Con Edison Company of New York, Inc.

Small Business Direct Install Program

Monthly Scorecard – February 2011*

***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

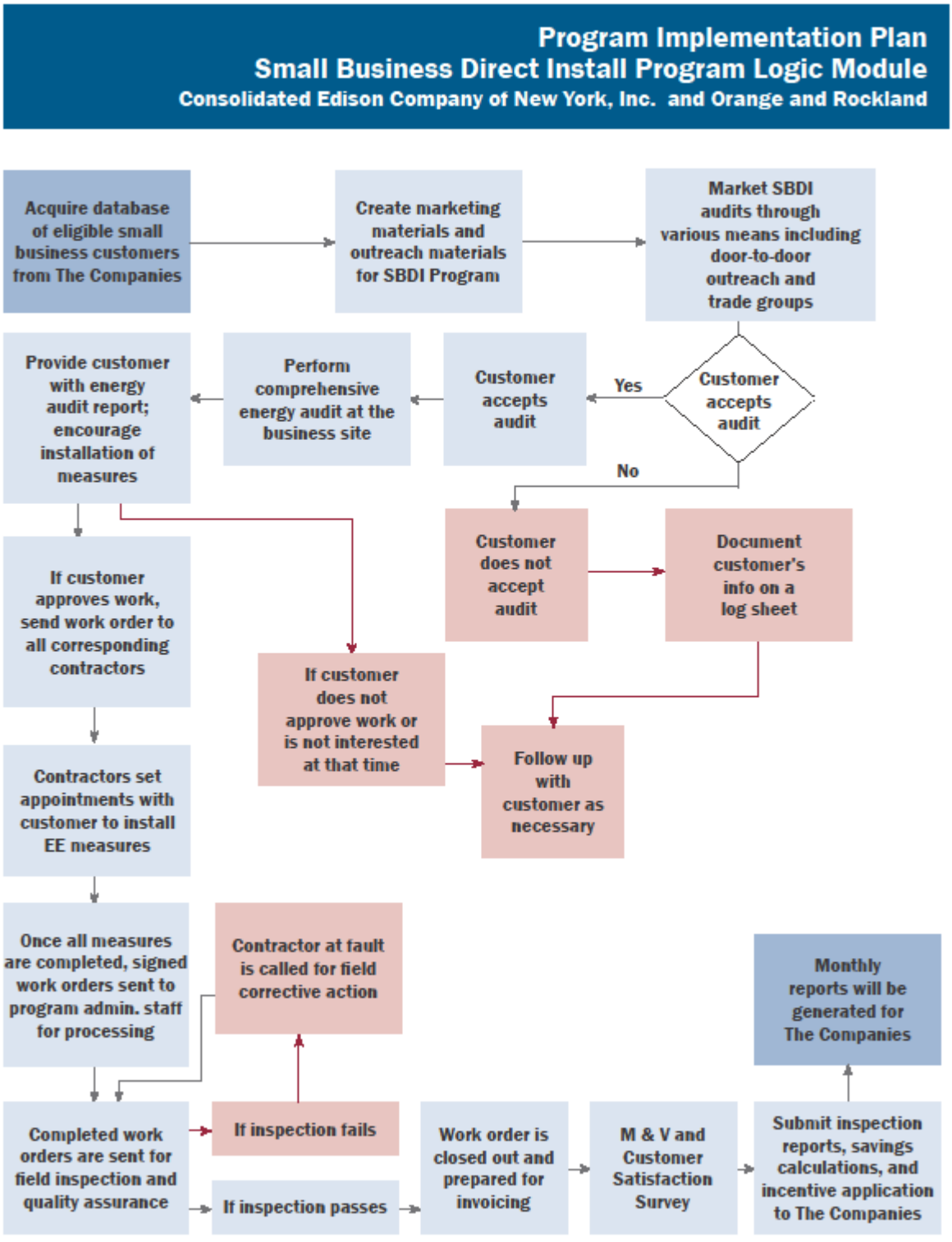
Combined 2009/2010 Goals

MWh: 184,466

MW: 33

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 hired the following subcontractors: FCI, Green Lighting, Light Wave, Energy Stars, Converge, Lime Energy, Haber Electrical, Sylvania and Energy & Water Conservation Services, Inc.

Free Lighting Corp. has been hired by Con Edison as a program implementer for Staten Island.

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. Con Edison is currently reviewing data extracted from Smart to assess the system's viability and accuracy of projects completed.**

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 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

[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
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.
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

Program-Tracking Database Terms	Definition of Terms
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.

[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.

Notes:

[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:

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).

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

There were 578 web site unique visits.

(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.

Willdan reported 5,066,551 kWh of acquired energy savings and 1,335,532 kWh of committed savings in February 2011. A total of 407 installations were performed during February 2011. The survey conversion rate increased to 60% while the Motion to Proceed conversion rate increased stayed constant at about 18%. These rates need to continue to increase to keep pace with the program's goals.
Free Lighting Corporation (FLC), our SBDI implementation contractor on Staten Island, reported 307,836 kWh of acquired savings and 166,833 kWh of committed savings for February, for a combined program total of 5,374,387.88 kWh of acquired savings. Program-To-Date totals through February 2011 stand at 65,929,301 or 22.7% of the combined three year 2009-2011 program goal.

SBDI Implementation

On February 9, Con Edison hosted a SBDI program re-launch contractor training seminar at the Con Edison Learning Center. The purpose was to engage, motivate, and educate the existing subcontractors. Topics included the improvements that have been made to the entire process, starting with surveys through post-install quality control. An additional training session was provided on February 10 to approximately ten new SBDI subcontractors.
Willdan conducted a total of 53 installation inspections for a total of 14 different subcontractors. A total of 9 inspections failed, while 42 passed and 2 customers refused entry. This represents an installation inspection pass rate of 82%. Two thirds of the failed inspections were from projects installed by two contractors. Willdan will continue to aggressively inspect the installations with a focus on subcontractors in the "probationary" and "evaluation" categories.

Marketing & Community Outreach

The sales team is also focusing on 're-sweeps" of areas that were previously marketed to. Many fertile areas remain in Brooklyn and Queens that have substantial opportunities for energy savings. These re-sweeps are designed to fully engage the customer base which is now more knowledgeable than during the first tour, which transpired during the early stages of the program..
All marketing activities are now overseen by Con Edison. Willdan continues to market to high-profile chain accounts and vertical customers. Several case studies have been coordinated with Con Edison's Corporate Communications group to be used in videos that will be featured in the sales kits (currently awaiting Con Edison approval) and on the website.
Energy Efficiency Department staff has started accompanying contractor manpower during street sweeps to provide legitimacy to the contractor and increase the number of surveys.

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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010. Navigant has started gathering program data and interviewing internal staff and the Implementation Contractor.

(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.

N/A

4. Changes to Subcontractors or Staffing

Describe any staff or subcontractor/consultant changes.

N/A

5. Additional Issues

Consolidated Edison Company of New York, Inc.

Residential HVAC – Electric Program

Monthly Scorecard – February 2011*

***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:

h) 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.

i) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **Honeywell is utilizing 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.**

j) 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).**

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

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l) Program savings objectives;

