

BEFORE THE PUBLIC UTILITIES COMMISSION OF THE STATE OF CALIFORNIA

Order Instituting Rulemaking to Examine the
Commission's Future Energy Efficiency Policies,
Administration, and Programs.

Rulemaking 01-08-028
(Filed August 23, 2001)

**ADMINISTRATIVE LAW JUDGE'S RULING
ON REPORTING REQUIREMENTS**

1. Introduction

On December 6, 2005, the Assigned Commissioner issued a ruling soliciting comments on draft reporting requirements documents developed by the Energy Division and its consultant (the TecMarket Works Team) for program year (PY) 2006 and beyond. In addition, she solicited comment on a reporting requirements proposal submitted jointly by the program administrators on December 2, 2005. Collectively, these documents present reporting requirements that included the type of data, frequency of reporting and, in most instances, the reporting/table format for: (1) evaluation, measurement and verification (EM&V) contractors submittals to Joint Staff, (2) submittals by program administrators to the EM&V contractors, and (3) program administrators submittals to Joint Staff.

In the Assigned Commissioner's ruling and in my ruling today, "Joint Staff" refers to the Energy Division and California Energy Commission staff members assigned to this proceeding and related EM&V evaluation issues. "Program administrators" refers collectively to Pacific Gas and Electric Company

(PG&E), San Diego Gas & Electric Company (SDG&E), Southern California Gas Company (SoCalGas) and Southern California Edison Company (SCE).

Written comments were filed by PG&E, Natural Resource Defense Council (NRDC), SCE, San Diego Regional Energy Office (SDREO), the County of Los Angeles (LA County), Women's Energy Matters (WEM) and jointly by SDG&E and SoCalGas.

In today's ruling, I refer to the reporting by EM&V contractors to Joint Staff and the information transfer by program administrators to those contractors collectively as "EM&V reporting." I refer to the standardized reports that program administrators are required to submit to Joint Staff as reporting for "Portfolio Monitoring."

The EM&V reporting requirements (also referred to in some comments as the "Evaluation Reporting Protocol") deal primarily with data collection requirements that assist Joint Staff's evaluation contractors with their EM&V analysis. This data generally consists of raw program participant and non-participant statistics that will enable the evaluators to verify the level of program accomplishments on an *ex post* (post-installation) basis, and present those results in EM&V studies. Joint Staff, in turn, will use these studies to develop their assessment of verified portfolio savings and to "true up" the performance basis of the energy efficiency portfolios at specific intervals during the three-year program cycle, and upon completion of that cycle.¹

¹ See *Administrative Law Judge's Ruling Adopting Protocols for Process and Review of Post-2005 Evaluation, Measurement and Verification Activities*, January 11, 2006, Attachment 2, which identifies when Joint Staff plans to publish reports to verify the level of energy and peak savings achieved by programs and the performance basis for each administrator's portfolio of programs.

In contrast, reporting requirements related to “Portfolio Monitoring” (also referred to by some as “Regulatory Reporting Requirements”) are essentially standardized status reports that program administrators (and, in turn, the program implementers) are required to provide on program expenditures, activities, energy savings/demand reduction achievements and other program-related information to Joint Staff and the Commission, Program Advisory Groups (PAGs) and other interested parties.

By today’s ruling, I address the comments on reporting requirements and establish procedural next steps, as directed by the Assigned Commissioner.² In doing so, I want to emphasize two points. First, nothing in today’s ruling is intended to preclude Energy Division from issuing data requests to obtain information, when they need it on energy efficiency activities, even if that information is not included in the reporting requirements or is not due to be reported at the time of Energy Division’s request. Energy Division needs to be able to respond in a timely manner to requests for information from the Legislature, from the Commission, from other state agencies, etc., or may require additional program-related information for its own evaluation purposes. Program administrators are expected to be responsive to these requests.

Second, the reporting requirements content and format will need to be modified over time, particularly during this first year of implementation, as Joint Staff assesses their information needs, and as members of the program advisory groups meet with the program administrators and discuss how the portfolio plans are progressing. Therefore, the reporting requirements adopted at this

² *Assigned Commissioner’s Ruling Soliciting Comments on Reporting Requirements*, December 6, 2005, p. 6.

junction should be viewed as the “first generation” of reporting requirements for post-2005 energy efficiency activities, and not the final word.

