

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.

Step	Who	What	When (Current Year)
1a	Vendors	Submit proposed changes or additions to the MEMD to Provider for potential pilot or program offering. Ongoing but in order to be added to the MEMD by next program year, proposals need to be presented by June 15 th	May 15 th
1b		If unable to obtain provider support, submit proposal to Program Design Collaborative for consideration	May 31 st
2	Electric and Natural Gas Providers	Submit <i>proposed additions and changes</i> to the MEMD to Technical Sub-committee with the information below. The June meeting should include a Collaborative review of the vendor submittals not being sponsored by a provider.: ----- For additions: <ul style="list-style-type: none"> • Measure recommended for inclusion or change • 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 (not needed for the MEMD but should be discussed) ----- For changes: <ul style="list-style-type: none"> • Reason for changes • Supporting Documentation for changes: information gathered through the EM&V process or engineering studies 	June Collaborative Meeting ----- June 31 st ----- June 31 st
3	Technical Sub-Committee	Evaluate proposed changes and additions using standardized criteria. Make recommendations to the appropriate Committee.	July 31 st

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	Joint Program Design and EM&V Collaborative meeting	Review Technical Subcommittee recommendations for MEMD proposed additions and changes. Make recommendation for official MEMD changes and additions. Resolve any issues regarding the proposed changes and additions.	August Joint Program Design and EM&V Collaborative meeting
5	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.	End of third full working week of September
6	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
7	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
8	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
9	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

MEMD Addition and Change Process

May/June

December

