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March 31, 2014

Ms. Kathleen Burgess Secretary
New York State Public Service Commission
Three Empire State Plaza
Albany, NY 12223-1350

Re: Case 07-M-0548 – Proceeding on Motion of the Commission Regarding an Energy Efficiency Portfolio Standard.

Dear Secretary Burgess:

On December 26, 2013, the Commission issued an order in Case 07-M-0548¹ that among other things, adopted several changes to its Energy Efficiency Portfolio Standard (EEPS) programs for 2014 and 2015 to ease administrative burden on both EEPS Program Administrators (PAs) and Staff. The Commission directed Staff to collaborate with PAs to develop guidance documents related to the various subject-specific notification and reporting requirement changes discussed in the order as expeditiously as possible, but in no case later than March 31, 2014. In addition, the Commission directed that guidance documents become effective upon filing with the Secretary and posting to the Commission's website, with existing approval and notification requirements remaining in effect until such time that alternate guidance becomes effective.

In collaboration with the PAs, Staff has developed guidance documents to outline the approval and notification requirements regarding: (1) Prescriptive Measure Level TRC Calculation and Record Keeping for Pre-qualifying measures; (2) Measure Classification Lists; and (3) Reporting Requirements.

In addition, Guidance Document EE-05, which pertains to customer incentive levels, has been revised to include guidance on the setting of customer incentive levels for new measures.

¹ Case 07-M-0548, Energy Efficiency Portfolio Standard (EEPS), Order Approving EEPS Program Changes (issued December 26, 2013).

In accordance with the December 26, 2013 order, the guidance documents are enclosed herein, have been posted to the Commission's website, and are effective.

Sincerely,



Colleen L. Gerwitz
Director, Office of Energy Efficiency
and the Environment

cc: Anthony Belsito
Debra LaBelle
Peggie Neville

| | |
|---|--|
| EE-08: Prescriptive Measure Level TRC Calculation and Record Keeping for Pre-qualifying Measures | |
| New York State Department of Public Service Office of Energy Efficiency & the Environment Energy Efficiency Guidance | |
| Approval: Colleen Gerwitz | Title: Director, Office of Energy Efficiency & the Environment (OEEE) |
| Issuance / Revision Date: 2014-03-31 | Effective Date: 2014-03-31 |

I. Purpose:

This Energy Efficiency Guidance document provides guidance to the OEEE Staff and to the Program Administrators (PAs) regarding the calculation of prescriptive measure level Total Resource Cost with Carbon (TRC) and the auditable records that must be maintained to pre-qualify prescriptive measures with either fixed dollar amount or fixed percentage rebates.

Energy Efficiency Guidance documents are developed to clarify energy efficiency program issues and to provide guidance for Energy Efficiency Program Administrators and OEEE Staff in consistently interpreting and uniformly applying Public Service Commission Orders.

All Energy Efficiency Guidance documents are in effect until revised, rescinded or superseded.

II. Background:

By Order issued December 26, 2013, the Commission eliminated the requirement to pre-screen installations of prescriptive measures which have been demonstrated to be cost-effective in a majority of actual installations, whether the rebates are fixed dollar amounts or fixed percentages, but required PAs to maintain auditable records sufficient to demonstrate that each type of prescriptive measure is cost-effective in a majority of actual installations.¹

¹ Case 07-M-0548, Order Approving EEPS Program Changes, issued December 26, 2013, pages 41-43.

III. Guidance:

In order to offer a measure on a pre-qualified basis, PAs shall maintain auditable records to demonstrate that the measure is likely to be cost-effective in most applications based on typical costs and savings in the PA's service territory. A measure may be considered pre-qualified when the TRC calculation results in a value equal to or greater than 1.05. Auditable records shall be readily available for Staff inspection. An active spreadsheet showing the full formulas, values, and units must be included in the auditable records. All work papers, including source references, supporting the TRC value calculated must be available for inspection by Staff at any time.

Prescriptive Measure Level TRC Calculation

The TRC is generally² calculated as follows:

$$TRC = \text{Incremental Benefits} / \text{Incremental Cost}$$

Incremental Benefits

Incremental benefits in the TRC calculation include the monetized values of incremental Electric Energy Savings, incremental Electric Demand Savings, incremental Gas Savings, and incremental CO₂ Emissions Reduction Savings, and are defined as the Net Present Value (NPV) of the long run avoided costs (LRACs) over the effective useful life (EUL) of the installed measure as compared to the installation of a baseline measure. For Electric Energy Savings and Electric Demand Savings only, there is an adjustment for line loss. Appendix 1 outlines the inputs to be used in calculating the benefits.

Incremental Cost

Incremental costs are defined as the costs incurred above the cost that would have been incurred for a baseline measure. These costs include the incremental equipment and materials cost, as well as the incremental installation costs, where applicable. All costs should represent the equipment, material and installation costs in the appropriate New York State market at the time of installation. Costs should be derived from manufacturer, contractor, or retail pricing, reports/studies such as Incremental Cost Studies performed by the Northeast Energy Efficiency Partnership (NEEP) or other 3rd party/industry accepted sources, or Technical Resource Manuals from other states where regional similarities exist. The PA should research the available choices, and apply costs that reasonably represent the typical installation based on its knowledge and experience.

² As described in the New York Standard Approach for Estimating Energy Savings from Energy Efficiency Programs (TRM), there are certain instances for which a PA may use other than incremental benefits and costs.

Table 1 - Inputs to Calculating TRC Benefits

| Input | Applicability | Definition/Value | Source | Acceptable Alternative Source |
|-----------------------------|--|---|--|--|
| Measure Savings | ALL | First year savings of the installed measure incremental to the baseline energy consumption. | TRM | If not addressed by the TRM: Technical Resource Manuals from other States; reports; studies. |
| Baseline Energy Consumption | ALL | Energy usage of the baseline equipment, process, or standard. | TRM | If not addressed by the TRM, should comply with New York State energy efficiency codes ¹ and U. S. Department of Energy, (DOE) Office of Energy Efficiency and Renewable Energy ² codes. If standard baseline installation practices do not align with energy codes, PAs must document how the standard baseline installation is determined. |
| EUL | ALL | Effective Useful Life of Measure | TRM | Appendix, July 18, 2011 Order in Case 08-E-1003, et al |
| Price Forecast | Electric Energy Savings | NYISO LBMP Price Forecast | Appendix 2, Table 1, January 16, 2009 Order in Case 08-E-1003, et al ³ | N/A |
| | Electric Demand Savings | Marginal Generation Capacity Costs | Appendix 2, Table 2, January 16, 2009 Order in Case 08-E-1003, et al ³ | N/A |
| | Electric Demand Savings | Marginal Distribution Capacity Costs | Appendix 2, Table 2, January 16, 2009 Order in Case 08-E-1003, et al ³ | N/A |
| | Gas Savings | Natural Gas Price Forecast | Appendix 2, Tables 1 and 2, April 9, 2009 Order in Case 08-G-1004, et al ³ | N/A |
| | CO ₂ Emissions Reduction Savings | \$15 per ton | Appendix 3, Page 2, June 23, 2008 Order in Case 07-M-0548 ³ | N/A |
| End Use Load Shape Factor | Electric Energy Savings | Savings multiplier which adjusts Price Forecast to reflect the measure's time of use. | Energy software programs with pricing & load data (e.g. Cadmus); Reports/Studies (NEEP Load Shape Studies or other 3rd party/industry accepted sources.) | Cadmus load shapes adjusted by ORE and OEEE factors using MAPS data (Table 2 below). |
| Real Discount Rate | ALL | 5.5% over the EUL of the measure | Page 1 of December 3, 2007 Staff Supplemental Filing, Case 07-M-0548 | N/A |
| Line Loss Factor | Electric Energy Savings Electric Demand Savings | 7.2% (divide costs by 0.928) | Appendix 2, Tables 1 & 2 Notes, January 16, 2009 Order in Case 08-E-1003, et al | N/A |

