

# **ATTACHMENT A**

## Attachment A

The guidance, as described in this Attachment, may be periodically amended or updated by Commission Staff. Staff shall keep the most updated version of this attachment available on the Commission's web site and at:

<https://caeec.org>.

### Application Guidance Template – Part I: Strategic Business Plan

The following outlines the content for the strategic business plan, which serves as the strategic plan for the Program Administrator's energy efficiency efforts over an eight-year period. Together, the business plans across all utilities, regional energy networks (RENs), and community choice aggregators (CCAs), are complementary and reach state Legislative and Commission mandates. They should also align with relevant action plans beyond the energy efficiency proceeding related to providing clean, safe, reliable, affordable energy to all customers. This includes, for example, the Environmental and Social Justice Action Plan, reliability, and integrated resources planning.

#### Introduction:

- High level-portfolio summary of 8-year business plan, identifying major changes to strategies from prior strategic business plan
- 8-year budget total (i.e., total requested 8-year budget cap)

#### Portfolio Overview:

- Desired outcomes of portfolio, in narrative form, and description of broad principles that drive the proposed business plan strategies.
- Demonstrated alignment of business plan strategies and outcomes with Legislative and CPUC requirements
- Portfolio strategies, including, but not limited to:
  - Strategy for application/use of various and new methods for savings forecasting and quantification methods (e.g., normalized metered energy consumption including requirements in Public Utilities Code section 25310(c)(5)) and payment for achievement of performance metrics
  - Strategy for incorporating low global warming potential (low-GWP) refrigerants in the portfolio
  - New strategies for spurring innovation: e.g., cultivating new, diverse, businesses enter energy efficiency design/implementation
  - Strategies for designing scope and schedule of solicitations
  - Strategies driving distribution of budget among sectors and segments

- Strategies for market intervention and energy efficiency adoption: e.g., targeted points of intervention; delivery channels/platforms/methods
- Annual projected portfolio budgets adding up to the 8-year authorized budget cap
- Projected percentage of portfolio that is third-party-solicited

#### Strategic Business Plan Chapters:

- Chapter for each of the following sectors (if applicable): agricultural, commercial, cross-cutting, industrial, public, and residential, detailing:
  - Sector-specific strategies, goals, and outcomes
  - Preliminary distribution of budget among sectors for the 8-year authorized budget cap, and rationale for the distribution
- Chapter for each of the following segments of the portfolio (if applicable): resource acquisition, market support, and equity, detailing:
  - Segment-specific strategies, goals, and outcomes
  - Preliminary distribution of budget among segments for the 8-year authorized budget cap, and rationale for the distribution
- Coordination:
  - Description of how the program administrator's portfolio is complementary with the portfolios of other program administrators with overlapping service territory (similar to information included in joint cooperation memos – see D.18-05-041)
  - Description, for both statewide and regional programs, of how strategies have been coordinated with the other program administrators, including designation of the lead for statewide programs and level of coordination for both statewide and regional programs.
  - Description of how the program administrators coordinate their energy efficiency efforts with other demand-side programs (such as marketing, joint rebates for energy efficiency/demand response, Income-qualified Energy Savings Assistance programs, etc.). This should include coordination plans with building decarbonization programs, as well as plans to coordinate with Market Transformation, particularly in the area of codes and standards.
  - Responsibility of program administrator in relation to to third party designers/implementers
- Discussion of business plan proposed outcomes as they tie to portfolio-, sector-, and segment-level metrics in 4-year portfolio application that are critical for tracking and quantifying progress of 4-year portfolio and budget that will lead to achieving 8-year business plan strategic plan outcomes.

## **Application Guidance Template – Part II: Four-Year Portfolio**

### Portfolio Overview:

- Annual budget request over four years.
- Description of sectors program administrator proposes to serve (noting expansion into new sectors or withdrawal from sector)
- Distribution of effort (budget) across segments
- A narrative on portfolio goals and portfolio- and sector-level performance metrics to be achieved in 4 years

### Application of strategies in 4-year budget request

- Categorization of programs and/or sectors into the following segments: resource acquisition, market support, and equity
- Proposed changes in the designated lead PA for the statewide administration of programs, and/or proposal to convert regional programs to statewide
- Third-party solicitation schedule over 4-years, as applicable

### Reasonableness of Budget; Forecasted Cost-Effectiveness, Goals, and Metrics achievement:

- Demonstration of reasonableness of request via zero-based budgeting for portfolio: i.e., budget breakdown by expenditure category (incentive, direct implementation non-incentive costs, administrative costs, marketing, evaluation, etc.) and the value delivered (forecasted performance metrics<sup>1</sup>) for expenditure.
- For all segments: Projected sector-level and portfolio-level cost effectiveness (Total Resource Cost and Program Administrator Cost)
  - For resource acquisition segment:
    - Forecasted program-, sector-, and portfolio-level cost-effectiveness over 4-year period
- For all segments: forecasted annual program-, sector-, and portfolio-level Total System Benefit (TSB), kilowatt-hours, kilowatts, and therms.
  - Include comparison of projected TSB to adopted TSB goals
- For all segments: Projected annual portfolio- and sector-level metrics
  - For market support and equity segments: projected annual program-level performance metrics

---

<sup>1</sup>Leverage past D.18-05-041 metrics to deliver common metrics and methodologies across program administrators, where possible, as discussed among California Energy Efficiency Coordinating Committee working group.

