NYSERDA Record of Revision

Document Title
Integrated Energy Data Resource Initial Program Sponsor Implementation Plan March 2021

Revision Date	Description of Changes	Revision on Page(s)
September 2021	On August 5, 2021, NYSERDA, as Program Sponsor, requested an extension to the timeline for filing the Updated Integrated Energy Data Resource (IEDR) Program Sponsor Implementation Plan as was directed by the New York Public Service Commission (Commission) in the underlying proceeding. In making the request, NYSERDA noted the Commission's Order Implementing an Integrated Energy Data Resource, issued and effective on February 11, 2021, in Case 20-M-0082, directed NYSERDA to file an Updated Program Sponsor Implementation Plan by August 10, 2021 "following the procurement of the Program Manager, to reflect all of the subsequent tasks to be carried out to complete implementation of Phase 1 of the IEDR Program." NYSERDA also explained that it reviewed the Program Manager proposals in July and notified the top selected proposer on August 2, 2021. However, conclusion of the procurement process, including contract negotiations, will take additional time. Due to the complex nature of the multi-year contract for the Program Manager role, and the manager's overall importance to the initiative, NYSERDA stated that additional time is required to reflect all of the subsequent tasks into the implementation plan to build a solid foundation for the success of the IEDR. NYSERDA requested an extension of the timeline for filing the Updated Program Sponsor Implementation Plan until October 1, 2021, which it believes will allow enough time for NYSERDA to update and file the Updated Implementation Plan to address activities, schedules and milestones that are to be established in the Program Manager contract. By letter dated August 5, 2021, the Commission's Secretary notified NYSERDA that its request for an extension to file the Updated PSIP on October 1, 2021 had been granted. This Amended PSIP has been prepared to reflect the extended date of October 1, 2021, for the filing of the Updated PSIP. Achievement of some of the milestones reflected in the PSIP were delayed due to process delays attributable to commencing the program. Accordingly, NYSERDA is also taking this opportunity to further amend the PSIP to reflect the actual dates when projected milestones described in the PSIP were achieved.	Throughout document
October 2021	On August 5, 2021, NYSERDA, as Program Sponsor, requested an extension to the timeline for filing the Updated Integrated Energy Data Resource (IEDR)	Throughout document

| | Program Sponsor Implementation Plan (PSIP) as was directed by the New York Public Service Commission (Commission or PSC) in the underlying proceeding.

In making the extension request, NYSERDA noted the Commission's Order Implementing an Integrated Energy Data Resource, issued and effective on February 11, 2021, in Case 20-M-0082, directed NYSERDA to file an Updated Program Sponsor Implementation Plan by August 10, 2021 "following the procurement of the Program Manager, to reflect all of the subsequent tasks to be carried out to complete implementation of Phase 1 of the IEDR Program." NYSERDA also explained that it reviewed the Program Manager proposals in July and notified the top selected proposer on August 2, 2021. However, the conclusion of the procurement process, including contract negotiations, required additional time. Due to the complex nature of the multi-year contract for the Program Manager role, and the manager's overall importance to the initiative, NYSERDA stated that additional time was required to reflect all the subsequent tasks into the implementation plan to build a solid foundation for the success of the IEDR.

NYSERDA requested an extension of the timeline for filing the Updated Program Sponsor Implementation Plan until October 1, 2021 to allow NYSERDA to incorporate activities, schedules, and milestones established in the Program Manager contract into the Updated PSIP. By letter dated August 5, 2021, the Commission's Secretary granted NYSERDA's request for an extension to file the Updated PSIP on October 1, 2021.

The PSIP has been updated to reflect all the subsequent tasks to be carried out to complete the implementation of Phase 1 of the IEDR Program. Specifically, the Updated PSIP contains the anticipated schedule, budget, and milestones for Phase 1 of the IEDR as they relate to Program Manager and Utility Data Advisor activities over the next 24 months. Information regarding the budget and schedule of additional services (i.e., Solution Architecture, software licenses, etc.) will be provided in future updates to this filing.

At this time, NYSERDA recognizes that there are still many unknowns regarding the specifics of the IEDR's development and that the IEDR will evolve rapidly. Therefore, additional detail regarding scope, schedule, and milestones will be provided on a quarterly basis in filings to the PSC. The Program Sponsor Quarterly Reports will allow NYSERDA to supplement the information in this Updated PSIP with greater detail and up-to-date information on an ongoing basis. | |

Integrated Energy Data Resource
Updated Program Sponsor Implementation Plan

Prepared by:
New York State Energy Research and Development Authority

Case 20-M-0082
Proceeding on Motion of the Public Service Commission Regarding Strategic Use
of Energy Related Data

Filed on: October 1, 2021

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1. Introduction

On February 11, 2021, the New York Public Service Commission (PSC) issued its order implementing an integrated energy data resource[1] (IEDR Order) and directed the implementation of an IEDR to securely collect, integrate, and provide broad and appropriate access to large and diverse sets of useful energy-related information on one statewide data platform. The IEDR Order designated The New York State Energy Research and Development Authority (NYSERDA) to take on the role of the IEDR Program Sponsor and required NYSERDA to file an initial Program Sponsor Implementation Plan (PSIP) within 30 days of the effective date of the IEDR Order detailing how it expects to carry out its duties as the Program Sponsor. The PSC further directed NYSERDA to file an update to the PSIP, following the selection of the Program Manager which is the purpose of this document.

The PSIP is intended to provide an overview of the activities and schedule that the Program Sponsor will carry out and thereby meet its responsibilities to achieve the goals and deadlines established by the PSC. The PSIP is envisioned to be both informational and a tool to monitor the progress of the IEDR initiative to ensure compliance with the IEDR Order.

2. Background

In issuing the IEDR Order, the PSC adopted the detailed approach and plan for the establishment of an IEDR presented in a Whitepaper published by the Staff of the Department of Public Service (DPS) in May 2020.[2]

The IEDR Order articulated a foundational principle that developed the operation of the IEDR through the entire life cycle of the initiative and will be guided by the policy of obtaining the best overall value for New York State. This involved stakeholders to accelerate implementation timelines, reduce initiative costs and risks, and protecting the agreed-upon scope by partnering with high-quality service providers aligning with the State's values.[3]

NYSERDA, as the Program Sponsor, has established a process that is based on three commitments:

1) Effective and extensive collaboration with and among stakeholders, including the state's utilities;

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[1] Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Order Implementing an Integrated Energy Data Resource, issued and effective February 11, 2021. http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={3CDC0522-7F50-49E1-A053-EA236B3DED10}

[2] Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Department of Public Service Whitepaper Recommendation to Implement an Integrated Energy Data Resource, May 29, 2021. http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={43298F6A-3CA4-435F- BC9D-6DEF6F575836}

[3] The IEDR Order, P.33

2) Procuring the services of individuals and organizations that possess the necessary expertise and experience in the development, implementation, and operation of a data platform of similar scale and scope; and

3) Unambiguous regulatory requirements including firm schedules and milestones.

