



eProject Builder

User Guide: Entering UESC Projects into eProject Builder

U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy



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Purpose of this Guide

This guide provides instruction for eProjectBuilder (ePB) users on how to enter a utility energy savings contract (UESC) project into ePB. ePB is a versatile tool that enables utilities and customers to enter, manage, and track their portfolio of projects. More specifically, the guide covers:

- Software requirements
- ePB project role assignments for UESC projects
- Entering a UESC project in ePB via the online system and the data template
- Schedules in the UESC data template
- Fields found in the UESC data template and online system

It is recommended that users consult other training materials, including the Getting Started Guide on the [ePB Help and Documentation](#) page, prior to entering their UESC projects in ePB.

Software Requirements




Software: Excel 2010 (Windows)/2011 (Mac) or newer.

Browser: Mozilla Firefox version 10.0.7 or higher, Google Chrome version 30 or higher, Internet Explorer 11, Microsoft Edge, and Safari 9

Entering UESC Projects in ePB

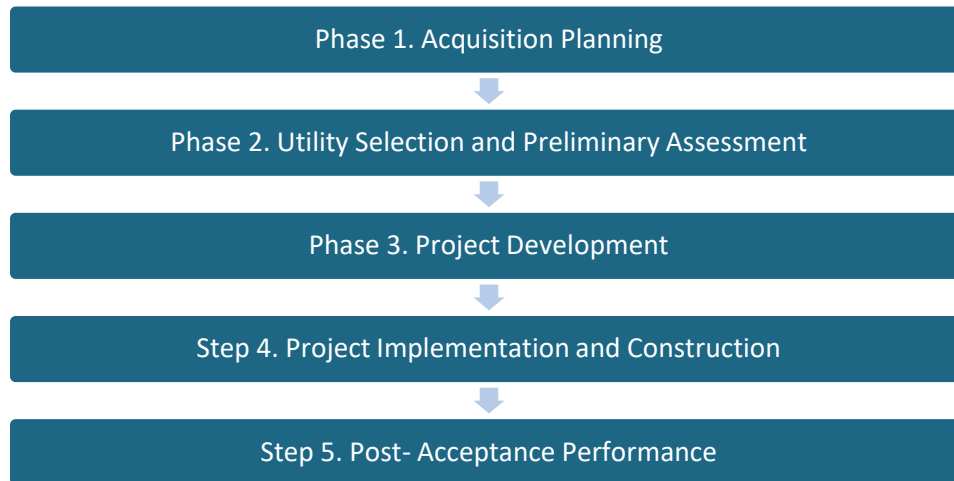
ePB project roles

Each project in ePB has a “Project Initiator” (who initiates, reviews, and approves projects), and a “Project Builder” (who enters and submits project data). For UESC projects, typically the customer will assume the “Project Initiator” (PI) role, and the utility team should be assigned the “Project Builder” (PB) role. The utility team typically consists of the utility and the ESCO or other energy contractor they are sub-contracting with for the project. In some cases, the utility may decide to designate the PB role to the ESCO contact person. The table below summarizes the key stakeholders in UESC projects and the capabilities of their recommended project role in ePB.

Customer “Project Initiator”	Utility Team “Project Builder”	Other Stakeholder “Project Viewer”
 <ul style="list-style-type: none"> • Registers • Initiates project • Reviews project data • Approves submitted project • Unlocks project for revision, if necessary • Invites Project Viewer(s) 	 <ul style="list-style-type: none"> • Registers • Enters project data • Reviews project data with customer • Submits project for approval • Revises project data, if necessary • Invites Project Viewer(s) 	 <ul style="list-style-type: none"> • Registers • Views project information, only when invited

When should I initiate my UESC project in ePB?

UESC projects can begin using ePB at the start of Phase 3 of their project development cycle (see steps below). ePB provides an easy avenue for customers to review and approve project proposal data. UESC customers and their utilities can also use ePB for generating statistics and reports on their portfolios of projects (assuming they have multiple awarded projects in the system) and for tracking and reporting performance assurance results.



How can I enter data for my UESC project in ePB?

Users can choose to enter data for a UESC project by either entering data directly into the ePB online system, or by downloading a blank data template (either a calculating or a non-calculating version). The ePB data template and online system are fully aligned with the typical UESC project structure to accommodate UESC projects. UESC teams are encouraged to enter data into ePB using the calculating version of the template, or using the calculating mode in the online system. Using calculating mode allows the system (or template) to perform standardized amortization calculations and generates the proforma savings and payment schedule for the performance period.

Teams with projects that cannot use the standardized calculations for some reason may use the non-calculating version of the template or enter their project in non-calculating mode in the online system. When projects are entered in non-calculating mode, the online system/template will not perform any calculations and requires manual entry of all data.

Users can access the most recent versions of the blank project data templates on the [ePB Help and Documentation](#). It is highly advisable that users download the latest template before populating it with project information, as the templates change periodically.

Indicating UESC as Project Agreement Type

Once the Project Initiator has initiated a project, the Project Builder can navigate to the new projects' Project Dashboard from the Portfolio page. From the Project Dashboard, users can either upload their data template or enter project data manually in the data fields in the online system. When entering a UESC project in ePB, the Project Builder must indicate the Project Agreement Type as "UESC" in one of two ways:

- **In the data template:** On the Summary Schedule of the ePB data template, navigate to the Project Agreement Type field (Cell C4). Choose "UESC" from the dropdown list (see screenshot below).