¹ Many of the pertinent New York State codes relating to energy efficiency are contained in the Energy Conservation Construction Code of New York State, Published by the New York State Department of State, Division of Code Enforcement and Administration. At present, the 2010 version of this code is the controlling publication.

² The minimally-compliant DOE energy usage baseline for many home and commercial appliances can be located at: <http://energy.gov/eere/buildings/appliance-and-equipment-standards-result-large-energy-economic-and-environmental>

³ To adjust for inflation from 2008 to 2014, values in these tables should be multiplied by 1.09 based on historical GDP data and forecasts for GDP price indices from the March 2014 Blue Chip Economic Indicators.

Table 2 - End Use Load Shape Factors

(Cadmus load shapes adjusted by ORE and OEEE factors using MAPS data)

| End Use | Zones A-F Upstate | Zones G-I Hudson Valley | Zone J NYC |
|-------------------------------------|----------------------|----------------------------|---------------|
| Commercial Space Cooling | 1.1 | 1.0 | 1.0 |
| Commercial Space Heating | 1.0 | 1.0 | 0.9 |
| Large Office Heat Pump | 1.1 | 1.0 | 1.0 |
| Large Office Space Heating | 1.1 | 1.0 | 1.0 |
| Large Office Ventilation | 1.1 | 1.1 | 1.1 |
| MF High Rise Ventilation | 1.0 | 1.1 | 1.0 |
| MF HVAC | 1.0 | 1.0 | 1.1 |
| MF Space Cooling | 1.1 | 1.1 | 1.1 |
| MF Space Heating | 0.9 | 1.0 | 1.0 |
| Misc. Non-residential Space Cooling | 1.0 | 1.1 | 1.0 |
| Office Lighting | 1.1 | 1.1 | 1.1 |
| Office Space Cooling | 1.0 | 1.2 | 1.2 |
| Retail Space Cooling | 1.1 | 1.1 | 1.1 |
| School DHW | 1.1 | 1.0 | 1.0 |
| Single Family Space Cooling | 1.1 | 1.1 | 1.1 |
| Single Family Space Heating | 1.0 | 1.0 | 0.9 |
| Other | 1.0 | 1.0 | 1.0 |

| EE-09: Measure Classification Groups New York State Department of Public Service Office of Energy Efficiency & the Environment Energy Efficiency Guidance | |
|--|--|
| Approval: Colleen Gerwitz | Title: Director, Office of Energy Efficiency & the Environment (OEEE) |
| Issuance / Revision Date: 2014-03-31 | Effective Date: 2014-03-31 |

I. Purpose:

This Energy Efficiency Guidance document is developed to provide guidance to the Office of Energy Efficiency and the Environment (OEEE) Staff and to the Program Administrators (PAs) regarding the Classification Groups.

Energy Efficiency Guidance documents are developed to clarify energy efficiency program issues and to provide guidance for OEEE Staff and PAs in consistently interpreting and uniformly applying Public Service Commission Orders.

All Energy Efficiency Guidance documents are in effect until revised, rescinded or superseded.

II. Background:

On June 20, 2011, the Public Service Commission established 27 Classification Groups and granted PAs the flexibility to offer, within a program in a Classification Group, any measure on the list of energy efficiency measures established for the Classification Group.¹ In the order issued December 26, 2013, the Commission supported streamlined guidance outlining eligible measures and directed Staff to “work in conjunction with program administrators through the E² working group to develop a streamlined list of eligible EEPS measures.”² With consensus agreement from the E² Working Group the Director of OEEE has the authority to add new measures¹ to the Classification Groups and make necessary changes to the construct of the eligibility list.²

¹Case 07-M-0548, Order Approving Modifications to the Energy Efficiency Portfolio Standard (EEPS) Program to Streamline and Increase Flexibility in Administration, issued June 20, 2011.

² Case 07-M-0548, Order Approving EEPS Program Changes, issued December 26, 2013.

III. Guidance:

There are six Classification Groups categorized by applicable sector and fuel. Each Group contains a list of the eligible measure-types that a PA may offer in or add to a corresponding program(s) within its portfolio. PAs must include the specific sizes, ratings/efficiency levels and rebate/incentive levels for each of the eligible measures it is offering within a program in the program's implementation plan. PAs may pre-qualify any or all of the eligible measures within a particular class in accordance with EE-08, Prescriptive Measure Level TRC Calculation and Record Keeping for Pre-qualifying Measures. For those eligible measures that a PA has not pre-qualified but offers in its program, the PA must conduct site-specific measure level Total Resource Cost (TRC) tests to ensure that the measure is cost effective prior to offering the measure to participants. These classification lists do not restrict custom programs from offering custom measures and projects as previously authorized by the Commission in approving or modifying such programs and as described in the PAs' program implementation plan(s).

The Director of OEEE may make consensus additions and removals to the list of measures established for a Classification Group according to the following process:³

- A. The proposing entity shall present in writing the exact text of the modification to the members of the Technical Resource Manual (TRM) & Measure Classification Lists (MCL) Subcommittee (TRM/MCL Subcommittee). Any measure added to the measure classification lists must also be added to the Technical Resource Manual, if not already included. The exact text is defined as the name of the measure to be added or removed and the corresponding Classification Group(s). For new measures, the proposing entity must also include the required Total Resource Cost (TRC) analysis and proposed addition and/or modification to the Technical Resource Manual;
- B. The TRM/MCL Subcommittee will review the modification within a reasonable period of time. No later than one month following the proposal, the TRM/MCL Subcommittee will present its recommendation to the E² Working Group;
- C. After receiving a recommendation from the subcommittee, the members of the E² Working Group will be afforded 10 business days to submit written objections to a designated DPS Staff member;
 1. If no written objections are received, the Director of OEEE may implement the modifications by filing the exact text of the modifications with the Secretary and posting revised guidance to the Department's website;
 2. If any written objection is received, the modifications may not be implemented without referral to and approval by the Commission.