On April 15, 2021, the PSC issued an order to establishing a uniform and comprehensive Data Access Framework to govern the means and methods for accessing and protecting all types of energy-related information.[4] This order was based on DPS Staff recommendations.[5] Accordingly, all aspects of designing and operating the IEDR will comply with any such framework that the PSC may establish.

The IEDR Order designated NYSERDA to assume the role of the IEDR Program Sponsor and assigned responsibility for defining, initiating, overseeing, and facilitating the IEDR Program on behalf of the State. The Program Sponsor's principal duties, discussed in detail in later sections of this PSIP, include:

(1) Creating the Program Charter to formally establish the IEDR Program's purpose, scope, guiding principles, objectives, participants, roles, and responsibilities;

(2) Organizing the membership and initial meeting schedule for an IEDR Steering Committee;

(3) Organizing the membership and initial meeting schedule for an IEDR Program Advisory Group;

(4) Organizing the membership and initial meeting schedule for an IEDR Program Utility Coordination Group;

(5) Specifying, procuring, and administering the services provided by a professional Program Manager;

(6) Providing the means and methods for expending the PSC-directed funding related to the program and reporting of such expenditures and IEDR Program progress;

(7) Ensuring robust stakeholder engagement throughout the life of the IEDR Program through multiple means of communication;

(8) Monitoring adherence to the Program Charter by all program participants; and

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[4] Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Order Adopting a Data Access Framework and Establishing Further Process, April 15, 2021. https://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={A228D385-3E0E-41BC-A433-8ABD62F8A6E4}

[5] Case 20-M-0082, Proceeding on Motion of the Commission Regarding Strategic Use of Energy Related Data, Department of Public Service Staff Whitepaper Regarding a Data Access Framework, May 29, 2021. http://documents.dps.ny.gov/public/Common/ViewDoc.aspx?DocRefId={0375BBDD-5F71-44E0-A897-9BE2AD5F2A0E}

(9)   Helping the Program Manager investigate and resolve issues that could negatively affect the program's costs, schedule, or benefits.

The IEDR Order establishes the regulatory expectation that the IEDR will enable approximately 50 use cases over Phase 1 and Phase 2 and specific deadlines for achieving minimum performance capabilities. This approach enables the development, implementation, and operation of the IEDR in meaningful and achievable segments. Specifically, the PSC established a two-phase schedule of the development and operation of the IEDR:

- Phase 1: The initial IEDR implementation shall enable at least five of the highest priority use cases with an expectation that there could be ten or more achieved. This PSIP reflects an expectation that Phase 1 will be completed within 24 months of the commencement of work by the Program Manager; that is in Q4 2023.

- Phase 2: The initial IEDR will expand and enhance approximately 40 additional use cases, building on the successful implementation and operation of Phase 1. This PSIP reflects an expectation that Phase 2 will be completed 36 months after the completion of Phase 1; that is on or about July 30, 2026.

The IEDR Order further recognizes details associated with the development, design and implementation of each phase of the IEDR Program must be preceded by specific activities that require planning and that will impact the scheduling of subsequent activities and the establishment of milestones. These activities include obtaining:

- Advice and recommendations of stakeholders though workshops and technical conferences
- The services of a Program Manager, Solution Architect and other professional resources as described in the IEDR Order
- A workplan and budget from the Program Manager for each of Phase 1 and Phase 2
- Recommendations of the Advisory Group

In recognition of these steps and providing the PSC, Steering Committee, Advisory Group, and all interested stakeholders with an understanding of the process that will lead to the operation of the IEDR, implementation plans will be developed and presented in three stages. This approach complies with the process established by the IEDR Order and ensures accountability through milestones that can be established with reasonable certainty and serve as a basis for oversight.

Stage 1 – The **Initial PSIP** reflected the period beginning with the issuance of the IEDR Order through the commencement of a contract with the Program Manager and the filing of the Updated PSIP on October 1, 2021.

Stage 2- This **Updated PSIP**, filed on October 1, 2021, reflects the period beginning with the commencement of the contract with the Program Manager through the commencement of operation and declaration of the IEDR Minimum Viable Product (MVP) at the end of Phase 1 in Q4 2023. This Updated PSIP addresses activities, schedules, and milestones that are established in the Program Manager contract or are otherwise relevant to provide for Program Sponsor accountability.

Stage 3 – A **Phase 2 Proposal** will be filed with the PSC that reflects the Program Sponsor's recommendations regarding schedule, budget and related activities for the period beginning with the operation of IEDR Phase 1 through commencement of operation of IEDR Phase 2.

As directed in the Order, the Program Sponsor either has or will file the initial and updated PSIPs and the Phase 2 proposal as follows:

- The Initial PSIP was filed with the Secretary to the PSC on March 11, 2021.
- This Updated PSIP was filed with DPS Staff on October 1, 2021.
- The Phase 2 proposal to be filed with the PSC on or before January 15, 2023.

NYSERDA created an IEDR-specific subpage on the NYSERDA website, which includes current and historical versions of the implementation plans, the charter associated with the IEDR, and other pertinent information related to the initiative. The IEDR webpage will provide a single repository for all IEDR information and will compliment filings contained in the DPS Document and Matter Management System related to this proceeding. An IEDR progress dashboard will be made available on the NYSERDA website Q4 2021 and will be updated regularly.

3. Program Charter and Related Documents

3.1 Discussion

The program charter formally establishes the IEDR Program's purpose, scope, guiding principles, objectives, participants, roles, and responsibilities. Accordingly, the program charter sets forth the roles and responsibilities of the Program Sponsor, Steering Committee, Program Manager, Advisory Group, and Utility Coordination Group. The Program Sponsor is responsible for creating the program charter as well as monitoring and assuring compliance with its requirements. In preparing the program charter, the Program Sponsor referenced the IEDR Order and other documents referenced in the Order and considered comments and suggestions of the Steering Committee.

At the direction of the Steering Committee, the Program Sponsor prepared a combined charter for the Steering Committee, Advisory Group, and Utility Coordination Group. The Program Sponsor consulted with the Steering Committee during the preparation of each section of the charter and strived to have each section of the charter reflect a consensus of each relevant committee or group. Similarly, the Program Sponsor consulted with the Utility Coordination Group and will consult further with the Advisory Group regarding each group's respective section of the charter.

The Program Sponsor, working with the Program Manager, will continually monitor compliance with the program charter and promptly respond to and seek to cure any lack of compliance. The Program Sponsor will inform the Steering Committee and Advisory Group of any material deviation from the program charter as well as its plan to achieve compliance. In addition, a discussion of any material lack of compliance will be included as part of the Program Sponsor's quarterly reports filed with the Secretary to the PSC.

