

## DOCUMENT 1

### **Proposed Process for making revisions and proposing new application of existing measures to the MEMD**

In order to facilitate timely revision of existing measures that are in the MEMD<sup>1</sup> as well as facilitate the timely addition of new applications of existing measures that are in the MEMD, proposals for both must be approved and forwarded to Morgan Marketing Partners (MMP) by July 27, 2011.

Step	Who	What	Due By: (Current Year)
1	Electric and Natural Gas Providers	<p>Submit <b><u>proposed revisions and new applications of</u></b> existing measures in the MEMD to the EM&amp;V Collaborative Chair with the information below.</p> <p>-----</p> <p>For proposed new applications of existing measures:</p> <ul style="list-style-type: none"> <li>• Existing measure that is the basis for the new application recommended for inclusion or change</li> <li>• 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.</li> <li>• Baseline: What is the technology that this measure will replace?</li> <li>• Proposed incentive level, if known (not needed for the MEMD but should be discussed)</li> </ul> <p>-----</p> <p>For revisions of existing measures:</p> <ul style="list-style-type: none"> <li>• Reason for revisions</li> <li>• Supporting Documentation for revisions: information gathered through the EM&amp;V process or engineering studies</li> </ul>	July 1st
2	Staff EM&V and Program Design Co-chairs (Karen Gould and Dave Walker)	Aggregate Submittals and send out for pre-read	July 15 <sup>th</sup>
3	Joint EM&V and Program Design Collaborative	Review proposed revisions and new applications. Also review the proposed new measures submitted by the Technical Sub-Committee. Make recommendation for official MEMD changes and additions to MMP	July 19th Collaborative meeting
4	MPSC Staff EM&V Collaborative Co-chair (D. Walker)	Submit a composite list of the Collaborative approved proposed revisions, new applications of existing measures and any new measures to MMP along with all the supporting documentation.	July 27 <sup>th</sup>
5	MMP (R. Morgan)	Determine if the costs for the revisions, new applications of existing measures, and any proposed new measures, are covered under the currently contracted price. If not, provide a cost estimate to the MPSC Staff EM&V Collaborative Co-chair before moving forward.	August 5 <sup>th</sup>

Step	Who	What	Date of Completion (Current Year)
6	MPSC Staff Program Design Collaborative Co-chair (D. Walker)	If costs beyond those covered under the current MEMD maintenance contract would be incurred for the proposed MEMD modifications, then the Program Design Co-chair must gain collaborative approval (email with quick turn around request <sup>2</sup> ) 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 pay for the inclusion of the measure in the MEMD on their own and in total. MMP is notified of how to proceed.	August 12 <sup>th</sup>
7	MMP (R. Morgan)	Once any additional costs are approved, review the proposed revisions, new applications, and new measures in detail and validate the accompanying information. Work with the provider(s) that proposed the revision or 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 Technical Sub-committee must approve the recommended changes prior to inclusion in the MEMD. This will have to occur via email with a quick turn-around in order to stay on schedule.	On-going through September 23 <sup>rd</sup>
8	MPSC Staff Program Design Collaborative Co-chair (D. Walker)	If changes to the recommended revisions, new applications, or new measures are recommended by MMP then the Program Design Co-chair must circulate the recommended changes to the collaborative members for approval and provide feedback to MMP. ----- Once the Technical Sub-committee approves any changes and MMP updates the MEMD for 2012, the Staff Co-Chair will facilitate the posting of the new MEMD on the Commission's website.	September 2 <sup>nd</sup>  ----- September 30 <sup>th</sup>

<sup>1</sup>The 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.

<sup>2</sup>Each Company or Collaborative participant needs to designate a point person to be contacted and a back-up as this is heavy vacation season.