When a PA adds an eligible measure to a program, it shall notify Staff in accordance with the process outlined in EE-05, Setting and Revising Customer Incentive Levels and should update the appropriate implementation plan(s) in accordance with EE-03, Process for Amending Implementation Plans.

³ The process outlined below is consistent with the process prescribed by the Commission in its June 20, 2011 Order.

A. Residential Electric Measure Classification List

| Category | Measure | Notes |
|---------------------|--|--|
| Appliance | Dehumidifier | Energy Star Qualified |
| Appliance | Primary Refrigerator | CEE Tier 2 or 3 |
| Appliance - Control | Advanced Power Strip | Two per Customer |
| Appliance Recycling | Dehumidifier | Unit must be working; Two Units per Customer |
| Appliance Recycling | Refrigerator/Freezer | Unit must be working; 10-30 Cubic Feet; Two Units per Customer |
| Appliance Recycling | Room Air Conditioner | Unit must be working |
| Building Shell | Air Sealing | Blower Door Assisted |
| Building Shell | Door Sweep | |
| Building Shell | Insulation | |
| Building Shell | Weather Stripping | |
| DHW | Air Source Heat Pump Water Heater | |
| DHW | Domestic Hot Water Pipe Insulation | |
| DHW - Control | Faucet Aerator | |
| DHW - Control | Low-Flow Showerhead | |
| DHW - Control | Water Heater Thermostat Setback | One per Unit; 120°F |
| HVAC | Air Source Heat Pump | |
| HVAC | Central Air Conditioner | |
| HVAC | Duct Sealing | |
| HVAC | Electronically Commutated Motor (ECM) | Original Component of New Furnace |
| HVAC | Electronically Commutated Motor (ECM) Blower Motor | Retrofit |
| HVAC | Ground Source Heat Pump | |
| HVAC | Room Air Conditioner | Energy Star Qualified |
| HVAC | Space Heat Pipe Insulation | |
| HVAC - Control | Programmable Thermostat | One per Zone |
| Lighting | Fixture | |
| Lighting | Lamp | |
| Lighting | Relamping and Reballasting | |

B. Residential Gas Measure Classification List

| Category | Measure | Notes |
|----------------|------------------------------------|-----------------------|
| Building Shell | Air Sealing | Blower Door Assisted |
| Building Shell | Door Sweep | |
| Building Shell | Exterior Door | Insulated |
| Building Shell | Insulation | |
| Building Shell | Weather Stripping | |
| DHW | Domestic Hot Water Pipe Insulation | |
| DHW | Indirect Water Heater | |
| DHW - Control | Faucet Aerator | |
| DHW - Control | Low-Flow Showerhead | |
| HVAC | Boiler | |
| HVAC | Duct Insulation | |
| HVAC | Duct Sealing | |
| HVAC | Furnace | |
| HVAC | Heating System Repair/Replacement | EmPower & LIURP, only |
| HVAC | Space Heat Pipe Insulation | |
| HVAC - Control | Boiler Reset Control | |
| HVAC - Control | Programmable Thermostat | One per Zone |
| Lighting | Fixture | |
| Lighting | Lamp | |

C. Multifamily Electric Measure Classification List

| Category | Measure | Notes |
|---------------------|------------------------------------|--|
| Appliance | Primary Refrigerator | CEE Tier 2 or 3 |
| Appliance - Control | Advanced Power Strip | Two per Customer |
| Appliance Recycling | Refrigerator | Unit must be working; 10-30 Cubic Feet; Two units per Customer |
| Appliance Recycling | Room Air Conditioner | Unit Must be Working |
| Building Shell | Air Sealing | Blower Door Assisted |
| Building Shell | Door Sweep | |
| Building Shell | Insulation | |
| Building Shell | Weather Stripping | |
| DHW | Domestic Hot Water Pipe Insulation | |
| DHW | Domestic Hot Water Tank Wrap | |
| DHW - Control | Faucet Aerator | |
| DHW - Control | Low-Flow Showerhead | |
| HVAC | Air Source Heat Pump | |
| HVAC | Central Air Conditioner | |
| HVAC | Chiller | |
| HVAC | Ground Source Heat Pump | |
| HVAC | Room Air Conditioner | Energy Star Qualified |
| HVAC | Space Heat Pipe Insulation | |
| HVAC - Control | Programmable Thermostat | One per Zone |
| Lighting | Fixture | |
| Lighting | Lamp | |
| Lighting | Relamping and Reballasting | |
| Lighting - Control | Interior Lighting Control | |
| Motors & Drives | Motor | NEMA Premium Efficiency |
| Motors & Drives | Variable Frequency Drive System | |

D. Multifamily Gas Measure Classification List

| Category | Measure | Notes |
|----------------|------------------------------------|----------------------|
| Building Shell | Air Sealing | Blower Door Assisted |
| Building Shell | Door Sweep | |
| Building Shell | Insulation | |
| Building Shell | Weather Stripping | |
| Building Shell | Window - Double Pane | Low-Income, only |
| DHW | Domestic Hot Water Pipe Insulation | |
| DHW | Indirect Water Heater | |
| DHW - Control | Faucet Aerator | |
| DHW - Control | Low-flow Showerhead | |
| HVAC | Boiler | |
| HVAC | Duct Insulation | |
| HVAC | Duct Sealing | |
| HVAC | Furnace | |
| HVAC | Space Heat Pipe Insulation | |
| HVAC | Steam Trap | |
| HVAC | Thermostatic Radiator Valve | |
| HVAC - Control | Boiler Reset Control | |
| HVAC - Control | Energy Management System | |
| HVAC - Control | Programmable Thermostat | One per Zone |
| Lighting | Fixture | |
| Lighting | Lamp | |

E. C&I Electric Measure Classification List

| Category | Measure | Notes |
|------------------------|--|--------------|
| Agricultural - Control | Engine Block Heater Timer | |
| Agricultural Equipment | Compressor Heat Recovery | |
| Agricultural Equipment | Fan | |
| Agricultural Equipment | Plate Cooler | |
| Agricultural Equipment | Scroll Compressor | |
| Agricultural Equipment | Stock Waterer | |
| Appliance | Clothes Washer | |
| Appliance | Combination Oven | |
| Appliance | Convection Oven | |
| Appliance | Fryer | |
| Appliance | Griddle | |
| Appliance | Ice Maker - Air-cooled | |
| Appliance | Ice Maker - Water-cooled | |
| Appliance | Insulated Holding Cabinet | |
| Appliance | Reach-in Refrigerators | |
| Appliance | Solid-door Reach-in Freezer | |
| Appliance | Steamer | |
| Appliance - Control | Vending Machine Central Control | |
| Audits | Energy Audit | |
| Audits | Engineering Study | |
| Building Shell | Insulation | |
| Compressed Air | Air Compressor | |
| DHW | Air Source Heat Pump Water Heater | |
| DHW | Domestic Hot Water Pipe Insulation | |
| DHW | Domestic Hot Water Tank Wrap | |
| DHW - Control | Aerator | |
| DHW - Control | Spray Valve | |
| DHW - Control | Water Heater Thermostat Setback | One per Unit |
| HVAC | Air Conditioner | |
| HVAC | Air Source Heat Pump | |
| HVAC | Central Air Conditioner | |
| HVAC | Chiller | |
| HVAC | Electronically Commutated Motor (ECM) Fan | |
| HVAC | Ground Source Heat Pump | |
| HVAC | Space Heat Pipe Insulation | |
| HVAC | Water Source Heat Pump | |
| HVAC - Control | Differential Demand Controlled Ventilation (DCV) | |
| HVAC - Control | Differential Enthalpy Economizer Control System | |
| HVAC - Control | Evaporator Fan Control | |
| HVAC - Control | Passive Infrared Sensor | |
| HVAC - Control | Programmable Thermostat | One per Zone |
| Lighting | Fixture | |

| Category | Measure | Notes |
|-------------------------|---|-------------------------|
| Lighting | Lamp | |
| Lighting | Relamping and Reballasting | |
| Lighting - Control | Interior Lighting Control | |
| Lighting - Control | Passive Infrared Sensor | |
| Motors & Drives | Motor | NEMA Premium Efficiency |
| Motors & Drives | Variable Frequency Drive System | |
| Refrigeration | Door Gasket for Reach-in Coolers & Freezers | |
| Refrigeration | Strip Curtain for Reach-in Coolers & Freezers | |
| Refrigeration - Control | Anti-condensation Door Heater Control | |
| Refrigeration - Control | Variable Temperature Control | |

F. C&I Gas Measure Classification List

| Category | Measure | Notes |
|------------------------|---|--------------|
| Agricultural Equipment | Compressor Heat Recovery | |
| Appliance | Combination Oven | |
| Appliance | Convection Oven | |
| Appliance | Conveyer Oven | |
| Appliance | Fryer | |
| Appliance | Griddle | |
| Appliance | Rack Oven | |
| Appliance | Steamer | |
| Audits | Energy Audit | |
| Audits | Engineering Study | |
| Building Shell | Insulation | |
| DHW | Domestic Hot Water Pipe Insulation | |
| DHW | Domestic Hot Water Tank Wrap | |
| DHW - Control | Aerator | |
| DHW - Control | Spray Valve | |
| HVAC | Boiler | |
| HVAC | Boiler - with Integrated Hot Water Heater | |
| HVAC | Dehumidifier - Desiccant | |
| HVAC | Duct Insulation | |
| HVAC | Duct Sealing | |
| HVAC | Furnace | |
| HVAC | Infrared Heater | |
| HVAC | Space Heat Pipe Insulation | |
| HVAC | Steam Trap | |
| HVAC | Thermal Equalizer | |
| HVAC | Unit Heater | |
| HVAC - Control | Boiler Reset Control | |
| HVAC - Control | Programmable Thermostat | One per Zone |
| Lighting | Fixture | |
| Lighting | Lamp | |
| Lighting | Relamping and Reballasting | |

| EE-10: Reporting Requirements Guidance New York State Department of Public Service Office of Energy Efficiency & the Environment Energy Efficiency Guidance | |
|--|--|
| Approval: Colleen Gerwitz | Title: Director, Office of Energy Efficiency & the Environment (OEEE) |
| Issuance / Revision Date: 2014-03-31 | Effective Date: 2014-03-31 |

I. Purpose:

This Energy Efficiency Guidance document is developed to provide guidance to the Office of Energy Efficiency and the Environment (OEEE) Staff and to the Program Administrators (PAs) regarding EEPS reporting requirements. For purposes of this guidance, Staff defines reporting as filings that are required at set reoccurring intervals. Reporting does not include the filing of implementation and evaluation plans. The revision of implementation plans is addressed in guidance document EE-03 Process for Amending Implementation Plans. This guidance document does not address program tracking requirements which are currently provided in Appendix B of The Evaluation Guidelines which is posted on the EEPS Evaluation page.

Energy Efficiency Guidance documents are developed to clarify energy efficiency program issues and to provide guidance for PAs and OEEE Staff in consistently interpreting and uniformly applying Public Service Commission Orders.

All Energy Efficiency Guidance documents are in effect until revised, rescinded or superseded.

II. Background:

The Commission eliminated certain specific reporting requirements and directed Staff to work with PAs through the E² Working Group to eliminate and/or streamline all EEPS – related reporting and to develop guidance to outline reporting requirements that provide, together with the quarterly scorecard report, the information necessary for staff to sufficiently monitor the performance of EEPS programs through 2015.¹ In addition to listing required reports, this guidance includes definitions to ensure consistency of data such that it can be compared across PAs as well as market sectors.

III. Guidance:

The following table provides a summary of the frequency and due dates for each of the reports/filings that the Commission or Department Staff have required PAs to file to enable Staff to sufficiently monitor EEPS program performance.

¹ Case 07-M-0548, *Order Approving EEPS Program Changes*, issued December 26, 2013, P. 40

| Required Report | Frequency | Due ² | Page |
|---|-----------|--|--------|
| <i>REQUIRED FOR ALL PROGRAM ADMINISTRATORS:</i> | | | |
| Implementation Plan Revisions ³ | Quarterly | Q1 – May 15 Q2 – August 15 Q3 – November 15 Q4 – February 15 | N/A |
| Scorecard Report | Quarterly | Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31 | Pg. 4 |
| Evaluation Financial Activity Report | Quarterly | Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31 | Pg. 8 |
| Evaluation Status Report | Quarterly | Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31 | Pg. 9 |
| Commitment/Encumbrance Report | Quarterly | Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31 | Pg. 10 |
| <i>REQUIRED FOR NYSERDA, ONLY:</i> | | | |
| On Bill Recovery Report | Quarterly | 30 days after quarter end | Pg. 15 |
| EmPower Energy Savings Credit Report | Quarterly | Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31 | Pg. 16 |
| Service Territory Report | Annually | June 30 | Pg. 17 |
| Cost Recovery Fee Report | Annually | June 30 | Pg. 18 |
| <i>REQUIRED FOR PAs WITH FINANCING COMPONENTS, ONLY:</i> | | | |
| Loan Status Report | Quarterly | Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31 | Pg. 19 |

² If the due date falls on a weekend or holiday the report is due the following business day.