2. EM&V Reporting Requirements

The December 8, 2005 draft of the report “The 2005 California Energy Efficiency Evaluation Protocols,” (Draft EM&V Protocols) prepared by TecMarket Works presents EM&V reporting requirements designed to serve the following primary purposes³:

- (1) They identify the information that program administrators will need to have readily available to support their evaluation efforts and the evaluation efforts of the Joint Staff and their evaluation contractors, in order for the evaluations to be successfully completed,
- (2) They identify the information that needs to be incorporated into the different types of evaluation reports, and
- (3) They specify how that information needs to be reported.

The list of the information under (1) and (2) above is extensive and detailed. The information that program administrators will need to have readily available for EM&V efforts includes full program descriptions, detailed descriptions of data tracking systems, size of target market and baseline conditions, pre-program technical potential, detailed participant data including financial assistance amounts and consumption histories, non-participant data for end-user focused programs, as well as detailed data for mid-stream, up-stream

³ Draft EM&V Protocols, p. 2.

focused programs and information, education and advertising focused programs.⁴

The information that evaluators will be required to report as part of their draft and final evaluation studies includes total program and measure-specific energy and demand reduction impacts across all climate zones (gross and net of free-riders). The evaluators are required to present this information in tables that compare the *ex post* (post-installation) measurement results with: (1) the *ex ante* (pre-installation) savings estimates presented in the Commission-approved portfolio plans; (2) the savings levels reported by the program administrators (i.e., in the Portfolio Monitoring reports discussed in Section 2 below); and (3) the Commission-adopted savings goals .

Evaluators will also be required to report on actual measure installations (based on *ex post* verification) as well as per measure savings, using units that are normalized to be consistent with the Database for Energy Efficiency. In addition to many other directions, the EM&V reporting requirements spell out how the evaluator is to report measurement reliability metrics and what information to include in the reporting for market effects evaluations. The EM&V reporting requirements also provide samples of reporting tables to be completed by the evaluation contractors.⁵

There is general consensus that the EM&V reporting requirements presented in the Draft EM&V Protocols are reasonable and should be adopted, with only minor modifications and clarifications.

⁴ *Ibid.*, pages 111-117.

⁵ *Ibid.*, pages 111-131.

In particular, the Draft EM&V Protocols currently state that the evaluation contractors “will provide the detailed data request to the administrators for specific information” needed to conduct the evaluation efforts, but also states that these requests “will be provided to the appropriate program administrator(s) via Energy Division.”⁶ Staff has clarified to me that this means the EM&V contractors will decide what information is needed for their evaluations, and then forward their data requests to Energy Division. Upon reviewing the request(s) to minimize potential redundancies, Energy Division will promptly forward the requests to the program administrators, or depending on Energy Division’s workload and the urgency of the data needs, Energy Division will instruct their contractors to send data requests directly to the program administrators. In any case, all data requests should be sent to both the program administrators and Energy Division and all responses should be sent to both the evaluators and Energy Division. To keep track of the requests and response, Energy Division anticipates the need to establish a new data warehouse system. No parties object to this method of requesting the data required by evaluators.

Having reviewed parties’ input, I do not believe that further comments or additional workshops on these requirements are necessary. The TecMarket Works team and Joint Staff should review the additional modifications on EM&V reporting suggested at the December 14-15 workshop and in the follow-up written comments, and incorporate additional revisions into the relevant section(s) of the EM&V Draft Protocol document, as appropriate.

⁶ Draft EM&V Protocols, p.112.

After reviewing these further revisions, I will finalize by ruling the EM&V reporting requirements and the evaluator “how to” protocols discussed at that workshop, per the expedited review procedures established by the Commission. I expect to issue this ruling by mid-March, 2005.

There is one issue related to the EM&V reporting requirements raised during the workshops that should be further explored. As an alternative to the data request/response process for the transfer of data from program administrators to evaluators, it was suggested that the utilities maintain their own tracking systems and hand copies of those data bases to Energy Division and the EM&V evaluators, with appropriate non-disclosure agreements for confidential data. This would eliminate the need for most data requests and, as indicated in the Attachment, would serve as an alternative to preparing standardized quarterly updates on measure installations. This alternative approach to information transfer should be further explored by Energy Division with the program administrators in the coming weeks.

3. Portfolio Monitoring Reporting Requirements

Energy Division’s proposed reporting requirements focus on data requirements for: 1) Program Implementation Plans and 2) Monthly and Quarterly Reports.

