EFFICIENCY MAINE LARGE CUSTOMER PROGRAM

Request for Technical Assistance

INTRODUCTION

Efficiency Maine will provide funding for Technical Assistance (TA) Studies that help qualify potential projects for the Large Customer Program Opportunity Notice (PON) once participants have received prior approval. Efficiency Maine may provide up to 50% of the cost of an approved Technical Assistance Study.

Funded Technical Assistance Studies must focus on complex projects that require engineering analysis to calculate kWh or Greenhouse Gas (GHG) savings estimates that could potentially receive funding under either the PON for kWh or GHG.

PROCESS STEPS

To receive funding from Efficiency Maine's TA program, customers should adhere to the following process:

1. The customer or engineer contacts Efficiency Maine to discuss the proposed project.
2. An Efficiency Maine representative visits the site, as appropriate, depending on size/complexity of proposal.
3. Efficiency Maine authorizes customer/engineer to submit a Technical Assistance Study proposal based on the guidelines found in the next section. The proposal must include:
   - The measure(s) to be considered
   - The analysis approach to be used for the savings assessment
   - A description of the facility where the study will be done
   - A statement of corporate or individual qualifications demonstrating past experience with the proposed technology(ies) and the capabilities of the individual(s) who will conduct study.
4. The engineer writing the study develops a scope of work and budget and submits it, along with the Request for Technical Assistance Application (page 3 of this document) signed by the customer, to Efficiency Maine for approval.
5. Once the study is complete, it is submitted to Efficiency Maine for approval.
6. Efficiency Maine reviews the study, confirming the analysis results and the proposed incentive.
7. Efficiency Maine requests clarification or elaboration, if appropriate.
8. Efficiency Maine reimburses customer for study costs (per cost-share formula).

TA GUIDELINES

1. The Technical Study must be conducted by a professional who has demonstrated experience with the technology under consideration. Efficiency Maine must approve the person or firm conducting the Technical Study prior to starting the study.
2. The total contribution from Efficiency Maine will not exceed 50% of the study cost up to $20,000. The remaining 50% will be funded directly by the participant.
3. In all cases, Efficiency Maine will perform a technical review of the submitted study.
4. Studies must focus on specific projects that propose to save grid supplied electricity, or result in GHG savings.
5. If proposed, building or system computer simulation tools must be approved in advance.
6. Lighting measure studies are eligible only on a case-by-case basis and generally must entail a comprehensive assessment of lighting design and control options.
7. Efficiency Maine reserves the right to reject any proposal that does not advance the goals of the Large Customer Program Opportunity Notices in effect at the time the application is submitted.

REPORT OUTLINE

Technical Assistance Study Reports co-funded by Efficiency Maine should be prepared using the following format and containing the following information.

Executive Summary

Section I. Identity of study engineer/staff
Identify the lead engineer and contact person, if different. Please provide documentation on qualifications.

Section 2. Building/facility description/pertinent details

Section 3. Measure type
Provide a detailed description including all operating characteristics. Attach, as appendices, any manufacturer's data or case studies from other installations that help explain or illustrate the technology.

Section 4. Proposed baseline
Provide savings and costs from the baseline equipment that the proposed measure replaces. Justify baseline assumptions. For new construction projects or major renovation projects, describe the theoretical baseline that the savings estimates are based on.

Section 5. Description of study methods
Describe the methodology for determining the kWh or GHG savings. Identify and describe any simulation modeling used, if appropriate.

Section 6. Energy savings estimates
Computations must comply with program requirements.

Section 7. Demand savings
Provide overall demand savings estimated as well as summer and winter peak demand reductions.

Section 8. Measure costs and estimated incremental cost
Provide a complete cost breakdown and documentation.

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PROGRAM PARTICIPANT INFORMATION

Company Name:	Federal Tax ID or SSN:	Utility Servicing Facility:	
Mailing Address:	City:	State:	Zip Code:
Contact Name/Title:			
Email Address:	Telephone:		Fax:
Installation Address (if different from above):	City:	State:	Zip Code:

Customer Signature: Date:

TA CONTRACTOR INFORMATION

Company Name:	Contact Name/Title		
Mailing Address:	City:	State:	Zip Code:
Email Address:	Telephone:		Fax:

APPROVAL OFFER

Reserved for Efficiency Maine Use Efficiency Maine Signature:	Date:	Amount of Funding ($):	Expected Completion Date:

Efficiency Maine Technical Review Signature (if applicable):

Visit the Efficiency Maine website to download this application

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