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April 9, 2012

## MEMORANDUM

**TO:** RTF Interested Parties

**FROM:** Gillian Charles

**SUBJECT:** Adjustment to Regional Technical Forum 2012 Work Plan

At its January 17, 2012 meeting, the RTF approved the staff-recommended revision to the 2012 work plan to shift a portion of its budget to the completion of a thorough review of measures for compliance with the *Guidelines for RTF Savings Estimation Methods* ([Guidelines](#)).

Following the adoption of the Guidelines in June 2011, the RTF determined a two phase process: Phase I - reviewing its existing catalog of previously deemed unit energy savings (UES) measures and identifying compliance with the Guidelines, and Phase II - updating any measures found out of compliance with the Guidelines. Pursuant to the 2011 Work Plan, the RTF initiated the Phase I review of 60 previously deemed UES measures. The individual measure reviews consisted of a thorough analysis of the underlying data, workbook, documentation, accuracy of the estimates, and the status of the measure under the Guidelines. A recommendation memo on each measure detailed what was required in order to update the measure and bring it into compliance with the Guidelines.

During the Phase I review, it became evident to the RTF that a more thorough analysis for each measure should be performed in order to produce an effective and in-depth measure review and recommendation memo. This resulted in the completion of recommendation memos for 16 of the originally planned 60 measures.

On April 10, the RTF issued a request for proposals for the completion of the Phase I review for the 44 remaining measures. The budget for this project (estimated to be ~\$200K) will come from the 2012 Work Plan. In addition, the RTF will soon be issuing another request for proposals to begin Phase II work on the already reviewed measures that were determined to be out of compliance with the Guidelines. Phase II work is now expected to continue into the 2013 Work Plan.

The effect of this adjustment is that it will shift some of the 2012 Work Plan work into the 2013 Work Plan, but it bears no impact on the 2012 or 2013 budgets.