Appendix A: Workpaper Related Reports and Templates

This appendix provides templates for regularly used documents related to workpaper reviews and approvals.

Each document section is organized as follows:

* Basic description of the document. Its purpose, frequency of delivery, and a data dictionary defining terms in the document.
* Template mock-up defining intent and content of each section.

# Monthly WPA Activity Status Report (Public)

**Purpose**. This document compiles the workpaper project archive activity for the month as follows:

* Dispositions Issued. Listing of all workpapers in month where the CPUC issued a disposition.
* Dispositions in Progress. Listing of all submitted workpapers that are under preliminary or detailed review.
* Workpapers in Development Listing of all workpapers with a submitted workpaper plan.

An accompanying spreadsheet provides the same information as the document, but in excel form.

**Frequency.** The report and the accompanying spreadsheet are posted on <https://deeresources.info/> and <http://www.deeresources.com/> within one week after the last day of the month.

**Data Dictionary.**

|  |  |
| --- | --- |
| Data field | Definition |
| PA | The submitting program administrator. |
| Workpaper ID and revision number (Source Description) | Workpaper identifier which along with the revision number uniquely identifies workpaper. The workpaper ID and revision are concatenated to form the Source Description. The Source Description is used throughout the DEER ecosystem to link data streams with a workpaper. |
| Workpaper Title | Written title of workpaper. |
| Effective Date | The date a workpaper becomes effective. |
| Disposition Date | The date the CPUC disposition was issued. |
| CPUC Action | CPUC’s disposition regarding the workpaper. The actions include:   * Interim Approval: Workpaper is approved for use as of the effective date * Rejected: Workpaper is not approved |
| PA Submittal Date | Date PA submitted or planned to submit the workpaper to the WPA, MM/DD/YYYY |

ExAnte Review (EAR) Deemed Team

Monthly Workpaper Project Archive (WPA) Activity Status Report

DATE: MM/DD/YYYY

FROM: EAR Team

TO: SCE, SDGE, SCG, PGE

# Introduction:

The following report and attached excel workbook summarizes WPA activity for the month of Month YYYY which includes dispositions that were issued, dispositions in progress, and workpapers in development. This report will be posted on <https://deeresources.info/> and <http://www.deeresources.com/> within one week after the last day of the month.

# Legend:

|  |  |
| --- | --- |
| **Item** | **Description** |
| PA | Program Administrator |
| Rev | Revision Number |

# Dispositions Issued:

The following dispositions have been issued, see attached workbook:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PA** | **Workpaper ID** | **Rev** | **Workpaper Title** | **Effective Date** | **Disposition Date** | **CPUC Action** |
| XXX | XXXXXXX | XX | Title | MM/DD/YYYY | MM/DD/YYYY | Interim Approval |
| XXX | XXXXXXX | XX | Title | MM/DD/YYYY | MM/DD/YYYY | Rejected |
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# Dispositions in Progress:

The following dispositions are in progress, see attached workbook:

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| --- | --- | --- | --- | --- | --- |
| **PA** | **Workpaper ID** | **Rev** | **Workpaper Title** | **PA Submittal Date** | **Official Submittal Date (1st or 3rd Monday)** |
| XXX | XXXXXXX | XX | Workpaper Title | MM/DD/YYYY | MM/DD/YYYY |
|  |  |  |  |  |  |
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# Workpapers in development:

The following workpapers have submitted workpaper plans and are in development, see attached workbook.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PA** | **Workpaper ID** | **Rev** | **Workpaper Title** | **PA Submittal Date** |
| PGE | SWHC009 | 02 | Enhanced Ventilation for Packaged HVAC with Gas Heating or Packaged Heat Pump | 03/24/2020 |
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# 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.

