

**Final ver. 2.2**

**Business Plan**

**2022**

*To support the growth and success of energy efficiency and integrated demand-side management (IDSM) through a technically rigorous, independent, transparent peer review of California energy efficiency values and other related technical information.*

Disclaimer: The Cal TF Policy Advisory Council (PAC) approval of this Business Plan does not constitute endorsement of ensuing technical work products by individual members or organizations.

| **Goal** | **Metrics** | **Tactics**  **(Cal TF)** | **Benefits** | **Tactics**  **(Others)** | |
| --- | --- | --- | --- | --- | --- |
| 1. **Administer software development of eTRM v2.x** | Implement enhancements for eTRM v2.x  Complete by end of Q4 2022   * All enhancements will be deployed on time, or modified by CPUC Staff as needed * All enhancements will be completed within budget | Cal TF Staff will administer the eTRM v2.x software development contract and meet contract deliverables and timelines | Regulatory Compliance  Statewide Consistency  Quality Control  eTRM User Experience  Collaboration  Stakeholder Engagement | eTRM Core Stakeholders include the funding utilities (PG&E, SCE, SDG&E, SCG, and LADWP) and regulatory agencies (CPUC and CEC) and the CPUC ex ante review (EAR) consultants. Each eTRM Core Stakeholder will:   * Designate at least one primary and one backup representative who will participate in eTRM v2.x development as noted below.   Representatives of each eTRM Core Stakeholder organization will:   * Meetings: Attend version kick-off and weekly meetings. * Planning: For each enhancement, provide review/comment on Functional Requirements and Testing and Acceptance (T&A) criteria (for both sprint testing and client acceptance testing). * Sprint Testing/Client Acceptance Testing: During each sprint, comment on wireframes, when applicable, view user interfaces, and test all features (enhancements) developed during the sprint. Document and submit results of all testing according to established T & A criteria and within project timelines. * Project Documentation: As requested, review and comment on project documentation. | |
| Document eTRM technical guidance | Cal TF Staff will develop guidelines on technical considerations for updating and maintaining the eTRM that could include:   * eTRM updates do not adversely impact existing systems * eTRM performance standards * Software development practices | Quality Control  eTRM User Experience | eTRM Core Stakeholders will provide input on the technical guidance document. | |
| Identify and socialize eTRM 2022 Enhancements:   * Within one (1) week of each eTRM Release | Cal TF Staff will:   * Track enhancements proposed by eTRM Core Stakeholders during development of eTRM v2.x. * Solicit and memorialize feedback from users on experience with eTRM v2.x and possible enhancements. * Document unsolicited recommendations for additional features and enhancements received via the eTRM@FutEE.biz account for 2022 (Ongoing, via Contact Us feature). | eTRM User Experience  Collaboration  Stakeholder Engagement | eTRM Core Stakeholders and eTRM Users will provide input on enhancements to existing features and possibly new features. | |
| 1. **Ongoing Implementation of Current eTRM Version** | Complete 2022 eTRM training objectives, including:   * Conduct up to six (6) webinar trainings for various stakeholder user groups * Conduct post-training survey | Cal TF Staff will implement eTRM training through the following activities:   * Coordinate with the IOUs, POUs, CPUC, and CEC to determine their training needs and timing. * Solicit input on eTRM training needs of 3P implementers/other stakeholders through the eTRM user account email notification feature, Cal TF members, and other venues (such as CEDMC).   Cal TF Staff will provide customer support to eTRM users that could originate through the eTRM@FutEE.biz account, Cal TF, trainings, and other channels.  Cal TF Staff will track Google Analytics on a monthly basis to understand and track eTRM usage. | Regulatory Compliance  Statewide Consistency  Quality Control  eTRM User Experience | Each eTRM Core Stakeholder organization (defined above) will identify their respective internal users to receive eTRM training and support.  CPUC Staff, CEC Staff and EAR consultants will provide input on the survey feedback they would like from eTRM users. | |
| Governance: Finalize eTRM Governance Plan with expected eTRM 2022 owners (*continuation from 2021, if needed*) | Cal TF Staff will:   * Finalize eTRM Governance Plan with input from expected 2022 eTRM owners (LADWP, SMUD, CPUC) | Compliance |  | |