Reporting requirements for the Program Implementation Plans refers to data and information that would be required at the time the program administrators submit their detailed program plans (“compliance filings”) at the beginning of each program cycle. These filings are made after the Commission has approved the overall portfolio funding levels and portfolio plans for the three-year program cycle, including what components will be put out to bid, and after the program administrators have completed their competitive bid

solicitations. For the 2006-2008 program cycle, SCE, SDG&E and SoCalGas have already submitted their compliance filings, and PG&E's is forthcoming. Only two parties addressed these reporting requirements in their comments, and their suggested revisions were relatively minor. In light of the fact that the compliance phase of this program cycle is well underway, I believe that staff's proposed requirements are reasonable without further modification. These reporting requirements are presented in the Attachment. As discussed below, we will reevaluate the Portfolio Monitoring reporting requirements adopted today in late 2006/early 2007 in order to consider improvements to them, based on experience.

There were, however, significant areas of disagreement with respect to the monthly and quarterly Portfolio Monitoring reporting requirements proposed by Energy Division and issued for comment. Several parties present reporting requirements alternatives for consideration. Overall, the objections appear to focus on: (1) the need for meaningful annual reports to answer the most fundamental questions concerning portfolio performance; (2) the need to streamline the frequency and content of interim portfolio monitoring reports; and, (3) the need to utilize regular financial audits, as opposed to disaggregated cost reporting, to ensure that only allowable costs are booked to energy efficiency accounts and accurately reported. In addition, some parties expressed disagreement with Energy Division's description of the staff functions that these reporting requirements are intended to support.

I have carefully reviewed the comments with Energy Division. In response to them, this ruling adopts reporting requirements that are designed to accomplish the following:

- (1) Provide the Commission, stakeholders and the general public with answers to the most fundamental questions concerning the performance of the energy efficiency portfolios with respect to the Commission's policies and goals for energy efficiency.
- (2) Provide Joint Staff, other members of the program administrators' program advisory groups (including the peer review groups) and the interested public with standardized status reports that will facilitate their ability to monitor portfolio performance and work collaboratively with the program administrators to improve that performance throughout the program cycle,
- (3) Provide a reasonable balance between the informational needs of Joint Staff, advisory groups and the interested public for the purposes articulated above, and the associated resource costs required to compile, report and review data produced in a standardized format, and
- (4) Are consistent with the Commission's determinations on roles and responsibilities for energy efficiency administration, as established by D.05-01-055.

The reporting requirements for the monthly and quarterly standardized reports adopted today are presented in the Attachment. I discuss each of the major areas of modifications below.

3.1 Financial Reporting Requirements

By far, the largest area of controversy with respect to Portfolio Monitoring reporting requirements revolves around the issue of how much disaggregated cost information the program administrators (and in turn, implementers) should continue to report to Energy Division for post-2005 energy efficiency activities. In response to the comments, the financial reporting requirements have been substantially simplified – but not to the extreme that some parties proposed, whereby expenditure data would be presented without any breakdown among

any categories of program costs. Upon careful review of the proposals, Energy Division and I have concluded that the level of disaggregation proposed by SDG&E and SoCalGas in their written comments appears to be the best approach to achieve the balance of the objectives articulated above, at least for the first generation of post-2005 reporting requirements.

Specifically, program administrators are required to breakdown expenditures by the broad categories of administration, marketing, direct implementation and EM&V, which are consistent with Energy Division's high level categories of program costs. The practice of regularly reporting costs by specific sub-categories under each of these four broad categories will be discontinued.

Nonetheless, program administrators and implementers should continue to use the listing of allowable costs (and associated definitions) developed by Energy Division and presented in Energy Division's reporting requirements documents to ensure that they allocate and report expenditures properly to each of these broad expenditure categories. The listing of allowable costs should become part of the reporting requirements instructions to program administrators and implementers. In this way, all program implementers and program administrators are informed as to the types of expenditures that should be booked as energy efficiency administrative costs, for example. Nothing in today's ruling precludes further discussion among program administrators, implementers, interested parties and staff for the purpose of refining common definitions of cost categories over time in order to further clarify and improve consistency in reporting. However, Energy Division has developed clear listings of allowable costs under each expenditure category that provide a sound basis

for common cost reporting, and these listings/ definitions should be utilized at this juncture.

As reflected in the Commission's discussion in D.05-09-043, financial audits should be undertaken to verify that energy efficiency expenditures are being properly booked to accounts and accurately reported.⁷ For this purpose, the program administrators have recommended that the Commission develop an annual audit plan for energy efficiency programs. I do not provide specific guidance on the frequency of audits in today's ruling. However, I note that this approach would allow both the Commission and the program administrators to examine areas of concern and adjust processes as appropriate on a timely basis. It would also allow the program administrators to collect the necessary program data during the program cycle to comply with audit data requests.

