

Workpaper Related Templates

This memo provides templates that are required to be submitted with workpapers, as an addendum to an existing workpaper, or in the case of a workpaper plan prior to a workpaper for workpapers with new measures.

The three workpaper related templates are listed below.

Index	Title	Purpose	When Required
1	Workpaper Submission Cover Sheet	Standardized coversheet summarizing key workpaper information.	Required document included with all workpapers submittal packages.
2	Workpaper Plan (WPP)	Coordinate the Deemed Review Team review of workpaper development.	Required PA submission for new workpapers, or to request Deemed Review Team input on a workpaper in development, or upon request by Staff.
3	Addendum to Fuel Substitution Workpaper Documenting Incentive Greater than the Incremental Measure Cost (IMC)	Required for fuel substitution workpapers that have measures costs less than the baseline costs or if an incentive is offered that is greater than the IMC.	Required PA submission for fuel substitution workpapers with an incentive that is greater than the IMC. The addendum shall be either submitted with the workpaper or as an addendum to an existing workpaper.

1. Workpaper Submission Cover Sheet

Purpose. Standardized coversheet summarizing key workpaper information that allows the WP Deemed Team to accurately ascertain the review and approval requirements of the workpaper.

When required. Required submission by PA included with all workpapers submittal packages.

W O R K P A P E R S U B M I S S I O N

C O V E R S H E E T

PURPOSE: The information in this coversheet will be used by the Deemed 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 upon submitting a workpaper. Additional instructions are provided below.

Program Administrator (PA) Information

Parameter	Description	PA Entry
PA	Please check one.	<input type="checkbox"/> SCE <input type="checkbox"/> SCG <input checked="" type="checkbox"/> PG&E <input type="checkbox"/> SDG&E
PA Lead based on Use Category	Please check one.	<input type="checkbox"/> SCE <input type="checkbox"/> SCG <input checked="" type="checkbox"/> PG&E <input type="checkbox"/> SDG&E
Contact info	Please provide the name and email address of submitter.	Tai Voong(PG&E) TXV0@PGE.COM

Workpaper Information

Parameter	Description	PA Entry
Date of Workpaper Submission	This entry should be date of upload to WPA (MM/DD/YYYY). Actual submission date will be noted as the subsequent first or third Monday of the month.	11/05/2020
Workpaper Title	This entry should match the title on the workpaper.	Duct Seal, Residential
Source Description	This entry should match the source description for the workpaper. (e.g., SWHC099-01)	SWSV001-02

Parameter	Description	PA Entry
Workpaper Phase	Please provide the phase and year for the workpaper. (e.g., 2020 P2 Workpaper Revision)	<p>Effective Year: 2021</p> <p><input checked="" type="checkbox"/> Phase 1 <input type="checkbox"/> Phase 2</p> <p><input type="checkbox"/> New workpaper (new product or technology, new delivery type)</p> <p><input checked="" type="checkbox"/> Workpaper revision (new tiers, new costs, change in measure parameters such as EUL or NTG, measures added to workpaper)</p> <p><input type="checkbox"/> Workpaper adoption (IOU adoption with new Implementations, no change to Measures, Cost and EE Impacts)</p> <p>Notes: Update per Resolution E-5082 (MAT & EUL) & CPUC's comments.</p>
Rationale for Workpaper Revision	Please check all boxes that apply and include a brief description explaining why the workpaper is being revised.	<p><input type="checkbox"/> Not a revision but a new WP</p> <p><input type="checkbox"/> Code <input checked="" type="checkbox"/> DEER</p> <p><input type="checkbox"/> Disposition</p> <p><input checked="" type="checkbox"/> CPUC Resolution</p> <p><input type="checkbox"/> Baseline Update</p> <p><input checked="" type="checkbox"/> Cost Update</p> <p><input type="checkbox"/> Industry Standard Practice Study</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> WP Resubmission of Existing Revision (minor edits/corrections/new implementations)</p> <p>Notes: Update per Resolution E-5082 (MAT & EUL) & CPUC's comments. Updated cost using RSMeans Cost Index. DEER Data 9/17/20</p>

Parameter	Description	PA Entry
Measure Impact Type (DEER / CEDARS)	Please check boxes that apply and include a brief description explaining measures types if using Custom.	<input type="checkbox"/> Cust-FuelSub <input type="checkbox"/> Cust-Gen <input type="checkbox"/> Cust-NMEC <input type="checkbox"/> Cust-RCT <input type="checkbox"/> Cust-SEM <input checked="" type="checkbox"/> Deemed-DEER <input type="checkbox"/> Deemed-WP <input type="checkbox"/> Deemed-DEER-FuelSub <input type="checkbox"/> Deemed-WP-FuelSub Notes:
Effective Date	Please provide the <u>proposed</u> 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	Start Date: 1/1/2021 Notes:
Total expected <u>statewide</u> net lifetime savings from workpaper measures in the year indicated.	This value is expressed in kWh and therms for electric and gas, respectively.	Year: 2019 Electric: (kWh) 4,545,801 Gas: (therms) 299,530 Check which PAs are included in this estimate of savings: <input checked="" type="checkbox"/> SCE <input checked="" type="checkbox"/> PG&E <input type="checkbox"/> SCG <input type="checkbox"/> SDG&E Notes:

¹ 90-day does not apply to new workpapers or new measures added to workpapers.