| 1. **Measure Management: Manage Existing Measure Updates** | Track and report metrics for existing measure updates:   * Number of measures updated in the eTRM * Time (Start to Submission, then Published as Approved) - Time from start of updated measure loaded into eTRM to CPUC submission for each measure developed in eTRM * Time – (Time spent updating measure – internal and consultant) * Completeness & Accuracy – Use QC Checklist for measure development to ensure quality updates and to support continuous improvement * Nature of Updates – for each update, track and report on nature of measure updates | Cal TF Staff will manage the measure update workflow within the eTRM to support updates within the eTRM, while IOUs will perform the majority of measure development within the eTRM.  Cal TF Staff will conduct training for measure developers regarding the measure update process in the eTRM and associated measure requirements.  Cal TF Staff will update the *Statewide Measure Development and Peer Review QA/QC Guidelines* to incorporate a summary checklist to facilitate constructive feedback to measure developers.  Cal TF Staff will QA/QC final measure updates to ensure conformance to the *Statewide Measure Development and Peer Review QA/QC Guidelines* and the *Style Guide*.   * Results from QA/QC check will track causes for variation so that corrective actions (i.e., additional training or new enhancements can be identified) to support continuous improvement.   Cal TF Staff will implement the updates for the existing measures to incorporate features from the eTRM v2.x. Updates may not be extended beyond the existing published version of each measure.  Cal TF Staff will begin tracking measure metrics when automated workflow features are available in the eTRM and if measure developers enter time spent accordingly.   * Time and Cost | Statewide Coordination Statewide Consistency  Quality Control  Cost Savings | Measure developers and measure reviewers (including IOUs, POUs, CPUC consultants, CPUC Staff, and 3Ps) will be required to take the appropriate eTRM measure training.  Measure developers will review the *Statewide Measure Development and QA/QC Guidelines* and will participate in periodic feedback sessions as part of the continuous improvement process.  Stakeholder input required to define which updates are needed for existing measures. | |
| Coordinate monthly statewide meetings on new/updated measures for the Statewide Deemed Measure List   * Monthly | Cal TF Staff will:   * Circulate the Statewide Deemed Measure List monthly to IOUs and POUs for new measures and measure updates. * Conduct monthly teleconferences with designated IOU and POU leads to review planned new measures and planned measure updates to ensure all parties are aware of changes/additions and can ensure measure changes/additions reflect statewide needs. * Post monthly updated Statewide Deemed Measure List to Cal TF website. * Distribute updated Statewide Deemed Measure List to designated IOU lead for submission to EAR Consultants. * Identify ways to integrate the Statewide Deemed Measure List with the eTRM so Statewide Deemed Measure list can be updated automatically rather than manually. * Cal TF meeting time available, solicit input from Cal TF membership on select updates to existing measure including:   + New weather data updates (comm measures)   + New Peak Period updates   + New load shape updates   + Refrigerant cost updates   + Add-on equipment policy updates | Statewide Coordination Statewide Consistency  Transparency | IOU and POU measure development leads will inform their IOU counterparts and Cal TF Staff of new measures and measure updates under consideration, in development, and retired, as well as the status of measures in development.  IOU and POU measure development leads will ensure that new measures are developed to be applicable statewide and will reflect input from their counterparts at other IOUs and POUs. | |
| 1. **Measure Management: Manage and Implement the Ongoing Statewide New Measure Development Process** | Track and report metrics for all measures coming through the Cal TF New Measure Process   * Number of proposed measures submitted * Number of proposed measures affirmed by Measure Screening Committee * Number of measures not affirmed by Measure Screening Committee and the reason why; identify alternate path for measure * Number of proposed measures affirmed by the Cal TF * Number of proposed measures published in the eTRM * Time from Measure Initiation to Measure Submission | Measure Identification: Cal TF Staff will work with various stakeholders to identify potential new and updated measures, including: (*Cal TF Staff will support until funding for Cal TF Implementation runs out.