

EFFICIENCY MAINE BUSINESS PROGRAM

Request for Technical Assistance



Leading the Way to a Brighter Future

Introduction

With prior approval, Efficiency Maine will provide funding to participants for Technical Assistance (TA) Studies that help qualify potential Custom Measure projects in the Business Program. Efficiency Maine may provide up to 50 percent of the cost of an approved Technical Assistance Study. Additional cost share up to a maximum of \$10,000 may be available if the approved project is completed. The participant is responsible for the balance of the study costs. Documentation of both total study costs and participant co-payment will be required for reimbursement from Efficiency Maine.

This service is intended for participants who will be seeking incentives for complex Custom projects in the Business Program. Participants who simply need help completing Efficiency Maine forms, developing basic assessments of project viability, or preliminary estimates of potential project savings should contact Efficiency Maine directly for assistance.

Funded Technical Assistance Studies must focus on Custom measure(s) that could potentially receive funding under the Custom measure component of the Business Program. They are not intended to be comprehensive facility assessments. Any explicit study scope and estimated cost must be approved in advance by Efficiency Maine. This form, and the required attachments, is the vehicle to obtain that approval. Applicants are strongly encouraged to contact Efficiency Maine to discuss their proposal before submitting a formal request using this form.

Studies can include measures that address custom lighting systems, HVAC, VFD, industrial process, compressed air systems, and other complex projects. Studies must be conducted by a qualified engineer. If a referral to a Technical Assistance firm is sought, please contact Efficiency Maine directly for assistance.

TA Study Proposal

A proposed Statement of Work and budget must accompany this request. The Statement of Work must describe the facility to be studied, the measures to be considered, and the analysis approach to be used for savings assessment. It must include a statement of corporate or individual qualifications demonstrating past experience with the proposed technology (ies) and the capabilities and experience of the individual(s) who will conduct the proposed study. The customer must endorse the proposal, either by letter or by signature within the proposal.

Typical proposed statements of work for funded study efforts are 2-5 pages in length, and may be refined through discussions with Efficiency Maine. The study report itself must be organized according to a format provided by Efficiency Maine. Applicants are strongly encouraged to work with Efficiency Maine to develop their proposals.

Efficiency Maine provides incentives to reduce the purchase price of premium, reliable, energy efficient products.

Efficiency Maine cash incentives lower your purchase costs, but the real savings come as this premium equipment reduces your energy costs in the future. When you purchase energy efficient products, you lower your electric bill, and help Maine avoid costly, new electric generation.

If you have questions, or if you would like assistance in completing this form, call us at 866-376-2463.

For information about equipment for your home, go to efficiencymaine.com and look at our residential offerings.

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PROGRAM PARTICIPANT INFORMATION

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

TA CONTRACTOR INFORMATION

Contractor:	Contact Name/Title:		
Mailing Address:	Town:	State:	Zip Code:
Email Address:	Telephone:		Fax:

APPROVAL OFFER

Reserved for Efficiency Maine Use Efficiency Maine Signature:	Date:	Amount of Funding (\$):	Expected Completion Date:
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Efficiency Maine Technical Review Contractor Signature (if applicable): _____

Visit the Efficiency Maine website to download this application
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TECHNICAL ASSISTANCE STUDIES

Efficiency Maine provides funding for Technical Assistance Studies for several purposes. First and foremost, in-depth Technical Studies performed by impartial technical experts provide customers with the unbiased information they need to make informed choices about the value of proposed investments in energy efficiency technologies and, hence, the value of program participation.

In addition, these cost-shared studies allow Maine's engineering community to become better informed about emerging technologies, and to develop business opportunities around them.

These studies also help introduce new technologies into the Maine marketplace by demonstrating the variety and cost-effectiveness of their applications.

The following are the basic rules and guidelines for Technical Assistance Studies.

In all cases you must contact Efficiency Maine to discuss the proposed project and Technical Study before initiating an application.

A. TECHNICAL STUDY RULES AND GUIDELINES

1. The Technical Study must be conducted by a licensed professional engineer who has demonstrated experience with the technology under consideration. Efficiency Maine must approve qualifications in advance. (Under exceptional circumstances the professional engineer requirement can be waived if proficiency with the technology can be demonstrated. Waiver is entirely at the discretion of Efficiency Maine.)
2. Studies must be conducted by unbiased third parties. Studies conducted by vendors or manufacturers in the context of a customer proposal are not eligible for reimbursement.
3. The Program and the customer cost share the technical study on a 50/50 basis when the customer proposes a project. Total Program contribution will not exceed 50% of the study cost up to \$10,000. Program contribution can be increased to 75% of study costs for participants who implement study recommendations, not to exceed the total \$10,000 cap. Total study cost estimates must be approved by Efficiency Maine in advance.
4. In all cases, Efficiency Maine will perform a technical review of the submitted study.
5. Technical Study content requirements:
 - Studies must focus on electricity saving Custom projects that could potentially receive an incentive under the Custom component of the Business program. They are not intended to be comprehensive facility assessments.
 - Study reports cost shared with Efficiency Maine must be organized according to a format provided by Efficiency Maine. (See "Organization of an Efficiency Maine Technical Assistance Study Report" below).
6. Modeling tools:
 - If proposed, building or system computer simulation tools must be approved in advance.
 - Tools must be scaled appropriately for the project needs.
 - Simulation tools must properly account for all viable options and reasonably reflect the proposed measure's operating characteristics.
7. Eligible candidates for Technical Studies:
 - Commercial and Industrial building/facility energy efficiency measures
 - Industrial process improvements
 - 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.

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B. FUNDED TECHNICAL STUDY PROCESS STEPS

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.
4. Study engineer develops a scope of work and budget and submits it, along with the Request for Technical Assistance Application (page one 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 clarifications or elaboration, if appropriate.
8. Efficiency Maine reimburses customer for study costs (per cost-share formula).
9. Customer installs proposed measure(s).
10. Efficiency Maine awards additional 25% of the cost of the Technical Study, up to the \$10,000 cap.

ORGANIZATION OF AN EFFICIENCY MAINE TECHNICAL ASSISTANCE STUDY REPORT

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

EXECUTIVE SUMMARY

Section 1. Identity of study engineer/staff

Identify the lead engineer and contact person, if different.

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 you think help explain or illustrate the technology.

Section 4. Proposed baseline

Provide savings and costs from the presumed baseline equipment that the proposed measure replaces. Justify baseline assumptions.

Section 5. Description of study methods

Identify and describe any simulation modeling used, if appropriate.

Section 6. Energy savings estimates

Computations must comply with program requirements.

Section 7. Demand savings

Seasonal, on-off peak, must comply with program requirements.

Section 8. Measure costs and estimated incremental cost

Provide a complete cost breakdown and documentation.