Project Agreement Type (choose from list)

UESC

- **In the ePB online system:** Once on the Project Dashboard, click "Edit Project Details" and navigate to the "Summary" section. Click the "Project Agreement Type" tab. Choose "UESC" from the dropdown list (see screenshot below).



When the user chooses UESC for the Project Agreement Type, the ePB data template and online system displays the applicable terminology and fields for UESC projects as opposed to terminology for other project types (see Appendix B). **For this reason, it is important to first designate UESC as the project type before completing any other data entry.** Examples of key ePB features unique to UESCs are:

- Performance Assurance. The default template for ESPC includes information for measurement and verification (M&V); the UESC toggle will change such fields to "performance assurance." Schedule 4 provides a dropdown list of options for indicating the type of performance assurance option being used for each ECM, including RCx; O&M; O&M and RCx; Other.
- There is a dedicated version of Schedule 1 (Schedule 1u), specifically designed for UESC. UESC teams should use Schedule 1u and ignore the other Schedule 1 tab. The [Schedule 1u description](#) begins on page 5 of this document.

Summary Schedule

SUMMARY SCHEDULE BASIC PROJECT INFORMATION						
Agreement Type	Project Agreement Type (choose from list)*	34				
Project Contact Information	Role	Institution	Name	Title	Email	Phone
	Project Facilitator	1	2	3	4	5
	Customer (Project Initiator)	6	7	8	9	10
	Utility (Project Builder)	11	12	13	14	15
	Primary FEMP Contact	16	17	18	19	20
Primary Financier	21	22	23	24	25	
Project Identification & Characteristics	Project Identification			Project Characteristics		
	Task/Purchase Order #	26	List of Sites in Project (separated by commas)			35
	Contract #	27	Number of Buildings in Project			36
	Project Name	28	List of Buildings in Project (separated by commas)			37
	Primary Project Location-City	29	Market Segment			38
	Primary Project Location-State	30	Total Floor Area Affected by project (Square Feet)			39
	Primary Project Location-Zipcode	31	Average Annual Energy Consumption of Affected Buildings (MMBtu/yr)			40
	Agency Name*	32	Implementation Period (months)*			41
Sub Agency Name/Region	33					
Project ID #	34					
Costs & Financials	Financing Terms			Project Capitalization		
	Applicable Financial Index	42	Total Implementation Price (from Schedule-2a Total)			59
	Performance Period (years)	43	PLUS Financing Procurement Price-capitalized construction period interest (\$)*			60
	Index Rate*	44	PLUS Financing Procurement Price-other expenses (\$)*			61
	Added Premium (adjusted for tax incentives)*	45	LESS Implementation Period Payments (from Schedule-1, (c))			207
	Project Interest Rate (sum of two above inputs)	46	Total Amount Financed (principal)			63
	Financing Issue Date (mm/dd/yyyy)	47	Bonded Amount			64
	Project Award Date (mm/dd/yyyy)*	48	Start date of Performance Period (mm/dd/yyyy)			65
	Effective Through (mm/dd/yyyy)	49				
	Primary Type of Financing (choose from list)	50				
	Secondary Type of Financing (choose from list)	51				
Payment Timing*	53a	53b				
Other Information	% of Savings Devoted to Payments*	54				
	Federal Contract Type	55				
	Primary Electric Utility	56				
	Primary Natural Gas Utility	57				
Primary Water Utility	58					
			Project Financial Summary			
			Annual Estimated Energy Savings (MMBtu)	642		
			Annual Estimated Water Savings (kGal)	646		
			Total Estimated Cost Savings	404		
			Total Guaranteed Cost Savings	206		
			Total Payments	209		
			Template Errors/Warnings			
			66			
IMPORTANT INFORMATION:						
(1) These schedules should not be altered or changed in any way except to add notes (see below). Please consult ePB documentation for assistance with completing these schedules, terminology, etc.						
(2) If selected, the contractor shall complete the installation of all proposed ECMs not later than the implementation period identified in the contract.						
(3) If applicable, the contractor shall propose "Bonded Amount" representing the basis of establishing performance and payment bonds.						
(4) Prior to award, the stated interest rate is considered preliminary and subject to change. The final interest rate will be based on market conditions at the time of award. The rate will be locked at time of award and will be fixed through the performance period.						
ADDITIONAL NOTES:						

Annual Escalation Rates

ANNUAL DOLLAR SAVINGS ESCALATION RATES								
Performance Period (year)	Electric Energy	Electric Demand	Natural Gas	Other Savings Type 1: 104	Other Savings Type 2: 106	Water	O&M	Other Non-energy Savings
Implementation start through first year								
2	101	102	103	105	107	108	109	110
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
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IMPORTANT INFORMATION:

[1] "Implementation start through first year" reflects cumulative escalation occurring during the length of the implementation period through the first year of savings. This may represent an annual escalation figure that is compounded or another formulation (e.g., actual forecasts from utility companies).



[2] All estimated cost savings numbers reported in Schedule 4 ("First year estimated cost savings by ECM") are assumed to have already incorporated the "Implementation start through first year" escalation rates reported above.

[3] Please select other savings types from dropdown menu provided above, if applicable.

