

# MEMO

## CONSULTANT TEAM

**TO:** Energy Efficiency Council  
**FROM:** EEC Consultant Team  
**CC:** Office of Energy Resources  
**DATE:** May 15, 2025  
**RE:** Consultant Team First Quarter Budget Update



### PURPOSE

The purpose of this memo is to provide the Energy Efficiency Council<sup>1</sup> with an update on the Consultant Team's (C-Team) budget after the close of the first quarter. The update provides a summary of year-to-date spending and hours compared to planned budgets and hours as indicated in the [C-Team's Scope of Work, approved by the Council on January 16, 2025](#). For each Task and Sub-Task, we include planned hours and budget compared to actuals as well as budget and hours remaining. The C-Team welcomes any feedback from Councilors on the format and utility of the content.

**TABLE 1: BUDGET SUMMARY**

| Tasks and Sub-Tasks  | Planned Budget   | Billed (YTD)    | % Budget Spent | Budget Remaining | % Budget Remaining |
|--|------------------|-----------------|----------------|------------------|--------------------|
| <b>Task 1: Energy Efficiency Program Planning and Implementation Oversight</b> | <b>\$449,825</b> | <b>\$93,879</b> | <b>21%</b>     | <b>\$355,946</b> | <b>79%</b>         |
| <i>Task 1.1: Council Representation</i>  | <i>\$17,506</i>  | <i>\$4,052</i>  | <i>23%</i>     | <i>\$13,454</i>  | <i>77%</i>         |
| <i>Task 1.2: Implementation Oversight and Plan Development</i>                 | <i>\$353,783</i> | <i>\$71,360</i> | <i>20%</i>     | <i>\$282,423</i> | <i>80%</i>         |
| <i>Task 1.3: Education Initiatives</i>   | <i>\$78,536</i>  | <i>\$18,467</i> | <i>24%</i>     | <i>\$60,069</i>  | <i>76%</i>         |
| <b>Task 2: System Reliability Procurement</b>                                  | <b>\$8,799</b>   | <b>\$0</b>      | <b>0%</b>      | <b>\$8,799</b>   | <b>100%</b>        |
| <i>Task 2.1: Council Representation</i>  | <i>\$4,747</i>   | <i>\$0</i>      | <i>0%</i>      | <i>\$4,747</i>   | <i>100%</i>        |
| <i>Task 2.2: Plan Development and Oversight</i>                                | <i>\$4,053</i>   | <i>\$0</i>      | <i>0%</i>      | <i>\$4,053</i>   | <i>100%</i>        |
| <b>Task 3: Regulatory Proceedings</b>  | <b>\$59,809</b>  | <b>\$3,280</b>  | <b>5%</b>      | <b>\$56,529</b>  | <b>95%</b>         |
| <i>Task 3.1: Council Representation</i>  | <i>\$11,296</i>  | <i>\$0</i>      | <i>0%</i>      | <i>\$11,296</i>  | <i>100%</i>        |
| <i>Task 3.2: Develop Technical Materials</i>                                   | <i>\$48,513</i>  | <i>\$3,280</i>  | <i>7%</i>      | <i>\$45,233</i>  | <i>93%</i>         |
| <b>Task 4: Council Sponsored Meetings and Materials</b>                        | <b>\$130,180</b> | <b>\$24,865</b> | <b>19%</b>     | <b>\$105,315</b> | <b>81%</b>         |
| <i>Task 4.1: Meeting Attendance</i>  | <i>\$20,267</i>  | <i>\$4,607</i>  | <i>23%</i>     | <i>\$15,660</i>  | <i>77%</i>         |
| <i>Task 4.2: Develop Technical Materials</i>                                   | <i>\$92,828</i>  | <i>\$17,505</i> | <i>19%</i>     | <i>\$75,324</i>  | <i>81%</i>         |
| <i>Task 4.3: Other Council Responsibilities</i>                                | <i>\$17,084</i>  | <i>\$2,753</i>  | <i>16%</i>     | <i>\$14,331</i>  | <i>84%</i>         |
| <b>Task 5: Research, Analysis, and Other Council Support</b>                   | <b>\$35,085</b>  | <b>\$21,939</b> | <b>63%</b>     | <b>\$13,146</b>  | <b>37%</b>         |

