

To ESA Pilot Program Participants:

This letter, jointly sent from the Department of Public Service (Department) and Efficiency Vermont, provides guidance for Participants regarding information to send to Efficiency Vermont once a project, or a measure within a larger project, is completed (i.e., installed and operating). Information on project completion is necessary and required to document energy savings associated with the ESA Pilot and initiate the start of the project/measure verification process, which will be performed by the Department.

When a project, or a measure within a project, in your filed Energy Management Plan (EMP) is complete, please submit the following project details to ESAINfo@efficiencyvermont.com:

- Project/Measure Name and Location
- A brief description explaining any changes to the scope of work from what you submitted for measure screening or what was listed in your EMP. This might include changes in the type and size of products, quantities of products, significant operational parameters (e.g., hours of operation, equipment efficiencies operating set points, etc.), and any other significant modification(s) of which you're aware.
- Copies of invoices with model numbers of equipment installed. If these have already been submitted in an earlier request for reimbursement, you can let us know to use that information.
- Photos of the installed equipment, including photos of nameplate data as possible.
- Attestation that the measure or project is complete and estimated energy savings are being realized by including a statement such as: "I attest that the project(s) described here have been installed, are operating, and are achieving the estimated energy savings identified in our EMP."

After reviewing the information, Efficiency Vermont may reach out to you if additional information is needed. Efficiency Vermont will then forward the information you have provided to the Department, including updated energy savings based on your identified scope changes, if any.

The Department will contact you to begin the implementation of the savings verification plan for the project, as detailed in your EMP. Savings verification by the Department is often accomplished with support from their contractor, Cadmus, and typically happens during the period of March through June for measures completed during the prior calendar year.

To facilitate the collection of information on completed projects, Efficiency Vermont will request project completion status updates each month during our regular communications regarding energy efficiency charge (EEC) contributions. Efficiency Vermont will also request updates on any project completions when you submit reimbursement requests for project-related expenses.

Please don't hesitate to reach out to ESAINfo@efficiencyvermont.com with any questions. We look forward to hearing about your project completions.

Sincerely,

Michael Crowley, Efficiency Vermont

Kelly Launder, Department of Public Service