



# ORA

*Office of Ratepayer Advocates  
California Public Utilities Commission*

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## **ORA DATA REQUEST No. ORA-A1701013-BayREN001 CPUC Docket A.17-01-013, et al**

**Date:** May 22, 2017

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**Re: Data Request No. ORA-A1701013-BayREN001  
Response requested: June 6, 2017**

### **INSTRUCTIONS**

You are instructed to answer the following Data Requests in the above-captioned proceeding, with written, verified responses per Public Utilities Code §§ 309.5 and 314, and Rules 1.1 and 10.1 of the California Public Utilities Commission's Rules of Practice and Procedure. Restate the text of each request prior to providing the response. For any questions, email the ORA contact(s) above with a copy to the ORA attorney.

Each Data Request is continuing in nature. Provide your responses as they become available, but no later than the due date noted above. If you are unable to provide a response by this date, notify ORA as soon as possible, with a written explanation as to why the response date cannot be met and a best estimate of when the information can be provided. If you acquire additional information after providing an answer to any request, you must supplement your response following the receipt of such additional information.

Identify the person providing the answer to each Data Request and his/her contact information. Responses should be provided both in the original electronic format, if available, and in hard copy. (If available in Word format, send the Word document and do not send the information as a PDF file.) All electronic documents submitted in response to this Data Request should be in readable, downloadable, printable, and searchable formats, unless use of such formats is infeasible. Each page should be numbered. If any of your answers refer to or reflect calculations, provide a copy of the supporting electronic files that were used to derive such calculations, such as Excel-compatible spreadsheets or computer programs, with data and formulas intact and functioning. Documents produced in response to the Data Requests should be

Bates-numbered, and indexed if voluminous. Responses to Data Requests that refer to or incorporate documents should identify the particular documents referenced by Bates-numbers or Bates-range.

As to any Data Request consisting of a number of separate subdivisions, or related parts or portions, a complete response is required to each part or portion with the same effect as if it were propounded as a separate Data Request.

If a request, definition, or an instruction, is unclear, notify ORA as soon as possible. In any event, answer the request to the fullest extent possible, specifying the reason for your inability to answer the remaining portion of the Data Request.

Any objection to a Data Request should clearly indicate to which part or portion of the Data Request the objection is directed. If any document, in whole or in part, covered by this request is withheld for whatever reason, please furnish a list identifying all withheld documents in the following manner: (a) a brief description of the document; (b) the date of the document; (c) the name of each author or preparer; (d) the name of each person who received the document; and (e) the reason for withholding it.

### **DEFINITIONS**

- A. As used herein, the terms “you,” “your(s),” and “BayREN” mean Bay Area Regional Energy Network and the Association of Bay Area Governments and any and all of its respective present and former employees, agents, consultants, attorneys, officials, and any and all other persons acting on its behalf.
- B. The terms “and” and “or” shall be construed either disjunctively or conjunctively whenever appropriate in order to bring within the scope of these Data Requests any information or documents which might otherwise be considered to be beyond their scope.
- C. The singular form of a word shall be interpreted as plural, and the plural form of a word shall be interpreted as singular whenever appropriate in order to bring within the scope of these Data Requests any information or documents which might otherwise be considered to be beyond their scope.
- D. The term “communications” includes all verbal and written communications of every kind, including but not limited to telephone calls, conferences, notes, correspondence, and all memoranda concerning the requested communications. Where communications are not in writing, provide copies of all memoranda and documents made relating to the requested communication and describe in full the substance of the communication to the extent that the substance is not reflected in the memoranda and documents provided.
- E. The term “document” shall include, without limitation, all writings and records of every type in your possession, control, or custody, whether printed or reproduced by any process, including documents sent and received by electronic mail, or written or produced by hand.
- F. “Relate to,” “concern,” and similar terms and phrases shall mean consist of, refer to, reflect, comprise, discuss, underlie, comment upon, form the basis for, analyze, mention, or be connected with, in any way, the subject of these Data Requests.
- G. When requested to “state the basis” for any analysis (including studies and workpapers), proposal, assertion, assumption, description, quantification, or conclusion, please describe every fact, statistic, inference, supposition, estimate, consideration, conclusion, study, and analysis known to you which you believe to support the analysis, proposal, assertion, assumption, description, quantification, or conclusion, or which you contend to be evidence of the truth or accuracy thereof.