Parameter	Description	PA Entry
Change in net lifetime portfolio savings due to workpaper revision in the year indicated.	This value is expressed in kWh or therms for electric and gas, respectively. Note a + indicates portfolio savings are expected to increase and a – indicates portfolio savings are expected to decrease.	Year: Gas: +/– (therms) Electric: +/– (kWh) Describe the sources of the change: No data.
Stakeholder Communications	Describe which stakeholders were notified and what was the outcome of the correspondence. 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)	<input checked="" type="checkbox"/> 3P Implementer <input type="checkbox"/> Distributor(s) <input type="checkbox"/> Manufacture(s) <input checked="" type="checkbox"/> IOU Internal Stakeholders (Policy/Program Operations/Senior Leadership/Business Operation) <input checked="" type="checkbox"/> External Stakeholders (consultants, engineering SME, etc.) Notes:

Parameter	Description	PA Entry
CalTF Development	During development of this workpaper were there any specific flagged issues from CalTF pertaining to technical methodology or approach?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes, then select issues types: <input type="checkbox"/> Savings model approach and or assumptions require updating (baseline, ISP, non-DEER building prototypes, data files, extrapolation, weather data, etc.) <input type="checkbox"/> Measured savings calculations approach and or assumptions require updating (M&V plan, NMEC, Non-Routine Events (NRE), independent 3P validation) <input type="checkbox"/> Sample size may not representative of all climate zones, building types, HVAC, etc. <input type="checkbox"/> Issue with Savings Calculations (Interactive Effects, HOU, Code, Baseline, ISP, proprietary NDA, etc.) Notes: Reviewed energy impact.

Parameter	Description	PA Entry
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.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, then please check appropriate boxes: <input type="checkbox"/> 3 Party Direct Install (DI) inventory <input type="checkbox"/> Existing contractual commitments <input type="checkbox"/> Lead time procurement issues <input type="checkbox"/> Market Disruption (ramp down/re-start) <input type="checkbox"/> Delivery channel changes (UpDeemed/DnDeemed/DnDeemDI) <input type="checkbox"/> PA Program ramp down (no longer cost effective) <input type="checkbox"/> 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)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Notes: Resolution E-5082
Additional Notes		Update per Resolution E-5082 (MAT & EUL) & CPUC's comments. DMO & pre-vintages of 2006 for SFm & MFm (MAT=BW, EUL=18 years, & EUL ID=HV-DuctSeal-BW) 2006 & post-vintages of 2006 for SFm & MFm (MAT=BRO-RCx, EUL=3 years, & EUL ID=HV-DuctSeal) Update energy impact for Res-DuctSeal-HighToLow-wtd & Res-DuctSeal-MedToLow-wtd by DEER dated 9/17/2020 Update cost using RSMeans Cost Index. Update per CPUC Comments on 10/5/2020

Cover Sheet Revision History

Revision Number	Revision Date	Implementation Start Date	Author	Summary of Changes
0	3/15/2019	3/18/2019	Kerri-Ann Richard, Deemed Review Team	Original Cover Sheet
1	4/17/2019	4/22/2019	Kerri-Ann Richard, Deemed Review Team	Addition of Consult with Stakeholders entry
2	05/18/2020	05/18/2020	Kerri-Ann Richard, Deemed Review Team	Updated All Entries

2. Workpaper Plan (WPP) Template

Purpose. Purpose of a workpaper plan is for PAs to request feedback from CPUC Staff on an in-development workpaper prior to its submission. The early feedback is intended to save time and money by identifying concerns early, so they can be addressed in the workpaper development, rather than through a disposition rejecting the workpaper. In addition, from time-to-time CPUC will request a workpaper plan for an in-development workpaper. Workpaper plans are mandatory for new measures.

When required. Required PA submission for new workpapers, or to request Deemed Review Team input on a workpaper in development, or upon request by Staff.

WORKPAPER PLAN TEMPLATE

The purpose of a workpaper plan is for PAs to request feedback from CPUC Staff on a workpaper prior to its submission. Early feedback on workpaper submittals will identify concerns, so they can be addressed in the workpaper development, rather than through a disposition. Workpaper plans will be required for all new workpaper submittals. In addition, CPUC may request a workpaper plan for an in-development workpaper from time to time.

The workpaper plan should be updated as changes occur to schedules or requests for review.

