COMMERCIAL & INDUSTRIAL CUSTOM PROGRAM

Request for Technical Assistance

INTRODUCTION

Estimates of implementation costs and energy benefits resulting from scoping audits or feasibility assessments are generally not sufficient to support final investment decisions for large and complex efficiency measures. The cost associated with the more substantial, investment-grade analysis can often represent an impediment to these projects moving forward. Efficiency Maine can help to overcome this impediment by sharing in the cost of Technical Assistance (TA) studies. In addition to providing the level of rigor and documentation necessary for the participant's investment decision, TA Studies verify incentive eligibility through Efficiency Maine's Commercial and Industrial (C&I) Custom Program. Efficiency Maine may provide **50% of the cost** of an approved TA Study **up to $20,000**. These studies are performed by a third-party engineer, or TA Provider. Funded TA Studies must focus on complex projects that require engineering analysis to calculate electric (kWh) or thermal (MMBtu) savings estimates.

GENERAL TA GUIDELINES

1. The TA 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 TA Study *prior* to starting the study. This entity is known as the "TA Provider".
2. Efficiency Maine will generally fund 50% of the TA 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 fuel savings.
5. Efficiency Maine expects that a feasibility assessment of the project will have been completed before the initiation of TA application and that the assessment indicates there is a likelihood of a cost-effective project that would meet the eligibility requirements of the Custom Program.
6. Efficiency Maine will seek assurances from the customer that, if the TA study validates the energy savings indicated in the feasibility assessment, the customer will implement the project through the C&I Custom Program.
7. Efficiency Maine requires that the final TA Study report meet the standards of an investment-grade analysis.
8. If proposed, building or system computer simulation tools must be approved in advance.
9. Efficiency Maine reserves the right to reject any proposal that does not advance the goals of the C&I Custom Program in effect at the time the application is submitted.
10. The TA Study application must include:

a. Brief narrative description of the site and proposed measure(s),
b. Description of the proposed analysis scope, approach, and timeline,
c. 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,
d. A "not to exceed" cost of the study, including a clear description of how the study cost is derived, and
e. A copy of the Request for Technical Assistance Application (final page of this document) signed by the customer.

PROCESS STEPS

1. The customer and/or TA Provider contact Efficiency Maine to discuss the proposed project.
2. The customer and/or TA Provider complete initial feasibility assessment resulting in preliminary estimates of measure cost and energy impacts. These preliminary estimates could also come from an Efficiency Maine scoping audit.
3. An Efficiency Maine representative reviews the feasibility assessment. He/she:
    - Predicts the likelihood of that the project will ultimately be eligible for an implementation incentive through the C&I Custom Program,
    - Determines if a more rigorous analysis is necessary to inform said incentive award and/or the applicant's investment decision, and
    - Visit the site, as appropriate, depending on size/complexity of proposal.
4. Efficiency Maine authorizes customer/TA Provider to submit a TA Study application.
5. The Efficiency Maine representative coordinates an initial TA Study meeting between the customer, the TA provider, and the Efficiency Maine representative. The goals of this meeting are to:
    - Clearly define the study scope,
    - Clarify roles and responsibilities, and
    - Agree upon the intended deliverable and projected timeline.
6. The customer/TA Provider submits a TA Study application.
7. The Efficiency Maine representative reviews the TA Study application package and recommends approval/denial of the TA incentive to the Efficiency Maine Program Manager. The Efficiency Maine representative communicates the final decision to the customer and the TA Provider.
8. The customer authorizes the TA Provider to proceed with the study. The Efficiency Maine representative remains engaged with the process to address questions and provide input, guidance, and assistance as necessary. The TA provider must inform Efficiency Maine of any changes in the TA Study scope of work as soon as they are known.
9. Once the TA Study is complete, it is submitted to Efficiency Maine for approval.
10. Efficiency Maine reviews the study, confirming the analysis results and the proposed incentive.
11. Efficiency Maine requests clarification or elaboration, if appropriate.
12. Efficiency Maine reimburses customer for study costs (per cost-share formula).

REPORT FORMAT

TA Study reports should be prepared using the following format and containing the following information.

Executive Summary

Section I. TA Provider Description
Identify the lead engineer and contact person, if different. Please provide documentation on qualifications and past experience with the relevant technology/equipment.

Section 2. Building/Facility Description

Section 3. Measure Type
Provide a detailed description of project measure(s) 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 MMBtu savings. Identify and describe any simulation modeling used, if appropriate.

Section 6. Energy Savings Estimates
Computations must comply with the program requirements detailed in the Program Opportunity Notice. Provide an electronic copy of all data and analysis supporting the predicted energy impacts of the project. Provide clear documentation and support for all assumptions used in the derivation of predicted energy impacts.

Section 7. Demand Savings
Provide overall demand savings estimated as well as summer and winter peak demand reductions (if applicable).

Section 8. Measure Costs and Estimated Incremental cost
Provide a detailed line item breakdown of the project costs. Include copies of vendor quotes for project equipment/components. Include an accurate model of the overall life cycle financial impacts of the project. Provide documentation of the basis for any non-energy related costs or benefits that are reflected in the life cycle cost analysis.

COMMERCIAL & INDUSTRIAL CUSTOM PROGRAM

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PROGRAM PARTICIPANT INFORMATION

Company Name:

Mailing Address:	City/Town:	State:	Zip Code:
Project Address: *(if different from above)*	City/Town:	State:	Zip Code:

Contact Name/Title:

Email:	Telephone:	Fax:
Federal Tax ID:	Utility/Utilities Servicing Facility:	

Applicant Signature: Date:

TECHNICAL ASSISTANCE PROVIDER INFORMATION

Company Name:

Mailing Address:	City/Town:	State:	Zip Code:

Contact Name/Title:

Email:	Telephone:	Fax:

Reserved for Efficiency Maine Use

APPROVAL OFFER

Approved Funding Amount:	Approval Date:	Expected Completion Date:

Efficiency Maine Technical Reviewer:

Signature: Date: