Con Edison Company of New York, Inc.

Small Business Direct Install Program

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

a) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; **The Small Business Direct Install program will be implemented through the Con Edison Service territory which includes the five boroughs of New York City and in Westchester County. This program is designed to promote energy efficiency for existing commercial and industrial customers with average monthly peak demand of less than 100 kilowatts (kW). The program will provide free on-site energy surveys, direct installation of free low-cost efficiency measures, and recommendations for more extensive energy efficiency upgrades. Participants in the program who choose to install the more extensive recommended measures pay thirty percent of the installed cost; the Companies pay the differential (seventy percent) to the implementation contractor as the incentive.**

Willdan Energy Solutions (WES), 245 Park Avenue, New York, NY 10167 executed the contract on August 10, 2009 for Implementation Services.

b) Detailed descriptions of tracking system and tracking system operations, including data dictionaries; **Willdan's customized database system is named "SMART" – Subcontractor Management and Reporting Tool. It will track customer data, provide project management of the field activities, and provide management reporting as needed. This database will interface with Con Edison's Salesforce system and upload data on a regular basis.**

c) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (b).**

Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

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d) Program savings objectives;

Through 2011

MWh: 289,875

MW: 52

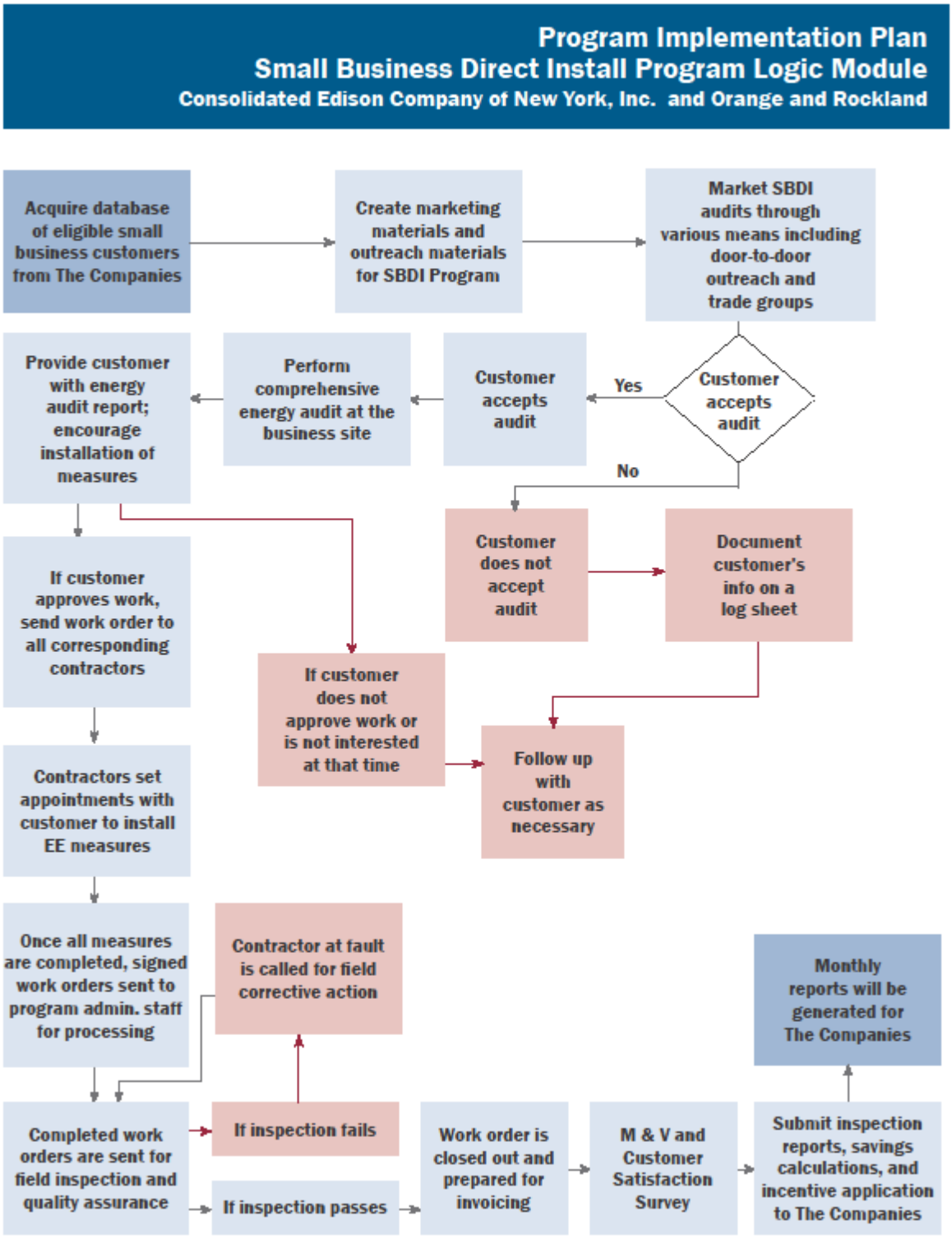
Combined 2009/2010 Goals

MWh: 184,466

MW: 33

While the contractor displayed its best month to date, at this time, the contractor continues to ramp up but has not yet achieved the installation rate needed to achieve the 2009/2010 goal. We will continue to monitor the progress of the program closely during the 1st Quarter of 2010 to understand whether the goal is in jeopardy. The customer base for this program uses an average monthly peak demand of less than 100 kW. Measures to be offered will range from lighting, HVAC and insulation. Incentives will range from free measures to 70% of installed cost.

e) Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle.


Program Implementation Plan
Small Business Direct Install Program Logic Module
Consolidated Edison Company of New York, Inc. and Orange and Rockland
Acquire database of eligible small business customers from The Companies
Create marketing materials and outreach materials for SBDI Program
Market SBDI audits through various means including door-to-door outreach and trade groups
Customer accepts audit
Yes
No
Customer accepts audit
Perform comprehensive energy audit at the business site
Provide customer with energy audit report; encourage installation of measures
If customer approves work, send work order to all corresponding contractors
Customer does not accept audit
Document customer's info on a log sheet
If customer does not approve work or is not interested at that time
Follow up with customer as necessary
Contractors set appointments with customer to install EE measures
Once all measures are completed, signed work orders sent to program admin. staff for processing
Contractor at fault is called for field corrective action
Monthly reports will be generated for The Companies
Completed work orders are sent for field inspection and quality assurance
If inspection fails
If inspection passes
Work order is closed out and prepared for invoicing
M & V and Customer Satisfaction Survey
Submit inspection reports, savings calculations, and incentive application to The Companies

Program theory is designed to address the particular needs of a particular market segment characterized by diversity in business type, ownership structure and energy use. This segment is also recognized as being typically hard to reach and, to some extent underserved. Historically this segment has also been more reluctant to invest in energy efficiency due to a number of market barriers such as:

- **High cost of efficient equipment coupled with an economic downturn**
- **Lack of customer awareness and education**
- **Limited time, resources**
- **Dealer and Trade Ally awareness**

The two-stage structure of this program is intended to achieve some immediate savings through direct install measures at the time of the survey and provide the necessary information, education technical assistance and financial incentives to advance energy efficiency in this segment. Approximately 17,000 customers will be targeted in this program within the following seven market segments categories:

Grocery (690), Lodging (120), Other Small Commercial (2,460), Restaurant (1,830), Retail (4,830), Small Office (4,440), Small Industrial / Warehouse (2,550)

Con Edison has provided Willdan with market research information of all eligible customers totaling 250,000.

f) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison will utilize traditional marketing strategies to implement this program. The Company intends to leverage existing relationships along with the direct targeting of promotional materials to the areas that have the greatest potential for energy efficiency reductions (energy and capacity). Community wide participation will also be utilized in specific geographic locations to further promote this program.**

g) Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days. **Willdan Energy Solutions is our Implementation contractor. Willdan has contracted David Heppinstall's company, ENAWAC (Energy and Water Conservation Services, Inc.), Energy Stars, Inc., Sylvania, and GreenLight, LLC in a subcontracting capacity. Also Willdan has contracted Public Energy Solutions to perform work in Westchester County and FCI. FCI will be working within the Queens borough.**

h) Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format. **Con Edison and the following entities are developing a common delivery platform and coordinating efforts:**

- **New York State Energy Research Development Authority (NYSERDA)**

- **National Grid which delivers gas energy services to Brooklyn, Staten Island and parts of Queens**
- **New York State Electric and Gas Company (NYSEG) which delivers power in the northeastern part of Westchester County**
- **New York Power Authority (NYPA) which generates electricity and delivers electric and gas services to various government and non-government customers throughout New York State**

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are* **submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency**. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **The SMART system – Subcontractor Management and Reporting Tool is be used to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will coordinate with Willdan to ensure that all data outlined in Section II. A. is captured and that energy and demand savings are maintained at the measure specific level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 1. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved

Program-Tracking Database Terms	Definition of Terms
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit

Program-Tracking Database Terms	Definition of Terms
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

Notes:

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

a. Name of program(s) or program component(s);
b. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);
c. Contact information for each firm
    - First and last name;
    - Address;
    - Phone number;
    - Fax number (if collected); and
    - E-mail address (if collected).
d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

a. Name of program(s) or program component(s);
b. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).
c. Marketing and outreach (M&O) activities carried out;
d. Marketing materials by numbers, types, and means of distribution;
e. Education and media plan;
f. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

	CON EDISON – SMALL BUSINESS DIRECT INSTALL PROGRAM
Program Administrator:	
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	Email: mysholowskys@coned.com

1. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).
Willdan Energy Solutions has been contracted as Con Edison's Implementation contractor for the SBDI program.

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
Implementation has begun. Customer inquiries are logged into Salesforce. During February 2010, the Call Center received 118 calls related to the SBDI program. Calls are now handled by the Con Edison's Operations Call Center located in Westchester.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.

The budget shown in the Monthly Scorecard report represents the total 3 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.

A website containing program specific information and a customer inquiry form has been developed and activated. Website hits for February 2010 totaled 419 unique visitors.

Con Edison presented the SBDI program at the following business forum in NYC:

- **2/2 – Staten Island Chamber of Commerce, Green, NYC**
- **2/8 – Columbia University, NYC**
- **2/11 – Washington Heights Hispanic Chamber of Commerce, NYC**
- **2/11 – Energy Hub, Brooklyn**
- **2/19 – Queens Green Business Summit, Queens**
- **2/19 – Barnard College, NYC**
- **2/22 – Port Richmond Board of Trade, Staten Island**
- **2/24 – Women's Network for a Sustainable Future, NYC**
- **2/25 – Wendy's, NYC**
- **2/26 – 42nd Street Inc., NYC**

b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.

Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010. The evaluation assessment of all program data is ongoing. MV&E Staff met with Willdan's data reporting team in their new Wall Street based headquarters on December 16, 2010 to discuss reporting requirement revisions and expectations.

(c) Other Activities

The Company did prepare a press release to announce the launch of this program on June 4, 2009. We have developed a process so that potential trade allies or sub-contractors can receive the proper training required for this program.