3.2 Schedule

- o Note: Subsequent to the filing of the Initial PSIP, the Steering Committee adopted the approach of combining each of the Charters listed below into a single document.

- o Program Charter – Draft for discussion presented to Steering Committee at monthly meeting the week of March 29, 2021.

- o Steering Committee Charter – Draft for discussion presented to Steering Committee at monthly meeting during the week of March 29, 2021. The Steering Committee adopted the relevant components of the charter on August 8, 2021.

- o Advisory Group Charter - Draft for discussion presented to Steering Committee at monthly meeting in April 2021. Thereafter, the draft charter was presented to the Advisory Group for its review and comment at its initial meeting on August 17, 2021. The Advisory Group is anticipated to formally adopt the relevant components of the charter in the beginning of Q4 2021.

- o Utility Coordination Group - The draft charter was presented to the Utility Coordination Group for its review and comment at its initial meeting on May 12, 2021. The Utility Coordination Group adopted the relevant components of the charter on July 12, 2021.

4. Initiating Stakeholder Engagement
4.1 Discussion

Meaningful stakeholder participation is essential to the success of the IEDR initiative. The IEDR Order articulates policy objectives and establishes venues and processes that are intended to assure the broadest possible opportunity for stakeholder contributions throughout the entire lifecycle of the IEDR initiative. Robust stakeholder engagement is required to assure that the centralized platform provided by the IEDR will be a trusted resource that all interested parties and stakeholders can use to efficiently access and analyze the elements of the State's energy system and customer information that are most useful to them. Furthermore, stakeholder engagement will play a critical role in defining and prioritizing the many use cases anticipated by the IEDR Order. The IEDR Order provides for the establishment of an advisory group that will bring together a broad spectrum of stakeholder perspectives to inform the design and operation of the IEDR. The Program Sponsor will organize, convene and facilitate the work of the Advisory Group. Section 7 describes the actions that the Program Sponsor will take to fulfill the PSC's goals for the Advisory Group.

Achieving the breadth and depth of stakeholder participation envisioned by the IEDR Order will require meaningful opportunities for broad stakeholder engagement that complements and contributes to the Advisory Group's work. To that end, the Program Sponsor will provide all interested stakeholders with meaningful opportunities to contribute to the development of the IEDR through a robust schedule of workshops, technical conferences, periodic reports, and other formats. These activities will be designed in consultation with stakeholders, the Advisory Group, Steering Committee, and Program Manager. Overall responsibility and accountability for stakeholder engagement reside with the Program Sponsor which will collaborate with and call upon the Program Manager to facilitate stakeholder engagement activities.

A calendar of stakeholder events will be included in the IEDR Program Dashboard. The Program Sponsor initiated two initial activities following the issuance of the Initial PSIP:

- Post Order Webinar – Presented by the Program Sponsor and DPS Staff to:
    o Summarize and explain the policies and requirements of the IEDR Order;
    o Discuss the PSIP and the initial activities to implement the IEDR Order; and
    o Describe opportunities for stakeholders to begin contributing to the IEDR.

- **Notice to Stakeholders Soliciting Comments Addressing Initial Prioritization of Use Cases** - Defining and prioritizing use cases is a foundational activity for the creation of the IEDR. Accordingly, stakeholders were given the opportunity to contribute to those tasks before the Advisory Group was convened and the Program Manager was selected. The Program Sponsor issued a notice inviting stakeholder comments to address the initial prioritization of use case. This information will provide valuable insights for the Steering Committee, Advisory Group, and Program Manager. The Program Sponsor facilitated this solicitation of comments by convening a series of stakeholder meetings and working groups and developing a template to standardize information collection. Individual stakeholders had the option to submit comments individually or as part of a group. Following the receipt of these stakeholder comments, the Program Sponsor organized the responses in a useful format that was shared with stakeholders, the Steering Committee, Advisory Group, and Program Manager. Use case submissions are available on NYSERDA's IEDR webpage as well.

The Program Sponsor will ensure stakeholders have opportunities to submit additional use cases in the future. However, these use cases may not be able to be processed and prioritized as part of Phase One activities. Public and targeted notices will be provided as these opportunities become available.

NYSERDA is committed to supporting continued stakeholder engagement throughout Phase 1 of the IEDR Program and beyond. To empower stakeholders to provide feedback on the IEDR, the Program Sponsor and Program Manager will complete the following activities:
- Develop and Implement a Stakeholder Engagement and Communication Plan
- Use Case Development Outreach, including,
    - Outreach to potential users aligned with submitted use cases
    - Interviews (1-on-1) with at least 2 companies per use case to develop user stories and user journeys (including descriptions of software features and user interactions)
    - Workshops/Focus Groups for each use case to validate user stories and user journeys
    - Prioritization of use cases, for transition to Solution Architect-led Use Case development

NYSERDA is also committed to receiving and responding to feedback from users of early iterations of the IEDR. As discussed in Section 12., IEDR Design, Build, and Operation, early iterations of the IEDR will be release publicly to generate user value and feedback. To ensure ample opportunity for users to explore and comment on these early iterations, NYSERDA and the Program Manager will complete the following activities:

- Public and targeted notices that the first public iteration of the IEDR has been released
- An IEDR Platform User Conference to discuss user feedback, next steps, and Phase 2 goals

4.2 Schedule

- o Post Order Webinar
  - Notice of Webinar issued on March 29, 2021
  - Webinar conducted April 13, 2021
- o Notice to Stakeholders Soliciting Comments on Initial Prioritization of Use Cases
  - Issued May 21, 2021
  - Use Case webinar held on June 4, 2021
  - Comment due date established as July 23, 2021
- o Virtual Use Case Stakeholder Event – Q4 2021
- o Stakeholder Engagement and Communication Plan Drafted and Finalized – Q4 2021
- o Outreach to organizations that submitted use cases and may be aligned with prioritized use cases – Starting Q4 2021
- o 1-on-1 Use Case Interviews to assist in Use Story and User Journey development – Q4 2021 – Q2 2022
- o Workshops/Focus Groups for each use case to validate User Stories and User Journeys – Q4 2021 – Q2 2022
- o Release of the first public iteration of the IEDR – Q4 2022
- o IEDR Platform User Conference – Q3 2023

5. Program Manager

5.1 Discussion

The Program Manager is the entity responsible for organizing and administering IEDR design, development, and implementation. The Program Sponsor is responsible for specifying, procuring, and supervising services provided by a highly qualified professional Program Manager.

NYSERDA's procurement of the Program Manager was informed by the IEDR Whitepaper and consultation with the Steering Committee and completed on September 28, 2021. The Request for Proposals (RFP) included specific program management services that were memorialized in the Program Manager's contract. The Program Manager will be responsible for, subject to consultation with and oversight by the Program Sponsor, developing procurement specifications and distributing all equipment, software, materials, facilities, network services, platform services, and other elements needed to fully implement the IEDR in accordance with a schedule that complies with PSC established milestones.