Joint Staff should take this proposal under consideration as it develops the detailed EM&V study plans in the coming weeks in a separate phase of this proceeding. In developing its priorities for EM&V, Joint Staff will need to consider the frequency of financial audits as well as how many should be conducted for program administrators and selected implementers during the program cycle, based on its assessment of risks, priorities and resource availability.

3.2 Reporting of Measure-Level Information

The second most controversial issue on reporting requirements relates to the reporting by program administrators (and in turn, implementers) of measure-level results to Joint Staff on a standardized basis. Energy Division's

⁷ D.05-09-043, mimeo., pp. 144-145.

proposed Portfolio Monitoring reporting requirements would require a monthly report that lists each measure installed, service rendered or measure/service committed under each program and program element, with associated unit gross savings, incremental measure cost, net to gross ratio, effective useful life, rebate level and other related data.

Program administrators argue that this requirement results in the submittal of hundreds of lines of information on the installation of individual measures every month, without any clear indication that such standardized monthly data will be useful for either EM&V or portfolio monitoring purposes. In particular, they contend that the usefulness of this information is limited because collecting month-to-month measure-level data prior to a program's evaluation is likely to produce unused or unusable data.

Energy Division and I have reviewed the comments and alternatives on this issue, and agree that the reporting requirements should require this measure-specific information on a quarterly basis, rather than on a monthly basis as originally proposed. As discussed above, an alternative to this approach is being explored, namely, to arrange for the program administrators to periodically send copies of their program tracking databases to Energy Division. Moreover, this and the other reporting requirements adopted today will be reevaluated during the 2006-2008 program cycle. At that time we can more fully evaluate the types of inquiries (and their frequency) concerning ongoing portfolio performance are only answerable with measure-specific data, versus program-level or end-use information. In the meantime, however, I am persuaded by staff that this information should be reported to them each quarter.

3.3 Other Modifications to Monthly and Quarterly Reporting

Parties presented a range of comments on the other monthly and quarterly reporting requirements contained in Energy Division's draft proposal. Some parties argue that there is too much information requested in the proposed monthly reporting requirements, or that there should be no monthly reporting at all. Others argue that the monthly and quarterly status reports lack essential information, such as the level of funding committed during the reporting period, program benefit/cost metrics and the portfolio impacts relative to the Commission's adopted savings goals.

I have reviewed the comments with Energy Division and together we have made significant modifications to the reporting requirements in response. In particular, we have simplified the monthly reporting requirements by eliminating some of the narrative requirements (in addition to moving the measure-specific information to a quarterly reporting frequency). As discussed above, we have also greatly reduced the financial cost reporting in the quarterly reports in terms of the level of cost disaggregation. At the same time we have augmented the quarterly requirements to include performance metrics and other information (including program narratives) so that they will provide the Commission, Joint Staff, program advisory group members, the public and other stakeholders with a full picture of the portfolio plans and performance each quarter.

The monthly and quarterly reporting requirements are presented in the Attachment.

3.4 Content and Format for Annual Report

As pointed out in comments, the Commission, stakeholders and the general public need to be provided with answers each year (and at the end of the program cycle) to questions such as: Across the state (and by utility service

territory), how much did the energy efficiency programs accomplish relative to what they were expected to accomplish? What savings were achieved relative to the Commission's goals? At what cost? How cost effective were these efforts? What environmental benefits resulted?

Historically, the Reporting Requirements Manual (RRM) has provided a consistent and common framework for reporting this type of information on demand-side management activities by the major energy utilities. RRM was prepared initially by Commission staff (in predecessor divisions that are now the Division of Ratepayer Advocates and Energy Division) in conjunction with the major California utilities and staff from the California Energy Commission. Therefore, rather than "reinventing the wheel" on annual reporting requirements, it makes sense to build on those past efforts.

The cumulative information from the monthly and quarterly reporting requirements presented in the Attachment will provide the answers to the above questions, but this information needs to be formatted and reported in a user-friendly report on an annual basis, as well as at the end of each program cycle. Energy Division staff has agreed to carefully review the narrative outline and tables of RRM (in particular, the updated version 3 presented jointly by DRA, SCE and PG&E) and associated technical appendix in order to preserve as much of this standardized format as possible for presenting the annual information that will be accumulated through the monthly and quarterly reporting requirements.