³ Implementation plans only need to be revised when there are program modifications, see EE-03: Process for Amending Implementation Plans

With the exception of the Implementation Plan Revisions and the On Bill Recovery Report, the metrics included in each of the reports listed in the table above are provided and defined in the sections below.

A. Quarterly Scorecard Report

PAs must submit the Quarterly Scorecard Report for each authorized EEPS program through the EEPS Reporting Application, which is a component of the Department's Document and Matter Management System (DMM). The Quarterly Scorecard Report consists of the following reported metrics:

| Reported Metric | Definition |
|---|---|
| PROGRAM SAVINGS ACTIVITY: | |
| Gross First-Year Annual MWh Acquired this Quarter | <p>The MWh savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary MWh savings are electric savings or losses that result from gas efficiency measures.</i></p> |
| Gross First-Year Annual Dth Acquired this Quarter | <p>The Dth savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary Dth savings are natural gas savings or losses that result from electric efficiency measures.</i></p> |
| Gross First-Year Annual MWh Committed at this Point in Time | <p>The MWh savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered, but not yet spent.</p> <p><i>Ancillary MWh savings are electric savings or losses that result from gas efficiency measures.</i></p> |

| Reported Metric | Definition |
|--|--|
| Gross First-Year Annual Dth Committed at this Point in Time | <p>The Dth savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered but not yet spent.</p> <p><i>Ancillary Dth savings are natural gas savings or losses that result from electric efficiency measures.</i></p> |
| Gross Peak MW Reductions Acquired this Quarter | <p>The MW demand savings that are associated with an energy saving measure or project and that occur during the hour ending at 5 pm on the hottest non-holiday weekday. The peak day can occur in June, July, or August - depending on the weather. Program Administrators (PAs) should calculate peak demand savings based on the hottest summer non-holiday weekday during the hour ending at 5pm. Savings have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary Peak MW savings are electric demand savings or losses that result from gas efficiency measures.</i></p> |
| Gross Peak MW Reductions Committed at this Point in Time | <p>The MW demand savings that are associated with an energy saving measure or project and that occur during the hour ending at 5 pm on the hottest non-holiday weekday. The peak day can occur in June, July, or August - depending on the weather. Program Administrators (PAs) should calculate peak demand savings based on the hottest summer non-holiday weekday during the hour ending at 5pm. Savings have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered but not yet spent.</p> <p><i>Ancillary Peak MW savings are electric demand savings or losses that result from gas efficiency measures.</i></p> |
| PROGRAM FINANCIAL ACTIVITY: | |

| Reported Metric | Definition |
|---|--|
| General Administration Expenditures this Quarter | Funds spent during the quarter to administer energy efficiency programs that include but are not limited to: 1) staff salaries (e.g., management personnel, program managers, accounting personnel, regulatory staff, and administrative support staff), 2) company overhead (e.g., office space, supplies, computer and communication equipment, staff training, industry-related sponsorships and memberships), and 3) other costs that do not include program planning, marketing, trade ally training, direct program implementation, incentives and services, and program evaluation. |
| Program Planning Expenditures this Quarter | Funds spent during the quarter for energy efficiency programs that include but are not limited to: general market research (not related to evaluation), benefit/cost analysis, program design and screening. |
| Program Marketing Expenditures this Quarter | Funds spent during the quarter for promotion of energy efficiency programs that include but are not limited to: production of all energy efficiency program literature, advertising, displays, events, promotional items, bill inserts, internal and external communications. Advertising encompasses all forms of media such as direct mail, print, radio, television, and internet. |
| Trade Ally Training Expenditures this Quarter | Funds spent during the quarter for all activities associated with energy efficiency training/education of the trade ally community regarding the company's current energy efficiency programs. These include but are not limited to: equipment vendors, heating contractors, weatherization contractors, equipment installers, residential and C&I auditors, residential and C&I builders and developers. |
| Incentives and Services Expenditures this Quarter | Funds spent during the quarter for incentives paid to customers. These also include costs associated with payments to contractors for services provided to customers (such as energy audits, technical assessments, engineering studies, plan reviews, blower door tests, infrared scans and free measures) and costs for incentives paid to contractors for providing energy efficiency services to customers. |
| Direct Program Implementation Expenditures this Quarter | Funds spent during the quarter for utility personnel or contractors implementing programs on the PA's behalf. Tasks associated with this budget category include but are not limited to: lead intake, customer service, rebate application processing and payment, rebate application problem resolution, quality assurance, and program reporting to the PA. |
| NYS Cost Recovery Fee Expenditures this Quarter (NYSERDA, Only) | Cost Recovery Fee is imposed on the NYSERDA by law to reimburse the State for the cost attributable to the provision of central government services to NYSERDA. |

| Reported Metric | Definition |
|---|---|
| General Administration Funds Currently Encumbered | PAs should leave the cell blank |
| Program Planning Funds Currently Encumbered | PAs should leave the cell blank |
| Program Marketing Funds Currently Encumbered | PAs should leave the cell blank |
| Trade Ally Training Funds Currently Encumbered | PAs should leave the cell blank |
| Direct Program Implementation Funds Currently Encumbered | PAs should leave the cell blank |
| Incentives and Services Funds Currently Encumbered | The current amount of incentives and services related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed for incentives and services. Incentives and services funds are associated with incentives paid to customers as well as costs associated with payments to contractors for services provided to customers (e.g., energy audits, engineering studies, project plan reviews, blower door tests, free measures; etc) and costs for incentives paid to contractors for providing such services to customers. |
| NYS Cost Recovery Fee Funds Currently Encumbered (NYSERDA, Only) | PAs should leave the cell blank |
| <i>PARTICIPATION ACTIVITY:</i> | |
| Number of Program Applications Received this Quarter | The number of rebate and/or project applications received by the PA or its implementation contractor during the quarter. |
| Number of Program Applications Approved this Quarter to Receive Funds | The number of rebate and/or project applications that were approved by the program administrator or its implementation contractor during the quarter. |
| <i>PROGRAM NARRATIVE:</i> | |
| Exceptions | Any new significant impediments to achieving program goals or major items of concern that arose during the reporting period. |
| Achievements | Any new solicitations issued or steps taken during the reporting period to remedy previously reported Exceptions. |
| Changes anticipated in the next 6 months | Significant actions, issues or changes anticipated during the next 6 months that have not been previously reported. |

B. Evaluation Financial Activity Report

PAs must submit the Quarterly Evaluation Financial Activity Report for its EEPS program portfolio through the EEPS Reporting Application, which is a component of the Department's DMM System. The Quarterly Evaluation Financial Activity Report consists of the following reported metrics:

| Reported Metric | Definition |
|--------------------------------------|---|
| Evaluation Expenditures this Quarter | Funds spent during the quarter for all activities associated with the evaluation of the energy efficiency program, including: evaluation planning, program logic models, process evaluation, impact evaluation, evaluation – related market research, measurement and verification activities, and evaluation reporting |
| Planned Future Evaluation Costs | Funds associated with evaluation studies and activities that are described in a detailed evaluation plan or work plan that has been approved by DPS Staff but have not yet been spent. |