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
The Willdan team is in place and weekly meetings are held with internal Con Edison staff relating to program implementation, IT and evaluation issues.

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Residential HVAC – Electric Program

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

i) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; **The Residential HVAC Program – Electric will promote the replacement of older inefficient electric heating and cooling equipment with high-efficiency equipment. In addition the program provides incentives for heat pump water heating equipment, duct and air sealing and Energy Star thermostats. Finally the program will also offer contractors an incentive for quality installation of the equipment. Con Edison's energy efficiency staff will provide overall strategic direction and program management of the program and will be supported by program contractors to conduct certain delivery and administrative functions. Con Edison will market the program through traditional as well as grassroots activities. This program will be implemented throughout Con Edison's electric service territory which includes the five boroughs of New York City and Westchester County. The target market is 210,000 1-4 family residential buildings (owner or tenant) with central air conditioning or electric hot water heating equipment. Customers who participate must contribute to the System Benefits Charge.**

A contract has been signed with Honeywell Utility Solutions, Wayne Interchange Plaza 1, Wayne, New Jersey 07470. The operations and procedural manuals have been developed.

j) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **Honeywell is developing a customized database referred to as BBCS (Backbone Client Server) to track customer data, field surveys and work activities, and to provide project reports. This database will interface with Con Edison's Salesforce system and upload data on a regular basis.**

k) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (j).**

l) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

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m) Program savings objectives;

Through 2011

MWh: 7,086

MW: 12

Combined 2009 / 2010 Goal

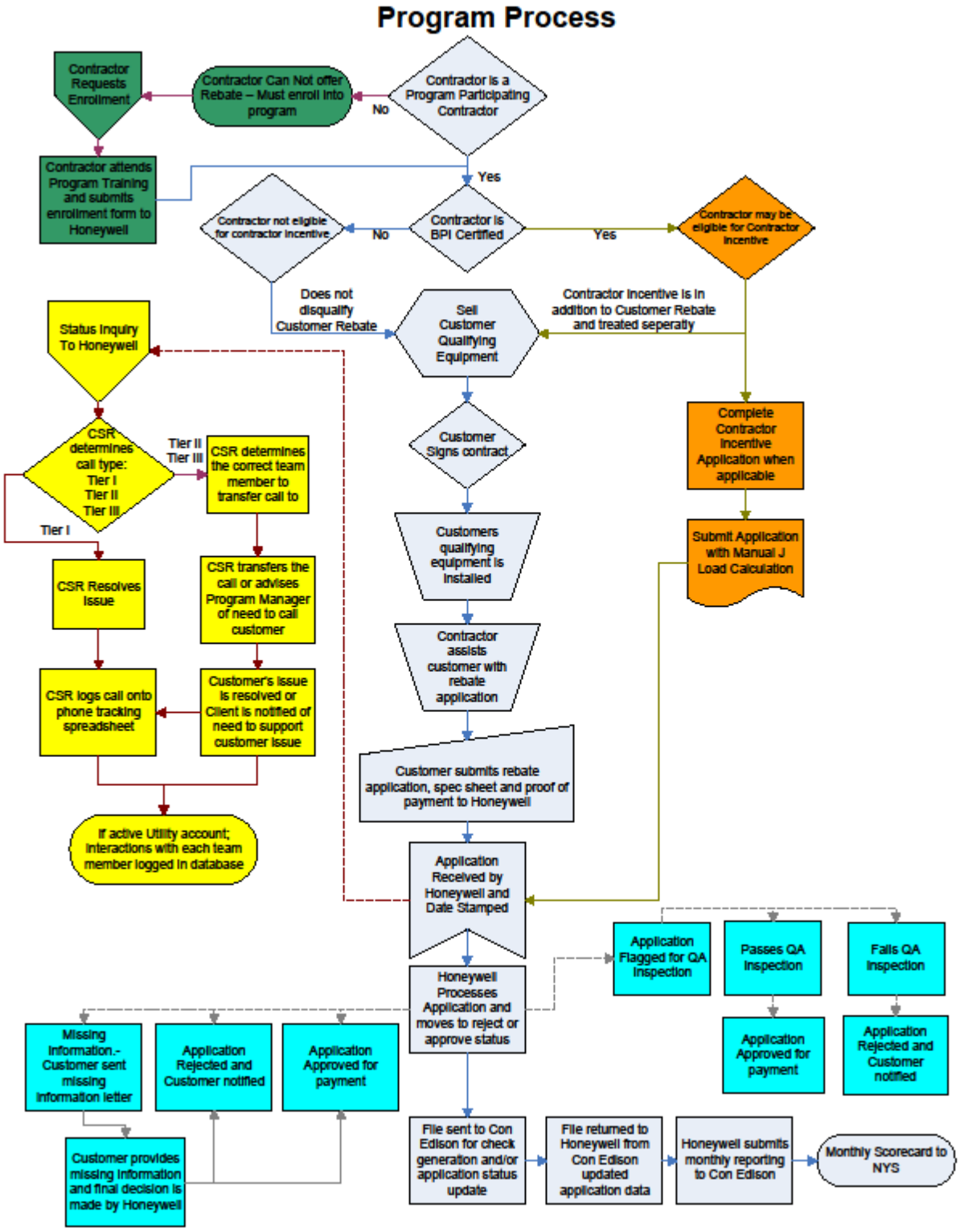
MWh: 4,509

MW: 7

The savings objectives are to meet or exceed the goals established for the program derived from a customer base that includes the 1-4 family residential market (owner or tenant) with central air conditioning or electric hot water heating equipment. Installation of high efficiency HVAC equipment is targeted.

n) Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. **The principal objective in this program is to overcome market barriers that impede the adoption and quality installation of energy efficient HVAC equipment in the residential market sector. To this end the program combines information and education with financial incentives to encourage residential customers to opt for higher efficiency measures when faced with making purchase decisions for their heating and cooling equipment. The program's electric and gas services (Residential HVAC-Gas program launched on July 1, 2009) offer a unified program structure to take advantage of cost savings resulting from economies of scale. Market potential was determined and developed from the Energy Information Administration (EIA) and engineering estimates of measure savings. Once Con Edison's own market potential study is completed, these estimates will be further refined.**

The logic model is provided below:



o) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison will utilize traditional as well as grassroots marketing strategies to implement this program. The Company intends to leverage existing relationships along with the direct targeting of promotional materials to the areas that have the greatest potential for energy efficiency reductions (energy and capacity). Community wide participation will also be utilized in specific geographic locations to further promote this program. Program implementation will utilize a third party implementation contractor and a contractor pool of various trade ally partners who participate in training sessions coordinated by the Company and instituted by an independent contractor. Training will include program protocols and guidelines, installation best practices, and quality assurance requirements and reporting. Training will be conducted in a class-room style setting either at the implementation contractor's facility or at Con Edison's Learning Center in Long Island City, Queens.**

Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days.

Training classes are being provided to all interested subcontractors. The following list encompasses a list of all 127 contractors who have received training for the Residential HVAC program.

Company Name	Address	City	St	Zip	Phone	Email
A and A Plumbing and Heating	11-03 154 St	Whitestone	NY	11357	(718) 746-6980	
A.J.A. Plumbing & Heating Corp					718-445-0983	B.dietz14@aol.com
ABCO Plumbing	530 5th Ave	Pelham	NY	10803	914-738-3144	frank@abco-plumbing.com
Absolute Mechanical	1562 62 Street	Brooklyn	NY	11219	(718) 236-3159	7164168@gthvacp.com
Accuaire	13 Marple Rd.	Poughkeepsie	NY	12601	(845) 485-6259	homedocny@yahoo.com
Ace Mechanical	34 Prarie Ave	Suffern	NY	10901	914-393-6656	svarano@aol.com
Action Plumbing	457 Siwanoy Place	Pelham Mannor	NY	10803	(914) 738-4198	Pturtoroaction@yahoo.com
Active Zero Energy Innovations	229-19 Merrick Blvd, Suite 379	Lauretton	NY	11413	646-894-8336	activezeroenergy@gmail.com
Agee Heating Corp.	12-58 Clintonville St.	Whitestone	NY	11357	(718) 767-4492	ageeheating@aol.com
Air Ecology Inc	PO Box 8445	Pelham	NY	10809	914-738-7897	ken@airecology.com
Air Masters Inc.	62B Rector St.	Staten Island	NY	10310	(718) 727-4547	airmasterkyle@aol.com
Alex Heating and Cooling	73 Rolling Way	New Rochelle	NY	10804	(914) 637-0077	riceman257@aol.com
All County Heating&A/C	3 Birch CT	Croton on	NY	10520	(914)271-8380	mikeallcounty@opt

		Hudson				online.net
All Makes Heating and AC Corp.	365 White Plains Rd.	Eastchester	NY	10709	(914) 337-4555	jason@amhac.com
All Mechanical Plumbing & Heating Inc.	2771 Atlantic Ave	Brooklyn	NY	11207	718-257-5200	glsplumb@aol.com
All-State Air Control Sales and Service	PO Box 8505	Pelham	NY	10803	(914) 668-8211	frank@allstateair.com
ALM Heating & Air	4 Edna Street	Bedford Hills	NY	10507	(914) 666-2203	almheatingac@verizon.net
American Residential Services	136 Radio Circle Dr	Mount Kisco	NY	10549	914-241-1422	oneilny@gmail.com
AMX Cooling & Heating LLC	101 Castleton Street	Pleasantville	NY	10570	914-741-2600	mikem@amxcooling.com
Anthony Pici P & H	370 Ashburton Ave.	Yonkers	NY	10701	(914) 376-7300	apph@optonline.net
Archer Plumbing and Heating	128 Brook St. PO Box #1	Scarsdale Bronxville	NY	10583 10708	(914) 374-3242	archerplumbing@gmail.com
Arctic Mechanical	28 Bulkley Ave.	Port Chester	NY	10573	(914) 934-8301	mpauletti@arctic-mechanical.com
Armondo D. Plumbing & Heating	244 Lockwood Ave.	New Rochelle	NY	10801	(914) 235-0098	Adaston@msn.com
Astacio Plumbing and Heating	PO Box 4358	Stamford	CT	06907	(203) 323-7020	richard@astacioplumbing.com
ATG Mechanical	201-07 Northern Blvd	Bayside	NY	11361	(718)-551-1850	atgmechanical@msn.com
Azure Plumbing & Heating	7 Bent Ave	Port Chester	NY	10573	914-933-0955	john@azureph.com
Babuska Plumbing, Heating and Air Conditioning	23 Storer Ave.	Pelham	NY	10803	(914) 490-4193 (914) 738-3105	babuskaplumbing@aol.com
Bell Mechanical	200 Route 6	Mahopac	NY	10541	(845) 628-2580	kbelle@bellhvac.com
Bertussi Plumbing &Heating	60-70 Dexter Plaza	Pearl River	NY	10965	(845)735-5588	abrown@bertussiplumbing.com jmarmano@hotmail.com
Big Blue Mechanical	80 Marbendale Rd	Tuckahoe	NY	10707	(914)779-2101	rhlam33@hotmail.com
Billharz Plumbing Inc.	45-25 47th Street	Woodside	NY	11377	(718) 784-2468	hbillharz@gmail.com
Blue Star HVAC	PO BOX 1045	Ossining	NY	10562	(914)944-0464	rgdip@optonline.net
Blue Water Plumbing and Heating Inc.	64-00 Metropolitan Ave.	Middle Village	NY	11379	(718) 386-3088	roger@bluewaterplumbingnyc.com
Bob Mims Heating and Air Conditioning	101 Brook St.	Staten Island	NY	10301	(718) 273-8175	allen@bobmims.com
BP Air Conditioning &Heating	164 Walnut Rd	Lake Peekskill	NY	10537	(914)502-7309	sales@bpairconditioningandheating.com
Brady Plumbing	9 Mark Drive	Rye Brook	NY	10573	(914) 934-0809	kevin@bradyplumbing.net
Bright Home Energy Solutions	5 West Chester Plaza	Elmsford	NY	10523	914-909-5300	jay.latella@brighthome.com
Bruni & Campisi Plumbing, Heating, and Air Conditioning	300 Central Ave.	White Plains	NY	10606	(914) 946-5558	fcampisi@brucaminc.com

