PG&E

Together, Building a Better California

Instructions for PG&E LGP 3P Program Data Response Form

1. Upload this file in PowerAdvocate® along with Attachment 2.
2. Submit this file in Microsoft Excel file format. Other file formats will not be accepted.
3. White-shaded cells are for Data Entry. Fill out each tab completely.
4. If Implementer believes a question does not apply to the program, Implementer must provide an brief justification explaining why the requested information is not applicable in the text box below.
5. Yellow-shaded cells contain formulas and provide calculated values - DO NOT OVERWRITE PREPOPULATED FORMULAS.
6. Detailed instructions are provided on each tab and describe what modifications to each table are allowed.
7. This Data Response form must be saved with the following file name convention: "[COMPANY NAME] – [PROGRAM NAME] – DATA.xlsx"

Table of Contents:

Justification for Omitted Content:

If any content requested in this data sheet does not apply to the program, provide a brief justification explaining why the requested information is not applicable.

Program Risk Register	Opt-In Support Services	KPI Category
Operations	No Support - 3P Brand Only	Energy Savings
Customer Acquisition	Co-Branding (PG&E Lead)	Cost Effectiveness
Technology	PG&E Brand only (Licensed)	Customer Satisfaction
Commercial	Program Awareness	Program Operations
Cybersecurity & Privacy	Customer Acquisition	Non-Resource
Regulatory & Compliance	Customer Retention	Other
Safety	Customer Research and Insights	
Other	Additional Services	
	Prospecting	
	Qualifying	
	Closing	
	Data Analytics	

	TABLE 1: GENERAL CONTRACT DESCRIPTION	
1	Solicitation name	98491 : LGP Energy Efficiency Programs
2	Type of program	Non-Resource
3	Delivery Type and Targeting	
	a. Direct Install/Downstream Customer Targeting (Yes or No)	
	b. Customer Targeting brief description, if applicable	
	c. Midstream/Upstream Market Actors receiving incentives, if applicable	
4	Sector(s)	
5	LGP Implementer name	County of Sonoma
6	Name of program or service	Sonoma Public Energy
7	Brief description of program or service	Development of "Building Tune-Up" program. High level audits of target facilities performed by qualified staff or contractor(s). Results in O&M deliverable for customer and tracking of facility improvements and maintenance history by LGP. Reclicability of program is a prime goal.
8	Measure group(s)	N/A Non-Resource Program
9	Contract effective date and end date	July1, 2020 - June 30, 2023
10	Intermittency between contract start and end dates, if applicable	
11	Estimated Program launch date (date program is available to customers)	1-Oct-20
12	Program end date	30-Apr-23
13	Customer group(s) eligible for the program	DAC, HTR, Public, K-12, Special District
14	Market segment(s) and customer sizes and types addressed.	Residential (HTR, DAC), Commercial (DAC SMB, HTR SMB), Public

INSTRUCTIONS:

Enter the information for each item above.

|	TABLE 2: CONTRACT SUMMARY		
1	LGP Implementer Name	County of Sonoma	TAB A, Item 5
2	Subcontractor Name(s)	TBD	
3	Program Name	Sonoma Public Energy	TAB A, Item 6
4	Brief Program Description (2-3 sentences)	Development of "Building Tune-Up" program. High level audits of target facilities performed by qualified staff or contractor(s). Results in O&M deliverable for customer and tracking of facility improvements and maintenance history by LGP. Reclicability of program is a prime goal.	TAB A, Item 7
5	Market Sector(s)	Public Facilities - K-12 School Districts, Special Districts, Municipalities. SMB as defined as HTR and/or DAC.	
6	Customer Segment(s)	Public, Commercial (DAC/HTR SMB)	
7	Hard-to-Reach Customers, if applicable	Small pockets of Non-English Speaking Communities within Santa Rosa and Sonoma (3-5% of Program Budget) - PLEASE CLARIFY "PERCENTAGE OF SAVINGS GOAL"	Provide percentage of savings goal
8	Disadvantaged Communities, if applicable	K-12, SMB in Santa Rosa (10-15% of Program Budget) - PLEASE CLARIFY "PERCENTAGE OF SAVINGS GOAL"	Provide percentage of savings goal
9	Service Territory Area(s) Served (including climate zones)	County of Sonoma - Predominantly Climate Zone 2. Some Climate Zone 1.	
10	Total Program Budget ($)	$855,000.00	
11	Total kWh (net) Energy Savings (CET output)	N/A Non-Resource Program	
12	Total MW (net) Energy Savings (CET Output)	N/A Non-Resource Program	
13	Total therms (net) Energy Savings (CET Output)	N/A Non-Resource Program	
14	Program TRC Ratio (CET output)	N/A Non-Resource Program	
15	Program PAC Ratio (CET output)	N/A Non-Resource Program	
16	Program$/kWh (TRC Levelized Cost) CET output	N/A Non-Resource Program	
17	Program $/kWh (PAC Levelized Cost) CET output	N/A Non-Resource Program	
18	Program$/MW (TRC Levelized Cost) CET output	N/A Non-Resource Program	
19	Program $/MW (PAC Levelized Cost) CET output	N/A Non-Resource Program	
20	Program $/therm (TRC Levelized Cost) CET output	N/A Non-Resource Program	
21	Program $/therm (PAC Levelized Cost) CET output	N/A Non-Resource Program	
19	TPI Compensation Type (T&M, Fixed Fee Deliverable, Pay-for-Performance or combination)		If combination, please specify percent of compensation in each type.
20	Savings Calculation Method(s) (Meter-Based, Deemed, Calculated, Multiple and/or Other)	N/A Non-Resource Program	If Multiple or Other, please specify.
24	Summary of Program Measure Types	N/A Non-Resource Program	Please keep this to technology types.