Through 2011

MWh: 7,086

MW: 12

Combined 2009 / 2010 Goal

MWh: 4,509

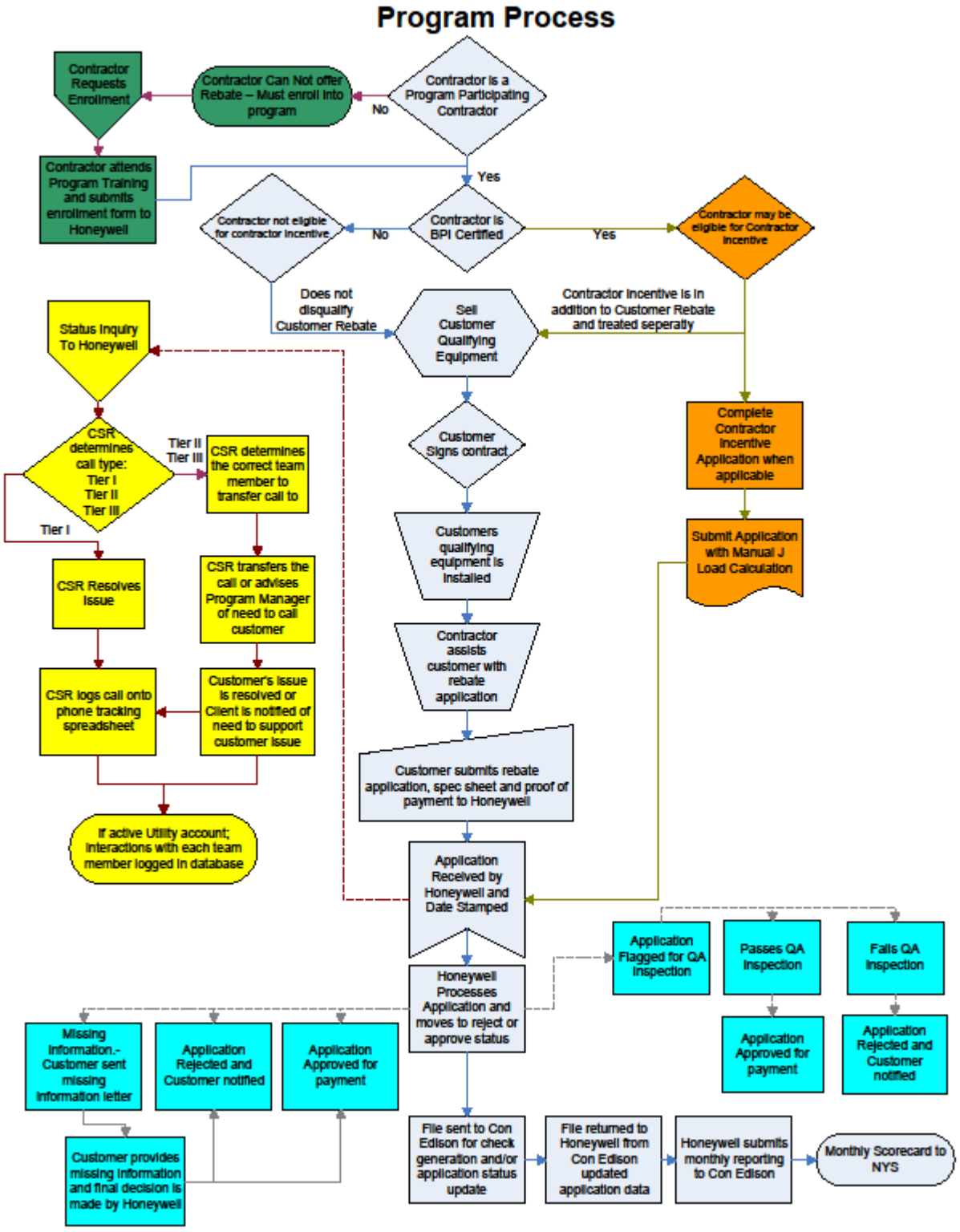
MW: 7

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.

m) 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.

n) **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. Con Edison's own market potential study has now been completed and findings have been reported to DPS staff & the EAG.**

o) **The logic model is provided below:**



p) 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, Honeywell 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 sessions are 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. Below is a list of contractors who have received training to-date:

Con Edison Heating and Cooling Rebates for Homes Participating Contractor List

Company Name Address City State Zip Phone

20/20 Air Mechanical Corp. 50 South End Plaza New Milford CT (860) 350-1331

A & G Installations Inc 1306 Franklin Avenue Mamaroneck NY (914) 698-2783

A & W Certified Cooling Systems 560 19th Street Brooklyn NY 11218 (718) 965-0100

A and A Plumbing and Heating 11-03 154 St Whitestone NY 11357 (718) 746-6980

A. Borelli Mechanical 147 Wheeler Avenue Pleasantville NY 10570 (914) 795-3030

A.J.A. Plumbing & Heating Corp (718) 445-0983

A1 Plumbing 142 Voss Avenue Yonkers NY 10703 (914) 339-6966

A-1 Servicemasters 34 MacArthur Ave. Staten Island NY 10312 (718) 356-7222

ABCO Plumbing 530 5th Ave Pelham NY 10803 (914) 738-3144

Absolute Comfort & Temperature Control PO Box 325 N. White Plains NY 10603 (914) 779-6698

Absolute Mechanical 1562 62 Street Brooklyn NY 11219 (718) 236-3159

Accuaire 13 Marple Rd. Poughkeepsie NY 12601 (845) 485-6259

Ace Mechanical 34 Prarie Ave Suffern NY 10901 (914) 393-6656

Action Plumbing 457 Siwanoy Place Pelham Mannor NY 10803 (914) 738-4198

Active Zero Energy Innovations 229-19 Merrick Blvd, Suite 379 Lauretton NY 11413 (646) 894-8336

Agee Heating Corp. 12-58 Clintonville St. Whitestone NY 11357 (718) 767-4492

Air Ecology Inc PO Box 8445 Pelham NY 10809 (914) 738-7897

Air Masters Inc. 62B Rector St. Staten Island NY 10310 (718) 727-4547

Airtemp Conditioning Service (914) 592-7401

AJ Plumbing & Heating 90 Catskill Ave Yonkers NY 10704 (914) 619-8140

Alex Heating and Cooling 73 Rolling Way New Rochelle NY 10804 (914) 637-0077

All County Heating&A/C 3 Birch CT Croton on Hudson NY 10520 (914) 271-8380

All Makes Heating and AC Corp. 365 White Plains Rd. Eastchester NY 10709 (914) 337-4555

All Mechanical Plumbing & Heating Inc. 2771 Atlantic Ave Brooklyn NY 11207 (718) 257-5200

All Star Heating & Air 33 Virginia Rd. N. White Plains NY 10603 (914) 514-8164

Allboro Rehab Construction Corp. 260 Doughty Blvd. Inwood NY 11096 (917) 299-4831

All-State Air Control Sales and Service PO Box 8505 Pelham NY 10803 (914) 668-8211

ALM Heating & Air 4 Edna Street Bedford Hills NY 10507 (914) 666-2203

Alpha AC 3515 East Tremont Ave Bronx NY 10465 (718) 716-1800

American Maintenance PO Box 1679 New York NY 10026 (212) 662-1600

American Residential Services 136 Radio Circle Dr Mount Kisco NY 10549 (914) 241-1422

Amtech Plumbing & Heating 321 South 2nd Ave Mount Vernon NY 10550 (914) 490-4691

AMX Cooling & Heating LLC 101 Castleton Street Pleasantville NY 10570 (914) 741-2600

Angel Plumbing & Heating Inc. 1879 Bronxdale Avenue Bronx NY 10462 (718) 409-3300

Anthony Pici P & H 370 Ashburton Ave. Yonkers NY 10701 (914) 376-7300

Aqueduct Services PO Box 485 Brewster NY 10509 (914) 666-9199

Archer Plumbing and Heating 128 Brook St. PO Box #1Scarsdale NY 10583 (914) 374-3242

Arctic Mechanical 28 Bulkley Ave. Port Chester NY 10573 (914) 934-8301

Armondo D. Plumbing & Heating 244 Lockwood Ave. New Rochelle NY 10801 (914) 235-0098

Arnica Heating and Airconditioning 68 Broad St Staten Island NY 10304 (718) 447-2555

Around the Clock AC & Heating 2 Lee Lane Ryebrook NY 10573 (914) 939-5471

Astacio Plumbing and Heating PO Box 4358 Stamford CT (203) 323-7020

ATG Mechanical 201-07 Northern Blvd Bayside NY 11361 (718) 551-1850

Atlantis Mechanical 9803 162nd Ave Howard Beach NY 11414 (718) 738-3491

Azure Plumbing & Heating 7 Bent Ave Port Chester NY 10573 (914) 933-0955

Babuska Plumbing, Heating and Air Conditioning 23 Storer Ave. Pelham NY 10803 (914) 490-4193

Ballas Plumbing & Heating 57 Brown Place Harrision NY 10528 (917) 731-3319

Barmor Rehab Inc 41 Orchard Street New York NY 10002 (917) 655-8963

Baxter Plumbing & Heating 3064 Bainbridge Ave Bronx NY 10467 (917) 709-7696

Bell Mechanical 200 Route 6 Mahopac NY 10541 (845) 628-2580

Bertussi Plumbing &Heating 60-70 Dexter Plaza Pearl River NY 10965 (845) 735-5588

Bev-Acqua 107 Hillside Place Eastchester NY 10709 (914) 924-0073

Big Blue Mechanical 80 Marbendale Rd Tuckahoe NY 10707 (914) 779-2101

Billharz Plumbing Inc. 45-25 47th Street Woodside NY 11377 (718) 784-2468

Blackstone Heating @ AC Inc. 8 Lawn Ave New Rochelle NY 10801 (914) 235-0809

Blue Star HVAC PO BOX 1045 Ossining NY 10562 (914) 944-0464

Blue Water Plumbing and Heating Inc. 64-00 Metropolitan Ave. Middle Village NY 11379 (718) 386-3088

Bob Mims Heating and Air Conditioning 101 Brook St. Staten Island NY 10301 (718) 273-8175

BP Air Conditioning &Heating 164 Walnut Rd Lake Peekskill NY 10537 (914) 502-7309

Brady Plumbing 9 Mark Drive Rye Brook NY 10573 (914) 934-0809

Breeze Airconditioning 859 Kilmer Lane Valley Stream NY 11581 (718) 380-8799

Breezin HVAC, Inc. 106-B Wakefield Avenue Staten Island NY 10314 (718) 447-1010

Con Edison Heating and Cooling Rebates for Homes Participating Contractor List

Company Name Address City State Zip Phone

Briar Hills Plumbing 29 Carlton Ave Briarcliff Manor NY 10510 (914) 774-9259

Bright Home Energy Solutions 5 West Chester Plaza Elmsford NY 10523 (914) 909-5300

Bruni & Campisi Plumbing, Heating, and Air Cond300 Central Ave. White Plains NY 10606 (914) 220-5300