C James Plumbing&Heating	1833 Bathgate Ave	Bronx	NY	10457	(718)716-0065	cjamesplumbing@live.com
C&C Service	17 Davenport St	Stamford	NY	6902	(203)323-2866	twatkins@ccservicellc.com
C&F Plumbing &Heating	809 Scarsdale Ave	Scarsdale	NY	10583	(914)725-1608	cfplumbing@yahoo.com
C.V.N. Htg. & A/C	404 North Terrace	Mount Vernon	NY	10552	(914) 664-2900	cvnheata/c136@aol.com
Carefree Air	199 Merrick Rd	Lynbrook	NY	11563	(516)599-2848	Ktribuli@carefreeair.com
Carey and Walsh Inc.	529 North State Rd.	Briar Cliff Manor	NY	10510	(914) 762-9600	scottcarey@careyandwalsh.com
Central Plumbing and Heating	7233 Central Ave	Glendale	NY	11385	(718) 366-5325	central7233@aol.com
Chaim Cohen Plumbing and Heating, Inc.	313 Halstead Ave.	Mamaroneck	NY	10543	(914) 777-1700	ccohenplmh@aol.com
Clover Heating	PO BOX 844	Sleepy Hollow Manor	NY	10591	(914)631-6744	dispatcher@clovercool.com
Cottam Heating & AC	492 City Island Ave	City Island	NY	10464	(718) 885-3328	mjawski@cottamhvac.com
CVN Heating and Air Conditioning	404 North Terrace Ave.	Mount Vernon	NY	10552	(914) 664-2900	cvnheatac136@aol.com demetrios3@optonline.net
Design Air Inc.	PO Box 845 120 Rt 59	Hill Born	NY	10931	(845) 357-3580	larryvsa@aol.com
DSL Development Corp	35 Barger ST.	Putnam Valley	NY	10579	(914)420-7621	dsldevcorp@optonline.net
Dundee Plumbing and Heating, Inc.	80-18 Surrey Place	Jamaica	NY	11432	(718) 969-7406	ifixpipes3@aol.com
Expert Services	628 Waverly Ave.	Mamaroneck	NY	10543	(914) 403-2215 (914) 937-2121	tquatroni@gmail.com tquatroni@expertservicesonline.com
Fountain Plumbing and Heating Inc.	21 West Main St.	Pawling	NY	12564	(845) 855-0286	info@fountain.com
Frank and Lindy Plumbing, Heating and Air	2 John Walsh Blvd.	Peekskill	NY	10566	(914) 737-7000	jweir@frankandlindy.com
G+G Air Conditioning and Refrigeration	55 Bacon Hill Rd.	Pleasantville	NY	10570	(914) 769-4302	hansgentile@gmail.com
Gateway Plumbing	58 Watts Street	New York	NY	10013	(212) 980-0909	John@gatewayplumbing.com
GC Reliable Service	80 Grove Ave.	New Rochelle	NY	10801	(914) 633-3535	Gcullen80@aol.com
GW Plumbing Inc.	34 Valley Road	New Rochelle	NY	10804	(914) 235-4529	gwplumb@aol.com
Hall Heating And Cooling Service	20 Lincoln Street	New Rochelle	NY	10801	(914) 632-4031	hallhvacr@aol.com
Heat Of the Earth	26B Pecoho Rd	Lake Peekskill	NY	10537	(845)519-5537	jason@heatoftheearth.com
Highland Builders Corp.	92 Ralph Ave	White Plains	NY	10606	(914) 715-9290	blisssp@msn.com
Howell Renewable Energy Co,LLC	75 S. Broadway 4th flr	White Plains	NY	10601	(646)6420737	john.howell@howellrewableenergy.com
Innovative Air Solutions	29 Elm Street	Tuckahoe	NY	10707	(914) 793-7700	abby@innovativeai

						rsolutions.com
J.L. Heating and Contracting	20-05 Utopia Parkway	Whitestone	NY	11357	(718) 428-1000	jerry.jl@verizon.net
Jacan Plumbing and Heating and Air Conditioning	312 5th Ave.	New Rochelle	NY	10801	(914) 576-6600	jacan_plumbing@yahoo.com
James Collins	829 Rathbun Ave	Staten Island	NY	10309	(917)567-7231	jimcollins128@aol.com
JGC Plumbing and Heating	1010 34th Ave	Astoria	NY	11106	(718)-721-9438	jgcboys@verizon.net, jacampi@optonline.net
Jim Hall Heating & AC	111 Storer Ave, Suite 1E	Staten Island	NY	10309	718-948-2456	jimhallhvac@aol.com
John J. Sideris,, Inc.	40-18 Ditmas Blvd.	Long Island City	NY	11105	(718) 626-1836	js2plumber@aol.com
John P. Angione	44 Bain Bridge Ave.	Thornwood	NY	10594	(914) 804-3579	
Joseph L. Suppa and Sons Inc.	425 West William St.	Port Chester	NY	10573	(914) 937-0259	jfs@jsuppaplumbing.com
Jumbo plumbing &Heating	1359 East 84th St	Brooklyn	NY	11236	(347)539-4012	jumbo1482@yahoo.com wbelle8624@aol.com elavp@optonline.net
KCM Plumbing and Heating	125 Lake Ave	Staten Island	NY	10303	347-236-0542	kcmplum66@aol.com
Latty General Plumbing	1058 East Gunhill Rd.	Bronx	NY	10469	(718) 379-9356	lattygeneral@yahoo.com
LLG Plumbing & Heating	2255 Westchester Ave	Bronx	NY	10462	718-892-3244	llgplbg@aol.com
Lynbrook Plumbing &Heating	267 Merrick Rd	Lynbrook	NY	11563	(516)593-4001	anna@lynbrookplumbing.com
Maddy's Plumbing	107 Puritan Drive	Port Chester	NY	10573	914-939-1528	mikehay@optonline.net
Mainstream Plumbing and Heating, Incl	216 Palmer Ave.	Sleepy Hollow	NY	10591	(914) 366-4669	billscag@msn.com
Malcarne Contracting	577 Hollow Road	Staatsburg	NY	12580	(845) 266-4427	jmalcarne@optonline.net
Manley Plumbing and Heating Corp	48 Northfield Ave.	Dobbs Ferry	NY	10522	(914) 693-0571	manleyplumbing@verizon.net
Markley Mechanical	424 Central Ave	Peekskill	NY	10566	914-788-0536	markmech@bestweb.net
Metropolitan Heat and Power	820 Coney Island Ave.	Brooklyn	NY	11218	(718) 941-7600	lauren@metropolitanheat.com
National Grid	4295 Arthur Kill Rd.	Staten Island	NY	10309	(718) 317-4212	Joseph.Vento@ngridenergyservices.com
New Plumbing and Heating	1536 Stillwell Ave.	Bronx	NY	10461	(718) 931-7570	newplbg@aol.com
NY Heating Corp	354 Humboldt St	Brooklyn	NY	11211	(718)782-3894	nyheating@aol.com
Paradise Heating and AC LLC	9 Tuckahoe Road	Yonkers	NY	10701	914-966-8800	bmoe747@aol.com
Park Plumbing & Heating	76 Calvert	Harrison	NY	10528	914-335-1483	info@parkplumbin

	Street, PO Box 126					g.com
Pat Sementa Plumbing and Heating	677 Van Nest Ave.	Bronx	NY	10462	(718) 829-5464	joan@psphc.net tps53@verizon.net
Paul Nebrasky Plumbing Heating &cooling	1019 Route 17M,Suite 3	Monroe	NY	10950	(845)783-6661	paul@nebraskyplumbing.com
Pelham Bay Refrigeration&Airconditioning	396 Morris Park Ave	Bronx	NY	10460	(718)892-8881	mario@pelhambayhvac.com henry@pelhambayhvac.com jclazarte@hotmail.com
Phoenix Mechanical	17 Magnolia Drive	Rye Brook	NY	10573	(914) 690-1000	larry@phoenixny.com
Pinnacle Plumbing	32-12 Farrington St	Linden Hill	NY	11354	(718)539-8675	pinnacle_plumbing@yahoo.com
Plumb-Rite, Inc.	107 Wood Ave.	Ardley	NY	10502	(914) 779-7900	plumb-rite@msn.com
Promax Plumbing Corp	28 Davenport Rd	Yonkers	NY	10710	(914) 384-1001	max@promaxplumbing.com
Quatroni & Monahan Plumbing, Heating, and AC Inc.	628 Waverly Ave.	Mamaroneck	NY	10543	(914) 937-2121	tquatroni@expertservicesonline.com
R and A Heating and Contracting	25-94 46th Street	Astoria	NY	11103	(718) 932-3766	raheating@gmail.com
Ranshaw Fuel Oil, Plumbing and Heating	151-01 14th Ave.	Whitestone	NY	11357	(718) 249-2720	rickbonelli@ranshaw.com
Rescom Heating and Air Conditioning Inc.	28 Emerald Lane	Mahopac	NY	10541	(914) 347-3402 (914) 490-9254	info@rescomhvac.com info@keckhvac.com
Richair Comfort Solutions	61-06 Maurice Ave	Maspeth	NY	11378	(718)894-8474	bermant@richair.com
Richair Mechanical Inc.	61-06 Maurice Ave	Maspeth	NY	11378	(718) 894-8474	bermant@richair.net info@richair.net
Richards Conditioning Corp	70 Marbledale Rd	Tuckahoe	NY	10707	(914)-337-0300	rjh@richardsconditioning.com rhlam33@hotmail.com
Richie Bros HVAC	91 Plain Ave.	New Rochelle	NY	10801	(914) 576-7661	rvbmechan@aol.com
Robert Rispoli Plumbing & Heating, Inc	28 Colby Avenue	Rye Brook	NY	10528	914-967-9317	rrispoli@aol.com
Robert Viggiano Plumbing And Heating	23 Park-N-Sons Court	Cold Spring	NY	10516	(914)438-0448	viggiano2@optonline.net
RST Heating & AC	300 East Prospect Ave, Suite 1B	Mount Vernon	NY	10553	914-667-2699	rsthvac@hotmail.com
S&F Plumbing & Heating	1201 Oregon Road	Cortland Manor	NY	10567	914-734-7766	sfplumbing@optonline.net
Scaran Heating and Air Conditioning	6767 Amboy Rd.	Staten Island	NY	10309	(718) 984-0805	toms@scaran.com
Senid Plumbing and Heating	122-11 18th Ave.	College Point	NY	11356	(718) 445-3710	rgiuliante@verizon.net
Serve Well Plumbing and Heating	116-04 Atlantic Ave.	Richmond Hill	NY	11419	(718) 847-1830 (917) 299-3127	servewellplmg@aol.com