Energy Division proposes to develop this annual reporting format in the fall. I agree that this timeframe is reasonable, given the other priorities in energy efficiency for the coming weeks and months. Accordingly, I direct Energy

Division to notice and post its draft proposal for annual reporting requirements by September 15, 2006, for comment by the interested parties.

The program administrators will also be required to report on an annual basis the following information that is not required to be reported monthly or quarterly under today's adopted reporting requirements: (1) Cumulative annual and lifecycle reductions of CO₂, NO_x and SO₂ and (2) Bill-payer impact reporting as required by Rule X.3 and as directed by D.05-09-043. In particular, program administrators are required to report the impact of their energy efficiency activities on customer bills relative to the level without the energy efficiency programs. Energy Division should ensure that the annual reporting format they develop this fall requires the reporting of this information.

4. Other Reporting Issues

WEM recommends the inclusion locational data by specific transmission and distribution substations in the reporting requirements. This recommendation is predicated on WEM's assessment of what information is most useful for the Independent System Operator and other resource planners, as well as for Community Choice Aggregators.⁸ I believe it is premature to consider the inclusion of this level of locational detail in reporting requirements until Joint Staff has completed its assessment of what information will be specifically required for resource planning purposes, and how that handoff of information should occur in the context of the EM&V Cycle. Given the other priorities in this proceeding, this effort is still underway.

⁸ WEM Comment on Reporting Requirements, p. 4.

SDREO requests that a further workshop be held to improve the coordination of third-party invoicing with reporting requirements, in order to reduce redundant reporting and administrative effort. This issue is beyond the scope of reporting requirements issues, and should be addressed by the program administrators as they develop their reporting and invoicing procedures with third-parties.

Finally, LA County expresses concerns over the static nature of the workbook that is used to report expected program performance to program administrators and Energy Division. However, the reporting requirements adopted today require the reporting of actual expenditures and measure installations for each program, providing a clear update to program planning estimates. I believe that LA County's concerns are fully addressed in the context of today's adopted reporting requirements and the EM&V verification reports that Joint Staff will produce under our EM&V protocols. In other words, projections of expected program performance will remain in the database, but the reporting requirements and EM&V verification reports will ensure that actual performance is reported as well.

IT IS RULED that:

1. Joint Staff and the TecMarket Works team shall review the additional modifications on EM&V reporting requirements suggested at the December 14-15 workshop and in the follow-up written comments, and incorporate additional revisions into the relevant section(s) of the EM&V Draft Protocol documents, as appropriate. After reviewing these further revisions, I shall finalize by ruling the EM&V reporting requirements and evaluator "how to" protocols discussed at that workshop, per the expedited review procedures established by the Commission.

2. In the coming weeks, Energy Division shall further explore the alternative to a data request/response process for the transfer of data from program administrators to evaluators (and from program administrators to staff for reporting measure-specific data) that was raised during the December 14-15 workshop. Under this alternative, the utilities would maintain their own tracking systems and hand copies of those data bases to Energy Division and the EM&V evaluators, with appropriate non-disclosure agreements for confidential data.

3. The Portfolio Monitoring reporting requirements for program implementation plans, monthly and quarterly reports contained in the Attachment are adopted.

4. As discussed in this ruling, today's adopted reporting requirements shall be reevaluated in late 2006/early 2007 in order to consider improvements to them, based on experience. Energy Division and I shall consult on the timetable and process for this reevaluation, as soon as practicable.

5. As discussed in this ruling, program administrators and implementers shall continue to use the listing of allowable costs developed by Energy Division and presented in the Attachment to ensure that they allocate and report expenditures properly to each of the expenditure categories reported under today's adopted reporting requirements.

6. As discussed in this ruling, Energy Division shall develop an annual reporting format that preserves as much of the Reporting Requirements Manual (and technical appendix) format as possible for presenting the annual information that will be accumulated through the monthly and quarterly reporting requirements. In addition, the annual reporting format shall include:

(1) cumulative annual and lifecycle reductions of CO₂, NO_x and SO₂ and (2) bill-payer impact reporting as required by Rule X.3 and as directed by D.05-09-043.

7. Energy Division shall post its draft proposal for annual reporting requirements by September 15, 2006 for comment by interested parties, and notice the service list in this rulemaking, or its successor proceeding, of the availability of the proposal and schedule for comment. Energy Division may hold a workshop or take other procedural steps it deems necessary to develop its proposed annual reporting requirements, and I shall issue a subsequent ruling addressing comments and adopting the format and content of the annual reports.

8. This ruling shall be served on the service list in this proceeding and in Application 05-06-004 et al.

Dated February 21, 2006, at San Francisco, California.

