

# MEMO

## CONSULTANT TEAM

**TO:** Energy Efficiency Council  
**FROM:** EEC Consultant Team  
**CC:** Office of Energy Resources  
**DATE:** January 15, 2026  
**RE:** Consultant Team 2025 Year-End 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 at the end of the 2025 calendar year. 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.

**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>	\$449,825	\$442,095	98%	\$7,730	2%
<i>Task 1.1: Council Representation</i>	\$17,506	\$12,580	72%	\$4,927	28%
<i>Task 1.2: Implementation Oversight and Plan Development</i>	\$353,783	\$390,327	110%	(\$36,545)	-10%
<i>Task 1.3: Education Initiatives</i>	\$78,536	\$39,188	50%	\$39,348	50%
<b>Task 2: System Reliability Procurement</b>	\$8,799	\$4,064	46%	\$4,735	54%
<i>Task 2.1: Council Representation</i>	\$4,747	\$1,262	27%	\$3,485	73%
<i>Task 2.2: Plan Development and Oversight</i>	\$4,053	\$2,802	69%	\$1,251	31%
<b>Task 3: Regulatory Proceedings</b>	\$59,809	\$66,525	111%	(\$6,716)	-11%
<i>Task 3.1: Council Representation</i>	\$11,296	\$7,923	70%	\$3,373	30%
<i>Task 3.2: Develop Technical Materials</i>	\$48,513	\$58,602	121%	(\$10,089)	-21%
<b>Task 4: Council Sponsored Meetings and Materials</b>	\$130,180	\$123,253	95%	\$6,927	5%
<i>Task 4.1: Meeting Attendance</i>	\$20,267	\$20,009	99%	\$259	1%
<i>Task 4.2: Develop Technical Materials</i>	\$92,828	\$81,412	88%	\$11,416	12%
<i>Task 4.3: Other Council Responsibilities</i>	\$17,084	\$21,832	128%	(\$4,748)	-28%
<b>Task 5: Research, Analysis, and Other Council Support</b>	\$35,085	\$61,910	176%	(\$26,825)	-76%
<b>Task 6: Administrative</b>	\$3,328	\$10,127	304%	(\$6,799)	-204%
<b>Task 7: EERMC Intern</b>	\$30,000	\$30,000	100%	\$0	0%
<b>Total</b>	<b>\$717,025</b>	<b>\$737,972</b>	<b>103%</b>	<b>(\$20,947)</b>	<b>-3%</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.

**TABLE 2: HOURS SUMMARY**

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>2,148</b>	<b>96%</b>	<b>100</b>	<b>4%</b>
<i>Task 1.1: Council Representation</i>	80	54	67%	26	33%
<i>Task 1.2: Implementation Oversight and Plan Development</i>	1,714	1,872	109%	-157	-9%
<i>Task 1.3: Education Initiatives</i>	453	222	49%	231	51%
<b>Task 2: System Reliability Procurement</b>	<b>38</b>	<b>16</b>	<b>41%</b>	<b>23</b>	<b>59%</b>
<i>Task 2.1: Council Representation</i>	20	5	24%	15	76%
<i>Task 2.2: Plan Development and Oversight</i>	18	11	60%	7	40%
<b>Task 3: Regulatory Proceedings</b>	<b>274</b>	<b>307</b>	<b>112%</b>	<b>-33</b>	<b>-12%</b>
<i>Task 3.1: Council Representation</i>	52	37	71%	15	29%
<i>Task 3.2: Develop Technical Materials</i>	222	270	122%	-48	-22%
<b>Task 4: Council Sponsored Meetings and Materials</b>	<b>634</b>	<b>620</b>	<b>98%</b>	<b>14</b>	<b>2%</b>
<i>Task 4.1: Meeting Attendance</i>	97	102	105%	-5	-5%
<i>Task 4.2: Develop Technical Materials</i>	441	397	90%	43	10%
<i>Task 4.3: Other Council Responsibilities</i>	96	121	126%	-25	-26%
<b>Task 5: Research, Analysis, and Other Council Support</b>	<b>154</b>	<b>285</b>	<b>185%</b>	<b>-131</b>	<b>-85%</b>
<b>Task 6: Administrative</b>	<b>39</b>	<b>118</b>	<b>304%</b>	<b>-79</b>	<b>-204%</b>
<b>Task 7: EERMC Intern</b>	<b>600</b>	<b>585</b>	<b>97%</b>	<b>15</b>	<b>3%</b>
<b>Total</b>	<b>3,986</b>	<b>4,078</b>	<b>102%</b>	<b>-91</b>	<b>-2%</b>

In addition to this standard update, the C-Team is requesting an increase to its budget for calendar year 2025 in the amount of \$20,947.25 to enable payment for work completed in December that ultimately exceeded the originally approved budget by the Council. The C-Team informed Council leadership early in December about the possibility of the need to spend beyond our approved budget and had planned to bring forward an update and proposal to the Council at its scheduled December meeting prior its cancellation.

Over the course of the year the C-Team always strives to be flexible with where it allocates its resources in order to ensure that it efficiently and effectively supports the many needs of the Council. It is almost always the case that there are some efforts that require fewer resources than we originally planned while others require more. In 2025, there were two primary factors that contributed to the C-Team exceeding the originally approved budget which are described in more detail below:

- **Supporting the Council’s advisory role and engagement in the Office of Energy Resources (OER) energy efficiency administrator RFP.** In 2025, we had planned to continue work with OER on behalf of and with Council input given the Council’s legislative requirement to coordinate with OER on this matter. We did not, however, anticipate the scale of the need for this support which ended up requiring a steady stream of support throughout the year. This included:
  - Engagement in the second and third phases of the procurement

- Numerous meetings with the selection committee
- Meetings with members of the Council who were in advisory positions
- Several rounds of feedback on procurement materials
- **Enhanced support related to the 2026 Energy Efficiency Plan Docket.** As with any year, the C-Team always anticipates supporting the Council in whatever is required of it during the annual energy efficiency plan dockets. For the 2026 energy efficiency plan docket, we experienced a need for support that significantly exceeded that of what we had anticipated. This included:
  - Additional need for supporting Council testimony following its decision to not endorse the plan
  - At the direction of the Council, development of an additional savings analysis to support an alternative level of savings to be proposed to the Public Utilities Commission
  - Frequent meetings and working sessions with Councilor Gill Case in the month leading up to the hearings to support his engagement

In summary, the C-Team performed work throughout 2025 at a level beyond what we had anticipated in our SOW and approved contractual limit to ensure comprehensive and robust services on behalf of and with the Council. As a result, the C-Team is requesting an increase of the total budget amount in the amount of \$20,947.25, which brings the total budget for 2025 to \$737,972.25 or 103% of the originally approved budget of \$717,025. We appreciate your consideration of this proposal.