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?)
      - Yes
      - No
      - N/A
    - Other_________________________
- Projected savings for each ECM is provided
  - Energy savings determined by calculation (spreadsheet)
    - Yes
    - No
    - N/A
  - Energy savings determined by modeling
    - Yes
    - No
    - N/A
      - eQuest
      - EnergyPro
      - Trace 700
      - Other_________________________
    - Model assumptions & defaults identified
    - Model calibrated against actual baseline data
      - Yes
      - No
      - N/A
    - Model uncertainty identified
      - Yes
      - No
      - 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__________________________________________________