C. Quarterly Evaluation Status Report

PAs must file the Quarterly Evaluation Status Report for its EEPS program portfolio with the Secretary. The Evaluation Status Report consists of the following reported metrics:

| Reported Metric | Definition |
|---|--|
| <i>COMPLETED EVALUATIONS:</i> | |
| Evaluations Finalized this Quarter | List every evaluation report that DPS Staff approved as final during the quarter and that the PA has filed with the Secretary. |
| Total Number of Recommendations Made to Date | The cumulative number of recommendations contained in final evaluation reports. |
| Total Number of Recommendations Implemented to Date | The cumulative number of recommendations contained in final evaluation reports that have been implemented by the PA. |
| Total Number of Recommendations Rejected to Date | The cumulative number of recommendations contained in final evaluation reports that have been rejected by the PA. |
| Total Number of Recommendations Currently in Progress | The number of recommendations contained in final evaluation reports that the PA is currently in the process of adopting. |
| <i>PROGRAM EVALUATION STATUS UPDATE TABLE:</i> | |
| Program Name | The name of the program, including fuel type (gas or electric). |
| Evaluation Name | The name of the evaluation report. |
| Evaluation Type | The type of evaluation (e.g., process and/or impact). |
| Evaluation Project Milestones: | |
| <i>Project Kick-off Meeting</i> | Date of the project kick-off meeting. |
| <i>Draft Work Plan Submitted to DPS</i> | Date that the initial work plan was submitted to DPS Staff. |
| <i>Work Plan Approved by DPS</i> | Date that the work plan received approval from DPS Staff. |
| <i>Percent of data collection complete</i> | An estimate of the percentage of the expected data collection that has been completed. |
| <i>Initial Draft Report Submitted to DPS</i> | Date that the initial draft report was submitted to DPS Staff. |
| <i>Report Approved by DPS</i> | Date that the report received approval from DPS Staff. |
| <i>Final Report Filed with the Secretary</i> | Date PA filed the final report with the Secretary. |

| Reported Metric | Definition |
|-----------------------------|---|
| <i>ATTACHMENTS:</i> | |
| Evaluation Summary Template | For each of the evaluations completed during the quarter, PAs must include the evaluation summary template as an attachment. The template should include a summary of the evaluator's recommendations and their status (e.g., rejected, implemented, pending). Note - The full report must be filed with the Secretary as a PDF. |

D. Commitment/Encumbrance Report

PAs must file the Commitment/Encumbrance Report for each of its active EEPS 1 programs through the EEPS Reporting Application, which is a component of the Department's Document and Matter Management System (DMM). Once a PA completes all of an EEPS 1 program's commitments and encumbrances, the Commitment/Encumbrance report is no longer required for that program. The Commitment/Encumbrance Report consists of the following reported metrics:

| Reported Metric | Definition |
|---|---|
| PROGRAM SAVINGS ACTIVITY: | |
| Gross First-Year Annual MWh Acquired this Quarter | <p>The MWh savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary MWh savings are electric savings or losses that result from gas efficiency measures.</i></p> |
| Gross First-Year Annual Dth Acquired this Quarter | <p>The Dth savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary Dth savings are natural gas savings or losses that result from electric efficiency measures.</i></p> |
| Remaining Gross First-Year Annual MWh Committed at this Point in Time | <p>The MWh savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered but not yet spent.</p> <p><i>This metric is required for electric programs, only.</i></p> |

| Reported Metric | Definition |
|---|--|
| Remaining Gross First-Year Annual Dth Committed at this Point in Time | <p>The Dth savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered but not yet spent.</p> <p><i>This metric is required for gas programs, only.</i></p> |
| Gross Peak MW Reductions Acquired this Quarter | <p>The MW demand savings that are associated with an energy saving measure or project and that occur during the hour ending at 5 pm on the hottest non-holiday weekday. The peak day can occur in June, July, or August - depending on the weather. Program Administrators (PAs) should calculate peak demand savings based on the hottest summer non-holiday weekday during the hour ending at 5pm. Savings have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary Peak MW savings are electric demand savings or losses that result from gas efficiency measures.</i></p> |
| PROGRAM FINANCIAL ACTIVITY: | |
| General Administration Expenditures this Quarter | Funds spent during the quarter to administer energy efficiency programs that include but are not limited to: 1) staff salaries (e.g., management personnel, program managers, accounting personnel, regulatory staff, and administrative support staff), 2) company overhead (e.g., office space, supplies, computer and communication equipment, staff training, industry-related sponsorships and memberships), and 3) other costs that do not include program planning, marketing, trade ally training, direct program implementation, incentives and services, and program evaluation. |
| Program Planning Expenditures this Quarter | Funds spent during the quarter for energy efficiency programs that include but are not limited to: general market research (not related to evaluation), benefit/cost analysis, program design and screening. |
| Program Marketing Expenditures this Quarter | Funds spent during the quarter for promotion of energy efficiency programs that include but are not limited to: production of all energy efficiency program literature, advertising, displays, events, promotional items, bill inserts, internal and external communications. Advertising encompasses all forms of media such as direct mail, print, radio, television, and internet. |

| Reported Metric | Definition |
|---|--|
| Trade Ally Training Expenditures this Quarter | Funds spent during the quarter for all activities associated with energy efficiency training/education of the trade ally community regarding the company's current energy efficiency programs. These include but are not limited to: equipment vendors, heating contractors, weatherization contractors, equipment installers, residential and C&I auditors, residential and C&I builders and developers. |
| Incentives and Services Expenditures this Quarter | Funds spent during the quarter for incentives paid to customers. These also include costs associated with payments to contractors for services provided to customers (such as energy audits, technical assessments, engineering studies, plan reviews, blower door tests, infrared scans and free measures) and costs for incentives paid to contractors for providing energy efficiency services to customers. |
| Direct Program Implementation Expenditures this Quarter | Funds spent during the quarter for utility personnel or contractors implementing programs on the PA's behalf. Tasks associated with this budget category include but are not limited to: lead intake, customer service, rebate application processing and payment, rebate application problem resolution, quality assurance, and program reporting to the PA. |
| NYS Cost Recovery Fee Expenditures this Quarter (NYSERDA, Only) | Cost Recovery Fee is imposed on the NYSERDA by law to reimburse the State for the cost attributable to the provision of central government services to NYSERDA. |
| Project-associated Encumbrances Remaining | The current amount of project-associated funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed. Project-associated funds reflect funds associated with committed projects but for which the PA is unable to tie to a specific budget category until such funds are spent. |