Among other activities that may be added to the scope, the Program Manager will:

- **Support the Steering Committee, Advisory Group, and Utility Coordination Group –** The Program Manager will attend and participate in most, if not all, of the meetings of these groups and provide support for the work of the groups as directed by NYSERDA.

- **Stakeholder Engagement and Communication -** The Program Manager will assist NYSERDA in the ongoing development, implementation, facilitation, and documentation of a rigorous stakeholder engagement and communication process to inform and guide all phases of the program lifecycle, including both direct engagement with stakeholders and support of the work of the Advisory Group.

- **Develop and Maintain the IEDR Program Schedule –** Effective oversight of the program's progress will require the development and timely maintenance of a comprehensive schedule. In consultation with NYSERDA, the Program Manager will develop, maintain and direct a comprehensive schedule that:
    1. identifies all significant activities related to planning, designing, building, testing, and commissioning the IEDR;

    2. includes all significant activities and investments necessary at each Utility to enable the use cases that are to be implemented;

    3. describes the dependencies among those activities;

    4. establishes the planned timing of each activity;

    5. specifies the entity responsible for performing the activity;

    6. quantifies the resource(s) needed for the activity, to be updated by inputs from procured professional service providers during program execution;

    7. specifies the outcomes required from each activity; and

    8. provides ongoing contingency planning and scheduling in the event that the schedule is disrupted.

- **Develop and Maintain the IEDR Program Budget –** Working with NYSERDA and other entities as needed, the Program Manager will develop and maintain the Program Budget encompassing all expenditures related to planning, designing, building, administering, and operating the IEDR through Phase 1 and estimates for Phase 2. Coincident with the development and approval of the Initial Program Schedule, the Program Manager, working with NYSERDA and other entities as needed, will develop an Initial Program Budget that describes the type, purpose, predicted timing, and estimated amount of all significant expenditures. The Program Manager will be responsible for maintaining the Program Budget, providing regular monthly reports detailing expenditures, identifying deviations from the Program Budget that warrant action, and leading recovery activities to address any such deviations.

- **Identify and Characterize Beneficial IEDR Use Cases** - Under the direction of NYSERDA and working with stakeholders and the Advisory Group, the Program Manager, later in conjunction with the Solution Architect, will develop a list of beneficial use cases, capturing use case requirements (i.e., User Stories, etc.), designing preliminary User Journey Maps, and a feasibility assessment and prioritization of use cases.

- **Requirements Management** - The Program Manager will guide the requirements development process for fully implementing the IEDR using industry-leading practices, managing those requirements, monitoring their fulfillment, and directing necessary changes to program schedule, budget, or other activities to achieve fulfillment. Working with NYSERDA and the Solution Architect (once selected), the Program Manager will be responsible for converting use cases to User Stories, or an industry equivalent, and participate in sprints to develop the tasks required to deliver functional software. Requirements will be tracked and updated throughout the course of the project with input from the project team and stakeholders and in accordance with the established change management process.

- **Procurement Support for Professional Services** - It is anticipated that NYSERDA will procure all professional services. NYSERDA may request the Program Manager to procure some professional services under the requirements of NYSERDA's procurement rules.

  Working with NYSERDA, the Program Manager will develop the specification and thereafter enable the strategy for procuring and managing the professional services needed to build and operate the IEDR. Guiding principles for the procurement strategy include obtaining overall value for NYS and involved stakeholders, accelerating implementation timelines, reducing initiative cost and risk, and protecting the robustness of agreed-upon scope through working with high-quality service providers with values aligned with those of NYS. The Program Manager is expected to identify opportunities for obtaining economies of scale and/or scope from any contracting required to obtain needed professional services to afford the team decision-making flexibility that enables effective procurement execution. This does not mean that each functional need or project phase or service provider must be a different entity or contracted for separately; it will be the responsibility of the Program Manager to help NYSERDA identify appropriate scopes of work for each entity, breaking work packages and deliverables out logically and in a cost-effective manner.

  Successful IEDR development and implementation will depend on professional services that enable:
    1. development of the IEDR architecture;
    2. development and integration of detailed designs and specifications;
    3. deployment and integration of components and services;
    4. testing and commissioning the IEDR's capabilities;

5. system administration;

6. system operations;

7. development and maintenance of IEDR user manuals and trainings; and

8. development and maintenance of IEDR operator manuals and trainings.

- **Support IEDR Component Procurements -** It is anticipated that NYSERDA will procure all IEDR Components. NYSERDA retains the option of asking the Program Manager to procure some IEDR Components within this Agreement with NYSERDA; if requested, NYERDA will retain oversight of the Program Manager's procurement processes and require the Program Manager's procurement to meet all NYS security requirements.

  Unless otherwise specified, NYSERDA will procure all equipment, software, materials, facilities, network services, platform services, and other elements needed to fully implement the IEDR core. The Program Manager will assist those procurements by providing experienced purchasing and logistical services that support the entire procurement process. Guiding principles for the IEDR's component procurement strategy include obtaining enhanced overall value for NYS and involved stakeholders, accelerating implementation timelines, reducing initiative cost & risk, and protecting the robustness of agreed-upon scope through sourcing high-quality components to be deployed during the IEDR implementation. The Program Manager is expected to identify opportunities for obtaining economies of scale and/or scope from any contracting required to obtain needed IEDR components in order to afford the team decision-making flexibility that enables best possible procurement execution. The Program Manager will also be expected to assist NYSERDA to identify, qualify, and recommend suitable vendors for all procurements based on criteria approved by NYSERDA.

  While the Program Manager will be responsible for overseeing the success of the IEDR core, the Program Manager will also be responsible for understanding relevant non-core systems and how they may best be used to support the IEDR and its use cases.

- **Coordinate Work Performed by Program Contributors** - The Program Manager will act as the primary coordinator of work performed by all program contributors involved in or supporting the planning, design, deployment, testing, commissioning, and operation of the IEDR. The Program Manager should also obtain and incorporate the Steering Committee and Advisory Group inputs into the program's various workstreams.

  All work performed by program contributors will require final approval from NYSERDA. The Program Manager will include NYSERDA on all email communications and will advise the NYSERDA Project Manager of any scheduled meetings or phone calls. In any circumstance where there may be a conflict between the guidance from the Program Manager and NYSERDA regarding the work of all program contributors, NYSERDA's determination or guidance will control.

- **Program Risk Management Support –** The Program Manager will organize and conduct the activities, including regular consultations with NYSERDA, needed to facilitate the timely anticipation, identification, and mitigation of risks that could hinder or prevent successful IEDR implementation, and provide the approach to enable NYSERDA to provide timely communication of risks with the Steering Committee.

