**Workpaper Submission Cover Sheet**

**Purpose:** The information in this coversheet will be used by the Workpaper Review Team to identify incoming workpapers using consistent information applicable to track key information needed for the workpaper review.

**INSTRUCTION:** This cover sheet should be completed by Program Administrators (PA) upon submitting a workpaper. Additional instructions are provided below.

**Program Administrator (PA) Information**

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| --- | --- | --- | --- |
| **Parameter** | **Description** | **PA Entry** | |
| **Submitting PA** | Please check one. | SCE   PG&E | SCG  SDG&E |
| **PA Lead based on Use Category** | Please check one. | SCE   PG&E | SCG  SDG&E |
| **Contact info** | Please provide the name and email address of submitter. | Jay Bhakta, SCE  Jay.Bhakta@sce.com | |
| **3P Implementer Contact Info** | If drafted by 3P implementer, add contact information here (name, association, and email) | n/a | |

**Workpaper Information**

| **Parameter** | **Description** | **PA Entry** |
| --- | --- | --- |
| **Date of Workpaper Submission** | This entry should be date of upload to WPA (MM/DD/YYYY). | 9/30/2021 |
| **Official submission date** | The first or third Monday of the month subsequent to the date of initial WP submission. | 9/30/2021 |
| **Workpaper Title** | This entry should match the title on the workpaper. | Commercial Hand Wrap Machine |
| **Source Description** | This entry should match the source description for the workpaper.  (e.g., SWHC099-01) | SWFS010-02 |
| **Workpaper Revision Type** | Please provide the phase and effective year for the workpaper.  (e.g., 2020 P2 Workpaper Revision)  Phase 1 workpaper updates are triggered by language in a DEER resolution, per D. 15-10-028. If the WP is a Phase 1, be sure to list which resolution triggered this update.  Phase 2 workpapers include:   * Workpaper updates triggered by any non-DEER updates (e.g. EM&V, changes in market, costs). * Workpaper updates due to addition of new measures (measures that are not in any active WP and are being added to an active WP. This warrants a revision/version update). * New WPs (i.e. first revisions)   Other: workpaper adoption.  Other: workpaper update due to minor revisions, i.e. workpaper was previously approved but is being updated with minor changes (updates do not impact savings or costs, initiate version change, or change effective date.) | |  | | --- | | Effective Year: | | Phase 1 due to DEER Resolution  **Resolution number:**  Phase 2 New workpaper  (new product or technology, new delivery type)  Phase 2 workpaper revision  (new tiers, new costs, change in measure parameters such as EUL or NTG)  Phase 2 new measures added to existing workpaper  Other: Workpaper adoption (IOU adoption with new Implementations, no change to Measures, Cost and EE Impacts)  Other: Workpaper update due to minor revisions (IOU adoption with new Implementations, no change to Measures, Cost and EE Impacts) |   Notes: |
| **Rationale for Workpaper Revision** | Please check all boxes that apply and include a brief description explaining why the workpaper is being revised. | Not a revision but a new WP  Code  DEER  Disposition  CPUC Resolution  Baseline Update  Cost Update  Industry Standard Practice Study  WP update due to minor revisions (minor edits/corrections/new implementations)  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Notes: Base and measure case material and labor costs were updated for 2022. Material costs were updated based on online retailers and 2021 RS Means was used for labor rate. |
| **Measure Impact Type**  **(DEER / CEDARS)** | Please check boxes that apply and include a brief description explaining measures types if using Custom. | Cust-FuelSub  Cust-Gen  Cust-NMEC  Cust-RCT  Cust-SEM  Deemed-DEER  Deemed-WP  Deemed-DEER-FuelSub  Deemed-WP-FuelSub  Notes: |