ADDITIONAL NOTES:

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Schedule 1u - Annual Cost Savings and Payments

 SCHEDULE #1(u) - UESC COST SAVINGS AND PAYMENTS 			
Implementation Period (Year 0)	(a)	(c)	
	Estimated Cost Savings*	Payments*	
	201	207	
Performance Period (Year)	(d)	(f)	(g)
	Estimated Annual Cost Savings	Annual Payments	Annual Dollar Savings Retained by Customer
1	202	208	210
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
Total Performance Period:	203		
Total Implementation & Performance Period		Total Payments (c+f)	
		209	
IMPORTANT INFORMATION:			
(1) Implementation period savings can represent two things: a) construction period savings (where savings from some ELMs start accruing before construction is complete on the greater project), and b) customer buydown amounts. Customer buydowns are counted as savings because they constitute offsets to capital expenses in the project. Implementation period savings should not include up-front project incentives (e.g., equipment rebates) because those are entered in Schedule 2a.			
(2) The total of annual payments represents the contract price and should be supported by information submitted.			
(3) If applicable, prior to the performance period, implementation period energy savings and payments are one-time amounts only.			
(4) Escalation rates (see Annual Escalation Rates) apply to the estimated annual cost savings in column (d).			
ADDITIONAL NOTES:			

Schedule 3 - Performance Period Cash Flow

Schedule 3 - Performance Period Cash Flow						
	Term (year)	Implementation Period (Year 0)	1	2	3	Totals
Debt Service/Performance Period Payments	Principal Repayment		501			502
	Performance Period Incentives and Other Payments		503			504
	Dollar savings retained by customer		505			506
	Interest (\$)		507			508
	Total Debt Service (a)		509			510
Performance Period Expenses	Management/Administration		511			512
	Operation		513			514
	Maintenance		515			516
	Repair and Replacement		517			518
	Performance Assurance		519			520
	Other PP Expense 1: 521		522			523
	Other PP Expense 2: 524		525			525
	SUBTOTAL Before Application of Mark-up		526			527
	Mark-up (Overhead & Profit %)		528			
	Mark-up (Overhead & Profit-\$)		529			
TOTAL Performance Period Price (b)		530			531	
Annual Cash Flow (Performance Period)	TOTAL - ANNUAL PAYMENTS (a)+(b)	\$207	208			209
IMPORTANT INFORMATION:						
(1) Any Implementation Period payment will be applied to reduce the principal repayment.						
(2) Examples of "Performance Period Incentives and Other Payments" include: REC's proceeds, demand response payments, and extra customer payments. Incentives						
(3) Future payments to project facilitators (consultants) are one example of uses for dollar savings retained by the customer.						
ADDITIONAL NOTES:						

Schedule 5 – Cancellation Ceilings

SCHEDULE #5 CANCELLATION CEILINGS												
End of Performance Period (Year)	1	2	3	4	5	6	7	8	9	10	11	12
Project Acceptance												701
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
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IMPORTANT INFORMATION:

(1) This schedule should only be completed if required by the contract.

(2) Cancellation ceilings for each time period specified below establish the maximum termination liability for that time period, and include the remaining unamortized principal of the total amount financed for each time period specified above plus any prepayment charges. Actual total termination costs will be negotiated.

(3) End of the year annual cancellation ceiling costs should be shown in month 12 (column N).

(4) In the event of 10 cancellation, specify the cancellation ceiling as a percentage of remaining principal balance in "Additional Notes" below.

ADDITIONAL NOTES:

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Appendix B: Glossary of Fields

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Project Facilitator-Institution	Institution name for project facilitator (typically used by federal projects only): an entity that acts on customer's behalf to facilitate the contracting process.	Summary Schedule	C7			
Project Facilitator-Name	Project facilitator point of contact – name.	Summary Schedule	D7			
Project Facilitator-Title	Project facilitator point of contact - job title.	Summary Schedule	E7			
Project Facilitator-Email	Project facilitator point of contact - email address.	Summary Schedule	F7			
Project Facilitator-Phone	Project facilitator point of contact -phone number.	Summary Schedule	G7			
Customer (Project Initiator)-Institution	Project Initiator's organization.	Summary Schedule	C8		X	Derived from customer account info.
Customer (Project Initiator)-Name	Project Initiator point of contact - first and last name. The Project Initiator is the individual (typically at a customer agency or organization) that initiates, reviews, and approves projects.	Summary Schedule	D8		X	Derived from customer account info.
Customer (Project Initiator)-Title	Project Initiator point of contact - job title.	Summary Schedule	E8		X	Derived from customer account info.
Customer (Project Initiator)-Email	Project Initiator point of contact - email address.	Summary Schedule	F8		X	Derived from customer account info.
Customer (Project Initiator)-Phone	Project Initiator point of contact - phone number.	Summary Schedule	G8		X	Derived from customer account info.
Utility (Project Builder)-Institution	Utility/Project Builder company name.	Summary Schedule	C9		X	Derived from Utility account info.
Utility (Project Builder)-Name	Utility/Project Builder point of contact - first and last name. The Project Builder is the individual at the Utility (or similar organization) that completes the project information and submits to the PI for approval for approval.	Summary Schedule	D9		X	Derived from Utility account info.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Utility (Project Builder)-Title	Utility /Project Builder point of contact - job title.	Summary Schedule	E9		X	Derived from Utility account info.
Utility (Project Builder)-Email	Utility /Project Builder point of contact – address.	Summary Schedule	F9		X	Derived from Utility account info.
Utility (Project Builder)-Phone	Utility /Project Builder point of contact - phone number.	Summary Schedule	G9		X	Derived from Utility account info.
Primary FEMP Contact-Institution	Primary FEMP Contact name (typically used by federal projects only to help select the financing mechanism for the project).	Summary Schedule	C10		X	
Primary FEMP Contact - Name	Primary FEMP Contact point of contact - first and last name.	Summary Schedule	D10			
Primary FEMP Contact -Title	Primary FEMP Contact point of contact - job title.	Summary Schedule	E10			
Primary FEMP Contact -Email	Primary FEMP Contact point of contact - email address.	Summary Schedule	F10			
Primary FEMP Contact -Phone	Primary FEMP Contact point of contact - phone number.	Summary Schedule	G10			
Primary Financier-Institution	Name of institution financing the project.	Summary Schedule	C11		X	
Primary Financier-Name	Financier point of contact - first and last name.	Summary Schedule	D11		X	
Primary Financier-Title	Financier point of contact - job title.	Summary Schedule	E11		X	
Primary Financier-Email	Financier point of contact - email address.	Summary Schedule	F11		X	
Primary Financier-Phone	Financier point of contact - phone number.	Summary Schedule	G11		X	
Task/Purchase Order #	Federal agency task order number for the project. For non-federal projects this field can be used for the Purchase Order number, if applicable.	Summary Schedule	C14			
Contract Number	Federal IDIQ contract number with ESCO - or, for non-IDIQ/non-federal projects, other contract number if applicable.	Summary Schedule	C15			