- **Program Reporting –** The Program Manager will implement and maintain a program reporting framework that includes:
    1. monthly production of reports to NYSERDA that address all aspects of the IEDR program;

    2. support to NYSERDA for its responsibility for ongoing maintenance of a program dashboard that presents an at-a-glance summary of program status; and,

    3. frequent briefings to NYSERDA, Steering Committee, and Advisory Group, likely remotely, with a preference for in-person meetings when safe and practical.

    In the context of the program Schedule and Budget, program reports will describe and explain the program's accomplishments and expenditures to date, current work and expenditures in progress, the latest program risk assessment and mitigation plan, and upcoming Work and expenditures.

- **Evaluate and Document Utility Systems for IEDR System Integration –** In coordination with the work of the Utility Data Advisor, the Program Manager will be responsible for reviewing Utility IEDR implementation plans, including all projects, budgets, and timelines. The Project Manager will be responsible for integrating this information into the broader IEDR project plans, including interdependences and limitations. In addition, the Program Manager will be responsible for documenting utility systems, including data elements, structure, and ability and method for each utility to integrate with the IEDR platform.

- **Technology and Data Transfer –** The Program Manager will maintain a Turnover Plan, outlining the process by which they would transfer responsibilities, operational knowledge, and all platform artifacts to a successor designated by NYSERDA in an orderly fashion such that the operational capacity of the IEDR is not interrupted. When this Agreement ends, regardless of why the Agreement is ending, the Program Manager will cooperate with NYSERDA in the orderly transfer of responsibilities to a successor designated by NYSERDA and, at the request of NYSERDA, will exercise good faith and due diligence to transfer duties to any such successor engaged by the Project Sponsor. The Program Manager will provide NYSERDA and such successor with all information, manuals, technical specification, etc. in the Program Manager's possession (i.e., program documentation e-library) that could be used to build and commission the IEDR, as it pertains to components of the IEDR core designed for the Project Sponsor, and required to continue the efficient operation, control, and maintenance of the IEDR.

The procurement of the Program Manager, similar to all procurement through the IEDR program, complied with all State contracting procedures and policies and NYSERDA's procurement guidelines. The Program Manager procurement was, as all future procurements will be, guided by the principles of obtaining best overall value for New York, utility ratepayers, and all involved stakeholders, with the goals of accelerating implementation timelines, reducing initiative cost and risk, and protecting the robustness of agreed-upon scope through sourcing high-quality components to be deployed during the IEDR implementation. Future procurements will identify and consider opportunities for obtaining economies of scale and/or scope from any contracting required to obtain needed IEDR components to afford the team decision-making flexibility that enables best possible procurement execution.

5.2 Schedule

- o RFP for Program Manager and related services – issued on May 24, 2021

- o RFP responses for the Program Manager and related services received on July 1, 2021

- o Contract with Program Manager executed, and work commenced – September 28, 2021

6. Steering Committee

6.1 Discussion

The IEDR Order provides for the establishment of a Steering Committee comprised of representatives from DPS and NYSERDA. The Steering Committee, through recommendations from and advice to the Program Sponsor and reflecting input from all aspects of the IEDR Program will address significant IEDR Program risks that require management and mitigation; planned and unplanned deviations from the program scope, schedule, or budget; and upcoming program milestones. The Steering Committee will continue to timely consider all Advisory Group recommendations and ensure that those recommendations are appropriately considered in the formulation of the program's workstreams and design. The work of the Steering Committee will continue to be informed by consultation with the Program Manager and Utility Coordination Group.

The Program Sponsor is responsible for convening the Steering Committee. The Program Sponsor will continue to provide regular updates to the Steering Committee to include, among other topics, the monthly written reports the Program Sponsor will receive from the Program Manager. Among any other topics, the monthly reports will address the status of achieving the expectations reflected in the program budget and schedule. In the case of any deviation from expectations, the report will address the cause and recovery plan proposed by the Program Manager.

The Steering Committee will typically meet monthly through the first half of Phase 1, and every other month through the second half of Phase 1.

6.2 Schedule
- A schedule of monthly meetings established by the Steering Committee at its initial meeting on March 31, 2021.

7. Advisory Group

7.1 Discussion

The Program Sponsor will convene and work collaboratively with an Advisory Group to enable members of diverse stakeholder groups to timely provide informed commentary and guidance to the Program Sponsor and Steering Committee. Current Advisory Group members were selected by the Steering Committee in consultation with the Program Sponsor which also considered suggestions and self-nominations by stakeholders. The Advisory Group may expand to ensure members reasonably represent all relevant stakeholder groups including, project developers, utilities, energy consumers, state and local government entities, and interested industry associations. The number of Advisory Group members will enable adequate representation across stakeholder groups while remaining manageable.

A list of all current participants in the Advisory Group will be managed on the NYSERDA IEDR website.

In consultation with the Steering Committee and Advisory Group, the Program Sponsor prepared a Charter for the Advisory Group. In addition to describing the size and composition of the Advisory Group, the Charter will present a description of the general scope of Advisory Group activities including:

- Roles and responsibilities of Advisory Group members;

- A schedule of meetings and a protocol for establishing agenda and conducting meetings;

- Timely review of and guidance related to IEDR use cases and their respective requirements and priorities;

- Guidance on planned IEDR capabilities including user interfaces and the overall experience;

- Guidance on means and methods for IEDR development and testing;

- Review of upcoming program milestones that depend on Advisory Group guidance;

- Member participation in user acceptance testing (UAT); and

- Participation in IEDR stakeholder surveys, focus groups, feedback sessions, or workshops.

7.2 Schedule
- Initial meeting of the Advisory Group – August 17, 2021

- The monthly meetings, once scheduled, will be hosted publicly on NYSERDA's IEDR website.

8. Utility Coordination

8.1 Discussion

Utility Coordination Group

The Program Sponsor convenes a Utility Coordination Group (UCG) as established by the IEDR Order. The UCG provides a venue for collaboration, coordination and oversight of utility activities related to the design and implementation of the IEDR and alignment with the schedules and activities of the potential Data Access Framework. The UCG is comprised of members of the Steering Committee or their designees, the Program Sponsor, the Program Manager, and the senior level leader of each utility IEDR implementation team that is established in compliance with the IEDR Order. The UCG will meet on a monthly basis throughout Phase 1.

The Program Sponsor, in consultation with the UCG, prepared a Charter for the UCG. Among other things, the charter describes the size and composition of the UCG, a schedule of meetings and a protocol for establishing agenda and conducting meetings.

The UCG has established a subcommittee to conduct an inventorying of available data at each utility that may be used to enable IEDR use cases. The IEDR Utility Data Assessment will include information regarding data availability, accessibility, format, storage location, active or planned projects that impact the availability of the data, and more, and will cover a variety of data types, including substation, circuit, transformer, service point, customer, meter, sensor, etc. Once completed, the information from the assessment will be shared with the Program Manager, Program Sponsor, and the Solution Architect, once onboarded, to inform use case prioritization and design.