*)   * POUs and CEC to identify measures they would like developed/added to the eTRM so the eTRM contains all POU and CEC measures (market-based, utility-funded, and EPIC projects). * 3P implementers and innovators/measure developers including proposed measures from ETP and EPIC. * IOUs, as they choose. * CPUC to included additional measures in the eTRM such as:   + Cold water measures   + Low income measures   Measure Screening Committee: Cal TF Staff will manage and lead the statewide Measure Screening Committee to screen all proposed new measures/measure updates:   * Cal TF Staff screens Proposal form for completeness. * Memorialize Screening Committee decisions. * Document the recommendations in the form of Measure Package Plan. * Upload “passing” measures into eTRM if draft measure capability is available. * For new measure types, document in a White Paper and socialize key issues with Measure Screening Committee, Cal TF Subcommittee, IOU/POU, and CPUC/CEC Staff prior to making a decision.   + Procedural measures should be prioritized to evaluate how they can be included in the intake, screening, and review process   Statewide Coordination of Measure Development and QA/QC: Cal TF Staff will:   * Manage statewide coordination process for all new and updated measures, consistent with the process and guidelines posted on the Cal TF website, which may change from time-to-time. * QA/QC all measures prior to submission to CPUC and/or publishing in eTRM to ensure measures conform to the statewide measure QA/QC Guidelines. * Solicit input from Cal TF membership on select new and updated measures. | Compliance  Cost Savings  Time Savings  Quality Control  Transparency  Stakeholder Engagement  Statewide Consistency  Standardization  Transparency  Stakeholder Engagement | The Measure Screening Committee members will:   * Review materials in advance of each Committee meeting * Participate in each monthly meeting * Follow the established process and protocols.   All interested IOUs and POUs and all IOU statewide measure Leads will participate in measure development/ update oversight process, beginning when each measure is assigned to a measure developer (internal or external).  Assigned statewide measure Lead will submit measures to CPUC/EAR Team for review, in accordance with the measure development schedule provided to the CPUC Staff.  POU staff will support the identification and development of POU measures for the eTRM.  POUs will engage in monthly meetings to share information and collaborate on statewide approaches. | |
| 1. **Continue Development of POU Custom Measures for the eTRM** | Update eTRM documentation as needed | Cal TF Staff review will include changes needed to include POU custom measures in current process. Review will include:   * eTRM Measure Characterization template * eTRM Measure and Permutation Data Spec templates * Measure Naming Convention * Measure Development and QA/QC Guidelines * eTRM Reference Library * New Measure Development & Review process   Cal TF Staff will document required eTRM enhancements, if needed, to incorporate POU custom measures and tools in “flat file” format vs. “executable” format needed to implement. | Cost Savings  Time Savings  Customer Experience  Standardization  Transparency  Stakeholder Engagement | POU, and, if interest and engagement, IOU and CPUC custom project staff, will review and comment on Cal TF Staff analysis of how existing eTRM tools can be used to standardize and streamline custom projects. |
| Implement select POU TRM tools/calculators | Cal TF Staff will:   * Update which tools/calculators are not in eTRM but would be “used and useful”. * Work with software developer to determine how POU “used and useful” tools could be moved into eTRM so they can be executed rather than just uploaded as a flat file. | POU Customer Experience | POUs, through their PAC representatives and TF members, will work with Cal TF Staff to determine which are still “used and useful”. |
| Identify and develop POU express-custom and hybrid/procedural measures using the existing eTRM capabilities | Cal TF Staff will:   * Review POU custom projects. * Update list of potential measures that could be uploaded and managed in eTRM. * Complete the custom measure template (measure characterization and data) for newly identified measures. | Cost Savings  Time Savings  Customer Experience  Standardization | POUs will provide custom project data to support this goal.  The CPUC Custom lead and CPUC Group D consultants will provide input and review.  CPUC Staff and Group A consultants will provide input to ensure alignment.  Cal TF members will help to provide the implementer perspective for this process. |
| 1. **Identify, Analyze, and Recommend Key Emerging Technical and Technical Policy Issues in a Statewide Consistent Way** | Develop at least one (1) Technical Position Paper (TPP)   * Draft TPP * Final TPP | Cal TF Staff will develop TPP with input from a Cal TF subcommittee. | Technical Rigor | The PAC will affirm the final TPP topic.  Cal TF members will provide input and contribute to the TPP via subcommittee process.  Proposed TPP topics will be discussed with regulatory staff (CPUC and CEC) |