INSTRUCTIONS:

Enter the information for each item above.

NOTE: Some fields (such as Program Name, Implementer Name, etc.) are auto populated from TAB A.

Program Lifecycle*
*not to scale

Launch Readiness | Ramp Up | Steady State | Ramp Down
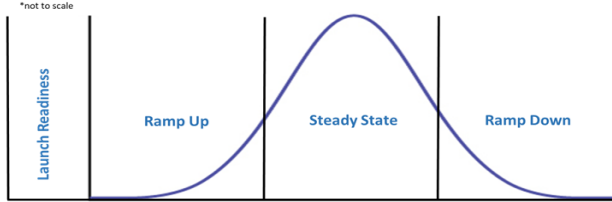
PHASE	[A] ACTIVITIES	[B] DELIVERABLES/MILESTONES	[C] DATES/DURATION	[D] PAYMNET STRUCTURE	[E] DEPENDANCIES	[F] KPI(s)	Attachment 1 Section
Launch Readiness	•Adaptation of Building Tune-Up Tool •Build CRM Module to Capture Building Tune-Up Data •Build CRM Module to Generate EE Roadmap •Recruit Tune-Up Specialists •Develop Marketing Plan	•Implementation Plan •Program Management Plan •Program Materials	July 2020 - December 2020	Time and Material	•Availability of Building Tune-Up Tool (Confirmed w/ City of Seattle that tool is available) •Legal review andUtility Approval of Request for Qualifications documents	•Number of Contacts •Number of Leads	Section 4.1: Task 1
Program Ramp Up	•Outreach to Public, K-12, Special Districts, DAC/HTR Customers •Initial Site Visits w/ Tune-Up Activity •Delivery of EE Roadmaps •Facilitation of Resource Programs •Delivery of Technical Trainings	•Marketing Plan Implemented •Pipeline Development •Limited number of EE Roadmaps Delivered	October 2020 - March 2021	Time and Material	•Development of Contact/Customer list •Completion of EE Roadmap/Building Tune-Up Tools	•Number of Contacts •Number of Leads •Number of EE Roadmaps Prepared and Delivered •Number of Projects Managed •Number of Educational Opportunities •Number of Buildings Benchmarked	
Program Steady State	•Technical Assistance and Training •Energy Audits •Outreach to Public, K-12, Special Districts, DAC/HTR Customers •Initial Site Visits w/ Tune-Up Activity •Delivery of EE Roadmaps •Facilitation of Resource Programs •Delivery of Technical Trainings	•Customer Participation •EE Roadmaps Delivered	April 2021 - March 2023	Time and Material	•Development of Contact/Customer list •Completion of EE Roadmap/Building Tune-Up Tools •Building Tune-Up Specialist Recruitment Complete	•Number of Contacts •Number of Leads •Number of EE Roadmaps Prepared and Delivered •Number of Projects Managed •Number of Educational Opportunities •Number of Buildings Benchmarked	
Program Ramp Down / Transition	•Technical Assistance and Training •Energy Audits •Outreach to Public, K-12, Special Districts, DAC/HTR Customers •Initial Site Visits w/ Tune-Up Activity •Delivery of EE Roadmaps •Facilitation of Resource Programs •Delivery of Technical Trainings	•EE Roadmaps Delivered •Program Ramp-Down Plan •Date Program is No Longer Available for new Customers	April 2023 - June 2023	Time and Material	•Development of Contact/Customer list •Completion of EE Roadmap/Building Tune-Up Tools •Building Tune-Up Specialist Recruitment Complete	•Number of Contacts •Number of Leads •Number of EE Roadmaps Prepared and Delivered •Number of Projects Managed •Number of Educational Opportunities •Number of Buildings Benchmarked	Section 4.6: Task 6

INSTRUCTIONS:
For each phase of the Program Lifecycle list the deliverable(s) and/or milestone(s), dates and/or duration, and the payment structure.
1. Enter the Activities for the phase indicated [A].
2 Enter the Deliverables and/or Milestone(s) for the phase indicated [B].
3. Enter the Dates and/or Duration for the phase indicated [C].
4. Enter the Payment Structure(s) for the phase indicated (Time & Material, etc. - must align with TAB F) [D].
5. Enter the Dependencies for each phase [E].
6. Enter the KPI associated to each phase [F]. KPIs are to align with KPIs listed on TAB H.

PROGRAM RISK REGISTER

[A] RISK ID	[B] RISK CATEGORY	[C] RISK DESCRIPTION & DRIVERS	[D] RISK MANAGEMENT APPROACH	[E] RISK MITIGATION PLAN
Identify major program risks	Cluster related risks	Describe the nature of the risk and its impact on program implementation	Will this risk expected to be shared with PG&E? Under what circumstances or limits?	What actions will be taken to prevent the risk from happening or reduce the level of impact?
Statewide or National Economic Downturn	Operations	An extended economic downturn would limit the ability of local government customers to partner with our program to initiate development of an EE Roadmap and/or implement the recommended actions.	Yes	None.
PG&E Bankruptcy	Operations	Uncertainty behind the future of IOU. PG&E states in Bidder's Conference Q&A "This contract, when signed by both parties, would be an ongoing legal obligation of the company when it emerges from bankruptcy under an approved Plan of Reorganization, anticipated to be by the end of June, 2020." This suggests an inevitability that the IOU will emerge from bankruptcy successfully that we believe is still uncertain enough to pose an identifiable risk.	Yes	Monitor the bankruptcy proceedings and restructuring plans carefully. Consult with County Counsel and/or Executive Management as situation evolves.
Loss of Key Technical Staff within the Division	Operations	Our existing staff members have a broad spectrum of skills, with several staff holding key technical expertise needed for successful program implementation. The loss of any key technical staff would be a setback to the program.	Yes. Ineffective expenditure of public goods funds.	Identify professional development training opportunities for existing in-house staff. Incorporate identified trainings into staff professional development plans to build in-house skills over time. Identify qualified "Tune-Up Specialist(s)" in the RFQ process that can fill in for program staff temporarily during the recruitment process.
Resistance to incorporation of new EE technology	Customer Acquisition	Existing maintenance staff with the technical expertise to identify/maintain new and existing technologies may be resistant to adopting new EE systems and maintenance based on lack of familiarity.	Yes. Ineffective expenditure of public goods funds.	Incorporate workshops and trainings about new EE technologies into outreach efforts to public agencies. Provide high-level information on the installation, operations, and maintenance of new EE technologies. Focus on convincing Executive Management within each customer organization of the benefits of providing additional in-house training for facilities staff.
Lack of facility staff capacity to incorporate EE Roadmap practices	Customer Acquisition	Existing maintenance staff with the technical expertise to identify/maintain new and existing technologies may not be able to implement EE Roadmap recommendations due to additional organizational barriers.	Yes. Ineffective expenditure of public goods funds.	Target key decision makers within organization to ensure executive direction is given to incorporate EE practices on site.
Poor implementation of O&M/EE Roadmap by customers	Customer Acquisition	Following the completion of an EE Roadmap, it becomes the customers' responsibility to implement the recommended actions. If available funding and/or organizational commitment declines during this time, the EE Roadmap could become another unfunded mandate that remains unimplemented.	Yes. Ineffective expenditure of public goods funds.	Following handoff of EE Roadmap, periodic check-ins with customer (every 6 months) will identify rate of implementation and any barriers or obstacles. LGP will work directly with customer to determine points of hindrance and to help identify solutions.
Time and/or budget overrun on software development for EE Roadmap	Technology	There are numerous features that we envision as being part of out EE Roadmap application. To incorporate the complete feature set at the start may prove to be more time consuming and/or expensive that we currently envision.	Yes. Ineffective expenditure of public goods funds.	Simplify design of EE Roadmap input values, back-end analysis and calculations, and final report output for customers. Design application to be fully functional in first iteration with base set of tools. Incorporate new modules in later development iterations, each time producing a working application with new features that is still backwards-compatible with earlier EE Roadmaps.
Run out of funds to complete Building Tune-Ups	Commercial	In the case that there is a higher rate of adoption than anticipated, the program may run out of funds with which to offer Building Tune-Up services.	Yes. Need for more funding if program is to continue contracted functions.	Multiple options are available. The Division may seek a new infusion of funding from the Utility or from another source of funding, potentially expanding upon previously offered services. May also decide to move to a paid service model.