Future utility subcommittees, activities, budgets, schedules, and deliverables noted in the Quarterly updates will be provided via the Program Sponsor Quarterly Reports described in Section 10., Reporting.

Utility Data Advisor

To assist DPS Staff and the Program Sponsor in understanding and evaluating each utility's efforts and investments and enabling the assembling and transfer of data to the IEDR, and other related matters, the Program Sponsor has procured a Utility Data Advisor as a dedicated resource.

Among other activities that may be added to the scope, the Utility Data Advisor will:

- **Support DPS and the Utility Coordination Group -** The Utility Data Advisor will attend and participate in most, if not all, of the meetings of the UCG. In addition to reports that the Utility Data Advisor will provide to DPS, this work will primarily consist of preparing and circulating meeting materials as may be requested by DPS or delegated by DPS to the Program Sponsor.

- **Review Utility IEDR Implementation Plans, including All Projects, Budgets, and Timelines -** As utilities refine their plans for supporting the IEDR, the Utility Data Advisor will be responsible for reviewing utility documentation and providing feedback to DPS Staff, including potential alternatives to proposed utility system designs.

  The Utility Data Provider will be responsible for:

  - identifying and characterizing the types of IEDR implementation information required from the Utilities;
  - preparing and maintaining standard means and methods for acquiring required IEDR implementation information from the Utilities;
  - providing written evaluations and recommendations for each utility, based on the utility's completed Utility Data Assessment Survey (UDAS) that the utilities will be providing;
  - assisting DPS Staff and the Program Sponsor in understanding and evaluating the efforts and investments of each utility to enable the assembling and transfer of data to the IEDR;
    - assisting DPS staff in reviewing each Utility's data quality, integrity, standardization, and accessibility for the data sets that will enable the initial and future use cases being implemented and in assessing work required to gather and transfer data to the IEDR.
    - reviewing status of additional datasets as the IEDR project plan progresses.
  - determining whether utility efforts and investments are planned and progressing at reasonable and appropriate levels to effectively meet the needs of the IEDR program, especially in regard to time, budget, project requirements, and the use of industry best practices;
  - helping DPS Staff determine whether the schedules, activities, and principles of the Data Access Framework, the Utilities' IEDR-related plans and actions, and the broader IEDR plans align; and
  - other related matters as may be directed by DPS Staff.
- **Track Utility Risks, Issues, and Relevant Documentation -** The Utility Data Advisor will be responsible for:

  - advising DPS staff on implementing a Data Ready Certification program as outlined by the Data Access Framework related to the IEDR development process.
    - assisting DPS staff, as requested, in high level review and interpretation of joint utility filings related to the DAF, identifying implications for the IEDR development process
    - assisting DPS staff, as requested, in reviewing documentation provided by a Data-Ready Certification Provider that may relate to the IEDR process.
  - analyze utility plans for current data sharing mechanisms to be moved to the IEDR

- assist DPS Staff with the understanding of current utility data sharing mechanisms by performing a review and analysis of these implementations, such as Green Button Connect to identify any potential future issues for these existing mechanisms after IEDR is functioning as the data custodian.
- review technical documents related to current data sharing mechanisms to identify any potential misalignments between utilities that could impact future capabilities related to the IEDR.

- identifying and tracking risks and issues related to utility data, utility systems, and IEDR integration, and proposing mitigation strategies and solutions whenever possible;
- sharing relevant information and documentation regarding utility systems, utility data, and system integration with the Program Manager after reviewing as relevant for broader IEDR planning and documentation, as directed by DPS Staff;
- tracking lessons learned and assisting in the distribution of information between Utilities to ensure best practices are used when possible;
- reviewing utility data dictionaries and recommending data standards to DPS Staff and Utilities, as necessary;
- supporting DPS staff in reviewing materials that pertain to improvements of the Data Ready Certification process as data custodianship shifts to the IEDR.

These services will be provided on an ad hoc bases at the Steering Committee's discretion and as utility documentation becomes available.

8.2 Schedule

- Initial meeting of the UCG – held on May 12, 2021

- RFP for Utility Data Systems Consultant – issued on May 24, 2021

- Contract with Utility Data Advisor executed, and work commenced – September 30, 2021

- IEDR Utility Data Assessment – Completed Q4 2021

9. IEDR Program Funding

9.1 Discussion

The IEDR Order established a budget cap of $13.5 million for NYSERDA's Phase 1 efforts. The Order directed recovery of these costs in proportion to the total electric load for 2019 among NYPA, LIPA, and jurisdictional utilities, with the allocation of costs among jurisdictional utilities in the same manner as costs allocated and collected through the bill-as-you-go agreements. Based upon 2019 load values provided by DPS Staff, costs will be allocated in the following apportionment:

IEDR Cost Allocation									
	2019								
IOU	**Delivery Service Load¹**	**NYPA Load Delivered by IOU**	**IOU Load net of NYPA Load**	**%**		**BAYG Allocation%**	**IEDR Allocation%**		
Central Hudson	4,962,793	98,360	4,864,433	3.4%		5.5%	4.1%		$551,000
Consolidated Edison	55,401,075	10,722,982	44,678,093	31.1%		40.5%	30.1%		$4,057,364
New York State Electric and Gas	17,217,304	1,149,292	16,068,012	11.2%	74.2% x	12.9%	9.6%	=	$1,292,346
Niagara Mohawk	33,986,467	4,098,738	29,887,729	20.8%		30.1%	22.3%		$3,015,473
Orange and Rockland	4,122,410	28,326	4,094,084	2.8%		4.1%	3.0%		$410,746
Rochester Gas and Electric	7,290,413	123,701	7,166,712	5.0%		6.9%	5.1%		$691,255
Long Island Power Authority	18,801,000	696,124	18,104,876	12.6%	12.6%		12.6%		$1,698,947
New York Power Authority	18,999,198		18,999,198	13.2%	13.2%		13.2%		$1,782,869
	160,780,660		143,863,137	100.0%	100.0%	100.0%	100.0%		$13,500,000

All IEDR Program related expenditures will be managed by the Program Sponsor in compliance with NYSERDA's budget and accounting policies and principles.

9.2   Schedule

NYSERDA filed an updated bill-as-you-go summary with the PSC on June 2, 2021. A request for an extension for the filing of the bill-as-you-go summaries was put forth on April 11, 2021 and was granted.

9.3   Budget

Initial Program expenditures will be minimal until such time that contracts for the Program Manager and Utility Data Advisor are in place on or about October 1, 2021. IEDR-related expenditures until then consist primarily of NYSERDA Staff time. Expenditures for NYSERDA Staff time to advance the initiative between filing this initial PSIP and the updated PSIP were approximately $200,000, as anticipated.

A detailed budget for the Program Manager and Utility Data Advisor are available in Appendix A - Budget. An estimate of NYSERDA Staff time for Phase 1 is also included. Phase 2 budgets are estimated and may be refined in future updates or reports.