Bryn Mawr Plumbing 500 Executive Blvd Elmsford NY 10523 (914) 355-5722

Burke Heating & Fuel 475 Commerce Street Hawthorne NY 10532 (914) 760-7194

C James Plumbing&Heating 1833 Bathgate Ave Bronx NY 10457 (718) 716-0065

C&C Service 17 Davenport St Stamford NY (203) 323-2866

C&F Plumbing &Heating 809 Scarsdale Ave Scarsdale NY 10583 (914) 725-1608

C.V.N. Htg. & A/C 404 North Terrace Mount Vernon NY 10552 (914) 664-2900

Carefree Air 199 Merrick Rd Lynbrook NY 11563 (516) 599-2848

Carey and Walsh Inc. 529 North State Rd. Briar Cliff Manor NY 10510 (914) 762-9600

Casa Mechanical 874 E. 233rd Street Bronx NY 10466 (718) 547-6460

Central Plumbing and Heating 7233 Central Ave Glendale NY 11385 (718) 366-5325

Chaim Cohen Plumbing and Heating, Inc. 313 Halstead Ave. Mamaroneck NY 10543 (914) 777-1700

Clover Heating PO BOX 844 Sleepy Hollow Manor NY 10591 (914) 631-6744

Community II 39 Broad Street Staten Island NY 10304 (718) 442-2295

Cooper Wilkins HVAC 654 Merrick Road Valley Stream NY 11580 (718) 978-4168

Cottam Heating & AC 492 City Island Ave City Island NY 10464 (718) 885-3328

CVN Heating and Air Conditioning 404 North Terrace Ave. Mount Vernon NY 10552 (914) 664-2900

D. Silverstri Sons, Inc. 173 Old Route 9, Ste. 1 Fishkill NY 12524 (845) 897-4008

Daniel Robbins Plumbing and Heating 2704 Evergreen Street Yorktown Heights NY 10598 (914) 755-2745

Deroza-Watson Plumbing (212) 368-3434

Design Air Inc. PO Box 845, 120 Rt 59 Hill Born NY 10931 (845) 357-3580

Desmond Plumbing & Heating 546 South 11th Avenue Mount Vernon NY 10550 (914) 699-2618

DMT Plumbing & Heating Corp. 260 Doughty Blvd. Inwood NY 11096 (917) 873-0333

DP Plumbing & Heating 86 Pengon Circle East Meadow NY 11554 (516) 644-5645

DSL Development Corp 35 Barger ST. Putnam Valley NY 10579 (914) 420-7621

Dual Purpose Corp 3311 Francis Lewis Blvd. Flushing NY 11358 (718) 886-5820

Dundee Plumbing and Heating, Inc. 80-18 Surrey Place Jamaica NY 11432 (718) 969-7406

Dwight Getting Heating & A/C 5 Schuman Rd. Millwood NY 10546 (914) 762-5565

EM Plumbing & Heating 3 Wyman Street Ryebrook NY 10573 (914) 494-5303

Energy Savers 42 Chatman Road Garrison NY 10524 (914) 391-3619

Environmental Control A/C & Heating 57 Walnut Street New Rochelle NY 10801 (914) 632-1815

Euro Comfort/Variety Installers 65 Howard Street Mount Vernon NY 10550 (914) 668-3232

Expert Services 628 Waverly Ave. Mamaroneck NY 10543 (914) 403-2215

Faliderio Plumbing 399 20th Street Brooklyn NY 11218 (570) 828-1405

Fountain Plumbing and Heating Inc. 21 West Main St. Pawling NY 12564 (845) 855-0286

Frank and Lindy Plumbing, Heating and Air 2 John Walsh Blvd. Peekskill NY 10566 (914) 737-7000

Frank and Lindy Plumbing, Heating and Air 2 John Walsh Blvd. Peekskill NY 10566 (914) 737-7000

Free Lighting Corp 87 Wright St Staten Island NY 10304 (718) 720-2209

G & G Village Plumbing and Heating Corp 212-31 Jamaica Ave. Queens Village NY 11428 (718) 465-6629

G+G Air Conditioning and Refrigeration 55 Bacon Hill Rd. Pleasantville NY 10570 (914) 769-4302

Gateway Plumbing 58 Watts Street New York NY 10013 (212) 980-0909

GC Reliable Service 80 Grove Ave. New Rochelle NY 10801 (914) 633-3535

GP Mechanical Corp. 28-07 24th Ave Astoria NY 11102 (718) 721-1169

Gregg Mechanical 198 Pulaski Avenue Staten Island NY 10303 (718) 761-2300

GW Plumbing Inc. 34 Valley Road New Rochelle NY 10804 (914) 235-4529

Hall Heating And Cooling Service 20 Lincoln Street New Rochelle NY 10801 (914) 632-4031

Harvest Plumbing & Heating 44 Argonne Road Brewster NY 10509 (845) 278-9470

Heat Of the Earth 26B Pecoho Rd Lake Peekskill NY 10537 (845) 519-5537

Highland Builders Corp. 92 Ralph Avenue White Plains NY 10606 (914) 715-9290

Homework Construction Corp. 1592 Sylvan Road Mohegan Lake NY 10547 (914) 528-6254

Howell Renewable Energy Co, LLC 75 S. Broadway 4th flr White Plains NY 10601 (646) 642-0737

Innovative Air Solutions 29 Elm Street Tuckahoe NY 10707 (914) 793-7700

Integra Plumbing 1550 Stillwell Avenue Bronx NY 10461 (718) 829-6494

J & J A/C, Heating & Refrigeration 2937 Wilkinston Avenue Veonz NY 10461 (718) 792-4040

J & J Wiring & Mechanical 120 Parkview Drive Pleasantville NY 10507 (914) 490-2064

J&L HVAC 32-22 92nd St. East Elmhurst NY 11369 (718) 651-4910

J&M Airconditioning 360 Barlow Ave Apt 14A Staten Island NY 10308 (917) 716-4094

J.L. Heating and Contracting 20-05 Utopia Parkway Whitestone NY 11357 (718) 428-1000

Jacan Plumbing and Heating and Air Conditioning312 5th Ave. New Rochelle NY 10801 (914) 576-6600

James Collins 829 Rathbun Ave Staten Island NY 10309 (917) 567-7231

Con Edison Heating and Cooling Rebates for Homes Participating Contractor List

Company Name Address City State Zip Phone

Jay Marcu Plumbing 3158 Albany Crescent Bronx NY 10463 (718) 543-6030

Jenesis Building Corp. 5 Orchard Ridge Terrace Chapaqua NY 10514 (914) 234-9313

JGC Plumbing and Heating 1010 34th Ave Astoria NY 11106 (718) 721-9438

Jim Hall Heating & AC 111 Storer Ave, Suite 1E Staten Island NY 10309 (718) 948-2456

John J. Sideris,, Inc. 40-18 Ditmas Blvd. Long Island City NY 11105 (718) 626-1836

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

Joseph W. Serba Plumbing Corp. 204-21 Jamaica Ave Hollis NY 11423 (718) 479-2029

JP HVAC Corp 36 Driggs Ave Brooklyn NY 11222 (718) 349-1028

Jumbo plumbing &Heating 1359 East 84th St Brooklyn NY 11236 (347) 539-4012

Katan Plumbing & Heating (Carmine's Heating) 84-14 Pitkin Ave Ozone Park NY 11417 (718) 591-7111

KCM Plumbing and Heating 125 Lake Ave Staten Island NY 10303 (347) 236-0542

Keck Heating and Air Conditioning LLC 28 Emerald Lane Mahopac NY 10541 (914) 347-3402

Keep It Cool, Inc. 383 Elwood Avenue Hawthorne NY 10532 (914) 741-5055

L&L Mechanical, LLC 10 Old Brook Ln Warwick NY 10990 (845) 988-6125

L.I. Reilly Plumbing & Heating, Inc. P.O. Box 108 Briarcliff Manor NY 10510 (914) 762-3946

Latty General Plumbing 1058 East Gunhill Rd. Bronx NY 10469 (718) 379-9356

Liberty Plumbing & Heating 87-14A 92nd Street Woodhaven NY 11421 (718) 577-0800

LLG Plumbing & Heating 2255 Westchester Ave Bronx NY 10462 (718) 892-3244

Lor-Sin Heating & Air Conditioning 17 Barbara Drive Warwick NY 10990 (845) 986-5863

Louis L.Buttermark&sons INC 16 New Dorp Lane Staten Island NY 10306 (718) 351-4220

Lynbrook Plumbing &Heating 267 Merrick Rd Lynbrook NY 11563 (516) 593-4001

Maddy's Plumbing 107 Puritan Drive Port Chester NY 10573 (914) 939-1528

Maher & Sons Inc. 43-27 Browne Street Flushing NY 11355 (718) 359-2094

Mainstream Plumbing and Heating, Incl 216 Palmer Ave. Sleepy Hollow NY 10591 (914) 366-4669

Malcarne Contracting 577 Hollow Road Staatsburg NY 12580 (845) 266-4427

Manley Plumbing and Heating Corp 48 Northfield Ave. Dobbs Ferry NY 10522 (914) 693-0571

Markley Mechanical 424 Central Ave Peekskill NY 10566 (914) 788-0536

Metropolitan Heat & Power Co, Inc. 820 Coney Island Ave Brooklyn NY 11218 (718) 941-7600

