

Statewide Low- to Moderate-Income Joint Management Committee Manual

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1. Introduction

Pursuant to the January 16, 2020 *Order Authorizing Utility Energy Efficiency and Building Electrification Portfolios through 2025* (“Implementation Order”),¹ the New York State Energy Research and Development Authority (“NYSERDA”) and the New York Utilities² (“Utilities”) (collectively, “Program Administrators”) jointly filed an Implementation Plan on July 24, 2020 for the Statewide Low-to Moderate-Income (“LMI”) Portfolio (“Implementation Plan”). The Implementation Plan describes the common statewide framework which the Program Administrators are implementing in order to advance energy affordability for LMI customers in the State of New York.

The Implementation Plan created a Statewide LMI Portfolio to align ratepayer-funded initiatives specifically related to the LMI customer base, allowing the Program Administrators to address energy affordability in a holistic, unified manner. The Implementation Plan also addresses the reduction of administrative costs and provides a consistent and efficient method for LMI customers and affordable building owners to access initiatives and services.

The LMI Joint Management Committee (“Committee”), which was developed consistent with the Implementation Order,³ is designed to provide the Program Administrators an established forum to meet, discuss, and calibrate the Implementation Plan. While this LMI Committee Manual addresses the formal Committee of the Statewide LMI Portfolio, the Program Administrators, in coordination with New York State Department of Public Service Staff (“Staff”), continuously

¹ Case 18-M-0084, *In the Matter of a Comprehensive Energy Efficiency Initiative* (“NE: NY Proceeding”), Order Authorizing Utility Energy Efficiency and Building Electrification Portfolios Through 2025 (“Implementation Order”) (issued January 16, 2020).

² Central Hudson Gas & Electric Corporation (“Central Hudson”); Consolidated Edison Company of New York, Inc. (“Con Edison”); KeySpan Gas East Corporation d/b/a National Grid, The Brooklyn Union Gas Company d/b/a National Grid NY, Niagara Mohawk Power Corporation d/b/a National Grid (collectively “National Grid”); National Fuel Gas Distribution Corporation; New York State Electric & Gas Corporation (“NYSEG”); Orange and Rockland Utilities, Inc. (“Orange & Rockland”); and Rochester Gas and Electric Corporation (“RG&E”) (collectively, “Utilities”).

³ NE: NY Proceeding, Implementation Order, p. 101.

worked together for months to develop the Implementation Plan. The LMI Committee Manual reflects the transitioning of this working relationship to the Committee structure.⁴

2. Overview

The Committee will work in a collaborative manner to maintain and recommend changes when necessary to ensure the satisfaction of program goals for design and operations, administration, and effectiveness. Substantive changes to the initiatives will be reflected in a revised Implementation Plan, which will be jointly filed following Staff consultation.

2.1 Purpose

The Committee will be responsible for the review and calibration of the Statewide LMI Portfolio administered by the Program Administrators. The Committee will assess program performance against expectations, consider opportunities for program improvement, and develop and maintain a portfolio of cost-effective programs to support state policy goals.⁵ While the Committee completes the periodic assessment of the initiatives that comprise the Statewide LMI Portfolio, Program Administrators will continually make necessary operational changes in response to changing customer needs and market developments.

2.2 Summary of Duties

The Committee duties will include the following, as well as any other functions that may arise that are useful for the effective administration and improvement of the Statewide LMI Portfolio:

- Portfolio Maintenance
 - Maintain the LMI Implementation Plan to facilitate statewide consistency, where applicable, and address any ongoing concerns, issues, questions.

⁴ While this Committee will be instrumental in the implementation of the Statewide LMI Portfolio as described in the Implementation Plan and throughout this Manual, the Committee recognizes that Commission orders regarding specific utility and NYSERDA filings and approvals are determinative.

⁵ See, NE: NY Proceeding, Commencement of Energy Efficiency & Building Electrification Performance Management & Improvement Process (filed May 29, 2020) (“PM&I Process Plan”), p. 2.

- Coordinate the development of required written reports to Staff or other parties, including required annual reporting.
- Propose, review, and adopt recommendations, as appropriate, to initiatives and services within the Implementation Plan.
- Regularly review the NY Energy Advisor website⁶ for accuracy.
- Stakeholder Engagement
 - Ensure that at least two stakeholder meetings are held annually.
 - Interface with stakeholders through clear communication regarding the Statewide LMI Portfolio.
 - Oversee the development of required stakeholder engagement presentations, including engagement with any working group addressing stakeholder engagement.
 - Discuss, assess, and document details of stakeholder events and integrate stakeholder feedback into the portfolio, as appropriate.

3. Overall Structure and Governance

3.1. Composition of the Committee

The Committee will consist of representatives from the Utilities and NYSERDA. Each Utility and NYSERDA will identify a single individual to serve as its lead representative (“Lead Representative”). The Lead Representative will serve as the point of contact for Committee related communications and administrative matters, as needed, for his or her respective entity. Staff will serve in an oversight and consultative role on the Committee. The Committee will consist of representatives from the following seven entities:

1. Central Hudson
2. Con Edison
3. National Fuel
4. National Grid

⁶ See, Implementation Plan, pp. 50-52.

