

Exhibit C – Reporting Requirements

Note: *This set of requirements may be updated periodically.*

1. Program Reporting

Contractor shall provide the COMPANY with the requisite information on the prior month's activities, accomplishments, and expenditures related to its respective Authorized Work obligations using COMPANY's invoicing and reporting system.

2. Monthly Report

2.1 Program Data – A spreadsheet table or tables listing which includes the following information:

Program Costs (cost reported cumulative-to-date [also referred to as inception-to-date])

- a. Program identification number as provided by the COMPANY Representative
- b. Program name
- c. Total cumulative program authorized budget as adopted by the CPUC
- d. Total cumulative program operating budget which includes any mid-course budget modifications (e.g., fund shifts)
- e. Total cumulative program expenditures
- f. Total program expenditures for the report month
- g. Total cumulative commitments (limited to incentive commitments)

Program Impacts (cost reported cumulative-to-date [also referred to as inception-to-date])

- h. Total cumulative net kW, kWh, and Therm savings projections
- i. Total cumulative achieved net kW, kWh and Therm savings
- j. Total achieved net kW, kWh and Therm savings for the report month
- k. Total committed (limited to incentive commitments) net kW, kWh and Therm savings

2.2 Program Changes/New Program Information

If applicable, the following information should be reported in the Monthly Report

- a. Identification of program with operating budgets reduced during the report month
- b. Identification of program with operating budgets increased during the report month
- c. Identification of program terminated during the report month
- d. Identification of program measure changes – additions or eliminations
- e. Identification of program measure incentive changes

3. Quarterly Report

3.1 Portfolio Benefit/Cost Metrics (Cumulative to Date)

- a. Total cost to billpayers (TRC, administrative cost and incremental cost per the Standard Practice Manual)

Schedule B – Scope of Work

- b. Total savings to billpayers (TRC)
- c. Net benefits to billpayers (TRC)
- d. TRC Ratio
- e. PAC Ratio
- f. Cost per kWh saved (cents/kWh) (PAC)
- g. Cost per therm savings (\$/therm) (PAC)

Note, these values should come from and match those in the E3 Calculator for the corresponding quarter.

3.2 E3 Calculator –An E3 Calculator or E3 Calculator Output Sheet, as determined by COMPANY for each program or program element¹ containing each measure installed, service rendered, or measure/service committed during the report month for which the Contractor intends to claim savings.:

3.3 Expenditures for the Program per cost

- a. CPUC Authorized Budget
- b. Operating Budget
- c. Total Expenditures
 - i. Administrative Cost
 - ii. Marketing/Advertising/Outreach Costs
 - iii. Direct Implementation

3.4 GBI Report – Progress towards achieving goals of the Green Building Initiative, if applicable (Cumulative results)

- a. Estimate of expenditures on program activities that contribute towards GBI goals (including both public and non-public commercial participants)
- b. Net cumulative achieved kW, kWh and Therm savings contributing towards GBI goals
- c. Net achieved kW, kWh and Therm savings contributing towards GBI goals for the quarter
- d. A description of non-resource program activities that support the Green Building Initiative, including marketing and outreach activities
- e. Estimate of square footage affected by program activities supporting the Green Building Initiative
- f. Items b, c and e above disaggregated by:
 - i. 2-digit NAICS code
 - ii. Aggregated end use classification (using classification scheme in section 5)

¹ Identification of distinct programs and program elements may be determined by CPUC staff at a later time.