| Reported Metric | Definition |
|---|---|
| General Administration Encumbrances Remaining | <p>The current amount of general administration related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>General Administration funds are associated with the activities required to administer energy efficiency programs that include but are not limited to: 1) staff salaries (e.g., management personnel, program managers, accounting personnel, regulatory staff, and administrative support staff), 2) company overhead (e.g., office space, supplies, computer and communication equipment, staff training, industry-related sponsorships and memberships), and 3) other costs that do not include program planning, marketing, trade ally training, direct program implementation, incentives and services, and program evaluation.</p> |
| Program Planning Encumbrances Remaining | <p>The current amount of program planning related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Program Planning funds are associated with the activities associated with planning energy efficiency programs that include but are not limited to: general market research (not related to evaluation), benefit/cost analysis, program design and screening.</p> |
| Program Marketing Encumbrances Remaining | <p>The current amount of program marketing related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Program Marketing funds are used for promotion of energy efficiency programs that include but are not limited to: production of all energy efficiency program literature, advertising, displays, events, promotional items, bill inserts, internal and external communications. Advertising encompasses all forms of media such as direct mail, print, radio, television, and internet.</p> |

| Reported Metric | Definition |
|--|--|
| Trade Ally Training Encumbrances Remaining | <p>The current amount of trade ally training related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Trade ally training funds are for all activities associated with energy efficiency training/education of the trade ally community regarding the company's current energy efficiency programs. These include but are not limited to: equipment vendors, heating contractors, weatherization contractors, equipment installers, residential and C&I auditors, residential and C&I builders and developers.</p> |
| Incentives and Services Encumbrances Remaining | <p>The current amount of incentives and services related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed for incentives and services.</p> <p>Incentives and services funds are associated with incentives paid to customers as well as costs associated with payments to contractors for services provided to customers (e.g., energy audits, engineering studies, project plan reviews, blower door tests, free measures; etc) and costs for incentives paid to contractors for providing such services to customers.</p> |
| Direct Program Implementation Encumbrances Remaining | <p>The current amount of direct program implementation related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Direct Program Implementation funds are associated with utility personnel or contractors implementing programs on the PA's behalf. Tasks associated with this budget category include but are not limited to: lead intake, customer service, rebate application processing and payment, rebate application problem resolution, quality assurance, and program reporting to the PA.</p> |
| NYS Cost Recovery Fee Encumbrances Remaining | NYSERDA should leave the cell blank |

E. On Bill Recovery Report (NYSERDA, Only)

NYSERDA is required to file the On Bill Recovery Report for each service territory. The report provides a snapshot of quarterly, calendar year, and life-of-program loans metrics and net program impacts achieved in Residential and Small Commercial Projects. The report content and format are specified in the Order issued April 24, 2012 in Case 12-M-0007⁴. NYSERDA files this report with the Commission under Case 12-M-0007 and, at the request of the utility program administrators, Case 07-M-0548. While this is not specifically an EEPS report, it was determined through the Implementation Advisory Group Subcommittee that this report could be utilized to provide data related to On Bill Recovery activities in the calculation of shareholder incentives.

⁴ Case 12-M-0007, Order Establishing Reporting Requirements Regarding The On-Bill Recovery Program (Issued and Effective April 24, 2012)

F. EmPower Energy Savings Credits Report (NYSERDA, Only)

NYSERDA must file the EmPower Energy Savings Credits Report for its EEPS EmPower Programs with the Secretary. The EmPower Energy Savings Report consists of the following reported metrics:

| Reported Metric | Definition |
|--|--|
| Utility Name | Utility Company Name |
| EEPS Phase | Phase for which Energy Savings are being credited, EEPS I or EEPS II |
| Funding Source | Source (electric or gas) through which the energy savings credits were funded |
| Number of Referrals received from Utility this Quarter | The number of referrals provided by the utility company to NYSERDA for participation in EmPower this Quarter |
| Total Number of Referrals received from Utility | The cumulative number of referrals provided by the utility company to NYSERDA for participation in EmPower |
| 15% Gross Electric Energy Savings Credit | The 15% MWh savings credit based on NYSERDA's total MWh savings, not adjusted for free-ridership, spillover or realization rates that resulted from Utility Referrals into the EmPower program. |
| 7.5% Gross Electric Energy Savings Credit (MWh) | The 7.5% MWh savings credit based on NYSERDA's total MWh savings, not adjusted for free-ridership, spillover or realization rates that resulted from non-Utility Referrals into the EmPower program. |
| Total Gross Electric Energy Savings Credit (MWh) | The sum of the 15% and 7.5% Gross MWh Savings Credits |
| Total Net Electric Energy Savings Credit (MWh) | The Total Electric Energy Savings Credits adjusted for free-ridership, spillover and/or realization rates for the EmPower program. |
| 15% Gross Gas Energy Savings Credit (Dth) | The 15% Dth savings credit based on NYSERDA's total Dth savings, not adjusted for free-ridership, spillover or realization rates that resulted from Utility Referrals into the EmPower program. |
| 7.5% Gross Gas Energy Savings Credit (Dth) | The 7.5% Dth savings credit based on NYSERDA's total Dth savings, not adjusted for free-ridership, spillover or realization rates that resulted from non-Utility Referrals into the EmPower program. |
| Total Gross Gas Energy Savings Credit (Dth) | The sum of the 15% and 7.5% Gross Dth Savings Credits |
| Total Net Gas Energy Savings Credit (Dth) | The Total Gas Energy Savings Credits adjusted for free-ridership, spillover and/or realization rates for the EmPower program. |

G. Annual Service Territory Report (NYSERDA, Only)

NYSERDA must file the Annual Service Territory Report through the EEPS Reporting Application, which is a component of the Department's DMM System. The Annual Service Territory Report consists of the following reported metrics:

| Reported Metric | Definition |
|--|--|
| <i>FOR EACH ELECTRIC SERVICE TERRITORY, BY EEPS PHASE:</i> | |
| Net First-Year Annual MWh Acquired this year as a Percent of Total | The percentage of NYSERDA's Total Net First-Year Annual MWh Acquired during the year acquired in a given Electric Service Territory. |
| Net Peak MW Acquired in Territory as a Percent of Total | The percentage of NYSERDA's Total Peak MW Acquired during the year acquired in a given Electric Service Territory. |
| Electric Expenditures in Territory as a Percent of Total | The percentage of NYSERDA's Total Electric Expenditures during the year expended in a given Electric Service Territory |
| <i>FOR EACH GAS SERVICE TERRITORY, BY EEPS PHASE:</i> | |
| Net First-Year Annual Dth Acquired this year as a Percent of Total | The percentage of NYSERDA's Total Net First-Year Annual Dth Acquired during the year acquired in a given Gas Service Territory. |
| Percent of Gas Expenditures in Territory | The percentage of NYSERDA's Total Gas Expenditures during the year expended in a given Gas Service Territory |

