

## Energy Efficiency Project Checklist

Outlined below are the key data components that energy efficiency project developers should include in their documentation submissions to facilitate C-PACE project technical review and financing approval.

- Property description (type, gross SF, rentable SF, tenant(s), lease type (gross, triple net, etc.), age, date of last major renovation, electrical meters, vacancy, hours of operation)
- Baseline building energy use and billing data collected consistent with ASTM E2797-11 standard (if not, provide explanation), including the most recent twelve months of utility bills
- Energy audit provided (consistent with ASHRAE guidelines)  Yes  No  N/A
  - ASHRAE Level 1 conducted  Yes  No  N/A
  - ASHRAE Level 2 conducted  Yes  No  N/A
  - ASHRAE Level 3 conducted  Yes  No  N/A
  - Other \_\_\_\_\_
- Electricity cost escalation factor identified (consistent with DOE or ISO-NE 20-yr projection)
- Fuel cost escalation factor identified (consistent with U.S. EIA projections)
  
- ECM(s) identified with complete description, including manufacturer's equipment data sheets and the basis for energy savings
- ECM degradation addressed
- EUL for each ECM is identified
- Renewable energy feasibility study provided  Yes  No  N/A
- Commissioning plan Provided
- M&V plan Provided  Yes  No  N/A
  - IPMVP used as basis (incl. metering or not?)
  - Other \_\_\_\_\_
- Projected savings for each ECM is provided
  - Energy savings determined by calculation (spreadsheet)  N/A
  - Energy savings determined by modeling  N/A
    - eQuest
    - EnergyPro
    - Trace 700
    - Other \_\_\_\_\_
    - Model assumptions & defaults identified
    - Model calibrated against actual baseline data  N/A
    - Model uncertainty identified  N/A
  - Uncertainty regarding projected energy savings identified

- Total project cost provided including breakdown by ECM
  - Engineering and system design cost included
    - Proposal provided
    - Estimate used
  - Equipment costs included
    - Are non-ECMs included  No  Yes;
      - if yes, are they related to the ECMs?  Yes  No
    - Proposal(s) provided
    - Estimates used
    - Installation cost included
    - Contingency \_\_\_\_\_%  N/A
    - Uncertainty associated with capital cost projection discussed
    - NGRID Utility incentives/rebates calculated: \$ \_\_\_\_\_
      - Commitment letter from NGRID for value of rebates/incentives
- Projected construction schedule & draw schedule provided
- Total amount being financed (C-PACE Investment) provided
- Total amount of financing required from C-PACE \$ \_\_\_\_\_
  - \_\_\_\_\_% of total project cost to be financed
    - If <100%, how else is the project being financed? \_\_\_\_\_
      - Owner financing  Yes (\$ \_\_\_\_\_)  No  N/A
      - Other financing  Yes (\$ \_\_\_\_\_)  No  N/A
  - Financing term: \_\_\_\_\_ years (default is 20 years)
  - Is preventive maintenance plan (max. 5 years) included?  Yes  No  N/A
- Qualifications of responsible party (parties) attached
  - Project Technical Contact:

Name \_\_\_\_\_

Company \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_