10. Reporting

10.1 Discussion

The IEDR Order establishes the requirements for publicly accessible reporting by the Program Sponsor. The Program Sponsor will provide public reports and information through the following formats:

The Program Sponsor will establish and maintain a publicly accessible IEDR Program Dashboard that presents a summary of the status of IEDR program development and implementation.

The Program Sponsor will file quarterly reports with the PSC that address the status of all aspects of IEDR Program activities. Among the topics to be included in the Program Sponsor Quarterly Reports are:

- Status of the IEDR program including scope, schedule and milestones highlighting any planned and unplanned deviations, where appropriate.
- Proposed activities to respond to the deviation, where appropriate.
- A summary of stakeholder engagement activities including any recommendations or concerns that have been expressed by the Advisory Group and the Program Sponsor's response to such topics.
- A budget report that provides actual and predicted program expenditures and recommendations addressing whether budget and or scope modifications are needed, where appropriate.
- Identification of significant program risks that require management and mitigation.

The Program Sponsor will also file two milestone reports. The first is the Phase 1 Summary Report following the initial commencement of operation of the IEDR at the end of Phase 1. The second is an IEDR Phase 2 Proposal that will include any information necessary to support Phase 2 funding and authorization by the PSC, including details addressing the efforts and investments that are necessary at each utility to implement Phase 2.

10.2 Schedule

- The IEDR program dashboard will be operational on or before October 31, 2021
- The first quarterly report will be filed with the PSC on or before October 31, 2021
- The Phase 2 proposal will be filed on or before January 15, 2023
- The Phase 1 summary report will be filed on or before July 30, 2023

11. Procuring Additional Components and Services
11.1 Discussion

The Solution Architect + Design-Build-Operate team will be composed of the following entities or a combination of entities that can perform the following functions:
- Solution Architect - The Solution Architect will provide the information needed to specify the complete IEDR design requirements. The Solution Architect will be responsible for preparing a Preliminary Design Plan that describes the elements, structure, timing, deliverables, and estimated cost of the design effort. Once the Preliminary Design Plan is accepted, the Solution Architect will lead the conversion of User Stories/Journeys into specific design requirements and generate all documentation required to describe and explain all aspects of the IEDR's composition, configuration, and operation. Once on-boarded, the Program Manager will transition use case documentation and prioritization artifacts to the Solution Architect to lead further use case development and assessment.

- System Design Contractor – The Design Contractor will develop the complete IEDR design in accordance with the design schedule and requirements specified by the Solution Architect and solution architecture documentation.
- System Implementation Contractor – The Implementation Contractor will be responsible for acquiring, configuring, building, deploying, integrating, and activating all components of the IEDR required to fulfill the prioritized use cases and in accordance with the IEDR design requirements.
- System Operator – The System Operator will be responsible for the planning, scheduling, system administration, process control, monitoring, maintenance, access control, problem detection/resolution, change management, user support and training, and reporting activities needed to effectively manage the functionality and performance of the operational IEDR capabilities.

With support from the Program Manager, NYSERDA anticipates procuring these services through a single solicitation. In response to this solicitation, teaming arrangements will be allowed and encouraged to bring best-in-class solutions and expertise to the IEDR. NYSERDA expects the resulting contract to be for an initial five-year term to cover the services required for Phase 1 and 2 of the IEDR Program. There will be ongoing regular evaluation and performance reviews which will inform NYSERDA's contracting decisions. There will also be a more formalized evaluation completed at the end of Phase 1 (~24-30 months from filing) to assess the selected program team's performance. Among other factors, the evaluation process will assess adherence to scope, schedule, budget and overall performance.
The Program Manager, in consultation with NYSERDA, will design the RFP for the Solution Architect + Design-Build-Operate Services to require any proposal reflect the proposing entity's approach to applying the IEDRs guiding principles with an emphasis to enable rapid and efficient updates to incorporate technological and or policy advancements in the design of its proposed procurement schedule.

11.2   Schedule
- o Develop procurement documentation for IEDR Development team- Q4 2021
- o Issue RFP for Solution Architect + Development Contractor teaming arrangement and related services – Q1 2022
- o Contract with Solution Architect + Development team executed, and work commences – Q2 2022

12. IEDR Design, Build, and Operation
12.1   Discussion
Agile Development
More detail will be added in future updates and reports after the Solution Architect + Design–Build-Operate team is awarded work and the budget and schedule are finalized via contract.

Public Iterations of the IEDR

As previously stated, meaningful stakeholder participation is essential to the success of the IEDR initiative. As such, early iterations of the IEDR will be publicly released to:

- Begin generating value for stakeholders through at least partially implemented use cases as quickly as possible
- Allow stakeholders to use the IEDR and provide targeted feedback regarding their experience, needs, and what they would like to see in future iterations
- Demonstrate program progress through functional software on an ongoing basis

The IEDR will be developed using Agile best practices. The first publicly available iteration of the IEDR is anticipated to include at least partial functionality for enabling 3 to 5 use cases. Early iterations will be updated to include additional use cases, features, and data as work is completed and user feedback is received. As such, early iterations will not be wholly reflective of the final product but rather a starting point for the IEDR's development.

12.2   Schedule

- Sprint cycles focused on converting User Stories/Journeys for 3-5 use cases into functional IEDR prototypes – Q2 – Q3 2022
- Final round of data access/security review and User Acceptance Testing of the IEDR's first public iteration – Q3 2022
- First public iteration of the IEDR released – Q4 2022
- Sprint cycles focused on converting User Stories/Journeys for an additional 2-5 use cases into functional IEDR prototypes, as well as enhancing the Use Cases deployed in the first public iteration the IEDR – Q1 2022 – Q3 2022
- Steering Committee reviews and approves declaration of IEDR MVP– Q3 2023
- IEDR MVP declared (5-10 use cases deployed) – End of Phase 1, Q4 2023

APPENDIX A - BUDGET

Program Manager Estimated Budget:

