

THE ACCELERATE GROUP | LLC

Workplan

Policy+Innovation Coordination Group

Updated February 4, 2020

February 4, 2020



PICG Status

Kick-Off Meeting



Workplan Development



PIPA Identification Process



PIPA Selection



3-5 PIPA Meetings



Database/Results Transparency



Policy+Innovation Forum



Workplan

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What is the PICG?

Overseen and monitored by the CPUC and paid for by California ratepayers, EPIC funds are currently administered by four administrators: the California Energy Commission (CEC), which administers 80% of EPIC funds, Pacific Gas and Electric (PG&E), Southern California Edison (SCE), and San Diego Gas & Electric (SDG&E), which together administer the remaining 20% of EPIC funds.

In Decision 18-10-052, the CPUC established the Policy + Innovation Coordination Group to increase the alignment of California's Electric Program Investment Charge (EPIC) investments and program execution with CPUC and California energy policy needs through increased coordination among program administrators and between program administrators and the CPUC.

The PICG is dedicated to (1) the technical, complex coordination task of identifying timely opportunities for substantive feedback and coordination among EPIC investments and California's energy innovation needs and goals, and (2) providing the support functions to allow this feedback and coordination to occur effectively.

PICG Members

PICG is made up of a) the Project Coordinator, b) one representative from each EPIC administrator at the program management/leadership level (i.e. Commissioner and/or Division Director/Deputy for the CEC; senior leadership level with oversight over EPIC and innovation projects for the IOUs), c) CPUC staff and Commissioners. While additional staff may attend and contribute to PICG activities, only one formal representative is allowed per EPIC administrator. The Project Coordinator issued an internal questionnaire to the PICG member organizations, and below are the current representatives from each EPIC Administrator. Administrators may rotate the individual who is their formal representative on the PICG as needed though they should be at the program management/leadership level. PICG members should consider the agenda topics for each meeting when selecting their representative(s) for the meeting. PICG members should also consider the appropriate way to gather feedback from within their respective organizations to share with the group.

PICG Member Organizational Leads:

Project Coordinator:	Andrew Barbeau, The Accelerate Group
California Energy Commission:	David Erne
Pacific Gas & Electric:	Ali Moazed
Southern California Edison:	Aaron Renfro
San Diego Gas & Electric:	Frank Goodman
CPUC Staff and Commissioners:	Amy Mesrobian, CPUC Energy Division

Role of the PICG Project Coordinator

The Project Coordinator, The Accelerate Group, will be primarily responsible for creating an environment for coordination between the CPUC's energy policy and planning needs, and the energy R&D supported by EPIC funding. As the dedicated entity that provides support for improved coordination, the Project Coordinator will organize and facilitate PICG activities and produce deliverables and activities as described in this Workplan. This arrangement will allow other members of the group to focus on substantive input and creating meaningful dialogue.

Andrew Barbeau The Accelerate Group
Anand Narasimhamurthy The Accelerate Group

Rebecca Goold 2R Group
Amanda Fornelli 2R Group

PICG Goals:

In Decision 18-10-052, the California Public Utility Commission established the overarching goal of the PICG: to ensure that EPIC investments are optimally aligned with and informed by key Commission and California energy innovation needs and goals. Building off of the CPUC-defined goals, in the initial PICG kick-off Workshop, the PICG discussed the objectives of the PICG as follows:

1. **To identify Policy+Innovation Partnership Areas (PIPAs).** PIPAs will allow the for stakeholders to track or identify key goals or research needs in the Commission's energy-related proceedings that may be informed by EPIC investments. This objective would also ask PICG members to leverage technical and program expertise to determine which innovations or policy gaps are "ripe," and "timely."
2. **To create transparency of EPIC program results.** The PICG is tasked with finding ways to track or identify substantive developments and discoveries in EPIC projects that may inform Commission energy-related proceedings. This also involves targeted coordination meetings and other coordination and feedback activities that bring EPIC findings to bear on state policy proceedings, and vice versa.
3. **To ensure alignment between policy and programs.** The PICG shall support the development of the administrators' capacity to understand Commission policies and proceedings, and how their projects best align with those policies and proceedings; and to support the Commission's capacity to understand and leverage energy innovations in key policy areas.
4. **To center equity in process and programs.** The PICG shall focus on ensuring input from disadvantaged communities, low-income communities, and tribal communities, is prioritized during the PICG process, and for accomplishing the public policy objectives of the EPIC program.