## **DATA REQUEST**

### **Organizational Structure**

- 1) Provide copies of all monthly, quarterly, and annual management and accounting reports regarding your energy efficiency portfolio and programs used at management levels such as Executive Board, Executive Board Committees, Executive Director, Director, and Manager level for the years 2014 through 2017 (year-to-date).
- 2) Provide current organization charts for every department that has employees funded in whole or in part by energy efficiency balancing accounts.
- 3) Provide a position description for all current positions funded in whole or in part by energy efficiency balancing accounts.

### **Historical Number (FTE and Headcount) and Type of Employees**

Please refer to the consensus definitions developed in the PA/TURN/ORR budget template (functions definitions tab) for responses to this section. Please provide responses in tabular form.

- 4) Provide total full-time equivalent employees (FTEs) funded by EE balancing accounts by aggregated category and by functional category for each year 2014-2017.
- 5) Provide total headcount of individuals funded by EE balancing accounts by aggregated category and by functional category for each year 2014-2017. [Note: for this response individuals who charged to multiple functional categories should be counted once in each functional category]
- 6) Provide a headcount of all individuals who charged any portion of their time to EE balancing accounts for each year 2014-2017. [Note: for this response individuals who charged to multiple functional categories should be counted only once]

### **Projected Number (FTE and Headcount) and Type of Employees**

Please refer to the consensus definitions developed in the PA/TURN/ORR budget template (functions definitions tab) for responses to this section. Please provide responses in tabular form.

- 7) Provide projected total FTEs funded by EE balancing accounts by aggregated category and by functional category for each year of the business plan, 2018-2025.
- 8) Provide projected total headcount of individuals funded by EE balancing accounts by aggregated category and by functional category for each year of the business plan, 2018-2025. [Note: for this response individuals who charge to multiple functional categories should be counted once in each functional category]
- 9) Provide a headcount of all individuals who charge any portion of their time to EE balancing accounts for each year of the business plan, 2018-2025. [Note: for this response individuals who charge to multiple functional categories should be counted only once]

### **Historical Employee Costs**

- 10) Provide the average fully loaded annual and hourly costs by position for all positions funded in whole or in part by energy efficiency balancing accounts for each year, 2014-2017.
- 11) Provide the full range of fully loaded annual and hourly employee costs by position for each year, 2014-2017.

### **Projected Employee Costs**

- 12) Provide the projected average fully loaded annual and hourly costs by position for all positions funded in whole or in part by energy efficiency balancing accounts for each year of the business plan, 2018-2025.
- 13) Provide the projected full range of fully loaded annual and hourly employee costs by position for each year of the business plan, 2018-2025.

**Contract Management Employees (FTE and Headcount) and Costs**

- 14) Provide (in tabular form) total number of employees, total FTEs, and total costs in the contract management functional category funded by EE balancing accounts for each year 2014-2017 (year-to-date).
- 15) Provide projected total FTEs and projected total costs in the contract management functional category funded by EE balancing accounts for each year of the business plan, 2018-2025.
- 16) State the basis for the projection of total FTEs in the contract management functional category funded by EE balancing accounts for each year of the business plan, 2018-2025.
- 17) Provide all analyses you completed investigating the amount and type of contract management resources needed in the business plan period, 2018-2025, in order to comply with Commission Decision 16-08-019.

**Senior Managerial Employees (FTE and Headcount) and Costs**

For the following questions, the term “senior managerial employee” refers to all employees at the manager level or above.

- 18) Provide (in tabular form) the total number of senior managerial employees, total senior managerial FTEs, and total senior managerial costs funded by energy efficiency balancing accounts for the years 2014-2017 (year-to-date).
- 19) Describe the method used to determine the amount of costs for senior managerial employees that charged to energy efficiency balancing accounts for the years 2014-2017.
- 20) State the basis for the method used to determine the amount of costs for senior managerial employees that charged to energy efficiency balancing accounts for the years 2014-2017.
- 21) Provide all analyses and reports used to determine the amount of costs for senior managerial employees that charged to energy efficiency balancing accounts for the years 2014-2017.
- 22) Describe the approval process used in determining the amount of senior managerial employee costs charged to energy efficiency balancing accounts.
- 23) Provide written copies of all approvals for the allocation of senior managerial employee costs charged to energy efficiency balancing accounts, in force during the period 2014-2017.

**END OF DATA REQUEST**