Metropolitan Heat and Power 820 Coney Island Ave. Brooklyn NY 11218 (718) 941-7600

MFB Air Conditioning 20 Louis Drive Yonkers NY 10536 (914) 779-3464

Mt. Kisco Mechanical Service Co. PO Box 478 Bedford Hills NY 10507 (914) 241-2460

N&D Plumbing 30-51 32nd Street Long Island City NY 11102 (718) 721-5396

National Grid 4295 Arthur Kill Rd. Staten Island NY 10309 (718) 317-4212

New Plumbing and Heating 1536 Stillwell Ave. Bronx NY 10461 (718) 931-7570

New Systems Plumbing & Heating 982 Smithfield Rd. Millerton NY 12456 (914) 804-9417

North Pole Air Conditioning & Heating PO Box 200531 South Ozone Park NY 11420 (718) 723-6564

NRD Energy and Water 250-02 87th Ave Bellerose NY 11426 (718) 316-0029

Nu Way and Nu Flow 620 Lafayette Ave Mamaroneck NY 10543 (914) 447-3318

NY Heating Corp 354 Humboldt St Brooklyn NY 11211 (718) 782-3894

Paradise Heating and AC LLC 9 Tuckahoe Road Yonkers NY 10701 (914) 966-8800

Park Plumbing & Heating 76 Calvert Street, PO Box 126 Harrison NY 10528 (914) 335-1483

Pat Sementa Plumbing and Heating 677 Van Nest Ave. Bronx NY 10462 (718) 829-5464

Paul Nebrasky Plumbing Heating &cooling 1019 Route 17M, Suite 3 Monroe NY 10950 (845) 783-6661

Pelham Bay Refrigeration&Airconditioning 396 Morris Park Ave Bronx NY 10460 (718) 892-8881

Perry Harris Plumbing & Heating 3163 Route 94 Chester NY 10918 (845) 469-2765

Peter K home Improvement LLC 500 D Saw Mill River Rd Ardsley NY 10502 (914) 497-5900

Phoenix Mechanical 17 Magnolia Drive Rye Brook NY 10573 (914) 690-1000

Pinnacle Plumbing 32-12 Farrington St Linden Hill NY 11354 (718) 539-8675

Plumbing & Heating Solutions, Inc. 100 Jackson Avenue Pelham Manor NY 10803 (914) 469-6363

Plumb-Rite, Inc. 107 Wood Ave. Ardley NY 10502 (914) 779-7900

Polgano Plumbing & Heating 4320 Van Cortland Park East Bronx NY 10470 (914) 747-1300

Polytemp Inc. 21 N. Pearl St. Port Chester NY 10573 (914) 939-2400

Premium Plumbing & Heating Corp. 3000 Old Yorktown Road Yorktown Heights NY 10598 (914) 243-0389

Promax Plumbing Corp. 28 Davenport Road Yonkers NY 10710 (914) 384-1001

Quatroni & Monahan Plumbing, Heating, and AC 628 Waverly Ave. Mamaroneck NY 10543 (914) 937-2121

R & R Heating & Cooling 19 Greenwood Lane Valhalla NY 10595 (914) 804-6273

R and A Heating and Contracting 25-94 46th Street Astoria NY 11103 (718) 932-3766

Ralph's Air Conditioning & Heating, LTD 640 Burk Avenue Bronx NY 10801 (718) 882-8877

Ranger Plumbing 1015 48th Avenue Long Island City NY 11101 (718) 392-6607

Ranshaw Fuel Oil, Plumbing and Heating 151-01 14th Ave. Whitestone NY 11357 (718) 249-2720

Regent Heating & Air 17 Putnam Avenue Port Chester NY 10573 (914) 939-4404

Con Edison Heating and Cooling Rebates for Homes Participating Contractor List

Company Name Address City State Zip Phone

Res-Com Heating Air Conditioning 12D West Main Street Elmsford NY (914) 347-3402

Richair Mechanical Inc. 61-06 Maurice Ave Maspeth NY 11378 (718) 894-8474

Richards Conditioning Corp 70 Marbledale Rd Tuckahoe NY 10707 (914) 337-0300

Richie Bros HVAC 91 Plain Ave. New Rochelle NY 10801 (914) 576-7661

Robert Rispoli Plumbing & Heating, Inc 28 Colby Avenue Rye Brook NY 10528 (914) 967-9317

Robert Thompson HVAC 74 Leland Ave Pleasantville NY 10570 (914) 769-8857

Robert Viggiano Plumbing And Heating 23 Park-N-Sons Court Cold Spring NY 10516 (914) 438-0448

Robison Oil Singer Holding 500 Executive Blvd Elmsford NY 10532 (914) 345-5700

RST Heating & AC 300 East Prospect Ave, Suite 1B Mount Vernon NY 10553 (914) 667-2699

Rucci Oil Co 1693 Richmond Terrace Staten Island NY 10310 (718) 442-2080

S&F Plumbing & Heating 1201 Oregon Road Cortland Manor NY 10567 (914) 734-7766

Sam's Air Conditioning 55 Sunset Avenue Staten Island NY 10314 (914) 297-4002

Sanroz Heating &Airconditioning po box 565 Katonah NY 10536 (914) 943-8908

Scaran Heating and Air Conditioning 6767 Amboy Rd. Staten Island NY 10309 (718) 984-0805

Scaran Oil Service Inc 6767 Amboy Road Staten Island NY 10309 (718) 984-0805

SCK Teamwork Corp. 611 62nd Street Brooklyn NY 11220 (718) 492-2938

Senid Plumbing and Heating 122-11 18th Ave. College Point NY 11356 (718) 445-3710

Serve Well Plumbing and Heating 116-04 Atlantic Ave. Richmond Hill NY 11419 (718) 847-1830

Service Mechanical,INC 189 Willow Ave Bronx NY 10454 (718) 292-9262

Skillman Plumbing & Heating 38-32 54 Street Woodside NY 11377 (718) 639-1950

Skyview Mechanical 4513 Byron Ave Bronx NY 10466 (718) 324-1386

Stanley Gelber & Sons 1079 Front Street Uniondale NY 11553 (516) 538-0040

Steady Flow Plumbing and Heating PO Box 1142 Yonkers NY 10703 (914) 494-1117

Stivan Plumbing & Heating 42-16 28th Avenue Astoria NY 11103 (718) 545-7750

STP Plumbing and Heating 35-35 Crescent St Long Island City NY 11106 (718) 204-0494

Sunshine Airconditioning and Heating 3288 Page CT Yorktown Heights NY 10598 (914) 245-2050

Supercool RHVAC 15 Lake Road Cortlandt Manor NY 10567 (914) 382-8765

T&C Mechanical & Sons LLC 3619 White Plains Road Bronx NY 10467 (914) 879-1572

T. Webber Plumbing & Heating 3365 Route 9 Cold Spring NY 10516 (845) 265-1400

T.F. O'Brien & Co. 1219 Jericho Turnpike New Hyde Park NY 11040 (516) 488-1800

T.F. Quinlan & Sons, Inc 1473 Richmond Terrace Staten Island NY 10310 (718) 442-2944

Taconic Heating and Cooling Corp 9 Dogwood Rd Corlandt Manor NY 10567 (914) 734-9300

TF O'Brien & Co, Inc. 1219 Jericho Turnpike New Hyde Park NY 10310 (516) 488-1800

Thomas HVAC Contracting 15 Peter Bush Dr Monroe NY 10950 (914) 420-6734

Thomas R. Sottile, Inc. PO Box 702 Riverside CT (203) 322-6639

Thompson Plumbing & Heating 317 East 4th Street Mt. Vernon NY 10553 (914) 469-3323

Tri-County Plumbing and Heating 29 Millie Lane LeGrangeville NY 12540 (845) 227-3497

Tropical Air Conditioning & Heating 432 Seneca Avenue Mt. Vernon NY 10553 (914) 668-9879

TSM Mechanical 116 Rivington Avenue Staten Island NY 10314 (917) 301-8110

Tuttofare Inc 29 N. Water St Ossining NY 10562 (914) 762-0604

Twin Belle Plumbing 5 Frances Drive Katonah NY 10536 (914) 767-0771

U & I Contracting Inc. PO Box 666 North Salem NY 10560 (914) 669-8856

Ultra Enterprise, INC. 471 Kings Highway Valley Cottage NY 10989 (914) 243-6789

Unique Indoor Comfort 98 Lake Street White Plains NY 10604 (914) 966-0800

USA Plumbing & Heative HVAC 883 Franklin Ave. Thornwood NY 10594 (914) 273-5556

Victory Brothers, Inc 143-04 Jamaica Avenue Jamaica NY 11435 (718) 526-4718

VS Plumbing & Heating PO Box 801 Nanuet NY 10954 (845) 548-8399

Wesco Gas Service inc. PO Box 218, 133 East Main Street Elmsford NY 10549 (914) 666-8003

West Chester Putnam Heating &Ac 243 Route 100 Somers Ny 10589 (914) 245-7707

Weston Brothers, Inc 66-16 Metropolitan Avenue Forest Hills NY 11375 (718) 793-2000

WKB Mechanical PO Box 37 North Salem NY 10560 (914) 497-2941

Yost &Campbell Inc 20 Brookdale Pl Mount Vernon NY 10550 (914) 668-6461

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
Program Administrator	Utility or NYSERDA
Program ID[1]	Unique Program identification number assigned by DPS

[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 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.