Skyview Mechanical	4513 Byron Ave	Bronx	NY	10466	718-324-1386	ant82802@yahoo.com
Steady Flow Plumbing and Heating	PO Box 1142	Yonkers	NY	10703	(914) 494-1117	felixcosta4196@yahoo.com
Stivan Plumbing & Heating	42-16 28th Avenue	Astoria	NY	11103	718-545-7750	service@stivanplumbing.com
STP Plumbing and Heating	35-35 Crescent St	Long Island City	NY	11106	(718)204-0494_	stppipes@yahoo.com
Sunshine Airconditioning and Heating	3288 Page CT	Yorktown Heights	NY	10598	(914)245-2050	aydinibrahimflies@yahoo.com
T.F. O'Brien & Co.	1219 Jericho Turnpike	New Hyde Park	NY	11040	(516) 488-1800	Kerry@tfobrien.com
Taconic Heating and Cooling Corp	9 Dogwood Rd	Corlandt Manor	NY	10567	(914)734-9300	franktaconic@optonline.net
Tri-County Plumbing and Heating	29 Millie Lane	LeGrangeville	NY	12540	(845)227-3497	tricountyplumbing@frontiernet.net
Tuttofare Inc	29 N. Water St	Ossining	NY	10562	(914)762-0604	TuTTofare@gmail.com
U & I Contracting Inc.	PO Box 666	North Salem	NY	10560	914-669-8856	bonnybatt@verizon.net
Ultra Enterprise, INC.	471 Kings Highway	Valley Cottage	NY	10989	(914) 243-6789	Paulcultraenterprise.com
Unique Indoor Comfort	98 Lake Street	White Plains	NY	10604	914-966-0800	rnotte@phillyuniquе.com
Unique Indoor Comfort	98 Lake St.	White Plains	NY	10604	(914) 966-0800	cmcguire@phillyunique.com
USA Plumbing & Heative HVAC	883 Franklin Ave.	Thornwood	NY	10594-1402	(914) 273-5556	
West Chester Putnam Heating &Ac	243 Route 100	Somers	NY	10589	(914)245-7707_	jackpk@vzw.blackberry.net
WKB Mechanical	PO Box 37	North Salem	NY	10560	(914) 497-2941	wkbmechanical@gmail.com
Yost &Campbell Inc	20 Brookdale Pl	Mount Vernon	NY	10550	(914)668-6461	tom@yostandcampbell.com

Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format. **Con Edison and the following entities are developing a common delivery platform and coordinating efforts:**

- **New York State Energy Research Development Authority (NYSERDA)**
- **National Grid which delivers gas energy services to Brooklyn, Staten Island and parts of Queens**
- **New York State Electric and Gas Company (NYSEG) which delivers power in the northeastern part of Westchester County**
- **New York Power Authority (NYPA) which generates electricity and delivers electric and gas services to various government and non-government customers throughout New York State**

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **Honeywell's customized database will be used to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will coordinate with Honeywell to ensure that all data outlined in Section II. A. Table 1 is captured and that energy and demand savings are maintained at the measure specific level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 2. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)

Program-Tracking Database Terms	Definition of Terms
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

Notes:

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

d. Name of program(s) or program component(s);

e. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);
f. Contact information for each firm
    - First and last name;
    - Address;
    - Phone number;
    - Fax number (if collected); and
    - E-mail address (if collected).

d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

g. Name of program(s) or program component(s);
h. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).
i. Marketing and outreach (M&O) activities carried out;
j. Marketing materials by numbers, types, and means of distribution;
k. Education and media plan;
l. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

	CON EDISON – RESIDENTIAL HVAC PROGRAM
Program Administrator:	**– ELECTRIC**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

2. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).
Honeywell has been contracted as Con Edison's Implementation Contractor.

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
Implementation has begun. Customer inquiries are logged into Salesforce. During February 2010, the Call Center received 55 calls related to the SBDI program. Calls are now handled by the Con Edison's Operations Call Center located in Westchester.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.

The budget shown in the Monthly Scorecard report represents the total 3 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.

A website for this program is active and includes a customer inquiry form. Website hits for February 2010 totaled 774 unique visitors.

Con Edison presented the Residential HVAC program at the following business forum in NYC:

- **2/8 – Columbia University, NYC**
- **2/11 – Energy Hub, Brooklyn**
- **2/19 – Barnard College, NYC**
- **2/24 – Women's Network for a Sustainable Future, NYC**
- **2/26 – 42nd Street Inc., NYC**

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.

Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010. The evaluation assessment of all program data is ongoing.

(c) Other Activities

The Company did prepare a press release to announce the launch of this program on June 4, 2009.

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.

None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.

None-to-date

5. Additional Issues

None-to-date

Consolidated Edison Company of New York, Inc.

Residential HVAC – Gas Program

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

p) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; **The Residential HVAC Program - Gas program will promote the replacement of older inefficient water and space heating equipment with high-efficiency equipment in the residential 1-4 family buildings. This program will be implemented throughout Con Edison Gas Service territory which includes Manhattan, the Bronx, Westchester County, and parts of Queens. The target market is 215,000 1-4 family residential buildings (owner or tenant) with gas space and water heating equipment. Customers who participate must contribute to the System Benefits Charge.**

A contract has been signed with Honeywell Utility Solutions, Wayne Interchange Plaza 1, Wayne, New Jersey 07470. The operations and procedural manuals have been developed.

q) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **Honeywell is developing a customized database referred to as BBCS (Backbone Client Server) to track customer data, field surveys and work activities, and to provide project reports. This database will interface with Con Edison's Salesforce system and upload data on a regular basis.**

r) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (q).**

s) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

Mark Thomson

Section Manager – Program Implementation

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David Pospisil

Manager – Program Implementation

Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003

Phone: (212) 460-2429

Email: pospisild@coned.com

t) Program savings objectives;

Through 2011

Dth: 116,918

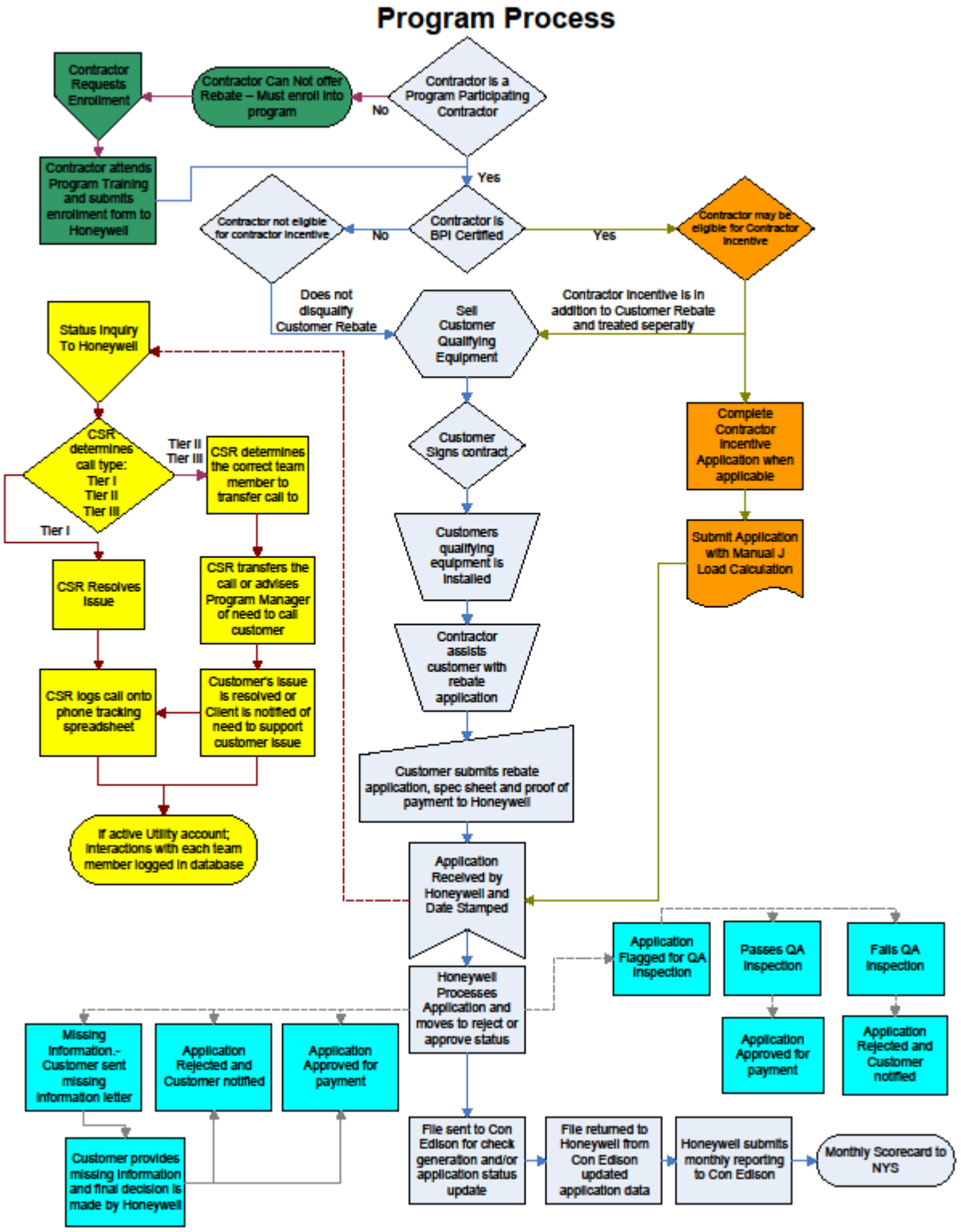
Combined 2009 / 2010 Goal

Dth:70,151

The savings objectives are to meet or exceed the goals established for the program derived from a customer base that includes the 1-4 family residential market (owner or tenant) with gas space and water heating equipment.

u) Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. **The principle objective in this program is to overcome market barriers that impede the adoption and quality installation of energy efficient HVAC equipment in the residential market sector. To this end the program combines information and education with financial incentives to encourage residential customers to opt for higher efficiency measures when faced with making purchase decisions for their heating and cooling equipment. The program offers a unified program structure to take advantage of cost savings resulting from economies of scale. Market potential was determined and developed from the Energy Information Administration (EIA) and engineering estimates of measure savings. Once Con Edison's own market potential study (nearing completion) is completed, these estimates will be further refined.**