Task	Work Package	Phase 1	Phase 2	Total
TASK 1	Support the work of the Steering Committee, Advisory Group and Utility Coordination Group	$ 224,518.00	$ 81,077.01	$ 305,595.01
TASK 2	Stakeholder Engagement & Communication	$ 309,116.40	$ 116,621.11	$ 425,737.51
TASK 3	Develop and Maintain the Program Schedule	$ 191,622.00	$ 110,453.86	$ 302,075.86
TASK 4	Develop and Maintain the Program Budget	$ 188,022.00	$ 104,990.23	$ 293,012.23
TASK 5	Identify and Characterize Beneficial IEDR Use Cases	$ 306,884.00	$ 66,200.16	$ 373,084.16
TASK 6	Requirements Management	$ 224,335.00	$ 149,978.58	$ 374,313.58
TASK 7	Procurement Support for Professional Services	$ 207,051.00	$ -	$ 207,051.00
TASK 8	Support IEDR Component Procurements	$ 157,818.40	$ -	$ 157,818.40
TASK 9	Coordinate Work Performed by Program Contributors	$ 331,302.00	$ 337,819.69	$ 669,121.69
TASK 10	Program Risk Management Support	$ 153,478.00	$ 165,215.46	$ 318,693.46
TASK 11	Program Reporting	$ 241,768.00	$ 132,134.01	$ 373,902.01
TASK 12	Evaluate and Document Utility Systems for IEDR System Integration	$ 213,102.00	$ 197,275.46	$ 410,377.46
TASK 13	Technology and Data Transfer	$ 75,705.20	$ 169,287.75	$ 244,992.95
TASK 14	Project Support Beyond Scope	$ 184,121.00	$ 200,040.83	$ 384,161.83
Travel	Travel	$ 80,542.54	$ 50,421.83	$ 130,964.37
Total		$ 3,089,385.54	$ 1,881,516.00	$ 4,970,901.54

Utility Data Advisor Estimated Budget:

Task Number	Work Package	Phase 1	Phase 2	Total
1	Support DPS participation as a member of the Utility Coordination Group	$ 32,450.00	$ 26,950.00	$ 59,400.00
2	Review Utility IEDR Implementation Plans, including all projects, budgets, and timelines	$ 171,100.00	$ 72,900.00	$ 244,000.00
3	Track Utility Risks, Issues, and Relevant Documentation	$ 51,900.00	$ 44,700.00	$ 96,600.00
Total		$ 255,450.00	$ 144,550.00	$ 400,000.00

Program Sponsor Estimated Budget for Phase 1:

	2021	2022	2023	Total Phase 1
Direct Labor	$47,323	$198,756	$156,520	$402,598
Indirect Labor	$19,166	$80,496	$63,391	$163,052
Fringe Benefits	$33,836	$142,110	$111,912	$287,858
Indirect Costs (G&A)	$29,056	$122,036	$96,103	$247,195
Direct Operating Costs (TRAVEL)	$0	$20,000	$21,000	$41,000
Intern	$0	$8,000	$8,400	$16,400
OT	$0	$0	$0	$0
Salary and OH Totals	$129,380	$571,398	$457,326	$1,158,104

Additional Components and Services:

Up to $6,500,000 may be awarded for additional IEDR components and services. Budgets resulting from future procurements will be included in future updates to the PSIP as well as in a future Quarterly Reports.

APPENDIX B

Schedule of Major Milestones

<u>Charter</u>

- o Program Charter – Draft for discussion presented to Steering Committee at monthly meeting the week of March 29, 2021.
- o Steering Committee Charter – Draft for discussion presented to Steering Committee at monthly meeting during the week of March 29, 2021. The Steering Committee adopted the relevant components of the charter on August 8, 2021.
- o Advisory Group Charter - Draft for discussion presented to Steering Committee at monthly meeting in April 2021. Thereafter, the draft charter will be presented to the Advisory Group for its review and comment at its initial meeting on August 17, 2021. The Advisory Group is anticipated to formally adopt the relevant components of the charter in the beginning of Q4 2021.
- o Utility Coordination Group - The draft charter was presented to the Utility Coordination Group for its review and comment at its initial meeting on May 12, 2021. The Utility Coordination Group adopted the relevant components of the charter on July 12, 2021.

<u>Stakeholder Engagement</u>

- o Post Order Webinar
    - o Notice of Webinar issued on March 29, 2021
    - o Webinar conducted April 13, 2021
- o Notice to Stakeholders Soliciting Comments on Initial Prioritization of Use Cases
    - o Issued May 21, 2021
    - o Use Case webinar held on June 4, 2021
    - o Comment due date established as July 23, 2021
- o Virtual Use Case Stakeholder Event – Q4 2021
- o Stakeholder Engagement and Communication Plan Drafted and Finalized – Q4 2021
- o Outreach to organizations that submitted use cases and may be aligned with prioritized use cases – Starting Q4 2021
- o 1-on-1 Use Case Interviews to assist in Use Story and User Journey development – Q4 2021 – Q2 2022
- o Workshops/Focus Groups for each use case to validate User Stories and User Journeys – Q4 2021 – Q2 2022
- o Notice first public iteration of the IEDR has been released – Q4 2022
- o IEDR Platform User Conference – Q2 2023

<u>Program Manager Request for Proposal (RFP)</u>

- o RFP for Program Manager and related services – issued on May 24, 2021
- o RFP responses for the Program Manager and related services received on July 1, 2021
- o Contract with Program Manager executed, and work commenced –September 28, 2021

Utility Data Systems Consultant Request for Proposal (RFP)
- o Issue RFP for utility data systems consultant – issued on May 24, 2021
- o Contract with Utility Data Advisor executed, and work commenced – September 30, 2021

Solution Architect + Design, Build, and Operate Request for Proposal (RFP)
- o Develop procurement documentation for IEDR Development team- Draft completed Q4 2021
- o Issue RFP for Solution Architect + Development Contractor teaming arrangement and related services – Q1 2022
- o Contract with Solution Architect + Development team executed, and work commences – Q2 2022

Steering Committee
- o A schedule of monthly meetings established by the Steering Committee at its initial meeting the week of March 29, 2021

Advisory Group
- o Initial meeting of the Advisory Group – August 17, 2021
- o The schedule of monthly meetings will be hosted publicly on NYSERDA's IEDR website, as updates will be required to accommodate scheduling conflicts

Utility Coordination Group
- o Initial meeting of the UCG – held on May 12, 2021
- o RFP for Utility Data Systems Consultant – issued on May 24, 2021
- o Contract with Utility Data Advisor executed, and work commenced – September 30, 2021
- o IEDR Utility Data Assessment – Completed Q4 2021

Reporting and IEDR Program Phases
- o The IEDR program dashboard will be operational on or before October 31, 2021
- o The first quarterly report will be filed with the PSC on or before October 31, 2021.
- o The Phase 2 proposal will be filed on or before January 15, 2023
- o The Phase 1 summary report will be filed or before on July 30, 2023

Public iterations of the IEDR
- o Sprint cycles focused on converting User Stories/Journeys for 3-5 use cases into functional IEDR prototypes – Q2 - Q3 2022
- o Final round of data access/security review and User Acceptance Testing of the IEDR's first public iteration – Q3 2022
- o First public iteration of the IEDR released – Q4 2022
- o Sprint cycles focused on converting User Stories/Journeys for and additional 2-5 use cases into functional IEDR prototypes, as well as enhancing the Use Cases deployed in the first public iteration the IEDR – Q1 2022 – Q3 2022
- o Steering Committee reviews and approves declaration of IEDR MVP–Q3 2023
- o IEDR MVP declared (5-10 use cases deployed) – End of Phase 1, Q4 2023