/s/ MEG GOTTSTEIN by ANG
Meg Gottstein
Administrative Law Judge

Attachment A

PORTFOLIO MONITORING REPORTING REQUIREMENTS FOR 2006-2008 ENERGY EFFICIENCY

This document outlines the data and information that will be required by the Energy Division in program implementation plans and periodic reports for the 2006-2008 program cycle. The objective of this document is to inform the investor-owned utilities (IOUs) of the data and information needed and the frequency with which these data and information are expected to be provided to Energy Division. This document does not cover the specific format in which the data and information are to be prepared and presented, the expected reporting process, or the format and contents of annual reports that may be required of the IOUs. The parameters described in this document cover the data and information that will be reported on a periodic basis and are not intended to set minimum requirements for what data and information should be tracked and collected by the IOUs and program implementers.

These reporting requirements are organized into the following sections:

- I. Program Implementation Plans** - Data and information that are required at the time of the compliance filing in addition to existing CPUC requirements for the compliance filings.
- II. Monthly Reports** - Data and information that are required on a monthly basis, including information required for new programs initiated during the month.
- III. Quarterly Reports** - Data and information that are required on a quarterly basis
- IV. Annual Reports** -to be developed
- V. Reporting Terminology Definitions**
- VI. Measure Classification**

I. Program Implementation Plans

1. Revised Portfolio Summary Data – using Energy Division June 1 filing workbook (Attachment I and Attachment II).
2. New Programs – Description of competitively selected and newly added programs using the program narrative format in Section II of the portfolio application outline specified by the Peer Review Group/Energy Division on May 9, 2005 for the June 1 program applications.
3. E3 benefit/cost spreadsheets for each new program.
4. Program Element Descriptions – for all new programs provide the following:
 - a. A 1-2 paragraph description of each separate program element within each program.
 - b. For non-resource programs and program elements (programs or program elements that are not claiming direct energy impacts), a description of parameters used for tracking program achievements.
5. Portfolio Administrator Organizational Structure
 - a. List of utility staff contributing greater than 20% FTE to energy efficiency programs and description of staff responsibilities
 - b. An organization chart showing all staff contributing greater than 20% FTE to the energy efficiency programs.
 - c. A list of contact persons for each program (someone in a position to make arrangements with Joint Staff and Joint Staff EM&V contractors for data requests, scheduling site visits etc.)
6. A list of all programs which shows all program implementation subcontractors and subcontractor responsibilities for each program.
7. Program Theory and Logic Model (if available).

II. Monthly Report⁹

1. **Program Data** – A spreadsheet table or tables listing all programs which includes the following information for each program:

Program Costs

- a. Program ID
- b. Program Name
- c. Program budget as adopted by the Commission
- d. Three-year program operating budget
- e. Cumulative program expenditures
- f. Total commitments as of the report month
- g. Program expenditures for the report month

Program Impacts

- h. Net annual program kW, kWh, and Therm savings projections.
- i. Net annual cumulative achieved kW, kWh and Therm savings.
- j. Net annual achieved kW, kWh and Therm savings for the report month.
- k. Net annual committed kW, kWh and Therm savings as of the report month.

2. Program Changes/New Program Information

- a. Identification of programs with operating budgets reduced during the report month
- b. Identification of programs with operating budgets increased during the report month
- c. Identification of programs terminated during the report month

For each new program initiated during the report month:

- d. E3 Calculator

⁹ NOTE – Energy Division expects to use the monthly report as a means to acquire updates on program implementation status rather than a means to establish a record of reported program accomplishments, which ED expects will be accomplished via the quarterly reports, annual reports, and report true-ups. The monthly reports, therefore, are not expected to be completely precise, reconciled or trued-up.

- e. Description of newly added program using narrative format specified by the PRG/Energy Division for the June 1, 2005 program applications.
 - f. Program Element Descriptions – for all programs provide the following:
 - (i) A 1-2 paragraph description of each separate program element within each program.
 - (ii) For non-resource programs and program elements (programs or program elements that are not claiming direct energy impacts), a description of parameters used for tracking program achievements.
3. **Portfolio Summary** – A spreadsheet table showing the following aggregated portfolio information:

Portfolio Costs

- a. Portfolio budget as adopted by the Commission
- b. Cumulative portfolio expenditures
- c. Total portfolio commitments as of the report month
- d. Portfolio expenditures for the report month