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[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 2011**
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).

There were 1,418 web site unique visits.

(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.

In the month of February, Honeywell continued to implement the improvement plan for the Heating and Cooling rebates for Homes Program.
Through February 2011, cumulative acquired savings now stand at approximately 823,000 kWh or 11.6% of the combined three year 2009-2011 electric program savings goal; and approximately 238,140 therms, or 20.4% of the current combined three year 2009-2011 gas savings goal.

Honeywell continued to focus on understanding the contractor network currently operating in the program. Also, Con Edison and Honeywell are implementing the following steps to improve the program:

- **February 2nd. Held the contractor awards ceremony at the Hampton Inn Suites in Westchester (see attached press release for awardees).**
- **February 4th. The HVAC calculator for the program web site was forwarded to Con Edison for review.**
- **February 9th. Held a contractor seminar focusing on American Standard high efficiency equipment and installation (see attached for event form).**
- **February 10th. Attended the Wallace Eannace Associates seminar focusing on high efficiency Lochinvar products (see attached for event form).**
- **Continued meetings with the Sears' Blue Team resulted in an agreement to engage in sales trainings to promote best practices for the rebate program. Locations and dates for these training are being coordinated.**
- **Training and integration of our 4th Circuit Rider Frank Raffeale who brings extensive residential RHVAC experience to the program team.**
- **Continued development/approval of banners and signage for distributor usage.**
- **Continued populating the 2011 training and seminar schedule. Plans for 2-4 ECM trainings as well as multiple distributor training/seminars are being promoted.**
- **Qualitative research and analysis indicates that although stepping rebate levels for higher SEER CAC units is possible with regard to cost/savings Honeywell did not find any evidence to suggest that this is successful in other areas of the country with regard to significantly increasing program participation.**

Honeywell additionally began using the circuit rider team to review customer listings in order to resolve missing information and other rebate hold ups

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010. Navigant has started gathering program data and interviewing internal staff and Implementation Contractor.

(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.

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Residential HVAC – Gas Program

Monthly Scorecard – February 2011*

***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:

q) 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.

r) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **Honeywell is utilizing 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.**

s) 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).**

t) 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

Cristina Coltro

Manager – Program Implementation

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

Phone: (212) 460-6850

Email: coltroc@coned.com

u) Program savings objectives;

Through 2011

Dth: 116,918

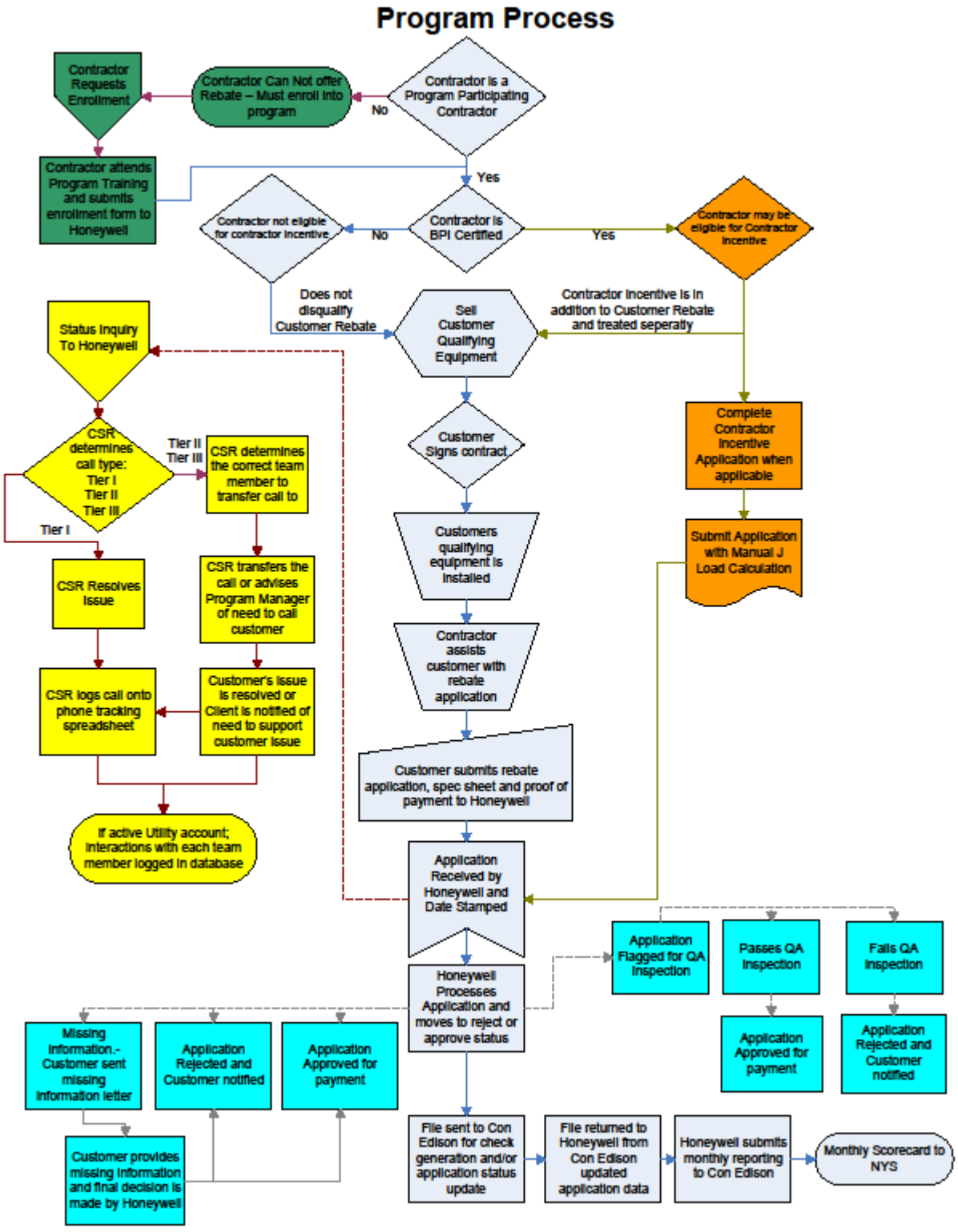
Combined 2009 / 2010 Goal

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.

v) 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. Con Edison's own market potential study has now been completed and findings have been reported to DPS staff & the EAG.**

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
Application Flagged for QA Inspection
Passes QA Inspection
Fails QA Inspection
Honeywell Processes Application and moves to reject or approve status
Missing Information.- Customer sent missing information letter
Application Rejected and Customer notified
Application Approved for payment
Application Approved for payment
Application Rejected and Customer notified
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

w) 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, Honeywell 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 includes program protocols and guidelines, installation best practices, and quality assurance requirements and reporting. Training sessions are 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 (in the HVAC –Electric section).

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.

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[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 2011**
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).
There were 1,413 web site unique visits.

(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

In the month of February, Honeywell continued to implement the improvement plan for the Heating and Cooling rebates for Homes Program.

Through February 2011, cumulative acquired savings now stand at approximately 823,000 kWh or 11.6% of the combined three year 2009-2011 electric program savings goal; and approximately 238,140 therms, or 20.4% of the current combined three year 2009-2011 gas savings goal.

Honeywell continued to focus on understanding the contractor network currently operating in the program. Also, Con Edison and Honeywell are implementing the following steps to improve the program:

- **February 2nd. Held the contractor awards ceremony at the Hampton Inn Suites in Westchester (see attached press release for awardees).**
- **February 4th. The HVAC calculator for the program web site was forwarded to Con Edison for review.**
- **February 9th. Held a contractor seminar focusing on American Standard high efficiency equipment and installation (see attached for event form).**
- **February 10th. Attended the Wallace Eannace Associates seminar focusing on high efficiency Lochinvar products (see attached for event form).**
- **Continued meetings with the Sears' Blue Team resulted in an agreement to engage in sales trainings to promote best practices for the rebate program. Locations and dates for these training are being coordinated.**
- **Training and integration of our 4th Circuit Rider Frank Raffeale who brings extensive residential RHVAC experience to the program team.**
- **Continued development/approval of banners and signage for distributor usage.**
- **Continued populating the 2011 training and seminar schedule. Plans for 2-4 ECM trainings as well as multiple distributor training/seminars are being promoted.**
- **Qualitative research and analysis indicates that although stepping rebate levels for higher SEER CAC units is possible with regard to cost/savings Honeywell did not find any evidence to suggest that this is successful in other areas of the country with regard to significantly increasing program participation.**

Honeywell additionally began using the circuit rider team to review customer listings in order to resolve missing information and other rebate hold ups

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010. Navigant has started gathering program data and interviewing internal staff and Implementation Contractor.

A second draft of the overall evaluation plan for all the EEPS programs and the Residential HVAC evaluation plan were sent to PSC Staff for review. Also a sampling plan has been submitted. Contractor interview guides were developed.

(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.
Additional trade allies were trained and added to the program in July.

5. Additional Issues
None-to-date

Consolidated Edison Company of New York, Inc.