INSTRUCTIONS:

The purpose of the Program Risk Register is to identify major program risks and obstacles to successful program implementation and understand the proactive steps that will be taken to ensure program success.

The Risk Register has been pre-populated with several program risks which are associated to specific program attributes. Implementer must provide a response should these attributes apply to the program or enter N/A if not applicable.

Implementers should provide additional program risks and associated mitigation plans to demonstrate effective program risk management practices **[MAX 10 entries]**.

1. Enter a name for each identified risk [A].
2. Classify the risk by associating with a high-level risk category from the drop-down menu [B].
3. Provide a description that includes the threat which is the source of the risk, events that could result from the identified threat, consequences (or impacts) of that event, and potential drivers which could help precipitate that event [C].
4. Discuss if the management of the risk is to be the exclusive responsibility of the Implementer, or is to be shared with PG&E. If shared, provide justification why sharing is appropriate and under what circumstances [D].
5. Provide a mitigation strategy which includes description of actions or activities that will prevent the identified risk from occurring or limit the negative impact of the identified risk on program performance [E].

RISK CATEGORY DEFINITIONS & EXAMPLES:

Operations	Risk factors contributing to losses due to inadequate or failed processes, people and systems.	Examples include inadequate training and onboarding, improper process documentation, and failed project energy savings measurement.
Customer Acquisition	Risk factors impacting how new customers are identified and enrolled in a program.	Examples include effectiveness of customer targeting, higher than anticipated acquisition costs, and lower than expected conversion rates.
Technology	Risk factors involving the function, availability and adoption of EE technology and equipment.	Examples include new or untested technologies, technologies lacking approved workpapers, technologies with limited supply chains.
Commercial	Risk factors attributable to business model and contract structure.	Examples include Pay-for-Performance payment terms, competition, and changing business environment.
Cybersecurity & Privacy	Risk factors that threaten the security and integrity of PG&E's electric grid, digital platforms, and customer data.	Examples include the transfer of customer Personal Identifying Information (PII) and integration into PG&E's systems.
Regulatory & Compliance	Risk factors due to changes in laws or regulations that govern EE.	Examples include dispositions of deemed workpapers, changes in portfolio and program requirements, and evolving EE topics such as NMEC.
Safety	Risk factors involving customer and employee safety.	Examples include electrical work and work on customer rooftops.

