

**Quarterly Reports on
the Three-Year Plans,
Recommendations
to the EEAC**

- Update to February Council Report -

EEAC Consultants

March 9, 2010

Quarterly Reports - Purposes

- To provide the Council with up-to-date information about the status of the PAs' implementation of their EE plans:
- Qualitative information about key Council priorities
- Quantitative information about what the programs are accomplishing
- To enable timely feedback by the Council to inform potential modifications to PA activity, at both the small and potentially large level.

Quarterly Reports – Timing I

The consultants propose that

- The bulk of the non-quantitative information be provided to the Council at the first EEAC meeting following each quarter. This is the material most likely to lead to recommendations from the Council. The focus of the report should be on statewide activity and results.
- Quarterly savings, cost, and benefits data to be provided by the PAs to the consultants in time for a report to the Council at the second meeting following the end of the quarter. Statewide and the supporting PA specific data should be provided. In addition, information on any budget shifts of significance (sector level of 10%-20%) should be noted, with explanations.

Report A - Key Issues

- Prepared by the PAs, circulated to the Councilors the Thursday before the first Council meeting following end of quarter (April 8);
- Presented by the PAs at the Council meeting the following week (April 13);
- Commentary by the Council consultants

1.	Highlights for programs and pilots	<ul style="list-style-type: none"> • High level commentary along with any specific highlights of note, including delivery (contractors/vendors); customer responses; qualitative pipeline assessment report on commitments and major projects in the queue in addition to completions (look forward)
2.	Status of Council Themes	<ul style="list-style-type: none"> • Deeper Savings – C&I and residential • Gas-Electric Integration – customer perspective and on PA-side • CHP
3.	Marketing, education, outreach highlights	
4.	Evaluation / RFP process and progress highlights	
5.	Financing and funding updates and highlights	<ul style="list-style-type: none"> • On-bill Financing • Funding and financing options explored
6.	Performance metrics	<ul style="list-style-type: none"> • Highlights
7.	<i>SPECIAL EEAC requested info for the relevant quarter</i>	<ul style="list-style-type: none"> • First quarter 2010: training/jobs update

Quarterly Reports – Timing II

- “Report B” would be due by PAs to the Council Consultants the 29th day following the end of the quarter (one week before materials are to be circulated to the EEAC). The Consultants will review and prepare an assessment report to the EEAC and circulate it to the Council on the Thursday prior to the second Council meeting after the end of the Quarter. For Quarter I, this is April 29, 2010; Council meeting May 11.
- The PAs would prepare summary charts summarizing the results of the quarter’s activities (specifics to be developed in conjunction with consultants), also for distribution the Thursday before the Council meeting

Quarterly Reports – “Report B” Content

For each program and (costs only) pilot/hard-to measure activities:

- Energy savings – annual and lifetime (mWh, therms)
- Capacity savings – kw, MW
- Benefits – Non-electric/Non-gas, Non-resource (\$\$)
- Expenditures
- Participants

Quarterly and year-to-date results calculated as percent of annual goal

Update on quantitative aspect of performance metric achievements

Quarterly Reports – Bridging Differences

“Report A” – Agreement on topics; some difference in emphasis related to level of detail.

Comment: The April report will be the first cycle and a learning process. The Council will have an opportunity to comment on the content and the PAs can adjust for the second quarterly report

“Report B” – The PAs have agreed to include lifetime savings and to work with consultants to develop and use replicable graphic templates; inclusion of benefits every other quarter;

Comment: Good progress on previous areas of differences. Without regular inclusion of the benefits the reports will be inaccurately portraying program activity.

Quarterly Reports – Timing Issues I

The PAs have identified a number of internal review, program contractor reporting, analytic, and other logistical issues that may well prevent the delivery of the “Report B” data to the consultants in a timely way for the first quarter’s report.

The PAs have agreed to work with address these impediments to the timeline but do not know if they will each succeed in doing so. They have proposed a “Do and Learn” approach to the delivery of the data portion of this quarterly report. It is thus possible that statewide data will not be available for the May Council meeting.

Quarterly Reports – Timing Issues II

Comment: This may be the reality of the first effort to prepare these statewide quarterly reports and we suggest the PAs be encouraged to push hard to overcome all their barriers.

We recommend that those PAs who do have all their data provide them to the consultants in a timely way and the others provide them as soon as they are available. The presentation at the Council meeting will reflect the data available at the time. A complete set of PA data with the standard graphics, as well as the associated consultant's report, would be circulated to the Council as soon as they are completed. Discussion could take place at the meeting just before the end of the quarter.

Quarterly Reports – Recommendations

The consultants recommend to the Council that:

The proposed two part quarterly report process be supported, with the proposed timing sequences;

The content of the two reports as proposed by the consultants be supported as appropriate

The PAs' proposed "Do and Learn" approach to developing the first "Report B" be accepted, and that whichever PAs have available data available in a timely way provide them to the consultants;

The Council direct the consultants to work with the PAs to finalize any remaining details of the reports, to their satisfaction.