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Project Name	The name of the project that's unique. This is entered by the customer when initiating a project on the website.	Summary Schedule	C16		X	Entered when project is initiated.
Primary Project Location-City	Field-City where a majority of project facility(ies) is/are located. This is derived from the project zip code, which the customer enters when initiating a project on the web site.	Summary Schedule	C17			Derived from project ZIP.
Primary Project Location-State	Field-State where a majority of project facility(ies) is/are located. This is derived from the project zip code.	Summary Schedule	C18			Derived from project ZIP.
Primary Project Location-Zipcode	Zipcode where a majority of primary facility(ies) are located. This is entered by the customer when initiating a project on the website.	Summary Schedule	C19		X	Entered when project is initiated.
Agency Name*	For federal projects, the federal cabinet agency name for the sub agency engaging in project. For non-federal projects, the top-level agency or department that pertains to the customer's organization.	Summary Schedule	C20	X	X	
Sub Agency Name/Region	Sub agency or department where the project is being implemented.	Summary Schedule	C21			
Project ID #	Unique ID to identify the project.	Summary Schedule	C22			
List of Sites	List of affected sites (separate site names with commas).	Summary Schedule	G14			
Number of Buildings in Project	Number of buildings affected by the retrofit.	Summary Schedule	G15			
List of Buildings in Project	List of affected buildings (separate building names with commas).	Summary Schedule	G16			
Market Segment	Market segment of the project. This is entered by the customer when initiating a project on the website.	Summary Schedule	G17		X	Entered when project is initiated.
Total Floor Area Affected by Project (square feet)	Floor area affected by project in square feet.	Summary Schedule	G18		X	

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Average Annual Energy Consumption of Affected Buildings	Average annual baseline blended energy consumption of affected buildings in MMBtus.	Summary Schedule	G19			
Implementation Period (months)*	Estimated implementation period, in months, from project award to project acceptance (federal projects). For non-federal projects this is the period from contract execution to project acceptance or the beginning of the guarantee period.	Summary Schedule	G20	X	X	
Applicable Financial Index	Text field to indicate financial index used in defining index rate (ex: US Treasury Note).	Summary Schedule	C26			
Performance Period (years)	The time over which the performance of a project is guaranteed.	Summary Schedule	C27		X	Derived if using calculating template.
Index Rate (%)*	For federal projects, the financing Index rate for the chosen benchmark. For non-federal projects, the interest rate.	Summary Schedule	C28	X		Non-federal projects enter interest rate here.
Added Premium (adjusted for tax incentives)*	Premium above index rate (federal projects only). Typically not applicable to non-federal projects. If not applicable, enter 0%.	Summary Schedule	C29	X		Non-federal projects enter "0%".
Project Interest Rate (%)	Calculated field: Financing index rate + added premium (%).	Summary Schedule	C30		X	Derived; sum of Index Rate and Added Premium.
Financing Issue Date (mm/dd/yyyy)	Issue date of the loan or bond needed to implement the project. May not be applicable to non-federal projects.	Summary Schedule	C31			
Project Award Date (mm/dd/yyyy)	The date of the ESPC (or similar) contract signing.	Summary Schedule	C32	X	X	
Effective Through (mm/dd/yyyy)	Date after which financing rate quote is no longer in effect. This is relevant only once project is within days of award and ESCO obtains a "rate lock." May not be applicable to non-federal projects.	Summary Schedule	C33			
Primary Type of Financing	Type of project financing (choose from dropdown list in column C).	Summary Schedule	C34			