PROGRAM BUDGET

PAYMENT CATEGORY	[A] ACTIVITY/DELIVERABLE/MILESTONE	[B] PAYMENT FREQUENCY/METHOD	[C] PAYMENT TRIGGER	[D] PAYMENT FORMULA	[E] CPUC BUDGET CATEGORY	[F] YEAR 1 PROGRAM BUDGET	[G] YEAR 2 PROGRAM BUDGET	[H] YEAR 3 PROGRAM BUDGET	[I] TOTAL for 3 YEARS	[J] TOTAL BY ACTIVITY	[K] BUDGET COST CATEGORIES		
	Input activity, deliverable, milestone.	Input payment frequency and method.	Input trigger for payment.	Input payment formula for each.	Input % split by category	Input year 1 program budget.	Input year 2 program budget.	Input year 3 program budget.	Calculated budget totals.	Calculated budget totals.	Category	Calculated cost category %	Cost category targets.	
T&M	Implementation of Building Tune-Up	Monthly for Activity 1 hours completed/invoice	Documented hours and invoice approved	hours * labor rate	DINI%=	$ 130,000.00	$ 195,000.00	$ 170,000.00	$ 495,000.00	$ 590,000.00	ADMIN	10%	10% Target	
					Admin %=	$ 22,000.00	$ 22,000.00	$ 22,000.00	$ 66,000.00		MARKETING	5%	5% Target	
					Marketing %=	$ 8,000.00	$ 13,000.00	$ 8,000.00	$ 29,000.00		DINI	85%	85% Target	
	Resource Program Support	Monthly for Activity 2 hours completed/invoice	Documented hours and invoice approved	hours * labor rate	DINI%=	$ 46,000.00	$ 51,000.00	$ 31,000.00	$ 128,000.00	$ 155,000.00				
					Admin %=	$ 5,500.00	$ 5,500.00	$ 5,500.00	$ 16,500.00					
					Marketing %=	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 10,500.00					
	Green Business Program Implementation	Monthly for Activity 3 hours completed/invoice	Documented hours and invoice approved	hours * labor rate	DINI%=	$ 15,000.00	$ -	$ -	$ 45,000.00	$ 45,000.00				
					Admin %=	$ -	$ -	$ -	$ -					
					Marketing %=	$ -	$ -	$ -	$ -					
	Software Maintenance Building Tune-Up	Monthly for Activity 4 hours completed/invoice	Documented hours and invoice approved	hours * labor rate	DINI%=	$ 5,000.00	$ 10,000.00	$ 10,000.00	$ 25,000.00	$ 25,000.00				
					Admin %=	$ -	$ -	$ -	$ -					
					Marketing %=	$ -	$ -	$ -	$ -					
	Customization of Building Tune-Up Software and build of CRM Module	Monthly	Documented hours and invoice approved	hours * labor rate	DINI%=	$ 40,000.00	$ -	$ -	$ 40,000.00	$ 40,000.00				
					Admin %=	$ -	$ -	$ -	$ -					
					Marketing %=	$ -	$ -	$ -	$ -					
TOTALS						$ 275,000.00	$ 315,000.00	$ 265,000.00	$ 855,000.00	$ 855,000.00				

PG&E Support Services				BRANDING SUPPORT SERVICES [L]	Input year 1 program.	Input year 2 program.	Input year 3 program.	Estimated totals.	
				Estimated value				$ -	
				Estimate cost	$ -	$ -	$ -	$ -	
				MARKETING SUPPORT SERVICES [M]	Input year 1 program.	Input year 2 program.	Input year 3 program.	Estimated totals.	
				Estimated value				$ -	
				Estimate cost	$ -	$ -	$ -	$ -	
				BES SUPPORT SERVICES [N]	Input year 1 program.	Input year 2 program.	Input year 3 program.	Estimated totals.	
				Estimated value				$ -	
				Estimate cost	$ -	$ -	$ -	$ -	
				DATA SUPPORT SERVICES [O]	Input year 1 program.	Input year 2 program.	Input year 3 program.	Estimated totals.	
				Estimated value				$ -	
				Estimate cost	$ -	$ -	$ -	$ -	

TOTAL PG&E Support Services	TOTAL SUPPORT SERVICES [P]	Input year 1 program.	Input year 2 program.	Input year 3 program.	Calculated Budget Totals.
	Estimated value	0	0	0	0
	Estimate cost	$ -	$ -	$ -	$ -
	ADJUSTED BUDGET TOTALS	$ 275,000.00	$ 315,000.00	$ 315,000.00	$ 855,000.00

Refer to the most current Energy Efficiency Policy Manual for the most current guidance. The information below is from EE Policy Manual v6, Exhibit C.

The 3P should seek to achieve a 10% administrative cost target for 3P Administrative Costs (i.e., separate from utility costs to administer the program); 3P Administrative Costs should not be shifted into any other cost category.

3P Administrative Costs include:
Overhead: administrative labor, accounting support, IT services and support, data request responses, Commission financial audits, regulatory filings support and other ad-hoc support;
Employee and Contractor Labor;
Travel and Conference Fees (Travel costs for DINI activities and marketing can be charged to those respective cost categories);
Membership Dues (i.e., trade organizations);
Maintenance of Reporting Database (e.g., Customer Relationship Manager (CRM), Track It Fast, Program Builder, etc.);
Supply Management function activities to ensure oversight of contractors; and
Administering contractor payments for services which are non-incentive related.

