market Manager team will work with the BPU to develop an annual tactical marketing plan and calendar. This will provide an opportunity for the BPU to help plan a year-long schedule with appropriate themes and messaging to help leverage all communications activities.

- Strategic planning and development of annual program marketing plans and filings
- Preparation of annual program marketing and contract modification budgets

A separate media plan detailing tactics for the Refrigerator-Freezer Recycling Program (ENERGY STAR Products) will be developed and shared with the Marketing Administrator and Program Coordinator prior to implementation. All marketing tactics for this program are funded directly through the program budget based on marketing allowable per unit collected and program goals.

Utility Coordination

The Honeywell Market Manager team will make every effort to coordinate with new program pilots or launches by New Jersey's electric and gas utilities. Similarly, the team will also work with relevant organizations to maximize any incoming SEP or ARRA funding.

Account Management

- Program Marketing Management and Oversight
- Communication with BPU/PC/utilities/other agencies via meetings or conference calls
- Financial administration
- Reporting
- General office administration
- Office space expenses, including phones, computers, fax, copying, etc.
- Office supplies, including program stationery, forms, envelopes, etc.
- Program apparel
- Preparation and submission of award nominations, including materials, copying, and mailing costs.
- Postage for regular business operations
- Travel

Call Center

- Call center briefings on marketing initiatives, including FAQs, current campaign information, and training as required.
- The call center provides an important link between potential program participants and the Market Manager team. Providing information about program requirements, the call center acts as a clearinghouse for program literature and an important point of entry to *New Jersey's Clean Energy Program*
- Customers calling Monday through Friday from 9:00 AM to 7:00 PM will be handled by customer service representatives.

Creative Services

- Creative development of all marketing materials and program identity pieces, including but not limited to program stationery, labels, easel backs, POP displays, forms, case studies, testimonials, customer or trade ally materials, fact sheets, direct mail, brochures, promotional materials, video, event signage, lawn signs, trade show booths, banners, and banner stands.

- Administration of co-op marketing program, including management of guidelines, approval of submissions, and monitoring of contractor adherence to co-op guidelines.

Variable Costs

The variable marketing budget is intended to cover out-of-pocket costs that vary directly with the program goals and marketing production needs. There will be no markup on variable marketing expenses. All expenses will be approved by the BPU Marketing Administrator prior to project commencement. Examples of appropriate variable marketing expenses include:

- Overnight delivery costs or other delivery costs. These extra costs will be utilized prudently and when necessary.
- Actual printing or production costs for marketing materials, including trade show displays, banners, signage, bill inserts, applications, brochures, forms, and any printed materials supporting the programs.
- Other production expenses, such as video production, photography, both from stock/subscription sites and specific sites/subjects, when such services are provided by external consultant or production company.
- Direct mail campaigns, if utilized; including list purchase, postage, mail-house costs, and printing.
- Public relations expenses.
- Event expenses, such as onsite photographer, special equipment rental/purchase, such as microphones, tents, podiums, tables, chairs, easels, and sound systems, may be submitted under variable
- Refurbishment of promotional item inventory has been accounted for in the 2012 variable budget plan, and if utilized may include home show give-aways, specialty advertising items, and premiums, as well as recognition awards for BPU-sponsored awards programs, such as trophies and plaques.
- Website projects.

Events Summary

The following organizations sponsor trade shows and/or monthly meetings that the Market Manager expects to support in 2012 with all costs covered within the fixed marketing budget. Events of equivalent cost and scope may be supported in exchange or in place of any of these events.

Event	Sponsor	Program(s)
Governor's Conference on Housing and Development	Governor, NJHMFA, NJDCA	RNC
New Jersey League of Municipalities	NJLM	RE
Atlantic Builders Convention	Atlantic Builders Convention	RNC
AEA Utility Management Conference	AEA (Association of Environmental Authorities)	All
NJ Association of Counties	NJAC	RE
Association of New Jersey Environmental Commission	ANJEC	All
New Jersey Conference of Mayors	New Jersey Conference of Mayors	All

Appendix B – 2012 Residential Energy Efficiency and Renewable Programs Budgets

Table 1: 2012 Renewable Energy Programs Budget

Program	Total	Administration, IT and Program Development	Sales & Marketing	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections and Other Quality Control	Performance Incentives	Evaluation and Related Research
CORE	\$4,150,000.00	\$0.00	\$0.00	\$0.00	\$4,150,000.00	\$0.00	\$0.00	\$0.00
REIP	\$24,233,390.05	\$1,378,366.92	\$0.00	\$0.00	\$21,428,390.05	\$1,426,633.08	\$0.00	\$0.00
Marketing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total RE Programs	\$28,383,390.05	\$1,378,366.92	\$0.00	\$0.00	\$25,578,390.05	\$1,426,633.08	\$0.00	\$0.00

Table 2: 2012 Residential Efficiency Budget

Program	Total	Administration, IT and Program Development	Sales & Marketing	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections and Other Quality Control	Performance Incentives	Evaluation and Related Research
Residential HVAC - Electric & Gas	\$23,178,518.81	\$1,306,764.00	\$0.00	\$590,003.00	\$19,377,257.26	\$1,904,494.55	\$0.00	\$0.00
Residential New Construction	\$16,320,061.50	\$1,249,392.00	\$0.00	\$0.00	\$14,365,489.32	\$535,245.20	\$0.00	\$169,934.98
Energy Efficient Products	\$20,275,407.84	\$1,765,757.84	\$0.00	\$0.00	\$18,007,000.00	\$502,650.00	\$0.00	\$0.00
Home Performance with Energy Star	\$32,386,412.49	\$1,044,421.08	\$0.00	\$0.00	\$29,139,510.63	\$2,202,480.78	\$0.00	\$0.00
Marketing	\$1,651,383.84	\$0.00	\$1,651,383.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub Total Residential Programs	\$93,811,784.48	\$5,366,334.92	\$1,651,383.84	\$590,003.00	\$80,889,257.21	\$5,144,870.53	\$0.00	\$169,934.98

Appendix C – Energy Savings Table

Efficiency Savings By Program and Category		100% of Budgeted Goal						
		Annual		Lifetime				
		kWh	Therms	MWh	DTh			
All Programs	Measures	280,971,154	5,979,347	1,942,061	11,751,392			
	Energy Efficient Products	5,384,700	268,894,716	22,073	1,739,597	44,145		
	Residential New Construction	5,956	3,871,748	2,186,589	77,435	4,373,179		
	Heating, Ventilation and Air Conditioning	42,335	6,382,797	2,821,389	88,591	5,435,476		
	Home Performance with ENERGY STAR	5,350	1,821,893	949,296	36,438	1,898,593		
Total 2012 NJCEP Energy Efficiency:			Annual kWh	Annual Therms	Measure Lives	Lifetime MWh	Lifetime MMBtu Saved	
Total 2012 NJCEP Energy Efficiency at use						1,942,061	11,751,392	
T&D Loss adjustment factor						1.11	1.00	
Net to Gross Ratios						1.00	1.00	
Total Adjustments						1.11	1.00	
Total 2012 NJCEP Energy Efficiency at Gen.						2,155,688	11,751,392	
Efficiency Savings By Program and Category		Participants	Energy Efficiency Units	Annual		Lifetime		
				kWh	Therms	Measure Lifetimes	MWh DTh	
Energy Efficient Products	2012 EE Lighting CFL markdowns (Std & Spclty)	2,150,000	5,000,000	205,000,000	0	6.4	1,312,000 0	
	2012 EE Lighting Fixture & SSL markdowns	50,000	50,000	2,200,000	0	6.4	14,080 0	
	Creative (Lighting)	162,500	200,000	8,200,000	0	8	65,600 0	
	Advanced Power Strips	10,000	10,000	1,028,000	0	4	4,112 0	
	Clotheswasher Tier 2 (MEF 2.2)	22,500	22,500	2,880,000	20,250	20	57,600 40,500	
	TOTAL Rebated Retail Measures	2,395,000	5,282,500	219,308,000	20,250		1,453,392	40,500
	Refrigerator/Freezer Early Retirement Program	20,000	20,000	19,000,000	0	4	76,000 0	
	Other Upstream Incentives - Clothes Washers	15,000	15,000	1,920,000	0	20	38,400 0	
	Other Upstream Incentives - HP Dryers	200	200	92,400	0	12	1,109 0	
	Other Upstream Incentives - CEE Tier 2 Refrigerators	1,700	2,000	262,000	0	10	2,620 0	
Energy Efficient Set-Top Box (ENERGY STAR TIER 1&2)	65,000	65,000	6,110,000	0	4	24,440 0		
TOTAL New Programs and Pilots	101,900	102,200	27,384,400	0		142,569	0	
Contingency Savings			22,202,316	1,823		143,636	3,645	
Total	2,496,900	5,384,700	268,894,716	22,073		1,739,597	44,145	
Residential New Construction	Tier 1 (ENERGY Advantage) Committed in 2011			0	0	20	0 0	
	Tier 2 ENERGY STAR v3.0 Committed through 2011	1,750	1,750	1,053,500	605,500	20	21,070 1,211,000	
	Tier 3 CCH Committed in 2011	46	46	70,242	27,186	20	1,405 54,372	
	2011 Commitments (carried forward)	1,796	1,796	1,123,742	632,686		22,475	1,265,372
	Tier 1 Energy Advantage Committed in 2012	2,496	2,496	1,502,592	863,616	20	30,052 1,727,232	
	Tier 2 ENERGY STAR v3.0 Committed in 2012	1,581	1,581	951,642	546,957	20	19,033 1,093,914	
	Tier 3 CCH Committed in 2012	83	83	127,046	49,171	20	2,541 98,342	
	2012 Enrollments/Commitments	4,160	4,160	2,581,280	1,459,744		51,626	2,919,488
Contingency Savings			166,726	94,159		3,335	188,319	
Total	5,956	5,956	3,871,748	2,186,589		77,435	4,373,179	
Heating, Ventilation and Air Conditioning	2012 and 2011 Carryover			kWh	Therms		MWh	DTh
	A/C SEER 16 (with proper sizing)	13,975	13,975	3,635,381	0	15	54,531 0	
	ASPH 16 (with proper sizing)	1,010	1,010	676,023	0	15	10,140 0	
	GSHP ENERGY STAR	25	25	46,879	0	30	1,406 0	
	Solar Domestic Hot Water for Electric Applications	50	50	122,500	0	10	1,225 0	
	Electric Applications	15,060	15,060	4,480,783	0		67,302	0
	Gas Furnace: 92% AFUE	2,650	2,650	0	405,450	20	0 810,900	
	Gas Furnace: 92% AFUE w ECM	2,000	2,000	396	204,000	20	8 408,000	
	Gas Furnace: 95% AFUE and 2% ECM (New E*)	15,000	15,000	398	1,725,000	20	8 3,450,000	
	Boiler: 85% AFUE	2,400	2,400	0	57,600	20	0 115,200	
	Water Heater: 0.82 EF w/90% condensing or 90% TE w/sealed combustion	2,650	2,650	0	143,100	10	0 143,100	
	Solar Domestic Hot Water for Gas Applications	50	50	0	8,500	10	0 8,500	
	Gas Applications	24,700	24,700	794	2,535,150		16	4,927,200
	Upstream equip incentives (electric - HPWH)	500	500	1,331,000	0	10	13,310 0	
	Upstream equip incentives (electric - CAC)	300	300	43,200	0	15	648 0	
	Upstream incentives (gas)	1,500	1,500	0	39,000	10	0 39,000	
	Pilot new measures (DWHR)	100	100	0	4,130	25	0 10,325	
Pilot new measures (boiler controls)	175	175	0	10,150	10	0 10,150		
Other	2,575	2,575	1,374,200	53,280		13,958	59,475	
Contingency Savings			527,020	232,959		7,315	448,801	
Total	42,335	42,335	6,382,797	2,821,389		88,591	5,435,476	
Home Performance with ENERGY STAR	2012 and 2011 carryover			kWh	Therms		MWh	DTh
	Tier 2: Air sealing/duct sealing	1,220	1,220	305,000	207,400	20	6,100 414,800	
	Tier 2: Multi-family	420	420	73,500	35,700	20	1,470 71,400	
	Tier 3: Insulation, HVAC, DHW, other eligible measures	3,230	3,230	1,130,500	549,100	20	22,610 1,098,200	
	Tier 3: Multi-family	480	480	168,000	81,600	20	3,360 163,200	
Contingency Savings			144,893	75,496		2,898	150,993	
Total	5,350	5,350	1,821,893	949,296		36,438	1,898,593	
Total Emissions Savings (lbs reduction)				Annual Lbs Reduction		Lifetime Lbs Reduction		
			Electric	Gas	Electric	Gas		
			427,076,153	69,958,358	2,951,933,113	227,221,167		
			786,719	55,010	5,437,772	178,670		
			1,826,312		12,623,398			
			10		69			
Total Program Savings		Participants	Energy Efficiency Units	kWh	Therms	lifetime	MWh	Dtherms
		2,550,541	5,438,341	280,971,154	5,979,347		1,942,061	11,751,392



**New Jersey's Clean Energy Program
2012 Program Descriptions and Budget**

**Commercial & Industrial
Energy Efficiency Programs
Managed by TRC as C&I Market Manager**



**2012 Program & Budget Filing
December 20, 2011**

New Jersey’s Clean Energy Program 2012 Commercial & Industrial Programs Descriptions and Budget

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New Jersey's Clean Energy Program 2012 Commercial & Industrial Programs Descriptions and Budget

Introduction

This 2012 Filing provides program descriptions and budgets for programs managed by TRC, the Commercial and Industrial (C&I) Energy Efficiency Market Manager who took over management of the C&I Programs from the seven electric and natural gas utilities effective April 1, 2007.

The following are program descriptions, marketing plans and program budgets for 2012. Included in the program descriptions are annual goals for each program and planned program implementation activities.

Appendix A - 2012 12-Month Marketing Activity Plan

Appendix B - C&I Market Manager Budgets

2012 C&I Programs

General Overview

New Jersey's Commercial & Industrial (C&I) Energy Efficiency Program, which is marketed as *New Jersey SmartStart Buildings*, is the umbrella name for ten individual program components for targeted commercial and industrial market segments: 1) New Construction, 2) Retrofit, 3) Pay for Performance New Construction, 4) Pay for Performance, 5) Local Government Energy Audit, 6) Direct Install, 7) Combined Heat and Power (CHP), 8) Large Energy Users Program, 9) Retro-commissioning, and 10) Multi-family Financing Pilot. (collectively "*SmartStart Programs*" or "*Programs*").

Unless specifically stated in the following program descriptions, customers eligible for incentives under New Jersey's Commercial & Industrial Energy Efficiency Program are defined as non-residential electric and/or gas customers of one of New Jersey's regulated electric or gas utilities who contribute to the Societal Benefits Charge fund. *

**Please note, for a limited time, funding has been made available from the Department of Energy under Grant Award Number DE-EE0000353 (EE Programs for Non Investor Owned Utility Customers) for a State Energy Program which will allow participation in Direct Install, Pay for Performance, and the Local Government Energy Audit Program by oil and propane customers and those who are served by municipal and rural electric cooperatives (non-investor owned electric utilities). Funds will be available on a first come, first-served basis. Existing program guidelines and rules related to Direct Install, Pay for Performance and the Local Government Energy Audit Program will apply.*

The C&I New Construction and C&I Retrofit components offer prescriptive and custom efficiency measure incentives plus technical support. For budget purposes, these are shown as two different programs, but they offer similar services as described under Program Offerings and Customer Incentives below.

The Pay for Performance components, for both existing building and new construction, uses a "whole building approach" to energy efficient construction and offers incentives based on the level of savings achieved.

The *SmartStart Programs* are designed to:

- Capture lost opportunities for energy efficiency savings that occur during customer-initiated construction events (i.e., when customers normally construct buildings or purchase building systems equipment).
- Achieve market transformation by helping customers and designers make energy efficient equipment specification, building/system design, lighting design, and commissioning part of standard business practices.
- Stimulate commercial and industrial customer investments in energy efficiency measures.

- Facilitate effective implementation of New Jersey’s new commercial energy code as well as future upgrades to that code.

The *SmartStart* Programs have been designed to address key market barriers to energy efficient building construction and design on the part of developers, designers, engineers, and contractors including:

- Unfamiliarity or uncertainty with energy efficient building technologies and designs;
- Bias toward lower first cost versus operating costs;
- Compressed time schedules for design and construction;
- Aversion to perceived risk-taking involved with specifying technologies less familiar to the local design community, despite the proven reliability of efficient technologies and designs; and,
- Incentive structures and priorities for engineers, designers and contractors, which often do not align with energy efficiency considerations.

The Programs employ a comprehensive set of offerings and strategies to address these market barriers noted above, and to subsequently achieve market transformation in equipment specification, building/system design and lighting design. These include:

- Program emphasis on customer-initiated construction and equipment replacement events that are a normal part of their business practice.
- Coordinated and consistent marketing to commercial and industrial customers, especially large and centralized players, such as national/regional accounts, major developers, etc.
- Consistent efficiency and incentive levels for efficient electric and gas equipment and design practices to permanently raise efficiency levels.
- Prescriptive incentives for pre-identified energy-efficient equipment and custom measure incentives for more complex and aggressive measures to permanently raise the efficiency levels of standard equipment.

The C&I Programs have established maximum annual per-entity incentive caps which are in addition to individual program incentive caps. The caps are as follows:

Existing Program Incentive Caps:

New Construction and Retrofit Programs - \$500,000 per electric account and \$500,000 per natural gas account, per calendar year. A customer is defined as a utility account.

Pay for Performance Program (P4P) - \$1 million per electric account and \$1 million per natural gas account per year, not to exceed \$2 million per project. Up to an additional \$1.25 million is available for entities that include a CHP or fuel cell system as part of their Energy Reduction Plan and installed measures. \$1.25 million includes up to \$1

million CHP/Fuel Cell incentive, and up to a \$250,000 bonus for participation in Pay for Performance.

A Pay for Performance project is defined as a single building owned by an entity, which has met Pay for Performance eligibility requirements and is, or will be, participating in the Pay for Performance. If a project possesses more than one electric account and more than one gas account, the multiple electric accounts will be treated as a single electric account and the multiple gas accounts will be treated as a single gas account, and the project will be held to the above mentioned cap.

Combined Heat and Power and Fuel Cell Program (CHP / FC) – The combination of utility incentives plus NJCEP incentives may equal up to \$2 million. However, “% of project cost” caps listed in the table under the Combined Heat & Power Program section of this filing will still apply.

Large Energy Users Pilot - \$ 1 million per eligible entity.

Direct Install – Project incentive cap of up to \$75,000. Direct Install participants will also be held to an annual entity cap of \$250,000 per entity. The signed Scope of Work Agreement will be the milestone used to determine proximity to the entity cap.

Local Government Energy Audit Program (LGEA) – LGEA participants will be held to an annual entity cap of \$100,000 per entity.

Program-Wide Entity Caps:

If an entity brings more than one project through the New Jersey Clean Energy Program in one calendar year in addition to the project caps defined above, they will be held to an annual entity cap. Application approval (Retrofit and New Construction), Energy Reduction Plan approval (Pay for Performance) and fully executed Scopes of Work (Direct Install) are the milestones used to determine the incentive. Therefore, those same milestones will be used in determining proximity to the entity cap.

Annual Entity Cap:

An annual entity cap of \$4 million per entity, per year, or \$5 million per entity, per year if the project(s) includes installation of a CHP/Fuel Cell project, shall be established through December 31, 2012.

Entity Cap “year”:

The C&I Program will use a calendar 12-month period for tracking entity cap limits. Once the entity cap limit for applications has been reached, based on approved applications or Energy Reduction Plans, the earliest an entity may apply for subsequent incentive funding is January 1st of the following year.

Incentives received under all C&I Programs, except the Local Government Energy Audit, count toward the annual incentive cap.

Applicants to any of the C&I Program must be contributors to the Societal Benefits Charge fund.

In addition to the existing Commercial & Industrial Energy Efficiency Programs, the Board has approved a number of other initiatives including programs run by New Jersey's investor-owned utilities as well as management of American Recovery and Reinvestment Act (ARRA) and SEP funding for Non Investor Owned Utility entities which will supplement existing Clean Energy Programs. TRC will process applications and provide general support for these initiatives that impact the Commercial & Industrial Energy Efficiency Programs and the fees associated with processing these applications will be paid with NJCEP funds.

New Construction and Retrofit Programs

Program Description

The C&I New Construction and C&I Retrofit Programs offer prescriptive efficiency measure incentives that provide fixed incentives for energy efficiency measures. The Programs also offer custom measures incentives.

Target Markets and Eligibility

The C&I New Construction and C&I Retrofit Programs target commercial, educational, governmental/institutional, industrial, and agricultural customers engaged in customer-initiated construction events including public schools construction, other new building construction within designated Smart Growth areas, renovations, remodeling, equipment replacement, and manufacturing process improvements. The Program offers incentives and technical support for both existing buildings and new construction. To be eligible, new construction projects must be located within Smart Growth areas as described in NJAC 14:3-8.2. Customers or their trade allies can assess if a location is in a designated growth area by using the Site Evaluator Tool available from the HMFA website: http://sgl.state.nj.us/hmfa/hmfa_locator.htm to locate the property. In addition, the Program offers incentives for new construction in areas where the cost of a service extension may be allowed, as provided for in NJAC 14:3-8.8. “Exemptions from cost limits on areas not designated for growth” as these rules now specify or as they may be amended in the future. In addition, the Program may be used to address economic development opportunities and transmission and distribution system constraints.

Applicants to the Program must be contributors to the Societal Benefits Charge fund.

Program Offerings and Customer Incentives for the C&I New Construction and C&I Retrofit Programs

The Programs will include the following program offerings for the various market segments:

- Prescriptive Efficiency Measure Incentives that provide fixed incentives for energy efficiency measures. Incentives are based on incremental costs (i.e., the additional cost above baseline equipment), in consideration of market barriers, changes in baselines over time and market transformation objectives. Eligible measures include:
 - Electric Chillers
 - Natural Gas Chillers
 - Unitary HVAC (Heating, Ventilating, Air Conditioning) Systems
 - Ground Source Heat Pumps (Geothermal)

- Gas Fired Boilers
 - Gas Furnaces
 - Variable Frequency Drives
 - Gas Fired Water Heating
 - Gas Fired Water Booster Heating
 - Tankless Water Heaters
 - Premium Efficiency Motors
 - Compressed Air Systems
 - Prescriptive Lighting
 - Performance Based Lighting
 - Kitchen Hood Variable Frequency Drives
 - Low Intensity Infrared Heaters
 - Boiler/AC Economizing Controls
 - Refrigeration Controls
 - Refrigerated Doors/Covers
 - Custom Measures
- Custom Measure Incentives for more complex and aggressive efficiency measures. The process for calculating custom measure incentives entails a performance-based approach for custom equipment with a set value of incentives for electric and gas energy savings projects which may include a commissioning component. Eligible electric and gas measures include lighting systems, HVAC systems, motor systems, large boiler systems, gas-engine driven chillers and other non-prescriptive measures proposed by the customer. More details regarding this process can be found later in this document in the section entitled “C&I Construction Program Incentives”.

Customers should submit an application for the type of equipment they have chosen to install. The application should be accompanied by a related worksheet, where applicable, a manufacturer's specification sheet for the selected equipment and one month of the most recent electric/natural gas utility bill for a prescriptive application or twelve months for a custom application. (Program representatives will then review the application package and approve it, reject it, and/or advise of additional upgrades to equipment that will save energy costs)

C&I New Construction

This Program component offers incentives and technical support for new construction projects within designated Smart Growth areas as defined in NJAC 14:3-8.2 or in areas where the cost of a service extension may be allowed as provided for in NJAC 14:3-8.8. “Exemptions from cost limits on areas not designated for growth” as these rules now specify or as they may be amended in the future. In addition, it offers incentives and technical support for construction specified in the Board Orders “In the matter of the New Jersey SmartStart Buildings Programs; Adoption of Revised Smart Growth Policy and Exemption Process to Allow Replacement Building for Existing Structures” signed April 3, 2006 and for any construction specifically allowed by Board Order outside of designated Smart Growth areas

Incentives for new construction are available only for projects in areas designated for growth in the NJ State Development and Redevelopment Plan.

Smart Growth Eligibility: Customers or their trade allies can assess if a location is in a designated growth area by using the Site Evaluator Tool available from the HMFA website: http://sgl.state.nj.us/hmfa/hmfa_locator.htm to locate the property. This Tool will report if a project is located in a Smart Growth area.

The Smart Growth policies will be implemented consistent with Board Orders as described more fully in the C&I Operational Procedure Manual.

C&I Retrofit

The Retrofit component is offered to all eligible C&I customers and provides incentives for replacing standard equipment with high efficiency alternatives. The Program also offers custom measure incentives.

Regional and National Initiatives

- *New Jersey SmartStart Buildings* has, and will continue to support efforts to upgrade efficiency standards and state building codes. Activities include technical support, dissemination of information, sponsorship of conferences/workshops on codes and standards, tracking of activities and monitoring developments, and review and modification of program designs to integrate changes to the standards and codes.

C&I New Construction and C&I Retrofit Program Incentives

The table below lists existing 2011 statewide incentives for the C&I New Construction, and C&I Retrofit program components and, where noted, changes that will take place for 2012. The incentives vary by size, technology and efficiency level and will be paid based on specific eligibility requirements. The program offers both prescriptive incentives and custom measure incentives.

Incentives are available for up to \$500,000 per electric account and \$500,000 per natural gas account per calendar year. A customer is defined as a utility account.

Custom Measure Incentives:

The Program provides a set level incentive for electric and gas savings. This process is more of a performance-based approach for custom equipment. Established incentive caps for the program are the lesser of a set value of \$0.16/kWh and \$1.60/therm based on estimated annual savings, 50% of total installed project cost or a buy down to a one-year payback. Eligible projects must have a minimum first year energy savings of 75,000 kWh for custom electric projects or 1,500 therms for custom gas projects. This requirement may be waived by the Market Manager on a case-by-case basis if project savings are within 10% of these minimum requirements. Projects with both electric and gas savings may be considered for incentives if either of the minimum savings requirements are met. Multiple smaller applications may not be grouped to meet minimum savings requirements. A customized set of Microsoft Excel-based forms is required for all projects. These forms summarize the critical components of the custom measure including a detailed description of the technology, installed cost, and projected savings. Upon project completion, additional documentation is required to confirm that the measures were installed as proposed and that any changes during construction are reflected in the final savings values. As is clearly described in the Program forms, certain

measures may require post-installation metering, trending analysis, and/or the installing contractor's Statement of Substantial Completion. The evaluation of custom measure applications includes cost effectiveness calculations to assess Internal Rate of Return (IRR) and project payback with and without incentive. Baseline for custom retrofit projects are existing conditions, however the custom measure must exceed ASHRAE 90.1-2007 standards by at least 2% where specific guidelines exist. In cases where ASHRAE guidelines do not apply, the Program will require that custom measures exceed industry standards per the Consortium for Energy Efficiency (CEE), EPA Energy Star, and/or others. New construction/gut-rehab projects will use ASHRAE 90.1-2007 as the baseline for estimating energy savings. TRC will provide contractors with Program spreadsheets that include standard formats for reporting Program savings as well as standard incentive and IRR calculations.

The Program can limit the number of custom applications accepted for the same technology in order to evaluate if a prescriptive incentive can be developed. For most technologies, three (3) applications will be the limit. During the prescriptive evaluation period no new custom applications for the same technology will be accepted. Customers applying to the program will be formally notified that any applications received over the limit will not be accepted by the Program. The customer will not be able to resubmit an application until the technology has been evaluated and/or a prescriptive incentive has been developed.

Inspection protocols for custom measure projects in 2012 will require 100% pre & post inspections for projects with an estimated incentive equal to and above \$25,000. Inspections for projects with incentives below \$25,000 will be sampled at random.

On 9/7/10, the State of NJ adopted the ASHRAE 90.1-2007 for all commercial and industrial buildings, in regards to energy conservation. With the adoption of the new codes began a six month grace period to allow compliance with the previous codes, ASHRAE 90.1-2004 with minor amendments. For calendar year 2012, New Jersey's Clean Energy Program will continue to utilize this code, ASHRAE 90.1-2007 as reflected in the tables below.

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
Custom Measure Incentives:		
Measures not covered by the prescriptive incentive tables	<p>Performance incentives of \$0.16/kWh and \$1.60/therm of first year savings, 50% of total installed project cost, or buy down to 1-year payback. Based on estimated savings - minimum of 75,000 kWh or 1,500 Therms saved annually required. Projects must have an IRR of 10% or greater</p> <p>Minimum savings requirements may be waived by the Market Manager on a case-by-case basis if project savings are within 10% of these minimum requirements. Projects with both electric and gas savings may be considered for incentives if either of the minimum savings requirements are met. Multiple smaller applications may not be grouped to meet minimum savings requirements.</p>	No Change
Qualifying Equipment Incentives: (no incentive shall exceed the non-installed cost of the measure)		

Electric Chillers:

Note A - See application for changes in efficiency requirements to comply with ASHRAE 90.1-2007 Also, chiller full and part-load efficiencies are determined in accordance with A.H.R.I. Standard 550/590-2003. Refer to electric chiller incentives in table below.

Electric Chillers Efficiency Levels and Incentives*

Water-Cooled Chillers			Water-Cooled Chillers					Air-Cooled Chillers		
All Compressor Types	Incentives (<70 tons)	Incentives (70 to <150 tons)	All Compressor Types	Incentives (150 to <300 tons)		Incentives (≥300 tons)		All Compressor Types	Incentives (<150 tons)	Incentives (≥150 tons)
kW/Ton	Full Load \$/Ton	Full Load \$/Ton	kW/Ton	Full Load \$/Ton	(PLV) \$/Ton	Full Load \$/Ton	(PLV) \$/Ton	kW/Ton	Full Load \$/Ton	Full Load \$/Ton
0.75	\$16	\$25	0.56	\$16				1.20	\$14	\$8
0.74	\$18	\$26	0.55	\$21				1.19	\$16	\$10
0.73	\$20	\$27	0.54	\$26				1.18	\$18	\$12
0.72	\$22	\$28	0.53	\$31				1.17	\$20	\$14
0.71	\$24	\$30	0.52	\$36				1.16	\$22	\$16
0.70	\$26	\$32	0.51	\$41				1.15	\$24	\$18
0.69	\$28	\$34	0.50	\$46	\$16			1.14	\$26	\$20
0.68	\$30	\$36	0.49	\$51	\$22			1.13	\$28	\$22
0.67	\$32	\$38	0.48	\$56	\$29			1.12	\$30	\$24
0.66	\$34	\$40	0.47	\$61	\$35	\$12		1.11	\$32	\$26
0.65	\$36	\$42	0.46	\$66	\$41	\$14	\$12	1.10	\$34	\$28
0.64	\$38	\$44	0.45	\$71	\$47	\$16	\$14	1.09	\$36	\$30
0.63	\$40	\$46	0.44	\$76	\$54	\$18	\$16	1.08	\$38	\$32
0.62	\$42	\$48	0.43	\$81	\$60	\$20	\$18	1.07	\$40	\$34
0.61	\$44	\$50	0.42	\$86	\$66	\$25	\$20	1.06	\$42	\$36
0.60	\$46	\$52	0.41	\$91	\$72	\$30	\$25	1.05	\$44	\$38
0.59	\$48	\$54	0.40	\$96	\$79	\$40	\$30	1.04	\$46	\$40
0.58	\$50	\$56	0.39	\$101	\$85	\$50	\$42	1.03	\$48	\$42
0.57	\$52	\$58	0.38	\$106	\$91	\$60	\$53	1.02	\$50	\$44
0.56	\$54	\$60	0.37	\$111	\$97	\$70	\$65	1.01	\$52	\$46
			0.36	\$116	\$104	\$80	\$77			
			0.35	\$121	\$110	\$90	\$89			
			0.34	\$126	\$116	\$100	\$100			
			0.33	\$131	\$122	\$110	\$112			
			0.32	\$136	\$129	\$120	\$124			
			0.31	\$141		\$130				
			0.30			\$140				
			0.29			\$150				
			0.28			\$160				
			0.27			\$170				
			0.26							

Water Cooled Chillers	\$12 - \$170 per ton depending on size and efficiency	No Change
Air Cooled Chillers	\$8 - \$52 per ton depending on size and efficiency	No Change
Natural Gas Chillers:		Refer to Note A above
Gas Absorption Chillers	1.1 full load or part load Coefficient of Performance (COP)	No Change
< 100 tons	Up to \$450 per ton	No Change
100 to 400 tons	Up to \$230 per ton	No Change
> 400 tons	Up to \$185 per ton	No Change
Gas Engine Driven Chillers	Treated under Custom measure path (1.1 full or part load COP)	No Change
Desiccant Systems	Up to \$1.00 per cfm (gas or electric)	No Change

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
Unitary HVAC Systems:		<i>Refer to Note A above</i>
Unitary AC and Split Systems < 5.4 tons ≥ 5.4 to < 11.25 tons ≥ 11.25 to < 20 tons ≥ 20 to 30 tons	14.0 SEER, Up to \$92/ton 11.5 EER, Up to \$73/ton 11.5 EER, Up to \$79/ton 10.5 EER, Up to \$79/ton	No Change
Air to Air Heat Pumps < 5.4 tons ≥ 5.4 to < 11.25 tons ≥ 11.25 to < 20 tons ≥ 20 to 30 tons	≥ 14.0 SEER & 7.8 HSPF, Up to \$92/ton 11.5 EER, Up to \$73/ton 11.5 EER, Up to \$79/ton 10.5 EER, Up to \$79/ton	No Change
Packaged Terminal AC & HP < 9,000 BTUH ≥ 9,000 to 12,000 BTUH > 12,000 BTUH	Up to \$65 per ton 12.0 EER, Up to \$65/ton 11.0 EER, Up to \$65/ton 10.0 EER, Up to \$65/ton	No Change
Dual Enthalpy Economizers	All Up to \$250/unit	No Change
Central DX AC Systems ≥ 9.5 EER	>30 to 63 tons, Up to \$40 per ton > 63 tons, Up to \$72 per ton Incentives for qualifying Central DX AC systems > 63 tons for existing buildings only. New construction ineligible.	No Change
Water Source Heat Pumps	Up to \$81/ton for qualifying equipment	No Change
Occupancy Controlled Thermostats for Hospitality / Institutional Facilities	Up to \$75/per occupancy controlled thermostat	No Change
Infrared Heating	Custom	Low Intensity Infrared Heater with Reflectors ≤100,000 btu/hr - \$300 per unit >100,000 btu/hr - \$500 per unit
A/C Economizing Control	Custom	≤5 tons - \$85 >5 tons - \$170

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive										
Open Loop & Closed Loop ≥ 16 EER	≥ 16 EER up to \$450 per ton ≥ 18 EER up to \$600 per ton ≥ 20 EER up to \$750 per ton Energy Star rated equipment only	No Change										
Gas Fired Boilers:												
< 300 MBH ≥ 85% AFUE	\$2.00 per MBH but not less than \$300 per unit	No Change										
300 MBH - 1500 MBH ≥ 85% AFUE hot water boilers ≥ 84% AFUE steam boilers	Up to \$1.75 per MBH	No Change										
> 1500 MBH - 4000 MBH ≥ 84% AFUE for hot water boilers ≥ 83% AFUE for steam boilers	Up to \$1.00 per MBH	No Change										
> 4000 MBH	Treated under Custom Measure Path	No Change										
Gas Furnaces												
≥ 90% AFUE ≥ 92% AFUE, with ECM	Up to \$300 per furnace \$400 per furnace	Incentive eliminated Increase standard from ≥ 92% AFUE to ≥ 95% ≥ 2.0% Fan Efficiency, ENERGY STAR. Remove ECM requirement. Incentive up to \$400 per furnace										
Variable Frequency Drives (HVAC):												
Variable Air Volume (add on to existing VAV HVAC systems only)	\$65 - \$155 per hp	No Change										
Chilled Water Pumps	Up to \$60 per hp	No Change										
Cooling Tower Fans	\$60/HP, Existing cooling tower Fan Motors Only > 10HP	No Change										
Air Compressors with VFD's	Incentives will be paid as a Prescriptive Measure based on specific eligibility requirements. Available incentives are to be paid in accordance with the information below: <table border="0"> <thead> <tr> <th>Installed HP</th> <th>Incentive</th> </tr> </thead> <tbody> <tr> <td>25 to 29</td> <td>Up to \$5,250</td> </tr> <tr> <td>30 to 39</td> <td>Up to \$6,000</td> </tr> <tr> <td>40 to 49</td> <td>Up to \$7,200</td> </tr> <tr> <td>50 to 59</td> <td>Up to \$8,000</td> </tr> </tbody> </table>	Installed HP	Incentive	25 to 29	Up to \$5,250	30 to 39	Up to \$6,000	40 to 49	Up to \$7,200	50 to 59	Up to \$8,000	No Change
Installed HP	Incentive											
25 to 29	Up to \$5,250											
30 to 39	Up to \$6,000											
40 to 49	Up to \$7,200											
50 to 59	Up to \$8,000											

Technology Classification	Current 201 Incentive	Proposed 2012 Incentive
Air Compressors with VFD's, continued.	60 to 199 Up to \$9,000 200 to 249 Up to \$10,000 > 250 Up to \$12,500	No Change
Kitchen Hoods	Custom	Draft Air Fans for Boilers ≥5 to <10 HP - \$155/HP ≥10 to <20HP - \$120/HP ≥20HP - \$65/HP Boiler Feed Water Pumps ≥5 to <10 HP - \$155/HP ≥10 to <20HP - \$120/HP ≥20HP - \$60/HP
Gas Fired Water Heating: ≤ 50 gallons ≥ 0.67 energy factor	Up to \$50 per water heater	No Change
≥ 0.82 energy factor	Up to \$300 per tankless water heater	≥ In addition to the 0.82 energy factor, require 90% Thermal Efficiency. No change in incentive level.
> 50 gallons; < 300 MBH ≥ 85% AFUE	Up to \$2.00 per MBH, but not less than \$50/unit	No Change
300 MBH - 1500 MBH ≥ 85% AFUE	Up to \$1.75 per MBH	No Change
>1500 MBH - 4000 MBH ≥ 84% AFUE	Up to \$1.00 per MBH	No Change
> 4000 MBH	Treated under Custom Measure Path	No Change

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
Gas Fired Water Booster Heaters:		
≤ 100 MBH	Up to \$17 per MBH	No Change
> 100 MBH	Up to \$35 per MBH	No Change
Premium Efficiency Motors:		
Fractional (< 1 HP) Electronic Commutated Motors (ECM)	Up to \$40 per ECM for replacement of existing shaded-pole motor in refrigerated/freezer cases	No Change
Three phase motors	Follows the Regional MotorUp Program Incentive Schedule (below)	No Change

Regional MotorUp Program Incentive Schedule, Incentives for Three Phase Motors:

Qualifying Premium Motor Efficiencies and Incentives										
Premium Motor Incentives					Premium Motor Incentives					
Open Drip-Proof (ODP)					Totally Enclosed Fan-Cooled (TEFC)					
Size HP	Speed (RPM)			Custom Incentive (\$/Motor)	Size HP	Speed (RPM)			Custom Incentive (\$/Motor)	
	1200	1800	3600			1200	1800	3600		
										NEMA Nominal Efficiency
1	82.5%	85.5%	77.0%	\$45	1	82.5%	85.5%	77.0%	\$50	
1.5	86.5%	86.5%	84.0%	\$45	1.5	87.5%	86.5%	84.0%	\$50	
2	87.5%	86.5%	85.5%	\$54	2	88.5%	86.5%	85.5%	\$60	
3	88.5%	89.5%	85.5%	\$54	3	89.5%	89.5%	86.5%	\$60	
5	89.5%	89.5%	86.5%	\$54	5	89.5%	89.5%	88.5%	\$60	
7.5	90.2%	91.0%	88.5%	\$81	7.5	91.0%	91.7%	89.5%	\$90	
10	91.7%	91.7%	89.5%	\$90	10	91.0%	91.7%	90.2%	\$100	
15	91.7%	93.0%	90.2%	\$104	15	91.7%	92.4%	91.0%	\$115	
20	92.4%	93.0%	91.0%	\$113	20	91.7%	93.0%	91.0%	\$125	
25	93.0%	93.6%	91.7%	\$117	25	93.0%	93.6%	91.7%	\$130	
30	93.6%	94.1%	91.7%	\$135	30	93.0%	93.6%	91.7%	\$150	
40	94.1%	94.1%	92.4%	\$162	40	94.1%	94.1%	92.4%	\$180	
50	94.1%	94.5%	93.0%	\$198	50	94.1%	94.5%	93.0%	\$220	
60	94.5%	95.0%	93.6%	\$234	60	94.5%	95.0%	93.6%	\$260	
75	94.5%	95.0%	93.6%	\$270	75	94.5%	95.4%	93.6%	\$300	
100	95.0%	95.4%	93.6%	\$360	100	95.0%	95.4%	94.1%	\$400	
125	95.0%	95.4%	94.1%	\$540	125	95.0%	95.4%	95.0%	\$600	
150	95.4%	95.8%	94.1%	\$630	150	95.8%	95.8%	95.0%	\$700	
200	95.4%	95.8%	95.0%	\$630	200	95.8%	96.2%	95.4%	\$700	

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
Prescriptive Lighting: For all prescriptive lighting, fixture or lamp must be listed by UL or other OSHA approved Nationally Recognized Testing Laboratory (NRTL) in accordance with applicable US standards		
T-5 and T-8 lamps with electronic ballast replacing T-12 lamps	<p>\$10 per fixture for T12 to T8/T5 (1-4 lamps) retrofit</p> <p>\$10 per fixture for T8 to reduced wattage T8 (28W/25W 4') (1-4 lamps) retrofit – requires lamp and ballast replacement</p> <p>No incentives for new construction or complete renovation. Electronic ballast replacement necessary for all eligible delamped fixtures.</p> <p>For retrofit to T8 lamps – requires High Performance (4' Only) or Reduced Wattage lamps (4' Only) and ballasts qualified by CEE</p> <p>Both incentives shown are Up to \$10 per fixture</p> <p>Eliminate 75 kW threshold for prescriptive lighting</p> <p>No incentives for new construction or complete renovation. Complete renovation is defined as 100% fixture replacement for the space involved.</p>	<p>No Change</p> <p>No Change</p>
Permanently De-lamp Fixtures and Add Reflectors as long as changing to a more efficient lighting system.	<p>Up to \$15 per fixture for the retrofit of T12 to T8 or T8 to T8 technology with permanent delamping and adding new reflectors.</p> <p>For retrofit to T8 lamps – requires High Performance (4' Only) or Reduced Wattage lamps (4' Only) and ballasts qualified by CEE</p>	<p>No Change</p>

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
Permanently De-lamp fixtures, continued	Up to \$20 per fixture for the retrofit of T12 to T8 technology with permanent delamping adding new reflectors For retrofit to T8 lamps – requires High Performance (4' Only) or Reduced Wattage lamps (4' Only) and ballasts qualified by CEE	No Change
T-5 and T-8 fixtures replacing T-12 fixtures < 250W	Up to \$25 per fixture (1-4 lamps) For retrofit to T8 lamps – requires High Performance (4' Only) or Reduced Wattage lamps (4' Only) and ballasts qualified by CEE	No Change
LED Exit Signs (New Fixtures Only)	Up to \$20 per fixture with facility demand less than 75 kW; Up to \$10 per fixture with facility demand greater than 75 kW	No Change
Screw-in PAR 38 or PAR 30 Compact Fluorescent Lamp (CFL) with Aluminum Reflector replacing existing incandescent fixtures. Lamps must be warranted by the manufacturer for 8,000 hours, THD < 33% and BF > 0.9	Up to \$7 per lamp replaced	No Change
Hard-wired compact fluorescent fixtures (New Fixtures Only, must be pin based technology or use GU24 based lamps with THD of < 33% and BF > 0.9)	Up to \$25 per 1 lamp fixture Up to \$30 per 2 or more lamp fixtures	Must be ENERGY STAR qualified with pin-based or GU24 based lamps
Metal Halide w/ pulse start ballast, for fixtures > 150 watts	Up to \$25 per fixture	No Change
T-5 and T-8 Fixtures replacing HID, 250 watt or greater T-12 fluorescent, or 250 watt or greater incandescent fixtures	Incentives will be paid as a Prescriptive Measure based on specific eligibility requirements. • T-5 or T-8 fluorescent fixtures replacing 1000 Watt or greater HID, T-12 fluorescent, or incandescent fixtures: Up to \$200 per fixture removed.	No Change

	<ul style="list-style-type: none"> • T-5 or T-8 fluorescent fixtures replacing 400 - 999 Watt HID, T-12 fluorescent, or incandescent fixture: Up to \$100. per fixture removed. 	No Change
Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
	<ul style="list-style-type: none"> • T-5 or T-8 fluorescent fixtures replacing 250 - 399 Watt HID, T-12 fluorescent, or incandescent fixture: Up to \$50. per fixture removed. 	No Change
T-5 and T-8 Fixtures replacing 75 – 250 Watt HID fixture	<ul style="list-style-type: none"> • T-5 or T-8 fluorescent fixtures replacing 175 to 249 Watt HID fixture: Up to \$43. per fixture removed. • T-5 or T-8 fluorescent fixtures replacing 100 to 174 Watt HID fixture: Up to \$30. per fixture removed. • T-5 or T-8 fluorescent fixtures replacing 75 to 99 Watt HID fixture: Up to \$16. per fixture removed. <p>The current requirement for one to one replacement will be eliminated</p> <p>Refer to Application and/or website for standards that apply to these measures</p>	No Change
New Construction and Complete Renovation	No prescriptive lighting incentives for new construction. Complete renovation of existing buildings eligible for prescriptive lighting incentives only.	No Change
Induction Lighting Fixtures Retrofit of HID	Up to \$50 per HID ($\geq 100W$) fixture retrofitted with induction lamp, power coupler and generator. Replacement unit must use 30% less wattage per fixture than existing HID system.	No Change
Replacement of HID	Up to \$70 per HID ($\geq 100W$) fixture with a new induction fixture	No Change

LED Prescriptive Lighting – For incentive eligibility LED fixture must be listed on Energy Star or Design Lights Consortium qualified products list. For replacement of incandescent, fluorescent or HID only.

Low Bay LED Parking Lot Lighting	Re-listed Under Parking Garage LED Incentive	No Change
LED Lamp (Integral/Screw-In)	\$20/lamp	No Change
LED Refrigerated Case Lighting	<p>Custom</p> <p>Up to \$42 per 5' LED fixture</p> <p>Up to \$65 per 6' LED fixture</p> <p>Incentive for replacement of fluorescent lighting system in medium or low temperature display cases. Technical requirements of this incentive are listed on the prescriptive lighting application.</p>	<p>4' LED Strip Fixture - \$30 per fixture</p> <p>No Change for 5' and 6' fixture</p>
LED Display Case Lighting	Up to \$30 per display case	No Change
LED Shelf-mounted display and task lights	Up to \$15 per foot	No Change
LED Portable Desk Lamps	Up to \$20 per fixture	No Change
LED Wall-wash Lights	Up to \$30 per fixture	No Change
LED Recessed Down Lights	Up to \$35 per fixture	No Change
LED Outdoor Pole/Arm-Mounted Area and Roadway Luminaires	Up to \$175 per fixture	No Change
LED Outdoor Pole/Arm-Mounted Decorative Luminaires	Up to \$175 per fixture	No Change
LED Outdoor Wall-Mounted Area Luminaires	Up to \$100 per fixture	No Change
LED Parking Garage Luminaires	Up to \$100 per fixture	No Change
LED Track or Mono-point Directional Lighting Fixtures	Up to \$50 per fixture	No Change

Technology Classification	Current 201 Incentive	Proposed 2012 Incentive
LED's continued:		
LED high-bay and Low-bay fixtures for Commercial & Industrial Buildings	Up to \$150 per fixture	No Change
LED High-bay Aisle Lighting	Up to \$150 per fixture	No Change
LED Bollard Fixtures	Up to \$50 per fixture	No Change
LED Linear Panels	Up to \$50 per fixture for 2X2 Troffer Panels only	Incentive to now include 1' X 4', 2' X 2', and 2' X 4' Panels
LED Fuel Pump Canopy	Up to \$100 per fixture	No Change
LED Retrofit Kits	No incentive offered	Incentive offered as a Custom measure. DLC qualified Outdoor Roadway Decorative Luminaries Four-foot linear replacement lamps

Technology Classification	Current 201 Incentive	Proposed 2012 Incentive
Lighting Controls:		
LED Traffic Signal Lamps (conversion of existing intersections only) 8 “ Lamp 12” Lamp	No incentive offered No incentive offered	No Change No Change
LED Pedestrian Signal Lamps (conversion of existing intersections only)	No incentive offered	No Change
Occupancy Sensors (Turning fixtures off in Existing facilities only) Wall Mounted Remote Mounted (e.g., ceiling)	Up to \$20 per control Up to 35 per control	No Change No Change
Day Lighting Dimmers – All facilities Fluorescent Fixtures HID or Fluorescent Hi-Bay controls	Up to \$25 per fixture controlled. For office applications only, increase to \$50 per fixture controlled Up to \$75 per fixture controlled (HID only)	No Change No Change
Hi-Low Controls - All facilities: Fluorescent Fixtures HID or Fluorescent Hi-Bay	Up to \$25 per fixture controlled Up to \$75 per fixture controlled (HID or Fluorescent Hi-Bay)	No Change No Change

Technology Classification	Current 2011 Incentive	Proposed 2012 Incentive
Performance Based Lighting incentives for indoor and outdoor installations (attached to building) – New Construction Only	Code changed to ASHRAE 90.1.2007 Available for New Construction Only. No longer available for Complete Renovation. Existing buildings, regardless of connected load, are eligible for Prescriptive Lighting incentives and are not eligible for Performance incentives	No Change
Performance Based Lighting incentives for indoor/outdoor installations (attached to building) – Existing Construction	Available for New Construction Only. No longer available for Complete Renovation.	No Change
Refrigeration Controls:		
Door Heater Control	\$50 per control	No Change
Electric Defrost Control	\$50 per control	No Change
Evaporator Fan Control	\$75 per control	No Change
Novelty Cooler Shutoff	\$50 per control	No Change
Refrigeration Doors/Covers:		
Energy-Efficient Doors for open Refrigerated Doors/Covers	\$100 per door	No Change
Aluminum Night Curtains for Open Refrigerated Cases	\$3.50 per linear foot	No Change
Multiple Measure Bonus	Multiple Measure Bonus is not offered.	No Change

Note: The incentives identified above may be lowered with the approval of the Office of Clean Energy.

Delivery Methods

All of New Jersey's Commercial & Industrial Clean Energy Programs will be managed by TRC as the Commercial & Industrial Market Manager ("Market Manager"). The Programs will be offered on a consistent program design and implementation basis to ensure consistency across the state.

As new technologies are introduced and prices for measures change, sometimes in response to program offerings, program managers will continuously monitor technologies and costs and adjust program incentives accordingly. The Market Manager will propose adjustments to program offerings based on program experience, the results of any evaluations, program and market studies as well as other state/regional market research, and current pilot/demonstration projects.

Goals:

- New Construction 125 completed jobs
- Existing Construction 2,750 completed jobs

Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all C&I program participants. All applications are reviewed upon receipt to verify adherence to eligibility requirements. In addition, all technical information submitted in support of the application is reviewed to confirm measure qualification and to verify the incentive calculation. Applicant supplied information and Market Manager performed incentive calculations are entered into the database, and files are created for all documents and ongoing project correspondence.

A minimum of 10% of all incentive applications are selected for pre-installation and/or post-installation inspection by a Market Manager inspector (or one of its subcontractors). Inspections include a site visit to verify customer eligibility and energy efficient measure technical specifications that result in a verification of the incentive calculation. A field inspection report is prepared and maintained in the project file for future verification.

Budget

A detailed state-wide budget for all of New Jersey's Clean Energy Commercial & Industrial Programs is attached in Appendix B. The Program will be offered on a consistent program design and implementation basis to ensure consistency across the State.

Minimum Requirements for Program Administration

Not Applicable.

Local Government Energy Audit Program (LGEA Program)

Description:

The Program provides incentives to subsidize the cost of an energy audit for eligible facilities owned by municipalities or other local government agencies (Agency) as well as New Jersey State Colleges and Universities. The LGEA Program is also open to select non profits. Select non profits include charitable organizations which refer to organizations that are exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code.

The Program is implemented as follows:

1. New Jersey Department of the Treasury has established, based on its review of proposals received in response to its RFP, a list of qualified contractors that are available to contract directly with the participating Agencies to provide energy audit services. The list of contractors includes hourly rates for the provision of energy audit services.
2. The Market Manager intends to rebid this contract to solicit qualified contractors to provide energy audit services in 2012. A Request for Proposal (RFP) will be developed by TRC and approved by Board staff prior to release. Respondents to the RFP will be evaluated and selected based on a predetermined set of criteria. At the end of this process, the selected contractors will be under contract to and managed by the Market Manager.
 - a. In order to provide compatibility with the Energy Savings Improvement Plan (ESIP) Energy Savings Plans, the audit scope will be expanded to include demand response equipment and water conservation measures along with greenhouse gas reductions for the recommended measures. The contractors will also be required to obtain their DPMC certification so that their audits are ESIP compliant.
 - b. With the prior approval of Staff, the Market Manager may change the pricing structure from an hourly rate to a flat price per square foot based on building type and usage, and include this flat pricing in the contract with the auditing firms. This will eliminate the need for the applicant to go through an RFP process, creating a more streamlined process.
3. The Applicant will submit applications to the Program identifying the building type, square footage, and energy usage information for each building to be audited.
4. The Market Manager will issue an approval letter to the Applicant to allow the Applicant to move forward to have an audit conducted by one of the prequalified, auditing firms, for a specified dollar incentive.

5. The auditing firm will submit a copy of the invoice for the audit work to the Market Manager. Payment will be made directly to the selected auditing firm. Within twelve months of audit approval, the entity is encouraged to install energy efficiency upgrades identified in the audit. The Market Manager will review requests for funding, including scope and cost, and issue incentive commitment letters to applicants that meet program requirements provided that sufficient funding remains available.
6. The Applicant will contract directly with the firm they have selected to perform the energy audit.

Upon completion of the audit, the Market Manager will review the energy audit report and, provided that all program requirements are met, the Program will issue the incentive to the Applicant, or designated auditing firm, for the total cost of the energy audit.

Participants in the Local Government Energy Audit Program will be able to take advantage of incentives available under existing New Jersey Clean Energy incentive programs to implement specific measures recommended in the energy audit.

The LGEA Program will provide incentives up to \$100,000 per calendar year, per Agency to subsidize the cost of the energy audit.

Target Markets & Eligibility

This program offers qualifying municipalities and other government agencies, including New Jersey State Colleges and Universities and select non-profits, incentives to subsidize the cost of having an energy audit of their facilities performed. Select non-profits are those entities that are exempt from taxation under Section 501 (c) (3) of the Internal Revenue Code. Entities with peak monthly demand ≤ 150 kW will not be audited but will be moved to Direct Install. Market Manager will have the ability to grant exceptions in cases where the entity demonstrates interest in measures that are not available under the Direct Install Program, such as building shell measures and windows and/or participation in New Jersey's Energy Savings Improvement Program.

Goals and Energy Savings:

Goals:
Review and Process 400 Audits (Audit = One Building).

Energy Savings:
Not applicable

Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all LGEA Program participants. All applications are reviewed upon receipt to verify adherence to eligibility requirements. Technical information in the energy audit is also verified. Applicant supplied information is entered into the database, and files are created for all documents and ongoing project correspondence. On a random basis, on-site facility inspections are also conducted to verify building and audit data. The inspection rate is up to 20% of audits.

Direct Install Program

Background

Under the Direct Install Program, the unique needs of New Jersey's small business community will be addressed.

Program Description

The Direct Install Program offers eligible small business customers the opportunity to retrofit existing inefficient equipment with more energy efficient systems. Municipal and other local government agencies that have successfully participated in the Local Government Energy Audit Program are also eligible. The Program provides turn-key services including technical assistance, financial incentives, education to encourage the early replacement of existing equipment with high efficiency alternatives, as well as the installation of new equipment. A variety of electric and natural gas energy using systems are eligible for improvements including lighting, controls, refrigeration, HVAC, motors, and variable speed drives. The Program strives to include a comprehensive package of cost-effective energy efficiency improvements in each customer's project.

Target Market and Eligibility

The Direct Install Program is open to all eligible commercial and industrial customers whose peak demand did not exceed 150 kW in any of the preceding twelve months. This peak demand threshold does not apply to local government entities that are also receiving ARRA funding through an Energy Efficiency and Conservation Block Grant or the SEP. Further, Market Manager has the discretion to approve applications that exceed the maximum monthly peak demand threshold of 150 kW by no more than 10%. The small business sector targeted by the Program tends to have a historical reluctance or inability to fund energy efficiency improvements. In addition, their small size tends to exclude them as beneficiaries of services from other energy service providers.

Program Offerings and Incentives

The Direct Install Program provides turn-key services and offers customers a single source of technical assistance, financial incentives and installation services. The Program will be delivered across the state by multiple regional Participating Contractors who have been selected via a Request for Proposal (RFP) process to deliver installation and related services. Participating Contractor services may be rebid in 2012. At that time, the responsibility for conducting Energy Assessments to identify potential measures at customer facilities will shift from the Participating Contractor to the Market Manager. Further, it is anticipated with the rebid for Participating Contractor services that more firms will be selected to provide these services and the Program will move away from contractors serving a pre-defined geographic region (e.g., county) of New Jersey and/or

customer segment. Participating Contractors will still be responsible for promotion of the program and providing program installation services in addition to reporting to TRC on a regular basis. The Program has developed comprehensive listings of unit pricing for all eligible equipment. Eligible equipment categories include but may not be limited to:

- Energy efficiency lamps, ballast and fixtures including Super T8 and T5 Lamp and Ballast Retrofit
- LED Exit Signs
- Commercial CFL Fixtures
- Occupancy Sensors
- VFDs
- ENERGY STAR Programmable Thermostats
- ENERGY STAR Boilers and Furnaces (up to 500,000 Btuh)*
- High Efficiency Cooling Systems
- ENERGY STAR Products
- Refrigeration Measures
- Other measures may be added after evaluating by the Program

*In cases where the existing boiler or furnace is oversized, larger boiler and furnaces may be evaluated and considered for replacement as long as the replacement unit does not exceed 500,000 Btuh.

Customer incentives are offered to reduce the cost of installing energy efficient equipment and are based on the total installed cost of the retrofits. Qualifying C&I customers are eligible for incentives up to 70% of the installed cost of cost-effective, approved measures with a project incentive cap of \$75,000. Direct Install participants will also be held to an annual entity cap of \$250,000 per entity. Incentives are paid to the installation contractor and the contractor will invoice the customer for the remaining balance of the installation.

Direct Install Participating Contractors are responsible for the following program components:

1. Marketing to eligible customers (marketing materials to be approved by the Market Manager) *
2. Performing site visits and collecting all equipment and energy data, analyzing information and identifying opportunities for efficiency improvements, and making recommendations to the customer *;
3. Presentation of comprehensive recommendations to the customer, including costs and savings estimates, and obtaining customer agreement to proceed with installation. The customer agreement will be a standard agreement approved by the Program *;
4. Preparation and submission of completed customer incentive applications, including

- pre-implementation report to Market Manager for review and approval *;
5. Installation of eligible measures per customer agreement, including all appropriate permitting;
 6. Submission of post-implementation report, including payment request. The Market Manager will review all post-implementation reports and either forward to OCE as approved for payment or send back to the contractor with questions or issues
 7. Tracking and reporting on program activity including, but not limited to:
 - a. Customer name, address and contact person
 - b. Customer account number(s)
 - c. Project type (electric, gas, both)
 - d. Business type (SIC or NAICS code)
 - e. Inventory of equipment to be replaced, including quantity, type, location, hours of use
 - f. Estimates of energy (kWh &/or therms) and demand (kW) savings and total project costs
 8. Proper disposal of all removed equipment.
 9. Any reporting requirements identified by the Market Manager (e.g. ARRA reporting)

* Should Participating Contractor services be rebid in 2012, TRC will perform these activities.

Program Goals

Direct Install Program goals will include the following:

- **Market Transformation:** Expand the awareness and knowledge of energy efficiency among small business owners. Promote the financial and environmental benefits of reducing energy consumption with emphasis on a comprehensive, whole-building approach.
Goal: Expose up to 2,500 small businesses to the financial and environmental benefits of energy efficiency improvements.
- **Market Penetration/Cost Effectiveness:** Reach significant numbers of small commercial and industrial customers with comprehensive, cost effective scopes of work.
Goal: Complete more than 1,600 installation projects across the State.
- **Achieve Energy Savings:** Maximize total energy (electric and gas) efficiency opportunities while maximizing the diversity of equipment installed in completed project.
Goal: Annual savings equivalent to approximately 51,034 MWh
- **Expand the Contractor Network / Create Green Collar Jobs:** Program marketing, customer demand, and technical training opportunities will help to develop a workforce under the Participating Contractors of equipment installers who can offer quality installation services and associated technical assistance.
Goal: A network of contractors capable of serving all regions of the State.

External Evaluation

Ongoing evaluation services will be provided by the OCE through its external evaluation vendor.

Program Budget

A detailed state-wide budget is shown in appendix B.

Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all Direct Install Program participants. All applications are reviewed upon receipt to verify adherence to eligibility requirements. Applicant eligibility information is verified, along with all technical information in support of energy efficient measure qualification and incentive calculation. Applicant supplied information and program administrator performed incentive calculations are entered into the database, and files are created for all documents and ongoing project correspondence

Delivery Methods

The Direct Install Program will be managed by the C&I Market Manager and will be delivered by a competitively selected pool of subcontractors. The program will be offered on a consistent program design and implementation basis to ensure consistency across the state.

Direct Install Program – Local Government Entities

A Direct Install Program, specific to Local Government Entities was approved in 2011. The program is now closed to new applicants, and unless additional funding is provided, activity in 2012 will be related to processing existing applications through to project completion. This Program follows the same guidelines (e.g. eligible measures, rules, caps, etc.) as the Direct Install Program which was described in the previous section, but targets local government entities that are eligible for, and utilize the ARRA Energy Efficiency and Conservation Block Grants (EECBG). These entities were not limited to the 100 kW cap. Incentives, up to 60% of the installed cost of cost-effective, approved measures are paid by ARRA SEP funds rather than NJCEP funds. This program was available to entities that received and used an EECBG to fund the customer portion of the project cost

Pay for Performance

Program Description

The C&I Pay for Performance Program takes a comprehensive, whole building approach to energy efficiency in existing commercial and industrial buildings. Similar to performance contracting programs offered in other states, this Program links incentives directly to energy savings and includes a measurement and verification (M&V) component to ensure that the estimated savings levels are achieved. This market-based program relies on a network of Program Partners, selected through a Request for Qualifications process. Once approved, Partners provide technical services to program participants. Certain entities who have their own in house professional engineering expertise can become a Partner for their own facility. Their staff will be oriented through a fast-track process. This option is geared toward larger customers. This opportunity will be evaluated on a case-by-case basis by the Market Manager. All other Program requirements will be in effect. Partners are required to strictly follow program policy but will work under contract to owners, acting as their “energy expert”. Partners are required to develop an Energy Reduction Plan for each project. The Energy Reduction Plan includes the whole-building technical analysis component of a traditional energy audit along with a financial plan for funding the energy efficiency improvements and a construction schedule for installation. A set minimum energy reduction goal is required of all projects and is based on an approved whole-building energy simulation. The achievement of the energy reduction goal is verified using post-retrofit billing data and EPA Portfolio Manager methodology. For building types that are not addressed by EPA’s Benchmarking Tool, an alternative approach based on the Leadership in Energy and Environmental Design Existing Building (LEED) method will be followed.

Target Market and Eligibility

The C&I Pay for Performance Program is open to existing commercial and industrial buildings with peak demand in excess of 100 kW in any of the preceding twelve months. Market Manager reserves the right to approve projects that are within 10% of the minimum 100kW threshold. In addition, any multifamily facility which does not meet the eligibility requirements of the New Jersey Clean Energy Home Performance Program is eligible to participate in the Pay for Performance Program. Participants are required to work with an approved Pay for Performance Partner to develop the Energy Reduction Plan and facilitate installation of the recommended package of energy efficiency improvements. In order to receive the full suite of incentives offered in the Pay for Performance Program, the submitted Energy Reduction Plan must include a package of energy efficiency measures that achieve the minimum performance threshold or Energy Target (i.e., 15% of total building source energy consumption). A custom savings threshold is offered to customers whose annual energy consumption is heavily weighted to manufacturing and process loads. This approach will be reviewed on a case-by-case

basis. In order to be considered for a custom savings threshold (i.e., other than a 15% reduction in total building source energy consumption, the project must involve:

- A manufacturing facility, including such industries as plastics and packaging, chemicals, petrochemicals, metals, paper and pulp, transportation, biotechnology, pharmaceutical, food and beverage, mining and mineral processing, general manufacturing, equipment manufacturers and data centers.
- Manufacturing and/or process-related loads, including data center consumption, consume 50% or more of total facility energy consumption.
- Energy target for projects meeting the above criteria will have annual energy savings of 100,000 kWh, 350,000 MMBTU or 4% of total building source energy consumption, whichever is greater.

Market Manager, in collaboration with the Office of Clean Energy, reserves the right to consider alternative minimum threshold savings requirement in these types of situations. In addition, the Energy Reduction Plan must include a comprehensive mix of measures: e.g. lighting cannot make up more than 50% of the total projected savings. All other Pay for Performance Program rules apply.

The 15% minimum energy reduction will be based on source energy, which is consistent with EPA's Portfolio Manager benchmarking software. Pre-approval of the Energy Reduction Plan is required for all projects, which may include a site inspection. An Energy Reduction Plan must be approved by the program and an approval letter sent to the customer in order for incentives to be committed. Upon receipt of an Energy Reduction Plan, all project facilities must be pre-inspected. Measures installed prior to pre-inspection of the facility shall not be included as part of the ERP scope of work and will not be eligible for incentives. Measure installation undertaken prior to ERP approval, but after pre-inspection, is done at the customer's own risk. In the event that an Energy Reduction Plan is rejected by the program, the customer will not receive any incentives.

Projects that cannot identify efficiency improvements that meet the minimum performance level will be referred to the appropriate SmartStart Buildings Program(s).

The Pay for Performance Program offers two types of incentives which will be disbursed upon satisfactory completion of three Program milestones. The first incentive type is related to completion of the Energy Reduction Plan. The second incentive type is performance-based and is related to the installation of recommended measures. The performance-based incentive will be paid out in two phases – the first at the completion of installation of the recommended measures, the second upon submittal of a Post Construction Benchmarking Report that verifies the level of savings achieved. These incentives are explained below in more detail.

Definition of a Project

A project is defined as a single, detached commercial, industrial, or multifamily building. The entire building must be analyzed under the Program and achieve a 15% source energy reduction.

Campuses: The Program will also service campus-style facilities. A campus-style facility is one where ALL the following conditions apply:

- There are two or more P4P-eligible buildings that are located on adjacent properties
- Buildings are owned by a single entity
- Buildings are master-metered

Campus facilities are encouraged to participate in the C&I Sector Specific offering to assist in prioritizing each building for energy efficiency improvements. The Sector Specific offering will provide benchmarking services for all buildings and assist the building owner(s) in developing a multi-year plan for addressing the energy efficiency improvements across the campus. Through this plan, building owners can schedule major building improvement projects over several years to maximize energy efficiency as well as taking full advantage of Clean Energy Program incentives. Once a set of buildings within a campus is selected to be included in the P4P Program, they will be addressed in a single Energy Reduction Plan (ERP).

For administrative purposes of tracking technical reviews and site inspections, each building addressed within a multi-building ERP will be considered a separate project. This is necessary because although a single ERP will include all of the necessary project information, the review of each of the building simulation models will require individual attention. Similarly, site inspections will take considerably longer for multi-building projects as each building will require an inspection. Where applicable, administrative tracking will be associated with any approved sampling of building simulation models (i.e., if a single model is developed to represent several similar buildings).

Multifamily Buildings: The Program will also accommodate certain types of multifamily buildings. Specifically, multifamily customers that fit the following description will be able to participate in the Pay for Performance program:

- High-rise/Mid-rise buildings
 - High-rise/Mid-rise apartment complexes are apartments, cooperative, and/or condominiums structures that are 4-stories or more above ground.
- Low-rise, garden-style buildings with central heating and/or cooling

- Garden-style apartment complexes consist of multiple low-rise apartments, cooperatives, condominiums and/or townhouses that are 3 stories or less, surrounded by landscaped grounds.
- Central heating and/or cooling means that each individual unit *does not* contain its own heating or cooling systems. The building must contain a central heating and/or cooling plant that serves multiple buildings and/or units.

Low-rise (and mid-rise where appropriate), garden-style complexes will be treated as one project under the Pay for Performance program. In other words, if there are 10 garden-style buildings that are part of one multifamily community, all 10 will be aggregated into one P4P application. The 100kW participation threshold will be met through this aggregation (including common area and in-unit billing). The 15% savings requirement (as well as all other program requirements) will be achieved in aggregate, as well. The same process will apply for affordable-rate housing, except for the fact that they will not need to meet the 100kW requirement to participate. Only one set of incentives will be paid per project, and all incentive caps apply. Please see logic tree at the end of this Pay for Performance section – page 44 - for guidance on Program eligibility. TRC will coordinate with the Residential Market Manager to make sure that multifamily customers are served by New Jersey’s Clean Energy Programs. **Please Note:** Multifamily buildings that fall into the *Home Performance with ENERGY STAR* category, but wish to apply for financing under the Multifamily Financing Program, may instead apply for the Pay for Performance program with prior approval from Market Manager. The equipment being included in the Pay for Performance project may include that located in individually metered units if owned and replaced by the building owner/applicant as part of that project. Examples would include individually metered units replacing heating equipment, water heaters, etc. The MFFP/Pay for Performance project may include those equipment upgrades as part of the master Energy Reduction Plan in lieu of applying for *Home Performance with Energy Star*. Applicants cannot receive incentives from *Home Performance with Energy Star* and Pay for Performance on the same equipment upgrades. (Subject to approval by Staff and other technical issues being resolved, participants in the *Home Performance with ENERGY STAR* program may also be able to participate in the Multifamily Financing Program.)

Multifamily complexes and campus-style facilities are viewed as a single entity that is eligible for Pay for Performance incentives subject to the annual incentive caps of \$1 million per electric account and \$1 million per gas account to the campus.

Program Offerings and Incentives

The Pay for Performance Program has developed a network of Program Partners who can provide the technical, financial, and construction-related services necessary for completing the Energy Reduction Plan. One of the goals of this program is to expand the network of energy efficiency firms that can provide these services in order to make this

Program accessible for all eligible commercial and industrial customers. This market-based approach is a key component of market transformation by creating “green collar” jobs and helping to develop the workforce necessary to achieve ambitious long-term energy savings targets. The Program has enrollment periods during the year where firms that are interested in becoming Program Partners are required to submit an application, including case studies and resumes showing recent successful experience and expertise in C&I energy efficiency projects. Applications are reviewed by a technical evaluation panel who will determine if an applicant meets the criteria to become an approved program Partner. Once approved, Partners must attend a program orientation session before being able to bring projects into the Program.

Program incentives are performance-based and not specifically tied to the project cost or the recommended energy efficiency measures. Disassociating incentives from project cost is a key program design decision as it streamlines program administration by eliminating the collection of bid documents, construction contracts and change orders. This incentive structure also provides the benefit of allowing Program Partners to estimate and explain incentives to prospective participants as part of the program sales process. The performance-based incentives are capped not to exceed 50% of the total project cost.

Incentives, up to \$1,000,000 per electric and \$1,000,000 per gas utility account are available and will be released in phases upon satisfactory completion of each of three Program milestones, which are:

1. Submittal of a complete Energy Reduction Plan
2. Installation of all recommended measures per the Energy Reduction Plan
3. Completion of Post Construction Benchmarking Report.

Incentive #1 – Energy Reduction Plan – This incentive has been developed to offset the cost of services associated with the development of the Energy Reduction Plan. This incentive is based on the square footage of the building(s) and is paid at \$0.10/sq ft with a maximum incentive of \$50,000 and minimum of \$5,000. This incentive is capped at 50% of annual energy cost. This incentive cap assists in limiting incentives for facilities with large square footage but very low energy intensity (e.g. warehouses). Please note, for customers who have successfully participated in the Local Government Energy Audit Program, Incentive #1 related to the Energy Reduction Plan will be reduced by 50% to \$0.05 per square foot up to \$25,000 to recognize the value of the audit provided through the LGEA Program.

Incentive #2a – Installation of Recommended Measures – This incentive is based on the projected energy savings estimated in the approved Energy Reduction Plan. The performance-based incentives to be paid at completion of construction are as follows: (designed to be roughly 50% of the total performance-based incentive):

1. Projected first year electric savings from \$0.09/kWh for the minimum 15% savings up to \$0.11/kWh, based on \$0.005/kWh per additional 1% savings.
2. Projected first year natural gas savings from \$.90/therm for the minimum 15% savings up to \$1.25/therm based on \$0.05/therm per additional 1% savings.

Savings projections will be calculated using calibrated energy simulation. The approach involves the following steps:

1. Develop whole building energy simulation using approved simulation tools. The list of approved tools will be based on the software requirements outlined in ASHRAE 90.1 2004 Section 11 or Appendix G, or as approved by the Market Manager.
2. Calibrate simulation to match pre-retrofit utility bills
3. Model proposed improvements to obtain projected energy savings
4. Calculate percent energy reduction to demonstrate achievement of Energy Target.

Modeling methodology will be in general compliance with national programs such as LEED and EPA Federal Tax Deductions for Commercial Buildings, which will allow taking advantage of the expertise of a growing number of engineering and consulting firms involved in these programs.

Incentive #2b – Post Construction Benchmarking Report – Upon submittal of a Post Construction Benchmarking Report that verifies that the level of savings actually achieved by the installed measures meets or exceeds the minimum performance threshold, the performance-based incentive will be released. The performance-based incentives are as follows (designed to be roughly 50% of the total performance-based incentive):

1. Actual first year electric savings from \$0.09/kWh for the minimum 15% savings up to \$0.11/kWh, based on \$0.005/kWh per additional 1% savings.
2. Actual first year natural gas savings from \$.90/therm for the minimum 15% savings up to \$1.25/therm based on \$0.05/therm per additional 1% savings.

The Post Construction Benchmarking Report will be based on the approved Energy Reduction Plan and will provide an accurate verification of savings while keeping the costs associated with M&V at a reasonable level. Specifics of the M&V requirements will be a critical component of the program and should be as simple as possible to reasonably verify savings while not overburdening the Partner or TRC. M&V requirements will follow the International Performance Measurement & Verification Protocol (IPMVP). Option D – Calibrated Simulation will be the required M&V approach for all projects. Options A – Partially Measured Retrofit Isolation, B – Retrofit Isolation, may be used as guidelines for data collection. The Post Construction Benchmarking Report must demonstrate savings over at least one year of post-

construction consumption. The post-construction period may be extended to up to eighteen months.

To validate the savings and achievement of the Energy Target, the EPA Portfolio Manager will be used. The steps of this process are summarized below:

- Develop and document building energy baseline based on at least one full year of historical energy use data for the building.
- Document annual energy use during the post-retrofit period. Collect energy consumption data for the 12-month post-installation period.
- Perform weather-normalization and calculate Percent Reduction of Source Energy Use as the difference between baseline and post-retrofit energy consumption as a percentage of the baseline energy consumption (baseline – post retrofit energy consumption / baseline).

Upon verified installation of all measures in the approved Energy Reduction Plan, 50% of the total performance-based incentive will be released. The remaining 50% of the performance-based incentive will be released upon completion of the Post Construction Benchmarking Report which reflects that the minimum performance threshold has been met or exceeded.

Incentive #2a and #2b combined will be capped not to exceed 50% of the total project cost, and Incentive #1, #2a, and #2b combined will not exceed \$2 million per project (if both electric and gas measures are implemented; \$1 million if all-electric or all-gas) whichever is less. Entity caps of \$4 million per calendar year (or \$5 million with CHP) also apply.

There will be no 100kW eligibility requirement for the following types of customers: hospitals, select non profits*, public colleges & universities, government entities (including K-12) and affordable multi-family customers (“affordable” as defined as low income, subsidized, HUD, etc.). *Non profits are defined as organizations that are exempt for taxation under Section 501 (c) (3) of the Internal Revenue Code so that smaller entities in this customer class can take advantage of a whole building approach to energy efficiency.

Financing for Pay for Performance projects may also be available through New Jersey Economic Development Authority’s (EDA’s) Revolving Loan Fund. Below is a link to EDA’s financing programs:

http://www.njeda.com/web/Aspx_pg/Templates/Npic_Text.aspx?Doc_Id=1465&menuid=1515&topid=722&levelid=6&midid=1357

For 2012, a new stand alone CHP and Fuel Cell program is proposed to replace the existing CHP and Fuel cell component of the Pay for Performance program. Entities that

incorporate CHP or Fuel Cells into their Pay for Performance project are eligible for an additional incentive of up to \$250,000. Please refer to the Combined Heat and Power and Fuel Cells Program description for program requirements and incentives.

Program Goals

The Pay for Performance Program goals and measures of effectiveness will include the following:

- **Market Penetration/Cost Effectiveness:** Reach significant numbers of commercial and industrial customers with comprehensive, cost effective scopes of work.
Goal: Approve at least 75 applications for the Program.
- **Energy Savings:** Maximize total energy (electric and gas) efficiency opportunities through the whole building approach.
Goal: Approve at least 50 Energy Reduction Plans that meet the minimum threshold for energy savings. Approve at least 4 Energy Reduction Plans that include CHP systems.
- **Create Green Collar Jobs:** Continue to expand the number of firms offering comprehensive energy services. Program orientation seminars and associated training opportunities will help to develop a network of Program Partners who can offer a full range of technical, financial, and construction-related services.

Program Deliverables

The Pay for Performance Program will provide the following services:

1. Maintain a pool of Program Partners that can offer Program services and publicize this list to potential participants.
2. Continue to develop new Program Partners as market demand warrants. Provide up to two (2) full-day Program Orientation seminars for Program Partners to introduce the Program and the Energy Reduction Plan development. OCE staff will also be invited.
3. Conduct Monthly Partner Conference Calls to present Program updates and discuss any issues that Partners may be encountering.
4. 100% Quality Control review of all submitted Energy Reduction Plans.
5. Pre and Post on-site inspections.

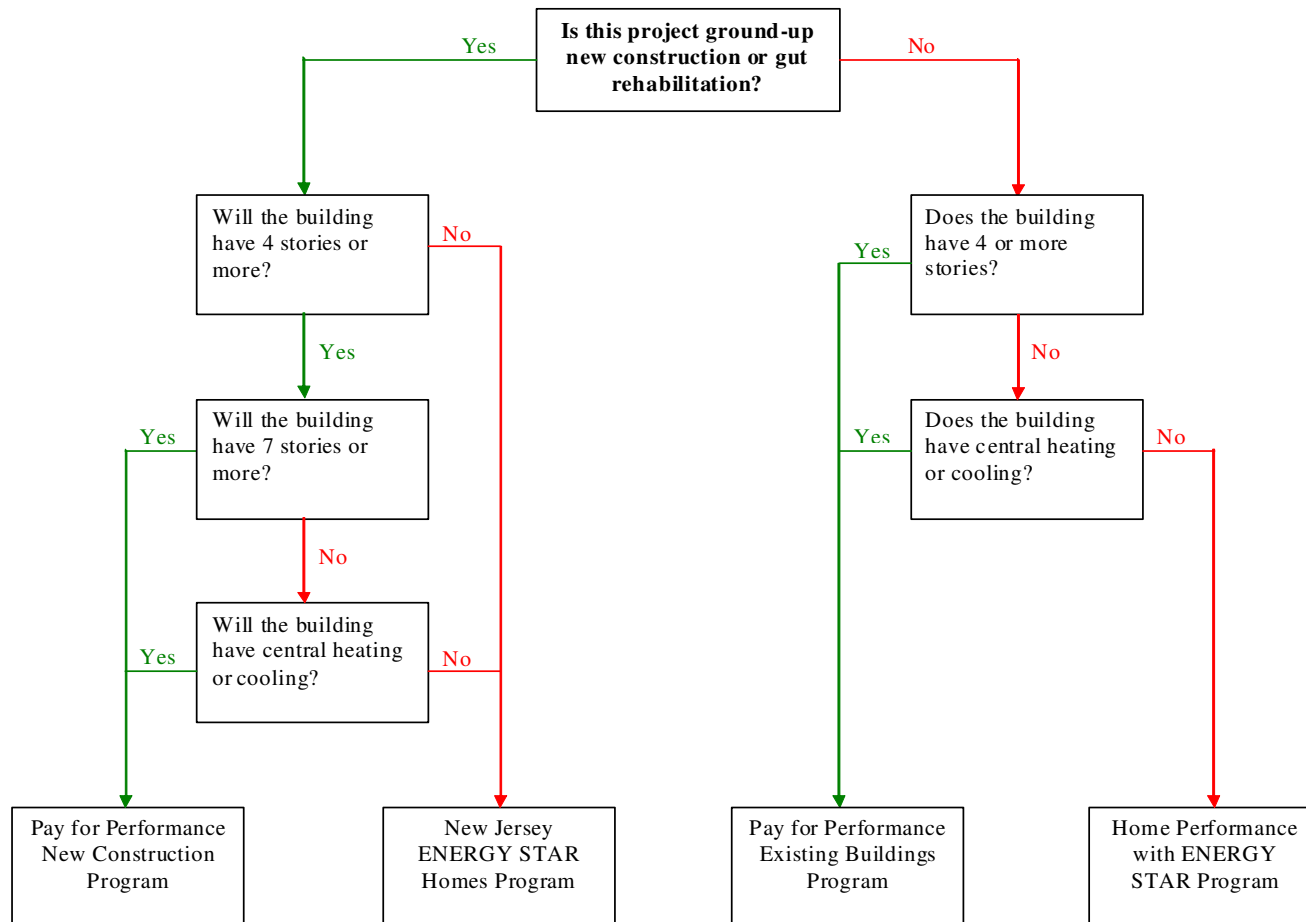
Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all Pay for Performance Program projects. All applications are reviewed upon receipt to verify adherence to eligibility requirements. Applicant eligibility information is verified, along with all technical information in support of energy efficient measure qualification and incentive calculation. Applicant supplied information and program administrator performed incentive calculations are entered into the database, and files are created for all documents and ongoing project correspondence. Pre and/or post inspections are conducted as required.

Program Evaluation

Ongoing evaluation services will be provided by the OCE through its external evaluation vendor

Multifamily Buildings



If you have any questions, please contact the residential or commercial market manager at 866-NJSMART

Multifamily Financing Program

The Multifamily Financing Program (MFFP) is a pilot program that will provide multifamily building owners in the state of New Jersey with increased capital at competitive borrowing rates, in addition to program incentives (provided through the Pay for Performance Program) to perform energy efficiency upgrades in their facilities.

Program Description

The Multifamily Financing Program adheres to all the guidelines and requirements of the Pay for Performance Program (P4P) offered through the C&I portion of the NJCEP. The MFFP is available to any multifamily customer with a peak demand greater than 100 kW¹. The program is delivered through the network of P4P partners, which consists of qualified engineering firms and ESCO's who are experts in performing comprehensive energy efficiency upgrades. The partners identify energy conservation measures (ECMs) through an energy audit, and then model these improvements in a DOE-2 based energy simulation programs such as eQuest or Trace 700 to estimate project savings. The project scope is refined to select cost effective measures that achieve a 10% internal rate of return (IRR) or greater, which the partner then uses to develop an Energy Reduction Plan (ERP), which is the basis for calculating program incentives. The Market Manager performs a thorough review of the ERP and the ASHRAE-compliant building energy simulation model for accuracy and compliance with program rules and guidelines.

The Multifamily Financing Program utilizes banks and other lenders to provide loans to multifamily building owners which are used to offset the un-incentivized portion of a project participating in MFFP. A customer participating in MFFP will seek out a Partner to perform an energy audit and model ECM's in an ASHRAE-compliant simulation program, compiling the results in an Energy Reduction Plan. Once the ERP is approved, the building owner has the option to seek out lenders willing to provide a loan for the building upgrades. More details on the process are included in the "Program Offerings and Incentives" section of this filing.

By specifically targeting the multifamily sector, the Multifamily Financing Program will be able to streamline its processes due to the lack of variation between projects. Furthermore, a more qualified and industry-specific network of partners with unique multifamily experience will be developed to provide additional benefit to customers. The program will be directly marketed to multifamily building owners across the state and provide a solution specifically designed for multifamily buildings and owners.

¹ The 100 kW peak demand requirement is waived for affordable (low-income, subsidized, HUD)

Target Market and Eligibility

The Multifamily Financing Program is open to existing multifamily buildings with peak demand in excess of 100 kW in any of the preceding twelve months. Affordable multifamily customers (“affordable” as defined as low income, subsidized, HUD) are exempt from the 100 kW requirement. The 100kW peak demand is inclusive of tenant electric load, as well as the commercial load of a building.

Participants are required to work with an approved Pay for Performance Partner to develop the Energy Reduction Plan and facilitate installation of the recommended package of energy efficiency improvements. In order to receive the full suite of incentives offered in the Multifamily Financing Program, the submitted Energy Reduction Plan must include a package of energy efficiency measures that achieve the minimum performance threshold or Energy Target (i.e., 15% of total building source energy consumption).

The 15% minimum energy reduction will be based on source energy, which is consistent with EPA’s Portfolio Manager benchmarking software. Pre-approval of the Energy Reduction Plan is required for all projects, which may include a site inspection. Projects that cannot identify efficiency improvements that meet the minimum performance level will be referred to the appropriate SmartStart Buildings Program(s).

Definition of a Project

The Program is designed to accommodate certain types of multifamily buildings. Specifically, multifamily customers that fit the following description will be able to participate in the Multifamily Financing program: (Buildings with individually metered apartments may be eligible for the Multifamily Financing Program or the Home Performance Program, but cannot participate in both.)

- High-rise/Mid-rise buildings
 - High-rise/Mid-rise apartment complexes are apartments, cooperative, and/or condominiums structures that are 4-stories or more above ground.
- Low-rise, garden-style buildings
 - Garden-style apartment complexes consist of multiple low-rise apartments, cooperatives, condominiums and/or townhouses that are 3 stories or less, surrounded by landscaped grounds.
 - Central heating and/or cooling means that each individual unit *does not* contain its own heating or cooling systems. The building must contain a

central heating and/or cooling plant that serves multiple buildings and/or units.

Low-rise (and mid-rise where appropriate), garden-style complexes will be treated as one project under the Multifamily Financing Program. In other words, if there are 10 garden-style buildings that are part of one multifamily community, all 10 will be aggregated into one MFFP application. The 100kW participation threshold will be met through this aggregation (including common area and in-unit billing). The 15% savings requirement (as well as all other program requirements) will be achieved in aggregate, as well. The same process will apply for affordable-rate housing, except for the fact that they will not need to meet the 100kW requirement to participate. Only one set of incentives will be paid per project, and all incentive caps apply.

Multifamily complexes are viewed as a single entity that is eligible for Multifamily Financing Program incentives subject to the annual incentive caps of \$1 million per electric account and \$1 million per gas account to the campus, not to exceed \$2 million per project.

Program Offerings and Incentives

The Multifamily Financing Program will utilize the network of Pay for Performance Program Partners who can provide the technical, financial, and construction-related services necessary for completing the Energy Reduction Plan.

In addition to the incentives provided through the Pay for Performance Program, (described later in this section), MFFP will include a financing component to help multifamily building owners access capital to finance their energy saving project which will cover the non-incentivized portion of the project's cost.

Steps to accessing the financing include:

- Upon receiving an approved Energy Reduction Plan through MFFP, a building owner who wishes to seek out a loan to help pay for an efficiency project will request a "Pre-approval for Energy Efficiency Measures" form from the Market Manager, which will be based on the results of the ERP, presenting eligible measures, costs, lifetimes, and Savings to Investment Ratio (SIR). (For the purposes of completing the loan form, individual measures, with the exception of health and safety measures, will be screened on SIR, not % IRR. SIR is the ratio of the present value of an energy saving stream with respect to the present value of the cost of making the energy efficiency improvements.)
- The building owner can then seek out any qualified lender in the state willing to finance the project to negotiate loan terms. Upon agreement of terms, a participation agreement is signed and submitted to the Market Manager for review and approval, along with the pre-approval form and a preliminary loan summary.

- Upon close of the loan, the NJCEP will pay 50% of the loan cost to the lender at 0% interest, which greatly reduces the risk incurred by the lender and will greatly incentivize lender participation in the program. As the loan is paid back by the customer over time, the lender will provide monthly payments to the NJCEP to pay off the 50% portion of its loan.
- The review of loan terms, program reporting, recording keeping, and payment coordination between the lender and the NJCEP will be the responsibility of a Master Loan Servicer or the Market Manager.

Lending and Payment Structure

The loan agreement between the lender and the customer will be based upon the approved “Pre Approval for Energy Efficiency Measures form.

- The value of the loan cannot exceed the cost of the non-incentivized portion of the EE measures listed on the pre-approval form.
 - In cases where the customer requires a loan for the total cost of the EE measures (e.g. where loan is needed up front to cover total cost of EE measures and customer cannot wait until Incentive #2 and #3 is paid), an agreement between customer, lender, and Market Manager will be drafted so that Incentive #2 and #3 are paid directly to the lender to buy down the principal.
 - In cases where the customer (1) does not want to pursue incentives past the Energy Reduction Plan approval (e.g. forfeit incentives #2 and #3), or (2) wishes to install only part of the approved work scope and falls below the 15% savings required by the program, the customer will be allowed to continue with just the loan portion of the MFFP.
- The maximum length of the loan term will be determined by the weighted average of the measure lifetimes included on the preapproval form. Loans cannot exceed ten (10) years.
- The participant and the lender will have 180 days upon approval to execute the loan and inform the NJCEP.
- The Master Loan Servicer, or the Market Manager, will provide final approval and authorize payment of 50% of the loan value to the lender within 30 business days.

Lenders

This program will provide an excellent opportunity for lenders in the State of New Jersey, and surrounding areas, to take on low-risk loans and promote energy saving projects for multifamily customers. Lenders will not have to be pre-approved to participate; instead, eligible lenders will be defined by:

- (1) a credit union insured by the New Jersey State Credit Union League, a Community Development Financial Institution, or any commercial bank, trust company, savings bank, savings and loan association, foreign bank credit union, or other financial institution authorized by Federal or State law to operate in the State of New Jersey which completes the Lender Participation Agreement, attached herein, with the NJCEP through its Market Manager;
- (2) a leasing subsidiary of a bank holding company or a leasing company owned by an eligible Lender.

MFFP Incentives

MFFP participants are also eligible for Pay for Performance program incentives and must adhere to Pay for Performance program requirements. Pay for Performance Program incentive details can be found in the Pay for Performance Program description.

Combined Heat and Power and Fuel Cells

For 2012, New Jersey's Clean Energy Program will be offering a stand-alone Combined Heat and Power (CHP) and Fuel Cell (FC) Program. Program participants are eligible to receive financial incentives for Combined Heat and Power and Fuel Cell installations to further enhance energy efficiency in their buildings through on-site power generation with recovery and productive use of waste heat, and reducing existing and new demands to the electric power grid. The Program offers financial incentives for both fuel cells with and without waste heat recovery.

By including CHP and Fuel Cell systems, participants will assist in reducing overall system peak demand, furthering the use of emerging technologies, reducing emissions and using distributed generation to provide reliability solutions for New Jersey. (Please note, the combination of incentives for Fuel Cells with those for CHP under the same Program is not meant to define fuel cells that do not utilize waste heat recovery as a CHP technology.)

Equipment Eligibility

To qualify for the incentive, customers must install equipment that is sized to meet all or a portion of their on-site load. Only CHP or Fuel Cell equipment installed on the customer side of the utility meter is eligible for program incentives. Only new commercially available permanently installed generating equipment qualifies for incentives.

The following applies to CHP systems, including fuel cells that utilize waste heat:

- The CHP system must achieve an annual system efficiency of at least 60%, based on total energy input and total utilized energy output. Mechanical energy may be included in the efficiency evaluation.
- Waste heat utilization systems or other mechanical recovery systems are required. Even though waste heat systems are produced with many configurations, they all perform the same task of capturing waste heat energy in the radiator or exhaust systems of a generator and delivering it to a heat load or cooling load. The captured energy is used in heating processes, such as water heating, pasteurizing, product preheating, etc. New electric generation equipment which captures waste heat or energy from existing systems is also allowed.

The following applies to Fuel Cells without waste heat utilization:

- Fuel Cell systems must achieve an annual electric system efficiency of at least 45%

An on-site power system should have the ability to automatically island/disconnect from the utility in the event of substantial grid congestion or failure.

Incentives for CHP and Fuel Cell Systems

Incentives vary based on CHP or Fuel Cell technology, type, project size and total project cost. Table 1 summarizes the qualifying technologies and available incentives. There is no maximum system size limitation; however, incentives will be capped at the first One Megawatt.

TABLE 1: CHP AND FUEL CELL TECHNOLOGY AND INCENTIVE LEVELS

Eligible Technology	Incentive (\$/Watt) (Up to \$2.0 Million) ₍₁₎	Maximum % of Project Cost	Maximum Incentive Size	Maximum System Size
Level 1: •Fuel cells not fueled by Class I renewable fuel, utilizing waste heat	\$4.00/Watt	60%	1 MW	None
Level 1A: •Fuel cells not fueled by Class I renewable fuel, that <i>do not</i> utilize waste heat	\$3.000/Watt	60%	1 MW	None
Level 2: CHP Powered by Non-Renewable Fuel Source •Microturbines•Internal Combustion Engines •Combustion Turbines *Level 2 incentives are not additive	System Size (kw) Incentive* ≤ 500 \$2.00/watt 501 – 1,000 \$1.00/watt	30% ⁽²⁾	1 MW	None
Level 2A: CHP Powered by Class 1 Renewable Fuel Source ⁽³⁾ •Microturbines •Internal Combustion Engines •Combustion Turbines	System Size (kw) Incentive ⁽⁴⁾ ≤ 500 \$3.00/watt 501 – 1,000 \$2.00/watt	40% ⁽⁵⁾	1 MW	None

<p>Level 3: •Heat Recovery or Other Mechanical Recovery from Existing Equipment Utilizing New Electric Generation Equipment</p>	<p>\$1.00/Watt</p>	<p>30%</p>	<p>1 MW</p>	<p>None</p>
<p>⁽¹⁾For technology Levels 1, 1A, 2 and 3: The incentives shown above represent a combination of NJCEP and Utility incentives, up to a maximum of \$2,000,000. The portion of incentive payable by NJCEP is dependent upon the amount of utility incentive offered. Utilities offer incentives for CHP and Fuel Cells ranging from \$0 up to \$1,000,000. NJCEP’s incentive will bring the combined incentive up to the \$/Watt amount shown in the table above, up to the maximum amount of \$2,000,000. The “% of project cost” caps as listed in the table above will be maintained. Additionally, any facility successfully participating in Pay for Performance prior to applying for CHP or Fuel Cell incentives will be eligible for an additional \$0.25 per Watt from the NJCEP, not to exceed “% of project cost” caps listed in the table above, or a combined utility plus NJCEP incentive of \$2.25 million, whichever is less.</p> <p>Level 2A: Separate incentive cap applies for CHP Powered by Class 1 Renewable Fuel Source. Please refer to the 2012 Renewable Compliance Filing for available Level 2A incentives.</p> <p>⁽²⁾ The maximum percentage of project cost will go to 40% where a cooling application is use or included with the CHP system.</p> <p>⁽³⁾ New Jersey’s Renewable Energy Portfolio Standard N.J.A.C. 14:8 2.5 clearly defines what materials are considered to be Class 1 biomass materials; those materials which are not deemed Class 1 must go through sustainability determination by New Jersey Department of Environmental Protection (NJDEP) to qualify. All CHP or Fuel Cell applications fueled by Class 1 renewables will be directed through the appropriate Renewable Program Market Manager.</p> <p>⁽⁴⁾Rebates are tiered; for example for a 1,000 kW project the first 500 kW is paid at \$3.00 per watt, and the second 500 kW at \$2.00 per watt. Maximum rebate is \$2.5 million or 40% of total project cost.</p> <p>⁽⁵⁾ Includes all capital equipment costs associated with: producing and refining biomass feedstock, generating electricity and heat recovery.</p>				

Twenty percent (20%) of the incentive related to the CHP/fuel cell system will be paid upon proof of purchase of equipment, sixty percent (60%) of the incentive will be paid upon project completion, review and acceptance of documentation and successful inspection. The remainder of the project incentive will be paid one year after project inspection and acceptance and confirmation the project is achieving the minimum efficiency threshold.

Furthermore, the maximum incentive cap will be increased to \$2 million per project, which represents a combination of NJCEP incentive and utility match. NJCEP incentives will subsidize utility matches to ensure a consistent incentive is paid throughout New Jersey. In the event that utility matches are not available, NJCEP will continue to provide incentive up to the \$2 million cap. The “% of project cost” caps as listed in the table above will be maintained.

In 2012, New Jersey's Clean Energy Program will continue to provide an incentive for projects fueled by Class 1 biopower resources eligible for RECs under New Jersey's Clean Energy Renewable Program. These are systems that use a sustainable and renewable supply of organic material to produce electricity. Please refer to the 2012 Renewable Program Compliance Filing for requirements and funding details.

Financing for CHP and Fuel Cell projects may be available through New Jersey Economic Development Authority's (EDA's) Revolving Loan Fund. Below is a link to EDA's financing programs:

http://www.njeda.com/web/Aspx_pg/Templates/Npic_Text.aspx?Doc_Id=1465&menuid=1515&topid=722&levelid=6&midid=1357

CHP and Fuel Cell Warranty Requirements

Systems installed must be covered by a warranty of 5 years or a 5-year service contract.

Eligible CHP and Fuel Cell Project Costs

For the purpose of determining the maximum incentive payment, the following costs may be included in total eligible project cost:

- Combined Heat and Power or fuel cell equipment capital cost
- Engineering and design costs
- Construction and installation costs, including commissioning costs
- Engineering feasibility study costs
- Interconnection costs
- Permitting costs
- Up to 5 years warranty or service contract costs
- Fuel line installation costs, limited to the following:
 - Costs associated with installing or upgrading a fuel line.
 - Customer's cost for any evaluation, planning, design, and engineering costs related to enhancing/replacing the existing fuel service specifically required to serve the CHP or fuel cell equipment
- Air emission control equipment capital cost
- Primary heat recovery equipment, i.e. heat recovery equipment directly connected to the CHP system
- Heat recovery piping and controls necessary to interconnect primary heat recovery equipment to existing thermal load at the project Site

Not Eligible for CHP or Fuel Cell Incentives

The following types of generating systems/equipment are not eligible for the program:

- Used, refurbished, temporary, pilot, demonstration, or portable equipment/systems.
- Back-Up Generators - systems intended for emergency or back-up generation purposes.
- Any system/equipment that uses diesel fuel, other types of oil and coal for continuous operation.
- Renewable fueled projects, including biodiesel and landfill gas, must be submitted through the CORE Program or other relevant renewable energy program under the CEP.

Application Guidelines for CHP and Fuel Cell Projects

- Prior to equipment installation, Participants must submit the required Application Form, Technical Worksheets, and Feasibility Analysis to the Market Manager. Upon review and approval of the Application, a commitment letter/letter of intent will be issued approving the eligibility of the system and reserving the incentive.
- The Application Form must include information demonstrating that the proposed system will meet all applicable technical and certification requirements as specified in the Technical Worksheet.
- Applicants must allow inspection of eligible systems. The Market Manager will inspect 100% of the installations prior to issuing the incentive.
- Funding will be reserved for 18 months from the date of the award letter; thereafter the Board, in conjunction with the Market Manager, may at its option cancel the funding. Any circumstances which will result in a delay past the 18-month timeframe must be reported to the Market Manager at least one month prior to the expiration of the funding award. Applicants must submit a request for extension in writing. The request must identify the reason for the request, and a schedule that identifies how much extra time is needed to complete the project. Requests for extensions may be granted by the Market Manager for up to twelve (12) months so long as applicant can demonstrate proof of significant project advancement. This could be in the form of copies of permits, equipment invoices, installation invoices indicating percentage complete, updated project schedules, etc. Any further requests for extension must be presented to the Market Manager for Board staff consideration. In addition, Market Manger reserves the right to conduct an inspection of the project to confirm project advancement. Approval of a request for extension will not change or modify any other program terms and conditions.
- Twenty percent (20%) of the incentive related to the CHP or Fuel Cell system will be paid upon proof of purchase of equipment. Sixty percent (60%) of the incentive will be paid upon project completion, review and acceptance of documentation and successful inspection. The remainder of the project incentive will be paid one year after project inspection and acceptance and confirmation the project is achieving the minimum efficiency threshold. Applicant must provide twelve (12) months of operational data demonstrating the equipment achieves at

least the required efficiency levels. If the review of the 12 months of operational data demonstrates the equipment is not achieving the required level of efficiency, the applicant may submit a request to the Market Manager for an extension. Requests for extensions may be granted by the Market Manager for up to twelve (12) months. This extension is in addition to any extension granted during project construction, as discussed in the previous section.

- Applicants **must** be contributors to the Societal Benefits Charge fund.

CHP and Fuel Cell Evaluation Guidelines

As part of the evaluation of the CHP or Fuel Cell project, the following criteria will be reviewed:

- System efficiency
- Environmental performance,
- Projected system startup date,
- Annual system utilization.
- Islanding capability
- General Programmatic Goals will be considered
- Project clarity

Applicants will not be allowed to receive incentives for the installed generation equipment from other available NJ Board of Public Utilities, Office of Clean Energy funds.

Program Goals

The Combined Heat and Power and Fuel Cell Program goals and measures of effectiveness will include the following:

- **Market Penetration/Cost Effectiveness:** Reach significant numbers of commercial and industrial customers with site conditions that would directly benefit from CHP or Fuel Cell installations.
Goal: Approve at least 20 CHP or Fuel Cell applications
- **Energy Savings and Generation:** Maximize total installed capacity.
Goal: 10MW

Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all CHP and Fuel Cell projects. All applications are reviewed upon receipt to verify adherence to eligibility requirements. Applicant eligibility information is verified, along with all technical information in support of energy efficient measure qualification and incentive calculation. Applicant supplied information and program administrator performed incentive calculations are entered into the database, and files are created for all documents and ongoing project correspondence..

Each awarded CHP or Fuel Cell project will be inspected by the Market Manager. A field inspection report will be prepared and kept in the project file for record purposes.

Upon completion of the project, the award recipient will submit documentation that the work is complete (i.e., As-Built Drawings, P and ID Drawings, if necessary) and certification that the project has been constructed in accordance with the accepted application. This may include, but not be limited to, the following:

- Review of documentation to support “Eligible Project costs” as defined above.
- Verification that the information stated in the application matches what was installed.
- Confirmation that the equipment is new and permanently installed and not used, refurbished, temporary, pilot or demonstration equipment.
- Confirmation that the installed system is covered by a warranty of 5 years or a 5 year service contract.
- Confirmation that the system does not use diesel fuel, other types of oil, coal, or renewable sources for continuous operation.

The Market Manager will review this documentation, and, in conjunction with the post installation inspection, will confirm the project has been installed per the specifications of the approved application as well as in line with all program requirements. A post inspection will be performed on 100% of projects which include CHP systems. The Market Manager may also request additional project information or documentation required to verify the project has met the program requirements based on the original application. If the program requirements have been met, the Market Manager will process a minimum of 60% of the incentive based on the approved project amount. The balance (up to 20%) of the incentive will be paid approximately one year after the initial project inspection, upon confirmation that the project is achieving at least the minimum required efficiency threshold. Applicants must provide twelve (12) months of operational data demonstrating the equipment achieves the efficiency levels. If required, TRC will provide a second post inspection at this time.

If the project has not been installed in accordance with the approved application, the Market Manager will review the project and assess the variances between the project as installed and as submitted. The Market Manager will request additional support documentation from the Applicant which may be helpful in evaluating the discrepancy. The Market Manager will review the discrepancies, perform a technical evaluation, and make a recommendation to the Program Coordinator and the OCE. Upon receiving approval of the recommendation, the Market Manager will notify the applicant and process the appropriate incentive.

Pay for Performance New Construction

In order to address new buildings in the C&I market more comprehensively, TRC will continue implementing a Pay for Performance New Construction Program. The Pay for Performance New Construction Program promotes high performance buildings that achieve 15% or more energy cost savings than buildings built to the current energy code. By taking a performance-based approach, this Program allows architects, engineers, and energy professionals the flexibility to incorporate energy efficiency into the building design in a manner that best suits the project. Much of the program design and incentive structure is similar to the C&I Pay for Performance Program that is designed for existing buildings.

Program Description

The C&I Pay for Performance New Construction Program takes a comprehensive, whole building approach to energy efficiency in new commercial and industrial buildings. Similar to performance contracting programs offered in other states, this Program links incentives directly to energy savings and includes a commissioning component to ensure that the estimated savings levels are achieved. This market based-program relies on a network of Program Partners, selected through a Request for Qualifications process. Once approved, Partners will provide technical services to program participants. Partners are required to strictly follow program policy but will work under contract to owners, acting as their “energy expert”. Partners will be required to develop an Energy Reduction Plan for each project. The Energy Reduction Plan details a set of recommended measures that will achieve the performance target. A set minimum performance target will be required of all projects and will be established using a 15% energy cost reduction from a reference building based on applicable energy code². Market Manager reserves the right to consider alternative minimum threshold savings requirement in unique situations. The achievement of this energy reduction goal will be verified through post-construction commissioning.

Target Market and Eligibility

The C&I Pay for Performance Program is open to new commercial and industrial construction projects with 50,000 sq ft or more of conditioned space that are located in a Smart Growth³ area. Market Manager reserves the right to approve projects that are within 10% of the minimum 50,000 sq ft threshold. Projects may include a single building meeting square footage requirements, or multiple buildings as long as those buildings are owned by the same entity, are located on adjacent properties, and are designed and constructed within the same time period.

² Current energy code in New Jersey is ASHRAE 90.1.2007

³ SmartGrowth areas can be found using the SmartGrowth Locator at the following website:
<http://sgl.state.nj.us/hmfa/viewer.htm?LocatorType=1>

Location in a SmartGrowth² Area –New construction projects will only be eligible for incentives if they are located in areas designated for growth in the New Jersey State Plan. However, the following exceptions do apply:

- The replacement or expansion of buildings in an area not designated for growth, on a single parcel by the current owner who has owned the property for at least one year would be eligible for program incentives, provided that such replacement or expansion will result in structures that, in total no more than double the amount of square footage of the original building prior to expansion, and provided that the original building was built before March 4, 2003. New construction outside an area designated for growth that does not expand or replace an existing structure will remain ineligible for program benefits.
- Municipally owned buildings, hospitals, and/or military facilities in areas not designated for growth are also eligible for program benefits, provided they meet the same requirements noted in the preceding paragraph.

Multifamily Buildings – The Pay for Performance New Construction Program will accommodate certain types of multifamily buildings. Specifically, multifamily customers that fit the following description will be able to participate in the Pay for Performance program:

- High-rise buildings: 7 stories or greater
- Mid-rise buildings: 4-6 stories with central heating and/or cooling

Low-rise (and mid-rise where appropriate), garden-style complexes will be treated as one project under the Pay for Performance program. In other words, if there are 10 garden-style buildings that are part of one multifamily community, all 10 will be aggregated into one P4P application. The 50,000 square foot participation threshold will be met through this aggregation (including common area and in-unit). The 15% savings requirement (as well as all other program requirements) will be achieved in aggregate, as well. The same process will apply for affordable-rate housing, except for the fact that they will not need to meet the 50,000 square foot requirement to participate. Only one set of incentives will be paid per project, and all incentive caps apply. There are no additional changes to the program.

Participants will be required to work with an approved Pay for Performance Partner to develop the Energy Reduction Plan and facilitate the incorporation of the recommended energy efficient design features. In order to receive the full suite of incentives offered in the Pay for Performance Program, the submitted Energy Reduction Plan must include a package of energy efficiency measures that achieve the minimum performance threshold (i.e., 15% less energy costs better than the ASHRAE-based reference building). In addition, the Energy Reduction Plan must include a comprehensive mix of measures; lighting cannot make up more than 50% of the total projected savings.

Energy cost will be used in the performance target calculation. Energy cost is also used by ASHRAE 90.1 and Appendix G, EPC Act Federal Tax Deductions, and LEED NC. Pre-approval of the Energy Reduction Plan is required for all projects. Projects that cannot identify efficiency measures that meet the minimum performance target will be referred to the appropriate SmartStart Buildings Program(s). The Energy Reduction Plan will include a commissioning report for all recommended measures.

Multifamily complexes and campus-style facilities are viewed as a single entity that is eligible for Pay for Performance incentives subject to the annual incentive caps of \$1 million per electric account and \$1 million per gas account.

For administrative purposes of tracking technical reviews and site inspections, each building addressed within a multi-building ERP will be considered a separate project. This is necessary because although a single ERP will include all of the necessary project information, the review of each of the building simulation models will require individual attention. Similarly, site inspections will take considerably longer for multi-building projects as each building will require an inspection. Where applicable, administrative tracking will be associated with any approved sampling of building simulation models (i.e., if a single model is developed to represent several similar buildings).

Program Offerings and Incentives

A key component of the Pay for Performance New Construction Program is the development of a network of Program Partners who can provide the technical, financial, and construction-related services necessary for completing the Energy Reduction Plan. The Partner network developed by the Pay for Performance Program for existing buildings includes firms that are also qualified to serve new construction projects. One of the goals of this program is to expand the network of energy efficiency firms that can provide these services in order to make this Program accessible for smaller commercial and industrial projects. This market-based approach is a key component of market transformation by creating “green collar” jobs and helping to develop the workforce necessary to achieve ambitious energy savings targets. Firms interested in becoming Program Partners will be required to submit case studies and resumes showing experience and expertise in C&I energy efficiency projects for new buildings.

Program incentives are performance-based and not specifically tied to the project cost or the recommended energy efficiency measures. Disassociating incentives from project cost is a key program design decision as it streamlines program administration by eliminating the collection of bid documents, construction contracts and change orders. This incentive structure also provides the benefit of allowing Partners to estimate and explain incentives to prospective participants as part of the program sales process.

Incentives up to \$1,000,000 per electric and \$1,000,000 per gas utility account, not to exceed \$2,000,000 per project, are available and will be released in phases upon satisfactory completion of each of three Program milestones, which are:

1. Submittal and approval of a of a Proposed Energy Reduction Plan,
 - a. Incentive paid in the amount of \$0.10/ghsf up to \$50,000
 - b. Additional submittals required: Signed Developer/Partner Contract, proof of 75% of design team's fees paid by developer, Copy of Drawing Sheet Index & Specification Booklet Table of Contents
 - c. Market Manager reserves the right to approve projects that are within 10% of the minimum 50,000 sq ft threshold.
 - d. Incentive is contingent on moving forward with construction and must be supported by a signed Installation Agreement. Market Manager, in coordination with the Office of Clean Energy, may waive this contingency in extreme situations where construction is halted due to economic or other external factors.
2. Submittal and approval of the As-Built Energy Reduction Plan
 - a. Incentive paid in the amount of \$1.00/ghsf
 - b. Additional submittals required: Invoices (or similar proof of purchase), passing post-installation inspection.
3. Submittal and Approval of the Commissioning Report that indicates achievement of a performance target of at least 15% by the proposed design
 - a. For a performance target 15%-17%, incentive paid at \$0.35/ghsf.
 - b. For a performance target 18%-20%, incentive paid at \$0.45/ghsf.
 - c. For a performance target 20% and up, incentive paid at \$0.65/ghsf.

Incentive #1 – Proposed Energy Reduction Plan – This incentive is intended to help offset the cost of services associated with the development of the Energy Reduction Plan and design fees. This incentive will be \$0.10 per gross heated square foot up to a maximum amount of \$50,000.

Incentive #2 – As-Built Reduction Plan – This incentive will be based on the final installed work scope. The incentive rate will be \$1.00 per gross heated square foot to be paid upon construction completion.

Incentive #3 –Commissioning Report – This incentive will be based upon confirmation that the building achieved the performance target value indicated in the Proposed Energy Reduction Plan. This incentive will range from \$0.35 - \$0.65 per gross heated square foot, increasing with the percentage of cost reduction achieved. Incentive #3 is payable upon construction completion and approval of the Commissioning Report. Changes during construction that result in a greater than 10% variation in projected energy cost savings must be incorporated into the As-Built Energy Reduction Plan and Incentive #3 re-calculated.

Incentive #2 and #3 combined will be capped not to exceed 75% of the total project incremental cost or \$2 million per project (if both electric and gas measures are implemented; \$1 million if all-electric or all-gas) whichever is less. Entity caps of \$4 million per calendar year (or \$5 million with CHP) also apply. Incremental costs will

include both soft and hard costs associated with participation in this Program and the achievement of the 15% performance target. Market Manager, in coordination with the Office of Clean Energy may consider alternative incentive caps in unique situations where incremental costs are difficult to quantify.

There will be no 50,000 sf eligibility requirement for the following types of customers: hospitals, select non profits*, public colleges & universities, government entities (including K-12) and affordable multi-family customers (“affordable” as defined as low income, subsidized, HUD, etc.). *Non profits are defined organizations that are exempt for taxation under Section 501 (c) (3) of the Internal Revenue Code so that smaller entities in this customer class can take advantage of a whole building approach to energy efficiency.

Financing for Pay for Performance projects may also be available through New Jersey Economic Development Authority’s (EDA’s) Revolving Loan Fund. Below is a link to EDA’s financing programs:

http://www.njeda.com/web/Aspx_pg/Templates/Npic_Text.aspx?Doc_Id=1465&menuid=1515&topid=722&levelid=6&midid=1357

Program Goals

The Pay for Performance New Construction Program goals and measures of effectiveness will include the following:

- Market Penetration/Cost Effectiveness: Reach significant numbers of commercial and industrial new construction projects with comprehensive, cost effective scopes of work.
Goal: Approve at least 25 applications for the Program.
- Energy Savings: Maximize total energy (electric and gas) efficiency opportunities through the whole building approach.
 1. *Goal*: Approve at least 7 Energy Reduction Plans that meet the minimum threshold for energy savings.
- Create Green Collar Jobs: Continue to expand the number of firms offering comprehensive energy services. Program orientation seminars and associated training opportunities will help to develop a network of Program Partners who can offer a full range of technical, financial, and construction-related services.

Program Deliverables

Pay for Performance – New Construction will provide the following services:

1. Maintain pool of Program Partners that can offer Program services and publicize this list to potential participants.

2. Provide up to two (2) half-day Program Orientation seminars for Program Partners to introduce the Program and the Energy Reduction Plan development.
3. Provide two (2) subsidized Energy Modeling Training Sessions for Program Partners related to ASHRAE 90.12007 Appendix G.
4. Conduct Monthly Partner Conference Calls to present Program updates and discuss any issues that Partners may be encountering.
5. 100% Quality Control review of all submitted Energy Reduction Plans.
6. One post-installation inspection per approved Proposed Energy Reduction Plan

Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all Pay for Performance Program participants. All applications are reviewed upon receipt to verify adherence to eligibility requirements. Applicant eligibility information is verified, along with all technical information in support of energy efficient measure qualification and incentive calculation. Applicant supplied information and program administrator performed incentive calculations are entered into the database, and files are created for all documents and ongoing project correspondence. Post installation inspections will be conducted for all projects; pre installation inspections as required.

Program Evaluation

Ongoing evaluation services will be provided by the OCE through its evaluation vendor

Retro-commissioning

TRC is proposing the implementation of a Retro-commissioning Pilot Program for 2012. Retro-commissioning is a quality-oriented process for achieving, verifying, and documenting the performance of the energy consuming systems in facilities, to ensure they meet the defined objectives and criteria. The Retro-commissioning Process assumes facility owners, programmers, designers, contractors, and operations and maintenance entities are fully accountable for the quality of their work. The Retro-commissioning Team uses methods and tools to verify the project is achieving the Owner's Project Requirements (OPRs) throughout the delivery of the project. Retro-commissioning is applied to existing facilities and can be applied to any building system; in this case it will be focused on HVAC systems and Energy Conservation Measures supporting electrical and natural gas usage, excluding the building envelope.

Program Description

Retro-Commissioning (RCx) is the process of ensuring an existing building's energy systems and equipment are operating at optimal levels to lower energy usage and provide the needs of the building's owner and occupants. RCx addresses a building's underlying system-level deficiencies as a comprehensive process rather than a set of prescriptive measures or isolated quick-fix problems.

RCx benefits provide an energy-efficient building, which is operated and maintained by a trained staff or service provider including a comfortable and safe working environment with persistent, energy savings. Retro-commissioning can lower building operating costs by reducing electric demand, energy consumption, and maintenance complaint calls and also increasing building value, occupant comfort and equipment life.

Pilot Program Approach

ASHRAE has developed The Commissioning Process Standard 0-2005, which will be used as a general reference document for the RCx program development. Care will be exercised to focus the program on the management of results and not the management of unnecessary paperwork, which too often consumes the RCx funds.

TRC proposes to first establish this program on a pilot basis due the complex nature of Retro-commissioning. TRC will address anomalies raised in evaluations of similar programs over the last few years through a pilot implementation of this program, including:

1. The experience and approach of service providers greatly affects the recommended measures – TRC will identify through an RFQ process, a qualified but limited number of RCx contractors whom demonstrate an appropriate level of experience and seek their input on optimizing the RCx pilot.
2. Documenting and verifying measures is challenging due to the nature of many O&M procedures – The RCx contractor should not be the contractor completing

any associated ECM measures. TRC will develop program protocols requiring specific measure descriptions and test whether the RCx contractor needs to be actively involved in overseeing measure completion or verification. Measurement and diagnostic tools reside within appropriately deployed building automation and EMS system, which will serve as the prime reporting instrument when available.

Target Market and Eligibility

The Program will be targeted to customers with facilities that meet the following criteria:

- Have a minimum footprint of 50,000 square feet of conditioned space The customer must own and operate the facility.
- The customer must contribute to the Societal Benefits Charge through one of the investor owned utilities in New Jersey.
- The facility and systems must be in operation for a minimum of two (2) years and have at least 18 months of utility information available (fuel, water and power)
- The facility must have a qualified building automation system (BAS) in place and in operation with a graphical user interface (GUI)
- The building must be benchmarked using the Environmental Protection Agency's (EPA) online benchmarking tool, Portfolio Manager™
- The building did not undergo a commissioning effort during the construction process

The RCx Pilot Program will be marketed through existing New Jersey's Clean Energy Program contacts and will include ongoing outreach to professional organizations (Pay for Performance Partners, other architects/engineers, industry associations, sector-specific functions, etc.) and direct customer contact targeted at specific customer segments. RCx contractors will also be allowed to solicit potential projects, on a limited basis during this pilot but must prove to be acting on behalf of a New Jersey utility customer that meets the aforementioned criteria.

Program Offerings and Incentives

RCx services, including the following phases: Prescreening, Planning, Investigation, Implementation and Hand-off.

Prescreening. TRC staff will review the project application and determine if the applying facility qualifies based on the aforementioned criteria. If the facility is deemed eligible, the applicant will be provided with the list of eligible RCx contractors to review and select a firm to begin their involvement. Should the facility not qualify, the party applying for participation will be notified in writing, citing specific reasons for disqualification. The disqualified facility can reapply for participation in the pilot program if the reasons for disqualification are remedied within the sanctioned period of time the pilot is in place. If the facility cannot participate in the pilot program, a TRC

representative will contact the facility owner to discuss participation in other components of New Jersey's Clean Energy Program.

Planning. In the planning phase, a TRC representative will accompany the selected RCx contractor on the Initial Site Visit. The Initial Site Visit is an information-gathering session, which provides the RCx contractor the opportunity to speak with the operations staff, become familiar with the major energy-consuming systems, and begin to identify potential energy-saving measures. Prior to the walk-through, the facility's operations staff should prepare the following:

- A prioritized list of existing problems and potential improvements
- Insights on current building conditions
- A minimum of 18 months of utility bill data (if the data is presented in spreadsheet form, one utility bill should be included for each of the facility's utilities).
- Preventive maintenance records, and any active service contracts.
- Mechanical, Electrical and Plumbing (MEP) plans and specifications (as-builts are preferred but not mandatory)
- Operation and Maintenance (O&M) manuals if available

This information provides the RCx contractor with an in-depth understanding of the building's energy usage and O&M practices so an accurate and realistic RCx plan can be developed to define project objectives, scope, schedule of procedures, and documentation requirements.

The draft RCx Plan is submitted to the Market Manager for review and approval. The Market Manager reviews the plan and makes comments if applicable. If comments are made, revision of the plan is required and resubmission to the Market Manager is necessary. If no comments are made, the RCx contractor will submit a final, approved plan to the Market Manager.

Investigation: In this phase, the RCx contractor is trying to understand how the building systems are functioning and identify and prioritize energy-saving opportunities and system improvements. A thorough review of building documentation and current O&M practices should then be undertaken by the RCx contractor, including the owner's specific operating requirements, such as temperature and humidity set-points, outside air requirements, and occupancy schedules.

The RCx contractor shall then perform diagnostic monitoring of the energy consuming equipment to determine the following:

- Whole building energy consumption
- Valve and damper positions
- Functionality of end devices, e.g. actuators, sensors, PLCs
- Outside air-temperature and humidity levels

- Equipment run times
- Space occupancies

Short-term diagnostic monitoring can be conducted using trend-logging through the building's BAS or with portable dataloggers. The measurements provide an understanding of the system's performance under various operating conditions, which in conjunction with engineering algorithms, allows the RCx Contractor to calculate potential savings opportunities and to identify problems that may require further investigation through the functional testing of individual equipment. This diagnostic monitoring forms the energy-use baseline against which all future energy-saving measures will be calculated.

The RCx Contractor will discuss a list of findings with the facility owner and the Market Manager, including identifying the most cost-effective energy-saving opportunities and system improvements (one year and less are prioritized) that are within the scope and budget of the project. Together the facility owner and the RCx Contractor decide which strategies need to be implemented for the Clean Energy Program incentive, and the RCx contractor summarizes the recommendations in a report to the building owner.

After this Investigation Phase is complete and approved by the Market Manager the total incentive is calculated. The first portion of the incentive (30%) is approved for payment. The Market Manager will also identify the customer portion of investment in the project based on square footage of the building using a sliding scale, i.e. \$10,000 for 50-99.999K square feet, \$15,000 for 100-149.999K square feet, etc.

Implementation: The building owner retains responsibility for managing the work flow and contracts with various firms to carry out the implementation plan.

The RCx Contractor provides the implementation plan consisting of those measures needing to be implemented to be eligible for the Program incentives, incorporating milestones for documentation and verification of results as the project progresses. This plan organizes and defines the work needed to complete the savings and improvement measures. Upon completion of each measure, the system is tested and the data compared to the energy baseline. Calculations are performed to confirm that the expected improvements and resulting energy savings have been realized and that the measures are well integrated and are having the anticipated effect on the building.

The RCx contractor provides the Market Manager with monthly updates on the status of the implementation. The RCx contractor also performs a post installation site visit to gather data and verify installation. The Market Manager may accompany the RCx contractor on this visit or conduct a separate post installation site visit.