The logic model is provided below:


Program Process
Contractor Requests Enrollment
Contractor Can Not offer Rebate – Must enroll into program
Contractor is a Program Participating Contractor
No
Yes
Contractor attends Program Training and submits enrollment form to Honeywell
Contractor not eligible for contractor incentive
No
Contractor is BPI Certified
Yes
Contractor may be eligible for Contractor Incentive
Does not disqualify Customer Rebate
Sell Customer Qualifying Equipment
Contractor Incentive is in addition to Customer Rebate and treated seperatly
Status Inquiry To Honeywell
CSR determines call type: Tier I Tier II Tier III
Tier II Tier III
CSR determines the correct team member to transfer call to
Tier I
CSR Resolves Issue
CSR transfers the call or advises Program Manager of need to call customer
CSR logs call onto phone tracking spreadsheet
Customer's issue is resolved or Client is notified of need to support customer issue
If active Utility account; interactions with each team member logged in database
Customer Signs contract
Customers qualifying equipment is installed
Contractor assists customer with rebate application
Customer submits rebate application, spec sheet and proof of payment to Honeywell
Complete Contractor Incentive Application when applicable
Submit Application with Manual J Load Calculation
Application Received by Honeywell and Date Stamped
Honeywell Processes Application and moves to reject or approve status
Application Flagged for QA Inspection
Passes QA Inspection
Fails QA Inspection
Application Approved for payment
Application Rejected and Customer notified
Missing Information.- Customer sent missing information letter
Application Rejected and Customer notified
Application Approved for payment
Customer provides missing information and final decision is made by Honeywell
File sent to Con Edison for check generation and/or application status update
File returned to Honeywell from Con Edison updated application data
Honeywell submits monthly reporting to Con Edison
Monthly Scorecard to NYS

v) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison will utilize traditional as well as grassroots marketing strategies to implement this program. The Company intends to leverage existing relationships along with the direct targeting of promotional materials to the areas that have the greatest potential for energy efficiency reductions. Community wide participation will also be utilized in specific geographic locations to further promote this program. Program implementation will utilize a third party implementation contractor and a contractor pool of various trade ally partners who have participated in training coordinated by the Company and instituted by an independent contractor. Training will include program protocols and guidelines, installation best practices, and quality assurance requirements and reporting. Training will be conducted in a class-room style setting either at the implementation contractor's facility or at Con Edison's Learning Center in Long Island City, Queens.**

Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days.

Training classes have been provided to the subcontractors. See list of participating contractors in table provided above.

Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format. **Con Edison and the following entities are developing a common delivery platform to coordinate efforts:**

- **New York State Energy Research Development Authority (NYSERDA)**
- **National Grid which delivers gas energy services to Brooklyn, Staten Island and parts of Queens**
- **New York State Electric and Gas Company (NYSEG) which delivers power in the northeastern part of Westchester County**
- **New York Power Authority (NYPA) which generates electricity and delivers electric and gas services to various government and non-government customers throughout New York State**

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **Honeywell's customized database will be used to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will coordinate with Honeywell to ensure that all data outlined in Section II. A. Table 1 is captured and that energy and demand savings are maintained at the measure specific level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 3. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit

Program-Tracking Database Terms	Definition of Terms
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

Notes:

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

Notes:

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

g. Name of program(s) or program component(s);
h. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);
i. Contact information for each firm
    - First and last name;
    - Address;
    - Phone number;
    - Fax number (if collected); and

- E-mail address (if collected).

d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

m. Name of program(s) or program component(s);
n. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).
o. Marketing and outreach (M&O) activities carried out;
p. Marketing materials by numbers, types, and means of distribution;
q. Education and media plan;
r. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

Program Administrator:	**CON EDISON – RESIDENTIAL HVAC PROGRAM – GAS**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

3. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).
Honeywell has been contracted as Con Edison's Implementation Contractor.

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
Implementation has begun. Customer inquiries are logged into Salesforce. During February 2010, the Call Center received 55 calls related to the SBDI program. Calls are now handled by the Con Edison's Operations Call Center located in Westchester.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.

The budget shown in the Monthly Scorecard report represents the total 3 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
A website for this program has been developed and activated, which includes a customer inquiry form. Website hits for February 2010 totaled 983 unique visitors.

Con Edison presented the Residential HVAC program at the following business forum in NYC:

- **2/8 – Columbia University, NYC**
- **2/11 – Energy Hub, Brooklyn**
- **2/19 – Barnard College, NYC**
- **2/24 – Women's Network for a Sustainable Future, NYC**
- **2/26 – 42nd Street Inc., NYC**

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010. The evaluation assessment of all program data is ongoing.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.
None-to-date

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Refrigerator Replacement Plus – Electric Program

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

w) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; **The Refrigerator Replacement Plus Program (Electric & Gas) is designed to provide dwelling unit energy savings; incentives for the pick-up and recycling of old inefficient room air conditioners; pick-up and recycling of old inefficient refrigerators; incentives for high efficiency room air conditioners and ENERGY STAR refrigerators; and prescriptive rebates for common area and building weatherization measures. Con Edison's energy efficiency staff will provide overall strategic direction and program management of the program and will be supported by program contractors to conduct certain delivery and administrative functions. Con Edison will market the program through traditional as well as grassroots activities. This program will be implemented throughout Con Edison's electric service territory which includes the five boroughs of New York City and Westchester County. The program will target the 5 to 50 dwelling unit multifamily building market. Customers who participate must contribute to the System Benefits Charge.**

x) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time. It will be described once an implementation contractor is under contract.**

y) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (x).**

z) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

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Section Manager – Program Implementation

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Gregory Elcock

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Phone: (212) 460-6507

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aa) Program savings objectives;

Through 2011

MWh: 24,176

Combined 2009 / 2010 Goal

MWh: 9,986

Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. **Residential housing in New York City and Westchester County is a diverse market that includes nearly 70,000 multifamily buildings with 2 million apartment units and approximately 900,000 1-4 family homes. Certain segments of the multifamily building market have been difficult to penetrate with energy efficiency programs. The most significant hard-to-reach multifamily sub-segment is concentrated in buildings with 5 to 50 apartments. This market is difficult to penetrate for numerous reasons. It is comprised of a complex mix of rent controlled and rent stabilized units together with free market apartments, condominiums and cooperatives, making standardized approaches difficult to deliver.** To address these barriers, Con Edison has designed RRP to engage building owners and tenants in energy efficiency by concentrating on overcoming the traditional barriers to penetrating this market. RRP is intended to be a novel approach to gain access to the many stakeholders, including landlords, tenants, managing agents and condominium and cooperative boards in the multifamily residential market. RRP addresses both rental units and also condominium and cooperative "owner market" with smaller incentives that match the relatively lower penetration barriers in this market. RRP is a composite of initiatives under one umbrella that offers a comprehensive set of viable prescriptive efficiency measures and opportunities with a focus on ease of acceptance and admission, low cost, simplicity and customer benefits for both landlords and occupying tenants or leaseholders. **Logic models will be developed once the Implementation contractor has been selected and a contract is executed with Con Edison.**

bb) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison's marketing approach for RRP will include marketing to building owners, managing agents and tenants. Marketing will utilize innovative methods to reach hard-to-penetrate market segments and owners, some of whom represent the largest potential in terms of energy savings as well as traditional outreach efforts that build on Con Edison's historical relationship and frequent communication with its customers. Community wide participation will also be utilized in specific geographic locations to further promote this program. Program implementation will utilize a third party implementation contractor and a contractor pool of various trade ally partners who participate in training sessions coordinated by the Company and instituted by an independent contractor. Training will include program protocols and guidelines, installation best practices, and quality assurance requirements and reporting. Training will be conducted in a class-room style setting either at the implementation contractor's facility or at Con Edison's Learning Center in Long Island City, Queens.**

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dd) Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format. **Con Edison and the following entities are developing a common delivery platform and coordinating efforts:**

- **New York State Energy Research Development Authority (NYSERDA)**
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When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **A database will be developed with our Implementation contractor to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will coordinate with our Implementation Contractor to ensure that all data outlined in Section II. A. Table 1 is captured and that energy savings are maintained at the measure level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 4. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
	number
Service turn-on date	The date of service turn for the program participant
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.

Program-Tracking Database Terms	Definition of Terms
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

Notes:

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

Notes:

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

j. Name of program(s) or program component(s);

k. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

l. Contact information for each firm

- First and last name;
- Address;

- Phone number;
- Fax number (if collected); and
- E-mail address (if collected).

d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

s. Name of program(s) or program component(s);
t. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).
u. Marketing and outreach (M&O) activities carried out;
v. Marketing materials by numbers, types, and means of distribution;
w. Education and media plan;
x. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

Program Administrator:	**CON EDISON REFRIGERATOR REPLACEMENT PLUS PROGRAM – ELECTRIC**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

4. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).
The Company is in the process of selecting and contracting with an Implementation Contractor. The Company met with all four prospective bidders in early December 2009. The leading candidate was brought back for a follow-up discussion. The contractor selection should be finalized in March 2010. Therefore no projects have commenced, and as a result there have not been any savings achieved for this program.

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.
Currently there are no energy savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 3 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
The Company will begin to conduct a more robust marketing effort when the Implementation Contractor is under contract. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.
(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Refrigerator Replacement Plus – Gas Program

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

ee) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; **The Refrigerator Replacement Plus Program (Electric & Gas) would provide dwelling unit energy savings; incentives for the pick up and recycling of old inefficient room air conditioners; pick up and recycling of old inefficient refrigerators;**

incentives for high efficiency room air conditioners and ENERGY STAR refrigerators; and prescriptive rebates for common area and building weatherization measures. Con Edison's energy efficiency staff will provide overall strategic direction and program management of the program and will be supported by program contractors to conduct certain delivery and administrative functions. Con Edison will market the program through traditional as well as grassroots activities. This program will be implemented throughout Con Edison's gas service territory which includes Manhattan, the Bronx, Westchester County, and parts of Queens. The program will target the 5 to 50 dwelling unit multifamily building market. Customers who participate must contribute to the System Benefits Charge.

ff) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time. It will be described once an implementation contractor is under contract.**

gg) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (ff).**

hh) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

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Through 2011

Dth: 250,421

Combined 2009 / 2010 Goal

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Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. **Residential housing in New York City and Westchester County is a diverse market that includes nearly 70,000 multifamily buildings with 2 million apartment units and approximately 900,000 1-4 family homes. Certain segments of the multifamily building market have been difficult to penetrate with energy efficiency programs. The most significant hard-to-reach multifamily sub-segment is concentrated in buildings with 5 to 50 apartments. This market is difficult to penetrate for numerous reasons. It is comprised of a complex mix of rent controlled and rent stabilized units together with free market apartments, condominiums and cooperatives, making standardized approaches difficult to deliver.** To address these barriers, Con Edison has designed RRP to engage building owners and tenants in energy efficiency by concentrating on overcoming the traditional barriers to penetrating this market. RRP is intended to be a novel approach to gain access to the many stakeholders, including landlords, tenants, managing agents and condominium and cooperative boards in the multifamily residential market. RRP addresses both rental units and also condominium and cooperative "owner market" with smaller incentives that match the relatively lower penetration barriers in this market. RRP is a composite of initiatives under one umbrella that offers a comprehensive set of viable prescriptive efficiency measures and opportunities with a focus on ease of acceptance and admission, low cost, simplicity and customer benefits for both landlords and occupying tenants or leaseholders. **Logic models will be developed once the Implementation contractor is under contract.**

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each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

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Program-Tracking Database Terms	Definition of Terms
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Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
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Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit

Program-Tracking Database Terms	Definition of Terms
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

Notes:

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

m. Name of program(s) or program component(s);

n. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

o. Contact information for each firm

- First and last name;
- Address;
- Phone number;
- Fax number (if collected); and
- E-mail address (if collected).

d. Measure descriptions

e. Quantity of each measure shipped by manufacturer

f. Buy-down amounts for each shipment

g. Dates associated with each buy-down payment to participating firms.

h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

y. Name of program(s) or program component(s);

z. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).

aa. Marketing and outreach (M&O) activities carried out;

bb. Marketing materials by numbers, types, and means of distribution;

cc. Education and media plan;

dd. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

Program Administrator:	**CON EDISON REFRIGERATOR REPLACEMENT PLUS PROGRAM – GAS**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

5. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).