- Program administrator's planned procedures and thresholds for course correction if off-track from meeting 4-year cost-effectiveness requirements, goals, and/or metrics
- Application summary tables, with forecasted annual budgets and savings by sector and segment, covering the 4-year budget request.

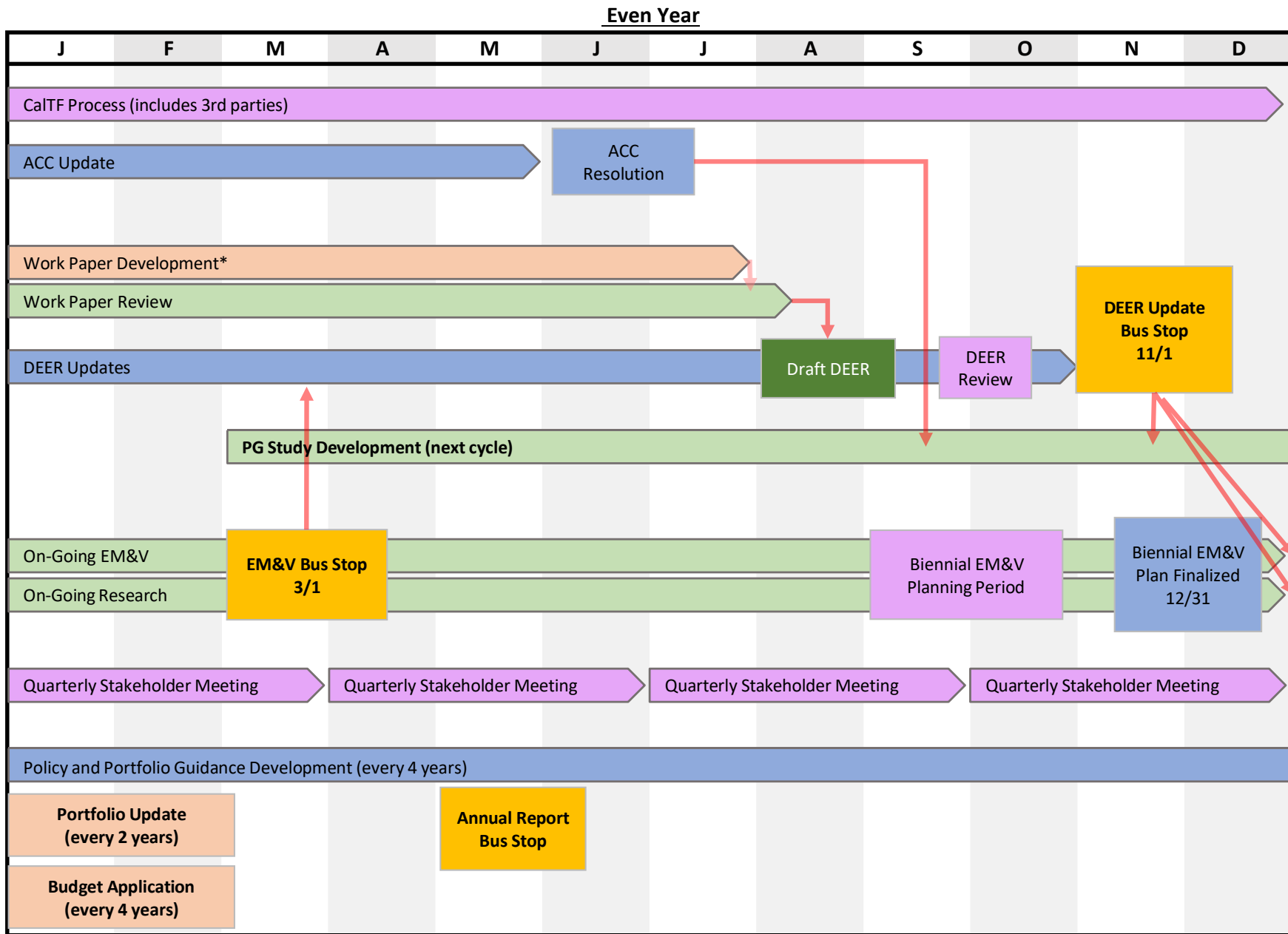
Coordination and Stakeholder input:

- For program administrators with overlapping service territory, submit information similar to what is submitted in joint cooperation memos (see D. 18-05-041)
- Description of how the 4-year portfolio and budget considers and coordinates with other energy programs to mitigate customer confusion or a customer participating in a suboptimal program for their needs
- Discussion of how the portfolio design and budget incorporates the Commission's Environmental and Social Justice Action Plan objectives and other relevant mandates, as well as guidance related to providing clean, safe, reliable, and affordable energy to all customers
- Summary of feedback received through stakeholder engagement process in developing application, with items rejected/accepted, and why.

(END OF ATTACHMENT A)

# **ATTACHMENT B**

## Attachment B: Rolling Portfolio Cycle Schedule



\*Work papers for existing measures that are impacted by DEER updates shall be submitted in time to provide sufficient time for review; new workpapers/clerical or system error correction may happen at any time.

**Odd Year**

