

OPA EVALUATION PROTOCOLS

DRAFT VERSION 1.0

October 9, 2007

The current draft version of this document is intended for internal discussion purposes only.

OPA Protocols

The OPA Evaluation Protocols are guidelines that describe acceptable methods for evaluating OPA Conservation programs. The OPA Evaluation Protocols include the types of evaluations to be completed over the life cycle of a program, expected outputs or results from the evaluation reports, acceptable methods for use in drawing up sample designs, guidelines for verifying energy and peak savings, and a frequency or schedule specifying the timing of reports relative to the program launch date.

Eight Evaluation Protocols have been developed:

- 1-A) Draft Evaluation Plan Development
- 2-A) Final Evaluation Plan Development
- 3-A) Prescriptive Assumptions Review – OPA Measures and Assumptions List
- 4-A) Verification of Program Expenditures
- 5-A) Process Evaluations
- 6-A) Measurement of Energy Savings and Verification of Installation
- 7-A) Estimation of Energy (kWh) Savings and Program Cost Effectiveness
- 8-A) Estimation of Peak Demand (kW) Savings

DRAFT

Protocol 1-A

Draft Evaluation Plan Development

Effective Date:

INTRODUCTION

Draft Evaluation Plans are the critical element to the program design function which allow, pre-program delivery, an overall assessment of the included technologies, delivery strategies, objectives, and program cost effectiveness. Draft evaluation plans ensure that the program design will facilitate effective program evaluation, which will demonstrate accurately overall program impacts delivered to market.

Draft Evaluation Plans will be developed by a team of Program Designers and EM&V Managers based on their knowledge of the program's objectives, delivery mechanism, and understanding of the key drivers encouraging program participation. Draft Evaluation Plans can also leverage lessons learned from previous program experience during their design.

These parties will build an understanding of how the program elements work to affect suppliers and customers in the market, which in turn facilitate the programs objectives. Additionally, the process will identify the key program elements and research requirements necessary to ensure a full and complete program evaluation can be undertaken.

Draft evaluation plans are critical as they form the basis to determine all necessary program related assessments and identify which protocols require consideration from the EM&V Manager.

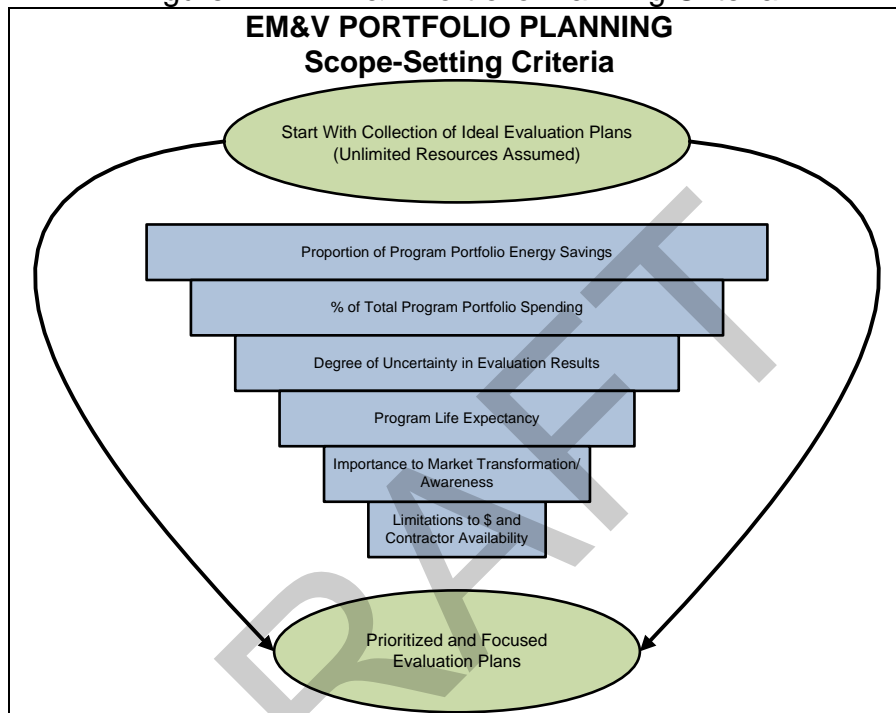
A secondary function of this process is to develop the budget for evaluation.

PURPOSE

- **The overriding purpose of the Draft Evaluation Plan is to ensure the methodologies prescribed through the Final Evaluation Plan will facilitate effective program evaluation and that all team members have a common understanding of the:**
 - Program description and key objectives;
 - Program theory;
 - Program Measures;
 - Tracking and Reporting Methodology to track program progress;
 - Energy and Demand Savings Metrics (prescriptive, quasi-prescriptive, custom);
 - Targeted energy and peak savings estimates;
 - Program's Research Objectives;
 - Schedule for Evaluation Deliverables;
 - Level of effort and budget required to address each objective as per the EM&V Portfolio Planning process outlined in Figure 1.1 below.

Key to the development of an appropriate Draft Evaluation Plan is the program designers' identification of which of the four separate IPSP CDM categories the program aligns with; Energy Efficiency, Demand Management/Conservation Behaviour, Fuel Switching or Customer Based Generation, as outlined in the EM&V Framework Document. This is an essential identifier and input into the draft evaluation plan as each program category requires varying evaluation techniques and approaches to effectively assess the success of the initiative.

Figure 1.1 – EM&V Portfolio Planning Criteria



SCOPE

- **All Conservation and Demand Management Programs delivered by the OPA**

Draft Evaluation Plans will be completed for all Conservation and Demand Management Programs funded by the OPA. It is critical that these plans be completed prior to program delivery to ensure that all required processes and elements are established and in place which will allow for an accurate assessment of post program delivery impacts.

Further, pre-program delivery evaluation planning should occur to ensure programs that require an understanding of “baseline conditions,” such as market transformation programs, can be established prior to the influence of the program on market participants.