The Company is in the process of selecting and contracting with an Implementation Contractor. The Company has scheduled meetings with all four prospective bidders in early December 2009.

The leading candidate was brought back for a follow-up discussion. The contractor selection should be finalized in March 2010. Therefore no projects have commenced, and as a result there have not been any therm savings achieved for this program.

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.
Currently there are no therm savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 3 year program budget approved. Expenditures reported by cost category represent cumulative costs incurred to-date to achieve the 2009 / 2010 program goals. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
The Company will begin to conduct a more robust marketing effort when the Implementation Contractor is under contract. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

MULTIFAMILY LOW INCOME – Gas Program

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

mm) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; **The Multifamily Low Income Program - Gas will target existing residential multifamily low income buildings within the New York City (NYCHA) and Westchester County (WCHA) housing Authorities.** The program budget includes funds designated for both NYCHA and WCHA housing. **This program will offer equipment and weatherization assistance in the form of building shell improvements. Funding would target income-eligible multifamily residential buildings with natural gas heating and oil-to-gas conversion customers. NYCHA and WCHA have developed income guidelines and eligibility parameters for participants. Con Edison estimates that its service territory contains approximately 4,900 low-income multifamily buildings. Con Edison's energy efficiency staff will provide overall strategic direction and program management of the program. Customers who participate must contribute to the System Benefits Charge.**

nn) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time.**

oo) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (nn).**

pp) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

Joseph McGowan

Section Manager – Gas Sales

Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003

Phone: (212) 460-2737

Fax: (212) 228-6719

E mail: mcgowanj@coned.com

qq) Program savings objectives;

Through 2011

Dth: 31,349

Combined 2009 / 2010 Goal

Dth: 15,647

Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. Con Edison's energy efficiency staff will provide overall strategic direction and program management for the program. Day-to-day program delivery will be coordinated with Con Edison and performed by NYCHA and WCHA. With Con Edison, NYCHA and WCHA will finalize program design and delivery protocols, coordinate all administrative and delivery functions, and track program results including providing monthly reports.

Con Edison will conduct cost-effectiveness reviews on a project specific basis as each project is submitted.

rr) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison, as appropriate, will support NYCHA and WCHA in their marketing efforts. The Company will also work with NYCHA and WCHA to explore other marketing strategies that Con Edison can facilitate through its general program marketing and education initiatives. In addition, Con Edison will refer non-NYCHA and non-WCHA multifamily low income customers to NYSERDA.**

ss) Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days. **Con Edison will provide program management.**

tt) Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format. **Con Edison and the following entities are developing a common delivery platform and coordinating efforts:**

- **New York State Energy Research Development Authority (NYSERDA)**
- **National Grid which delivers gas energy services to Brooklyn, Staten Island and parts of Queens**
- **New York State Electric and Gas Company (NYSEG) which delivers power in the northeastern part of Westchester County**
- **New York Power Authority (NYPA) which generates electricity and delivers electric and gas services to various government and non-government customers throughout New York State**

Additionally, Con Edison expects to utilize the New York City Housing Authority (NYCHA) and the Westchester Housing Authority (WCHA) as the key delivery channels for program implementation.

Con Edison has held initial meetings and several discussions with both NYCHA and WCHA since the approval of the MFLI Program on July 27, 2009, and has incorporated elements of those discussions into the filed Plan, which included initial discussions regarding:

1. General Outreach & Education/Marketing
2. Roles and Responsibilities of the Utility and all Program Contractors
3. Procedures for Customer Enrollment
4. Contact Information for Inquiries and Complaints
5. Contractor Training and Program Orientation Plan
6. Quality Assurance

Since September 25th, 2009, Con Edison has continued discussions with both NYCHA and WCHA to further discussions regarding potential processes and potential projects in anticipation of the Plan being approved in the near future in order to launch the MFLI Program. Some of the next steps that we are working to finalize include:

1. Work with Westchester county authorities to designate a county-wide housing authority representative;

2. Work with NYCHA to designate a representative;

3. Negotiate and finalize funding allocations, program delivery protocols, guidelines and other program details;

4. Work with NYCHA & WCHA to determine appropriate customer education and marketing materials as needed;

5. Determine appropriate date requirements for program evaluation.

The Company received eight potential projects for consideration from various WCHA sub agencies. Con Edison has retained ICF International to provide engineering review and support with respect to these projects. The engineering analyses of each projected program will determine project viability for inclusion into this program.

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **A database will be developed to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will ensure that all data outlined in Section II. A. Table 1 is captured and that therm savings are maintained at the measure level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 6. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit

Program-Tracking Database Terms	Definition of Terms
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

Notes:

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

Notes:

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

p. Name of program(s) or program component(s);

q. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

r. Contact information for each firm

- First and last name;
- Address;
- Phone number;
- Fax number (if collected); and

- E-mail address (if collected).

d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

ee. Name of program(s) or program component(s);
ff. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).
gg. Marketing and outreach (M&O) activities carried out;
hh. Marketing materials by numbers, types, and means of distribution;
ii. Education and media plan;
jj. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

Program Administrator:	**CON EDISON MULTIFAMILY LOW INCOME PROGRAM – GAS**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

6. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).

Con Edison has held meetings with representatives from both NYCHA and WCHA with regard to the delivery mechanisms required for this program. Con Edison has asked both NYCHA & WCHA to submit all prospective projects to Con Edison by December 15, 2009 for review. WCHA has submitted eight projects for consideration. Con Edison has retained ICF International to provide engineering services for review of all projects. Savings potential from submitted projects currently estimated at 7,632 Dth, (Yonkers Housing Authority only). Other agencies may submit additional projects in 2010.

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).

Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce, along with holding discussions with NYCHA and WCHA.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.

Currently there are no therm savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 3 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
Currently, marketing efforts have not started. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Commercial & Industrial Equipment Rebate Program (Electric)

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

uu) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory;

The Commercial & Industrial Equipment Rebate Program (Electric) is designed to encourage commercial and industrial customers to purchase and install high-efficiency equipment in their facilities. It would offer customers financial incentives at a rate of up to 70% of either the measure cost or the incremental measure cost (depending on the measures installed) for installing high-efficiency heating, cooling, and ventilation equipment, or for upgrading lighting and motors. The proposed budget is $74,959,988 to attain a cumulative annual savings of 182,020 MWh through 2011. Con Edison projects a total of 570 participants through 2011. **Customers who participate must contribute to the System Benefits Charge.**

vv) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time.**

ww) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (vv).**

xx) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

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Section Manager – Program Implementation

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yy) Program savings objectives;

Through 2011

MWh: 182,020

Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. Con Edison proposes to use a combination of internal staff and third party contractors to manage and implement the proposed C&I Equipment Rebate program and to use "pooled contractors" for measure installations. Con Edison would train the pooled contractors after they complete a pre-screening application process. Additional contractors would be allowed to participate in the program if they follow the screening and training processes and meet other program requirements.

zz) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison plans to use a mix of marketing strategies to reach the C&I market segment. It plans to coordinate and cross-promote its program to customers via contractors and marketing campaigns.**

aaa) Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days. **Con Edison will provide program management.**

Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format.

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **A database will be developed to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will ensure that all data outlined in Section II. A. Table 1 is captured and that MWh savings are maintained at the measure level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 7. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.

Program-Tracking Database Terms	Definition of Terms
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

Notes:

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

Notes:

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

s. Name of program(s) or program component(s);

t. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

u. Contact information for each firm

- First and last name;
- Address;
- Phone number;
- Fax number (if collected); and
- E-mail address (if collected).

d. Measure descriptions

e. Quantity of each measure shipped by manufacturer

f. Buy-down amounts for each shipment

g. Dates associated with each buy-down payment to participating firms.

h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

kk. Name of program(s) or program component(s);

ll. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).

mm. Marketing and outreach (M&O) activities carried out;

nn. Marketing materials by numbers, types, and means of distribution;

oo. Education and media plan;

pp. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

	CON EDISON COMMERCIAL & INDUSTRIAL
Program Administrator:	**EQUIPMENT REBATE PROGRAM - ELECTRIC**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y.

10003

Phone: (212) 460-2120

E mail: mysholowskys@coned.com

7. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a). **Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce.**

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.
Currently there are no MWh savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 2 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
Currently, marketing efforts have not started. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Commercial & Industrial Equipment Rebate Program (Gas)

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory; The Commercial & Industrial Equipment Rebate Program (Gas) program is designed to overcome supply and demand-side market barriers to the purchase and installation of market-ready equipment measures (such as space heating and weatherization) in existing commercial and industrial facilities. It is designed to encourage the purchase and installation of high-efficiency space heating and water heating equipment, and other measures such as weatherization. Prescriptive incentives would be available for up to 70% of the incremental or installed cost of the measure, depending on the type and efficiency of the measure installed, with a per unit cap of $25,000. The proposed budget is $6,395,000 to achieve a cumulative annual savings of 110,762 dekatherms (Dth) through 2011. Con Edison projects a total of 1,212 participants through 2011. **Customers who participate must contribute to the System Benefits Charge.**

bbb) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time.**

ccc) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (bbb).**

ddd) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

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Section Manager – Program Implementation

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eee) Program savings objectives;

Through 2011

Dth: 110,762

Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)'

actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. Con Edison proposes to use a combination of internal staff and third party contractors to manage and implement the proposed C&I Equipment Rebate program and to use "pooled contractors" for measure installations. Con Edison would train the pooled contractors after they complete a pre-screening application process. Additional contractors would be allowed to participate in the program if they follow the screening and training processes and meet other program requirements.

fff) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison plans to use a mix of marketing strategies to reach the C&I market segment. It plans to coordinate and cross-promote its program to customers via contractors and marketing campaigns.**

ggg) Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days. **Con Edison will provide program management.**

Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format.