Portfolio Impacts

- e. Portfolio annual kW, kWh and Therm yearly goals as adopted in D. 04-09-060.
- f. Portfolio net annual program kW, kWh, and Therm savings projections as presented in Attachment II of portfolio funding request in A. 05-06-004.
- g. Portfolio net annual cumulative achieved kW, kWh and Therm savings, total and as a percentage of the Commission-adopted annual goals.
- h. Portfolio net annual achieved kW, kWh and Therm savings for the report month.
- i. Portfolio net annual committed kW, kWh and Therm savings as of the report month.
- j. Estimated portfolio net annual achieved kW, kWh and Therm savings by aggregated end use.
- k. Estimated portfolio net annual achieved kW, kWh and Therm savings by market sector using market sector classification scheme in Section VI.

II. Quarterly Report

1. **Portfolio Benefit/Cost Metrics (Cumulative to Date)**
 - a. Total cost to billpayers (TRC)
 - b. Total savings to billpayers (TRC)
 - c. Net benefits to billpayers (TRC)
 - d. TRC Ratio
 - e. PAC Ratio
 - f. Cost per kWh saved (cents/kWh) (PAC)
 - g. Cost per therm savings (\$/therm) (PAC)

2. **Measure List** –A spreadsheet table for each program or program element¹⁰ containing each measure installed, service rendered, or measure/service committed during the report month for which the administrator intends to claim savings. The list should display each measure as it is tracked and recorded by the administrator and should include the following parameters at a minimum:
 - a. Name of Measure or Service Rendered
 - b. Measure or Service Description
 - c. DEER Measure ID (where applicable)
 - d. DEER Run ID (where applicable)
 - e. Unit Definition
 - f. Unit gross kWh savings
 - g. Unit gross Therms savings
 - h. Unit gross kW demand reduction
 - i. Incremental Measure Cost
 - j. Net to Gross Ratio
 - k. Effective Useful Life
 - l. End use classification (using classification scheme in section VI)
 - m. Quantity Installed during report period
 - n. Quantity Committed during report period
 - o. Rebate amount paid
 - p. Market Sector classification (using classification scheme in section VI)

¹⁰ Identification of distinct programs and program elements will be determined by ED staff at a later time.

- q. Market Segment classification (using classification scheme in section VI)
3. **Expenditures** for each program per cost reporting format below (Appendix to Attachment contains list of allowable costs)
 - a. Commission Authorized Budget
 - b. Operating Budget
 - c. Total Expenditures
 - i. Administrative Cost
 - ii. Marketing/Advertising/Outreach Costs
 - iii. Direct Implementation
 - iv. Evaluation, Measurement and Verification
 4. **GBI Report** – Progress towards achieving goals of the Green Building Initiative
 - a. Estimate of expenditures on program activities that contribute towards GBI goals
 - b. Net cumulative achieved kW, kWh and Therm savings contributing towards GBI goals. (Annual report to include associated GHG emission reductions as well)
 - c. Net achieved kW, kWh and Therm savings contributing towards GBI goals for the quarter.
 - d. A description of non-resource program activities that support the Green Building Initiative, including marketing and outreach activities.
 - e. Estimate of square footage affected by program activities supporting the Green Building Initiative
 - f. Items b, c and e above disaggregated by:
 - i. 2-digit NAICS code
 - ii. End use classification (using classification scheme in section VI)
 5. **Program Narratives** – For each program, a description of the program activities occurring during the quarter.
 - a. Administrative activities
 - b. Marketing activities
 - c. Direct Implementation activities

- d. Utility's assessment of program performance and program status (is the program on target, exceeding expectations, or falling short of expectations, etc.)
- e. For non-resource programs and program elements (programs or program elements that are not claiming direct energy impacts), a discussion of the status of program achievements.
- f. Discussion of changes in program emphasis (new program elements, less or more emphasis on a particular delivery strategy, program elements discontinued, measure discontinued, etc.)
- g. Discussion of near term plans for program over the coming months (i.e. marketing and outreach efforts that are expected to significantly increase program participation, etc.)
- h. Description of changes, if any, to the utility's energy efficiency program delivery and administration organizational structure (including revised org chart if significant changes are made)
- i. Changes to staffing and staff responsibilities, if any
- j. Changes to contacts, if any
- k. Changes to subcontractors and subcontractor responsibilities, if any
- l. Number of customer complaints received
- m. Program Theory and Logic Model if not already provided, or if revisions have been made.

IV. Annual Reports

The format and content of the annual report will be developed in fall 2006.