Once a path is chosen, the RCx Contractor develops an implementation plan appropriate to the chosen management approach, those needing to be implemented to be eligible for the Program incentives, incorporating milestones for documentation and verification of

results as the project progresses. This plan organizes and defines the work needed to complete the savings and improvement measures. Upon completion of each measure, the system is tested and the data compared to the energy baseline. Calculations are performed to confirm that the expected improvements and resulting energy savings have been realized and that the measures are well integrated and are having the anticipated effect on the building.

Hand-off: In the project hand-off phase, the RCx Contractor develops a comprehensive record of the entire RCx project that brings together all of the important information from project deliverables in a summary form. O&M manuals should be compiled for each energy-saving measure and system improvement as valuable resources for the building operations staff. The RCx contractor also conducts in-depth training to ensure that the staff has the skills to maintain the improvements and energy savings as well as to do any specific O&M functions required to sustain a high level of building performance. To achieve long-term persistence of the RCx effort, the contractor recommends strategies, in the form of an ongoing commissioning plan, that the owner and operations staff can follow to confirm that savings are continuing into the future. The second incentive (70%) is paid at this time.

Retro-commissioning is an important part of addressing the main focus of ENERGY STAR's concept of whole building performance. Buildings earning the ENERGY STAR label have been benchmarked with the EPA's Energy Performance Rating System and been shown to perform in the top 25th percentile when compared to similar buildings. By determining pre- and post-retro-commissioning project ENERGY STAR benchmarks, an ENERGY STAR benchmark can be used as an indicator of success and may help the building earn an ENERGY STAR.

The entire amount of eligible incentives will only be paid if the customer proceeds with all recommendations that have a one year or less simple payback. If the customer does not proceed with all of the required measures, they will forfeit that portion of their incentive.

Incentives will be finalized upon completion of program design and are estimated to be paid at \$0 .09/kWh and \$1.00/therm saved up to a maximum of 50% of the project cost and \$250,000 per customer facility.

Program Goals:

The RCx Pilot Program goals and measures of effectiveness will include the following:

- **Market Transformation & Penetration:** Increase the market awareness of the overall benefits derived from RCx and Cx activities. This is an untapped market opportunity that has been targeted heavily in other states (TX, CA, IL, etc.)
- **Recruit and train 6-10 RCx Contractors** to deliver the program, allowing program procedures to be developed and fine-tuned.

- Conduct 20 pre and post benchmarkings of participating RCx facilities
- Provide RCx services to 15-20 C&I customers

Quality Control Provisions:

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all Retro-Commissioning applications. All applications are reviewed upon receipt to verify adherence to eligibility requirements. Applicant eligibility information is verified, along with all technical information in support of the application and incentive calculation. Applicant supplied information and program administrator performed incentive calculations are entered into the database, and file are created for all documents and ongoing project correspondence.

Program Evaluation:

As this is a pilot offering, TRC will conduct an assessment of the pilot to assist in determining whether Retro-commissioning should be offered as a full program.

Sector Specific Program Enhancement

Background

The goal of the sector-specific initiative is to achieve greater energy efficiency awareness and energy efficiency program participation using a sector-based approach for higher education, multifamily, healthcare, municipality, hospitality and commercial and industrial buildings. Sector-based program delivery makes it easier for customers to access specific programs, services, products and technologies, training, and educational materials that are relevant to them; contractors and other allies to help them achieve their energy reduction goals, and trade organizations and other associations for further support. TRC, as OCE C&I Market Manager, has developed programmatic strategies that resonate for each of the sectors, resulting in actions that make their new or existing facilities more energy efficient. Strategies being implemented include, but are not limited to: benchmarking, one-on-one interaction, leveraging partnerships with trade associations, integration with regional and national efforts, as well as guidance for customers in using the existing NJ Clean Energy Programs and services. Sector-specific services are provided under the existing SmartStart and Pay for Performance Programs.

Program Description

The objective of the sector-specific program enhancement is to provide targeted sectors with customized services so that customers may better understand and implement: energy efficiency, sustainable design and operation, and renewable energy as appropriate to their sector. In addition to energy-related benefits, strategies vary by sector and have been developed to leverage non-energy benefits, such as: satisfying environmental regulations; improving productivity, promoting economic development, improving indoor environmental quality, and implementing operations and maintenance savings; which often influence energy efficiency decisions.

A TRC sector manager is responsible for overseeing the selected efforts and coordinating internally to ensure that there is consistency in the information provided to customers and that it reflects the goals and objectives of the New Jersey Clean Energy Program. All sectors will continue to be supported by the NJ Clean Energy website and TRC will continue to develop the format and basic content for sector specific web pages and to provide feedback to assist customers find relevant information, updates, success stories and other program resources.

The Sector-Specific initiative is an information transfer and marketing effort that uses existing core New Jersey Clean Energy Programs along with the services and strategies developed for each sector. A list of generalized services is provided below.

- **Benchmarking** — A rating system that scores and tracks a facility's energy efficiency and other factors over time to help establish relative efficiency and improvement

goals. Benchmarking may also compare a facility's energy use to its peers, identifying facilities with higher potential for energy savings. TRC will continue to build models using EPA Portfolio Manager; Energy Performance Indicator (EPI) for industrial facilities, and the NYSERDA Multifamily tool

- One-on-one interactions and outreach — direct customer assistance will help facility managers and decision-makers develop action plans and take advantage of energy efficiency and demand management. The focus will be on recruitment of new participants to NJ OCE programs and developing and maintaining ongoing customer relationships.
- Integration with regional and national efforts — collaboration with national and regional efforts and organizations such as the: the U.S. Environmental Protection Agency (EPA), the U.S. Department of Energy (DOE), Northeast Energy Efficiency Partnership, the Consortium for Energy Efficiency, the American Council for an Energy Efficient Economy, Motor Decisions Matter, ENERGY STAR®, Pump Systems Matter, and the Compressed Air Challenge. Understanding and prioritizing these efforts and partnering with these organizations will help keep New Jersey's Clean Energy Programs on the leading edge of process and technology innovation and provide opportunities to leverage these resources to better serve New Jersey sectors.

Target Market and Eligibility

Industrial — The industrial sector is the broadest and most varied of the economic sectors targeted by this initiative. The facilities in this sector vary widely in terms of types of business activities, energy intensities, energy-using equipment, and sizes. The sector can be defined generally as those facilities that manufacture, process, or store goods, equipment, or merchandise and that have a two-digit Standard Industrial Classification (SIC) Code from 20 to 50. TRC will continue to focus primarily on the unique needs and barriers faced by manufacturers of durable and non-durable goods, warehousing and other storage facilities and will add waste water treatment plants because of their significant energy savings opportunities.

The recent economic decline in manufacturing in New Jersey supports the increasingly vital need for energy efficiency improvements, to help lower operations costs and retain jobs. New Jersey's industrial sector is, on average, generally more efficient than most industries nationwide, yet, there is still much room for improvement. The rate of performance improvement in the industrial sector appears to have slowed; New Jersey facilities have not kept pace with industrial energy efficiency best practices.

Higher Education — This sector includes public or private post-secondary educational facilities including, but not limited to, colleges and universities and community colleges. Each college and university campus presents a unique set of challenges, requiring customized energy efficiency strategies. Residence halls and classrooms use lots of energy but often may be relatively minor power users as compared to the energy used by labs and some other campus buildings. Some schools attribute up to half of their energy

use to research facilities, mainly because the labs often require 6-8 air changes per hour with 100% outside air. Labs need outside air but air exchangers are very costly. Even though automation may help reduce these costs, a lab still needs about six air changes per minute when occupied and about three or four changes a minute when unoccupied. Fume hoods equipped with proximity sensors can ensure that researchers are safe while working and can be set to automatically slow down when no one is present, helping to save some energy. In comparison, large auditoriums or conference rooms have carbon dioxide monitors that allow air to safely and economically re-circulate within a given CO₂ set point. Campus parking lots and walkways use electricity to provide exterior lighting and there is increased use attributable to the need to improve overall, campus-wide security, a top concern among higher education facilities.

Historically, compared to other industries, colleges and universities have been slow to adopt energy-saving techniques. Colleges in particular often lack cohesive strategies to reduce energy use. Many institutions spend millions of dollars per year powering inefficient equipment, outdated cooling and heating systems, and antiquated clusters of research data servers stored in lab closets and back rooms. A typical college or university classroom building, lighting accounts for 31%, space heating 28%, and water heating 25% of total energy use, making those systems good targets for energy savings.

Institutional — The institutional sector can generally be described as facilities owned or operated by local governments including libraries, preschools, K-12 schools, day care and senior living/senior care. TRC will continue to focus on hospitals, healthcare facilities and municipalities. According to the New Jersey Hospital Association (NJHA), the healthcare sector is comprised of over 120 hospitals and healthcare systems located throughout New Jersey. The targeted facilities of this sector-specific initiative are:

- Acute care and children’s hospital campuses
- Free-standing acute care and children’s hospitals
- Free-standing medical office buildings, including 24 hour, walk-in clinics

To qualify, the acute care hospital, children’s hospital, and medical buildings must occupy at least 50% of the total healthcare property. Acute care and children’s hospitals are facilities that typically provide a variety of services within the same building or among multiple buildings on a campus, including emergency medical care, physician’s office services, diagnostic care, ambulatory care, and surgical care. Energy usage of all buildings and supporting functions (such as administrative offices, skilled nursing, long-term care, medical offices, exam rooms, lobbies, cafeterias) is included in the aggregate, gross square footage for the campus. The campus includes all related buildings that are connected by corridors or walkways or are in close proximity to one another. Medical office space located on the campus should be included in the aggregate, gross square footage. Computer data centers, parking garages or lots are secondary spaces that can be included in the benchmarking of an acute care or children’s hospital.

Medical buildings are facilities used to provide diagnosis and treatment for medical, dental, or psychiatric outpatient care. The total gross floor area should include all supporting functions such as kitchens used by staff, laboratories, lobbies, atria, conference rooms and auditoria, fitness areas for staff, storage areas, stairways, elevator shafts, etc., and must make up at least 50% of the facility.

Hospitals are among New Jersey's most complex, diverse, and energy-intensive facilities. Unlike most other commercial buildings, hospitals must be fully operational 24 hours a day, seven days a week, able to maintain services during power outages, natural disasters, and emergencies that could force other facilities to close. Increased participation in the programs will continue with developing sector-wide partnerships with the decision makers and organizations/associations which influence the industry. Through continuously communicating program benefits and offerings, and with extensive marketing, education, and training, the barriers will diminish. Specifically, communication with hospital executives (administrator or president/CEO), others responsible for important business functions (Board of Directors or Trustees), and in-house staff responsible for building operations will yield the most benefit. Buy-in from upper management will result in organizational commitment, and the ability of facilities personnel to initiate and follow through with the necessary capital projects and to exerting more control over vendor / contractor relationships to attain the facility goals set for sustainability and energy efficiency.

Adding municipal facilities to this sector has allowed TRC to offer benchmarking and training to enhance and support the Local Government Energy Audit program, and includes all buildings eligible for LGEA program incentives.

Multifamily - A multifamily building, as defined by the Pay for Performance Program, is a residential building of 4-6 floors above ground with a central heating/cooling system along with any building 7+ floors (regardless of heating/cooling); exceptions for buildings less than 4 floors will be made on a case-by-case basis. The 2007 US Census Bureau reported that of the three million existing housing units in New Jersey, a little over half are single family homes, the vast majority of which are owner-occupied. The remaining housing stock is multifamily units of which two-thirds are rented and of which many are in need of repair and upgrades. The New Jersey Apartment Association reports that 1951 is the median year of construction for rental units in New Jersey. An older housing stock provides significant opportunities for repairs, renovations, and energy efficiency improvements. In 2007 alone, ten percent of New Jersey existing housing units received building permits for improvements ranging from new decks to extensive reconstruction or gut rehabilitation.

Additionally, according to the NJ 2020 Energy Efficiency Master Plan, historically in New Jersey between 20,000 and 30,000 new homes are built each year. With the current economic downturn though, new construction development is expected to fall by approximately 50% over the next few years. Over half of these new homes are single family homes with the remainder being multifamily developments both large scale and

townhouse-style. The vast majority are site-built (98%) and speculative construction, the average size being approximately 2,450 square feet and containing three bedrooms. Almost all new residential buildings include central air conditioning and nearly 98% are heated with natural gas, the remainder opting for electric space heating. NJ multifamily developments account for total consumption of 58 million kWh and 65 billion BTUs per year of natural gas, annually.

The sector-specific approach for increased energy efficiency program participation will continue to focus on offering educational information, technical assistance and training, and financial incentives that multifamily building owners can access to build and execute effective and comprehensive energy reduction plans. TRC will continue to forge relationships with owners, managers, architects, and developers, a task facilitated by providing value-added support throughout the building process and by offering benchmarking.

Hospitality - The hospitality industry is a large and expanding sector of New Jersey's economy. According to the U.S. Energy Information Administration (EIA), facilities involved in the *Lodging Industry* are the third most energy intensive commercial buildings in the northeastern United States (after healthcare and education). Facilities involved in *Food Service* and *Public Assembly* were sixth and seventh respectively in national rankings of energy intensity by commercial building type.

TRC will continue to focus on facilities that are involved in lodging such as: hotels (including casino hotels), motels, inns, and extended stay facilities. We also included full service restaurants (but not other facilities involving food service such as cafeterias or fast food). Common to these facilities is a constant high turnover of large numbers of people and the challenge of providing temporary accommodations for them. Energy is primarily used for heating, ventilation, air conditioning, lighting, hot water, refrigeration, food service, and when not outsourced, laundry. The demand for rapid service, maximum convenience and comfort, and high turnover of people can create resource and energy waste, and good opportunities for energy savings.

Large full service hotels tend to have all of the energy demands of other large commercial facilities, plus the demands of HVAC for individual rooms, food service, swimming pools, laundry, and maintenance. Restaurants tend to have smaller floor space and energy demand but like the other facilities in this sector, offer food service, so there is overlap of potential energy efficiency measures that are common to all.

Though the hospitality sector has been expanding in recent years in New Jersey, the current global economic downturn has hit it particularly hard. Disposable income and corporate spending for hospitality services have significantly decreased everywhere. However, this also creates an excellent opportunity for significant systems upgrades and renovations because lighting retrofits, HVAC upgrades, and installation of new building EMS systems, etc. generally cannot be done while hotels and other facilities are fully occupied. Since the industry has a great need to reduce expenses and has been severely

impacted in recent years by escalating energy costs, a temporary decrease in business could actually lead to an increased interest in energy efficiency projects, therefore TRC will continue to pursue this opportunity.

Commercial Buildings – Efforts in this sector, will be focused on chain accounts, commercial real estate companies, and data centers. There is much opportunity for increasing Program participation, working cooperatively with utility key account representatives, and reducing energy use and waste within the commercial sector in general. Data centers, in particular, can reduce energy use dramatically by installing high-efficiency servers, virtualization software, high-efficiency lighting and cooling systems, efficient power systems, humidity controls, and cable raceways. Additional opportunities for energy savings for all building types within this sector will be identified during the plan design phase.

Program Offerings and Incentives

The following are brief descriptions of sector specific information and services. It is important to remember the overall goal is to offer a portfolio of services and strategies which cost-effectively provide the greatest impact on energy awareness, and increase Program participation by each sector.

NJ OCE's overarching goal with the Sector-specific Program is to empower facility and building owners/operators to make energy efficiency decisions. To reach this goal, TRC proposes a twofold strategy which it will apply across all subsectors. TRC will aggressively pursue an educational campaign to transform facility managers into knowledgeable energy customers and supply them with the data they need to make decisions about their own facilities. This is vital to NJ OCE's effort because they are then able to take the initiative to become agents of change within their organizations. This outreach will include benchmarking, direct training, development and dissemination of needed tools, and one-on-one technical assistance. It will take full advantage of collaborative relationships with a range of market participants detailed below. Concurrently, TRC will continue to diligently market NJ OCE's program offerings so that facility and building owners/operators understand how NJ OCE can help them translate their initiative into action.

Integrating with regional and national efforts and leveraging partnerships with trade associations are guiding principles of TRC's approach to serving the specific sectors. Integrating with regional and national efforts allows NJ OCE to benefit from the capabilities of specialized organizations to compliment TRC's in-house expertise. These organizations may include the U.S. Environmental Protection Agency (EPA), the Northeast Energy Efficiency Partnership (NEEP), and the U.S. Green Building Council (USGBC). TRC's strategy for bringing these technical skills to the individuals on the front line of energy efficiency such as facilities' directors, business officials, agency heads, and university boards is to take advantage of the relationships they have with specific organizations.

Energy Benchmarking of Electricity and Heating Fuel Use is a cornerstone of TRC's education strategy. TRC has found that benchmarking reports are very successful in providing facility managers a complete picture of energy use and cost among their various buildings. By giving them information on how well or poorly their buildings are performing relative to their peers, benchmarking helps facility managers see where their needs are and provides impetus for prioritizing and addressing those needs. The benchmarking report also provides an excellent medium for presenting information on NJ OCE programs. TRC will build upon our current success in benchmarking close to 3,000 facilities around the country by making a concerted effort to reach out to individual sector components, as well as modifying our benchmarking system to accommodate the range of building types.

Sector Specific Initiative Goals

The Sector-specific Program goals and measures of effectiveness will include the following:

- **Market Transformation & Penetration:** Expand the number of Clean Energy Program applicants from each sector.
Goal: Demonstrate an increase in Program participation based on based on specific services provided and new applications received.
Goal: Benchmark 500 buildings

Program Deliverables

The Sector-specific Program will provide the following services:

1. Update the list of sector-specific Program services and publicize this list to potential participants through their respective trade associations and on the website.
2. Continue to customize TRC's existing proprietary energy benchmarking system, *Building Energy Performance SystemTM (BEPS)*, for use in each sector.
3. Present NJCEP program incentives and sector specific offerings at Trade Association meetings and events.
4. Make marketing, website, and communication recommendations to appropriate staff.

Program Evaluation

Ongoing evaluation services will be provided by the OCE's evaluation vendor as part of overall Program evaluation.

State of NJ Energy Efficiency and Conservation Block Grants (EECBG) Rebate Program

Description

Unless additional ARRA funding is received, it is anticipated that EECBG Rebate Program activities in 2012 will be limited to completing active projects enrolled during 2010 and 2011. The following paragraphs describe this initiative.

This initiative provided rebates from the federal Energy Efficiency and Conservation Block Grants (EECBG or block grants) received by the NJ Board of Public Utilities to 512 non-formula-eligible municipalities and counties (those that did not receive a Direct Block Grant). A listing of eligible entities can be found on New Jersey's Clean Energy Program website. The first round of EECBG rebates was paid based on the completion of the EECBG application, any supporting documentation and the installation of the energy efficiency (EE) upgrades. The second round, implemented in 2011, was available on a first-come, first-served basis to the 512 non-formula-eligible municipalities and counties that did not receive a Direct Block Grant, even if they participated in round one of this EECBG Rebate Program. This program did not fund new construction but supported the installation of EE equipment as noted below. The program is being implemented by the Commercial and Industrial Market Manager, TRC. Initially, Block Grant rebates were awarded in the amount of up to \$20,000 per municipality or county. During round two, the award amount went up to \$50,000 per municipality or county, until all funds were committed or spent. The rebates were used toward the cost of installing energy efficiency measures in one of two approaches. The municipality/county could:

- Enroll in one of New Jersey's Clean Energy Program (NJCEP) C&I Programs: Direct Install, Pay for Performance or the Retrofit component of the SmartStart C&I Construction Program; or
- Participate in an eligible utility energy efficiency program; or
- Arrange to install building shell measures recommended in the Local Government Energy Audit program or equivalent audit as it is defined below in this compliance filing

In each case, the non-formula eligible local governments could use the rebate to cover the costs of energy efficiency improvements that were not already covered by existing NJBPU incentives. In all cases the energy efficiency measures must be allowed under the categorical exclusions from NEPA review as authorized by the U.S. Department of Energy, which administers the EECBG program.

In addition, the total amount of the combined NJCEP rebate and Block Grant dollars could not exceed the installed cost of the energy efficiency upgrades. The same provision applied to non-formula eligible local governments eligible for this rebate that also

received incentives from a utility pursuant to a Board-approved energy efficiency program: the total incentives from the utility, combined with those from the NJCEP and Block Grant rebates may not exceed the total installed cost of the energy efficiency upgrades, or if required by the terms of the Board's approval of the utility program, they must be equal to or less than 100% of a projects cost.

Eligible project costs follow existing Program guidelines.

Process: Outlined below is a description of how the Block Grant rebate funds may be combined with New Jersey's Commercial & Industrial Clean Energy Programs and/or utility energy efficiency programs. Where applicable, detailed descriptions of the Block Grant rebate process inspection protocols were developed by TRC and submitted to BPU staff for approval.

- 1) **SmartStart C&I Construction Program** – To receive a Block Grant rebate for measures installed under the SmartStart C&I Construction Program, non-formula eligible municipalities and counties must first engage a participating Local Government Energy Audit Program (LGEAP) contractor to conduct an energy audit or they may conduct the audit independent of the LGEA program provided that the audit is equivalent to those conducted through LGEA. (The definition of equivalent energy audit is provided below.) Once the audit is completed and accepted by the Market Manager, the local government would submit the appropriate SmartStart technology application(s) and an EECBG rebate application form to the Market Manager, who would also be available to help the entity determine which facility or measures should be targeted for this opportunity. Block Grant rebates cannot be used to cover the LGEAP audit fee.

- 2) **Direct Install Program** - Non-formula eligible local governments eligible for the Block Grant rebate, may participate in the Direct Install program. Under this program, an approved participating program contractor would conduct an inventory of energy using equipment (lighting, HVAC, etc.) and make recommendations for energy efficiency upgrades. Upon approval by the customer, the contractor would install the energy efficiency measures and the program would provide incentives to cover up to 60% of the installed cost. The entity would submit simultaneously an EECBG rebate application to the Market Manager, who would verify the participation in the Direct Install program, confirm the eligibility of the municipality or county for the Block Grant rebate, and confirm the value of the Block Grant rebate due which would be used to cover all or a portion of the remaining 40% of the project cost. The combined NJCEP incentives and Block Grant rebate could provide the measures at no cost to the local government entity for projects with a cost of up to \$50,000 (round 1) and \$125,000 (round 2, funding permitted).

- 3) **Pay for Performance** - Non-formula eligible local governments eligible for the Block Grant rebate may participate in the Pay for Performance Program. Under this program, the eligible municipality or county would secure the services of a pre-approved program partner. The partner would develop an Energy Reduction Plan and facilitate the installation of the recommended package of energy efficiency improvements. The eligible local government would then submit the EECBG rebate application to the Market Manager, who would verify the applicant's participation in the Pay for Performance program, confirm the eligibility of the municipality or county for the Block Grant rebate, and confirm the value of the Block Grant rebate that would be due and which would increase the program incentives by up to \$20,000 (round 1) and up to \$50,000 (round 2, funding permitted). (Block Grant rebates can only be applied toward the cost of measures installed and therefore cannot be used to offset the cost of developing the Energy Reduction Plan.)

- 4) **Shell Measures under the Local Government Energy Audit Program** - Non-formula eligible local governments eligible for the Block Grant rebate that have had audits completed through the Local Government Energy Audit Program, or who have equivalent audits conducted independently may be eligible to receive Block Grant rebates for costs related to the installation of building shell measures recommended in the audit. In 2010, rebates were available up to \$20,000 for all eligible entities. For 2011, TRC proposed to increase the rebate to up to \$50,000, which was available on a first-come, first-served basis, funding permitted. The value of the Block Grant rebates may not exceed the installed cost of the measure(s). The eligible municipality or county would submit to the Market Manager an EECBG rebate application, proof of project costs, and calculations demonstrating the energy savings of the building shell measure(s) installed. The Market Manager would review project cost documentation provided but would not be responsible for verifying savings calculations. The Market Manager reports savings and costs as provided by the applicant to the BPU. Inspection protocols were developed by the Market Manager and submitted to BPU staff for approval.

- 5) **Utility Incentive Programs** - If non-formula eligible local governments eligible for the Block Grant rebate participate in a utility EE incentive program which offers rebates and incentives to local government customers as an alternative to the NJCEP in certain sections of the State, the local government customer is eligible for the same Block Grant rebates as described in Item 1 above. If a qualified entity is eligible for utility rebates that supplement NJCEP rebates, these rebates and Block Grants rebates will be paid pursuant to Item 6 below. If a qualified entity participates in any utility energy efficiency program, that entity must include a copy of the utility program rebate application along with the EECBG rebate application submitted to the Market Manager.

For projects that request incentives from more than one source, incentives/rebates will be provided in the following order:

- a. NJCEP rebates
- b. Block Grant rebates
- c. Utility incentives

The combination of NJCEP incentives, utility incentives and the Block Grant rebate shall not exceed 100% of the cost of the measures. For certain utility programs, the combination of ARRA funding, NJCEP incentives and utility incentives may not fund 100% of a project's costs.

Example 1: If a project costs \$25,000 and is eligible for a \$7,000 NJCEP rebate, the project would receive a rebate of \$7,000 from the NJCEP and Block Grant rebate of \$18,000. The project would not be eligible for any utility incentives because 100% of the cost of the project would be paid from other sources.

Example 2: If a project costs \$70,000 and is eligible for a \$7,000 NJCEP rebate, the project would receive a rebate of \$7,000 from the NJCEP, a 2011 Block Grant rebate of \$50,000, and up to \$13,000 in utility rebates depending on the availability of utility incentives.

In 2010, the EECBG rebate was **ONLY** available to (and reserved for) the 512 non-formula eligible municipalities and counties. For 2011, funding was available to these 512 non-formula eligible entities on a **first-come, first-served basis**, until all available funding was committed or spent. Entities that participated in round one **WERE** eligible to participate in round 2. The EECBG rebate could be passed from the non-formula eligible municipality or county eligible for a Block Grant rebate to another local government entity such as a school district or local sewerage authority, or in the case of a county, to another local government entity in a non-formula eligible municipality or a non-formula eligible municipality within the county. However, in that case the EECBG rebate application must be signed by the highest ranking member of either the municipality or county (i.e., mayor, county freeholder president, etc.) or his/her designee. That is, the mayor or head of the Board of Freeholders may determine the local entity to which the EECBG rebate will be distributed

Previously installed energy efficiency measures are not eligible for a Block Grant rebate. Workers hired for any project(s) receiving Block Grant rebates must be hired based on at a minimum the federal prevailing wage rates as set forth by the Davis Bacon Act. This requirement does not relieve the municipality from compliance with any required State prevailing wage requirement. The eligible municipality or county would be required to work with the Market Manager to obtain documentation proving this.

Timeframe: The Board made these funds available to all eligible municipalities and county governments for a period of 12 months from the date the State received its first staged disbursement of funds. For 2011, any remaining unused or unclaimed funds were

redistributed on a **first-come first-served basis** and continued to be available to the 512 non-formula eligible municipalities and counties whether or not they took advantage of the Block Grant rebate program during the initial one-year eligibility period. In other words, starting in 2011, non-formula eligible municipalities and counties that received the Block Grant rebate in 2010 were able to apply for the program again.

Eligible Measures: The following list of eligible energy conservation measures was included in the initial, and subsequent, ARRA submission to DOE. The same measures are eligible for EECBGs:

- The Pay for Performance Program provides incentives for an Energy Reduction Plan and energy conservation measures. Eligible measures funded under ARRA would be limited to efficient lighting, HVAC measures, occupancy sensors, variable speed drives, programmable thermostats, refrigeration measures, domestic hot water reduction measures, pipe insulation, energy star boilers and furnaces, barometric dampers, high efficiency cooling systems, high efficiency water heating equipment, energy efficient appliances, geothermal heat pumps (10 tons of capacity or smaller), windows, doors, insulation and other building shell improvements, clean and tune (furnaces), solar thermal hot water (appropriately sized for the existing building), low flow aerators/showerheads/toilets, combined heat and power systems (sized to boilers appropriate to the buildings in which they are located), chillers, motors and pumps, controls, building management systems, exhaust air heat recovery, and exhaust fans/air handlers/ventilation fans.
- The Direct Install Program identifies cost-effective energy efficiency opportunities, provides incentives and direct installation of efficiency measures on existing small commercial and industrial buildings. The upgrades for consideration will be limited to: lighting, occupancy sensors; variable speed drives; programmable thermostats; Refrigeration measures, hot water reduction measures; pipe insulation; HVAC measures; energy star boilers and furnaces; and high efficiency cooling systems.
- The SmartStart C&I Construction Program provides incentives for energy conservation measures. Eligible measures funded under EECBGs would be limited to retrofit measures only (i.e., new construction is not eligible) and to efficient lighting, high efficiency HVAC measures, lighting controls, variable speed drives, high efficiency boilers and furnaces, high efficiency cooling systems, high efficiency water heating equipment, geothermal heat pumps, high efficiency chillers, motors and pumps.
- The Local Government Energy Audit program is an incentive program which subsidizes the cost for completing an energy audit of eligible facilities. The following building shell measures will be eligible for EECBGs if they are recommended in the audit: energy efficient windows and doors, insulation, and other energy efficient building shell measures.

SEP - EE Programs for Non Investor Owned Utility Customers

Funding has been made available from the Department of Energy under Grant Award Number DE-EE0000353 for a State Energy Program which will allow participation in Direct Install, Pay for Performance and the Local Government Energy Audit Programs by oil and propane customers and those who are served by municipal and rural electric cooperatives (non-investor owned electric utilities).

Funds will be available on a first-come, first-served basis.

Existing program guidelines and rules related to Direct Install, Pay for Performance and the Local Government Energy Audit Program will apply.

Large Energy Users Pilot Program

Program Description

The purpose of the Large Energy Users Pilot Program is to foster self-investment in energy efficiency, and combined heat and power projects while providing necessary financial support to large commercial and industrial utility customers in the state of New Jersey. Incentives will be awarded to customers that satisfy the program's eligibility and program requirements ("Eligible Entities or Eligible Customers"), to invest in self-directed energy projects that are customized to meet the requirements of the customers' existing facilities, while advancing the State's energy efficiency, conservation, and greenhouse gas reduction goals. The program was launched in late 2011 and is continuing into 2012 with additional funding.

Target Markets and Eligibility

The Large Energy Users Pilot Program is available on a first come, first served basis to existing, large commercial and industrial buildings that meet the following qualifications:

- Eligible entities must have contributed a minimum of \$300,000 (on a pre-sales tax basis) into New Jersey's Clean Energy Program fund in calendar year 2011 (aggregate of all buildings/sites). (Eligible Entities shall be defined as (1) Public: having distinct and separate budgetary authority; (2) Public Schools: having distinct and separate budgetary authority; (3) Private: Non-residential companies including all related subsidiaries and affiliates regardless of separate EIN numbers or locations within New Jersey. Consistent with DOCKET NO. EOO7030203).
- The total 2011 contribution is calculated as \$0.0169/therm times total therms plus \$0.002346/kWh times total kWh.
- In order to be considered for incentives, the average billed peak demand of all facilities submitted in the Draft Energy Efficiency Plan(DEEP)/Final Energy Efficiency Plan (FEEP) must meet or exceed 400kW and/or 4,000 DTh.
 - Example: Entity submits DEEP/FEEP for two buildings. Building one has a metered peak demand of 200kW, building two has a metered peak demand of 600kW. Per the above guideline, both buildings would be considered for incentives as the average would be equal to 400kW.

An open enrollment period (45 days) was established for entities to submit qualifications for participation. In keeping with the intent of the pilot and limited available funding, the

pre-qualification period served to expedite the process for those entities meeting the eligibility requirements of the Program.

Entities interested in applying to participate in this pilot submitted the following information (limit 2 pages excluding attachments):

- Number of buildings/sites and list of all associated 2011 utility and third-party supplier accounts.
- Total usage and number of location or premise IDs as provided by utility.
- Total contribution to New Jersey's Clean Energy Program (NJCEP) fund in previous calendar year from above buildings/sites.

Qualifying entities will be ranked by amount of contribution to the NJCEP fund in 2011 from eligible facilities (400kW annual peak demand or greater). The top entities will be approved to submit their Draft Energy Efficiency Plan (DEEP) for fund reservation. Funds will be reserved based on the date a completed DEEP is received.

Program Offerings and Incentives:

The Program will offer a maximum incentive per entity which will be the lesser of:

- \$1 million
- 75% of total project(s) cost as identified in the Final Energy Efficiency Plan (FEED). Total project costs may include pre-engineering costs, soft costs, and other costs associated with the preparation of the FEED.
- 90% of total NJCEP fund contribution in previous year (i.e. from all entity facilities)
- \$0.33 per projected kWh saved annually; \$3.75 per projected Therm saved annually

The program has a minimum incentive commitment of \$200,000. Projects with incentives below this threshold will be redirected to other NJCEP programs. Incentives shall be reserved upon approval of the DEEP. Submitted DEEPs, which are deemed complete, shall be reviewed and incentives reserved on a first come, first serve basis until all incentive funds are reserved/expended. Program funds will be committed upon approval of FEED by the Program Manager and, if required, by the Board of Public Utilities. Incentive shall be paid upon project completion and verification that all program requirements are met.

Financing for Large Energy Users Pilot Program projects may also be available through

New Jersey Economic Development Authority's (EDA's) Revolving Loan Fund. Below is a link to EDA's financing programs:

http://www.njeda.com/web/Aspx_pg/Templates/Npic_Text.aspx?Doc_Id=1465&menuid=1515&topid=722&levelid=6&midid=1357

Submittal Requirements for Fund Reservation:

Qualifying entities shall submit a DEEP to the Program Manager for existing facilities only. The DEEP* must be submitted to the Market Manager for review 90 days from the date of the enrollment letter. This shall be in a report format and must include at a minimum:

- Executive Summary:
 - Existing energy use by source from previous 12 months (kWh, kW, MMBtu)
 - Existing total site energy use from previous 12 months (kBtu/sqft)
 - Projected annual energy savings by source (kWh, kW, MMBtu, and %)
 - Projected annual total site energy savings (kBtu/sqft and %)
 - Total estimated project cost
 - Total estimated annual energy cost savings
- Site Overview
- Utilities Overview
- Table of Energy Conservation Measures (ECMs) to be implemented in next 12 months. Including the following information by measure:
 - Estimated Installed Cost
 - Estimated Annual Energy Savings by source (kWh, kW, MMBtu)
 - Estimated Annual O&M Savings (\$)
 - Estimated Annual Energy Cost Savings (\$)
 - Estimated Simple Payback or IRR % (*total of all measures*)
 - Anticipated sources of all funding not including Large Energy Users Pilot incentive
- ECM Descriptions including:
 - General description of equipment being replaced/augmented
 - Anticipated Implementation Schedule
 - Estimated construction start and end dates for each measure

*Please note, the approved entity may choose to submit the Final Energy Efficiency Plan (FEEP) in lieu of submitting a DEEP within ninety days (90) from the date of the enrollment letter.

Submittal Requirements for Incentive Commitment:

- Qualifying entities shall submit a FEEP to the Program Manager for existing facilities only. This shall be a revision to the DEEP, and must include at a minimum:
 - Final Executive Summary:
 - Existing energy use by source from previous 12 months (kWh, kW, MMBtu)
 - Existing total site energy use from previous 12 months (kBtu/sqft)
 - Calculated annual energy savings by source (kWh, kW, MMBtu, and %)
 - Calculated annual total site energy savings (kBtu/sqft and %)
 - Total project cost (note - prevailing wage rates required)
 - Total calculated annual energy cost savings
 - Table of Energy Conservation Measures (ECM) to be installed. Including the following information by measure:
 - Estimated Installed Cost (Material, Labor, etc)
 - Annual Calculated Energy Savings by source (kWh, kW, MMBtu)
 - Annual O&M Savings (\$)
 - Annual Calculated Energy Cost Savings (\$)
 - Simple Payback or IRR % (*total of all measures*)
 - ECM Descriptions including:
 - Detailed description of equipment being replaced/augmented
 - Detailed description of recommended measure (including quantities, EER, AFUE, etc.)
 - Basis for calculating energy savings and O&M savings (*including all assumptions*)
 - Basis for calculating installed cost (*including all assumptions*)
 - M&V:
 - Description of pre/post M&V to be implemented. Must be in accordance with IPMVP Option A or B, or other method pre-approved by Market Manager (refer to pay for Performance Program requirements for further details in this regard)
 - Appendices
 - Professional Engineer (PE) Certification to verify all FEEP documents are accurate.
 - Utility bills and/or summaries (*method to collect this information to be determined*)
 - Supporting calculations
 - Specification sheets

Please note the following in regard to the annual calculated energy savings by source: Depending upon the complexity of the energy conservation measures in the FEEP, the associated calculations may require building modeling to properly estimate the energy savings for particular measures. These measures may include building shell upgrades, building management systems, etc. Typical ECMs such as lighting, HVAC, motors, and others will likely not require these efforts and may be presented with generally accepted energy savings calculations and methodologies. Further details will be provided in the program application.

Submittal Requirements for Incentive Payment:

- Once the work defined in the FEEP has been completed, entity shall submit proof of construction completion for all measures, which may include but is not limited to the following:
 - Invoices for material/labor including as-built report
 - Work orders
- Entity must also submit:
 - Completed M&V report(s) certified by a Professional Engineer
 - Certification of compliance with prevailing wage
 - Valid tax clearance certificate
- Differences between the FEEP and as-built project must be documented and will require a revised FEEP submitted for review. In the event the scope of work, savings, and/or cost estimates does not match as-built documentation, an incentive true-up will occur. The true-up is not to exceed the original incentive commitment.

Terms and Conditions:

- Each Energy Conservation Measure (ECM) must demonstrate a simple payback of 8 years or less (not to include maintenance or renewable projects) or, total ECM work scope must have IRR of 10% or greater (*prior to Incentive*)
- All ECMs must meet Minimum Performance Standards, which may be fulfilled during Professional Engineer review, which shall be understood as the most stringent of:
 - 2011 Pay for Performance Guidelines-Appendix B (Attached in Appendix)
 - ASHRAE 90.1-2007
 - Local code
- DEEP must be submitted no later than ninety (90) days from date of the

enrollment letter.

- FEED must be submitted no later than one hundred and twenty (120) days from fund reservation.
- ECMs must be fully installed no later than twelve (12) months from approval of the Final Energy Efficiency Plan. Extensions may be granted for a period of up to six months with satisfactory proof of project advancement. (This could be in the form of copies of permits, equipment invoices, installation invoices indicating percentage complete, updated project schedules, etc.)

Limitations/Restrictions:

- New construction and major rehabilitation projects are not eligible under the pilot, however these projects may be eligible for other NJCEP incentives.
- Incentive will be limited to energy-efficiency measures. The following shall not be included as part of this Pilot:
 - Renewable energy
 - Maintenance energy saving projects
- Incentive shall only be available for ECMs approved in the FEED.
- ECMs already installed or under construction will not be considered for incentives and shall not be included in DEEP/FEED.
- Federal grants/incentives are allowed; other state/utility incentives are allowed so long as they are not originating from NJCEP funds; NJCEP loan funds are allowed. Total of Federal, state, utility, and LEU Pilot Program funding shall not exceed 100% of total project cost.
- Projects with funds currently committed under other NJCEP funded programs must be excluded from DEEP/FEED scope and value of incentive commitment will be deducted from total LEU incentive.
- Participation in any other NJ Clean Energy program in 2012 is prohibited for entities receiving LEU incentive. Entities shall certify, in writing, that they will opt-out of all SBC programs, for remainder of calendar year.

Review and Payment Framework:

- Upon receipt of DEEP and FEED, Program Manager will have sixty (60) days to review each submittal and provide comments to entity.
- Entity will have fifteen (15) business days to respond to comments.
- Market Manager will present FEEDs to Board for approval as required by Board policy and commitment of incentive. Market Manager may conduct up to three site inspections including a pre inspection, at 50% completion and 100%

- completion, as required. A pre inspection will be scheduled within 15 days of FEED submittal, granted sufficient data is provided. Entity will need to provide access to site and notification upon reaching specific percent completions as mentioned above. Measures which require an inspection at 50% completion will be identified by TRC upon submittal of the FEED. These measures may include building shell upgrades or equipment which will be inaccessible once installed.
- If ECMs are not completed within the specified timeframe, incentive commitment may be forfeited.
 - Entity will provide M&V data as requested and will comply with any program evaluation activities.

Program Goals

The Large Energy Users Pilot Program's goal is to foster self-investment in energy efficiency and combined heat and power projects while providing necessary financial support to large commercial and industrial utility customers in the State of New Jersey.

Goal: With a maximum incentive of \$1,000,000 per entity, the Program is expected to support approximately twenty-five (25) projects, depending on project(s) scope and entity's contribution into NJCEP.

Program Deliverables

The Market Manager will provide the following services under the Large Energy Users Pilot Program:

- Program design and management
- Review and approval/rejection of all submitted Draft Energy Efficiency Plan submittals
- Review and approval/rejection of all submitted Final Energy Efficiency Plan submittals
- Technical assistance via email and telephone to assist entities in the proper submittal of the required information
- Updates of data tracking tools to incorporate additional tasks related to this initiative
- Conduct up to three quality control inspections for each project – pre inspection, 50% completion inspection and final inspection upon installation of energy efficiency measures
- Incentive processing including issuance of checks and tracking/recordkeeping

Quality Control Provisions

Documented policies and procedures provide proper guidelines to ensure consistency in the processing and quality control for all Program participants. All energy efficiency plans are reviewed upon receipt to verify adherence to eligibility requirements.

Applicant eligibility information is verified, along with all technical information in support of energy efficient measure qualification and incentive calculation. Applicant supplied information and program administrator performed incentive calculations are entered into the database, and files are created for all documents and ongoing project correspondence. Pre and/or post inspections will be conducted as required.

Program Evaluation

As a pilot offering, TRC will conduct an assessment of the pilot to assist in determining whether the Large Energy Users Pilot Program should be offered as a full program.

Goals and Energy Savings for the C&I Clean Energy Programs

The following are the goals for 2012:

2012 NJCEP - Commercial & Industrial Projections - Participation, Savings, Avoided Emissions

Program	# of Participants	Metric	Annual Savings Projections					
			Electric Savings		Tons of CO2	Tons of Nox	Tons of SO2	Lbs of Hg
			Gas Savings (DTh)	(MWh)				
New Construction	125	completed jobs	4,366	13,925	2,783	5	11	0
Retrofit	2750	completed jobs	40,373	212,961	118,817	219	505	6
CHP & Fuel Cell	30	applications	557,598	11,055	30,149	24	2	0.03
LGEAP	400	completed audits	n/a	n/a	n/a	n/a	n/a	n/a
P4P EB	50	approved plans	71,947	41,990	12,943	20	39	0.48
P4P NC	7	approved plans	3,150	630	304	-	1	0.01
Direct Install	1600	completed jobs	67,856	51,034	10,754	16	31	0.37
Retrocommissioning	15	completed jobs	25,000	7,500	2,786	4	6	0.08
LEUP	20	approved plans	138,030	28,837	7,324	6	-	0.00
			908,320	367,932	185,860	294	595	7.20

Program	# of Participants	Metric	Lifetime Savings Projections					
			Electric Savings		Tons of CO2	Tons of Nox	Tons of SO2	Lbs of Hg
			Gas Savings (DTh)	(MWh)				
New Construction	125	completed jobs	78,594	250,665	174,918	322	739	8.9
Retrofit	2750	completed jobs	605,599	3,194,409	2,208,098	4,082	9,417	113.7
CHP & Fuel Cell	30	applications	6,691,176	132,660	445,407	448	391	4.7
LGEAP	400	completed audits	n/a	n/a	n/a	n/a	n/a	n/a
P4P EB	50	approved plans	1,295,044	755,813	583,561	1,014	2,228	26.9
P4P NC	7	approved plans	56,700	11,340	10,733	17	33	0.4
Direct Install	1600	completed jobs	1,221,410	918,619	690,554	1,217	2,708	32.7
Retrocommissioning	15	completed jobs	75,000	22,500	19,306	32	66	0.8
LEUP	20	approved plans	2,484,540	519,068	485,411	763	1,530	18.5
			12,508,063	5,805,074	4,617,988	7,895	17,112	206.7

Appendix A
2012 12- Month Marketing Activity Plan

C/I Market Manager Marketing Plan Summary - 2012

Background

The commercial/industrial portfolio of New Jersey's Clean Energy Program includes NJ SmartStart Buildings, which begins its tenth year of operation in 2012 offering financial incentives for energy efficient measures incorporated in new construction and retrofit projects. The portfolio includes the Local Government Energy Audit, Pay-for-Performance and Direct Install programs and also offers benchmarking. Promotional activities and collateral materials are also scheduled to support the Large Energy Users Pilot, the Multifamily Financing Pilot, the Retro-Commissioning Pilot, a stand-alone program for Combined Heat & Power projects and fuel cells, and a change to Direct Install to transfer the responsibility for marketing and assessment from the existing contractor network to TRC.

Objectives

- Build and maintain top-of-mind awareness of program opportunities among key market segments. The decision makers and the influencers of energy efficiency projects in C&I buildings is an ever-changing group, so there will always be new players who are not aware of the opportunities. Frequency is also a key component of the strategy because business owners and local government officials typically make equipment replacement decisions during times of crisis. Promoting the availability of incentives increases the likelihood that energy efficiency is being considered long before the crisis situation occurs.
- Promoting the C&I portfolio positions NJCEP to take advantage as markets rebound from recession and access to capital is improved. As commercial and industrial customers begin to make investments that will improve their profitability for the long-term, we need to elevate the importance of making energy efficiency measures a part of the overall investment strategy.
- Promotional campaigns centered around the message that financial incentives are available for energy efficiency help to support the governor's emphasis on making New Jersey more business friendly and more focused on job creation. Those campaigns will also help demonstrate to local government officials that operating savings from energy efficiency can be an important factor in offsetting state funding reductions or in keeping under municipal spending caps.

Strategic Approach

The mission of the New Jersey SmartStart Buildings Program is to transform the commercial and industrial buildings market to incorporate energy efficient technologies throughout the state as part of a whole building – whole business approach. Decisions regarding new construction, major renovation, and equipment upgrade/replacement must be viewed within the context of a strategic business investment, rather than merely a decision for the facility manager. Our advertising and marketing tactics are designed to reach

Appendix A: 2012 12-Month Marketing Activity Plan

business owners, facilities management and the C-suite in the NJ business community, especially the chief financial officer.

Recognizing that the trade ally community (architects and engineers, energy service companies, contractors, product manufacturers/vendors) to a large extent drives this market, the program places major emphasis on building relationships with those influencers — creating the need for a “market push” strategic component. Focusing on these trade allies, rather than just reacting to construction projects, allows energy-saving options to be considered early in the decision-making process and increases the likelihood that future projects do not slip through the cracks.

The 2012 marketing activities budget is an integrated and comprehensive plan. Our market-push, market-pull approach makes use of public relations activities and press events, narrowcast methods (direct mail and e-mail blasts), trade shows, conferences and local events support by broadcast tactics as appropriate, social media, print and electronic advertising in trade publications and websites, and paid advertisements and sponsorships with key organizations and associations.

The 2012 marketing plan also includes activities supporting the State Energy Program (SEP), which allows participation in Direct Install, Pay for Performance and the Local Government Energy Audit by oil and propane customers and those who are served by municipal and rural electric cooperatives (non-investor owned electric utilities). Outreach efforts for SEP are detailed in the tactical section below. In addition to these outreach activities, tactics described below that promote the C&I portfolio will be designed to include information about SEP availability wherever appropriate based on the market segment being targeted by that tactic.

Tactical Components

Trade Publication Advertising

The 2012 media schedule will include the following publications (print and electronic) in an effort to reach our three primary sectors – 1) trade allies, 2) school and municipal officials, and 3) business owners, facility managers, executive decision makers and developers.

- Architectural Record GreenSource Magazine, Maintenance Solutions, and Consulting Specifying Engineer targeting the design community
- NJ Biz, NJ Business Commerce NJ, Enterprise (NJ Chamber of Commerce), Distributed Energy, Real Estate New Jersey, Globe Street and Southern NJ Business People typically read by business owners, energy managers and developers
- School Leader, School Planning & Management, College Planning and Management and School Construction News reaching decision-makers and influencers in the education community, as well as, publications of the NJ State League of Municipalities and the NJ Conference of Mayors to reach local government officials.

Appendix A: 2012 12-Month Marketing Activity Plan

The print advertising schedule will be spread throughout the year with a mix of general and program specific advertising. As in years past, a refreshed creative campaign will drive traffic to the website for details about programs and how to participate.

Organizations and Associations

Beyond our traditional media schedule, the 2012 budget again includes funds for print and electronic advertising as well as event sponsorships where we can directly reach members of key organizations and associations. Our plan calls for focused tactics targeting:

- NJ AIA – event sponsorship and show mailers
- NJ Society of Professional Engineers – paid advertising
- Association of Energy Engineers – annual conference (Globalcon)
- EEI National Accounts – Fall Workshop – exhibit and sponsorship, and show mailers
- NJ League of Municipalities – paid advertising, annual conference exhibit and sponsorship, show mailers
- NJ Association of School Administrators – paid advertising
- NJ Association of School Business Officials – paid advertising
- NJ School Boards Association- exhibit, sponsorship and show mailer
- Property Owners Association – paid advertising
- NJ Apartment Association – paid advertising
- Building Owners and Managers Association of NJ – paid advertising
- NJ Business and Industry Association – event sponsorship
- Association of NJ Environmental Commissions – paid advertising
- NJ Conference of Mayors – exhibit, sponsorship, and paid advertising
- Healthcare Facilities Management Association – paid advertising
- NJ Hospital Association – paid advertising
- Southern New Jersey Development Council – paid advertising, event sponsorships

Trade Shows and Events

The marketing plan also includes exhibiting and sponsoring a number of annual conferences and major events that provide an opportunity to reach key target segments. For 2012, planned shows and conferences include:

- Association of Energy Engineers – annual conference (Globalcon)
- EEI National Accounts – Fall Workshop
- NJ League of Municipalities – annual conference
- NJ School Boards Association – annual conference
- NJ Business and Industry Association – member events
- NJ AIA – member events
- Southern New Jersey Development Council – member events
- NJ Conference of Mayors – annual conference

Appendix A: 2012 12-Month Marketing Activity Plan

Beyond these named exhibits, a number of ad-hoc events are expected that provide opportunities to reach NJ business decision-makers and influencers. Our marketing budget includes funds for coordinating and supporting speakers at these events. Outside costs for ad-hoc events are subject to pre-approval and are funded through the variable contingency line item of the budget. Examples include the Healthcare Financial Management Association, Mid-Atlantic Buildings and Facilities, NJ RealShare, and any NJ BPU clean energy events

A series of community outreach events is planned to promote sign-ups for Direct Install. Working in conjunction with local Chambers of Commerce, the outreach team will encourage owners of small facilities to attend sessions in their neighborhoods where they will learn about the program and schedule their energy assessment. Local government officials will be encouraged to assist in promoting these events, which will also be promoted with a mix of direct marketing tactics and local radio advertising.

The outreach team will also be presenting a series of sector specific webinars demonstrating particular solutions in key market segments. Success stories or case studies will be created and then as part of the webinars as one way to illustrate the value of these sector solutions. The webinars will be promoted with direct marketing tactics as appropriate.

Direct Marketing

Direct mail and e-mail blasting are again planned for 2012 as a primary strategy for raising awareness of all programs in the C&I portfolio. These campaigns will be designed to reach both the prospective customers of the programs as well as the trade ally community, which serves as an important influencer to decision makers.

In addition to general program and clean energy event promotions, direct marketing campaigns will address new tools and resources for select industries as part of the sector specific initiative. Pre-show mailings will also be included for:

- EEI National Accounts
- NJ State League of Municipalities
- NJ School Boards Association
- NJ AIA Sponsored Event

Collateral Materials

The 2012 budget provides for focused collateral materials that will provide program features and benefits for target markets. Funds are also provided for revising existing program materials as new features and procedures are approved. In addition, case studies continue to play a vital role in demonstrating successful projects to key targets. These materials are produced for uploading to the web-site as well as printed for distribution as part of a folder kit used at trade shows, special events and individual

Appendix A: 2012 12-Month Marketing Activity Plan

sales calls by the Outreach Team. The 2012 budget for collateral materials also includes funds for photography to be used in those brochures and case studies.

Additional collateral is associated with marketing Direct Install. Window decals will be made available to program participants in an effort to increase visibility in the immediate area surrounding recently completed projects. A leave-behind packet will also be produced to assist in the promotion of Direct Install in a door-to-door approach. The packet will include presentation materials as well as materials to support the scheduling process.

Public Relations

Ongoing public relations efforts include activities designed to generate editorial copy in appropriate publications throughout the state. These activities include notifying media to encourage coverage, photography to create photo releases for distribution to the appropriate networks and follow-up contacts to promote placement.

We also work with key organizations and associations to generate editorial coverage in printed and electronic media available to their memberships. We will assist editors with copy and arrange for presentation opportunities by the Outreach Team.

As in years past, press releases, press kits, and talking point documents will also be created and distributed to media outlets in association with newsworthy events or activities. This includes announcements of program changes, high profile incentive payments, innovative designs and other stories of interest to the business and design communities.

Social Media

Capitalizing on the global trend toward increased use of social media, as it applies to commercial and industrial decision-makers, the 2012 marketing plan will include a presence for the C&I portfolio as part of the LinkedIn network. This presence will require maintenance and responses to discussion threads where questions are posed to program representatives.

YouTube has also become an important tool for business to business marketing. The 2012 plan will include compiling a series of videos promoting the individual opportunities available to C&I prospects.

Video Production

In an effort to build awareness and demand for Direct Install in the private sector, a short video will be created to document the convenience and effectiveness of the program processes by taping an actual Direct Install small business customer project, start-to-finish. In addition to providing a link to the video on the NJCEP website, multiple copies will be produced on DVD and become part of a leave-behind package for Direct Install marketers or for distribution at appropriate events and during outreach activities

SEP Outreach

Customers of municipal and rural electric cooperatives and those heating with oil and propane will be made aware of the availability of SEP funding allowing them to participate in Direct Install, Pay for Performance and the Local Government Energy Audit. An e-blast will be sent to NJCEP subscribers and shared with the municipal and rural electric cooperatives and the Fuel Merchants Association for distribution to their membership. A promotional flyer providing an overview of the program will be posted as part of an overall web page redesign with links to the application and the details of eligible measures. The flyer will be sent in pdf format to municipal officials and state legislators covering the territories of the municipal and rural electric cooperatives along with a letter encouraging them to make copies of the pdf and have them available for distribution to those who may be eligible. The flyer will also be available for the C&I outreach team to distribute at events and speaking engagements where appropriate.

Program Management

The 2012 budget also includes continued funding for planning and implementation of the marketing communication campaigns and ongoing coordination with the activities of the residential and renewable market manager as well as special requests to support BPU Staff and Commissioners. Specific labor categories include:

- Creative Design and Production
- Account Coordination and Media Management
- Strategy, Planning, and Reporting
- Web site Support and Content
- Development of Story Items for the Quarterly Newsletter
- Outreach Coordination and Support
- Development and use of web-based meetings for contractor and sector education
- Call Center Training and Support
- Responses to E-mails Submitted to the Web site

Summary

The NJCEP commercial and industrial portfolio includes a number of programs with appeal to a wide variety of specific target segments. Strategies and tactics described in this plan are part of a comprehensive and integrated collection of activities designed around the needs of those targets. In some cases, individual tactics and their associated funds can be attributed to a tight campaign around a specific program, such as with a program brochure or website page. In most cases, however, our vehicles for delivering marketing communications are tight to the segment, but wide enough in the message to introduce all of the portions of the portfolio that might appeal to that segment. The following table summarizes how those tactics are designed to promote the existing programs and planned initiatives for 2012.

Appendix A: 2012 12-Month Marketing Activity Plan

	C&I New Construction	C&I Retrofit	School New Construction & Retrofit	Pay for Performance & Combined Heat & Power	Local Government Energy Audit	Direct Install	Pay for Performance – New Construction	Institutional Sector	Higher Education Sector	Large Industrial Sector
A&E Trade Publications; Websites; AIA Trade Show; Newsletters; Trade Allies Direct Mail and E-mail	X	X	X	X	X		X	X	X	X
Large Business Owner Publications; Websites; Direct Mail and E-mail	X	X		X			X			X
Schools Publications; Websites; Direct Mail and E-mail; School Boards Trade Show and Pre-show Marketing			X		X					
Developer Publications; Websites	X	X		X		X	X	X		X
Media Story Pitching; Press Releases	X	X	X	X	X	X	X	X	X	X
Municipalities Trade Show; Newsletter; Direct Mail and E-mail			X		X	X				
Small Business Direct Marketing	X	X				X				
Medium Business Direct Marketing; Owner Publications; Websites	X	X				X				
College/University Direct Marketing	X	X		X			X		X	
Globalcon Trade Show (AEE)	X	X	X	X	X		X	X	X	X
EI National Accounts Trade Show and Pre-show Marketing	X	X		X			X	X		X
NJ BIA Trade Show/Newsletters	X	X		X		X	X			X
Website and Internet Networking Sites	X	X	X	X	X	X	X	X	X	X

Summary of Marketing and Public Relations Services Provided

The following list of services is a summary of the marketing activities included in this plan. This list is not meant to be all inclusive (our continued management of the content contained in the C&I section of the web-site is an example of additional tasks in our scope) nor is it intended to limit our ability to be flexible in responding to changing needs within the NJ BPU or in the market.

Marketing/Advertising Campaigns

- Developed to promote programs
- Creative concepts created and pitched to client
- Include media buy recommendation, script/ad developments
- Technical review before it reaches client for final sign off
- NJCEP and BPU brand included as part of advertising

Event Selection and Implementation

- Select opportunities to plan events in conjunction with Program Managers to highlight program activities.
- Once opportunities are selected and approved by BPU, contact organization to initiate planning of events.
- Coordinate with BPU to select appropriate Commissioner or BPU surrogate
- Provide BPU with relevant project and program fact sheets to assist in talking point development (*BPU staff will develop talking points, utilizing fact sheets on programs and project details provided by market managers*)
- Conduct media outreach to ensure press coverage of Program, utilizing the Commissioners as an additional hook
- Attend press events with Commissioner to ensure coverage of Program and Commissioner.

Event Reviews (process for when events are proposed to market managers/BPU)

- Conduct review of whether the proposed event is within the scope of market manager work
- If not within scope of market manager work, pass to BPU for speaker's bureau or other opportunity.
- If within scope of recommended events, follow above process.

Media Relations

- Identify opportunities to promote programs through free media opportunities.
- Write press releases or media pitches, and conduct technical review before client receives copy.
- Identify press outreach lists.
- Conduct thorough outreach to secure placement.

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Written Materials

- Create fact sheets on all program areas, updated on a monthly basis to ensure accuracy
- Conduct all technical review before providing to client on a monthly basis
- Conduct technical review of articles provided by client

Educational and Promotional Materials

- Create brochures, public service announcements, pamphlets that contain a larger message of how businesses and local government can take small steps to be more energy efficient and/or invest in renewable energy
- Review and format success stories used for website and webinars written to convey the important individual sector messages of achievement and ease of interaction with incentive program representatives
- Conduct all technical review before providing to client

Quality Assurance and Technical Review

- High level, qualified staff with an expertise in writing will be developing written materials.
- Technical review by program staff needs to occur before materials are provided to client.

Changes from Current Levels

The 2012 Marketing Plan increases the 2011 budget by \$500,000. The changes accommodate the following new activities and initiatives:

- Accelerate ESIP within the LGEA participant group
- Launch a multifamily loan component to Pay for Performance
- Introduce a retro-commissioning pilot
- Transform Combined Heat & Power to a stand-alone program and offer a fuel cell incentive
- Extend the large energy users pilot
- Take over responsibility for marketing and assessment for Direct Install

Subcontractors

Parker and Partners was TRC's originally-proposed marketing subcontractor. No other subcontractor not named in TRC's original proposal will be required.

Pricing Schedule

The budget table below shows the proposed 2012 budget by cost category. As shown, the top half of the table represents the fixed cost categories, and the bottom half represents the variable cost categories.

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Note that this table is designed to demonstrate how the total annual budget was developed task by task from the bottom up. Since the majority of the cost categories below will support multiple individual program areas (new construction, retrofit, etc.), this table is not broken down by program. That breakdown is shown by contract line item in the actual proposed amendment. The fixed and variable totals on this table match those in the proposed amendment.

Category - 2012 C&I Marketing Communications Plan	Labor	Outside Costs	Total
Account Management	\$142,825	\$4,525	\$147,350
Strategic Direction	\$96,950		\$96,950
Call Center Briefings and Training	\$2,650		\$2,650
Website	\$49,960		\$49,960
Public Relations and Direct Marketing	\$155,850	\$44,150	\$200,000
Event Support	\$110,890	\$52,000	\$162,890
Creative Services	\$150,200	\$25,000	\$175,200
Fixed Component Total	\$709,325	\$125,675	\$835,000
Paid Media and Broadcasting		\$450,000	\$450,000
Printing & Production		\$245,000	\$245,000
Variable Contingency (not including labor or travel)		\$45,000	\$45,000
Variable Component Total		\$740,000	\$740,000
Grand Total	\$709,325	\$865,675	\$1,575,000

The 2012 Marketing Budget will be allocated back to the individual commercial & industrial programs based on agreed upon ratios that will be related to the estimated costs associated with each program.

Appendix B
2012 Program Budgets

Budget

2012 Proposed C&I Energy Efficiency Program Budget

	Total 2012 Budget	Admin.and Program Development	Sales, Marketing, Call Centers, Web Site	Training and Technical Support	Rebates, Grants and Other Direct Incentives	Rebate Processing, Inspections, Other Quality Control	Performance Incentives	Evaluation & Related Research
COMMERCIAL & INDUSTRIAL EE PROGRAMS								
<i>C&I New Construction</i>	\$ 10,024,122.02	\$ 261,746.67	\$ -	\$ 393,591.00	\$ 9,000,000.00	\$ 368,784.35	\$ -	\$0
<i>C&I Retrofit</i>	\$ 65,699,999.97	\$ 824,285.22	\$ -	\$ 435,295.88	\$ 61,600,000.00	\$ 2,840,418.87	\$ -	\$0
Pay for Performance New Construction	\$ 10,310,817.58	\$ 249,903.75	\$ -	\$ 494,610.08	\$ 9,300,000.00	\$ 266,303.75	\$ -	\$0
Pay for Performance	\$ 60,555,958.00	\$ 583,460.74	\$ -	\$ 510,534.64	\$ 59,000,000.00	\$ 461,962.62	\$ -	\$0
CHP	\$ 20,000,000.00	\$ 112,200.00	\$ -	\$ -	\$ 19,554,757.30	\$ 333,042.70	\$ -	\$0
Local Government Energy Audit	\$ 6,000,000.00	\$ 220,250.00	\$ -	\$ -	\$ 5,000,000.00	\$ 779,750.00	\$ -	\$0
Direct Install	\$ 41,337,218.00	\$ 818,386.40	\$ -	\$ 10,000.00	\$ 40,000,000.00	\$ 508,831.60	\$ -	\$0
Marketing	\$ 1,575,000.00	\$ -	\$ 1,575,000.00	\$ -	\$ -	\$ -	\$ -	\$0
Large Energy Users Pilot Program	\$ 28,763,000.68	\$ 209,302.29	\$ -	\$ -	\$ 28,152,680.29	\$ 388,656.10	\$ -	\$12,362
MultiFamily Financing Pilot	\$ 10,000,000.00	\$ 143,238.00	\$ -	\$ 250,000.00	\$ 9,525,000.00	\$ 70,362.00	\$ -	\$11,400
Retrocommissioning	\$ 5,000,000.00	\$ 150,428.00	\$ -	\$ 40,700.00	\$ 4,639,428.50	\$ 157,988.50	\$ -	\$11,455
TOTAL C&I Programs	\$ 259,266,116.25	\$ 3,573,201.07	\$ 1,575,000.00	\$ 2,134,731.60	\$ 245,771,866.09	\$ 6,176,100.49	\$ -	35,217.00

**New Jersey's Clean Energy Program
2012 Program Descriptions and Budgets**

Office of Clean Energy

**Energy Efficiency Programs,
Renewable Energy Programs, and
OCE Oversight Activities**

Including Programs Managed by:

**New Jersey Economic Development Authority,
and Sustainable Jersey**

January 3, 2012

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I. OCE Energy Efficiency Programs

Green Jobs and Building Code Training

In 2009 the Board issued a solicitation for “Green Jobs Training” and awarded \$872,000 in grants to three entities. A portion of the grants were paid in 2010 and 2011. Remaining expenses related to these grants will be paid from the 2012 Green Jobs and Building Code Training budget.

The 2011 Green Jobs and Building Code Training budget also included funding for partnering with the New Jersey Department of Community Affairs through an MOU to assist in training local code officials regarding new residential and commercial building energy codes as well as to develop more stringent energy codes. Staff has commenced discussions with DCA regarding this MOU and the 2012 budget will carry forward funds for this effort.

Sustainable Jersey

The 2012 budget for Sustainable Jersey will carry forward any unspent funds from the 2011 budget for these services which will continue into 2012 and also includes funding for new services to be provided in 2012 that are described in Attachment A.

II. OCE Renewable Energy Programs

CleanPower Choice Program

Program Description

The CleanPower Choice Program offers retail electric customers the option of selecting an energy product or products with higher levels of renewable energy than is required by the RPS. The option is available to all retail electric customers in the State via a sign up option on utility bills. The products offered by CleanPower Marketers (CPM) are 100% renewable energy but customers may select any percentage of their usage to be supplied by this 100 % renewable energy product. The program provides additional incentives for the development of renewable energy facilities throughout the region.

A detailed description of the proposed program is available on the NJCEP web site.

The CleanPower Choice Program will be managed by Board Staff. In 2011 the OCE reduced program costs by requiring the Clean Power Marketers to market the program and to verify the delivery of renewable energy. In 2012 the OCE seeks to further reduce costs as discussed below.

The Utilities currently support the CleanPower Choice program by maintaining the IT changes needed to support a line item on customer’s bills and systems to support EDI transactions with CleanPower Marketers. Staff will commence discussions with the CleanPower Marketers regarding having them pay the Utilities directly for these services. However, the Utilities will continue to provide these services until Staff concludes such discussions and develops a method

for the CleanPower Marketers to pay the Utilities directly for these services. The Utilities compliance filing budget includes funding for these CleanPower Choice support services in 2012.

Target Market/Eligibility

The program targets all retail electric customers of the State's four investor owned electric utilities. Clean power sales in the voluntary program must be renewable energy that is not otherwise used to meet a suppliers RPS requirements and includes full disclosure of the power supply mix utilized by the suppliers participating in the program.

Program Offerings and Customer Incentives

The voluntary program allows customers to select a product with 100% renewable energy content in varying percentages of the customer's usage at a potentially higher cost than basic generation services would provide.

Program Delivery

The program is overseen by the Office of Clean Energy. Implementation is achieved through a collaborative utility-clean power marketer program hosted by the four investor owned electric utilities. The 'host' utilities provide a delivery platform to enable enrollment and billing, with oversight by the Office of Clean Energy. The program is offered as an add-on subscription of clean power supplied by a qualified third-party clean power marketer without interruption to customer's basic electric service. The OCE will develop proposed rules for consideration by the Board that will establish the verification requirements that will be imposed on the Clean Power Marketers.

Program Budget

The proposed 2012 budget for the CPC program includes fees for program support services provided by the Utilities which are described in the Utility compliance filing.

Offshore Wind Program

By Order dated November 21, 2008, Docket No. EO08110971, the Board authorized Staff to develop and issue an application for an Offshore Wind (OSW) Rebate program that would provide rebates for the installation of meteorological towers. The Board initially approved \$12 million in OSW rebates. These rebates were reduced to \$9 million in a series of Orders issued by the Board in 2011. A portion of the OSW rebates were paid in 2011. The proposed 2012 RE budget includes carryover of any unspent funds related to the \$9 million in OSW rebate commitments.

The 2012 OSW budget will also be used to pay any remaining expenses related to an OSW study to be performed by the Rutgers Institute of Marine and Coastal Sciences previously approved by the Board.

In 2011 the Board reallocated funds to the OSW budget to pay costs associated with a contractor engaged by the Board to assist with the review of OSW applications. Any unspent funds from 2011 will carry forward in 2012 and be used for this purpose. Pursuant to the Board's OSW

regulations, the fees for these services are to be paid by the OSW applicants so any NJCEP funds spent for this purpose will be reimbursed by the OSW application fees.

Renewable Energy Program: Grid Connected

In 2009 the OCE developed and the Board issued a competitive solicitation for incentives for the development of grid connected renewable energy systems. The solicitation's objective was to facilitate the development of renewable wind and biopower energy projects in New Jersey. The selected proposals demonstrate the superior ability of the project team to construct a wind or biopower project, and the need for grant funds to document feasibility, secure permits, process feedstocks, demonstrate innovative financing, supplement other revenue streams, or overcome other barriers to private investment in renewable electricity generation.

Proposals that provide renewable wind and biopower energy generation using emerging, commercially available technologies that maximize energy production during peak demand periods with the greatest feasibility were given preference. Proposals that provide clean energy generation that address load pocket or congestion problems within the electricity distribution system serving New Jersey were also given preference. Other evaluation criteria that were considered included projects that encourage increased energy security, reliability and maximized environmental benefits to New Jersey ratepayers.

In 2010 the Board awarded approximately \$3.9 million in incentives to two projects. The 2012 budget includes funding for any remaining balances related to these incentives.

The 2011 budget included funding for a new solicitation for RE grid projects which Staff anticipates will be released in late 2011. The 2012 budget includes funding for any incentives awarded pursuant to this solicitation as well as funds for an additional solicitation to be issued in 2012.

Edison Innovation Clean Energy Fund

In 2010 the Commission on Science and Technology managed a solicitation for the Board through the Edison Innovation Clean Energy Fund. The program offered assistance in the form of grants to support New Jersey renewable energy and energy efficiency technology research and development activities. In 2010 the Board approved approximately \$4.5 million in grants. The proposed 2012 budget includes funding for outstanding commitments previously approved by the Board. There are no plans for an additional solicitation in 2012. The previously approved grants will be managed by the OCE going forward.

III. EDA

The New Jersey Economic Develop Authority (EDA) will manage four programs in 2012 as follows:

1. Edison Innovation Clean Energy Manufacturing Fund
2. Edison Innovation Green Growth Fund
3. Clean Energy Solutions Energy Efficiency Revolving Loan Fund
4. Large CHP Solicitation

Detailed descriptions of the programs to be managed by EDA are included in Attachment B.

IV. OCE Oversight Activities

The proposed OCE Oversight budget includes three components:

1. Administration and Overhead;
2. Evaluation and Related Research; and,
3. Marketing and Communications.

This document provides a description regarding how these funds will be expended and a budget for each.

Administration and Overhead

The Administration and Overhead component of the OCE Oversight budget includes two sub-components as follows:

- OCE Staff and Overhead
- Program Coordinator Services

OCE Staff and Overhead

The Office of Clean Energy (OCE) was charged by the Board with the responsibility for administering New Jersey's Clean Energy Program. As the administrator of New Jersey's Clean Energy Program, the OCE is responsible for various program related matters including:

1. Developing recommendations to the Board regarding programs to be funded, budgets for those programs and various matters related to the administration and implementation of the programs.
2. Drafting Board Orders memorializing Board decisions and tracking compliance with such Orders.
3. Development of policies and procedures for payments to the NJCEP Trust Fund and payments made by the Trust Fund for program related services:
 - a. Coordinating with Treasury with regard to the financial management of the programs and reporting
 - i. Coordinating with Treasury audits of the Trust Fund and program managers
 - b. Review of payments requests to insure consistency with policies and procedures and any contractual arrangements
4. Coordinating the activities of the EE and RE committees including soliciting input regarding programs, budgets and program administrative matters.
5. Overseeing the activities of the Program Coordinator and the various program managers including the Market Managers, utilities, EDA, and the OCE itself with regard to renewable energy and education and outreach efforts and potentially others.

6. Developing reporting guidelines and providing the Board with regular updates regarding program activities.
7. Development of protocols for measuring energy savings and renewable energy generation.
8. Overseeing evaluation and related research activities.
9. Development of program goals, performance indicators and minimum requirements for program management.
10. Monitoring program activity and reviewing evaluation results and recommending modifications to programs and budgets as required.
11. Developing requests for proposals to engage program managers, evaluation contractors and other contractors that assist with the administration of the programs, evaluating proposals received, and selecting contractors.
12. Facilitate resolution of issues related to program management and customer complaints.
13. Managing the CRA proceeding to set four year funding levels.
14. Managing RFPs for program services and related program transition activities.

The OCE Staff and Overhead component of the budget is primarily for BPU staff salaries and payments to Treasury related to the provision of the services described above.

Interstate Turbine Advisory Council

Interstate Turbine Advisory Council (ITAC) is a service for State clean energy programs with wind energy incentive programs. Access to services and participation is tiered with an associated fee structure. ITAC tier 1 access provides technical assistance services to wind energy program managers including peer exchange on state incentive program developments and a database of wind turbines eligible for incentives. Tier 1 provides participants voting rights in the development of the ITAC list of eligible turbines and access to the frequently updated list of turbines containing information on the status of certification among the various international certifying bodies and the turbine's experience in peer state incentive programs. Board Staff will participate in the technical forums made available by the ITAC to remain current on wind energy development activities and utilize the database of wind turbines to populate a list of turbines eligible for New Jersey Clean Energy Program incentives. The OCE Oversight budget includes approximately \$15,000 to fund participation in the ITAC subject to receipt of all required approvals.

Program Coordinator Services

In 2007 Applied Energy Group (AEG) was engaged by the Board to serve as the Program Coordinator. The OCE Oversight budget includes funding for the costs associated with this contract.

AEG provides a number of services in its role as Program Coordinator including the following:

1. AEG developed and maintains an IMS system for tracking and reporting all program activities including NJCEP, utility, RGGI, ARRA, retail margin and other programs
2. Preparation of monthly and annual reports
3. Hosting the NJCEP website and supporting the maintenance of the website

4. Financial management including invoice processing
5. Quality assurance including field inspections and file reviews to ensure all program policies and procedures are adhered to including ARRA programs
6. Marketing and communications coordination to ensure consistency across all marketing activities
7. Evaluation support; AEG supports the evaluation efforts managed by CEEEP
8. Hosting the statewide 800 number and provision of call center services
9. Dispute resolution
10. Regulatory support; AEG assists in the drafting of Board orders and other regulatory documents related to the NJCEP

The 2012 Program Coordinator budget includes fees for services related to reporting program activities for the utility programs approved by the Board and programs funded through ARRA.

Memberships and Dues

The 2012 proposed budget includes funding for sponsoring the National Association of State Energy Offices (NASEO) which coordinates efforts amongst state energy offices. The 2012 budget for Memberships and Dues includes carryover for commitments made in previous years that will be paid in 2012 and also includes funding for other potential 2012 memberships including the Consortium for Energy Efficiency.

Evaluation and Related Research

Rutgers University's Center for Energy, Economic and Environmental Policy (CEEPP) has been engaged by the Office of Clean Energy (OCE) to manage program evaluation and related research activities and to perform cost-benefit analyses. CEEPP will develop evaluation and related research plans, solicit input on the plans from the OCE, the Clean Energy Council, program managers and others and will implement such plans upon approval by the OCE.

Once evaluation plans are approved, CEEPP will either perform the evaluation and research activities or will develop the technical components of requests for proposals (RFPs) to engage outside contractors to perform the evaluations. RFPs will be issued by either Treasury or CEEPP and CEEPP will work with Treasury regarding the review of proposals and will manage the day-to-day activities of contractors hired to perform evaluations. CEEPP will coordinate with the OCE and the Clean Energy Council to implement recommendations that result from the evaluations and related research. CEEPP's budget includes funding to support the development of the State Energy Master Plan.

2012 Evaluation and Related Research: Planned Activities

The Evaluation and Related Research budget includes funding for a number of evaluation related activities planned for 2011 and 2012 including the following:

- Rutgers Center for Energy, Economic and Environmental Policy: evaluation support. This is a continuation of an existing contract to provide overall program evaluation management services and cost benefit analyses.
- Funding Reconciliation: the 2012 budget includes funding for a proposed NJCEP funding reconciliation for the years 2010 and 2011.

- Other Studies: This budget includes funding for the Anemometer Program (see details below).
- Program Evaluation: The budget includes funding for 2011 and 2012 evaluation activities included in the 2010 evaluation plan. Staff will develop detailed proposals for the specific uses of these funds subject to Board approval.
- Financial Audits: The budget includes funding for financial audits of the Market Managers and utilities that manage or managed NJCEPs.

CEEEP will develop a revised 2012 Evaluation and Related Research Plan, circulate a draft plan for input from the OCE, Rate Counsel, the Clean Energy Council, utilities, program managers and others and submit a final plan to OCE for approval. The 2012 program evaluation budget will fund activities included in the 2010 to 2012 Evaluation and Related Research Plan as approved by the Board.

New Jersey Regional Anemometer Program

In 2008 the Board awarded a grant to The Richard Stockton College of New Jersey, The College of New Jersey, and Ocean County Community College, to manage the “New Jersey Regional Anemometer Program” (NJRAP). All the grantees except TCNJ have completed their scope of work. TCNJ has requested a one year extension. The purpose of the NJRAP program is to enlist the assistance of NJ colleges and universities in building New Jersey’s capacity for providing wind resource assessment services through:

1. The purchase and provision of anemometers (wind measuring instrumentation) and related services through colleges and universities without anemometers, or
2. The service, maintenance, and redeployment of anemometers through colleges and universities with existing anemometers.

In 2008 the Board approved a budget of \$68,000 for this program and, as noted above, awarded two year grants to the three schools. OCE is proposing to continue this program through 2012 at the same funding level previously approved by the Board which is a maximum of \$68,000 over the term of the grants. Money for this project will come from the NJCEP “Other Studies” budget within the OCE Administration Budget.

Marketing and Communications

In 2012 all of the program marketing will be delivered by the Market Managers, Honeywell and TRC. The proposed budget includes funding for any remaining balances for Outreach and Education grants previously approved by the Board. The 2012 budget does not include funding for a new solicitation.

The 2012 budget includes funding for a new Clean Energy Business web site. The BPU is seeking to procure services from a State University to maintain and update a statewide web-based database that is designed to assist RE and EE companies to grow and prosper in New Jersey. The objective of the web-site is to attract new RE and EE companies in New Jersey and to retain and expanding existing RE and EE companies in New Jersey. The web-site would assist the State in meeting its renewable energy and energy efficiency goals as set forth in the Energy Master Plan including green jobs development, greenhouse gas reduction and creating a

partnership for developing innovative RE and EE technologies between businesses and the state's universities.

These objectives would be met by providing a wide range of business resources on this site including information about:

- State and Federal renewable energy and energy efficiency incentives
- Business financing opportunities
- Policies and permitting information
- Business development assistance
- Green job training

Appendix A: 2012 Program Budgets

The following tables set out detailed 2012 budgets for the programs managed by the OCE:

Office of Clean Energy							
Energy Efficiency Program Compliance Filing							
Detailed 2012 EE Budgets							
Energy Efficiency Programs	Total	Administration and Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research
Green Jobs and Building Code Training	\$195,429.97				\$195,429.97		
Sustainable Jersey	\$870,000.00				\$870,000.00		
New Financing Programs	\$20,000,000.00				\$20,000,000.00		
Total Energy Efficiency	\$21,065,429.97	\$0.00	\$0.00	\$0.00	\$21,065,429.97	\$0.00	\$0.00

Office of Clean Energy						
Renewable Energy Program Compliance Filing						
Detailed 2012 RE Budgets						
Renewable Energy Programs	Total	Administration and Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control
Offshore Wind Solicitation	\$8,518,408.00				\$8,518,408.00	
Renewable Energy Program: Grid Connected	\$20,425,386.40				\$20,425,386.40	
Edison Innovation Clean Energy Fund	\$1,671,836.75				\$1,671,836.75	
TOTAL Renewables	\$30,615,631.15	\$0.00	\$0.00	\$0.00	\$30,615,631.15	\$0.00

Office of Clean Energy						
EDA Programs Compliance Filing						
Detailed 2012 EDA Budgets						
EDA Programs	Total	Administration and Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control
Edison Innovation Clean Energy Manufacturing Fund and Green Growth Fund	\$31,067,385.29	\$240,000.00			\$30,827,385.29	
Edison Innovation Green Growth Fund	\$3,940,545.29	\$60,000.00			\$3,880,545.29	
EE Revolving Loan Fund	\$17,642,499.24	\$360,000.00			\$17,282,499.24	
Large CHP Solicitation	\$55,000,000.00	\$550,000.00			\$54,450,000.00	
TOTAL EDA Programs	\$107,650,429.82	\$1,210,000.00	\$0.00	\$0.00	\$106,440,429.82	\$0.00

Office of Clean Energy
OCE Oversight Compliance Filing
Detailed 2012 Budgets

	Total	Administration and Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research
Administration and Overhead							
OCE Staff and Overhead	\$2,988,016.43	\$2,988,016.43					
Program Coordinator	\$2,163,537.25	\$726,154.25	\$534,936.00			\$783,447.00	\$119,000.00
Memberships-Dues							
<i>Clean Energy States Alliance</i>	\$25,000.00				\$25,000.00		
<i>NASEO and Others</i>	\$100,000.00				\$100,000.00		
Sub-Total: Administration and Overhead	\$5,276,553.68	\$3,714,170.68	\$534,936.00	\$0.00	\$125,000.00	\$783,447.00	\$119,000.00
Evaluation and Related Research							
<i>Rutgers-CEEEP</i>	\$920,613.64						\$920,613.64
<i>Funding Reconciliation</i>	\$50,000.00						\$50,000.00
<i>O&M Scoping Study/Online Academy</i>	\$0.00						\$0.00
<i>Other Studies</i>	\$44,566.75						\$44,566.75
<i>Program Evaluation</i>	\$1,551,779.65						\$1,551,779.65
<i>Financial Audits</i>	\$498,162.35						\$498,162.35
Sub-Total: Evaluation and Related Research	\$3,065,122.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,065,122.39
Marketing and Communications							
<i>Outreach and Education/Community Partner Grants</i>	\$22,772.31				\$22,772.31		
<i>Clean Energy Business Web Site</i>	\$60,000.00		\$60,000.00				
Sub-Total: Marketing and Communications	\$82,772.31	\$0.00	\$60,000.00	\$0.00	\$22,772.31	\$0.00	\$0.00
TOTAL: Administration	\$8,424,448.38	\$3,714,170.68	\$594,936.00	\$0.00	\$147,772.31	\$783,447.00	\$3,184,122.39

Attachment A: Sustainable Jersey Program

The OCE is currently finalizing the details for the Sustainable Jersey filing.

Attachment B: EDA Programs

New Jersey Economic Development Authority 2012 Clean Energy Programs

In 2012, the New Jersey Economic Development Authority (EDA) will be administering four Clean Energy programs: The Edison Innovation Clean Energy Manufacturing Fund, The Edison Innovation Green Growth Fund, the Clean Energy Solutions Energy Efficiency Revolving Loan Fund and the Large Scale Combined Heat and Power (CHP)/Fuel Cells program. Each of these programs is described more fully below.

The Edison Innovation Clean Energy Manufacturing Fund (CEMF) program offers assistance in the form of low-interest loans and non-recoverable grants to companies manufacturing renewable energy, clean and energy-efficiency products in New Jersey. The CEMF will ultimately provide New Jersey consumers with greater access to these products by developing manufacturing facilities in New Jersey.

The Edison Innovation Green Growth Fund (EIGGF) program offers assistance in the form of loans to clean technology companies that have achieved ‘proof of concept’ and have achieved successful, independent beta results and are seeking funding to grow and support their technology business. The EIGGF will ultimately provide New Jersey consumers with greater access to these products by developing emerging technologies in New Jersey. A full description of this program follows.

The Clean Energy Solutions Energy Efficiency Revolving Loan Fund (EE RLF) program offers assistance in the form of low-interest loans to qualified Commercial and Industrial sector applicants looking to make comprehensive whole building energy efficiency upgrades. This loan program is structured as a companion to the NJCEP Pay for Performance (PFP) incentive program to provide support in the form of loans in an amount not to exceed 80% of the cost of the project. The combination of loan and any clean energy program incentive cannot exceed 100% of the project cost. (\$2.5 million per Awardee cap). This program requires applicants to have an OCE-approved Energy Reduction Plan that includes minimum energy reduction requirements. Customers of The Board of Public Utilities’ C&I Large Energy Users Pilot Program are also eligible for the EE RLF program. Additionally, should a stand-alone small scale CHP & fuel cells program through designated market managers become available in 2012, customers eligible for that program would also be eligible for the EDA EE RLF program given current program eligibility parameters. A full description of this program follows.

The Large Scale Combined Heat and Power (CHP)/Fuel Cells Program will be a new program. The program will offer assistance to support large sized CHP projects including stand-alone qualified fuel cells. This program will be designed to assist those implementing a combined heat and power or combined cooling heat and power (CHP) or fuel cell project with an electric generating capacity of more than one megawatt (MW) serving a commercial, institutional, or industrial electricity customer in New Jersey.

Glossary of terms:

- Beta – In the technology industry, this is a second-phase test of new software, equipment or application in a live operating environment conducted by testers other than its developers (often potential customers). This process helps to pinpoint flaws prior to full-scale market introduction.
- Cash Match – Financing - generally equity financing - from a third party, at a minimum, financing without current interest payment and which also has a subordinate collateral position.
- Negative Pledge – Prohibits a borrower from providing a security interest or pledging any rights to their intellectual property.
- Springing Lien – A property lien to secure the payment of a debt or performance of some other obligation that is activated only if the business in question defaults on its obligations.
- Valley of death – Is an industry nomenclature for companies which have passed a proof of concept and are at the point in their life cycle where they are looking to raise their first round of private capital and bring their products to market and scale.

Edison Innovation Clean Energy Manufacturing Fund

Program Description

The Edison Innovation Clean Energy Manufacturing Fund (CEMF) program offers assistance in the form of low-interest loans and grants to companies manufacturing renewable energy, clean and energy-efficiency products in New Jersey. The CEMF will ultimately provide New Jersey consumers with greater access to these products by developing manufacturing facilities in New Jersey.

Products manufactured under this program ultimately benefit the New Jersey consumer by providing long-term energy products locally, thereby reducing environmental impact through reduced transportation and by facilitating competitive and diverse electricity supply for New Jersey. The program provides support for manufacturing of energy efficient products and renewable energy products that will assist Class I renewable energy in becoming competitive with traditional sources of electric generation.

Background

The New Jersey Board of Public Utilities Office of Clean Energy (OCE) and the New Jersey Economic Development Authority (EDA) have been administering New Jersey's Clean Energy Programs including Renewable Energy Programs, which are designed to promote the development and installation of renewable energy projects statewide. The OCE will be able to leverage the financial expertise of the EDA that provides funding for manufacturers in New Jersey and to early stage technology companies specializing in clean technologies via its Edison Innovation Fund Programs.

Target Market/Eligibility

The recipients of the CEMF are companies manufacturing renewable energy and energy-efficiency products in New Jersey with their target markets including investor-owned utilities, municipalities, co-operatives, system integrators, installers and private-label customers/original equipment manufacturers or out of state or out of country manufacturers looking to start a manufacturing facility in NJ given the states robust clean energy community. Renewable Energy products under the CEMF must contribute to the cost-competitiveness of renewable energy in New Jersey, and other tangible ratepayer benefits such as economic development, environmental benefits, etc. from either the production or the direct use of the applicant's products.

Eligible technologies for funding under the CEMF include energy efficiency equipment and technology that reduce electric or natural gas consumption, such as furnaces, boilers, and air conditioning systems with higher efficiencies than energy codes or standards, as well as lighting systems, including LED lights and energy monitoring and control systems, limited to those which conserve the end use of gas or electricity. Eligible renewable energy technologies are: photovoltaic technologies, wind energy, renewably fueled fuel cells, wave, tidal, renewably generated hydrogen, sustainable harvested biomass and other technologies that can demonstrate their integral nature to the development of Class I renewable energy technologies that produce or support the production of renewable or clean electricity generation.

For the CEMF, applicants must be a for-profit company that currently, or plans to, manufacture eligible renewable energy or energy efficient technology products in New Jersey and is entering or expanding with the manufacturing stage of commercial development. Proposals to manufacture products that are not beyond the prototypes or pre-commercialization phase are not eligible. Modifications to existing manufacturing lines will not be considered (however, material expansions to current manufacturing lines may be considered). Funding for prototype or beta stage manufacturing will also not be considered. Funds will be used for identifying and securing a site and to obtain the necessary permits and regulatory approvals, and for capital equipment, leasehold improvements, and engineering and construction services related to such equipment and improvements, and, potentially, increase in inventory. The use of NJ contractors, suppliers, labor and products are preferred. Non-project costs – such as interest expense on loans - are not considered to be eligible under this program. All projects must be in compliance with all applicable laws.

This program requires a firm commitment of a minimum 1:1 cash match demonstrating funding of total project costs from other non-State third party sources of funding for cost sharing, either from grants, loans, or equity, for meeting the total renewable energy/energy efficiency project expenditures. If the matching funds are not reported on the applicant's balance sheet at the time of application, a written letter of interest (LOI) must be provided for the 1:1 cash match. This policy is intended to encourage applicants to seek collaborators that can provide additional resources and expertise that will increase the likelihood of commercial success.

Program Offering and Incentives

Total funds awarded are subject to a maximum of \$3,300,000 per each company project with funds advanced under two tranches. This program offers traditional grants – up to 10% of total CEMF funds requested not to exceed \$300,000 to be funded under Tranche I as well as performance grants of \$1 million or one-third of a 2% interest loan up to a maximum \$3 million per project to be funded under Tranche II. The former is funded according to the applicant meeting pre-determined employment and production or sales milestones during the disbursement period subsequent to the closing of the CEMF funding.

Tranche I - Project Assessment and Design (A&D)

These funds are to be advanced to identify and secure a site (either a lease or purchase), complete initial project facility design, and to obtain the necessary permits and regulatory approvals to operate the facility. Funds are to be allocated up to \$300,000 per each company project with a minimum of a 1:1 cash match of total project costs from other financial sources. Up to 10% of the total CEMF funds requested – not to exceed \$300,000 - will be funded under this specific A&D tranche. At closing of the grant, twenty (20%) percent of the approved funds will be advanced for upfront seed money with the remainder paid after work has been completed upon submission of invoices.

Tranche II - Project Construction and Operation (C&O) 2% Interest Loan with Performance Grant

These funds are to support site improvements, equipment procurement and facility construction and completion. A preference will be given to those projects that demonstrate a greater percentage of the project being designed, manufactured, processed, assembled or made ready for commercial sale at the applicant's facilities within New Jersey. The total amount awarded under this tranche is up to a maximum \$3 million per each company project with a minimum 1:1 match of these total project costs from firmly committed, non-state-derived matching support. No more than 50% of funds requested may be advanced prior to commercial production.

Up to a maximum \$3 million 2% interest loan as evidenced by a loan note shall be repaid with repayment starting on the first month of year four, with interest accruing in the prior periods. The loan will fully amortize in equal monthly payments over the remaining periods of the 2% interest loan repayment period. Any unpaid balance will be due at the 10-year anniversary if not previously paid in the course of amortization. One-third or 33.33% of the C&O 2% interest loan not exceeding \$1 million may be converted to a performance grant with no terms of repayment. This condition is subject to the applicant meeting all pre-determined milestones during the 36-month disbursement period subsequent to the closing of the CEMF funding. These milestones will be deemed satisfactorily completed, in their sole discretion, by the BPU or designated market managers monitoring the project.

Program Delivery

The award of grants and low interest loans from the Edison Innovation Clean Energy Manufacturing Fund shall include: advertisement inviting qualified applicants to submit proposals, a defined process for receiving such proposals and an evaluation process based on established criteria by an objective and disinterested advisory committee.

The EDA will accept the program applications on a rolling basis. There will be a pre-application intake form for technical screening followed by a full application for those successful pre-applicants. Applicants that submit a complete application and meet the evaluation criteria will be asked to make a project presentation to a Clean Technology Advisory Committee comprised of EDA, BPU, and representatives from other government entities and industry volunteers with EE and/or RE and business technology subject matter expertise. The Clean Technology Advisory Committee will review and advise based upon the Applicant's presentation and ability to meet the evaluation criteria.

Applicants successfully meeting all the program criteria, receiving a positive review from the clean technology advisory committee based on the program eligibility and conditions, the evaluation criteria and successfully completing the due diligence process, will be underwritten and presented to the BPU Board for consideration. Both the EDA and the BPU will jointly notify all applicants.

CEMF Proposals must document the approach, plans and strategies intended to meet project goals including:

- Technical project information and benefits
- Business plan including financial projections
- Proposing team and qualifications (including manufacturing experience)
- Project procedural steps to accomplish the project milestones
- Project Budget including schedule of matching funds

Applications will be subject to an extensive financial and technical due diligence. Final approval of the project grants and 2% interest loans will be by BPU's Board. EDA will arrange for the issuance of all 2% interest loans and grants to award recipients and will perform the documentation closing of all CEMF 2% interest loans and grants.

Planned Program Implementation Activities for 2012

The following program implementation activities will be undertaken in 2012:

- Manage all aspects of a rolling online program offering with 2012 program funding. The rolling program offering is expected to be a 6-month process from application submittal until award recipients are announced.
- Develop and distribute educational and marketing promotion materials with the BPU.
- Draft press releases and any other public announcements with the BPU.
- Implement system enhancements for processing applications, project information and quarterly reporting to the BPU in compliance with BPU IMS accounting and reporting requirements.

Quality Control Provisions

The OCE and/or its market managers if directed by BPU with expertise in renewable energy and energy efficiency technologies will assist in prescreening the applications and have the authority to reject all applications that do not meet the technical eligibility guidelines for technologies promoting energy efficiency and renewable energy programs as set forth at N.J.S.A., 48:3-49 et seq, the Electric Discount and Energy Competition Act.

As part of the final evaluation committee, the OCE and/or its market managers will conduct a full application review of meeting requirements of technical criteria. Subsequent to this technical review, a Clean Technology Advisory Committee comprised of EDA, BPU, and representatives from other government entities and industry volunteers with EE and/or RE and business technology subject matter expertise will attend individual presentations by the applicants and advise based upon the Applicant's presentation and ability to meet the evaluation criteria.

The OCE and/or its designated market managers will be consulted to conduct field inspections and monitor the project and its milestone deliverables for compliance with program technical requirements.

Program Budget

No new funds are requested for 2012. EDA will comply with the BPU IMS accounting and reporting requirements. A budget breakdown for this program is included in the OCE compliance filing budget.

A \$660,000 annual EDA fee is proposed for EDA administrative services in support of the CEMF program, the EIGGF program, and the EE RLF programs combined.

Marketing Plans

- The EDA jointly with the BPU will develop marketing materials for distribution and update websites, including industry databases, for announcement of the program offering.
- Promote the program offering at educational and networking events with potential participants and industry stakeholders.

Program Goals and Performance Indicators

The goals of this program include leveraging public and private resources for advancing the technologies and services necessary to support vibrant energy efficiency and renewable energy industries in New Jersey in accordance with the NJ Governor's Energy Master Plan and the "Global Warming Response Act", P.L. 2007, c.112, which sets long-term goals for reducing greenhouse gas emissions in New Jersey. The State of New Jersey Energy Master Plan goal is to maintain support for the renewable energy portfolio standard of 22.5% of energy from renewable sources by 2021. It is therefore the mission of the Clean Energy Manufacturing Fund to decrease electricity and heating costs, improve electric reliability and maximize economic and environmental benefit to New Jersey's ratepayers by driving down the cost of key market-transforming efficiency and renewable energy technologies.

Achieving this mission includes:

- Providing a range of tools to integrate policies across programs for research and development support, gap funding, equity investments, and stimulating market demand
- Developing a balanced clean energy industry cluster
- Supporting technologies that will provide the most benefit to New Jersey ratepayers
- Building upon consumer choice

Expected benefits of the CEMF are to include: increasing the number of renewable energy and energy efficiency manufacturing jobs in New Jersey by encouraging expansion of current manufacturers and to provide sufficient incentive to other manufacturers to locate in New Jersey; stimulating economic development in the New Jersey renewable energy and energy efficiency sector through demand for goods and services by manufacturers; and increasing the volume of renewable energy and energy efficient products manufactured in New Jersey to New Jersey consumers.

Performance Indicators

- Number of jobs created in the renewable energy and energy efficiency sector in NJ
- EDA to work with BPU to develop a form for addressing technical specified criteria.

Goals for the program include the following:

- Solicit at least 6 applications and target 3 awards. Focus will be to provide manufacturing match funding for a broad range of eligible renewable energy and energy efficiency technologies.
- Provide program information in order to attract qualified applicants at state, regional and national renewable energy and energy efficiency forums, publications and/ or websites.

Edison Innovation Green Growth Fund

Program Description

The Edison Innovation Green Growth Fund (EIGGF) program offers assistance in the form of loans and grants to Class I Renewable or Energy Efficient clean technology companies that have achieved ‘proof of concept’ and have achieved successful, independent beta results and are seeking funding to grow and support their technology business. The EIGGF will ultimately provide New Jersey consumers with greater access to these products by developing emerging technologies in New Jersey.

Products and services under this program will ultimately benefit the New Jersey consumer by providing long-term alternative energy needs in an environmentally sound manner and by facilitating competitive and diverse electricity supply for New Jersey. The program provides support for businesses looking to launch newly discovered energy efficient, renewable energy of supply chain products that will assist Class I renewable energy or energy efficient technologies in becoming competitive with traditional sources of electric generation.

Expected benefits of the EIGGF are to include: increasing the number of renewable energy and energy efficiency businesses in New Jersey by encouraging expansion of the current pool of clean energy companies and development of clean energy technology products; providing sufficient incentive to other clean energy companies to locate in New Jersey; and stimulating economic development in the New Jersey renewable energy and energy efficiency sector. It is also to be certain that the businesses which are creating the newest technology have adequate capital resources to penetrate the commercial markets and survive “the valley of death.”

Background

The New Jersey Board of Public Utilities Office of Clean Energy (OCE) and the New Jersey Economic Development Authority have been administering New Jersey’s Clean Energy Programs including Renewable Energy Programs, which are designed to promote the development and installation of renewable energy projects statewide. The OCE will be able to leverage the financial expertise of the EDA to provide funding to growth stage clean technology companies.

Target Market/Eligibility

The recipients of the EIGGF will be New Jersey clean technology companies that have achieved ‘proof of concept’ and have achieved successful, independent beta results, developing renewable energy and/or energy-efficiency products which are proprietary to the company and protected via a patent, trademark or license. Renewable Energy products under the EIGGF must contribute to the cost-competitiveness of renewable energy in New Jersey, and other tangible ratepayer benefits such as economic development, environmental benefits, etc. from either the production or the direct use of the applicant’s products.

Eligible technologies for funding under the EIGGF include energy efficiency equipment and technology that reduce electric or natural gas consumption, such as furnaces, boilers, and air conditioning systems with higher efficiencies than energy codes or standards, as well as lighting systems, including LED lights and energy monitoring and control systems, limited to those which conserve the end use of gas or electricity. Eligible renewable energy technologies are: photovoltaic technologies, wind energy, renewably fueled fuel cells, wave, tidal, renewably generated hydrogen, sustainable harvested biomass and other technologies that can demonstrate their integral nature to the development of Class I renewable energy technologies that produce or support the production of renewable or clean electricity generation.

For the EIGGF, Company must be a developer/owner of protected proprietary technology. Companies will be required to employ 75% of its W-2 employees in New Jersey or will commit to growing 10 high paying jobs over two years (minimum salary of \$75k). Further, the company must be willing and able to create high skill, high paying jobs in New Jersey. The company will be required to have a management team that works full time only at that company and has applicable industry experience, as well as a management team or working founders with a financial investment in the company. The Company must have an independent third party who can serve as a positive beta reference and must have generated revenues from the EE or RE technology.

This program requires a firm commitment of a 1:1 cash match of equity or very deeply subordinated debt from arms-length third party sources. This policy is intended to encourage applicants to seek collaborators that can provide additional resources and expertise that will increase the likelihood of commercial success as well as serving as another vetting/due diligence source on the business and management team.

Program Offering and Incentives

Total funds awarded are subject to a maximum of \$2,000,000 per each company in the form of deeply subordinated debt, which is partially convertible to a performance grant at the end of the five year term. Any companies that have been awarded \$1,000,000 under the EIGGF program are eligible for the increase to \$2,000,000 with fresh matching funds. The EDA will subordinate its lien position to any current senior bank debt, file a UCC 1 filing statement on the assets of the company, and require a negative pledge and a “springing lien” on the Intellectual Property. With the positive performance of the company (to be determined upon specific benchmarks prior to closing and may include, but may not be limited to employee and revenue hurdles), 50% of the funding may be converted to a performance grant at the end of year five. In addition, the EDA will allow future automatic subordination of 25% of the commitment amount for new senior debt. Any amounts above this 25% require the prior written consent of the EDA.

Interest rates for this program will be fixed at 2% for a five-year term, based on risk profile and location of the company. Repayment terms will be customized, based upon the stage of the Company and the pro-forma financials, with the ability to defer principal and/or interest up to two years, with a back ended full payout of principal plus interest by maturity in year five. Once approved, financing is staged in over the first 12 months and is based upon business milestones that are specific to each Company. Financing also includes a negative pledge on the intellectual

property, with a “springing lien” in the event of a default. Outside funding is required to cover business expenses beyond the Edison Green Growth Fund.

Program Delivery

The award loans from the Edison Innovation Green Growth Fund shall include: completion of an EDA application for financial assistance from the applicant, a technical review of the technology by an established Clean Technology Advisory Committee, and a complete underwriting of the applicant company.

The EDA will accept the program applications on a rolling basis. There is no application deadline as applications are reviewed as received. All potential applicants should be speaking with an EDA representative prior to applying for funding to determine eligibility. There will be an application fee and the EDA’s online application will be utilized. The EDA, with the aid of the Evaluation committee will be reviewing the business plan and financial model of the company for competitive advantage, business execution, ability to grow high paying jobs in NJ and to support the renewable and energy efficient industry in NJ.

After the EIGGF review process is completed and is deemed positive by the Evaluation Committee, an underwriting proposal prepared by the EDA will be submitted to the BPU Board for approval. EDA will jointly notify all applicants.

The EIGGF application will be the standard application for financial assistance utilized by the EDA. EIGGF applications must include the following information (other additional information may be requested):

- Company business plan
- Historical Financial Statements including balance sheet, cash flow projections & capitalization chart
- 5 year- monthly pro-forma financial statements including balance sheet, income statement and cash flow
- Technology and business commercialization plan with fully articulated milestones
- Patent(s) and Documentation of Ownership by Applicant
- Evidence of committed Applicant Matching Funds, received within 90 days prior to the application date to the EDA
- Complete Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis
- Resumes or bios for all key personnel

Once approved, financing will be staged in over the first 12 months and will be based upon business-based milestones that are specific to each Company.

Applications will be subject to an extensive financial and technical due diligence. Final approval of the project loans will be by BPU’s Board. EDA will arrange for the issuance of all loans to award recipients and will perform the documentation closing of all EIGGF loans. EDA will also manage the loan portfolio post-closing.

Planned Program Implementation Activities for 2012

The following program implementation activities will be undertaken in 2012:

- Manage all aspects of the application and review process with 2012 program funding.
- Develop and distribute educational and marketing promotion materials with the BPU.
- Draft press releases and any other public announcements with the BPU.
- Implement system enhancements for processing applications, project information and quarterly reporting to the BPU in compliance with BPU IMS accounting and reporting requirements.

Quality Control Provisions

The OCE and/or its market managers with expertise in renewable energy and energy efficiency technologies will assist in prescreening the applications and have the authority to reject all applications that do not meet the technical eligibility guidelines for technologies promoting energy efficiency and renewable energy programs as set forth at N.J.S.A., 48:3-49 et seq, the Electric Discount and Energy Competition Act.

Applicants that submit a complete application package and meet all the evaluation criteria will be asked to make a project presentation to a Clean Technology Advisory Committee comprised of EDA, BPU, representatives from other government entities and industry volunteers with EE and/or RE and business technology subject matter expertise. The Clean Technology Advisory Committee will review and advise based upon the Applicant's ability to meet Evaluation Criteria. Applicants successfully meeting all the program criteria, a positive review from the Clean Technology Advisory Committee based on the program eligibility and conditions, the evaluation criteria and the due diligence process will be presented to the BPU Board for consideration. The EDA will administer the underwriting, closing and disbursement of funds to the Awardees.

The OCE and/or its designated market managers will be consulted to conduct field inspections and monitor the project and its milestone deliverables for compliance with program technical requirements.

Program Budget

No new funds are requested for 2012. EDA will comply with the BPU IMS accounting and reporting requirements. A budget breakdown for this program is included in the OCE compliance filing budget.

A \$660,000 annual EDA fee is proposed for EDA administrative services in support of the CEMF program, the EIGGF program, and the EE RLF programs combined.

Marketing Plans

- The EDA jointly with the BPU will develop marketing materials for distribution and update websites, including industry databases, for announcement of the program offering.
- Promote the program offering at educational and networking events with potential participants and industry stakeholders.

Program Goals and Performance Indicators

The goals of this program include leveraging public and private resources for advancing the technologies necessary to support vibrant energy efficiency and renewable energy industries in New Jersey in accordance with the NJ Governor's Energy Master Plan and the "Global Warming Response Act", P.L. 2007, c.112, which sets long-term goals for reducing greenhouse gas emissions in New Jersey. The State of New Jersey Energy Master Plan goal is to maintain support for the renewable energy portfolio standard of 22.5% of energy from renewable sources by 2021.

It is therefore the mission of the Edison Innovation Green Growth Fund to decrease electricity and heating costs, improve electric reliability and maximize economic and environmental benefit to New Jersey's ratepayers by driving down the cost of key market-transforming efficiency and renewable energy technologies.

Achieving this mission includes:

- Providing a range of tools to integrate policies across programs for research and development support, gap funding, equity investments, and stimulating market demand
- Developing a balanced clean energy industry cluster
- Supporting technologies that will provide the most benefit to New Jersey ratepayers
- Building upon consumer choice

Expected benefits of the EIGGF are to include: increasing the number of renewable energy and energy efficiency technology companies in New Jersey by encouraging growth in New Jersey; stimulating economic development in the New Jersey renewable energy and energy efficiency sector through demand for goods and services by manufacturers; and increasing the volume of renewable energy and energy efficient products manufactured in New Jersey to New Jersey consumers.

Goals for the program include the following:

- Solicit at least 6 well qualified applications and target 3 awards. Focus will be to provide growth capital for companies which have proven their technology on a limited scale, and give them adequate financial resources to bring their technology product to full scale production and create market penetration. The focus will also be to bring financial incentives from a broad range of eligible renewable energy and energy efficiency technologies to allow for a diverse renewable and energy efficient portfolio of technology companies in New Jersey.
- Provide program information in order to attract qualified applicants at state, regional and national renewable energy and energy efficiency forums, publications and/ or websites.

Clean Energy Solutions Energy Efficiency Revolving Loan Fund

Program Description

The Clean Energy Solutions Energy Efficiency Revolving Loan fund (“EE RLF”) program provides financial support in the form of low-interest loans for commercial, institutional and industrial entity end-use energy efficiency building projects in New Jersey with peak demand in excess of 200 kW in any of the preceding twelve months that have the potential to reduce source energy use by at least 15%. This low interest loan program is structured as a companion to the NJCEP Pay for Performance (PFP) incentive program, which is designed to provide grant incentives to large commercial and industrial customers who comprehensively upgrade their facilities through investments in energy efficiency.

This program will ultimately benefit the New Jersey consumer by providing the necessary gap financing to support the deployment of energy efficient measures in commercial and industrial buildings in New Jersey for entities that would not be able to self-fund absent this loan product. Additionally, given that it is structured as a revolving loan program, it will serve as a self-replenishing pool of money of the initial capital source from BPU CEF program dollars, utilizing interest and principal payments on old loans to replenish the fund and assist in future loan allocations.

Serving as a companion to the BPU PFP incentive program, the EE RLF program can provide support in the form of loans in an amount not to exceed 80% of the cost of the project. The combination of loan and any clean energy program incentive cannot exceed 100% of the project cost. Total EDA program funding cannot exceed \$2.5MM per Awardee. It would be the goal of the Authority to finance only those costs of the project that contributes to the energy savings, exclusive of energy reduction plan costs and other non-qualified project costs.

Background

The New Jersey Board of Public Utilities Office of Clean Energy (OCE) and the New Jersey Economic Development Authority have been administering various New Jersey Clean Energy Programs which are designed to promote the development and installation of renewable energy, energy efficiency, and alternative energy projects statewide. Under this new program, the OCE will be able to leverage OCE program funds and the financial expertise of the EDA to provide revolving loan funding to support qualified energy efficiency commercial and industrial projects in New Jersey, as a complement to the current incentive structure of the PFP program.

Target Market/Eligibility

The recipients of the EE RLF will be New Jersey-based Commercial, Institutional or Industrial entities (including 501c-3s) that meet OCE PFP program requirements and have a BPU-approved Energy Reduction Plan. The project should create or maintain jobs in New Jersey. Customers of The Board of Public Utilities’ C&I Large Energy Users Pilot Program are also eligible for the EE RLF program. Additionally, should a stand-alone small scale CHP & fuel cells program through designated market managers become available in 2012, customers eligible for that

program would also be eligible for the EDA EE RLF program given current program eligibility parameters.

Program Offering and Incentives

On a per Awardee basis, total funds awarded are subject to a minimum of \$250,000 and a maximum of an 80% loan to support 100% of eligible project costs. The combination of loan and any clean energy program incentive cannot exceed 100% of the project cost. Maximum loan dollar size is not to exceed \$2,500,000.

Interest rates for this program will be tiered as follows:

- 2%; amortization up to 3 years
- 3%: amortization up to 5 years
- 4% : amortization up to 7 years

Personal guarantees are required as part of this financing for any person or entity with 10% or more ownership in project. Additionally, EDA will look for a minimum 1.1:1 debt service coverage ratio. EDA will also take lien on equipment to be financed, lien on business assets and/or collateral.

Program Delivery

The EDA will accept program applications on a rolling basis. There is no application deadline as applications are reviewed as received. All potential applicants should be speaking with an EDA representative prior to applying for funding to determine eligibility. The EDA's online application will be utilized.

Applicants that have An OCE-approved Energy Reduction Plan (which will identify financing incentives associated with the project though PFP) will be eligible to submit a complete application package for the EE RLF. Applications will be subject to an extensive business and financial due diligence undertaken by EDA. Approval of the project loans will be by BPU's Board. The EDA will administer the underwriting, closing and disbursement of funds to the Awardees. EDA will also manage the loan portfolio post-closing. Technical performance monitoring will be undertaken by OCE and/or its market managers.

Planned Program Implementation Activities for 2012

The following program implementation activities will be undertaken in 2012:

- Manage all aspects of the application and review process with 2012 program funding.
- Develop and distribute educational and marketing promotion materials with the BPU.
- Draft press releases and any other public announcements with the BPU.
- Implement system enhancements for processing applications, project information and quarterly reporting to the BPU in compliance with BPU IMS accounting and reporting requirements.

Quality Control Provisions

It is expected that the OCE and/or its market managers with expertise in renewable energy and energy efficiency technologies will assist in reviewing the applications into the Pay for Performance program and have the authority to reject all applications that do not meet the

technical eligibility guidelines for technologies promoting energy efficiency and renewable energy programs as set forth at N.J.S.A., 48:3-49 et seq, the Electric Discount and Energy Competition Act.

It is expected that the OCE and/or its designated market managers will conduct field inspections and monitor the project technical performance in alignment with post construction reporting requirements through the PFP program (Measurement and verification (M&V) component to ensure the estimated savings levels are achieved).

Program Budget

No new funds are requested for 2012. EDA will comply with the BPU IMS accounting and reporting requirements. A budget breakdown for this program will be included in the OCE compliance filing budget.

A \$660,000 annual EDA fee is proposed for EDA administrative services in support of the EE RLF program, the CEMF program, and the EIGGF programs combined.

Marketing Plans

- The EDA jointly with the BPU will develop marketing materials for distribution and update websites, including industry databases, for announcement of the program.
- Promote the program at educational and networking events with potential participants and industry stakeholders.

Program Goals and Performance Indicators

The goals of this program include leveraging public and private resources for advancing and supporting vibrant commercial and industrial energy efficiency projects in New Jersey in accordance with the NJ Governor's Energy Master Plan.

Goals for the program include the following:

- Solicit at least 10 well qualified applications and target 6 loans.
- Provide program information in order to attract qualified applicants at state, regional and national energy efficiency forums, publications and/ or websites.

Large CHP Solicitation

Program Description

The EDA will coordinate with BPU Staff and Stakeholders to develop a Large Scale Combined Heat and Power (CHP)/Fuel Cells Program. The program will offer assistance to support large sized CHP projects including stand-alone qualified fuel cells. This program will be designed to assist those implementing a combined heat and power or combined cooling heat and power (CHP) or fuel cell project with an electric generating capacity of more than one megawatt (MW) serving a commercial, institutional, or industrial electricity customer in New Jersey. Upon completion of working group meetings which are to be held as an open process, a detailed program description will be developed. The proposed Solicitation as well as any required revisions to the MOU between the Board and the EDA that are required to implement this program will be submitted to the Board for review and approval prior to the release of the Solicitation.