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Secondary Type of Financing	Type of secondary project financing (choose from dropdown list in column C).	Summary Schedule	C35			
Project Agreement Type	Project agreement type (choose from dropdown list in column C).	Summary Schedule	C4			
Payment Timing (beginning or end)	Timing of payments (beginning or end of the payment period, whether it is annual, biannual, quarterly or monthly). In the calculating template, this field affects interest calculations in the amortization schedule.	Summary Schedule	C36	X	X	
Payment Timing (frequency)	Frequency of payments (annual, biannual, quarterly, or monthly). In the calculating template, this field affects interest calculations in the amortization calculations.	Summary Schedule	D36	X	X	
% Savings Devoted to Payments	Percentage of estimated savings that are devoted to project payments.	Summary Schedule	C38	X	X	
Federal Contract Type	Type of federal contract; choose from: Department of Energy-IDIQ, U.S. Army Corps of Engineers-MATOC, UESC, Other. This is entered by the customer when initiating a project on the website. Not applicable to non-federal projects.	Summary Schedule	C39			Federal projects only; entered when project is initiated.
Primary Electric Utility	Name of utility providing majority of the electricity.	Summary Schedule	C40			
Primary Natural Gas Utility	Name of utility providing majority of the NG.	Summary Schedule	C41			
Primary Water Utility	Name of utility providing majority of the water.	Summary Schedule	C42			
Total Implementation Price	Total project implementation cost by funding source. Does not include financing and interest payments (\$).	Summary Schedule	G26			
PLUS Financing Procurement Price-Capitalized Construction Period Interest (\$)*	Includes construction finance costs during the implementation phase of the project (\$). If not applicable, enter zero (0).	Summary Schedule	G27	X		Enter "0" if not applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
PLUS Financing Procurement Price - Other Expenses (\$)*	Includes administrative expenses and bonding expense during the implementation phase of the project (\$).	Summary Schedule	G28	X		Enter "0" if not applicable.
Total Amount Financed (Principal)	Principal amount that needs to be financed. This is a calculated field based on inputs in other fields.	Summary Schedule	G30	X	X	
Bonded Amount	The value of the performance bond issued by a lender or insurance company to guarantee satisfactory completion of a project by the contractor. The performance bond amount is typically equal to the total implementation price for the project shown at the bottom of Schedule 2.	Summary Schedule	G31	X		
Start Date of Performance Period (mm/dd/yyyy)*	The Performance Period starts after project completion and acceptance by the customer, at which stage the customer will start paying down the loan.	Summary Schedule	G32	X		
Template Errors/Warnings	Errors/warning messages to indicate issues with the data entered in the template.	Summary Schedule	F42			Derived
Escalation Rates-Electric Energy	Annual escalation rate for electricity savings (%).	Annual Escalation Rates	B5-B29		X	
Escalation Rates-Electric Demand	Annual escalation rate for electricity demand (%).	Annual Escalation Rates	C5-C29		X	
Escalation Rates-Natural Gas	Annual escalation rate for natural gas savings (%).	Annual Escalation Rates	D5-D29		X	
Escalation Rates-Other Savings Type 1	Type of other savings 1. Choose from drop-down list in cell E4. This choice will automatically populate Schedule 4 cell T5.	Annual Escalation Rates	E4		X	
Escalation Rates-Other Savings Type 1	Annual escalation rate for other savings 1 (%).	Annual Escalation Rates	E5-E29		X	
Escalation Rates-Other Savings Type 2	Type of other savings 2. Choose from drop-down list in cell E4. This choice will automatically populate Schedule 4 cell U5.	Annual Escalation Rates	F4		X	

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Escalation Rates-Other Savings Type 2	Annual escalation rate for other savings 2 (%).	Annual Escalation Rates	F5-F29		X	
Escalation Rates-Water	Annual escalation rate for water savings (%).	Annual Escalation Rates	G5-G29		X	
Escalation Rates-O&M	Annual escalation rate for O&M savings (%).	Annual Escalation Rates	H5 - H29		X	
Escalation Rates-Other Non-Energy Savings	Annual escalation rate for non-energy savings (%).	Annual Escalation Rates	I5-I29		X	
Estimated Cost Savings for Implementation Period	Estimated cost savings during implementation period. May enter zero (0) if not applicable to a given project.	Schedule 1u	B6	X		
Total Estimated Annual Cost Savings by year (\$)	Estimated annual project cost savings for each year of the performance period (\$).	Schedule 1u	B9 - B33			Derived if using calculating template.
Total Estimated Project Cost Savings (\$)	Total Sum of estimated cost savings for the project for the entire term (\$).	Schedule 1u	B34			Derived if using calculating template.
Implementation Period Payments (\$)	Payments made by the customer during the implementation period toward the implementation price, thus reducing the amount to be financed (\$). If not applicable, enter zero (0).	Schedule 1u	C6	X		
Annual Payments (\$)	Annual payments for each year of the contract term.	Schedule 1u	C9-C33			Derived if using calculating template.
Total Payments	Total sum of payments made during the implementation period and the performance period.	Schedule 1u	C37	X	X	Derived if using calculating template.
Annual Dollar Savings Retained by Customer (\$)	Annual Dollar Savings Retained by Customer, which is the difference between the annual estimated cost savings and annual payments.	Schedule 1u	D9-E33			Derived if using calculating template.
ECM - Technology Category	ECMs are categorized based on the type of system and equipment involved in the project (See section 11).	Schedule-2a	A9-A<n>	X	X	