| Develop at least one (1) white paper   * Draft white paper * Final white paper | Cal TF Staff will develop white paper with input from a Cal TF subcommittee. Topics of high interest for the Cal TF are:   * Energy Plus / Prototype Development / Analysis Controller integration * Load Shape development and use beyond DEER measures * Integration into eTRM measure process for measure life: Potential and Goals, ETP, EM&V, and C&S * Evaluate the business case for adding Measure Property Data (including properties and validation criteria)   Ongoing white papers from 2019/2020 are:   * New Measure Types * Greenhouse Gas Calculation Approach and Data Sources; Recommendations for eTRM * Creating Tighter Linkage Between Deemed Savings and EM&V Studies   Review and update existing Cal TF documentation (TPPs, white papers, templates), as needed. | Technical Rigor  Statewide Consistency | The Cal TF members will provide input to determine the final white paper topic(s).  Cal TF members will provide input and contribute to the white paper via subcommittee process.  Cal TF members will review updated documents. |
| 1. **Manage the Cal TF and Cal TF PAC** | Conduct at least ten (10) TF meetings (in-person or teleconference) | To manage Cal TF Meetings, Cal TF Staff will:   * Prepare a calendar of TF meetings and locations, and post on Cal TF website * Secure meeting locations and arrange other logistics (if meetings are in person; arrange for teleconference if not) * Prepare meeting agendas and materials and post on Cal TF website * Manage TF meetings * Prepare meeting notes and post on Cal TF website * Add meetings as needed to keep flow of new measures through the New Measure Review Process | Transparency  Stakeholder Engagement  Statewide Consistency | Cal TF members will:   * Review materials in advance all meetings * Attend Cal TF meetings |
| Conduct additional subcommittee meetings | To manage the Cal TF Subcommittees, the Cal TF Staff will:   * Recruit Cal TF subcommittee members and outside experts * Arrange subcommittee teleconferences * Prepare meeting agendas (as needed) and circulate meeting materials * Facilitate Cal TF subcommittee meetings * Prepare and track subcommittee action items * Post meeting materials and resultant work products on Cal TF website   Topics could include:   * GHG calculations * POU measures * Semi-deemed measures * Data visualization needs | Transparency  Stakeholder Engagement  Statewide Consistency | Cal TF members and other interested industry stakeholders/subject matter experts will:   * Participate in subcommittees that align with interests and expertise * Review materials in advance all subcommittee meetings * Attend subcommittee meetings |
| Review and Discuss Cal TF Governance Model, current practice. | Cal TF Staff will:   * Facilitate discussions with PAC on current Cal TF governance documents and practice, and how governance has evolved. | Transparency  Clear Governance | Review/comment from a broad range of stakeholders, including:   * Funders * PAC * Cal TF Members * CPUC and CEC Staff/Commissioners * CA 3P Stakeholders |
| RFQ Conducted for new members   * Q1 or Q2 2022 | Cal TF Staff will:   * Facilitate the request for qualifications from stakeholders * Evaluate member expertise and scoring * Complete new member orientation | Stakeholder Engagement | PAC members will affirm new member choices. |
| Conduct four (4) PAC meetings (in person or teleconference); ad hoc meetings as needed | To manage the PAC, the Cal TF Staff will:   * Schedule PAC meetings approximately quarterly, based on policy needs and activity * Prepare meeting agendas and materials * Facilitate PAC meetings * Prepare and circulate meeting action items | Statewide Policy Consistency  Oversight and Governance | PAC members will:   * Review materials in advance all meetings * Attend PAC meetings |
| Maintain Cal TF website and update and post all materials | Cal TF Staff will:   * Maintain current data and information (including Cal TF process documents) on the Cal TF website. | Transparency  Stakeholder Engagement |  |
| Finalize the 2023 Cal TF Business Plan and budget   * Draft by June 2022 * Final by November 15, 2022 | Cal TF Staff will   * Solicit comments on the Draft Final 2023 Cal TF Business Plan from Cal TF members, PAC members, CPUC Staff, CEC Staff, and other stakeholders. * Develop a Final 2023 Business Plan that reflects stakeholder input. * Submit the Final 2023 Business Plan to PAC for review and approval no later than the November 2022 PAC meeting. * All PAC members will have equal opportunity to provide input on budget/BP. | Transparency  Stakeholder Engagement | PAC, TF, CPUC Staff, and others will provide input on the Draft 2023 Cal TF Business Plan.  PAC will affirm the 2023 Business Plan by Nov 15, 2022. |