Appendix B:

NJCEP Budgets & Savings (2009 -2016)

Appendix B: Annual NJCEP Program Budgets, Savings & Participants (2012-2016)

NJCEP 2009

Budget						
Actual						
Total Budget with CO from Prior year	Annual New Funding	Expenditures	Committed	Total Expenses	Carry Over	Uncommitted Carry Over to Next Year
a	b	c	d	e = c + d	f = a - c	g = f - d

Energy Efficiency							
Residential Incentives Financing	\$110,906	\$63,936	\$52,670	\$13,496	\$66,166	\$58,236	\$44,740
Low Income	\$36,310	\$28,800	\$30,741		\$30,741	\$5,569	\$5,569
Government, Commercial & Industrial Incentives Financing	\$101,814	\$60,904	\$23,837	\$37,615	\$61,452	\$77,977	\$40,362
Other Energy Efficiency	\$6,264		\$3,710		\$3,710	\$2,554	\$2,554
Total Energy Efficiency	\$255,294	\$153,640	\$83,411	\$13,496	\$96,907	\$63,805	\$50,309
Renewable Energy Incentives Financing	\$208,054	\$58,560	\$47,043	\$105,975	\$153,018	\$161,011	\$55,036
Economic Development Authority Incentives Financing	\$42,623	\$12,000	\$5,634	\$10,600	\$16,234	\$36,989	\$26,389
Office of Clean Energy	\$9,390	\$7,800	\$4,528		\$4,528	\$4,862	\$4,862
Total NJCEP EE/RE	\$515,361	\$232,000	\$140,616	\$130,071	\$270,687	\$266,667	\$136,596
State EE/RE Projects	\$10,000	\$10,000	\$10,000		\$10,000	\$0,000	\$0,000
State Energy Costs	\$30,000	\$30,000	\$30,000				
EO14 - Budget Reduction							
TOTAL NJCEP	\$555,361	\$272,000	\$180,616	\$130,071	\$280,687	\$266,667	\$136,596
Total financing	\$0,000	\$0,000					
Percent financing	0.00%	0.00%					

Background for transition budget

NJCEP 2009

Savings/Generation and Participants					
Annual			Lifetime		
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	kw	Mwh	dtherm	

356,614	325,806	26,497	2,492,927	6,482,705	82,412
9,302	80,504	1,071	68,712	1,105,591	7,779
131,108	230,033	23,481	1,834,538	2,935,762	1,963
497,024	636,343	51,049	4,396,177	10,524,058	92,154
333,349		76,778	4,318,339		875
830,373	636,343	127,827	8,714,516	10,524,058	93,029

2008 EMP EE/RE goals 2008 - 2012 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

78,110	1,187,979	1,224,400	21,361,336
14,288	131,824	249,428	2,571,878
329,000	245,672	4,910,158	4,092,895
1,322,600	245,672	4,910,158	4,092,895

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

Notes:
 Residential EE includes financing as a buy-down of the interest rate of the loan in the Home Performance with Energy Star (HpWES) program in PSE&G area
 In SJG, NJNG and E'town areas these Utilities provide the HPWES loan interest rate buy-down
 Total Budget is the amount approved by the Board in its annual NJCEP Budget Order and includes the committed and uncommitted Carryover from the prior Budget year
 Annual New Funding is the amount approved by the Board in its 209 through 2012 Funding Level Order – This amount is included in the Total Budget
 Expenditure is the amount spent in that year
 Committed is the amount committed and obligated to be paid
 Total expenses is the annual amount spend and obligated as a commitment
 Carryover is the amount unspent of the Board approved budget
 Uncommitted Carryover is carryover minus the committed obligations to be spent in prior years – this amount is available for the next annual NJCEP in order to achieve the Board EE and RE goals
 Residential EE savings includes the saving from residential CFL lighting programs but the participants do not include the number of CFLs incentivized

NJCEP 2010

Budget

Actual						
Total Budget with CO from Prior year	Annual New Funding	Expenditures	Committed	Total Expenses	Carry Over	Uncommitted Carry Over to Next Year
a	b	c	d	e = c + d	f = a - c	g = f - d

Savings/Generation and Participants

Annual						Lifetime	
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants		
Mwh	dtherm	kw	Mwh	dtherm			

NJCEP 2010

2008 EMP EE/RE goals 2008 – 2012 Funding Level

Annual				Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings		
Mwh	dtherm	Mwh	dtherm		

Approved Annual Compliance Filing

Annual					Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants		
Mwh	dtherm	Mwh	dtherm			

Energy Efficiency							
Residential Incentives Financing	\$117,502		\$85,420	\$20,527	\$105,947	\$32,082	\$11,555
Low Income	\$32,207		\$31,377		\$31,377	\$0,830	\$0,830
Government, Commercial & Industrial Incentives Financing	\$124,982		\$36,616	\$42,074	\$78,690	\$88,366	\$46,292
Other Energy Efficiency	\$0,878		\$0,298	\$0,272	\$0,570	\$0,580	\$0,308
Total Energy Efficiency	\$275,569		\$153,711	\$62,873	\$216,584	\$121,858	\$58,985
Renewable Energy Incentives Financing	\$142,140		\$56,749	\$71,189	\$127,938	\$85,391	\$14,202
Economic Development Authority Incentives Financing	\$35,206		\$5,585	\$7,706	\$13,291	\$29,621	\$21,915
Office of Clean Energy	\$7,814		\$3,537		\$3,537	\$4,277	\$4,277
Total NJCEP EE/RE	\$460,729		\$219,582	\$141,768	\$361,350	\$241,147	\$99,379
State EE/RE Projects	\$10,000		\$10,000				
State Energy Costs	\$42,500		\$42,500				
EO14 - Budget Reduction	\$158,000		\$158,000				
TOTAL NJCEP	\$671,229		\$430,082	\$141,768	\$361,350	\$241,147	\$99,379
Total financing	\$0.000	\$0.000					
Percent financing	0.00%	0.00%					

204,548	438,768	37,190	1,585,469	8,845,599	94,009		
8,994	65,642	937	64,804	883,182	6,814		
134,365	430,395	29,950	2,257,588	2,063,074	2,009		
347,907	934,805	68,077	3,907,861	11,791,855	102,832		
513,372		203,044	6,942,267	11,791,855	2,438		
861,279	934,805	271,121	10,850,128	11,791,855	105,270		

91,715	1,187,979	1,224,400	21,361,336		
14,288	131,824	249,428	2,571,878		
485,166	363,461	7,262,553	6,055,264		
591,169	1,683,264	8,736,381	29,988,478		
993,600					
1,584,769	1,683,264	8,736,381	29,988,478		

Notes:
 Residential EE includes financing as a buy-down of the interest rate of the loan in the Home Performance with Energy Star (HpwES) program in PSE&G area
 In SJG, NJNG and E'town areas these Utilities provide the HPwES loan interest rate buy-down
 Total Budget is the amount approved by the Board in its annual NJCEP Budget Order and includes the committed and uncommitted Carryover from the prior Budget year
 Annual New Funding is the amount approved by the Board in its 209 through 2012 Funding Level Order – This amount is included in the Total Budget
 Expenditure is the amount spent in that year
 Committed is the amount committed and obligated to be paid
 Total expenses is the annual amount spend and obligated as a commitment
 Carryover is the amount unspent of the Board approved budget
 Uncommitted Carryover is carryover minus the committed obligations to be spent in prior years – this amount is available for the next annual NJCEP in order to achieve the Board EE and RE goals
 Residential EE savings includes the saving from residential CFL lighting programs but the participants do not include the number of CFLs incentivized

NJCEP 2011							
Budget							
Through November 2011							
Total Budget with CO from Prior year	Annual New Funding	Expenditures	Committed	Total Expenses	Carry Over	Uncommitted Carry Over to Next Year	
a	b	c	d	e = c + d	f = a - c	g = f - d	
Energy Efficiency							
Residential Incentives Financing	\$91.932	\$46.596	\$12.881	\$59.477	\$45.336	\$32.455	
Low Income	\$30.829	\$21.119		\$21.119	\$9.710	\$9.710	
Government, Commercial & Industrial Incentives Financing	\$171.365	\$45.490	\$62.688	\$108.178	\$125.875	\$63.187	
	\$10.000	\$0.000	\$0.000	\$0.000	\$10.000	\$10.000	
Other Energy Efficiency	\$21.749	\$0.386	\$0.000	\$0.386	\$21.363	\$21.363	
Total Energy Efficiency	\$325.875	\$0.000	\$113.591	\$75.569	\$189.160	\$212.284	
Total NJCEP EE/RE	\$481.323	\$0.000	\$158.765	\$111.543	\$270.308	\$322.558	
State EE/RE Projects	\$10.000	\$10.000					
State Energy Costs	\$42.500	\$42.500					
EO14 - Budget Reduction True Grant	\$25.000	\$25.000	\$3.210	\$21.790	\$25.000	\$21.790	
TOTAL NJCEP	\$558.823	\$77.500	\$161.975	\$133.333	\$295.308	\$344.348	
Total financing	\$28.000						
Percent financing	5.01%						

NJCEP 2011					
Savings/Generation and Participants					
Annual			Lifetime		
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	kw	Mwh	dtherm	

NJCEP 2011			
2008 EMP EE/RE goals 2008 - 2012 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

104,381	1,587,550	1,662,926	28,546,195	296,223	677,293	2,242,152	11,619,137	
14,288	131,824	249,428	2,571,878					
701,730	525,727	10,504,905	8,758,625			4,430,000	2,400,000	3,562
820,399	2,245,101	12,417,259	39,876,698	296,223	677,293	6,672,152	14,019,137	3,562
993,600								
1,813,999	2,245,101	12,417,259	39,876,698					
1,813,999	2,245,101	12,417,259	39,876,698					

Notes:
 Residential EE includes financing as a buy-down of the interest rate of the loan in the Home Performance with Energy Star (HpWES) program in PSE&G area
 In SJG, NJNG and E'town areas these Utilities provide the HPWES loan interest rate buy-down
 Total Budget is the amount approved by the Board in its annual NJCEP Budget Order and includes the committed and uncommitted Carryover from the prior Budget year
 Annual New Funding is the amount approved by the Board in its 209 through 2012 Funding Level Order - This amount is included in the Total Budget
 Expenditure is the amount spent in that year
 Committed is the amount committed and obligated to be paid
 Total expenses is the annual amount spend and obligated as a commitment
 Carryover is the amount unspent of the Board approved budget
 Uncommitted Carryover is carryover minus the committed obligations to be spent in prior years - this amount is available for the next annual NJCEP in order to achieve the Board EE and RE goals
 Residential EE savings includes the saving from residential CFL lighting programs but the participants do not include the number of CFLs incentivized

NJCEP 2012							
Budget Approved							
Total Budget with CO from Prior year	Annual New Funding	Expenditures	Committed	Total Expenses	Carry Over	Uncommitted Carry Over to Next Year	
a	b	c	d	e = c + d	f = a - c	g = f - d	
Energy Efficiency							
Residential Incentives Financing	\$93,812	\$75,000					
Low Income	\$35,000	\$35,000					
Government, Commercial & Industrial Incentives Financing	\$249,266	\$133,250					
	\$10,000						
Other Energy Efficiency Incentives Financing	\$1,065	\$0,500					
	\$20,000	\$20,000					
Total Energy Efficiency	\$409,143	\$263,750					
Renewable Energy Incentives Financing	\$59,031	\$20,000					
Economic Development Authority Incentives Financing	\$90,008	\$37,000					
	\$17,643						
Office of Clean Energy	\$8,424	\$6,000					
Total NJCEP EE/RE	\$584,249	\$326,750					
State EE/RE Projects	\$10,000	\$10,000					
State Energy Costs	\$42,500	\$42,500					
EO14 - Budget Reduction							
True Grant							
TOTAL NJCEP	\$636,749	\$379,250					
Total financing	\$47,643	\$20,000					
Percent financing	7.48%	5.27%					

NJCEP 2012					
Savings/Generation and Participants					
Annual			Lifetime		
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	kw	Mwh	dtherm	

2008 EMP EE/RE goals 2008 – 2012 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

134,875	2,050,835	2,148,736	36,579,981	290,971	597,935	1,942,061	11,751,392	400,541
14,288	131,824	249,428	2,571,878					
906,730	679,311	13,573,754	11,317,325	367,932	908,320	5,805,074	12,508,063	4,997
1,055,893	2,861,970	15,971,918	50,469,184					
993,600								
3,105,386	5,723,940	31,943,836	100,938,368					
3,105,386	5,723,940	31,943,836	100,938,368					

Notes:
 Residential EE includes financing as a buy-down of the interest rate of the loan in the Home Performance with Energy Star (HpwES) program in PSE&G area
 In SJG, NJNG and E'town areas these Utilities provide the HPwES loan interest rate buy-down
 Total Budget is the amount approved by the Board in its annual NJCEP Budget Order and includes the committed and uncommitted Carryover from the prior Budget year
 Annual New Funding is the amount approved by the Board in its 209 through 2012 Funding Level Order – This amount is included in the Total Budget
 Expenditure is the amount spent in that year
 Committed is the amount committed and obligated to be paid
 Total expenses is the annual amount spend and obligated as a commitment
 Carryover is the amount unspent of the Board approved budget
 Uncommitted Carryover is carryover minus the committed obligations to be spent in prior years – this amount is available for the next annual NJCEP in order to achieve the Board EE and RE goals
 Residential EE savings includes the saving from residential CFL lighting programs but the participants do not include the number of CFLs incentivized

NJCEP 2013

Budget							
straw proposal							
Annual New Funding	ESTIMATED Uncommitted from prior year	ESTIMATED Committed Funds from prior years	Loan Repayment	Securitized Loan Funds	Securitized Loan Costs	Total Budget	
a	b	c	d	e	f	g	

Energy Efficiency

Residential Incentives Financing	\$60.000	\$15.000	\$20.000	\$0.000	\$0.000	\$0.000	\$35.000
	\$10.000						\$10.000
Low Income	\$30.000						\$30.000
Government, Commercial & Industrial Incentives Financing	\$86.000	\$50.000	\$50.000	\$0.000	\$0.000	\$0.000	\$100.000
	\$30.000						\$25.000
Other Energy Efficiency	\$0.500						\$0.500

Total Energy Efficiency	\$216.500	\$65.000	\$70.000	\$0.000	\$0.000	\$0.000	\$337.000
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Renewable Energy Incentives Financing	\$15.000	\$15.000	\$15.000	\$0.000	\$0.000	\$0.000	\$30.000
	\$5.000						\$15.000
							\$5.000

Economic Development Authority Incentives Financing	\$5.000	\$30.000	\$30.000	\$0.000	\$0.000	\$0.000	\$60.000
	\$20.000						\$25.000

Office of Clean Energy	\$6.000						\$6.000
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Total NJCEP EE/RE	\$267.500	\$110.000	\$115.000	\$0.000	\$0.000	\$0.000	\$483.000
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State EE/RE Projects	\$10.000						\$10.000
State Energy Costs	\$42.500						\$42.500
EO14 - Budget Reduction True Grant							

TOTAL NJCEP	\$320.000	\$110.000	\$115.000	\$0.000	\$0.000	\$0.000	\$535.500
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Total financing	\$65.000						\$65.000
Percent financing	20.31%						12.14%
Total NJCEP EE/RE	\$267.500	\$110.000	\$115.000	\$0.000	\$0.000	\$0.000	\$483.000
Percent total NJCEP EE/RE	24.30%						13.46%
Residential Total	\$105.000						\$140.000
G/C/I Total	\$208.500						\$389.000
G/C/I Total without state costs	\$156.600						\$336.500
Residential percentage	33.49%						26.47%
G/C/I percentage	66.51%						73.53%
Residential percentage of total w/o state	40.14%						29.38%
G/C/I percentage of total w/o state	59.86%						70.62%

Notes

The overall percentage is 40% residential and 60% G,C I
 Renewable is assumed to be 40% residential and 60% G, C, I
 Assumed loans are 3, 5 and 7 year loans
 Assumed selling loans takes 2 years
 Assumed 20% cost of selling loans
 Any loan revenues will either be returned to the ratepayer or be used to reduce the next years NJCEP funds
 Other EE is Sustainable Jersey
 EDA Incentives are for a 1/3 of CEMF and GGF
 EDA financing is for EERLF and 2/3 CEMG and GGF
 State EE/RE Projects and State energy Costs are part of G/C/I
 Projected savings are estimated based on the average annual and lifetime \$/energy cost from the 2001 through 2010 NJCEP programs
 Projected Participants are based on the average annual participants in the 2001 through 2010 programs
 Assumed that new financing programs linked with existing incentive programs do not produce additional savings, generation or participants
 Assumed standalone financing programs without rebates produce savings but at a reduced rate
 Assumed standalone financing programs without rebates have participants but at a lower rate
 Assumed State EE/RE projects have energy savings or generations but at a lower rate

Savings/Generation and Participants

Annual						Lifetime	
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants		
Mwh	dtherm	kw	Mwh	dtherm			

167,598	434,783	37,083	1,363,636	7,500,000	97,561		
12,305	99,338	1,601	171,429	1,764,706	10,784		
390,306	321,429	80,021	5,884,615	5,464,286	9,481		
570,209	855,549	118,704	7,419,680	14,728,992	117,825		

39,683		14,507	454,545				
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25,510	21,008		384,615	357,143	620		
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635,402	876,557	133,211	8,258,841	15,086,134	118,445		
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820	6,623	107	11,429	117,647	719		
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636,222	883,180	133,318	8,270,270	15,203,782	119,164		
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NJCEP 2013

2008 EMP EE/RE goals 2008 – 2012 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

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Approved Annual Compliance Filing

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

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NJCEP 2014							
Budget							
straw proposal							
Annual New Funding	ESTIMATED Uncommitted from prior year	ESTIMATED Committed Funds from prior years	ESTIMATED Loan Repayment	ESTIMATED Securitized Loan Funds	ESTIMATED Securitized Loan Costs	ESTIMATED Total Budget	
a	b	c	d	e	f	g	

Energy Efficiency

Residential Incentives	\$44,000	\$15,000	\$20,000	\$0,000	0	0	\$35,000
Financing	\$26,000						\$26,000
Low Income	\$30,000						\$30,000
Government, Commercial & Industrial Incentives	\$63,500	\$50,000	\$50,000	\$0,000	\$0,000	\$0,000	\$100,000
Financing	\$38,000						\$63,000
							\$38,000

Other Energy Efficiency

Total Energy Efficiency	\$201,500	\$65,000	\$70,000	\$0,000	\$0,000	\$0,000	\$336,000
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Renewable Energy Incentives	\$10,000	\$15,000	\$15,000	\$0,000	\$0,000	\$0,000	\$30,000
Financing	\$10,000						\$10,000

Economic Development Authority Incentives	\$5,000	\$30,000	\$30,000	\$10,000	\$0,000	\$0,000	\$70,000
Financing	\$35,000						\$5,000
							\$25,000

Office of Clean Energy	\$6,000						\$6,000
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Total NJCEP EE/RE	\$267,500	\$110,000	\$115,000	\$10,000	\$0,000	\$0,000	\$492,000
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State EE/RE Projects	\$10,000						\$10,000
State Energy Costs	\$42,500						\$42,500
EO14 - Budget Reduction							
True Grant							

TOTAL NJCEP	\$320,000						\$544,500
Total financing	\$109,000						\$99,000
Percent financing	34.06%						18.18%
Total NJCEP EE/RE	\$267,500						\$492,000
Percent total NJCEP EE/RE	40.75%						20.12%
Residential Total	\$110,400						\$145,000
G/C/I Total	\$209,600						\$393,500
G/C/I Total without state costs	\$157,100						\$341,000
Residential percentage of total	34.50%						26.93%
G/C/I percentage of total	65.50%						73.07%
Residential percentage of total w/o state	41.27%						29.84%
G/C/I percentage of total w/o state	58.73%						70.16%

Notes

The overall percentage is 40% residential and 60% G,C I
 Renewable is assumed to be 40% residential and 60% G, C, I
 Assumed loans are 3, 5 and 7 year loans
 Assumed selling loans takes 2 years
 Assumed 20% cost of selling loans
 Any loan revenues will either be returned to the ratepayer or be used to reduce the next years NJCEP funds
 Other EE is Sustainable Jersey
 EDA Incentives are for CEMF and GGF
 EDA financing is for EERLF
 State EE/RE Projects and State energy Costs are part of G/C/I
 Projected savings are estimated based on the average annual and lifetime \$/energy cost from the 2001 through 2010 NJCEP programs
 Projected Participants are based on the average annual participates in the 2001 through 2010 programs
 Assumed that new financing programs linked with existing incentive programs do not produce additional savings, generation or participants
 Assumed standalone financing programs without rebates produce savings but at a reduced rate
 Assumed standalone financing programs without rebates have participants but at a lower rate
 Assumed State EE?RE projects have energy savings or generations but at a lower rate

NJCEP 2014					
Savings/Generation and Participants					
Annual			Lifetime		
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	kw	Mwh	dtherm	

122,905	318,841	27,194	1,000,000	5,500,000	71,545
12,305	99,338	1,601	171,429	1,764,706	10,784
321,429	264,706	65,900	4,846,154	4,500,000	7,808
456,639	682,884	94,694	6,017,582	11,764,706	90,136

26,455		9,671	303,030		
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25,510	21,008		384,615	357,143	620
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508,604	703,893	104,365	6,705,228	12,121,849	90,756
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820	6,623	107	11,429	117,647	719
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509,424	710,515	104,472	6,716,657	12,239,496	91,475
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2008 EMP EE/RE goals 2008 - 2012 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

NJCEP 2015						
Budget						
straw proposal						
Annual New Funding	ESTIMATED Uncommitted from prior year	ESTIMATED Committed Funds from prior years	Loan Repayment	Securitized Loan Funds	Securitized Loan Costs	Total Budget
a	b	c	d	e	f	g

Energy Efficiency

Residential Incentives Financing	\$16,000	\$10,000	\$15,000		\$10,000	\$2,000	\$33,000
	\$44,000						\$44,000
Low Income	\$30,000						\$30,000
Government, Commercial & Industrial Incentives Financing	\$30,000	\$30,000	\$30,000		\$25,000	\$5,000	\$80,000
	\$62,000						\$67,000
Other Energy Efficiency	\$0.500						\$0.500

Total Energy Efficiency	\$182,500	\$40,000	\$45,000	\$0,000	\$35,000	\$7,000	\$295,500
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Renewable Energy Incentives Financing	\$5,000	\$10,000	\$10,000		\$5,000	\$1,000	\$24,000
	\$15,000						\$10,000

Economic Development Authority Incentives Financing	\$5,000	\$15,000	\$15,000	\$20,000			\$50,000
	\$40,000						\$40,000

Office of Clean Energy

Total NJCEP EE/RE	\$247,500	\$65,000	\$70,000	\$20,000	\$40,000	\$8,000	\$434,500
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State EE/RE Projects	\$10,000						\$10,000
State Energy Costs	\$42,500						\$42,500
EO14 - Budget Reduction True Grant							

TOTAL NJCEP	\$300,000						\$487,000
Total financing	\$161,000						\$161,000
Percent financing	53.67%						33.06%
Total NJCEP EE/RE	\$247,500						\$434,500
Percent total NJCEP EE/RE	65.05%						37.05%
Residential Total	\$133,000						\$133,000
G/C/I Total	\$194,500						\$353,500
Residential percentage	40.61%						27.34%
G/C/I percentage	59.39%						72.66%

Notes

The overall percentage is 40% residential and 60% G,C I
Renewable is assumed to be 40% residential and 60% G, C, I
Assumed loans are 3, 5 and 7 year loans
Assumed selling loans takes 2 years
Assumed 20% cost of selling loans
Any loan revenues will either be returned to the ratepayer or be used to reduce the next years NJCEP funds
Other EE is Sustainable Jersey
EDA Incentives are for CEMF and GGF
EDA financing is for EERLF
State EE/RE Projects and State energy Costs are part of G/C/I
Projected savings are estimated based on the average annual and lifetime \$/energy cost from the 2001 through 2010 NJCEP programs
Projected Participants are based on the average annual participants in the 2001 through 2010 programs
Assumed that new financing programs linked with existing incentive programs do not produce additional savings, generation or participants
Assumed standalone financing programs without rebates produce savings but at a reduced rate
Assumed standalone financing programs without rebates have participants but at a lower rate
Assumed State EE/RE projects have energy savings or generations but at a lower rate

NJCEP 2015					
Savings/Generation and Participants					
Annual			Lifetime		
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	kw	Mwh	dtherm	

44,693	115,942	9,889	363,636	2,000,000	26,016
12,305	99,338	1,601	171,429	1,764,706	10,784
127,551	105,042	26,151	1,923,077	1,785,714	3,098
184,549	320,322	37,640	2,458,142	5,550,420	39,898

26,455		9,671	303,030		
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25,510	21,008		384,615	357,143	620
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236,514	341,330	47,311	3,145,788	5,907,563	40,518
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820	6,623	107	11,429	117,647	719
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237,335	347,953	47,418	3,157,216	6,025,210	41,237
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2011 EMP EE/RE goals 2013 - 2016 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

NJCEP 2016

Budget straw proposal						
Annual New Funding	ESTIMATED Uncommitted from prior year	ESTIMATED Committed Funds from prior years	Loan Repayment	Securitized Loan Funds	Securitized Loan Costs	Total Budget
a	b	c	d	e	f	g

Energy Efficiency

Residential Incentives	\$2,000	\$10,000	\$10,000		\$26,000	\$5,200	\$40,800
Financing	\$58,000						\$58,000
Low Income	\$30,000						\$30,000
Government, Commercial & Industrial Incentives	\$6,000	\$30,000	\$30,000		\$38,000	\$7,400	\$90,600
Financing	\$86,000						\$86,000
Other Energy Efficiency	\$0,500						\$5,000

Total Energy Efficiency	\$182,500	\$40,000	\$40,000	\$0,000	\$64,000	\$12,600	\$318,400
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Renewable Energy Incentives	\$2,000	\$10,000	\$10,000		\$10,000	\$2,000	\$28,000
Financing	\$18,000						\$18,000

Economic Development Authority Incentives	\$3,000	\$15,000	\$15,000	\$30,000			\$60,000
Financing	\$36,000						\$36,000

Office of Clean Energy	\$6,000						\$6,000
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Total NJCEP EE/RE	\$247,500	\$65,000	\$65,000	\$30,000	\$74,000	\$14,600	\$471,400
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State EE/RE Projects	\$10,000						\$10,000
State Energy Costs	\$42,500						\$42,500
EO14 - Budget Reduction True Grant							

TOTAL NJCEP	\$300,000						\$523,900
Total financing	\$198,000						\$198,000
Percent financing	66.00%						37.79%
Total NJCEP EE/RE	\$247,500						\$471,400
Percent total NJCEP EE/RE	80.00%						42.00%
Residential Total	\$164,000						\$148,800
G/C/I Total	\$185,500						\$364,100
Residential percentage	46.92%						29.01%
G/C/I percentage	53.08%						70.99%

Notes

The overall percentage is 40% residential and 60% G,C I
 Renewable is assumed to be 40% residential and 60% G, C, I
 Assumed loans are 3, 5 and 7 year loans
 Assumed selling loans takes 2 years
 Assumed 20% cost of selling loans
 Any loan revenues will either be returned to the ratepayer or be used to reduce the next years NJCEP funds
 Other EE is Sustainable Jersey
 EDA Incentives are for CEMF and GGF
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 State EE/RE Projects and State energy Costs are part of G/C/I
 Projected savings are estimated based on the average annual and lifetime \$/energy cost from the 2001 through 2010 NJCEP programs
 Projected Participants are based on the average annual participates in the 2001 through 2010 programs
 Assumed that new financing programs linked with existing incentive programs do not produce additional savings, generation or participants
 Assumed standalone financing programs without rebates produce savings but at a reduced rate
 Assumed standalone financing programs without rebates have participants but at a lower rate
 Assumed State EE/RE projects have energy savings or generations but at a lower rate

NJCEP 2016

Savings/Generation and Participants					
Annual			Lifetime		
Electric Savings	Natural Gas Savings	Demand Reduction	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	kw	Mwh	dtherm	

5,587	14,493	1,236	45,455	250,000	3,252
12,305	99,338	1,601	171,429	1,764,706	10,784
30,612	25,210	6,276	461,538	428,571	744
48,504	139,041	9,113	678,422	2,443,277	14,779

5,291		1,934	60,606		
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15,306	12,605		230,769	214,286	372
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820	6,623	107	11,429	117,647	719
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69,101	151,646	11,047	969,797	2,657,563	15,151
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69,921	158,268	11,154	981,225	2,775,210	15,870
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2011 EMP EE/RE goals 2013 – 2016 Funding Level			
Annual		Lifetime	
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings
Mwh	dtherm	Mwh	dtherm

Approved Annual Compliance Filing				
Annual		Lifetime		
Electric Savings	Natural Gas Savings	Electric Savings	Natural Gas Savings	Participants
Mwh	dtherm	Mwh	dtherm	

Appendix C:

NJCEP Program Performance Data (2001-2011)

APPENDIX C: NJCEP PROGRAM PERFORMANCE DATA
Program Summary: 2001 - 2011

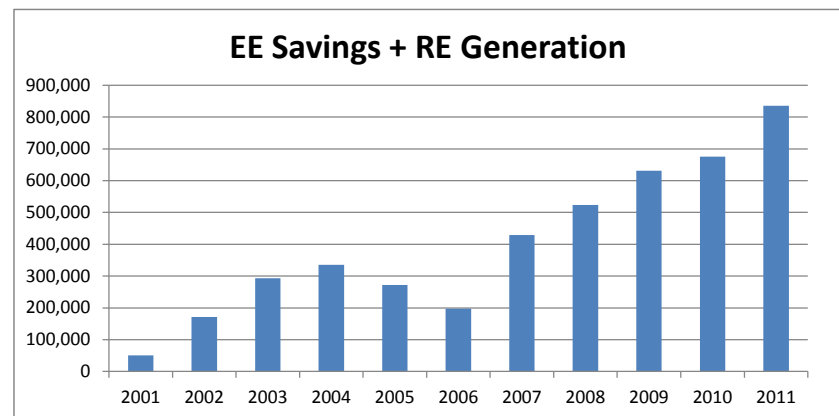
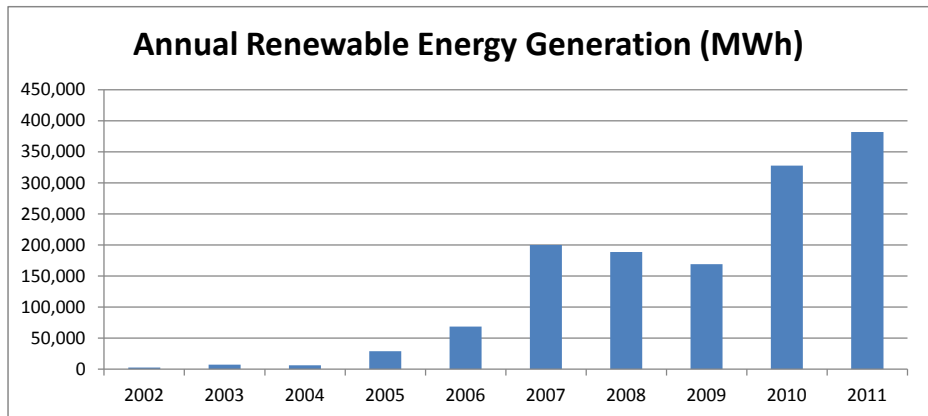
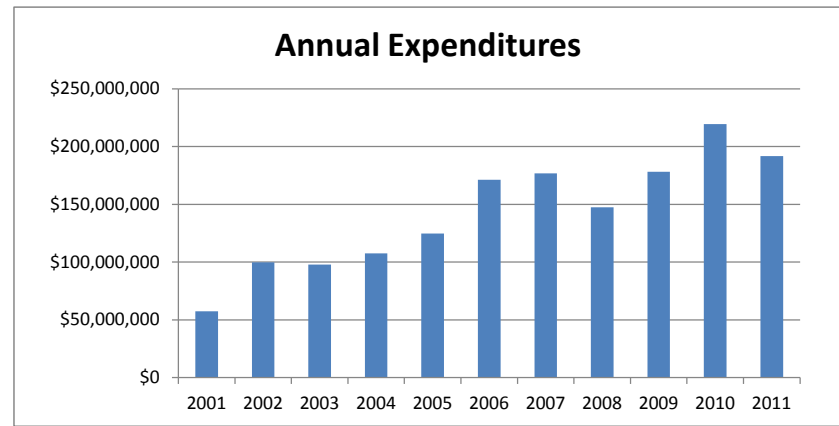
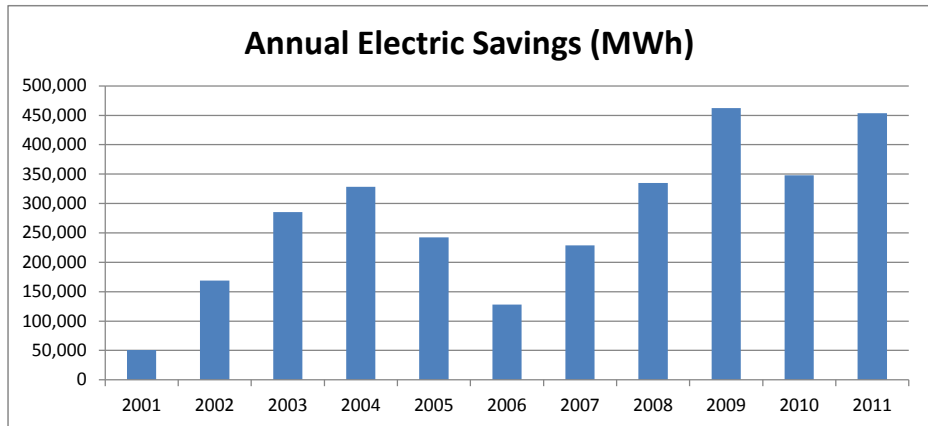
(2001 - 2004 cells hidden)

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
Expenditures												
Energy Efficiency	\$56,570,000	\$93,258,000	\$88,314,000	\$92,753,000	\$85,414,160	\$79,642,000	\$90,078,000	\$82,452,000	\$120,958,658	\$153,712,920	\$139,035,801	\$1,082,188,539
Renewable Energy	\$985,000	\$6,646,000	\$9,472,000	\$14,749,000	\$35,524,382	\$84,279,000	\$78,210,000	\$56,930,000	\$52,677,505	\$62,334,485	\$38,963,322	\$440,770,693
EDA											\$6,335,017	\$6,335,017
Administration	\$0	\$0	\$0	\$0	\$3,654,000	\$7,276,000	\$8,523,000	\$8,168,000	\$4,528,037	\$3,537,799	\$4,331,675	\$40,018,511
True Grant											\$3,210,126	\$3,210,126
Total	\$57,555,000	\$99,904,000	\$97,786,000	\$107,502,000	\$124,592,542	\$171,197,000	\$176,811,000	\$147,550,000	\$178,164,200	\$219,585,204	\$191,875,940	\$1,572,522,886
Annual Energy Savings/Renewable - CHP Electric Generation												
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Energy Efficiency	50,672	168,796	285,577	328,513	242,659	128,252	228,721	335,001	462,162	347,907	453,682	3,031,942
Renewable Energy	11	2,896	7,239	6,515	29,136	44,659	140,229	188,969	169,101	327,579	382,066	1,298,400
CHP	0	0	0	0	767	12,575	102,125	9,114	35,317	47,743	0	207,641
Total	50,683	171,692	292,816	335,028	272,562	185,486	471,075	533,084	666,580	723,229	835,748	4,537,983
	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
Energy Efficiency	18,168	44,617	67,564	78,754	73,461	51,449	48,860	40,666	46,349	62,521	129,666	662,074
Renewable Energy	8	1,142	1,743	2,644	8,986	18,725	28,920	32,805	50,778	183,244	318,387	647,382
CHP	0	0	0	0	140	3,175	4,925	1,276	4,700	5,535	0	19,751
Total	18,176	45,759	69,307	81,398	82,587	73,349	82,705	74,747	101,827	251,300	448,053	1,329,207
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Energy Efficiency	243,146	339,172	410,818	432,759	617,261	640,179	979,662	489,724	636,343	934,826	782,557	6,506,447
Lifetime Energy Savings/Renewable - CHP Electric Generation												
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Energy Efficiency	797,595	2,548,628	3,739,163	4,308,771	3,482,554	1,935,790	2,645,703	3,160,279	3,986,481	3,414,351	4,880,985	34,900,301
Renewable Energy	173	56,330	109,981	82,996	538,919	449,400	966,155	1,994,960	1,356,920	4,851,133	7,641,312	18,048,279
CHP	0	0	0	0	11,498	112,759	1,225,505	109,364	423,802	524,075	0	2,407,003
Total	797,768	2,604,958	3,849,144	4,391,767	4,032,971	2,497,949	4,837,363	5,264,603	5,767,203	8,789,559	12,522,297	55,355,583
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Energy Efficiency	4,802,982	6,532,702	7,706,430	8,107,801	11,677,400	9,137,230	13,732,484	8,571,226	10,524,058	16,475,728	14,493,174	111,761,215

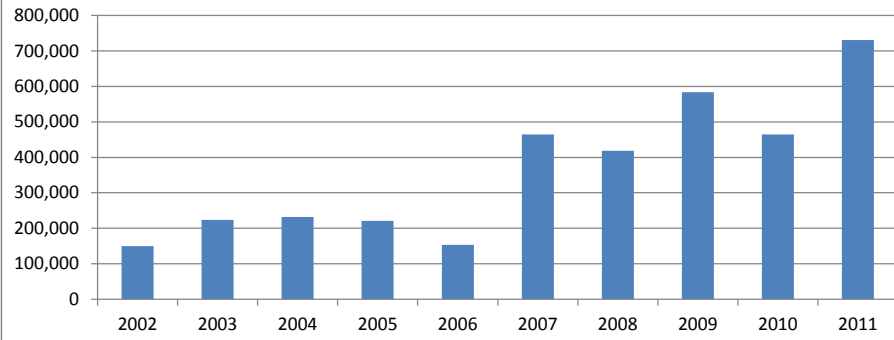
**New Jersey's Clean Energy Program
Program Summary: 2001 - 2011**

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
Expenditures												
Res. Energy Efficiency	\$35,483,000	\$46,467,000	\$51,549,000	\$60,534,000	\$57,903,000	\$56,524,000	\$67,386,000	\$62,844,000	\$83,411,615	\$116,797,543	\$88,390,891	\$727,290,049
C&I Energy Efficiency	\$21,087,000	\$46,791,000	\$36,765,000	\$32,219,000	\$27,512,000	\$23,118,000	\$22,692,000	\$19,608,000	\$37,547,043	\$36,915,377	\$50,644,910	\$354,899,330
Total Energy Efficiency	\$56,570,000	\$93,258,000	\$88,314,000	\$92,753,000	\$85,414,160	\$79,642,000	\$90,078,000	\$82,452,000	\$120,958,658	\$153,712,920	\$139,035,801	\$1,082,188,539
Renewable Energy	\$985,000	\$6,646,000	\$9,472,000	\$14,749,000	\$35,524,382	\$84,279,000	\$78,210,000	\$56,930,000	\$52,677,505	\$62,334,485	\$38,963,322	\$440,770,693
EDA											\$6,335,017	\$6,335,017
Administration	\$0	\$0	\$0	\$0	\$3,654,000	\$7,276,000	\$8,523,000	\$8,168,000	\$4,528,037	\$3,537,799	\$4,331,675	\$40,018,511
True Grant											\$3,210,126	\$3,210,126
Total	\$57,555,000	\$99,904,000	\$97,786,000	\$107,502,000	\$124,592,542	\$171,197,000	\$176,811,000	\$147,550,000	\$178,164,200	\$219,585,204	\$191,875,940	\$1,572,522,886
Annual Energy Savings/Renewable - CHP Electric Generation												
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Res. Energy Efficiency	19,729	24,161	88,230	124,369	91,289	27,978	137,005	234,965	365,916	213,542	276,348	1,603,532
C&I Energy Efficiency	30,943	144,635	197,347	204,144	152,370	100,274	91,716	100,036	96,246	134,365	177,334	1,429,410
Total Energy Efficiency	50,672	168,796	285,577	328,513	242,659	128,252	228,721	335,001	462,162	347,907	453,682	3,031,942
Renewable Energy	11	2,896	7,239	6,515	29,136	44,659	140,229	188,969	169,101	327,579	382,066	1,298,400
CHP	0	0	0	0	767	12,575	102,125	9,114	35,317	47,743	0	207,641
Total	50,683	171,692	292,816	335,028	272,562	185,486	471,075	533,084	666,580	723,229	835,748	4,537,983
	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
Res. Energy Efficiency	11,804	17,867	29,409	35,284	37,079	25,148	31,358	24,198	27,568	38,106	44,242	322,063
C&I Energy Efficiency	6,364	26,750	38,155	43,470	36,382	26,301	17,502	16,468	18,781	24,415	85,424	340,012
Total Energy Efficiency	18,168	44,617	67,564	78,754	73,461	51,449	48,860	40,666	46,349	62,521	129,666	662,074
Renewable Energy	8	1,142	1,743	2,644	8,986	18,725	28,920	32,805	50,778	183,244	318,387	647,382
CHP	0	0	0	0	140	3,175	4,925	1,276	4,700	5,535	0	19,751
Total	18,176	45,759	69,307	81,398	82,587	73,349	82,705	74,747	101,827	251,300	448,053	1,329,207
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Res. Energy Efficiency	209,344	301,507	320,849	378,115	427,260	438,349	412,744	374,267	406,310	504,431	615,124	4,388,300
C&I Energy Efficiency	33,802	37,665	89,969	54,644	190,001	201,830	566,918	115,457	230,033	430,395	167,433	2,118,147
Total Energy Efficiency	243,146	339,172	410,818	432,759	617,261	640,179	979,662	489,724	636,343	934,826	782,557	6,506,447
Lifetime Energy Savings/Renewable - CHP Electric Generation												
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Res. Energy Efficiency	333,446	383,980	794,638	1,246,972	979,379	449,662	1,249,932	1,640,138	2,561,639	1,680,838	2,136,151	13,456,775
C&I Energy Efficiency	464,149	2,164,648	2,944,525	3,061,799	2,503,175	1,486,128	1,395,771	1,520,141	1,424,842	1,733,513	2,744,834	21,443,525
Total Energy Efficiency	797,595	2,548,628	3,739,163	4,308,771	3,482,554	1,935,790	2,645,703	3,160,279	3,986,481	3,414,351	4,880,985	34,900,301
Renewable Energy	173	56,330	109,981	82,996	538,919	449,400	966,155	1,994,960	1,356,920	4,851,133	7,641,312	18,048,279
CHP	0	0	0	0	11,498	112,759	1,225,505	109,364	423,802	524,075	0	2,407,003
Total	797,768	2,604,958	3,849,144	4,391,767	4,032,971	2,497,949	4,837,363	5,264,603	5,767,203	8,789,559	12,522,297	55,355,583
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Res. Energy Efficiency	4,186,883	6,030,139	6,195,630	7,288,146	8,241,154	5,991,369	6,739,813	6,912,070	7,588,296	9,728,781	11,855,781	80,758,062
C&I Energy Efficiency	616,099	502,563	1,510,800	819,655	3,436,246	3,145,861	6,992,671	1,659,156	2,935,762	6,746,947	2,637,393	31,003,153
Total Energy Efficiency	4,802,982	6,532,702	7,706,430	8,107,801	11,677,400	9,137,230	13,732,484	8,571,226	10,524,058	16,475,728	14,493,174	111,761,215

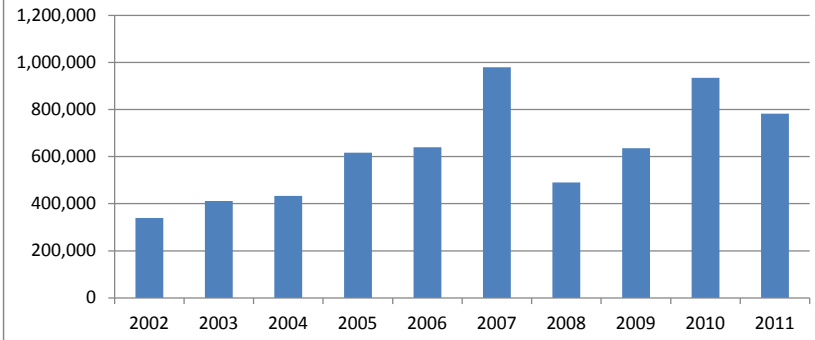
	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Annual Energy Savings											
MWh	50,672	168,796	285,577	328,513	242,659	128,252	228,721	335,001	462,162	347,907	453,682
Dtherms	243,146	339,172	410,818	432,759	617,261	640,179	979,662	489,724	636,343	934,826	782,557
Expenses	\$57,555,000	\$99,904,000	\$97,786,000	\$107,502,000	\$124,592,542	\$171,197,000	\$176,811,000	\$147,550,000	\$178,164,200	\$219,585,204	\$191,875,940
Annual Generation											
RE Generation	11	2,896	7,239	6,515	29,136	68,869	200,071	188,969	169,101	327,579	382,066
CHP Generation	0	0	0	0	767	12,575	102,125	9,114	35,317	47,743	0
EE Sav + RE Gen	50,683	171,692	292,816	335,028	271,795	197,121	428,792	523,970	631,263	675,486	835,748
Annual CO2 Reductions											
metric tons	27,485	150,036	224,141	231,473	220,632	153,435	464,440	418,463	583,468	464,605	730,729



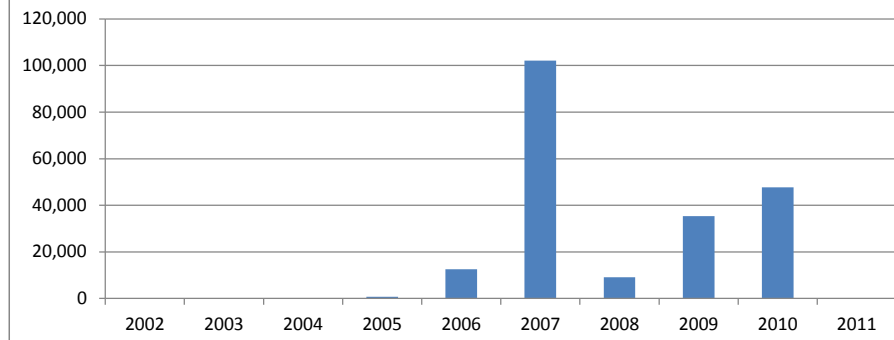
Annual CO2 Emission Reductions (metric tons)



Annual Natural Gas Savings (Dtherms)



Annual CHP Generation (MWh)



Summary of 2011 Statewide Results

2011 Expenditures	Budget	Actual Expenses	Committed Expenses	Total Expenses + Commitments
Energy Efficiency	\$325,875,452.17	\$139,035,801.19	\$71,002,166.00	\$210,037,967.19
Renewable Energy	\$90,312,891.01	\$38,963,321.60	\$25,322,065.00	\$64,285,386.60
EDA	\$57,634,153.38	\$6,335,017.00	\$6,475,983.00	\$12,811,000.00
OCE Oversight	\$7,501,050.81	\$4,331,674.86	\$0.00	\$4,331,674.86
True Grant	\$25,000,000.00	\$3,210,125.71	\$21,789,874.29	\$25,000,000.00
Total	\$506,323,547.37	\$191,875,940.36	\$124,590,088.29	\$316,466,028.65

2011 Energy Savings	Actual	Committed	Total
Annual MWh			
Energy Efficiency	453,682	229,969	683,651
Annual Dekatherms			
Energy Efficiency	782,557	674,807	1,457,364
Lifetime MWh			
Energy Efficiency	4,880,985	3,659,810	8,540,795
Lifetime Dekatherms			
Energy Efficiency	14,493,174	12,272,325	26,765,499
Cumulative Lifetime MWh			
Energy Efficiency	34,900,301	NA	34,900,301
Cumulative Lifetime Dekatherms			
Energy Efficiency & RE	111,761,215	NA	111,761,215
Demand Savings: KW			
Energy Efficiency	129,666	144,692	274,358

2011 Renewable Energy Generation			
	Actual	Committed	Total
Annual MWh			
Renewable Energy	382,066	730,228	1,112,294
Lifetime MWh			
Renewable Energy	7,641,312	14,654,581	22,295,893
Cumulative Lifetime MWh			
Renewable Energy	18,048,279	NA	18,048,279
Demand Savings: kW			
Renewable Energy	318,387	595,085	913,472

2011 CHP Generation			
	Actual	Committed	Total
Annual MWh			
CHP	0	2,455	2,455
Lifetime MWh			
CHP	0	29,465	29,465
Cumulative Lifetime MWh			
CHP	2,407,003	NA	2,407,003
Demand Savings: kW			
CHP	0	300	300

Annual Energy Savings/Renewable Energy Generation by Program

Installed Savings

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
Annual Energy Savings	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
Residential HVAC - Electric & Gas	12,224	15,703	14,621	15,499	15,021	11,545	13,323	4,973	4,771	8,087	12,364	128,131
Residential New Construction	119	3,262	4,773	4,551	6,123	5,181	5,829	3,343	2,652	4,379	4,562	44,774
Energy Star Products												
Room Air Conditioning	0	0	1,432	1,377	921	542	767	772	425	639	13	6,888
Lighting and Other	0	0	61,630	95,947	62,588	0	106,450	213,772	338,254	166,233	218,398	1,263,272
Clothes Washer								2,837	3,248	3,749	3,759	13,593
Dehumidifier								382	569	414	28	1,393
Refrigerator Turn-In									5,540	15,401	15,561	36,502
Consumer Electronics										4,707	8,829	13,536
Refrigerator											516	516
Dishwasher											118	118
Home Performance w Energy Star						2	22	108	1,155	939	2,131	4,357
Sub-Total: Residential	12,343	18,965	82,456	117,374	84,653	17,270	126,391	226,187	356,614	204,548	266,279	1,513,080
Residential Low Income												
Comfort Partners	7,386	5,196	5,774	6,995	5,636	10,708	10,614	8,778	9,302	8,994	10,069	89,452
C&I New Construction					13,851	17,351	6,572	21,782	14,993	7,062	16,912	98,523
C&I Retrofit					120,818	78,194	81,933	74,430	75,806	119,500	103,360	654,041
Schools					13,583	2,832	2,084	3,310	4,992	0	0	26,801
Pay-for-Performance										796	15,422	16,218
Pay-for-Performance New Construction										0	0	0
Direct Install										5,007	41,640	46,647
CHP								141	0	2,000	0	2,141
Sub-Total C&I Construction:	30,943	144,635	197,347	204,144	148,252	98,377	90,589	99,663	95,791	134,365	177,334	1,421,440
Cool Cities					4,118	1,897	1,127	373	455			7,970
Total Annual MWH Savings	50,672	168,796	285,577	328,513	242,659	128,252	228,721	335,001	462,162	347,907	453,682	3,031,942
CHP Generation					767	12,575	102,125	9,114	35,317	47,743	0	207,641

	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Residential HVAC - Electric & Gas	117,212	144,346	118,900	135,002	138,959	231,174	205,199	167,668	202,257	259,633	343,759	2,064,109
Residential New Construction	356	83,638	136,914	183,693	239,568	164,504	156,698	109,223	76,797	79,178	60,733	1,291,302
Energy Star Products	0	0	0	0	0	108	1,943	20,006	22,843	26,540	27,056	98,496
Home Performance w Energy Star							803	3,835	23,909	73,438	95,298	197,283
Energy Conservation Kits						37	0	0	0	0	0	37
Sub-Total: Residential	117,568	227,984	255,814	318,695	378,527	395,823	364,643	300,732	325,806	438,789	526,846	3,651,227
Residential Low Income												
Comfort Partners	91,776	73,523	65,035	59,420	48,733	42,526	48,101	73,535	80,504	65,642	88,278	737,073
C&I New Construction					12,335	2,855	6,303	18,311	1,368	104,998	4,361	150,531
C&I Retrofit					175,613	171,062	32,282	38,647	42,012	148,987	56,381	664,984
Schools					2,053	27,913	2,228	6,396	10,132	0	0	48,722
Pay-for-Performance										0	45,344	45,344
Pay-for-Performance New Construction										0	0	0
Direct Install										4,487	61,347	65,834
CHP Gas savings							526,105	52,103	176,521	171,923	0	926,652
CORE (Fuel Cells)	0	4,161	1,664	0	0	0	0	0	0	0	0	5,825
Sub-Total C&I:	33,802	37,665	89,969	54,644	190,001	201,830	566,918	115,457	230,033	430,395	167,433	2,118,147
Sub-Total EE	243,146	339,172	410,818	432,759	617,261	640,179	979,662	489,724	636,343	934,826	782,557	6,506,447

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
Annual Demand Reductions	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
Residential HVAC - Electric & Gas	10,761	13,825	12,254	13,065	12,729	9,651	10,666	2,710	1,804	4,825	6,845	99,135
Residential New Construction	11	3,415	11,201	14,869	18,897	13,285	12,497	8,179	5,736	6,841	4,616	99,547
Energy Star Products												0
Room Air Conditioning	0	0	1,499	1,441	1,662	567	803	808	444	668	14	7,906
Lighting and Other	0	0	3,587	5,089	3,222	0	5,792	10,752	16,252	19,190	25,436	89,320
Clothes Washer								377	431	497	498	1,803
Dehumidifier								53	79	57	4	193
Refrigerator Turn-In									1,385	3,748	3,766	8,899
Consumer Electronics										527	1,005	1,532
Refrigerator											60	60
Dishwasher											32	32
Home Performance w Energy Star	0	0	0	0	0	0	0	51	366	815	894	2,126
Sub-Total: Residential	10,772	17,240	28,541	34,464	36,510	23,503	29,758	22,930	26,497	37,169	43,170	310,553
Residential Low Income												
Comfort Partners	1,032	627	868	820	569	1,645	1,600	1,268	1,071	937	1,072	11,509
C&I New Construction					3,548	3,861	1,796	1,399	2,935	1,915	4,650	20,104
C&I Retrofit					28,478	21,539	15,252	14,186	15,312	20,887	69,567	185,221
Schools					4,356	901	454	853	534	0	0	7,098
Pay-for-Performance										62	2,514	2,576
Pay-for-Performance New Construction										0	0	0
Direct Install										1,276	8,693	9,969
CHP								30	0	275	0	305
Commercial/Industrial Construction:	6,364	26,750	38,155	43,470	36,382	26,301	17,502	16,468	18,781	24,415	85,424	340,012
Total KW Reductions	18,168	44,617	67,564	78,754	73,461	51,449	48,860	40,666	46,349	62,521	129,666	662,074
CHP	0	0	0	0	140	3,175	4,925	1,276	4,700	5,535	0	19,751
Appliance Cycling	204,971	196,222	194,531	173,164								

Annual Renewable Energy Generation

	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
CORE	11	2,896	7,239	6,515	16,620	22,470	24,369	17,726	15,432	18,181	6,961	138,420
CPC						22,189	74,091	89,221	101,256	74,988	0	361,745
REIP									2,578	19,353	21,411	43,342
RE Grid Connected (REDI)									0	0	0	0
Re Grants and Financing					12,516	0	41,753	71,902	8,712	40,137		175,020
REC/SREC						16	10,120	41,123	174,920	353,694	579,873	
Total	11	2,896	7,239	6,515	29,136	44,659	140,229	188,969	169,101	327,579	382,066	1,298,400

Annual Renewable Energy KW

	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
CORE	8	1,142	1,743	2,644	7,386	18,725	20,307	14,772	12,860	15,151	5,800	100,538
CPC												0
REIP									2,149	16,127	17,842	36,118
RE Grid Connected (REDI)									0	0	0	0
Re Grants and Financing	0	0	0	0	1,600	0	8,600	9,600	1,500	6,200		27,500
REC/SREC							13	8,433	34,269	145,766	294,745	483,226
Total	8	1,142	1,743	2,644	8,986	18,725	28,920	32,805	50,778	183,244	318,387	647,382

Committed Savings

Annual Energy Savings	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
Residential New Construction	6,574	30,773	22,039	3,954	18,261	19,356	8,253	11,187	4,608	3,884	2,082
Commercial/Industrial Construction:	62,505	51,226	162,510	112,183	96,090	45,739	171,585	59,275	122,090	98,440	143,696
Pay-for-Performance										0	50,830
Pay-for-Performance New Construction										0	6,352
Direct Install										15,949	27,009
Total Annual MWH Savings	69,079	81,999	184,549	116,137	114,351	65,095	179,838	70,462	126,698	118,273	229,969

	DTherm	DTherm	DTherm	DTherm	DTherm	DTherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Residential New Construction	100,752	616,850	606,325	130,804	550,445	631,039	155,595	312,728	241,849	190,865	74,876
Commercial/Industrial Construction:	0	31,802	27,617	153,518	167,450	58,760	57,759	218,136	266,738	83,168	256,360
Pay-for-Performance										105,152	270,852
Pay-for-Performance New Construction										0	7,716
Direct Install										5,011	59,801
CHP Gas Savings							603,845	1,254,210	962,446	235,419	5,202
Total Gas Savings	100,752	648,652	633,942	284,322	717,895	689,799	817,199	1,785,074	1,471,033	619,615	674,807

	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
Residential New Construction	6,547	31,455	39,030	10,985	42,551	54,027	18,869	24,815	10,221	8,616	4,619
Commercial/Industrial Construction:	0	0	0	0	22,225	10,038	24,173	18,996	25,536	19,714	121,819
Pay-for-Performance											10,469
Pay-for-Performance New Construction											1,288
Direct Install										3,753	6,497
Total Annual KW Savings	6,547	31,455	39,030	10,985	64,776	64,065	43,042	43,811	35,757	32,083	144,692

Annual CHP Generation	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
CHP						729,628	105,252	90,800	123,895	41,718	2,455

Annual CHP KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
CHP					2,668	0	13,685	11,365	16,367	5,970	300

Annual RE Generation	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
CORE					83,601	35,316	25,757	64,262	48,452	16,435	5,239
REIP									25,440	33,278	7,043
REC/SREC									65,002	212,449	694,020
Edison Innovation CEF (CST)									0	0	0
RE Grid Connected (REDI)									0	34,156	23,926
Re Grants and Financing					12,516	39,593	54,712	8,712	0	0	0
Total					96,117	74,909	80,469	72,974	138,894	296,318	730,228

Annual Renewable Energy KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
CORE					38,148	29,430	21,464	53,552	40,376	13,696	4,366
REIP									21,200	27,731	5,869
REC/SREC									54,168	177,040	578,350
RE Grid Connected (REDI)									0	8,000	6,500
Re Grants and Financing					1,600	6,150	7,700	1,500	0	0	0
Total					39,748	35,580	29,164	55,052	115,744	226,467	595,085

Lifetime Energy Savings by Program

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total = Cumulative Lifetime Savings
Lifetime Savings	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
Residential HVAC - Electric & Gas	183,354	235,546	219,320	232,484	224,957	173,181	199,843	83,068	83,807	135,866	210,355	1,981,781
Residential New Construction	2,376	65,231	95,460	91,026	122,461	93,829	107,137	66,860	53,040	87,580	91,240	876,240
Energy Star Products												
Room Air Conditioning	0	0	14,318	13,773	9,208	5,418	7,672	7,722	4,246	6,386	130	68,873
Lighting and Other	0	0	359,018	790,151	528,787	0	742,908	1,368,138	2,217,915	1,131,306	1,461,053	8,599,276
Clothes Washer								42,549	64,961	74,979	75,177	257,666
Dehumidifier								3,820	6,261	4,554	308	14,943
Refrigerator Turn-In									44,319	123,909	124,487	292,716
Consumer Electronics										30,565	35,318	65,883
Refrigerator											8,770	8,770
Dishwasher											1,535	1,535
Home Performance w Energy Star						26	442	1,456	18,378	20,889	38,314	79,505
Sub-Total: Residential	185,730	300,777	688,116	1,127,434	885,413	272,454	1,058,002	1,573,613	2,492,927	1,616,034	2,046,686	12,247,187
Residential Low Income												
Comfort Partners	147,716	83,203	106,522	119,538	93,966	177,208	191,930	66,525	68,712	64,804	89,465	1,209,589
C&I New Construction					207,769	260,265	101,184	109,975	225,004	108,815	264,120	1,277,132
C&I Retrofit					1,812,265	1,172,904	1,252,717	1,349,840	1,141,755	1,516,908	1,642,577	9,888,966
Schools					203,738	42,480	31,536	46,637	43,977	0	0	368,368
Pay-for-Performance										8,757	216,562	225,319
Pay-for-Performance New Construction										0	0	0
Direct Install										75,032	621,575	696,607
CHP								2,119	0	24,001	0	26,120
Sub-Total C&I Construction:	464,149	2,164,648	2,944,525	3,061,799	2,223,772	1,475,649	1,385,437	1,508,571	1,410,736	1,733,513	2,744,834	21,117,633
NJDEP Cool Cities					279,403	10,479	10,334	11,570	14,106			325,892
Sub-Total C&I	464,149	2,164,648	2,944,525	3,061,799	2,503,175	1,486,128	1,395,771	1,520,141	1,424,842	1,733,513	2,744,834	21,443,525
Total Energy Efficiency	797,595	2,548,628	3,739,163	4,308,771	3,482,554	1,935,790	2,645,703	3,160,279	3,986,481	3,414,351	4,880,985	34,900,301

	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Residential HVAC - Electric & Gas	2,344,252	2,886,917	2,172,633	2,431,125	2,493,812	3,095,022	3,830,587	3,285,309	3,952,255	5,096,054	6,779,179	38,367,145
Residential New Construction	7,120	1,672,762	2,738,286	3,673,856	4,791,352	2,191,094	1,937,986	2,184,460	1,535,940	1,583,560	1,214,660	23,531,076
Energy Star Products	0	0	0	0	0	0	19,430	300,087	456,858	530,793	538,665	1,845,833
Home Performance w Energy Star						2,152	19,299	88,013	537,652	1,635,192	2,058,387	4,340,695
Sub-Total: Residential	2,351,372	4,559,679	4,910,919	6,104,981	7,285,164	5,288,268	5,807,302	5,857,869	6,482,705	8,845,599	10,590,891	68,084,749
Residential Low Income												
Comfort Partners	1,835,511	1,470,460	1,284,711	1,183,165	955,990	703,101	932,511	1,054,201	1,105,591	883,182	1,264,890	12,673,313
C&I New Construction					242,356	44,603	99,355	230,222	13,529	1,891,984	67,666	2,589,715
C&I Retrofit					3,162,275	2,681,281	535,493	675,862	628,140	2,723,921	1,026,019	11,432,991
Schools					31,615	419,977	44,563	127,836	175,841			799,832
Pay-for-Performance										0	527,074	527,074
Pay-for-Performance New Construction										0	0	0
Direct Install										67,968	1,016,634	1,084,602
CHP Gas Savings							6,313,260	625,236	2,118,252	2,063,074	0	11,119,822
Sub-Total C&I Construction:	616,099	502,563	1,510,800	819,655	3,436,246	3,145,861	6,992,671	1,659,156	2,935,762	6,746,947	2,637,393	31,003,153
Total Energy Efficiency	4,802,982	6,532,702	7,706,430	8,107,801	11,677,400	9,137,230	13,732,484	8,571,226	10,524,058	16,475,728	14,493,174	111,761,215

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total
Lifetime Renewable Energy Generation	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
CORE	173	56,330	109,981	82,996	351,179	449,400	487,379	354,528	308,648	363,625	139,211	2,703,450
REIP									51,565	387,059	428,211	866,835
REC/SREC							312	202,392	822,467	3,498,394	7,073,890	11,597,455
RE Grid Connected (REDI)									0	0	0	0
Re Grants and Financing	0	0	0	0	187,740	0	478,464	1,438,040	174,240	602,055		2,880,539
Total	173	56,330	109,981	82,996	538,919	449,400	966,155	1,994,960	1,356,920	4,851,133	7,641,312	18,048,279

Lifetime CHP Generation	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
CHP	0	0	0	0	11,498	112,759	1,225,505	109,364	423,802	524,075	0	2,407,003

Committed Savings	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Lifetime Energy Savings	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
Residential New Construction	131,481	504,649	440,776	79,079	365,223	347,822	165,060	223,740	92,158	77,682	41,646
Commercial/Industrial Construction:	937,582	654,800	2,441,633	1,682,736	1,641,228	674,115	2,563,547	877,194	1,761,322	1,519,290	2,260,079
Pay-for-Performance										0	847,665
Pay-for-Performance New Construction										0	112,356
Direct Install										241,683	398,064
CHP									4,245	0	0
Total Annual MWH Savings	1,069,063	1,159,449	2,882,409	1,761,815	2,006,451	1,021,937	2,728,607	1,100,934	1,857,725	1,838,655	3,659,810

CHP	0	0	0	0	199,875	0	1,263,019	3,705,353	1,486,741	500,620	29,465
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	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Residential New Construction	2,015,046	12,337,003	12,126,506	2,824,084	11,008,888	5,939,348	3,111,900	6,254,560	4,836,980	3,817,300	1,497,520
Commercial/Industrial Construction:	0	477,024	416,360	2,302,770	2,626,526	893,280	878,576	1,490,894	4,272,952	1,473,683	4,897,510
Pay-for-Performance										1,738,786	4,620,736
Pay-for-Performance New Construction										0	223,315
Direct Install										76,641	970,820
Total Annual Dtherm Savings	2,015,046	12,814,027	12,542,866	5,126,854	13,635,414	6,832,628	3,990,476	7,745,454	9,109,932	7,106,410	12,209,901
CHP Gas Savings							7,246,151	14,391,686	11,549,352	2,825,028	62,424
Total Gas Savings	2,015,046	12,814,027	12,542,866	5,126,854	13,635,414	6,832,628	11,236,627	22,137,140	20,659,284	9,931,438	12,272,325

Lifetime Renewable Energy Generation	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH	MWH
CORE					1,488,376	706,325	515,130	1,285,248	969,030	328,695	104,779
REIP									508,800	665,554	140,862
REC/SREC									1,300,036	4,248,971	13,880,410
RE Grid Connected (REDI)									0	740,720	528,530
Re Grants and Financing					187,740	197,965	864,240	174,240	0	0	
Total					1,676,116	904,290	1,379,370	1,459,488	2,777,866	5,983,940	14,654,581

Participants by Program

(2001 - 2004 cells hidden)

Energy Efficiency Participants	2005	2006	2007	2008	2009	2010	2011	Total
Residential HVAC - Electric & Gas	27,510	26,379	25,740	24,066	21,282	31,287	39,960	297,735
Residential New Construction	8,009	5,509	6,180	4,012	3,236	4,437	3,905	48,079
Energy Star Products								
Room Air Conditioning	14,708	9,607	13,602	13,691	7,528	11,322	0	120,265
Home Energy Audit	27,870	19,979	7,576	13,464	5,836	0	0	117,136
Clothes Washers			1,833	22,761	25,424	28,919	32,202	111,139
Dehumidifier				5,380	8,017	5,833	0	19,230
Refrigerator Turn-In						16,275	15,769	32,044
Consumer Electronics						42,942	93,930	136,872
Home Performance w Energy Star		3	20	163	3,310	3,245	2,584	9,325
Residential Low Income	6,403	8,552	8,484	7,239	7,779	6,814	7,054	77,477
Energy Conservation Kits			15,917	0	0	0	0	15,917
Sub-Total: Residential	84,500	70,029	79,352	90,776	82,412	151,074	195,404	985,219
C&I Retro and New Construction	2,387	2,094	1,297	1,401	1,607	1,985	1,854	31,630
LGEA					352			352
Pay for Performance					4	24	67	95
Pay for Performance NC						0	6	6
Direct Install						162	1,325	1,487
Sub-Total: C&I	2,387	2,094	1,297	1,401	1,963	2,171	3,252	33,570
Total Energy Efficiency	86,887	72,123	80,649	92,177	84,375	153,245	198,656	1,018,789

CHP Participants	2	4	5	4	1	6	0	22
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Renewable Energy Participants	2005	2006	2007	2008	2009	2010	2011	Total
CORE	496	1,005	832	827	509	341	64	4,468
REIP					263	1,506	1,703	3,472
Re Grants and Financing	1	0	3	1	1	1		7
RE Business Venture Financing	5	4	1	1	1	1		23
REC/SREC (subscribed)			2	1,023	101	589	4,356	6,071
Edison Innovation CEMF					0	1	3	4
Edison Innovation CEF					0	0	1	1
Total	502	1,009	838	1,852	875	2,439	6,127	14,046
CPC	0	8,867	13,473	14,456	14,135	8,933	10,388	10,388
Total RE	502	9,876	14,311	16,308	15,010	11,372	16,515	24,434

Lighting and Other	1,238,074	0	3,162,034	4,399,641	6,643,677	3,986,463	5,269,102	28,209,481
NJDEP Cool Cities	4,850	2,004	1,978	8,982	11,256			32,773

Committed Participants

Residential New Construction	8,337	6,808	7,137	10,170	7,865	3,647	1,893	
Commercial/Industrial Construction:	2,306	1,150	1,026	1,709	2,306	1,993	0	
Pay for Performance						121	0	
Pay for Performance NC						13	0	
Total	10,643	7,958	8,163	11,879	10,171	5,774	1,893	

CORE	1,182	565	1,070	1,047	665	101	0	
CHP	0	0	13	15	9	2	0	

Cumulative Demand Reductions

	2001 KW	2002 KW	2003 KW	2004 KW	2005 KW	2006 KW	2007 KW	2008 KW	2009 KW	2010 KW	2011 KW	Total KW
Residential HVAC - Electric & Gas	10,761	13,825	12,254	13,065	12,729	9,651	10,666	2,710	1,804	4,825	6,845	99,135
Residential New Construction	11	3,415	11,201	14,869	18,897	13,285	12,497	8,179	5,736	6,841	4,616	99,547
Energy Star Products												
Room Air Conditioning	0	0	1,499	1,441	1,662	567	803	808	444	668	14	7,906
Lighting and Other	0	0	3,587	5,089	3,222	0	5,792	10,752	16,252	19,190	25,436	89,320
Home Energy Audit												0
Clothes Washers								377	431	497	498	1,803
Dehumidifier								53	79	57	4	193
Refrigerator Turn-In									1,385	3,748	3,766	8,899
Consumer Electronics										527	1,005	1,532
Home Performance w Energy Star						0	0	51	366	815	894	2,126
Sub-Total: Residential	10,772	17,240	28,541	34,464	36,510	23,503	29,758	22,930	26,497	37,169	43,078	310,461
Residential Low Income	1,032	627	868	820	569	1,645	1,600	1,268	1,071	937	1,072	11,509
C&I New Construction										108,815	264,120	
C&I Retrofit										20,887	69,567	
Schools										0	0	
Pay for Performance										62	2,514	
Pay for Performance NC										0	0	
Direct Install										1,276	8,693	
Sub-Total C&I Construction:	6,364	26,750	38,155	43,470	36,382	26,301	17,502	16,438	18,781	131,040	344,894	706,077
CHP Electric Demand Reductions								30	0	275	0	305
NJDEP Cool Cities												0
Sub-Total C&I	6,364	26,750	38,155	43,470	36,382	26,301	17,502	16,468	18,781	131,315	344,894	706,382
Total Energy Efficiency	18,168	44,617	67,564	78,754	73,461	51,449	48,860	40,666	46,349	169,421	389,044	1,028,352
CHP Capacity	0	0	0	0	140	3,175	4,925	1,276	4,700	5,535	0	19,751
Total	18,168	44,617	67,564	78,754	73,601	54,624	53,785	41,942	51,049	174,956	389,044	1,048,103

Renewable Energy Capacity	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
CORE	8	1,142	1,743	2,644	7,386	18,725	20,307	14,772	12,860	15,151	5,800	100,538
REIP									2,149	16,127	17,842	36,118
RE Grid Connected (REDI)									0	0	0	0
RE Grants and Financing	0	0	0	0	1,600	0	8,600	9,600	1,500	6,200		27,500
RE Certificates/SREC							13	8,433	34,269	145,766	294,745	483,226
Total	8	1,142	1,743	2,644	8,986	18,725	28,920	32,805	50,778	183,244	318,387	647,382

Total WO Appliance Cycling	18,176	45,759	69,307	81,398	82,587	73,349	82,705	74,747	101,827	358,200	707,431	1,695,485
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Appliance Cycling	204,971	196,222	194,531	173,164	0							
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Residential HVAC Program Results

(2001 - 2004 cells hidden)

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
Res HVAC Electric								
Res HVAC Gas								
Combined-Total Electric & Gas	\$15,500	\$16,705	\$17,759	\$18,476	\$13,532,500.80	\$16,268,617.09	\$22,724,584	
Total	\$15,500,000.00	\$16,705,000.00	\$17,759,000.00	\$18,476,000.00	\$13,532,500.80	\$16,268,617.09	\$22,724,583.98	\$195,221,701.87

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures

Res HVAC Electric								
Res HVAC Gas								
Combined-Total Electric & Gas	\$13,117	\$14,849	\$11,853	\$11,387	\$9,557,605	\$15,167,547	\$19,923,078	
Total	\$13,117,000	\$14,849,000	\$11,853,000	\$11,387,000	\$9,557,605	\$15,167,547	\$19,923,078	\$160,175,230

Participants

Res HVAC Electric							15,461	48,556
Res HVAC Gas							24,499	41,784
Combined-Total Electric & Gas	27,510	26,379	25,740	24,066	21,282	31,287	39,960	297,735

Energy Savings

Electric	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Annual savings	15,021	11,545	13,323	4,973	4,771	8,087	12,364	128,131
Lifetime Savings	224,957	173,181	199,843	83,068	83,807	135,866	210,355	1,981,781

Demand

	KW	KW	KW	KW	KW	KW	KW	KW
Annual demand reductions	12,729	9,651	10,666	2,710	1,804	4,825	6,845	99,135

Gas

	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Annual savings	138,959	231,174	205,199	167,668	202,257	259,633	343,759	2,064,109
Lifetime Savings	2,493,812	3,095,022	3,830,587	3,285,309	3,952,255	5,096,054	6,779,179	38,367,145

Residential New Construction Program Results

(2001 - 2004 cells hidden)

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
Res New Construction	\$22,950,000.00	\$27,720,000.00	\$27,678,000.00	\$37,141,000.00	\$42,576,218.09	\$20,262,610.08	\$19,943,969.50	\$271,129,797.67

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures

Actual Expenditures	\$23,261.00	\$19,728.00	\$19,854.00	\$11,282.00	\$9,082,800.43	\$9,059,247.24	\$7,039,315.47	
Committed Expenditures	\$43,693.00	\$42,932.00	\$14,208.00	\$18,815.00	\$13,498,385.32	\$9,569,800.00	\$8,455,672.00	
Actual + Committed	\$66,954.00	\$62,660.00	\$34,062.00	\$30,097.00				
Total to the \$	\$66,954,000.00	\$62,660,000.00	\$34,062,000.00	\$30,097,000.00	\$22,581,185.75	\$18,629,047.24	\$15,494,987.47	
Actual to the \$	\$23,261,000.00	\$19,728,000.00	\$19,854,000.00	\$11,282,000.00	\$9,082,800.43	\$9,059,247.24	\$7,039,315.47	\$154,165,363.14

Participants

Actual	8,009	5,509	6,180	4,012	3,236	4,437	3,905	48,079
Committed	8,337	6,808	7,137	10,170	7,865	3,647	1,893	79,594
Actual + Committed	16,346	12,317	13,317	14,182	11,101	8,084	5,798	127,673

Energy Savings

<i>Actual-Electric</i>	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Annual savings	6,123	5,181	5,829	3,343	2,652	4,379	4,562	44,774
Lifetime Savings	122,461	93,829	107,137	66,860	53,040	87,580	91,240	876,240

<i>Demand</i>	KW	KW	KW	KW	KW	KW	KW	KW
Annual demand reductions	18,897	13,285	12,497	8,179	5,736	6,841	4,616	99,547

<i>Actual-Gas</i>	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Annual savings	239,568	164,504	156,698	109,223	76,797	79,178	60,733	1,291,302
Lifetime Savings	4,791,352	2,191,094	1,937,986	2,184,460	1,535,940	1,583,560	1,214,660	23,531,076

<i>Committed-Electric</i>	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Annual savings	18,261	19,356	8,253	11,187	4,608	3,884	2,082	130,971
Lifetime Savings	365,223	347,822	165,060	223,740	92,158	77,682	41,646	2,469,316

<i>Demand</i>	KW	KW	KW	KW	KW	KW	KW	KW
Annual demand reductions	42,551	54,027	18,869	24,815	10,221	8,616	4,619	251,735

<i>Committed-Gas</i>	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Annual savings	550,445	631,039	155,595	312,728	241,849	190,865	74,876	3,612,128
Lifetime Savings	11,008,888	5,939,348	3,111,900	6,254,560	4,836,980	3,817,300	1,497,520	65,769,135

Residential ENERGY STAR Products Program Results

(2001 - 2004 cells hidden)

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
Energy Star Windows								\$1,010
Energy Star Lighting								\$1,661
Energy Star Appliances								\$1,210
Combined Program (02)								\$7,533
Energy Star Maintenance	\$835	\$1,054						\$3,525
Room AC	\$875	\$875						\$5,392
Lighting and Other	\$4,050	\$1,320						\$16,322
Home Energy Audit	\$870	\$870						\$5,546
Home Performance with Energy Star	\$200	\$3,595						\$3,795
Total	\$6,830	\$7,714	\$11,083	\$20,142				\$77,219
Total to the \$	\$6,830,000.00	\$7,714,000.00	\$11,083,000.00	\$20,142,000.00	\$25,315,444.47	\$17,936,073.74	\$18,193,381.04	\$138,663,899

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures

Energy Star Windows								\$276
Energy Star Lighting								\$713
Energy Star Appliances								\$247
Combined Program (02)								\$2,803
Energy Star Maintenance	\$1,021	\$606						\$4,192
Room AC	\$396	\$481						\$2,146
Lighting and Other	\$4,016	(\$68)						\$14,215
Home Energy Audit	\$435	\$395						\$3,701
Home Performance with Energy Star	\$105	\$1,952						\$2,057
Total	\$5,973	\$3,366	\$4,654	\$14,516				\$49,520
Total to the \$	\$5,973,000.00	\$3,366,000.00	\$4,654,000.00	\$14,516,000.00	\$19,623,879.93	\$16,082,752.06	\$16,643,930.61	\$101,870,563

Participants

Room AC	14,708	9,607	13,602	13,691	7,528	11,322		120,265
Clothes Washers			1,833	22,761	25,424	28,919	32,202	114,820
Thermostats								2,169
Home Energy Audit	27,870	19,979	7,576	13,464	5,836			117,136
Dehumidifier				5,380	8,017	5,833		19,230
Refrigerator Turn in						16,275	15,769	32,044
Consumer Electronics						42,942	93,930	136,872
Home Performance with Energy Star		3						3
Total	42,578	29,589	23,011	55,296	46,805	105,291	141,901	542,539
Lighting Promotion	1,238,074		3,162,034	4,399,641	6,643,677	3,986,463	5,269,102	28,209,481

Residential ENERGY STAR Products Program Results

Energy Savings: Electric	2005	2006	2007	2008	2009	2010	2011	Total
Annual savings	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Lighting and Other	62,588	0	106,450	213,772	338,254	166,233	218,398	1,263,272
Room AC	921	542	767	772	425	639	13	6,888
Clothes Washer				2,837	3,248	3,749	3,759	13,593
Dehumidifier				382	569	414	28	1,393
Refrigerator Turn in					5,540	15,401	15,561	36,502
Consumer Electronics						4,707	8,829	13,536
Refrigerator							516	516
Dishwasher							118	118
Total	63,509	542	107,217	217,763	348,036	191,143	247,222	1,335,818

Lifetime Savings	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Lighting and Other	528,787	0	742,908	1,368,138	2,217,915	1,131,306	1,461,053	8,599,276
Room AC	9,208	5,418	7,672	7,722	4,246	6,386	130	68,873
Clothes Washers				42,549	64,961	74,979	75,177	257,666
Dehumidifier				3,820	6,261	4,554	308	14,943
Refrigerator Turn in					44,319	123,909	124,487	292,716
Consumer Electronics						30,565	35,318	65,883
Refrigerator							8,770	8,770
Dishwasher							1,535	1,535
Total	537,995	5,418	750,580	1,422,229	2,337,702	1,371,699	1,706,777	9,309,661

Annual demand reductions	KW	KW	KW	KW	KW	KW	KW	KW
Lighting and Other	3,222	0	5,792	10,752	16,252	19,190	25,436	89,320
Room AC	1,662	567	803	808	444	668	14	7,906
Clothes Washers				377	431	497	498	1,803
Dehumidifier				53	79	57	3.9	193
Refrigerator Turn in					1385	3748.3	3765.8	8,899
Consumer Electronics						526.9	1005.1	1,532
Refrigerator							60.2	60
Dishwasher							32.1	32
Total	4,884	567	6,595	11,990	18,591	24,688	30,815	109,745

Energy Savings: Gas	2005	2006	2007	2008	2009	2010	Total
Annual savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Lighting and Other	0	0	1,943				1,943
Clothes Washers				20,006	22,843	26,540	96,094
Dishwasher							351
Total	0	0	1,943	20,006	22,843	26,540	98,388

Lifetime Savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Lighting and Other	0	0	19,430				19,430
Clothes Washers				300,087	456,858	530,793	1,821,845
Dishwasher							4,558
Total	0	0	19,430	300,087	456,858	530,793	1,845,833

Home Performance with ENERGY STAR Program Results

Program Budget	2006	2007	2008	2009	2010	2011	Total
		\$7,368,000.00	\$9,829,000.00	\$23,652,926.69	\$58,782,277.65	\$29,760,156.05	\$129,392,360.39

Expenditures	2006	2007	2008	2009	2010	2011	Total
		\$3,441,000.00	\$5,002,000.00	\$10,248,143.70	\$41,380,830.32	\$15,266,819.30	\$75,338,793.32

Participants	2006	2007	2008	2009	2010	2011	Total
Tier 1				2,170			
Tier 2						296	
Tier 3				1,140	3,245	2,288	
Total	3	20	163	3,310	3,245	2,584	9,325

Energy Savings: Electric	2006	2007	2008	2009	2010	2011	Total
Annual savings	MWh	MWh	MWh	MWh	MWh	MWh	MWh
	2	22	108	1,155	939	2,131	4,357

Lifetime Savings	2006	2007	2008	2009	2010	2011	Total
	MWh	MWh	MWh	MWh	MWh	MWh	MWh
	26	442	1,456	18,378	20,889	38,314	79,505

Annual demand reductions	2006	2007	2008	2009	2010	2011	Total
	KW	KW	KW	KW	KW	KW	KW
	0		51	366	815	894	2,126

Energy Savings: Gas	2006	2007	2008	2009	2010	2011	Total
Annual savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
	108	803	3,835	23,909	73,438	95,298	197,391

Lifetime Savings	2006	2007	2008	2009	2010	2011	Total
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
	2,152	19,299	88,013	537,652	1,635,192	2,058,387	4,340,695

Note: prior to 2007 HPwES was incorporated as part of ES Products Program

Residential Low-income Program Results

(2001 - 2004 cells hidden)

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
Comfort Partners	\$24,960	\$21,330	\$20,175	\$26,373	\$36,309,764	\$32,206,497	\$30,829,308	
Senior Weatherization Pilot	\$40	NA						
DCA Weatherization		\$3,725	\$6,933	\$1,859				
WRAP		\$200	\$300	\$300				
Total	\$25,000	\$25,255	\$27,408	\$28,532				
Total to the \$	\$25,000,000.00	\$25,255,000.00	\$27,408,000.00	\$28,532,000.00	\$36,309,764.38	\$32,206,497.01	\$30,829,308.11	\$267,528,569.50

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures

Comfort Partners	\$15,460	\$16,557	\$21,096	\$20,682	\$30,741,451	\$31,377,189	\$28,405,762	
Senior Weatherization Pilot	\$7	NA						
DCA Weatherization		\$1,652	\$5,074	-\$27				
WRAP		\$0	\$0	\$0				
Total	\$15,467	\$18,209	\$26,170	\$20,655				
Total to the \$	\$15,467,000.00	\$18,209,000.00	\$26,170,000.00	\$20,655,000.00	\$30,741,450.93	\$31,377,188.90	\$28,405,761.97	\$224,348,401.80

Participants

Comfort Partners	6,403	7,190	7,706	7,239	7,779	6,814	7,054	74,796
Senior Weatherization Pilot	0	0	0					541
DCA Weatherization		1,362	778					2,140
WRAP		0	0					0
Total	6,403	8,552	8,484	7,239	7,779	6,814	7,054	77,477

Energy Savings

Electric	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Annual Savings	5,636	10,708	10,614	8,778	9,302	8,994	10,069	89,452
Lifetime Savings	93,966	177,208	191,930	66,525	68,712	64,804	89,465	1,209,589

Demand	KW	KW	KW	KW	KW	KW	KW	KW
Annual demand reductions	569	1,645	1,600	1,268	1,071	937	1,072	11,509

Gas	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Annual savings	48,733	42,526	48,101	73,535	80,504	65,642	88,278	737,073
Lifetime Savings	955,990	703,101	932,511	1,054,201	1,105,591	883,182	1,264,890	12,673,313

2007 MWh, KW and Dtherms updated to include revised PSEG reported savings.

C&I Energy Efficient Construction Program Results

(2001 - 2004 cells hidden)

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
C&I Construction								
Building O&M								
Compressed Air								
C&I New Construction	\$3,300	\$3,811	\$4,000	\$4,503	\$10,691,720.49	\$6,813,711.71	\$6,867,143.41	
C&I Retrofit	\$20,900	\$25,180	\$26,068	\$22,596	\$22,020,298.02	\$35,109,759.59	\$45,899,451.30	
New School Construction	\$3,500	\$3,872	\$5,000	\$3,737	\$7,103,223.98			
Total C&I	\$27,700	\$32,863	\$35,068	\$30,836				
Total to the \$	\$27,700,000.00	\$32,863,000.00	\$35,068,000.00	\$30,836,000.00	\$39,815,242.49	\$41,923,471.30	\$52,766,594.71	\$377,999,308.50

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures

C&I Construction								
Building O&M								
Compressed Air								
C&I New Construction	\$3,730	\$1,422	\$2,358	\$1,544	\$2,240,924.83	\$2,446,568.30	\$2,387,636.95	
C&I Retrofit	\$17,347	\$16,973	\$13,047	\$11,710	\$14,410,530.34	\$17,220,583.18	\$15,697,501.92	
New School Construction	\$3,360	\$1,672	\$843	\$1,085	\$1,006,162.63			
Total C&I	\$24,437	\$20,067	\$16,248	\$14,339				
Total to the \$	\$24,437,000.00	\$20,067,000.00	\$16,248,000.00	\$14,339,000.00	\$17,657,617.80	\$19,667,151.48	\$18,085,138.87	\$242,056,908.15

C&I Committed Expenditures			\$13,474	\$17,656	\$22,124,461	\$16,665,840	\$24,173,500	
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Participants-Actual

C&I Construction								10,702
Building O&M								87
Compressed Air								24
C&I New Construction	198	187	113	111	96	97	136	1,302
C&I Retrofit	1,923	1,798	1,129	1,172	1,393	1,888	1,718	18,402
New School Construction	266	109	55	118	118			1,113
Total C&I	2,387	2,094	1,297	1,401	1,607	1,985	1,854	31,630

Participants-Committed

All C&I	2,306	1,150	1,026	1,709	2,306	1,993		22,021
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C&I Energy Efficient Construction Program Results

Energy Savings	2005	2006	2007	2008	2009	2010	2011	Total
Actual								
Electric - Annual	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
C&I New Construction	13,851	17,351	6,572	21,782	14,993	7,062	16,912	130,061
C&I Retrofit	120,818	78,194	81,933	74,430	75,806	119,500	103,360	817,672
Schools	13,583	2,832	2,084	3,310	4,992			35,776
Annual savings - Total	148,252	98,377	90,589	99,522	95,791	126,562	120,272	1,356,434

2005 corrected from 4Q05 report

Electric - Lifetime	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
C&I New Construction	207,769	260,265	101,184	109,975	225,004	108,815	264,120	1,750,197
C&I Retrofit	1,812,265	1,172,904	1,252,717	1,349,840	1,141,755	1,516,908	1,642,577	12,343,078
Schools	203,738	42,480	31,536	46,637	43,977			502,990
Lifetime Savings - Total	2,223,772	1,475,649	1,385,437	1,506,452	1,410,736	1,625,723	1,906,697	20,169,587

Demand	KW	KW	KW	KW	KW	KW	KW	KW
C&I New Construction	3,548	3,861	1,796	1,399	2,935	1,915	4,650	26,484
C&I Retrofit	28,478	21,539	15,252	14,186	15,312	20,887	69,567	218,972
Schools	4,356	901	454	853	534			10,297
Annual demand reductions	36,382	26,301	17,502	16,438	18,781	22,802	74,217	327,162

Gas - Annual

	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
C&I New Construction	12,335	2,855	6,303	18,311	1,368	104,998	4,361	155,107
C&I Retrofit	175,613	171,062	32,282	38,647	42,012	148,987	56,381	705,423
Schools	2,053	27,913	2,228	6,396	10,132			58,351
Annual savings	190,001	201,830	40,813	63,354	53,512	253,985	60,742	1,074,492

Gas - Lifetime

	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
C&I New Construction	242,356	44,603	99,355	230,222	13,529	1,891,984	67,666	2,658,352
C&I Retrofit	3,162,275	2,681,281	535,493	675,862	628,140	2,723,921	1,026,019	12,039,575
Schools	31,615	419,977	44,563	127,836	175,841			944,266
Lifetime Savings - Total	3,436,246	3,145,861	679,411	1,033,920	817,510	4,615,905	1,093,685	18,271,655

C&I Energy Efficient Construction Program Results

Committed

Electric - Annual	MWh	MWh	MWh	MWh	MWh	MWh	MWh
C&I New Construction	20,982	11,603	14,759	8,440	13,000	17,988	19,178
C&I Retrofit	65,441	31,020	153,001	46,312	102,876	80,452	124,518
Schools	9,667	3,116	3,825	4,523	5,860		
CHP					354		
Annual Savings - Total	96,090	45,739	171,585	59,275	122,090	98,440	143,696

Demand	KW	KW	KW	KW	KW	KW	KW
C&I New Construction	4,603	1,823	3,106	9,084	3,159	3,061	19,234
C&I Retrofit	15,183	7,380	20,072	9,358	21,620	16,653	102,585
Schools	2,439	835	995	554	757		
Annual demand reductions	22,225	10,038	24,173	18,996	25,536	19,714	121,819

Electric - Lifetime	MWh	MWh	MWh	MWh	MWh	MWh	MWh
C&I New Construction	314,730	173,295	218,561	117,747	201,659	271,627	288,849
C&I Retrofit	981,618	454,080	2,287,261	717,163	1,496,091	1,247,663	1,971,230
Schools	145,005	46,740	57,725	42,284	63,572		
Lifetime Savings - Total	1,641,228	674,115	2,563,547	877,194	1,761,322	1,519,290	2,260,079

Gas - Annual	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
C&I New Construction	6,368	6,760	1,573	124,072	161,750	35,107	31,528
C&I Retrofit	148,756	38,822	49,590	79,322	90,574	48,061	224,832
Schools	12,326	13,178	6,596	14,742	14,414		
Annual Savings - Total	167,450	58,760	57,759	218,136	266,738	83,168	256,360

Gas - Lifetime	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
C&I New Construction	95,526	101,400	31,200	269,286	2,533,483	567,517	504,953
C&I Retrofit	2,340,823	582,460	717,372	1,026,722	1,505,918	906,166	4,392,557
Schools	190,177	209,420	130,004	194,886	233,551		
Lifetime Savings - Total	2,626,526	893,280	878,576	1,490,894	4,272,952	1,473,683	4,897,510

Pay-for Performance Program

Program Budget	2008	2009	2010	2011	Total
	\$5,000,000.00	\$23,245,128.08	\$32,305,102.62	\$43,355,701.50	\$103,905,932.20

Expenditures

Actual	\$52,000	\$743,119	\$1,242,734.12	\$5,023,091.48	\$7,060,944.80
Committed				\$26,724,700.00	
Total				\$31,747,791.48	

Actual Participants

Approved ERPs			24	51	75
Completed Projects			0	16	16
Total		0	24	67	24

Committed Participants

			121		121
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Actual Savings

Energy Savings: Electric

Annual savings	MWh	MWh	MWh	MWh	MWh
			796	15,422	16,218

Lifetime Savings	MWh	MWh	MWh	MWh	MWh
			8,757	216,562	225,319

Annual demand reductions	KW	KW	KW	KW	KW
			62	2,514	2,576

Energy Savings: Gas

Annual savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
				45,344	45,344

Lifetime Savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
				527,074	527,074

Committed Savings

Energy Savings: Electric

Annual savings	2008	2009	2010	2011	Total
	MWh	MWh	MWh	MWh	MWh
				50,830	50,830

Lifetime Savings	MWh	MWh	MWh	MWh	MWh
				847,665	847,665

Annual demand reductions	KW	KW	KW	KW	KW
				10,469	10,469

Energy Savings: Gas

Annual savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
			105,152	270,852	376,004

Lifetime Savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
			1,738,786	4,620,736	6,359,522

Pay-for Performance New Construction

Program Budget	2010	2011	Total
	\$4,966,134.60	\$7,471,645.96	\$12,437,780.56

Expenditures

Actual	\$494,488.64	\$478,711.08	\$973,199.72
Committed		\$1,083,760.00	
Total		\$1,562,471.08	

Actual Participants

Approved ERPs		6	6
Completed Projects		0	0
Total	0	6	6

Committed Participants

	13		
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Actual Savings

Energy Savings: Electric

Annual savings	MWh	MWh	MWh
		0	0

Lifetime Savings	MWh	MWh	MWh
		0	0

Annual demand reductions	KW	KW	KW
		0	0

Energy Savings: Gas

Annual savings	Dtherm	Dtherm	Dtherm
		0	0

Lifetime Savings	Dtherm	Dtherm	Dtherm
		0	0

Committed Savings

2,010

Total

Energy Savings: Electric

Annual savings	MWh	MWh	MWh
		6,352	6,352

Lifetime Savings	MWh	MWh	MWh
		112,356	112,356

Annual demand reductions	KW	KW	KW
		1,288	1,288

Energy Savings: Gas

Annual savings	Dtherm	Dtherm	Dtherm
		7,716	7,716

Lifetime Savings	Dtherm	Dtherm	Dtherm
		223,315	223,315

Direct Install Program

Program Budget	2008	2009	2010	2011	Total
	\$3,000,000.00	\$23,245,128.08	\$24,532,976.50	\$35,896,150.92	\$86,674,255.50

Expenditures

Actual	\$0.00	\$125,000.00	\$3,970,159.58	\$21,733,218.78	\$25,828,378.36
Committed				\$1,086,568.00	
Total				\$22,819,786.78	

Participants

Actual			162	1,325	1,487
Committed			443		443
Total		0	605	1,325	1,930

Actual Savings

Energy Savings: Electric

Annual savings	MWh	MWh	MWh	MWh	MWh
			5,007	41,640	46,647

Lifetime Savings	MWh	MWh	MWh	MWh	MWh
			75,032	621,575	696,607

Annual demand reductions	KW	KW	KW	KW	KW
			1,276	8,693	9,969

Energy Savings: Gas

Annual savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
			4,487	61,347	65,834

Lifetime Savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
			67,968	1,016,634	1,084,602

Committed Savings

Energy Savings: Electric

Annual savings	2008	2009	2010	2011	Total
			15,949	27,009	42,958

Lifetime Savings	MWh	MWh	MWh	MWh	MWh
			241,683	398,064	639,747

Annual demand reductions	KW	KW	KW	KW	KW
			3,753	6,497	10,250

Energy Savings: Gas

Annual savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
			5,011	59,801	64,812

Lifetime Savings	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
			76,641	970,820	1,047,461

Combined Heat and Power
(2001 - 2004 cells hidden)

	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
Program Budget								
CHP	\$7,750,000	\$6,681,000	\$7,857,000	\$15,914,000	\$11,784,675	\$5,859,509	\$1,002,123	\$61,848,307
Expenditures								
Actual CHP	\$502,000	\$1,875,000	\$3,024,000	\$2,119,000	\$1,003,185	\$2,708,014	\$0	\$11,263,198
Committed			\$7,037,000	\$9,067,000	\$7,842,812	\$2,000,000	\$1,000,000	\$26,946,812
Total			\$10,061,000	\$11,186,000	\$8,845,997	\$4,708,014	\$1,000,000	\$35,801,010
Participants-Actual								
CHP	2	4	5	4	1	6	0	22
Participants-Committed								
CHP			13	15	9	2		39
Energy Savings								
Electric - Annual								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
CHP				141	0	2,000		2,141
Electric - Lifetime								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
CHP				2,119	0	24,001		26,120
Demand								
	KW	KW	KW	KW	KW	KW	KW	KW
CHP				30	0	275		305
Committed Electric Savings: Lifetime								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	
CHP					4,245			
Gas - Annual								
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
CHP	0	0	526,105	52,103	176,521	171,923		926,652
Gas - Lifetime								
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
CHP	0	0	6,313,260	625,236	2,118,252	2,063,074		11,119,822
Committed Gas Savings								
Gas - Annual								
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	
CHP	217,927	0	603,845	1,254,210	962,446	235,419	5,202	
Gas - Lifetime								
	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	
CHP	3,268,911	0	7,246,151	14,391,686	11,549,352	2,825,028	62,424	
Electric Generation								
Actual								
Electric - Annual								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
CHP	767	12,575	102,125	9,114	35,317	47,743		207,641
Electric - Lifetime								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
CHP	11,498	112,759	1,225,505	109,364	423,802	524,075		2,407,003
Demand								
	KW	KW	KW	KW	KW	KW	KW	KW
CHP	140	3,175	4,925	1,276	4,700	5,535		19,751
Committed Electric Generation								
Electric - Annual								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	
CHP		729,628	105,252	90,800	123,895	41,718		2,455
Electric - Lifetime								
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	
CHP	199,875	0	1,263,019	3,705,353	1,486,741	500,620		29,465
Demand								
	KW	KW	KW	KW	KW	KW	KW	
CHP	2,668	0	13,685	11,365	16,367	5,970		300

Appliance Cycling Program Results

	2001	2002	2003	2004	Total
Budget (\$000)					
Appliance Cycling	\$6,740	\$7,246	\$7,906	\$935	\$22,827

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures (\$000)

Actual Expenditures *	\$7,825	\$7,516	\$5,916	\$496	\$21,753
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Participants

# customers	239,060	226,830	218,392	228,655	
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Energy Savings**

	KW	KW	KW	KW	
Annual demand reductions	204,971	196,222	194,531	173,164	

* As of June 2004 this program is no longer funded through the NJCEP

** This program does result in any MWh savings

Cool Cities Program Results

Program Budget	2003	2004	2005	2006	2007	2008	2009	Total
Cool Cities	\$2,000.00	\$3,000.00	\$4,000.00	\$4,000.00	\$6,736.00	\$7,950.00		
Total to the \$	\$2,000,000.00	\$3,000,000.00	\$4,000,000.00	\$4,000,000.00	\$6,736,000.00	\$7,950,000.00	\$4,956,762.00	\$32,642,762.00

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Program Expenditures

Actual expenditures	\$39.00	\$2,429.00	\$2,572.00	\$1,123.00	\$2,786.00	\$3,043.00	\$3,709,765.00	
Committed Expenditures	\$1,052.00	\$382.00	\$1,067.00	\$2,118.00	\$1,175.00	\$1,667.00		
Actual & committed expenditures	\$1,091.00	\$2,811.00	\$3,639.00	\$3,241.00	\$3,961.00	\$4,710.00		
Total to the \$	\$1,091,000.00	\$2,811,000.00	\$3,639,000.00	\$3,241,000.00	\$3,961,000.00	\$4,710,000.00	\$3,709,765.00	\$23,162,765.00

Trees Planted

	2,216	1,487	4,850	2,004	1,978	8,982	11,256	32,773
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Energy Savings - Annual

			MWh	MWh **	MWh	MWh	MWh	MWh
	TBD	TBD	4,118	1,897	1,127	373	455	7,970

Energy Savings - Lifetime

			MWh	MWh	MWh	MWh	MWh	MWh
				10,479	10,334	11,570	14,106	46,489

Demand Reductions

				kW	kW	KW	KW	kW

** corrected value provided subsequent to issuance of 4Q report.

Other Budgets and Expenditures

Other Programs

No energy savings were reported for the programs on this sheet for.

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

EE Budgets	2004	2005	2006	2007	2008	2009	2010	2011
Refrigerator Turn In	\$2,500	\$0	NA					
DCA Green Homes			\$1,600					
Energy Conservation Kits			\$607	\$200				
STAC SEER/EER Evaluation	\$170	\$170						
Pay for Performance	\$5,000	\$1,000						
Special Studies/Pilot Studies	\$1,230	\$1,250	\$1,000		\$1,000	\$1,327,102	\$877,801	
Res MM Transition				\$986				
C&I MM Transition				\$380				
Utility Transition				\$1,082	\$49			
Community Based Efficiency Initiative					\$345	\$1,247,612	\$992,612	
Local Govt Energy Audit					\$2,324	\$13,276,120	\$13,232,385	
TEACH					\$400	\$795,600	\$1,000,000	\$682,830
Clean Energy Tech Fund					\$9,000			
Residential Marketing						\$4,580,830	\$3,260,239	\$1,309,984
C&I Marketing						\$1,555,000	\$1,038,200	\$1,075,000
Clean Energy Conference						\$1,046,000	\$123,866	
Large Energy Users pilot								\$20,000,000
Multi-family financing pilot								\$10,000,000
Green jobs and building code training								\$678,853
Competitive grant loan solicitation								\$20,000,000
Sustainable Jersey								\$1,070,000
Total	\$8,900	\$2,420	\$3,207	\$2,648	\$13,118	\$23,828,264	\$20,525,103	\$54,816,667

RE Budgets

Manufacturing Incentive			\$30	\$4,000				
Public Entity Financing	\$3,000	\$0	\$6					
Clean Energy Financing for Business			\$15					
DEP Ecological Baseline Study				\$2,000	\$2,000	\$2,100,000		
REDI					\$4,163		\$6,201,606	
Offshore wind solicitation					\$1,900	\$13,765,676	\$13,870,253	\$11,070,253
Clean Energy Tech Fund					\$3,000			
Clean Energy Manufacturing Fund					\$3,000	\$24,000,000	\$27,731,487	
RE MM Transition				\$606				
RE Marketing						\$680,319	\$394,756	
Total	\$3,000	\$0	\$51	\$6,606	\$14,063	\$40,545,995	\$48,198,101	\$11,070,253

EE Actual Expenditures

Refridgerator Turn In	\$16	\$0	\$0					
DCA Green Homes			\$0					
Energy Conservation Kits			\$371	\$517				
STAC SEER/EER Evaluation	\$1	\$85	\$0					
Pay for Performance	\$32	\$0	\$0					
Special Studies/Pilot Studies	\$8	\$0	\$0				\$298,948	
Res MM Transition				\$896				
C&I MM Transition				\$380				
Utility Transition				\$254				
Community Based Efficiency Initiative					\$0	\$447,612		
Local Govt Energy Audit					\$46	\$1,862,389		
TEACH					\$4	\$188,225		\$121,600
Clean Energy Tech Fund					\$0			
Residential Marketing						\$3,710,123		\$1,111,985
C&I Marketing						\$1,546,809		\$1,062,331
Clean Energy Conference						\$710,932		
Large Energy Users pilot								\$71,596
Multi-family financing pilot								\$0
Green jobs and building code training								\$195,896
Competitive grant loan solicitation								\$0
Sustainable Jersey								\$380,149
Total	\$57	\$85	\$371	\$2,047	\$50	\$8,466,091		

RE Actual Expenditures

Manufacturing Incentive	\$0	\$0	\$6	\$33		\$2,480,000		
Public Entity Financing	\$56	\$0	\$6					
Clean Energy Financing for Business			\$29					
DEP Ecological Baseline Study				\$0	\$2,000	\$2,100,000		
REDI								
Offshore wind solicitation								\$2,633,211
Clean Energy Tech Fund								
Clean Energy Manufacturing Fund					\$36			
RE MM Transition				\$603				
RE Marketing						\$562,751		
Total	\$170	\$170	\$41	\$636	\$2,036	\$5,142,751		

CORE Program Results

(2001 - 2004 cells hidden)

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total 2001-2011
		\$85,700,000	\$147,453,000	\$151,712,000	\$195,049,000	\$126,605,582	\$54,778,433	\$22,623,674

Note: Prior to 2009 budgets and expenditures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures

Actual expenditures	\$29,850,000	\$82,723,000	\$73,285,400	\$51,587,000	\$35,155,470	\$28,526,247	\$13,139,812	\$314,295,406
Committed Expenditures	\$136,514,000	\$95,233,000	\$72,991,400	\$102,711,000	\$77,343,991	\$25,616,684	\$6,045,121	\$516,624,959
Actual & committed expenditures	\$166,364,000	\$177,956,000	\$146,276,800	\$154,298,000	\$112,499,461	\$54,142,931	\$19,184,934	\$830,920,365

Participants

Actual	496	1,005	832	827	509	341	64	4,468
Committed	1,182	565	1,070	1,047	665	101		5,547
Actual + Committed	1,678	1,570	1,902	1,874	1,174	442	64	10,015

Actual

Renewable Energy Generation	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Annual generation	16,620	22,470	24,369	17,726	15,432	18,181	6,961	138,420
Lifetime generation	351,179	449,400	487,379	354,528	308,648	363,625	139,211	2,703,450

Demand	KW	KW	KW	KW	KW	KW	KW	KW
Annual demand	7,386	18,725	20,307	14,772	12,860	15,151	5,800	100,538

Gas Savings

	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm	Dtherm
Annual savings	0	0						5,825
Lifetime savings	0	0						116,508

Committed

Renewable Energy Generation	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
Annual generation	83,601	35,316	25,757	64,262	48,452	16,435	5,239	279,062
Lifetime generation	1,488,376	706,325	515,130	1,285,248	969,030	328,695	104,779	5,397,583

Demand	KW	KW	KW	KW	KW	KW	KW	KW
Annual demand	38,148	29,430	21,464	53,552	40,376	13,696	4,366	201,032

REIP Program Results

Program Budget	2009	2010	2011	Total
REIP	\$54,070,980.40	\$66,771,767.89	\$41,612,455.10	\$162,455,203.39

Expenditures

Actual expenditures	\$8,813,207.72	\$27,829,023.33	\$21,336,854.39	\$57,979,085.44
Committed Expenditures	\$28,631,294.00	\$27,845,676.43	\$5,152,540.50	\$61,629,510.93
Actual & committed expenditures	\$37,444,501.72	\$55,674,699.76	\$26,489,394.89	\$119,608,596.37

Participants

Actual	263	1,506	1,703	3,472
Committed	1,710	2,394		4,104
Actual + Committed	1,973	3,900	1,703	7,576

Actual

Renewable Energy Generation	MWh	MWh	MWh	MWh
Annual generation	2,578	19,353	21,411	43,342
Lifetime generation	51,565	387,059	428,211	866,835

Demand	KW	KW	KW	KW
Annual demand	2,149	16,127	17,842	36,118

Gas Savings	Dtherm	Dtherm	Dtherm	Dtherm
Annual savings	0			0
Lifetime savings	0			0

Committed

Renewable Energy Generation	MWh	MWh	MWh	MWh
Annual generation	25,440	33,278	7,043	65,761
Lifetime generation	508,800	665,554	140,862	1,315,216

Demand	KW	KW	KW	KW
Annual demand	21,200	27,731	5,869	54,800

REC/SREC Program Results

Program Budget	2007	2008	2009	2010	2011	Total
	\$842,000	\$1,659,000				\$2,501,000

Expenditures

Actual expenditures	\$289,000	\$876,000				\$1,165,000
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Participants

applications completed	2	1,023	101	589	4,356	6,071
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Actual

Renewable Energy Generation	MWh	MWh	MWh	MWh	MWh	MWh
Annual generation	16	10,120	41,123	174,920	353,694	579,873
Lifetime generation	312	202,392	822,467	3,498,394	7,073,890	11,597,455

Demand	KW	KW	KW	KW	KW	KW
Annual demand	13	8,433	34,269	145,766	294,745	483,226

Committed

Renewable Energy Generation	MWh	MWh	MWh	MWh	MWh
Annual generation			65,002	212,449	694,020
Lifetime generation			1,300,036	4,248,971	13,880,410

Demand	KW	KW	KW	KW	KW
Annual demand			54,168	177,040	578,350

Starting in 2009 REC program expenses are included in REIP program budget

RE Projects Grants and Financing Program Results

Program Terminated im 2010

Program Budget	2001	2002	2003*	2004	2005	2006	2007	2008	2009	2010	Total 2001-2010
BPU Grid Program	\$11,500,000	\$14,916,000		\$2,000,000	\$2,000,000						
Renewable Energy Advanced Power Program/RE Grants & Financing	\$0	\$0		\$16,000,000	\$14,000,000	\$11,782,000	\$10,400,000	\$4,072,000	\$4,085,967	\$1,284,714	
Total	\$11,500,000	\$14,916,000	\$14,900,000	\$18,000,000	\$16,000,000	\$11,782,000	\$10,400,000	\$4,072,000	\$4,085,967	\$1,284,714	\$106,940,681

* BPU set overall RE budget but did not allocate to programs

Actual Expenditures

BPU Grid Program	\$34	\$303	\$305	\$181	\$6	NA					
Renewable Energy Advanced Power Program/RE Grants & Financing	\$0	\$0	\$0	\$114	\$557	\$203	\$3,052	\$1,536	\$2,725,286	\$1,284,714	
Total	\$34	\$303	\$305	\$295	\$563	\$203	\$3,052	\$1,536			
Total to the \$	\$34,000	\$303,000	\$305,000	\$295,000	\$563,000	\$203,000	\$3,052,000	\$1,536,000	\$2,725,286	\$1,284,714	\$10,301,000

Committed Expenditures (\$000)

BPU Grid Program	\$0	\$11,300	\$0	\$0	\$2,000	NA					\$13,300
Renewable Energy Advanced Power Program/RE Grants & Financing	\$0	\$0	\$0	\$513	\$0	\$7,956	\$3,263	\$4,010	\$894,714	\$0	\$910,456
Total	\$0	\$11,300	\$0	\$513	\$2,000	\$7,956	\$3,263	\$4,010			\$29,042
Total to the \$	\$0	\$11,300,000	\$0	\$513,000	\$2,000,000	\$7,956,000	\$3,263,000	\$4,010,000	\$894,714	\$0	\$29,936,714

Actual Participants

BPU Grid Program	0	0	0	0	0	NA					0
Renewable Energy Advanced Power Program/RE Grants & Financing	0	0	0	0	1	0	3	1	1	1	7
Total	0	0	0	0	1	0	3	1	1	1	7

Renewable Energy Generation - Annual

	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
BPU Grid Program	0	0	0	0	0	NA					0
Renewable Energy Advanced Power Program/RE Grants & Financing	0	0	0	0	12,516		41,753	71,902	8,712	40,137	175,020
Total	0	0	0	0	12,516	0	41,753	71,902	8,712	40,137	175,020

*The annual generation data listed above has been updated in reponse to a data quality verification performed in 2010. The old data reported by the NJBPU is listed in the table at the bottom of this page.

Renewable Energy Generation - Lifetime

	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh	MWh
BPU Grid Program	0	0	0	0	0	NA					0
Renewable Energy Advanced Power Program/RE Grants & Financing	0	0	0	0	187,740		478,464	1,438,040	174,240	602,055	2,880,539
Total	0	0	0	0	187,740	0	478,464	1,438,040	174,240	602,055	2,880,539

*The lifetime generation data listed above has been updated in reponse to a data quality verification performed in 2010. The old data reported by the NJBPU is listed in the table at the bottom of this page.

Renewable Energy Generation - Demand

	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW	KW
BPU Grid Program	0	0	0	0	0	NA					0
Renewable Energy Advanced Power Program/RE Grants & Financing	0	0	0	0	1,600		8,600	9,600	1,500	6,200	27,500
Total	0	0	0	0	1,600	0	8,600	9,600	1,500	6,200	27,500

*The demand data listed above has been updated in reponse to a data quality verification performed in 2010. The old data reported by the NJBPU is listed in the table at the bottom of this page.

Committed Re Generation - Annual	MWh	MWh	MWh	MWh	MWh	MWh
	59,352	39,593	54,712	8,712		

Committed RE Demand - Annual	KW	KW	KW	KW	KW	KW
	13,350	6,150	7,700	1,500		

Committed RE Generation - Lifetime	MWh	MWh	MWh	MWh	MWh	MWh
	296,760	197,965	864,240	174,240		

RE Business Venture Financing Program Results

Program Terminated im 2010

Program Budget	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	Total
Infrastructure/REED/RE Business Venture Financing	\$0	\$0		\$6,350,000	\$8,000,000	\$8,000,000	\$5,000,000	\$1,938,000	\$1,537,473	\$250,000	\$31,075,473

Actual Expenditures

Infrastructure/REED/RE Business Venture Financing	\$0	\$0	\$1,143	\$1,001	\$2,358	\$162	\$207	\$62	\$368,905	\$250,000	
Total to the \$	\$0	\$0	\$1,143,000	\$1,001,000	\$2,358,000	\$162,000	\$207,000	\$62,000	\$368,905	\$250,000	\$5,551,905

Committed Expenditures

Infrastructure/REED/RE Business Venture Financing	\$0	\$0	\$2,700	\$378	\$81	\$712	\$3,200	\$1,500	\$1,130,889.82	\$0.00	
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Participants

Infrastructure/REED/RE Business Venture Financing	0		10	0	5	4	1	1	1	1	23
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Edison Innovation CEF Program Results

Program Budget	2009	2010	2011	Total
Edison Innovation CEF (CST)	\$6,000,000	\$5,940,000	\$3,655,277	\$15,595,277

Expenditures

Actual expenditures	\$60,000	\$839,367	\$1,824,235	\$2,723,602
Committed Expenditures		\$2,155,276	\$1,831,041	\$3,986,317
Actual & committed expenditures	\$60,000	\$2,994,643	\$3,655,276	\$6,709,919

Participants

Actual	0	0	1	1
Committed	3	6	0	9
Actual + Committed	3	6	1	10

EDA Edison Innovation CEMF Program Results

Program Budget	2009	2010	2011	Total
Edison Innovation CEMF (EDA)	\$24,000,000	\$27,731,487	\$35,634,153	\$87,365,640

Expenditures

Actual expenditures	\$2,480,000	\$3,211,000	\$5,915,017	\$11,606,017
Committed Expenditures	\$8,582,000	\$5,551,000	\$6,475,983	\$20,608,983
Actual & committed expenditures	\$11,062,000	\$8,762,000	\$12,391,000	\$32,215,000

Participants

Actual	0	1	3	4
Committed	8	0	6	14
Actual + Committed	8	1	9	18

EDA Innovation Green Growth Fund

Program Budget	2010	2011	Total
Edison Innovation CEMF (EDA)		\$4,000,000	\$4,000,000

Expenditures

Actual expenditures		\$60,000	\$60,000
Committed Expenditures		\$0	\$0
Actual & committed expenditures		\$60,000	\$60,000

Participants

Actual		0	0
Committed		0	0
Actual + Committed		0	0

EE Revolving Loan Fund

Program Budget	2010	2011	Total
Edison Innovation CEMF (EDA)		\$18,000,000	\$18,000,000

Expenditures

Actual expenditures		\$360,000	\$360,000
Committed Expenditures		\$0	\$0
Actual & committed expenditures		\$360,000	\$360,000

Participants

Actual		0	0
Committed		0	0
Actual + Committed		0	0

RE Grid Connected (REDI) Program Results

Program Budget	2009	2010	2011	Total
RE Grid Connected (REDI)	\$10,201,605.00	\$6,201,605.00	\$11,282,831.73	\$27,686,041.73

Expenditures

Actual expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Committed Expenditures	\$0.00	\$3,856,320.00	\$3,856,320.00	\$7,712,640.00
Actual & committed expenditures	\$0.00	\$3,856,320.00	\$3,856,320.00	\$7,712,640.00

Participants

Actual	0	0		0
Committed	0	0		0
Actual + Committed	0	0		0

Actual Energy Generation

Renewable Energy Generation	MWh	MWh	MWh	MWh
Annual generation	0	0	0	0
Lifetime generation	0	0	0	0

Demand	KW	KW	KW	KW
Annual demand	0	0	0	0

Committed Energy Generation

Renewable Energy Generation	MWh	MWh	MWh	MWh
Annual generation	0	34,156	23,926	58,082
Lifetime generation	0	740,720	528,530	1,269,250

Demand	KW	KW	KW	KW
Annual demand	0	8,000	6,500	14,500

Clean PowerChoice

	2005	2006	2007	2008	2009	2010	2011	Total
Program Budget	\$3,000,000	\$1,933,000	\$935,000	\$982,000	\$629,501	\$123,115	\$68,400	\$7,671,016
Actual Expenditures	\$2,729,000	\$1,150,000	\$740,000	\$834,000	\$411,884	\$66,749	\$29,209	\$5,960,842
Participants		8,867	13,473	14,456	14,135	8,933	10,388	
	MWh	MWh	MWh	MWh	MWh	MWh	MWh	
Renewable Energy Generation - Annual	0	22,189	74,091	89,221	101,256	74,988		

Administration

Program Budget	2005	2006	2007	2008	2009	2010	2011	Total
OCE Admin & Overhead	\$2,400	\$2,835	\$5,090	\$4,945	\$5,442,254.75	\$4,406,232.03	\$3,704,299.04	
Evaluation and related Research	\$2,500	\$1,905	\$2,370	\$2,485	\$3,145,566.50	\$3,253,432.25	\$3,673,979.46	
Outreach and Education	\$5,275	\$5,167	\$6,895	\$4,370	\$802,960.57	\$154,185.47	\$122,772.31	
Total	\$10,175	\$9,907	\$14,355	\$11,800				
Total to the \$	\$10,175,000	\$9,907,000	\$14,355,000	\$11,800,000	\$9,390,781.82	\$7,813,849.75	\$7,501,050.81	\$70,942,682

Note: Prior to 2009 budgets and expendiitures were reported to the \$000. The total line rounds up to the \$000 so these amounts can be added to more recent amounts which are now reported to the \$.

Expenditures	2005	2006	2007	2008	2009	2010	2011	Total
OCE Admin & Overhead	\$760	\$1,580	\$2,115	\$3,170	\$3,354,896.89	\$3,226,932.99	\$3,396,481.80	
Evaluation and related Research	\$866	\$1,292	\$1,035	\$748	\$872,435.10	\$259,452.79	\$935,193.06	
Outreach and Education	\$2,028	\$4,404	\$5,373	\$4,250	\$300,705.30	\$51,413.16	\$0.00	
Total	\$3,654	\$7,276	\$8,523	\$8,168				
Total to the \$	\$3,654,000	\$7,276,000	\$8,523,000	\$8,168,000	\$4,528,037.29	\$3,537,798.94	\$4,331,674.86	\$40,018,511

Emission Reductions - 2011

	CO2	NOX	SO2	HG (LBS)	HG metric tons
Annual*					
EE (Electric)	374,080	309	969	16	0.0073
EE (Gas)	41,618	33		0	
RE	315,031	260	816	14	0.0062
CHP				0	
Total Annual	730,729	602	1,785	30	0.0135

Lifetime*					
EE (Electric)	4,024,594	3,328	10,428	174	0.0790
EE (Gas)	770,773	606		0	
RE	6,300,609	5,210	16,325	272	0.1237
CHP				0	
Total Annual	11,095,976	9,144	26,753	446	0.2027

Emission Reductions

	CO2	NOX	SO2	HG (LBS)
Annual Emission Reductions (Metric Tons) from Measures Installed in 2011	730,729	602	1,785	30
Lifetime Emission Reductions (Metric Tons) from Measures Installed in 2011	11,095,976	9,144	26,753	446
Cumulative Lifetime Emission Reductions (Metric Tons) 2001 - 2011	48,465,989	204,887	165,893	2,018

* Annual and lifetime emission reductions are for measures installed in 2011

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011
Annual CO2 Emissions Reductions											
Energy Efficiency - Electric	27,479	116,152	197,307	226,972	264,511	87,137	233,311	231,454	319,312	240,372	374,080
Energy Efficiency - Gas	0	32,926	21,744	23,015	32,827	34,046	25,008	26,044	33,842	49,716	41,618
Renewable (Gas & Electric)	6	959	5,090	4,501	20,130	32,252	138,231	160,965	230,314	174,517	315,031
Total	27,485	150,037	224,141	254,488	317,468	153,435	396,550	418,463	583,468	464,605	730,729

Annual NOX Emissions Reductions											
Energy Efficiency - Electric	80	214	363	418	487	161	430	426	9,523	443	309
Energy Efficiency - Gas	0	26	17	18	26	27	20	20	27	39	33
Renewable (Gas & Electric)	0	2	9	8	37	59	255	297	424	321	260
Total	80	241	390	444	550	247	705	743	9,974	803	602

Annual SO2 Emissions Reductions											
Energy Efficiency - Electric	128	497	844	971	1,131	373	998	990	1,365	1,028	969
Energy Efficiency - Gas	0	0	0	0	0	0	0	0	0	0	0
Renewable (Gas & Electric)	0	3	21	19	86	138	591	688	985	746	816
Total	128	500	865	990	1,217	511	1,589	1,678	2,350	1,774	1,785

Annual Hg Emissions Reductions (lbs)											
Energy Efficiency - Electric	1	6	10	12	14	4	12	12	17	12	16
Energy Efficiency - Gas	0	0	0	0	0	0	0	0	0	0	0
Renewable (Gas & Electric)	0	0	0	0	1	2	7	8	12	9	14
Total	1	6	10	12	15	6	19	20	28	21	30

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total = Cumulative Lifetime Emission Reductions
Lifetime CO2 Emissions Reductions												
Energy Efficiency - Electric	431,476	1,757,181	2,583,422	2,976,969	2,414,071	1,331,361	2,251,871	2,180,995	2,754,296	2,359,006	4,024,594	25,065,243
Energy Efficiency - Gas	0	649,612	409,842	431,188	621,025	485,934	409,698	422,582	559,689	876,209	770,773	5,636,552
Renewable (Gas & Electric)	87	18,069	77,757	57,343	372,344	561,398	1,602,106	2,439,211	2,983,580	3,351,692	6,300,609	17,764,194
Total	431,563	2,424,861	3,071,021	3,465,499	3,407,441	2,378,693	4,263,675	5,042,788	6,297,565	6,586,907	11,095,976	48,465,989

Lifetime NOX Emissions Reductions												
Energy Efficiency - Electric	1,259	3,237	4,759	5,484	4,447	2,453	4,148	4,018	136,657	4,346	3,328	174,136
Energy Efficiency - Gas	0	511	322	339	488	382	322	332	440	689	606	4,432
Renewable (Gas & Electric)	0	29	141	106	686	1,034	2,951	4,493	5,496	6,174	5,210	26,320
Total	1,259	3,776	5,223	5,929	5,621	3,869	7,421	8,843	142,593	11,209	9,144	204,887

Lifetime SO2 Emissions Reductions												
Energy Efficiency - Electric	2,012	7,514	11,048	12,730	10,323	5,693	9,630	9,327	11,778	10,088	10,428	100,572
Energy Efficiency - Gas	0	0	0	0	0	0	0	0	0	0	0	0
Renewable (Gas & Electric)	0	58	325	245	1,592	2,401	6,851	10,431	12,759	14,333	16,325	65,321
Total	2,013	7,573	11,372	12,976	11,916	8,094	16,481	19,758	24,537	24,421	26,753	165,893

Lifetime Hg Emissions Reductions (lbs)												
Energy Efficiency - Electric	22	91	133	153	124	69	116	11	142	122	174	1,156
Energy Efficiency - Gas	0	0	0	0	0	0	0	0	0	0	0	0
Renewable (Gas & Electric)	0	1	4	3	19	29	83	126	154	173	272	863
Total	22	91	137	156	143	97	198	137	296	294	446	2,018

Appendix D:

**NJCEP Monthly & Annual Program Reports
(Annual NJCEP Report & Monthly NJCEP Report)**

New Jersey's Clean Energy Program Report
Submitted to the
New Jersey Board of Public Utilities

Reporting Period:
Year-to-Date through Fourth Quarter 2011
(January 1, 2011 through December 31, 2011)

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I. Executive Summary

This document reports the results of New Jersey's Clean Energy Program (NJCEP), administered by the New Jersey Board of Public Utilities' (the "Board" or "NJBPU") Office of Clean Energy. Included are financial, tracking metric, energy savings/generation and emissions reduction data for the statewide energy efficiency and renewable energy programs. The success of these programs has been well documented in previous monthly, quarterly and annual reports for 2001 through 2011. This report captures the progress of the clean energy programs in place during the period from January 1, 2011 through December 31, 2011.

In its role as NJCEP Program Coordinator Applied Energy Group, Inc. (AEG) coordinates the activities of the Office of Clean Energy, Honeywell Utility Solutions, TRC Energy Services, the NJ Economic Development Authority and New Jersey's seven investor-owned electric and natural gas utilities as related to their involvement in the operation of the programs.

Section III of this report shows 2011 program activity compared to goals. Section IV of this report includes detailed worksheets showing:

1. Expenditures compared to budgets for each program;
2. Expenditures broken down by the following specific expense categories:
 - a. Administration & Program Development
 - b. Sales, Call Centers, Marketing and Website
 - c. Training
 - d. Rebates, Grants, and Other Direct Incentives
 - e. Rebate Processing, Inspections, and Other Quality Control
 - f. Performance Incentives
 - g. Evaluation and Related Research
3. Metric tracking results from implementation of any given program.
4. Annual electric and gas energy savings compared to annual goals.
5. Annual and lifetime:
 - a. electric and natural gas energy savings and demand reductions;
 - b. CHP electric capacity and generation; and
 - c. renewable energy capacity and generation; and
6. Annual and lifetime emissions reductions for Carbon Dioxide (CO₂), Nitric Oxide (NO_x), Sulfur Dioxide (SO₂) and Mercury (Hg)

The tables presented below summarize the program results reported in more detail in Section IV. Table 1 (below) includes program budgets, actual spending year-to-date and commitments for the energy efficiency programs, the renewable energy programs, the EDA programs, the TRUE Grant and for the Office of Clean Energy program administration costs. Committed expenditures in Tables 1-5 represent firm commitments for incentives that will be paid upon project completion, which for certain programs such as the Residential New Construction and REIP programs could be up to two years after the commitment is made. Committed expenses are paid out of the budget in the year the project is completed.

Table 1: Budgets and Expenditures

Summary of 2011 Statewide Results Budget and Expenditures				
	Budget	Actual	Expenses	
			Committed	Total
Energy Efficiency (EE)	\$325,875,452.17	\$139,035,801.19	\$71,002,166.00	\$210,037,967.19
Renewable Energy (RE)	\$90,312,891.01	\$38,963,321.60	\$25,322,065.30	\$64,285,386.90
EDA Programs	\$57,634,153.38	\$6,335,017.00	\$6,475,983.00	\$12,811,000.00
OCE Administration	\$7,501,050.81	\$4,331,674.86		\$4,331,674.86
TRUE Grant	\$25,000,000.00	\$3,210,125.71	\$21,789,874.29	\$25,000,000.00
Total	\$506,323,547.37	\$191,875,940.36	\$124,590,088.59	\$316,466,028.95

Table 2 (below) includes program budgets, actual spending year-to-date, and outstanding commitments for the energy efficiency programs.

Table 2: Energy Efficiency Program Budgets and YTD Expenses

Summary of 2011 Statewide Results Energy Efficiency Program Budgets and YTD Expenditures				
Program	Budget	Actual	Expenses	
			Committed	Total
RESIDENTIAL PROGRAMS				
Residential HVAC - Electric & Gas	\$22,724,583.98	\$19,923,078.40		\$19,923,078.40
Residential New Construction	\$19,943,969.50	\$7,039,315.47	\$8,455,672.00	\$15,494,987.47
Energy Efficient Products	\$18,193,381.04	\$16,643,930.61		\$16,643,930.61
Home Performance with Energy Star	\$29,760,156.05	\$15,266,819.30	\$5,512,456.00	\$20,779,275.30
Marketing - Residential EE	\$1,309,984.00	\$1,111,985.10		\$1,111,985.10
Sub-Total: Residential Programs	\$91,932,074.57	\$59,985,128.88	\$13,968,128.00	\$73,953,256.88
RESIDENTIAL LOW INCOME				
Comfort Partners	\$30,829,308.11	\$28,405,761.97		\$28,405,761.97
Sub-Total: Residential Low Income	\$30,829,308.11	\$28,405,761.97		\$28,405,761.97
COMMERCIAL & INDUSTRIAL PROGRAMS				
C&I New Construction	\$6,867,143.41	\$2,387,636.95	\$2,430,340.00	\$4,817,976.95
C&I Retrofit	\$45,899,451.30	\$15,697,501.92	\$21,743,160.00	\$37,440,661.92
Pay-for-Performance New Construction	\$7,471,645.96	\$478,711.08	\$1,083,760.00	\$1,562,471.08
Pay-for-Performance	\$43,355,701.50	\$5,023,091.48	\$26,724,700.00	\$31,747,791.48
Combined Heat & Power (CHP)	\$1,002,122.83	\$0.00	\$1,000,000.00	\$1,000,000.00
Local Government Energy Audit	\$9,115,170.97	\$3,493,179.00	\$2,404,280.00	\$5,897,459.00
Direct Install	\$35,896,150.92	\$21,733,218.78	\$1,086,568.00	\$22,819,786.78
Teaching Energy Awareness with Children's Help (TEACH)	\$682,829.50	\$121,599.50	\$561,230.00	\$682,829.50
Marketing - Commercial & Industrial EE	\$1,075,000.00	\$1,062,330.79		\$1,062,330.79
Large Energy Users Pilot	\$20,000,000.00	\$71,596.10	\$0.00	\$71,596.10
Multi-Family Financing Pilot	\$10,000,000.00	\$0.00	\$0.00	\$0.00
Sub-Total: C&I Programs	\$181,365,216.39	\$50,068,865.60	\$57,034,038.00	\$107,102,903.60
OTHER PROGRAMS				
Green Jobs and Building Code Training	\$678,853.10	\$195,895.63	\$0.00	\$195,895.63
Competitive Grant/Loan Solicitation	\$20,000,000.00	\$0.00	\$0.00	\$0.00
Sustainable Jersey	\$1,070,000.00	\$380,149.11	\$0.00	\$380,149.11
Sub-Total: Other Programs	\$21,748,853.10	\$576,044.74	\$0.00	\$576,044.74
TOTAL Energy Efficiency Programs	\$325,875,452.17	\$139,035,801.19	\$71,002,166.00	\$210,037,967.19

Table 3 (below) includes program budgets, actual spending year-to-date, and outstanding commitments for the renewable energy programs.

Table 3: Renewable Energy Program Budgets and YTD Expenses

Summary of 2011 Statewide Results Renewable Energy Program Budgets and YTD Expenditures				
Program	Budget	Expenses		
		Actual	Committed	Total
RENEWABLE PROGRAMS				
Customer On-Site Renewable Energy (CORE)	\$22,623,674.18	\$13,139,812.21	\$6,045,121.40	\$19,184,933.61
Clean Power Choice	\$68,400.00	\$29,209.40		\$29,209.40
Offshore Wind	\$11,070,253.00	\$2,633,211.00	\$8,437,042.00	\$11,070,253.00
Renewable Energy Program: Grid Connected (REDI)	\$11,282,831.73	\$0.00	\$3,856,320.00	\$3,856,320.00
Renewable Energy Incentive Program	\$41,612,455.10	\$21,336,854.39	\$5,152,540.50	\$26,489,394.89
Edison Innovation Clean Energy Fund (CST)	\$3,655,277.00	\$1,824,234.60	\$1,831,041.40	\$3,655,276.00
TOTAL Renewable Energy Programs	\$90,312,891.01	\$38,963,321.60	\$25,322,065.30	\$64,285,386.90

Table 4 (below) includes program budgets, actual spending year-to-date, and outstanding commitments for the EDA programs.