V. Reporting Terminology Definitions

Adopted Program Budget – The program budget as it is adopted by the Commission. Inclusive of costs (+/-) recovered from other sources.

Operating Program Budget – The program budget as it is defined by the program administrators for internal program budgeting and management purposes. Inclusive of costs (+/-) recovered from other sources.

Evaluation Project Budget – The project level evaluation budget as it is defined by the program administrators or Joint Staff for internal program budgeting and management purposes. Inclusive of direct and allocated overhead and costs (+/-) recovered from other sources.

Direct Implementation Expenditures – Costs associated with activities that are a direct interface with the customer or program participant or recipient (i.e. contractor receiving training). *Note: This is still an open issue, the items included in this may change pending discussion on the application of the Standard Practice Manual)*

Portfolio Reporting – Regularly scheduled reporting by the portfolio administrators directly to the CPUC. Metrics reported are: portfolio budgets and expenditures, measures installed, services rendered, and other program activity deemed relevant to Energy Division’s responsibility to support the Commission’s responsibilities of quality assurance, policy oversight, and EM&V.

Report Month – The month for which a particular monthly report is providing data and information. For example, the report month for a report covering the month of July 2006, but prepared and delivered later than July 2006, would be July 2006.

Program Strategy – The method deployed by a program in order to obtain program participation.

Program Element – A subsection of a program, or body of program activities within which a single program strategy is employed. (Example: A body of program activities employing both an upstream rebate approach and a direct install approach is not a single program element.)

VI. Measure Classification

Measure End-Use Classification

Each energy efficiency measure reported should be classified into one of the following end-use categories

Residential End Uses

Detailed End Use

Clothes Dryer
 Clothes Washer
 Consumer Electronics
 Cooking
 Dishwasher
 Other Appliance
 Building Shell
 Space Cooling
 Space Heating
 Interior Lighting
 Exterior Lighting
 Pool Pump
 Freezers
 Refrigeration
 Water Heating
 Other (User Entered Text String Description)

Aggregated End Use

Appliances
 Appliances
 Consumer Electronics
 Cooking Appliances
 Appliances
 Appliances
 HVAC
 HVAC
 HVAC
 Lighting
 Lighting
 Pool Pump
 Refrigeration
 Refrigeration
 Water Heating
 Other

Nonresidential End Uses

Detailed End Use

Building Shell
 Space Cooling
 Space Heating
 Ventilation
 Daylighting
 Interior Lighting
 Exterior Lighting
 Office Equipment
 Compressed Air
 Cooking
 Food Processing
 Motors
 Process Cooling
 Process Heat
 Process Steam
 Pumps
 Refrigeration
 Other (User Entered Text String Description)

Aggregated End Use

HVAC
 HVAC
 HVAC
 HVAC
 Lighting
 Lighting
 Lighting
 Office
 Process
 Process
 Process
 Process
 Process
 Process
 Process
 Process
 Process
 Refrigeration
 Other

Measure Market Sector/Market Segment Classification

Where reports require market sector or market segment classification, the following classification scheme should be used.

Market Sector	Market Segment
Residential	NA
Single Family	NA
Multi Family	NA
Mobile Homes	NA
Nonresidential	NAICS CODE (greater than 2 digit not required)
Commercial	NAICS CODE (greater than 2 digit not required)
Industrial	NAICS CODE (greater than 2 digit not required)
Agricultural	NAICS CODE (greater than 2 digit not required)
Unknown	NA

CERTIFICATE OF SERVICE

I certify that I have by mail this day served a true copy of the original attached Administrative Judge's Ruling on Reporting Requirements on all parties of record in this proceeding, and Application 05-06-004 et al., or their attorneys of record.

Dated February 21, 2006, at San Francisco, California.

/s/ ELIZABETH LEWIS
Elizabeth Lewis

N O T I C E

Parties should notify the Process Office, Public Utilities Commission, 505 Van Ness Avenue, Room 2000, San Francisco, CA 94102, of any change of address to insure that they continue to receive documents. You must indicate the proceeding number on the service list on which your name appears.

The Commission's policy is to schedule hearings (meetings, workshops, etc.) in locations that are accessible to people with disabilities. To verify that a particular location is accessible, call: Calendar Clerk (415) 703-1203.

If specialized accommodations for the disabled are needed, e.g., sign language interpreters, those making the arrangements must call the Public Advisor at (415) 703-2074, TTY 1-866-836-7825 or (415) 703-5282 at least three working days in advance of the event.

[Appendix to Gottsteing Ruling on Reporting Requirements](#)