**Response to Recommendation (RTR) Step-by-Step Process:**

1. A CALMAC ID is created by **CPUC RTR Staff** once a study’s final evaluation report is completed. CALMAC is the California Measurement Advisory Council and maintains a searchable database of all Evaluation, Measurement, and Verification (EM&V) studies, as well as any responses from Program/Portfolio Administrators (**PAs**) to the recommendations made in the final report.

2. **Evaluator** emails the final EM&V study to **CPUC Staff Study Lead** and **CPUC RTR** Staff, attaching a populated RTR Excel template as “Appendix AC” and any stakeholder presentations.

3. **CPUC Staff Study Lead** reviews the final study and emails approval of the RTR template and other materials to **CPUC RTR Staff.**

4. **CPUC RTR Staff** uploads the final EM&V study to CALMAC, populates the CPUC's internal tracking tool, and emails **PA** contacts, notifying them that they have 60 days to submit their RTR along with the template. **CPUC Staff Study Lead** is CCed on the email.

5. **CPUC RTR Staff** will email all **PA Primary POCs** atthe end of each month, listing all RTRs that are upcoming due and any that are past due.

6. **PA** uploads draft RTR to [https://pda.energydataweb.com](https://pda.energydataweb.com/#!/), where public comments may be submitted for a period of two weeks after the draft has been posted.

7. **PA** incorporates any feedback received during the comment period into the RTR and then emails it to **CPUC RTR Staff** and **CPUC Staff Study Lead** within 60 days of the original notification.

8. **CPUC RTR Staff** will present RTRs in progress during the recurring two-week Group A and B check-in meetings.

9. **CPUC Staff Study Lead** completes the RTR assessment within 30 days, flagging anything that requires following up with the **PA.** For items that have been flagged, **CPUC Staff Study Lead** completes a follow-up within an additional 30 days to resolve all reasonable concerns within 60 days total. **CPUC Staff Study Lead** finalizes RTR document.

10. **CPUC RTR Staff** uploads the finalized RTR to CALMAC.

11. **CPUC RTR Staff** will maintain a public RTR tracker, which will include the status of all studies and RTRs, along with a process checklist. This tracker will be hosted on the CPUC website at [**https://www.cpuc.ca.gov/energyefficiency/rtr**](https://www.cpuc.ca.gov/energyefficiency/rtr). CPUC RTR Staff will update and re-upload the tracker by the last day of the month, ensuring it includes a link to the relevant CALMAC page for each study.