5. NYSEG and RG&E
6. Orange & Rockland
7. NYSERDA

3.2 Co-Chairs

The Co-Chairs or their designees shall preside at all meetings of the Committee. There will be two Co-Chairs, one from NYSERDA and one from the Utilities. Each Utility Co-Chair will serve a one-year term. The Utilities may opt to rotate the Co-Chair by Utility annually or, by consensus, opt for a Lead Representative of a given Utility to serve as Co-Chair in consecutive terms.

3.3 Responsibility of the Co-Chairs

The Co-Chairs will, in consultation with the members of the Committee, be responsible for the following tasks: make arrangements for all meetings of the Committee; notify all members thereof; prepare an agenda for each meeting; oversee the taking and circulation of notes from the meeting; discuss stakeholder comments/questions/concerns as they arise; and transmit the actions and recommendations of the Committee to Staff, or to others as appropriate.

3.4. Working Groups

Working groups may be formed at the Committee's direction to work on topics such as:

- Initiative development;
- Data sharing and reporting;
- NY Energy Advisor website; and
- Stakeholder engagement.

A working group shall be constituted for the length of a specific project or as agreed upon by the Committee.

4. Meetings

Committee meetings will provide a setting for in-depth discussions regarding Portfolio implementation and assessment of progress toward meeting the objectives outlined in the

Statewide LMI Implementation Plan. Opportunities for program development and deployment synergies will be evaluated on an ongoing basis.

4.1 Meeting Schedule

The Committee will hold regular meetings held in accordance with a schedule established by the Committee and as otherwise deemed necessary by members of the Committee. Meetings may be held virtually or in-person.

Meetings will be open only to Lead Representatives, the additional representatives from member organizations whose names have been submitted by Lead Representatives and approved by the Co-Chairs for inclusion, guests invited by the Co-Chairs, and the members of Staff appointed to the Committee.

4.2 Agenda

The Co-Chairs are responsible for setting agendas. Representatives may request to add or remove agenda items. Agendas shall be sent electronically to representatives, as well as any additional members of their organization for whom the Lead Representative had requested that Committee Materials be sent.

4.3 Decision Making

The Committee is structured to operate through a process of consensus agreement.

5. Stakeholder Engagement

Stakeholder input is essential to the success of the Statewide LMI Portfolio and a foundational function of this Committee will be to review and consider feedback from stakeholders.

5.1 Stakeholder Input

To gather feedback on the Portfolio, the Committee will engage, at least twice annually, with stakeholders and other interested parties through various channels, including technical conferences, webinars, and the Low-Income Forum on Energy (“LIFE”).⁷

The Committee will complete an annual review of comments and recommendations received at biannual stakeholder input sessions, other opportunities for stakeholder input, and via email. The Committee will include actionable stakeholder comments and recommendations into the LMI Implementation Plan.

Notification of formal Stakeholder engagement events sponsored by the Committee will be posted on Commission's Document and Matter Management (“DMM”) System.

6. Process for Program Change

The Committee will follow a process for making ongoing changes to the Implementation Plan including incentive structure, eligible measures, initiative rules and other Portfolio features in order to be responsive to market development, stakeholder input and Portfolio goals and objectives. The development and implementation of the Statewide LMI Portfolio will require alignment of initiatives with the investments currently in place.

If Portfolio initiatives or process changes are warranted, the Committee will, through the Performance Management & Improvement⁸ (“PM&I”) process, or other processes: (1) gather market data; (2) consult with market participants, other interested stakeholders, and Staff; and (3) provide adequate notice to market participants, other stakeholders, and Staff. Substantive

⁷ See, <https://www.nyseda.ny.gov/All-Programs/Programs/Low-Income-Forum-on-Energy#:~:text=LIFE%2C%20the%20Low%2DIncome%20Forum,safe%2C%20affordable%20and%20reliable%20energy>

⁸ NE: NY Proceeding, Commencement of Energy Efficiency & Building Electrification Performance Management & Improvement Process (filed May 29, 2020) (“PM&I Process Plan”), p. 2, “The objective of the PM&I process is to provide assessment of program performance against expectations, and opportunities for program improvement, and develop and maintain the most impactful portfolio of programs to deliver cost effectively on state policy goals.” See also, Implementation Order, pp. 60-61.

changes, such as incentive structure changes will be reflected in a revised Implementation Plan, which will be jointly filed following Staff consultation.

The PM&I process will be one vehicle through which the Committee will consider opportunities for Program improvement. The Program Administrators and the Committee in particular will actively participate in the PM&I process, including attending meetings, providing information, receiving and integrating stakeholder input, measuring and evaluating the Program, and assessing and adopting ways to improve it.

7. Membership and Contact Information

2020-2021 Co-Chairs

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