

EE-10: EEPS Reporting Requirements Guidance	
New York State Department of Public Service Office of Clean Energy	
Energy Efficiency Guidance	
Approval: Christina Palmero	Title: Director, Office of Clean Energy
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I. Purpose:

This Energy Efficiency Guidance document is developed to provide guidance to the Office of Clean Energy (OCE) Staff and to the Program Administrators (PAs) regarding EEPS reporting requirements. For purposes of this guidance, Staff defines reporting as filings that are required at set reoccurring intervals. Reporting does not include the filing of implementation and evaluation plans. The revision of implementation plans is addressed in guidance document EE-03 Process for Amending Implementation Plans. This guidance document does not address program tracking requirements which are currently provided in Appendix B of The Evaluation Guidelines which is posted on the EEPS Evaluation page. Reporting requirements associated with the shareholder incentives and Staff performance audits are addressed in guidance document EE-12: EEPS 2 Audit Plan.

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

All Energy Efficiency Guidance documents are in effect until revised, rescinded or superseded.

II. Background:

The Commission eliminated certain specific reporting requirements and directed Staff to work with PAs through the E² Working Group to eliminate and/or streamline all EEPS – related reporting and to develop guidance to outline reporting requirements that provide, together with the quarterly scorecard report, the information necessary for staff to sufficiently monitor the performance of EEPS programs through 2015.¹ As the EEPS programs ended on December 31, 2015 for utilities and February 29, 2016 for NYSERDA, these reporting requirements have been modified accordingly. In addition to listing required reports, this guidance includes definitions to ensure consistency of data such that it can be compared across PAs as well as market sectors.

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

III. Guidance:

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

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

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

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

Required Report	Frequency	Due ²	Page
Loan Status Report	Quarterly	Quarter Lag: Q1 – June 30 Q2 – September 30 Q3 – December 31 Q4 – March 31	Pg. 19

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

A. Scorecard Report – Filed Quarterly

PAs must submit the Scorecard Report for each authorized EEPS 2 program through the EEPS Reporting Application, which is a component of the Department’s Document and Matter Management System (DMM). Although the data is filed on a quarterly basis, PAs submit three monthly scorecards on a quarterly basis with a quarter lag. The scorecard reports now reflect the PAs’ progress toward completing EEPS 2 commitments and encumbrances, as the utilities’ EEPS 2 programs stopped accepting new applications/projects on December 31, 2015 and NYSERDA EEPS 2 programs stopped accepting new applications/projects on February 29, 2016. Once a PA completes all of an EEPS 2 program’s commitments and encumbrances, the Commitment/Encumbrance report is no longer required for that program. PAs must enter the following metrics in the Scorecard Report:

Reported Metric	Definition
<i>PROGRAM SAVINGS ACTIVITY:</i>	
Gross First-Year Annual MWh Acquired this Month	<p>The MWh savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary MWh savings are electric savings or losses that result from gas efficiency measures.</i></p>
Gross First-Year Annual Dth Acquired this Month	<p>The Dth savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary Dth savings are natural gas savings or losses that result from electric efficiency measures.</i></p>
Gross First-Year Annual MWh Committed at this Point in Time	<p>The MWh savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered, but not yet spent. No new Commitments should occur after the EEPS 2 period has ended.</p> <p><i>Ancillary MWh savings are electric savings or losses that result from gas efficiency measures.</i></p>