H. Annual Cost Recovery Fee Report (NYSERDA, Only)

NYSERDA must file the Annual Cost Recovery Fee Report with the Secretary to provide a summary of the balance of the Cost Recovery Fee account. The Cost Recovery Fee Report consists of the following reported metrics:

| Reported Metric | Definition |
|--|---|
| <i>For Total NYSERDA Portfolio</i> | |
| Actual Cost Recovery Fee Assessed by the State in fiscal year | The actual Cost Recovery Fee assessed by the State for the fiscal year ending the preceding March 31. |
| <i>For Each Program/Funding Source</i> | |
| Actual Cost Recovery Fee Allocated to the Program/Funding Source | The amount of the actual Cost Recovery Fee assessed by NYS allocated to each NYSERDA program/funding source. The assessment to EEPS should be further broken down between program budgets authorized prior to the EEPS 10/25/11 Order and program budgets authorized after the 10/25/11 Order. |
| Approved Cost Recovery Fee | The Cost Recovery Fee Budget Approved by the Commission. |
| Cumulative Cost Recovery Fee Incurred to Date | The total Cost Recovery Fee actually paid to New York State to date. |
| Anticipated Cost Recovery Fee Expenses | The amount anticipated to be incurred for future Cost Recovery Fee expenses |

I. Loan Status Report (PAs Offering a Program with a Financing Component, Only)

PAs must file the Loan Status Report for each of its programs that include a financing component with the Secretary to provide a summary of the loan activity. The Loan Status Report consists of the following reported metrics:

| Reported Metric | Definition |
|--|---|
| <i>Summary of Status at Start of Period</i> | |
| Number of Outstanding Loans | The number of loans that are outstanding at the start of the reporting period. |
| Amount of Outstanding Loans | The total funds from outstanding loans that is owed to the PA at the start of the period. |
| <i>Summary of Activity During Period</i> | |
| Number of New Loans | The number of new loans issued under the program during the reporting period. |
| Amount of New Loans | The total funds associated with new loans issued under the program during the reporting period. |
| Amount of Repayments | The funds received by the PA during the reporting period associated with repayment of outstanding and new loans. |
| Number of Loans Written Off | The number of outstanding loans as of the start of the reporting period that the PA fully wrote off as bad debt during the reporting period. |
| Amount of Loans Written Off | The funds associated with outstanding loans at the start of the reporting period that the PA fully wrote off as bad debt during the reporting period. |
| Number of Loans Fully Repaid | The number of outstanding loans at the start of the reporting period that were fully repaid to the PA during the reporting period. |
| <i>Summary of Status at End of Period</i> | |
| Number of Outstanding Loans | The number of loans that are outstanding at the end of the reporting period. |
| Amount of Outstanding Loans | The total funds from outstanding loans that is owed to the PA at the end of the period. |

| EE-05: Setting and Revising Customer Incentive Levels New York State Department of Public Service Office of Energy Efficiency & the Environment Energy Efficiency Guidance | |
|---|--|
| Approval: Colleen Gerwitz | Title: Director, Office of Energy Efficiency & the Environment (OEEE) |
| Original Issuance Date: 2014-02-14 Revision Date: 2014-03-31 | Effective Date: 2014-02-14 |

I. Purpose:

This Energy Efficiency Guidance document is developed to provide guidance to the Office of Energy Efficiency and the Environment (OEEE) Staff and to the Program Administrators (PAs) regarding notification required when setting and modifying customer incentive levels.

Energy Efficiency Guidance documents are developed to clarify energy efficiency program issues and to provide guidance for PAs and OEEE Staff in consistently interpreting and uniformly applying Public Service Commission Orders.

All Energy Efficiency Guidance documents are in effect until revised, rescinded or superseded.

II. Background:

By Order issued June 24, 2010, the Commission authorized the Director of OEEE to approve modifications to customer incentive levels, both upward and downward, capped at 20%.¹ In an Order issued June 20, 2011, the Commission eliminated the requirement to obtain approval for downward adjustments and eliminated the 20% cap for all incentive adjustments.² By Order dated December 26, 2013, the Commission eliminated the requirement for PAs to obtain approval from the Director of OEEE for upward adjustments, but required PAs to provide notification to the Director of OEEE when customer incentive levels are revised.³

Also in the June 20, 2011, the Public Service Commission established 27 Classification Groups and granted PAs the flexibility to offer, within a program in a Classification Group, any measure on the list of energy efficiency measures established for the Classification Group. When adding eligible measures to a program, PAs are required to provide notification to the Director of OEEE.

¹ Case 07-M-0548, Order Approving Three New Energy Efficiency Portfolio Standard (EEPS) Programs and Enhancing Funding and Making Other Modifications for Other EEPS Programs, issued June 24, 2010, page 44.

² Case 07-M-0548, Order Approving Modifications to The Energy Efficiency Portfolio Standard (EEPS) Program to Streamline and Increase Flexibility in Administration, issued June 20, 2011, page 28-29.

³ Case 07-M-0548, Order Approving EEPS Program Changes, issued December 26, 2013, pages 36-37.

III. Guidance:

Notification of setting or changing incentive levels shall be filed in a letter to the Secretary in Case 07-M-0548 and must include:

- A. The customer incentive level(s) that are being set or revised (measure(s) or project);
- B. For existing measures, the previous incentive level(s) (dollar amount or percentage);
- C. The new or revised incentive level(s); (dollar amount or percentage)
- D. The rationale for setting or revising the incentive level(s), including:
 - a) documentation of incentives offered for the same measure(s) or project offered by other PA's programs serving the same customer or project types within the same service territory; and
 - b) justification for incentive level(s) that are different from those identified in D.(a).
- E. Confirmation that notification of the change has been provided to other PAs operating within the same service territory.
- F. Affirmation that an analysis has been performed that includes, but is not limited to a review of the program's current and projected expenditures/encumbrances and acquired/committed savings in maintaining the current incentive versus revising the incentive. The analysis does not need to be included in the notification but should be maintained and available upon Staff request.
- G. Affirmation that the analysis performed shows the change(s) a) do not result in net reductions in aggregate energy savings;⁴ b) make efficient use of ratepayer funds; and c) do not appear to be detrimental in any other manner to the EEPS programs.

Changes to incentive levels may be implemented upon notification to the Secretary and should be reflected in the appropriate implementation plan(s) in accordance with EE-03, Process for Amending Implementation Plans.

⁴ A net reduction in aggregate energy savings is interpreted here to mean that the aggregate energy savings estimated to be achieved by making the change are lower than the aggregate energy savings estimated to be achieved absent the change.