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **A database will be developed to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will ensure that all data outlined in Section II. A. Table 1 is captured and that therm savings are maintained at the measure level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 8. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.

Program-Tracking Database Terms	Definition of Terms
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

Notes:

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

v. Name of program(s) or program component(s);

w. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

x. Contact information for each firm

- First and last name;
- Address;
- Phone number;
- Fax number (if collected); and
- E-mail address (if collected).

d. Measure descriptions

e. Quantity of each measure shipped by manufacturer

f. Buy-down amounts for each shipment

g. Dates associated with each buy-down payment to participating firms.

h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

qq. Name of program(s) or program component(s);

rr. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).

ss. Marketing and outreach (M&O) activities carried out;

tt. Marketing materials by numbers, types, and means of distribution;

uu. Education and media plan;

vv. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

	CON EDISON COMMERCIAL & INDUSTRIAL
Program Administrator:	**EQUIPMENT REBATE PROGRAM - GAS**
Program/Project:	
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

8. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.
Currently there are no therm savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 2 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
Currently, marketing efforts have not started. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.

None-to-date

5. Additional Issues

None-to-date

Consolidated Edison Company of New York, Inc.

Commercial & Industrial Custom Efficiency Program (Electric)

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

hhh) Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory;

The Commercial & Industrial Custom Efficiency Program – Electric would provide incentives for energy efficiency measures in existing buildings and for new construction that are not offered through other programs. Incentives would be offered to participants for any measure, process, or operational improvement that provides cost-effective energy savings. C&I customers would be offered financial incentives for upgrading equipment or systems and improving processes (e.g., lean manufacturing, retro-commissioning, or monitoring-based commissioning) not covered specifically by other Con Edison C&I programs. Initially, the program would place special emphasis on data centers and healthcare facilities. Con Edison plans to offer a rebate to cover up to 50% of the cost of a technical survey to identify potential cost-effective measures in a facility. The total survey rebate amount would be capped at $50,000. In addition to the technical survey rebate, Con Edison plans to offer program participants a tiered kWh buyback rebate structure. These buyback kWh rebates would be based on avoided or reduced kWh energy savings and reward participants for increasing the energy efficiency of systems and equipment. The tiered rebates would be capped at $250,000 per project. Con Edison expects to serve 78 participants through this program with a budget of $10,660,000 through 2011. The proposed program is expected to achieve 15,980 MWh in annual savings through 2011 and have 6.57 MW coincident peak savings. **Customers who participate must contribute to the System Benefits Charge.**

iii) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time.**

jjj) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (iii).**

kkk) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

Mark Thomson

Section Manager – Program Implementation

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Fax: (212) 228-6719

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lll) Program savings objectives;

Through 2011

MWh: 15,980

Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. Con Edison proposes to use a combination of internal staff and third party contractors to administer, deliver, and implement the C&I Custom Efficiency program. Con Edison would train staff and contractors on processes and procedures associated with the program, such as reporting, roles and responsibilities, quality assurance, administrative procedures, budgets, and timelines.

mmm) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison plans to use a mix of marketing strategies to reach the C&I customer market segment. It plans to leverage existing relationships and to market the program through direct mail, the internet and outreach to trade allies and industry partners.**

nnn) Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days. **Con Edison will provide program management.**

Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format.

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **A database will be developed to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will ensure that all data outlined in Section II. A. Table 1 is captured and that MWh savings are maintained at the measure level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 9. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit

Program-Tracking Database Terms	Definition of Terms
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

Notes:

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

Notes:

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

y. Name of program(s) or program component(s);

z. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

aa. Contact information for each firm

- First and last name;
- Address;
- Phone number;
- Fax number (if collected); and

- E-mail address (if collected).

d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

ww. Name of program(s) or program component(s);

xx. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).

yy. Marketing and outreach (M&O) activities carried out;

zz. Marketing materials by numbers, types, and means of distribution;

aaa. Education and media plan;

bbb. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

Program Administrator:	**CON EDISON COMMERCIAL & INDUSTRIAL**
Program/Project:	**CUSTOM EFFICIENCY PROGRAM - ELECTRIC**
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**
	Section Manager – Measurement, Verification & Evaluation
	Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003
	Phone: (212) 460-2120
	E mail: mysholowskys@coned.com

9. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a). **Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce.**

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.
Currently there are no MWh savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 2 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
Currently, marketing efforts have not started. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Commercial & Industrial Custom Gas Efficiency Equipment Rebate Program (Gas)

Monthly Scorecard – February 2010*

***Preliminary data is provided in this report and is subject to change.**

Section I. Basic Program Information

Basic information about each program must be provided for each program with the first monthly report and again whenever the program changes so that the current program information is up-to-date. Such basic information is separate from the data collected in the participant-level program-tracking database. The list of basic program information is as follows:

Full program descriptions, including operation and procedures manuals, activities descriptions, and a description of program service territory;

The Commercial & Industrial Custom Gas Efficiency Equipment Rebate Program – Gas would provide a delivery channel for natural gas efficiency measures that are not available through Con Edison's other programs. It would offer performance-based financial incentives to customers installing non-traditional or emerging technologies that result in cost-effective energy efficiency savings. Tiered incentives would be offered for an extensive list of eligible measures in the following general categories: space and water heating; heating, ventilation, and air conditioning (HVAC) controls; space conditioning; cooking; building envelope; and commercial laundries. Tier 1 would pay incentives for projects that provide up to 20% energy reduction ($1/first year therm savings); Tier 2 would pay a higher incentive for projects that provide greater than 20% energy reduction ($2/first year therm savings). Total technical study incentives would be capped at $50,000 for gas-only projects and $67,000 for combined gas and electric measures projects. Financial incentives would be capped at $100,000 per project/participant for natural gas measures. The proposed program budget is $5,359,000. Anticipated cumulative annual savings are 113,400 Dth through 2011. Con Edison projects a total of 132 participants through 2011 (approximately 20 industrial and 112 commercial participants). **Customers who participate must contribute to the System Benefits Charge.**

ooo) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed has not been established at this time.**

ppp) A detailed description or map of how data in the tracking system contributes to the monthly report. DPS should be able to take the program-tracking databases and relevant accounting information for a given utility or NYSERDA and reproduce the monthly report. **See answer in section (ooo).**

qqq) Program management and staff names, titles, work locations, phone numbers, fax numbers, and e-mail addresses;

Mark Thomson

Section Manager – Program Implementation

Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003

Phone: (212) 460-2035

Fax: (212) 228-6719

E mail: thomsonm@coned.com

rrr) Program savings objectives;

Through 2011

Dth: 113,400

Program theory and logic models for each program. The program theory should characterize the relevant market(s) and how program activities are expected to change the behavior of the market(s)' actors to expand the adoption of energy efficient technologies and practices. The characterization of the market should include a description of baseline conditions (e.g., levels of awareness, attitudes, behavior, saturation, market share etc.) and an estimate of the technical energy and demand potential within that market and identify the portion of that potential that the program is expected to achieve at the conclusion of the current funding cycle. Con Edison proposes to use a combination of internal staff and third party implementation contractors to administer and deliver the proposed C&I Custom Gas Efficiency Program. Con Edison would train staff and contractors about processes and procedures associated with the program and would integrate this program with the electric component of the C&I Custom Efficiency Program. Con Edison expects to maintain rigorous contractor qualification standards for its C&I Custom Gas Efficiency Program. Participating contractors would be required to complete an application and screening process which, at a minimum, will require them to possess any necessary licenses and knowledge of industry best practices for the project analysis and equipment installation.

sss) A listing and description of, and contact information for the market actors, trade allies, and other stakeholders on which the program will rely for program delivery and support. **Con Edison plans to market its electric and gas C&I Custom Efficiency Programs using a unified, customer-targeted approach. Marketing is expected to reflect appropriate technology and facility types for a given customer segment rather than individual natural gas or electric measures or programs. Con Edison intends to proactively market its energy efficiency programs by leveraging existing relationships and using customer data to direct customer-focused, targeted promotional activities to specific sectors identified as having strong potential for energy efficiency savings. Con Edison employs account executives to support its largest C&I customers and this staff will conduct individual marketing and provide ongoing customer support for the C&I energy efficiency programs.**

ttt) Name of firms under contract to PAs and formally participating in the delivery of the program or program component(s) (e.g., vendors, installers, specifiers etc.). Though of interest to evaluators, PAs need not report contact information to the DPS of non-utility vendors involved with the installation of efficient equipment. A list of participating firms should be provided to DPS in the narrative report and updated only when it becomes *substantially* out of date (Note: It is left to each PA to define *substantially*). However, when requested by the DPS Staff, PAs should provide the most current listing within 30 days. **Con Edison will provide program management.**

Inter-organizational relationships (e.g., New York Power Authority (NYPA) and utilities) should also be reported in narrative format.

When reporting information on each program, be aware that a description of the program will be made available to interested readers. The basic information, in brief summary format, *should be included in each of the three reports (monthly, quarterly, and annual) that are submitted to the Director of OEEE. It is recommended that the reports also be filed with the Secretary of the Commission to encourage further transparency*. At a minimum individual basic program information should be available to DPS staff upon request The DPS believes that the data to be reported does not pose any confidentiality concerns. However, if such concerns arise, they will be considered on a case by case basis.

Section II. Evaluation Support Information

The participant-level data necessary for evaluation purposes for downstream incentive programs are described in Section II.A. Midstream program data are presented in Section II.B. Upstream program data are presented in Section II.C. Finally, public awareness program data are presented in Section II.D.

- **A database will be developed to capture all participant-level (customer) data required to conduct all evaluation related activities as highlighted by DPS Staff. Con Edison will ensure that all data outlined in Section II. A. Table 1 is captured and that therm savings are maintained at the measure level.**

While many of these proposed reporting requirements have been asked for elsewhere by evaluation contractors and regulators, there is some information detailed below that may not be maintained routinely for each program, may not be updated regularly, and may be difficult to present in a straightforward format (e.g., incremental costs or load shapes). In these instances, PAs are expected to explain their strategy for reporting these data types.

Section II.A. Downstream Incentive Program Information

This section contains a list of ***program-participant level*** data elements to be routinely collected and maintained in electronic form by PAs to measure the progress of their energy efficiency programs (e.g., program costs, estimated energy impacts).[2] The program-tracking database must be maintained **at the measure level**. Measures that are similar (e.g., CFLs, linear fluorescents) and have the same rebate and savings per unit can be grouped and reported in a single row. If, on a given application, a customer applies for rebates for three different measures, the application will be reported in the program-tracking database in three rows. A consistent measure naming convention must be developed as soon as possible. The participant-level data will serve as the foundation for the monthly, quarterly, and annual reports required by the DPS. There are a number of variables that must be included in any program-tracking database. These should be available to the DPS staff and evaluation contractors within 30 days following a data request. The variables and their definitions are listed in Table 1.