3P Administrative Costs does NOT include:
Direct Implementation Costs (Incentive Costs & DINI Costs)
Marketing & Outreach Costs
Evaluation, Measurement and Verification Costs (PG&E will cover this cost)
Pay-for-Performance payments associated with delivered energy savings;
Processing rebate applications;
Inspecting rebated/incentive measures;
Engineering related activities;
Measurement development;
Education and Training of contractors/partners/customers;
Project management activities (i.e., planning scope of work, working with contractors and customers, setting goals, reviewing goals, reacting to market conditions, and responding to customer inquiries);
Program planning, development and design;
Customer support;
Energy audits and participation in the Continuous Energy Improvement program;
Market transformation and long-term strategic plan support;
Compiling and maintaining information (i.e., data, customer records) for projects;
Direct implementation-specific IT costs such as licensing fees or IT development costs for program specific applications (e.g., benchmarking tool or project management tool);
Vacation and sick leave-related to direct implementation labor;
Staff travel to undertake direct implementation-specific work activities (excluding conference participation), and
Program planning/design/project management and information gathering costs

Program costs that are exempt from the DINI target include:
Non-resource program costs (e.g., Workforce Education and Training (WE&T), Integrated Demand Side Management (IDSM);
Codes and Standards Programs;
Financing Programs, including on-Bill Financing Program (excluding revolving loan amounts).

INSTRUCTIONS:
The program budget must include all Program costs assuming no PG&E support services are provided.
Program costs include program administration, marketing, and outreach, direct implementation (non-incentive), labor (including subcontractors), material costs, program management, reporting, etc.
Categorization of costs must follow the CPUC's guidance as provided in Appendix F of the Energy Efficiency Policy Manual and reproduced at right.
Implementation period is assumed to be three years. Program terms other than 3 years may be considered during program negotiations.

1. Input the Activities, Deliverables, Milestones for the program [A].
2. Input the payment frequency and the method for payment [B].
3. Input the trigger for payment [C].
4. Input the formula for determining payment [D].
5. Input the % split by CPUC budget category for each activity/deliverable/milestone.
6. Input the estimated costs for each activity for the first year of program operations [F].
7. Input the estimated costs for each activity for the second year of program operations [G].
8. Input the estimated costs for each activity for the third year of program operations [H].
9. The total per each activity/deliverable/milestone by CPUC budget category is calculated from the individual year budget [I].
10. The total per each activity/deliverable/milestone is calculated from the individual year budget [J].
11. The proportion of each budget cost category in relation to the total program budget is calculated [K]. Any budget cost category that exceeds the provided cost category target will highlight in orange.
12. Input the estimated hours and costs for Branding Support Supports, if applicable [L]. Assume an hourly rate of $150/hr. (actual rates may vary depending upon the actual scope of work requested and will determined during negotiations)
13. Input the estimated hours and costs for Marketing Support Supports, if applicable [M]. Assume an hourly rate of $150/hr. (actual rates may vary depending upon the actual scope of work requested and will determined during negotiations)
14. Input the estimated hours and costs for BES Support Supports, if applicable [N]. Assume an hourly rate of $150/hr. (actual rates may vary depending upon the actual scope of work requested and will determined during negotiations)
15. Input the estimated hours and costs for Data Support Supports, if applicable [O]. Assume an hourly rate of $150/hr. (actual rates may vary depending upon the actual scope of work requested and will determined during negotiations)
16. The total for Support Services, if any, will automatically populate [P].

PAYMENT STRUCTURE

[A] TOTAL CONTRACT VALUE	[B] PROGRAM ACTIVITY CATEGORIES	%	[C] PROGRAM ACTIVITY VALUE	[D] NON-ENERGY SAVINGS BENEFITS	[E] PAYMENT TERMS & SCHEDULE
Total proposed cost of program.	Distribution of contract funds across various program activities.		Contract funds tied to each activity.		Describe the payment terms for each category including performance pricing strategies.
$ 855,000.00	Program Implementation Activities - Time & Materials (if used, then detail rates in Tab H)	100%	$ 855,000.00	Building Tune-Up Program - EE roadmap; Green Business Program - Certification, including areas of energy, water, waste, pollution prevention, and best practices	The Division will invoice PG&E monthly for services completed. Timesheets for staff and contractors will be submitted to PG&E along with brief descriptions of program activities from each staff member. Material costs will be recouped at this same time. Potential risk for this type of compensation structure is on the LGP given we bill for work, services, and supplies completed, we then wait for approval from PG&E for the billed
	Program Implementation Activities - Deliverables	0%	-		
	Check	100%			

INSTRUCTIONS:

The contract defines the activities the Implementer agrees to perform (program scope), along with the deliverables the Implementer agrees to produce (program benefits) in exchange for compensation (not-to-exceed contract value).

