



New Jersey's Clean Energy Program
Pay for Performance
Partner Conference Call Minutes
Wednesday, October 26th, 2016 2:00-3:00pm (EST)

Conference Call:

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

Access Code: **3197619**

1. Documents & Tools: Partner Portal

- A. Reminder from last month: **We are phasing out the Installation Report Excel document. It should only be used for projects using v4.4 of the ERP Tables and earlier. Projects using v4.5 (and later) and/or enrolled under FY17 program, must use their approved ERP Tables, updated with actual installed measure specifications, schedules (lighting) and costs, to complete this step.**
- B. Weather data updated **through 10-1-16**

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

2. P4P Correspondence

- A. Program transitioning to email correspondence. Letters mailed via USPS are being phased out by the end of October.
- B. Please ensure all applications have correct email addresses for both partner and customer!

3. P4P NC Training

- A. Training was held on Thursday September 22nd. PDF of PowerPoint is available on the Partner Portal.
- B. Interactive Webinar target launch by end of December for those who could not make the live Webinar on 9/22.

4. P4P-ICP Pilot

- A. The next ICP [Credentialed Project Developer](#) training session is on *Wednesday, November 30th at 1pm Eastern / 10am Pacific*. It will last approximately 2 hours, is a virtual event, and is free of charge.
- B. [Registration is open now](#) (call/log-in information will be sent to all registrants).

5. "In Every Issue"

A. Submittal Procedures

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

B. NJCEP New Security Policy

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

C. Partner Portal:

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

D. Linkedin:

- i. "NJ Pay for Performance Partner Network" group has been established on LinkedIn to facilitate communication between partners.
- ii. If you are not yet a member, please search for the group and request to join. You must register for a free LinkedIn account first at www.linkedin.com

6. Q&A

- A. Forward all future questions and points you'd like to discuss to P4P@njcleanenergy.com



Next Partner Conference Call will be
Wednesday December 7th, 2016
2:00-3:00pm (EST)