Major PICG Tasks:

The CPUC identified the core tasks to be undertaken by the PICG as follow:

- Task 1.1 Identify key EPIC results, plans, and other developments
- Task 1.2 Identify key CPUC needs and goals for research
- Task 2.1 Identify Policy + Innovation Partnership Areas (PIPAs)
- Task 2.2 Ongoing PIPA Coordination (PIPA Meetings)
- Task 3.1 Hold an annual Policy + Innovation Coordination forum
- Task 3.2 Coordinate information-sharing and outreach to stakeholders
- Task 3.3 Self-evaluation and assessment activities
- Task 3.4 Program Web Database

Activities and Meetings Summary:

Meeting/Activity	Location	Date
PICG ORGANIZATION AND PROCESS DEVELOPMENT		
PICG Kick-off meeting	Sacramento	January 9, 2020
<ul style="list-style-type: none"> • Introduction of the PICG • Introduction of the PICG Project Coordinator • Establish Goals of the PICG • Identify Obstacles and Challenges to achieving goals • Begin Workplan Development 		
Workplan Review Meeting	V-Con	January 24, 2020
<ul style="list-style-type: none"> • Review draft of Workplan • Establish tasks and meeting schedules going forward 		
Internal Questionnaire Deadline	In Writing	January 31, 2020
<ul style="list-style-type: none"> • Identify key contacts, personnel, and processes at project administrators • Identify external stakeholders to be included in outreach 		
PIPA Process Meeting	V-Con	February 7, 2020
<ul style="list-style-type: none"> • Finalize process for the identification of PIPAs in Phase I • Finalize PIPA Framework • Review One-on-One Interview Questions • Identifying key inputs to PIPA development 		
PIPA Process and Interview Qs	In Writing	February 11, 2020
<ul style="list-style-type: none"> • PICG Members provide feedback/comment on the PIPA Identification Process • PICG Members provide feedback/comment on the One-on-One interview questions 		
Web Needs Identification Begins	One-on-one	March 1, 2020
<ul style="list-style-type: none"> • Review existing database, metrics and project output reporting systems • Review new CEC Energy Innovation Showcase enhancements • Develop set of desired outcomes for Web database 		

*Note: Beginning with the launch of PHASE I below, PICG meetings will be open meetings and may include CPUC Commissioners. Time for Public Comment will be included in each meeting.

PHASE I: PIPA IDENTIFICATION BEGINS

PIPA Identification Kick-Off	V-Con	March 23, 2020
<ul style="list-style-type: none">• This will be a publicly-noticed meeting• Review of the Goals of the PICG• Define “What is a PIPA,” describe how PIPAs will be used• Present initial results of the Regulatory Assessment, Background Materials, and interviews• Presentation of results in the PIPA framework• Present the initial grading or rubric to narrow PIPAs• Public Comment		
PIPA Identification Feedback	In Writing	March 30, 2020
<ul style="list-style-type: none">• PICG members provide feedback/comment on regulatory assessment and background materials tracking format• PICG members provide feedback/comment on PIPA framework results• PICG members provide feedback/comment on draft rubric or grading of a PIPA		
Preliminary PIPA Presentation	San Francisco	April 15, 2020
<ul style="list-style-type: none">• This will be a publicly-noticed meeting• Presentation of 5-10 preliminary PIPAs, based on agreed framework• Workshop on PIPA prioritization to gather PICG input• Public Comment		
PICG Formal Comments on PIPAs	In Writing	May 6, 2020
<ul style="list-style-type: none">• Formal Comments from PICG members on PIPA prioritization due		
PIPA Feedback Q&A	V-Con	May 12, 2020
<ul style="list-style-type: none">• Q&A Discussion on PICG Feedback, based on Formal Comments		
Present Final PIPAs	V-Con	June 2020
<ul style="list-style-type: none">• This will be a publicly-noticed meeting• Project Coordinator will present final PIPAs approved by CPUC• Discussion on Plans for 3-5 PIPA Meetings and PICG Forum• Public Comment		

PHASE II: PIPA COORDINATION BEGINS

Outreach to Stakeholders

June 2020

- Outreach on PICG Forum, PIPA Meetings, and other Coordination Begins
- Priority engagements include Disadvantaged Communities

Forum/PIPA Meetings Announced

July 2020

- Announcement of PICG Forum and Goals
- Announcement of schedule of 3-5 PIPA Meetings and Meeting Goals

PIPA Meeting #1

TBD

September 2020

- **This will be a publicly-noticed event**
- Meeting for discussion, coordination and feedback on PIPA #1
- Involves EPIC recipients, EPIC Administrators, CPUC Commissioners, and other stakeholders and experts

PIPA Meeting #2

TBD

October 2020

- **This will be a publicly-noticed event**
- Meeting for discussion, coordination and feedback on PIPA #2
- Involves EPIC recipients, EPIC Administrators, CPUC Commissioners, and other stakeholders and experts

PIPA Meeting #3

TBD

Oct/Nov 2020

- **This will be a publicly-noticed event**
- Meeting for discussion, coordination and feedback on PIPA #3
- Involves EPIC recipients, EPIC Administrators, CPUC Commissioners, and other stakeholders and experts

PICG Forum 2020

TBD

November 2020

- **This will be a publicly-noticed event**
- PICG to present the work to date in 2020
- Gather feedback from stakeholders on the Web database and needs
- Commissioners will provide input on policy priorities for second year

PIPA Meeting #4 (If Necessary)

TBD

February 2021

- **This will be a publicly-noticed event**
- Meeting for discussion, coordination and feedback on PIPA #4
- Involves EPIC recipients, EPIC Administrators, CPUC Commissioners, and other stakeholders and experts

PIPA Meeting #5 (If Necessary)

TBD

March 2021

- **This will be a publicly-noticed event**
- Meeting for discussion, coordination and feedback on PIPA #5
- Involves EPIC recipients, EPIC Administrators, CPUC Commissioners, and

other stakeholders and experts

PICG Forum 2021

TBD

September 2021

- **This will be a publicly-noticed event**
- PICG to present on work to date in 2021
- Gather feedback from Commissioners and Stakeholders on next steps

PHASE III: TRANSPARENCY OF RESULTS BEGINS

*Note: There is pre-work that is done in the initial PICG Organization and Process Development Phase (Web Needs Identification, conducted one-on-one with Program Administrators) that will form the basis of the background work before this Phase begins.

Web Design Workshop

Southern California

July 2020

- **This will be a publicly-noticed meeting**
- In-person workshop
- Identify users and needs of the web database
- Develop needs of presentation of data and project information/results
- Develop methods for coordinating Project Administrator reporting and data through existing means if possible

Web Application Functionality
Proposal

Phone/v-con

September 2020

- Presentation of Web application design and functionality
- Feedback and suggestions
- Plan for incorporating Web database tool into project reporting

Web Application Launched

TBD

TBD

- Public launch of Web Application
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2020 Timeline:

2020	J	F	M	A	M	J	J	A	S	O	N	D
PICG Organization and Process Development												
PICG Kick-off meeting												
Workplan Review Meeting												
PIPA Process Meeting												
Web needs identification												
PHASE I: PIPA Identification												
One-on-One Interviews												
Regulatory Assessment												
Prepare Background Materials												
PIPA Identification Kick-Off Meeting												
Initial Outreach to Disadvantaged Communities												
Preliminary PIPA Presentation												
PICG Formal Comments on PIPAs and Q&A												
Finalize PIPAs with CPUC, Present Final PIPAs												
PHASE II: PIPA Coordination												
Outreach to Stakeholders/Disadv. Communities												
Forum & PIPA Meetings Announced												
Conduct 3-5 PIPA Meetings												
Policy + Innovation Forum 2020												
External Communications												
PHASE III: Transparency of Results												
Web Application Workshop/Design Alternatives												
Web Application Functionality Proposal												
Web Application Delivered												
Data Migration and Database Maintenance												
Policy + Innovation Forum 2021												
PICG Evaluation												

PICG Workplan Details

The core tasks outlined in Decision 18-10-052 can be synthesized into a workplan which will be carried out by the PICG and Project Coordinator.

Phase I: PIPA Identification

Task 1.1	Identify key EPIC results, plans, and other developments
Task 1.2	Identify key CPUC needs and goals for research
Task 2.1	Identify Policy + Innovation Partnership Areas (PIPAs)

Questionnaire

- Project Coordinator shall develop and distribute a questionnaire to PICG members to gain input on key contacts, personnel, and process related to PIPA identification and Transparency of Results, opportunities for coordination, key stakeholders, and other topics related to the PICG Objectives.

PIPA Identification Process Proposal

- Project Coordinator will produce a process proposal for the identification, narrowing, socialization, and updating of Policy + Innovation Partnership Areas (PIPAs), including through the use of workshops, surveys, primary and secondary research, recruitment of global experts on energy challenges and issues, and conversations with program administrators. The Proposal will also describe the role for PICG members and other stakeholders to provide input into PIPA development, how PIPAs will be updated over time, and how PIPAs will be used in the EPIC program.