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
ECM Number	A unique number to identify the energy conservation measure that's included in the project.	Schedule-2a	B9-B<n>			
ECM Description-Title*	Brief description of the installed energy conservation measure.	Schedule-2a	C9-C<n>	X	X	
ECM Size	Capacity or size of the equipment installed as part of the measure (e.g., chillers/package units – tons, variable frequency drives (VFDs) – horsepower, etc.).	Schedule-2a	D9-D<n>			
ECM Coverage	Percentage of total project floor area affected by the ECM.	Schedule-2a	E9-E<n>			
Location	Building location of ECM installation	Schedule 2a	G9-G<n>			
PA Expenses	Up-front cost of performance assurance activity for an ECM (\$).	Schedule-2a	G9-F<n>			
Implementation Cost (Direct)	Initial costs associated with implementation of ECM NOT including post-acceptance performance period expenses associated with the project (e.g., maintenance, M&V services).	Schedule-2a	H9-G<n>	X	X	
Markup (Overhead and Profit)	Project indirect costs and profit applied to each ECM	Schedule-2a	I9-H<n>	X	X	
Applied Incentives	Incentives (e.g., rebates or grants) that are being applied to reduce the project's implementation price (and thus the amount financed).	Schedule-2a	J9-I<n>		X	Only if applicable.
Project Development Price (PDP)	Price to develop technical energy audit and project proposal.	Schedule-2a	K8			
Implementation Price for each of the ECMs	$PDP + [a+b] - c.$	Schedule-2a	J9-J<n>			Derived if using calculating template.
Total Performance Assurance Expense	Total upfront performance assurance expenses for each ECM.	Schedule-2a	F259			Derived