Reported Metric	Definition
Gross First-Year Annual Dth Committed at this Point in Time	<p>The Dth savings that are associated with an energy saving measure or project during the first year following installation/completion and that have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered but not yet spent. No new Commitments should occur after the EEPS 2 period has ended.</p> <p><i>Ancillary Dth savings are natural gas savings or losses that result from electric efficiency measures.</i></p>
Gross Peak MW Reductions Acquired this Quarter	<p>The MW demand savings that are associated with an energy saving measure or project and that occur during the hour ending at 5 pm on the hottest non-holiday weekday. The peak day can occur in June, July, or August - depending on the weather. Program Administrators (PAs) should calculate peak demand savings based on the hottest summer non-holiday weekday during the hour ending at 5pm. Savings have not been adjusted for free-ridership, spillover or realization rates. Savings are considered acquired when the funds associated with the measure or project have been spent (i.e., a rebate check has been sent to the participant on a specific date or the PA has authorized payment for the project).</p> <p><i>Ancillary Peak MW savings are electric demand savings or losses that result from gas efficiency measures.</i></p>
Gross Peak MW Reductions Committed at this Point in Time	<p>The MW demand savings that are associated with an energy saving measure or project and that occur during the hour ending at 5 pm on the hottest non-holiday weekday. The peak day can occur in June, July, or August - depending on the weather. Program Administrators (PAs) should calculate peak demand savings based on the hottest summer non-holiday weekday during the hour ending at 5pm. Savings have not been adjusted for free-ridership, spillover or realization rates. Savings are considered committed when the funds associated with the measure are encumbered or pre-encumbered but not yet spent. No new Commitments should occur after the EEPS 2 period has ended.</p> <p><i>Ancillary Peak MW savings are electric demand savings or losses that result from gas efficiency measures.</i></p>

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

Reported Metric	Definition
NYS Cost Recovery Fee Expenditures this Month (NYSERDA, Only)	Cost Recovery Fee is imposed on the NYSERDA by law to reimburse the State for the cost attributable to the provision of central government services to NYSERDA.
General Administration Funds Currently Encumbered	PAs should leave the cell blank
Program Planning Funds Currently Encumbered	PAs should leave the cell blank
Program Marketing Funds Currently Encumbered	PAs should leave the cell blank
Trade Ally Training Funds Currently Encumbered	PAs should leave the cell blank
Direct Program Implementation Funds Currently Encumbered	PAs should leave the cell blank
Incentives and Services Funds Currently Encumbered	The current amount of incentives and services related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed for incentives and services. Incentives and services funds are associated with incentives paid to customers as well as costs associated with payments to contractors for services provided to customers (e.g., energy audits, engineering studies, project plan reviews, blower door tests, free measures; etc) and costs for incentives paid to contractors for providing such services to customers. No new Encumbrances should occur after the EEPS 2 period has ended.
NYS Cost Recovery Fee Funds Currently Encumbered (NYSERDA, Only)	PAs should leave the cell blank
<i>PARTICIPATION ACTIVITY:</i>	
Number of Program Applications Received this Month	The number of rebate and/or project applications received by the PA or its implementation contractor during the quarter. No new Applications should be received after the EEPS 2 period has ended.
Number of Program Applications Approved this Month to Receive Funds	The number of rebate and/or project applications that were approved by the program administrator or its implementation contractor during the quarter. No new Applications should be approved after the EEPS 2 period has ended.
<i>PROGRAM NARRATIVE:</i>	
Exceptions	Any new significant impediments to achieving program goals or major items of concern that arose during the reporting period.

Reported Metric	Definition
Achievements	Any new solicitations issued or steps taken during the reporting period to remedy previously reported Exceptions.
Changes anticipated in the next 6 months	Significant actions, issues or changes anticipated during the next 6 months that have not been previously reported.

B. Evaluation Financial Activity Report

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

Reported Metric	Definition
Evaluation Expenditures this Quarter	Funds spent during the quarter for all activities associated with the evaluation of the energy efficiency program, including: evaluation planning, program logic models, process evaluation, impact evaluation, evaluation – related market research, measurement and verification activities, and evaluation reporting
Planned Future Evaluation Costs	Funds associated with evaluation studies and activities that are described in a detailed evaluation plan or work plan that has been approved by DPS Staff but have not yet been spent. No new future evaluation costs should be planned after the EEPS 2 period has ended. ⁴

⁴ In accordance with guidance document EE-12: EEPS 2 Audit Plan, in certain circumstances, Staff may determine that an exception to the December 31, 2015 deadline is appropriate for EM&V activities that a PA has planned but for which the PA has not yet completed the contract process. A PA must contact Staff to discuss the need for an exception and, if Staff determines that an exception is appropriate, the PA must include a comment noting the exception and the associated funding amount in the Q4/2015 Evaluation Report filed through the EEPS Reporting System.