One-on-One Interviews

- The Project Coordinator will hold one-on-one interviews with CPUC Commissioners, CPUC Staff, CEC Commissioners, CEC Staff, and the IOUs to help develop the PIPA framework which includes identifying California overarching energy policy goals, strategies aimed at impacting those goals, and the key obstacles or challenges to the strategies. These interviews will also focus the work performed on the regulatory assessment and background materials analysis. (This will take the place of the "survey" previously described in an early version of the workplan and Project Coordinator scope of work.)

Regulatory Assessment

- Project Coordinator will gather and review documents relevant to the

selection of PIPAs, including CPUC decisions and ongoing proceedings, energy-related legislation, and EPIC administrator project results (e.g. project final reports). The materials which will be reviewed will be largely determined from the one-on-one interviews. The Project Coordinator will produce the PIPA framework, a report in an easy-to-use format and develop a standard template for updating the assessment based on decisions or project results that occur during the project period. The Regulatory Assessment will be used as a common framework and resource help establish PIPAs.

Prepare Background Materials

- Project Coordinator will compile the results from the initial PICG meetings, one-on-one interviews, the regulatory assessment, and other information as described in the Workplan or the PIPA Identification Process Proposal, to present in an accessible and easy-to-understand format to PICG members.

Initial Outreach to Disadvantaged Communities

- As part of the effort to ensure members of disadvantaged communities and representatives of community-based organizations have a voice in the process and are included and aware of what the PICG is doing, the Project Coordinator in tandem with PICG members will work to actively recruit leaders from community organizations, including the Disadvantaged Community Advisory Group and other members suggested in the internal questionnaire and through interviews performed by the Project Coordinator.
- This outreach will be centered around advising these groups of the PICG and the work that has been done to date. This outreach will be less about input and feedback on potential PIPAs and more about making them aware of the work being done and discussions around future opportunities for engagement, and vehicles for feedback. Outreach will take place in the language and methods most appropriate for the communities being reached.

Develop Preliminary PIPAs

- Project Coordinator will work to incorporate feedback from results and data into a preliminary set of PIPAs for review by the PICG, documenting the topline goals and basis for the selection. The preliminary PIPAs may number 5, or greater than 5 in order to be further narrowed down to the 3-5 required by D.18-10-052.

Conduct PICG Meeting on PIPAs

- Project Coordinator will lead a meeting or workshop with members of the PICG, reviewing the background materials and presenting a preliminary list of PIPAs, along with justification and valuation of each proposed PIPA. Project Coordinator will gather comments and feedback in a central meeting, and in one-on-one conversations with PICG members to compile feedback on the proposed PIPAs.

Finalize PIPAs with CPUC

- Project Coordinator will compile feedback on the proposed PIPAs, along with a revised set of PIPAs and corresponding information, to the CPUC staff for their consideration and finalization. The Project Coordinator will present final PIPAs to PICG.

Phase II: PIPA Coordination

Task 2.2	Ongoing PIPA Coordination (PIPA Meetings)
Task 3.2	Coordinate information-sharing and outreach to stakeholders
Task 3.1	Hold an annual Policy + Innovation Coordination forum

External Communications

- The Project Coordinator will coordinate external communications of the work of the PICG. This will include quarterly reports documenting and tracking outreach activities, public materials proofs, and descriptions of methods and decisions for engagement, as well as support in press-releases and announcements.

Outreach to Disadvantaged Communities on PIPAs

- As part of the effort to ensure members of disadvantaged communities and representatives of community-based organizations have a voice in the process, the PICG will work to actively recruit leaders from community organization to participate in the PIPA meetings, as well as present the distinct needs and challenges facing their communities.
- This outreach will be focused on the finalized 3-5 PIPAs and opportunities for alignment, and participation. Outreach will take place in the language and methods most appropriate for the communities being reached.

Conduct 3-5 PIPA Meetings

- The PICG will organize and facilitate 3-5 individual PIPA meetings, in coordination with project administrators and CPUC Energy Division staff, to allow for program partners and stakeholders to provide input on program priorities, discuss opportunities for coordination and collaboration on goals, metrics, strategies, and needs. The meetings will be organized by the Project Coordinator and be held in diverse geographic areas of the state if possible, and appeal to local feedback as much as possible while maintaining the goal of aligning stakeholders around the PIPA outcomes.
- These meetings will also be designed to allow for program partners and stakeholders to present on programs they are running, describe how they achieve state energy goals and are aligned with the PIPAs, and provide for feedback and coordination among project participants.