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Total Cost of Goods and Services (Base Construction)	Total Cost of Goods and Services (Base Construction) for all the ECMs combined.	Schedule-2a	G259			Derived
Total Project Implementation Delivery Charges	Project Implementation Delivery Charges for all of the ECMs combined.	Schedule-2a	H259			Derived
Total Applied Incentives	The sum of Applied Incentives for all of the ECMs.	Schedule-2a	I259			Derived
Total Implementation Price	Total Implementation Price for all of the ECMs that are part of the project.	Schedule-2a	J259			Derived
Principal Repayment	Annual amount repaid towards reducing the principal of the loan (\$).	Schedule-3	D5-AB5			Derived
TOTAL Principal Repayment	Calculated field: Total value of all contributions towards principal for the entire performance period (\$).	Schedule-3	AC5			Derived
Performance Period Incentives and Other Payments	Incentives (e.g., rebates, Recess payments, or DR proceeds) expected to accrue during the performance period. Some may be recurring. NOTE: Capital contributions may also be included here.	Schedule-3	D6-AB6		X	Only if applicable.
TOTAL Performance Period Incentives and Other Payments	Total value of all performance period incentives and other payments for the entire performance period (\$).	Schedule-3	AC6			Derived
Dollar Savings Retained by Customer	The amount of proposed savings to be retained by the Customer annually.	Schedule-3	D7-AB7	X	X	This field only appears on Schedule 3 in the calculating template, and will be set to \$0 by default.
TOTAL Dollar Savings Retained by Customer	The total amount of proposed estimated savings to be retained by the Customer for the entire performance period.	Schedule-3	AC7			Derived if using calculating template.
Interest	Calculated field: Annual interest payments (\$).	Schedule-3	D8-AB8			Derived if using calculating template.
TOTAL Interest	Calculated field: Total value of all interest paid over the loan term for the entire performance period (\$).	Schedule-3	AC8			Derived if using calculating template.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Total Debt Service	Calculated field: Annual amount repaid to principal - annual incentive payment + annual interest payment (\$).	Schedule-3	D9-AB9			Derived if using calculating template.
TOTAL Debt Service	Calculated field: Total debt service payments for the entire performance period (\$).	Schedule-3	AC9			Derived if using calculating template.
Management/ Administration	Annual expenses for management/administration during the performance period (\$).	Schedule-3	D11-AB11			Only if applicable.
TOTAL Management/ Administration - Performance Period Expense	Calculated field: Total value of all management/administration - performance period expense for the entire performance period (\$).	Schedule-3	AC11			Derived if using calculating template.
Operation	Annual operations expenses included in the ESPC incurred during the performance period (\$).	Schedule-3	D12-AB12			Only if applicable.
TOTAL Operation	Calculated field: Total operations - performance period expense for the entire performance period (\$).	Schedule-3	AC12			Derived if using calculating template.
Maintenance	Annual maintenance expenses included in the ESPC incurred during the performance period (\$).	Schedule-3	D13-AB13			Only if applicable.
TOTAL Maintenance	Calculated field: Total maintenance - performance period expense for the entire performance period(\$).	Schedule-3	AC13			Derived if using calculating template.
Repair and Replacement	Annual repair and replacement expenses included in the ESPC incurred during the performance period (\$).	Schedule-3	D14-AB14			Only if applicable.
TOTAL Repair and Replacement	Calculated field: Total repair and replacement - performance period expense for the entire performance period (\$).	Schedule-3	AC14			Derived if using calculating template.
Performance Assurance	Annual performance assurance expenses during the performance period (\$).	Schedule-3	D15-AB15		X	Only if applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
TOTAL Performance Assurance	calculated field: total performance assurance - performance period expense for the entire performance period (\$).	Schedule-3	AC15			Derived if using calculating template.
Other-PP Expense 1 Type	Type of other performance period expense 1. Choose from dropdown list (Permits & Licenses, Insurance, Property Taxes, other).	Schedule-3	B16			Only if applicable.
Other-PP Expense 1	Other 1 performance period expenses (\$).	Schedule-3	D16-AB16			Only if applicable.
TOTAL Other 1 - Performance Period Expense	Calculated field: Total Other 1 - performance period expense for the entire performance period (\$).	Schedule-3	AC16			Derived if using calculating template.
Other-PP Expense 2 Type	Type of other performance period expense 2. Choose from dropdown list (Permits & Licenses, Insurance, Property Taxes, other).	Schedule-3	B17			Only if applicable.
Other-PP Expense 2	Other 2 performance period expenses (\$).	Schedule-3	D17-AB17			Only if applicable.
TOTAL Other 2 - Performance Period Expense	Calculated field: Total Other 2 - performance period expense for the entire performance period (\$).	Schedule-3	AC17			Derived if using calculating template.
SUBTOTAL Performance Period Expenses Before Application of Markup	Calculated field: Subtotal of performance period expenses before application of markup (\$).	Schedule-3	AC18			Derived if using calculating template.
Mark-up (Overhead & Profit %)	Performance period markup to include any indirect costs (%).	Schedule-3	D19-AB19	X		Only if applicable.
Mark-up Overhead and Profit - \$)	Calculated field: Dollar value based on percentage of performance period markup (\$).	Schedule-3	D20-AB20			Only if applicable.
TOTAL -Performance Period Price	Calculated field: sum of all performance period expenses and mark-up (overhead and profit) for each year of the performance period (\$).	Schedule-3	D21-AB21			Derived if using calculating template.
TOTAL - Performance Period Expenses	Calculated field: Sum of all annual performance period expenses for the entire performance period (\$).	Schedule-3	AC21			Derived if using calculating template.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Performance Assurance Option(s)	Identify the performance assurance Methodology used (Option A, B, C, D, RCx, O&M, RCx & O&M, Other). Note that UESC projects may also choose M&V options if applicable.	Schedule-4	C8-C<n>	X	X	Only if applicable.
Baseline Electricity Use (kWh/yr)	Annual ECM baseline electricity usage (kWh).	Schedule-4	D8-D<n>			Only if applicable.
TOTAL- Baseline Electricity Use (kWh/yr)	Annual Project baseline electricity usage (kWh).	Schedule-4	D258			Derived. Only if applicable
Baseline Electricity Demand (kW/mo)	Annual ECM baseline electric demand (kW/mo).	Schedule-4	E8-E<n>			Only if applicable.
TOTAL- Baseline Electricity Demand (kW/mo)	Annual Project baseline electric demand (kW/mo).	Schedule-4	E258			Derived, only if applicable.
Baseline Natural Gas Use (MMBtu/yr)	Annual ECM baseline natural gas usage (MMBtu)	Schedule-4	F8-F<n>			Only if applicable.