Refrigerator Replacement Plus – Electric Program (Multi-Family Program)

Monthly Scorecard – February 2011*

***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:

x) 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 75 dwelling unit multifamily building market. Customers who participate must contribute to the System Benefits Charge.**

Con Edison has selected Association for Energy Affordability, Inc. (AEA), 105 Bruckner Blvd., Bronx, NY 10454 to be the Implementation Contractor.

y) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **AEA is deploying an internal system to track program activities and savings.**

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;

Mark Thomson

Section Manager – Program Implementation

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

Phone: (212) 460-2035

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E mail: thomsonm@coned.com

Gregory Elcock

Manager – Program Implementation

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

Phone: (212) 460-6507

Email: elcockg@coned.com

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 75 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 are under development.**

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.**

cc) 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. **The Association for Energy Affordability (AEA) has been chosen as the implementation contractor for this program.**

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)**
- **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.

- **A database has been developed with AEA 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:	**November 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).

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

There were 648 web site unique visits.

(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.

Multifamily (RRP) Program

- **Managing Lean & Green Seminar Series**
  Benchmarking 101
  Edith Macy Conference Center
  Pratt Center
  14th Street, New York
  February 2, 2011- 10:00am – 12:00 noon

  Association for Energy Affordability was invited to make a brief presentation on the Con Edison MFEE Program by Ariel Krasnow of SHNNY (Supported Housing Network of New York). In attendance at this seminar were UHAB and various WAP /AMP former clients. The attendees were very interested in discussing incentives for EMS systems.
  AEA account manager was able to secure a date with the executive director of SHNNY to bring their properties located in Manhattan, Bronx and Brooklyn into the program.

- **NYC Green House Kick-Off**
  Con Edison
  4 Irving Place
  New York, NY
  February 23, 2011 – 8:30am – 11:00am

  The focus of the NYC Greenhouse Kick-Off was to train users on the newly launched "NYC Green House" online resource guide (website). The breakfast event began with welcoming remarks from Rafael Cestero, Commissioner of HPD, Rebecca Craft, Director of Energy Efficiency at Con Edison, Sadie McKeown, Senior VP at CPC, and Marie Pedraza, VP & Senior Regional Community Development Manager at HSBC Bank. The training of NYC Green House was led by Catherine Barton of the Pinwheel Group. The website can be located at www.nycgreenhouse.org. This website will act as a resource guide for multifamily property owners who want to save money by going green.

  This kick-off provided an opportunity for AEA to network and promote the MFEEP program

- **Multi-Family Energy Efficiency Program Kickoff & Networking Event**
  Con Edison
  4 Irving Place 19th floor Auditorium
  New York, New York
  February 24, 2011 - 8:00am – 12:00 noon

  The Multi-Family Energy Efficiency Program Kickoff & Networking Event was organized solely for owners and managers of 5-75 unit buildings in Con Edison territory and for the program's participating contractors. Leadership of Con Edison's energy efficiency programs participated in the event together with key AEA staff in order to answer program questions. Contractors and management company engineering staff had a great opportunity to learn more about hydronic distribution system efficiency from the featured speaker, John Siegenthaler, PE and the author of "Modern Hydronic Heating". The networking hour immediately following the formal program

helped to connect owners who are considering energy efficiency upgrades and participating program contractors. AEA account managers had the opportunity to connect with "decision makers" of multifamily buildings for participation in the program as well.

In total there were 195 participants consisting of property managers, owners and contractors.

OPERATIONS: TRADE ALLY NETWORK

In the month of February 2011 AEA conducted one of its monthly contractor orientations. This orientation is for contractors interested in becoming a "qualified participating contractor" in the MFEE program. Orientation session consisted of program rules and "best practices".

Schedule for the month of February, 2011:

- **February 17, 2011 – 14 contractors attended this session.**

There are currently a total of 110 qualified participating contractors for the MFEE program. AEA will be conducting contractor orientations on the 2nd Tuesday of each month.

OUTREACH & SALES ACTIVITY:

Outreach Efforts:
The Association for Energy Affordability, Inc received referrals from various property management groups in the month of February 2011. AEA account managers have worked successfully with these management groups to complete the portfolio application process of their buildings. The completion of common area surveys and in-unit direct installs are scheduled to begin in March 2011.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

The evaluation workplan is currently being developed.

(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.

AEA activated their Call Center operations on July 21, 2010 (877-634-9443) to provide customer support from Monday to Saturday.

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
(Multi-Family Program)

Monthly Scorecard – February 2011*

***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 75 dwelling unit multifamily building market. Customers who participate must contribute to the System Benefits Charge.**

Con Edison has selected Association for Energy Affordability, Inc. (AEA), 105 Bruckner Blvd., Bronx, NY 10454 to be the Implementation Contractor.

ff) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **AEA is deploying an internal system to track program activities and savings.**

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;

Mark Thomson

Section Manager – Program Implementation

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

Phone: (212) 460-2035

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Gregory Elcock

Manager – Program Implementation

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Phone: (212) 460-6507

Email: elcockg@coned.com

ii) Program savings objectives;

Through 2011

Dth: 250,421

Combined 2009 / 2010 Goal

Dth: 118,211

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 75 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 are under development.**

jj) 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.

kk) 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. **The Association for Energy Affordability (AEA) has been chosen as the implementation contractor for this program.**

ll) 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.

- **A database has been 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 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 5. 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

[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
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)
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:

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 2011**
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).

i)

(b) Describe and discuss other key aspects of program performance goals that were not discussed in (a).
There were 648 web site unique visits.

(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 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.

Multifamily (RRP) Program

- **Managing Lean & Green Seminar Series**
  Benchmarking 101
  Edith Macy Conference Center
  Pratt Center
  14th Street, New York
  February 2, 2011- 10:00am – 12:00 noon

  Association for Energy Affordability was invited to make a brief presentation on the Con Edison MFEE Program by Ariel Krasnow of SHNNY (Supported Housing Network of New York). In attendance at this seminar were UHAB and various WAP /AMP former clients. The attendees were very interested in discussing incentives for EMS systems.
  AEA account manager was able to secure a date with the executive director of SHNNY to bring their properties located in Manhattan, Bronx and Brooklyn into the program.

- **NYC Green House Kick-Off**
  Con Edison
  4 Irving Place
  New York, NY
  February 23, 2011 – 8:30am – 11:00am

  The focus of the NYC Greenhouse Kick-Off was to train users on the newly launched "NYC Green House" online resource guide (website). The breakfast event began with welcoming remarks from Rafael Cestero, Commissioner of HPD, Rebecca Craft, Director of Energy Efficiency at Con Edison, Sadie McKeown, Senior VP at CPC, and Marie Pedraza, VP & Senior Regional Community Development Manager at HSBC Bank. The training of NYC Green House was led by Catherine Barton of the Pinwheel Group. The website can be located at www.nycgreenhouse.org. This website will act as a resource guide for multifamily property owners who want to save money by going green.

  This kick-off provided an opportunity for AEA to network and promote the MFEEP program

- **Multi-Family Energy Efficiency Program Kickoff & Networking Event**
  Con Edison
  4 Irving Place 19th floor Auditorium
  New York, New York
  February 24, 2011 - 8:00am – 12:00 noon

  The Multi-Family Energy Efficiency Program Kickoff & Networking Event was organized solely for owners and managers of 5-75 unit buildings in Con Edison territory and for the program's participating contractors. Leadership of Con Edison's energy efficiency programs participated in the event together with key AEA staff in order to answer program questions. Contractors and management company engineering staff had a great opportunity to learn more about hydronic distribution system efficiency from the featured speaker, John Siegenthaler, PE and the author of "Modern Hydronic Heating". The networking hour immediately following the formal program

helped to connect owners who are considering energy efficiency upgrades and participating program contractors. AEA account managers had the opportunity to connect with "decision makers" of multifamily buildings for participation in the program as well.

In total there were 195 participants consisting of property managers, owners and contractors.

OPERATIONS: TRADE ALLY NETWORK

In the month of February 2011 AEA conducted one of its monthly contractor orientations. This orientation is for contractors interested in becoming a "qualified participating contractor" in the MFEE program. Orientation session consisted of program rules and "best practices".

Schedule for the month of February, 2011:

- **February 17, 2011 – 14 contractors attended this session.**

There are currently a total of 110 qualified participating contractors for the MFEE program. AEA will be conducting contractor orientations on the 2nd Tuesday of each month.

OUTREACH & SALES ACTIVITY:

Outreach Efforts:
The Association for Energy Affordability, Inc received referrals from various property management groups in the month of February 2011. AEA account managers have worked successfully with these management groups to complete the portfolio application process of their buildings. The completion of common area surveys and in-unit direct installs are scheduled to begin in March 2011.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

The evaluation workplan is currently being developed.

(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.

AEA activated their Call Center operations on July 21, 2010 (877-634-9443) to provide customer support from Monday to Saturday.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

The evaluation workplan is currently being developed.

(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.

AEA activated their Call Center operations on July 21, 2010 (877-634-9443) to provide customer support from Monday to Saturday.

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 2011*

***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

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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. We have reviewed submitted projects from Yonkers, Greenburgh, and New Rochelle housing authorities. NYCHA submitted projects are under review.