Schedule B – Scope of Work

3.5 Program Narratives – For the Program, a description of the program activities occurring during the quarter should include:

- a. Administrative activities
- b. Marketing activities
- c. Direct Implementation activities
- d. Implementer’s assessment of program performance and program status (is the Program on target, exceeding expectations, or falling short of expectations, etc.)
- e. For non-resource programs and program elements (programs or program elements that are not claiming direct energy impacts), a discussion of the status of program achievements
- f. Discussion of changes in program emphasis (new program elements, less or more emphasis on a particular delivery strategy, program elements discontinued, update on successful or unsuccessful measure(s) etc.)
- g. Discussion of near term plans for the Program over the coming months (e.g., marketing and outreach efforts that are expected to significantly increase program participation, etc.)
- h. Changes to staffing and staff responsibilities, if any
- i. Changes to contacts, if any
- j. Changes to subcontractors and subcontractor responsibilities, if any
- k. Number of customer complaints received
- l. Program Theory and Logic Model if not already provided in the Program’s implementation plan, or if revisions have been made

4. Annual Reports

The Contractor will be required to fulfill the CPUC’s annual reporting obligations for their program.

5. Reporting Terminology Definitions

Adopted Program Budget – The program budget as it is adopted by the CPUC. Inclusive of costs (+/-) recovered from other sources.

Operating Program Budget – The program budget as it is defined by the program administrators for internal program budgeting and management purposes. Inclusive of costs (+/-) recovered from other sources.

Direct Implementation Expenditures – Costs associated with activities that are a direct interface with the customer or program participant or recipient (e.g. contractor receiving training).

Report Month – The month for which a particular monthly report is providing data and information. For example, the report month for a report covering the month of July 2010, but prepared and delivered later than July 2010 would be July 2010.

Schedule B – Scope of Work

Program Strategy – The method deployed by a program in order to obtain program participation.

Program Element – A subsection of a program, or body of program activities within which a single program strategy is employed. (Example: A body of program activities employing both an upstream rebate approach and a direct install approach is not a single program element.)

Schedule B – Scope of Work**6. Measure Classification****Measure End-Use Classification**

Each energy efficiency measure reported should be classified into one of the following end-use categories:

Residential End Uses

<i>Detailed End Use</i>	<i>Aggregated End Use</i>
Clothes Dryer	Appliances
Clothes Washer	Appliances
Consumer Electronics	Consumer Electronics
Cooking	Cooking Appliances
Dishwasher	Appliances
Other Appliance	Appliances
Building Shell	HVAC
Space Cooling	HVAC
Space Heating	HVAC
Interior Lighting	Lighting
Exterior Lighting	Lighting
Pool Pump	Pool Pump
Freezers	Refrigeration
Refrigeration	Refrigeration
Water Heating	Water Heating
Other	Other

Non-Residential End Uses

<i>Detailed End Use</i>	<i>Aggregated End Use</i>
Building Shell	HVAC
Space Cooling	HVAC
Space Heating	HVAC
Ventilation	HVAC
Daylighting	Lighting
Interior Lighting	Lighting
Exterior Lighting	Lighting
Office Equipment	Office
Compressed Air	Process
Cooking	Process
Food Processing	Process
Motors	Process
Process Cooling	Process
Process Heat	Process
Pumps	Process
Refrigeration	Refrigeration
Other	Other

Schedule B – Scope of Work

Where reports require market sector or market segment classification, the following classification scheme should be used:

<i>Market Sector</i>	<i>Market Segment</i>
Residential	N/A
Single Family	N/A
Multi Family	N/A
Mobile Homes	N/A
Nonresidential	NAICS Code (2 digit code required)
Commercial	NAICS Code (2 digit code required)
Industrial	NAICS Code (2 digit code required)
Agricultural	NAICS Code (2 digit code required)
Unknown	N/A

7. Allowable Costs – Refer to Exhibit E

Exhibit E contains a letter from the CPUC dated October 22, 2009 regarding how costs should be categorized per D. 9-09-047) and the Allowable Costs Table from the *Administrative Law Judge's Ruling on Reporting Requirements*, February 21, 2006 (Docket No. 01-08-028) . The letter includes guidance to questions posed regarding: energy efficiency portfolio administrative costs and IOU Proposed Mapping of CPUC's Adopted Definitions, category cost caps and category cost targets.

The letter and guidance supplement the Allowable Costs Table without changing the specific table. Contractor should rely on both the CPUC letter and the Allowable Costs Table to categorize costs invoiced to the COMPANY as part of this contract.