Table 4: EDA Program Budgets and YTD Expenses

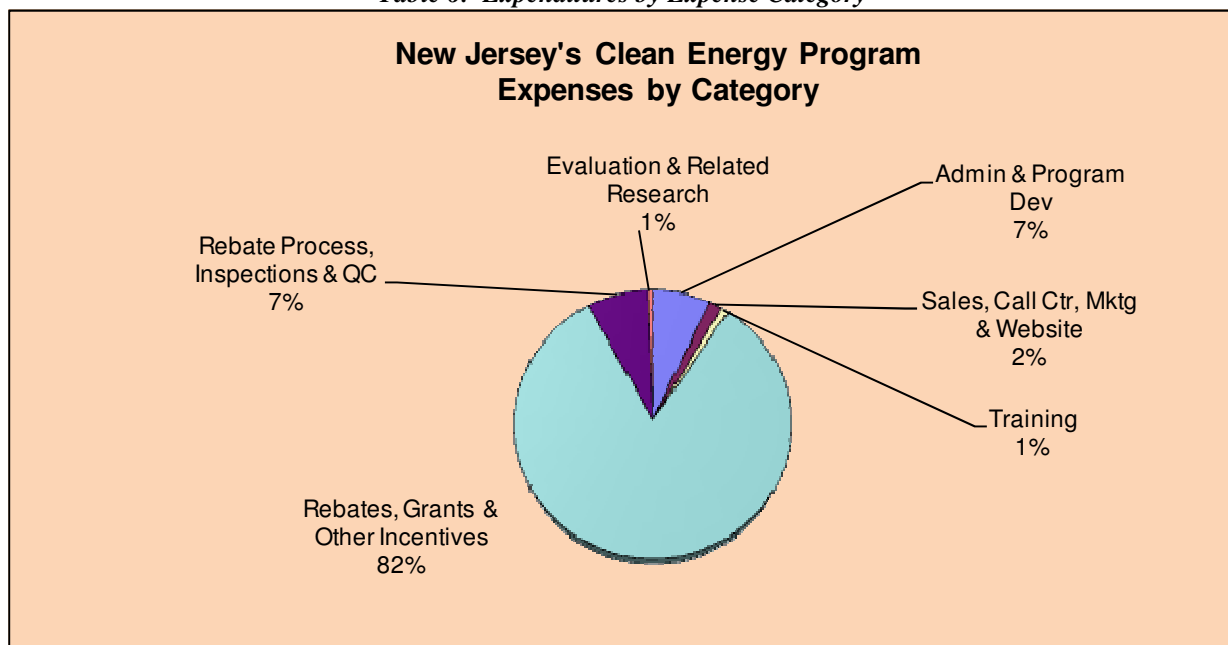
Summary of 2011 Statewide Results EDA Program Budgets and YTD Expenditures				
Program	Budget	Expenses		
		Actual	Committed	Total
EDA PROGRAMS				
Edison Innovation Clean Energy Manufacturing Fund (CEMF)	\$35,634,153.38	\$5,915,017.00	\$6,475,983.00	\$12,391,000.00
Edison Innovation Green Growth Fund (EIGGF)	\$4,000,000.00	\$60,000.00	\$0.00	\$60,000.00
EE Revolving Loan Fund (EERLF)	\$18,000,000.00	\$360,000.00	\$0.00	\$360,000.00
TOTAL Renewable Energy Programs	\$57,634,153.38	\$6,335,017.00	\$6,475,983.00	\$12,811,000.00

The Office of Clean Energy (OCE) strives to minimize administration costs thereby maximizing the percentage of funding spent on direct incentives for the installation of energy efficiency and renewable energy measures. Table 5 (below) compares the OCE's actual expenditures with its approved budget for program oversight.

Table 5: Office of Clean Energy Program Oversight Expenses

Summary of 2011 Statewide Results Office of Clean Energy Program Oversight Expenses		
	Budget	Actual
Administration and Overhead Expenses	\$3,545,482.04	\$3,265,285.80
Memberships-Dues	\$158,817.00	\$131,196.00
Evaluation and Related Research Expenses	\$3,673,979.46	\$935,193.06
Marketing and Communications Expenses	\$122,772.31	\$0.00
TOTAL OCE Program Oversight	\$7,501,050.81	\$4,331,674.86

Table 6: Expenditures by Expense Category



As shown in Table 6 (above), 82% of 2011 program expenditures were for rebates, grants and other incentives, and an additional 7% were for rebate processing and inspections. The former includes rebates and other direct incentives paid to participating customers, along with the cost of any measures installed in customer homes, and any payments made pursuant to any NJCEP grant. The latter are those costs incurred in processing and tracking rebate, grant and other program applications and payments, and in inspecting qualified projects to ensure compliance with program requirements and other quality control measures

The worksheets provided in Section IV include detailed energy savings data, Combined Heat and Power (CHP) generation data and renewable energy generation data by program. The annual and lifetime savings/generation data are for measures installed during 2011. Savings include reductions in electric energy and natural gas usage as well as reductions in electric capacity requirements. CHP and renewable energy generation include both electric generation and capacity.

Annual savings/generation is equal to the annual savings/generation of any measure installed during 2011. The lifetime savings/generation is the expected savings/generation over the expected life of a measure installed in 2011. Measure lives range from 6 years for certain lighting such as CFLs to 25 years for renewable energy systems and new home measures.

Table 7 (below) summarizes annual and lifetime energy savings, CHP generation and renewable energy generation from measures installed in 2011.

Table 7: Energy Savings/Energy Capacity and Generation

Summary of 2011 Statewide Results Energy Savings/Energy Capacity and Generation			
	<u>Actual</u>	<u>Committed</u>	<u>Total</u>
<u>Demand</u>			
kW Reduced (EE)	129,666	144,692	274,358
kW Installed (Capacity)			
Combined Heat and Power	0	300	300
Renewable Energy (RE)	318,388	595,085	913,473
<u>Annual</u>			
MWh Saved (EE)	453,681	229,969	683,650
Dekatherms Saved (EE)	782,557	674,807	1,457,363
MWh Generated			
Combined Heat and Power	0	2,455	2,455
Renewable Energy (RE)	382,066	730,228	1,112,294
<u>Lifetime</u>			
MWh Saved (EE)	4,880,985	3,659,812	8,540,797
Dekatherms Saved (EE)	14,493,173	12,272,325	26,765,499
MWh Generated			
Combined Heat and Power	0	29,465	29,465
Renewable Energy (RE)	7,641,312	14,654,581	22,295,893

Reducing electric and natural gas usage and generating electricity using renewable sources of electricity reduces the greenhouse gases that would have been emitted if the saved electricity or natural gas was otherwise used or if the electricity was generated on the electric grid. CHP projects also reduce greenhouse gas emissions, since they tend to use cleaner technologies that produce fewer emissions than if the electricity was generated by the grid. Table 8 (below) summarizes the emission reductions that result from the installation of program measures.

Table 8: Summary Annual Emission Reductions

Summary of 2011 Statewide Results			
Annual Emissions Reductions			
	Electric Programs	Gas Programs	All Programs
<u>CO2 (Metric Tons)</u>			
Energy Efficiency (EE)	374,080	41,618	415,698
Renewable Energy (RE)	315,031	N/A	315,031
Total	<u>689,111</u>	<u>41,618</u>	<u>730,729</u>
<u>NOX (Metric Tons)</u>			
Energy Efficiency (EE)	309	33	342
Renewable Energy (RE)	260	N/A	260
Total	<u>570</u>	<u>33</u>	<u>603</u>
<u>SO2 (Metric Tons)</u>			
Energy Efficiency (EE)	969	N/A	969
Renewable Energy (RE)	816	N/A	816
Total	<u>1,785</u>	<u>N/A</u>	<u>1,785</u>
<u>Hg (Pounds)</u>			
Energy Efficiency (EE)	16	N/A	16
Renewable Energy (RE)	14	N/A	14
Total	<u>30</u>	<u>N/A</u>	<u>30</u>

Additional information about New Jersey's Clean Energy Program can be found at www.njcleanenergy.com.

II. Introduction

This document reports the results of the New Jersey's Clean Energy Program. With its 2001 Comprehensive Resource Analysis ("CRA") Order, the Board required the implementation of new energy efficiency programs to replace existing Demand Side Management ("DSM") programs, and the development of programs to foster new clean energy resources, such as those provided by renewable energy sources. Since 2007 the majority of the programs have been managed by the OCE through contracts with Honeywell Utility Solutions (Honeywell) and TRC Energy Services (TRC). Included in this report are financial, tracking metric, energy savings and emissions reduction data for the energy efficiency and renewable energy programs managed by Honeywell and TRC as well as New Jersey's seven investor-owned electric and natural gas utilities which continue to manage the Comfort Partners low-income program and/or the Clean Power Choice program, i.e., Atlantic City Electric Company ("ACE"), Jersey Central Power & Light Co. ("JCP&L"), Rockland Electric Company (RECO), New Jersey Natural Gas Co. ("NJNG"), Elizabethtown Gas Co. ("E-Town"), Public Service Electric & Gas Co. ("PSE&G"), and South Jersey Gas Co. ("SJG"), by the NJ Economic Development Authority, and by the Board's Office of Clean Energy. The success of these programs has been well documented in previous quarterly reports and annual reports for 2001 through 2011.

This report presents program results for calendar year 2011. The data worksheets included in Section IV have been formatted to reflect the Board's actions in adding, deleting or modifying the lineup of programs offered through that time period. In addition, the budget figures reported on those worksheets are the same as those approved by the Board in its final 2011 budget order dated November 30, 2011. Program financial results for the period from January 1, 2011 through December 31, 2011, are measured against those budgets.

The Board approved the following 2011 Clean Energy Programs:

RESIDENTIAL ENERGY EFFICIENCY PROGRAMS

Residential HVAC – Electric & Gas
Residential New Construction
Residential Energy Efficient Products (Change-A-Light & Other,
Clothes Washers, Consumer Electronics and Large Appliance Turn-In)
Home Performance with ENERGY STAR®

RESIDENTIAL LOW INCOME PROGRAMS

Comfort Partners

NONRESIDENTIAL ENERGY EFFICIENCY PROGRAMS

Commercial & Industrial New Construction
Commercial & Industrial Retrofit
Pay-for-Performance New Construction
Pay-for-Performance
Combined Heat and Power
Local Government Energy Audit
Direct Install
Teaching Energy Awareness with Children's Help (TEACH)
Large Energy Users Pilot
Multi-Family Financing Pilot

OTHER ENERGY EFFICIENCY PROGRAMS

Green Jobs and Building Code Training
Competitive Grant/Loan Solicitation
Sustainable Jersey

RENEWABLE ENERGY PROGRAMS

Customer On-Site Renewable Energy (CORE)
Clean Power Choice
Offshore Wind
Renewable Energy Program: Grid Connected (REDI)
Renewable Energy Incentive Program (REIP)
SREC Registration Program (SRP)
Edison Innovation Clean Energy Fund (CST)

EDA PROGRAMS

Edison Innovation Clean Energy Manufacturing Fund (CEMF)
Edison Innovation Green Growth Fund (EIGGF)
EE Revolving Loan Fund (EERLF)

The Board also approved several line items for Residential EE, C&I EE and RE marketing expenses. In addition, the Board approved an OCE oversight budget which includes staff salaries, Program Coordinator expenses, memberships and evaluation activities.

Following are expense and metric tracking information for each program. In addition, Section IV consists of detailed Reporting Data Worksheets that support the expense and metric tracking results.

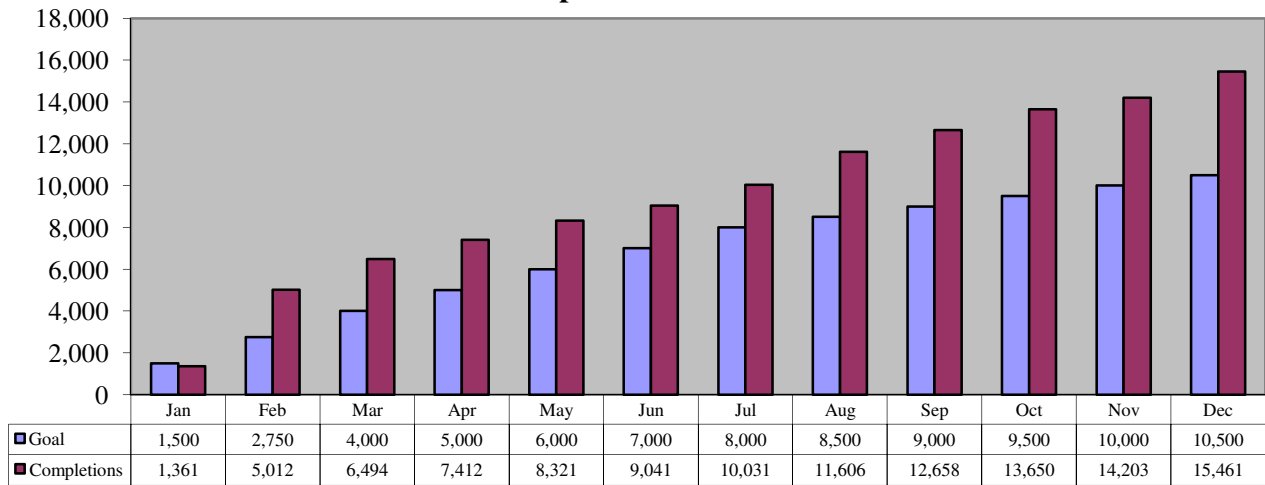
Section III

2011 Program Activity vs. Goals

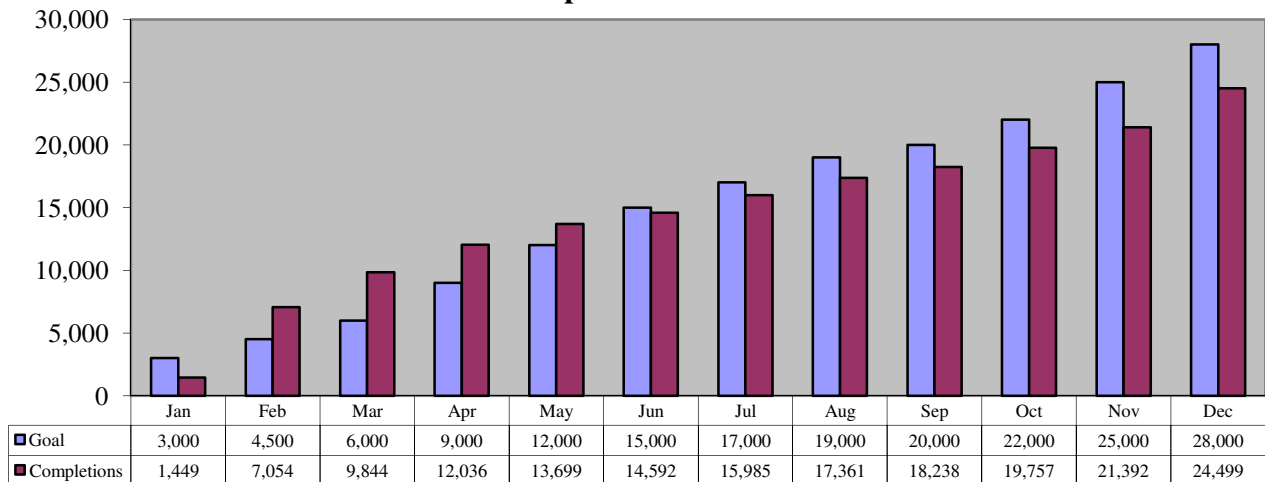
Residential HVAC - Electric and Gas

Annual Budget	Expenditures YTD	Expenditures as % of Annual Budget
\$22,724,584	\$19,923,078	87.67%

**HVAC COOLAdvantage: Statewide Results
Completions YTD**



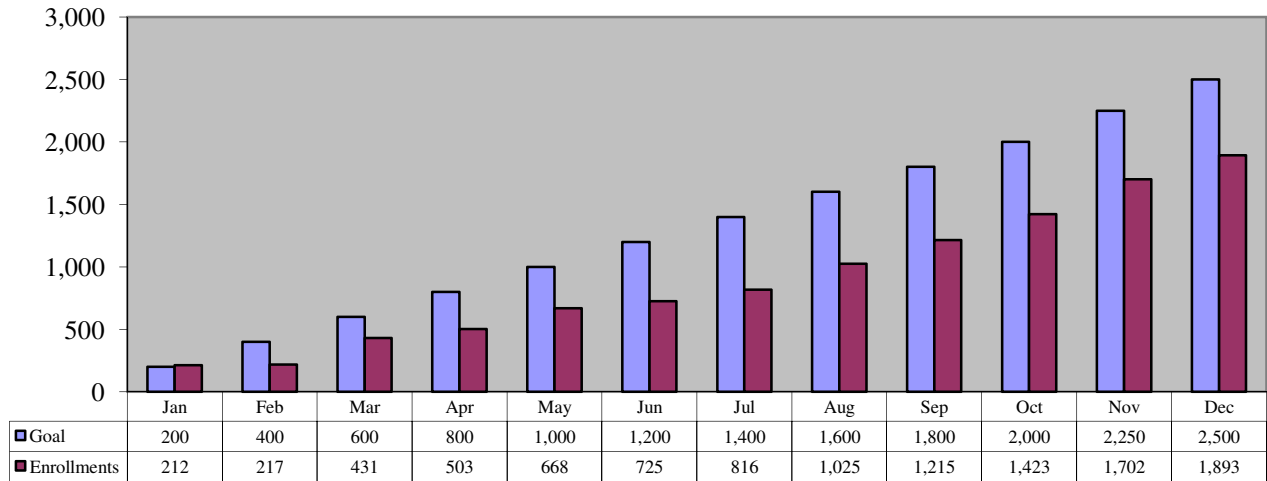
**HVAC WARMAdvantage: Statewide Results
Completions YTD**



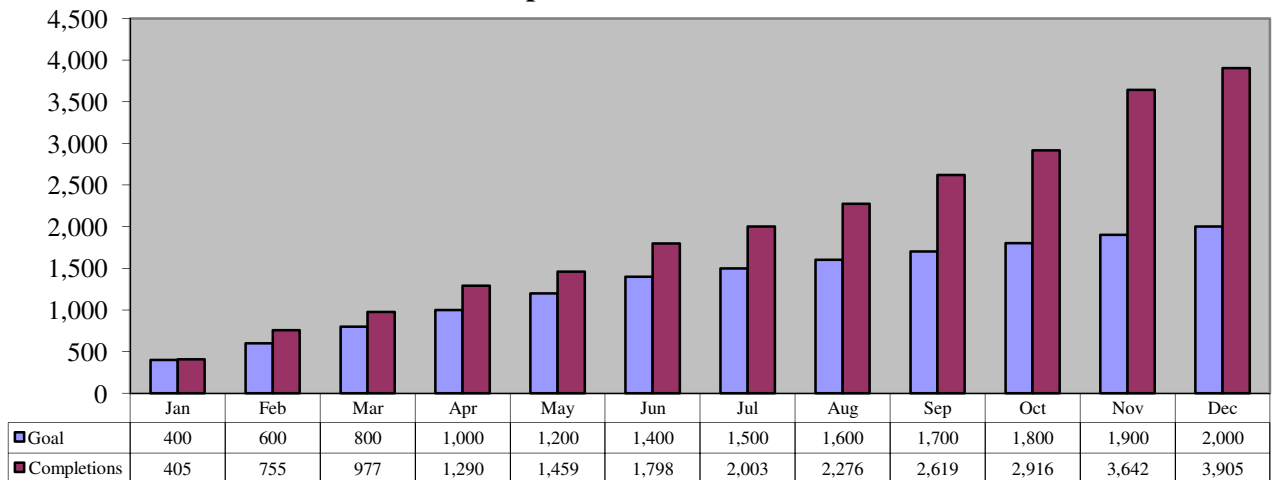
Residential New Construction

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$19,943,970	\$7,039,315	\$8,455,672	35.30%	77.69%

**Residential New Construction: Statewide Results
Program Enrollments YTD**



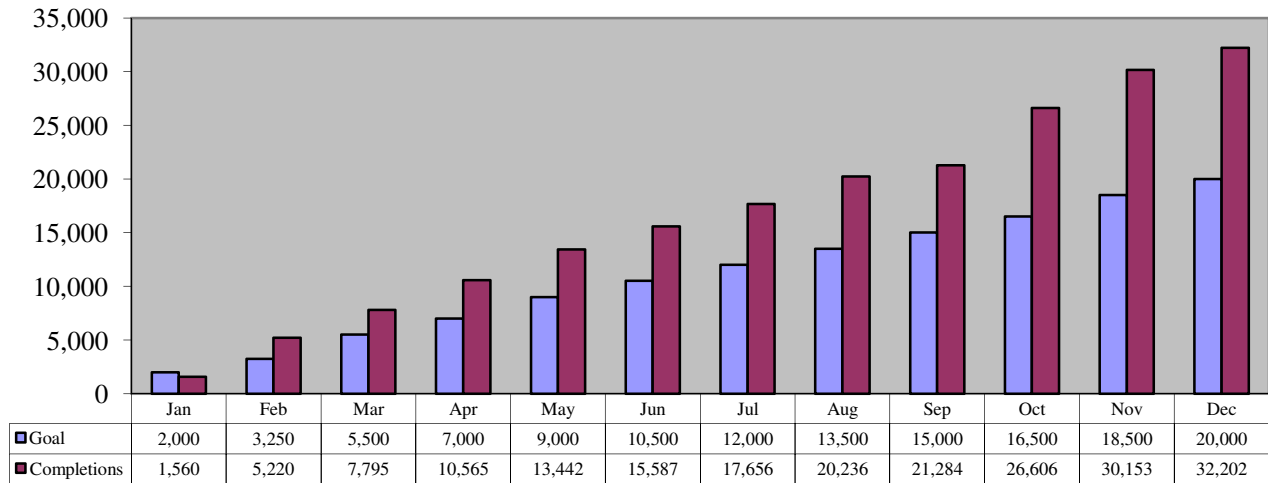
**Residential New Construction: Statewide Results
Completed Jobs YTD**



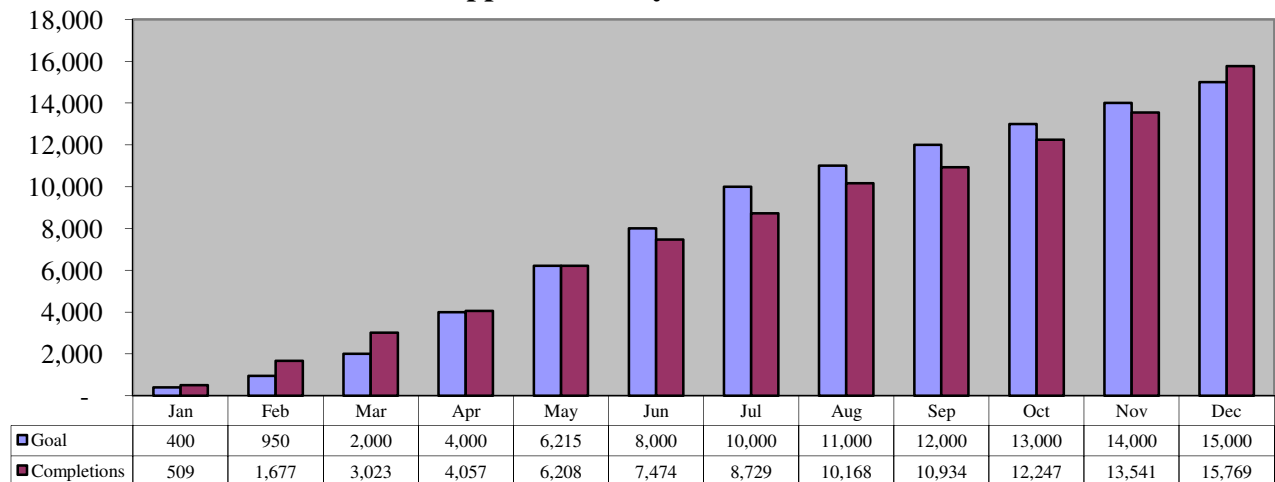
Energy Efficient Products

Annual Budget	Expenditures YTD	Expenditures as % of Annual Budget
\$18,193,381	\$16,643,931	91.48%

**Energy Efficient Products, Washer: Statewide Results
Washers Rebated YTD**

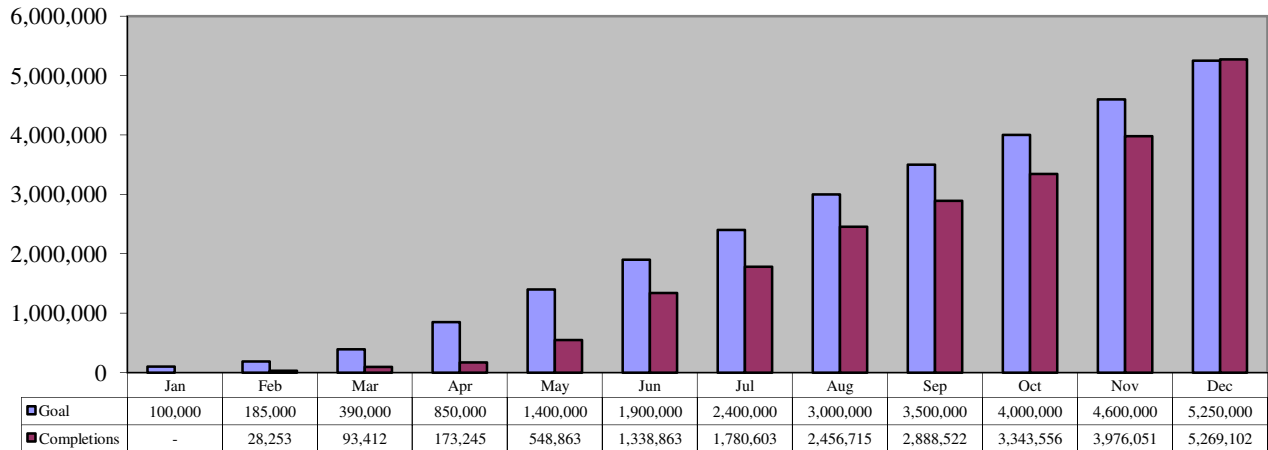


**Energy Efficient Products, Large Appliance Recycling: Statewide Results
Appliances Recycled YTD**

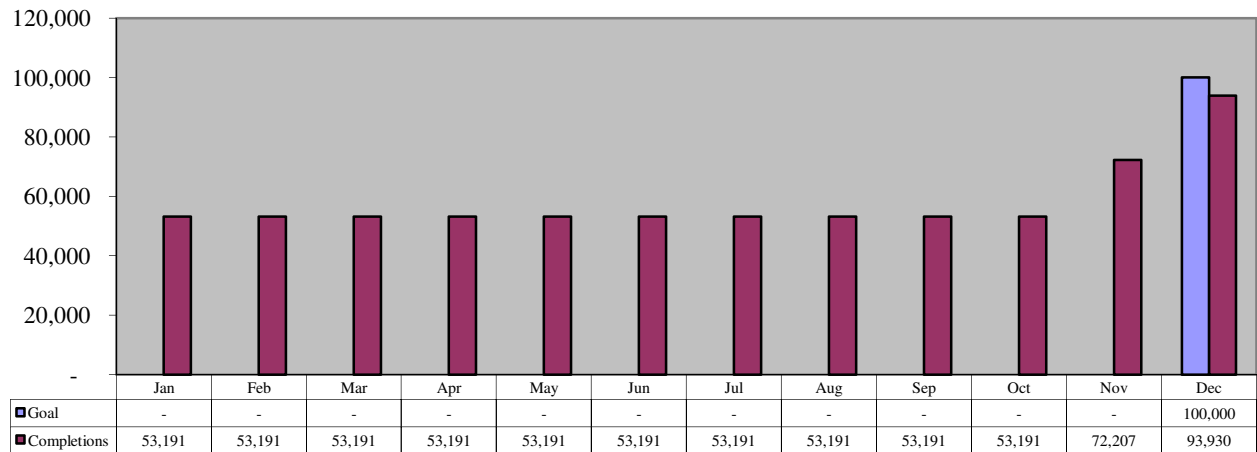


Energy Efficient Products

**Energy Efficient Products, CFL's: Statewide Results
CFL's Distributed YTD**



**Energy Efficient Products, Consumer Electronics: Statewide Results
Consumer Electronics Rebated YTD**



Energy Efficient Products

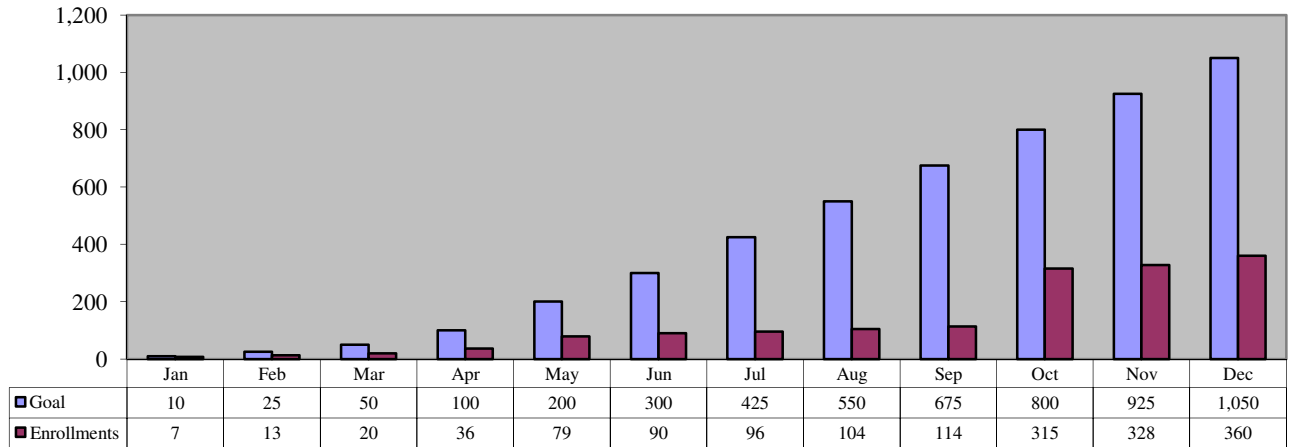
Green New Jersey Resource Team Progress Report			
Partner	Distribution Target	Amount Distributed	Progress
Project Porchlight	246,000	246,000	100%
TechniArt	171,454	171,454	100%

The numbers above represent GNJRT activity through December 31, 2011.

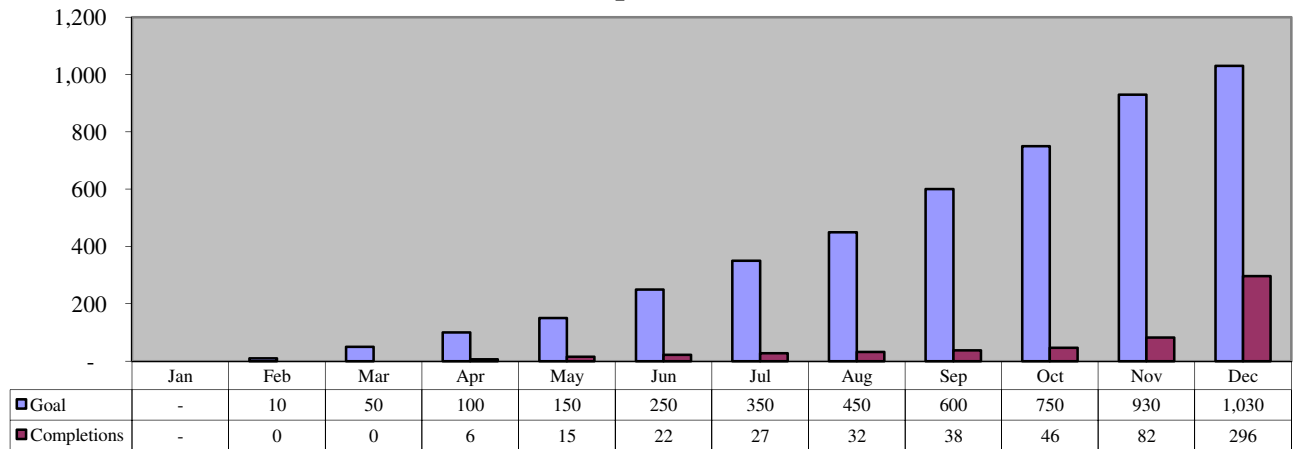
Home Performance with ENERGY STAR

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$29,760,156	\$15,266,819	\$5,512,456	51.30%	69.82%

**Home Performance with Energy Star: Statewide Results
Tier 2 Enrollments YTD**

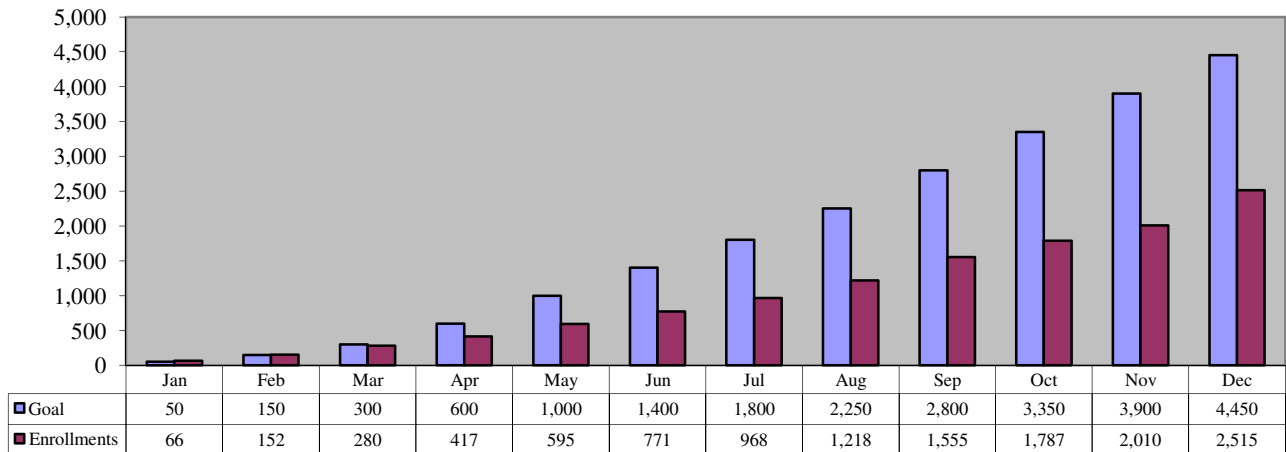


**Home Performance with Energy Star: Statewide Results
Tier 2 Completions YTD**

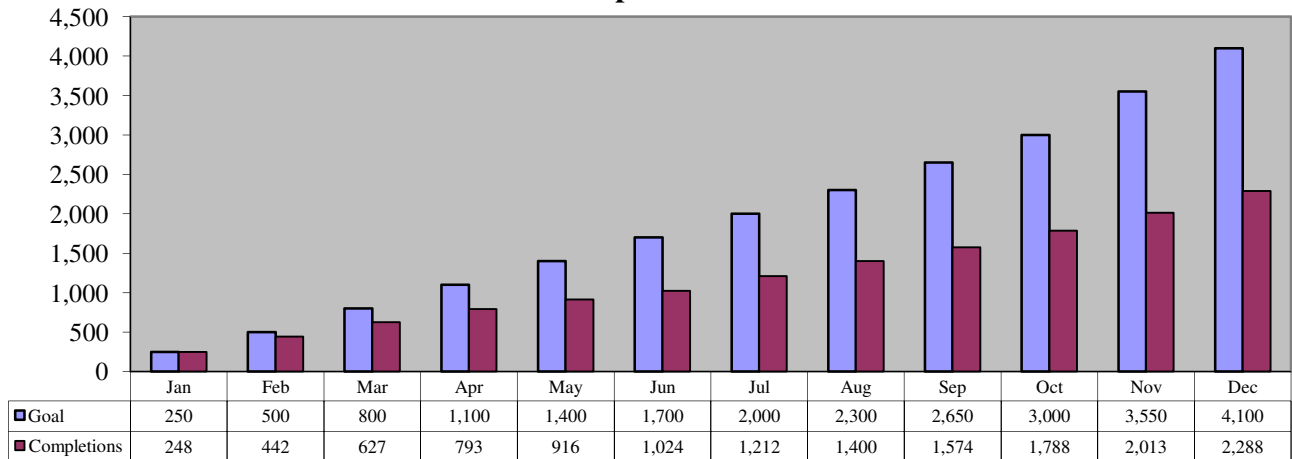


Home Performance with ENERGY STAR

**Home Performance with Energy Star: Statewide Results
Tier 3 Enrollments YTD**



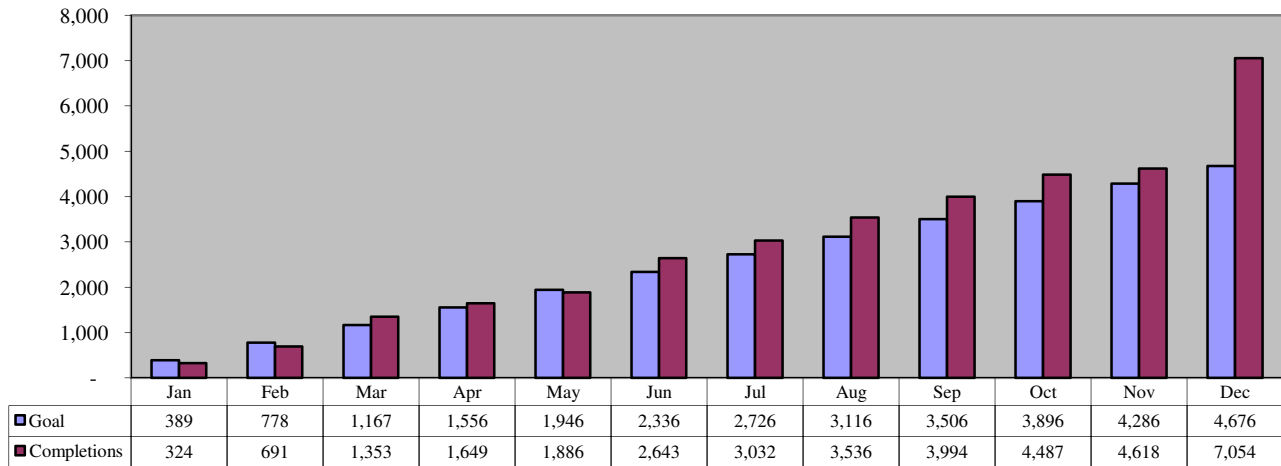
**Home Performance with Energy Star: Statewide Results
Tier 3 Completions YTD**



Comfort Partners

Annual Budget	Expenditures YTD	Expenditures as % of Annual Budget
\$30,829,308	\$28,405,762	92.14%

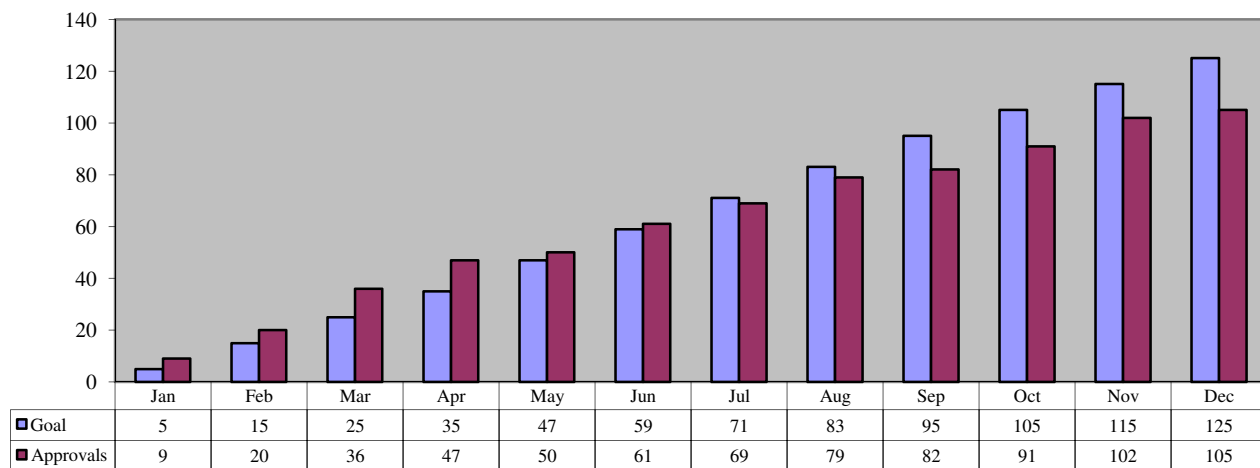
Comfort Partners: Statewide Results Completed Jobs YTD



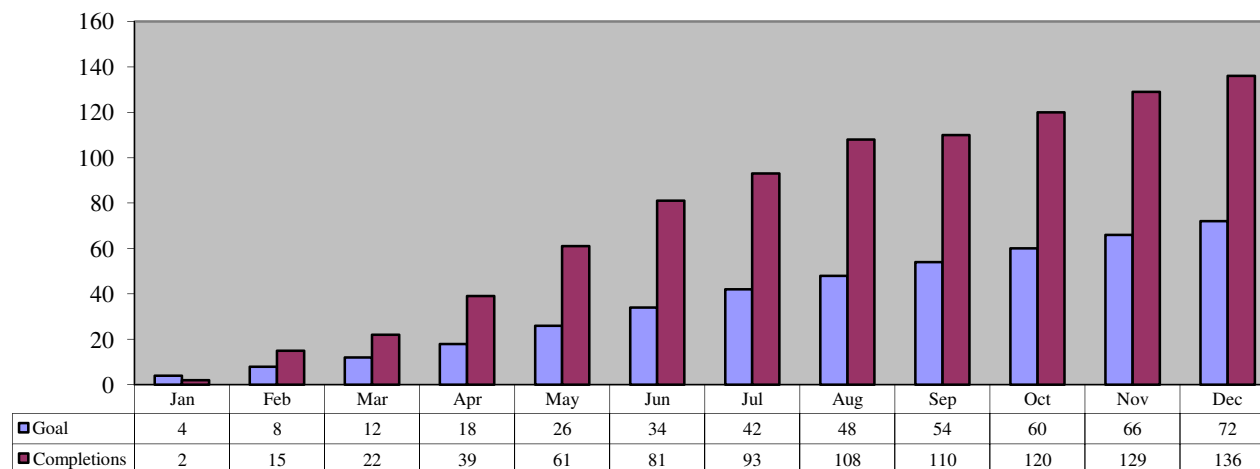
C & I New Construction

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$6,867,143	\$2,387,637	\$2,430,340	34.77%	70.16%

C&I New Construction : Statewide Results Approved Applications YTD



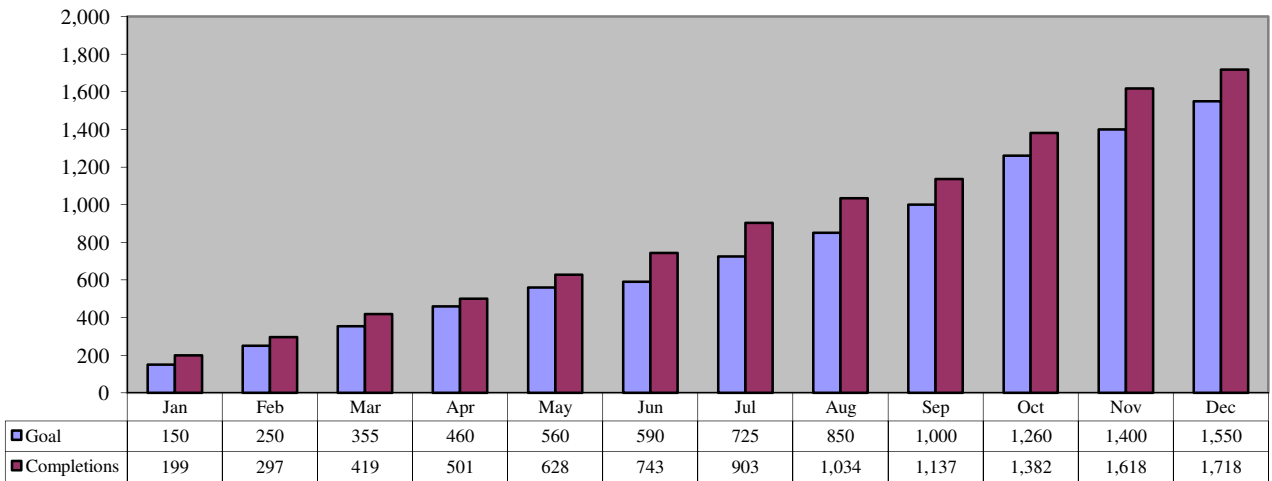
New Construction: Statewide Results Completed Jobs YTD



C & I Retrofit

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$45,899,451	\$15,697,502	\$21,743,160	34.20%	81.57%

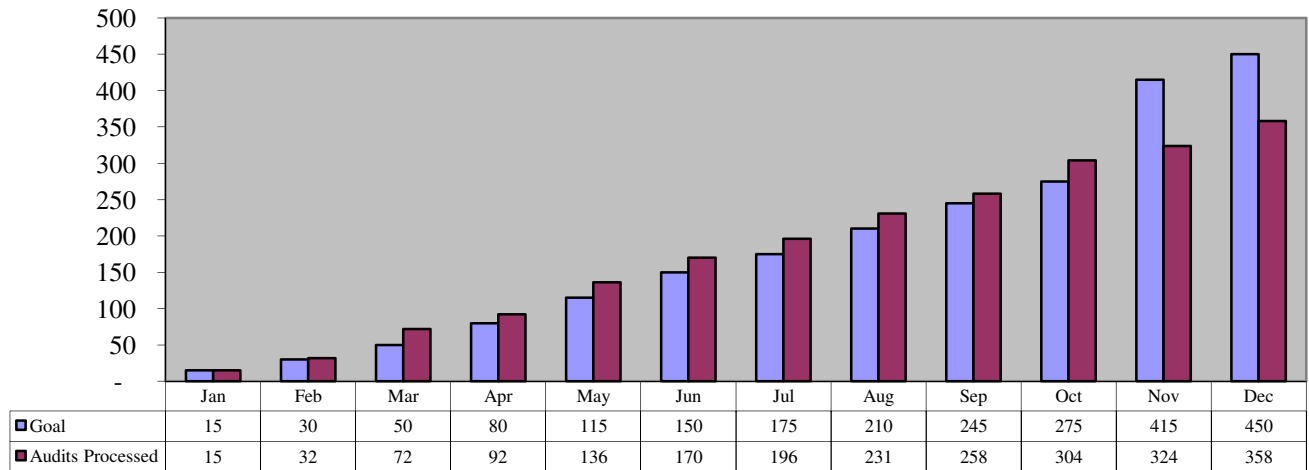
**C&I Retrofit: Statewide Results
Completed Jobs YTD**



Local Government Energy Audit

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$9,115,171	\$3,493,179	\$2,404,280	38.32%	64.70%

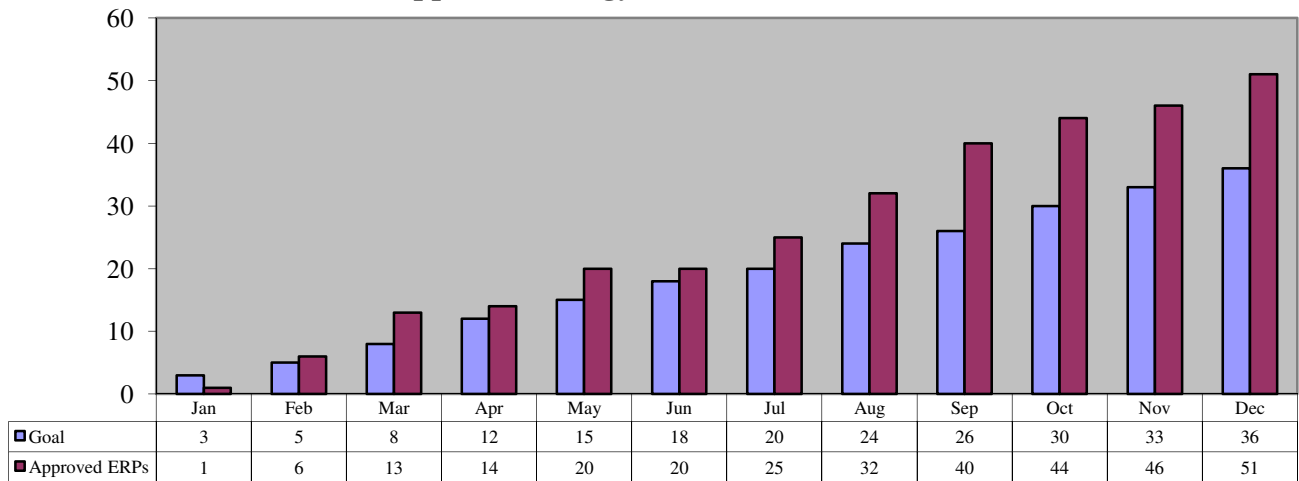
Local Government Energy Audit: Statewide Results Audits Reviewed and Processed YTD



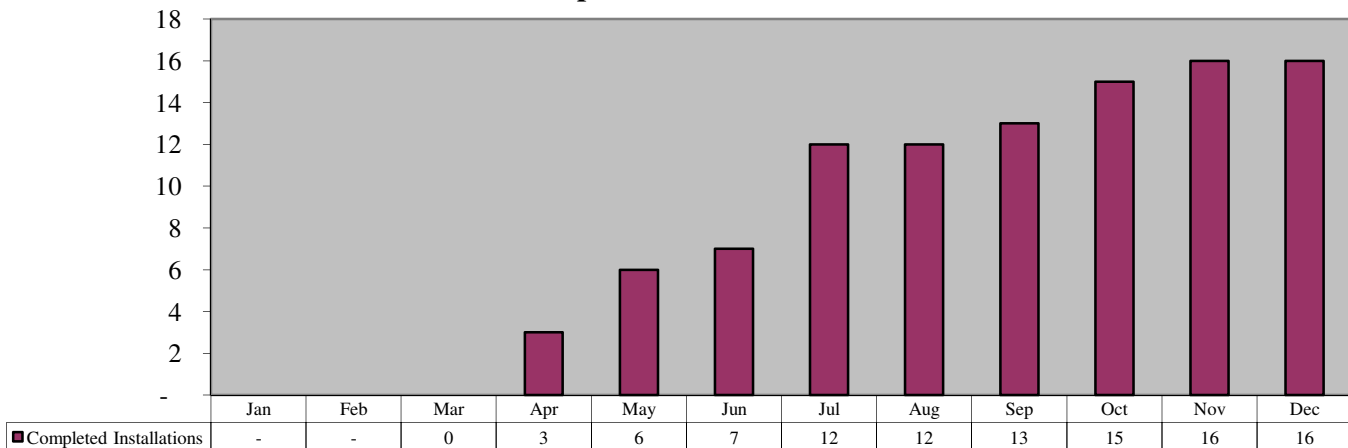
Pay-for-Performance

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$43,355,702	\$5,023,091	\$26,724,700	11.59%	73.23%

**Pay for Performance: Statewide Results
Approved Energy Reduction Plans YTD**



**Pay for Performance: Statewide Results
Completed Installations YTD**

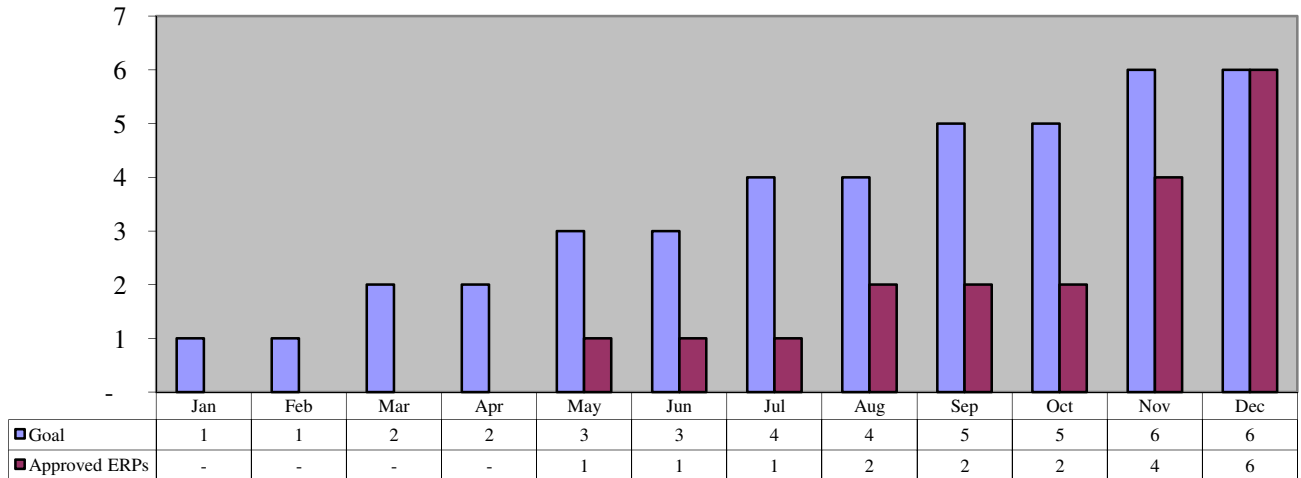


There was no goal established in 2011 for the number of completed installations for the Pay for Performance program. The graph above is for informational purposes only.

Pay-for-Performance New Construction

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$7,471,646	\$478,711	\$1,083,760	6.41%	20.91%

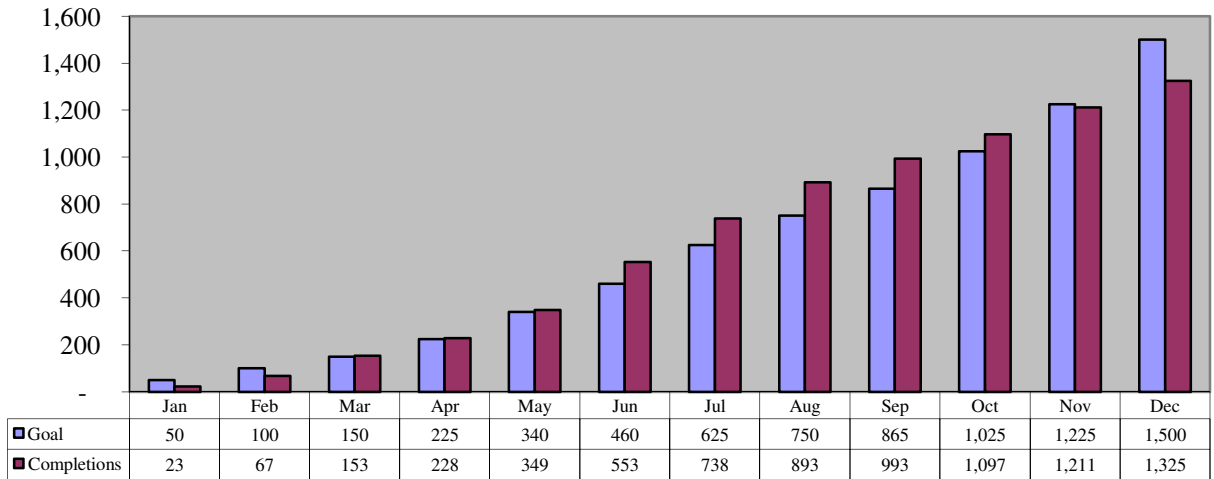
**Pay for Performance New Construction : Statewide Results
Approved Energy Reduction Plans YTD**



Direct Install

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$35,896,151	\$21,733,219	\$1,086,568	60.54%	63.57%

**Direct Install Program: Statewide Results
Completed Jobs YTD**



Large Energy Users Pilot

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$20,000,000	\$71,596	\$0	0.36%	0.36%

LEUP Program Update

MILESTONE	QTY
Entity submits initial application to TRC ⁽¹⁾	22
TRC sends prequalification letter notifying entity to submit their Draft Energy Efficiency Plan ⁽²⁾	20
Entity returns signed prequalification letter to TRC	12
Entity submits Draft Energy Efficiency Plan to TRC for review ⁽³⁾	4

(1) Two of the entities listed above have been found by TRC to be ineligible for the LEUP Program.

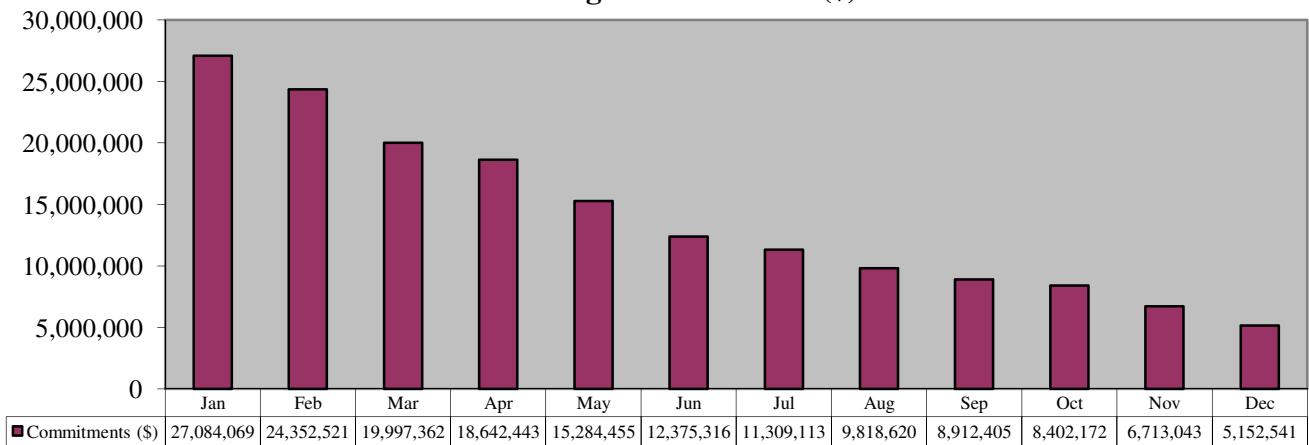
(2) Although no funding has been committed, the 20 eligible projects above represent \$11.8 million of potential incentives.

(3) After TRC's DEEP review they will submit an approval or rejection recommendation to AEG.

Renewable Energy Incentive Program

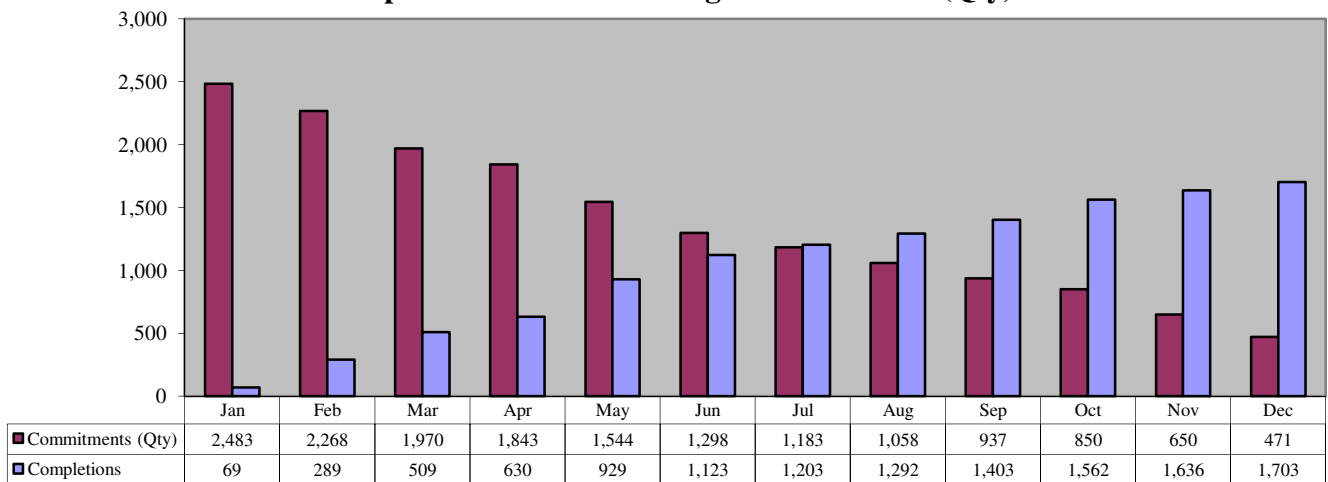
Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$41,612,455	\$21,336,854	\$5,152,541	51.28%	63.66%

**Renewable Energy Incentive Program (2010 Program): Statewide Results
Outstanding Commitments (\$) YTD**



The committed dollars listed above represent REIP projects which adhere to the 2010 program guidelines. These commitments should gradually reduce over time.

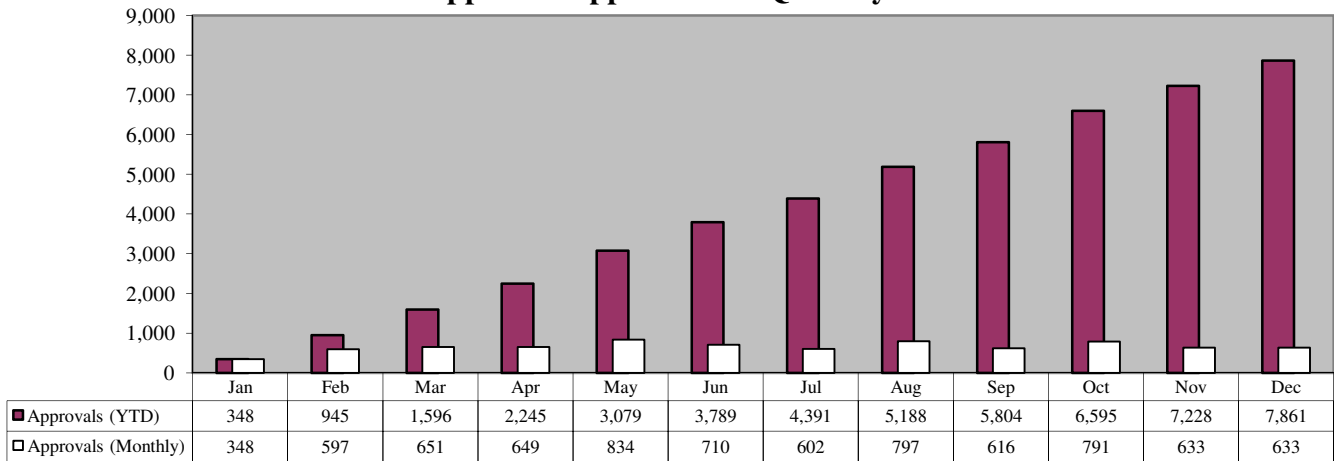
**Renewable Energy Incentive Program (2010 Program): Statewide Results
Completions Vs. Outstanding Commitments (Qty) YTD**



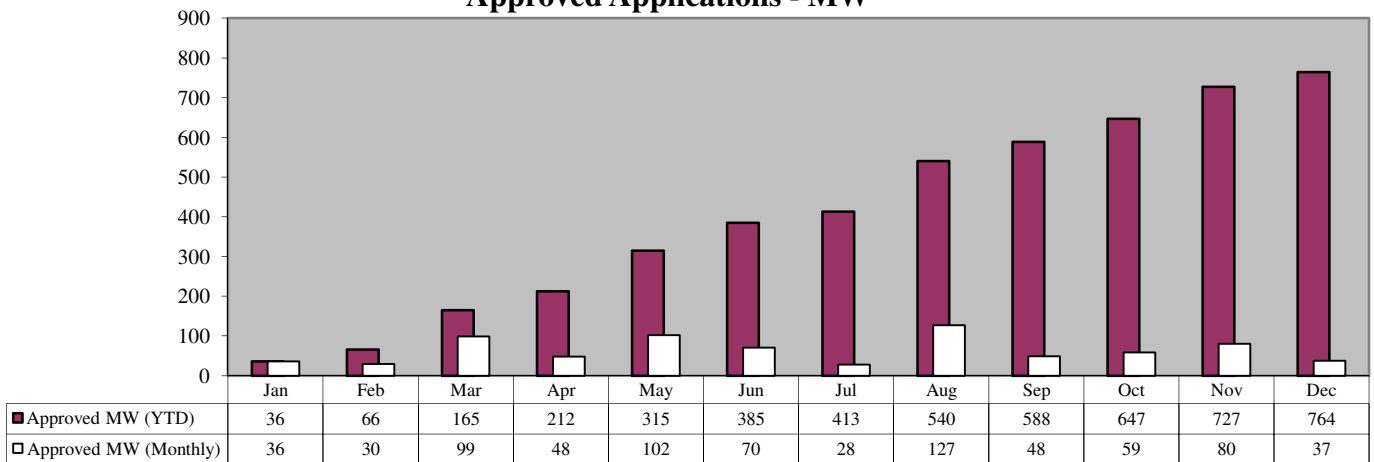
The commitments and completions listed above represent REIP projects which adhere to the 2010 program guidelines. The commitments should gradually reduce over time as projects are completed. It is not necessarily true that the commitments should reduce by exactly the number of completions due to scrubbed projects and project re-activations.

SREC Registration

**SREC Registration: Statewide Results
Approved Applications - Quantity**

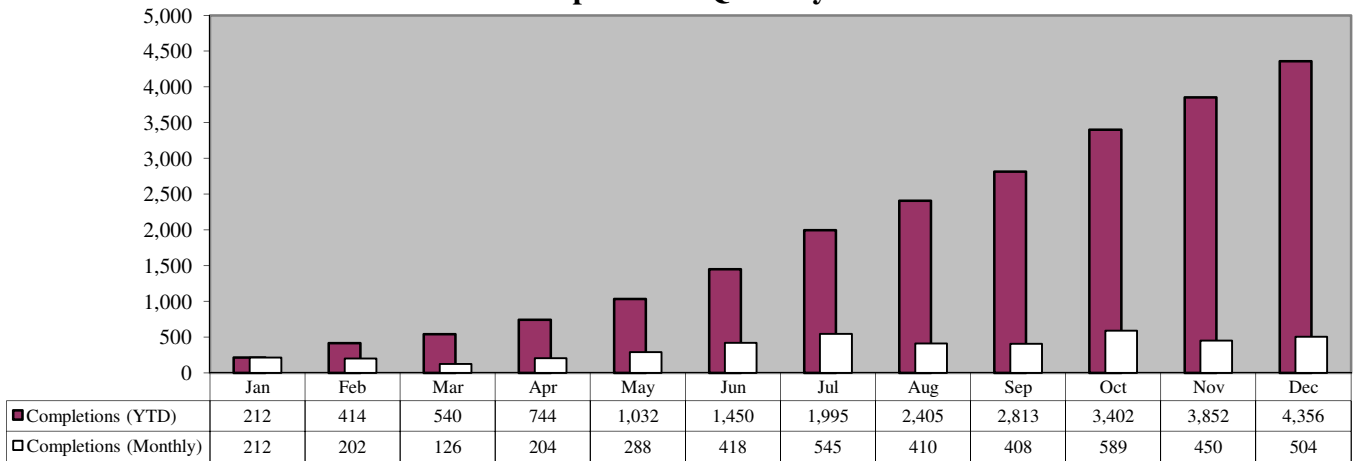


**SREC Registration: Statewide Results
Approved Applications - MW**

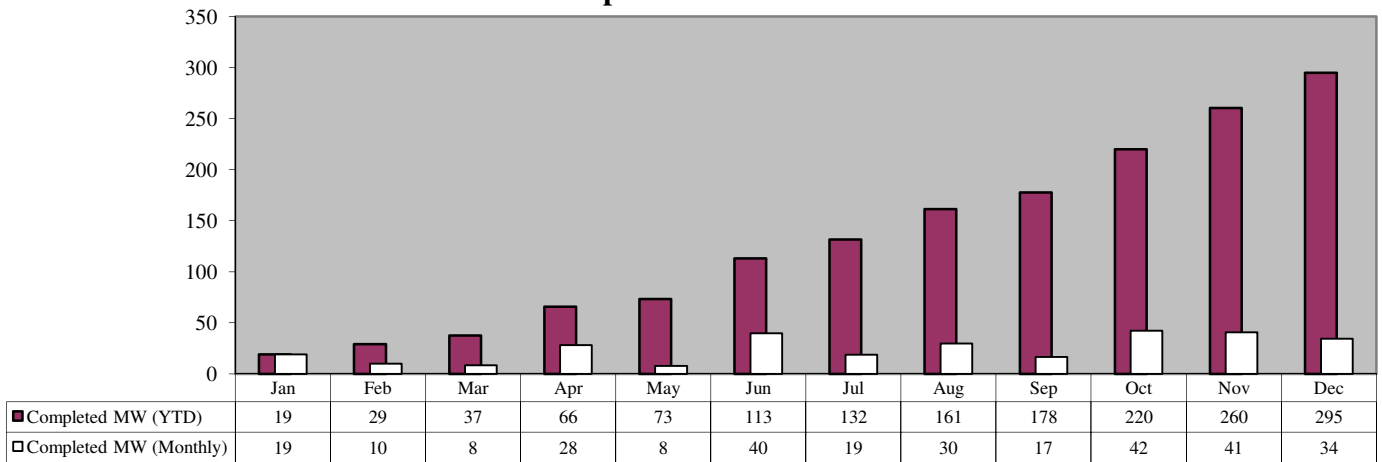


SREC Registration

**SREC Registration: Statewide Results
Completions - Quantity**



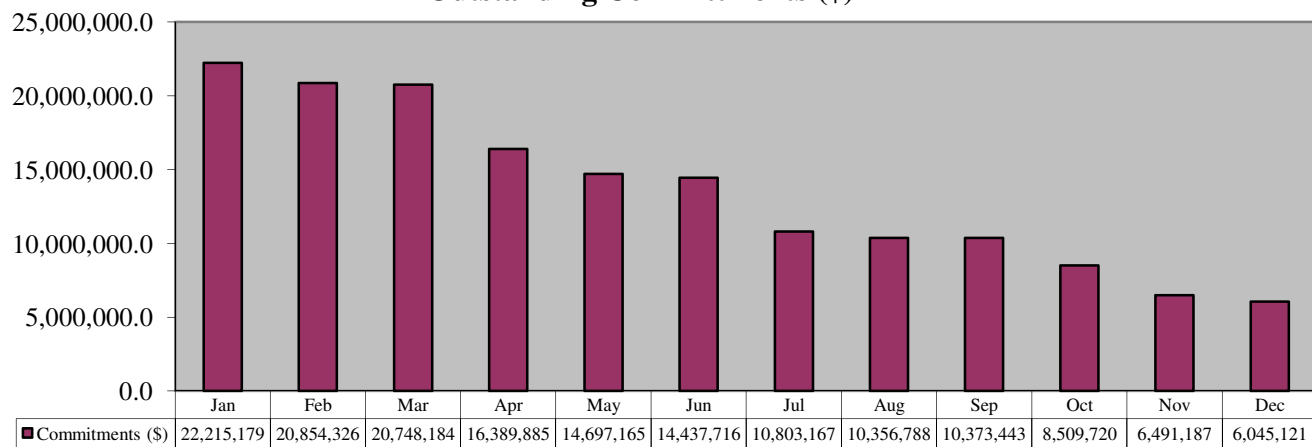
**SREC Registration: Statewide Results
Completions - MW**



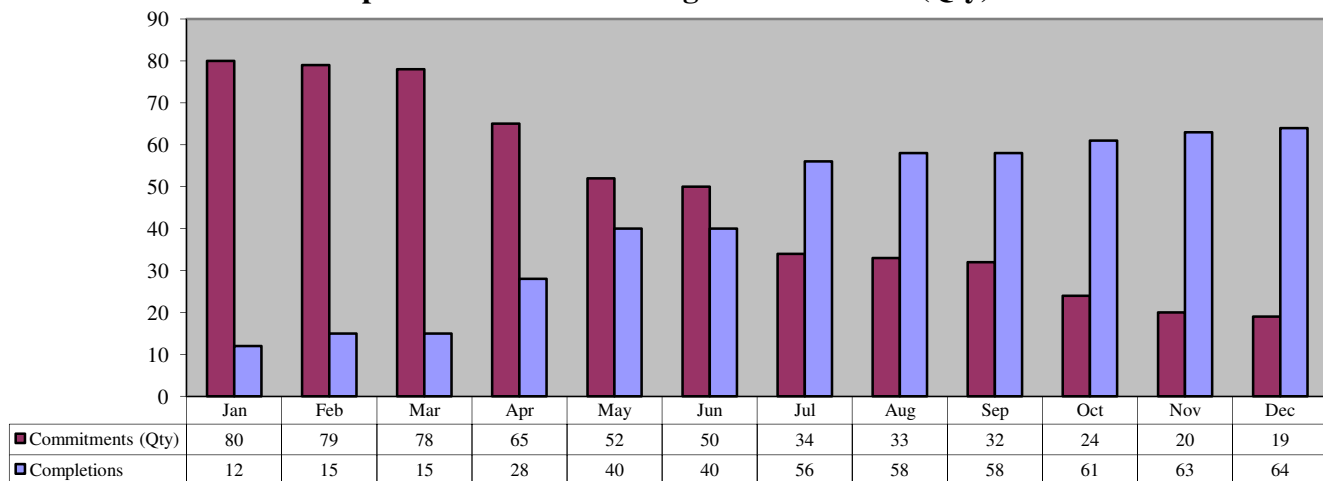
Customer On-Site Renewable Energy (CORE)

Annual Budget	Expenditures YTD	Outstanding Commitments	Expenditures as % of Annual Budget	Expenditures and Committed as % of Annual Budget
\$22,623,674	\$13,139,812	\$6,045,121	58.08%	84.80%

**CORE Program: Statewide Results
Outstanding Commitments (\$) YTD**



**CORE Program: Statewide Results
Completions Vs. Outstanding Commitments (Qty) YTD**



The CORE commitments listed above should gradually reduce over time as projects are completed. It is not necessarily true that the commitments should reduce by exactly the number of completions due to scrubbed projects and project re-activations.

Section IV

Reporting Data Worksheets

New Jersey's Clean Energy Program
Actual and Committed Expenses for Reporting Year 2011

Statewide Summary: New Jersey's Clean Energy Program
 Reporting Period: YTD thru 4th Quarter 2011

Program	Approved Budget	Actual Expenditures	Committed Expenditures	Actual and Committed Expenditures	Actual Expenditures as % of Authorized	Actual and Committed Expenditures as % of Authorized
Energy Efficiency Programs	\$325,875,452.17	\$139,035,801.19	\$71,002,166.00	\$210,037,967.19	42.67%	64.45%
Renewable Energy Programs	\$90,312,891.01	\$38,963,321.60	\$25,322,065.30	\$64,285,386.90	43.14%	71.18%
EDA Programs	\$57,634,153.38	\$6,335,017.00	\$6,475,983.00	\$12,811,000.00	10.99%	22.23%
Office of Clean Energy	\$7,501,050.81	\$4,331,674.86		\$4,331,674.86	57.75%	57.75%
TRUE Grant	\$25,000,000.00	\$3,210,125.71	\$21,789,874.29	\$25,000,000.00	12.84%	100.00%
TOTAL	\$506,323,547.37	\$191,875,940.36	\$124,590,088.59	\$316,466,028.95	37.90%	62.50%

While the percentages shown in Column (f) are derived by comparing the sum of the actual and committed expenditures reported in Columns (b) and (c), respectively, with the NJBPU budget approved for 2009 and shown in Column (a), it is expected that some of those committed expenses ultimately will be paid from future program budgets.

New Jersey's Clean Energy Program
Actual and Committed Expenses for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs
Reporting Period: YTD thru 4th Quarter 2011

Program	Approved Budget	Actual Expenditures	Committed Expenditures	Actual and Committed Expenditures	Actual Expenditures as % of Authorized	Actual and Committed Expenditures as % of Authorized
RESIDENTIAL ENERGY EFFICIENCY PROGRAMS						
Residential HVAC - Electric & Gas	\$22,724,583.98	\$19,923,078.40		\$19,923,078.40	87.67%	87.67%
Residential New Construction	\$19,943,969.50	\$7,039,315.47	\$8,455,672.00	\$15,494,987.47	35.30%	77.69%
Energy Efficient Products	\$18,193,381.04	\$16,643,930.61		\$16,643,930.61	91.48%	91.48%
Home Performance with Energy Star	\$29,760,156.05	\$15,266,819.30	\$5,512,456.00	\$20,779,275.30	51.30%	69.82%
Marketing - Residential EE	\$1,309,984.00	\$1,111,985.10		\$1,111,985.10	84.89%	84.89%
Sub-Total: Residential Energy Efficiency Programs	\$91,932,074.57	\$59,985,128.88	\$13,968,128.00	\$73,953,256.88	65.25%	80.44%
RESIDENTIAL LOW INCOME						
Comfort Partners	\$30,829,308.11	\$28,405,761.97		\$28,405,761.97	92.14%	92.14%
Sub-Total: Residential Low Income	\$30,829,308.11	\$28,405,761.97	\$0.00	\$28,405,761.97	92.14%	92.14%
C & I ENERGY EFFICIENCY PROGRAMS						
C&I New Construction	\$6,867,143.41	\$2,387,636.95	\$2,430,340.00	\$4,817,976.95	34.77%	70.16%
C&I Retrofit	\$45,899,451.30	\$15,697,501.92	\$21,743,160.00	\$37,440,661.92	34.20%	81.57%
Pay-for-Performance New Construction	\$7,471,645.96	\$478,711.08	\$1,083,760.00	\$1,562,471.08	6.41%	20.91%
Pay-for-Performance	\$43,355,701.50	\$5,023,091.48	\$26,724,700.00	\$31,747,791.48	11.59%	73.23%
Combined Heat & Power (CHP)	\$1,002,122.83	\$0.00	\$1,000,000.00	\$1,000,000.00	0.00%	99.79%
Local Government Energy Audit	\$9,115,170.97	\$3,493,179.00	\$2,404,280.00	\$5,897,459.00	38.32%	64.70%
Direct Install	\$35,896,150.92	\$21,733,218.78	\$1,086,568.00	\$22,819,786.78	60.54%	63.57%
Teaching Energy Awareness with Children's Help (TEACH)	\$682,829.50	\$121,599.50	\$561,230.00	\$682,829.50	17.81%	100.00%
Marketing - Commercial & Industrial EE	\$1,075,000.00	\$1,062,330.79		\$1,062,330.79	98.82%	98.82%
Large Energy Users Pilot	\$20,000,000.00	\$71,596.10	\$0.00	\$71,596.10	0.36%	0.36%
Multi-Family Financing Pilot	\$10,000,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%
Sub-Total: C & I Energy Efficiency Programs	\$181,365,216.39	\$50,068,865.60	\$57,034,038.00	\$107,102,903.60	27.61%	59.05%
OTHER ENERGY EFFICIENCY PROGRAMS						
Green Jobs and Building Code Training	\$678,853.10	\$195,895.63		\$195,895.63	28.86%	28.86%
Competitive Grant/Loan Solicitation	\$20,000,000.00	\$0.00		\$0.00	0.00%	0.00%
Sustainable Jersey	\$1,070,000.00	\$380,149.11		\$380,149.11	35.53%	35.53%
Sub-Total: Other Energy Efficiency Programs	\$21,748,853.10	\$576,044.74	\$0.00	\$576,044.74	2.65%	2.65%
TOTAL	\$325,875,452.17	\$139,035,801.19	\$71,002,166.00	\$210,037,967.19	42.67%	64.45%

While the percentages shown in Column (f) are derived by comparing the sum of the actual and committed expenditures reported in Columns (b) and (c), respectively, with the NJBPU budget approved for 2009 and shown in Column (a), it is expected that some of those committed expenses ultimately will be paid from future program budgets.

New Jersey's Clean Energy Program
Actual and Committed Expenses for Reporting Year 2011

Statewide Summary: Renewable Energy Programs
Reporting Period: YTD thru 4th Quarter 2011

Program	Approved Budget	Actual Expenditures	Committed Expenditures	Actual and Committed Expenditures	Actual Expenditures as % of Authorized	Actual and Committed Expenditures as % of Authorized
Customer On-Site Renewable Energy (CORE)	\$22,623,674.18	\$13,139,812.21	\$6,045,121.40	\$19,184,933.61	58.08%	84.80%
Clean Power Choice	\$68,400.00	\$29,209.40		\$29,209.40	42.70%	42.70%
Offshore Wind	\$11,070,253.00	\$2,633,211.00	\$8,437,042.00	\$11,070,253.00	23.79%	100.00%
Renewable Energy Program: Grid Connected (REDI)	\$11,282,831.73	\$0.00	\$3,856,320.00	\$3,856,320.00	0.00%	34.18%
Renewable Energy Incentive Program	\$41,612,455.10	\$21,336,854.39	\$5,152,540.50	\$26,489,394.89	51.28%	63.66%
Edison Innovation Clean Energy Fund (CST)	\$3,655,277.00	\$1,824,234.60	\$1,831,041.40	\$3,655,276.00	49.91%	100.00%
TOTAL	\$90,312,891.01	\$38,963,321.60	\$25,322,065.30	\$64,285,386.90	43.14%	71.18%

While the percentages shown in Column (f) are derived by comparing the sum of the actual and committed expenditures reported in Columns (b) and (c), respectively, with the NJBPU budget approved for 2009 and shown in Column (a), it is expected that some of those committed expenses ultimately will be paid from future program budgets.

New Jersey's Clean Energy Program
Actual and Committed Expenses for Reporting Year 2011

Statewide Summary: EDA Programs
 Reporting Period: YTD thru 4th Quarter 2011

Program	Approved Budget	Actual Expenditures	Committed Expenditures	Actual and Committed Expenditures	Actual Expenditures as % of Authorized	Actual and Committed Expenditures as % of Authorized
Edison Innovation Clean Energy Manufacturing Fund (CEMF)	\$35,634,153.38	\$5,915,017.00	\$6,475,983.00	\$12,391,000.00	16.60%	34.77%
Edison Innovation Green Growth Fund (EIGGF)	\$4,000,000.00	\$60,000.00	\$0.00	\$60,000.00	1.50%	1.50%
EE Revolving Loan Fund (EERLF)	\$18,000,000.00	\$360,000.00	\$0.00	\$360,000.00	2.00%	2.00%
TOTAL	\$57,634,153.38	\$6,335,017.00	\$6,475,983.00	\$12,811,000.00	10.99%	22.23%

While the percentages shown in Column (f) are derived by comparing the sum of the actual and committed expenditures reported in Columns (b) and (c), respectively, with the NJBPU budget approved for 2009 and shown in Column (a), it is expected that some of those committed expenses ultimately will be paid from future program budgets.

New Jersey's Clean Energy Program
Actual and Committed Expenses for Reporting Year 2011

Statewide Summary: Office of Clean Energy Reporting Period: YTD thru 4th Quarter 2011	Approved Budget	Actual Expenditures	Actual Expenditures as % of Authorized
Program			
OCE ADMINISTRATION AND OVERHEAD			
OCE Staff and Overhead	\$1,477,499.04	\$1,393,247.55	94.30%
Program Coordinator	\$2,067,983.00	\$1,872,038.25	90.52%
Sub-Total: Oce Administration And Overhead	\$3,545,482.04	\$3,265,285.80	92.10%
MEMBERSHIPS-DUES			
Clean Energy States Alliance	\$25,000.00	\$0.00	0.00%
Consortium for Energy Efficiency	\$133,817.00	\$131,196.00	98.04%
Sub-Total: Memberships-Dues	\$158,817.00	\$131,196.00	82.61%
OCE EVALUATION AND RELATED RESEARCH			
Rutgers-CEEEP	\$1,308,415.71	\$387,802.07	29.64%
Funding Reconciliation	\$21,055.00	\$0.00	0.00%
O&M Scoping Study/Online Academy	\$450,000.00	\$391,097.89	86.91%
Other Studies	\$44,566.75	\$0.00	0.00%
Program Evaluation	\$1,351,779.65	\$156,293.10	11.56%
Financial Audits	\$498,162.35	\$0.00	0.00%
Sub-Total: Oce Evaluation And Related Research	\$3,673,979.46	\$935,193.06	25.45%
OCE MARKET AND COMMUNICATIONS			
Outreach and Education/Community Partner Grants	\$122,772.31	\$0.00	0.00%
Sub-Total: Oce Market And Communications	\$122,772.31	\$0.00	0.00%
TOTAL	\$7,501,050.81	\$4,331,674.86	57.75%

New Jersey's Clean Energy Program
Actual and Committed Expenses for Reporting Year 2011

Statewide Summary: TRUE Grant
 Reporting Period: YTD thru 4th Quarter 2011

Program	Approved Budget	Actual Expenditures	Committed Expenditures	Actual and Committed Expenditures	Actual Expenditures as % of Authorized	Actual and Committed Expenditures as % of Authorized
TRUE Grant	\$25,000,000.00	\$3,210,125.71	\$21,789,874.29	\$25,000,000.00	12.84%	100.00%
TOTAL	\$25,000,000.00	\$3,210,125.71	\$21,789,874.29	\$25,000,000.00	12.84%	100.00%

While the percentages shown in Column (f) are derived by comparing the sum of the actual and committed expenditures reported in Columns (b) and (c), respectively, with the NJBPU budget approved for 2009 and shown in Column (a), it is expected that some of those committed expenses ultimately will be paid from future program budgets.

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: New Jersey's Clean Energy Program
 Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
Energy Efficiency Programs	\$139,035,801.19	\$8,588,099.75	\$2,585,603.84	\$1,649,450.39	\$115,175,122.81	\$10,808,309.16	\$229,215.24	\$0.00
Renewable Energy Programs	\$38,963,321.60	\$1,378,416.32	\$27,000.00	\$0.00	\$35,102,913.05	\$2,454,992.23	\$0.00	\$0.00
EDA Programs	\$6,335,017.00	\$660,000.00	\$0.00	\$0.00	\$5,675,017.00	\$0.00	\$0.00	\$0.00
Office of Clean Energy	\$4,331,674.86	\$2,082,530.80	\$534,936.00	\$0.00	\$0.00	\$765,240.00	\$948,968.06	\$0.00
TRUE Grant	\$3,210,125.71	\$627,339.94	\$1,044.42	\$0.00	\$2,531,931.35	\$49,810.00	\$0.00	\$0.00
TOTAL	\$191,875,940.36	\$13,336,386.81	\$3,148,584.26	\$1,649,450.39	\$158,484,984.21	\$14,078,351.39	\$1,178,183.30	\$0.00
Percent of Total	100.00%	6.95%	1.64%	0.86%	82.60%	7.34%	0.61%	0.00%

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs
Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
RESIDENTIAL ENERGY EFFICIENCY PROGRAMS								
Residential HVAC - Electric & Gas	\$19,923,078.40	\$1,306,764.00	\$0.00	\$354,001.80	\$15,962,137.07	\$2,300,175.53	\$0.00	\$0.00
Residential New Construction	\$7,039,315.47	\$1,249,392.00	\$0.00	\$0.00	\$3,961,056.33	\$1,758,487.60	\$70,379.54	\$0.00
Energy Efficient Products	\$16,643,930.61	\$1,655,032.84	\$0.00	\$0.00	\$14,148,198.49	\$681,863.58	\$158,835.70	\$0.00
Home Performance with Energy Star	\$15,266,819.30	\$1,044,421.08	\$0.00	\$0.00	\$13,044,703.64	\$1,177,694.58	\$0.00	\$0.00
Marketing - Residential EE	\$1,111,985.10	\$0.00	\$1,111,985.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total: Residential Energy Efficiency Programs	\$59,985,128.88	\$5,255,609.92	\$1,111,985.10	\$354,001.80	\$47,116,095.53	\$5,918,221.29	\$229,215.24	\$0.00
RESIDENTIAL LOW INCOME								
Comfort Partners	\$28,405,761.97	\$1,310,075.23	\$408,406.68	\$203,850.09	\$24,855,447.47	\$1,627,982.50	\$0.00	\$0.00
Sub-Total: Residential Low Income	\$28,405,761.97	\$1,310,075.23	\$408,406.68	\$203,850.09	\$24,855,447.47	\$1,627,982.50	\$0.00	\$0.00
C & I ENERGY EFFICIENCY PROGRAMS								
C&I New Construction	\$2,387,636.95	\$197,454.00	\$0.00	\$243,591.00	\$1,769,814.08	\$176,777.87	\$0.00	\$0.00
C&I Retrofit	\$15,697,501.92	\$615,550.80	\$0.00	\$263,078.28	\$12,979,157.68	\$1,839,715.16	\$0.00	\$0.00
Pay-for-Performance New Construction	\$478,711.08	\$99,600.00	\$0.00	\$248,860.08	\$123,251.00	\$7,000.00	\$0.00	\$0.00
Pay-for-Performance	\$5,023,091.48	\$454,800.00	\$0.00	\$306,234.64	\$4,002,340.60	\$259,716.24	\$0.00	\$0.00
Combined Heat & Power (CHP)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Local Government Energy Audit	\$3,493,179.00	\$120,000.00	\$0.00	\$0.00	\$2,879,099.00	\$494,080.00	\$0.00	\$0.00
Direct Install	\$21,733,218.78	\$460,804.80	\$2,881.27	\$0.00	\$20,806,107.71	\$463,425.00	\$0.00	\$0.00
Teaching Energy Awareness with Children's Help (TEACH)	\$121,599.50	\$24,000.00	\$0.00	\$29,834.50	\$67,765.00	\$0.00	\$0.00	\$0.00
Marketing - Commercial & Industrial EE	\$1,062,330.79	\$0.00	\$1,062,330.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Large Energy Users Pilot	\$71,596.10	\$50,205.00	\$0.00	\$0.00	\$0.00	\$21,391.10	\$0.00	\$0.00
Multi-Family Financing Pilot	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total: C & I Energy Efficiency Programs	\$50,068,865.60	\$2,022,414.60	\$1,065,212.06	\$1,091,598.50	\$42,627,535.07	\$3,262,105.37	\$0.00	\$0.00
OTHER ENERGY EFFICIENCY PROGRAMS								
Green Jobs and Building Code Training	\$195,895.63	\$0.00	\$0.00	\$0.00	\$195,895.63	\$0.00	\$0.00	\$0.00
Competitive Grant/Loan Solicitation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sustainable Jersey	\$380,149.11	\$0.00	\$0.00	\$0.00	\$380,149.11	\$0.00	\$0.00	\$0.00
Sub-Total: Other Energy Efficiency Programs	\$576,044.74	\$0.00	\$0.00	\$0.00	\$576,044.74	\$0.00	\$0.00	\$0.00
TOTAL	\$139,035,801.19	\$8,588,099.75	\$2,585,603.84	\$1,649,450.39	\$115,175,122.81	\$10,808,309.16	\$229,215.24	\$0.00
Percent of Total	100.00%	6.18%	1.86%	1.19%	82.84%	7.77%	0.16%	0.00%

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: Renewable Energy Programs
 Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
Customer On-Site Renewable Energy (CORE)	\$13,139,812.21	\$0.00	\$0.00	\$0.00	\$13,139,812.21	\$0.00	\$0.00	\$0.00
Clean Power Choice	\$29,209.40	\$2,209.40	\$27,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Offshore Wind	\$2,633,211.00	\$0.00	\$0.00	\$0.00	\$2,633,211.00	\$0.00	\$0.00	\$0.00
Renewable Energy Program: Grid Connected (REDI)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Renewable Energy Incentive Program	\$21,336,854.39	\$1,376,206.92	\$0.00	\$0.00	\$17,505,655.24	\$2,454,992.23	\$0.00	\$0.00
Edison Innovation Clean Energy Fund (CST)	\$1,824,234.60	\$0.00	\$0.00	\$0.00	\$1,824,234.60	\$0.00	\$0.00	\$0.00
TOTAL	\$38,963,321.60	\$1,378,416.32	\$27,000.00	\$0.00	\$35,102,913.05	\$2,454,992.23	\$0.00	\$0.00
Percent of Total	100.00%	3.54%	0.07%	0.00%	90.09%	6.30%	0.00%	0.00%

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: EDA Programs
 Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
Edison Innovation Clean Energy Manufacturing Fund (CEMF)	\$5,915,017.00	\$240,000.00	\$0.00	\$0.00	\$5,675,017.00	\$0.00	\$0.00	\$0.00
Edison Innovation Green Growth Fund (EIGGF)	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EE Revolving Loan Fund (EERLF)	\$360,000.00	\$360,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$6,335,017.00	\$660,000.00	\$0.00	\$0.00	\$5,675,017.00	\$0.00	\$0.00	\$0.00
Percent of Total	100.00%	10.42%	0.00%	0.00%	89.58%	0.00%	0.00%	0.00%

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: Office of Clean Energy
Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
OCE ADMINISTRATION AND OVERHEAD								
OCE Staff and Overhead	\$1,393,247.55	\$1,393,247.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Coordinator	\$1,872,038.25	\$558,087.25	\$534,936.00	\$0.00	\$0.00	\$765,240.00	\$13,775.00	\$0.00
Sub-Total: Oce Administration And Overhead	\$3,265,285.80	\$1,951,334.80	\$534,936.00	\$0.00	\$0.00	\$765,240.00	\$13,775.00	\$0.00
MEMBERSHIPS-DUES								
Clean Energy States Alliance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consortium for Energy Efficiency	\$131,196.00	\$131,196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total: Memberships-Dues	\$131,196.00	\$131,196.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
OCE EVALUATION AND RELATED RESEARCH								
Rutgers-CEEEP	\$387,802.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$387,802.07	\$0.00
Funding Reconciliation	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
O&M Scoping Study/Online Academy	\$391,097.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$391,097.89	\$0.00
Other Studies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Program Evaluation	\$156,293.10	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$156,293.10	\$0.00
Financial Audits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total: Oce Evaluation And Related Research	\$935,193.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$935,193.06	\$0.00
OCE MARKET AND COMMUNICATIONS								
Outreach and Education/Community Partner Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Sub-Total: Oce Market And Communications	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL	\$4,331,674.86	\$2,082,530.80	\$534,936.00	\$0.00	\$0.00	\$765,240.00	\$948,968.06	\$0.00
Percent of Total	100.00%	48.08%	12.35%	0.00%	0.00%	17.67%	21.91%	0.00%

New Jersey's Clean Energy Program
Detailed Expenses Data for Reporting Year 2011

Statewide Summary: TRUE Grant
 Reporting Period: YTD thru 4th Quarter 2011

Program	Total Actual NJCEP Expenditures	Administration & Program Development	Sales, Call Centers, Marketing and Website	Training	Rebates, Grants, and Other Direct Incentives	Rebate Processing, Inspections, and Other Quality Control	Evaluation and Related Research	Performance Incentives
TRUE Grant	\$3,210,125.71	\$627,339.94	\$1,044.42	\$0.00	\$2,531,931.35	\$49,810.00	\$0.00	\$0.00
TOTAL	\$3,210,125.71	\$627,339.94	\$1,044.42	\$0.00	\$2,531,931.35	\$49,810.00	\$0.00	\$0.00
Percent of Total	100.00%	19.54%	0.03%	0.00%	78.87%	1.55%	0.00%	0.00%

New Jersey's Clean Energy Program
Tracking Metrics for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs Reporting Period: YTD thru 4th Quarter 2011	Actual YTD
Program - Tracking Metric	
RESIDENTIAL PROGRAMS	
Residential HVAC - <i>COOL Advantage Completed Applications</i>	15,461
Residential HVAC - <i>WARM Advantage Completed Applications</i>	24,499
Residential New Construction - <i>Enrollments</i>	1,893
Residential New Construction - <i>Completions</i>	3,905
Energy Efficient Products - <i>Change a Light - CFLs Distributed</i>	5,269,102
Energy Efficiency Products - <i>Clothes Washer Applications Completed</i>	32,202
Energy Efficiency Products - <i>Large Appliance Recycling Applications Completed</i>	15,769
Energy Efficiency Products - <i>Consumer Electronics Applications Completed</i>	93,930
Home Performance with ENERGY STAR - <i>Tier 2 Enrollments</i>	360
Home Performance with ENERGY STAR - <i>Tier 2 Completions</i>	296
Home Performance with ENERGY STAR - <i>Tier 3 Enrollments</i>	2,515
Home Performance with ENERGY STAR - <i>Tier 3 Completions</i>	2,288
RESIDENTIAL LOW INCOME PROGRAMS	
Comfort Partners - <i>Homes Completed</i>	7,054
COMMERCIAL & INDUSTRIAL PROGRAMS	
C&I New Construction - <i>Applications Approved</i>	105
C&I New Construction - <i>Applications Completed</i>	136
C&I Retrofit - <i>Applications Completed</i>	1,718
Pay-for Performance New Construction - <i>Approved Energy Reduction Plans</i>	6
Pay-for Performance New Construction - <i>Installations Completed</i>	0
Pay-for Performance New Construction - <i>M&V Reports Complete</i>	0
Pay-for Performance - <i>Approved Energy Reduction Plans</i>	51
Pay-for Performance - <i>Installations Completed</i>	16
Pay-for Performance - <i>M&V Reports Completed</i>	0
Combined Heat and Power (CHP) - <i>Applications Completed</i>	0
Local Government Energy Audit - <i>Audits Reviewed and Processed</i>	358
Local Government Energy Audit - <i>Audits Rebated</i>	501
Direct Install - <i>Applications Completed</i>	1,325
Teaching Energy Awareness with Children's Help (TEACH) - <i>Schools Benchmarked</i>	45
Large Energy Users Pilot - <i>Applications Approved</i>	0
Large Energy Users Pilot - <i>Applications Completed</i>	0

New Jersey's Clean Energy Program
Tracking Metrics for Reporting Year 2011

Statewide Summary: Renewable Energy Programs		Actual YTD
Reporting Period: YTD thru 4th Quarter 2011		
Program - Tracking Metric		
RENEWABLE PROGRAMS		
Customer On-Site Renewable Energy (CORE) - <i>Applications Completed</i>		64
Renewable Energy Incentive Program (REIP) - <i>Applications Completed</i>		1,703
SREC Registration - <i>Applications Approved</i>		7,861
SREC Registration - <i>Applications Completed</i>		4,356
Clean Power Choice - <i>Total Enrollments</i>		10,388
Renewable Energy Program: Grid Connected (REDI) - <i>Completed Grants</i>		0
Renewable Energy Program: Grid Connected (REDI) - <i>Number of Open Grants</i>		0
Edison Innovation Clean Energy Fund (CST) - <i>Completed Grants</i>		1
Edison Innovation Clean Energy Fund (CST) - <i>Number of Open Grants</i>		8
EDA/CST/HMFA PROGRAMS		
Edison Innovation Clean Energy Manufacturing Fund (CEMF) - <i>Completed Grants</i>		3
Edison Innovation Clean Energy Manufacturing Fund (CEMF) - <i>Number of Open Grants</i>		8
Edison Innovation Green Growth Fund (EIGGF) - <i>Completed Grants</i>		0
Edison Innovation Green Growth Fund (EIGGF) - <i>Number of Open Grants</i>		0
EE Revolving Loan Fund (EERLF) - <i>Number of Open Loans</i>		0

New Jersey's Clean Energy Program
Electric Energy Savings vs. Annual Goals for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs Reporting Period: YTD thru 4th Quarter 2011 (Energy Savings)	Annual Savings			Lifetime Savings		
	Annual Goal	Actual YTD	Actual YTD as % of Goal	Annual Goal	Actual YTD	Actual YTD as % of Goal
	MWh	MWh	%	MWh	MWh	%
RESIDENTIAL PROGRAMS						
Residential HVAC - Electric & Gas	8,584	12,364	144%	303,174	210,355	69%
Residential New Construction	7,192	4,562	63%	100,039	91,240	91%
Energy Efficient Products	278,140	247,222	89%	1,792,796	1,706,777	95%
Home Performance with ENERGY STAR	2,307	2,131	92%	46,144	38,314	83%
Sub-Total: Residential EE Programs	296,223	266,279	90%	2,242,153	2,046,686	91%
COMMERCIAL & INDUSTRIAL PROGRAMS						
C&I New Construction	6,908	16,912	245%	103,627	264,120	255%
C&I Retrofit	80,438	103,360	128%	1,206,577	1,642,577	136%
Pay-for-Performance New Construction	450	0	0%	8,100	0	0%
Pay-for Performance	50,000	15,422	31%	900,000	216,562	24%
Direct Install	65,559	41,640	64%	983,379	621,575	63%
Large Energy Users Pilot	36,046	0	0%	540,696	0	0%
Sub-Total: C&I Programs	239,402	177,333	74%	3,742,379	2,744,834	73%
TOTAL Energy Efficiency Programs	535,625	443,612	83%	5,984,532	4,791,520	80%

New Jersey's Clean Energy Program
Gas Energy Savings vs. Annual Goals for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs Reporting Period: YTD thru 4th Quarter 2011 (Energy Savings)	Annual Savings			Lifetime Savings		
	Annual Goal	Actual YTD	Actual YTD as % of Goal	Annual Goal	Actual YTD	Actual YTD as % of Goal
	DTh	DTh	%	DTh	DTh	%
RESIDENTIAL PROGRAMS						
Residential HVAC - Electric & Gas	294,603	343,759	117%	5,730,719	6,779,179	118%
Residential New Construction	267,602	60,733	23%	3,586,658	1,214,660	34%
Energy Efficient Products	3,024	27,056	895%	60,480	538,665	891%
Home Performance with ENERGY STAR	112,064	95,298	85%	2,241,280	2,058,387	92%
Sub-Total: Residential EE Programs	677,293	526,846	78%	11,619,137	10,590,890	91%
COMMERCIAL & INDUSTRIAL PROGRAMS						
C&I New Construction	119,494	4,361	4%	1,792,416	67,666	4%
C&I Retrofit	66,721	56,381	85%	1,000,817	1,026,019	103%
Pay-for-Performance New Construction	2,250	0	0%	40,500	0	0%
Pay-for Performance	175,000	45,344	26%	3,150,000	527,074	17%
Direct Install	57,177	61,347	107%	857,653	1,016,634	119%
Large Energy Users Pilot	172,538	0	0%	2,588,076	0	0%
Sub-Total: C&I Programs	593,181	167,433	28%	9,429,462	2,637,393	28%
TOTAL Energy Efficiency Programs	1,270,474	694,278	55%	21,048,599	13,228,284	63%

New Jersey's Clean Energy Program
Electric Savings for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs
 Reporting Period: YTD thru 4th Quarter 2011
 (Energy Savings)

Program	Demand Savings			Annual Savings			Lifetime Savings		
	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed
	kW	kW	kW	MWh	MWh	MWh	MWh	MWh	MWh
RESIDENTIAL PROGRAMS									
Residential HVAC - Electric & Gas	6,845		6,845	12,364		12,364	210,355		210,355
Residential New Construction	4,616	4,619	9,235	4,562	2,082	6,644	91,240	41,646	132,886
Energy Efficient Products	30,815		30,815	247,222		247,222	1,706,777		1,706,777
Home Performance with ENERGY STAR	894		894	2,131		2,131	38,314		38,314
Sub-Total: Residential EE Programs	43,170	4,619	47,789	266,279	2,082	268,361	2,046,686	41,646	2,088,332
RESIDENTIAL LOW INCOME PROGRAMS									
Comfort Partners	1,072		1,072	10,069		10,069	89,465		89,465
Sub-Total: Residential Low Income Programs	1,072		1,072	10,069		10,069	89,465		89,465
COMMERCIAL & INDUSTRIAL PROGRAMS									
C&I New Construction	4,650	19,234	23,884	16,912	19,178	36,090	264,120	288,849	552,969
C&I Retrofit	69,567	102,585	172,152	103,360	124,518	227,877	1,642,577	1,971,230	3,613,808
Pay-for-Performance New Construction	0	1,288	1,288	0	6,352	6,352	0	112,356	112,356
Pay-for Performance	2,514	10,469	12,983	15,422	50,830	66,252	216,562	847,665	1,064,227
Combined Heat and Power (CHP)	0	0	0	0	0	0	0	0	0
Direct Install	8,693	6,497	15,191	41,640	27,009	68,648	621,575	398,064	1,019,639
Large Energy Users Pilot	0	0	0	0	0	0	0	0	0
Sub-Total: C&I Programs	85,424	140,073	225,497	177,333	227,887	405,219	2,744,834	3,618,166	6,362,999
TOTAL Energy Efficiency Programs	129,666	144,692	274,358	453,681	229,969	683,650	4,880,985	3,659,812	8,540,797

New Jersey's Clean Energy Program
CHP Electric Generation for Reporting Year 2011

Statewide Summary: Combined Heat and Power
 Reporting Period: YTD thru 4th Quarter 2011
 (Electric Generation)

Program	Capacity			Annual Generation			Lifetime Generation		
	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed
	kW	kW	kW	MWh	MWh	MWh	MWh	MWh	MWh
Combined Heat and Power	0	300	300	0	2,455	2,455	0	29,465	29,465
TOTAL CHP	0	300	300	0	2,455	2,455	0	29,465	29,465

New Jersey's Clean Energy Program
RE Electric Generation for Reporting Year 2011

Statewide Summary: Renewable Energy Programs Reporting Period: YTD thru 4th Quarter 2011 (Electric Generation)	Capacity			Annual Generation			Lifetime Generation		
	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed
	kW	kW	kW	MWh	MWh	MWh	MWh	MWh	MWh
RENEWABLE PROGRAMS									
Customer On-Site Renewable Energy (CORE)	5,800	4,366	10,166	6,961	5,239	12,200	139,211	104,779	243,990
Renewable Energy Incentive Program	17,842	5,869	23,711	21,411	7,043	28,454	428,211	140,862	569,073
Renewable Energy Program: Grid Connected (REDI)	0	6,500	6,500	0	23,926	23,926	0	528,530	528,530
SREC Registration	294,745	578,350	873,096	353,694	694,020	1,047,714	7,073,890	13,880,410	20,954,300
Sub-Total: Renewable Programs	318,388	595,085	913,473	382,066	730,228	1,112,294	7,641,312	14,654,581	22,295,893
TOTAL Renewable Energy Programs	318,388	595,085	913,473	382,066	730,228	1,112,294	7,641,312	14,654,581	22,295,893

New Jersey's Clean Energy Program
Gas Savings for Reporting Year 2011

Statewide Summary: Energy Efficiency Programs Reporting Period: YTD thru 4th Quarter 2011 (Energy Savings)	Annual Savings			Lifetime Savings		
	Installed	Committed	Installed and Committed	Installed	Committed	Installed and Committed
	DTh	DTh	DTh	DTh	DTh	DTh
RESIDENTIAL PROGRAMS						
Residential HVAC - Electric & Gas	343,759		343,759	6,779,179		6,779,179
Residential New Construction	60,733	74,876	135,609	1,214,660	1,497,520	2,712,180
Energy Efficient Products	27,056		27,056	538,665		538,665
Home Performance with ENERGY STAR	95,298		95,298	2,058,387		2,058,387
Sub-Total: Residential EE Programs	526,846	74,876	601,722	10,590,890	1,497,520	12,088,410
RESIDENTIAL LOW INCOME PROGRAMS						
Comfort Partners	88,278		88,278	1,264,890		1,264,890
Sub-Total: Residential Low Income Programs	88,278		88,278	1,264,890		1,264,890
COMMERCIAL & INDUSTRIAL PROGRAMS						
C&I New Construction	4,361	31,528	35,889	67,666	504,953	572,619
C&I Retrofit	56,381	224,832	281,212	1,026,019	4,392,557	5,418,576
Pay-for-Performance New Construction	0	7,716	7,716	0	223,315	223,315
Pay-for Performance	45,344	270,852	316,196	527,074	4,620,736	5,147,810
Combined Heat and Power (CHP)	0	5,202	5,202	0	62,424	62,424
Direct Install	61,347	59,801	121,148	1,016,634	970,820	1,987,455
Large Energy Users Pilot	0	0	0	0	0	0
Sub-Total: C&I Programs	167,433	599,931	767,363	2,637,393	10,774,805	13,412,199
TOTAL Energy Efficiency Programs	782,557	674,807	1,457,363	14,493,173	12,272,325	26,765,499

New Jersey's Clean Energy Program
Emissions Reductions for Reporting Year 2011

Statewide Summary: New Jersey's Clean Energy Program
 Reporting Period: YTD thru 4th Quarter 2011

Program	Annual Emissions Reductions (metric tons)				Lifetime Emissions Reductions (metric tons)			
	CO2	NOx	SO2	Hg	CO2	NOx	SO2	Hg
Energy Efficiency Programs (Electric and Gas)	415,698	342	969	0.0073	4,795,368	3,934	10,428	0.0790
Renewable Energy Programs	315,031	260	816	0.0062	6,300,609	5,210	16,325	0.1237
TOTAL - All Programs	730,729	603	1,785	0.0135	11,095,977	9,144	26,752	0.2026

New Jersey's Clean Energy Program
Emissions Reductions for Reporting Year 2011

Statewide Summary: Electric Energy Efficiency Programs
 Reporting Period: YTD thru 4th Quarter 2011

Program	Annual Emissions Reductions (metric tons)				Lifetime Emissions Reductions (metric tons)			
	CO2	NOx	SO2	Hg	CO2	NOx	SO2	Hg
RESIDENTIAL PROGRAMS								
Residential HVAC - Electric & Gas	10,194	8	26	0.0002	173,448	143	449	0.0034
Residential New Construction	3,762	3	10	0.0001	75,232	62	195	0.0015
Energy Efficient Products	203,846	169	528	0.0040	1,407,315	1,164	3,646	0.0276
Home Performance with ENERGY STAR	1,757	1	5	0.0000	31,591	26	82	0.0006
Sub-Total: Residential EE Programs	219,559	182	569	0.0043	1,687,586	1,395	4,372	0.0331
RESIDENTIAL LOW INCOME PROGRAMS								
Comfort Partners	8,302	7	22	0.0002	73,768	61	191	0.0014
Sub-Total: Residential Low Income Programs	8,302	7	22	0.0002	73,768	61	191	0.0014
COMMERCIAL & INDUSTRIAL PROGRAMS								
C&I New Construction	13,945	12	36	0.0003	217,779	180	564	0.0043
C&I Retrofit	85,225	70	221	0.0017	1,354,380	1,120	3,509	0.0266
Pay-for-Performance New Construction	0	0	0	0.0000	0	0	0	0.0000
Pay-for Performance	12,716	11	33	0.0002	178,565	148	463	0.0035
Combined Heat and Power (CHP)	0	0	0	0.0000	0	0	0	0.0000
Direct Install	34,334	28	89	0.0007	512,517	424	1,328	0.0101
Large Energy Users Pilot	0	0	0	0.0000	0	0	0	0.0000
Sub-Total: C&I Programs	146,219	121	379	0.0029	2,263,240	1,871	5,864	0.0444
TOTAL Energy Efficiency Programs	374,080	309	969	0.0073	4,024,594	3,328	10,428	0.0790

New Jersey's Clean Energy Program
Emissions Reductions for Reporting Year 2011

Statewide Summary: Gas Energy Efficiency Programs Reporting Period: YTD thru 4th Quarter 2011	Annual Emissions Reductions (metric tons)		Lifetime Emissions Reductions (metric tons)	
	CO2	NOx	CO2	NOx
Program				
RESIDENTIAL PROGRAMS				
Residential HVAC - Electric & Gas	18,282	14	360,529	283
Residential New Construction	3,230	3	64,598	51
Energy Efficient Products	1,439	1	28,647	23
Home Performance with ENERGY STAR	5,068	4	109,469	86
Sub-Total: Residential EE Programs	28,019	22	563,243	443
RESIDENTIAL LOW INCOME PROGRAMS				
Comfort Partners	4,695	4	67,269	53
Sub-Total: Residential Low Income Programs	4,695	4	67,269	53
COMMERCIAL & INDUSTRIAL PROGRAMS				
C&I New Construction	232	0	3,599	3
C&I Retrofit	2,998	2	54,566	43
Pay-for-Performance New Construction	0	0	0	0
Pay-for Performance	2,411	2	28,031	22
Combined Heat and Power (CHP)	0	0	0	0
Direct Install	3,263	3	54,066	43
Large Energy Users Pilot	0	0	0	0
Sub-Total: C&I Programs	8,904	7	140,261	110
TOTAL Energy Efficiency Programs	41,618	33	770,773	606

New Jersey's Clean Energy Program
Emissions Reductions for Reporting Year 2011

Statewide Summary: Renewable Energy Programs
 Reporting Period: YTD thru 4th Quarter 2011

Program	Annual Emissions Reductions (metric tons)				Lifetime Emissions Reductions (metric tons)			
	CO2	NOx	SO2	Hg	CO2	NOx	SO2	Hg
RENEWABLE PROGRAMS								
Customer On-Site Renewable Energy (CORE)	5,740	5	15	0.0001	114,786	95	297	0.0023
Renewable Energy Incentive Program	17,654	15	46	0.0003	353,079	292	915	0.0069
Renewable Energy Program: Grid Connected (REDI)	0	0	0	0.0000	0	0	0	0.0000
SREC Registration	291,637	241	756	0.0057	5,832,744	4,823	15,112	0.1145
TOTAL Renewable Energy Programs	315,031	260	816	0.0062	6,300,609	5,210	16,325	0.1237

Section V

Note and Defintions

Notes

1	For Residential New Construction actual participation figures represent results reported by Honeywell and electric utilities only. For Utility Comfort Partners actual participation figures represent results reported by electric utilities only.
2	Expenses for the REC Certificates/SREC Program are reported under the Renewable Energy Incentive Program (REIP) in the following worksheets. The capacity, generation and emissions reductions for the REC Certificate/SREC Program are reported separately from the Renewable Energy Incentive Program (REIP).

Definitions

1	A commitment exists where the associated customer has received a letter of commitment or other signed agreement from the NJCEP and the project is slated for completion prior to an expiration date. Once completed and paid, a committed project is shifted from "Committed" to "Installed". Committed figures are adjusted to reflect any commitments that are cancelled.
2	Committed Expenditures are those expenditures related to 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.
3	Administration and Program Development Expenditures are direct labor and employee overhead costs incurred in developing and managing the New Jersey's Clean Energy Programs by the NJBPU's Office of Clean Energy, the utility program managers, the Economic Development Authority, or any other program manager, except those 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. For the NJCEP Market Managers, Administration and Program Development Expenditures are those costs identified in the market manager contracts as "Program Administration" costs.
4	Sales, Call Centers, Marketing and Website Expenditures - Sales and Call Center Expenditures are expenses related to the enrollment of program participants and in working with trade allies. This category includes activities that close leads and those that involve direct interaction with customers, either in person or over the telephone. It also includes inbound and outbound telemarketing and call center activities. - Marketing and Website Expenditures are costs incurred for advertising, promotions, third-party or internal marketing, advertising agency activities and services, 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, direct mail materials, etc.
5	Training Expenditures are costs related to training including the planning and execution of training events, seminar materials, etc.
6	Rebates, Grants and Other Direct Incentives are rebates and other direct incentives paid to participating customers, along with the cost of any measures installed in customer homes, and any payments made pursuant to any Clean Energy Program grant.
7	Rebate Processing, Inspections and Other Quality Control Expenditures are costs incurred in processing and tracking rebate, grant and other program applications and payments, and in inspecting qualified projects to ensure compliance with program requirements and other quality control measures.
8	Evaluation and Related Research Expenditures are costs related to market research and program evaluation, including the collection and input of information, technical support, collaborative input, process support, and any required outside studies.
9	Performance Incentives are costs related to any performance incentives awarded to Market Managers or other program managers pursuant to an NJBPU Order.
10	Installed Savings represents the savings accrued as a result of the initiation of a given program and the installation of recorded measures.
11	Committed Savings represents the savings that will accrue from commitments for program participation made in the reporting period, but scheduled for installation in future reporting periods.
12	Annual Savings means the yearly (12 months) savings that will result from a measure installed or committed to during the program year.
13	Lifetime Savings means the savings to be accrued over the expected life of a measure installed or committed to during the program year.
14	DEP Emissions Reduction Factors for electric programs are as follows: - CO ₂ (Carbon Dioxide) emissions are reduced by 1,814 lbs per MWh saved - NO _x (Nitric Oxide) emissions are reduced by 1.5 lbs. per MWh saved - SO ₂ (Sulfur Dioxide) emissions are reduced by 4.7 lbs per MWh saved - Hg (Mercury) emissions are reduced by .0000356 lbs per MWh saved
15	DEP Emissions Reduction Factors for gas programs are as follows: - CO ₂ (Carbon Dioxide) emissions are reduced by 11.7 lbs per Therm saved - NO _x (Nitric Oxide) emissions are reduced by .0092 lbs. per Therm saved

Definitions (Cont'd)

16	Units of Measure for Tracking Metrics:	
RESIDENTIAL ENERGY EFFICIENCY PROGRAMS		
Residential HVAC		
- COOL Advantage Completed Applications	=	Number of central air conditioners and heat pumps rebated
- WARM Advantage Completed Applications	=	Number of furnaces, boilers and hot water heaters rebated
Residential New Construction		
- Enrollments	=	Number of homes enrolled with commitments to build to RNC efficiency standards
- Completions	=	Number of homes completed per RNC efficiency standards
Energy Efficient Products		
- CFLs Distributed	=	Number of CFLs and Fixtures distributed
- Clothes Washer Applications Completed	=	Number of clothes washers rebated
- Large Appliance Recycling Applications Completed	=	Number of recycled large appliances rebated
- Consumer Electronics Applications Completed	=	Number of set-top boxes, televisions, etc. distributed
Home Performance with ENERGY STAR		
- Tier 2 Enrollments	=	Number of homes approved to complete Tier 2 HPwES measures
- Tier 2 Completions	=	Number of homes that completed Tier 2 HPwES measures
- Tier 3 Enrollments	=	Number of homes approved to complete Tier 3 HPwES measures
- Tier 3 Completions	=	Number of homes that completed Tier 3 HPwES measures
RESIDENTIAL LOW INCOME PROGRAMS		
Comfort Partners		
- Homes Completed	=	Number of homes with electric measures installed (gas homes completed is a subset of electric homes completed)
COMMERCIAL & INDUSTRIAL PROGRAMS		
C&I New Construction		
- Applications Approved	=	Number of applications approved
- Applications Completed	=	Number of applications rebated
C&I Retrofit		
- Applications Completed	=	Number of applications rebated
Pay-for-Performance (Retrofit and New Construction)		
- Energy Reduction Plans Approved	=	Number of projects that have approved ERPs
- Installations Completed	=	Number of projects that have completed installation of recommended measures
- M&V Reports Completed	=	Number of projects that have completed their measurement and verification report
Combined Heat and Power		
- Applications Completed	=	Number of applications rebated
Local Government Energy Audit		
- Audits Reviewed and Processed	=	Number of audit applications reviewed and processed
- Audits Rebated	=	Number of audit applications rebated
Direct Install		
- Applications Completed	=	Number of projects completed
TEACH		
- School Districts	=	Number of school districts participating
- Schools	=	Number of schools participating
Large Energy Users Pilot		
- Applications Approved	=	Number of applications approved
- Applications Completed	=	Number of applications rebated

Definitions (Cont'd)

16 (cont'd)	RENEWABLE ENERGY PROGRAMS	
	Customer On-Site Renewable Energy (CORE)	
	- Applications Completed	= Number of applications rebated
	Renewable Energy Incentive Program (REIP)	
	- Applications Completed	= Number of applications rebated
	SREC Registration Program	
	- Applications Approved	= Number of applications approved
	- Applications Completed	= Number of applications rebated
	CleanPower Choice	
	- Total Enrollments	= Number of customers signed in for all utilities
	Renewable Energy Program: Grid Connected (Formerly REDI)	
	- Completed Grants	= Number of grants that have been paid in full
	- Number of Open Grants	= Number of grants with outstanding commitments
	Edison Innovation Clean Energy Fund (CST)	
	- Completed Grants	= Number of grants that have been paid in full
	- Number of Open Grants	= Number of grants with outstanding commitments
	EDA PROGRAMS	
	Edison Innovation Clean Energy Manufacturing Fund (CEMF)	
	- Completed Grants	= Number of grants that have been paid in full
	- Number of Open Grants	= Number of grants with outstanding commitments
	Edison Innovation Green Growth Fund (EIGGF)	
	- Completed Grants	= Number of grants that have been paid in full
	- Number of Open Grants	= Number of grants with outstanding commitments
	EE Revolving Loan Fund (EERLF)	
	- Number of Open Loans	= Number of loans with outstanding commitments



New Jersey's Clean Energy Program
Program Coordinator's Report
December 2011

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Quality Assurance Activities

In its Quality Assurance (QA) role, AEG performs both on-site inspections of projects being funded by the NJCEP and review of application files supporting a program participant's eligibility to receive incentives. In an on-site inspection, an AEG QA inspector most often "shadows" a market manager inspector to ensure that the inspector is in compliance with approved program inspection protocols. In a file review, an AEG QA inspector reviews the participant application files maintained by the market manager to ensure that all required documentation is present and maintained in proper order, that the applicant is in compliance with all program terms and conditions, and that the incentive was properly calculated.

AEG completes an agreed upon percentage of both on-site inspections and file reviews. Percentages differ by program and between the two types of QA visits, i.e., on-site and file reviews. Either type of visit can take place prior to approval of the project, after completion but prior to payment, after payment, or in any combination thereof. Timing is dependent upon the type of program and the volume and size of the incentives paid. For example, for the large volume/small incentive amount programs (e.g., Energy Efficient Products program), "on-site" inspections take the form of phone calls performed quarterly which are designed to confirm the customer's participation. Both those phone calls and the file reviews verify that the proper documentation was received by the market manager to qualify the customer for participation. For larger incentive programs, visits to actual project locations and file reviews in higher percentages are conducted on an on-going basis, typically as the market manager is ready to invoice the program to pay the incentives.

The NJCEP Quality Assurance Guidelines and Procedures include a sampling protocol for use in selecting projects to be subject to inspection or file review. The goal of this protocol is to provide a high level of confidence that rebates are paid in the correct amount and only for projects that meet program requirements.

AEG has developed file review procedures, processes and checklists for all programs. All site-inspection and file review results are entered into IMS. Issues resulting in "Failure" of either must be resolved prior to payment of any incentives.

In addition to its inspection work, AEG participates in bi-monthly C/I Technical Committee meetings with OCE and TRC staff to review all Pay-for-Performance and "Custom" applications prior to their approval for program entry. The Committee also evaluates requests for appeal of a denial decision, as well as requests for exceptions to program rules. New technologies and other technical issues round out the Committee's responsibilities. With regard to renewable energy projects, AEG participates in the Solar Technical Working Group.

December Highlights:

While scheduling QA inspections for NJCEP and ARRA funded Direct Install applications, it was found that the Borough of Spotswood Emergency Medical Services Building was inundated by flood waters during Hurricane Irene. The flood occurred sometime between the installation of the approved measures and TRC's post inspection. The project was passed by the Market Manager, even though the equipment was not operational. The circumstances surrounding the inspection and payment of this project are under review.

The QA staff continues to be engaged with revising and updating IMS QA checklists as well as uploading historical data into IMS. The latter will make detailed historical inspection and file review data more easily accessible for analysis and evaluation studies. Please note that these

are ongoing projects but bear mentioning because of the importance of both processes to the accuracy of AEG's QA product.