Workpaper title and workpaper ID, if applicable	
WPP submission date	
WPP version number and date of last submission	
Submitting PA	
Expected workpaper submission date	
PA contact – Name, title, email, phone	
Status of current workpaper development	<input type="checkbox"/> Workpaper is largely drafted <input type="checkbox"/> Workpaper draft in progress <input type="checkbox"/> Workpaper research in progress <input type="checkbox"/> Workpaper research scoping in progress <input type="checkbox"/> Workpaper preliminary analysis
Reason for workpaper plan	<input type="checkbox"/> Workpaper plan for new workpaper – this is mandatory for all new workpapers <input type="checkbox"/> Complying with CPUC request for a workpaper plan <input type="checkbox"/> CPUC to provide feedback on research elements such as scope of research, specific research components (like surveys), or other in-progress technical analysis <input type="checkbox"/> CPUC provides feedback on the feasibility of the measure and the proposed approach
Outstanding DEER Support Requests. (Made to: DeerSupport@dnvgl.com)	<input type="checkbox"/> EUL <input type="checkbox"/> Building Type <input type="checkbox"/> Tech Type <input type="checkbox"/> Use sub-category <input type="checkbox"/> Other

BRIEF DESCRIPTION OF THE WORKPAPER MEASURE

[In a few paragraphs, describe the proposed workpaper measures, the mechanism of savings, special considerations, and the source of the research or analysis that will be submitted with the workpaper.]

COST CALCULATION METHODOLOGY

[Describe proposed methodology to establish cost for base case and measure case. Include any data sources to be referenced in the workpaper.]

REQUEST FOR CPUC INPUT

[Describe what the CPUC will be asked to review. For more complex workpapers, this may include multiple review points (e.g., a draft survey instrument, a metering plan).]

ATTACHMENT/REFERENCES

Attach any relevant attachment/references supporting this workpaper plan.

MILESTONE REVIEW SCHEDULE

[Complete the milestone review schedule for each review component; include the approximate date when the information will be made available and when the response is expected. Please include Gantt chart and other graphics if applicable.]

[illegible]

3. Addendum to Fuel Substitution Workpaper Documenting Incentive Greater than Incremental Measure Cost

Introduction

Energy Division (ED) recognizes that there may be limited instances for program design purposes where the cash rebate to the customer exceeds the net cost to the participant of installing the more efficient measure, i.e., the Incremental Measure Cost (IMC).² In these cases, the PAC (Program Administrator Cost) will be lower than the TRC (Total Resource Cost).

One reason could be that the measure costs less than the baseline equipment. Other reasons could be that additional incentives/rebates are needed to overcome market barriers.

For fuel substitution measures, the program administrators (PAs) are required to provide additional information as part of the workpaper. This will include:

- Standard language in the body of the workpapers
- In the instances where the cost of the rebate exceeds the IMC, PAs will outline the reasons for such rebate. Since each PA program may have different rebates, each PA will need to provide a separate addendum. If the program is third-party implemented, an addendum will be required for each instance.

Applicability:

Fuel substitution workpapers only.

Required Documentation:

1. Add a subsection to the body of a fuel substitution workpaper document beneath the **General Eligibility Requirements** header titled *Incentive Requirements* and add the following text:

General Eligibility Requirements

Incentive Requirements

Deployment of the program may require rebates or financial incentives to participants that exceed the Incremental Measure Cost

² The additional cost of installing a more efficient measure calculated from the price differential between energy efficient equipment and services and standard or baseline equipment or services. Note that any cost premium resulting from features or components that do not improve the efficiency of the equipment is excluded from the incremental measure cost calculation.

(IMC). Incentives or rebates that exceed the incremental cost for a measure must be justified by individual PAs in addendum to workpaper submissions to document program implementation practice prior to program implementation.

2. Addendum providing reasoning for cash rebates that exceed the IMC.

Timing of Addendum Submission: Any time a new program, measure, or offering is launched, and the program rebates exceed the IMC.

Staff review/approval: The addendum is intended to document activities at this stage. Staff reserves the right to request clarification.

ADDENDUM TO WORKPAPER DOCUMENTING INCENTIVE GREATER THAN IMC

This addendum is required for statewide workpapers where individual Program Administrators (PAs) are seeking to offer an incentive higher than the Incremental Measure Cost (IMC) for a fuel substitution program.

Workpaper Information:

Workpaper title and workpaper ID	
Workpaper submission date	
PA Submitting Addendum	
PA contact – Name, title, email, phone	

Workpaper Measure Cost Information:

Measure ID	Baseline Technology	Measure Technology	Baseline Cost (\$)	Measure Cost (\$)	Incremental Measure Cost (\$)	Rebate Amount (\$)

Reason for a rebate or incentive that exceeds the IMC of a measure to a participant:

[indicate if:

1. the measure cost is less than the baseline cost, $IMC \leq 0$
2. the operating cost of the measure is greater than the baseline measure
3. market barriers require a larger incentive than the IMC and how the amount was determined.]