The program budget inventories all program activities and their associated costs to derive a not-to-exceed contract value.

This table delineates how the contract value is associated with the delivery of program benefits and is allocated to distinct categories.

There are two program cost categories and payment terms defined as follows:

1. TIME & MATERIALS

Funds paid through monthly invoicing for program activities (including non-resource program activities) based on time spent to complete work.

If category is used, then implementor must complete Tab G.

2. DELIVERABLES

Funds contingent upon the successful completion of specific and distinct program deliverables and milestones (including non-resource program deliverables).

1. The total contract value is the total program budget calculated on **TAB E2 - PROGRAM BUDGET** and automatically populates on this sheet **[A]**.

2. Input the distribution for how contract funds will be allocated across the various program activities [B].

3. The portion of total contract value allocated to each program activity is calculated in [C] using the distribution provided in [B]. If no funds are allocated to a program activity, the box in the table will appear grey.

4. Include a summary of any non-energy savings benefits and deliverables the program will deliver [D].

5. For each category, provide a description of the payment terms proposed for each respective category, whether the proposal incorporates pay-for-performance pricing, and if so based on what metrics / indicators [E].

TIME & MATERIALS COST STRUCTURE

[A] JOB TITLE	[B] JOB LEVEL	[C] LABOR RATE
Program Manager	V	$ 124.81
Program Coordinator	IV	$ 105.44
Program Administrator	III	$ 101.72
Project Coordinator	III	$ 101.72
Administrative Aide	II	$ 67.90
Administrative Support	I	$ 66.62

INSTRUCTIONS:

For Time & Materials as a Program Implementation Activity category on TAB F, list the job title(s), job level(s) and labor rate(s) that will contribute to this category.
1. Enter the job title to be covered under the T&M category [A]
2. For each entry in [A], enter the associated job level in [B] and labor rate in [C].