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.**
6. **Await (Phase 2) HUD approvals so that WCHA can move into the implementation stage of their proposed projects. Exclusively in Yonkers.**

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.

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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

[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
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)
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:

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 2011**
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).

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

The Yonkers Housing Authority (YHA) continues to install the remaining Steam Traps at several of its sites. YHA will continue with this effort into 2011 and will install an additional 3,000 steam traps, and will claim the associated savings in 2011.

Additionally we continue to have dialogue with NYCHA and are currently monitoring potential projects for 2011. All currently proposed projects appear to be gas to gas projects, and Con Edison's Program Manager for the MFLI Program has clearly defined the eligibility parameters to NYCHA. We have asked NYCHA to begin collecting the pertinent data for these potential projects so that we can begin to check for eligibility, and start to make some therm savings projections for these projects.

Lengthy design, engineering and approval processes continue to slow some of these projects from implementation, and we have asked for updated progress reports every two weeks from NYCHA's Director of Engineering.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

Navigant has submitted a draft evaluation plan for review.

(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 2011*

***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;

Mark Thomson

Section Manager – Program Implementation

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

Phone: (212) 460-2035

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Dave Pospisil

Manager – Program Implementation

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

Phone: (212) 460-2429

Fax: (212) 228-6719

Email: pospisild@coned.com

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 implementation contractor to manage and implement the proposed C&I Equipment Rebate program and to use "pooled contractors" for measure installations. Con Edison has contracted Lockheed Martin as the program implementer.**

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.**

zz) 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 has contracted Lockheed Martin as the program implementer.

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

[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
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)
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
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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:

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

Program Administrator:	**CON EDISON COMMERCIAL & INDUSTRIAL EQUIPMENT REBATE PROGRAM - ELECTRIC**
Program/Project:	
Reporting period:	**February 2011**
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).

There were 771 web site unique visits.

(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 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.

Our communications with customers indicates that there are many large projects in the final decision phase. Despite our concerns that self-imposed incentive caps would constrain our ability to secure projects, we have closed a number of large projects in the past 2 months. At this time we have 50% of our custom gas programs committed however, we did lose a large gas cooling project at the Times Square Westin due to the incentive caps. Lockheed Martin continues to build the program team. Due to demand in the marketplace they added 2 new business development people and are looking for more. LM will be conducting 2 market partner seminars in March in Westchester and Manhattan. We currently have 200 market partners in the program and have a goal of adding up to 50 per month. We brought our first project inspector on board in March and will continue to interview for the 2nd position. We have developed an aggressive marketing plan for 2011 that we believe will substantially increase program awareness and participation.

The following table summarizes the suite of C&I program activity as of February 28, 2011:

Program Name	February 2011 Acquired Savings	Program-to-Date Acquired Savings	Applications Received To-Date
Electric Rebate	354,110 kWh	3,497,119 kWh	322
Gas Rebate	3,724 Therms	11,753 therms	25
Electric Custom Efficiency	745,530 kWh	862,978 kWh	126
Gas Custom Efficiency	-	-	3
Totals			**476**

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

Process evaluation activity has not yet commenced for this program.

(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
The largest barrier to participation in the C&I program is the economy. We are not seeing large, comprehensive projects typical for this market segment. Customers are using O&M dollars instead of Capex dollars, therefore projects are smaller.

Consolidated Edison Company of New York, Inc.

Commercial & Industrial Equipment Rebate Program (Gas)

Monthly Scorecard – February 2011*

***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.**

aaa) 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.**

bbb) 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).**

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

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ddd) 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 implementation contractor to manage and implement the proposed C&I Equipment Rebate program and to use "pooled contractors" for measure installations. Con Edison has contracted Lockheed Martin as the program implementer. 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.**

eee) 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.**

fff) 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 has contracted Lockheed Martin as the program implementer.

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

[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
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.
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:

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

Program Administrator:	**CON EDISON COMMERCIAL & INDUSTRIAL EQUIPMENT REBATE PROGRAM - GAS**
Program/Project:	
Reporting period:	**February 2011**
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).

There were 771 web site unique visits.

(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 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.

Our communications with customers indicates that there are many large projects in the final decision phase. Despite our concerns that self-imposed incentive caps would constrain our

ability to secure projects, we have closed a number of large projects in the past 2 months. At this time we have 50% of our custom gas programs committed however, we did lose a large gas cooling project at the Times Square Westin due to the incentive caps. Lockheed Martin continues to build the program team. Due to demand in the marketplace they added 2 new business development people and are looking for more. LM will be conducting 2 market partner seminars in March in Westchester and Manhattan. We currently have 200 market partners in the program and have a goal of adding up to 50 per month. We brought our first project inspector on board in March and will continue to interview for the 2nd position. We have developed an aggressive marketing plan for 2011 that we believe will substantially increase program awareness and participation.

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Totals			**476**

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

Currently Process evaluation activity of this program has not yet commenced.
(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
The largest barrier to participation in the C&I program is the economy. We are not seeing large, comprehensive projects typical for this market segment. Customers are using O&M dollars instead of Capex dollars, therefore projects are smaller.

Consolidated Edison Company of New York, Inc.

Commercial & Industrial Custom Efficiency Program (Electric)

Monthly Scorecard – February 2011*

***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:

ggg) 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.

hhh) 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.**

iii) 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).**

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

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kkk) 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 implementation contractor to administer, deliver, and implement the C&I Custom Efficiency program. Con Edison has contracted Lockheed Martin as the program implementer. 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.**

lll) 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.**

mmm) 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.

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

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- **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.

[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.

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
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:

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

	CON EDISON COMMERCIAL & INDUSTRIAL
Program Administrator:	**CUSTOM EFFICIENCY PROGRAM - ELECTRIC**
Program/Project:	
Reporting period:	**February 2011**
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).

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

There were 771 web site unique visits.

(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 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.

Our communications with customers indicates that there are many large projects in the final decision phase. Despite our concerns that self-imposed incentive caps would constrain our ability to secure projects, we have closed a number of large projects in the past 2 months. At this time we have 50% of our custom gas programs committed however, we did lose a large gas cooling project at the Times Square Westin due to the incentive caps. Lockheed Martin continues to build the program team. Due to demand in the marketplace they added 2 new business development people and are looking for more. LM will be conducting 2 market partner seminars in March in Westchester and Manhattan. We currently have 200 market partners in the program and have a goal of adding up to 50 per month. We brought our first project inspector on board in March and will continue to interview for the 2nd position. We have developed an aggressive marketing plan for 2011 that we believe will substantially increase program awareness and participation.

The following table summarizes the suite of C&I program activity as of February 28, 2011:

Program Name	February 2011 Acquired Savings	Program-to-Date Acquired Savings	Applications Received To-Date
Electric Rebate	354,110 kWh	3,497,119 kWh	322
Gas Rebate	3,724 Therms	11,753 therms	25
Electric Custom Efficiency	745,530 kWh	862,978 kWh	126
Gas Custom Efficiency	-	-	3
Totals			**476**

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010. Process evaluation activity has not commenced for this program.

(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
The largest barrier to participation in the C&I program is the economy. We are not seeing large, comprehensive projects typical for this market segment. Customers are using O&M dollars instead of Capex dollars, therefore projects are smaller.

Consolidated Edison Company of New York, Inc.

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

Monthly Scorecard – February 2011*

***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.

nnn) 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.**

ooo) 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).**

ppp) 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

Dave Pospisil

Manager – Program Implementation

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

Phone: (212) 460-2429

Fax: (212) 228-6719

Email: pospisild@coned.com

qqq) 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 contractor to administer and deliver the proposed C&I Custom Gas Efficiency Program. Con Edison has contracted Lockheed Martin as the program implementer. 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.**

rrr) 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.**

sss) 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 has contracted Lockheed Martin as the program implementer.

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

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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
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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

Program-Tracking Database Terms	Definition of Terms
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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.*
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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

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

Notes:

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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.

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[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.

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[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.

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[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 2011**
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).

There were 771 web site unique visits.

We sponsored three market partner seminars with Lockheed Martin, which generated participation that exceeded 300 contractors and vendors.

(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 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.

Our communications with customers indicates that there are many large projects in the final decision phase. Despite our concerns that self-imposed incentive caps would constrain our ability to secure projects, we have closed a number of large projects in the past 2 months. At this time we have 50% of our custom gas programs committed however, we did lose a large gas cooling project at the Times Square Westin due to the incentive caps. Lockheed Martin continues to build the program team. Due to demand in the marketplace they added 2 new business development people and are looking for more. LM will be conducting 2 market partner seminars in March in Westchester and Manhattan. We currently have 200 market partners in the program and have a goal of adding up to 50 per month. We brought our first project inspector on board in March and will continue to interview for the 2nd position. We have developed an aggressive marketing plan for 2011 that we believe will substantially increase program awareness and participation.

The following table summarizes the suite of C&I program activity as of February 28, 2011:

Program Name	February 2011 Acquired Savings	Program-to-Date Acquired Savings	Applications Received To-Date
Electric Rebate	354,110 kWh	3,497,119 kWh	322
Gas Rebate	3,724 Therms	11,753 therms	25
Electric Custom Efficiency	745,530 kWh	862,978 kWh	126
Gas Custom Efficiency	-	-	3
Totals			**476**

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

Process evaluation activity has not yet commenced for this program.