| **Estimated Effective Date** | Please provide the estimated earliest date of any claims to be made against this workpaper if it is approved. If this is a Phase 2 workpaper, please account for the submittal date as the first or third Monday of the month. Please add 90 days, where applicable.[[1]](#footnote-2) | Estimated Effective Date: 1/1/2022  Notes: |
| **Total expected statewide net lifetime savings from workpaper measures as reported in the most recent ABAL.** | This value is expressed in kWh or therms for electric and gas, respectively. Please indicate which PAs are included in the total. | Year: 2022  Electric: (kWh) TBD  Gas: (therms)  Check which PAs are included in this estimate of savings:  SCE  PG&E   SCG  SDG&E  Notes: |
| **For 1+ revision workpapers, percent change in savings due to workpaper revision.** | This value is expressed % for electric and gas. Note a + indicates increase due to workpaper revision and – indicates decrease due to workpaper revision. | Gas: +/– 0.00 (%)  Electric: +/– 0.00 (%)  Describe the sources of the change:  There were no changes to the measure savings in this revision. |
| **Stakeholder Communications** | High-level description of communications between lead IOU and stakeholders. For some workpapers this may not be applicable. Please include additional sheets if necessary.  (E.g., Manufacturer for SCT submitted comments on workpaper, see attached) | 3P Implementer  Distributor(s)  Manufacture(s)  IOU Internal Stakeholders (Policy/Program Operations/Senior Leadership/Business Operation)  External Stakeholders (consultants, engineering SME, etc.)  Notes: |
| **CalTF Development** | During development of this workpaper were there any specific flagged issues from CalTF pertaining to technical methodology or approach? | Yes  No  If Yes, then select issues types:  Savings model approach and or assumptions require updating (baseline, ISP, non-DEER building protypes, data files, extrapolation, weather data, etc.)  Measured savings calculations approach and or assumptions require updating (M&V plan, NMEC, Non-Routine Events (NRE), independent 3P validation)  Sample size may not representative of all climate zones, building types, HVAC, etc.  Issue with Savings Calculations (Interactive Effects, HOU, Code, Baseline, ISP, proprietary NDA, etc.)  Notes: |
| **Potential Market Impacts or Controversies** | Describe any responses to the stakeholder communications and any other sources of stakeholder or PA implementation concern with this workpaper revision regarding negative market impacts or controversies. | Yes  No  If Yes, then please check appropriate boxes:  3 Party Direct Install (DI) inventory  Existing contractual commitments  Lead time procurement issues  Market Disruption (ramp down/re-start)  Delivery channel changes (UpDeemed/DnDeemed/DnDeemDI)  PA Program ramp down (no longer cost effective)  Other (please detail)  Notes: |
| **Associated Dispositions** | Is there a disposition associated with this workpaper?  If yes, please include the file name. (e.g., SWFS007-02\_HotHoldCab\_02\_19\_2020.pdf) | Yes  No  Notes: |
| **Additional Notes** |  |  |

**Cover Sheet Revision History (CPUC Use Only)**

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| --- | --- | --- | --- | --- |
| **Revision Number** | **Revision Date** | **Cover Sheet Implementation Start Date** | **Author** | **Summary of Changes** |
| 0 | 3/15/2019 | 3/18/2019 | Kerri-Ann Richard, Workpaper Review Team | Original Cover Sheet |
| 1 | 4/17/2019 | 4/22/2019 | Kerri-Ann Richard, Workpaper Review Team | Addition of Consult with Stakeholders entry |
| 2 | 3/13/2020 | 3/13/2020 | Kerri-Ann Richard, Workpaper Review Team | Updated All Entries |
| 3 | 05/18/2020 | 05/18/2020 | Kerri-Ann Richard, Deemed Review Team | Updated All Entries |
| 4 | 2/15/2021 | 2/22/2021 | Kerri-Ann Richard, Workpaper Review Team | Updates % change in lifetime savings due to workpaper revision. Added 3P Implementer contact information. Other minor clarifications. |

1. 90-day does not apply to new workpapers or new measures added to workpapers. [↑](#footnote-ref-2)