Table 10. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms

[2] Staff believes the IPAs will also have to report, but the details need to be further explored. To date, no IPAs have been designated program administrators.

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS
Program Name	Program name
Account number (affected by measure installation)[2]	Utility account number affected by the installation of the efficient measures
Meter number (affected by installation)	The meter number associated with the affected account number
Service turn-on date	The date of service turn for the program participant
Rate classification	Rate classification
Site-Specific Primary NAIC[3]	The two-digit NAIC for the affected dwelling/building
Building type/dwelling type[4]	Description of the dwelling or building type
Measure-Project name	Name of measure
Measure description	Description of the measure
Measure quantity	Quantity of the measure
Unit description	Description of the unit (e.g., tons, square feet, lamp)
Participant first name[5]	Participant first name
Participant last name	Participant last name
Service Street Address	Street address at which measure was installed
Service City	City in which measure was installed
Service ZIP code	ZIP code associated with the service street address and city
Participant telephone number	Participant telephone number
Participant Fax number	Participant Fax number
Participant E-Mail address	Participant E-Mail address
Rebate amount per unit[6]	Rebate amount per unit
Financing amount per unit	Financing amount per unit
Program application date	Program application date
Application approval date[7]	Date on which application was approved
Post-installation inspection date	Date on which measure installation was inspected on site by program administrator. *Note that post-installation inspection dates may not be available or they might only be available for a sample of program participants.*
Rebate payment date[8]	Date on which rebate check was issued.
Estimated gross kWh savings per unit[9]	Estimated gross kWh savings per unit (unit energy savings)

Program-Tracking Database Terms	Definition of Terms
Estimated gross on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated gross on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated gross on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated gross therm (natural gas) savings per unit	Estimated gross therm savings per unit
Net-to-gross ratio[10]	Net-to-gross ratio
Estimated net kWh savings per unit[11]	Estimated net kWh savings per unit
Estimated net on-peak kW savings per unit (utility-specific)	Each utility is required to report the estimated net on-peak kW savings per unit according to each utility's peak definition. NYSERDA is also required to report net demand reductions for program participants in each given utility's service territory based on each utility's definition of peak.
Estimated net on-peak kW savings per unit (NYISO)	Estimated gross on-peak kW savings per unit according to NYISO peak, the definition of which is forthcoming from the DPS.
Estimated net therm savings per unit	Estimated net therm savings per unit
Gross coal savings per unit	Gross coal savings per unit
Gross kerosene savings per unit	Gross kerosene savings per unit
Gross oil savings per unit	Gross oil savings per unit
Gross propane savings per unit	Gross propane savings per unit
Net coal savings per unit	Net coal savings per unit
Net kerosene savings per unit	Net kerosene savings per unit
Net oil savings per unit	Net oil savings per unit
Net propane savings per unit	Net propane savings per unit
Effective useful life	Effective useful life (median number of years that measure is expected to last)
Full incremental cost per unit[12]	Full incremental cost per unit
Full costs per unit	Full costs per unit
Weather station assignment number	The weather station ID assigned to the participant service address

Notes:

Notes:

[1]DPS Staff needs to work with utilities and NYSERDA to develop a Program ID naming convention. However, a Program ID number is not required for the first report. Note that when developing program ID naming conventions, utilities would like to minimize computer programming/reporting costs that they might incur if the proposed naming conventions are complex or the utility's current naming conventions require modification to Staff's proposed format.

[2]While not part of the program-tracking database, utilities are expected, upon request by DPS or evaluators, to provide consumption histories from utility bills associated with all relevant meters (meters affected by the installation of the efficient equipment) for at least twelve months prior to program enrollment date and through current period.

Also note that weather data (heating and cooling degree days) will be obtained from NOAA weather stations and mapped to customer sites based on ZIP codes.

[3]The North American Industry Classification System (NAICS, pronounced Nakes) was developed as the standard for use by Federal statistical agencies in classifying business establishments for the collection, analysis, and publication of statistical data related to the business economy of the U.S. NAICS replaces the Standard Industrial Classification (SIC) system.

[4]A list of common facility or building types or codes (e.g., DOE 2 Model Types; NYSERDA list of facility types) is currently being investigated.

[5]Usually, the participant is the end user (i.e., the person on whose premises the measure was installed and who received the rebate). In some case, the participant could be a building owner (commercial property owner who is renting to tenants (either residential or nonresidential) and who receives the rebate for installing measures in apartments or offices.

[6]PAs could design rebates on various bases (e.g., per bulb, per refrigerator, per pool pump, per ton in the case of chillers or per cubic feet for insulation). If incentives are based on performance (whole building or custom project), the unit would be "1" and the rebate per unit would be the total rebate received.

[7]The application date is the date on the application, or if that is missing, the date on which the administrator received the application.

[8]Note that all three dates (program application date, application approval date, and the rebate payment date) must be provided. These dates must be provided even when an application is received, approved, and a rebate paid to the participant all in the same day. In such cases, the date would be the same for all three variables.

Notes:

[9]Gross savings are defined as the change in energy consumption and/or demand that results directly from program-related actions taken by participants in the DSM program. The gross savings reported by the PAs are referred to as *ex ante* values since they have not been adjusted by *ex post (after measure installation)* evaluation efforts. If the project is a custom measure then all savings can be at the project level rather than per unit.

[10]Utilities should use NTGR values in the current Technical Manual until it is revised. Specifically, DPS is asking for gross savings, the net to gross ratio, and net savings. So that there is a consistent starting point for all PAs, NYSERDA programs must also use NTGR values in the Technical Manual even though there is evidence that the NTGRs estimated by NYSERDA might be superior.

[11]Net savings are the total change in load that is attributable to the utility DSM program. This change in load may include, implicitly or explicitly, the effects of free drivers, free riders, state or federal energy efficiency standards, changes in the level of energy service, and natural change effects. The net savings reported by the PAs are referred to as ex ante values since they have not been adjusted by ex post (after measure installation) evaluation efforts.

[12]If PAs can track incremental costs by measure or project in their program tracking databases, they should do so. However, this might not always be possible. In some cases, incremental costs for measures may be obtained from another source (e.g., the NYSERDA Measure-Level Database) and assigned to individual measures. Because it is assumed that PAs have reviewed the incremental costs of measures they promote as part of the technology screening process, the identification of incremental costs is expected to be relatively straightforward. When cost data are available in the program tracking databases but labor has been included, a set of rules regarding the percentage of total projects costs attributed to labor must be proposed by the PAs. The labor costs should be removed from the incremental costs before benefit-cost analyses are conducted. The formula for estimating incremental costs should be documented.

Section II.B. Midstream Program Information

For mid-stream programs, there should always be an end user who participates in the program (typically the customer receiving the equipment). It is the participant-level information listed above in Section II.C that should be entered into the program-tracking database. Other information about the activities of upstream actors involved in the implementation of the program should be tracked elsewhere.

Not Applicable to this program.

Section II.C. Upstream Program Information

Depending on the design and implementation of the upstream program, some information, such as end user-related information, might be unavailable. However PAs should collect and provide:

bb. Name of program(s) or program component(s);

cc. Name of firms participating in program or program component (e.g., manufacturers or participating retailers);

dd. Contact information for each firm

- First and last name;
- Address;
- Phone number;
- Fax number (if collected); and
- E-mail address (if collected).

d. Measure descriptions
e. Quantity of each measure shipped by manufacturer
f. Buy-down amounts for each shipment
g. Dates associated with each buy-down payment to participating firms.
h. Sales by retailers of subsidized measures

Not Applicable to this program.

Section II.D. Public Awareness (Marketing Outreach and Education) Program Information

Such performance-related information would not be included in a database but reported quarterly in a report. The report should include at a minimum:

ccc. Name of program(s) or program component(s);

ddd. Target population description including, size, source of identifying information, and lists of population members used in outreach activities. The target population is the total number in the population targeted by the program (e.g., all multi-family dwellings with occupants who qualify as low income, all small office buildings, all large, chain grocery stores, etc.).

eee. Marketing and outreach (M&O) activities carried out;

fff. Marketing materials by numbers, types, and means of distribution;

ggg. Education and media plan;

hhh. Documentation of any training including location of training, program participation agreements, commitments or other similar agreements, post-buy analysis, and other documentation of output (e.g., courses, curricula, list of participants, etc);

Other information could be reported such as records for dates, number, location, target audience, and attendance of events held, Web site hits, call-in numbers and rates, reach, frequency, Gross Rating Points, impressions, click through rate, composition, coverage, earned media, value of public service announcements, and other tracking and monitoring information the PA maintains, as appropriate to the effort and for each wave, campaign, and targeted effort. Include definitions and calculation methods for statistics used for monitoring. Each PA should propose metrics. Note that the DPS may require the PAs to use certain metrics.

Not Applicable to this program.

Section III. Draft Reporting Templates for Monthly Reports by Program

Under separate file.

Section IV. Sample Narrative Report to be included with spreadsheet

	CON EDISON COMMERCIAL & INDUSTRIAL
Program Administrator:	**CUSTOM GAS EFFICIENCY EQUIPMENT**
Program/Project:	**REBATE PROGRAM - GAS**
Reporting period:	**February 2010**
Report Contact person:	**STEVEN MYSHOLOWSKY**

Section Manager – Measurement, Verification & Evaluation

Location: 4 Irving Place, 10th Floor, New York, N.Y. 10003

Phone: (212) 460-2120

E mail: mysholowskys@coned.com

10. Program Status

Program Performance Goals

(a) Describe and discuss circumstances that may have an impact on the achievement of project performance goals (positive or negative).

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).

Currently the program implementation effort consists of taking customer leads and addressing customer inquiries which are logged into Salesforce.

(c) Provide updates to the forecast of net energy and demand impacts. The forecast should be updated at least annually. Note and explain any discrepancies between the filed program goal and the latest forecast.

Currently there are no therm savings to report for February 2010.

The budget shown in the Monthly Scorecard report represents the total 2 year program budget approved. Expenditures reported by cost category represent monthly costs incurred. No transfer of budget dollars is required at this time.

2. Program Implementation Activities. This section is designed to quantify major activities not captured in the progress spreadsheet.

(a) Marketing Activities

List and describe major marketing accomplishments. Describe activities in quantitative and qualitative terms. Provide copies of key marketing materials.
Currently, marketing efforts have not started. The Company's website will include information on this energy efficiency program.

(b) Evaluation Activities

List and describe evaluation activities. Compare them with goals and objectives established for the report period. Describe activities in quantitative and qualitative terms.
Con Edison has development a Request for Proposal for process evaluation contractor services for all approved EEPS programs. This RFP was issued on February 3, 2010 and bids were submitted March 5, 2010. Contractor selection is expected to be completed by April 2010.

(c) Other Activities

List and describe major accomplishments not captured in either the spreadsheet or this report. Describe work activities in quantitative and qualitative terms.

3. Customer Complaints and/or Disputes

Describe any customer disputes or complaints and how they have been resolved.
None-to-date

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.
None-to-date

5. Additional Issues
None-to-date