**Frequency**. Required submission by PA included with all workpapers submittal packages.

**Data Dictionary.** Not Applicable – See template below.

**Ex Ante Workpaper Submission Cover Sheet**

**Purpose:** The information in this coversheet will be used by the Ex Ante Review (EAR) 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. | SCE   PG&E | SCG  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. | 04/06/2020 |
| **Workpaper Title** | This entry should match the title on the workpaper. | Enhanced Ventilation for Packaged HVAC with Gas Heating or Packaged Heat Pump |
| **Source Description** | This entry should match the source description for the workpaper.  (e.g., SWHC099-01) | SWHC023-02 |
| **Workpaper Phase** | Please provide the phase and year for the workpaper.  (e.g., 2020 P2 Workpaper Revision) | |  | | --- | | Effective Year: | | Phase 1  Phase 2  New workpaper  (new product or technology, new delivery type)  Workpaper revision  (new tiers, new costs, change in measure parameters such as EUL or NTG, measures added to workpaper) |   Notes: No changes to methodology, but values from post-processing files were remapped to the EAD table to ensure that values and building types aligned.  Energy Savings methodology section of the text updated to better describe the post-processing methodology. |
| **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  Other: Remapped to the EAD table to ensure that values and building types aligned |
| **Effective Date** | Please provide the proposed 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-1) | Start Date: Continuing effective date 1/1/2020  Notes: The revised WP will delete building types (Asm, EPr, ERC, Gro, MLI, RFF, RSD, RtL, RtS, SCn, & WRf) for measure **SWHC009D**. Note, the measures **SWHC009A**, **SWHC009B**, & **SWHC009C** are correct and no adjustment is needed. |
| **Total expected statewide net lifetime savings from workpaper measures in the year indicated.** | This value is expressed in kWh or therms for electric and gas, respectively. | Year: 2019  Electric: (kWh) 2,806,374  Gas: (therms) 140,578  Check which PAs are included in this estimate of savings:  SCE  PG&E   SCG  SDG&E  Notes: |
| **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: 2020  Gas: +/– (therms) 0  Electric: +/– (kWh) 0  Describe the sources of the change:  These measures were modelled by eQuest correctly on June 2019. |
| **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. | SCE, SDG&E, SCG, & Cal TF. |
| **CalTF Development** | During development of this workpaper were there any specific flagged issues from CalTF pertaining to technical methodology or approach? | Yes, Cal TF did the original QA/QC. |
| **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. | Extra building types were added by error. None of the errored building types were rebated last year or any previous years.  The revised WP will delete building types (Asm, EPr, ERC, Gro, MLI, RFF, RSD, RtL, RtS, SCn, & WRf) for measure SWHC009D. |
| **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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Revision Number** | **Revision Date** | **Implementation Start Date** | **Author** | **Summary of Changes** |
| 0 | 3/15/2019 | 3/18/2019 | Kerri-Ann Richard, EAR Team | Original Cover Sheet |
| 1 | 4/17/2019 | 4/22/2019 | Kerri-Ann Richard, EAR Team | Addition of Consult with Stakeholders entry |
| 2 | 3/13/2020 | MM/DD/YYYY | Kerri-Ann Richard, EAR Team | Updated All Entries |

# Workpaper Plan (WPP) Template (Public)

**Purpose**. 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.

**Frequency**. The PAs post workpaper plans and CPUC Staff post comments on the plans in WPA.

Report and the accompanying spreadsheet are posted on <https://deeresources.info/> and <http://www.deeresources.com/> within one week after the last day of the month.

**Data Dictionary:** Not Applicable – See template below.

**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** | Workpaper is largely drafted  Workpaper draft in progress  Workpaper research in progress  Workpaper research scoping in progress  Workpaper preliminary analysis |
| **Reason for workpaper plan** | Workpaper plan for new workpaper – this is mandatory for all new workpapers  Complying with CPUC request for a workpaper plan  CPUC to provide feedback on research elements such as scope of research, specific research components (like surveys), or other in-progress technical analysis  CPUC provides feedback on the feasibility of the measure and the proposed approach |

**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.]

**Markets Impacts or Controversy**

[In a few paragraphs, describe any anticipated negative market impacts or controversies associated with this 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).]

**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.

|  |  |  |
| --- | --- | --- |
| **Milestone Description** | **Expected Date for Submission of Review Item** | **Expected Date for CPUC Comments** |
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1. 90-day does not apply to new workpapers or new measures added to workpapers. [↑](#footnote-ref-1)