Policy + Innovation Forum 2020

- The PICG will host an annual Policy + Innovation Forum, currently projected to occur twice during the project period. This Milestone is for the first Forum in Fall 2020. The Project Coordinator will coordinate the Forum. This Forum will be designed to allow for the PICG to present the work to date on PIPAs and database design to stakeholders and community members.
- The meetings will recruit participants from all areas of the state. It is projected that this annual forum will last for at least one half-day but may involve multiple “tracks.”

Phase III: Transparency of Results

Task 3.4 Program Web Database

Task 3.1 Hold an annual Policy + Innovation Coordination forum

Web Needs Identification

- Project Coordinator will assess the current state of data collection and reporting among the EPIC administrators, and will work with CPUC Energy Division Staff and the EPIC administrators to identify the specific needs of the EPIC program-wide database, project tracking, and data.
- This will include a review of CEC's existing database to determine the extent to which it can be used as a model for the centralized EPIC database encompassing projects from all program administrators. The potential of linking the CEC Energy Innovation Showcase with the databases or project level data of the IOU program administrators will be considered as well.

Web Design Workshop

- The Project Coordinator will lead a design workshop, focusing on how each participant will approach the Web application(s) for their needs: EPIC administrators, EPIC grantees, members of the public, innovators and start-ups, policy-makers, CPUC staff, disadvantaged communities, and others.
- Project Coordinator will develop and present design alternatives for a web application, with a focus on functionality, while comparing costs, security, implementation, and stewardship risks of each alternative over time.

Web Application Functionality Proposal

- Project Coordinator will develop and present a web database and application functionality proposal that includes an assessment of and plans for data migration from EPIC administrators to a centralized database, the proposed database schema, any proposed API functionality for ease of update, integration and display, and an ongoing maintenance plan.

Web Application Delivered

- Project Coordinator will design the Web Application for the CPUC per the agreed-upon specifications, as well as training and coordination with CPUC IT and other technical staff.

Data Migration and Data Maintenance

- Project Coordinator will work with the program administrators to execute the data migration per the specs of the Web Application Functionality Proposal. Further, Project Coordinator will provide the maintenance and support to the web application and database throughout the remainder of the term of the project before handing off to the CPUC.

Policy + Innovation Forum 2021

- Project Coordinator will serve as the primary lead for organizing and facilitating an annual Policy + Innovation Forum, currently projected to occur twice during the project period. This Milestone is for the second Forum in Summer 2021. The Project Coordinator will plan, coordinate logistics, and run the Forum. The forum will be designed to allow for program partners and stakeholders to present on programs that they are running, describe how they achieve state energy goals and are aligned with the PIPAs, and provide for feedback and coordination among project participants.

- The meetings will recruit participants from all areas of the state. It is projected that this annual Forum will last for one day but may involve multiple “tracks.”

Task 3.3	Self-evaluation and assessment activities
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PICG Evaluation

Project Coordinator will develop the proposed evaluation criteria for the PICG based on how well it is fulfilling its mission statement and distribute a survey to stakeholders to understand how the work of the PICG has impacted their own work, and develop an annual report providing an evaluation of the PICG process and its efficacy in achieving its mission statement.

Open Questions

The Project Coordinator will work to answer these Open Questions through the development of the Workplan and the PIPA Identification Process Proposal.



Overarching goal: to ensure that EPIC investments are optimally aligned with and informed by key Commission and California energy innovation needs and goals.

Checklist of Open Questions introduced at the PICG kick-off meeting that have attempted to be answered through the Workplan:

- ✓ What is the structure of the overall effort?
- ✓ Who attends PICG meetings?
- ✓ How will other parties be selected?
- ✓ What is the overlap between what the PICG does and what the Program Administrators do?
- ✓ How will we tap into what we already do?
- ✓ Can this inform structural change within the program cycle?
- ✓ Can this be a forum for what is working and not working?
- ✓ Can this forum be used to align measurement of benefits?
- ✓ Is this about funding alignment or coordination of work already funded?

Open Questions remaining to be answered through the development of the PIPA Identification Process Proposal:

- How many PIPAs will there be?
- Is this meant to augment existing efforts like the IEPR?
- What is the scope of a PIPA?
- Will PIPAs evolve?

Open Questions that will be answered through future meetings/activities:

- Can project results inform commercialization?
- How do you align timing between projects and research?
- What is achievable in EPIC 3 vs. later?
- How do you connect R&D with commercial side of utility business for needs identification and market potential?
- Can you calculate benefits of R&D vs. Deployment, realized vs. projected benefits, or accurately reflect benefits at scale?

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