



April 30, 2021

To: Energy Savings Account (ESA) Pilot Program Participants

Re: ESA Pilot Program Timeline Guidance

Dear ESA Pilot Program Participants:

This letter, jointly sent from the Department of Public Service (Department), Efficiency Vermont, and the Agency of Commerce and Community Development (ACCD), is being provided to assist you with project planning outcomes and deadlines related to the requirements of your participation in the ESA Pilot program.

Energy Management Plan (EMP) Development and Submittal

Per Act 150 of 2018 and PUC Order on 5/16/2019 in Case 19-0302 the ESA Pilot Program ends on June 30, 2022. It's important to consider all necessary program planning and implementation steps as you establish a timeline for projects.

When establishing your ESA project(s) timeline, please consider the following:

- Project identification and EMP development.
- Lead time for delivery of project equipment.
- Labor hours and schedule required for project completion.
- Equipment startup and commissioning, if applicable.
- Lead time of receiving invoices from your contractors/vendors.
- Pre and post installation information easily available for verification. (sub-meter data, operating hours, model information etc.)

The following is a recommended timeline to meet the June 30, 2022 end date of the Pilot Program. This timeline accommodates the process steps previously identified in the EMP process letter sent to Participants on July 10, 2020.

**Step 1 - Project Identification. Recommended completion date: June 30, 2021.**

Identify all projects you expect to include in your EMP. Finalize cost estimates for project(s) design and implementation and estimates for both energy and non-energy savings. If you need assistance with this step, Efficiency Vermont is available to support project identification through a services contract.

**Step 2 - Project Screening. Allow 5-10 business days.**

Provide project(s) cost and savings estimates to Efficiency Vermont. Efficiency Vermont will perform societal cost-effectiveness screening. Only projects that pass societal cost-

effectiveness screening may be included in a Participant's EMP. Please note that societal cost-effectiveness screening criteria are established by the Public Utility Commission

**Step 3 - EMP Development. 1-2 business days.**

Make final decision regarding which projects, of those that are societally cost-effective, to include in your EMP. Develop a Draft EMP. Efficiency Vermont may be used as a resource to assist with this work. Please note, all EMP submissions must include the following:

- Estimates for project(s) costs, savings, and timeline.
- A description of information and data to be collected for project Evaluation, Measurement and Verification (EM&V), as well as estimated costs for EM&V. The Department may be consulted for estimating EM&V costs.
- For customers with Natural Gas savings, EMP must include estimates regarding costs and savings share across ESA and Vermont Gas.

Please use the EMP Template previously provided by Efficiency Vermont for your EMP. If you need a copy of the EMP Template or contact information, please contact:

[ESAINFO@efficiencyvermont.com](mailto:ESAINFO@efficiencyvermont.com).

**Step 4 - Draft EMP Review/Comment. Allow for 5-10 business days.**

Submit a Draft EMP to the Department and Efficiency Vermont for review and feedback. For customers with Natural Gas savings, the draft EMP should also be submitted to Vermont Gas. For customers who anticipate partnering with their Distribution Utility for a Tier III project, the draft EMP should also be submitted to the Distribution Utility. At this point, based on the project information provided in the draft EMP, the Department will be able to provide feedback on necessary, post-installation EM&V activities.

- The Department and Efficiency Vermont are available to discuss EM&V needs related to savings verification and/or Forward Capacity Market (FCM) requirements. The Department may reach out as needed to your organization for more information to better understand the scope of proposed projects.

**Step 5 - EMP Submittal. 1-2 business days.**

Incorporate feedback from Efficiency Vermont and the Department to create a final version of your EMP. The EMP must be filed with the Commission and a copy of the final plan sent to the Department, Efficiency Vermont, ACCD, and Vermont Gas (if applicable).

**Step 6 – Project Installation. Completed by June 30, 2022.**

After an EMP has been filed with the Commission, the Participant can move forward with the completion of the project(s) and submit for reimbursement(s). All installations/work for which a Participant will seek reimbursement must be completed by June 30, 2022.

**Step 7 – Project Reimbursement.**

Upon payment by the ESA Pilot Participant of an invoice related to projects included on the Participants approved EMP, a reimbursement request can be sent to Efficiency Vermont for processing. Invoices for reimbursement must be submitted within two months of the Pilot Program end date, August 31, 2022.

Please note that any work performed by Efficiency Vermont in support of project analysis, screening, and EMP development will be billed to the Participant. All costs will be in accordance

with the ESA Pilot Program Memorandum of Understanding (MOU) with Efficiency Vermont and are eligible for payment from the balance of the Participant's ESA account.

Should you have any questions, please feel free to contact Efficiency Vermont at [ESAInfo@efficiencyvermont.com](mailto:ESAInfo@efficiencyvermont.com).

We look forward to continuing to work together toward successful project planning and implementation.

Best Regards,

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