Quality Assurance Inspections - NJCEP

2011 NJCEP Quality Assurance Activity			Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
AEG File Reviews															
NJ SmartStart Buildings	Pre Approv.	>\$100k	2	0	5	5	4	1	2	2	9	3	1	5	39
		<\$100k	4	4	7	3	0	0	3	4	0	1	1	7	34
	Ready for Payment	>\$100k	0	1	3	0	1	3	2	2	1	2	0	0	15
		\$25-\$100k	2	1	4	2	2	2	4	2	2	2	2	1	26
		<\$25k	15	17	12	12	7	12	15	33	14	25	15	8	185
Pay for Performance	Phase I		1	1	2	1	1	1	0	0	0	2	8	0	17
	Phase II		0	1	0	1	0	0	1	1	2	0	0	0	6
	Phase III		0	1	0	0	0	0	0	0	0	0	0	0	1
Direct Install			3	3	9	14	14	19	20	13	15	9	8	13	140
Local Govt Energy Audit			6	8	6	4	2	4	3	5	5	5	3	3	54
Combined Heat & Power			0	0	1	0	0	0	0	0	0	0	1	0	2
CORE/REIP/SRP	Pre Approv.	>\$100k	0	0	0	0	0	0	0	0	0	0	0	2	2
		<\$100k	12	3	0	0	0	0	0	0	0	0	0	0	15
	Ready for Payment	>\$250k	1	1	6	1	1	0	11	0	1	1	1	0	24
		\$50-\$250k	2	4	2	1	3	0	2	0	0	1	2	2	19
		<\$50k	35	34	78	45	39	29	79	53	41	29	84	60	606
Residential New Construction			71	0	0	0	0	0	0	0	0	35	0	47	153
WARMA Advantage			0	154	0	0	0	0	0	152	0	0	84	0	390
COOL Advantage			0	105	0	0	0	0	0	69	0	0	85	0	259
Energy Efficient Products			0	0	0	0	0	0	0	206	0	0	121	0	327
EEP/Retailer & Program Partner (Invoice Level)			0	3	0	3	0	0	0	2	0	3	0	0	11
Home Performance w Energy Star			0	60	0	0	48	0	0	0	45	0	0	0	153
Total			154	401	135	92	122	71	142	544	135	118	416	148	2478
AEG On-Site Inspections															
NJ SmartStart Buildings	Pre Inspection		3	0	7	1	2	5	3	0	4	6	5	3	39
	Post Inspection		11	4	7	13	7	9	1	2	5	0	15	11	85
Pay for Performance	Pre Inspection		1	0	0	0	0	1	0	0	1	1	0	0	4
	Post Inspection		0	2	0	0	3	1	0	0	1	0	0	0	7
Direct Install			0	5	1	1	2	3	3	2	3	1	10	24	55
Local Govt Energy Audit			0	0	0	7	8	0	6	0	0	8	4	0	33
Combined Heat & Power			0	0	0	0	0	0	0	0	0	0	0	0	0
CORE/REIP/SRP			17	13	21	9	25	25	16	25	14	17	16	0	198
Residential New Construction	Pre-Drywall		42	53	68	22	40	16	16	12	40	0	10	0	319
	Final		10	26	26	43	14	137	75	82	40	40	26	8	527
WARMA Advantage (Phone Survey)			0	0	0	0	0	263	0	0	225	0	0	0	488
COOL Advantage (Phone Survey)			0	0	0	0	0	202	0	0	175	0	0	0	377
Energy Efficient Products (Phone Survey)			0	0	340	0	0	243	0	0	0	0	0	0	583
Home Performance w Energy Star			14	17	8	10	8	9	4	4	3	7	3	7	94
Total			98	120	478	106	109	914	124	127	511	80	89	53	2809

Quality Assurance Inspections – ARRA

2011 Quality Assurance Activity													
AEG File Reviews													
SEP Programs													
HMFA Programs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
Home Energy Saver (HESP)	2	5	0	9	0	6	0	7	15	7	23	9	83
Multi-Family EE Improvement Pilot (MEBP)	0	0	0	0	0	0	0	0	0	0	0	0	0
Multi-Family Solar Funding Pilot (The "Pilot")	0	0	0	0	0	1	1	1	0	11	1	11	26
													0
EDA Programs													0
EE through Clean Energy CHP	0	2	0	1	0	3	0	0	1	0	0	0	7
													0
NIBPU Programs													0
EE Programs through the CEP													0
HPWES-Non-IOU	2	3	1	2	2	3	1	2	1	2	2	0	21
HPWES-ARRA Supplemental	3	5	1	1	0	0	0	0	0	0	0	0	10
Pay-for-Performance-Non-IOU	0	1	0	0	0	0	0	0	1	0	0	0	2
Direct Install-Non-IOU	0	0	0	3	8	6	11	4	5	4	1	2	44
Direct Install-ARRA Supplemental	0	0	0	0	0	0	3	4	7	9	6	0	29
Direct Install-Local Government	0	0	0	0	0	0	0	0	0	0	0	2	2
Local Government Energy Audit-Non-IOU	0	0	0	0	0	0	2	0	0	1	0	0	3
Local Government Energy Audit-ARRA Supplemental	0	0	0	0	0	0	0	0	0	0	0	0	0
													0
Innovation In EE and RE-Public Entities	0	0	0	3	0	0	0	1	3	2	1	7	17
													0
OES Program													0
Energy Efficiency in State Buildings	3	4	1	2	5	5	4	9	11	14	8	6	72
													0
Energy Efficiency and Conservation Block Grant (EECBG)													0
EECBG-Local Government	0	0	0	4	71	105	65	104	114	87	42	47	639
EECBG-NICEP Backstop	0	0	0	0	0	0	0	0	15	17	15	8	55
EECBG-OES	3	4	1	2	5	5	4	9	8	10	6	4	61
													0
State Energy Efficient Appliance Rebate Program (SEEARP)													0
SEEARP-Products	12	68	44	18	15	97	108	22	16	3	4	0	407
SEEARP-HVAC	7	7	9	5	4	6	3	3	5	2	0	0	51
Total	32	99	57	50	110	237	202	166	202	169	109	96	1529
AEG On-Site Inspections													
SEP Programs													
NIBPU Programs	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
EE Programs through the CEP													0
HPWES	2	0	0	0	2	1	0	0	0	0	0	0	5
Pay-for-Performance	0	0	0	0	0	0	0	0	2	0	0	0	2
Direct Install	0	0	0	1	1	0	2	2	0	5	4	0	15
Local Government Energy Audit	0	0	0	0	0	0	0	0	0	0	0	0	0
													0
Energy Efficiency and Conservation Block Grant (EECBG)													0
EECBG-Local Government	0	0	0	0	0	0	0	0	0	0	0	0	0
EECBG-NICEP Backstop	0	0	0	0	0	0	0	0	0	0	0	0	0
EECBG-OES	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	2	0	0	1	3	1	2	2	2	5	4	0	22

Marketing & Website

AEG provides assistance and support to the Office of Clean Energy in the coordination of NJCEP marketing and communication activity that allow the Market Managers and the OCE to work together more effectively. AEG facilitates the marketing budget planning and workflow approval processes to allow the programs to proceed with maximum efficiency.

Working alongside the OCE Marketing Administrator, AEG reviews all media campaigns, web postings, press releases and event requests. These materials are planned and created according to established guidelines to ensure consistent messaging and unified branding of the programs. In addition to the webmaster, the AEG Marketing Coordinator continually reviews the content on the NJCEP website to ensure all information is portrayed as accurately as possible.

There are several regularly scheduled meetings and conference calls that AEG facilitates and/or participates in as an active member along with the Market Managers and OCE staff. They include Public Relations, NJCEP Website and the Marketing & Communications Committee.

AEG, along with the OCE Marketing Administrator, reviews and approves all requests for variable marketing expenditures. Market Manager fixed and variable marketing invoices are initially submitted to the Program Coordinator office for review prior to routing to the OCE staff. AEG tracks the expenditures against the approved budget for each program.

AEG oversees the communication plan for social media outreach such as Facebook and Twitter, established in January 2010, by recommending content to be highlighted and distributed through these outlets.

NJCEP Website

Throughout the month, the webmaster provides services pertaining to the health and wellness of the server suite that makes up New Jersey's Clean Energy website (NJCleanEnergy.com). There are three servers in total that are managed and administered. A primary server, a secondary server and a third staging server that provides a platform to develop and test code and module updates in an environment that is as close to the production environment as possible. Ongoing monitoring of databases, mail functionality and general server functions are carried out each day to ensure that the website is always running optimally. Server logs are monitored and reviewed to block and address spammers and bots. Recommendations and actions are then taken to continue to safeguard the servers daily.

AEG provides support, configuration and assistance with mass e-mailings or email blast. AEG provides recommendations for best practices on email formatting, CAN-SPAM compliance and contact list segmentation. Additional administrative functions are conducted for the 17 OCE listserv mailing lists.

AEG manages and cleanses contact lists that comprise our mailing lists in addition to collecting and administering full contact information in database format for the program listservs. AEG serves as the gate keeper for all mailing newsletter opt-in subscribers collected at market managers' locations and collection points such as Honeywell and their online forms and community partners meetings.

Website statistics are collected and distributed through AEG on a weekly, monthly and quarterly basis. In addition, AEG provides support for ad-hoc statistical requests to provide program

managers an overview of how programs are performing or if goals are being met on the website. AEG provides statistical information regarding website stats and mass mailings to measure campaign success.

Day to day operations may also include Content Management System assistance, administration and maintenance, content formatting help and recommendations, data cleansing and collection, module development and programming.

The Webmaster serves as a “gatekeeper” of projects and tasks that are occurring on the website on a daily basis. This information is then used to drive an agenda for a bi-weekly website team call that is moderated by webmaster.

December Highlights

The site experienced an average of 1,206 visits per day and a 55/45 percentage split of new and returning visitors who spent an average of 3:48 minutes viewing 4.25 pages per visit.

An eblast was sent promoting the Home Performance promotion.

Social Media Stats

Twitter Followers: 967 Facebook Fans: 801 Newsletter Subscribers: 29,933

Pageviews - Top 5 Content Pages (excluding the main homepage):

- Rebates and Promotions
- Home Performance
- Residential Homepage
- WARMAdvantage
- Renewable Energy Homepage

Top 5 Banners - Banner Clicking

- Home Energy Audit
- Program Literature
- Shop Now CFL
- Solar Installation Counter
- Find a Trade Ally

Top 10 Website Search Terms:

- Solar
- Geothermal
- Rebates
- Rebate
- Srec
- Water heater
- Insulation
- Net metering
- LED
- Revenue grade meter

Call Center

AEG operates the 866-NJSMART phone number on behalf of New Jersey's Clean Energy Program. Callers are prompted through an automated menu to select their area of interest and are then transferred to either the appropriate Market Manager for assistance, and also have the option of speaking directly to the Program Coordinator.

Call volume has ramped down as compared to volume in previous months. The primary reasons for calling include requests for rebate status, calls to verify receipt of applications, or responses to requests for missing information. There is an increase in general renewable technology calls inquiring about rulings, goals, future plans for New Jersey.

The Honeywell Call Center also replies to email inquiries submitted to NJCEP website. In a typical month, there are over 200 emails submitted which require research and proper response. An additional 30+ emails are directed to TRC for response.

Historical Comparison on Honeywell Call Volume

December 2011 Call Total	4,466	December 2011 Daily Average	223
December 2010 Call Total	10,990	December 2010 Daily Average	466
December 2009 Call Total	6,477	December 2009 Daily Average	308
December 2008 Call Total	4,360	December 2008 Daily Average	205

Points of Interest: Call Comparisons for December 2008 to December 2011

	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<i>WarmAdvantage</i>	4,361	1,662	2,698	1,572
<i>Home Performance</i>	341	1,158	460	240
<i>CoolAdvantage</i>	326	230	1,630	556

Historical Comparison of Overall Call Counts

2007: 28,472

2008: 55,765

2009: 59,200

2010: 89,515

2011: 72,861

Dispute Resolution

It is the goal of all parties involved in *New Jersey's Clean Energy Program* to conduct business in a professional manner, without giving rise to any complaints or disputes. However, it is reasonable to expect that as in any other business, disputes may arise.

The process for disputes is for the customer or contractor to attempt to resolve the issue with the appropriate Market Manager. If attempts to resolve the issue at the Market Manager level are unsuccessful, the dispute is then presented to the Program Coordinator for further review.

Disputes are submitted to AEG by telephone, letter or submitted through the website. AEG documents the issue and works with the Market Manager and/or appropriate OCE staff member to gather background information in order to resolve the complaint. If the dispute cannot be resolved with the Program Coordinator, the process for submitting a request for a formal hearing with the BPU is provided.

Disputes are classified by the following ten types:

- 1 Timeliness of Rebate/Incentive Payment
- 2 Timeliness of Contractor/Vendor Payment
- 3 Amount of Rebate
- 4 Amount of Contractor Payment
- 5 Program Eligibility
- 6 Application Rejected
- 7 Inspection Issues
- 8 Terms of Contractor/Vendor Agreement
- 9 Unassigned
- 10 Other

The majority of the disputes are resolved within ten business days. Some of the most common issues include requests for extensions, review of rejected applications and program eligibility. AEG will work with Staff to determine if a change of policy is warranted in certain cases.

The number of appeals submitted in 2011 has surpassed the 2010 annual total. December saw 18 disputes submitted, bringing the total year-to-date to 159.

Historical Comparison of Disputes Received				
2007	2008	2009	2010	2011
9 (Sept-Dec)	54	47	93	159

The table on the following page shows the status of disputes during the prior three month period.

NUCEP Program Coordinator Dispute Log

Yellow - Closed									
Case No.	Date Rcvd	Dispute Submitted by	Other Party	Dispute Type Code	Program	Issue	Status	Date Resolved	Resolution
11-321	10/07/11	UR Energy		6	NJSSB	Missing tax clearance certificate	Closed	10/18/11	Opportunity to submit updated tax clearance certificate granted.
11-322	10/10/11	Hopewell Valley School District		6	NJSSB	Custom application rejected	Closed	10/11/11	Revised figures submitted.
11-323	10/11/11	President Container Group		6	NJSSB	Equipment installed prior to approval letter.	Closed	10/20/11	Exception approved.
11-324	10/12/11	J&L Auto Body		6	NJSSB	Equipment installed prior to approval letter.	Closed	10/13/11	Exception approved.
11-325	10/14/11	Real Win Win	Denholtz	6	NJSSB	Equipment installed prior to approval letter.	Closed	10/19/11	Exception approved.
11-326	10/14/11	US Solargy		10	FEIP	Request for extension due to Hurricane	Closed	11/07/11	60 day extension granted.
11-327	10/14/11	Real Win Win	Dollar Store	6	NJSSB	Equipment installed prior to approval letter.	Closed	10/24/11	Customer provided affidavit. Exception approved.
11-328	10/21/11	West Deptford Schools		10	NJSSB	Request to submit final paperwork past expiration date	Closed	10/24/11	Exception approved.
11-329	10/25/11	Cushman & Wakefield	Prudential	6	NJSSB	Emergency replacement request	Closed	10/27/11	Exception approved.
11-330	10/15/11	Real Win Win	Sharp	6	NJSSB	Emergency replacement request	Closed	10/25/11	Exception approved.
11-331	10/26/11	Source One	Equinix	10	P4P	Request for exemption	Closed	10/27/11	Exception approved.
11-332	10/27/11	Ray Properties		10	SFP	Application cancelled	Closed	10/31/11	SFP application reactivated.
11-333	10/31/11	Agfa Graphics		6	NJSSB	Custom equipment eligibility	Closed	11/02/11	Equipment deemed ineligible.
11-334	11/01/11	Paul Buri		10	FEIP	Contractor issues	Closed	11/04/11	90 day extension granted.
11-335	11/01/11	Loirel		6	NJSSB	Application cancelled	Closed	11/02/11	Customer to submit final paperwork.
11-336	11/02/11	Centennial Cleaners		6	NJSSB	Equipment eligibility	Closed	11/02/11	Equipment not eligible for incentive.
11-337	11/04/11	Sander Mechanical Service	Princeton Equities	6	NJSSB	Equipment installed prior to approval letter.	Closed	11/08/11	Exception approved.
11-338	11/07/11	Haglid Eng.	Macy's	10	P4P	Emergency replacement	Closed	11/11/11	Installation approved.
11-339	11/08/11	William Potter	Mr. Trinkle	10	FEIP/HP	EE measures	Closed	11/17/11	Certification number issues; installation of measures required for rebate.
11-340	11/09/11	Edgewater Mfg		6	NJSSB	Failed inspection	Pending		TFC to re-inspect
11-341	11/10/11	Jarchem Industries		6	NJSSB	Custom measure calculation	Closed	11/17/11	Revised numbers submitted.
11-342	11/10/11	Real Win Win	CVS	6	NJSSB	Application expired	Closed	11/11/11	Approved for continued processing.
11-343	11/15/11	Real Win Win	Joanni's Fabrics	6	NJSSB	Equipment installed prior to approval letter.	Closed	12/07/11	Exception approved.
11-344	11/16/11	Tabatchnick Foods		6	NJSSB	Equipment installed prior to approval letter.	Closed	11/22/11	Exception approved.
11-345	11/16/11	Advanced Solar	John Bears	6	FEIP	Application expired.	Closed	11/17/11	Extension approved.
11-346	11/17/11	Patel		6	NJSSB	Equipment installed prior to approval letter.	Closed	11/18/11	Request denied.
11-347	11/18/11	Playnor		6	FEIP	Application expired	Closed	11/22/11	Extension granted.
11-348	11/23/11	Sun Farm	Duke Farms	10	FEIP	Request for extension	Closed	11/28/11	Extension granted and policy to be updated.
11-349	12/05/11	REC Solar	Braxton	6	FEIP	Application expired	Closed	12/05/11	Extension granted.
11-350	12/06/11	Eclipse Solar	Petrecca	6	FEIP	Application expired	Closed	12/09/11	Extension granted.
11-351	12/07/11	Joe Pica	Our Lady of the Angels	10	NJSSB	Equipment installed prior to approval letter.	Closed	12/07/11	Exemption granted.
11-352	12/07/11	Gary McKnight	Prudential	6	NJSSB	Equipment installed prior to approval letter.	Closed	12/16/11	Exception granted.
11-353	12/08/11	Kelly Mbretha	Schering	10	NJSSB	Application rejected	Closed	12/22/11	Request denied.
11-354	12/08/11	Enodlium	Quinton Elem.	6	NJSSB	Equipment eligibility	Closed	12/20/11	Request denied.
11-355	12/09/11	Sky High Energy	Pandit	6	FEIPR	Application expired	Closed	12/13/11	Extension granted.
11-356	12/12/11	Bill Radgan	DSM Nutritional	10	LEUP	LEUP program timing	Closed	12/16/11	Exemption granted.
11-357	12/13/11	A/Coe Electric Corp	Feder-Global Textiles	6	NJSSB	Application rejected	Closed	12/20/11	Extension granted.
11-358	12/13/11	Jeffrey Grant	Mack-Cali	10	LEUP	LEUP program timing	Closed	12/16/11	Exemption granted.
11-359	12/16/11	John Koscho	GAF	6	NJSSB	Equipment installed prior to approval letter.	Closed	12/20/11	Extension approved.
11-360	12/20/11	Geoscape Solar	Parks 10166	6	FEIP	Application expired	Closed	12/21/11	Extension granted.
11-361	12/21/11	Alan Odum	Branchburg BCE	6	NJSSB	Application expired	Closed	12/22/11	Extension granted.
11-362	12/22/11	Pat Gardalo	CBRE	6	NJSSB	Equipment installed prior to approval letter.	Pending		
11-363	12/22/11	Jitesh Patel	Stepan Co	6	NJSSB	Equipment installed prior to approval letter.	Pending		
11-364	12/22/11	Erik Miller	Dome-Tech, Inc	10	LGEA	Program eligibility	Pending		
11-365	12/22/11	Matthew Johnson	ODA Roofing	10	CP	Comfort Partners issue	Pending		
11-366	12/27/11	NE En Mgmt	CSC Edson	6	NJSSB	Equipment installed prior to approval letter.	Closed	01/05/12	Request granted.

Appendix E:

IMS Specifications (IMS Requirements Spec & Attachments)



INFORMATION MANAGEMENT SYSTEM

2012 | Requirement Specifications

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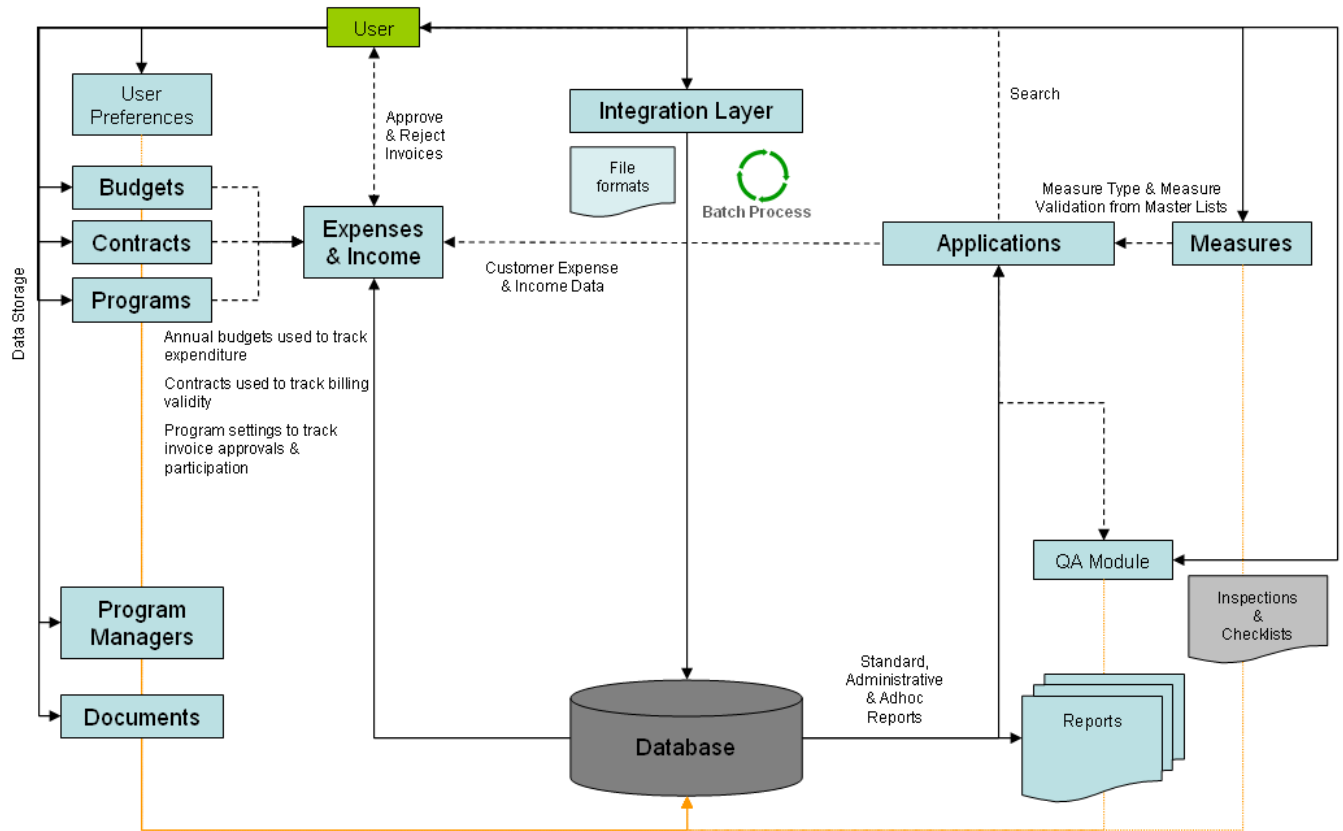
Introduction

IMS (Information Management System) was initially developed to help the New Jersey Board of Public Utilities (NJBPU) manage a broad range of statewide programs designed to promote energy efficiency and the use of renewable energy resources. System requirements anticipate that a variety of users, each defined by a specific role, will interact with IMS. They also provide for functionality in several key areas including:

- financial management
- participation tracking
- collection of measure data
- recording of estimated energy savings and anticipated generation
- calculation of emissions reduction
- quality assurance
- compilation of reports

At its core, IMS is a database accessed by users via a number of graphical interfaces. Depending on their role, users select among various system features to integrate data into the system, manage program finances, administer system functionalities, upload and retrieve stored documents, and compile and generate standard and ad hoc reports. Each feature is designed to provide system users with maximum flexibility and to limit the need for formal programmer intervention. Detailed descriptions of the features available in IMS follow.

IMS Functional Flow



IMS Feature List

In order to provide a clear understanding of the features available in IMS, this section provides overview descriptions of each IMS module through which the IMS features are accessible to Users. As previously noted, system Users obtain access to the various IMS modules and therefore various IMS features based on their assigned Role. Modules currently available in IMS may be categorized as follows:

Data Integration

- Data Integration

Financial/Program Management

- Budgets
- Contracts
- Invoices
- QA

System Administration

- Measures
- Programs
- Users
- Vendors

Document Management

- Documents

Reporting

- Reports

Each IMS module is discussed in order on the pages that follow. Use cases are described in the “Functional Requirements – Use Cases” section, which provides a detailed look at the functionality each IMS module has to offer.

Data Integration

The Data Integration screen allows a User to upload into IMS data files related to program activity in cases where automated file transfer is not possible. This data, in the form of CSV files structured in accordance with prescribed IMS file formats, typically consists of individual program participant data, premise data, equipment, technology and/or measure data, estimated energy savings and/or generation data, inspection data, and incentive and program administration expense data.

The system's Integration Layer consists of a batch process that will upload the CSV files from a pre-defined directory on the app server into the IMS database. The batch process is currently timed to run every 6 hours. If the upload is successful, the files are physically moved from the current directory to the archive directory. If the upload fails, the party submitting the data is notified of the failure via e-mail and the file is moved from the current working directory into the archive directory where it is marked as "rejected."

Other Integration jobs include:

- Upload of QA Checklist batches, which is explained further in the "[Save QA Checklists](#)" section
- Download a zip file of prefilled QA Checklist templates, which is explained further in the "[Retrieve prefilled checklists](#)" section
- Weekly generation of the EECBG Cost Report
- Weekly generation of the EECBG QA Report
- Weekly generation of the Heads-up Report
- Daily Email Notifications to the QA Manager/Specialist informing them of how many checklists were added to their review queue since the last notification
- Submission of payment reconciliation reports by the New Jersey Department of Treasury, which is explained further in the "[Upload Data Files](#)" section. As described, this process is specific to the NJBPU's requirements. However, it can easily be adapted to accommodate any entity serving as the centralized source of funds disbursement.

Budgets

The Budgets module allows a User to establish, maintain and/or view program budgets for a specified year. Users are provided flexibility in setting the order in which budget line items are listed and/or categorized. Users in certain Roles are also provided the ability to adjust budget amounts as required.

For the NJBPU, budget line items consist primarily of individual programs organized in broad categories such as Energy Efficiency Programs or Renewable Energy Programs, and further categorized as Residential EE Programs, Commercial & Industrial EE Programs, or Renewable Energy Programs. However, in addition, the NJBPU operation includes a broad category for NJBPU Oversight Expenses, with budget line items including, for example, Administration & Overhead, Impact Evaluation, and Renewable Energy Market Assessment.

In addition to the NJ Clean Energy programs, IMS is also set to track budgets for the *ARRA* [American Recovery & Reinvestment Act of 2009], *UE3* [Utility Energy Efficiency Economic Stimulus] & *Regular SEP* [State Energy Programs]. For these programs, the funds are spread across multiple years and the new

year's budget is set by the previous year's carryover.

Budgets are established and monitored in IMS on an annual basis, both by total amount and by the amounts assigned to 7 cost categories, i.e.,

- 1) Administration & Program Development,
- 2) Sales, Call Centers, Marketing and Website,
- 3) Training,
- 4) Rebates, Grants and Other Direct Incentives,
- 5) Rebate Processing, Inspections and Other Quality Control,
- 6) Evaluation and Related Research, and
- 7) Performance Incentives

The Budgets module also provides the User with a means to review budgets as compared with the expenses charged, in total and by cost category, for any period within the budget year.

IMS uses the budgets maintained via the Budget module to monitor expenses reported and/or charged by Program/Market Managers or Vendors and employs notification tools to alert certain Users to attempted actions that may cause the established budgets to be exceeded.

Contracts

The Contracts module is used to embed in IMS the terms of contracts pursuant to which Program/Market Manager or Vendors will invoice expenses against the Budgets established as noted above. Contract terms are arranged by contract line item and include a line item number, a free text definition, effective dates, prices (unit and/or cap for the period), and an indication as to the cost category to which expenses for that line item should be charged.

Contracts can be added or updated at any time via this module and a Program/Market Manager or Vendor may have more than one Contract associated to them at any given time.

Invoices submitted by Program/Market Manager or Vendors with active contracts in IMS will include references to the appropriate contract line items being charged. IMS uses the information residing in the Contracts module to verify proper pricing, and here, too, the system employs notification tools to alert certain Users to attempted contract term violations.

Invoices

Expenses charged to Program Budgets are presented to IMS Users in graphical interfaces that take the form of Invoices. Invoices are created for either Customer Rebates (CR) or Program Expenses (PE). Both CR and PE invoice interfaces provide the User with general information about the invoice (e.g., Program/Market Manager or Vendor name and contact information, invoice number, billing period, date of receipt, etc.), as well as a history of the invoice's status since its receipt in IMS. The system is also capable of carrying supporting documentation in the form of attachments relevant to any invoice, which are available for review by the User.

In addition, CR invoices provide general information for each application included in the invoice (e.g.,

application number, applicant's name, payee's name, applicant's address, amount of incentive, measure or incentive type, etc.), as well as a link to each individual application that when accessed provides specific details about the applicant, the premises, the incentives paid and the measures installed.

PE invoices include details regarding the contract line items charged. Here, too, the system is capable of carrying attachments relevant to any contract line, which are available for review by the User.

The Invoices module provides access to these invoices. For the NJBPU programs, separate features provide access to utility company invoices for their management of the low income "Comfort Partners" program. Users can also use the Invoices module to create CR and PE expense invoices manually, a feature used primarily to upload invoices from individual vendors who do not incur reportable expenses on a regular basis. PE invoices that are created manually can also be "placed on hold" and not circulated through the approval route as soon as they are created. Once the invoice is ready to be moved through the approval route, the User has an option to convert the invoices that are on hold to regular IMS invoices that count towards expenses for the year.

Among its basic requirements, IMS allows for the circulation of invoices to various Users who have been assigned Roles that require them to review and approve expenses charged to program budgets. The path of circulation, or approval route, is set by program and can be modified at any time by a User with the appropriate access, typically the system administrator or PC Director. Users along the approval route access invoices in their approval queues via the Invoices module. Invoices they approve are immediately moved to the queue of the next User in the approval route, saving time and eliminating the need to physically move documentation from User to User. Users are notified by e-mail when invoices arrive in the queue for review. Ultimately, invoices are deposited in the queue of the party responsible for funds disbursement (e.g., for the NJBPU the NJ Department of Treasury) who upon receipt of an approved invoice is authorized to make payment and mark the invoice as "Paid" in the system.

If an Invoice is rejected at any point along the approval route, the rejecting User must enter a reason for the rejection. If the Invoice is rejected and the User is not the first approving authority member, the Invoice moves back to the first approving authority member's queue. If the Invoice is rejected and the User is the first approving authority member, the Invoice is deleted from the IMS and the Program/Market Manager or Vendor who submitted the Invoice is sent an email notifying them of the rejection and the reason stated by the rejecting User.

IMS also provides an option for expenses that are not to be circulated as invoices for approval, but simply marked as expenses against a given budget. These expenses are uploaded with appropriate documentation as either CR or PE invoices. A user in the appropriate Role can complete the upload and mark the invoice as an expense, at which time it is simply recorded as such in IMS.

The Invoice Statistics feature of the Invoices module permits a User to generate two reports: an "Average Days" report showing each pending invoice and the average number of days it has resided in any User's queue; and an "Aging Report" showing the number of invoices sitting in each User's queue for successive seven-day periods, i.e., 0-7 Days, 8-14 Days, 15-21 Days, 22-28 Days and 29 Days and Over. These reports can be invaluable tools for the management of the invoice review, approval and payment process.

The final feature of the Invoices module is the Treasury Payment Reconciliation. It displays data on payments made by the party responsible for funds disbursement - in the case of the NJBPU program, the

NJ Department of Treasury. This data is not derived from IMS, but from Treasury's separate accounting records. That payment data is then compared with the data resident in IMS and any items that do not match are highlighted for investigation and reconciliation. Reconciled items are then "cleared" from the highlighted list, the goal, of course, being to eliminate all highlighted items.

QA

The QA Module provides features that assist Users in implementing quality assurance measures they develop. For the NJBPU, IMS currently relies on applications being manually checked against rules established by the NJBPU and identify areas where these rules have been violated. The module provides access to upload, review and retrieve reports prepared by QA staff members documenting the results of field inspections and file reviews. For ARRA programs, IMS also provides certain users the capability to review invoices and ensure that the Davis Bacon Act and Buy American requirements have been met for all applications included in the invoice before it is moved along the approval route.

Measures

The Measures module allows a User in the appropriate Role to manage the Measures to be tracked in IMS. Measures include approved technologies and equipment installed by Program participants and for some programs milestones in the processing of a Program application or benefits received by the participants. Measures are categorized by & grouped into "Measure Type" and each is assigned a unique ID number for reference in data files.

Measure Types and Measures can be added, deleted, located via a search feature or updated as required. This functionality is reserved for Users in the appropriate Role.

A Measure Type is shown for each application listed on a CR Invoice screen. Measures are presented on Application screens where relevant information about the measure (e.g., model number, efficiency rating, savings data, etc.) also appears. Data regarding measures removed can also be included, if required. For each application, measure data is presented at a summary level and by individual measure.

Savings data includes Annual Electric Savings (KWh), Lifetime Electric Savings (KWh), Peak Demand Savings (KW), Annual Gas Savings (Therms), Lifetime Gas Savings (Therms), Annual Electric Generation (KWh), Lifetime Electric Generation (KWh), and Peak Demand Generation (KW). Annual & lifetime savings data is also captured in MMBTUs for oil & propane fuels.

Programs

The Programs module allows a User with access to define and manage programs being tracked in IMS. Depending on a Users level of access, through this module programs can be added, updated, searched or deleted.

Program data recorded or selected include program name, program manager, budget line associated with the program, measure type and measures associated with the program, and approval route for invoices submitted in connection with the program. Users can also select a “participant” definition to be associated with the program and set indicators for electric, gas, oil and/or propane savings and electric generation.

Program data cannot be deleted from IMS if there are application or Invoices existing in the system that belong to that program.

Users

The Users module allows Users with system administration access to add, edit or delete an IMS User record. The module also permits a search to retrieve specific User data.

When a User is established, data input includes User ID, First Name, Last Name, and Role. The Role associated with each User determines which screens and which functionalities within each screen the User will have access to. Roles can be changed only by a User with administrative access. The User can also be restricted to viewing data from a selected set of programs.

The system also permits the upload of signatures for any User. Depending upon a User’s Role, their signatures may appear on certain forms generated by IMS.

Vendors

The Vendor module permits a User with administrative access to add, edit, delete or search Program/Market Managers and Vendors in IMS. In IMS, Program/Market Managers and Vendors are individuals or companies that will receive payments from program budgets and authorized via IMS.

Program/Market Manager or Vendor data cannot be deleted from IMS if Invoices existing in the system refer to the Program/Market Manager or Vendor or if there are quality assurances or quality control processes related to the Program/Market Manager or Vendor that are pending approval.

Program/Market Manager or Vendor detail can be easily retrieved by conducting a search in IMS. Information available upon conducting a search consists of Program Manager ID, Name, Address, Contact Information, Federal Tax ID No., and Current Status (i.e., Active or Inactive). IMS view and functionality are dependent upon Role.

If the program Manager manages an ARRA program, they need to be classified as being a Prime recipient, a sub recipient, a vendor to the prime recipient or none of the above [i.e. an individual]. If they are not marked as being an individual recipient, details like the sub award number, award date, primary place of performance, DUNS number & award amount are captured for ARRA reporting purposes

Documents

The Documents module allows for the storage and retrieval of any document. Document categories can be established to aid in retrieval searches. For example, for the NJBPU programs, categories include:

- ARRA Documents
- Board Orders
- Current Programs
- Evaluation Studies/Reports
- Meeting Notes
- Program & Policy Development
- Reports

Categories can only be managed through programmer intervention. Users with the appropriate Role access may upload and/or retrieve documents. Search criteria include:

- Document Name
- Document Category
- Document Description
- Document Date

Documents that are marked “Private” are only accessible to the User that uploaded the document. File size may not exceed 50 MB and Document Description is limited to 2000 characters.

Reports

The Reporting module allows a User with access to generate standard reports, administrative and ARRA reports. As in all other modules functionality is dependent upon Role. Reports may be run and saved in IMS. Reports are generated in Excel and/or XML formats.

For the NJBPU programs, standard reports include the following:

No.	Report
1	Expenses v. Budgets
2	Expenses by Cost Category
3	Utility Program Manager Expenses
4	Participants/Tracking metrics
5	Annual Electric Savings
6	Annual Electric Generation
7	Lifetime Electric Savings
8	Lifetime Electric Generation
9	Annual Gas Savings
10	Lifetime Gas Savings

- 11 Annual Emissions Reductions
- 12 Lifetime Emissions Reductions

The administrative reports available in IMS are:

1. The Fiscal Agent Report
2. EECBG Cost Report
3. EECBG QA Report
4. Heads-up Report

The following ARRA Reports are also available in IMS:

1. OMB1512 reports by grant as submitted to FederalReporting.gov
2. DOE Monthly & Quarterly reports as submitted to PAGE

Information Management System Requirements

IMS Roles

The NJCEP Roles are listed below along with the IMS Modules with which they have access to. The EDA (Economic Development Authority) – Spending Approval I and CST (Commission on Science & Technology) – Spending Approval I Roles play a Role similar to that of Treasury. They act as the final Approving Authority Members for certain Programs who issue payment to the respective Program Manager(s) that submit Invoices. EDA – Spending Approval II and CST – Spending Approval II Roles become Approving Authority Members when Spending Approval I level Roles are not available.

Role	Accessible IMS Modules listed by Screen
Auditor	View only access to the following: Budgets Annual Budgets Budgets by Cost Category Expenses by Cost Category Funds in Reserve Maintain Budget Lines Contracts Add Contract Search Contract Update Contract Data Integration Retrieve Utility Integration File Upload Data Files Documents Retrieve Documents Save Documents Invoices Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics Upload Program Expense Invoice Upload Customer Rebate Expense Invoice Treasury Payment Reconciliation Upload PE Invoices – ON HOLD Program Expenses – ON HOLD Measures Add Measure Add Measure Type

Information Management System Requirements

	<ul style="list-style-type: none"> Delete Measure Delete Measure Type Search Measure Search Measure Type Update Measure Update Measure Type Programs <ul style="list-style-type: none"> Add Program Delete Program Search Program Update Program QA <ul style="list-style-type: none"> ARRA Requirements Orphan Checklists QA Assignments Retrieve QA Checklists Review QA Checklists Save QA Checklists Users <ul style="list-style-type: none"> Add User Delete User Search User Update User Vendors <ul style="list-style-type: none"> Add Market Manager Delete Market Manager Search Market Manager Update Market Manager Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Setup ARRA Report Statistics ARRA Report Narratives Change Password Send Notification Reference Workbook Vacation Settings
Commission on Science & Technology (CST) – Spending Approval I	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Budgets <ul style="list-style-type: none"> Expenses by Cost Category

Information Management System Requirements

	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
Commission on Science & Technology (CST) – Spending Approval II	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Budgets <ul style="list-style-type: none"> Expenses by Cost Category Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
Economic Development Authority (EDA) – Spending Approval I	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
Economic Development Authority (EDA) – Spending Approval II	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
IMS Admin	<ul style="list-style-type: none"> Budgets <ul style="list-style-type: none"> Annual Budgets Budgets by Cost Category Expenses by Cost Category Funds in Reserve

Information Management System Requirements

	<ul style="list-style-type: none">Maintain Budget LinesContracts<ul style="list-style-type: none">Add ContractSearch ContractUpdate ContractData Integration<ul style="list-style-type: none">Retrieve Utility Integration FileUpload Data FilesDocuments<ul style="list-style-type: none">Retrieve DocumentsSave DocumentsInvoices<ul style="list-style-type: none">Customer RebatesProgram ExpensesUtility ExpensesUtility Batch LookupInvoice StatisticsUpload Program Expense InvoiceUpload Customer Rebate Expense InvoiceTreasury Payment ReconciliationUpload PE Invoices – ON HOLDProgram Expenses – ON HOLDMeasures<ul style="list-style-type: none">Add MeasureAdd Measure TypeDelete MeasureDelete Measure TypeSearch MeasureSearch Measure TypeUpdate MeasureUpdate Measure TypePrograms<ul style="list-style-type: none">Add ProgramDelete ProgramSearch ProgramUpdate ProgramQA<ul style="list-style-type: none">ARRA RequirementsOrphan ChecklistsQA AssignmentsRetrieve QA Checklists
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Information Management System Requirements

	<ul style="list-style-type: none"> Review QA Checklists Save QA Checklists Users <ul style="list-style-type: none"> Add User Delete User Search User Update User Vendors <ul style="list-style-type: none"> Add Market Manager Delete Market Manager Search Market Manager Update Market Manager Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Setup ARRA Report Statistics ARRA Report Narratives Administrative Reports Standard Reports Change Password Reference Workbook Send Notification
NJBPU - ARRA I	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password Vacation Settings
NJBPU - ARRA OES	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics QA <ul style="list-style-type: none"> ARRA Requirements

Information Management System Requirements

	<ul style="list-style-type: none"> Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password Vacation Settings
<p>NJBPU ARRA Project Manager</p>	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password Vacation Settings
<p>NJBPU - ARRA Staff I NJBPU - ARRA Staff II NJBPU - ARRA Staff III</p>	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics QA <ul style="list-style-type: none"> ARRA Requirements Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password
<p>NJBPU Chief of Policy & Planning</p>	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password Vacation Settings

Information Management System Requirements

NJBPU Chief of Staff	Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics Reports ARRA Reports ARRA Report Statistics Change Password Vacation Settings
NJBPU - DAG	Budgets Expenses by Cost Category Documents Retrieve Documents Invoices Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics QA Review QA Checklists Reports ARRA Reports ARRA Report Statistics
NJBPU - Eco Dev & Energy Pol	Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics Reports ARRA Reports ARRA Report Statistics Change Password Vacation Settings
NJBPU Communications Director	Documents Retrieve Documents Invoices Customer Rebates

Information Management System Requirements

	<ul style="list-style-type: none"> Program Expenses Invoice Statistics Change Password Vacation Settings
NJBPU Marketing Administrator	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
NJBPU Office of Fiscal Management	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
NJBPU President	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password Vacation Settings
NJBPU Secretary	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings

Information Management System Requirements

OCE Contract Manager – Clean Power Choice	Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics Program Expenses – ON HOLD Change Password Vacation Settings
OCE Contract Manager – Energy Efficiency	Applications/Jobs Search... Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics Reports ARRA Reports ARRA Report Statistics Change Password Vacation Settings
OCE Contract Manager – Energy Efficiency II	Applications/Jobs Search... Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics QA ARRA Requirements Reports ARRA Reports ARRA Report Statistics Change Password Vacation Settings
OCE Contract Manager – Outreach & Education	Applications/Jobs Search... Documents Retrieve Documents

Information Management System Requirements

	<p>Invoices</p> <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics <p>Reports</p> <p>Change Password</p> <p>Vacation Settings</p>
OCE Contract Manager – Outreach & Education II	<p>Applications/Jobs</p> <ul style="list-style-type: none"> Search... <p>Data Integration</p> <ul style="list-style-type: none"> Upload Data Files <p>Documents</p> <ul style="list-style-type: none"> Retrieve Documents <p>Invoices</p> <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics <p>Change Password</p> <p>Vacation Settings</p>
OCE Contract Manager – Renewable Energy	<p>Documents</p> <ul style="list-style-type: none"> Retrieve Documents <p>Invoices</p> <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics <p>Reports</p> <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics <p>Change Password</p> <p>Vacation Settings</p>
OCE - MM Audit Approval	<p>Documents</p> <ul style="list-style-type: none"> Retrieve Documents <p>Invoices</p> <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics <p>Reports</p> <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics <p>Change Password</p> <p>Vacation Settings</p>

Information Management System Requirements

OCE - Special Studies	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
OCE - Special Projects CST	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
OCE - Special Projects CST II	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Documents <ul style="list-style-type: none"> Retrieve Documents Data Integration <ul style="list-style-type: none"> Upload Data Files Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Change Password Vacation Settings
OCE - Director	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Invoice Statistics Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Statistics Change Password Vacation Settings

Information Management System Requirements

PC Admin	<ul style="list-style-type: none"> Budgets <ul style="list-style-type: none"> Annual Budgets Budgets by Cost Category Expenses by Cost Category Funds in Reserve Maintain Budget Lines Contracts <ul style="list-style-type: none"> Add Contract Search Contract Update Contract Data Integration <ul style="list-style-type: none"> Upload Data Files Documents <ul style="list-style-type: none"> Retrieve Documents Save Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics Upload Program Expense Invoice Upload Customer Rebate Invoice Treasury Payment Reconciliation Upload PE Invoices – ON HOLD Program Expenses – ON HOLD Programs <ul style="list-style-type: none"> Add Program Delete Program Search Program Update Program QA <ul style="list-style-type: none"> Orphan Checklists QA Assignments Retrieve QA Checklists Review QA Checklists Save QA Checklists Vendors <ul style="list-style-type: none"> Add Market Manager Delete Market Manager Search Market Manager
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Information Management System Requirements

	<ul style="list-style-type: none"> Update Market Manager Reports <ul style="list-style-type: none"> Administrative Reports Change Password Vacation Settings
PC Director	<ul style="list-style-type: none"> Budgets <ul style="list-style-type: none"> Annual Budgets Budgets by Cost Category Expenses by Cost Category Funds in Reserve Maintain Budget Lines Contracts <ul style="list-style-type: none"> Add Contract Search Contract Update Contract Data Integration <ul style="list-style-type: none"> Retrieve Utility Integration File Upload Data Files Documents <ul style="list-style-type: none"> Retrieve Documents Save Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics Upload Program Expense Invoice Upload Customer Rebate Expense Invoice Treasury Payment Reconciliation Upload PE Invoices – ON HOLD Program Expenses – ON HOLD Measures <ul style="list-style-type: none"> Add Measure Add Measure Type Delete Measure Delete Measure Type Search Measure Search Measure Type Update Measure Update Measure Type

Information Management System Requirements

	<p>Programs</p> <ul style="list-style-type: none"> Add Program Delete Program Search Program Update Program <p>QA</p> <ul style="list-style-type: none"> ARRA Requirements Orphan Checklists QA Assignments Retrieve QA Checklists Review QA Checklists Save QA Checklists <p>Users</p> <ul style="list-style-type: none"> Add User Delete User Search User Update User <p>Vendors</p> <ul style="list-style-type: none"> Add Market Manager Delete Market Manager Search Market Manager Update Market Manager <p>Reports</p> <ul style="list-style-type: none"> ARRA Reports ARRA Report Setup ARRA Report Statistics ARRA Report Narratives Administrative Reports Standard Reports <p>Change Password</p> <p>Send Notification</p> <p>Reference Workbook</p> <p>Vacation Settings</p>
PC Director – Marketing	<p>Budgets</p> <ul style="list-style-type: none"> Expenses by Cost Category <p>Contracts</p> <ul style="list-style-type: none"> Search Contract <p>Documents</p> <ul style="list-style-type: none"> Retrieve Documents <p>Invoices</p> <ul style="list-style-type: none"> Customer Rebates

Information Management System Requirements

	<ul style="list-style-type: none"> Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics Upload Program Expense Invoice Upload Customer Rebate Invoice QA <ul style="list-style-type: none"> QA Assignments Reports <ul style="list-style-type: none"> Administrative Reports Change Password Vacation Settings
PC Staff	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics QA <ul style="list-style-type: none"> Orphan Checklists QA Assignments Review QA checklists Retrieve QA Checklists Save QA Checklists Reports <ul style="list-style-type: none"> Administrative Reports Change Password
Program Coordinator	<ul style="list-style-type: none"> Budgets <ul style="list-style-type: none"> Annual Budgets Budgets by Cost Category Expenses by Cost Category Funds in Reserve Maintain Budget Lines Contracts <ul style="list-style-type: none"> Search Contract Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates

Information Management System Requirements

	<ul style="list-style-type: none"> Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics Measures <ul style="list-style-type: none"> Search Measure Search Measure Type Programs <ul style="list-style-type: none"> Search Program QA <ul style="list-style-type: none"> QA Assignments Vendors <ul style="list-style-type: none"> Search Market Manager Reports <ul style="list-style-type: none"> Administrative Reports ARRA Reports ARRA Report Statistics Change Password Vacation Settings
Program Manager	<ul style="list-style-type: none"> Applications/Jobs <ul style="list-style-type: none"> Search... Budgets <ul style="list-style-type: none"> Expenses by Cost Category Data Integration <ul style="list-style-type: none"> Retrieve Utility Integration File Upload Data Files Documents <ul style="list-style-type: none"> Retrieve Documents Invoices <ul style="list-style-type: none"> Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics Reports <ul style="list-style-type: none"> ARRA Reports ARRA Report Narratives Change Password
QA Manager/QA Specialist	<ul style="list-style-type: none"> Documents <ul style="list-style-type: none"> Retrieve Documents Invoices

Information Management System Requirements

	<ul style="list-style-type: none"> Customer Rebates Program Expenses Utility Expenses Utility Batch Lookup Invoice Statistics QA Orphan Checklists QA Assignments Retrieve QA Checklists Review QA Checklists Save QA Checklists Change Password
Read Only Access	<ul style="list-style-type: none"> Applications/Jobs Search... Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics Reports ARRA Reports ARRA Report Statistics ARRA Report Narratives Change Password
Treasury	<ul style="list-style-type: none"> Data Integration Upload Data Files Documents Retrieve Documents Invoices Customer Rebates Program Expenses Invoice Statistics Reports ARRA Reports ARRA Report Statistics Change Password

Approving Authority Members

The table below represents all Approving Authority Members available in IMS. Each Invoice has the opportunity to be in the queue of any listed Approving Authority Member if the Invoice's Approval Chain indicates as such. An Invoice will remain in the Approving Authority Member's queue until they take action which would prompt IMS to send the Invoice to the next Approving Authority Member's queue. This process continues until the Invoice reaches the final Approving Authority Member. The routing definition will also have to include whether an invoice should be routed via PC Director, routed via PC Director Marketing, or Skip Program Coordinator; these roles are included in the table below.

Approving Authority Members
Commission on Science & Technology (CST) – Spending Approval I
Commission on Science & Technology (CST) – Spending Approval II
Economic Development Authority (EDA) – Spending Approval I
Economic Development Authority (EDA) – Spending Approval II
NJBPU – ARRA I
NJBPU – ARRA OES
NJBPU – ARRA Staff III
NJBPU – Chief of Policy & Planning
NJBPU – Chief of Staff
NJBPU – Eco Dev & Energy Pol
NJBPU – Office of Fiscal Management
NJBPU – President
NJBPU ARRA Project Manager
NJBPU Comm Director
NJBPU Marketing Administrator
NJBPU Secretary
OCE – Director
OCE – Energy Efficiency
OCE – MM Audit Approval
OCE – Renewable Energy
OCE – Special Projects – CPC (Clean Power Choice)
OCE – Special Projects – CST (Commission on Science & Technology)
OCE – Special Projects – CST II (Commission on Science & Technology)
OCE – Special Projects O&E (Outreach & Education)
OCE – Special Projects O&E II (Outreach & Education)
OCE – Special Studies
PC Admin
PC Director
PC Director - Marketing
Program Coordinator
Treasury

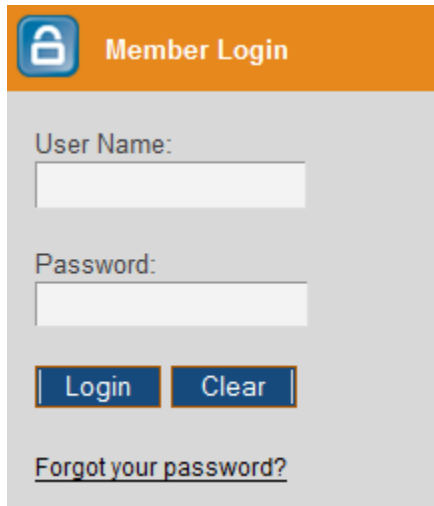
Functional Requirements – Use Cases

The IMS Menus, IMS Member Login Pane and User Information Pane are discussed in the sections indicated below. Each Menu and/or Pane has applicable use cases which describe the expected behavior and functionality within IMS from an User’s perspective. Use case detail will include the IMS Menu or Pane, Sub Menu, Summary of use case, Users, preconditions, triggers, expected behavior, alternate path, exception path and post conditions if any should exist. Users listed for all use cases are expected to have assignment access unless “read-only” access has been indicated. The IMS Menus and Panes covered are as follows:

- [IMS Member Login Pane](#)
- [User Information Pane](#)
- [Budgets](#)
- [Contracts](#)
- [Data Integration](#)
- [Documents](#)
- [Invoices](#)
- [Measures](#)
- [Programs](#)
- [QA](#)
- [Reports](#)
- [Users](#)
- [Vendors](#)

IMS Member Login Pane

IMS Member Login



The screenshot shows a web form for member login. At the top is an orange header bar containing a blue lock icon and the text "Member Login". Below the header, the form is set against a light gray background. It includes two text input fields: "User Name:" followed by a white input box, and "Password:" followed by a white input box. Below the password field are two blue buttons with white text: "Login" and "Clear". At the bottom of the form is a blue, underlined link that reads "Forgot your password?".

Users that have access to IMS may login via the Member Login Pane. Any user that has forgotten their password may easily retrieve it via the *Forgot Password* link. The following use cases were created in reference to the *Member Login* Pane:

- [Logging On](#)
- [Forgot Password](#)

Logging On

IMS Member Login Pane

IMS Pane	IMS Member Login
Action	IMS Login
Summary	Users that been granted access to IMS will have the capability to login to IMS with their given security credentials which consists of a User Name and Password.
Users	All Roles that have an active User Name and Password
Preconditions	User has active User Name and Password for IMS
Triggers	User opts to login to IMS
Main Path	<ul style="list-style-type: none"> User visits the IMS website <ul style="list-style-type: none"> https://www.njoceims.com User enters assigned User Name in the <i>User Name</i> field <ul style="list-style-type: none"> User Name field is case sensitive User enters assigned Password in the <i>Password</i> field <ul style="list-style-type: none"> Password field is case sensitive User selects the <i>Login</i> button User sees Menu options and Sub Menu options depending on the Role associated to the User ID User may now utilize IMS
Alternate Path	<ul style="list-style-type: none"> User begins entering security credentials and selects the <i>Clear</i> button to remove all data entered thus far in the <i>Member Login Pane</i>
Exception Path	<ul style="list-style-type: none"> First time users must contact NJCEP Program Coordinator Representative Jim Nappi at 732-246-5700 ext. 356 or via e-mail at jnappi@appliedenergygroup.com to obtain security credentials IMS will display a Login Error stating <i>Your security credentials did not match. Please try signing in again.</i> if there was a problem with the IMS login process <ul style="list-style-type: none"> User may select the Go back to Sign In Page link to attempt login again using correct credentials

Information Management System Requirements

Post Conditions	<ul style="list-style-type: none">• User may navigate through IMS<ul style="list-style-type: none">•IMS Role will determine what functionality User has within IMS•A PC Director Role may login as a Super User which means they may login utilizing their credentials in conjunction with another User's ID to login as the latter. The PC Director should still utilize their Password, not the other User's Password. Logging in as a Super User will allow the User with the PC Director Role to navigate through IMS with the defined functionality of the other Role.<ul style="list-style-type: none">•Super User Login Format<ul style="list-style-type: none">•User Name – User Name of PC Director/User Name of other User•Password – PC Director Password• User may opt to logout of IMS by selecting the <i>Logout</i> icon
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Forgot Password

IMS Member Login Pane

The image below is what User sees upon selecting the *Forgot your Password* link.

Get Password Pane

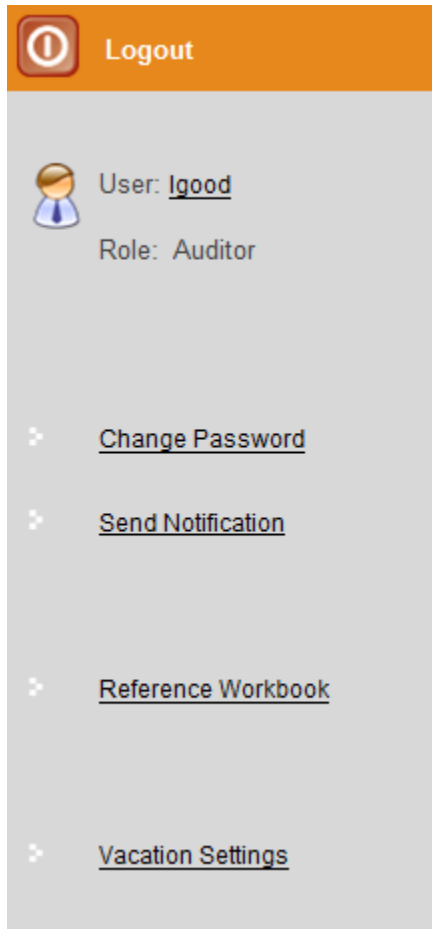
IMS Pane	IMS Member Login
Action	Forgot Password
Summary	User may not be able to login to IMS because they have forgotten their Password. User should select the Forgot your Password link in the <i>Member Login Pane</i> .
Users	All Roles that have an active User Name and Password
Preconditions	User has active User Name and Password for IMS
Triggers	User opts to login to IMS but doesn't have Password or enters an incorrect Password in the <i>Password</i> field

Information Management System Requirements

Main Path	<ul style="list-style-type: none">• User visits the IMS website<ul style="list-style-type: none">• https://www.njoceims.com• User enters User Name in the <i>User Name</i> field• User selects the Forgot your Password link<ul style="list-style-type: none">• IMS will display the <i>Get Password Pane</i><ul style="list-style-type: none">• User enters their User Name in the <i>User Name</i> field• User selects the <i>Submit</i> button<ul style="list-style-type: none">• IMS will send Password via e-mail to e-mail address on record for select User• User may select the Return to Sign In Page link to enter credentials
Alternate Path	<ul style="list-style-type: none">• User selects the <i>Cancel</i> button on the <i>Forgot Password</i> page and is redirected to the <i>Login</i> page
Exception Path	
Post Conditions	<ul style="list-style-type: none">• User may utilize the password sent via e-mail to login to IMS

User Information Pane

User Information Pane > Available Options



The *User Information* Pane allows IMS Users to Change their Password, Send a Notification, access the Reference Workbook, set Vacation Settings, and Update User Details from the left pane of IMS. The available functionality will depend on the Role and its associated access rights. The *User Information* Pane is always displayed, regardless of what Menu User is accessing within IMS. The following use cases are discussed for the *User Information* Pane:

- [Change Password](#)
- [Send Notification](#)
- [Reference Workbook](#)
- [Vacation Settings](#)
- [Update User Details](#)

Change Password

User Information Pane > Change Password

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Change Password

User Name:

Old Password:

New Password:

Confirm Password:

IMS Pane	User Information
Action	Change Password
Summary	Users that have access to this functionality within IMS have the capability to change their Password. User should select the Change Password link in the <i>User Information Pane</i> .
Users	All Roles have access to this functionality within IMS
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to change their Password by clicking the Change Password link in the <i>User Information Pane</i>
Main Path	<ul style="list-style-type: none"> • User enters information in the following fields: <ul style="list-style-type: none"> •Old Password •New Password •Confirm Password • User selects the <i>Change Password</i> button • IMS will display <i>User's Password was changed successfully</i>
Alternate Path	<ul style="list-style-type: none"> • User selects the <i>Clear</i> button prior to changing their Password. This may occur if User opts out of changing their Password or decides to make a change to the "New Password" as they are completing information in IMS. • User may select the Forgot your Password? link if they have forgotten assigned Password and cannot login to IMS to change Password <ul style="list-style-type: none"> •Please refer to the Forgot Password section for further information.

Information Management System Requirements

Exception Path	<ul style="list-style-type: none"> • Password change will not occur if User has yet to be set up with an IMS Password and a Business Objects Password • IMS will display a Login Error stating <i>Your security credentials did not match. Please try signing in again.</i> if User attempts to login using New Password when it has not been changed correctly in IMS <ul style="list-style-type: none"> • User may select the Go back to Sign In Page link to attempt login again using original Password • IMS will display <i>The 'New Password ' and 'Confirm Password' values are not the same</i> if User attempts to change Password but enters varying information in the <i>New Password</i> and <i>Confirm Password</i> fields • If User has access to Reports via Business Objects (BO) tool and the BO server is down, IMS will display <i>Report access could not be authenticated with the old Password. Please contact the System Administrator.</i> if User attempted to change Password during this time • IMS will display <i>The old Password supplied was incorrect. Kindly re-enter the correct existing Password. If you have access to Reports, please contact the System Administrator.</i> if User attempted to change Password but entered an incorrect Password in the <i>Old Password</i> field
Post Conditions	<ul style="list-style-type: none"> • User will not be logged out of current session • Password will be changed and User must utilize the New Password for the next IMS session

Send Notification

User Information Pane > Send Notification

IMS Pane	User Information
Action	Send Notification
Summary	Users that have access to this functionality within IMS have the capability to send a notification via e-mail from IMS. User should select the Send Notification link in the <i>User Information Pane</i> .
Users	Roles that have 'assignment access' to this functionality include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to send a notification via e-mail by selecting the Send Notification link in the <i>User Information Pane</i>
Main Path	<ul style="list-style-type: none"> • User selects the <i>To</i> button <ul style="list-style-type: none"> •IMS prompts the <i>Choose Email Addresses</i> window to open <ul style="list-style-type: none"> •User may filter recipients by making appropriate selection from the <i>Show Names From</i> drop-down list. IMS will filter recipients by Role. •User locates appropriate recipients <ul style="list-style-type: none"> •User may select the <i>To</i>, <i>CC</i> and <i>BCC</i> recipients of e-mail directly from this window <ul style="list-style-type: none"> •User may select multiple recipients by pressing the <i>CTRL</i> key and selecting on all appropriate e-mail addresses

Information Management System Requirements

	<ul style="list-style-type: none"> •User selects <i>To</i>, <i>CC</i> or <i>BCC</i> button for recipient(s) •User selects the <i>OK</i> button to proceed or the <i>Cancel</i> button to return to the <i>Send Email Notification</i> screen <ul style="list-style-type: none"> •User may also manually enter e-mail addresses directly in the <i>To</i>, <i>CC</i> and <i>BCC</i> fields on the <i>Send Email Notification</i> screen if desired • User enters subject of e-mail in <i>Subject</i> field • User may opt to attach file(s) <ul style="list-style-type: none"> •User selects the <i>Browse</i> button •User navigates until appropriate file is located •User selects the <i>Open</i> button to attach file <ul style="list-style-type: none"> •User may select the Add an(other) Attachment link to add additional files and repeats as necessary •Size of attachment may not exceed 50 MB • User composes message in the message box • User selects the <i>Send Mail</i> button • IMS will display <i>The Email was sent SUCCESSFULLY!</i> to confirm send
Alternate Path	<ul style="list-style-type: none"> • User enters information for sending a notification but neglects to select the <i>Send Mail</i> button and navigates to another IMS screen. Information will not be saved in IMS nor sent via e-mail.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to send notification • IMS will display <i>The Notification is missing a subject line. Continue anyway?</i> if User attempts to send notification prior to entering a Subject for the e-mail notification • IMS will display <i>There was an error when sending the Email. Please try again later.</i> if the e-mail was not sent successfully
Post Conditions	<ul style="list-style-type: none"> • Notification has been sent to appropriate recipient(s)

Information Management System Requirements

Main Path	<ul style="list-style-type: none"> • User selects the Reference Workbook link <ul style="list-style-type: none"> • <i>File Download</i> dialog box appears <ul style="list-style-type: none"> • User may select <i>Open, Save, or Cancel</i> <ul style="list-style-type: none"> • User selects the <i>Open</i> button <ul style="list-style-type: none"> • IMS prompts the <i>Report</i> Excel spreadsheet to open • Tabs in the Reference Workbook include Programs, Program Managers, Measure Types, Utility Companies, Job Types, Building Business Type, Cost Categories, Capacity Units, Efficiency Units, and Usage Units. • User selects the <i>Save</i> button <ul style="list-style-type: none"> • IMS prompts the <i>Report</i> Excel spreadsheet to be saved in the file location chosen by the User through the <i>Save As</i> dialog box • When the file is opened, tabs in the Reference Workbook include Programs, Program Managers, Measure Types, Utility Companies, Job Types, Building Business Type, Cost Categories, Capacity Units, Efficiency Units, and Usage Units. • User selects the <i>Cancel</i> button <ul style="list-style-type: none"> • IMS closes the <i>File Download</i> dialog box • User navigates within <i>Reference Workbook</i> • User closes spreadsheet to return to IMS <ul style="list-style-type: none"> • User may see <i>Microsoft Office Excel</i> dialog box appear asking <i>Do you want to save the changes you made to 'Report.xls'?</i> <ul style="list-style-type: none"> • User selects the <i>No</i> button
Alternate Path	<ul style="list-style-type: none"> • User navigates within Reference Workbook and makes changes prompting <i>Microsoft Office Excel</i> dialog box upon closing Excel. Dialog box will ask <i>Do you want to save the changes you made to 'Report.xls'?</i> <ul style="list-style-type: none"> • User selects <i>Cancel</i> and returns to Reference Workbook • User selects <i>Yes</i> and spreadsheet automatically saves changes
Exception Path	<ul style="list-style-type: none"> • If IMS encounters an error when generating the Reference Workbook, the generic system error page is brought up asking the User to contact the System Administrator for further information.
Post Conditions	<ul style="list-style-type: none"> • User is able to view contents of Reference Workbook and navigate within the spreadsheet


Vacation Settings


User Information Pane > Vacation Settings

Vacation setting to be turned:

Select role of user that invoices must be re-routed to:

The image below is what a User will see upon logging in to IMS if their Vacation Settings were set to *ON*.


 [Logout](#)

 User: [eda2](#)

Role: EDA -
Spending
Approval II

➤ [Change Password](#)

➤ [Vacation Settings](#)

 Vacation settings on this account are **ON**.

Information Management System Requirements

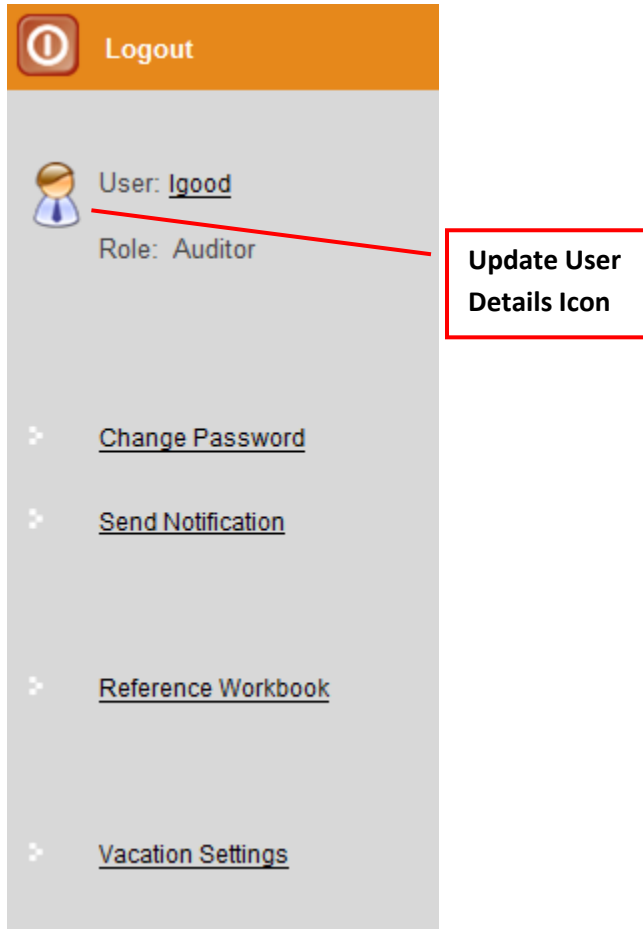
IMS Pane	User Information
Action	Vacation Settings
Summary	Users that have access to this functionality within IMS have the capability to enter vacation settings in IMS. Any member having the authority to approve an Invoice will be able to set their vacation settings. User should select the Vacation Settings link in the <i>User Information Pane</i> .
Users	<p>Roles that have access to this functionality are:</p> <ul style="list-style-type: none"> Auditor CST - Spending Approval I CST - Spending Approval II EDA - Spending Approval I EDA - Spending Approval II NJBPU - ARRA I NJBPU - ARRA OES NJBPU - ARRA Staff III NJBPU - Chief of Policy & Planning NJBPU - Chief of Staff NJBPU - Eco Dev & Energy Pol NJBPU - Office of Fiscal Management NJBPU - President NJBPU ARRA Project Manager NJBPU Comm Director NJBPU Marketing Administrator NJBPU Secretary OCE - Director OCE - Energy Efficiency OCE - MM Audit Approval OCE - Renewable Energy OCE - Special Projects CPC OCE - Special Projects CST OCE - Special Projects CST II OCE - Special Projects O&E OCE - Special Projects O&E II OCE - Special Studies PC Admin PC Director PC Director - Marketing Program Coordinator
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to enter vacation settings by selecting the Vacation Settings link in the <i>User Information Pane</i>
Main Path	<ul style="list-style-type: none"> • User makes appropriate selection in the <i>Vacation setting to be turned:</i> and <i>Select role of user that invoices must be re-routed to:</i> fields <ul style="list-style-type: none"> •Options in the <i>Vacation settings to be turned:</i> field include: <ul style="list-style-type: none"> •On

Information Management System Requirements

	<ul style="list-style-type: none"> •Off •Options in the <i>Select role of user that invoices must be re-routed to:</i> field include all roles that have access to the <i>Vacation Settings</i> option in IMS • User selects the <i>Save</i> button • IMS will display <i>The Vacation Settings were saved successfully</i>
Alternate Path	<ul style="list-style-type: none"> • User selects the <i>Close</i> button prior to selecting vacation settings. •Vacation settings will not be set
Exception Path	<ul style="list-style-type: none"> • IMS will display <i>The Vacation Settings were not saved. You must clear all the invoices in your queue before going on vacation.</i> if User attempts to set vacation settings with Invoices remaining in their queue
Post Conditions	<ul style="list-style-type: none"> • Vacation settings are set and all Invoices are re-routed as defined • IMS will display an alert when User logs in stating <i>Vacation Settings on this Account are ON</i> <ul style="list-style-type: none"> •User should change vacation settings to <i>OFF</i> upon return • There are consequences to the vacation setting being turned <i>ON</i>. If the User is the only User belonging to that particular Role and the User is on vacation, when an Invoice is Approved it will not go to this User's queue and will instead go to the queue of the Role that the User defined in their vacation settings in the <i>Select role of user that invoices must be re-routed to:</i> field. Once that person approves the Invoice, it will continue through the Approval Chain as defined for that Invoice.

Update User Details

User Information Pane



Information Management System Requirements

The image below is what a User sees upon selecting the *Update User Details* icon.

Edit User Screen

IMS Pane	User Information
Action	Update User Details
Summary	Users that have access to this functionality within IMS have the capability to update their own details in IMS. User should select the <i>Update User Details</i> icon in the <i>User Information Pane</i> .
Users	All Roles have 'assignment access' to this functionality in IMS except for the Auditor Role. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to update their own user detail by selecting the <i>Update User Details</i> icon
Main Path	<ul style="list-style-type: none"> • User selects the <i>Update User Details</i> icon <ul style="list-style-type: none"> • User will directed to the <i>Edit User</i> screen • User updates User record. Possible fields to update include the following: <ul style="list-style-type: none"> • First Name • Last Name • Email ID • Alternate Email ID • Signature • Retire User Indicator • The User ID and Role fields cannot be edited • User selects the <i>Update</i> button • IMS will display <i>Details for the User 'User ID' were updated successfully</i>

Information Management System Requirements

Alternate Path	
Exception Path	<ul style="list-style-type: none"> • IMS will display <i>Please enter a First Name for the User</i> if User removes information while updating record and selects the <i>Update</i> button prior to entering a First Name for User record • IMS will display <i>Please enter a Last Name for the User</i> if User removes information while updating record and selects the <i>Update</i> button prior to entering a Last Name for the User record • IMS will display <i>Please enter an Email Address for the User</i> if User removes information while updating record and selects the <i>Update</i> button prior to entering an e-mail address for the User record • IMS will display <i>Please select Role</i> if User removes information while updating record and selects the <i>Update</i> button prior to selecting a Role for the User record. <ul style="list-style-type: none"> • IMS will display <i>Updating one's own Role is not allowed</i> if User attempted to update their Role in IMS. The Role field must have a value but User may not edit their own Role. • IMS will display an error message if any of the following occur when User selects the <i>Grant Report Access</i> button <ul style="list-style-type: none"> • A User ID has yet to be created in Business Objects – If the Administrator attempts to grant access to Reports when a User has not yet been created by that User ID in Business Objects • The default Password for the new User ID in Business Objects is incorrect – If the default Password created for the new User is NOT the same as the User ID • The User has had intermittent Report access in the past – If the User had intermittent Report access in the past and during the time of having no Report access the User was not deleted from Business Objects and the User changed their Password during the interim
Post Conditions	<ul style="list-style-type: none"> • Updated User information is available in IMS • If the User has the role of a PC Director or System Admin, the <i>Grant Report Access</i> button appears next to the <i>Update</i> button <ul style="list-style-type: none"> • User clicks on the <i>Grant Report Access</i> button • The User now has access to log in directly to Business Objects through IMS using the <i>Reports -> Business Objects</i> menu option • If the User has the role of a PC Director or System Admin, the User also sees the option to restrict the users view to a list of programs <ul style="list-style-type: none"> • User selects a program from the program list drop down • Click on the >> button to move it to the selected list of programs • Once the changes are saved, the user's view is restricted to only viewing data from the list of selected programs when viewing different modules in IMS

Budgets

Budgets Menu > Available Sub Menus

The screenshot displays the 'Budgets' menu interface. At the top, a navigation bar includes tabs for Budgets, Contracts, Data Integration, Documents, Invoices, Measures, Programs, QA, Users, Vendors, and Reports. The 'Budgets' tab is active, and a sidebar on the left lists sub-menus: Annual Budgets, Budgets by Cost Category, Expenses by Cost Category, Funds in Reserve, and Maintain Budget Lines. The main content area is titled 'Create & Maintain the Annual Budget' and contains a search form with the following fields:

- Year: [Dropdown menu]
- Program Category: [Dropdown menu with 'All' selected]
- Program Sub Category: [Dropdown menu with 'All' selected]
- Program/Market Manager or Vendor: [Dropdown menu with 'All' selected]

A 'View' button is located in the bottom right corner of the search area.

The *Budgets* Menu consists of various Sub Menus which include *Annual Budgets*, *Budgets by Cost Category*, *Expenses by Cost Category*, *Funds in Reserve* and *Maintain Budget Lines*. The following use cases are discussed for the Budgets Menu:

- [Searching for Annual Budget](#)
- [Creating an Annual Budget](#)
- [Maintaining Budget Line\(s\)](#)
- [Viewing Annual Budget by Cost Categories](#)
- [Maintaining Annual Budget by Cost Categories](#)
- [Expenses by Cost Category](#)
- [Funds in Reserve](#)

Searching for Annual Budget

The image below is a portion of what User(s) will see upon viewing an Annual Budget that has already been created in the system and when no selection criteria, besides the year, is chosen.

Budgets Menu > Annual Budgets Sub Menu > 2009 Search Results

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Users
Vendors
Reports

Create & Maintain the Annual Budget

Year:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

[View](#)

[Generate Excel Spreadsheet](#)

Budget Line Item	Budget Amount	Difference	New Amount	Reason	
New Jerseys Clean Energy Program	457,185,529.00	0.00	457,185,529.00		
Energy Efficiency Programs	227,503,133.00	0.00	227,503,133.00		
Residential Energy Efficiency Programs	91,605,223.00	0.00	91,605,223.00		
1 Residential HVAC - Electric & Gas	17,313,071.00	0.00	17,313,071.00		✗
2 Residential New Construction	44,459,826.00	0.00	44,459,826.00		✗
3 Energy Efficient Products	23,529,384.00	0.00	23,529,384.00		✗
4 Home Performance with Energy Sun	11,000.00	0.00	11,000.00		✗
5 Community Based Efficiency Initiative	947,612.00	0.00	947,612.00		✗
6 Marketing - Residential EE	5,344,330.00	0.00	5,344,330.00		✗
Residential Low Income	36,600,000.00	0.00	36,600,000.00		
7 Comfort Partners	36,600,000.00	0.00	36,600,000.00		✗
8 DCA Weatherization	0.00	0.00	0.00		✗
9 Weatherization Rehabilitation and Asset Preservation (WRAP)	0.00	0.00	0.00		✗
American Recovery and Reinvestment Act (DE-EE0000258)	0.00	0.00	0.00		
99 Multifamily Solar Funding Pilot	0.00	0.00	0.00		✗
100 Home Energy Saver Program (HESP)	0.00	0.00	0.00		✗
101 Multifamily Energy Efficiency Improvement Pilot (MEEIP)	0.00	0.00	0.00		✗
Total Budget Amount:				457,185,563.00	

Lock the budget year

[Save](#)

Information Management System Requirements

The image below is what User(s) will see upon selecting multiple search criteria when locating an Annual Budget.

Budgets Menu > Annual Budgets Sub Menu > 2009 New Jerseys Clean Energy Program – Renewable Energy Programs Search Results

Create & Maintain the Annual Budget

Year:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

[Generate Excel Spreadsheet](#)

Budget Line Item	Budget Amount	Difference	New Amount	Reason
New Jerseys Clean Energy Program	220,133,273.00	0.00	220,133,273.00	
Renewable Energy Programs	220,133,273.00	0.00	220,133,273.00	
Renewable Energy Renewable Programs	193,057,864.00	0.00	193,057,864.00	
25. Customer On-Site Renewable Energy (CORE)	116,096,497.00	0.00	116,096,497.00	
26. Clean Power Choice	629,501.00	0.00	629,501.00	⊕
27. Offshore Wind	12,000,000.00	0.00	12,000,000.00	⊕
28. Renewable Energy Program: Grid Connected (Formerly RED1)	10,201,605.00	0.00	10,201,605.00	
29. Renewable Energy Incentive Program	47,449,942.00	0.00	47,449,942.00	⊕
30. Edison Innovation Clean Energy Fund	6,000,000.00	0.00	6,000,000.00	⊕
31. DEP Ecological Baseline Study	0.00	0.00	0.00	
32. Marketing - RE	680,319.00	0.00	680,319.00	
33. HMFA Solar Loan Program	0.00	0.00	0.00	
Renewable Energy EDA Programs	27,075,409.00	0.00	27,075,409.00	
34. RE Project Grants and Financing	2,598,033.00	0.00	2,598,033.00	⊕
35. Renewable Energy Business Venture Financing/REED	549,376.00	0.00	549,376.00	⊕
36. Edison Innovation Clean Energy Manufacturing Fund	23,928,000.00	0.00	23,928,000.00	
Total Budget Amount:			220,133,273.00	

Lock the budget year

Information Management System Requirements

Version	1
Menu	Budgets
Sub Menu	Annual Budgets
Summary	Users that have access to this screen have the capability to review, add a new Budget Line, delete a Budget Line, change the order of the Budget lineup and/or update Budget Amount(s) for an existing Annual Budget in IMS. From the Budgets Menu, User(s) should select the Annual Budgets Sub Menu.
Users	Roles with access to the Annual Budgets Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to search for an Annual Budget in IMS by navigating to the Budgets Menu > Annual Budgets Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects year for desired Annual Budget <ul style="list-style-type: none"> • Previous four years, current year and future four years are available in IMS • User may further refine results by utilizing the additional search criteria which includes: <ul style="list-style-type: none"> • Program Category • Program Sub Category • Program/Market Manager or Vendor • User reviews and confirms the search criteria • User selects the “View” button to initiate search • IMS displays Annual Budget which matches specified search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results • A “Budget Amount” field will be highlighted in pink if the Budget Amount does not equal the “Total” Amount indicated in the “Annual Budget by Cost Categories” which results due to a discrepancy with one or more Amount(s) listed for the Cost Categories of that particular Budget Line Item
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display “Please select the year you wish to see Annual Budgets for” if User selects the “View” button without choosing a year • IMS will display “NOTE: The Budgets are yet to be set up for this year, so the filters are not applicable” if User enters criteria for a Budget year that hasn’t been established in IMS • IMS will display “Please enter a reason for the change” if User selects the “Save” button prior to entering a reason for updating a Budget Line Item <ul style="list-style-type: none"> • IMS directs User(s) to the exact “Reason” field where information is missing by placing cursor in the field • IMS will display “Any unsaved Budget Amount changes will be lost if you choose to continue with the delete. Continue anyway?” if User attempts to delete a Budget Line Item • IMS will display “Any unsaved Budget Amount changes will be lost if you choose to continue with the re-ordering. Continue anyway?” if User attempts to change the Budget order lineup • IMS will display “Any unsaved Budget Amount changes will be lost if you choose to

Information Management System Requirements

	<p>add the new Budget Line. Continue anyway?" if User attempts to add a new Budget Line to the year's Annual Budget</p>
<p>Post Conditions</p>	<p>User will have Budget displayed that matches the specified search criteria. Information displayed at this level includes Budget Line Item, Budget Amount, Difference, New Amount and Reason. User may choose to do the following upon viewing search results:</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by clicking the "Generate Excel Spreadsheet" link which will provide a report in Excel format of the search results seen on the screen • If User opts to not utilize any filters, other than designating a year, they may complete the following tasks from this screen: <ul style="list-style-type: none"> • Change sort order of Budget Line Item(s) • Add new Budget Line Item(s) • Delete Budget Line Item(s) <ul style="list-style-type: none"> • Please see the "Maintaining Budget Line(s)" section for further information pertaining to above referenced tasks • User may update a Budget Line Item Amount regardless of how many filters are used when locating an Annual Budget. Amount must be entered in the "Difference" field as "Budget Amount" and "New Amount" fields are read-only. <ul style="list-style-type: none"> • Updating Budget Line Item Amount <ul style="list-style-type: none"> • User locates correct Budget Line Item and enters applicable amount in the "Difference" field, which can be a positive or negative value <ul style="list-style-type: none"> • A plus sign indicates multiple Programs or Program Managers. User(s) must therefore update Amount fields of the appropriate Program and/or Program Manager as IMS will prohibit them from entering a "Difference Amount" for the Budget Line as a whole. • IMS will update the main Budget Line's "Difference" and "New Amount" fields upon User exiting the "Difference" field if the Budget Line is broken down by Program and/or Program Manager • IMS will update the Budget Line's "New Amount" fields upon User exiting the "Difference" field if the Budget Line is NOT broken down by Program and/or Program Manager • IMS will update the Budget Line's parent category's "Difference" and "New Amount" fields recursively upon User exiting the "Difference" field • IMS will update the "Total Amount" field upon User exiting the "Difference" field • User must enter a reason for this change, and each additional change made to a Budget Line Item, in the "Reason" field <ul style="list-style-type: none"> • IMS will display certain information to User if a change was previously made to a Budget Line Item. Information can be seen when User hovers mouse over the "Reason" field which prompts IMS to display the previous amount, new amount, person that made change and date of change. Reasons are arranged with the latest Reason appearing first on the list. • User selects the "Save" button. The changes are saved and the page

Information Management System Requirements

	<p style="text-align: center;">refreshes showing the updated Budget Amounts in the “Budget Amount” column.</p> <ul style="list-style-type: none"> • Adding a New Budget Line Item <ul style="list-style-type: none"> • User selects the “Add new Budget Line” icon <ul style="list-style-type: none"> • IMS opens the “Add a New Budget Line Item” prompt window • User selects the Budget Line Item from the drop-down list • User selects the “Add” button <ul style="list-style-type: none"> • IMS will display “Any unsaved Budget Amount changes will be lost if you choose to add the new Budget Line. Continue anyway?” <ul style="list-style-type: none"> • User may select the “OK” button to proceed or “Cancel” • IMS will display “The Budget Line Item was added successfully” <ul style="list-style-type: none"> • New Budget Line Item will appear as last item at the bottom of the page. User may change sort order and enter applicable number so that the new Budget Line Item will appear with other related items if they should choose to do so. • Re-Ordering Budget Line Item(s) <ul style="list-style-type: none"> • The sort order can only be changed if User does not utilize any filter criteria, other than selecting the year, when locating an Annual Budget. If additional filter criteria are utilized when locating an Annual Budget, the sort order number will be listed next to each Budget Line Item without the text box. • User locates desired Budget Line Item to change and enters new sort number in the text box next to Budget Line Item • IMS will display “Any unsaved Budget Amount changes will be lost if you choose to add the new Budget Line. Continue anyway?” • User may select the “OK” button to proceed or “Cancel” to stop the process. If the User chooses to proceed, IMS sorts everything above and below the changed Budget Line Item and will display new sort order upon User exiting the field • Locking a budget year <ul style="list-style-type: none"> • The User may choose to lock out a budget year from not accepting any more expenses charged against that year by clicking on the <i>Lock the budget year</i> checkbox and the <i>Save</i> button • Once a budget year is locked, any new expenses/invoices submitted into IMS appear with a warning pink message to the first approving authority member saying the invoice is trying to bill against a budget year that has already been locked.
Author and	Applied Energy Group, Inc.
Sign Off	

Creating an Annual Budget

Budgets Menu > Annual Budget Sub Menu

Version	1
Menu	Budgets
Sub Menu	Annual Budgets
Summary	Users that have access to this screen have the capability to create an Annual Budget in IMS. From the Budgets Menu, User(s) should select the Annual Budgets Sub Menu.
Users	Roles with access to the Annual Budgets Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to create an Annual Budget in IMS by navigating to the Budgets Menu > Annual Budgets Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects year to create Annual Budget <ul style="list-style-type: none"> • User(s) may only create an Annual Budget for the current year, year prior to the current year and future years in IMS. • User will see all Budget Line Items with (0.00) as the Budget Amount if an Annual Budget has yet to be created in IMS for the designated year. The Budget lineup order is set using the lineup currently defined in the Maintain Budget Lines Sub Menu. Please see the "Maintaining Budget Line(s)" section for further information. • User enters Amount for all applicable Budget Line Items in the "Budget Amount" field <ul style="list-style-type: none"> • IMS will automatically update totals for Budget Line Categories and those fields are read-only • A plus sign indicates multiple Programs or Program Managers. User(s) must therefore enter Amount fields of the appropriate Program and/or Program Manager as IMS will prohibit them from entering an Amount for the Budget Line Item as a whole.

Information Management System Requirements

	<ul style="list-style-type: none"> • User reviews and confirms the entered Budget information • User selects the “Save” button to save Annual Budget • The “Create & Maintain the Annual Budget” screen will now be in editing mode so User may update Budget accordingly. <ul style="list-style-type: none"> • User may update Budget Amounts if necessary in the “Difference” field of select Budget Line Item(s). Please see the “Searching for Annual Budget” section for further information. • User may update Budget Line Names as necessary utilizing the Maintain Budget Lines Sub Menu. Please see the “Maintaining Budget Line(s)” section for further information. • User(s) can also re-order the Budget Lines for a new year from this screen
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display “Please select the year you wish to see Annual Budgets for” if User selects the “View” button without choosing a year • IMS will display “NOTE: The Budgets are yet to be set up for this year, so the filters are not applicable” if User enters filter criteria for a Budget year that hasn’t been established in IMS.
Post Conditions	<ul style="list-style-type: none"> • Budget is available in IMS
Author and	Applied Energy Group, Inc.
Sign Off	

Maintaining Budget Line(s)

The image below is a portion of what a User will see upon selecting the “Maintain Budget Lines” Sub Menu.

Budgets Menu > Maintain Budget Lines Sub Menu

The screenshot shows the 'Maintain Budget Lines' interface. At the top, there are three main action icons: a blue square with a grid (labeled 'Add Main Category Icon'), a red 'X' (labeled 'Delete Category Icon'), and a green circle with a plus sign (labeled 'Add New Sub Category Icon'). Below these are two more icons: a blue square with a plus sign (labeled 'Add New Budget Line Icon') and a green circle with a plus sign (labeled 'Reassign Category').

The main area is titled 'Budget Line Items' and contains a list of budget lines. Each item has a text input field and a dropdown menu for abbreviations. For example, 'New Jerseys Clean Energy Program' has the abbreviation '(NJCEP)'. To the right of each item are three icons: a blue square with a grid, a green circle with a plus sign, and a red 'X'.

At the bottom, there are two more icons: a blue square with a grid and a green circle with a plus sign. A red box labeled 'Delete Budget Line Icon' points to the red 'X' icon next to item 3.

Other labels include 'Abbreviation used as tab names on Standard Reports' pointing to the abbreviation dropdown, and 'Reassign Budget Line to New Category' pointing to the green plus icon next to item 2.

Item ID	Budget Line Name	Abbreviation	Grid Icon	Plus Icon	Delete Icon
	New Jerseys Clean Energy Program	(NJCEP)	Yes	Yes	Yes
	Energy Efficiency Programs	(EEP)	Yes	Yes	Yes
	Residential Energy Efficiency Programs	(REEP)	Yes	Yes	Yes
1	Residential HVAC - Electric & Gas		Yes	Yes	Yes
2	Residential New Construction		Yes	Yes	Yes
3	Energy Efficient Products		Yes	Yes	Yes
4	Home Performance with Energy Star		Yes	Yes	Yes
5	Community Partners Initiative		Yes	Yes	Yes
6	Marketing - Residential EE		Yes	Yes	Yes
7	HMFA EE Mortgage		Yes	Yes	Yes
8	DCA Green Homes		Yes	Yes	Yes
9	Energy Conservation Kits		Yes	Yes	Yes
10	Residential Market Manager Transition Costs		Yes	Yes	Yes
11	Utility Residential Program Transition Costs		Yes	Yes	Yes
	Residential Low Income	(RLI)	Yes	Yes	Yes
12	Comfort Partners		Yes	Yes	Yes
13	DCA Weatherization		Yes	Yes	Yes
14	Weatherization Rehabilitation and Asset Preservation (WRAP)		Yes	Yes	Yes

Information Management System Requirements

Version	1
Menu	Budgets
Sub Menu	Maintain Budget Lines
Summary	<p>Users that have access to this screen have the capability to maintain Budget Line(s) in IMS. The following features are made available to the user</p> <ol style="list-style-type: none"> 1. Categorize programs into different groups based on funding sources and then further into different sectors like Residential/Commercial & Industrial or Energy Efficiency/Renewable Energy Programs or by Utility Company and the like. Any changes in the categorization will be reflected in existing budget line-ups in IMS 2. Set up a default line-up/sort order for the programs for future annual budgets. Existing Annual budgets are unaffected by any changes in sort order on the Maintain Budget Lines screen 3. Additional indicators used on this screen are set up to accommodate the various funding sources and their reporting requirements <ol style="list-style-type: none"> a. Year to Date/Inception to Date indicator that helps IMS decide whether to report data from Year to Date or Program Inception to Date b. Indicator to determine when an invoice is considered as an expense i.e. When the first approving authority in an approval cycle approves an invoice [and therefore the reports are based on the billing period of the invoice e.g. NJCEP reports] or when the last one does [typically used when reports work on a cash basis e.g. ARRA reports]. c. Main category abbreviation is used when standard reports are generated in IMS. Depending on the search criteria selected for the report, a summary level report is created and it is possibly broken down one level to show detail of categories under it [if they exist]. Since reports are generated in Excel, each of these categories appears as tabs and the abbreviations are used to name the tabs. <p>User(s) may complete the following tasks from this screen:</p> <ul style="list-style-type: none"> • Add a New Main Category • Delete a Category • Add a new Sub Category • Change name of Category or Budget Line Item • Change the Category name abbreviation • Add a new Budget Line Item • Reassign a Category or Budget Line Item to a different Category • Delete Budget Line Item • Change sort order of Budget Line Item • Mark a main category as reporting data from program inception to date or from budget year to date • Indicate whether programs under a main category considers an invoice an expense for the billing period when the first approving authority member approves it or on the date when the last approving member approves it <p>From the Budgets Menu, User(s) should select the Maintain Budget Lines Sub Menu.</p>
Users	Roles with access to the Maintain Budget Lines Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.

Information Management System Requirements

Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to maintain Budget Line(s) in IMS by navigating to the Budgets Menu > Maintain Budget Lines Sub Menu
Main Path	<p>User may opt to do any of the following when Maintaining Budget Line(s) in IMS:</p> <ul style="list-style-type: none"> • Adding a New Main Category <ul style="list-style-type: none"> • User selects the “Add New Main Category” icon • User enters name of the Category in the “Adding a New Main Category” prompt window • User selects the “OK” button • IMS will display “The Category was added successfully” upon completion <ul style="list-style-type: none"> • Only Categories with existing Budget Line(s) will be displayed in IMS • Main Category abbreviations are automatically created by taking the first character in each word of the name and capitalizing the same if it is an alphabet. If the same abbreviation already exists, IMS informs the user of the same and the new Category is not added. • Deleting a Category <ul style="list-style-type: none"> • User selects the “Delete a Category” icon • User chooses the Category to delete from the drop-down list in the prompt window • User selects the “Delete” button • IMS will display “The Category was deleted successfully” upon deletion • Adding a New Sub Category <ul style="list-style-type: none"> • User selects the “Add a new Sub Category” icon • User enters name for new Sub Category in the prompt window • User selects the “OK” button • IMS will display “The Category was added successfully” upon completion <ul style="list-style-type: none"> • Only Categories with existing Budget Line(s) will be displayed in IMS • Changing Name of a Category or Budget Line Item <ul style="list-style-type: none"> • User changes name of Category or Budget Line Item directly in the field of Category or Budget Line Item • Change will be saved upon User exiting the field and the new name will be displayed throughout IMS • Change the Category name abbreviation <ul style="list-style-type: none"> • User changes abbreviation of a main Category directly in the field of the existing abbreviation • Change will be saved upon User exiting the field and the new abbreviation will be used as a tab name when Standard Reports are generated • Adding a New Budget Line Item <ul style="list-style-type: none"> • User selects the “Add new Budget Line” icon • User enters name for new Budget Line Item in the prompt window • User selects the “OK” button

Information Management System Requirements

	<ul style="list-style-type: none"> •IMS will display “The Budget Line Item was added successfully” upon completion <ul style="list-style-type: none"> •New Budget Line Item will appear as last item at the bottom of the page. User may change sort order and enter applicable number so that the new Budget Line Item will appear with other related items if they should choose to do so. •Reassigning a Category or Budget Line Item to a different Category <ul style="list-style-type: none"> •User selects the “Reassign” icon •User chooses the new Category from the drop-down list in the prompt window for the Category or Budget Line Item •User selects the “Reassign” button <ul style="list-style-type: none"> •Budget Line Item or Category is now assigned to the new Category and displayed accordingly in IMS •Deleting a Budget Line Item <ul style="list-style-type: none"> •User selects the “Delete” icon for the Budget Line Item •IMS will display “The Budget Line Item has been deleted successfully” upon deletion and update the sort order to reflect such •Changing Sort Order of Budget Line Item <ul style="list-style-type: none"> •User locates desired Budget Line Item to change and enters new sort number in the text box next to Budget Line Item •IMS sorts everything above and below the changed Budget Line Item and will display new sort order upon User exiting the field • Mark a main category as reporting data from program inception to date or from budget year to date <ul style="list-style-type: none"> •If a main category has been marked as tracking dollars and savings from program inception to date <ul style="list-style-type: none"> • reports generate budgets by taking the current year’s IMS budget and adding it to previous years expenses to arrive at the current years program inception to date budget • reports display expenses and savings by everything invoiced in IMS from program inception to the end of the reporting period end date • If a main category has been marked as tracking dollars and savings from budget year to date, <ul style="list-style-type: none"> • reports generate budgets by taking the reporting year’s IMS budget • reports display expenses and savings by everything invoiced in IMS where the billing period falls in the reporting period • Indicate whether programs under a main category considers an invoice an expense for the billing period when the first approving authority member approves it or on the date when the last approving member approves it, regardless of the invoice billing period
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • IMS will display “The name you entered already exists. Please try again.” if User is attempting to name a new Main Category or Budget Line, change name of existing Category or Budget Line utilizing a name that already exists in IMS

Information Management System Requirements

	<ul style="list-style-type: none"> IMS will display “The delete request was not successful since the chosen Category might not be empty or might exist on one or more Annual Budget(s).” if User attempts to delete a Category that may not be deleted IMS will display “The delete request was not successful since the chosen Line Item is in use. Please delete any associations using the “Update Programs” screen before trying again” if User attempts to delete a Budget Line Item that has associations in IMS IMS will display “Please correct the sort order” upon User selecting a new sort order number for the Budget Line Item that is higher than the number of available lines
Post Conditions	<ul style="list-style-type: none"> Budget Line(s) are updated and available in IMS
Author and	Applied Energy Group, Inc.
Sign Off	

Viewing Annual Budget by Cost Categories

Budgets Menu > Budgets by Cost Category Sub Menu > 2008 New Jerseys Clean Energy Program – Energy Efficiency Programs Search Results

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Users
Vendors
Reports

View the Annual Budget By Cost Categories

Year: 2008

Program Category: New Jerseys Clean Energy Program Program Sub Category: Energy Efficiency Programs

Program/Market Manager or Vendor: All

View

[Generate Excel Spreadsheet](#)

Budget Line Item	Total	Admin and Program Development	Sales, Marketing, Call Centers, Web Site	Training	Rebates, Grants and Other Direct Incentives	Rebate Processing, Inspections, Other QC	Evaluation and Related Research	Performance Incentives
New Jerseys Clean Energy Program	189,928,000.00	9,374,124.39	10,029,592.07	849,676.30	148,355,497.80	18,891,870.76	1,058,991.68	1,368,247.00
Energy Efficiency Programs	189,928,000.00	9,374,124.39	10,029,592.07	849,676.30	148,355,497.80	18,891,870.76	1,058,991.68	1,368,247.00
Residential Energy Efficiency Programs	65,791,000.00	4,585,525.13	6,169,565.07	445,440.00	40,312,088.80	13,622,159.00	0.00	656,222.00
<i>Residential HVAC - Electric & Gas</i>	18,476,000.00	1,602,677.13	1,145,678.01	406,740.00	12,081,528.86	3,034,757.00	0.00	204,619.00
<i>Residential New Construction</i>	37,141,000.00	852,992.00	852,197.00	38,700.00	24,772,201.00	10,377,062.00	0.00	247,848.00
Energy Efficient Products	20,142,000.00	1,282,998.00	2,657,994.00	18,000.00	15,412,823.00	568,160.00	0.00	202,025.00
Residential Energy Efficiency Programs	65,791,000.00	4,585,525.13	6,169,565.07	445,440.00	40,312,088.80	13,622,159.00	0.00	656,222.00
<i>Home Performance with Energy Sun</i>	9,829,000.00	1,784,856.00	4,171,690.06	0.00	3,458,358.94	210,340.00	0.00	203,755.00
<i>Community Based Efficiency Initiative</i>	345,000.00	345,000.00	0.00	0.00	0.00	0.00	0.00	0.00
Residential Low Income	28,532,000.00	1,633,806.74	567,268.72	169,736.30	24,910,644.80	1,219,551.76	30,991.68	0.00
<i>Comfort Partners</i>	26,373,000.00	1,333,806.74	567,268.72	169,736.30	23,051,644.80	1,219,551.76	30,991.68	0.00
<i>DCA Weatherization</i>	1,859,000.00	0.00	0.00	0.00	1,859,000.00	0.00	0.00	0.00
<i>Weatherization Rehabilitation and Asset Preservation (WRAP)</i>	300,000.00	300,000.00	0.00	0.00	0.00	0.00	0.00	0.00

Information Management System Requirements

Budgets Menu > Budgets by Cost Category Sub Menu > 2008 New Jerseys Clean Energy Program – Energy Efficiency Programs Search Results (Continuation of Image)

C & I Energy Efficiency Programs	57,464,000.00	1,382,394.52	615,164.28	216,500.00	51,229,941.20	3,482,000.00	28,000.00	510,000.00
Commercial/Industrial Construction	30,826,000.00	721,694.52	463,164.28	0.00	26,228,141.20	3,013,000.00	0.00	400,000.00
<i>C&I New Construction</i>	4,503,000.00	76,384.88	54,999.96	0.00	3,910,615.16	338,000.00	0.00	123,000.00
<i>C&I Retrofit</i>	22,596,000.00	518,000.00	360,000.00	0.00	19,674,000.00	1,921,000.00	0.00	123,000.00
<i>New School Construction & Retrofit</i>	3,727,000.00	127,309.64	48,164.32	0.00	2,643,526.04	754,000.00	0.00	154,000.00
<i>Combined Heat & Power (CHP)</i>	15,914,000.00	32,000.00	70,000.00	0.00	15,684,000.00	128,000.00	0.00	0.00
<i>Local Government Energy Audit</i>	2,324,000.00	22,200.00	18,000.00	0.00	2,111,800.00	162,000.00	0.00	10,000.00
<i>Direct Install</i>	3,000,000.00	324,000.00	0.00	10,000.00	2,508,000.00	118,000.00	0.00	40,000.00
<i>Pay-for-Performance</i>	5,000,000.00	244,500.00	64,000.00	34,500.00	4,536,000.00	61,000.00	0.00	60,000.00
<i>Teaching Energy Awareness with Children's Help (TEACH)</i>	400,000.00	38,000.00	0.00	172,000.00	162,000.00	0.00	28,000.00	0.00
Other Energy Efficiency Programs	17,999,000.00	489,400.00	19,600.00	0.00	16,490,000.00	0.00	1,000,000.00	0.00
<i>Special Studies</i>	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
<i>Cool Cities</i>	7,950,000.00	400,000.00	0.00	0.00	7,550,000.00	0.00	0.00	0.00
<i>State of NJ Statewide EE Projects</i>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<i>Utility Program Transition Costs</i>	49,000.00	29,400.00	19,600.00	0.00	0.00	0.00	0.00	0.00
<i>Clean Energy Technology Fund - EE</i>	9,000,000.00	60,000.00	0.00	0.00	8,940,000.00	0.00	0.00	0.00
Total Budget Amount:	189,928,000.00							

Version	1
Menu	Budgets
Sub Menu	Budgets by Cost Category
Summary	Users that have access to this read-only screen have the capability to review Annual Budgets by Cost Categories in IMS. From the Budgets Menu, User(s) should select the Budgets by Cost Category Sub Menu.
Users	Roles with access to the Budgets by Cost Category Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to view an Annual Budget by Cost Categories in IMS by navigating to the Budgets Menu > Budgets by Cost Category Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects year for desired Annual Budget by Cost Categories <ul style="list-style-type: none"> • Previous four years, current year and future four years are available in IMS

Information Management System Requirements

	<ul style="list-style-type: none"> • User selects “View Annual Budget” in the “I would like to” field. Options are: <ul style="list-style-type: none"> •Edit Annual Budget – Default selection •View Annual Budget • User may further refine results by utilizing the additional search criteria which includes: <ul style="list-style-type: none"> •Program Category •Program Sub Category •Program/Market Manager or Vendor • User reviews and confirms the entered criteria • User selects the “View” button to initiate search • IMS directs User(s) to the “View Annual Budgets by Cost Categories” screen and displays Annual Budget by Cost Categories which match the specified search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results • A “Total” Amount field will be highlighted in pink if the Amount for that particular Budget Line Item does not equal the Amount indicated on the “Annual Budget” due to a discrepancy with one or more Cost Category Amounts listed for the Budget Line Item
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display “Please select the year you wish to see Annual Budgets for” if User selects the “View” button without choosing a year • IMS will display “There are no Budget Lines” if User attempts to retrieve data in an “Amount” field by selecting the “I” key on their keyboard if information does not exist in IMS
Post Conditions	<ul style="list-style-type: none"> • User will have the Annual Budget by Cost Categories displayed that matches the specified search criteria. Information displayed at this level includes the following: <ul style="list-style-type: none"> •Budget Line Item •Total •Admin and Program Development •Sales, Marketing, Call Centers, Web Site •Training •Rebates, Grants and Other Direct Incentives •Rebate Processing, Inspections, Other QC •Evaluation and Related Research •Performance Incentives • User may choose to generate an Excel spreadsheet by clicking the “Generate Excel Spreadsheet” link which will provide a report in Excel format of the search results seen on the screen • User may view Budget Line Item detail if Budget Line Item consists of multiple Programs or has a Program managed by multiple Program Managers. <ul style="list-style-type: none"> •User clicks in applicable “Amount” field •User selects the “I” key on keyboard to prompt IMS to display information window •User may view detailed information pertaining to a Budget Line Item’s referenced “Amount” field if it exists <ul style="list-style-type: none"> •Information will be listed by each Program and/or Program Manager

Information Management System Requirements

	which indicates the Budget breakup for that particular Budget Line Item • User selects the “Close” button to close information window
Author and	Applied Energy Group, Inc.
Sign Off	

Maintaining Annual Budget by Cost Categories

Budgets Menu > Budgets by Cost Category Sub Menu

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | QA | Users | Vendors | Reports

Annual Budget By Cost Categories

Year: I would like to:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

[View](#)

The image below is a portion of what User(s) will see upon viewing an Annual Budget by Cost Categories.

Budgets Menu > Budgets by Cost Category Sub Menu > 2008 New Jerseys Clean Energy Program – Energy Efficiency Programs

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | QA | Users | Vendors | Reports

Maintain the Annual Budget By Cost Categories

Year:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

[View](#)

Budget Line Item	Budget Amount	Difference	New Amount	Reason
New Jerseys Clean Energy Program	189,928,000.00	0.00	189,928,000.00	
Energy Efficiency Programs	189,928,000.00	0.00	189,928,000.00	
Residential Energy Efficiency Programs	65,791,000.00	0.00	65,791,000.00	

Information Management System Requirements

Budgets Menu > Budgets by Cost Category Sub Menu > 2008 New Jerseys Clean Energy Program – Energy Efficiency Programs (Continuation of Image)

Energy Efficient Products				
Admin and Program Development	1,282,998.00	0.00	1,282,998.00	+
Sales, Marketing, Call Centers, Web Site	2,657,994.00	0.00	2,657,994.00	+
Training	18,000.00	0.00	18,000.00	+
Rebates, Grants and Other Direct Incentives	15,412,823.00	0.00	15,412,823.00	+
Rebate Processing, Inspections, Other QC	568,160.00	0.00	568,160.00	+
Evaluation and Related Research	0.00	0.00	0.00	+
Performance Incentives	202,025.00	0.00	202,025.00	+
Energy Efficient Products Total:	20,142,000.00	0.00	20,142,000.00	
Residential Energy Efficiency Programs	65,791,000.00	0.00	65,791,000.00	
Clean Energy Technology Fund - EE				
Admin and Program Development	60,000.00	0.00	60,000.00	+
Sales, Marketing, Call Centers, Web Site	0.00	0.00	0.00	+
Training	0.00	0.00	0.00	+
Rebates, Grants and Other Direct Incentives	8,940,000.00	0.00	8,940,000.00	+
Rebate Processing, Inspections, Other QC	0.00	0.00	0.00	+
Evaluation and Related Research	0.00	0.00	0.00	+
Performance Incentives	0.00	0.00	0.00	+
Clean Energy Technology Fund - EE Total:	9,000,000.00	0.00	9,000,000.00	
Total Budget Amount:			189,928,000.00	

Version	1
Menu	Budgets
Sub Menu	Budgets by Cost Category
Summary	Users that have access to this screen have the capability to edit an Annual Budget by Cost Categories in IMS. From the Budgets Menu, User(s) should select the Budgets by Cost Category Sub Menu.

Information Management System Requirements

Users	Roles with access to the Budgets by Cost Category Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to maintain an Annual Budget by Cost Categories in IMS by navigating to the Budgets Menu > Budgets by Cost Category Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects year for desired Annual Budget by Cost Categories <ul style="list-style-type: none"> • Previous four years, current year and future four years are available in IMS • User confirms “Edit Annual Budget” is selected in the “I would like to” field. Options are: <ul style="list-style-type: none"> • Edit Annual Budget – Default selection • View Annual Budget • User may further refine results by utilizing the additional search criteria which includes: <ul style="list-style-type: none"> • Program Category • Program Sub Category • Program/Market Manager or Vendor • User reviews and confirms the entered criteria • User selects the “View” button to initiate search • IMS directs User(s) to the “Maintain the Annual Budget by Cost Categories” screen and displays Annual Budget by Cost Categories which match the specified search criteria. The Budget lineup order follows what was saved last using the “Annual Budgets” screen.
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results • A “Total” Amount field will be highlighted in pink if the Amount for that particular Budget Line Item does not equal the Amount indicated on the “Annual Budget” due to a discrepancy with one or more Cost Category Amounts listed for the Budget Line Item
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display “Please select the year you wish to see Annual Budgets for” if User selects the “View” button without choosing a year • IMS will display “Please enter a reason for the change” if User selects the “Save” button prior to entering a reason for changing Budget Line Item(s) <ul style="list-style-type: none"> • IMS directs User(s) to the exact “Reason” field where information is missing by placing cursor in the field
Post Conditions	<ul style="list-style-type: none"> • User will have the Annual Budget by Cost Categories displayed that matches the specified search criteria. Information displayed at this level includes the following: <ul style="list-style-type: none"> • Budget Line Item • Budget Amount • Difference • New Amount • Reason • User may choose to generate an Excel spreadsheet by clicking the “Generate Excel Spreadsheet” link which will provide a report in Excel format of the search results seen on the screen

Information Management System Requirements

	<ul style="list-style-type: none"> • User may update Budget Amount for Cost Category of a Budget Line Item. Amount(s) must be entered in the “Difference” field as “Budget Amount” and “New Amount” fields are read-only. <ul style="list-style-type: none"> • Updating Cost Category Amount <ul style="list-style-type: none"> • Cost Categories are as follows: <ul style="list-style-type: none"> • Admin and Program Development • Sales, Marketing, Call Centers, Web Site • Training • Rebates, Grants and Other Direct Incentives • Rebate Processing, Inspections, Other QC • Evaluation and Related Research • Performance Incentives • User locates correct Cost Category and enters applicable amount in the “Difference” field <ul style="list-style-type: none"> • A plus sign indicates multiple Programs or Program Managers. User(s) must therefore update Amount fields of the appropriate Program and/or Program Manager as IMS will prohibit them from entering a “Difference Amount” for the Cost Category as a whole. • IMS will update the main Budget Line’s “Difference” and “New Amount” fields upon User exiting the “Difference” field • IMS will update the Budget Line’s parent category’s “Difference” and “New Amount” fields recursively upon User exiting the “Difference” field • IMS will update the “Total Amount” field upon User exiting the “Difference” field • User must enter a reason for this change, and each additional change made to a Cost Category, in the “Reason” field <ul style="list-style-type: none"> • IMS will display certain information to User if a change was previously made to a Cost Category. Information can be seen when User hovers mouse over the “Reason” field which prompts IMS to display the previous amount, new amount, person that made change and date of change. • User selects the “Save” button • Updated “Annual Budget by Cost Categories” for the given year is available in IMS
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Sign Off	

Expenses by Cost Category

The image below is a portion of what a User will see upon entering filter criteria for the “Expenses by Cost Category” Sub Menu.

Budgets Menu > Expenses by Cost Category Sub Menu > 2008 Search Results

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Users
Vendors
Reports

View the Annual Expenses By Cost Category

Year: From the *first* day of:
 To the *last* day of:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

[Generate Excel Spreadsheet](#)

Budget Line Item	Budget Amount	Expense	Variation w/o Commitments	Commitments	Variation w/ Commitments
New Jerseys Clean Energy Program	419,491,010.00	133,356,924.03	286,134,085.97	117,884,756.18	168,249,329.79
Energy Efficiency Programs	189,928,010.00	71,972,212.75	117,955,797.25	1,081,367.34	116,874,429.91
Residential Energy Efficiency Programs	85,933,010.00	42,371,299.41	43,561,710.59	1,081,367.34	42,480,343.25
Residential HVAC - Electric & Gas					
Admin and Program Development	1,602,677.13	1,428,060.00	174,617.13		
Sales, Marketing, Call Centers, Web Site	1,145,678.01	236,456.76	909,221.25		
Training	406,740.00	386,403.00	20,337.00		
Rebates, Grants and Other Direct Incentives	12,081,528.86	6,989,960.00	5,091,568.86		
Rebate Processing, Inspections, Other QC	3,034,757.00	2,284,298.00	750,459.00		
Evaluation and Related Research	0.00	0.00	0.00		
Performance Incentives	210,119.00	61,951.65	148,167.35		
Residential HVAC - Electric & Gas Totals	18,481,500.00	11,387,129.41	7,094,370.59	0.00	7,094,370.59

Information Management System Requirements

Budgets Menu > Expenses by Cost Category Sub Menu > 2008 Search Results (Continuation of Image)

<i>Outreach and Education/Community Partner Grants</i>				
Admin and Program Development	0.00	0.00	0.00	
Sales, Marketing, Call Centers, Web Site	0.00	0.00	0.00	
Training	0.00	0.00	0.00	
Rebates, Grants and Other Direct Incentives	570,000.00	142,343.30	427,656.70	
Rebate Processing, Inspections, Other QC	0.00	0.00	0.00	
Evaluation and Related Research	0.00	0.00	0.00	
Performance Incentives	0.00	0.00	0.00	
Outreach and Education/Community Partner Grants Totals	570,000.00	142,343.30	427,656.70	0.00
Total Amounts:	419,491,010.00	133,356,924.03	286,139,625.97	117,884,756.18
				168,254,869.79

Version	1
Menu	Budgets
Sub Menu	Expenses by Cost Category
Summary	Users that have access to this read-only screen have the capability to review Expenses by Cost Categories in IMS. The Amount represented for a Budget Line Item Total represents the figure shown on the “Annual Budget” for that Budget Line Item. The “Expenses by Cost Categories” will show User(s) a Cost Category Amount breakdown for applicable Budget Line Items, as well as Expenses for those Cost Categories if any should exist. From the Budgets Menu, User(s) should select the Expenses by Cost Category Sub Menu.
Users	Roles with access to the Expenses by Cost Category Sub Menu include PC Director, PC Director - Marketing, Program Manager, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to view Expenses by Cost Categories in IMS by navigating to the Budgets Menu > Expenses by Cost Category Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects year for desired Expenses by Cost Categories <ul style="list-style-type: none"> • Previous four years, current year and future four years are available in IMS • In addition to selecting a year, User may further refine results by utilizing the following search criteria which includes: <ul style="list-style-type: none"> • “From the first day of” field • “To the last day of” field

Information Management System Requirements

	<ul style="list-style-type: none"> •Program Category •Program Sub Category •Program/Market Manager or Vendor • User reviews and confirms the entered criteria • User selects the “View” button to initiate search • IMS displays Expenses by Cost Categories which match the specified search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results • A “Budget Amount” field will be highlighted in pink if the Amount is not equivalent to the Amount indicated on the “Annual Budget”
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display “Please select the year you wish to see Annual Budgets for” if User selects the “View” button without choosing a year • IMS will display “There are no Invoices” if User attempts to retrieve data by selecting the “I” key on their keyboard if information does not exist in IMS for that particular field. Fields that offer data via the “I” key include the following: <ul style="list-style-type: none"> •”Budget Amount” field •”Expense” field
Post Conditions	<ul style="list-style-type: none"> • User will have the Expenses by Cost Categories displayed that match the specified search criteria. Information displayed at this level includes the following: <ul style="list-style-type: none"> •Budget Line Item •Budget Amount •Expense – Invoices that appear are Invoices approved by at least one Approving Authority Member •Variation without Commitments – Difference between the “Budget Amount” and “Expense” field •Commitments - Only Programs which have the “Track Commitments” attribute selected will have application data appear in this field •Variation with Commitments- The “Budget Amount” field less the sum of the “Expense” and “Commitments” field • User may choose to generate an Excel spreadsheet by clicking the “Generate Excel Spreadsheet” link which will provide a report in Excel format of the search results seen on the screen • User may view Budget Line Item or Cost Category detail to display a breakup of the Budget if multiple Program(s) and/or Program Manager(s) exist <ul style="list-style-type: none"> •User clicks in applicable “Budget Amount” •User selects the “I” key on keyboard to prompt IMS to display information window •User may view detailed information pertaining to Cost Category or Budget Line Item <ul style="list-style-type: none"> •Information will be listed by each Program and/or Program Manager •User selects the “Close” button to close information window • User may view Budget Line Item or Cost Category detail to display a breakup of the Expense <ul style="list-style-type: none"> •User clicks in applicable “Expense Amount” •User selects the “I” key on keyboard to prompt IMS to display information

Information Management System Requirements

	<p>window</p> <ul style="list-style-type: none">•User may view detailed information pertaining to Cost Category or Budget Line Item•Information displayed in the information window includes Invoice Number, Program Name, Date Invoice was Received and Amount. Information is listed by each Program and/or Program Manager.<ul style="list-style-type: none">•Details of a specific Invoice may be viewed by clicking the "Invoice #" link of the desired Invoice. Clicking on the "Invoice #" link opens the Customer Rebate detail page or the Program Expense detail page depending on the type of Invoice chosen.•User selects the "Close" button to close information window
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Sign Off	

Funds in Reserve

Budgets Menu > Funds in Reserve Sub Menu > 2009 Search Results

View Funds in Reserve

Year: 2009

Expenses/Income: As of the end of the chosen year
 For selected period of chosen year

From the *first* day of: JAN

To the *last* day of: DEC

Program Category: New Jerseys Clean Energy Program Program Sub Category: Renewable Energy Programs

Program/Market Manager or Vendor: All

View

[Generate Excel Spreadsheet](#)

Budget Line Item	Opening Balance	Income	Total Income	Expenses	Balance in Reserve
New Jerseys Clean Energy Program	7,348,408.00	12,359.72	7,360,767.72	335,297.00	7,025,470.72
Renewable Energy Programs	7,348,408.00	12,359.72	7,360,767.72	335,297.00	7,025,470.72
Renewable Energy EDA Programs	7,348,408.00	12,359.72	7,360,767.72	335,297.00	7,025,470.72
RE Project Grants and Financing	0.00	0.00	0.00	275,297.00	-275,297.00
Renewable Energy Business Venture Financing/REED	0.00	4,179.17	4,179.17	0.00	4,179.17
Edison Innovation Clean Energy Manufacturing Fund	7,348,408.00	8,180.55	7,356,588.55	60,000.00	7,296,588.55
Total Amount:	7,348,408.00	12,359.72	7,360,767.72	335,297.00	7,025,470.72

Version	1
Menu	Budgets
Sub Menu	Funds in Reserve
Summary	Users that have access to this read-only screen have the capability to review Funds in Reserve. From the Budgets Menu, User(s) should select the Funds in Reserve Sub Menu.
Users	Roles with access to the Funds in Reserve Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to view Funds in Reserve by navigating to the Budgets Menu > Funds in Reserve Sub Menu

Information Management System Requirements

Main Path	<ul style="list-style-type: none"> • User selects year to view Funds in Reserve <ul style="list-style-type: none"> • Previous four years, current year and future four years are available in IMS • User may further refine which Funds to view by utilizing the additional search criteria which includes: <ul style="list-style-type: none"> • The period for which the numbers are being drawn up <ul style="list-style-type: none"> • All expenses/income from/to the reserve up until the end of the chosen year • All expenses/income from/to the reserve during the chosen year • Program Category • Program Sub Category • Program/Market Manager or Vendor • User reviews and confirms the entered criteria • User selects the “View” button to initiate search • IMS displays Funds in Reserve which match the specified search criteria for Programs that have been set to track Funds in Reserve
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Budget Lines that match the filter criteria" if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display “Please select the year you wish to view the Funds in Reserve for” if User selects the “View” button without choosing a year • IMS will display “There are no Invoices” if User attempts to retrieve data by selecting the “I” key on their keyboard if information does not exist in IMS for that particular field. Fields that offer data via the “I” key include the following: <ul style="list-style-type: none"> • “Opening Balance” field • “Income” field • “Expenses” field
Post Conditions	<ul style="list-style-type: none"> • User will have the Funds in Reserve displayed that matches the specified search criteria. Only Programs which have the “Program includes Funds in Reserve” attribute selected will appear on the “Funds in Reserve” Sub Menu. Information displayed at this level includes the following: <ul style="list-style-type: none"> • Budget Line Item • Opening Balance • Income • Total Income • Expenses • Balance in Reserve • User may choose to generate an Excel spreadsheet by clicking the “Generate Excel Spreadsheet” link which will provide a report in Excel format of the search results seen on the screen • A plus sign for a Budget Line Item indicates multiple Programs or Program Managers. User(s) may view Budget Amount distribution for the applicable Program(s) and/or Program Manager(s) by selecting the plus sign. <ul style="list-style-type: none"> • User may click the minus sign to close detail and return to Budget Line Item • User may view Opening Balance, Income or Expense detail of a Budget Line Item if detail exists in IMS. <ul style="list-style-type: none"> • User clicks in applicable field

Information Management System Requirements

	<ul style="list-style-type: none"> •User selects the “I” key on keyboard to prompt IMS to display information window •IMS displays Invoices for selected field •User selects the “Close” button to close information window <ul style="list-style-type: none"> •Information displayed in the information window includes Invoice Number, Program Name, Date Invoice was Received and Amount <ul style="list-style-type: none"> •Details of a specific Invoice may be viewed by clicking the "Invoice #" link of the desired Invoice. Clicking on the “Invoice #” link opens the Customer Rebate detail page or the Program Expense detail page depending on the type of Invoice chosen. •Opening Balance Amount is generated from the initial Funds transferred to that Program •Expenses may occur due to any of the following: <ul style="list-style-type: none"> •Grant •Interest Buydown •Loan •Measure Cost •Payback Buydown •Project Funding •Rebate •Income may be generated from the following sources: <ul style="list-style-type: none"> •Canceled Loan •Fund Interest •Late Fees •Loan Commitment •Loan Interest •Principal Payment •Service Fees
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Sign Off	

Contracts

Contracts Menu > Available Sub Menus

The screenshot displays the 'Contracts' menu within an information management system. At the top, a navigation bar includes tabs for 'Budgets', 'Contracts', 'Data Integration', 'Documents', 'Invoices', 'Measures', 'Programs', 'QA', 'Reports', 'Users', and 'Vendors'. The 'Contracts' tab is active. Below the navigation bar, a sub-menu is open, listing 'Add Contract', 'Search Contract', and 'Update Contract'. The main content area is titled 'Search for Contracts' and features a search form with the following elements: a dropdown menu for 'Market Manager Name' set to 'All', a dropdown menu for 'Contract Number' set to 'All', a date input field for 'Start Date', and a date input field for 'End Date'. A 'Clear' button and a 'Search' button are located at the bottom right of the search form. In the top right corner of the search area, there is a small icon of a document with a gear and the text 'Add Contract'.

The *Contracts* Menu consists of the *Add Contract*, *Search Contract*, and *Update Contract* Sub Menus. The use cases identified below are discussed on behalf of the *Contracts* Menu. Please note the order of Sub Menus is always subject to change and may not reflect what is displayed in above screenshot.

- [Searching for Contract Records](#)
- [Updating a Contract Record](#)
- [Adding a Contract Record](#)

Searching for Contract Records

Contracts Menu > Search Contract Sub Menu

Menu	Contracts
Sub Menu	Search Contract
Summary	Users that have access to this screen have the capability to search, review, update and/or add Contract records. Searching for Contracts will only be discussed in this use case as the other mentioned topics each have a designated section. From the <i>Contracts</i> Menu, User should select the <i>Search Contract</i> Sub Menu. Functionality depends on access rights granted to User.
Users	Roles with access to the <i>Search Contract</i> Sub Menu include PC Director, PC Director – Marketing, Program Coordinator, PC Admin and IMS Admin.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Contract record(s) by navigating to the Contracts Menu > Search Contract Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Contract(s). Search criteria includes: <ul style="list-style-type: none"> •Market Manager Name •Contract Number <ul style="list-style-type: none"> •A Contract listed as an <i>Undefined Contract</i> indicates a Contract not associated to a Program Manager. The Contract does not have a relevant start or end date and is not modifiable. It contains eight Contract Lines associated to each of the eight reporting categories. A Unit Price is not listed for any Contract Line on an Undefined Contract. <ul style="list-style-type: none"> •Undefined Contracts are used for those that do not have a Contract with the Board of Public Utilities. IMS requires a Contract Number and Contract Line for each expense so this allows for invoice submission without having a Contract. •Start Date •End Date • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Contracts matching search criteria

Information Management System Requirements

Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • The list of Contracts can be sorted by any of the underlined columns by clicking on the column title. The list is sorted by the name of the <i>Market Manager</i> column by default. • If the number of Contracts listed exceeds ten in number only the first ten Contract records are shown. There is a drop-down displaying the number of records in sets of ten (or less). User may select a different range to display additional Contracts. • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search
Post Conditions	<p>User will have Contract records displayed that match entered search criteria. Information displayed at this level includes Market Manager, Contract Number, Contract Start Date, Contract End Date and Edit. User may choose to do the following upon viewing search results:</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select the <i>Add Contract</i> icon to be navigated to the <i>Add Contract</i> screen. Please see the Adding a Contract Record section for further information. • Edit Contract record <ul style="list-style-type: none"> • Please see the Updating a Contract Record section for further information

Updating a Contract Record

Contracts Menu > Search Contract Sub Menu > Applied Energy Group Search Results

Budgets **Contracts** Data Integration Documents Invoices Measures Programs QA Reports Users Vendors


Add Contract

Search for Contracts

Market Manager Name: Applied Energy Group Contract Number: All

Start Date: End Date:

Clear Search

 Generate Excel Spreadsheet

Edit Icon Records 1-1


Market Manager	Contract Number	Contract Start Date	Contract End Date	Edit
Applied Energy Group	68922	07-11-2007	07-10-2011	

Image below is what User sees upon selecting the *Edit* icon.


Contracts Menu > Update Contract Sub Menu (Partial View of Contract)

Budgets **Contracts** Data Integration Documents Invoices Measures Programs QA Reports Users Vendors

Update Contract

Program/Market Manager or Vendor: Applied Energy Group Contract Number: 68922

Start Date: 07-11-2007 End Date: 07-10-2011

 Generate Excel Spreadsheet

Contract Line #	Contract Line Start Date (mm-dd-yyyy)	Contract Line End Date (mm-dd-yyyy)	Description	Unit Price (\$)	Unit	Expense Cat ID	Cap
1	07-11-2007	07-10-2009	Attendance discussions and delivery of minutes for kickoff meetings	\$ 3890	Each	Admin and Program Development	\$
2	07-11-2007	07-10-2009	Delivery of joint transition plan and draft work plan	\$ 21360	Each	Admin and Program Development	\$
3	07-11-2007	07-10-2009	Delivery of final work plan including final IMS work plan	\$	Each	Admin and Program Development	\$

Information Management System Requirements

Contracts Menu > Update Contract Sub Menu (Partial View of Contract)

36	01-01-2011	07-10-2011	ARRA Miscellaneous Administration	\$	Each	Admin and Program Development	\$
37	07-01-2010	12-31-2010	Additional SEP ARRA related Quality Assurance	\$ 10404	Per Month	Admin and Program Development	\$
37	01-01-2011	07-10-2011	Additional SEP ARRA related Quality Assurance	\$ 10404	Per Month	Admin and Program Development	\$
38	07-01-2010	12-31-2010	Additional SEEARP and EECBG ARRA related Quality Assurance	\$ 2601	Per Month	Admin and Program Development	\$
38	01-01-2011	07-10-2011	Additional SEEARP and EECBG ARRA related Quality Assurance	\$ 2601	Per Month	Admin and Program Development	\$

[Add a New Contract Line](#) [Remove Last Contract Line](#)

Clear Save

Menu	Contracts
Sub Menu	Update Contract
Summary	Users with access to this screen have the capability to update information on Contract records. From the <i>Contracts</i> Menu, User should select the <i>Update Contract</i> Sub Menu.
Users	Roles with access to the <i>Update Contract</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to update Contract record(s) by navigating to the Contracts Menu > Update Contract Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the update process by initiating a search to locate correct Contract record(s) <ul style="list-style-type: none"> • User will initially be directed to the <i>Search for Contracts</i> screen when selecting the <i>Update Contract</i> Sub Menu • User specifies search criteria to locate Contract record(s). Search criteria and process is described in the Searching for Contract Records section. Please review for further information. • User will have Contract record(s) displayed that match the specified search criteria. Information displayed at this level includes Market Manager, Contract Number, Contract Start Date, Contract End Date and Edit. • User selects the <i>Edit</i> icon of the selected Contract record <ul style="list-style-type: none"> • User will be directed to the <i>Update Contract</i> screen • User updates Contract record. Possible fields to update at the Contract level include the following:

Information Management System Requirements

	<ul style="list-style-type: none"> • Start Date • End Date <ul style="list-style-type: none"> • The Program/Market Manager or Vendor and Contract Number fields are grayed out and read-only • Possible fields to update at the Contract Line level include the following: <ul style="list-style-type: none"> • Contract Line Start Date • Contract Line End Date • Description • Unit Price (\$) • Unit • Expense Cat ID • Cap <ul style="list-style-type: none"> • The Contract Line Number field is grayed out and read-only • User has the option to add a new Contract Line by selecting the Add a New Contract Line link <ul style="list-style-type: none"> • Contract Line information that may be completed includes Contract Line Number, Contract Line Start Date, Contract Line End Date, Description, Unit Price (\$), Unit, Expense Cat ID and Cap <ul style="list-style-type: none"> • Cap is not a required field, all others are required to enter Contract Line Item • User has the option to remove the last Contract Line by selecting the Remove Last Contract Line link <ul style="list-style-type: none"> • Last Contract Line will be removed; existing Contract Lines may not be deleted • User selects the <i>Save</i> button • IMS will display <i>Details for Contract 'Contract Number' were updated successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>Existing Contract Lines cannot be deleted</i> if User attempts to remove last Contract Line Item that is an existing Contract Line Item • IMS will display <i>Please select a Contract Start Date</i> if User selects the <i>Save</i> button prior to entering a Start Date for Contract • IMS will display <i>Please enter a Contract Line Start Date on or before the Respective Contract Line End Date</i> if User selects the <i>Save</i> button with a Contact Line Start Date later than a Contract Line End Date • IMS will display <i>The date format should be: mm-dd-yyyy</i> if User selects the <i>Save</i> button after entering Contract Line Start Date in a different format • IMS will display <i>Please enter a Contract End Date</i> if User selects the <i>Save</i> button prior to entering an End Date for Contract • IMS will display <i>Please enter a Contract Line Start Date on or before the Respective Contract Line End Date</i> if User selects the <i>Save</i> button with a Contact Line End Date prior to a Contract Line Start Date • IMS will display <i>The date format should be: mm-dd-yyyy</i> if User selects the <i>Save</i>

Information Management System Requirements

	<p>button after entering Contract Line End Date in a different format</p> <ul style="list-style-type: none"> • IMS will display <i>Please do not submit a blank Contract Line Item</i> if User selects the <i>Save</i> button prior to entering any details for that Contract Line Item • IMS will display <i>Please remove leading zeros from the Contract Line Number</i> if User selects the <i>Save</i> button prior to entering information for the Contract Line Item • IMS will display <i>Please do not submit a blank Contract Line Start Date</i> if User selects the <i>Save</i> button prior to entering a Start Date • IMS will display <i>Please do not submit a blank Contract Line End Date</i> if User selects the <i>Save</i> button prior to entering an End Date • IMS will display <i>Please do not submit a blank Contract Line Description</i> if User selects the <i>Save</i> button prior to entering a description for the Contract Line Item • IMS will display <i>Please fill in missing Unit fields</i> if User selects the <i>Save</i> button prior to entering information in any of the Unit fields (Unit Price (\$) and Unit) • IMS will display <i>Some Contract Lines are missing Reporting Categories. Please choose one.</i> if User selects the <i>Save</i> button prior to selecting a reporting category • IMS will display <i>When there are two Contract Lines with the same number please ensure that the date ranges are mutually exclusive</i> if User selects the <i>Save</i> button with repeating Contract Lines that have overlapping date ranges • If the User updates a Contract Line for a time period that is used in an existing Invoice in IMS, IMS does NOT proceed with the save and informs User of the same
<p>Post Conditions</p>	<ul style="list-style-type: none"> • Upon conducting search to locate Contract record(s), User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search result set as indicated on the <i>Search for Contracts</i> screen • User may select the <i>Add Contract</i> icon to be navigated to the <i>Add Contract</i> screen. Please see the Adding a Contract Record section for further information. • Upon User selecting the <i>Edit</i> button, User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the Contract Line Numbers as indicated on the <i>Update Contract</i> screen • Updated information is available in IMS • Updated Contract Line, if a new Contract Line Item was added, will be available for selection when creating records in IMS

Adding a Contract Record

Contracts Menu > Add Contract Sub Menu

Add Contract

Program/Market Manager or Vendor:

Contract Number:

Start Date: End Date:

Contract Line #	Contract Line Start Date (mm-dd-yyyy)	Contract Line End Date (mm-dd-yyyy)	Description	Unit Price (\$)	Unit	Expense Cat ID	Cap
Add a New Contract Line Remove Last Contract Line							

Menu	Contracts
Sub Menu	Add Contract
Summary	Users that have access to this screen have the capability to add a Contract to an existing Market/Program Manager or Vendor record in IMS. From the <i>Contracts</i> Menu, User should select the <i>Add Contract</i> Sub Menu.
Users	Roles with access to the <i>Add Contract</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to add a Contract to an existing Program/Market Manager or Vendor by navigating to the Contracts Menu > Add Contract Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects the appropriate Program/Market Manager or Vendor for which the Contract will be associated to in IMS from the <i>Program/Market Manager or Vendor</i> field • User enters required information for the new Contract record. Information necessary for the record includes: <ul style="list-style-type: none"> • Contract Number • Start Date • End Date • Contract Line Information <ul style="list-style-type: none"> • User selects the Add a new Contract Line link <ul style="list-style-type: none"> • User must enter at least one Contract Line Item for new Contract • Contract Line information that may be completed includes Contract Line Number, Contract Line Start Date, Contract Line End Date, Description, Unit Price (\$), Unit, Expense Cat ID and Cap

Information Management System Requirements

	<ul style="list-style-type: none"> • Cap is not a required field, all others are required to enter Contract Line Item • User reviews and confirms the entered information • User selects the <i>Add</i> button • IMS will display <i>Contract 'Contract Number' was created successfully</i> upon adding the Contract successfully to IMS
Alternate Path	<ul style="list-style-type: none"> • User may choose to change information entered and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered thus far for the record.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a Contract Number</i> if User selects the <i>Add</i> button prior to entering information in the <i>Contract Number</i> field • IMS will display <i>The Contract Number you have just entered already exists in the IMS. Please enter a different one.</i> if User selects the <i>Add</i> button after entering an existing Contract Number for the new Contract • IMS will display <i>Please select a Contract Start Date</i> if User selects the <i>Add</i> button prior to entering information in the <i>Start Date</i> field • IMS will display <i>Please select a Contract End Date</i> if User selects the <i>Add</i> button prior to entering information in the <i>End Date</i> field • IMS will display <i>The date format should be: mm-dd-yyyy</i> if User selects the <i>Add</i> button upon entering date not in valid format • IMS will display <i>Please enter at least one Contract Line</i> if User selects the <i>Add</i> button prior to entering Contract Line information for new Contract • IMS will display <i>Please remove leading zeros from the Contract Line Number</i> if User selects the <i>Add</i> button upon entering a Contract Line Number beginning with zeros • IMS will display <i>Please enter a Contract Line Start Date on or before the respective Contract line end date</i> if User selects the <i>Add</i> button upon entering a Contract Line Start or End Date that does not fall within the designated Contract date range • IMS will display <i>Please ensure that all Contract Line start dates are on or after the Contract start date</i> if User selects the <i>Add</i> button upon entering a Contract Line Start Date for a Contract Line that does not fall within the date range of the Contract • IMS will display <i>Please ensure that all Contract Line end dates are on or before the Contract end date</i> if User attempts to enter a Contract Line End Date for a Contract Line that does not fall within the date range of the Contract • IMS will display <i>Please do not submit a blank Contract Line Start Date</i> if User selects the <i>Add</i> button prior to entering a Start Date • IMS will display <i>Please do not submit a blank Contract Line End Date</i> if User selects the <i>Add</i> button prior to entering an End Date • IMS will display <i>Please do not submit a blank Contract Line Description</i> if User selects the <i>Add</i> button prior to entering a description for the Contract Line Item • IMS will display <i>Please fill in missing Unit fields</i> if User selects the <i>Add</i> button prior to entering information in any of the Unit fields <ul style="list-style-type: none"> • Unit Price (\$) • Unit

Information Management System Requirements

	<ul style="list-style-type: none">• IMS will display <i>Some Contract Lines are missing Reporting Categories. Please choose one.</i> if User selects the <i>Add</i> button prior to selecting a reporting category• IMS will display <i>Please do not submit a blank Contract Line Item</i> if User selects the <i>Add</i> button prior to entering any details for that Contract Line Item• IMS will display <i>When there are two Contract Lines with the same number please ensure that the date ranges are mutually exclusive</i> if User selects the <i>Add</i> button with repeating Contract Lines that have overlapping date ranges
Post Conditions	<ul style="list-style-type: none">• Contract record now appears in IMS• Updated Contract will be available for selection when creating records in IMS

Data Integration

Data Integration > Available Sub Menus

The screenshot shows a navigation bar with the following items: Budgets, Contracts, Data Integration (highlighted), Documents, Invoices, Measures, Programs, QA, Reports, Users, and Vendors. Below the navigation bar, a dropdown menu is open under 'Data Integration', showing 'Retrieve Utility Integration File' and 'Upload Data Files'. The main content area displays the title 'Retrieve Utility - Market Manager Integration CSV File'. Below the title, there is a form with a label 'Utility Company:' followed by a dropdown menu currently showing 'ACE'. A blue 'Retrieve' button is located in the bottom right corner of the form area.

The *Data Integration* Menu consists of the *Retrieve Utility Integration File* and *Upload Data Files* Sub Menus. The use cases identified below are discussed on behalf of the *Data Integration* Menu.

- [Retrieve Utility Integration File](#)
- [Upload Data Files](#)

Retrieve Utility Integration File

Data Integration Menu > Retrieve Utility Integration File Sub Menu

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Retrieve Utility - Market Manager Integration CSV File

Utility Company:

[Retrieve](#)

Menu	Data Integration
Sub Menu	Retrieve Utility Integration File
Summary	Users that have access to this screen have the capability to retrieve Utility Integration Files in IMS. From the <i>Data Integration</i> Menu, User should select the <i>Retrieve Utility Integration File</i> Sub Menu.
Users	Roles with access to the <i>Retrieve Utility Integration Files</i> Sub Menu include PC Director, Program Manager and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to retrieve a Utility Integration File by navigating to the Data Integration Menu > Retrieve Utility Integration File Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects the appropriate Utility Company in the <i>Utility Company</i> field <ul style="list-style-type: none"> •IMS is currently populated with all Utility Companies so the first Utility Company entered will be default displayed to User • User confirms selection • User selects the <i>Retrieve</i> button • <i>File Download</i> dialog box opens allowing user to select <i>Open</i>, <i>Save</i>, or <i>Cancel</i> • User selects the <i>Open</i> button <ul style="list-style-type: none"> •User may select the <i>Save</i> button to save file to system •User may select the <i>Cancel</i> button to stop the file from opening • File is displayed in Excel format and User reviews information • User closes Excel file and returns to IMS
Alternate Path	<ul style="list-style-type: none"> • IMS may not provide a Utility Integration File if one does not exist for the specified Utility Company
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to retrieve a file • Excel file may indicate <i>Missing Information</i> in a column for those Applications that do not have information to display

Information Management System Requirements





Post Conditions	<ul style="list-style-type: none">• Utility Integration File is shown in Excel format. The information displayed includes Program Name, Utility Account Number, Application Number and Application ID<ul style="list-style-type: none">• A Utility Integration File is limited to the amount of records it can hold within the file. An Excel worksheet using Excel 2003 or earlier versions are limited to 65,536 rows and 256 columns. Therefore, a worksheet is capped at displaying 65,536 Applications along with the other relevant data listed for a Utility Integration File mentioned above. Excel 2007 worksheets are limited to 1,048,576 rows and 16,384 columns.
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Upload Data Files

Data Integration Menu > Upload Data Files Sub Menu

Menu	Data Integration
Sub Menu	Upload Data Files
Summary	Users that have access to this screen have the capability to upload data files in IMS when a User is unable to automate the file transfer process. From the Data Integration Menu, User should select the Upload Data Files Sub Menu.
Users	Roles with access to the Upload Data Files Sub Menu include PC Director, Program Manager, Treasury, PC Admin, Auditor, CST - Spending Approval I, CST - Spending Approval II, EDA - Spending Approval II, OCE - Special Projects CST II, OCE - Special Projects O&E II and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to upload data file(s) by navigating to the Data Integration Menu > Upload Data Files Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects the appropriate Program/Market Manager or Vendor from the <i>Program/Market Manager or Vendor</i> field. If the User has the Role of a Program Manager, the drop-down holds only the Program/Market Manager or Vendor associated with that User. • User selects the <i>Browse</i> button to locate desired CSV file(s) and supporting documentation, if any, to upload in the <i>File</i> field • User selects the <i>Open</i> button • User selects the “Add File to Working Folder” button, the double-arrow, to move files to Working Folder <ul style="list-style-type: none"> • Files may be present in an User’s Working Folder if they have file(s) listed from a previous session that may not have been uploaded as of yet • IMS will upload one set of Data Files every six hours. Therefore, a User may not upload more than one set of Data Files per scheduled upload. They must wait for the next scheduled upload for additional Data Files to be uploaded to IMS.

Information Management System Requirements

	<ul style="list-style-type: none"> File formats are defined and data is expected to be present in certain fields depending on the type of file. Please review documents below for further information: <div style="text-align: center;">    </div> <p style="text-align: center;">IMS_FF_Version1.1.xls IMS_FF_Version1.2.xls IMS_FF_Version2.1.xls</p> <ul style="list-style-type: none"> All CSV files need to have the extension that is mentioned in the applicable tab as referenced in the files above. This is how the integration layer will recognize the file and accept its contents. In addition to the files submitted by the Program Managers as described above, the Treasury Role can submit a Payment Reconciliation Report in Excel similar to the Report below. Please review the example below for further information: <div style="text-align: center;">  </div> <p style="text-align: center;">April.xls</p> <ul style="list-style-type: none"> The above file includes Payment Date, Transaction Number, Vendor Name, Amount and Invoice Amount. The above details are absorbed once per month by the Treasury Batch Process that is scheduled to run every six hours. Treasury selects the Excel file using the “Browse” button on the “Upload Data Files” screen and moves it to the “Working Folder” using the “Add File to Working Folder” button. The file will then be uploaded to the Integration Layer once the User selects the “Save” button. <ul style="list-style-type: none"> User reviews and confirms the Data File(s) for upload User selects the “Save” button
Alternate Path	<ul style="list-style-type: none"> IMS will save Data File(s) transferred to an User’s Working Folder if they opt to upload at a later time User may opt to remove Data File(s) from their Working Folder by selecting the “Remove File from Working Folder” button for any selected Data File(s)
Exception Path	<ul style="list-style-type: none"> IMS will send Email to appropriate Program Manager indicating there was an error with the upload and give detail. IMS will display “Files currently exist in the NEW folder. Please wait for the next batch job to complete before transferring a new set of files” if User attempted to Upload additional Data Files before the previous session’s Data Files were uploaded
Post Conditions	<ul style="list-style-type: none"> Successful Upload of Data File(s) <ul style="list-style-type: none"> Information will be present in IMS Files are moved to a folder indicating that the file(s) were processed Unsuccessful Upload of Data File(s) <ul style="list-style-type: none"> Files are moved to a folder indicating that the file(s) were rejected IMS will send Email to appropriate Program Manager indicating there was a failure with the upload If the file being processed is the Treasury Payment Reconciliation Report, IMS attempts to match each payment with Invoices in IMS that have been marked as paid by Treasury or Marked as an Expense. It does this by comparing the Invoice

Information Management System Requirements

Numbers and Invoice Amounts.

- All records that can be matched appear as data in the Payment history section of the Invoice detail. Invoice detail is dependent upon the type of Invoice being viewed and is described in the [Customer Rebate](#) detail page or the [Program Expense](#) detail page. Please review for further information.
- All records that could not be matched will appear as records on the Payments Pending Reconciliation screen. Please review the “[Treasury Payment Reconciliation – Payments Pending Reconciliation](#)” section for further information.

Documents

Documents Menu > Available Sub Menus

The screenshot displays the 'Documents' menu with sub-menus 'Retrieve Documents' and 'Save Documents'. Below the menu is a search form titled 'Retrieve Documents' with the following fields:

- Document Name:
- Document Category*:
- Document Description:
- Document Date:

Buttons for 'Search' and 'Clear' are located at the bottom right of the form.

The *Documents* Menu consists of the *Retrieve Documents* and *Save Documents* Sub Menus. The use cases identified below are discussed on behalf of the *Documents* Menu. Please note the order of Sub Menu is always subject to change and may not reflect what is displayed in above screenshot.

- [Retrieving Documents](#)
- [Saving Documents](#)

Retrieving Documents

Documents Menu > Retrieve Documents Sub Menu > Board Orders Document Category Search Results

Budgets | Contracts | Data Integration | **Documents** | Invoices | Measures | Programs | QA | Reports | Users | Vendors

Retrieve Documents

Document Name: Document Category*: Board Orders

Document Description:

Document Date:

[Search](#) [Clear](#)

Records 1-10

Document Name	Document Description	Document Date	Document Number	Action
<input type="checkbox"/> 06-02-11 EO07030203 EE and RE 2009-2012 2nd Revised Budget.pdf	Board Order	06-02-2011	EO07030203	Download
<input type="checkbox"/> 06-02-11 EO10110865 EE and RE 2009-2012 2nd Revised Budget.pdf	Board Order	06-02-2011	EO10110865	Download
<input type="checkbox"/> 06-02-11 EO09030210 2009 SEP - ARRA - Funding Plan.pdf	Board Order	06-02-2011	EO09030210	Download
<input type="checkbox"/> 06-02-11 EG09080611 EE Appliance Rebate - ARRA - Reallocation Plan.pdf	Board Order	06-02-2011	EG09080611	Download
<input type="checkbox"/> 05-16-11 EO11040232V CORE Rebate Commitment Deadline Extension.pdf	Board Order	05-16-2011	EO11040232V	Download
<input type="checkbox"/> 04-27-11 EO08110971 OSW Rebate Extension Fishermens Energy of NJ.pdf	Board Order	04-27-2011	EO08110971	Download
<input type="checkbox"/> 04-27-11 EO08110971 OSW Rebate Extension NRG Bluewater Wind.pdf	Board Order	04-27-2011	EO08110971	Download
<input type="checkbox"/> 04-21-11 EO09070573 CORE Extension NJ Meadowlands Commission.pdf	Board Order	04-21-2011	EO09070573	Download
<input type="checkbox"/> 04-13-11 EO07030203 EO10110865 Rev 2011 Bdgts and Utility 09-10 True Up.pdf	Board Order	04-13-2011	EO07030203	Download
<input type="checkbox"/> 04-13-11 EO07030203 EO10110865 Rev 2011 Bdgts and Utility 09-10 True Up.pdf	Board Order	04-13-2011	EO10110865	Download

[Delete](#) [Clear](#)

Menu	Documents
Sub Menu	Retrieve Documents
Summary	Users have the capability to retrieve various types of documents in IMS. From the <i>Documents</i> Menu, User should select the <i>Retrieve Documents</i> Sub Menu.
Users	All Roles have access to the <i>Retrieve Documents</i> Sub Menu. The only Roles having the capability to delete documents in IMS include PC Director and PC Admin.

Information Management System Requirements

Preconditions	User should be successfully logged in to IMS
Triggers	User opts to locate a document in IMS by navigating to the Documents Menu > Retrieve Documents Sub Menu
Main Path	<ul style="list-style-type: none"> • User enters criteria so that IMS may locate appropriate document. Criteria includes the following: <ul style="list-style-type: none"> • Document Name • Document Category <ul style="list-style-type: none"> • ARRA Documents • Board Orders – Docket Number will be available as search criteria if this Document Category is chosen • Current Programs • Evaluation Studies/Reports • Meeting Notes • Program & Policy Development • Reports – Prepared By and Report Type will be available as search criteria if this Document Category is chosen • Document Description • Document Date • User reviews and confirms the entered criteria • User selects the <i>Search</i> button to initiate search • IMS displays documents which match the specified search criteria • User selects the Download link of appropriate document to view <ul style="list-style-type: none"> • User may select the <i>Open</i> or <i>Save</i> button depending on what they would like to do with the retrieved document • User may select the <i>Cancel</i> button to stop the document from opening • Depending on selection made in the <i>Document Category*</i> field, various details are shown for the displayed documents: <ul style="list-style-type: none"> • Board Orders <ul style="list-style-type: none"> • Details shown include Document Name, Document Description, Document Date, Document Number and Action • Reports <ul style="list-style-type: none"> • Details shown include Document Name, Document Description, Report Type, Document Date, Prepared By and Action • Current Programs, Evaluation Studies/Reports, Meeting Notes and Program & Policy Development <ul style="list-style-type: none"> • Details shown for this Document Category include Document Name, Document Description, Document Date and Action
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may opt to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • If the number of documents listed exceeds 10 in number only the first 10 documents are shown. There is a drop-down displaying the number of records in sets of 10 (or less). User may click on a different range to display those documents.

Information Management System Requirements

Exception Path	<ul style="list-style-type: none">• IMS will display <i>Please select Document Category</i> if User selects the <i>Search</i> button without choosing a category• User opts to search via <i>Document Name*</i> field and enters partial numbers or text in the <i>Document Name*</i> field rather than a specific name. IMS will display all documents that contain the entered information within the <i>Document Name*</i> field.• User opts to search via <i>Document Description*</i> field and enters partial numbers or text in the <i>Document Description*</i> field. IMS will display all documents that contain the entered information within the <i>Document Description*</i> field.
Post Conditions	<ul style="list-style-type: none">• User(s) granted appropriate access may delete documents in IMS<ul style="list-style-type: none">•User selects the checkbox of the appropriate document(s) to delete•User may select the <i>Clear</i> button to deselect any checkboxes•User selects the <i>Delete</i> button<ul style="list-style-type: none">•IMS will delete the document and display <i>The Document(s) were deleted successfully</i> upon deletion

Saving Documents

Documents Menu > Save Documents Sub Menu

Menu	Documents
Sub Menu	Save Documents
Summary	Users have the capability to save various types of documents in IMS. From the <i>Documents</i> Menu, User should select the <i>Save Documents</i> Sub Menu.
Users	Roles that have the capability to save documents in IMS include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to save a document in IMS by navigating to the Documents Menu > Save Documents Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects the <i>Browse</i> button in the <i>Document Name*</i> field <ul style="list-style-type: none"> • User must locate document and select the <i>Open</i> key to upload document to IMS <ul style="list-style-type: none"> • File size should not exceed 50 MB • File name cannot exceed 1000 characters in length • User selects one of the following categories from available LOVs in the <i>Document Category*</i> field: <ul style="list-style-type: none"> • ARRA Documents • Board Orders <ul style="list-style-type: none"> • User will be prompted to enter a Docket Number in the <i>Docket Number*</i> field if this category is chosen • Current Programs • Evaluation Studies/Reports • Meeting Notes • Program & Policy Development • Reports <ul style="list-style-type: none"> • User will be prompted to enter information in the <i>Prepared By*</i> and <i>Report Type*</i> fields if this category is chosen

Information Management System Requirements

	<ul style="list-style-type: none"> •Options for Report Type are Monthly, Quarterly and Annually • User enters appropriate description for the document in the <i>Document Description</i> text box <ul style="list-style-type: none"> •Document Description may not exceed 2000 characters in length • User selects the Public or Private in the <i>Accessibility*</i> field <ul style="list-style-type: none"> •<i>Public</i> allows all Users that have access to the <i>Documents</i> Sub Menu accessibility to the document •<i>Private</i> allows only the User that uploaded the document accessibility to the document • User reviews and confirms the entered information • User selects the <i>Upload</i> button • IMS displays <i>The Document was uploaded successfully</i>
Alternate Path	<ul style="list-style-type: none"> • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • IMS will display <i>Please select Document</i> if User selects the <i>Upload</i> button prior to selecting a document to upload • IMS will display <i>Please enter Document Description</i> if User selects the <i>Upload</i> button prior to entering a document description in the <i>Document Description*</i>field <ul style="list-style-type: none"> •Document Description cannot exceed 2000 characters in length • IMS will display <i>Please select Document Category</i> if User selects the <i>Upload</i> button prior to selecting a category in the <i>Document Category*</i> field • IMS will display <i>Please select Accessibility</i> option if User selects the <i>Upload</i> button prior to selecting <i>Public</i> or <i>Private</i> in the <i>Accessibility*</i> field • IMS will display <i>Please enter a Document Date</i> if User selects the <i>Upload</i> button prior to selecting a date in the <i>Document Date*</i> field • IMS will display <i>Please enter Docket Number</i> if User selected <i>Board Orders</i> in the <i>Document Category*</i> field but neglected to enter a Docket Number • IMS will display <i>Please enter Prepared By</i> if User selected <i>Reports</i> in the <i>Document Category*</i> field but neglected to enter the name of the person that prepared the report • IMS will display <i>Please select a Report Type option</i> if User selected <i>Reports</i> in the <i>Document Category*</i> field but neglected to select a report type • IMS will display an error message if User attempts to upload a document that is too large <ul style="list-style-type: none"> •Attachments may not exceed 50 MB in size
Post Conditions	<ul style="list-style-type: none"> • Document is available in IMS

Invoices

Invoices Menu > Available Sub Menus

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Application Number

Invoice Number

Selection Criteria

Program Category:

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]:

Billing Period [From]:

From Amount (\$):

Approving Authority:

Check program rules (if any):

Customer Rebates

Program Expenses

Utility Expenses

Utility Batch Lookup

Invoice Statistics

Upload Program Expense Invoice

Upload Customer Rebate Invoice

Treasury Payment Reconciliation

Upload PE Invoice - ON HOLD

Program Expenses - ON HOLD

The *Invoices* Menu consists of various Sub Menus which include *Customer Rebates*, *Program Expenses*, *Utility Expenses*, *Utility Batch Lookup*, *Invoice Statistics*, *Upload Program Expense Invoice*, *Upload Customer Rebate Invoice*, *Treasury Payment Reconciliation*, *Upload PE Invoice – ON HOLD*, and *Program Expenses – ON HOLD* Sub Menus. The use cases identified below are discussed on behalf of the *Invoices* Menu. Please note the order of Sub Menus is always subject to change and may not reflect what is displayed in above screenshot.

- [Searching for Customer Rebate Invoices](#)
- [Uploading Customer Rebate Invoice\(s\)](#)
- [Searching for Invoices \(Program Expenses\)](#)
- [Uploading Program Expense Invoice\(s\)](#)
- [Approving, Rejecting or Marking Invoice as an Expense](#)
- [Searching for Utility Expenses](#)
- [Utility Batch Lookup](#)
- [Deleting a Utility Batch](#)
- [Invoice Statistics – Ascertain Average Days for an Invoice](#)
- [Invoice Statistics – Display Invoice Aging Report](#)
- [Treasury Payment Reconciliation – Payments Pending Reconciliation](#)
- [Treasury Payment Reconciliation – Invoices Approved by Treasury](#)
- [Reconciling a Treasury Payment](#)

Searching for Customer Rebate Invoices

Invoices Menu > Customer Rebates Sub Menu

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Customer Rebates

Application Number

Invoice Number

Selection Criteria

Program Category:

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]:

 Date Invoice Recvd [To]:

Billing Period [From]:

 Billing Period [To]:

From Amount (\$):

 To Amount (\$):

Approving Authority:

 Current Status:

Check program rules (if any):

Menu	Invoices
Sub Menu	Customer Rebates
Summary	<p>Customer rebate invoices are those invoices or expense memos that detail rebates and direct incentives paid to customers. The details typically include a link to each application’s detail page, the name & address of the applicant, the reason for rebate/incentive type, the payee and the incentive amount.</p> <p>Users that have access to this screen have the capability to search for Invoices sent by the Market/Program Manager or Vendor or those uploaded into the system by the Program Coordinator’s office. From the <i>Invoices</i> Menu, User should select the <i>Customer Rebates</i> Sub Menu. The <i>Customer Rebates</i> Sub Menu is used to review, approve, reject and/or mark an Invoice as an Expense. Functionality depends on access rights granted to User.</p> <p>The search runs rules in the background to warn approving authority members of possible violations in the invoice. This is discussed in more detail in the Appendix section IMS Logic Prompting Pink Messages</p>
Users	Roles with read-only access to the <i>Customer Rebates</i> Sub Menu include Program Manager, PC Staff, QA Manager/Specialist, IMS Admin, PC Admin, Program Coordinator,

Information Management System Requirements

	<p>Read Only and Auditor.</p> <p>Roles that have 'assignment access' include CST - Spending Approval I, CST - Spending Approval II, EDA - Spending Approval I, EDA - Spending Approval II, NJBPU - ARRA I, NJBPU - ARRA OES, NJBPU - ARRA Staff I, NJBPU - ARRA Staff II, NJBPU - ARRA Staff III, NJBPU - Chief of Policy & Planning, NJBPU - Chief of Staff, NJBPU - DAG, NJBPU - Eco Dev & Energy Pol, NJBPU - Office of Fiscal Management, NJBPU - President, NJBPU ARRA Project Manager, NJBPU Comm Director, NJBPU Marketing Administrator, NJBPU Secretary, OCE - Director, OCE - Energy Efficiency, OCE - Energy Efficiency II, OCE - MM Audit Approval, OCE - Renewable Energy, OCE - Special Projects CPC, OCE - Special Projects CST, OCE - Special Projects CST II, OCE - Special Projects O&E, OCE - Special Projects O&E II, OCE - Special Studies, PC Director, PC Director - Marketing, Treasury.</p>
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Invoices sent by Market/Program Manager or Vendor(s) by navigating to the Invoices Menu > Customer Rebates Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired set of Invoices. Search criteria includes: <ul style="list-style-type: none"> • Application Number • Invoice Number • Program Category • Program/Market Manager or Vendor • Program • Date Range for Date Invoice Received (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) • Approving Authority [If the user is an approving authority, the role is selected by default. If not, it selects the first choice - All] • Current Status • <i>Check program rules</i> checkbox <ul style="list-style-type: none"> • Checkbox is selected by default for PC Director role • User may select checkbox if they would like IMS to run through all defined business rule logic that has been defined per Program. IMS will essentially perform a check in the background against all Invoices retrieved in search result set highlighting any in pink that does not follow one or more assigned Program rules. <ul style="list-style-type: none"> • User may hover over the Invoice Number link of select Invoice(s) for reason of concern to be displayed • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Invoices which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Invoices can be sorted by any of the underlined columns by clicking on

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	<p>the column title. If the number of Invoices listed exceeds 100 in number only the first 100 Invoices are shown. There is a drop-down displaying the number of records in sets of 100 (or less). User may click on a different range to display those Invoices.</p>
<p>Exception Path</p>	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter an Application Number to search by</i> if User opts to search via a specific Application Number but neglects to enter information in the <i>Application Number</i> field • IMS will display <i>Please enter an Invoice Number to search by</i> if User opts to search via a specific Invoice Number but neglects to enter information in the <i>Invoice Number</i> field • The following validation error messages appear for date fields <ul style="list-style-type: none"> •IMS will display “Please enter FROM date on Invoice in MM-DD-yyyy format” if User enters a FROM date that is NOT in the “MM-DD-yyyy” format •IMS will display “Please enter TO date on Invoice in MM-DD-yyyy format” if User enters a TO date that is NOT in the “MM-DD-yyyy” format •IMS will display “Please enter a FROM date on Invoice that is before the TO date on Invoice” if User enters a FROM date that is NOT on or before the TO date • The following validation error messages appear for Amount fields <ul style="list-style-type: none"> •IMS will display <i>Please enter FROM Amount in correct format</i> if User enters a FROM Amount that is NOT a valid number •IMS will display <i>Please enter TO Amount in correct format</i> if User enters a TO Amount that is NOT a valid number •IMS will display <i>Please enter a FROM Amount that is less than the TO Amount</i> if User enters a FROM Amount that is NOT equal to or less than the TO Amount • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all Invoices that contain the entered information within the Invoice Number.
<p>Post Conditions</p>	<ul style="list-style-type: none"> • User will have Invoices displayed that match the specified search criteria. Information displayed at this level includes Invoice Number, Program Manager, Program Name, Date Invoice Received, Amount Requested, Current Status and Reason if one should exist. <ul style="list-style-type: none"> ○ If data in <i>Reason</i> field is not completely visible, User may hover over Reason which prompts IMS to display entire contents. • IMS recognizes if an Invoice does not follow certain rules and will flag an Invoice by highlighting it pink. User may hover over the Invoice Number link which prompts IMS to display the reason why the Invoice has been flagged. User may choose to do any of the following upon viewing search result set: <ul style="list-style-type: none"> ○ User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen ○ Users with certain access rights may approve, reject, or mark an Invoice as an Expense which is described in the Approving, Rejecting or Marking Invoice as Expense section. Please review for further information. ○ Details of an Invoice may be viewed by selecting applicable Invoice Number

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- Upon selection of an Invoice, the following information will be available to the user:
 - Invoice details such as Expenses for a specified date range, Billing Date, Payment Due Date, Program/Market Manager or Vendor, Program Name, Contact Person, PO Number, Fed Tax ID, Amount Requested, and Amount Authorized will appear below the Invoice Number
 - An * will be present in the *Amount* column if there is a difference between the amount requested and amount authorized. User may hover over * to view message related to delta.
 - Approval Chain will be displayed for those with appropriate access rights informing user of assigned Invoice route
 - Users with certain access rights may also generate a Payment Request Form by selecting the **Generate Payment Request Form** link. The Payment Request Form is a PDF that is prefilled with information pertaining to the Invoice.
 - AEG Certification form may also be generated by selecting the **Generate AEG Certification Form** link. The AEG certification is a PDF that includes the signature and date of approval from the Program Coordinator's approving authority.
 - Status History, Supporting Documents (if they should exist), Reviewer's Notes, and a summary which lists the Contract Line Number, Description, Number of Records, Amount and Support Document – Link if available
 - User may view supporting documentation by selecting applicable link of desired document or upload additional documentation if role has appropriate access
 - Payment History section will exist *only* if the Invoice contains payment information submitted by Treasury. Information displayed will include Payment Date, Transaction Number, Vendor Name, and Amount.
 - IMS will display *There are no contract lines for this Invoice* if they don't exist for the Customer Rebate Invoice
 - Contract Line Numbers that have a positive (plus) sign indicate that Sub-Contract Lines exist for that Line Number. User may select sign to expand detail of that Sub-Contract Contract Line Number. Positive (plus) sign will change to a negative (minus) sign when User opts to view details. User may select the negative (minus) sign to collapse detail and sign will automatically change back to a positive (plus) sign.
 - Application details such as Application Number, Applicant Name, Building Address(es), Measure or Incentive Type, Committed Amount, Other Amounts Paid, Application Approval Date, MM Pre, MM Post, PC File, PC Field, Payee, and Amount
 - User may also view specific applications listed on the Invoice by selecting the **Application #** link of the desired application which is explained in the [Application Detail](#) section. Please

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	<p>review for further information.</p> <ul style="list-style-type: none">•IMS will display <i>There are no Applications for this Invoice</i> if they don't exist for the Customer Rebate Invoice•If ARRA conformance was defined on Program record associated to Invoice, there will be an ARRA tab visible with details such as Application Number, Applicant Name & Building Address(s), Payee, Amount, along with Davis Bacon Act column and/or Buy American column.<ul style="list-style-type: none">•User may also view specific applications by selecting the Application # link of the desired application which is explained in the Application Detail section. Please review for further information.•Green checkmark indicates review has taken place and application meets ARRA conformance, Red 'X' indicates that application does not meet ARRA conformance, and tick mark with exclamation point indicates application is exempt. Reasons must be entered for those that are considered exempt or non-passing.•IMS will display <i>There are no Applications for this Invoice</i> if they don't exist for the Customer Rebate Invoice
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Uploading a Customer Rebate Invoice

Invoices Menu > Upload Customer Rebate Invoice Sub Menu

Upload Customer Rebate Invoice

Invoice #:

Program/Market Manager or Vendor:

Program:

Billing Date:

Payment Due Date:

Invoice Start Date:

Invoice End Date:

Invoice Amount(\$):

Invoice document(s):
[Add a\(nother\) supporting document](#)

Contract Number:

Do NOT reconcile this payment with Treasury
 Payee on the Payment Request Form is payee from application and NOT Program Manager

Contract Line #	Unit	Unit Price (\$)	Units	Amount	Supporting documentation
Total Amount Due:				\$0.00	

[Add a New Line Item?](#) [Remove Last Line Item?](#)

Add Applications to Customer Rebate Invoice

Application Id:

Amount Paid(\$):

Amount Description:

Payee(s): Please enter an application id to view payee(s).

Menu	Invoices
Sub Menu	Upload Customer Rebate Invoice
Summary	Users that have access to this screen have the capability to upload a Customer Rebate Invoice to the IMS through means other than the data integration layer. From the <i>Invoices</i> Menu, User should select the <i>Upload Customer Rebate Invoice</i> Sub Menu. The <i>Upload Customer Rebate Invoice</i> Sub Menu allows a User to enter Invoice details to IMS, upload supporting documentation that may be associated to the Invoice or Contract Line Item, and associate any Application IDs necessary for that particular Customer Rebate Invoice.

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Users	Roles with access to the <i>Upload Customer Rebate Invoice</i> Sub Menu include PC Director, PC Director – Marketing, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to upload a Customer Rebate Invoice by navigating to the Invoices Menu > Upload Customer Rebate Invoice Sub Menu
Main Path	<ul style="list-style-type: none"> • User enters the following information in order to upload the Customer Rebate Invoice: <ul style="list-style-type: none"> • Invoice Number • Program/Market Manager or Vendor • Program • Billing Date • Payment Due Date • Invoice Start Date • Invoice End Date • Invoice Amount(\$) • Contract Number • <i>Do NOT reconcile this payment with Treasury</i> checkbox <ul style="list-style-type: none"> • Selecting this checkbox would mean this payment is not required to reconcile against Treasury’s list of payments. • <i>Payee on the Payment Request Form is payee from application and NOT Program Manager</i> <ul style="list-style-type: none"> • By default, Treasury’s Request for Payment form is made payable to the name and address of the Program Manager. Selecting this checkbox will mean that the payee on the application included in the CR invoice is who appears as the payee on the Request for Payment form. This rule requires that there be only one application and one payee on the invoice. • User may also associate documents to the Invoice, enter Contract Lines for Contract Numbers and/or associate Applications to the Invoice <ul style="list-style-type: none"> • Invoice Document(s) <ul style="list-style-type: none"> • User should click the “Add a(nother) Supporting Document” link if documents are to be associated to the Invoice • Contract Line Number <ul style="list-style-type: none"> • User clicks the “Remove Last Line Item?” link to remove the last Contract Line if there was one previously listed • User clicks the “Add a New Line Item” link to add a new Contract Line to the Invoice • User chooses correct Contract Line and the “Unit” and “Unit Price (\$)” values are automatically populated with the Unit and amount associated to that Line Item. If User hovers over the Unit field, the Line Item description appears in a box for the User to view. • User enters correct number of Units in the “Units” field • User enters correct amount in the “Amount” field • User should click the “Add a(nother) Supporting Document” link if documents are to be associated to the Contract Line Item • Applications

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	<ul style="list-style-type: none"> • User may associate Applications to the Customer Rebate Invoice via the “Add Applications to Customer Rebate Invoice” section • User enters correct Application ID in the “Application ID” field and selects the “Search” button <ul style="list-style-type: none"> • Payee(s) associated to the Application ID will populate in the “Payee(s)” field if they exist • User selects the correct Payee from the “Payee(s)” field if they should exist • User enters correct amount in the “Amount Paid(\$)” field • User selects correct description in the “Amount Description” field • User clicks the double-arrow to add information to the list • User reviews and confirms the information entered on Customer Rebate Invoice • User selects the “Submit” button to Upload Customer Rebate Invoice • IMS will display “The Invoice was created SUCCESSFULLY!”
Alternate Path	<ul style="list-style-type: none"> • IMS will display "Please enter an Invoice Number" if User attempts to submit Customer Rebate Invoice without entering an Invoice Number • IMS will display “The Invoice ID you have just entered already exists in the IMS. Please enter a different one” if User attempts to utilize an existing Invoice Number • IMS will display “Please enter an Invoice Billing Date” if User attempts to submit Customer Rebate Invoice without entering a Billing Date • IMS will display “Please enter an Invoice Payment Due Date” if User attempts to submit Customer Rebate Invoice without entering an Invoice Payment Due Date • IMS will display “Please enter an Invoice Start Date” if User attempts to submit Customer Rebate Invoice without entering an Invoice Start Date • IMS will display “Please enter an Invoice End Date” if User attempts to submit Customer Rebate Invoice without entering an Invoice End Date • IMS will display “Please enter an Invoice amount” if User attempts to submit Customer Rebate Invoice without entering an Invoice Amount • IMS will display “Please delete existing Contract Lines before you choose another Market Manager” if User attempts to change the Program/Market Manager or Vendor when entering the Invoice <ul style="list-style-type: none"> • User should click the “Remove Last Line Item?” link to proceed • IMS will display “Please delete existing Contract Lines before you choose another Contract” if User attempts to alter the Contract Number after Contract Lines have already been added for another Contract Number • IMS will display “The amounts do not tally. Proceed anyway?” if User attempts to make changes to a Contract Line that would not calculate correctly while submitting the Customer Rebate Invoice • IMS will display “Please fill in missing Contract Line Amount fields” if User attempts to submit Customer Rebate Invoice without completing the information • IMS will display “The last Application ID you entered does not exist in the IMS. Please change the Application ID entry and try again” if User attempts to enter an Application ID that does not exist in IMS • IMS will display “There are not Payees available for this Application” if Payees are not associated to the entered Application ID • IMS will display “Please enter /choose values for all fields” if User attempts to submit Customer Rebate Invoice prior to entering all required information

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Exception Path	<ul style="list-style-type: none"> • IMS will display <i>"You have not entered any Contract Lines. Proceed anyway?"</i> if User submits Invoice without entering any information <ul style="list-style-type: none"> •User should select the <i>"OK"</i> button to proceed •User should select the <i>"Cancel"</i> button if they would like to add Contract Lines • IMS will display <i>"You have not chosen any Applications for this Invoice. Proceed anyway?"</i> if User submits Invoice without entering any information <ul style="list-style-type: none"> •User should select the <i>"OK"</i> button to proceed •User should select the <i>"Cancel"</i> button if they would like to add Applications • IMS will display <i>There was an error while creating this Invoice. Please contact the System Administrator</i> if there was a problem with the upload
Post Conditions	<ul style="list-style-type: none"> • Customer Rebate Invoice is now available within the IMS and is placed in the work queue of the first approving authority member of the Approval Chain.

Searching for Program Expense Invoices

Invoices Menu > Program Expenses Sub Menu

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Reports
Users
Vendors

Program Expenses

Selection Criteria

Program Category:

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]: [calendar]
Date Invoice Recvd [To]: [calendar]

Billing Period [From]: [calendar]
Billing Period [To]: [calendar]

From Amount (\$):
To Amount (\$):

Approving Authority:
Current Status:

Reporting Category:

Check program rules (if any):

Search
Clear

Include Supporting Documentation
 Extract Invoice PDFs

Menu	Invoices
Sub Menu	Program Expenses
Summary	<p>Users that have access to this screen have the capability to search for Program Expenses sent by the Market/Program Manager or Vendor or those uploaded into the system by the Program Coordinator’s office. From the <i>Invoices</i> Menu, User should select the <i>Program Expenses</i> Sub Menu. The <i>Program Expenses</i> Sub Menu is used to review, approve, reject and/or mark an Invoice as an Expense. Functionality depends on access rights granted to User.</p> <p>The search runs rules in the background to warn approving authority members of possible violations in the invoice. This is discussed in more detail in the Appendix section IMS Logic Prompting Pink Messages</p>
Users	<p>Roles with read-only access to the <i>Program Expenses</i> Sub Menu include Program Manager, PC Staff, QA Manager, IMS Admin, PC Admin, Program Coordinator, Read Only and Auditor. Roles that have ‘assignment access’ include PC Director, PC Director – Marketing, NJBPU Marketing Administrator, NJBPU Communications Director, OCE Contract Manager - Energy Efficiency, OCE Contract Manager - Renewable Energy, OCE Contract Manager - Clean Power Choice, OCE Contract Manager - Outreach &</p>

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	Education, OCE Director, NJBPU Office of Fiscal Management, NJBPU Chief of Policy & Planning, NJBPU Chief of Staff, NJBPU President, Treasury, EDA - Spending Approval I, EDA - Spending Approval II, CST - Spending Approval I and CST - Spending Approval II.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Program Expenses by navigating to the Invoices Menu > Program Expenses Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Program Expenses. Search criteria includes the following: <ul style="list-style-type: none"> • Invoice Number • Program Category • Program/Market Manager or Vendor • Program • Date Range for Date Invoice Received (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) • Approving Authority • Current Status • Reporting Category • <i>Check program rules</i> checkbox <ul style="list-style-type: none"> • Checkbox is selected by default for PC Director role • User may select checkbox if they would like IMS to run through all defined business rule logic that has been defined per Program. IMS will essentially perform a check in the background against all Invoices retrieved in search result set highlighting any in pink that does not follow one or more assigned Program rules. <ul style="list-style-type: none"> • User may hover over the Invoice Number link of select Invoice(s) for reason of concern to be displayed • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate the search • IMS displays Program Expense record(s) which match search criteria • <i>Include Supporting Documentation</i> <ul style="list-style-type: none"> • Selecting this checkbox will extract all the supporting documents associated with the invoice at a contract line level <i>in addition to</i> the invoice level documentation when the user click on the • User selects the <i>Search</i> button to initiate the search • IMS displays Program Expense record(s) which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Invoices can be sorted by any of the underlined columns by clicking on the column title. If the number of Invoices listed exceeds 100 in number only the first 100 Invoices are shown. There is a drop-down displaying the number of

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	<p>records in sets of 100 (or less). User may click on a different range to display those Invoices.</p>
<p>Exception Path</p>	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter an Invoice Number to search by</i> if User opts to search via a specific Invoice Number but neglects to enter any information in the <i>Invoice Number</i> field • The following validation error messages appear for date fields <ul style="list-style-type: none"> •IMS will display “Please enter FROM date on Invoice in MM-DD-yyyy format” if User enters a FROM date that is NOT in the “MM-DD-yyyy” format •IMS will display “Please enter TO date on Invoice in MM-DD-yyyy format” if User enters a TO date that is NOT in the “MM-DD-yyyy” format •IMS will display “Please enter a FROM date on Invoice that is before the TO date on Invoice” if User enters a FROM date that is NOT on or before the TO date • The following validation error messages appear for Amount fields <ul style="list-style-type: none"> •IMS will display <i>Please enter FROM Amount in correct format</i> if User enters a FROM Amount that is NOT a valid number •IMS will display <i>Please enter TO Amount in correct format</i> if User enters a TO Amount that is NOT a valid number •IMS will display <i>Please enter a FROM Amount that is less than the TO Amount</i> if User enters a FROM Amount that is NOT equal to or less than the TO Amount • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all Invoices that contain the entered information within the Invoice Number.
<p>Post Conditions</p>	<ul style="list-style-type: none"> • Users with certain access rights may also elect to extract their search results and place in a zip file by selecting the Extract Invoice PDFs link. User should select the <i>Include Supporting Documentation</i> checkbox if supporting documentation is desired for the extraction. • User will have Program Expense record(s) displayed that match the specified search criteria. Information displayed at this level includes Invoice Number, Market Manager, Program Name, Date Invoice Received, Amount Requested, Current Status, and Reason if one should exist. <ul style="list-style-type: none"> ○ If data in <i>Reason</i> field is not completely visible, User may hover over Reason which prompts IMS to display entire contents. • IMS recognizes if an Invoice does not follow certain rules and will flag an Invoice by highlighting it pink. User may hover over the Invoice Number link which prompts IMS to display the reason why the Invoice has been flagged. User may choose to do any of the following upon viewing search result set: <ul style="list-style-type: none"> ○ User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen ○ Users with certain access rights may approve, reject, or mark an Invoice as an Expense which is described in the Approving, Rejecting or Marking Invoice as Expense section. Please review for further information. ○ Details of an Invoice may be viewed by selecting applicable Invoice Number ○ Upon selection of an Invoice, the following information will be available to

the user:

- Invoice details such as Expenses for a specified date range, Billing Date, Payment Due Date, Program/Market Manager or Vendor, Program Name, Contact Person, PO Number, Fed Tax ID (Only saw this on Customer Rebates), Amount Requested, and Amount Authorized will appear below the Invoice Number
- Approval Chain will be displayed for those with appropriate access rights informing user of assigned Invoice route
- Users with certain access rights may also generate a Payment Request Form by selecting the **Generate Payment Request Form** link. The Payment Request Form is a PDF that is prefilled with information pertaining to the Invoice.
- AEG Certification form may also be generated by selecting the **Generate AEG Certification Form** link. The AEG certification is a PDF that includes the signature and date of approval from the Program Coordinator's approving authority.
- Status History, Supporting Documents (if they should exist), Reviewer's Notes, and a summary which lists the Contract Line Number, Description, Unit, Unit Price, Number of Units, Amount, Notes, Support Document – Link (if available), and Link to list of Applications (if available)
 - IMS will display *There are no contract lines for this Invoice* if they don't exist for the Program Expense Invoice
 - If the Invoice contains payment information submitted by Treasury, the Payment History section displays the Payment Date, Transaction Number, Vendor Name and Amount for the transaction
 - Contract Line Numbers that have a positive (plus) sign indicate that Sub-Contract Lines exist for that Line Number. User may select sign to expand detail of that Sub-Contract Contract Line Number. Positive (plus) sign will change to a negative (minus) sign when User opts to view details. User may select the negative (minus) sign to collapse detail and sign will automatically change back to a positive (plus) sign.
 - User may view supporting documentation by selecting applicable link of desired document or upload additional documentation if role has appropriate access
 - User may view applications associated to a Contract Line Number by selecting **List** link which prompts dialog box to open
 - User may select the **Close** button to close dialog box
 - Upon selecting the **List** link, User will see Application Number and Units displayed. Selecting the **Application Number** link will navigate User to select Application record. Please review the [Application Detail](#) section for further information.

Uploading a Program Expense Invoice

Invoices Menu > Upload Program Expense Invoice

Upload Program Expense Invoice

Invoice #:

Program/Market Manager or Vendor:

Program:

Billing Date:

Payment Due Date:

Invoice Start Date:

Invoice End Date:

Invoice Amount(\$):

Invoice document(s):
[Add a\(nother\) supporting document](#)

Contract Number:

Contract Line #	Unit	Unit Price (\$)	Units	Amount	Supporting documentation	List of Apps
				Total Amount Due:	\$0.00	

[Add a New Line Item?](#) [Remove Last Line Item?](#)

Create List(s) of Applications to associate with the Invoice

STEP 1: Create a List ID
Enter an Id Number:

STEP 2: Add Application(s) to List
Application Id:

STEP 3: Create the List

STEP 4 [optional]: Edit/Delete an existing List

Menu	Invoices
Sub Menu	Upload Program Expense Invoice
Summary	Users that have access to this screen have the capability to upload a Program Expense Invoice to the IMS. From the Invoices Menu, User(s) should select the Upload Program Expense Invoice Sub Menu. The Upload Program Expense Invoice Sub Menu allows

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	User(s) to enter Invoice details to IMS and upload supporting documentation that may be associated to the Program Expense Invoice or Contract Line Item.
Users	Roles with access to the Upload Program Expense Invoice Sub Menu include PC Director, PC Director – Marketing, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to upload a Program Expense Invoice by navigating to the Invoices Menu > Upload Program Expense Invoice Sub Menu
Main Path	<ul style="list-style-type: none"> • User enters the following information in order to upload the Program Expense Invoice: <ul style="list-style-type: none"> • Invoice Number • Program/Market Manager or Vendor • Program • Billing Date • Invoice Start Date • Invoice Amount • Contract Number • Payment Due Date • Invoice End Date • User may also associate documents to the Invoice and/or enter Contract Lines for specified Contract Numbers which may or may not include references to application lists <ul style="list-style-type: none"> • Invoice Document(s) <ul style="list-style-type: none"> • User should click the “Add a(nother) Supporting Document” link if documents are to be associated to the Invoice • Contract Line Number <ul style="list-style-type: none"> • User clicks the “Remove Last Line Item?” link to remove the last Contract Line if there was one previously listed • User clicks the “Add a New Line Item” link to add a new Contract Line to the Invoice • User chooses correct Contract Line and the “Unit” and “Unit Price (\$)” values are automatically populated with the Unit and amount associated to that Line Item. If User hovers over the Unit field, the Line Item description appears in a box for the User to view. • User enters correct number of Units in the “Units” field • User enters correct amount in the “Amount” field • User should click the “Add a(nother) Supporting Document” link if documents are to be associated to the Contract Line Item • Application Lists <ul style="list-style-type: none"> • User creates a list: <ul style="list-style-type: none"> • User enters a list ID number • User adds one or more applications to the list • Once all the applications are added, the user creates the list by clicking on the create button • The list ID number is added to the drop down box in step 4 • An existing list may be edited/deleted by choosing an ID from

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	<p style="text-align: center;">the list drop down and clicking on the edit/delete icons</p> <ul style="list-style-type: none"> • User selects a list id from the drop down and clicks on the Add list button for a contract line to associate the chosen list with the corresponding contract line. • User reviews and confirms the information entered on Program Expense Invoice • User selects the “Submit” button to Upload Program Expense Invoice • IMS will display “The Invoice was created SUCCESSFULLY!”
Alternate Path	<ul style="list-style-type: none"> • IMS will display "Please enter an Invoice Number" if User attempts to submit Customer Rebate Invoice without entering an Invoice Number • IMS will display “The Invoice ID you have just entered already exists in the IMS. Please enter a different one” if User attempts to utilize an existing Invoice Number • IMS will display “Please enter an Invoice Billing Date” if User attempts to submit Customer Rebate Invoice without entering a Billing Date • IMS will display “Please enter an Invoice Payment Due Date” if User attempts to submit Customer Rebate Invoice without entering an Invoice Payment Due Date • IMS will display “Please enter an Invoice Start Date” if User attempts to submit Customer Rebate Invoice without entering an Invoice Start Date • IMS will display “Please enter an Invoice End Date” if User attempts to submit Customer Rebate Invoice without entering an Invoice End Date • IMS will display “Please enter an Invoice amount” if User attempts to submit Customer Rebate Invoice without entering an Invoice Amount • IMS will display “Please delete existing Contract Lines before you choose another Market Manager” if User attempts to change the Program/Market Manager or Vendor when entering the Invoice <ul style="list-style-type: none"> •User should click the “Remove Last Line Item?” link to proceed • IMS will display “Please delete existing Contract Lines before you choose another Contract” if User attempts to alter the Contract Number after Contract Lines have already been added for another Contract Number • IMS will display “The amounts do not tally. Proceed anyway?” if User attempts to make changes to a Contract Line that would not calculate correctly while submitting the Customer Rebate Invoice • IMS will display “Please fill in missing Contract Line Amount fields” if User attempts to submit Customer Rebate Invoice without completing the information • IMS will display “Please enter an application id to search for” if User attempts to search for an application while creating an application list, but does not enter an application number prior to clicking on the Search button • IMS will display “The last application id you entered does not exist in the IMS. Please change the application id entry and try again” if User attempts to search for an application but IMS was unable to locate an application by that number for the program that the invoice was being created for • IMS will display “This application ID has already been added to the list” if User attempts to add an application to the list that was already added beforehand • IMS will display “There are no application lists created for this invoice” if User attempts to associate an application list with a contract line and no application list was created beforehand • IMS will display “Please enter an ID for the list using Step 1” if User attempts to create a list by clicking on the Create List button without entering a List ID

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	<p>beforehand</p> <ul style="list-style-type: none"> • IMS will display “Please enter an ID for the list using Step 1” if User attempts to create a list by clicking on the Create List button without entering a List ID beforehand • IMS will display “This action will replace an existing list. If this is NOT what you intended please enter a different ID for the list using Step 1. Proceed with the save?” if User attempts to create a list with an ID that already exists for the current invoice. If the User confirms then the existing list entries are replaced with the application numbers entered most recently. If the User decides to cancel the save, the list is not replaced and a new one is not created. i.e. no further action is taken. • IMS will display “You did not select any applications. Please add at least one application using Step 2” if User attempts to create a list by clicking on the Create List button without entering at least one valid application ID. • IMS will display “There are no application lists to edit” if User attempts to edit an application list by clicking on the Edit icon without selecting a List ID from the List ID drop down • IMS will display “There are no application lists to delete” if User attempts to delete an application list by clicking on the Delete icon without selecting a List ID from the List ID drop down • IMS will display “This list ID is currently in use. Please remove all associations from existing contract lines before you choose to delete this list ID” if User attempts to delete an application list by clicking on the Delete icon and the chosen list id is associated with a contract line
Exception Path	<ul style="list-style-type: none"> • IMS will display “You have not entered any Contract Lines. Proceed anyway?” if User submits Invoice without entering any information <ul style="list-style-type: none"> •User should select the “OK” button to proceed •User should select the “Cancel” button if they would like to add Contract Lines • IMS will display “There was an error while creating this Invoice. Please contact the System Administrator” if there was a problem with the upload
Post Conditions	<ul style="list-style-type: none"> • Program Expense Invoice is now available within the IMS and is placed in the work queue of the first approving authority member of the approval chain

Approving Invoice, Rejecting Invoice, or Marking Invoice as Expense

Invoices Menu > Customer Rebates Sub Menu > Pay-for-Performance Program Search Results

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Customer Rebates

Application Number

Invoice Number

Selection Criteria

Program Category:

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]: Date Invoice Recvd [To]:

Billing Period [From]: Billing Period [To]:

From Amount (\$): To Amount (\$):

Approving Authority: Current Status:

Check program rules (if any):

[Generate Excel Spreadsheet](#) Records

Invoice #	Program Manager	Program Name	Date Invoice Received	Amount Requested	Current Status	Reason
<input type="checkbox"/> 082010-2-P4P_TRC	TRC	Pay-for-Performance	09-25-2010	\$8,000.00	New by Program Manager With PC Director	<input style="width: 100px;" type="text"/>
Total Amount :				\$8,000.00		

Menu	Invoices
Sub Menu	Customer Rebates *This Sub Menu is used for demonstration purposes only. Approving and Invoice, Rejecting an Invoice, and in some cases Marking an Invoice as an Expense can be accomplished via the <i>Customer Rebates</i> , <i>Program Expenses</i> , and <i>Utility Expenses</i> Sub Menus.
Summary	Users that have access to this screen have the capability to Approve, Reject or Mark an Invoice as an Expense. From the <i>Invoices</i> Menu, User should select the <i>Customer Rebates</i> , <i>Program Expenses</i> or <i>Utility Expenses</i> Sub Menu to Approve or Reject an

Information Management System Requirements

	<p>Invoice. The <i>Customer Rebates</i> or <i>Program Expenses</i> Sub Menu should be selected if Marking an Invoice as an Expense.</p> <p>Approving an Invoice prompts IMS to move the Invoice to the queue of the next approving authority member on the Approval Chain. IMS will generate an e-mail to the appropriate contact(s) notifying them of the Approval.</p> <p>Rejecting an Invoice will prompt IMS to essentially delete the Invoice and generate an e-mail to the appropriate contact(s) indicating reason(s) for rejection.</p> <p>Marking an Invoice as an Expense flags that Invoice as an Expense and does not place the Invoice in the queue of any approving authority member. IMS does not generate an e-mail for this action.</p>
Users	<p>Roles that allow User to Approve, Reject or Mark Invoice as an Expense can be viewed in the Approving Authority Members table. Please review for further information.</p>
Preconditions	<p>User should be successfully logged in to IMS</p>
Triggers	<p>User searches for one or more Invoices in their queue via the <i>Customer Rebates</i>, <i>Program Expenses</i>, or <i>Utility Expenses</i> screen. After selecting the checkbox next to one or more Invoices from result set, User may select the <i>Approve</i>, <i>Reject</i>, or <i>Mark as Expense</i> button.</p>
Main Path	<ul style="list-style-type: none"> • User performs search to locate desired set of Invoices. Please see the following sections for more information: <ul style="list-style-type: none"> • Searching for Customer Rebate Invoices • Searching for Program Expense Invoices • Searching for Utility Expenses • IMS displays Invoices which match search criteria <ul style="list-style-type: none"> • If an Invoice is in the User's queue awaiting his or her approval, there is a checkbox placed before the Invoice # in the list of Invoices displayed • If at least one Invoice exists in the list of Invoices that is awaiting action from the User, the <i>Approve</i> and <i>Reject</i> buttons are displayed • If the current User has PC Director access, the <i>Mark as Expense</i> button is available • Approving an Invoice <ul style="list-style-type: none"> • User selects the checkbox of Invoice(s) to Approve • User selects the <i>Approve</i> button • Rejecting an Invoice <ul style="list-style-type: none"> • User selects the checkbox of Invoice(s) to Reject • User selects the <i>Reject</i> button • Marking Invoice as an Expense <ul style="list-style-type: none"> • User selects the checkbox of Invoice(s) to Mark as an Expense • User selects the <i>Mark as Expense</i> button
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • If at least one Invoice is not selected prior to selecting the <i>Approve</i> button, <i>Reject</i> button, or <i>Mark as Expense</i> button, IMS will prompt User with an error message stating <i>Please choose at least one invoice</i>.
Exception	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a

Information Management System Requirements

Path	<p>system error when trying to conduct search</p> <ul style="list-style-type: none"> • IMS will display <i>Please enter a reason for each Invoice selected</i> if User attempts to reject Invoice without entering a reason for each rejection • IMS will display <i>Please enter a reason for each Expense selected</i> if User attempts to reject Expense without entering a reason for each rejection • If there was an error when Approving, Rejecting or Marking an Invoice as an Expense, error message will appear in red • There are consequences to the Vacation Setting being turned <i>ON</i> for a User. If the User is the only User belonging to that particular Role and the User is on vacation, when an Invoice is Approved it will not go to this User's queue and will instead go to the queue of the Role that the User defined in their Vacation Settings in the <i>Select Role of User that Invoices must be re-routed to</i> field. Once that person approves the Invoice, it will continue through the Approval Chain as defined for that Invoice.
Post Conditions	<ul style="list-style-type: none"> • Approving an Invoice <ul style="list-style-type: none"> • The Approval Date, User and Reason is captured within IMS • In some cases, when the first approving authority approves the invoice, the amount being authorized could change. The invoice search results page shows an asterisk after the amount requested to indicate that the amount requested is different from the amount authorized: <ul style="list-style-type: none"> - <i>Presence of funds in reserve</i> - If the program from which the amount being requested has funds in reserve, the amount authorized is adjusted accordingly to take from the reserve first before fresh funds are requested from the funding source. The approval route however remains untouched even if the amount has been changed. - <i>Holdback amount</i> – In some ARRA programs [OES EECBG & Public Entities] the amount authorized is subject to holdback owing to the assumption that portion of the payment is to come from other sources such as the Clean Energy programs. This is done in order to ensure that funding does not exceed the cost of the project. More details regarding the way the holdback amount is calculated is available in the Appendix section IMS Logic Prompting Pink Messages • Invoice begins moving through its designated approval chain and will be placed in the queue of the next approving authority member which is defined in the approval chain • IMS will send e-mail message to the next appropriate approving authority member when the Invoice is placed in their queue indicating that the Invoice has been Approved <ul style="list-style-type: none"> • If the User is the last approving authority member, like Treasury is for most cases, the Invoice is no longer placed in anyone's queue • If User is one level before Treasury in the approval chain, a copy of the prefilled payment request form PDF is emailed to them • If Invoice is approved and the next approving authority member has vacation settings <i>ON</i> the Invoice will be routed to the next approving authority's alternate contact as chosen when the vacation settings were set. • In the <i>Utility Expenses</i> screen the <i>Approve</i> button exhibits behavior as described in the <i>Marking Invoice as an Expense</i> section below.

- | | |
|--|--|
| | <ul style="list-style-type: none">• Rejecting an Invoice<ul style="list-style-type: none">•The Rejection Date, User and Reason is captured within IMS•If the Invoice is being rejected and the User is not the first approving authority member, the Invoice moves to the first approving authority member's queue•If the Invoice is rejected and the User is the first approving authority member, the Invoice is deleted from the IMS and the Program Manager for the Invoice is sent an email notifying them of the rejection, the reason(s) stated in the Status History of Invoice detail• Marking Invoice as an Expense<ul style="list-style-type: none">•If User opts to Mark an Invoice as an Expense, IMS does not notify anyone as it is simply marked as an Expense in IMS and is not placed in any approving authority member's queue |
|--|--|

Searching for Utility Expenses

Invoices Menu > Utility Expenses Sub Menu > All Pending Search Results

Utility Expenses

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Reports
Users
Vendors

Batch ID

Expense ID

Selection Criteria

Program Manager:

Program:

Date of Expense [From]:

Date of Expense [To]:

Billing Period [From]:

Billing Period [To]:

From Amount (\$):

To Amount (\$):

Current Status:

Lock approved invoices for

[Generate list of helpful hints](#)

[Generate Excel Spreadsheet](#)

Records

Expense ID	Utility	Program Name	Date Expense Received	Amount Requested	Current Status	Reason
<input type="checkbox"/> 2012 MAR 1 RECO RECo		CleanPower Choice	03-27-2012	\$2,250.00	New	<input style="width: 80px;" type="text"/>
Total Amount Due :				\$2,250.00		

Menu	Invoices
Sub Menu	Utility Expenses
Summary	Users that have access to this screen have the capability to search for Utility Expenses. From the <i>Invoices</i> screen, User should select the <i>Utility Expenses</i> Sub Menu. The <i>Utility Expenses</i> Sub Menu is used to review, approve and/or reject a Utility Expense. Functionality depends on access rights granted to User.
Users	Roles with read-only access to the <i>Utility Expenses</i> Sub Menu include PC Director –

Information Management System Requirements



	Marketing, PC Admin, PC Staff, IMS Admin, QA Manager, Program Coordinator, Program Manager and Auditor. The PC Director has 'assignment access' which essentially means the PC Director may approve or delete Expenses. Only Program Managers associated with a Utility Company have access to the <i>Utility Expense</i> Sub Menu. If a Program Manager NOT associated with a Utility Company selects the <i>Utility Expenses</i> Sub Menu, IMS displays a message indicating the data cannot be accessed.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Utility Expenses by navigating to the Invoices Menu > Utility Expenses Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired set of Utility Expenses. Search criteria includes: <ul style="list-style-type: none"> • Batch ID • Expense ID • Program Manager • Program • Date Range for Date of Expense (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) • Current Status • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Expenses which match search criteria • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select the Generate List of Helpful Hints link to retrieve information relevant to highlighted Invoices. IMS follows defined logic and any Invoice not following logic will be highlighted pink. Selecting the link will prompt IMS to open an Excel spreadsheet indicating which rules were not followed. <ul style="list-style-type: none"> • Excel spreadsheet opens displaying Expense ID, Program Name, Date Expense was Received, Amount, Status, and Warnings Columns. User may select the plus sign to expand detail or select the minus sign to collapse detail.
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a Batch ID to search by</i> if User opts to search by Batch ID but neglects to enter any information in the <i>Batch ID</i> field • IMS will display <i>Please enter an Expense ID to search by</i> if User opts to search by Expense ID but neglects to enter any information in the <i>Expense ID</i> field • User opts to search via Batch ID and enters partial numbers in the <i>Batch ID</i> field rather than a specific Batch ID. IMS will display all Expenses having a Batch ID listed on the Expense which contains the information entered within the <i>Batch ID</i> field.

Information Management System Requirements

	<ul style="list-style-type: none"> • User opts to search via Expense ID and enters partial numbers or text in the <i>Expense ID</i> field rather than a specific Expense ID. IMS will display all Expenses that contain the entered information within the <i>Expense ID</i> field.
Post Conditions	<p>User will have Utility Expenses displayed that match the specified search criteria. Information displayed at this level includes Expense ID, Utility, Program Name, Date Expense Received, Amount Requested, Current Status, and Reason. IMS recognizes if an Expense does not follow certain rules and will flag the Expense by highlighting it pink. User may hover over the Expense ID Number link which prompts IMS to display reason why the Expense has been flagged. User may choose to do any of the following upon viewing the search criteria results:</p> <ul style="list-style-type: none"> • Users with certain access rights may approve or reject an Expense which is described in the Approving Invoice, Rejecting Invoice, or Marking Invoice as Expense section. Please review for further information. • Details of a specific Utility Expense may be viewed by selecting the Expense ID link of the desired Utility Expense • Upon selection of an Expense ID, User will find the following information available to them: <ul style="list-style-type: none"> •Utility Expense details such as Expenses for a specified date range, Billing Date, Program/Market Manager or Vendor, Program Name, Contact Person, and Fed Tax ID will appear below the Expense ID Number •Status History and any Supporting Documents if they should exist will be available to the User <ul style="list-style-type: none"> •User may view supporting documentation by selecting link of desired document or upload additional documentation if role has appropriate access •User may view Contract Line Number, Description, Notes, Number of Units, Amount, and documents (if they should exist) will be listed under the Support Document – Link column <ul style="list-style-type: none"> •IMS will display <i>There are no Contract Lines for this Invoice</i> if there aren't any that exist •User may view supporting documentation for Contract Lines by selecting link of desired document •Batches may be listed at this level if they exist for the Utility Expense. If the Batch exists in IMS, the Batch Number appears as a link. User may choose to view Batch detail information by selecting the Batch ID Number link. Selecting this link will open up the Batch detail window. Please review the Utility Batch Lookup section for further information. •If the Batch does NOT exist in IMS, the Batch ID Number does NOT appear as a link. •All Expenses related to the same Batch are grouped together and sorted by Expense Category. All Expenses that are NOT related to any particular Batch appear BEFORE the Batch listings. • Once an invoice has been marked as an Expense and before it has been locked out, the approving authority has the option to change the approval date. The Fiscal Agent report regards expenses only if they have been approved during the month. If for some reason the approval occurred after the month end but needs to be taken into consideration for the month's report, then the approval date will need to be

Information Management System Requirements

changed. This is done by clicking on the Calendar icon that appears beside the approval date on the Search results table as shown in the image below.

<u>Date Expense Received</u>	<u>Amount Requested</u>	<u>Current Status</u>	<u>Reason</u>
03-07-2012	\$35,181.15	Marked As Expense on 03-23-2012 	<input type="checkbox"/>
03-21-2012	\$259,326.37	Marked As Expense on 03-23-2012 	<input type="checkbox"/>
03-27-2012	\$702,408.02	Marked As Expense 	<input type="checkbox"/>

- Once the [Fiscal Agent report](#) has been generated and the payments to Treasury have been confirmed the approving authority can lock out the expenses from being changed in the future. This is done by choosing the “Lock approved invoices for” option. In the drop down box are shown all the months when invoices were approved but they remain open to change [rejection from the system or approval date change]. Choosing a month and clicking on the Lock button
 - informs the user that the month was successfully locked out
 - removes this month as an option from the drop down
 - ensures that when that month’s invoices appear on the search results, there are no checkboxes next to the expense ID link and no Calendar icon next to the approval date thereby not allowing the approving authority to reject or change the approval date

Utility Batch Lookup

Invoices Menu > Utility Batch Lookup Sub Menu

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Utility Batch Lookup

Job Number

Batch ID

Selection Criteria

Program Manager:

Program:

Date on Batch [From]:

Date on Batch [To]:

From Amount (\$):

To Amount (\$):

Invoices Menu > Utility Batch Lookup Sub Menu > Search Results for Batch ID 3347 > Detail of Batch ID 3347

Batch - 3347

Billing Date: 01-05-2009

Program/Market Manager or Vendor: ACE

Program Name: Comfort Partners

Contract Line #	Description	Notes	Units	Amount
1	Administrative and Program Development	90050055	1	\$3,330.55
Total Amount Due:				\$3,330.55

Application #	Homeowner Name	Building Address(es)	Measure or Incentive Type	Other Amounts Paid	Application Approval Date	Payee	Amount
There are no applications for this batch							

Menu	Invoices
Sub Menu	Utility Batch Lookup
Summary	Users that have access to this screen have the capability to search for Utility Batches. From the <i>Invoices</i> Menu, User should select the <i>Utility Batch Lookup</i> Sub Menu. The <i>Utility Batch Lookup</i> Sub Menu is used to review Utility Expense Invoices that are part of a Batch. Users with certain access rights may also delete a Batch utilizing the <i>Utility</i>

Information Management System Requirements

	<i>Batch</i> Sub Menu. Functionality depends on access rights granted to User.
Users	Roles with read-only access to the <i>Utility Batch Lookup</i> Sub Menu include PC Director – Marketing, PC Admin, PC Staff, IMS Admin, QA Manager, Program Coordinator, Program Manager and Auditor. The PC Director has ‘assignment access’ which essentially means the PC Director may delete Batches. Only Program Managers associated with a Utility Company have access to the <i>Utility Batch Lookup</i> Sub Menu. If a Program Manager NOT associated with a Utility Company selects the <i>Utility Batch Lookup</i> Sub Menu, IMS will display a message saying the data cannot be accessed.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Utility Batch by navigating to the Invoices Menu > Utility Batch Lookup Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Utility Batch. Search criteria includes the following: <ul style="list-style-type: none"> • Job Number • Batch ID • Program Manager • Program • Date Range for Date on Batch (From and To) • Range for Amount (From and To) • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays Utility Batch record(s) which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a Job Number to search by</i> if User opts to search by Job Number but neglects to enter any information <ul style="list-style-type: none"> • Job Number refers to an Application Number in IMS • IMS will display <i>Please enter a Batch ID to search by</i> if User opts to search by Batch ID but neglects to enter any Batch ID information • User opts to search via Batch ID and enters partial numbers in the <i>Batch ID</i> field rather than a specific Batch ID. IMS will display all Batches that have the entered information within the <i>Batch ID</i> field.
Post Conditions	<ul style="list-style-type: none"> • User will have Utility Batch record(s) displayed that match the specified search criteria. For the majority of users, Information displayed at this level includes Batch ID, Program Manager, Program Name, and Amount. Users with assignment access to this screen will also see a Reason data column and checkbox. If Reason isn’t completely visible, User should hover over <i>Reason</i> field which prompts IMS to display entire contents. IMS recognizes if a particular Batch ID does not follow certain rules and will flag the Batch ID by highlighting it pink. User may hover over the Batch ID Number link to view the reason why the Batch ID has been flagged. • User may choose to do any of the following upon viewing the search criteria results:

Information Management System Requirements

- Selecting the checkbox of a particular Batch and then selecting the *Delete* button will allow Users with certain access rights to delete the Batch. Please review the [Deleting a Utility Batch](#) section for further information.
 - IMS will display *Please enter a reason for each Invoice selected* if User does not enter a reason for the deletion
- Details of a specific Utility Batch may be viewed by selecting **Batch ID** link of the desired Utility Batch record. Upon selection of an Batch ID, User will find the following information available:
 - Utility Batch details such Billing Date, Program/Market Manager or Vendor and Program Name will appear below the Batch ID Number. Billing Date is the date the Batch was created in IMS.
 - User may view Contract Line Number or Reporting Category, Description, Notes, Units, and Amount (if applicable)
 - IMS will display *There are no expense categories for this Batch* if there aren't any that exist
 - If Applications exist, the Application details include Application Number, Homeowner Name, Building Address(es), Measure or Incentive Type, Other Amounts Paid, Application Approval Date, Payee, and Amount
 - User may view specific Applications by selecting the Application # link of the desired Application which is explained in the Application Detail section. Please review section for further information.
 - IMS will display *There are no Applications for this Batch* if they do not exist

Deleting a Utility Batch

Invoices Menu > Utility Batch Lookup Sub Menu > Search Results for Batch ID 3347

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Reports
Users
Vendors

Utility Batch Lookup

Job Number

Batch ID

Selection Criteria

Program Manager:

Program:

Date on Batch [From]:

Date on Batch [To]:

From Amount (\$):

To Amount (\$):

Records

Batch ID	Program Manager	Program Name	Amount	Reason
<input type="checkbox"/> 3347	ACE	Comfort Partners	\$3,330.55	<input style="width: 100px;" type="text"/>
Total Amount Due :			\$3,330.55	

Menu	Invoices
Sub Menu	Utility Batch Lookup
Summary	From the <i>Invoices</i> Menu, User should select the <i>Utility Batch Lookup</i> Sub Menu. Users that have 'assignment access' to the <i>Utility Batch Lookup</i> Sub Menu may review Utility Expense Invoices that are part of a Batch as well as delete Utility Batches.
Users	The PC Director is the only Role that has access to the Delete function within the <i>Utility Batch Lookup</i> Sub Menu.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to delete a Utility Batch by navigating to the Invoices Menu > Utility Batch Lookup Sub Menu
Main Path	<ul style="list-style-type: none"> User performs search to locate desired set of Batches. Please see the Searching for Utility Expenses section for further information. IMS displays Utility Batch record(s) which match specified search criteria Information displayed at this level includes Batch ID, Program Manager, Program Name, Amount, and Reason User enters reason for deletion in the <i>Reason</i> field of all Batch ID records which they wish to delete User selects the checkbox of all applicable Batch ID records which they wish to

Deleting a Utility Batch

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Information Management System Requirements

	<p>delete</p> <ul style="list-style-type: none"> • User selects the <i>Delete</i> button • IMS successfully deletes the Batch ID record(s) and generates an e-mail message to appropriate contact(s) indicating the delete took place along with the reason as indicated in the <i>Reason</i> field. This is done for every Batch ID record that was deleted from IMS.
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please choose at least one Batch to delete</i> if User does not select at least one checkbox upon selecting the <i>Delete</i> button • IMS will display <i>Please enter a reason for each Batch selected</i> if User does not enter a reason for the deletion upon selecting the <i>Delete</i> button
Post Conditions	<ul style="list-style-type: none"> • IMS recognizes if a particular Batch ID does not follow certain rules and will flag the Batch ID by highlighting it pink. User may hover over the Batch ID Number link to view reason(s) why the Batch ID record has been flagged. • User will no longer have access to deleted Utility Batch record(s) as deletion has taken place

Invoice Statistics – Ascertain Average Days for an Invoice

Invoices Menu > Invoice Statistics Sub Menu > Ascertain Average Days for an Invoice Approval

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Reports
Users
Vendors

Invoice Statistics

Ascertain Average Days for an Invoice Approval
 Display Invoice Aging Report

Invoice Number

Selection Criteria

Program Category:

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]:

Date Invoice Recvd [To]:

Billing Period [From]:

Billing Period [To]:

From Amount:

To Amount:

Invoice type:

For Invoices:

Approving Authority:

Menu	Invoices
Sub Menu	Invoice Statistics
Summary	Users that have access to this screen have the capability to search for various Invoice Statistics. From the <i>Invoices</i> Menu, User should select the <i>Invoice Statistics</i> Sub Menu and confirm that Ascertain Average Days for an Invoice Approval is selected. These statistics will inform a User how many days each Invoice has stayed with each approving authority member displaying the actual amount of days it took for an Invoice to navigate through its approval cycle. Additionally, the average number of days an Invoice stayed with each approving authority member will also be displayed.
Users	Roles with access to the <i>Invoice Statistics</i> Sub Menu include PC Director, PC Director – Marketing, Program Coordinator, PC Admin, QA Manager, PC Staff, IMS Admin, Program Manager, NJBPU Marketing Administrator, NJBPU Communications Director, OCE Contract Manager - Energy Efficiency, OCE Contract Manager - Renewable Energy, OCE Contract Manager - Clean Power Choice, OCE Contract Manager - Outreach & Education, OCE Director, NJBPU Office of Fiscal Management, NJBPU Chief of Policy & Planning, NJBPU Chief of Staff, NJBPU President, Treasury, EDA - Spending Approval I, EDA - Spending Approval II, CST - Spending Approval I and CST - Spending Approval II. The Auditor and Read Only Roles have read-only access.
Preconditions	User should be successfully logged in to IMS

Information Management System Requirements

Triggers	User opts to search for Invoice Statistics by navigating to the Invoices Menu > Invoice Statistics Sub Menu > Ascertain Average Days for an Invoice Approval
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Invoice Statistics. Search criteria include: <ul style="list-style-type: none"> • Invoice Number • Program Category • Program/Market Manager or Vendor • Program • Date Range for Invoice Received Date (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) • Invoice Type • For Invoices <ul style="list-style-type: none"> • A routing period may be selected from the available options • Approving Authority • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays Invoices which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a Invoice Number to search by</i> if User opts to search via a specific Invoice Number but neglects to enter information in the <i>Invoice Number</i> field • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all Invoices that contain the entered information within the Invoice Number.
Post Conditions	<p>User will have Invoices displayed that match the specified search criteria. Information displayed at this level includes Invoice Number, Program Name/Date Invoice Received/Amount, approving authority members, and a total number of days. The total number of days is calculated for Average Days and for each Invoice. The following roles are displayed and this report will indicate the number of days an Invoice was in the queue of the following roles:</p> <ul style="list-style-type: none"> • PC • NJBPU Comm Director • NJBPU Market Admin • Prog Admin • OCE Dir • NJBPU ARRA Proj Manager • NJBPU Sec. • NJBPU Chief of Policy & Planning • NJBPU Eco Dev & Energy Pol

Information Management System Requirements

	<ul style="list-style-type: none">• NJBPU Chief of Staff• NJBPU Pres• Treasury/EDA/CST• The first line in the table displays the AVERAGE number of days that an Invoice remains in the queue of each approving authority member based on all Invoices in result set• The list of Invoices can be sorted by any underlined column by selecting the column title. If the number of Invoices listed exceeds 100 in number only the first 100 Invoices are shown. There is a drop-down displaying the number of records in sets of 100 (or less). User may select a different range to display those Invoices. User may choose to do any of the following upon viewing the search criteria results:<ul style="list-style-type: none">•Details of a specific Invoice may be viewed by selecting the Invoice # link of the desired Invoice.<ul style="list-style-type: none">•Selecting the Invoice # link opens the Customer Rebate detail page or the Program Expense detail page depending on the type of Invoice selected.
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Invoice Statistics – Display Invoice Aging Report

Invoices Menu > Invoice Statistics Sub Menu > Display Invoice Aging Report

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Reports
Users
Vendors

Invoice Statistics

Ascertain Average Days for an Invoice Approval
 Display Invoice Aging Report

Invoice Number

Selection Criteria

Program Category:

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]:

Date Invoice Recvd [To]:

Billing Period [From]:

Billing Period [To]:

From Amount:

To Amount:

Invoice type:

For Invoices:

Approving Authority:

Menu	Invoices
Sub Menu	Invoice Statistics
Summary	Users that have access to this screen have the capability to search for various Invoice Statistics. From the <i>Invoices</i> Menu, User should select the <i>Invoice Statistics</i> Sub Menu and confirm that Display Invoice Aging Report is selected. These statistics will inform a User how many Invoices each approving authority has in their queues that are awaiting approval.
Users	Roles with access to the <i>Invoice Statistics</i> Sub Menu include PC Director, PC Director – Marketing, Program Coordinator, PC Admin, QA Manager, PC Staff, IMS Admin, Program Manager, NJBPU Marketing Administrator, NJBPU Communications Director, OCE Contract Manager - Energy Efficiency, OCE Contract Manager - Renewable Energy, OCE Contract Manager - Clean Power Choice, OCE Contract Manager - Outreach & Education, OCE Director, NJBPU Office of Fiscal Management, NJBPU Chief of Policy & Planning, NJBPU Chief of Staff, NJBPU President, Treasury, EDA - Spending Approval I, EDA - Spending Approval II, CST - Spending Approval I and CST - Spending Approval II. The Auditor and Read Only Roles have read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Invoice Statistics by navigating to the Invoices Menu > Invoice Statistics Sub Menu > Display Invoice Aging Report

Information Management System Requirements

Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Invoice Statistics. Search criteria include: <ul style="list-style-type: none"> • Invoice Number • Program Category • Program/Market Manager or Vendor • Program • Date Range for Invoice Received Date (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) • Invoice Type • For Invoices <ul style="list-style-type: none"> • A routing period may be selected from the available options • Approving Authority • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays Invoices which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a Invoice Number to search by</i> if User opts to search via a specific Invoice Number but neglects to enter information in the <i>Invoice Number</i> field • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all Invoices that contain the entered information within the Invoice Number.
Post Conditions	<p>The screen displays the number of Invoices that fit the chosen selection criteria, which are currently in the queue of each approving authority member. A total number of Invoices and total amount for those Invoices are listed for each applicable approving authority member under the appropriate range of days for Customer Rebates, Program Expenses and Utility Expenses. The total amount is displayed in brackets and represents a dollar amount. The days are split in the following ranges:</p> <ul style="list-style-type: none"> • 0-7 Days • 8-14 Days • 15-21 Days • 22-28 Days • 29 Days and Over • User may choose to do any of the following upon viewing the result set: <ul style="list-style-type: none"> • User may generate a PDF Invoice Aging Report by selecting the Generate Invoice Aging Report link • View detail for a specific approving authority member <ul style="list-style-type: none"> • Detail may be displayed by double-clicking on the number in the desired aging column for applicable approving authority member.

Information Management System Requirements

	<p>Browser will automatically display Invoices in a new window and User should select the <i>Close</i> button to close dialog box.</p> <ul style="list-style-type: none">• User may select the Invoice Number link to obtain more detail. Selecting the link opens the Customer Rebate detail page, Program Expense detail page, or the Utility Expense detail page depending on the type of Invoice chosen.
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Treasury Payment Reconciliation – Payments Pending Reconciliation

Invoices Menu > Treasury Payment Reconciliation Sub Menu > Payments Pending Reconciliation

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Treasury Payment Reconciliation

Payments pending reconciliation

Invoice No:

Transaction No:

Payment Date [From]:

Payment Date [To]:

Amount Range [From in \$]:

Amount Range [To in \$]:

Vendor Name:

Invoices approved by Treasury pending payment information

Invoices approved by Treasury with payment information

Invoice No:

Program/Market Manager or Vendor:

Program:

Date Invoice Approved [From]:

Date Invoice Approved [To]:

Billing Period [From]:

Billing Period [To]:

From Amount (\$):

To Amount (\$):

Menu	Invoices
Sub Menu	Treasury Payment Reconciliation
Summary	<p>Users that have access to this screen have the capability to review Treasury Payments that are pending reconciliation. From the <i>Invoices</i> Menu, User should select the <i>Treasury Payment Reconciliation</i> Sub Menu and confirm that Payments pending reconciliation is selected. User with appropriate access rights may also complete the following tasks:</p> <ul style="list-style-type: none"> • Delete Payments • Edit Invoice Number • Edit Invoice Amount • Duplicate Payment Detail <ul style="list-style-type: none"> ○ Duplicating payment detail will result in creating additional Invoice(s) with the same Transaction Number, Payment Date, and Vendor Name.
Users	Roles with ‘assignment access’ to the <i>Treasury Payment Reconciliation</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has a read-only view of the Treasury Payment Reconciliation Sub Menu.
Preconditions	User should be successfully logged in to IMS

Information Management System Requirements

Triggers	User opts to search for payments made by the Treasury by navigating to the Invoices Menu > Treasury Payment Reconciliation Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Treasury Payments. Search criteria include: <ul style="list-style-type: none"> • Invoice Number • Transaction Number • Date Range for Payment Date (From and To) • Range for Amount (From and To) • Vendor Name • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays Treasury Payments which match search criteria. Please refer to the Upload Data Files for further information on how this data enters the system.
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please select at least one payment record</i> if User opts to delete a Treasury Payment but neglects to specify which payment • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all payment records that contain the entered information within the Invoice Number. • User opts to search via Transaction Number and enters partial numbers or text in the <i>Transaction Number</i> field rather than a specific Transaction Number. IMS will display all payment records that contain the entered information within the Transaction Number. • User opts to search via Vendor Name and enters partial text in the <i>Vendor Name</i> field rather than a specific Vendor Name. IMS will display all payment records that contain the entered information within the Vendor Name. • User may delete a row after duplicating a payment's details by selecting the <i>Delete this row</i> icon • IMS will display <i>Please enter data in all invoice number fields</i> if User does not add payment detail information prior to selecting the <i>Apply Changes</i> button when duplicating payment detail.
Post Conditions	<p>User will have Treasury Payments displayed that match the specified search criteria. Information displayed at this level includes Invoice Number, Transaction Number, Payment Date, Amount and Vendor Name. User may choose to do any of the following upon viewing the search criteria results:</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • Delete Payments <ul style="list-style-type: none"> • User locates Invoice to delete and selects the checkbox of the appropriate

	<p>Invoice(s)</p> <ul style="list-style-type: none"> • User selects the <i>Delete Payments</i> button <ul style="list-style-type: none"> • IMS will display <i>Are you sure you want to proceed with this delete</i> and User should select <i>OK</i> to continue or <i>Cancel</i> to stop the deletion process • IMS will display <i>The payment detail(s) was deleted successfully</i> after deletion takes place • Apply Changes <ul style="list-style-type: none"> • User locates payment record(s) that require edits • User edits the Invoice Number and/or the Amount of any payment record that appears in search results • User selects the <i>Apply Changes</i> button <ul style="list-style-type: none"> • IMS will display <i>The payment detail was updated. Please check the list (if any) to see whether your updates were successful.</i> after the changes have been made within IMS • Internally IMS checks to see whether the payment records can now be matched to existing Invoices in IMS (by matching the Invoice Number and Amount fields) that have been approved by Treasury and are missing payment information. If a successful match occurs, the payment record is deleted from the <i>Payments Pending Reconciliation</i> list • Reconciling a Treasury Payment is discussed in the Reconciling a Treasury Payment section. Please review for further information. • Duplicate Payment Details <ul style="list-style-type: none"> • User opts to duplicate payment details by selecting the <i>Duplicate this Payment's Details</i> icon <ul style="list-style-type: none"> • New row will appear without Invoice Number and Amount values and will appear below the row that is being duplicated • The number of rows that appear depend on the amount of times a User selects the <i>Duplicate this Payment's Details</i> icon • User may delete a row which they duplicated by selecting the <i>Delete this Row</i> icon • User enters required information in the <i>Invoice Number</i> and <i>Amount</i> fields • User selects the <i>Apply Changes</i> button <ul style="list-style-type: none"> • IMS will display <i>The payment detail was updated. Please check the list (if any) to see whether your updates were successful.</i> after the changes have been made within IMS <ul style="list-style-type: none"> • Invoice will remain in <i>Payments pending reconciliation</i> if a match does not exist in IMS for Invoice Number and Payment Amount
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Treasury Payment Reconciliation – Invoices Approved by Treasury

Invoices Menu > Treasury Payment Reconciliation Sub Menu > Invoices Approved by Treasury with Payment Information

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
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Treasury Payment Reconciliation

Payments pending reconciliation

Invoice No:

Transaction No:

Payment Date [From]:

Payment Date [To]:

Amount Range [From in \$]:

Amount Range [To in \$]:

Vendor Name:

Invoices approved by Treasury pending payment information

Invoices approved by Treasury with payment information

Invoice No:

Program/Market Manager or Vendor:

Program:

Date Invoice Approved [From]:

Date Invoice Approved [To]:

Billing Period [From]:

Billing Period [To]:

From Amount (\$):

To Amount (\$):

Menu	Invoices
Sub Menu	Treasury Payment Reconciliation
Summary	Users that have access to this screen have the capability to review Treasury Payments that have been approved with payment information and/or without payment information. From the <i>Invoices</i> Menu, User should select the <i>Treasury Payment Reconciliation</i> Sub Menu and confirm that Invoices approved by Treasury pending payment information or Invoices approved by Treasury with payment information is selected depending on the type of payment information desired from IMS.
Users	Roles with 'assignment access' to the <i>Treasury Payment Reconciliation</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has a read-only view of the Treasury Payment Reconciliation Sub Menu.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for payments made by the Treasury by navigating to the Invoices Menu > Treasury Payment Reconciliation Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Treasury Payments. Search criteria include:

Information Management System Requirements

	<ul style="list-style-type: none"> • Invoice Number • Program/Market Manager or Vendor • Program • Date Range for Date Invoice Approved (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays Treasury Payments which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all Invoices that contain the entered information within the Invoice Number.
Post Conditions	<p>User will have Treasury Payments displayed that match the specified search criteria. Information displayed at this level includes Invoice Number, Program Name, Date Invoice Approved, Amount, and Status. User may choose to do any of the following upon viewing the search criteria results:</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • Details of a specific Invoice may be viewed by selecting the Invoice # link for the desired Invoice <ul style="list-style-type: none"> • The type of Invoice detail displayed will depend on whether selected Invoice is a Customer Rebate or Program Expense Invoice. • Application detail will be discussed in the Application Detail section. Please review section for further information. <ul style="list-style-type: none"> • If User selected the Invoices approved by Treasury with payment information option, Payment History indicating Payment Date, Transaction Number, Vendor Name, and Amount will be displayed on Invoice detail page • Treasury Payment Reconciliation is discussed in the Reconciling a Treasury Payment section. Please review for further information.

Reconciling a Treasury Payment

Invoices Menu > Treasury Payment Reconciliation Sub Menu > Invoices Approved by Treasury Pending Payment Information

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
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Treasury Payment Reconciliation

Payments pending reconciliation

Invoice No:

Transaction No:

Payment Date [From]:

Payment Date [To]:

Amount Range [From in \$]:

Amount Range [To in \$]:

Vendor Name:

Invoices approved by Treasury pending payment information

Invoices approved by Treasury with payment information

Invoice No:

Program/Market Manager or Vendor:

Program:

Date Invoice Approved [From]:

Date Invoice Approved [To]:

Billing Period [From]:

Billing Period [To]:

From Amount (\$):

To Amount (\$):

Menu	Invoices
Sub Menu	Treasury Payment Reconciliation
Summary	Users that have “assignment” access to this screen have the capability to reconcile a Treasury Payment. From the <i>Invoices</i> Menu, User should select the <i>Treasury Payment Reconciliation</i> Sub Menu and confirm that Invoices approved by Treasury pending payment information is selected. User should open another window of IMS and from the <i>Invoices</i> Menu select the <i>Treasury Payment Reconciliation</i> Sub Menu and confirm that Payments pending reconciliation is selected.
Users	Roles with ‘assignment access’ to the <i>Treasury Payment Reconciliation</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor role has a read-only view of the <i>Treasury Payment Reconciliation</i> Sub Menu.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to reconcile a Treasury payment by navigating to the Invoices Menu > Treasury Payment Reconciliation Sub Menu
Main Path	<ul style="list-style-type: none"> • First Window <ul style="list-style-type: none"> • User specifies search criteria to locate desired Treasury Payments from the

Information Management System Requirements

	<p>Invoices approved by Treasury pending payment information section. Search criteria includes:</p> <ul style="list-style-type: none"> • Invoice Number • Program/Market Manager or Vendor • Program • Date Range for Date Invoice Approved (From and To) • Date Range for Billing Period (From and To) • Range for Amount (From and To) <ul style="list-style-type: none"> • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays Treasury Payments which match search criteria • User locates correct record(s) and notes details <ul style="list-style-type: none"> • Second Window <ul style="list-style-type: none"> • User selects Payments pending reconciliation option and utilizes the following search criteria: <ul style="list-style-type: none"> • Invoice Number • Transaction Number • Date Range for Payment Date (From and To) • Range for Amount (From and To) • Vendor Name • User enters correct information for reconciliation in the Invoice and Amount fields of any Invoice belonging to the appropriate Vendor • User selects the <i>Apply Changes</i> button <ul style="list-style-type: none"> • IMS displays <i>The payment detail was updated. Please check the list (if any) to see whether your updates were successful.</i> after changes have been made within IMS • Invoice will now be available via Invoices approved by Treasury with payment information
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • User opts to search via Invoice Number and enters partial numbers or text in the <i>Invoice Number</i> field rather than a specific Invoice Number. IMS will display all Invoices that contain the entered information within the Invoice Number.
Post Conditions	<ul style="list-style-type: none"> • User confirms payment reconciliation by selecting Invoices approved by Treasury with payment information and locating applicable Invoice • User may view details of a specific Invoice by selecting the Invoice # link for the desired Invoice <ul style="list-style-type: none"> • The type of Invoice detail displayed will depend on whether selected Invoice is a Customer Rebate or Program Expense. Please review for further information. <ul style="list-style-type: none"> • Application detail will be discussed in the Application Detail section. Please review section for further information. • User will now see Payment History indicating Payment Date,

Information Management System Requirements

Transaction Number, Vendor Name and Amount on the applicable Invoice

- User may choose to select one or more invoices by clicking on the checkbox next to the invoice id link on the search results table and click on the “Do Not Reconcile” button. This would mean that the payment is not expected to come through in Treasury’s Reconciliation reports and can therefore be taken off this pending search list during future searches.

The screenshot shows a table with three columns. The first column contains a checkbox and the invoice ID 'OESCBG_GRNTPMT_022612'. The second column contains the vendor name 'EE and Conservation Block Grant (OES)'. The third column contains the date '03-23-201'. Below the table, there is a button labeled 'Do Not Reconcile'. Red boxes highlight the checkbox and the button.

		Total Amount (on this p
<input type="checkbox"/>	OESCBG_GRNTPMT_022612	EE and Conservation Block Grant (OES) 03-23-201

[Do Not Reconcile](#)

Measures

Measures Menu > Available Sub Menus

The screenshot displays the 'Measures' menu interface. At the top, a navigation bar includes tabs for Budgets, Contracts, Data Integration, Documents, Invoices, Measures (highlighted), Programs, QA, Reports, Users, and Vendors. Below the navigation bar, a dropdown menu is open, listing the following sub-menus: Add Measure, Add Measure Type, Delete Measure, Delete Measure Type, Search Measure, Search Measure Type, Update Measure, and Update Measure Type. The main content area contains two search fields: 'Measure:' with an empty text input, and 'Measure Type:' with a dropdown menu currently set to 'All'. In the top right corner of the main area, there is a small icon and the text 'Add Measure'. At the bottom right, there are two buttons labeled 'Clear' and 'Search'.

The *Measures* Menu consists of the *Add Measure*, *Add Measure Type*, *Delete Measure*, *Delete Measure Type*, *Search Measure*, *Search Measure Type*, *Update Measure*, and *Update Measure Type* Sub Menus.

The use cases identified below are discussed on behalf of the *Measures* Menu. Please note the order of Sub Menus is always subject to change and may not reflect what is displayed in above screenshot.

- [Searching for Measure Record\(s\)](#)
- [Updating a Measure Record](#)
- [Deleting a Measure Record](#)
- [Adding a Measure Record](#)
- [Searching for Measure Type Record\(s\)](#)
- [Updating a Measure Type Record](#)
- [Deleting a Measure Type Record](#)
- [Adding a Measure Type Record](#)

Searching for Measure Record(s)

Measures Menu > Search Measure Sub Menu

Menu	Measures
Sub Menu	Search Measure
Summary	Users that have access to this screen have the capability to search, review, add, delete and/or update Measure record(s). Searching for Measures will be discussed in this section as the other mentioned topics each have a designated section. From the <i>Measures</i> Menu, User should select the <i>Search Measure</i> Sub Menu. Functionality depends on access rights granted to User.
Users	Roles with access to the <i>Search Measure</i> Sub Menu include PC Director, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Measure(s) by navigating to the Measures Menu > Search Measure Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Measure record(s). Search criteria includes: <ul style="list-style-type: none"> • Measure <ul style="list-style-type: none"> • User may enter Measure ID or name of Measure in applicable <i>Measure</i> fields • Measure Type <ul style="list-style-type: none"> • Measure Type is arranged in alphabetical order per its description • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Measures which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Measures may be sorted by any of the underlined columns by selecting


Information Management System Requirements

	<p>the column title. The list is sorted by name of the Measure by default.</p> <ul style="list-style-type: none"> • If the number of Measures listed exceeds ten in number only the first ten Measures are shown. There is a drop-down displaying the number of records in sets of ten (or less). User may select a different range to display other Measure records. • User opts to search via Measure and enters partial text or numbers in the <i>Measure</i> field. IMS will display all records that contain the entered information within the <i>Measure</i> fields (<i>Measure ID</i> and <i>Measure Name</i>), depending upon where User entered information.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search
Post Conditions	<p>User will have Measure record(s) displayed that match the specified search criteria. Information displayed at this level includes Measure ID, Measure, Associated Measure Types, Edit, and Delete. User may choose to do the following upon viewing search results:</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • Edit Measure record <ul style="list-style-type: none"> • Please see the Updating a Measure Record section for further information • Delete Measure record <ul style="list-style-type: none"> • Please see the Deleting a Measure Record section for further information • Add Measure record <ul style="list-style-type: none"> • Please see the Adding a Measure Record section for further information • User may select the <i>Add</i> icon or select the Add Measure link to be directed to the <i>Add Measure</i> screen

Updating a Measure Record


Measures Menu > Search Measure Sub Menu > Clothes Dryer Search Results

Budgets | Contracts | Data Integration | Documents | Invoices | **Measures** | Programs | QA | Reports | Users | Vendors

Search for Measure  Add Measure

Measure:

Measure Type:

 Generate Excel Spreadsheet Records



Measure Id	Measure	Associated Measure Types	Edit/Delete
43	Clothes Dryer	[905] Clothes Dryer [ARRA30] ENERGY STAR Appliances [UE316] Multi-Family Measures [803] Tier 3 Measures [UE313] Tier 3 Measures [ARRA49] Tier 3 Measures - ARRA Supplemental [ARRA06] Tier 3 Measures - Non-IOU [UE309] Utility-Funded Tier 3 Measures	 

Image below is what User will see upon selecting the *Edit* icon.

Measures Menu > Update Measure Sub Menu

Budgets | Contracts | Data Integration | Documents | Invoices | **Measures** | Programs | QA | Reports | Users | Vendors

Update Measure

Measure:

Associate Measure Type:

Associate Savings

[905] Clothes Dryer
[ARRA30] ENERGY STAR Appliances
[UE316] Multi-Family Measures
[803] Tier 3 Measures
[UE313] Tier 3 Measures

Information Management System Requirements

Menu	Measures
Sub Menu	Update Measure
Summary	Users with access to this screen have the capability to update information on Measure records. From the <i>Measures</i> Menu, User should select the <i>Update Measure</i> Sub Menu.
Users	Roles with access to the <i>Update Measure</i> Sub Menu include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to update Measure record(s) by navigating to the Measures Menu > Update Measure Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the update process by initiating a search to locate correct Measure record(s) <ul style="list-style-type: none"> • User will be directed to the <i>Search for Measure</i> screen when selecting the <i>Update Measure</i> Sub Menu • User specifies search criteria to locate Measure record(s). Search criteria and process is described in the Searching for Measure Record(s) section. Please review for further information. • User will have Measures displayed that match the specified search criteria. Information displayed at this level includes Measure ID, Measure, Associated Measure Types, Edit, and Delete. • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select the <i>Add</i> icon or select the Add Measure link to be directed to the <i>Add Measure</i> screen • User selects the <i>Edit</i> icon of the selected Measure record <ul style="list-style-type: none"> • User will be directed to the <i>Update Measure</i> screen • User updates Measure record. Possible fields to update include the following: <ul style="list-style-type: none"> • Measure Name <ul style="list-style-type: none"> • Name of Measure may be updated. However, <i>Measure ID</i> field is a non-editable field. • Associate Measure Type <ul style="list-style-type: none"> • User should locate desired Associate Measure Type and select the double-arrow button to add Associate Measure Type • Existing Measure Types may not be deleted • Associate Savings <ul style="list-style-type: none"> • User should select <i>Associate Savings</i> checkbox if savings information should be tracked for this Measure and displayed on Application detail. Please see the Application Detail section for Application detail information. • User selects the <i>Save</i> button • IMS will display <i>Details for Measure 'Measure Name' were updated successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>Please enter a name for the Measure</i> if User removes that


Information Management System Requirements

	<p>information and selects the <i>Save</i> button</p> <ul style="list-style-type: none">• IMS will display <i>Measure Types already associated to this Measure may not be deleted from the list</i> if User attempts to remove an associated Measure Type• IMS will display <i>This Measure Type has already been added to the list</i> if User selects the double arrow to associate a Measure Type already present on the list for select Measure record• IMS will display <i>An error occurred. Details for Measure 'Name of Measure' were NOT updated successfully</i> if there was a problem with the update
Post Conditions	<ul style="list-style-type: none">• Updated Measure information is available in IMS• Associated Savings will appear on Application detail if User selected the <i>Associated Savings</i> checkbox<ul style="list-style-type: none">• Please see the Application Detail section for Application detail information.

Deleting a Measure Record


Measures Menu > Delete Measure Sub Menu > Clothes Dryer Search Results


Budgets | Contracts | Data Integration | Documents | Invoices | **Measures** | Programs | QA | Reports | Users | Vendors

Search for Measure  Add Measure

Measure:

Measure Type:

 Generate Excel Spreadsheet Records 1-1

Measure Id	Measure	Associated Measure Types	Edit/Delete
43	Clothes Dryer	[905] Clothes Dryer [ARRA30] ENERGY STAR Appliances [UE316] Multi-Family Measures [803] Tier 3 Measures [UE313] Tier 3 Measures [ARRA49] Tier 3 Measures - ARRA Supplemental [ARRA06] Tier 3 Measures - Non-IOU [UE309] Utility-Funded Tier 3 Measures	<div style="border: 2px solid red; padding: 2px; display: inline-block;">Delete Icon</div> 

Menu	Measures
Sub Menu	Delete Measure
Summary	Users with access to this screen have the capability to delete Measure record(s). From the <i>Measures</i> Menu, User should select the <i>Delete Measure</i> Sub Menu.
Users	Roles with access to the <i>Delete Measure</i> Sub Menu include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to delete Measure record(s) by navigating to the Measures Menu > Delete Measure Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the deletion process by initiating a search to locate correct Measure record(s) <ul style="list-style-type: none"> • User will be directed to the <i>Search for Measure</i> screen upon selecting the <i>Delete Measure</i> Sub Menu • User specifies search criteria to locate desired Measure record(s). Search criteria and process is described in the Searching for Measure Record(s) section. Please review for further information. • User will have Measures displayed that match the specified search criteria. Information displayed at this level includes Measure ID, Measure, Associated Measure Types, Edit, and Delete.

Information Management System Requirements

	<ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select the <i>Add</i> icon or select the Add Measure link to be directed to the <i>Add Measure</i> screen • The list of Measures can be sorted by any of the underlined columns by selecting applicable column title. The list is sorted by the name of Measure by default. • User selects the <i>Delete</i> icon of applicable Measure record <ul style="list-style-type: none"> •IMS will display <i>Are you sure you want to delete this Measure</i> upon selecting the <i>Delete</i> icon. •User should select the <i>Cancel</i> to stop the deletion process • User selects the <i>OK</i> button to continue with deletion • IMS will display <i>The selected Measure was deleted successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>The delete request failed since there are applications/jobs that refer to this measure</i> if User selects the <i>Delete</i> icon for a Measure that has applications/jobs associated to it
Post Conditions	<ul style="list-style-type: none"> • Measure is no longer available in IMS

Adding a Measure Record

Measures Menu > Add Measure Sub Menu

The screenshot shows the 'Add Measure' form with the following elements:

- Measure:** A text input field.
- Associate Measure Type:** A dropdown menu currently showing '[-NA-] -NA-'. To its right are two double-arrow buttons: '>>' (top) and '<<' (bottom).
- Associate Savings:** A checkbox that is currently unchecked.
- Buttons:** 'Clear' and 'Add' buttons located at the bottom right of the form.

Menu	Measures
Sub Menu	Add Measure
Summary	Users that have access to this screen have the capability to add Measure record(s) in IMS. From the <i>Measures</i> Menu, User should select the <i>Add Measure</i> Sub Menu.
Users	Roles with access to the <i>Add Measure</i> Sub Menu include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to add a Measure in IMS by navigating to the Measures Menu > Add Measure Sub Menu
Main Path	<ul style="list-style-type: none"> User enters required information for the new Measure record. Information necessary for the record includes: <ul style="list-style-type: none"> •Measure ID (First <i>Measure</i> field) •Measure Name (Second <i>Measure</i> field) •Associate Measure Type <ul style="list-style-type: none"> •User should locate desired Measure Type(s) to associate via the <i>Associate Measure Type</i> field and select the double-arrow button to add •User may opt to Associate Savings for the Measure <ul style="list-style-type: none"> • User should select Associate Savings checkbox if they desire savings information to be displayed on Application detail. Please see the Application Detail section for further information. • User reviews and confirms the entered information • User selects the <i>Add</i> button • IMS will display <i>Details for Measure Type 'Name of Measure' were added successfully</i>

Information Management System Requirements

Alternate Path	<ul style="list-style-type: none"> • User may choose to change information entered and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered thus far for the record being created in IMS.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>The Measure ID you have just entered already exists in the IMS. Please enter a different one.</i> if User selects the <i>Add</i> button after entering an existing Measure ID for the new Measure in the <i>Measure</i> field • IMS will display <i>Please enter an ID for the Measure</i> if User selects the <i>Add</i> button prior to entering information for the new Measure in the <i>Measure</i> field • IMS will display <i>Please enter a name for the Measure</i> if User selects the <i>Add</i> button prior to entering information for the new Measure in the <i>Measure</i> field • IMS will display <i>Please choose at least one Measure Type for this Measure</i> if User selects the <i>Add</i> button prior to entering information for the new Measure • IMS will display <i>Please choose at least one Measure Type for this Measure</i> if User selects the <i>Add</i> button prior to selecting the double arrow to add associated Measure Type information for the new Measure • IMS will display <i>This Measure Type has already been added to the list</i> if User selects the double arrow to add Measure Type that already exists for the new Measure
Post Conditions	<ul style="list-style-type: none"> • Measure record is available in IMS • Associated Savings will appear on Application detail if User selected the <i>Associated Savings</i> checkbox <ul style="list-style-type: none"> • Please see the Application Detail section for further information.

Searching for Measure Type Record(s)

Measures Menu > Search Measure Type Sub Menu

Menu	Measures
Sub Menu	Search Measure Type
Summary	Users that have access to this screen have the capability to search, review, add, delete and/or update Measure Type record(s). Searching for Measure Types will be discussed in this section as the other mentioned topics each have a designated section. From the <i>Measures</i> Menu, User should select the <i>Search Measure Type</i> Sub Menu. Functionality depends on access rights granted to User.
Users	Roles with access to the <i>Search Measure Type</i> Sub Menu include PC Director, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Measure Type record(s) by navigating to the Measures Menu > Search Measure Type Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Measure Type record(s). Search criteria includes the following: <ul style="list-style-type: none"> • Measure Type <ul style="list-style-type: none"> • User may enter Measure ID in first <i>Measure Type</i> field or Measure Type Name in second <i>Measure Type</i> field • Program • Savings <ul style="list-style-type: none"> • Options include the following: <ul style="list-style-type: none"> • All Measure Types (selected by default) • Measure types with installed savings and generation only • Measure types with installed and verified savings and generation • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Measure Type records which match search criteria


Information Management System Requirements

Alternate Path	<ul style="list-style-type: none"> IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. The list of Measure Types can be sorted by any of the underlined columns by selecting applicable column title. The list is sorted by the name of the Measure Type by default. If the number of Measure Types listed exceeds ten in number only the first ten Measure Types are shown. There is a drop-down displaying the number of records in sets of ten (or less). User may select a different range to display desired Measure Type records. User opts to search via Measure Type and enters partial text or numbers in the <i>Measure Type</i> field. IMS will display all records that contain the entered information within the <i>Measure Type</i> fields (<i>Measure Type ID</i> and <i>Measure Type Name</i>), depending upon where User entered information.
Exception Path	<ul style="list-style-type: none"> An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search
Post Conditions	<p>User will have Measure Type record(s) displayed that match the specified search criteria. Information displayed at this level includes Measure Type ID, Measure Type, Associated Programs, Edit, and Delete. User may choose to do the following upon viewing search results:</p> <ul style="list-style-type: none"> User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen Edit Measure Type record <ul style="list-style-type: none"> Please see the Updating a Measure Type Record section for further information Delete Measure Type record <ul style="list-style-type: none"> Please see the Deleting a Measure Type Record section for further information Add Measure Type record <ul style="list-style-type: none"> Please see the Adding a Measure Type Record section for further information User may select the <i>Add</i> icon or select the Add Measure Type link to be directed to the <i>Add Measure Type</i> screen

Updating a Measure Type

Measures Menu > Search Measure Type Sub Menu > Building Commissioning Search Results


Budgets | Contracts | Data Integration | Documents | Invoices | **Measures** | Programs | QA | Reports | Users | Vendors

Search for Measure Types  [Add Measure Type](#)

Measure Type:

Program:

Savings:

 [Generate Excel Spreadsheet](#) Records



Measure Type Id	Measure Type	Associated Programs	Edit/Delete
1716	Building Commissioning	C & I New Construction	 

Image below is what User will see upon selecting the *Edit* icon. Measure Types need not have a Measure associated to it.

- Committed Savings & Generation Data will be represented by a red folder
 - Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/Lifetime
- Installed Savings and Generation Data will be represented by a yellow folder
 - Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/Lifetime
- Verified Savings & Generation Data will be represented by a green folder
 - Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/Lifetime

Measures Menu > Update Measure Type Sub Menu

Update Measure Type

Measure Type:

Add Measure [Pick from Existing]:

Add Measure [Create New]: Associate Savings

Installed savings and generation only
 Installed and Verified savings and generation

Menu	Measures
Sub Menu	Update Measure Type
Summary	Users with access to this screen have the capability to update information on Measure Type records. From the <i>Measures</i> Menu, User should select the <i>Update Measure Type</i> Sub Menu.
Users	Roles with access to the <i>Update Measure Type</i> Sub Menu include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to update Measure Type record(s) by navigating to the Measures Menu > Update Measure Type Sub Menu
Main Path	<ul style="list-style-type: none"> User begins the update process by initiating a search to locate correct Measure Type record(s) <ul style="list-style-type: none"> User will initially be directed to the <i>Search for Measure Types</i> screen upon selecting the <i>Update Measure Type</i> Sub Menu User specifies search criteria to locate Measure Type record(s). Search criteria and process is described in the Searching for Measure Type Record(s) section. Please review for further information. User will have Measure Types displayed that match the specified search criteria.

Information Management System Requirements

	<p>Information displayed at this level includes Measure Typed ID, Measure Type, Associated Programs, Edit, and Delete.</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select the <i>Add</i> icon or select the Add Measure Type link to be directed to the <i>Add Measure Type</i> screen • User selects the <i>Edit</i> icon of the selected Measure Type record <ul style="list-style-type: none"> • User will be directed to the <i>Update Measure Type</i> screen • User updates Measure Type record. Possible fields to update include the following: <ul style="list-style-type: none"> • Measure Name <ul style="list-style-type: none"> • Name of Measure Type may be updated. However, <i>Measure Type ID</i> field is a non-editable field. • Add Measure [Pick from Existing] <ul style="list-style-type: none"> • User should locate desired Measure and select the double-arrow button to associate Measure to Measure Type record • Existing Measure(s) may not be deleted • Add Measure [Create New] <ul style="list-style-type: none"> • Measure ID must be unique • User should select <i>Associate Savings</i> checkbox if savings information should be tracked for this Measure and displayed on Application detail. Please see the Application Detail section for Application detail information. • Installed Savings and Generation Only <ul style="list-style-type: none"> • Selecting this allows information to appear in the <i>Summary Data</i> section of the Application level detail. A yellow folder will indicate <i>Installed Savings and Generation Only</i> data in IMS. • Installed and Verified Savings and Generation <ul style="list-style-type: none"> • Selecting this allows information to appear in the “Summary Data” section of the Application level detail. In addition to the yellow folder which indicates “Installed Savings and Generation”, a green folder will also be present which indicates “Verified Savings and Generation” data in IMS. • User selects the <i>Save</i> button • IMS will display <i>Details for Measure Type ‘Measure Type Name’ were updated successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>Please enter a name for the Measure Type</i> if User removes that information and selects the <i>Save</i> button • IMS will display <i>Measures already associated with this Measure Type may not be deleted from the list</i> if User attempts to remove an associated Measure • IMS will display <i>This Measure has already been added to the list</i> if User selects the double arrow to add Measure information for a Measure that is already associated to the Measure Type record


Information Management System Requirements

	<ul style="list-style-type: none">• IMS will display <i>Please enter values for both the Measure ID and the Measure Description fields</i> if User selects the <i>Save</i> button upon attempting to create and add a new Measure to the Measure Type record• IMS will display <i>An error occurred. Details for Measure Type 'Name of Measure Type' were NOT updated successfully.</i> if there was a problem with the update• IMS will display <i>The Measure ID you have just entered already exists in the IMS. Please enter a different one.</i> upon User attempting to create and add a new Measure to the Measure Type record
Post Conditions	<ul style="list-style-type: none">• Updated Measure Type information is available in IMS

Deleting a Measure Type Record

Measures Menu > Delete Measure Type Sub Menu > Clothes Washer Search Results


Budgets | Contracts | Data Integration | Documents | Invoices | **Measures** | Programs | QA | Reports | Users | Vendors

Search for Measure Types  [Add Measure Type](#)

Measure Type:

Program:





Savings:



Generate Excel Spreadsheet

Delete Icon

Records

Measure Type Id	Measure Type	Associated Programs	Edit Delete
904	Clothes Washer	Energy Efficient Products	 
ARRA20	Clothes Washer - SEEARP	State EE Appliance Rebate - Products (NJBPU-ARRA)	 

Menu	Measures
Sub Menu	Delete Measure Type
Summary	Users with access to this screen have the capability to delete a Measure Type record. From the <i>Measures</i> Menu, User should select the <i>Delete Measure Type</i> Sub Menu.
Users	Roles with access to the <i>Delete Measure Type</i> Sub Menu include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to delete Measure Type record(s) by navigating to the Measures Menu > Delete Measure Type Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the deletion process by initiating a search to locate correct Measure Type record(s) <ul style="list-style-type: none"> • User will initially be directed to the <i>Search for Measure Types</i> screen when selecting the <i>Delete Measure Type</i> Sub Menu • User specifies search criteria to locate Measure Type record(s). Search criteria and process is described in the Searching for Measure Type Record(s) section. Please review for further information. • User will have Measure Type record(s) displayed that match the specified search criteria. Information displayed at this level includes Measure Type ID, Measure

Information Management System Requirements

	<p>Type, Associated Programs, Edit, and Delete.</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select the <i>Add</i> icon or select the Add Measure Type link to be directed to the <i>Add Measure Type</i> screen • The list of Measure Types can be sorted by any of the underlined columns by selecting applicable column title. The list is sorted by the name of the Measure Type by default. • User selects the <i>Delete</i> icon of the selected Measure Type record <ul style="list-style-type: none"> •IMS will display <i>Are you sure you want to delete this Measure Type</i> upon selecting the <i>Delete</i> icon. •User should select the <i>Cancel</i> to stop the deletion process • User selects the <i>OK</i> button to continue with deletion • IMS will display <i>The selected Measure Type was deleted successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>The delete request failed since there are applications/jobs that refer to this measure type</i> if User selects the <i>Delete</i> icon for a Measure Type that has applications/jobs associated to it
Post Conditions	<ul style="list-style-type: none"> • Measure Type is no longer available in IMS

Adding a Measure Type Record

Measures Menu > Add Measure Type Sub Menu

Menu	Measures
Sub Menu	Add Measure Type
Summary	Users that have access to this screen have the capability to add a Measure Type in IMS. From the <i>Measures</i> Menu, User should select the <i>Add Measure Type</i> Sub Menu.
Users	Roles with access to the <i>Add Measure Type</i> Sub Menu include PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to add a Measure Type in IMS by navigating to the Measures Menu > Add Measure Type Sub Menu
Main Path	<ul style="list-style-type: none"> • User enters required information for the new Measure Type record. It is not necessary to associate Measure(s) to the newly created Measure Type record. Information available for the Measure Type record includes the following: <ul style="list-style-type: none"> • Measure Type (Required) <ul style="list-style-type: none"> • <i>Measure Type</i> field reflects <i>Measure Type ID</i> and <i>Measure Type Name</i> • Add Measure [Pick from Existing]

Information Management System Requirements

	<ul style="list-style-type: none"> • User may opt to add existing Measure(s) to the Measure Type record by selecting the double-arrow button to add • Add Measure [Create New] <ul style="list-style-type: none"> • User may create a new Measure record and then associate it to the newly created Measure Type. User must complete the <i>Measure</i> fields (Measure ID and Measure Name upon selecting the double arrow to add. • User may elect to associate savings to the Measure by confirming <i>Associate Savings</i> checkbox is selected • User may opt to track <i>Installed Savings and Generation Only</i> or <i>Installed and Verified Savings and Generation</i> for the Measure Type record by selecting appropriate button <ul style="list-style-type: none"> • <i>Installed Savings and Generation Only</i> is selected by default • User reviews and confirms the entered information • User selects the <i>Add</i> button • IMS will display <i>Details for the Measure Type 'Name of Measure Type' were added successfully</i>
Alternate Path	<ul style="list-style-type: none"> • User may choose to change information entered and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered thus far for the record being created in IMS.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>The Measure Type ID you have just entered already exists in the IMS. Please enter a different one.</i> if User selects the <i>Add</i> button after entering an existing Measure ID for the new Measure Type record • IMS will display <i>Please enter an ID for the Measure Type</i> if User selects the <i>Add</i> button prior to entering information for the new Measure Type in the <i>Measure Type</i> field • IMS will display <i>Please enter a name for the Measure Type</i> if User selects the <i>Add</i> button prior to entering information for the new Measure Type in the <i>Measure Type</i> field • IMS will display <i>This Measure has already been added to the list</i> if User attempts to add a Measure to the Measure Type that has already been added • IMS will display <i>Please enter values for both the Measure ID and the Measure description fields</i> if User attempts to associate a new Measure without completing all required information for the new Measure that is to be associated
Post Conditions	<ul style="list-style-type: none"> • Measure Type record is available in IMS • If a Measure Type is set to have only <i>Installed Savings</i>, the Application detail page will show only <i>Installed Savings</i> in the <i>Summary Data</i> section for the Application. • If a Measure Type is set up to track <i>Installed and Verified Savings and Generation</i>, the Application detail page shows both <i>Installed</i> and <i>Verified Savings and Generation</i> data.