(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
The largest barrier to participation in the C&I program is the economy. We are not seeing large, comprehensive projects typical for this market segment. Customers are using O&M dollars instead of Capex dollars, therefore projects are smaller.

Consolidated Edison Company of New York, Inc.

Residential Direct Install Program (Electric)

Monthly Scorecard – February 2011*

***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 Direct Install (DI) Program has been designed to provide a logical entry point for residential customers seeking to evaluate their home's energy performance and identify investment priorities before installing new energy efficient equipment. The program will provide low cost on-site energy surveys, direct installation of specific, free electric efficiency measures and recommendations for more extensive electric and gas efficiency upgrades. Participants in the program who choose to install the more extensive recommended measures will be directed to Con Edison's Residential Heating, Ventilation and Air Conditioning Program (HVAC program) and/or Room AC Program for prescriptive rebates or other applicable energy efficiency programs offered by NYSERDA or other utilities.

The DI Program offers the following main benefits:

− Customers receive a low cost energy survey and trustworthy energy-savings recommendations from trained professionals.

− Customers receive immediate savings through the direct installation of low-cost lighting and other energy-saving measures.

Energy surveys will be provided to residential customers at a low cost ($50) to encourage participation. Energy surveys provide a valuable opportunity to interact with the customer, recommend energy efficiency upgrades, document existing equipment and install the free energy efficiency measures. The energy surveyor will discuss appropriate behavioral and operational energy efficiency actions, visually inspect the customer's electric and gas equipment and building envelope and provide recommendations on cost-effective energy efficiency upgrades. Energy survey reports may include recommendations for additional, more costly equipment upgrades or participation in additional efficiency programs, such as Con Edison's Residential Heating and Air Conditioning Program (HVAC program). In addition, surveyors may advise the customer to seek out a more comprehensive facility evaluation through NYSERDA's Home Performance with ENERGY STAR® program or provide customers with information on other financial incentives that may be available for equipment upgrades through utility, State or Federal programs such as the Energy Policy Act of 2005 (EPAct) tax credits.

The proposed program budget is $4,242,000. Anticipated cumulative annual savings are 6,880 MWh through 2011. Con Edison projects a total of 8,252 survey participants through 2011. Customers who participate must contribute to the System Benefits Charge.

Con Edison has selected Honeywell Utility Solutions, Wayne Interchange Plaza 1, Wayne, New Jersey 07470 to be the Implementation Contractor. Contract officially became effective on June 30, 2010.

ttt) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **The tracking system to be deployed is currently being developed.**

uuu) 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).**

vvv) 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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Cristina Coltro

Manager – Program Implementation

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

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Email: coltroc@coned.com

www) Program savings objectives;

Through 2011

MWh: 6,880

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 Honeywell to administer and deliver the proposed Program. Con Edison would train staff and contractors about processes and procedures associated with the program.**

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 this Program using a unified, customer-targeted approach. Marketing is expected to reflect appropriate technology and facility types for a given customer segment. 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.**

xxx) 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. **Honeywell 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 11. 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

[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
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.
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:

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

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

gg. 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:

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

jjj. 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.).

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

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

mmm. Education and media plan;

nnn. 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 DIRECT INSTALL**
Program/Project:	**PROGRAM**
Reporting period:	**February 2011**
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

11. 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).

There were 838 web site unique visits.

(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 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.

This program commenced on July 1, 2010. Through December, Honeywell has received 1,828 customer applications for Home Energy Surveys, of which 1,222 surveys have been processed and 1,079 approved. Currently to-date, 547,995 kWh of acquired savings has been achieved through February 2011. These reported savings represent 8% of the Company's combined three year 2009-2011 Program goal. Acquired savings during the month of February 2011 were 92,976 kWh.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

Process evaluation activity for this program has not yet commenced.

(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.

Residential Room Air Conditioning Program (Electric)

Monthly Scorecard – February 2011*

***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 Room Air Conditioning Program Con Edison's Room AC program promotes the purchase and installation of new high-efficiency room air conditioners. The Room AC program, coupled with the HVAC program, expands the opportunity in Con Edison's service area for energy efficiency gains in air condition space in the residential market. Con Edison will offer the incentives to all residential directly metered electric customers who contribute to the System Benefits Charges (SBC) to encourage them to upgrade to higher efficiency air conditioning equipment.

Con Edison will provide a financial incentive of $30 per unit to customers who purchase an ENERGY STAR® rated or above window or wall-mounted room air conditioning unit.

The proposed program budget is $2,010,000. Anticipated cumulative annual savings are 2,310 MWh through 2011. Con Edison projects a total of 28,840 installations through 2011. Customers who participate must contribute to the System Benefits Charge.

Con Edison has selected Honeywell Utility Solutions, Wayne Interchange Plaza 1, Wayne, New Jersey 07470 to be the Implementation Contractor.

yyy) Detailed descriptions of tracking system and tracking system operations, including data dictionaries. **Honeywell is utilizing 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.**

zzz) 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).**

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

Mark Thomson

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Manager – Program Implementation

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

Phone: (212) 460-6850

Email: coltroc@coned.com

bbbb) Program savings objectives;

Through 2011

MWh: 2,310

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 Honeywell to administer and deliver the proposed Program. Con Edison would train staff and contractors about processes and procedures associated with the program.**

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 did virtually no marketing of this program. We did alert some retail outlets. Hot weather helped generate AC sales.**

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. **Honeywell 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.

[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.

Table 12. 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
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:

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

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

jj. 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:

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

ppp. 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.).

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

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

sss. Education and media plan;

ttt. 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 ROOM AIR CONDITIONING PROGRAM
Program/Project:
Reporting period: February 2011
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

12. Program Status

Program Performance Goals

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).

(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 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.

Through February 2011, a total of 20,810 applications have been received and 13,742 rebate applications have been approved. The cumulative acquired savings through February is 756,968

kWh or 32.8% of the combined three year 2009-2011 goal. There were no additional acquired savings during the month of February.
Honeywell continues to hold meetings with retailers and manufacturers to educate them about the rebate availability and influence purchasing of eligible equipment and size.
Preparations are underway for the 2011 program. Honeywell will utilize feedback received from retailers to improve the application and overall process.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010.

Navigant has reviewed the program tracking database and drafted a sampling plan, participant survey, and a retailer interview guide.

(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.

Appliance Bounty Program (Electric)

Monthly Scorecard – February 2011*

***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 Appliance Bounty Program Bounty Program encourages customers to dispose of older, working, inefficient second refrigerators and room air conditioners in an environmentally sound manner. Energy and capacity savings will be achieved by removing the appliances from the electric system and ensuring that they will not be used again. The program targets residential customers in 1-4 family housing.

There are two distinct financial incentives associated with the program. Customers receive free pick up and disposal services and receive a rebate check. Con Edison expects rebates to range from $30 to $100 per appliance, with a limit of two rebates of each type per customer address.

The proposed program budget is $6,217,000. Anticipated cumulative annual savings are 16,940 MWh through 2011. Con Edison projects a total of 29,316 units recycled through 2011. Customers who participate must contribute to the System Benefits Charge.

Con Edison has selected Honeywell Utility Solutions, Wayne Interchange Plaza 1, Wayne, New Jersey 07470 to be the Implementation Contractor.

cccc) 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.**

dddd) 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).**

eeee) 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

Cristina Coltro

Manager – Program Implementation

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

Phone: (212) 460-6850

Email: coltroc@coned.com

ffff) Program savings objectives;

Through 2011

MWh: 16,940

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 Honeywell to administer and deliver the proposed Program. Con Edison would train staff and contractors about processes and procedures associated with the program.**

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 this Program using a unified, customer-targeted approach. Marketing is expected to reflect appropriate technology and facility types for a given customer segment. 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.**

gggg) 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. **Honeywell 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 13. Variables Required for Participant-Level Program-Tracking Databases for Downstream Incentive Programs

Program-Tracking Database Terms	Definition of Terms
Program Administrator	Utility or NYSERDA

[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
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Meter number (affected by installation)	The meter number associated with the affected account number
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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
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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
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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:

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

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

mm. 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:

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

vvv. 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.).

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

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

yyy. Education and media plan;

zzz. 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:
Program/Project: **CON EDISON APPLIANCE BOUNTY PROGRAM**
Reporting period: **February 2011**
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

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13. 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).
There were 524 web site unique visits.

(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 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.

This program commenced on July 1, 2010 and appliance pick-up began during August 2010. To-date a total of 1,828 applications have been received of which 1,222 have been processed and 1,077 approved. Acquired savings to-date of 1,275,675 kWh or 7.5% of the three year 2009-2011 program goal were reported. Newly acquired savings of 90,344 kWh were reported during February 2011.

(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 developed 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. Navigant Consulting has been selected as the Contractor and the kickoff meeting was held on May 12, 2010. Process evaluation activities for this program have not yet commenced.

(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.
Honeywell has recruited Jaco Inc. as a trade ally for the retrieval of refrigerators and room air conditioners.

5. Additional Issues
None-to-date