KEY PERFORMANCE INDICATORS

[A] KPI ID	[B] KPI CATEGORY	[C] KPI DEFINITION	[D] KPI MEASUREMENT	[E] KPI TARGET MILESTONE	[F] KPI LINK TO LIFECYCLE PHASE	[G] LINK TO PORTFOLIO METRIC / OBJECTIVES	[H] DATA SOURCE
Identify KPI	Identify KPI category	Describe key aspects of the KPI including the performance attribute being measured.	Describe the KPI measurement method, units, and frequency	Describe the KPI target (i.e., expected outcome) for the program duration and each year of the program	Indicate which phase the lifecycle the KPI is applicable.	If possible, match the KPI to a specific portfolio metric or objective	Specify the source for each data element
Number of Contacts	Program Performance	List of customers, target buildings, improvement opportunities, and type of customer (i.e., municipal or K-12) contacted by LGP program	Data kept up-to-date in Salesforce, with automated quarterly progress report, and annual reporting milestone	Year 1: 20 new Year 2: 20 + 35 new = 55 total Year 3: 20 + 35 + 35 new = 90 total	Based upon: SCEW program metrics 2009-2019 BayREN program metrics 2018	N/A	Cost-Effectiveness
Number of Leads	Program Performance	List of customers, target buildings, improvement opportunities, and type of customer (i.e., municipal or K-12) converted to leads for LGP program	Data kept up-to-date in Salesforce, with automated quarterly progress report, and annual reporting milestone	Year 1: 8 new Year 2: 8 + 20 new = 28 total Year 3: 8+ 20 + 15 new = 43 total	Based upon: SCEW program metrics 2009-2019 BayREN program metrics 2019	N/A	Cost-Effectiveness
Number of EE Roadmaps Prepared and Presented	Outreach Performance	List of Building Tune-Up Audits conducted and EE Roadmap Reports delivered to public building owners	Data kept up-to-date in Salesforce, with automated quarterly progress report, and annual reporting milestone	Year 1: 8 new Year 2: 8 + 14 new = 22 total Year 3: 8 + 14 + 10 new = 32 total	Based upon: SCEW program metrics 2009-2019 BayREN program metrics 2019	N/A	Cost-Effectiveness Energy Savings Emissions Savings
Number of Projects Managed (Facilitated Financing)	Innovation Performance	List of buildings with completed energy efficiency improvements following development of EE Roadmap Reports delivered to public building owners	Data kept up-to-date in Salesforce, with automated quarterly progress report, and annual reporting milestone	Year 1: 4 new Year 2: 4 + 6 new = 10 total Year 3: 4 + 6 + 5 new = 17 total	Based upon: SCEW program metrics 2009-2019 BayREN program metrics 2019	N/A	Cost-Effectiveness Energy Savings Emissions Savings
Number of Educational Opportunities (including attendees)	Training Performance	List of PG&E trainings and/or workshops hosted locally by LGP program	Data kept up-to-date in Salesforce, with automated quarterly progress report, and annual reporting milestone	Year 1: 2 new Year 2: 2 + 2 new = 4 total Year 3: 2 + 2 + 2 new = 6 total	Based upon: SCEW program metrics 2009-2019 BayREN program metrics 2019	N/A	Cost-Effectiveness
Number of Buildings Benchmarked	Innovation Performance	List of Buildings Benchmarked, providing guidance on EE improvement and visibility to compare Efficiency of buildings against one another	Data kept up-to-date in Salesforce EnergyStar Portfolio Manager, with automated quarterly progress report, and annual reporting milestone	Year 1: 6 new Year 2: 6 + 10 new = 16 total Year 3: 6 + 10 + 7 new = 23 total	Based upon: SCEW program metrics 2009-2019 BayREN program metrics 2020	N/A	Cost-Effectiveness Energy Savings Emissions Savings

INSTRUCTIONS:

Consistent with D.18-10-008, Key Performance Indicators (KPIs) are classified as Modifiable Contract Terms).

Key Performance Indicators are specific measurable values that demonstrate how effectively a company is achieving key business objectives and will be the primary means by which PG&E will assess Implementer performance on an ongoing basis.

The payment structure and KPIs are intended to work in concert with each other to establish a clear, understandable, and mutually agreeable framework that provides feedback for how the Implementer is delivering on program objectives.

To standardize portfolio administration and ensure alignment of KPIs in the achievement of specific portfolio metrics, PG&E has provided a KPI table pre-populated with several KPIs considered common across all/most programs.

Programs with HTR/DAC/IDSM/Innovation components should include a KPI specific to each component if applicable.

While subject to negotiation, PG&E considers 8-10 KPIs a reasonable number to measure performance for most programs.

1. For each KPI, provide a KPI name or identifier [A].
2. Classify each KPI by associating with a high-level KPI category from the drop-down menu [B].
3. For each KPI, provide a definition of the KPI by describing what performance attribute the KPI is measuring, if the KPI is a leading or lagging indicator, and how the Implementer has the authority to improve the KPI [C].
4. For each KPI, provide a measurement method, unit of measurement, and measurement frequency [D].
5. For each KPI, provide the target value [E].
6. For each KPI, indicate which lifecycle phase the KPI is applicable. Each KPI needs to be included in TAB C - Schedule & Key Deliverables. [F]
8. For each KPI, establish direct links to specific portfolio metrics and/or objectives if possible [H].

AGREEMENT NOTICES

	PG&E Contact		Implementer Contact
	Work Assignment Issues	**Contract-related Issues**	
Name:			Eliott Whitehurst
Title:			Department Analyst
Address:			2300 County Center Drive, Suite A 105
Firm:	Pacific Gas and Electric Company	Pacific Gas and Electric Company	County of Sonoma General Services - Energy and Sustainability Division
Address:	245 Market Street, Mail Code:	245 Market Street, Mail Code:	2300 County Center Drive, Suite A 105
City:	San Francisco, CA 94105	San Francisco, CA 94105	Santa Rosa, CA 95403
Telephone:	(415) 973-xxxx	(415) 973-xxxx	707-565-6470
E-mail:			Eliott.Whitehurst@sonoma-county.org

INSTRUCTIONS:

Each Party is to complete the contact information.

Parties will notice in writing to the other if information above changes.