Programs

Programs Menu > Available Sub Menus

The screenshot displays the 'Programs' menu in a software application. At the top, a navigation bar contains several menu items: Budgets, Contracts, Data Integration, Documents, Invoices, Measures, Programs (highlighted), QA, Reports, Users, and Vendors. Below this, a search dropdown menu is open, listing 'Add Program', 'Delete Program', 'Search Program', and 'Update Program'. The main content area features a search form with the following elements: a search input field, a 'Program Name:' label, a text input field, a 'Program Category:' label, a dropdown menu set to 'All', a 'Program Sub Category:' label, another dropdown menu set to 'All', and a 'Program/Market Manager or Vendor:' label with a dropdown menu set to 'All'. At the bottom right of the form are 'Clear' and 'Search' buttons. In the top right corner of the main area, there is a small icon of a document with a plus sign and the text 'Add Program'.


The *Programs* Menu consists of the *Add Program*, *Delete Program*, *Search Program*, and *Update Program* Sub Menus. The use cases identified below are discussed on behalf of the *Programs* Menu. Please note the order of Sub Menus is always subject to change and may not reflect what is displayed in above screenshot.

- [Searching for Program Records](#)
- [Updating a Program Record](#)
- [Deleting a Program Record](#)
- [Adding a Program Record](#)

Searching for Program Records

Programs Menu > Search Program Sub Menu

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
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Search for Programs  [Add Program](#)

Program Name:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

Menu	Programs
Sub Menu	Search Program
Summary	Users that have access to this screen have the capability to search, review, add, delete and/or update Program records. Searching for Program Records will be discussed in this use case as the other mentioned topics each have a designated use case. From the <i>Programs</i> Menu, User should select the <i>Search Program</i> Sub Menu. Functionality depends on access rights granted to User(s).
Users	Roles with access to the <i>Search Program</i> Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Program record(s) by navigating to the Programs Menu > Search Program Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired Program record(s). Search criteria includes: <ul style="list-style-type: none"> • Program Name • Program Category • Program Sub Category • Program/Market Manager or Vendor • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Program records which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Programs may be sorted by any of the underlined columns by clicking on


Information Management System Requirements

	<p>the column title. The list is sorted by the <i>Program Name</i> by default.</p> <ul style="list-style-type: none"> • If the number of Programs listed exceeds ten in number only the first ten Programs are shown. There is a drop-down displaying the number of records in sets of ten (or less). User may click on a different range to display those Programs. • User opts to search via Program Name and enters partial text or numbers in the <i>Program Name</i> field. IMS will display all records that contain the entered information within the Program Name.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search
Post Conditions	<p>User will have Program record(s) displayed that match the specified search criteria. Information displayed at this level includes Program ID, Program Name, Category, Market Manager(s), Edit and Delete. User may choose to do the following upon viewing search results:</p> <ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • Edit Program record <ul style="list-style-type: none"> • Please see the Updating a Program Record section for further information • Delete Program record <ul style="list-style-type: none"> • Please see the Deleting a Program Record section for further information • User may select the <i>Add Program</i> icon to be navigated to the <i>Add Program</i> screen. Please see the Adding a Program Record section for further information.

Updating a Program Record

Programs Menu > Search Program Sub Menu > Program Coordinator Search Results


Budgets | Contracts | Data Integration | Documents | Invoices | Measures | **Programs** | QA | Reports | Users | Vendors

Search for Programs  Add Program

Program Name:

Program Category: Program Sub Category:

Program/Market Manager or Vendor:

 Generate Excel Spreadsheet

Edit Icon Records



Program Id	Program Name	Category	Market Manager(s)	Edit/Delete
38	Program Coordinator	OCE Administration and Overhead	Applied Energy Group	 

Image on following page is what User sees upon selecting the *Edit* icon.

Information Management System Requirements

Programs Menu > Update Program Sub Menu > Applied Energy Group Program Coordinator Search Results (Continuation of Image)

Budgets Contracts Data Integration Documents Invoices Measures **Programs** QA Reports Users Vendors

Update Program

Program Name:

Budget Line Item:

Program/Market Manager or Vendor: >> <<

Measure Type: >> <<

Customer Rebate Route(s) Program Expense Route(s)

Route by Invoice Amount
 Route by Individual Rebate Amount

Up to
 Route via PC Director
 Route via PC Director Marketing
 Skip Program Coordinator

Up to
 Route via PC Director
 Route via PC Director Marketing
 Skip Program Coordinator

<input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input checked="" type="checkbox"/> 1 OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input checked="" type="checkbox"/> 2 Treasury	<input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input checked="" type="checkbox"/> 1 OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input checked="" type="checkbox"/> 2 Treasury
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Information Management System Requirements

Programs Menu > Update Program Sub Menu > Applied Energy Group Program Coordinator Search Results (Continuation of Image)

From 500000.01 To 1000000	From 500000.01 To 1000000
<input type="radio"/> Route via PC Director <input type="radio"/> Route via PC Director Marketing <input checked="" type="radio"/> Skip Program Coordinator <input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input type="checkbox"/> 1 OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input type="checkbox"/> 2 Treasury	<input type="radio"/> Route via PC Director <input type="radio"/> Route via PC Director Marketing <input checked="" type="radio"/> Skip Program Coordinator <input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input type="checkbox"/> 1 OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input type="checkbox"/> 2 Treasury
<input type="checkbox"/> 1000000.01 and above <input type="radio"/> Route via PC Director <input type="radio"/> Route via PC Director Marketing <input checked="" type="radio"/> Skip Program Coordinator <input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> 2 NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input type="checkbox"/> 1 OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input type="checkbox"/> 3 Treasury	<input type="checkbox"/> 1000000.01 and above <input type="radio"/> Route via PC Director <input type="radio"/> Route via PC Director Marketing <input checked="" type="radio"/> Skip Program Coordinator <input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> 2 NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input type="checkbox"/> 1 OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input type="checkbox"/> 3 Treasury

Information Management System Requirements

Programs Menu > Update Program Sub Menu > Applied Energy Group Program Coordinator Search Results (Continuation of Image)

[Add further breakup](#) [Remove a breakup](#)
[Add further breakup](#) [Remove a breakup](#)

Committed Participant Definition:

Actual Participant Definition:

Gas Savings
 Electric Savings
 Electric Generation
 Oil Savings
 Propane Savings
 Include Savings of Associated Applications

 Track Commitments

 Program includes phases/promotions

 Program includes Funds in Reserve
 Program includes logic to check against Funds in Reserve before drawdown

 Requires conformance to DBA requirements
 Requires conformance to Buy American Requirements

Associated ARRA Grant

SEP
 EECBG
 SEEARP
 NONE

DOE Activity Name:

Program Sector

Residential
 Commercial/Industrial
 NONE

Menu	Programs
Sub Menu	Update Program
Summary	Users with access to this screen have the capability to update information on Program records. From the <i>Programs</i> Menu, User should select the <i>Update Program</i> Sub Menu.
Users	Roles with access to the <i>Update Program</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to update a Program record by navigating to the Programs Menu > Update Program Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the update process by initiating a search to locate correct Program record(s) <ul style="list-style-type: none"> • User will initially be directed to the <i>Search for Programs</i> screen when selecting the <i>Update Program</i> Sub Menu • User specifies search criteria to locate Program record(s). Search criteria and process is described in the Searching for Program Records section. Please review for further information.

- User will have Programs displayed that match the specified search criteria. Information displayed at this level includes Program ID, Program Name, Category, Market Manager(s), Edit and Delete.
- User may choose to generate an Excel spreadsheet by selecting the **Generate Excel Spreadsheet** link which will provide a report in Excel format of the search results seen on the screen
- User selects the *Edit* icon of desired Program record
 - User will be directed to the *Update Program* screen
- User updates Program record. Possible fields to update include the following:
 - Program Name
 - Budget Line Item
 - Budget Line may be changed but it cannot be altered to appear blank
 - Program/Market Manager or Vendor
 - User should locate desired Program/Market Manager or Vendor record(s) and select the double-arrow button to add
 - Existing Program/Market Manager or Vendor(s) may not be deleted if
 - Invoices from the chosen Program Managers exist in IMS
 - The Program Manager has submitted data for this program in the past
 - There are non-zero budgets assigned to this Program Manager, for this program, in IMS
 - Measure Type
 - User should locate desired Measure Type record(s) and select the double-arrow button to add
 - Existing Measure Types may not be deleted
 - Customer Rebate and Program Expense Route(s)
 - User chooses to *Route by Invoice Amount* or *Route by individual Rebate Amount* for Customer Rebate Invoices
 - Route by Invoice Amount* is the only option for Program Expense Invoices
 - User enters appropriate information for Customer Rebate Route(s) and Program Expense Route(s). The following information must be entered for each Route:
 - User specifies Route for Invoice
 - Route an Invoice via PC Director
 - Route via PC Director Marketing
 - Skip Program Coordinator
 - User enters Invoice Amount Range
 - Up to “Amount specified by User”
 - ”Amount specified by User” and Above
 - User selects Approval Chain order by entering correct number in the text box next to the appropriate Approving Authority Member
 - Please see the [Approving Authority Members](#) table for list of Approving Authority Members
 - Invoice will remain in Approving Authority Member’s queue until they take action. Invoice will then be

	<p style="text-align: center;">moved to the next Approving Authority Member listed on the Approval Chain.</p> <ul style="list-style-type: none"> •User has option to add further breakup by selecting the Add Further Breakup link <ul style="list-style-type: none"> •IMS will create a blank route populated with Approving Authority Members. User must enter the following information for the new Invoice Route: <ul style="list-style-type: none"> •From Amount •To Amount •Invoice Route Option •Approval Chain order for Approving Authority Members •User has option to remove a breakup by selecting the Remove a Breakup link •User defines <i>Actual Participant Definition</i>, if applicable <ul style="list-style-type: none"> •User may opt to have certain information appear in the details of an Application. Please see the Application Detail section for further information. •User defines <i>Committed Participant Definition</i>, if applicable •User may select any of the following options for the Program: <ul style="list-style-type: none"> •Gas Savings •Electric Savings •Electric Generation •Oil & Propane Savings <p style="margin-left: 40px;">Came in when ARRA programs were introduced and rebates/incentives were provided to customers where fuel type included oil & propane. Therefore the need arose to track oil and propane savings as well.</p> •Include Savings of Associated Applications <p style="margin-left: 40px;">Certain ARRA programs exist where the grant supplements one or more Clean Energy applications that do work on the same location/building/site and all the data related to equipment and savings come through in the Clean Energy application data record(s). For reporting purposes, we assume that if money was spent to fund an application, the credit for the savings can be taken by the funding source. This indicator is set for such programs that take into account such associated application before reporting savings/generation numbers.</p> •Track Commitments •Program includes Phases/Promotions •Program includes Funds in Reserve •Program includes logic to check against Funds in Reserve before drawdown •Requires conformance to DBA (davis bacon act) requirements •Requires conformance to Buy American Requirements •Associated ARRA Grant
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Information Management System Requirements

	<ul style="list-style-type: none"> •SEP (ARRA state energy program) •EECBG (energy efficiency conservation block grant) •SEEARP (state energy efficiency appliance rebate program) •Regular SEP (DOE state energy plan) •None (selected by default) •DOE Activity Name The Department of Energy requires that monthly & quarterly ARRA & Regular SEP reports group certain programs into Activities or Market Titles and that all their financial and activity metrics be reported under the appropriate title. The static list on this screen displays all the titles we have to choose from as defined by the DOE and if the current program is not ARRA or regular SEP, the selection may be left blank. •Program Sector (required for reporting purposes) <ul style="list-style-type: none"> •Residential •Commercial/Industrial •NA (selected by default) <ul style="list-style-type: none"> • User reviews and confirms the updated Program information • User selects the <i>Save</i> button • IMS will display <i>Details for Program 'Program Name' were updated successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a Program Name</i> if User removes information from the <i>Program Name</i> field and selects the <i>Save</i> button prior to entering any updated information • IMS will display <i>The Program Name you have just entered already exists in the IMS. Please enter a different one.</i> if User updates information in the <i>Program Name</i> field with a name that already exists in IMS upon selecting the <i>Save</i> button • IMS will display <i>At least one Program Manager must be chosen for the Program</i> if User removes information from the <i>Program/Market Manager or Vendor</i> field and selects the <i>Save</i> button prior to entering any updated information • IMS will display <i>This Measure Type has already been added to the list.</i> if User attempts to add a Measure Type to the Program that has already been added • IMS will display <i>Measure Types already associated with this Program may not be deleted from the list</i> if User attempts to remove a Measure Type already associated to the Program record • IMS will display <i>This Market Manager has already been added to the list.</i> if User attempts to add a Program/Market Manager or Vendor to the Program that has already been added • IMS will display <i>Market Managers already associated with this Program may not be deleted from the list</i> if User attempts to remove a Program/Market Manager or Vendor that is already associated to the Program record and one or more of the following holds good:

Information Management System Requirements

	<ul style="list-style-type: none"> • Invoices from the chosen program managers exist in IMS • The program manager has submitted data for this program in the past • There are non-zero budgets assigned to this program manager, for this program, in IMS • Route Definition Error Messages <ul style="list-style-type: none"> • IMS will display <i>Route Definition: Please enter values for all ending amount fields.</i> <ul style="list-style-type: none"> • There are empty <i>Amount</i> fields • IMS will display <i>Route Definition: Please enter values for all starting amount fields</i> <ul style="list-style-type: none"> • There are empty <i>Amount</i> fields • IMS will display <i>Route Definition: Please ensure that each From values is equal to one cent more than the previous To value.</i> <ul style="list-style-type: none"> • Any starting amount field is not exactly one cent above the last ending amount field • <i>Route Definition: For each route please choose at least one approving authority member.</i> <ul style="list-style-type: none"> • User selects the <i>Save</i> button without entering the Approval Chain order for either Customer Rebate and/or Program Expense Route(s) • <i>Route Definition: You cannot choose to have an invoice go to two roles at the same time. Please revise the order of approving authority and try again.</i> <ul style="list-style-type: none"> • There are duplicates in the approval order entries • IMS will display <i>Route Definition: The order of approving authority is not correct. Please revise the order of approving authority and try again.</i> <ul style="list-style-type: none"> • The Approval Chain numbers entered do not start from one or are not in increments of one
Post Conditions	<ul style="list-style-type: none"> • Updated Program information is available in IMS • User may select the <i>Add Program</i> icon to be navigated to the <i>Add Program</i> screen. Please see the Adding a Program Record section for further information.

Deleting a Program Record

Programs Menu > Delete Program Sub Menu > Ocean County College Search Results

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | **Programs** | QA | Reports | Users | Vendors

Add Program


Search for Programs

Program Name:


Program Category: Program Sub Category:

Program/Market Manager or Vendor:

Clear Search

 Generate Excel Spreadsheet

Delete Icon Records 1-1

Program Id	Program Name	Category	Market Manager(s)	Edit/Delete
51	Other Studies/Job Training Pilot	OCE Evaluation and Related Research	OCE Richard Stockton College of NJ Ocean County College	

Menu	Programs
Sub Menu	Delete Program
Summary	Users with access to this screen have the capability to delete a Program record. From the <i>Programs</i> Menu, User should select the <i>Delete Program</i> Sub Menu.
Users	Roles with access to the <i>Delete Program</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to delete Program record(s) by navigating to the Programs Menu > Delete Program Sub Menu
Main Path	<ul style="list-style-type: none"> User begins the deletion process by initiating a search to locate correct Program record(s) <ul style="list-style-type: none"> User will initially be directed to the <i>Search for Programs</i> screen when selecting the <i>Delete Program</i> Sub Menu User specifies search criteria to locate Program record(s). Search criteria and process is described in the Searching for Program Records section. Please review for further information. User will have Program(s) displayed that match the specified search criteria. Information displayed at this level includes Program ID, Program Name, Category, Market Manager(s), Edit and Delete. User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results

Information Management System Requirements

	<p>seen on the screen</p> <ul style="list-style-type: none"> • User selects the <i>Delete</i> icon of the selected Program record <ul style="list-style-type: none"> •IMS will display <i>Are you sure you want to delete this Program</i> upon selecting the <i>Delete</i> icon. <ul style="list-style-type: none"> •User may select the <i>Cancel</i> button to stop the deletion process • User selects the <i>OK</i> button to continue with deletion • IMS will display <i>The selected Program was deleted successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>The delete request failed since there are Invoices/Expenses in IMS that refer to this Program</i> if User selects the <i>Delete</i> icon for a Program that has Invoices/Expenses associated to the Program • IMS will display an error message and will not proceed with the Delete if there are Batches, Applications or values in the Cumulative Values Table that refer to or belong to the selected Program
Post Conditions	<ul style="list-style-type: none"> • Program is no longer available in IMS • User may select the <i>Add Program</i> icon to be navigated to the <i>Add Program</i> screen. Please see the Adding a Program Record section for further information.

Adding a Program Record

Programs Menu > Add Program Sub Menu (Partial View)

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Add Program

Program Name:

Budget Line Item:

Program/Market Manager or Vendor:

Measure Type:

Customer Rebate Route(s)

Route by Invoice Amount
 Route by Individual Rebate Amount

Up to

Route via PC Director
 Route via PC Director Marketing
 Skip Program Coordinator

- CST - Spending Approval I
- CST - Spending Approval II
- EDA - Spending Approval I
- EDA - Spending Approval II
- NJBPU - ARRA I
- NJBPU - ARRA OES
- NJBPU - ARRA Staff III
- NJBPU - Chief of Policy & Planning
- NJBPU - Chief of Staff
- NJBPU - Eco Dev & Energy Pol
- NJBPU - Office of Fiscal Management
- NJBPU - President
- NJBPU ARRA Project Manager
- NJBPU Comm Director
- NJBPU Marketing Administrator
- NJBPU Secretary
- OCE - Director
- OCE - Energy Efficiency
- OCE - MM Audit Approval
- OCE - Renewable Energy
- OCE - Special Projects CPC
- OCE - Special Projects CST
- OCE - Special Projects CST II
- OCE - Special Projects O&E
- OCE - Special Projects O&E II
- OCE - Special Studies
- Treasury

and above

Route via PC Director
 Route via PC Director Marketing
 Skip Program Coordinator

Program Expense Route(s)

Up to

Route via PC Director
 Route via PC Director Marketing
 Skip Program Coordinator

- CST - Spending Approval I
- CST - Spending Approval II
- EDA - Spending Approval I
- EDA - Spending Approval II
- NJBPU - ARRA I
- NJBPU - ARRA OES
- NJBPU - ARRA Staff III
- NJBPU - Chief of Policy & Planning
- NJBPU - Chief of Staff
- NJBPU - Eco Dev & Energy Pol
- NJBPU - Office of Fiscal Management
- NJBPU - President
- NJBPU ARRA Project Manager
- NJBPU Comm Director
- NJBPU Marketing Administrator
- NJBPU Secretary
- OCE - Director
- OCE - Energy Efficiency
- OCE - MM Audit Approval
- OCE - Renewable Energy
- OCE - Special Projects CPC
- OCE - Special Projects CST
- OCE - Special Projects CST II
- OCE - Special Projects O&E
- OCE - Special Projects O&E II
- OCE - Special Studies
- Treasury

and above

Route via PC Director
 Route via PC Director Marketing
 Skip Program Coordinator

Information Management System Requirements

Programs Menu > Add Program Sub Menu (Continuation of Image)

<ul style="list-style-type: none"> <input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input type="checkbox"/> OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input type="checkbox"/> Treasury 	<ul style="list-style-type: none"> <input type="checkbox"/> CST - Spending Approval I <input type="checkbox"/> CST - Spending Approval II <input type="checkbox"/> EDA - Spending Approval I <input type="checkbox"/> EDA - Spending Approval II <input type="checkbox"/> NJBPU - ARRA I <input type="checkbox"/> NJBPU - ARRA OES <input type="checkbox"/> NJBPU - ARRA Staff III <input type="checkbox"/> NJBPU - Chief of Policy & Planning <input type="checkbox"/> NJBPU - Chief of Staff <input type="checkbox"/> NJBPU - Eco Dev & Energy Pol <input type="checkbox"/> NJBPU - Office of Fiscal Management <input type="checkbox"/> NJBPU - President <input type="checkbox"/> NJBPU ARRA Project Manager <input type="checkbox"/> NJBPU Comm Director <input type="checkbox"/> NJBPU Marketing Administrator <input type="checkbox"/> NJBPU Secretary <input type="checkbox"/> OCE - Director <input type="checkbox"/> OCE - Energy Efficiency <input type="checkbox"/> OCE - MM Audit Approval <input type="checkbox"/> OCE - Renewable Energy <input type="checkbox"/> OCE - Special Projects CPC <input type="checkbox"/> OCE - Special Projects CST <input type="checkbox"/> OCE - Special Projects CST II <input type="checkbox"/> OCE - Special Projects O&E <input type="checkbox"/> OCE - Special Projects O&E II <input type="checkbox"/> OCE - Special Studies <input type="checkbox"/> Treasury
Add further breakup Remove a breakup	Add further breakup Remove a breakup
<p>Actual Participant Definition: <input style="width: 100%;" type="text"/></p>	
<p>Committed Participant Definition: <input style="width: 100%;" type="text"/></p>	
<ul style="list-style-type: none"> <input type="checkbox"/> Gas Savings <input type="checkbox"/> Electric Savings <input type="checkbox"/> Electric Generation <input type="checkbox"/> Oil Savings <input type="checkbox"/> Propane Savings <input type="checkbox"/> Include Savings of Associated Applications <input type="checkbox"/> Track Commitments <input type="checkbox"/> Program includes phases/promotions <input type="checkbox"/> Program includes Funds in Reserve <input type="checkbox"/> Program includes logic to check against Funds in Reserve before drawdown <input type="checkbox"/> Requires conformance to DBA requirements <input type="checkbox"/> Requires conformance to Buy American Requirements 	
<p>Associated ARRA Grant</p> <ul style="list-style-type: none"> <input type="radio"/> SEP <input type="radio"/> EECSBG <input type="radio"/> SEEARP <input checked="" type="radio"/> NONE 	
<p>DOE Activity Name: <input style="width: 100%;" type="text"/></p>	
<p>Program Sector</p> <ul style="list-style-type: none"> <input type="radio"/> Residential <input type="radio"/> Commercial/Industrial <input checked="" type="radio"/> NA 	
<input type="button" value="Clear"/> <input type="button" value="Add"/>	

Information Management System Requirements

Menu	Programs
Sub Menu	Add Program
Summary	Users that have access to this screen have the capability to add a Program in IMS. From the <i>Programs</i> Menu, User should select the <i>Add Program</i> Sub Menu.
Users	Roles with access to the <i>Add Program</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to add a Program record in IMS by navigating to the Programs Menu > Add Program Sub Menu
Main Path	<ul style="list-style-type: none"> • User enters required information for the new Program record. Information necessary for the record includes: <ul style="list-style-type: none"> • Program Name • Budget Line Item <ul style="list-style-type: none"> • User selects a Budget Line item from the drop-down list • Program/Market Manager or Vendor <ul style="list-style-type: none"> • User selects appropriate Program/Market Manager or Vendor record(s) from the drop-down list and selects the double-arrow button to add select Program/Market Manager or Vendor to Program record • Measure Type <ul style="list-style-type: none"> • User selects Measure Type(s) from the drop-down list and selects the double-arrow button to add select Measure Type to Program record • Customer Rebate Route(s) and Program Expense Route(s) <ul style="list-style-type: none"> • User chooses to <i>Route by Invoice Amount</i> or <i>Route by Individual Rebate Amount</i> for Customer Rebate Invoices <ul style="list-style-type: none"> • <i>Route by Invoice Amount</i> is the only option for Program Expense Invoices • User enters appropriate information for Customer Rebate Route(s) and Program Expense Route(s). The following information must be entered for each Route: <ul style="list-style-type: none"> • User specifies Route for Invoice <ul style="list-style-type: none"> • Route an Invoice via PC Director • Route via PC Director Marketing • Skip Program Coordinator • User enters Invoice Amount Range <ul style="list-style-type: none"> • Up to “Amount specified by User” • “Amount specified by User” and Above • User selects Approval Chain order by entering correct number in the text box next to the appropriate Approving Authority Member <ul style="list-style-type: none"> • Please see the Approving Authority Members table for list of Approving Authority Members • Invoice will remain in Approving Authority Member’s queue until they take action. Invoice will then be moved to the next Approving Authority Member listed on the Approval Chain. • User has option to add further breakup by selecting the Add Further Breakup link

Information Management System Requirements

	<ul style="list-style-type: none"> •IMS will create a blank route populated with Approving Authority Members. User must enter the following information for the new Invoice Route: <ul style="list-style-type: none"> •From Amount •To Amount •Invoice Route Option •Approval Chain order for Approving Authority Members •User has option to remove a breakup by selecting the Remove a Breakup link •User defines <i>Actual Participant Definition</i>, if applicable <ul style="list-style-type: none"> •User may opt to have certain information appear in the details of an Application. Please see the Application Detail section for further information. •User defines <i>Committed Participant Definition</i>, if applicable •User may select any of the following options for the Program: <ul style="list-style-type: none"> •Gas Savings •Electric Savings •Electric Generation •Oil Savings •Propane Savings •Include Savings of Associated Applications •Track Commitments •Program includes Phases/Promotions •Program includes Funds in Reserve •Program includes logic to check against Funds in Reserve before drawdown •Requires conformance to DBA requirements •Requires conformance to Buy American Requirements •Associated ARRA Grant <ul style="list-style-type: none"> •SEP •EECBG •SEEARP •None (selected by default) •DOE Activity Name •Program Sector <ul style="list-style-type: none"> •Residential •Commercial/Industrial •NA (selected by default) • User reviews and confirms the entered information • User selects the <i>Add</i> button • IMS will display <i>Program 'Name of Program' was created successfully.</i>
Alternate Path	<ul style="list-style-type: none"> • User may choose to change information entered and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered thus far for the record being created in IMS.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search

Information Management System Requirements

	<ul style="list-style-type: none"> • IMS will display <i>Please enter a Program Name</i> if User selects the <i>Add</i> button prior to entering information in the <i>Program Name</i> field • IMS will display <i>The Program Name you have just entered already exists in the IMS. Please enter a different one.</i> if User enters a Program Name that already exists in IMS • IMS will display <i>Please select a Budget Line for this Program</i> if User selects the <i>Add</i> button prior to entering information in the <i>Budget Line</i> field • IMS will display <i>Please choose at least one Market Manager for this Program</i> if User selects the <i>Add</i> button prior to adding a Program/Market Manager or Vendor for the new Program record • IMS will display <i>Please choose at least one Measure Type for this Program</i> if User selects the <i>Add</i> button prior to adding Measure Type(s) for the new Program record • IMS will display <i>This Measure Type has already been added to the list.</i> if User attempts to add a Measure Type to the Program that has already been added • IMS will display <i>This Market Manager has already been added to the list.</i> if User attempts to add a Program/Market Manager or Vendor to the Program that has already been added • Route Definition Error Messages <ul style="list-style-type: none"> • IMS will display <i>Route Definition: Please enter values for all ending amount fields.</i> <ul style="list-style-type: none"> • There are empty <i>Amount</i> fields • IMS will display <i>Route Definition: Please enter values for all starting amount fields</i> <ul style="list-style-type: none"> • There are empty <i>Amount</i> fields • IMS will display <i>Route Definition: Please ensure that each From values is equal to one cent more than the previous To value.</i> <ul style="list-style-type: none"> • Any starting amount field is not exactly one cent above the last ending amount field • <i>Route Definition: For each route please choose at least one approving authority member.</i> <ul style="list-style-type: none"> • User selects the <i>Add</i> button without entering the Approval Chain order for either Customer Rebate and/or Program Expense Route(s) • <i>Route Definition: You cannot choose to have an invoice go to two roles at the same time. Please revise the order of approving authority and try again.</i> <ul style="list-style-type: none"> • There are duplicates in the approval order entries • IMS will display <i>Route Definition: The order of approving authority is not correct. Please revise the order of approving authority and try again.</i> <ul style="list-style-type: none"> • The Approval Chain numbers entered do not start from one or are not in increments of one
Post Conditions	<ul style="list-style-type: none"> • Program record is available in IMS

QA

QA Menu > Available Sub Menus

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
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ARRA Requirements

Application Number

Invoice Number

Selection Criteria

Program/Market Manager or Vendor:

Program:

Date Invoice Recvd [From]:

Date Invoice Recvd [To]:

Billing Period [From]:

Billing Period [To]:

From Amount (\$):

To Amount (\$):

- ARRA Requirements
- Orphan Checklists
- QA Assignments
- Retrieve QA Checklists
- Review QA Checklists
- Save QA Checklists

The QA Menu consists of the *ARRA Requirements*, *Orphan Checklists*, *QA Assignments*, *Retrieve QA Checklists*, *Review QA Checklists*, and *Save QA Checklists* Sub Menus. The use cases identified below are discussed on behalf of the QA Menu. Please note the order of Sub Menus is always subject to change and may not reflect what is displayed in above screenshot. The following use cases are discussed for the QA Menu:

- [ARRA Requirements](#)
- [QA Assignments](#)
- [Application Detail](#)
- [Retrieve QA Checklists](#)
- [Review QA Checklists](#)
- [Save QA Checklists](#)

ARRA Requirements

QA Menu > ARRA Requirements Sub Menu

ARRA Requirements
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Budgets Contracts Data Integration Documents Invoices Measures Programs QA Reports Users Vendors </div> <div style="display: flex; flex-direction: column; gap: 10px;"> <div style="display: flex; align-items: flex-start;"> <input type="radio"/> Application Number <input style="width: 100px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: flex-start;"> <input type="radio"/> Invoice Number <input style="width: 100px; height: 20px;" type="text"/> </div> <div style="display: flex; align-items: flex-start;"> <input checked="" type="radio"/> Selection Criteria <div style="margin-left: 20px;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Program/Market Manager or Vendor: <input style="width: 150px; height: 20px;" type="text" value="All"/> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Program: <input style="width: 150px; height: 20px;" type="text" value="All"/> </div> <div style="display: flex; justify-content: space-between; width: 100%;"> <div style="width: 45%;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Date Invoice Recvd [From]: <input style="width: 60px; height: 20px;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc; margin-left: 5px;" type="button" value="v"/> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Billing Period [From]: <input style="width: 60px; height: 20px;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc; margin-left: 5px;" type="button" value="v"/> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> From Amount (\$): <input style="width: 80px; height: 20px;" type="text"/> </div> </div> <div style="width: 45%;"> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Date Invoice Recvd [To]: <input style="width: 60px; height: 20px;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc; margin-left: 5px;" type="button" value="v"/> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> Billing Period [To]: <input style="width: 60px; height: 20px;" type="text"/> <input style="width: 15px; height: 15px; border: 1px solid #ccc; margin-left: 5px;" type="button" value="v"/> </div> <div style="display: flex; align-items: center; margin-bottom: 5px;"> To Amount (\$): <input style="width: 80px; height: 20px;" type="text"/> </div> </div> </div> </div> <div style="text-align: right; margin-top: 10px;"> <input style="border: 1px solid #0066b3; padding: 2px 5px; margin-right: 5px;" type="button" value="Search"/> <input style="border: 1px solid #0066b3; padding: 2px 5px;" type="button" value="Clear"/> </div> </div></div>

Menu	QA
Sub Menu	ARRA Requirements
Summary	Users that have access to this screen have the capability to search for and edit Invoices defined as having to meet ARRA requirements for Davis Bacon Act & Buy American provisions. Functionality will depend on User's assigned Role. From the QA Menu, User should select the <i>ARRA Requirements</i> Sub Menu.
Users	Roles with 'assignment access' to the <i>ARRA Requirements</i> Sub Menu include PC Director, PC Director – Marketing, Program Coordinator, PC Admin, QA Manager, Program Manager, PC Staff and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for select Invoices by navigating to the QA Menu > ARRA Requirements Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired record(s). Search criteria includes the following: <ul style="list-style-type: none"> • Application Number <ul style="list-style-type: none"> • User must enter full Application Number as IMS will not recognize partial numbers or text in this field • Invoice Number <ul style="list-style-type: none"> • User must enter full Invoice Number as IMS will not recognize partial numbers or text in this field • Selection Criteria <ul style="list-style-type: none"> • Program/Market Manager or Vendor <ul style="list-style-type: none"> • All is selected by default

Information Management System Requirements

	<ul style="list-style-type: none"> •Program <ul style="list-style-type: none"> •All is selected by default •If User selected a Program/Market Manager or Vendor, the <i>Program</i> field will populate with Programs relevant to that particular Program/Market Manager or Vendor •The <i>Program</i> field will populate with Programs for all Program/Market Managers or Vendors if a Program/Market Manager or Vendor is not selected •Invoice Received Date Range (From and To) •Billing Period Date Range (From and To) •Amount Range (From and To) • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate • IMS displays list of Invoices matching entered criteria that require review of DBA and/or Buy American requirements. Information displayed at this level includes Invoice #, Program Manager, Program Name, Date Invoice Received, and Amount Requested. Once the first approving authority member approves this invoice from the Customer Rebate page, this invoice will no longer appear in the search results of the ARRA Requirements page.
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of records can be sorted by any of the underlined columns by clicking on the column title. The list is sorted by Invoice ID by default. • If the number of records listed exceeds 100 in number only the first 100 records are shown. There is a drop-down displaying the number of records in sets of 100 (or less). User may click on a different range to display those records.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will enter <i>Please enter an Application Number to search by.</i> if User opted to search via Application Number but neglected to enter information in the <i>Application Number</i> field upon selecting the <i>Search</i> button • IMS will enter <i>Please enter an Invoice Number to search by.</i> if User opted to search via Invoice Number but neglected to enter information in the Invoice Number field upon selecting the <i>Search</i> button • IMS will display <i>Please enter FROM amount in correct format</i> if User enters information in the <i>From Amount (\$)</i> field not in appropriate format • IMS will display <i>Please enter TO amount in correct format</i> if User enters information in the <i>To Amount (\$)</i> field not in appropriate format • IMS will display <i>Please enter a FROM amount that is less than the TO amount</i> if User enters a value in the <i>To Amount (\$)</i> field that is greater than the value in the <i>From Amount (\$)</i> field • IMS will display <i>Please enter a reason for each application where DBA/BuyAmerican requirements are NOT met.</i> if User selects the <i>No</i> or <i>Exempt</i> buttons without entering a reason in the <i>Note/Reason</i> field.

Information Management System Requirements

	<ul style="list-style-type: none"> • DATE ERRORS <ul style="list-style-type: none"> • IMS will display “Please enter a FROM and/or a TO Date” if User neglected to enter either date upon selecting the “Search” button • IMS will display “Please enter a FROM and/or TO Amount” if User chose “Committed Incentive” or “Paid Incentive” in the “Dollar Amounts” section but neglected to enter a FROM and/or TO Amount upon selecting the “Search” button • The following validation error messages appear for Date fields <ul style="list-style-type: none"> •IMS will display “Please enter a FROM/TO Date in MM-DD-yyyy format” if User enters a FROM or TO Date that is NOT in the “MM-DD-yyyy” format •IMS will display “Please enter a FROM date that is before the TO date” if User enters a FROM date that is NOT on or before the TO date
Post Conditions	<ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • User may select Invoice # link to view details of select Invoice <ul style="list-style-type: none"> ○ Invoice record will appear highlighted pink if applications exist where DBA/Buy American requirements have NOT yet been reviewed ○ User will see Invoice detail and those with appropriate access rights may mark Invoice as Yes, No, or Exempt as noted below. Please refer to ARRA Requirements Invoice Detail screen shot. ○ The options available on the detail page are: <ul style="list-style-type: none"> • Yes <ul style="list-style-type: none"> • User selects the <i>Yes</i> button • User selects the <i>Save Changes</i> button • IMS will display <i>The certifications were saved successfully.</i> • No <ul style="list-style-type: none"> • User selects the <i>No</i> button • User enters applicable reason in the <i>Note/Reason</i> field • User selects the <i>Save Changes</i> button • IMS will display <i>The certifications were saved successfully.</i> • Exempt <ul style="list-style-type: none"> • User selects the <i>Exempt</i> button • User enters applicable reason in the <i>Note/Reason</i> field • User selects the <i>Save Changes</i> button • IMS will display <i>The certifications were saved successfully.</i> • Any supporting documentation uploaded using this screen appears as supporting documentation when the invoice is opened from the Customer Rebates search results page • User may view application detail by selecting the Application # link. Please refer to Application Detail section for further information. • If all applications on the invoice have been reviewed with a Yes, No or Exempt, the invoice does not appear pink in the search results table • If one or more selections say “No”, the invoice will turn pink on the Customer Rebate search results page for the same reason

ARRA Requirements Invoice Detail

Invoice No - 072011-1-NIOU_TRC

Expenses for: 07-01-2011 to 07-08-2011

Billing Date: 07-15-2011

Payment Due Date: 09-13-2011

Program/Market Manager or Vendor: TRC

Program Name: Direct Install (ARRA - Non-IOU)

Contact Person: Diane Zukas [617-350-6464]

Supporting Documents

Document	Upload Description
072011-1-NIOU.pdf	

Contract Line #	Description	No of records	Amount	Support Document - Link
77	Pass through line for rebates	1	\$6,079.55	072011-1-NIOUCL77.pdf

Applications 1-1 ▼

Application #	Applicant Name & Building Address(s)	Payee	Amount	Davis Bacon Act	Buy American
DN02067	Boonton, Township of Fire Post 2 Rockaway Valley Road Boonton NJ 07005	Donnelly Energy Solutions	\$6,079.55	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Exempt	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> Exempt Note/Reason: not part o ...
Total Amount Due :			\$6,079.55		

QA Assignments

QA Menu > QA Assignments Sub Menu

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | **QA** | Reports | Users | Vendors

Application/Job Search

Application Number
Application #:

Invoice Number
Invoice #:

Selection Criteria

Program/Market Manager or Vendor:

Program:

<p>Application Status: <input type="text" value="New Application"/></p> <p>From Date <input type="text"/> <input type="button" value="📅"/></p> <p>To Date <input type="text"/> <input type="button" value="📅"/></p>	<p>Dollar Amounts: <input type="text" value="Select.."/></p> <p>From Amount (\$) <input type="text"/></p> <p>To Amount (\$) <input type="text"/></p>
---	--

Applicant Last Name: Contractor Last Name:

Payee DUNS Number:

Premise Zip Code: Measure Type:

Search for a list of Applications

Program/Market Manager or Vendor:

Program:

Application Number List:

Information Management System Requirements

The image below is users would see upon conducting a search for Applications.

QA Menu > QA Assignments Sub Menu > Search Results for Applications by Application List

The screenshot shows a search interface for applications. At the top, there is a search bar with the text "Search for a list of Applications". Below it are three dropdown menus: "Program/Market Manager or Vendor:" set to "All", "Program:" set to "All", and "Application Number List:" with a file path "C:\Documents and Settings\...". A "Browse..." button is next to the file path. To the right are "Search" and "Clear" buttons. Below the search area is a "Generate Excel Spreadsheet" button with an ".xls" icon. The main area contains a table with columns: "App #", "Program Name & Tech Type", "Application Status", "Dollar Amounts", "Applicant Details", and "QA Alerts". Two rows are visible, with "07169" and "07172" highlighted in red. A Notepad window titled "appList.csv - Notepad" is open over the table, showing the text "07169" and "07172".

App #	Program Name & Tech Type	Application Status	Dollar Amounts	Applicant Details	QA Alerts
07169	C & I New Construction Unitary HVAC	Application 01-25-2010	Committed Incentive: \$6,188.33	Bnos Bais Yaakov High, Inc. 10 Belvedere Lane Lakewood NJ 08701	--
07172	C & I Retrofit Prescriptive Lighting	Application Process 09-02-2009	Paid Incentive: \$6,188.33		--

QA Menu > QA Assignments Sub Menu > Search Results for Application Number 07169

The screenshot shows the search results for application number 07169. It includes a "Generate Excel Spreadsheet" button with an ".xls" icon and a "Records" dropdown set to "1-1". The table has columns: "App #", "Program Name & Tech Type", "Application Status", "Dollar Amounts", "Applicant Details", and "QA Alerts".

App #	Program Name & Tech Type	Application Status	Dollar Amounts	Applicant Details	QA Alerts
07169	C & I New Construction Unitary HVAC	Application Closed 01-25-2010	Committed Incentive: \$6,188.33 Paid Incentive: \$6,188.33	Bnos Bais Yaakov High, Inc. 10 Belvedere Lane Lakewood NJ 08701	--

Version	1
Menu	QA
Sub Menu	QA Assignments
Summary	Users that have access to this screen have the capability to search for QA Assignments as well as assign Inspections, depending on the assigned Role. From the QA Menu, User(s) should select the QA Assignments Sub Menu. If User has Role of Program

Information Management System Requirements

	<p>Manager, the Menu will be titled “Applications/Jobs” rather than “QA” and the Sub Menu will be titled “Search” rather than “QA Assignments.” Use cases pertaining to the QA Menu will make reference to the “QA Assignments” Sub Menu. Application detail will be discussed in the “Application Detail” section. Please review for further information.</p>
Users	<p>Roles with access to QA Assignments include PC Director, PC Director – Marketing, Program Coordinator, PC Admin, QA Manager, Program Manager, PC Staff and IMS Admin. The Auditor Role has read-only access.</p>
Preconditions	<p>User should be successfully logged on to the IMS</p>
Triggers	<p>User opts to search for QA Assignments by navigating to the QA Menu > QA Assignments Sub Menu</p>
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired QA Assignment(s). Search criteria may be via different avenues: <ul style="list-style-type: none"> •Application Number/Application # <ul style="list-style-type: none"> •User must enter full Application Number as IMS will not recognize partial numbers or text in this field •Invoice Number/Invoice # <ul style="list-style-type: none"> •User must enter full Invoice Number as IMS will not recognize partial numbers or text in this field •Only Invoices that have Applications associated to them will appear in search results •Selection Criteria <ul style="list-style-type: none"> •Program/Market Manager or Vendor – All is selected by default •Program <ul style="list-style-type: none"> •All is selected by default •If User selected a Program/Market Manager or Vendor, the “Program” field will populate with Programs relevant to that particular Program/Market Manager or Vendor •The “Program” field will populate with Programs for all Program/Market Managers or Vendors if Program/Market Manager or Vendor is not selected •Application Status <ul style="list-style-type: none"> •New Application – Selected by default •Application Approved •Application Closed •Dollar Amounts <ul style="list-style-type: none"> •Select is selected by default <ul style="list-style-type: none"> •Committed Incentive •Paid Incentive •From Amount (\$) •To Amount (\$) •Applicant Last Name •ContrUser Last Name •Premise Zip Code •Measure Type <ul style="list-style-type: none"> •All is selected by default •Inspection Type

Information Management System Requirements

	<ul style="list-style-type: none"> •All is selected by default •Performed By <ul style="list-style-type: none"> •All is selected by default •Status <ul style="list-style-type: none"> •All is selected by default •Not Assigned •Assigned •Failed •Passed •Pending •Escalated to PC Director •Escalated to QA Manager •Escalated to OCE Staff •Search for a list of Applications <ul style="list-style-type: none"> •Program/Market Manager or Vendor – All is selected by default •Program <ul style="list-style-type: none"> •All is selected by default •If User selected a Program/Market Manager or Vendor, the “Program” field will populate with Programs relevant to that particular Program/Market Manager or Vendor •The “Program” field will populate with Programs for all Program/Market Managers or Vendors if Program/Market Manager or Vendor is not selected •Application Number List [upload a csv file containing a list of application numbers] • User reviews and confirms the search criteria • User selects the “Search” button to initiate search if attempting to locate QA Assignments • IMS displays list of QA Assignments which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no records that match the filter criteria" if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the “Clear” button. This prompts IMS to delete everything User entered as search criteria. • If the number of QA Assignments listed exceeds 10 in number only the first 10 QA Assignments are shown. There is a drop-down displaying the number of records in sets of 10 (or less). User may click on a different range to display those QA Assignments.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will enter “Please enter an Application Number to search by” if User opted to search via “Application Number” but neglected to enter information upon selecting the “Search” button • IMS will display “Please enter a FROM and/or a TO Date” if User neglected to enter either date upon selecting the “Search” button • IMS will display “Please enter a FROM and/or TO Amount” if User chose

Information Management System Requirements

	<p>“Committed Incentive” or “Paid Incentive” in the “Dollar Amounts” section but neglected to enter a FROM and/or TO Amount upon selecting the “Search” button</p> <ul style="list-style-type: none"> • IMS will enter “Please enter an Invoice Number to search by” if User opted to search via “Invoice Number” but neglected to enter information upon selecting the “Search” button • The following validation error messages appear for Date fields <ul style="list-style-type: none"> •IMS will display “Please enter a FROM/TO Date in MM-DD-yyyy format” if User enters a FROM or TO Date that is NOT in the “MM-DD-yyyy” format •IMS will display “Please enter a FROM date that is before the TO date” if User enters a FROM date that is NOT on or before the TO date • The following validation error messages appear for Amount fields <ul style="list-style-type: none"> •IMS will display “Please enter FROM Amount in correct format” if User enters a FROM Amount that is NOT a valid number •IMS will display “Please enter TO Amount in correct format” if User enters a TO Amount that is NOT a valid number •IMS will display “Please enter a FROM Amount that is less than the TO Amount” if User enters a FROM Amount that is NOT equal to or less than the TO Amount • User opts to search via “Applicant Last Name” and enters partial text in the “Applicant Last Name” field rather than the proper last name. IMS will display all QA Assignments that have the entered information within an Applicant’s last name. • User opts to search via “Contractor Last Name” and enters partial text in the “Contractor Last Name” field rather than the proper last name. IMS will display all QA Assignments that have the entered information within a Contractor’s last name. • User opts to search via “Premise Zip Code” and enters partial numbers in the “Premise Zip Code” field rather than the full Zip Code. IMS will display all QA Assignments that have the entered information within the “Premise Zip Code” field. • User opts to search for applications by providing a list of application numbers but does not choose a valid list before hitting the search button – IMS displays an error informing the user of the same
<p>Post Conditions</p>	<ul style="list-style-type: none"> • User will have QA Applications displayed that match the specified search criteria. • If User opted to search via Application Number, Invoice Number or Selection Criteria the following details would be shown upon viewing search results: <ul style="list-style-type: none"> •Application Number, Program Name & Tech Type, Application Status, Dollar Amounts and Applicant Details •User may view details specific to an Application by clicking on the “Application Number” link. Please review the “Application Detail” section for further information. •If there is more than one Program associated with the Application the Program-specific details will appear in a different row for the same Application Number

Application Detail

QA Menu > QA Assignments Sub Menu > Search Results for Application Number 07169

App #	Program Name & Tech Type	Application Status	Dollar Amounts		Applicant Details	QA Alerts
07169	C & I New Construction Unitary HVAC	Application Closed 01-25-2010	Committed Incentive:	\$6,188.33	Enos Bais Yaakov High, Inc. 10 Belvedere Lane Lakewood NJ 08701	--
			Paid Incentive:	\$6,188.33		

There are various categories the application information is grouped into and they appear as tabs across the top:



General Info: This tab includes data like

- the program(s) this application is a part of and contact information of the program managers
- the premise information if it exists – building type, address and utility information
- milestone dates for all the programs this application is associated with – date the application was
 - o received
 - o pre inspected
 - o approved
 - o post inspected
 - o completed
 - o rejected/canceled
- people associated with this application – applicants, contractors and payees – their name, address, contact information and amount received from the program manager

Program Summary: This tab includes summary level Financial, QA/QC and Savings information

IMS Invoices: This tab list all the invoices this application appears in and details regarding who that payment went to, for what reason and the current status of that invoice

Measures: The Measures tab shows a summary of the savings and a more detailed view by individual measure. If there is more than one program that this application is associated with then the Summary combines all the programs together and the detail summary breaks the summary down by individual program. Measure level data displays information regarding the measure like manufacturer, serial number, number of units installed and savings associated with the measure.

QA/QC: The QA/QC tab lists details regarding inspections & reviews by the Program Coordinator as well as the Program Manager. In addition, depending on the role of the user, the user has the option to download checklist templates, fill out the checklists and save them to the application. They can attach supporting documents to each checklist and if the role of the user allows it, the checklist may even be approved or unlocked from this tab.

Associated Applications: The Associated Applications tab lists all applications that have been associated with this application because they are possibly work done on the same premise or campus. Depending on how the program is set up savings of associated applications are sometimes included when an applications savings are being reported. They can also play a big role in how much money is held back from being “authorized” when funds are requested through an invoice.

Notes/Attachments: The notes/attachments tab is the place to go to view any notes or attachments that the Program Coordinators office saves for each application. It is also the tab that lists all the documents that the Program Manager sent through as being associated with this application during the data upload process

In addition, if the project is funded by ARRA, there is another tab called “**ARRA Data**”. The ARRA Data tab includes information by Invoice such as Cost for the application during the billing period of the invoice & Hours worked by job title during the time. In addition if the program requires conformance to Davis Bacon Act & Buy American provisions, the review details are displayed if they exist.

The “General” tab is the first one the User sees by default.

Application Detail for Application Number 07169

General Info
Program Summary
IMS Invoices
Measures
QA/QC
Associated Applications
Notes/Attachments
Print

Application # 07169
(IMS Application ID: 11142_TRC)

Programs

Program: C & I New Construction
 Program Manager: TRC
 Contact Person: Diane Zukas [617-350-6464]

Premise details

Building type: Other
 Building Address: Bnos Bais Yaakov High, Inc. 155 North North Oberlin Ave
 Lakewood NJ 08701

Utility a/c Number: 100079492102
 Utility Company: JCP&L
 Service Type: Electric Utility

C & I New Construction - Application Closed

MILESTONES

Application received	09-02-2009
Pre Inspection	--
Application Approved	09-02-2009
Post Inspection	11-02-2009
Application Completed	01-25-2010
Application Rejected	--

PEOPLE Associated with this Application

Type	Name	Address	Phone	Email	Fax	Amount paid
Applicant	Bnos Bais Yaakov High, Inc.	10 Belvedere Lane Lakewood NJ 08701				\$0.00
Contractor	Energy Analysis	55 Rena Lane Lakewood NJ 08701				\$6,188.33

Version	1
Menu	QA - This Menu is being utilized for demonstration purposes only as Application detail may be accessed via other IMS Menus
Sub Menu	QA Assignments
Summary	Users that have access to this screen have the capability to view Assignment detail. As indicated above, Assignment detail may be accessed via other IMS Menus. Assignment detail may vary per Application but all sections are described in this use case.

Information Management System Requirements

Users	Roles with access to QA Assignments include PC Director, PC Director – Marketing, PC Admin, PC Staff, QA Manager, Program Coordinator, IMS Admin and Program Manager. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to view Application detail in IMS
Main Path	<ul style="list-style-type: none"> • User locates Application via appropriate IMS Menu • User may choose to view specific Applications by clicking the “Application #” link of the desired Application • Application details are summarized in the following sections and any details associated to the sections are listed below: <ul style="list-style-type: none"> • General Info: This tab includes data like <ul style="list-style-type: none"> - the program(s) this application is a part of and contact information of the program manager(s) for these programs - the premise information if it exists – building type, address and utility information. It is possible that some applications do not have premise information available. If there are multiple utility accounts, they’re displayed one below the other in the premise information section - milestone dates for all the programs this application is associated with – date the application was <ul style="list-style-type: none"> ○ received ○ pre inspected ○ approved ○ post inspected ○ completed ○ rejected/canceled - the application status for each of the programs is derived using the above dates. Depending on the most recent date, the application status is displayed next to the milestone header - people associated with this application – applicants, contractors and payees – their name, address, contact information and amount received from the program manager. It is possible for an application to have more than one person of each type – applicant, contractor and payee • Program Summary: This tab includes summary level Financial, QA/QC and Savings information

Application # 07169
(IMS Application ID: 11142_TRC)

Financial Summary

	Committed Amount	Incentive Payments
C & I New Construction	6,188.33	6,188.33

QA/QC Summary

Inspection/Review	
IMI Pre	<input type="checkbox"/>
IMI Post	<input checked="" type="checkbox"/>
PC File Review	<input type="checkbox"/>
PC Site Inspection	<input checked="" type="checkbox"/>
PC Certification	<input type="checkbox"/>

Savings Summary

	Committed Savings	Installed Savings	Verified Savings
Annual Electric Savings (KWh)	22,153.06	22,153.06	0.00
Lifetime Electric Savings (KWh)	332,296.03	332,296.03	0.00
Savings Peak Demand (KW)	13.12	13.12	0.00
Annual Gas Savings (Therms)	0.00	0.00	0.00
Lifetime Gas Savings (Therms)	0.00	0.00	0.00

- **Financial Summary** – The financial summary table lists all the programs this application is associated with and displays the committed amount [if this program tracks commitments] and the sum of all incentive amounts [if this application appears in invoices in IMS] by program. If the application is a part of a program that tracks data from associated applications, then those applications’ commitment and incentive accounts appear in the financial summary table too
- **QA/QC Summary** – The QA/QC Summary lists 4 [and in some cases 5] different types of QA/QC checks that can happen on an application and displays a tick mark if an activity exists for that application [and in the case of applications that belong to programs that track associated applications, it includes checks for associated applications too]. The 4 checks are:
 - Pre Inspection by Program Manager
 - Post Inspection by Program Manager
 - File Review by Program Coordinator
 - Site Inspection by Program Coordinator
 - PC Certification for applications that belong to one of the following programs :
 - SmartStart
 - Pay for Performance

- REIP

- **Savings Summary** – The savings summary lists, by program, all the committed, installed and verified savings by fuel type. The display depends on whether the programs this application belongs to tracks commitments & verified savings [by default it will only display installed savings]. Programs are also configured to track savings and/or generation by fuel type. If the program(s) are not set to track any, this section is left blank. The different savings/generation options that could be displayed are:

- Annual Generation KWh
- Lifetime Generation KWh
- Peak Demand Generation KW
- Annual Savings KWh
- Lifetime Savings KWh
- Peak Demand Savings KW
- Therms/Year
- Therms/Lifetime
- Annual oil savings MMBtu
- Lifetime oil savings MMBtu
- Annual propane savings MMBtu
- Lifetime propane savings MMBtu

In the case of applications that belong to programs that track associated applications, it includes savings of associated applications too

- **IMS Invoices:** This tab list all the invoices this application appears in and details regarding who that payment went to, for what reason and the current status of that invoice. IMS will display “This Application does not appear in any Invoice as yet” if one does not exist

The screenshot shows the 'IMS Invoices' tab in a software interface. At the top, there are navigation tabs: 'General Info', 'Program Summary', 'IMS Invoices' (selected), 'Measures', 'QA/QC', 'Associated Applications', and 'Notes/Attachments'. Below the tabs, the application details are displayed: 'Application # 07169' and '(IMS Application ID: 11142_TRC)'. A table below shows a single invoice entry.

Invoice Number	Invoice Received On	Current Status	Invoice (to)	Payee	Amount
112208-2-TRC_TRC	12-14-2009	Approved by Treasury		Energy Analysis	\$6,188.33

- **Measures:** The Measures tab shows a summary of the savings and a more detailed view by individual measure.

General Info
Program Summary
MS Incentives
Measures
QA/QC
Associated Applications
Notes/Attachments

Application # 07169
(IMS Application ID: 11142_TRC)

SUMMARY DATA

Measure Type(s):	Unit(s) H/W/C
Committed Incentive:	\$6,188.33
To be paid Incentive:	\$6,188.33
Paid Incentive:	\$6,188.33

Committed Savings & Generation data for this application.

Annual Generation KWh:	0.00
Lifetime Generation KWh:	0.00
Peak Demand Generation KW:	0.00
Annual Savings KWh:	22,153.06
Lifetime Savings KWh:	332,290.33
Peak Demand Savings KW:	13.12
Therms/Year:	0.00
Therms/Lifetime:	0.00

Installed Savings & Generation data for this application.

Annual Generation KWh:	0.00
Lifetime Generation KWh:	0.00
Peak Demand Generation KW:	0.00
Annual Savings KWh:	22,153.06
Lifetime Savings KWh:	332,290.33
Peak Demand Savings KW:	13.12
Therms/Year:	0.00
Therms/Lifetime:	0.00

1. Individual Measure Data ↻

Program:	C & I New Construction
Measure:	Unit(s) HVAC Split Systems (73)
Committed Incentive:	\$0.00
To be paid Incentive:	\$0.00
Paid Incentive:	\$0.00
Manufacturer:	York
Model:	2R240N22B4
Serial Number:	-
Installed/Approved Date:	-
No of Units Installed:	2
Cost:	-
Premise Location:	-
Installation Location:	-
Efficiency SEER:	-
Efficiency EER:	12.1
Efficiency Other:	-
Capacity:	235000 BTUH
Usage:	-

Committed Savings & Generation data for this measure.

Annual Generation KWh:	0.00
Lifetime Generation KWh:	0.00
Peak Demand Generation KW:	0.00
Annual Savings KWh:	12,023.33
Lifetime Savings KWh:	180,349.87
Peak Demand Savings KW:	7.12
Therms/Year:	0.00
Therms/Lifetime:	0.00

Installed Savings & Generation data for this measure.

Annual Generation KWh:	0.00
Lifetime Generation KWh:	0.00
Peak Demand Generation KW:	0.00
Annual Savings KWh:	12,023.33
Lifetime Savings KWh:	180,349.87
Peak Demand Savings KW:	7.12
Therms/Year:	0.00
Therms/Lifetime:	0.00
Savings recorded at:	-

If there is more than one program that this application is associated with then the Summary combines all the programs together and the detail summary

Application Detail

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	<p>breaks the summary down by individual program.</p> <ul style="list-style-type: none"> ○ User may select the blue arrow to view Program specific information in the Summary Data section ○ Information displayed includes Measure Type(s), Committed Incentive, To Be Paid Incentive and Paid Incentive. ○ Committed Savings & Generation Data will be represented by a red folder <ul style="list-style-type: none"> ▪ Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/Lifetime & Annual/Lifetime oil/propane savings MMBtu ○ Installed Savings and Generation Data will be represented by a yellow folder <ul style="list-style-type: none"> ▪ Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/ Lifetime & Annual/Lifetime oil/propane savings MMBtu ○ Verified Savings and Generation Data will be represented by a green folder <ul style="list-style-type: none"> ▪ Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/ Lifetime & Annual/Lifetime oil/propane savings MMBtu <p>Individual Measure Data follows in a separate table below the summary</p> <ul style="list-style-type: none"> ○ User will see a blue arrow in this section if more than one Measure exists for the Application. User should select the arrow to view Individual Measure Data pertaining to additional Measure(s). ○ Information displayed includes Program, Measure, Committed Incentive, To Be Paid Incentive, Paid Incentive, Manufacturer, Model, Serial Number, Installed/Approved Date, Installation Location, No of Units Installed, Efficiency SEER, Efficiency EER, Efficiency Other and Capacity ○ Committed Savings & Generation Data will be represented by a red folder <ul style="list-style-type: none"> ▪ Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand Savings KW, Therms/Year and Therms/Lifetime & Annual/Lifetime oil/propane savings MMBtu ○ Installed Savings and Generation Data will be represented by a yellow folder <ul style="list-style-type: none"> ▪ Information displayed includes Annual Generation KWh, Lifetime Generation KWh, Peak Demand Generation KW, Annual Savings KWh, Lifetime Savings KWh, Peak Demand
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Savings KW, Therms/Year and Therms/ Lifetime & Annual/Lifetime oil/propane savings MMBtu

- **QA/QC:** The QA/QC tab lists details regarding inspections & reviews by the Program Coordinator as well as the Program Manager.

Application # 07169
(IMS Application ID: 11142_TRC)

Completed Inspections/Reviews

Checklist Name	Reviewed on	Reviewed by	Status	Attachments	Edit/Delete
Site Inspection - SmartStart General - Post	11/2/2009	dnumane	Passed	07169 11-2-09 001.jpg - File Description - Photo - blancaster [09-10-2011] 07169 11-2-09 002.jpg - File Description - Photo - blancaster [09-10-2011]	

Retrieve Checklist

File Review - C&I Custom Pre-Approval - 240L_1_2010 To Present

This checklist should be used for all C&I Custom Applications received after December 31, 2009.

Retrieve

Upload Checklist

Browse

Add Checklist

Program Coordinator QA Certification

This application was not certified by the PC using an IMS-generated certification. Please check under Notes/Attachments for non-IMS certifications.

Applicant Name:
Enos Bas Yaskov High, Inc.

Payee Name:
Energy Analysis

Commitment Amount(s):

Certify

Program Manager Inspection Status

Type	Date	Status	Notes	Inspection Reports
POST	11-02-2009	Pass	passed	

- **Completed Inspections/Reviews section:**
 - This section will display “There are no Checklists yet for this Application” if they do not exist
 - If Checklist(s) exist, the following details will be displayed for each Checklist uploaded for this Application
 - Checklist Name (Appears as a link to open the Checklist in Excel)

	<ul style="list-style-type: none"> • Reviewed on Date and user id of the name checklist was reviewed by • Status of the checklist if its present on the checklist – Passed, Failed, Pending or no status selected • Attachments if any [name of the attachment appears as a link so when clicking the link, the attachment opens using the appropriate program on the local machine, file description, the name of the person who saved the document and the date when it was saved] • If the checklist is “On Hold”, i.e. it has not yet been reviewed and approved by the checklist reviewer <ul style="list-style-type: none"> ○ Only certain roles can see this checklist – PC Staff, QA Manager/Specialist, PC Admin, PC Director and IMS Admin ○ The checklist may be edited/deleted by any user of the above roles. Inspection attachments may also be added and removed ○ The checklist may be viewed also by OCE Energy Efficiency role users if the application is marked to be associated with an affiliated contractor. Such applications are not reviewed by the Program Coordinators office and instead the reviews are done by members of the BPU. The OCE EE role therefore sees the additional options on this table to approve and unlock checklists • If the checklist has been Approved by the approving authority [QA Manager/Specialist or OCE EE in the case of applications with affiliated contractors] then the checklist is visible to all users who have view access to the application detail page. All option icons that allow the user to edit/delete the checklist and its supporting documentation are no longer available <ul style="list-style-type: none"> ○ Retrieve Checklist: The Retrieve Checklist section contains a dropdown box of checklist names that are available based on the program this application is a part of. The checklist templates are designed in Excel by the IMS Admin. Each checklist is accompanied by a set of notes set up during the time the checklist is created in IMS. Choosing a different checklist in the dropdown will cause the notes in the notes section to change accordingly.
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Choosing a checklist and clicking on the Retrieve button will open the checklist template in Excel with prefilled data populated based on the application the checklist was opened for.

The checklist template option is only made available to members of the PC office and to members of the OCE EE role if the application has affiliated contractors.

IMS will display “There are no Checklist Templates available for this Program” if they do not exist

- **Upload Checklist:**
 - If Checklist templates exist, members of the PC office also see an “Add Checklist” option. The user can browse to find the checklist on their local machine and click on the Add Checklist button to upload the checklist
 - If there was an error saving the checklist, the user is informed of the same
 - If the checklist was saved successfully the most recently added checklist appears in the Completed Inspections/Reviews section of this tab
 - If no checklist templates exist for this application, the Add Checklist option is not visible to the user
- **Program Coordinator QA Certification:** PC Certification option is made available to applications that belong to one of the following programs :
 - SmartStart
 - Pay for Performance
 - REIP

For projects that have a commitment of \$300,000 or more, the PC office does a review and certifies the applicant name, payee and the commitment amount by entering the details in the space provided and clicking on the Certify button.

This can only be done once. Once the certification is complete, this section displays a link to the certification. When a user clicks on the link, certification opens up in a PDF with the certified data filled in and the name, signature and date of certification by the user who certified the application. The certification template is attached here:



PCCommitCertification.pdf

- **Program Manager Inspection Status:** This section lists inspection details as performed by the Program Manager. If no inspection data exists, a message is displayed informing the user of the same
If they exist, the following details are displayed for each inspection:

- Type [Pre or Post]
- Date of Inspection
- Status of Inspection [Pass/Fail]
- Notes if any
- Inspection reports if any. The inspection report names appear as links that when clicked on will open up the attachment using the appropriate program from the local machine.

- **Associated Applications:** The Associated Applications tab lists all applications that have been associated with this application because they are possibly work done on the same premise or campus.

App #	Program Name & Task Type	Application Status	Dollar Amounts	Applicant Details
00021	Pay-for-Performance Energy Reduction Plan	Application In Process 02-19-2010	Committed Incentive: \$2,000,000.00 Paid Incentive: \$44,107.00	State of New Jersey PO Box 211 Trenton, NJ 08625

Depending on how the program is set up savings of associated applications are sometimes included when an applications savings are being reported. They can also play a big role in how much money is held back from being “authorized” when funds are requested through an invoice.

Applications associated to the Application may be listed in this section if they exist. The user may click the Application Number link of appropriate Application to view details of that application. IMS will display “There are no Applications associated with this Application” if one does not exist

- **Notes/Attachments:** The notes/attachments tab is the place to go to view any notes or attachments that the Program Coordinators office saves for each application. It is also the tab that lists all the documents that the Program Manager sent through as being associated with this application during the data upload process. Users may view the attachments by clicking the attachment name link

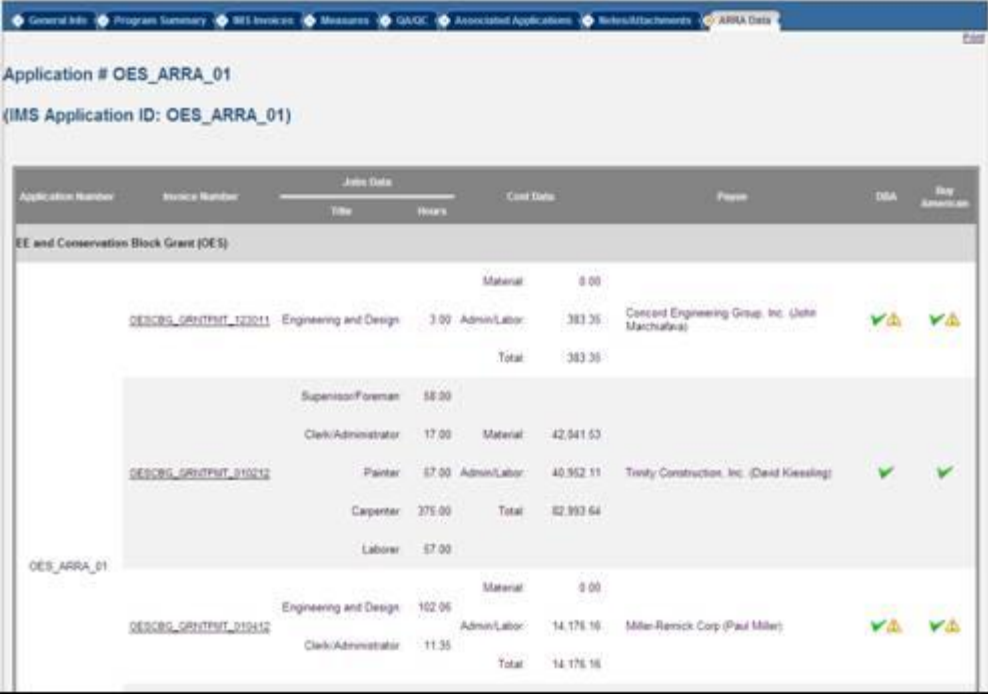
The screenshot displays the 'Notes/Attachments' tab for Application # 07169 (IMS Application ID: 11142_TRC). The interface is divided into three main sections:

- Attachments from the Program Coordinator:** A box containing the message "There are no documents attached to this application." Below this message is a "Browse" button, a text input field with the placeholder text "Enter file description here", and an "Upload" button.
- Attachments from the Program Manager:** A box containing the message "There are no documents attached to this application."
- Application Notes:** A box containing the message "There are no notes added for this application." Below this message is a large text area with the placeholder text "Full notes/comments/description" and "Save" and "Clear" buttons at the bottom.

IMS will display “There are no documents uploaded yet for this Application” if they do not exist. If the User is a member of the PC office, the User is given the option to “Add Attachments” from this screen
 If any Application Notes exist, they will appear below the “Application Notes” section. Information displayed would include the Note content, User ID, associated Role and Date of Note. If the User is a member of the PC office, the User is given the option to “Add Notes” from this screen

- **ARRA Data:** The ARRA Data tab includes information by Invoice such as Cost for the application during the billing period of the invoice & Hours worked by job title during the time. In addition if the program requires conformance to Davis Bacon Act & Buy American provisions, the review details are displayed if they exist

Information Management System Requirements

	
Alternate Path	<ul style="list-style-type: none"> IMS will display "There are no records that match the filter criteria" if the search criteria does not produce any results User may choose to change search criteria while entering criteria and can do so by selecting the "Clear" button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search IMS will display "Please choose a file to upload" if User selects the "Add Checklist" button or the "Upload" button without selecting a file IMS will display "Please enter a short description for the file being uploaded" if User is attempting to upload a document without entering a description IMS will display "Please enter a Note in the Notes field" if User selects the "Save" button before adding the Note IMS will display "Cannot upload file with this type" if User attempts to upload a Checklist to the Application that is not an Excel document
Post Conditions	<ul style="list-style-type: none"> User may opt to complete the following tasks upon viewing Application detail, providing they have the necessary access rights as functionality is dependent upon Role: <ul style="list-style-type: none"> Add Checklists <ul style="list-style-type: none"> Checklists will appear as links in the "Checklist Templates" section if any should exist. A Checklist may be updated if the Checklist Status is "On Hold." A Checklist may be viewed if the Checklist Status is "Approved." User must click appropriate link, enable macros and automate calculation in Excel prior to completing the checklist. •User should save document

Information Management System Requirements

	<ul style="list-style-type: none"> •User selects the “Browse” button to locate correct document •User selects the “Open” button to attach document •User selects the “Add Checklist” button •User opts to Delete or Update Checklists <ul style="list-style-type: none"> •Delete Checklist <ul style="list-style-type: none"> •User selects the “Delete this Checklist” icon •IMS will display “Are you sure you want to delete this Checklist?” User should select the “OK” button to proceed with the deletion •Update Checklist <ul style="list-style-type: none"> •User selects the “Update this Checklist” icon •User selects the “Browse” button to locate appropriate file •User selects the “Open” button to attach document •User selects the “Update” button •IMS will display “The existing Checklist will be replaced with the new one. Are you sure about proceeding with the changes?” User should select the “OK” button to proceed. •Upload Document(s) <ul style="list-style-type: none"> •User selects the “Browse” button to locate correct document •User selects the “Open” key to attach document •User enters description in the “Description” field •User selects the “Upload” button •Delete Document(s) <ul style="list-style-type: none"> •Users with appropriate access may delete documents associated to the Application by selecting the “Delete this Document” icon •Add Application Note <ul style="list-style-type: none"> •User enters note in the “Application Note” field. •User selects the “Save” button
Author and	Applied Energy Group, Inc.
Sign Off	

Orphan Checklists

QA Menu > Orphan Checklists Sub Menu

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | **QA** | Reports | Users | Vendors

Orphan Checklists

Upload a blank checklist

Upload MULTIPLE blank checklists

File:

Orphan checklists with POSSIBLE matches

Orphan checklists with NO matches

Program:

Checklist Name:

Application Number: Checklist Reviewed By:

Invoice Number:

> Orphan checklist with Application Number matches but program does not match

Records

Orphan Checklists	Possible matches
<p> File Review - HMFA HESP ARRA Version 1 </p> <p>Application Number: p00000044269 Program: Home Energy Saver Program (HESP)</p> <p>Saved by: bdeacken on 03-02-2012</p> <p><input type="button" value="Add Attachments"/></p>	<p><i>Application Number matches</i></p> <p>Application Number: <u>p00000044269</u> Program: HPwES Summer Promotion - 2011</p> <p>Application Number: <u>p00000044269</u> Program: Home Performance with ENERGY STAR</p>

Information Management System Requirements

> Orphan checklist with Application Number matches AND program match

<p> File Review - REIP Pre-Approval 0.1 </p> <p>Application Number: REIPR-07755 Program: Renewable Energy Incentive Program Technology: some tech Technology Type Different: <input type="radio"/> Yes <input type="radio"/> No Customer Name: some name for cust Customer Name Different: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Saved by:nmenon on 01-28-2011</p> <p>Add Attachments</p>	<p>Suggested matches</p> <p><input type="checkbox"/> Application Number: REIPR-07755 Program: Renewable Energy Incentive Program Technology: Solar Applicant Name(s): JEANETTE PANELLI Contractor Name(s): DAN SOLAR SOLUTIONS</p> <p>Application Number matches</p> <p>Application Number: REIPR-07755 Program: Energy Efficient Products</p>
<p> File Review - REIP Pre-Approval 0.1 </p> <p>Application Number: REIPR-07755 Program: Renewable Energy Incentive Program Technology: some tech Technology Type Different: <input type="radio"/> Yes <input type="radio"/> No Customer Name: some name for cust Customer Name Different: <input type="radio"/> Yes <input type="radio"/> No</p> <p>Saved by:nmenon on 02-02-2011</p> <p>Inspection attachments:</p> <p> blank1note.txt - File Description - Notes from checklist saved on 02-02-2011 - nmenon [02-02-2011] </p> <p>Add Attachments</p>	<p>Suggested matches</p> <p><input type="checkbox"/> Application Number: REIPR-07755 Program: Renewable Energy Incentive Program Technology: Solar Applicant Name(s): JEANETTE PANELLI Contractor Name(s): DAN SOLAR SOLUTIONS</p> <p>Application Number matches</p> <p>Application Number: REIPR-07755 Program: Energy Efficient Products</p>

> Orphan checklist with NO Application Number matches

<p> Site Inspection - HPwES Version 1 </p> <p>Application Number: P00000031741 Program: Home Performance with ENERGY STAR - SEP (Non-IOU)</p> <p>Saved by:durnane on 04-12-2011</p> <p>Add Attachments</p>	
<p> Site Inspection - RNC - Final Version 1 </p> <p>Application Number: 2009.0620_ESTR.1_U00016 Program: Residential New Construction</p> <p>Saved by:durnane on 04-13-2011</p> <p>Inspection attachments:</p> <p> 5.zip - File Description - Inspection Images - durnane [04-15-2011] </p> <p>Add Attachments</p>	

Information Management System Requirements

Menu	QA
Sub Menu	Orphan Checklists
Summary	Users that have access to this screen have the capability to add checklist(s) to IMS for applications that do not yet exist in IMS and a way to later search for and associate them with applications as they appear in IMS. From the QA Menu, User(s) should select the Orphan Checklists Sub Menu.
Users	Roles with access to the Orphan Checklists Sub Menu include PC Director, PC Admin, PC Staff, QA Manager and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to add/search for Orphan Checklists by navigating to the QA Menu > Orphan Checklists Sub Menu
Main Path	<ul style="list-style-type: none"> • User chooses to upload one orphan checklist by choosing the first option on the screen, browsing for the filled checklist file and hitting the Add Blank Checklist button • The user can get a “blank checklist template” i.e. one that does not have prefill information for an application by going to the Retrieve Checklist menu option under QA, searching for checklists and clicking on the “Blank” link to download the template • The User may also choose to save a set of checklists [as a zip file or otherwise] by using the second option on the screen – Upload Multiple Blank checklists. Each file is chosen using the Browse button and transferred over to the list box by clicking on the “>>” button. If a checklist was chosen in error, it can be removed from the list by highlighting it and clicking on the “<<” button. Once all checklists are chosen, the User clicks on the Add Blank Checklist button and the files are saved for processing on the hour the next hour. The next set of orphan checklists cannot be added for processing until the existing set is processed • The user can then also search for Orphan checklists for those that potentially have matches and those that do not as yet. • Checklists with potential matches <ul style="list-style-type: none"> • Checklists where application number AND program matches If the application number and the program the checklist is for, as a combination, exist in IMS, then this search brings up a list of checklists that have matches. The User also sees a list of questions that bring up prefill information as entered on the checklist and those that would be filled from IMS as per the data filled by the Program Managers. The user is expected to compare the data before confirming a “match” i.e. convert the orphan checklist to one that’s associated with the selected application • Checklists where only the application number matches but the program does not If the application number exists now in IMS but is not associated with the program the checklist was added for, then this checklist comes up as a possible match but does not give the user the opportunity to compare prefill information or “Match” i.e. convert the orphan checklist to one that’s associated with the selected application • The checklist name appears as a link and the User can click on the link to open

Information Management System Requirements

	<p>up the checklist in Excel</p> <ul style="list-style-type: none"> • The application number of possible matches appears as a link and clicking on this link opens up the application detail page • Checklists without matches – i.e. the application number and program combination does not exist as yet in IMS
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Checklists that match the filter criteria" if the search criteria does not produce any results when searching for Orphan Checklists with or without potential matches
Exception Path	<ul style="list-style-type: none"> • If user chooses to upload a file that is not a valid checklist and is uploading one checklist at a time, when clicking on the Add blank checklist button an error is displayed that says "Cannot upload file with this type" • If user chooses to upload a file that is not a valid checklist and is uploading multiple checklists at a time, when clicking on the Add blank checklist button the files are submitted for processing and the user receives an error via email saying there was an error when processing the checklists and to contact the system administrator for more information
Post Conditions	<ul style="list-style-type: none"> • Add supporting documentation to checklists <ul style="list-style-type: none"> • User with write access on this screen has the option to add supporting documents/attachments to a checklist by clicking on the Add Attachment button. The user then browses for the document on the local machine, adds a description and hits the Save button • The search screen then refreshes to display the newly added attachments – the names appear as links that the user could click on to open the attachment. The file description, the person who added the attachment and the date the attachment was added appear as additional information • Match checklists <ul style="list-style-type: none"> • It is up to the user to confirm that the prefill information in IMS matches the prefill information manually input by the reviewer. Questions are answered accordingly and the User clicks the Match button i.e. convert the orphan checklist to one that's associated with the selected application

Retrieve QA Checklists


QA Menu > Retrieve QA Checklists Sub Menu

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | **QA** | Reports | Users | Vendors

Retrieve QA Checklists

Search for checklist templates

Program: Checklist Name:








 [Submit a design for a new checklist](#)

Search for zip files of prefilled templates

Program: Checklist Name:

Date of Request [From]: Date of Request [To]:

> Checklists available for the REIP program (Search Results)

Checklist Name	Version	Description	Type	Blank Checklist	Design Checklist	Edit
<input checked="" type="radio"/> File Review - REIP Pre-Approval	Version 1	This is the only checklist for this type of file review and should be used for all applications to be reviewed.	File Review	Blank	Design	
<input type="radio"/> File Review - REIP Ready-for-Payment	Version 1	This is the only checklist for this type of file review and should be used for all applications to be reviewed.	File Review		Design	
<input type="radio"/> File Review - REIP-Wind Pre-Approval	Version 1	This is the only checklist for this type of file review and should be used for all applications to be reviewed.	File Review	Blank		
<input type="radio"/> File Review - REIP-Wind Ready-for-Payment	Version 1	This is the only checklist for this type of file review and should be used for all applications to be reviewed.	File Review			
<input type="radio"/> File Review - SRP	Version 1	Note: This is the only checklist for this type of file review and should be used for all applications to be reviewed.	File Review	Blank		
<input type="radio"/> Site Inspection - REIP - Solar	Version 1	This is the only checklist for this type of file review and should be used for all applications to be reviewed.	Site Inspection	Blank		
<input type="radio"/> Site Inspection - REIP - Wind	Version 1	This is the only checklist for this type of file review and should be used for all applications to be reviewed.	Site Inspection	Blank		

Records

Application Number List

Information Management System Requirements

> Zip files of prefilled templates (Search Results)

Requester	Request Date	Checklist Name	Request Status	Link to List of Apps	Link to Zip File
Joel Mizrahi	03-26-2012	File Review - SRP	Sent	SRPfilerreview32712.csv	Download zip
Joel Mizrahi	03-26-2012	File Review - REIP Ready-for-Payment	Sent	REIPRfilerreview32712.csv	Download zip
Joel Mizrahi	03-26-2012	File Review - CORE Ready-for-Payment	Sent	COREfilerreview32712.csv	Download zip
David Maldonado	03-27-2012	File Review - SRP	Sent	SRP.csv	Download zip
David Maldonado	03-27-2012	File Review - REIP Ready-for-Payment	Sent	REIP&REMI.csv	Download zip
David Maldonado	03-27-2012	File Review - CORE Ready-for-Payment	Sent	CORE.csv	Download zip
David Maldonado	03-29-2012	File Review - EECBG	Sent	di.csv	Download zip
Brian Deecken	04-02-2012	File Review - HMFA HESP ARRA	Sent	HMFA HESP 04062012_7 CSV.csv	Download zip

Menu	QA
Sub Menu	Retrieve QA Checklists
Summary	Users that have access to this screen have the capability to locate a list of available QA Checklists, request for a set of prefilled QA checklist templates and then retrieve the completed list once its available in IMS. From the QA Menu, User(s) should select the Retrieve QA Checklists Sub Menu.
Users	Roles with access to the Retrieve QA Checklists Sub Menu include PC Director, PC Admin, PC Staff, QA Manager and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to review details of QA Checklists by navigating to the QA Menu > Retrieve QA Checklists Sub Menu
Main Path	<ul style="list-style-type: none"> • User clicks on the first option to Search for checklist templates, specifies search criteria to locate desired QA Checklist(s). Search criteria includes the following: <ul style="list-style-type: none"> •Program •Checklist Name <ul style="list-style-type: none"> •QA Checklists available will be dependent upon Program selected by User in the “Program” field • User selects the “Search” button <ul style="list-style-type: none"> •IMS will display a list of available checklists along with the following details: <ul style="list-style-type: none"> • Version Number • Notes/Description • Type [File Review/Site Inspection] • Link to a blank checklist template if one exists • Link to the design of the template if one exists • Link to submit a new design for the checklist • User clicks on the Search for zip files of prefilled templates. Search criteria includes the following:

Information Management System Requirements

	<ul style="list-style-type: none"> • Program • Checklist Name <ul style="list-style-type: none"> • QA Checklists available will be dependent upon Program selected by User in the “Program” field • Date of request - From • Date of request - To • User selects the “Search” button <ul style="list-style-type: none"> • IMS will display a list of available requests along with the following details: <ul style="list-style-type: none"> • Requester • Request Date • Checklist Name • Request Status [New, In Process, Sent] • Link to the list of applications as a csv file • Link to the zip file of prefilled apps if the process is complete
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no requests that match the filter criteria" if the search criteria does not produce any results when searching for prefilled zip file of checklists
Exception Path	<ul style="list-style-type: none"> • IMS will display "Cannot process a file of this type" if the list of application numbers is not a csv file when trying to submit a request for prefilled checklists • IMS will display "The list is empty" if the list of application numbers does not contain any application numbers when trying to submit a request for prefilled checklists
Post Conditions	<ul style="list-style-type: none"> • Submit a new design for a checklist – The user can submit a new design for the checklist by clicking on the edit link from the list of checklist templates, submitting a name, a description of the change and uploading a file for review. The review is done using the Review QA checklists screen. Once a change is Approved, a copy of the file is sent to the IMS Admin for implementation <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="margin: 0;">Display Name: <input style="width: 100px;" type="text"/></p> <p style="margin: 0;">Checklist: <input style="width: 150px;" type="text"/> <input style="width: 50px;" type="button" value="Browse..."/></p> <p style="margin: 0;">Description of change & notes to reviewer: <input style="width: 300px; height: 30px;" type="text"/></p> <p style="text-align: center; margin: 10px 0;"> <input style="width: 50px;" type="button" value="Close"/> <input style="width: 50px;" type="button" value="Save"/> </p> </div> <ul style="list-style-type: none"> • Application Number List <ul style="list-style-type: none"> • User selects the “Browse” button to locate appropriate CSV file that contains a list of Application Numbers • User locates CSV file and selects the “Open” button • User selects the “Get Checklists” button

Information Management System Requirements

- | | |
|--|--|
| | <ul style="list-style-type: none">•IMS submits the request for processing and the request is processed every 15 minutes.•Until the request has begun processing, the user has the option to cancel the request.•IMS processes the request, goes through each of the applications in the application list, creates a prefilled checklist as per the request and forms a zip file of all prefilled checklists. Once this is done, the user is informed that the resulting file is now ready for download. The user can then see the link to download the zip file in the search results table. |
|--|--|

Review QA Checklists

QA Menu > Review QA Checklists Sub Menu

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	-----------	---------	-------	---------

Review QA Checklists

Application Number
Application #:

Invoice Number
Invoice #:

Selection Criteria
Program:

Checklist Name:

Final Review Result: Checklist Reviewed By:

Date Submitted [FROM 6pm]: Date Submitted [TO 6pm]:

Checklist Status: Reviewer Role:

The image below is what Users will see upon conducting a search for QA Checklists.

QA Menu > QA Checklists Sub Menu > Search Results for All QA Checklists

Checklist	Application #	Date Reviewed	Reviewed by	Saved by	Status	Email	Email History
<input type="checkbox"/> File Review - REIP Pre-Approval_Version 1 	REIPNR-04944	8/11/2009	dmumane	IMS	On Hold		
<input type="checkbox"/> File Review - REIP Pre-Approval_Version 1 	REIPNR-05941	12/23/2009	davidm	katem	On Hold		

Records

Version	1
Menu	QA
Sub Menu	Review QA Checklists
Summary	Users that have access to this screen have the capability to search and review QA Checklists. From the QA Menu, User(s) should select the Review QA Checklists Sub Menu.

Information Management System Requirements

Users	Roles with access to the Review QA Checklists Sub Menu include PC Director, PC Admin, QA Manager and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to review details of QA Checklists by navigating to the QA Menu > Review QA Checklists Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired QA Checklist(s). Search criteria may be via different avenues: <ul style="list-style-type: none"> • Application Number/Application # <ul style="list-style-type: none"> • User must enter full Application Number as IMS will not recognize partial numbers or text in this field • Invoice ID <ul style="list-style-type: none"> • User may enter whole or partial invoice ID • Selection Criteria <ul style="list-style-type: none"> • Program <ul style="list-style-type: none"> • All is selected by default • Checklist Name <ul style="list-style-type: none"> • All is selected by default • If User selected a Program, the “Checklist Name” field would populate with QA Checklists relevant to that particular Program • The “Checklist Name” field will populate with QA Checklists for all Programs if Program is not selected • Final Review Result <ul style="list-style-type: none"> • All is selected by default • Other options are Pass, Failed, Pending & No Status • Checklist Reviewed By <ul style="list-style-type: none"> • All is selected by default • Other options names of reviewers as seen on checklists • Date Range [to ignore historic checklists and only filter current ones saved into IMS during the time period specified] <ul style="list-style-type: none"> • From • To • Checklist Status <ul style="list-style-type: none"> • On Hold is selected by default • All • Approved • Reviewer Role <ul style="list-style-type: none"> • All is selected by default • Other choices are QA Manager & QA Specialist • User reviews and confirms the search criteria • User selects the “Search” button to initiate search • IMS displays list of QA Checklists which match search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display "There are no Checklists that match the filter criteria" if the search criteria does not produce any results when searching for QA Checklists via Application Number • IMS will display “There are no records that match the filter criteria” if the search criteria does not produce any results when searching for QA Checklists via Batch Number

Information Management System Requirements

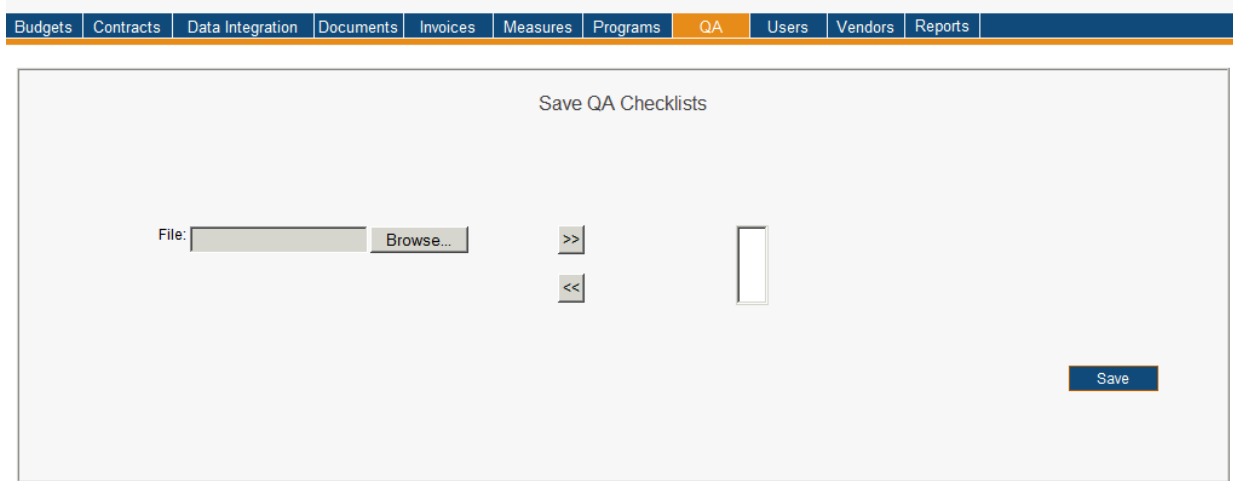
	<ul style="list-style-type: none"> • User may choose to change search criteria or deselect a Checkbox of a particular QA Checklist by selecting the “Clear” button. This prompts IMS to delete everything User entered as search criteria and/or will uncheck selected QA Checklist(s). • If the number of QA Checklists listed exceeds 100 in number only the first 100 QA Checklists are shown. There is a drop-down displaying the number of records in sets of 100 (or less). User may click on a different range to display those QA Checklists.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will enter “Please enter an Application Number to search by” if User opted to search via “Application Number” but neglected to enter information upon selecting the “Search” button • IMS will display “Please enter a Batch Number to search by” if User elected to search via Batch Number but neglected to enter information • IMS will display “Please select at least one Checklist” if User selected the “Approve” or “Unlock” buttons prior to selecting a QA Checklist
Post Conditions	<ul style="list-style-type: none"> • User will have QA Checklists displayed that match the specified search criteria. User may opt to view QA Checklists or Applications upon viewing search results. User may also Approve and/or Unlock QA Checklists upon viewing search results. Information displayed at this level includes Checklist, Application Number, Date Created, Saved By, Status, Email and Email History. <ul style="list-style-type: none"> • Viewing QA Checklist(s) <ul style="list-style-type: none"> • User clicks link of desired QA Checklist in the “Checklist” column • Checklist opens in Excel displaying the content as was stored when the checklist was saved in IMS • Detail will vary per QA Checklist • Editing a checklist <ul style="list-style-type: none"> • User clicks on the Edit icon next to an unapproved checklist and uploads a revised version of the checklist • User clicks on the save button and an updated version of the checklist is now saved in place of the older one • If a checklist has been reviewed and approved, the Edit icon does not appear as an option next to a checklist name. It must be unlocked again to see this option • Deleting a checklist <ul style="list-style-type: none"> • User clicks on the Delete icon next to an unapproved checklist name • User confirms that the Delete icon was intentionally clicked on • The checklist and all its supporting attachments are deleted from IMS and the search list refreshes to remove the recently deleted checklist • If a checklist has been reviewed and approved, the Delete icon does not appear as an option next to a checklist name. It must be unlocked again to see this option • Adding attachments to a checklist <ul style="list-style-type: none"> • User clicks on the Attachment icon next to an unapproved checklist name • User select one or more attachments to add as supporting documents to the checklist and adds a short description for each one

Information Management System Requirements

	<ul style="list-style-type: none"> •User clicks on the save button and the search table refreshes showing the new attachments, their descriptions, who uploaded them and when. •If a checklist has been reviewed and approved, the Attachment icon does not appear as an option next to a checklist name. It must be unlocked again to see this option •Releasing an invoice from a checklist <ul style="list-style-type: none"> •If an application is a part of a CR invoice and the checklist has not yet been approved, the User will see an Unlock icon next to the checklist name •User clicks on the icon and popup opens displaying a list of all invoices the corresponding application is a part of with a checkbox next to each <ul style="list-style-type: none"> •User clicks on one or more invoice IDs and clicks on the save button •The invoice is now no longer pink on the CR invoice search screen because of this checklist’s status. See Appendix section IMS Logic Prompting Pink Messages for more information •Viewing Application(s) <ul style="list-style-type: none"> •User clicks link of desired Application in the “Application #” column •User reviews Application detail as explained in the “Application Detail” section. Please review for further information. •Approving QA Checklist(s) <ul style="list-style-type: none"> •User selects checkbox of appropriate QA Checklist(s) •User selects the “Approve” button <ul style="list-style-type: none"> •QA Checklist Status is now “Approved” •Unlocking QA Checklist(s) <ul style="list-style-type: none"> •User selects the checkbox of appropriate QA Checklist(s) •User selects the “Unlock” button <ul style="list-style-type: none"> •QA Checklist Status is now “On Hold” •User may select the “Email” icon to send Email <ul style="list-style-type: none"> •User may send Email with attachments to specified recipients •IMS will display “The Email was sent successfully!” upon User selecting the “Send Mail” button •User may select the “Email History” icon to view Email History <ul style="list-style-type: none"> •IMS will display the most recent Email sent first along with the others, if they should exist, in chronological order. Information displayed includes Date, Person sending Email, Recipient(s) of Email, CC, Subject and Email Content. •User clicks on the Clear button to remove any selections made by the User previously
Author and	Applied Energy Group, Inc.
Sign Off	

Save QA Checklists

QA Menu > Save QA Checklists Sub Menu



Version	1
Menu	QA
Sub Menu	Save QA Checklists
Summary	Users that have access to this screen have the capability to save QA Checklists in IMS. From the QA Menu, User(s) should select the Save QA Checklists Sub Menu.
Users	Roles with access to the Save QA Checklists Sub Menu include PC Director, PC Admin, PC Staff, QA Manager and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged on to the IMS
Triggers	User opts to save QA Checklist(s) by navigating to the QA Menu > Save QA Checklists Sub Menu
Main Path	<ul style="list-style-type: none"> • User selects the “Browse” button to locate desired Zip file to Save • User selects the “Add File to Working Folder” button to move Zip file to Working Folder • User selects the “Save” button <ul style="list-style-type: none"> •IMS will upload files every hour and the newly added file(s) will be available shortly after User opts to “Save” • Batch process completes the following upon User selecting the “Save” button <ul style="list-style-type: none"> •Excel Files <ul style="list-style-type: none"> •Content gets extracted from all Zip files in the Working Folder •Designated VB script extracts data from the Excel sheet utilizing built in Macros and CSV files are created <ul style="list-style-type: none"> •If Excel file does not contain the Macro, VB script will prompt error and move on to the next file and proceed accordingly •Non-Excel Files <ul style="list-style-type: none"> •Files not in correct format will be moved to “rejected” folder •IMS will move on to the next file and proceed accordingly
Alternate	<ul style="list-style-type: none"> • IMS will save any File(s) transferred to an User’s Working Folder if they opt to Save

Information Management System Requirements

Path	<p>at a later time</p> <ul style="list-style-type: none"> • User may opt to remove File(s) from their Working Folder by selecting the “Remove File from Working Folder” button for any selected File(s)
Exception Path	<ul style="list-style-type: none"> • IMS will enter “Please choose a file” if User selects the “Save” button prior to selecting file • IMS will display “Files currently exist in the NEW folder. Please wait for the next Batch job to complete before transferring a new set of files” if User attempted to Save additional Files before the previous session’s Files were Saved to IMS • IMS will send an error message via Email if the upload was unsuccessful indicating the reason why and requesting User to upload again
Post Conditions	<ul style="list-style-type: none"> • QA Checklists are created and available via IMS for select Application Numbers <ul style="list-style-type: none"> •QA Checklists can be found on Application Detail or retrieved via the Review QA Checklists Sub Menu for select Application(s)
Author and	Applied Energy Group, Inc.
Sign Off	

Reports

Reports Menu > Available Sub Menus

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
ARRA - Report Narratives								<ul style="list-style-type: none"> ARRA Report Narratives ARRA Report Statistics ARRA Reports ARRA Reports Setup 		
<p><input checked="" type="radio"/> Reports By Award</p> <p>Grants: <input type="text" value="All"/> Reports: <input type="text" value="All"/></p> <p><input type="radio"/> Reports By Project</p> <p>Projects: <input type="text" value="All"/> Reports: <input type="text" value="All"/></p> <p>Reporting Period [From]: <input type="text"/> Reporting Period [To]: <input type="text"/></p> <p>Program/Market Manager or Vendor: <input type="text" value="All"/></p> <p style="text-align: right;"><input type="button" value="Search"/> <input type="button" value="Clear"/></p>										

The *Reports* Menu consists of the *ARRA Report Narratives*, *ARRA Report Statistics*, *ARRA Reports*, and *ARRA Reports Setup* Sub Menus. The use cases identified below are discussed on behalf of the *Reports* Menu. Please note the order of Sub Menus is always subject to change and may not reflect what is displayed in above screenshot.

- [Standard Reports](#)
- [ARRA Report Narratives](#)
- [ARRA Report Statistics](#)
- [ARRA Reports](#)
- [ARRA Reports Setup](#)
- [DOE Federal Financial Report Detail](#)
- [OMB 1512 Report Detail](#)
- [DOE Quarterly Performance Report Detail](#)
- [DOE Monthly Performance Report Detail](#)

Standard Reports

Reports Menu > Standard Reports Sub Menu

Budgets	Contracts	Data Integration	Documents	Invoices	Measures	Programs	QA	Reports	Users	Vendors
---------	-----------	------------------	-----------	----------	----------	----------	----	---------	-------	---------

Download Standard Reports

Worksheet:

Program Category:

Year:

Program/Market Manager or Vendor:

From the *first* day of:

To the *last* day of:



Include invoices not yet approved in IMS

Include background sheets

[Retrieve](#)

Menu	Reports																						
Sub Menu	Standard Reports																						
Summary	The Standard Reporting module allows a User with access to generate standard reports as per requirements set by the Board. As in all other modules functionality is dependent upon Role. Reports may be run and saved in IMS. Reports are generated in Excel and/or CSV formats. From the <i>Reports</i> Menu, User should select the <i>Standard Reports</i> Sub Menu.																						
Users	Currently only the PC Director & IMS Admin roles have access to this screen.																						
Preconditions	User should be successfully logged in to IMS																						
Triggers	User opts to view Standard Reports in IMS by navigating to the Reports Menu > Standard Reports Sub Menu																						
Main Path	<p>For all the main program categories in IMS programs, standard reports include the following:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">No.</th> <th style="text-align: left;">Report</th> </tr> </thead> <tbody> <tr><td>1</td><td>Expenses v. Budgets</td></tr> <tr><td>2</td><td>Expenses by Cost Category</td></tr> <tr><td>3</td><td>Utility Program Manager Expenses</td></tr> <tr><td>4</td><td>Participants/Tracking metrics</td></tr> <tr><td>5</td><td>Annual Electric Savings</td></tr> <tr><td>6</td><td>Annual Electric Generation</td></tr> <tr><td>7</td><td>Lifetime Electric Savings</td></tr> <tr><td>8</td><td>Lifetime Electric Generation</td></tr> <tr><td>9</td><td>Annual Gas Savings</td></tr> <tr><td>10</td><td>Lifetime Gas Savings</td></tr> </tbody> </table>	No.	Report	1	Expenses v. Budgets	2	Expenses by Cost Category	3	Utility Program Manager Expenses	4	Participants/Tracking metrics	5	Annual Electric Savings	6	Annual Electric Generation	7	Lifetime Electric Savings	8	Lifetime Electric Generation	9	Annual Gas Savings	10	Lifetime Gas Savings
No.	Report																						
1	Expenses v. Budgets																						
2	Expenses by Cost Category																						
3	Utility Program Manager Expenses																						
4	Participants/Tracking metrics																						
5	Annual Electric Savings																						
6	Annual Electric Generation																						
7	Lifetime Electric Savings																						
8	Lifetime Electric Generation																						
9	Annual Gas Savings																						
10	Lifetime Gas Savings																						

Information Management System Requirements

	<p>11 Annual Emissions Reductions 12 Lifetime Emissions Reductions</p> <p>Please review the following documents below for more information pertaining to IMS Reporting requirements.</p> <div style="text-align: center;">  BPURpt4Q06Master. xls </div> <div style="text-align: center;">  Requirement Specification - Report </div> <p>Depending on the settings for the main category in the Maintain Budget Lines feature of IMS, i.e. whether the reports are generated with data from Program Inception to Date or Year to date, the user is given the option to enter a starting date or not</p> <p>The user also has the option to include invoices not yet approved as being expenses [in some cases the first approving member and in some cases the last – again as is set on the Maintain Budget lines screen for the program category]</p> <p>User makes selections and hit the Retrieve button to get the report in Excel.</p>
Alternate Path	
Exception Path	
Post Conditions	

ARRA Report Narratives

Reports Menu > ARRA Report Narratives Sub Menu

Menu	Reports
Sub Menu	ARRA Report Narratives
Summary	Users that have access to this screen have the capability to view ARRA Report Narratives in IMS. From the <i>Reports</i> Menu, User should select the <i>ARRA Report Narratives</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>ARRA Report Narratives</i> Sub Menu include the PC Director and the IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to view ARRA Report Narratives in IMS by navigating to the Reports Menu > ARRA Report Narratives Sub Menu
Main Path	<ul style="list-style-type: none"> • User has the option to view ARRA Report Narratives in IMS per criteria noted below. User must select <i>Reports by Award</i> or <i>Reports by Project</i> and may opt to further refine result set if desired. The following criteria is available for selection: <ul style="list-style-type: none"> • Reports by Award (selected by default) <ul style="list-style-type: none"> • Grants <ul style="list-style-type: none"> • All (selected by default) • EECBG • SEEARP • SEP • Reports <ul style="list-style-type: none"> • All (selected by default) • DOE Federal Financial Report

Information Management System Requirements

	<ul style="list-style-type: none"> • OMB 1512 Report • Reports by Project <ul style="list-style-type: none"> • Projects <ul style="list-style-type: none"> • All (selected by default) • ARRA Administration (SEP) • Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities (EECBG) • Energy Efficiency Programs through the Clean Energy Program (SEP) • Energy Efficiency Upgrades for State Buildings (SEP) • Energy Efficiency through Clean Combined Heat and Power (CHP) (SEP) • Energy Efficient Appliance Rebate Program (SEEARP) • Financing Program for Residential Solar (SEP) • Grants for State Sponsored Renewable Energy and Energy Efficiency Projects (SEP) • Local Government Energy Efficiency Improvements and Retrofits Subgrant Program (EECBG) • Low-Interest Loan Program for Residential Energy Efficiency (SEP) • Multifamily Energy Efficiency Improvement Pilot (MEEIP) (SEP) • Reports <ul style="list-style-type: none"> • All (selected by default) • DOE Monthly Performance Report • DOE Quarterly Performance Report • Reporting Period Date Range (From and To) • Program/Market Manager or Vendor • User reviews and confirms the selected information • User selects the <i>Search</i> button • IMS will display ARRA Report Narratives matching entered criteria. Sort is by Grand/Program data column by default. Information displayed at this level includes the following: <ul style="list-style-type: none"> • Report Name • Grant/Program • Reporting Period
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list can be sorted by any of the underlined columns by clicking on the column title. If the number exceeds 100 in number only the first 100 records are shown. There is a drop-down displaying the number of records in sets of 100 (or less). User may select a different range to display those records.
Exception Path	<ul style="list-style-type: none"> • IMS will display <i>Please enter FROM date on Report in MM-DD-yyyy format</i> if User enters a FROM date that is NOT in the MM-DD-yyyy format • IMS will display <i>Please enter TO date on Report in MM-DD-yyyy format</i> if User

Information Management System Requirements

	<p>enters a TO date that is NOT in the MM-DD-yyyy format</p> <ul style="list-style-type: none"> • IMS will display <i>Please enter a FROM date on Report that is before the TO date on Report</i> if User enters a FROM date that is NOT on or before the TO date • IMS will display <i>There are no previous narratives available in IMS.</i> if User selects Previous Narratives link and there aren't any that exist for that narrative record. • IMS will display <i>No description required for this report</i> if narratives have yet to be created and are not required for select section(s) • IMS will display <i>No description entered by 'Vendor Name'</i> if narratives have not been created but are required for select section(s) • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to save a narrative
<p>Post Conditions</p>	<ul style="list-style-type: none"> • User may select Report Name link to view narrative detail. Upon selecting Report Name link, user will see any narratives created for select report. <ul style="list-style-type: none"> ○ DOE Federal Financial Report Narrative sections available include <i>Remarks</i> <ul style="list-style-type: none"> ▪ Narratives will appear under applicable Vendor, if any should exist. <ul style="list-style-type: none"> • IMS will display <i>No description entered by 'Vendor Name'</i> if narratives have not been created for report as of yet ▪ Previous narratives may be seen by selecting the Previous Narratives link prompting IMS to open a dialog box displaying all previous narratives if they should exist. <ul style="list-style-type: none"> • User should select the <i>Close</i> button to close dialog box. ▪ Invoices associated to a report are indicated via the Invoice Number link. User may see detail by select applicable Invoice Number link. <ul style="list-style-type: none"> • Only those Invoices approved by Treasury for select time period will appear in link ○ OMB 1512 report narrative sections are available via the Prime Recipient and Vendor(s) tabs. IMS will display <i>No description entered by 'Vendor Name'</i> if narratives have not been created for report as of yet. Available narrative sections are as follows: <ul style="list-style-type: none"> ▪ Prime Recipient Tab <ul style="list-style-type: none"> • Award Information <ul style="list-style-type: none"> ○ Award Description • Project Information <ul style="list-style-type: none"> ○ Description of Jobs Created ○ Quarterly Activities/Project Description ▪ Vendor(s) Tab <ul style="list-style-type: none"> • Reporting Information <ul style="list-style-type: none"> ○ Vendor Name ○ Product/SVC Description ▪ Narratives will appear under applicable Vendor, if any should exist. <ul style="list-style-type: none"> • IMS will display <i>No description entered by 'Vendor Name'</i> if narratives have not been created for report as of yet ▪ Previous narratives may be seen by selecting the Previous Narratives link in applicable narrative section prompting IMS to open a dialog box displaying all previous narratives if they should exist.

- User should select the *Close* button to close dialog box.
 - Invoices associated to a report are indicated via the **Invoice Number** link. User may see detail by select applicable **Invoice Number** link.
 - Only those Invoices approved by Treasury for select time period will appear in link
- DOE Quarterly Performance Report Narrative sections vary depending on Project. Narrative sections include the following and are indicated per Project:
 - ARRA Administration (no description required)
 - Remarks
 - Accomplishments
 - Performance Outcome
 - Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities (no description required)
 - What we planned to accomplish this period
 - Are you following the Plan? If not, describe the change in approach, and reasons for the change.
 - Major Activities, Significant Results, Major Findings, and Key Outcomes
 - Actual or Anticipated Problems or Delays and Corrective Action Plan
 - Products Produced or Technology Transfer Activities Accomplished During the Reporting Period
 - Lessons Learned
 - What we expect to accomplish during the next period
 - Remarks
 - Energy Efficiency Programs through the Clean Energy Program (no description entered)
 - Remarks
 - Accomplishments
 - Performance Outcome
 - Energy Efficiency Upgrades for State Buildings (no description required)
 - Remarks
 - Accomplishments
 - Performance Outcome
 - Energy Efficiency through Clean Combined Heat and Power (CHP) (no description required)
 - Remarks
 - Accomplishments
 - Performance Outcome
 - Energy Efficient Appliance Rebate Program (no description entered)
 - Remarks
 - Accomplishments
 - Performance Outcome

	<ul style="list-style-type: none"> ▪ Financing Program for Residential Solar (no description required) <ul style="list-style-type: none"> • Remarks • Accomplishments • Performance Outcome ▪ Grants for State Sponsored Renewable Energy and Energy Efficiency Projects (no description required) <ul style="list-style-type: none"> • Remarks • Accomplishments • Performance Outcome ▪ Local Government Energy Efficiency Improvements and Retrofits Subgrant Program (no description required) <ul style="list-style-type: none"> • What we planned to accomplish this period • Are you following the Plan? If not, describe the change in approach, and reasons for the change. • Major Activities, Significant Results, Major Findings, and Key Outcomes • Actual or Anticipated Problems or Delays and Corrective Action Plan • Products Produced or Technology Transfer Activities Accomplished During the Reporting Period • Lessons Learned • What we expect to accomplish during the next period • Remarks ▪ Low-Interest Loan Program for Residential Energy Efficiency (no description required) <ul style="list-style-type: none"> • Remarks • Accomplishments • Performance Outcome ▪ Multifamily Energy Efficiency Improvement Pilot (MEEIP) (no description entered) <ul style="list-style-type: none"> • Remarks • Accomplishments • Performance Outcome ▪ Previous narratives may be seen by selecting the Previous Narratives link prompting IMS to open a dialog box displaying all previous narratives if they should exist. <ul style="list-style-type: none"> • User should select the <i>Close</i> button to close dialog box. ▪ Invoices associated to a report are indicated via the Invoice Number link. User may see detail by select applicable Invoice Number link. <ul style="list-style-type: none"> • Only those Invoices approved by Treasury for select time period will appear in link ○ DOE Monthly Performance Report Narrative sections vary depending on Project. Narrative sections include the following and are indicated per Project: <ul style="list-style-type: none"> ▪ ARRA Administration (no description entered) <ul style="list-style-type: none"> • Remarks
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Information Management System Requirements

	<ul style="list-style-type: none">▪ Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities (no description required)<ul style="list-style-type: none">• Remarks▪ Energy Efficiency Programs through the Clean Energy Program (no description entered)<ul style="list-style-type: none">• Remarks▪ Energy Efficiency Upgrades for State Buildings (no description required)<ul style="list-style-type: none">• Remarks▪ Energy Efficiency through Clean Combined Heat and Power (CHP) (no description required)<ul style="list-style-type: none">• Remarks▪ Energy Efficient Appliance Rebate Program (no description required)<ul style="list-style-type: none">• Remarks▪ Financing Program for Residential Solar (no description entered)<ul style="list-style-type: none">• Remarks▪ Grants for State Sponsored Renewable Energy and Energy Efficiency Projects (no description required)<ul style="list-style-type: none">• Remarks▪ Local Government Energy Efficiency Improvements and Retrofits Subgrant Program (no description entered)<ul style="list-style-type: none">• Remarks▪ Low-Interest Loan Program for Residential Energy Efficiency (no description entered)<ul style="list-style-type: none">• Remarks▪ Multifamily Energy Efficiency Improvement Pilot (MEEIP) (no description required)<ul style="list-style-type: none">• Remarks▪ Previous narratives may be seen by selecting the Previous Narratives link prompting IMS to open a dialog box displaying all previous narratives if they should exist.<ul style="list-style-type: none">• User should select the <i>Close</i> button to close dialog box.▪ Invoices associated to a report are indicated via the Invoice Number link. User may see detail by select applicable Invoice Number link.<ul style="list-style-type: none">• Only those Invoices approved by Treasury for select time period will appear in link <ul style="list-style-type: none">• Users with appropriate access rights may enter/edit narrative by entering appropriate text in applicable narrative section and selecting the <i>Save Changes</i> button. This save will be applied to any future reports and those still in pending status.<ul style="list-style-type: none">○ IMS will display <i>The narratives were saved successfully.</i> upon selecting the <i>Save Changes</i> button.
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ARRA Report Statistics

Reports Menu > ARRA Report Statistics Sub Menu

ARRA Report Statistics

Ascertain Average Days for a Report Approval
 Display Aging Report

Reports By Award
 Grants: Reports:

 Reports By Project
 Projects: Reports:

Date Report Created [From]:
 Date Report Created [To]:

Reporting Period [From]:
 Reporting Period [To]:

Approving Authority:

Menu	Reports
Sub Menu	ARRA Report Statistics
Summary	Users that have access to this screen have the capability to view ARRA Report Statistics in IMS. From the <i>Reports</i> Menu, User should select the <i>ARRA Report Statistics</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>ARRA Report Statistics</i> Sub Menu include the PC Director and the IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to view ARRA Report Statistics in IMS by navigating to the Reports Menu > ARRA Report Statistics Sub Menu
Main Path	<ul style="list-style-type: none"> User has the option to view ARRA Report Statistics in IMS per criteria noted below. User must select <i>ARRA Report Statistics per Ascertain Average Days for a Report Approval</i> or <i>Display Aging Report</i>. Additionally, User may elect <i>Reports by Award</i> or <i>Reports by Project</i>. The result set may be further refined if desired as other criteria

Information Management System Requirements

is available as noted below. The following criteria is available for User selection:

- Ascertain Average Days for a Report Approval (selected by default)
- Display Aging Report
- Reports by Award (selected by default)
 - Grants
 - All (selected by default)
 - EECBG
 - SEEARP
 - SEP
 - Reports
 - All (selected by default)
 - DOE Federal Financial Report
 - OMB 1512 Report
- Reports by Project
 - Projects
 - All (selected by default)
 - ARRA Administration
 - Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities
 - Energy Efficiency Programs through the Clean Energy Programs
 - Energy Efficiency Upgrades for State Buildings
 - Energy Efficiency through Clean Combined Heat and Power (CHP)
 - Energy Efficient Appliance Rebate Program
 - Financing Program for Residential Solar
 - Grants for State Sponsored Renewable Energy and Energy Efficiency Projects
 - Local Government Energy Efficiency Improvements and Retrofits Subgrant Program
 - Low-Interest Loan Program for Residential Energy Efficiency
 - Multifamily Energy Efficiency Improvement Pilot (MEEIP)
 - Reports
 - All (selected by default)
 - DOE Monthly Performance Report
 - DOE Quarterly Performance Report
- Report Creation Date Range (From and To)
- Reporting Period Date Range (From and To)
- Approving Authority
 - All (selected by default)
 - PC Director
 - NJBPU – ARRA Staff I
 - NJBPU – ARRA Staff III
 - NJBPU ARRA Project Manager
 - OCE – Energy Efficiency II
 - OCE – MM Audit Approval
 - Treasury

Information Management System Requirements

	<ul style="list-style-type: none"> • User reviews and confirms the selected information • User selects the <i>Search</i> button • The following applies when <i>Ascertain Average Days for a Report Approval</i> is selected with <i>Reports By Award</i> or <i>Reports by Project</i> <ul style="list-style-type: none"> • Information displayed at this level includes the following: <ul style="list-style-type: none"> • Report Name, Date Report Created, Grant/Program • PC • OCE MM Audit Approval • OCE Energy Efficiency II • NJBPU ARRA Staff I • NJBPU ARRA Staff III • NJBPU ARRA Proj Manage • Treasury • Total • The following applies when <i>Display Aging Report</i> is selected with <i>Reports By Award</i> or <i>Reports By Project</i> <ul style="list-style-type: none"> • Information displayed at this level includes the following: <ul style="list-style-type: none"> • Approving Authority • 0-7 Days • 8-14 Days • 15-21 Days • 22-28 Days • 29 Days and Over
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Report Statistics can be sorted by any of the underlined columns by clicking on the column title. If the number exceeds 100 in number only the first 100 reports are shown. There is a drop-down displaying the number of records in sets of 100 (or less). User may select a different range to display those Report Statistics.
Exception Path	<ul style="list-style-type: none"> • IMS will display <i>Please enter FROM date on Report in MM-DD-yyyy format</i> if User enters a FROM date that is NOT in the MM-DD-yyyy format • IMS will display <i>Please enter TO date on Report in MM-DD-yyyy format</i> if User enters a TO date that is NOT in the MM-DD-yyyy format • IMS will display <i>Please enter a FROM date on Report that is before the TO date on Report</i> if User enters a FROM date that is NOT on or before the TO date
Post Conditions	<ul style="list-style-type: none"> • User may select Report Name link to view detail • User may generate an Aging Report by selecting the Generate Aging Report link. <ul style="list-style-type: none"> ○ User should select <i>Open</i> button to display report in PDF format. User may also select <i>Save</i> or <i>Cancel</i> buttons if desired and applicable.

ARRA Reports

Reports Menu > ARRA Reports Sub Menu

Menu	Reports
Sub Menu	ARRA Reports
Summary	Users that have access to this screen have the capability to view, approve, reject, refresh data on pending ARRA Reports in IMS. Users with appropriate access rights may also generate ARRA reports from this screen. From the <i>Reports</i> Menu, User should select the <i>ARRA Reports</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>ARRA Reports</i> Sub Menu include the PC Director and the IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to view or edit ARRA Reports in IMS by navigating to the Reports Menu > ARRA Reports Sub Menu
Main Path	<ul style="list-style-type: none"> User has the option to view, approve, reject, and refresh data on select ARRA Reports in IMS per criteria noted below. User will be directed to <i>ARRA Reports</i> screen upon selecting <i>ARRA Reports</i> Sub Menu. User must select <i>Reports by Award</i>,

Information Management System Requirements

Reports by Project, or Public Entity Report and may opt to further refine results if desired. The following criteria is available for User selection:

- Reports by Award (selected by default)
 - Grants
 - All (selected by default)
 - EECBG
 - SEEARP
 - SEP
 - Reports
 - All (selected by default)
 - DOE Federal Financial Report
 - OMB 1512 Report
- Reports by Project
 - Grants
 - All (selected by default)
 - EECBG
 - SEEARP
 - SEP
 - Projects
 - All (selected by default)
 - ARRA Administration
 - Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities
 - Energy Efficiency Programs through the Clean Energy Programs
 - Energy Efficiency Upgrades for State Buildings
 - Energy Efficiency through Clean Combined Heat and Power (CHP)
 - Energy Efficient Appliance Rebate Program
 - Financing Program for Residential Solar
 - Grants for State Sponsored Renewable Energy and Energy Efficiency Projects
 - Local Government Energy Efficiency Improvements and Retrofits Subgrant Program
 - Low-Interest Loan Program for Residential Energy Efficiency
 - Multifamily Energy Efficiency Improvement Pilot (MEEIP)
 - Reports
 - All (selected by default)
 - DOE Monthly Performance Report
 - DOE Quarterly Performance Report
- Public Entity Report
 - Ending
 - JAN
 - FEB
 - MAR
 - APR
 - MAY
 - JUN

	<ul style="list-style-type: none"> •JUL •AUG •SEP •OCT •NOV •DEC •of Year <ul style="list-style-type: none"> •2011 •2012 •2013 •2014 •2015 •Date Report Created Date Range (From and To) •Reporting Period Date Range (From and To) •Approving Authority <ul style="list-style-type: none"> •Defaults to your current Role, if you are an approving authority. Otherwise default will be as displayed below. •All (selected by default) •PC Director •NJBPU – ARRA Staff I •NJBPU – ARRA Staff III •NJBPU – ARRA Project Manager •OCE – Energy Efficiency II •OCE – MM Audit Approval •Treasury •Current Status <ul style="list-style-type: none"> •Status <ul style="list-style-type: none"> •All Pending (selected by default) •Approved By •Rejected By •Approving Authority <ul style="list-style-type: none"> •PC Director •NJBPU – ARRA Staff I •NJBPU – ARRA Staff III •NJBPU – ARRA Project Manager •OCE – Energy Efficiency II •OCE – MM Audit Approval •Treasury • User reviews and confirms the selected information • User selects the <i>Search/Extract</i> button • IMS displays reports matching entered criteria. Information displayed at this level includes Report Name, Grant/Program, Reporting Period, Date Report Created, Current Status, and Reason. • Approving Report <ul style="list-style-type: none"> • User selects checkbox of appropriate report(s) to approve • User selects the <i>Approve</i> button to approve report • Rejecting Report
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Information Management System Requirements

	<ul style="list-style-type: none"> • User selects checkbox of appropriate report(s) to reject • User enters applicable reason(s) in the <i>Reason</i> field • User selects the <i>Reject</i> button • IMS will display <i>Deleting a report will also delete all the narratives entered for this report. Continue anyway?</i> • User selects the <i>OK</i> button to confirm rejection of report <ul style="list-style-type: none"> • User may select the <i>Cancel</i> button to cancel if desired • Refreshing Data <ul style="list-style-type: none"> • User selects the <i>Refresh FF data</i> icon <ul style="list-style-type: none"> • Only reports that have not been locked will have the ability to be refreshed • IMS displays <i>Refreshing a report may cause a change in the data. Continue anyway?</i> • User selects the <i>OK</i> button to continue <ul style="list-style-type: none"> • User may also select the <i>Cancel</i> button to cancel if desired • IMS will display <i>The report was refreshed successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Reports can be sorted by any of the underlined columns by clicking on the column title. If the number exceeds 10 in number only the first 10 reports are shown. There is a drop-down displaying the number of records in sets of 10 (or less). User may select a different range to display those Reports.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to save • IMS will display <i>Please enter a reason for each report selected.</i> if User selects the <i>Reject</i> button without entering a reason in the <i>Reason</i> field • IMS will display <i>Please enter FROM date on Report in MM-DD-yyyy format</i> if User enters a FROM date that is NOT in the MM-DD-yyyy format • IMS will display <i>Please enter TO date on Report in MM-DD-yyyy format</i> if User enters a TO date that is NOT in the MM-DD-yyyy format • IMS will display <i>Please enter a FROM date on Report that is before the TO date on Report</i> if User enters a FROM date that is NOT on or before the TO date • IMS will display <i>Please choose at least one report.</i> if User selects the <i>Approve</i> or <i>Reject</i> button prior to indicating which report(s) require the action • IMS will display <i>You must select a reporting period to generate a report. If one doesn't exist in the drop down it is because the report already exists in IMS.</i> if user attempts to generate a report without making a selection for reporting period
Post Conditions	<ul style="list-style-type: none"> • User elects to approve report and it is placed in the queue of the next Approving Authority Member's queue • User elects to reject report and it is removed from list • User elects to refresh data and data is refreshed on select report • User selects the <i>Run Reports</i> icon to generate a report <ul style="list-style-type: none"> ○ User is navigated to the <i>Generate ARRA Reports</i> screen

- User selects the report to generate from the following criteria:
 - Reports by Award (selected by default)
 - Grants
 - EECBG
 - SEEARP
 - SEP
 - Reports
 - DOE Federal Financial Report
 - OMB 1512 Report
 - Reports by Project
 - Projects
 - ARRA Administration
 - Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities
 - Energy Efficiency Programs through the Clean Energy Programs
 - Energy Efficiency Upgrades for State Buildings
 - Energy Efficiency through Clean Combined Heat and Power (CHP)
 - Energy Efficient Appliance Rebate Program
 - Financing Program for Residential Solar
 - Grants for State Sponsored Renewable Energy and Energy Efficiency Projects
 - Local Government Energy Efficiency Improvements and Retrofits Subgrant Program
 - Low-Interest Loan Program for Residential Energy Efficiency
 - Multifamily Energy Efficiency Improvement Pilot (MEEIP)
 - Reports
 - DOE Monthly Performance Report
 - DOE Quarterly Performance Report
 - Available Report Periods
 - User makes appropriate selection from the available reporting periods. Only reporting periods available will appear in LOV.
- User reviews and confirms entered criteria
- User selects the *Create* button
- IMS displays *The report was created successfully.*
 - User may select the *Close* button to exit *Generate ARRA Reports* screen

ARRA Reports Setup

Reports Menu > ARRA Reports Setup Sub Menu

Menu	Reports
Sub Menu	ARRA Reports Setup
Summary	Users that have access to this screen have the capability to view ARRA Report Setups in IMS. From the <i>Reports</i> Menu, User should select the <i>ARRA Reports Setup</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>ARRA Reports Setup</i> Sub Menu include the PC Director and the IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to view or edit ARRA Report Setups in IMS by navigating to the Reports Menu > ARRA Reports Setup Sub Menu
Main Path	<ul style="list-style-type: none"> • User has the option to view ARRA Report Setup in IMS per criteria noted below. User will be directed to <i>Search for Reports</i> screen upon selecting <i>ARRA Reports Setup</i> Sub Menu. The following criteria is available for User selection: <ul style="list-style-type: none"> • Reports by Award (selected by default) <ul style="list-style-type: none"> • Grants <ul style="list-style-type: none"> • All (selected by default) • EECBG • SEEARP • SEP • Reports <ul style="list-style-type: none"> • All (selected by default) • DOE Federal Financial Report • OMB 1512 Report • Reports by Project <ul style="list-style-type: none"> • Projects <ul style="list-style-type: none"> • All (selected by default) • ARRA Administration

Information Management System Requirements

	<ul style="list-style-type: none"> •Energy Efficiency Improvements and Retrofits to State Government Buildings and Facilities •Energy Efficiency Programs through the Clean Energy Programs •Energy Efficiency Upgrades for State Buildings •Energy Efficiency through Clean Combined Heat and Power (CHP) •Energy Efficient Appliance Rebate Program •Financing Program for Residential Solar •Grants for State Sponsored Renewable Energy and Energy Efficiency Projects •Local Government Energy Efficiency Improvements and Retrofits Subgrant Program •Low-Interest Loan Program for Residential Energy Efficiency •Multifamily Energy Efficiency Improvement Pilot (MEEIP) •Reports <ul style="list-style-type: none"> •All (selected by default) •DOE Monthly Performance Report •DOE Quarterly Performance Report • User reviews and confirms the selected information • User selects the <i>Search</i> button • IMS will display reports matching entered criteria. Information displayed at this level includes Grant/Program, Report, and Edit/Delete.
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • The list of Reports can be sorted by any of the underlined columns by clicking on the column title. If the number exceeds 10 in number only the first 10 reports are shown. There is a drop-down displaying the number of records in sets of 10 (or less). User may select a different range to display those Reports.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to save • IMS will display <i>An error occurred. Details for the report were NOT updated successfully. Please contact the System Administrator.</i> if User attempts to add a Metric that already exists • IMS will display <i>Existing metric lines cannot be deleted.</i> if User attempts to remove a Metric that already exists for Project
Post Conditions	<ul style="list-style-type: none"> • User may view and edit report setup by selecting the <i>Edit</i> icon, so long as User has appropriate access rights. Any edits made to report setup will be applied to future reports and any that are still in pending status. • DOE Federal Financial Report <ul style="list-style-type: none"> ○ Upon selecting <i>Edit</i> icon for DOE Monthly Performance Report, User will see information noted below which has been separated according to whether data is constant or modifiable <ul style="list-style-type: none"> ▪ Constant Information

	<ul style="list-style-type: none"> • Report Name • Last Created On • Status • Grant/Program ▪ Modifiable Information <ul style="list-style-type: none"> • Approval Route • Email ids of person(s) responsible for <i>narrative</i> submittals (To) • Email ids of person(s) responsible for <i>narrative</i> submittals (Cc) • Email ids of person(s) responsible for <i>report</i> submittals (To) • Email ids of person(s) responsible for <i>report</i> submittals (Cc) • Federal Agency and Organization Element to which report is submitted • Federal Grant or other Identifying Number assigned by Federal Agency • Recipient Organization Name • Recipient Organization Address • Recipient Organization Zip • DUNS Number • EIN • Recipient Account Number or Identifying Number • Basis of Accounting • Grant period (from) • Grant period (to) • Total Federal funds authorized ○ User makes appropriate changes to report setup and selects the <i>Save</i> button. ○ IMS displays <i>Details for the report were updated successfully.</i> • OMB 1512 Report <ul style="list-style-type: none"> ○ Upon selecting <i>Edit</i> icon for OMB 1512 Report, User will see information noted below which has been separated according to whether data is constant or modifiable <ul style="list-style-type: none"> ▪ Constant Information <ul style="list-style-type: none"> • Report Name • Last Created On • Status • Grant/Program ▪ Modifiable Information <ul style="list-style-type: none"> • Approval Route • Email ids of person(s) responsible for <i>narrative</i> submittals (To) • Email ids of person(s) responsible for <i>narrative</i> submittals (Cc) • Email ids of person(s) responsible for <i>report</i> submittals (To) • Email ids of person(s) responsible for <i>report</i> submittals (Cc)
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	<ul style="list-style-type: none"> • Award Type • Award Number • Final Report • Recipient DUNS Number • Account Number • Recipient Congressional District • Funding Agency Code • Awarding Agency Code • Award Date • Amount of Award • CFDA Number • Program Source (TAS) • Sub Account Number for Program Source (TAS) • Project Name or Project/Program Title • Activity Code (NAICS or NTEE-NPC) • Total Federal ARRA Infrastructure Expenditure • Infrastructure Contact Name • Infrastructure Contact Email • Infrastructure Contract Phone • Infrastructure Contract Phone Ext • Infrastructure Contact Street Address 3 • Infrastructure City • Infrastructure State • Infrastructure Zip Code +4 • Infrastructure Purpose and Rationale • Street Address • City • State • Zip Code +4 • Zip Code +4 • Congressional District • Country • Prime Recipient Indication of Reporting Capability <ul style="list-style-type: none"> ○ User makes appropriate changes to report setup and selects the <i>Save</i> button. ○ IMS displays <i>Details for the report were updated successfully.</i> <ul style="list-style-type: none"> • DOE Quarterly Performance Report <ul style="list-style-type: none"> ○ Upon selecting <i>Edit</i> icon for DOE Quarterly Performance Report, User will see information noted below which has been separated according to whether data is constant or modifiable <ul style="list-style-type: none"> ▪ Constant Information <ul style="list-style-type: none"> • Report Name • Last Created On • Status • Grant/Program ▪ Modifiable Information
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	<ul style="list-style-type: none"> • Approval Route • Email ids of person(s) responsible for <i>narrative</i> submittals (To) • Email ids of person(s) responsible for <i>narrative</i> submittals (Cc) • Email ids of person(s) responsible for <i>report</i> submittals (To) • Email ids of person(s) responsible for <i>report</i> submittals (Cc) • Activity Milestones <ul style="list-style-type: none"> ○ Activity Milestones will vary per Project and are set up by the System Administrator. One cannot modify the milestones but may modify data applicable to select milestones. Data columns possibly available in this section include the following: <ul style="list-style-type: none"> ▪ Description ▪ Planned Start Date (mm-dd-yyyy) ▪ Planned End Date (mm-dd-yyyy) ▪ Goal • Activity Metrics <ul style="list-style-type: none"> ○ Activity Metrics will vary per Project. Users with appropriate access may add and remove metrics so long as Data columns available in this section include the following: <ul style="list-style-type: none"> ▪ Metric ▪ Goal ○ User may opt to add a new metric by selecting the Add a New Metric link <ul style="list-style-type: none"> ▪ User should make appropriate selection in the <i>Metric</i> field and enter applicable value in the <i>Goal</i> field if applicable ○ User makes all appropriate changes to report setup and selects the <i>Save</i> button. ○ IMS displays <i>Details for the report were updated successfully.</i> • DOE Monthly Performance Report <ul style="list-style-type: none"> ○ Upon selecting <i>Edit</i> icon for DOE Monthly Performance Report, User will see information noted below which has been separated according to whether data is constant or modifiable <ul style="list-style-type: none"> ▪ Constant Information <ul style="list-style-type: none"> • Report Name • Last Created On • Status • Grant/Program ▪ Modifiable Information <ul style="list-style-type: none"> • Approval Route • Email ids of person(s) responsible for <i>narrative</i> submittals (To) • Email ids of person(s) responsible for <i>narrative</i> submittals (Cc) • Email ids of person(s) responsible for <i>report</i> submittals (To)
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Information Management System Requirements

	<ul style="list-style-type: none">• Email ids of person(s) responsible for <i>report</i> submittals (Cc)• Activity Metrics<ul style="list-style-type: none">○ Activity Metrics will vary per Project. Users with appropriate access may add and remove metrics so long as Data columns available in this section include the following:<ul style="list-style-type: none">▪ Metric▪ Goal○ User may opt to add a new metric by selecting the Add a New Metric link<ul style="list-style-type: none">▪ User should make appropriate selection in the <i>Metric</i> field and enter applicable value in the <i>Goal</i> field if applicable○ User makes all appropriate changes to report setup and selects the <i>Save</i> button.○ IMS displays <i>Details for the report were updated successfully</i>.
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OMB 1512 Report Detail

Prime Recipient Tab



Reports Screen > ARRA Reports > OMB 1512 Report Detail (Partial View of Prime Recipient Tab)

OMB 1512 Report : EECBG

Reporting Period : 04-01-2011 to 06-30-2011

Status History

Date	Status	Reason
07-01-2011	New	
07-07-2011	Approved by PC Director [by James A. Napp]	
07-11-2011	Approved by NJBPU - ARRA Staff I [by Ben Fram]	

 [Generate XML Document](#)
 [Generate Excel copy of Report](#)

Prime Recipient	Sub Recipient(s)	Vendor(s)
Prime Recipient		
<i>Reporting Information</i>		
Award Type*	Award Number*	Final Report*
Grant	DE-EE0000679	N
<i>Award Recipient Information</i>		
Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
189737682		12
<i>Award Recipient Information</i>		
Recipient DUNS Number*	Recipient Account Number	Recipient Congressional District*
189737682		12
<i>Award Information</i>		
Funding Agency Code*	Awarding Agency Code*	Award Date*
8900	8900	09-28-2009
Amount of Award*	CFDA Number*	
\$14,400,700.00	81.128	
Program Source (TAS)*	Sub Account Number for Program Source (TAS)	
89-0331		
Total Number of Sub Awards to Individuals*	Total Amount of Sub Awards to Individuals*	
0	\$0.00	
Total Number of Payments to Vendors less than \$25,000/award*	Total Amount of Payments to Vendors less than \$25,000/award*	
0	\$0.00	
Total Number of Sub Awards less than \$25,000/award*	Total Amount of Sub Awards less than \$25,000/award*	
0	\$0.00	
Award Description*		
<p>The Energy Efficiency and Conservation Block Grant (EECBG) award for New Jersey proposes an Energy Efficiency and Conservation Strategy (EECS) that will allocate 71% of its \$14,400,700 EECBG funds to 512 local government entities that are not eligible for direct formula grants under the EECBG program, and 29% to the State's Director of Energy Savings for State government buildings and facilities. New Jersey's EECS is driven by policies set forth in the State's 2007 Global Warming Response Act and the 2008 Energy Master Plan (EMP). New Jersey has established goals and strategies for energy efficiency, energy conservation, renewable energy and GHG reduction targets. The energy goals established by New Jersey are both consistent with the American Recovery and Reinvestment Act (ARRA) objective to create jobs and with the EECBG Program goals which are to assist eligible entities in creating and implementing strategies that:</p> <ul style="list-style-type: none"> o Reduce fossil fuel emissions in a manner that is environmentally sustainable and, to the maximum extent practicable, maximizes benefits for local and regional communities; o Reduce the total energy use of the eligible entities; and o Improve energy efficiency in the building sector. <p>In keeping with the agenda of the ARRA, and supporting the goal of immediate investment in the economy, the New Jersey State Energy Office's proposed strategy for the EECBG Program will be to allocate funding in a manner that: (1) takes advantage of existing energy efficiency and conservation initiatives; (2) supplements existing programs; (3) allows for expeditious disbursement of sub-grants; (4) creates jobs; and (5) aligns eligible activities of the EECBG Program with the goals and strategies of the EMP.</p>		Description History Narratives from Program Manager
Number of characters remaining: 263		
<i>Project Information</i>		
Project Name or Project/Program Title*	Project Status*	Total Federal Amount ARRA Funds Received/Invoiced*
Recovery Act: State of New Jersey Energy Efficiency and Conservation Block Grant	Less than 50% completed	\$1,238,091.89

Information Management System Requirements

Sub Recipient(s) Tab



Reports Screen > ARRA Reports > OMB 1512 Report Detail (Partial View of Sub Recipient(s) Tab)

OMB 1512 Report : EECBG

Reporting Period : 04-01-2011 to 06-30-2011

Status History

Date	Status	Reason
07-01-2011	New	
07-07-2011	Approved by PC Director [By James A. Napp]	
07-11-2011	Approved by NIEPU - ARRA Staff I [By Ben Fram]	

 Generate XML Document
 Generate Excel copy of Report

Prime Recipient
 Sub Recipient(s)
 Vendor(s)

Sub Recipient

Reporting Information		
Award Type*	Award Number*	Recipient DUNS Number*
Grant	DE-EE0000679	189737882

Sub Recipient Information			Sub Award Information			Sub Recipient Piece of Performance							Sub Recipient Highly Compensated Officers
Sub Recipient DUNS Number*	Sub Award Number*	Sub Recipient Congressional District*	Amount of Sub Award*	Total Sub Award Funds Disbursed	Sub Award Date*	Street Address 1	Street Address 2	City*	State*	Zip Code + 4*	Congressional District*	Country*	Sub Recipient Indication of Reporting Applicability*
001019033	00-101-9033	03	\$924.91	\$0.00	02-10-2011	707 Pennsylvania Avenue		Pine Beach	NJ	08741 - 0000	03	US	No
004138334	00-413-8334	11	\$6,837.23	\$5,808.09	12-03-2010	230 Fairfield Road		Fairfield	NJ	07004 - 0000	11	US	No
004838218	00-483-8218	03	\$20,000.00	\$0.00	02-17-2011	Van Sant & Bay Avenue		Island Heights	NJ	08732 - 0000	03	US	No
006111603	00-611-1603	01	\$19,186.25	\$0.00	01-31-2011	7 South Grove Avenue		National Park	NJ	08065 - 0000	01	US	No
007956492	00-795-6492	06	\$8,668.88	\$0.00	11-05-2009	1 Municipal Plaza		Asbury Park	NJ	07712 - 0000	06	US	No
009334871	00-933-4871	06	\$16,516.13	\$0.00	01-10-2011	100 Gramere Avenue		Interlaken	NJ	07712 - 0000	06	US	No
010945608	01-094-5608	09	\$20,000.00	\$0.00	01-18-2011	64 Riverview Avenue		Cliffside Park	NJ	07010 - 0000	09	US	No
011193067	01-119-3067	02	\$6,019.43	\$0.00	01-20-2011	571 Petersburg Road		Dennisville	NJ	08214 - 0000	02	US	No
013256540	01-325-6540	02	\$2,039.04	\$190.84	06-15-2007	667 Whig Lane Road		Monroeville	NJ	08343 - 0000	02	US	No
017927476	01-792-7476	02	\$9,783.30	\$9,783.30	10-26-2010	1700 12th Street		Falkon	NJ	08037 - 0000	02	US	No
020061479	02-006-1479	01	\$17,884.91	\$0.00	06-09-2010	303 Union Ave		Stratford	NJ	08084 - 0000	01	US	No
029048568	02-904-8568	12	\$13,937.64	\$0.00	02-16-2011	60 Main Street		Helmetta	NJ	08828 - 0000	12	US	No
029686628	02-968-6628	07	\$6,530.90	\$0.00	12-17-2010	8 Prospect Street		Far Hills	NJ	07931 - 0000	07	US	No
029723525	02-972-3525	06	\$19,723.20	\$0.00	02-22-2011	231 South Madison		Dunellen	NJ	08812 - 0000	06	US	No
030348899	03-034-8899	02	\$20,000.00	\$0.00	09-01-2009	637 Bridgeton Ave		Bridgeton	NJ	08302 - 0000	02	US	No
030479091	03-047-9091	09	\$6,663.81	\$6,663.81	01-13-2011	85 Humboldt Street		Wood Ridge	NJ	07076 - 0000	07	US	No
034320262	03-432-0262	06	\$16,363.97	\$14,096.98	10-09-2010	301 Main St		Avon-by-the-Sea	NJ	07717 - 0000	06	US	No
036449478	03-644-9478	05	\$20,000.00	\$20,000.00	12-02-2010	277 Clove Road		Montague	NJ	07827 - 0000	05	US	No
038592911	03-859-2911	12	\$7,051.05	\$0.00	01-24-2011	75 Everett Drive		West Windsor	NJ	08560 - 0000	12	US	No

Vendor(s) Tab

Reports Screen > ARRA Reports > OMB 1512 Report Detail (Partial View of Vendor(s) Tab)

OMB 1512 Report : EECBG

Reporting Period : 04-01-2011 to 06-30-2011

[Generate XML Document](#)

[Generate Excel copy of Report](#)

Status History

Date	Status	Reason
07-01-2011	New	
07-07-2011	Approved by PC Director [by James A. Napp]	
07-11-2011	Approved by NIBPU - ARRA Staff I [by Ben Fran]	

Prime Recipient Sub Recipient(s) **Vendor(s)**

Vendors

Reporting Information

Award Number:
DEEE0000079

Sub Award Number*	Vendor DUNS Number*	Vendor Name*	Vendor HQ ZIP Code+4	Product/SVC Description*	Payment Amount*
		Concord Engineering Group, Inc. Invoice No.: OESCB0_GRNTPMT_021511	08043-2205	<p>Description required Description History Narratives from Program Manager</p> <p>Concord Engineering Group is performing the design and engineering stages of the chiller portion of the New Lisbon project.</p> <p>Number of characters remaining: 132</p>	\$31,280.41
		Concord Engineering Group, Inc. Invoice No.: OESCB0_GRNTPMT_031011	08043-2205	<p>Description required Description History Narratives from Program Manager</p> <p>Concord Engineering Group is performing the design and engineering stages of the chiller portion of the New Lisbon project.</p> <p>Number of characters remaining: 132</p>	\$30,215.30

DOE Quarterly Performance Report Detail

Reports Screen > ARRA Reports > DOE Quarterly Performance Detail (Partial View)

DOE Quarterly Performance Report : ENERGY EFFICIENCY IMPROVEMENTS AND RETROFITS TO STATE GOVERNMENT BUILDINGS AND FACILITIES

Reporting Period : 10-01-2010 to 12-31-2010

Status History

Date	Status	Reason
01-01-2011	New	
01-24-2011	Approved by FC Director (By James A. Napp)	
04-13-2011	Approved by OCE - Energy Efficiency II (By Ben Fram)	

[Generate Excel copy of Report](#)

Description :

Twenty-nine projects (29) of \$4,160,700 of the R27802 \$16,400,700 EECBO funds are allocated to the Office of Energy Savings within the New Jersey Department of Treasury, which has selected the State New Lisbon Developmental Center, a multi-building, intermediate care facility for the developmentally disabled located in Burlington County, for multiple energy efficiency upgrades. These upgrades will be designed based on a comprehensive energy audit completed on February 12, 2010, by Enersh Engineering (Enersh), a professional engineering firm with over thirty years experience with energy efficiency projects, and conducted in a manner consistent with R27802 Pay-for-Performance (P4P) requirements. The audit included computer modeling of each energy

Activity Status : Active **Percentage of Work Complete Status :** 10

Actual Start Date : 09-28-2009 **Actual End Date :** 09-27-2012

Recipient Outlays

Source	Total outlays to date	Total outlays for this reporting period
Federal	\$24,800.00	\$24,800.00

Activity Milestones

Description	Planned			Actual		
	Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)	Goal	Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)	Value
Energy Conservation Measures (ECM) selection process.			100			0
Complete energy audit contract process.			100			0
Determine scope of work; prepare RFPs			100			0

Required Metrics

Metric Header	Metric Description	Metric Item	Goal	Value*
Building Retrofits	Buildings retrofitted, by sector	Buildings retrofitted (CNT)	0	1
Building Retrofits	Buildings retrofitted, by sector	Square footage retrofitted (sq. ft.)	0	0
Emissions Reductions	Criteria air pollutants reduced	Criteria air pollutants reduced (tons/year)	0.0000	0.0000
Emissions Reductions	Greenhouse gases reduced	Greenhouse gases reduced (CO2 equiv./year)	0.0000	0.0000
Energy Savings	Reduction in electricity consumption, by sector	Reduction in electricity consumption (MWh/year)	0.0000	0.0000
Jobs	Hours worked	Total hours worked through Non-Federal funds (hrs)	0.0000	0.0000
Jobs	Hours worked	Total hours worked through Recovery Act funds (hrs)	0.0000	197.0000

What we planned to accomplish this period

[Description History](#) [Narratives from Program Manager](#)

NY Office of Energy Savings
The Highlands Commission replied to the initial permit application and confirmed that the PDES natural gas main extension is allowed under the Highlands Comprehensive Management Plan to supply existing load within the Highlands Preserve. Their reply also outlines the steps required to complete the application process. The State agency consultant is now working to fulfill Highlands permit requirements and has confirmed the schedule with the Commission.
Treasury Division of Property Management and Construction completed the competitive procurement process and awarded four design contracts to the most qualified and cost effective firms. Four A/E firms are now actively engaged in performing the required engineering/design work for the boiler, chiller, lighting, and insulation projects. Total design contract value is \$1.9 million.
Treasury DMC and EECBO met with PDES EECBO Program Managers on 11/16/10 to review program progress. An updated program schedule and cash flow projections for each project were provided that reflect the State intent to pre-purchase the boiler/water heaters. This pre-purchase will accelerate program expenditures and also allow the State to complete this project sooner (Feb 2012), providing a safety margin in case of any unexpected delays.

Are you following the Plan? If not, describe the change in approach, and reasons for the change.

[Description History](#) [Narratives from Program Manager](#)

Major Activities, Significant Results, Major Findings, and Key Outcomes

[Description History](#) [Narratives from Program Manager](#)

Reports Screen > ARRA Reports > DOE Quarterly Performance Detail (Continuation of DOE Quarterly Performance Report Detail)

<p>Actual or Anticipated Problems or Delays and Corrective Action Plan</p> <p><small>Narratives from Program Manager</small></p> <div style="border: 1px solid gray; height: 80px;"></div>	
<p>Products Produced or Technology Transfer Activities Accomplished During the Reporting Period</p> <p><small>Narratives from Program Manager</small></p> <div style="border: 1px solid gray; height: 80px;"></div>	
<p>Lessons Learned</p> <p><small>Narratives from Program Manager</small></p> <div style="border: 1px solid gray; height: 80px;"></div>	
<p>What we expect to accomplish during the next period</p> <p><small>Description History Narratives from Program Manager</small></p> <div style="border: 1px solid gray; height: 80px;"></div>	
<p>Remarks</p> <p><small>Narratives from Program Manager</small></p> <div style="border: 1px solid gray; height: 80px;"></div>	

DOE Monthly Performance Report Detail


Reports Screen > ARRA Reports > DOE Monthly Performance Detail

DOE Monthly Performance Report : ENERGY EFFICIENCY PROGRAMS THROUGH THE CLEAN ENERGY PROGRAM

Reporting Period : 01-01-2011 to 01-31-2011

Status History

Date	Status	Reason
02-01-2011	New	
02-14-2011	Approved by PC Director [by James A. Napp]	
03-09-2011	Approved by OCE - Energy Efficiency II [by Ben Fram]	

 [Generate Excel copy of Report](#)

Monthly Recipient Outlays		
Source*	Cumulative Amount for Previous Quarter*	Amount*
Federal		\$1,772,632.77

Required Metrics				
Metric Header	Metric Description	Metric Item	Goal	Value*
No metrics defined for this report				

Remarks

[Description History](#) [Narratives from Program Manager](#)

Honoriol's energy, which included 207 customer projects totaling \$4,774,000 in customer incentives, production contractor incentives and buy downs. There were four draw downs (invoices) including 176 ARRA Supplemental Program (ARRA-IOU) customer projects for a total of \$1,626,113. Those paid for customer and contractor production incentives as well as buy downs. There were two draw downs (invoices) including 11 ARRA - Non-IOU Program (oil, propane, municipalities) customer projects for a total of \$146,520. This month's total spending closely mirrors December spending which was \$2,205,023, which continues to demonstrate increased activity and expenditure rate for the Home Performance ARRA programs.

TRC
We are working with one customer in the Pay for Performance Program. We only have 9 municipalities with non-IOU service in New Jersey and the entities promoting the programs have not been aggressive. We are proactively working with them to educate their customers about the availability of these programs. At the same time, most of the state's non-IOU municipalities have directly applied for their EECSG block grants. Currently, we have one non-IOU entity in the Pay for Performance and another in the Local Government Energy Audit Program. In addition, there are 49 customers who have applied and are

Users

Users Menu > Available Sub Menus

The screenshot displays the 'Users Menu' interface. At the top, a navigation bar contains the following menu items: Budgets, Contracts, Data Integration, Documents, Invoices, Measures, Programs, QA, Reports, Users (highlighted), and Vendors. Below the navigation bar, the main content area is titled 'Search for Users'. It features a search form with the following elements: 'User Id:' followed by a text input field, 'First Name:' followed by a text input field, and 'Last Name:' followed by a text input field. Below these fields is a 'Role:' dropdown menu. At the bottom left of the form is a checkbox labeled 'Retired users only:'. A 'Search' button is located at the bottom right of the form. A dropdown menu is open over the 'Users' menu item, listing the following sub-menus: Add User, Delete User, Search User, and Update User.

The *Users* Menu consists of the *Add User*, *Delete User*, *Search User*, and *Update User* Sub Menus. The use cases identified below are discussed on behalf of the *Users* Menu. Please note the order of Sub Menu is always subject to change and may not reflect what is displayed in above screenshot.

- [Adding a User Record](#)
- [Deleting a User Record](#)
- [Searching for User Records](#)
- [Updating a User Record](#)

Adding a User Record

Users Menu > Add User Sub Menu

Add User

User Id: Password: Confirm Password:

First Name: Last Name:

Email ID: Alternate Email ID:

Role:

Signature:

Restrict user's view to:

>>

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Retire User?

Menu	Users
Sub Menu	Add User
Summary	Users that have access to this screen have the capability to add a User in IMS. From the <i>Users</i> Menu, User should select the <i>Add User</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>Add User</i> Sub Menu include the PC Director and the IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to add a new User in IMS by navigating to the Users Menu > Add User Sub Menu
Main Path	<ul style="list-style-type: none"> User enters required information for the new User record. Information necessary for the record includes: <ul style="list-style-type: none"> •User ID •Password •Confirm Password •First Name •Last Name •Email ID •Alternate Email ID

Information Management System Requirements

	<ul style="list-style-type: none"> •This is not a required field but User should enter an Alternate Email ID if one should exist •Role <ul style="list-style-type: none"> •User makes selection from the drop-down list of all available IMS Roles •User will be prompted to select a Program Manager from the drop-down list in the <i>Program Manager</i> field if <i>Program Manager</i> was selected in the <i>Role</i> field •Signature <ul style="list-style-type: none"> •User locates appropriate Signature file and selects the <i>Open</i> key to add to User record •Signatures for PC Director and PC Director – Marketing Roles will appear on the AEG Certification document for Invoices where applicable •Signatures for OCE Roles will appear on Payment Request Forms where applicable. OCE Roles include: <ul style="list-style-type: none"> •OCE – Director •OCE – Energy Efficiency •OCE – MM Audit Approval •OCE – Renewable Energy •OCE – Special Projects CPC •OCE – Special Projects CST •OCE – Special Projects CST II •OCE – Special Projects O&E •OCE – Special Projects O&E II •OCE – Special Studies •Restrict User’s View To: <ul style="list-style-type: none"> •Only those establishing a new User in IMS will be able to assign select Programs for the User in the <i>Restrict User’s View To:</i> field. Multiple Programs may be selected and list may be edited via the <i>Add Program to List</i> and <i>Remove Program from List</i> fields. <ul style="list-style-type: none"> •User will have access to all Programs if there aren’t any Programs selected in this field. •Retire User? <ul style="list-style-type: none"> •Users may retire other users by selecting the <i>Retire User?</i> checkbox. Selecting this will de-activate the user from IMS prohibiting them from signing in and using the system. The User record will still exist in IMS but will not be active. • User reviews and confirms the entered information for the new User record • User selects the <i>Add</i> button • IMS will display <i>User ‘Name of User ID’ was created successfully</i>
Alternate Path	<ul style="list-style-type: none"> • User may choose to change information entered and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered thus far for the record being created in IMS.
Exception Path	<ul style="list-style-type: none"> • IMS will display <i>Please enter a value for the User ID</i> if User selects the <i>Add</i> button prior to entering information in the <i>User ID</i> field for the new User record • IMS will display <i>Please enter a Password for the User</i> if User selects the <i>Add</i> button

Information Management System Requirements

	<p>prior to entering a Password in the <i>Password</i> field for the new User record</p> <ul style="list-style-type: none"> • IMS will display <i>The 'Password' and 'Confirmation Password' values are not matching. Please try again.</i> if User enters varying information in the <i>Password</i> and <i>Confirm Password</i> fields upon selecting the <i>Add</i> button. • IMS will display <i>Please enter a First Name for the User</i> if User selects the <i>Add</i> button prior to entering information in the <i>First Name</i> field for the new User record • IMS will display <i>Please enter a Last Name for the User</i> if User selects the <i>Add</i> button prior to entering information in the <i>Last Name</i> field for the new User record • IMS will display <i>Please enter an Email Address for the User</i> if User selects the <i>Add</i> button prior to entering information in the <i>Email Address</i> field for the new User record • IMS will display <i>Please select a Role for the User</i> if User selects the <i>Add</i> button prior to making a selection in the <i>Role</i> field for the new User record • IMS will display <i>A User with ID 'Name of User ID' already exists. Please enter another User ID.</i> if User attempts to add the User record with an existing User ID • IMS will display <i>Please select a Program/Market Manager or Vendor</i> for the User if User selects the <i>Add</i> button for a Program Manager Role without selecting the appropriate Program Manager
Post Conditions	<ul style="list-style-type: none"> • User record is available in IMS and User may utilize IMS as defined by their designated Role

Deleting a User Record

Users Menu > Delete User Sub Menu > Sanderlin Search Results

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | QA | Reports | **Users** | Vendors

Search for Users

User Id: First Name: Last Name:

Role:

Retired users only:

Delete Icon

User Id	First Name	Last Name	Role	Edit/Delete
ksanderlin	Kierk	Sanderlin	Auditor	

Menu	Users
Sub Menu	Delete User
Summary	Users with access to this screen have the capability to delete a User record. From the <i>Users</i> Menu, User should select the <i>Delete User</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>Delete User</i> Sub Menu include the PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to delete User record(s) by navigating to the User Menu > Delete User Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the deletion process by initiating a search to locate correct User record(s) <ul style="list-style-type: none"> • User will initially be directed to the <i>Search for Users</i> screen when selecting the <i>Delete User</i> Sub Menu • User specifies search criteria to locate User(s). Search criteria and process is described in the Searching for User Records section. Please review for further information. • User(s) will be displayed that match the specified search criteria. Information displayed at this level includes User ID, First Name, Last Name, Role, Edit and Delete • User selects the <i>Delete</i> icon of the desired User record <ul style="list-style-type: none"> • User may not delete their own User record <ul style="list-style-type: none"> • The <i>Delete</i> icon will not appear for own User record • IMS will display <i>Are you sure you want to delete this User</i> upon selecting the <i>Delete</i> icon. <ul style="list-style-type: none"> • User(s) should select <i>Cancel</i> to stop the deletion process

Information Management System Requirements

	<ul style="list-style-type: none">• User selects the <i>OK</i> button to continue with deletion• IMS will display <i>User 'User ID' was deleted successfully</i>
Alternate Path	<ul style="list-style-type: none">• IMS will display <i>There are no Users that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none">• An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information• IMS will display <i>Cannot delete the User Role, since one or more tasks are associated with User 'User ID'</i> if User attempted to delete a User that had tasks associated to their Role
Post Conditions	<ul style="list-style-type: none">• User record is removed from IMS• User no longer has IMS access

Searching for User Records

Users Menu > Search User Sub Menu

Search for Users

User Id: First Name: Last Name:

Role:

Retired users only:

Menu	Users
Sub Menu	Search User
Summary	Users that have access to this screen have the capability to search for User records in IMS. Searching for Users will be discussed in this section as the other mentioned topics each have a designated section. From the <i>Users</i> Menu, User should select the <i>Search User</i> Sub Menu.
Users	Roles that have access to the <i>Search User</i> Sub Menu include the PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for User(s) by navigating to the Users Menu > Search User Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate desired User(s). Search criteria includes: <ul style="list-style-type: none"> • User ID • First Name • Last Name • Role • Retried Users Only • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of User record(s) matching entered search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no Users that match the filter criteria</i> if the search criteria does not produce any results • User opts to search via First Name and enters partial text in the <i>First Name</i> field. IMS will display all records that contain the entered information within the <i>First Name</i> field. • User opts to search via Last Name and enters partial text in the <i>Last Name</i> field. IMS will display all records that contain the entered information within the <i>Last Name</i> field.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search

Information Management System Requirements

Post Conditions	<p>User will have User(s) displayed that match the specified search criteria. Information displayed at this level includes User ID, First Name, Last Name, Role, Edit and Delete. User may choose to do the following upon viewing search results:</p> <ul style="list-style-type: none">• Edit User record<ul style="list-style-type: none">• Please refer to the Updating a User Record section for further information• Delete User record<ul style="list-style-type: none">• Please refer to the Deleting a User Record section for further information
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Updating a User Record

Users Menu > Search User Sub Menu > Sanderlin Search Results

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | QA | Reports | **Users** | Vendors



Search for Users

User Id: First Name: Last Name:

Role:

Retired users only:

Edit Icon

User Id	First Name	Last Name	Role	Edit/Delete
ksanderlin	Kierk	Sanderlin	Auditor	 

The image below is what User will see upon selecting the *Edit* icon.

Users Menu > Update User Sub Menu

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | QA | Reports | **Users** | Vendors

Edit User

User Id: First Name: Last Name:

Email ID: Alternate Email ID:

Role:

Signature:

Restrict user's view to:

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Retire User?

Information Management System Requirements

Menu	Users
Sub Menu	Update User
Summary	Users with access to this screen have the capability to update information on User records. From the <i>Users</i> Menu, User should select the <i>Update User</i> Sub Menu.
Users	Roles that have 'assignment access' to the <i>Update User</i> Sub Menu include the PC Director and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to update User record(s) by navigating to the Users Menu > Update User Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the update process by initiating a search to locate correct User record(s) <ul style="list-style-type: none"> • User will initially be directed to the <i>Search for Users</i> screen when selecting the <i>Update User</i> Sub Menu • User specifies search criteria to locate User(s). Search criteria and process is described in the Searching for User Records section. Please review for further information. <ul style="list-style-type: none"> • If User wanted to update their own User Account Details, they may do so by selecting the <i>Update User Details</i> icon which is located in the <i>User Information</i> Pane. Please see the Update User Details section for further information. • User will have Users displayed that match the specified search criteria. Information displayed at this level includes User ID, First Name, Last Name, Role, Edit and Delete. • User selects the <i>Edit</i> icon of desired User record <ul style="list-style-type: none"> • User will be directed to the <i>Edit User</i> screen • User updates User record. Possible fields to update include the following: <ul style="list-style-type: none"> • First Name • Last Name • Email ID • Alternate Email ID • Role <ul style="list-style-type: none"> • User will be prompted to select a Program Manager from the drop-down list in the <i>Program Manager</i> field if <i>Program Manager</i> was selected as the new Role • Signature • Restrict Users's View To: <ul style="list-style-type: none"> • Only Users with appropriate access rights will have access to this field. Those having appropriate access rights will be able to add or edit User view(s) via the <i>Restrict User's View To</i> field. • Retire User? • User selects the <i>Update</i> button • IMS will display <i>Details for the User 'User ID' were updated successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no Users that match the filter criteria</i> if the search criteria does not produce any results
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>Please enter a First Name for the User</i> if User removes all

Information Management System Requirements

	<p>information from the <i>First Name</i> field and selects the <i>Update</i> button neglecting to enter a first name for the User record</p> <ul style="list-style-type: none"> • IMS will display <i>Please enter a Last Name for the User</i> if User removes all information from the <i>Last Name</i> field and selects the <i>Update</i> button neglecting to enter a last name for the User record • IMS will display <i>Please enter an Email Address for the User</i> if User removes all information from the <i>Email ID</i> field and selects the <i>Update</i> button neglecting to enter an e-mail address for the User record • IMS will display <i>Please select Role</i> if User removes all information from the <i>Role</i> field and selects the <i>Update</i> button neglecting to select a Role for the User record • IMS will display <i>Please select a Program/Market Manager or Vendor for the User</i> if User removes all information from the <i>Program Manager</i> field and selects the <i>Update</i> button neglecting to make a selection in the <i>Program Manager</i> field. This is only applicable to Program Manager Role. • IMS will display <i>Updating One's Own Role is Not Allowed</i> if User attempts to update their own Role • IMS will display <i>Cannot update the User Role, since one or more tasks are associated with User 'User ID'</i> if User attempted to update a User that had tasks associated to their Role • If the User is selected to be retired in IMS <ul style="list-style-type: none"> • This User no longer is addressed to in e-mails that would otherwise be sent for the User's role • This User's e-mail no longer shows up in the <i>Send Notification</i> screen when the corresponding Role is selected • If the User's Role is an invoice approving authority, the User is no longer considered to be available to review invoices that appear in their work queue • IMS will display an error message if any of the following occur when User selects the <i>Grant Report Access</i> button <ul style="list-style-type: none"> • <i>A User ID has yet to be created in Business Objects</i> – If the Administrator attempts to grant access to Reports when a User has not yet been created by that User ID in Business Objects • <i>The default Password for the new User ID in Business Objects is incorrect</i> – If the default Password created for the new User is NOT the same as the User ID • <i>The User has had intermittent Report access in the past</i> – If the User had intermittent Report access in the past and during the time of having no Report access the User was not deleted from Business Objects and the User changed their Password during the interim
Post Conditions	<ul style="list-style-type: none"> • Updated User information is available in IMS • Actors that have access to view Reports may do so by selecting the <i>Grant Report Access</i> button

Vendors

Vendors Menu > Available Sub Menus

The screenshot displays the 'Vendors' sub-menu in a navigation bar. The main content area is titled 'Search for Program/Market Managers or Vendors'. A dropdown menu is open, listing four actions: 'Add Market Manager', 'Delete Market Manager', 'Search Market Manager', and 'Update Market Manager'. The search form includes fields for 'Program/Market Manager or Vendor Name', 'Address' (Street, City, State, Zip), 'Mailing Address' (Street, City, State, Zip), 'Fed Tax Id / SSN', 'Contact Name', 'Market Manager Id', 'Technical contact email address', 'Phone', 'Email Address', and 'File Formats Version' (set to 'All'). At the bottom, there are radio buttons for 'ARRA attributes' (Vendor to Prime Recipient, Sub Recipient, NONE, All) and 'Clear' and 'Search' buttons.

The *Vendors* Menu consists of the *Add Market Manager*, *Delete Market Manager*, *Search Market Manager*, and *Update Market Manager* Sub Menus. The use cases identified below are discussed on behalf of the *Vendors* Menu. Please note the order of Sub Menu is always subject to change and may not reflect what is displayed in above screenshot.

- [Searching for Program/Market Manager or Vendor Record\(s\)](#)
- [Updating a Program/Market Manager or Vendor Record](#)
- [Deleting a Program/Market Manager or Vendor Record](#)
- [Adding a Program/Market Manager or Vendor Record](#)

Searching for Program/Market Manager or Vendor Record(s)

Vendors Menu > Search Market Manager Sub Menu > Applied Energy Group Search Results

Search for Program/Market Managers or Vendors
 [Add Program Manager](#)

Program/Market Manager or Vendor Name:

Address: Street:
 City:
 State:
 Zip:

Mailing Address: Street:
 City:
 State:
 Zip:

Fed Tax Id / SSN:

Contact Name: Phone: Email Address:

Market Manager Id:

Technical contact email address: File Formats Version:

ARRA attributes:
 Vendor to Prime Recipient
 Sub Recipient
 NONE
 All

[Generate Excel Spreadsheet](#)

Status Icon

Records

Program Manager Id	Program Manager	Address	Current Status	Edit/Delete
18	Applied Energy Group	1377 Motor Parkway Suite 401 Hauppauge NY 11749	Active	

Menu	Vendors
Sub Menu	Search Market Manager
Summary	Users that have access to this screen have the capability to search, review, activate, deactivate, add, update and/or delete Program/Market Manager or Vendor records depending on their access rights. Searching for a Program/Market Manager or Vendor and changing status of a record will be discussed in this use case as the other mentioned topics each have a designated section. From the <i>Vendors</i> Menu, User should select the <i>Search Market Manager</i> Sub Menu. Functionality depends on access rights granted to User.

Information Management System Requirements

Users	Roles with access to the <i>Search Market Manager</i> Sub Menu include PC Director, PC Admin, Program Coordinator and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to search for Program/Market Manager or Vendor by navigating to the Vendors Menu > Search Market Manager Sub Menu
Main Path	<ul style="list-style-type: none"> • User specifies search criteria to locate the Program/Market Manager or Vendor record(s). Search criteria includes the following: <ul style="list-style-type: none"> •Program/Market Manager or Vendor Name •Address <ul style="list-style-type: none"> •Street •City •State •Zip •Mailing Address <ul style="list-style-type: none"> •Street •City •State •Zip •Fed Tax ID/SSN •Contact Name •Phone •Email Address •Market Manager ID •Technical Contact Email Address •File Formats Version <ul style="list-style-type: none"> •The file format is related to the expected format a group is expected to use when passing data to IMS. There are different tabs and fields within each format; some versions apply to certain groups and not others. One cannot create a file format as formats are controlled exclusively by the system administrator. •ARRA Attributes <ul style="list-style-type: none"> •Prime Recipient •Vendor to Prime Recipient •Sub Recipient •None •All (selected by default) • User reviews and confirms the search criteria • User selects the <i>Search</i> button to initiate search • IMS displays list of Program/Market Manager or Vendor records matching search criteria
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • The list of Program/Market Manager or Vendor records can be sorted by any of the underlined columns by clicking on the column title. The list is sorted by Program Manager ID by default. • If the number of Program/Market Manager or Vendor records listed exceed ten in number only the first ten Program/Market Manager or Vendor records are shown.

Information Management System Requirements

	<p>There is a drop-down displaying the number of records in sets of ten (or less). User may click on a different range to display those Program/Market Manager or Vendor records.</p> <ul style="list-style-type: none"> User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search User opts to search via Program/Market Manager or Vendor Name and enters partial text in the <i>Program/Market Manager or Vendor Name</i> field. IMS will display all records that contain the entered information within the Program/Market Manager or Vendor Name. User opts to search via Street Address and enters partial numbers or text in the <i>Street</i> field. IMS will display all records that contain the entered information within the Street Address of any Program/Market Manager or Vendor records. User opts to search via City and enters partial text in the <i>City</i> field. IMS will display all records that contain the entered information within the name of the City of any Program/Market Manager or Vendor records. User opts to search via Zip and enters partial numbers in the <i>Zip</i> field. IMS will display all records that contain the entered information within the Zip Code of any Program/Market Manager or Vendor records. User opts to search via Federal Tax ID or Social Security Number and enters partial numbers in the <i>Fed Tax ID/SSN</i> field. IMS will display all records that contain the entered information within the Federal Tax ID or Social Security Number of any Program/Market Manager or Vendor records. User opts to search via Contact Name and enters partial text in the <i>Contact Name</i> field. IMS will display all records that contain the entered information within the Contact Name of any Program/Market Manager or Vendor records. User opts to search via Phone and enters partial numbers in the <i>Phone</i> field. IMS will display all records that contain the entered information within the phone number of any Program/Market Manager or Vendor records. User opts to search via Email Address and enters partial text or numbers in the <i>Email Address</i> field. IMS will display all records that contain the entered information within the Email Address of any Program/Market Manager or Vendor records. User opts to search via Market Manager ID and enters partial numbers in the <i>Market Manager ID</i> field. IMS will display all records that contain the entered information within the Market Manager ID of any Program/Market Manager or Vendor records. User opts to search via Technical Contact Email Address and enters partial text or numbers in the <i>Technical Contact Email Address</i> field. IMS will display all records that contain the entered information within the Technical Contact Email Address of any Program/Market Manager or Vendor records.
Post Conditions	<p>User will have Program/Market Manager or Vendor records displayed that match the specified search criteria. Information displayed at this level includes Program Manager ID, Program Manager, Address, Current Status, Edit and Delete. User may choose to do the following upon viewing search results:</p>


Information Management System Requirements

- User may opt to generate an Excel spreadsheet by selecting the **Generate Excel Spreadsheet** link which will provide a report in Excel format of the search results seen on the screen
- User may select the *Add Program Manager* icon to be navigated to the *Add Program/Market Manager or Vendor* screen. Please see the [Adding a Program/Market Manager or Vendor Record](#) section for further information.
- Change Status (Activate or Deactivate) Program/Market Manager or Vendor record(s)
 - Status appears in the *Current Status* column
 - Status is indicated as *Active* or *Inactive* and icons are displayed next to each Status, User may hover over the icon to see what action will take place if they opted to select icon
 - A Red X within an octagon indicates a Status of *Inactive*
 - A Blue Gear indicates a Status of *Active*
 - User may select icon to change status
 - User will see the icon change to reflect the desired status as change occurs instantly
 - IMS will no longer read data from a Program/Market Manager or Vendor that has a status of *Inactive* through the integration layer
- Edit Program/Market Manager or Vendor record
 - Please see the [Updating a Program/Market Manager or Vendor Record](#) section for further information
- Delete Program/Market Manager or Vendor record
 - Please see the [Deleting a Program/Market Manager or Vendor Record](#) section for further information

Updating a Program/Market Manager or Vendor Record

Vendors Menu > Search Market Manager Sub Menu > Applied Energy Group Search Results

Budgets | Contracts | Data Integration | Documents | Invoices | Measures | Programs | QA | Reports | Users | **Vendors**

Search for Program/Market Managers or Vendors  [Add Program Manager](#)

Program/Market Manager or Vendor Name:

Address: Street:
City:
State:
Zip:

Mailing Address: Street:
City:
State:
Zip:


Fed Tax Id / SSN:




Contact Name: Phone: Email Address:

Market Manager Id:

Technical contact email address: File Formats Version:

ARRA attributes:
 Vendor to Prime Recipient Sub Recipient NONE All

 [Generate Excel Spreadsheet](#) **Edit Icon** Records:

Program Manager Id	Program Manager	Address	Current Status	Edit/Delete
18	Applied Energy Group	1377 Motor Parkway Suite 401 Hauppauge NY 11749	 Active	 

Information Management System Requirements

Image below is what User sees upon selecting the *Edit* icon.

Vendors Menu > Update Market Manager Sub Menu

Update Program/Market Manager or Vendor

Program/Market Manager or Vendor Name:

Address: Street:
 City:
 State:
 Zip:

Different Mailing Address? No Yes

Fed Tax Id / SSN:

Contact Name: Phone: Email Address:

Market Manager Id:

Technical contact email address: File Formats Version:

ARRA attributes:

Vendor to Prime Recipient Sub Recipient NONE

DUNS Number:

Sub Award Number: Sub Award Date:

Sub Award Amount: Sub Recipient - Congressional District:

Place of Performance:

Address Line 1:
 Address Line 2:
 City:
 State:
 Zip:
 Congressional District:

Menu	Vendors
Sub Menu	Update Market Manager
Summary	Users with access to this screen have the capability to update information on Program/Market Manager or Vendor records. From the <i>Vendors</i> Menu, User should select the <i>Update Market Manager</i> Sub Menu.
Users	Roles with access to the <i>Update Market Manager</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS

Information Management System Requirements

Triggers	User opts to update Program/Market Manager or Vendor records by navigating to the Vendors Menu > Update Market Manager Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the update process by initiating a search to locate correct Program/Market Manager or Vendor record(s) <ul style="list-style-type: none"> •User will initially be directed to the <i>Search for Program/Market Managers or Vendors</i> screen when selecting the <i>Update Market Manager</i> Sub Menu • User specifies search criteria to locate the Program/Market Manager or Vendor record. Search criteria and process is described in the Searching for Program/Market Manager or Vendor Record(s) section. Please review for further information. • User will have Program/Market Manager or Vendor records displayed that match the specified search criteria. Information displayed at this level includes Program Manager ID, Program Manager, Address, Current Status, Edit and Delete. • User selects the <i>Edit</i> icon of the selected Program/Market Manager or Vendor record <ul style="list-style-type: none"> •User will be directed to the <i>Update Program/Market Manager or Vendor</i> screen • User updates information for Program/Market Manager or Vendor record. Possible fields to update include the following: <ul style="list-style-type: none"> •Program/Market Manager or Vendor Name •Address – User may update fields below for Mailing Address if record indicates a different Mailing Address <ul style="list-style-type: none"> •Street •City •State •Zip •Contact Name •Phone •Email Address •Technical Contact Email Address •File Formats Version <ul style="list-style-type: none"> •The file format is related to the expected format a group is expected to use when passing data to IMS. There are different tabs and fields within each format; some versions apply to certain groups and not others. One cannot create a file format as formats are controlled exclusively by the system administrator. •ARRA Attributes (Prime Recipient, Vendor to Prime Recipient, Sub Recipient, and None) <ul style="list-style-type: none"> •ARRA Attribute (Prime Recipient) •ARRA Attribute (Vendor to Prime Recipient) <ul style="list-style-type: none"> •DUNS Number <ul style="list-style-type: none"> •DUNS Number must be nine digits in length •Sub Award Number, Sub Award Amount, Sub Recipient – Congressional District fields grayed out and only available if Sub Recipient is selected as ARRA Attribute •Place of Performance <ul style="list-style-type: none"> •Address Line 1

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	<ul style="list-style-type: none"> •Address Line 2 •City •State •Zip •Congressional District •ARRA Attribute (Sub Recipient) <ul style="list-style-type: none"> •DUNS Number <ul style="list-style-type: none"> •DUNS Number must be nine digits in length •Sub Award Number •Sub Award Date <ul style="list-style-type: none"> •User selects the <i>Calendar</i> icon and makes appropriate selection •Sub Award Amount •Sub Recipient – Congressional District •Place of Performance <ul style="list-style-type: none"> •Address Line 1 •Address Line 2 •City •State •Zip <ul style="list-style-type: none"> •The Place of Performance <i>Zip</i> field must be nine digits in length •Congressional District •ARRA Attribute (None) <ul style="list-style-type: none"> •No fields available for update if this ARRA Attribute is selected <ul style="list-style-type: none"> • User selects the <i>Save</i> button • IMS will display <i>Details for Market Manager ‘Name of Program/Market Manager or Vendor’ were updated successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria. • User may select the <i>Clear</i> button from the <i>Update Program/Market Manager or Vendor</i> screen to remove all data entered for update <ul style="list-style-type: none"> •Information in the <i>Fed Tax ID/SSN</i> and <i>Market Manager ID</i> fields will remain and are non-editable fields
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display <i>Please enter a market manager</i> if User removes information but neglects to update prior to selecting the <i>Save</i> button • IMS will display <i>Please enter a street address</i> if User removes information but neglects to update prior to selecting the <i>Save</i> button • IMS will display <i>Please enter a city</i> if User removes information but neglects to update prior to selecting the <i>Save</i> button • IMS will display <i>Please choose a state from the drop-down list</i> if User removes information but neglects to update prior to selecting the <i>Save</i> button

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- IMS will display *Please enter a zip code* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a fed/tax id* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a Contact Name* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a phone number for the Contact person* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter an Email Address for the Contact person* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a Market Manager ID* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter an Email Address for the Technical Contact person* if User removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a DUNS Number for the vendor/subrecipient* if User removes information but neglects to update prior to selecting the *Save* button for ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient*
- IMS will display *Please enter nine digits for the DUNS Number* if User selects the *Save* button for the ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient* but neglects to enter nine digits in the *DUNS Number* field
- IMS will display *Please enter an address for the vendor/subrecipient (place of performance)* if User removes information but neglects to update prior to selecting the *Save* button for ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient*
- IMS will display *Please enter a city for the vendor/subrecipient (place of performance)* if User removes information but neglects to update prior to selecting the *Save* button for ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient*
- IMS will display *Please choose a state from the drop-down list (place of performance)* if User removes information but neglects to update prior to selecting the *Save* button for ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient*
- IMS will display *Please enter a zip code for the vendor/subrecipient (place of performance)* if User removes information but neglects to update prior to selecting the *Save* button for ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient*
- IMS will display *Please enter nine digits for the zip code* if User selects the *Save* button for the ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient* but neglects to enter nine digits in the *Zip* field
- IMS will display *Please enter a congressional district for the vendor/subrecipient (place of performance)* if User removes information but neglects to update prior to selecting the *Save* button for ARRA Attributes *Vendor to Prime Recipient* and *Sub Recipient*
- IMS will display *Please enter a Sub Award Number for the subrecipient* for ARRA Attribute *Sub Recipient* if user removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a Sub Award Date for the subrecipient* for ARRA Attribute *Sub Recipient* if user removes information but neglects to update prior to selecting the *Save* button
- IMS will display *Please enter a Sub Award Amount for the subrecipient* for ARRA Attribute *Sub Recipient* if user removes information but neglects to update prior to

Information Management System Requirements

	<p>selecting the <i>Save</i> button</p> <ul style="list-style-type: none"> • IMS will display <i>Please enter a congressional district for the subrecipient</i> for ARRA Attribute <i>Sub Recipient</i> if user removes information but neglects to update prior to selecting the <i>Save</i> button • If the <i>Different Mailing Address?</i> option is set to <i>Yes</i> the following will occur: <ul style="list-style-type: none"> •IMS will display “Please enter street details for the mailing address” if User removes information but neglects to update prior to selecting the <i>Save</i> button •IMS will display “Please enter a city for the mailing address” if User removes information but neglects to update prior to selecting the <i>Save</i> button •IMS will display “Please choose a state from the drop-down list” if User removes information but neglects to update prior to selecting the <i>Save</i> button •IMS will display “Please enter a zip code for the mailing address” if User removes information but neglects to update prior to selecting the <i>Save</i> button
<p>Post Conditions</p>	<ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • Upon conducting initial record search, User may select the <i>Add Program Manager</i> icon to be navigated to the <i>Add Program/Market Manager or Vendor</i> screen. Please see the Adding a Program/Market Manager or Vendor Record section for further information. • Updated information is available in IMS • IMS automatically updates Program/Market Manager or Vendor record with new information

Deleting a Program/Market Manager or Vendor Record

Vendors Menu > Delete Market Manager Sub Menu > Applied Energy Group Search Results

Search for Program/Market Managers or Vendors
 [Add Program Manager](#)

Program/Market Manager or Vendor Name:

Address: Street:
 City:
 State:
 Zip:

Mailing Address: Street:
 City:
 State:
 Zip:

Fed Tax Id / SSN:

Contact Name: Phone: Email Address:

Market Manager Id:

Technical contact email address: File Formats Version:

ARRA attributes:
 Vendor to Prime Recipient
 Sub Recipient
 NONE
 All

Generate Excel Spreadsheet

Delete Icon

Records:

Program Manager Id	Program Manager	Address	Current Status	Edit/Delete
18	Applied Energy Group	1377 Motor Parkway Suite 401 Hauppauge NY 11749	Active	

Menu	Vendors
Sub Menu	Delete Market Manager
Summary	Users with access to this screen have the capability to delete Program/Market Manager or Vendor records. From the <i>Vendors</i> Menu, User should select the <i>Delete Market Manager</i> Sub Menu.
Users	Roles with access to the <i>Delete Market Manager</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to delete Program/Market Manager or Vendor records by navigating to the

Information Management System Requirements

	Vendors Menu > Delete Market Manager Sub Menu
Main Path	<ul style="list-style-type: none"> • User begins the deletion process by initiating a search to locate correct Program/Market Manager or Vendor record(s) <ul style="list-style-type: none"> • User will initially be directed to the <i>Search for Program/Market Managers or Vendors</i> screen when selecting the <i>Delete Market Manager Sub Menu</i> • User specifies search criteria to locate the Program/Market Manager or Vendor. Search criteria and process is described in the Searching for Program/Market Manager or Vendor Record(s) section. Please review for further information. • User will have Program/Market Managers or Vendors displayed that match the specified search criteria. Information displayed at this level includes Program Manager ID, Program Manager, Address, Current Status, Edit and Delete. • User selects the <i>Red X (Delete)</i> icon of the correct Program/Market Manager or Vendor record to delete <ul style="list-style-type: none"> • IMS will display <i>Are you sure you want to delete this Program Manager</i> <ul style="list-style-type: none"> • Select <i>OK</i> button to continue with deletion or <i>Cancel</i> button to stop deletion process • IMS will display <i>The selected Program Manager was deleted successfully</i>
Alternate Path	<ul style="list-style-type: none"> • IMS will display <i>There are no records that match the filter criteria</i> if the search criteria does not produce any results • User may choose to change search criteria while entering criteria and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered as search criteria.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search or update information • IMS will display an error message in red indicating reason why delete could not take place such as <i>The delete request failed since there are Invoices in IMS submitted by this Program Manager</i> <ul style="list-style-type: none"> • Deleting a Program/Market Manager or Vendor record will be unsuccessful if any of the following is true <ul style="list-style-type: none"> • There are Batches from the CP system that refer to this Program/Market Manager or Vendor • There are Contracts in IMS that refer to this Program/Market Manager or Vendor • There are Invoices in IMS submitted by this Program/Market Manager or Vendor • This Program/Market Manager or Vendor is associated with Programs in IMS • There are IMS users associated with this Program/Market Manager or Vendor
Post Conditions	<ul style="list-style-type: none"> • User may choose to generate an Excel spreadsheet by selecting the Generate Excel Spreadsheet link which will provide a report in Excel format of the search results seen on the screen • Upon conducting initial record search, User may select the <i>Add Program Manager</i> icon to be navigated to the <i>Add Program/Market Manager or Vendor</i> screen. Please see the Adding a Program/Market Manager or Vendor Record section for further information. • Program/Market Manager or Vendor record is no longer available in IMS

Adding a Program/Market Manager or Vendor Record

Vendors Menu > Add Market Manager Sub Menu

Budgets
Contracts
Data Integration
Documents
Invoices
Measures
Programs
QA
Reports
Users
Vendors

Add Program/Market Manager or Vendor

Program/Market Manager or Vendor Name:

Address:

Street:

City:

State:

Zip:

Different Mailing Address? No Yes

Fed Tax Id / SSN:

Contact Name: Phone: Email Address:

Market Manager Id:

Technical contact email address: File Formats Version:

ARRA attributes:

Vendor to Prime Recipient Sub Recipient NONE

Menu	Vendors
Sub Menu	Add Market Manager
Summary	Users that have access to this screen have the capability to add a Program/Market Manager or Vendor record in IMS. From the <i>Vendors</i> Menu, User should select the <i>Add Market Manager</i> Sub Menu.
Users	Roles with access to the <i>Add Market Manager</i> Sub Menu include PC Director, PC Admin and IMS Admin. The Auditor Role has read-only access.
Preconditions	User should be successfully logged in to IMS
Triggers	User opts to add a Program/Market Manager or Vendor by navigating to the Vendors Menu > Add Market Manager Sub Menu
Main Path	<ul style="list-style-type: none"> • User enters required information for the new Program/Market Manager or Vendor record. Information required for the record includes the following: <ul style="list-style-type: none"> • Program/Market Manager or Vendor Name • Address <ul style="list-style-type: none"> • Street • City • State • Zip

Information Management System Requirements

- Mailing Address (if different from Address)
 - Street
 - City
 - State
 - Zip
- Fed Tax ID/SSN
- Contact Name
- Phone
- Email Address
- Market Manager ID
- Technical Contact Email Address
- File Formats Version
 - The File Format Version is related to the expected format a group is expected to use when passing data to IMS. There are different tabs and fields within each format; some versions apply to certain groups and not others. One cannot create a file format as formats are controlled exclusively by the system administrator.
- ARRA Attributes (None selected as ARRA Attribute by default)
 - ARRA Attribute (Prime Recipient)
 - ARRA Attribute (Vendor to Prime Recipient)
 - DUNS Number
 - DUNS Number must nine digits in length
 - Place of Performance
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Zip
 - Congressional District
 - ARRA Attribute (Sub Recipient)
 - DUNS Number
 - DUNS Number must nine digits in length
 - Sub Award Number
 - Sub Award Date
 - User selects the *Calendar* icon and makes appropriate selection
 - Sub Award Amount
 - Sub Recipient – Congressional District
 - Place of Performance
 - Address Line 1
 - Address Line 2
 - City
 - State
 - Zip
 - The Place of Performance *Zip* field must be nine digits in length
 - Congressional District

Information Management System Requirements

	<ul style="list-style-type: none"> • User reviews and confirms the entered information • User selects the <i>Add</i> button • IMS will display <i>Market Manager 'Program/Market Manager or Vendor' was created successfully</i>
Alternate Path	<ul style="list-style-type: none"> • User may choose to change information entered and can do so by selecting the <i>Clear</i> button. This prompts IMS to delete everything User entered thus far for the record.
Exception Path	<ul style="list-style-type: none"> • An error page will be displayed explaining what may have gone wrong if there is a system error when trying to conduct search • IMS will display <i>Please enter a market manager</i> if User selects the <i>Add</i> button prior to entering information in the <i>Program/Market Manager or Vendor Name</i> field • IMS will display <i>Please enter a street address</i> if User selects the <i>Add</i> button prior to entering information in the <i>Address</i> field • IMS will display <i>Please enter a city</i> if User selects the <i>Add</i> button prior to entering information in the <i>City</i> field • IMS will display <i>Please choose a state from the drop-down list</i> if User selects the <i>Add</i> button prior to entering information in the <i>State</i> field • IMS will display <i>Please enter a zip code</i> if User selects the <i>Add</i> button prior to entering information in the <i>Zip</i> field • IMS will display <i>Please enter a fed/tax id</i> if User selects the <i>Add</i> button prior to entering information in the <i>Fed Tax ID/SSN</i> field • IMS will display <i>Please enter a Contact Name</i> if User selects the <i>Add</i> button prior to entering information in the <i>Contact Name</i> field • IMS will display <i>Please enter a phone number for the Contact person</i> if User selects the <i>Add</i> button prior to entering information in the <i>Phone</i> field • IMS will display <i>Please enter an Email Address for the Contact person</i> if User selects the <i>Add</i> button prior to entering information in the <i>Email Address</i> field • IMS will display <i>Please enter a Market Manager ID</i> if User selects the <i>Add</i> button prior to entering information in the <i>Market Manager ID</i> field • IMS will display <i>Please enter an Email Address for the Technical Contact person</i> if User selects the <i>Add</i> button prior to entering information in the <i>Technical Contact Email Address</i> field • IMS will display <i>Please enter a DUNS Number for the vendor/subrecipient</i> if User selects the <i>Add</i> button for <i>ARRA Attributes Vendor to Prime Recipient and Sub Recipient</i> but neglects to enter information in the <i>DUNS Number</i> field • IMS will display <i>Please enter nine digits for the DUNS Number</i> if User selects the <i>Add</i> button for the <i>ARRA Attributes Vendor to Prime Recipient and Sub Recipient</i> but neglects to enter nine digits in the <i>DUNS Number</i> field • IMS will display <i>Please enter an address for the vendor/subrecipient (place of performance)</i> if User selects the <i>Add</i> for <i>ARRA Attributes Vendor to Prime Recipient and Sub Recipient</i> but neglects to enter information in the <i>Address Line 1</i> field for <i>Place of Performance</i> • IMS will display <i>Please enter a city for the vendor/subrecipient (place of performance)</i> if User selects the <i>Add</i> button for <i>ARRA Attributes Vendor to Prime Recipient and Sub Recipient</i> but neglects to enter information in the <i>City</i> field for <i>Place of Performance</i>

Information Management System Requirements

	<ul style="list-style-type: none"> • IMS will display <i>Please choose a state from the drop-down list (place of performance)</i> if User selects the <i>Add</i> button for ARRA Attributes <i>Vendor to Prime Recipient</i> and <i>Sub Recipient</i> but neglects to enter information in the <i>State</i> field for <i>Place of Performance</i> • IMS will display <i>Please enter a zip code for the vendor/subrecipient (place of performance)</i> if User selects the <i>Add</i> button for ARRA Attributes <i>Vendor to Prime Recipient</i> and <i>Sub Recipient</i> but neglects to enter information in the <i>Zip</i> field for <i>Place of Performance</i> • IMS will display <i>Please enter nine digits for the zip code</i> if User selects the <i>Add</i> button for the ARRA Attributes <i>Vendor to Prime Recipient</i> and <i>Sub Recipient</i> but neglects to enter nine digits in the <i>Zip</i> field • IMS will display <i>Please enter a congressional district for the vendor/subrecipient (place of performance)</i> if User selects the <i>Add</i> button for ARRA Attributes <i>Vendor to Prime Recipient</i> and <i>Sub Recipient</i> but neglects to enter information in the <i>Congressional District</i> field for <i>Place of Performance</i> • IMS will display <i>Please enter a Sub Award Number for the subrecipient</i> for ARRA Attribute <i>Sub Recipient</i> if user selects the <i>Add</i> button prior to entering information in the <i>Sub Award Number</i> field • IMS will display <i>Please enter a Sub Award Date for the subrecipient</i> for ARRA Attribute <i>Sub Recipient</i> if user selects the <i>Add</i> button prior to entering information in the <i>Sub Award Date</i> field • IMS will display <i>Please enter a Sub Award Amount for the subrecipient</i> for ARRA Attribute <i>Sub Recipient</i> if user selects the <i>Add</i> button prior to entering information in the <i>Sub Award Amount</i> field • IMS will display <i>Please enter a congressional district for the subrecipient</i> for ARRA Attribute <i>Sub Recipient</i> if user selects the <i>Add</i> button prior to entering information in the <i>Sub Recipient – Congressional District</i> field • If the <i>Different Mailing Address?</i> option is set to <i>Yes</i> the following will occur: <ul style="list-style-type: none"> •IMS will display <i>Please enter street details for the mailing address</i> if User selects the <i>Add</i> button prior to entering information in the <i>Street</i> field •IMS will display <i>Please enter a city for the mailing address</i> if User selects the <i>Add</i> button prior to entering information in the <i>City</i> field •IMS will display <i>Please choose a state from the drop-down list</i> if User selects the <i>Add</i> button prior to entering information in the <i>State</i> field •IMS will display <i>Please enter a zip code for the mailing address</i> if User selects the <i>Add</i> button prior to entering information in the <i>Zip</i> field
<p>Post Conditions</p>	<ul style="list-style-type: none"> • Program/Market Manager or Vendor record now appears in IMS

Appendix

IMS Logic Prompting Pink Messages

Batches

Number	Pink Message	Condition
1	Reporting Categories are missing.	If the batch is missing a breakdown of amount by cost categories
2	The batch amount does not equal the sum of the individual expense line amounts.	If the amount on the summary/search screen does not match the amount breakup by cost category on the detail screen
3	The expense amount(s) for jobs do not equal the sum of the individual job amounts.	If the amount on the summary/search screen does not match the amount breakup by application/jobs on the detail screen

Invoices

The logic identified in the table below is related to Invoices. Records will appear highlighted pink if any of the following logic is true. The *Applicable To* column will state the type of records for which the logic applies to and the condition column will indicate , PE, UT. Please refer to

- CR – Customer Rebates
- PE – Program Expenses
- UT – Utility Expenses for Comfort Partners

Number	Pink Message	Condition	Applicable To
Generic Messages that Apply to All Programs			
1	Invoice start and end dates are not in the same month. This might affect expenses reported.	If the start and end date for the invoice <i>billing period</i> is not within the same month of the same year	All invoices [PE, CR, UT]
2	The invoice is attempting to bill against a budget year that is locked.	Once a budget year is locked out, IMS does not allow any further invoices to be billed against that year. i.e. The invoice billing period cannot fall within a year that is locked out. A budget year is locked out by checking an indicator on the annual budget screen.	All NEW invoices [PE, CR, UT]

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
3	Contract lines (or Reporting Categories) are missing.	If the invoice is missing a breakdown by contract lines or cost categories	All invoices [PE, CR, UT]
4	One or more amounts specified for a contract line does not equal the price as per the contract.	If a contract line has a unit price defined in the contract and the program manager refers to the contract line in the invoice but the unit price they mention does not equal what's stored in IMS as per the contract	All NEW invoices [PE, CR]
5	The invoice amount does not equal the sum of the individual contract line amounts.	If the amount on the summary/search screen does not match the amount breakup by contract line on the detail screen	All NEW invoices [PE, CR, UT]
6	The invoice amount does not equal the sum of the individual application rebate amounts.	If the amount on the summary/search screen does not match the amount breakup by application on the detail screen	All NEW invoices [CRs only]
7	The number of records mentioned in the contract line does not equal the number of applications listed in the invoice.	For customer rebate invoices the number of units mentioned against the contract line must match the number of applications that are receiving rebates/incentives	All NEW invoices [CRs only]
8	The number of units in one or more application lists does not match the number of units specified at a contract line level.	If a Program Expense invoice refers to a list of applications when charging a per unit charge against a contract line, then the number of units on the application list must match the number of units at the contract line level	All NEW invoices [PEs only]
9	The CAP for contract line number xx will exceed by \$yy.zz if this invoice is approved.	<p>Contract lines can place a cap on expenses for the period the contract line is valid. If a contract line charges a price that threatens to exceed this cap, the invoice is flagged</p> <p>In cases where a contract line in a contract has sub contract lines, all sub contract line charges are added up to check against the main line's cap</p>	All invoices [PE, CR]

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
10	This invoice contains a mix of draw-downs, income and/or disbursements.	<p>A <i>drawdown</i> is when a CR invoice is submitted with applications that have an "LC" amount descriptor [stands for Loan Commitments]</p> <p><i>Income</i> is reported in voices with positive charges against cost category 8</p> <p><i>Expenses/Disbursements</i> are invoices that have positive charges against cost categories 1 through 7 or a negative against cost category 8</p> <p>If a MEEIP or Solar Loan program invoice is submitted containing a mixture of all three types, the invoice is flagged for review</p>	All NEW MEEIP or Solar Loan invoices [PE, CR]
11	Authorized drawdown amount cannot exceed \$yy.zz since remaining funds exist in reserve. If this invoice is approved the authorized amount will reduce to \$yy.zz	If a program requires that the amount in the reserve be spent before drawing down additional funds for expenditure, IMS looks to see if there are unspent funds available in the reserve. If so, it reduces the amount authorized accordingly.	All NEW invoices for programs that check to see if funds in reserve exist before requesting for new funds
12	If this invoice is approved the authorized amount will reduce to \$0.00 since sufficient funds exist in reserve.	If a program requires that the amount in the reserve be spent before drawing down additional funds for expenditure, IMS looks to see if there are unspent funds available in the reserve. If the amount in the reserve can completely cover the invoice amount, it reduces the amount authorized to zero.	All NEW invoices for programs that check to see if funds in reserve exist before requesting for new funds

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
13	Budgets for yearly <i>cost category</i> will exceed by \$yy.zz if this invoice is approved.	<p>With the exception of MEEIP/Solar Loan invoices, all expenses are reported against cost categories 1 through 7 and IMS checks to ensure that they do not cross the budget set for the year in which they are billed.</p> <p>For MEEIP/Solar Loan invoices, the budget is checked when the amount is being <i>drawn down</i> and not when its being <i>disbursed</i>.</p>	All invoices [PE, CR, UT]
14	One or more applications in this invoice is missing or exceeding its corresponding commitment amount.	When MEEIP & Solar loan incentives are being disbursed, IMS checks to ensure that for each application the amount disbursed does not exceed the application's commitment amount. The committed amount was what was drawn down for the corresponding applications	All NEW MEEIP or Solar Loan invoices [CRs only]
15	Expenses will exceed Funds in Reserve by \$yy.zz if this invoice is approved.	When funds are being spent from the reserve, IMS checks to see that sufficient funds exist to cover the expenses being reported.	All NEW invoices that are attempting to spend funds from reserve
16	The invoice includes applications with passed QA checklists that have not been approved by the QA Manager.	<p>All checklists have a final status as an option to be checked by the QA inspector. All checklists must be reviewed and approved by a QA manager before they can be made visible to anyone outside the program coordinator's office.</p> <p>If an application within an invoice has a checklist that has a "Pass" status but this checklist hasn't been reviewed and marked as approved by the QA manager, the application and invoice is flagged</p>	All invoices [CRs only]

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
17	The invoice includes applications with failed or pending QA checklists.	All checklists have a final status as an option to be checked by the QA inspector. If a checklist has a Fail or Pending status, the issue must be resolved before the application can be included in an invoice.	All invoices [CRs only]
18	The invoice includes applications with failed or pending QA checklists that have not been approved by the QA Manager.	<p>All checklists have a final status as an option to be checked by the QA inspector. All checklists must be reviewed and approved by a QA manager before they can be made visible to anyone outside the program coordinator's office.</p> <p>If an application within an invoice has a checklist that has a Fail or Pending status but this checklist hasn't been reviewed and marked as approved by the QA manager, the application and invoice is flagged</p>	All invoices [CRs only]

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
19	The invoice includes applications with passed but orphan QA checklists that have not been reviewed by the QA Manager.	<p>An orphan checklist is one that isn't tied to an application typically because at the time of review the application did not exist in IMS. The checklist is stored therefore as an "orphan", but refers to an application number. If an invoice comes in referring to the same application number, the system raises a flag to draw attention to the checklist that could be changed from an orphan and moved into the application that now exists in IMS.</p> <p>All orphan checklists have a final status as an option to be checked by the QA inspector. All checklists must be reviewed, approved by a QA manager and associated with an application in IMS before they can be made visible to anyone outside the program coordinator's office.</p> <p>If an application within an invoice has a checklist that has a "Pass" status but this checklist hasn't been reviewed and marked as approved by the QA manager, the application and invoice is flagged</p>	All invoices [CRs only]
20	The invoice includes applications with failed or pending but orphan QA checklists that have not been reviewed by the QA Manager.	All orphan checklists have a final status as an option to be checked by the QA inspector. If a checklist has a Fail or Pending status, the issue must be resolved before the application can be included in an invoice.	All invoices [CRs only]

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
21	The invoice includes applications with QA checklists that do not have a Pass, Fail or Pending status selected.	All checklists have a final status as an option to be checked by the QA inspector. If a checklist exists where a value of Pass/Fail or Pending is NOT selected, the invoice containing this application is flagged	All invoices [CRs only]
22	This invoice contains applications where the Davis Bacon and/or Buy American requirements have not been reviewed for the billing period	For programs that require conformance to DBA & Buy American requirements, all applications in an invoice must be reviewed and marked as being compliant/non-compliant or exempt. If they haven't been reviewed, the invoice is flagged	All CR invoices for programs that track DBA & Buy American requirements
23	This invoice contains applications where the Davis Bacon requirements have not been reviewed for the billing period	For programs that require conformance to DBA requirements, all applications in an invoice must be reviewed and marked as being compliant/non-compliant or exempt. If they haven't been reviewed, the invoice is flagged	All CR invoices for programs that track DBA requirements
24	This invoice contains applications where the Buy American requirements have not been reviewed for the billing period	For programs that require conformance to Buy American requirements, all applications in an invoice must be reviewed and marked as being compliant/non-compliant or exempt. If they haven't been reviewed, the invoice is flagged	All CR invoices for programs that track Buy American requirements
25	This invoice contains applications where the Davis Bacon and/or Buy American requirements have not been met for the billing period	For programs that require conformance to DBA & Buy American requirements, all applications in an invoice must be reviewed and marked as being compliant/non-compliant or exempt. If any application is marked as being non-compliant, the invoice is flagged	All CR invoices for programs that track DBA & Buy American requirements

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
26	This invoice contains applications where the Davis Bacon requirements have not been met for the billing period	For programs that require conformance to DBA requirements, all applications in an invoice must be reviewed and marked as being compliant/non-compliant or exempt. If any application is marked as being non-compliant, the invoice is flagged	All CR invoices for programs that track DBA requirements
27	This invoice contains applications where the Buy American requirements have not been met for the billing period	For programs that require conformance to Buy American requirements, all applications in an invoice must be reviewed and marked as being compliant/non-compliant or exempt. If any application is marked as being non-compliant, the invoice is flagged	All CR invoices for programs that track Buy American requirements
Program Specific Messages			
28	One or more applications in this invoice appear in previously approved invoice(s)	All HESP loans are expected to come through in one invoice only. If it exists in a different invoice, this invoice is flagged	All NEW HESP CRs
29	One or more applications will cross the \$20,000 limit if this invoice is approved.	ARRA Grants for EECBG Phase 1 applications [application received before 1/1/2011] from a municipality is not allowed to exceed \$20,000 and Phase 2 applications [application received on or after 1/1/2011] cannot get more than \$50,000. Since EECBG applications come through as multiple NJCEP apps, the amount is verified by using the municipality's DUNS number from the payee's information. i.e. for all phase 1 apps, if the amount by payee's municipality DUNS number exceeds 20,000, the invoice containing the application that tips the amount, is flagged	All NEW EECBG CRs containing Phase 1 applications

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
30	One or more applications will cross the \$50,000 limit if this invoice is approved.	<p>ARRA Grants for EECBG Phase 1 applications [application received before 1/1/2011] from a municipality is not allowed to exceed \$20,000 and Phase 2 applications [application received on or after 1/1/2011] cannot get more than \$50,000.</p> <p>Since EECBG applications come through as multiple NJCEP apps, the amount is verified by using the municipality's DUNS number from the payee's information. i.e. for all phase 2 apps, if the amount by payee's municipality DUNS number exceeds 50,000, the invoice containing the application that tips the amount, is flagged</p>	All NEW EECBG CRs containing Phase 2 applications
31	An invoice containing one or more applications/associated applications from this invoice has already been marked as Final. Please contact the System Administrator before this invoice is approved.	<p>OES and the public entities have associated clean energy applications. Once they've sent in their final ARRA invoice for payment, it is to be assumed that the final invoice is processed only after all associated clean energy invoices have been processed.</p> <p>Once an invoice is marked as final, if an associated clean energy application appears on an invoice, the invoice is flagged</p>	All CR invoices that have applications that are associated with another application that appears in an invoice marked FINAL
32	One or more applications in this invoice are missing entries in the jobs file.	All applications for the listed programs are required to have corresponding hours reported for the billing period	<p>All NEW CR ARRA invoices</p> <p><i>HESP, MEEIP, Solar Loan, Public Entities, EDA CHP, OES [SEP & EECBG Grants], TRC EECBG, TRC's & Honeywell's non-IOU & Supplemental programs</i></p>

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
33	One or more applications in this invoice are missing entries in the cost file.	All applications for the listed programs are required to have corresponding admin and/or material cost reported for the billing period	All NEW CR ARRA invoices <i>HESP, MEEIP, Solar Loan, Public Entities, EDA CHP, OES [SEP & EECBG Grants], TRC EECBG, TRC's & Honeywell's non-IOU & Supplemental programs</i>
34	One or more applications in this invoice are missing entries in the arra_prc file.	All applications for the listed programs are required to have arra_prc entries for their payees if their payees are marked as being prime recipients, prime vendors, sub recipients or sub vendors	All NEW CR ARRA invoices <i>HESP, MEEIP, Solar Loan, Public Entities, EDA CHP, OES [SEP & EECBG Grants], TRC EECBG, TRC's & Honeywell's non-IOU & Supplemental programs</i>
35	This invoice does not include data on hours worked.	All ARRA admin program expense invoices are expected to report hours for the billing period	All NEW PE ARRA Administration invoices from AEG, TRC & Honeywell
New CR Invoices (OES and Public Utilities)			
36	The estimated project cost is zero or missing for the applications in this invoice. The authorized amount will drop to zero if this invoice is approved.	When a project is in progress the program manager provides an estimated project cost and IMS checks to ensure that over the course of multiple invoices where the program manager is paid, this project cost is not exceeded. If the program manager does NOT provide an estimated project cost, IMS cannot perform this check and so the invoice is flagged	All NEW CR invoices for OES & Public Entities
37	The ARRA grant amount is zero or missing for the applications in this invoice. The authorized amount will drop to zero if this invoice is approved.	If the program manager does NOT provide the maximum ARRA grant amount as per their contract, IMS cannot perform the check to ensure that over a course of multiple invoices the grant amount is not exceeded.	All NEW CR invoices for OES & Public Entities

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
38	The cost for the application(s) in this invoice is listed as zero or missing. The authorized amount will drop to zero if this invoice is approved.	<p>When a project is in progress the program manager provides an estimated project cost. They also provide the actual project cost with each invoice. IMS checks against the greater of the two to calculate the amount that can be authorized.</p> <p>If the program manager does NOT provide an actual project cost for the period when submitting an invoice, IMS cannot perform this check and so the invoice is flagged</p>	All NEW CR invoices for OES & Public Entities
39	The ARRA grant amount is exhausted. The authorized amount will drop to zero if this invoice is approved.	If the entire ARRA grant amount for the entity has been disbursed and this is NOT the final invoice for the entity, the amount authorized drops to zero. The entity is still required to submit invoices though since it contains information like hours worked and savings that is used for federal reporting	All NEW CR invoices for OES & Public Entities
40	The ARRA grant amount is exhausted. The authorized amount will drop to \$yy.zz if this invoice is approved.	If the entire ARRA grant amount for the entity has been disbursed and this IS the final invoice for the entity, the amount authorized changes as per the IMS calculation.	All NEW CR invoices for OES & Public Entities
41	The amount paid cannot exceed the cost of the project. The authorized amount will drop to zero if this invoice is approved.	If the cost of the project suddenly drops, but till date payments made add up to an amount that exceeds this new cost and this is NOT the final invoice, the amount authorized drops to zero	All NEW CR invoices for OES & Public Entities
42	To avoid exceeding the cost of the project, the authorized amount will drop to \$yy.zz if this invoice is approved.	If the cost of the project suddenly drops, but till date payments made add up to an amount that exceeds this new cost and this IS the final invoice, the amount authorized changes as per the IMS calculation	All NEW CR invoices for OES & Public Entities

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
43	To avoid exceeding the ARRA grant amount, the authorized amount will drop to \$yy.zz if this invoice is approved.	<p>IMS calculates the amount that may be authorized based on factors like the expected/actual finds from associated clean energy applications, previously paid ARRA disbursement amounts, cost of the project and the maximum ARRA grant amount.</p> <p>Based on this calculation, if IMS finds that in order to avoid exceeding the grant amount the amount authorized must be lowered, it displays a message before the approving authority can approve the invoice</p>	All NEW CR invoices for OES & Public Entities
44	To avoid exceeding the cost of the project, the authorized amount will drop to \$yy.zz if this invoice is approved.	<p>IMS calculates the amount that may be authorized based on factors like the expected/actual finds from associated clean energy applications, previously paid ARRA disbursement amounts, cost of the project and the maximum ARRA grant amount.</p> <p>Based on this calculation, if IMS finds that in order to avoid exceeding the project cost the amount authorized must be lowered, it displays a message before the approving authority can approve the invoice</p>	All NEW CR invoices for OES & Public Entities

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
45	After applying the maximum ARRA percentage, the authorized amount will drop to \$yy.zz if this invoice is approved.	<p>IMS calculates the amount that may be authorized based on factors like the expected/actual finds from associated clean energy applications, previously paid ARRA disbursement amounts, cost of the project and the maximum ARRA grant amount.</p> <p>Based on this calculation, IMS might lower the amount authorized from the amount requested by the program manager.</p>	All NEW CR invoices for OES & Public Entities
Utility Expenses for Comfort Partners			
46	This Utility Expense refers to batches that do not exist in IMS.	Utility expenses are broken down by expenses that can be attributed to batch invoices [received from the CP system] and ones that are not. When referring to batch invoices by ID, if the corresponding ID is not found in IMS, the invoice is flagged	All UT invoices
47	This Utility Expense contains batches referred to by other Utility Expenses.	If a Utility Expense refers to a batch that another Utility is referring to as well, the two invoices are flagged	All UT invoices
48	This Utility Expense contains batches that belong to a different Utility.	Batch invoices from the CP system indicate which Utility the batch invoice belongs to. If a different Utility refers to this batch when reporting expenses, the invoice is flagged	All UT invoices
49	This Utility Expense refers to batches but not the cost categories within them.	Batch invoices break the amounts down by cost category. When a Utility refers to a batch invoice to report expenses but mentions a cost category that doesn't exist in the batch, the invoice is flagged	All UT invoices

Information Management System Requirements

Number	Pink Message	Condition	Applicable To
50	This Utility Expense contains expenses that will exceed the corresponding batch amount.	Batch invoices break the amounts down by cost category. When a Utility refers to a batch invoice to report expenses but exceeds the amount by cost category when compared to what the batch contains, the invoice is flagged	All UT invoices



INFORMATION MANAGEMENT SYSTEM

2012 | Failover Process Document

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1. Introduction

In a web environment, failover process determines what will happen if the production server(s) that are being used under peak anticipated load die and are no longer responsive.

Failover process definition allows technicians to address problems in advance, in comfort, rather than in the heat of a production outage. It provides a baseline of failover capability so that a 'sick' server can be shutdown with confidence, in the knowledge that the remaining infrastructure will cope with the surge of failover load

2. Pre Failover Process

As a part of the failover process definition we need to define a set of tasks that will be performed at regular intervals that will ensure the availability of the application and its related data during the event of a failover.

2.1 *Database*

The production database is present on the 216 server. A backup of the 216 database is taken every night at 7pm. This backup will have any structure or data change that has occurred on the production database. Structures are not exclusively copied. This activity will be undertaken by the Database Administrator.

During the event of a 216 failure, the 217 failover database will be manually restored from the most recently available backup of the 216 database. This will be done by the Database Administrator.

DBA contact: Yogesh Garg [yogeshgarg@sbcglobal.net]

2.2 *Business Objects Repository and Server side Code*

The production version of Business Objects server is located on the 215 server. But the contents of the BO repository (BO_REPO and BO_AUDIT) are located on 216.

As a practice whenever Business Object server side code is updated on the 215 server, the same changes will be replicated on the 217 BO server thereby ensuring

that at any given time, the latest code always resides on the 217 server. This activity will be undertaken by the development team.

A data backup of the 215 BO Repository (BO_REPO and BO_AUDIT schemas located in the 216 database) is taken up every night at 7pm

During the event of a 215 failure the 217 failover BO Repository will be manually restored from the most recently available backup of the 215 repository. This will be done by the Database Administrator.

DBA contact: Yogesh Garg [yogeshgarg@sbcglobal.net]

2.3 Java Code

As a practice whenever code is updated on the 216 server, the same changes will be replicated on the 217 server thereby ensuring that at any given time, the latest code always resides on the 217 server. This activity will be undertaken by the development team.

Visual Sourcesafe repository must be archived every week during the development phase and every time there is a code change included post the development phase. This activity will be undertaken by the development team.

During the event of a 216 failure, if for some reason the code on 217 is not the latest, the latest IMS Java code may be made available from the Visual Source Safe Configuration tool currently located on the development server. This will be done by the AEG infrastructure team.

AEG infrastructure team contact: Kenny Maslak
[kmaslak@appliedenergygroup.com]

3. Failover Process

3.1 *The 215 [BO Server] is unavailable [216 App & DB Server is available]*

The production version of Business Objects server is located on the 215 machine and the BO repository (BO_REPO and BO_AUDIT) is located on 216. Business Objects running on 215 is dependent on the database running on 216 [which is currently available].

In the event of failure of the 215 server, Business Objects Server should be started on 217. Configurations must be done to ensure that Business Objects running on 217 is pointing to the BO Repository running on 216.

The IMS application running on the JBoss application server in 216 must now point to Business Objects running on the 217 server.

	Task	How to Achieve the Task	Responsibility
1	Clock failover begin time		AEG Infrastructure Team
2	Enable IMS on 216 to point to Business Object reports running on the 217 server	On 216, change <code>JBOSS_HOME\server\default\tmp\deploy</code> <code>\tmplatestimsApp.ear-contents</code> <code>\ims-webApp-exp.war\com\ims</code> <code>\jsp\botest.jsp</code> to point to 217 IP address	AEG Infrastructure Team
3	Point 217 Business Objects Central Management Server(CMS) to BO repository of 216	On 217, go to Start → Programs → Business Objects → Business Objects Crystal Decisions → Central Configuration Manager Select (CMS) Central Management Server (Ensure that CMS is not running)and click	AEG Infrastructure Team

		<p>on the "Specify CMS Data Source" icon. Select "Select a data source" → OK → select "oracle native driver" → OK and give the following credentials:</p> <p>Server Name: imspr01a.world</p> <p>Login Id: bo_repo</p> <p>Password: bo_repo</p>	
4	Startup Business Objects on 217	<p>On 217, go to Start → Programs → Business Objects → Business Objects Crystal Decisions → Central Configuration Manager</p> <p>Ensure that all servers [other than "Central Management Server", "WinHTTP WebProxy Auto Discovery Service" and "World Wide Web Publishing Service"] are all running.</p> <p>Select "Central Management Server" and click on Start button</p>	AEG Infrastructure Team
5	Point 217's Business Objects DB connection to 216's database	<p>Logon to business Objects on 217 → designer → Import → select the IMS universe and open the universe</p> <p>GO to File → parameters → connection → select the BO connection that is pointing to the 216 database from the drop down list</p> <p>Check Business Objects connectivity for successful response</p> <p>Save the universe and export it to the BO repository</p>	AEG Infrastructure Team
6	Test: 216 if scheduler has started	The JBoss application server console will indicate that Scheduler has started running	AEG Infrastructure Team

7	Test: 216 if client can login and check links	Access www.njoceims.com and test login	AEG Infrastructure Team
8	Test: 216 if connectivity to reports is intact	Once logged in to www.njoceims.com as a Program Coordinator, click on the Reports link on the menu	AEG Infrastructure Team
9	Clock failover end time		AEG Infrastructure Team

3.2 216 [Application & DB Server] is unavailable

The production version of Business Objects is located on the 215 server and BO repository is located on 216. The production version of the application server and the database server are located on the 216 machine.

Business Objects running on 215 is pointing to the database running on 216. The IMS application running on the JBoss application server points to Business Objects running on the 215 server.

In the event of failure of both the 215 & 216 servers:

- the JBoss application server and the database must be made available on the 217 server
- Business Objects must be made available on the 217 server
- the IMS application running on the JBoss application server in 217 must now point to Business Objects running on the 217 server

	Task	How to Achieve the Task	Responsibility
1	Clock failover begin time		AEG

			Infrastructure Team
2	Startup application server on 217	Click on run.bat located in JBOSS_HOME/bin on 217	AEG Infrastructure Team
3	Enable 217 IMS to point to Business Object reports running on the 217 server	On 217, change <code>JBOSS_HOME\server\default\tmp\deploy</code> <code>\tmplatestimsApp.ear-contents</code> <code>\ims-webApp-exp.war\com\ims</code> <code>\jsp\botest.jsp</code> to point to 217 IP address	AEG Infrastructure Team
4	Manually restore 217 failover database from the most recently available backup of the 216 database		Database Administrator
5	Ensure that njoceims.com will be accessible	If required, make manual changes to point njoceims.com to 217 instead of 216	AEG Infrastructure Team
6	Manually restore 217 failover BO Repository(BO_REPO and BO_AUDIT) from the most recently available backup of the 216 BO Repository(BO_REPO and BO_AUDIT)		Database Administrator
7	Point 217 Business Objects Central Management Server(CMS) to BO repository of 217 itself	On 217, go to Start → Programs → Business Objects → Business Objects Crystal Decisions → Central Configuration Manager Select (CMS) Central Management Server (Ensure that CMS is not running)and click on the “Specify CMS Data Source” icon. Select “Select a data source” → OK → select “oracle	AEG Infrastructure Team

		<p>native driver" →OK and give the following credentials:</p> <p>Server Name: imspr02a.world</p> <p>Login Id: bo_repo</p> <p>Password: bo_repo</p>	
8	Startup Business Objects on 217	<p>On 217, go to Start →Programs →Business Objects → Business Objects Crystal Decisions →Central Configuration Manager</p> <p>Ensure that all servers [other than "Central Management Server", "WinHTTP WebProxy Auto Discovery Service" and "World Wide Web Publishing Service"] are all running.</p> <p>Select "Central Management Server" and click on Start button</p>	AEG Infrastructure Team
9	Point 217's Business Objects DB connection to 217's database	<p>Logon to business Objects on 217→ designer→ Import→select the IMS universe and open the universe</p> <p>GO to File→ parameters→connection→select the BO connection that is pointing to the 217 database from the drop down list</p> <p>Check Business Objects connectivity for successful response</p> <p>Save the universe and export it to the BO repository</p>	AEG Infrastructure Team
10	Test: 217 if scheduler has started	The JBoss application server console will indicate that Scheduler has started running	AEG Infrastructure Team
11	Test: 217 if client can login and check links	Access www.njoceims.com and test login	AEG Infrastructure Team

12	Test: 217 if connectivity to reports is intact	Once logged in to www.njoceims.com as a Program Coordinator, click on the Reports link on the menu	AEG Infrastructure Team
13	Clock failover end time		AEG Infrastructure Team

4. Post Failover Process

4.1 *The 215 [BO Server] was unavailable [216 App & DB Server was available]*

Once the 215 Business Objects server is made available, Business Objects Server should be started on 215. Ensure that Business Objects running on 215 is still pointing to the database running on 216.

The IMS application running on the JBoss application server in 216 must now point back to Business Objects running on the 215 server.

	Task	How to Achieve the Task	Responsibility
1	Start all the 215 BO servers after the failover	<p>On 215, go to Start → Programs → Business Objects → Business Objects Crystal Decisions → Central Configuration Manager</p> <p>Ensure that all servers [other than “Central Management Server”, “WinHTTP WebProxy Auto Discovery Service” and “World Wide Web Publishing Service”] are all running.</p> <p>Select “Central Management Server” and click on Start button</p>	AEG Infrastructure Team
2	Ensure that the IMS Universe on 215 is pointing to the database on 216	<p>Logon to business Objects on 215 → designer → Import → select the IMS universe and open the universe</p> <p>GO to File → parameters → connection → ensure that the BO connection is pointing to the 216 database. Test the connection for successful response and Save the</p>	AEG Infrastructure Team

		universe and export it to the repository.	
3	Test: Check to see if connectivity to reports is intact from IMS application on 216	Log into www.njoceims.com , click on the reports menu option and ensure connectivity to Business Objects	AEG Infrastructure Team
4	Bring down servers on 217: Bring down all the Business Objects servers on 217	On 217, go to Start → Programs → Business Objects → Business Objects Crystal Decisions → Central Configuration Manager Select “Central Management Server” and click on Stop button	AEG Infrastructure Team

4.2 216 [Application & DB Server] was unavailable

Once the 215 Business Objects server and the 216 [Application & Database] server are both made available:

- Business Objects Server should be started on 215
- the JBoss application server must be restarted on 216
- the database must be restarted on 216

	Task	How to Achieve the Task	Responsibility
1	Data Copy: Database	Manually restore 216 database from the most recently used 217 database	Database Administrator
2	Data Copy: Business Objects	Copy over BO repository contents from 217 BO to 216 BO repository.	Database Administrator
3	Start up application server on 216	Compile latest IMS code from VSS if there were changes done on 217 that are not reflected on 216. Click on run.bat located in JBOSS_HOME/bin on 216	AEG Infrastructure Team
4	Start all the 215 BO servers after the failover	On 215, go to Start → Programs → Business Objects → Business Objects Crystal Decisions → Central Configuration Manager Ensure that all servers [other than “Central Management Server”, “WinHTTP WebProxy Auto Discovery Service” and “World Wide Web Publishing Service”] are all running. Select “Central Management Server” and click on Start button	AEG Infrastructure Team
5	Ensure that the IMS	Logon to business Objects on 215→	AEG

	Universe on 215 is pointing to the database on 216	<p>designer→ Import→select the IMS universe and open the universe</p> <p>GO to File→ parameters→connection→ensure that the BO connection is pointing to the 216 database.</p> <p>If 216 was not selected, select the 216 connection.</p> <p>Check Business Objects connectivity for successful response</p> <p>Save the universe and export it to the BO repository</p>	Infrastructure Team
6	Test: Check to see if scheduler has started on 216	The JBoss application server console will indicate that Scheduler has started running	AEG Infrastructure Team
7	Test: Check to see if client can login to IMS on 216	Log into www.njoceims.com , click on the reports menu option and ensure connectivity to Business Objects	AEG Infrastructure Team
8	Test: Check to see if connectivity to reports is intact from IMS application on 216	Establishes the fact that IMS can connect to Business Objects with the URL provided in botest.jsp	AEG Infrastructure Team
9	Bring down servers on 217: Bring down application server	Click on shutdown.bat located in JBOSS_HOME/bin on 217	AEG Infrastructure Team
10	Bring down BO servers on 217: Bring down all the Business Objects servers on 217	<p>On 217, go to Start →Programs →Business Objects → Business Objects Crystal Decisions →Central Configuration Manager</p> <p>Select “Central Management Server” and click on Stop button</p>	AEG Infrastructure Team
11	Bring down servers on 217:	Will be performed by the Database	Database

	Bring down DB	Administrator	Administrator

5. Assumptions

- During the event of a failover all data [from database] will be available to the last point of data archival. Any data updates to the data source between the last data archival and the point of server failure – will be lost.
- SSL will NOT be available when IMS application runs on 217 owing to the fact that CSR was generated on 216 and certificate purchased was generated for this CSR alone.
- IMS will not be available on the njoceims url when 216 is in failover to 217
- The program coordinator will intimate all users of the system unavailability when 216 is being failed over to 217
- Infrastructure team to begin work to bring 215/216 up as soon as possible as 217 is a single machine – may not be as responsive as prod.

6. Appendix A – Server Setup before Failover



InitialSetup.doc



INFORMATION MANAGEMENT SYSTEM

2012 | System Architecture Document

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System Architecture Design

Introduction

Applied Energy Group has been awarded the contract to function as Program Coordinator for the Clean Energy Programs initiated by the New Jersey Board of Public Utilities (BPU) and the Office of Clean Energy (OCE). The Information Management System is being built to act as a program management and tracking system for all expenses, payments, contractors, program administration and energy program data under the New Jersey Clean Energy Program. The IMS system will provide functionality that will gather a specified set of data from the different market participants and generate reports that will help the program co-coordinator perform day to day activities and also provide various reports to the regulatory body.

Purpose

The purpose of this document is to describe the application architecture to be adopted in implementing the requirements for the Information Management System.

Scope

This document describes the Architecture of the Information Management System from an application perspective. The design & data model of the system, which is covered in this document is only a high-level depiction and does not cover low-level implementation details.

Document Structure

Section 2 lists out the key goals and constraints considered while arriving at the application architecture.

Section 3 discusses the suggested architecture in brief and then discusses the key architectural areas like Application Model, Interfaces, Security and User Interface.

Sections 4 through 8 talk about the other architectural considerations like Volumetrics, Archiving, Data Migration and Environments.

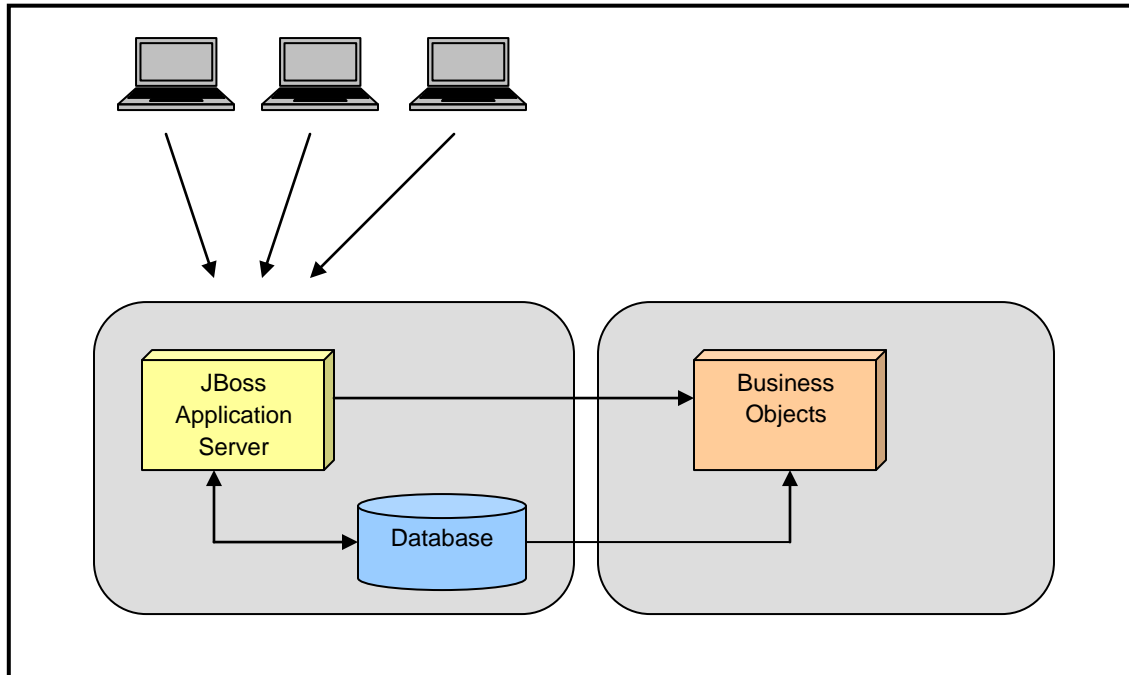
Architectural Goals and Constraints

Following are the key goals and constraints that are considered while arriving at the approach:

- The solution should be a web based technology capable of being hosted on the internet.
- The solution must be built on an open source application server and an open source web framework.
- IMS reporting engine solution built on Business Objects XI R2 and it has ad-hoc reporting capability built in.
- The solution should be flexible of incorporating the any future modifications due to business changes

IMS Architecture

IMS will use the architecture depicted in the diagram below.



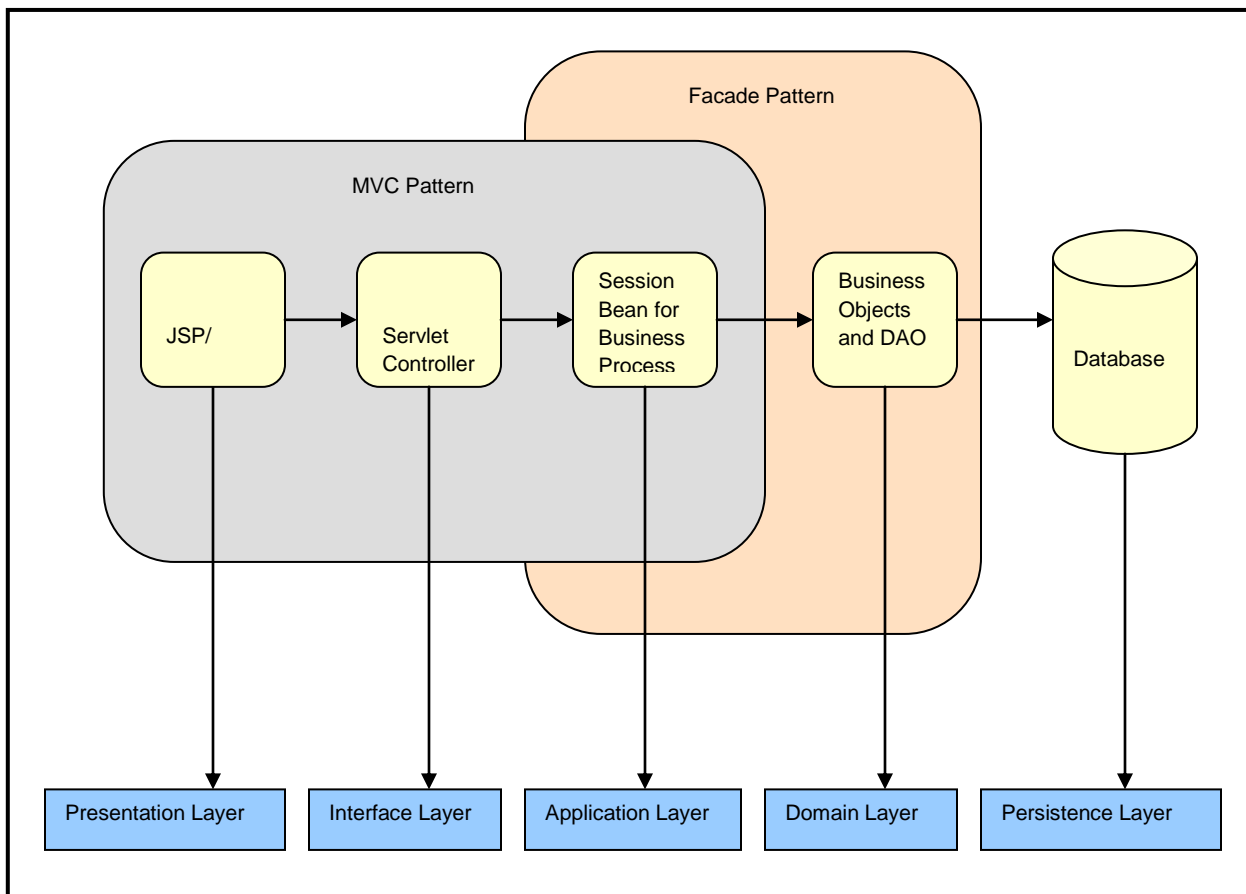
IMS will be developed on a J2EE platform using an open source application server (JBoss) and Oracle 10G database. Apache Struts2 framework will be used in the Web tier. User access to IMS will be through the Tomcat web server, which is shipped along with JBoss.

Business Objects will be used for reporting purposes and will be integrated with JBoss. Access to the Business Objects reports will be through the JBoss web server (Tomcat)

The primary mode of online communication between the Users and IMS is proposed to be over the Internet.

Application Model

IMS will follow the layered architecture which is generally followed in a J2EE application. The architecture will consist of 5 layers, namely Presentation Layer, Interface Layer, Service Layer, Domain Layer and Persistence Layer.



The business logic is modelled in domain layer using pure java classes. This provides the facility to change, extend and reuse the business logic as required. The Services layer, consisting of Enterprise JavaBeans, provides the J2EE services to the business layer like transaction management, connection pooling etc. The presentation layer being separate from business layer, can change independently according to user requirements

Presentation Layer – This layer manages the interaction between the users and the system. It typically implements the GUI functionality – captures the interaction between the user and the system. The Presentation layer’s implementation will be using HTML and JSP.

Interface Layer – This layer mediates the interaction between the Presentation Layer and Services Layer. This layer is the entry point for the application. It converts the requests specific to user actions from the Presentation Layer to requests applicable to the Services Layer. This layer will script simple logic to invoke appropriate business logic in the Services layer associated to each user action type. The results obtained from the Services layer are passed back to the Presentation Layer

Application Layer– This layer implements the business logic through coarse-grained classes. The behavior of these classes can be easily mapped to scenarios in the use-cases. The classes in this layer implement the business logic using fine-grained classes in the Domain layer that collaborate to achieve the desired functionality.

Domain Layer – Domain layer classes are designed based on component-based structure and these fine-grained classes will be called from the Services layer classes in facade pattern to complete a business activity.

Persistence Layer – This layer is a representation of the data store and the related database objects.

Interfaces to Other Systems

NA

Application Security

The Application Security for IMS will be built using the Java Authentication and Authorization Service (JAAS). This service provides authentication of users, which reliably and securely determines who is executing the Java code. The authorization service will be used to ensure that users perform actions based on the access control rights (permissions)

The Oracle database will be used as the user and policy store. The user ids, roles and privileges will be loaded into the database as a part of the initial system setup.

Access to the Business Objects (reports) will be through the Application server thereby ensuring that only authorized users generate the reports. Business Objects is shipped with its own security services, which will be setup to be in sync with the Application Server security.

Security implementation for IMS

At a high level the following are the IMS security requirements,

- Authentication of users
- Single Sign-on with Business Objects
- GUI based user administration

Overview of the Security Model

IMS will be available on the internet and accessed through a browser interface The IMS security framework is developed using Java Authentication and Authorization service provided within JBoss application server.

Access to the IMS is through the webserver of JBoss. The User and user privileges store is implemented using the Oracle Database.

Authentication and Single Sign-on of users is achieved through JAAS. Fine-grained access and personalization is addressed separately by the components in the application security framework.

The initial setup of Security policies is achieved by data migration. Online screens are used for managing user administration.

Authentication and Session management

The JAAS authentication functionality will be used for authentication of IMS users. The Application will be configured to authenticate the users with the user store present in the Oracle Database.

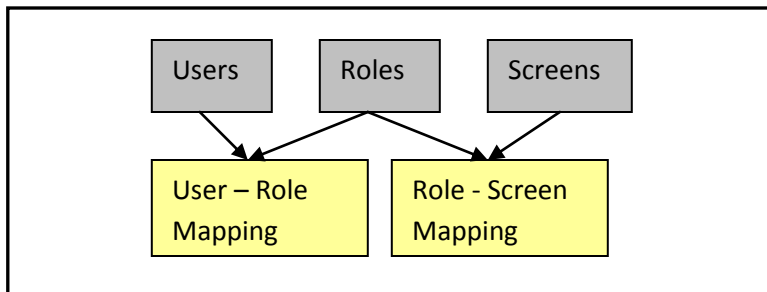
When a user attempts to access IMS, the security servlet will trap the request and respond with a login page for authentication. After the user has submitted his credentials (user ID and password), the Application server will authenticate the user and display the home page on successful authentication. The application server will maintain the session after successful authentication and will maintain the authentication status of the user for all further requests.

Single Sign-On with Business Objects

A common login page will be used to access both the Java screens and the Business Objects Reports. After successful authentication, an integrated home page will be displayed. This page will have links to the IMS functionalities like Budgeting Invoicing and BO reports. Once a user is authenticated, the same session will be used to access the BO reports based on the access control permissions.

Access control and Personalization

Users will be mapped to Roles and the Roles in turn will be mapped to functionalities or screens.



User administration

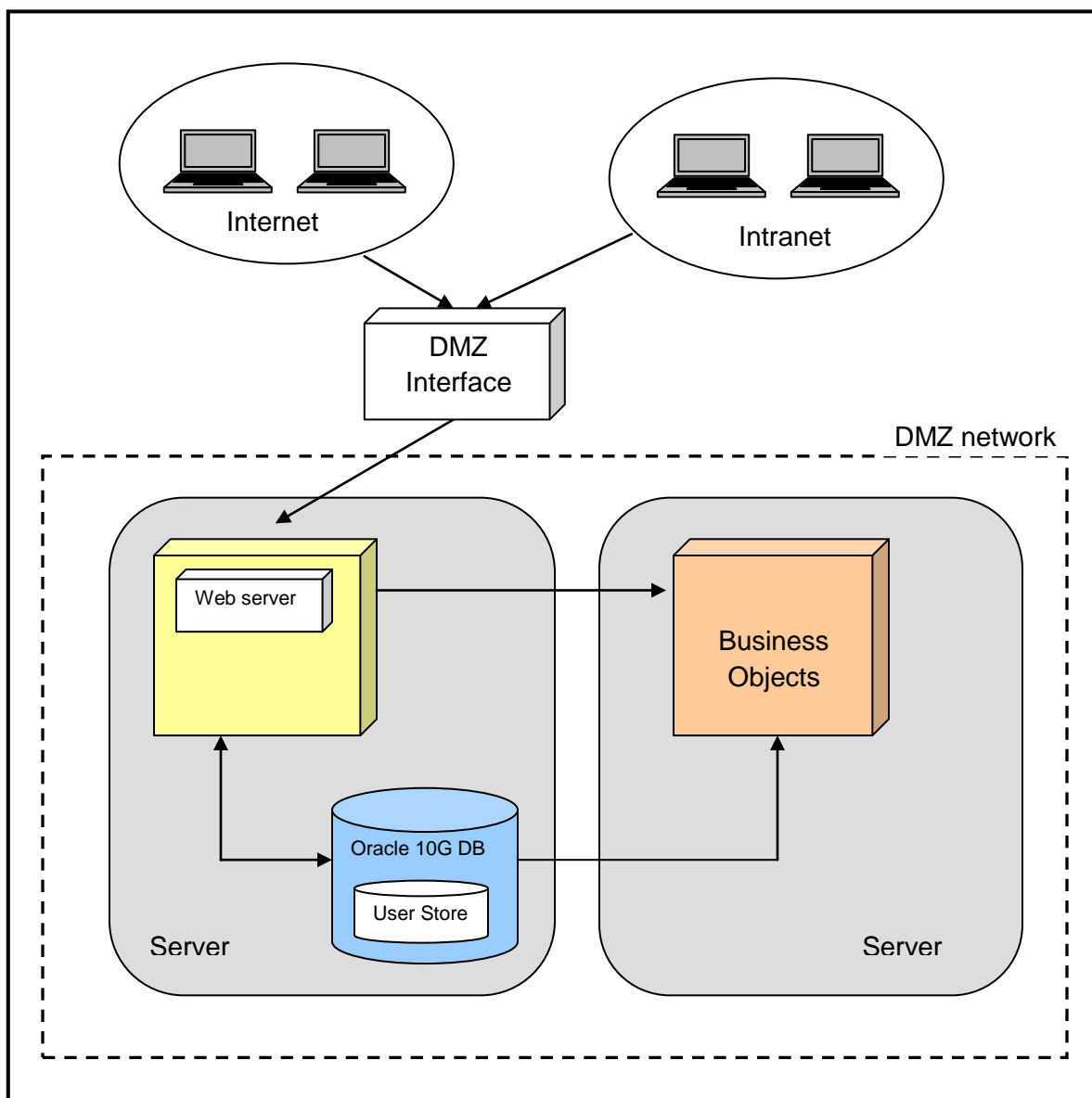
A GUI based user administration will be provided. These screens will permit the Users (system admin) to create users and assign the required role to the user.

For more details on the administration screens and the features of the user and security management, please refer to the respective design document.

Deployment view

The environment for IMS users will be in the DMZ (PIX) with a separate Server for JBoss and the Oracle Database and another server for Business Objects.

The following diagram depicts the high-level deployment view for IMS.



The user base will be common across the servers, i.e., user base stored in the oracle database is shared by the Java application server and Business Objects. Appropriate access permissions will have to be granted to the users by the system administrators for accessing the various modules of the application.

User Interface

User interface will be maintained consistent throughout the application.

A prototype for the UI will be designed and shared with AEG during the design phase of the project. IMS will be designed to work on IE 6.5 (and above) and Netscape 6.2 (and above) browsers only. The screens will be designed with a screen resolution of 1024 x 768. The UI for intranet and internet users will be the same.

After successful login, the user will be able to view the IMS home page with the menu options personalised based on the role of the user. IMS home page will be available to the user at all times so long as the user remains in session.

Deployment

The components of the IMS application are proposed to be deployed on 2 different servers.

Server one: The application server and the database will be deployed on this server.

- Web Server (Tomcat, comes along JBoss)
- Application Server – JBoss
- Oracle Database

Server two: The Business Objects software will be deployed on this server. This component will access the Oracle database present on Server one for fetching data for the reports.

Volumetrics

Size Parameters	IMS
Total number of Users (Number of active users of the system)	50 (indicative)
Concurrent Users (Average number of users using the system at peak time)	25 (indicative)
Current database size	50GB

Archiving

The Archival, Purge and Retrieval Strategy for IMS is discussed in the Failover Process document.

Data Migration

IMS is designed such that the required data can be uploaded into the system through the integration layer using CSV files. The user roles and privileges will be uploaded into the system as a part of the implementation setup. It is assumed that the user information will be provided by the client.

Software Requirements

The following is the list of tools:

Tool Category	Software
Application Development Tools	Oracle 10g Database JBoss Version 4.2.0GA Java 1.5 Struts2 v2.1.6 Microsoft Visual Source Safe Business Objects Enterprise Professional XI R2

Assumptions and Dependencies

- Shared Infrastructure services like backup, server monitoring will be present
- Response times of the system is dependent on the bandwidth of the end user
- Production infrastructure is designed and sized according to the number of concurrent users
- The open source application server (JBoss) does not have professional support

Appendix F:

NJCEP Website Specifications

NJ Clean Energy Program Website General Parameters

Website URL:	NJCleanEnergy.com
Audience:	Residential customers, commercial and industrial, local government, NJCEP program suppliers and developers, industry representatives and other stakeholder groups.
Content Management:	The site currently has approximately 1,000 pages of content related to the NJ Clean Energy Program that are created and maintained using the Drupal content management system (CMS). The general website content is administered and maintained by the current Market Managers and the Program Coordinator.
Traffic:	Average traffic for the website is approximately 175,000 page views and 45,000 visits per month.
Hardware:	The website's hardware suite consists of 3 Linux servers - a primary, secondary and staging server. All maintenance and administration of the servers is currently carried out by the Webmaster/Host.
Website Design:	Website design and programming for special projects is handled by the Webmaster. The Webmasters tasks may include: the creation of on-line forms, maintaining, testing and configuring CMS contributed modules, planning and developing data projects and custom modules. Additional custom modules are developed as needed by the Program and utilize PHP and MySQL.
Operations:	Day to day operations may include content management system assistance to the Market Managers, website administration and maintenance, content formatting help and

recommendations, statistical reporting and recommendations, data cleansing and collection, module development and programming, monitoring of databases, mail functionality and general server maintenance functions. In addition, the webmaster provides design, statistical reporting and programming services.

Listsers: The Program hosts nearly 20 assorted Mailman listsers which are established, administered and maintained by the Webmaster.

Webmaster: The Webmaster serves as a “gatekeeper” of projects and tasks that are occurring on the website and hosts a bi-weekly website team call. The Webmaster provides support, configuration and assistance with regular NJCleanenergy.com email as well as mass e-mailings. Marketing mailings such as email blasts and newsletters are programmed and sent by the Webmaster. In addition the Webmaster provides recommendations for best practices on email formatting, CAN-SPAM compliance and contact list segmentation.

NJCEP Newsletter: The current newsletter list stands at over 30,000 subscribers.

Social Media: The Program Coordinator initiates communication outreach for social media outlets such as Facebook and Twitter. There are over 1,000 Twitter followers and approximately 850 Facebook fans.

Website Statistics: Website statistics are tracked and reported monthly in the NJCEP Monthly report which is available online at njcleanenergy.com.

Social Media Stats

Twitter

Followers: 1100

Facebook Fans:

841

Newsletter Subscribers:

30,255

Pageviews for NJCleanenergy.com for March 2012: 174,483

- Percentage split of new and returning visitors : 56/44
- A visitor spends an average of 3:33 minutes viewing 3.96 pages per visit on the website.

Historical – July 1, 2007 thru March 31, 2012:

NJCleanenergy.com has received 2,919,781 Visits and 14,330,528 Pageviews

Pageviews - Top 5 Content Pages (excluding the main homepage):

- Rebates & Promotions
- Residential Homepage
- Refrigerator Recycling
- Home Performance with ENERGY STAR
- Renewable Energy

Top 5 Banners

- Home Energy Audit
- Program Lit
- Shop Now CFL
- Solar Installation Counter
- Find a Trade Ally - Residential

Top 10 Website Search Terms:

- Solar
- Rebate
- Rebates
- Geothermal
- Insulation
- Srec
- Srp forms
- Windows
- Guidebook
- Solar contractors

Appendix G:

NJCEP Data Files

TRC - Commercial & Industrial Programs - Market Manager

Applications Received by Program:

Program	Applications 2007	Applications 2008	Applications 2009	Applications 2010	Applications 2011	Applications 2012	Total
NC and Retrofit	2,474	2,926	3,740	3,150	3,902	439	16,631
Combined Heat & Power	24	0	28	3	4	2	61
Direct Install	0	0	1	785	1,959	159	2,904
Supplemental Files (ARRA)	0	0	0	1,053	1,074	8	2,135
Large Energy Users	0	0	0	0	22	10	32
Pay for Performance Existing	0	0	78	124	77	13	292
Pay for Performance - New Construction	0	0	3	15	13	7	38
Local Government Energy Audit	0	562	1,524	585	590	63	3,324
TEACH	0	0	10	16	0	0	26
Total	2,498	3,488	5,384	5,731	7,641	701	25,443

Estimated Volume of Paper Documents by Program:

Program	Average Pages Per Application	Applications 2007	Applications 2008	Applications 2009	Applications 2010	Applications 2011	Applications 2012	Total
NC and Retrofit	18	44,532	52,668	67,320	56,700	70,236	7,902	299,358
Combined Heat & Power	50	1,200	0	1,400	150	200	100	3,050
Direct Install	30	0	0	30	23,550	58,770	4,770	87,120
Supplemental Files (ARRA)	30	0	0	0	31,590	32,220	240	64,050
Large Energy Users	50	0	0	0	0	1,100	500	1,600
Pay for Performance - Existing	100	0	0	7,800	12,400	7,700	1,300	29,200
Pay for Performance - New Construction	50	0	0	150	750	650	350	1,900
Local Government Energy Audit	75	0	42,150	114,300	43,875	44,250	4,725	249,300
TEACH	125	0	0	1,250	2,000	0	0	3,250
Total		45,732	94,818	192,250	171,015	215,126	19,887	738,828