

Proposed Process for making additions and changes to the MEMD

In order to facilitate the timely addition of new measures into the MEMD¹ as well as accommodate any recommended changes to existing measures in the MEMD, proposed additions and changes must be approved by the appropriate EO Collaborative Group(s) and forwarded to Morgan Marketing Partners (MMP) by September 30th of each year. The process outlined below will be the process for making additions or changes to the MEMD for the 2012 and beyond calendar years. Because of the shortened time frame to get modifications made for the 2011 calendar year, this years approval process will work slightly different. The difference is discussed following the process outline below.

Step	Who	What	When (Current Year)
1	Electric and Natural Gas Providers <i>(Vendors or others wishing to have measures added to the MEMD must do so through a provider)</i>	<p>Bring <u>proposed additions</u> to the Program and Design Collaborative</p> <ul style="list-style-type: none"> • Measure recommended for inclusion • Market: specific customer class and any particular segmentation within that class for which the programs are designed. Note specific information concerning which customers are eligible for participation. • Baseline: What is the technology that this measure will replace? • Proposed incentive level, if known <hr style="border-top: 1px dashed black;"/> <p>Bring <u>proposed changes</u> to the EM&V Collaborative. The information needed includes:</p> <ul style="list-style-type: none"> • Measure recommended for changes • Supporting Documentation for changes: information gathered through the EM&V process or engineering studies 	<p>August Program and Design Collaborative meeting</p> <hr style="border-top: 1px dashed black;"/> <p>September EM&V Collaborative meeting</p>
2	Program Design and Implementation Collaborative	<p>Review proposed additions and make recommendation for inclusion in MEMD.</p> <p>Submit recommended changes to the EM&V Collaborative and ensure a representative is available to attend the September EM&V collaborative meeting to answer any questions regarding the recommended additions.</p>	August Program and Design Collaborative meeting
3	EM&V Collaborative	<p>Review the proposed additions submitted by the Program Design and Implementation Collaborative as well as any changes to existing measures brought to the EM&V Collaborative.</p> <p>Resolve any issues regarding the proposed changes and additions.</p>	September EM&V Collaborative meeting

¹The MEMD is solely a measures database. It does not apply program adjustments such as Freeridership, spillover or install rates. These adjustments are reflective of the program delivery and market application, not the measures themselves.

Step	Who	What	When (Current Year)
4	MPSC Staff EM&V Collaborative Co- chair (K. Gould)	Submit a joint list of proposed additions and changes to MMP along with all the supporting documentation that has been gathered.	End of third full working week of September
5	MMP (R. Morgan)	Determine if the costs for the additions to the MEMD are covered under the currently contracted price and if not, provide a cost estimate to the MPSC Staff EM&V Collaborative CO-chair before moving forward.	September 30
6	MPSC Staff EM&V Collaborative Co- chair (K. Gould)	If costs beyond those covered under the current MEMD maintenance contract would be incurred for the proposed MEMD modifications, then the EM&V Co-chair must gain collaborative approval for prorata sharing of the costs. If an agreement to share the costs is not obtained, then the co-chair will ask the recommending provider(s) if they are willing to solely pay for the inclusion of the measure in the MEMD.	End of first full working week in October
7	MMP (R. Morgan)	Once any additional costs are approved, review the proposed measures in detail and validate the accompanying information. Work with the provider(s) that proposed the measure to clarify any information needed for the validation. If no changes need to be made to the data submitted, then the measure will be entered into the MEMD. If MMP recommends changes to the measure data as received, then the recommended changes must be approved by the EM&V Collaborative prior to inclusion in the MEMD.	November 30
8	MPSC Staff EM&V Collaborative Co- chair (K. Gould)	If changes to the proposed measures are recommended by MMP then the EM&V Co-chair must circulate the recommended changes to the collaborative members for approval and provide feedback to MMP. ----- Once all changes are approved by the collaborative and MMP updates the MEMD for 2011, the Staff Co-Chair will facilitate the posting of the new MEMD on the Commission's website.	October 31 ----- End of second full working week of December

This year (2010), the process for making MEMD additions for the 2011 calendar year, will work similarly to the process outlined above except the Program Design and Implementation Collaborative will not submit their recommendations to the EM&V Collaborative. In order to provide MMP with timely information for the 2011 MEMD additions, the Program Design and Implementation Collaborative will work directly with MMP. The Program Design and Implementation Collaborative will submit a proposed list of measure additions to MMP and ensure committee approval of any costs for or changes to the proposed measure additions from MMP.