C. Quarterly Evaluation Status Report

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

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

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

D. Commitment/Encumbrance Report

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

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

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

Reported Metric	Definition
<p>Incentives and Services Expenditures this Quarter</p>	<p>Funds spent during the quarter for incentives paid to customers. These also include costs associated with payments to contractors for services provided to customers (such as energy audits, technical assessments, engineering studies, plan reviews, blower door tests, infrared scans and free measures) and costs for incentives paid to contractors for providing energy efficiency services to customers.</p>
<p>Direct Program Implementation Expenditures this Quarter</p>	<p>Funds spent during the quarter for utility personnel or contractors implementing programs on the PA’s behalf. Tasks associated with this budget category include but are not limited to: lead intake, customer service, rebate application processing and payment, rebate application problem resolution, quality assurance, and program reporting to the PA.</p>
<p>NYS Cost Recovery Fee Expenditures this Quarter (NYSERDA, Only)</p>	<p>Cost Recovery Fee is imposed on the NYSERDA by law to reimburse the State for the cost attributable to the provision of central government services to NYSERDA.</p>
<p>Project-associated Encumbrances Remaining</p>	<p>The current amount of project-associated funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed. Project-associated funds reflect funds associated with committed projects but for which the PA is unable to tie to a specific budget category until such funds are spent.</p>
<p>General Administration Encumbrances Remaining</p>	<p>The current amount of general administration related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed. General Administration funds are associated with the activities required to administer energy efficiency programs that include but are not limited to: 1) staff salaries (e.g., management personnel, program managers, accounting personnel, regulatory staff, and administrative support staff), 2) company overhead (e.g., office space, supplies, computer and communication equipment, staff training, industry-related sponsorships and memberships), and 3) other costs that do not include program planning, marketing, trade ally training, direct program implementation, incentives and services, and program evaluation.</p>

Reported Metric	Definition
<p>Program Planning Encumbrances Remaining</p>	<p>The current amount of program planning related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Program Planning funds are associated with the activities associated with planning energy efficiency programs that include but are not limited to: general market research (not related to evaluation), benefit/cost analysis, program design and screening.</p>
<p>Program Marketing Encumbrances Remaining</p>	<p>The current amount of program marketing related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Program Marketing funds are used for promotion of energy efficiency programs that include but are not limited to: production of all energy efficiency program literature, advertising, displays, events, promotional items, bill inserts, internal and external communications. Advertising encompasses all forms of media such as direct mail, print, radio, television, and internet.</p>
<p>Trade Ally Training Encumbrances Remaining</p>	<p>The current amount of trade ally training related funds that are tied to executed contracts, completed applications which have been determined to meet basic eligibility criteria but for which the program administrator does not have in hand an executed contract, and contracts awarded through competitive solicitations which are not yet executed.</p> <p>Trade ally training funds are for all activities associated with energy efficiency training/education of the trade ally community regarding the company's current energy efficiency programs. These include but are not limited to: equipment vendors, heating contractors, weatherization contractors, equipment installers, residential and C&I auditors, residential and C&I builders and developers.</p>

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

E. On Bill Recovery Report (NYSERDA, Only)

NYSERDA is required to file the On Bill Recovery Report for each service territory. The report provides a snapshot of quarterly, calendar year, and life-of-program loans metrics and net program impacts achieved in Residential and Small Commercial Projects. The report content and format are specified in the Order issued April 24, 2012 in Case 12-M-0007⁵. NYSERDA files this report with the Commission under Case 12-M-0007 and, at the request of the utility program administrators, Case 07-M-0548. While this is not specifically an EEPS report, it was determined through the Implementation Advisory Group Subcommittee that this report could be utilized to provide data related to On Bill Recovery activities in the calculation of shareholder incentives.

⁵ Case 12-M-0007, Order Establishing Reporting Requirements Regarding The On-Bill Recovery Program (Issued and Effective April 24, 2012).

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

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

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

G. Annual Service Territory Report (NYSERDA, Only)

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

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

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

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

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

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

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

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