<sup>1</sup> All materials associated with the Energy Efficiency Council are the work of the "Energy Efficiency and Resource Management Council" and any public meetings materials posted on the RI Secretary of State website should be searched using that title.

|                        |                  |                  |            |                  |            |
|------------------------|------------------|------------------|------------|------------------|------------|
| Task 6: Administrative | \$3,328          | \$1,527          | 46%        | \$1,801          | 54%        |
| Task 7: EERMC Intern   | \$30,000         | \$8,800          | 29%        | \$21,200         | 71%        |
| <b>Total</b>           | <b>\$717,025</b> | <b>\$154,289</b> | <b>22%</b> | <b>\$562,736</b> | <b>78%</b> |

**TABLE 2: HOURS SUMMARY<sup>2</sup>**

| Tasks and Sub-Tasks  | Planned Hours | Billed (YTD) | % Hours Billed | Hours Remaining | % Hours Remaining |
|--|---------------|--------------|----------------|-----------------|-------------------|
| <b>Task 1: Energy Efficiency Program Planning and Implementation Oversight</b> | <b>2,248</b>  | <b>476</b>   | <b>21%</b>     | <b>1,772</b>    | <b>79%</b>        |
| <i>Task 1.1: Council Representation</i>  | 80            | 16           | 20%            | 65              | 80%               |
| <i>Task 1.2: Implementation Oversight and Plan Development</i>                 | 1,714         | 356          | 21%            | 1,358           | 79%               |
| <i>Task 1.3: Education Initiatives</i>   | 453           | 104          | 23%            | 349             | 77%               |
| <b>Task 2: System Reliability Procurement</b>                                  | <b>38</b>     | <b>0</b>     | <b>0%</b>      | <b>38</b>       | <b>100%</b>       |
| <i>Task 2.1: Council Representation</i>  | 20            | 0            | 0%             | 20              | 100%              |
| <i>Task 2.2: Plan Development and Oversight</i>                                | 18            | 0            | 0%             | 18              | 100%              |
| <b>Task 3: Regulatory Proceedings</b>  | <b>274</b>    | <b>16</b>    | <b>6%</b>      | <b>258</b>      | <b>94%</b>        |
| <i>Task 3.1: Council Representation</i>  | 52            | 0            | 0%             | 52              | 100%              |
| <i>Task 3.2: Develop Technical Materials</i>                                   | 222           | 16           | 7%             | 206             | 93%               |
| <b>Task 4: Council Sponsored Meetings and Materials</b>                        | <b>634</b>    | <b>124</b>   | <b>19%</b>     | <b>510</b>      | <b>81%</b>        |
| <i>Task 4.1: Meeting Attendance</i>  | 97            | 23           | 24%            | 74              | 76%               |
| <i>Task 4.2: Develop Technical Materials</i>                                   | 441           | 85           | 19%            | 356             | 81%               |
| <i>Task 4.3: Other Council Responsibilities</i>                                | 96            | 15           | 16%            | 81              | 84%               |
| <b>Task 5: Research, Analysis, and Other Council Support</b>                   | <b>154</b>    | <b>109</b>   | <b>70%</b>     | <b>45</b>       | <b>30%</b>        |
| <b>Task 6: Administrative</b>  | <b>39</b>     | <b>18</b>    | <b>46%</b>     | <b>21</b>       | <b>54%</b>        |
| <b>Task 7: EERMC Intern</b>  | <b>600</b>    | <b>88</b>    | <b>15%</b>     | <b>512</b>      | <b>85%</b>        |
| <b>Total</b>   | <b>3,986</b>  | <b>830</b>   | <b>21%</b>     | <b>3,157</b>    | <b>79%</b>        |

Through the first quarter, the C-Team's budget is largely on track with where it typically expects to be going into the second quarter of the year and has delivered services at an average hourly rate that is approximately 3% lower than originally planned when excluding hours and costs associated with hosting the Council's intern.

<sup>2</sup> The C-Team's approved SOW included an incorrect number of hours budgeted for Task 6 – Administrative. The approved SOW indicated a plan for 17 hours of administrative work, however, this number should have been 39. The correct number for Task 6 as well as the Total hours are reflected in this update.