TOTAL- Baseline Natural Gas Use (MMBtu/yr)	Annual Project baseline natural gas usage (MMBtu).	Schedule-4	F258			Derived, only if applicable.
Baseline Use: Other (MMBtu/yr)	Annual ECM baseline other energy type 1 usage (MMBtu).	Schedule-4	G8-G<n>			Only if applicable.
TOTAL- Baseline Use: Other (MMBtu/yr)	Annual Project baseline other energy type 1 usage (MMBtu).	Schedule-4	G258			Derived, only if applicable.
Baseline Use: Other (MMBtu/yr)	Annual ECM baseline other energy type 2 usage (MMBtu).	Schedule-4	H8-H<n>			Only if applicable.
TOTAL- Baseline Use: Other (MMBtu/yr)	Annual Project baseline other energy type 2 usage (MMBtu).	Schedule-4	H258			Derived, only if applicable.
Baseline Water Use (kGal/yr)	Annual ECM baseline water usage (kGal).	Schedule-4	I8-I<n>			Only if applicable.
TOTAL- Baseline Water Use (kGal/yr)	Annual Project baseline water usage (kGal).	Schedule-4	I258			Derived, only if applicable.
Baseline Energy and Resource Costs (\$/yr)	Annual ECM baseline dollar equivalent of resource savings for the year NOT including O&M and other non-energy resource savings (\$).	Schedule-4	J8-J<n>			Only if applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
TOTAL - Baseline Energy and Resource Costs (\$/yr)	Annual Project baseline dollar equivalent of resource savings for the year NOT including O&M and other non-energy resource savings (\$).	Schedule-4	J258			Derived, only if applicable.
Baseline O&M Costs (\$/yr)	Annual ECM baseline O&M costs (\$).	Schedule-4	K8-K<n>			Only if applicable
TOTAL- Baseline O&M Costs (\$/yr)	Annual Project baseline O&M costs (\$).	Schedule-4	K258			Derived, only if applicable.
Baseline Other Non-Energy Costs (\$/yr)	Annual ECM baseline - other non-energy costs (\$).	Schedule-4	L8-L<n>			Only if applicable.
TOTAL- Baseline Other Non-Energy Costs (\$/yr)	Annual Total baseline - other non-energy costs (\$).	Schedule-4	L258			Derived, only if applicable.
Type of Other Non-Energy Costs	Type of other non-energy baseline costs (Select from the drop downs- Capital, Pollution, Other).	Schedule-4	M8-M<n>			Only if applicable.
Electric Energy Savings (kWh/yr)	Estimated annual ECM electricity savings (kWh)	Schedule-4	N8-N<n>		X	Only if applicable.
TOTAL- Electric Energy Savings (kWh/yr)	Estimated annual Project electricity savings (kWh)	Schedule-4	N8-N<n>			Only if applicable.
Electric Energy Savings (\$/yr)	Estimated annual ECM electricity cost saving (\$).	Schedule-4	O8-O<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Electric Energy Savings (\$/yr)	Estimated annual Project electricity cost saving (\$).	Schedule-4	O258			Derived, only if applicable.
Electric Demand Savings (kW/mo)	Estimated monthly ECM demand savings (kW/mo).	Schedule-4	P8-P<n>		X	Only if applicable.
TOTAL- Electric Demand Savings (kW/mo)	Estimated monthly Project demand savings (kW/mo).	Schedule-4	P258			Derived, only if applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Electric Demand Savings (\$/yr)	Estimated annual ECM demand cost savings (\$)	Schedule-4	Q8-Q<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Electric Demand Savings (\$/yr)	Estimated annual Project demand cost savings (\$)	Schedule-4	Q8-Q<n>	X		Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
Natural Gas Savings (MMBtu/yr)	Estimated annual ECM natural gas savings (MMBtu)	Schedule-4	R8-R<n>		X	Only if applicable
TOTAL- Natural Gas Savings (MMBtu/yr)	Estimated annual Total natural gas savings (MMBtu)	Schedule-4	R258			Derived, only if applicable.
Natural Gas Savings (\$/yr)	Estimated annual ECM natural gas cost savings (\$)	Schedule-4	S8-S<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Natural Gas Savings (\$/yr)	Estimated annual Project natural gas cost savings (\$)	Schedule-4	S258			Derived, only if applicable.
Other Savings Type 1 (MMBtu/yr)	Estimated annual ECM savings - Other 1 energy type (MMBtu). (The savings type in row 5 is populated from the Escalation Rates tab).	Schedule-4	T8-T<n>		X	Only if applicable.
TOTAL- Other Savings Type 1 (MMBtu/yr)	Estimated annual Project savings - Other 1 energy type (MMBtu). (The savings type in row 5 is populated from the Escalation Rates tab).	Schedule-4	T258			Derived, only if applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Other Savings Type 1 (\$/yr)	Estimated annual ECM cost savings - Other1 energy type (\$).	Schedule-4	U8-U<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Other Savings Type 1 (\$/yr)	Estimated annual Project cost savings - Other1 energy type (\$).	Schedule-4	U258			Derived, only if applicable.
Other Savings Type 2 (MMBtu/yr)	Estimated annual ECM savings - Other 2 energy type (MMBtu). (The savings type in row 5 is populated from the Escalation Rates tab).	Schedule-4	V8-V<n>		X	Only if applicable.
TOTAL- Other Savings Type 2 (MMBtu/yr)	Estimated annual ECM savings- Other 2 energy type (MMBtu).	Schedule-4	V258			Derived, only if applicable.
Other Savings Type 2 (\$/yr)	Estimated annual ECM cost savings - Other 2 energy type (\$).	Schedule-4	W8-W<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Other Savings Type 2 (\$/yr)	Estimated annual Project cost savings - Other 2 energy type (\$).	Schedule-4	W258			Derived, only if applicable.
Total Energy Savings (MMBtu/yr)	Calculated field: Sum of all energy savings for each ECM (MMBtu).	Schedule-4	X8-X<n>			Only if applicable.
TOTAL- Total Energy Savings (MMBtu/yr)	Calculated field: Sum of all energy savings for all of the ECMs in the project (MMBtu).	Schedule-4	X258			Derived, only if applicable.
Total Energy Cost Savings (\$/yr)	Calculated field: Sum of all the energy and water cost savings (\$) for each ECM.	Schedule-4	Y8 through Y<n>			Only if applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
TOTAL- Total Energy Cost Savings (\$/yr)	Calculated field: Sum of all the energy and water cost savings (\$) for all of the ECMs in the project.	Schedule-4	Y258			Derived, only if applicable.
Water Savings (Kgal)	Estimated water savings (Kgal) for each ECM.	Schedule-4	Z8-Z<n>		X	Only if applicable.
Total Water Savings (Kgal)	Sum of all water savings (Kgal) for the project.	Schedule-4	Z258			Derived; only if applicable.
Water Savings (\$/yr)	Estimated annual cost savings due to reduction in Water usage (\$) for each ECM.	Schedule-4	AA8-AA<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Water Savings (\$/yr)	Estimated annual cost project savings due to reduction in Water usage (\$).	Schedule-4	AA258			Derived, only if applicable.
O&M Cost Savings (\$/yr)	Estimated annual savings due to avoided O&M costs for each ECM.	Schedule-4	AB8 - AB<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials
TOTAL- O&M Cost Savings (\$/yr)	Estimated Project annual savings due to avoided O&M costs.	Schedule-4	AB258			Derived, only if applicable.

Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Notes
Other Non-Energy Cost Savings (\$/yr)	Estimated annual savings due to avoided non-energy costs for each ECM.	Schedule-4	AC8-AC<n>	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
TOTAL- Other Non-Energy Cost Savings (\$/yr)	Estimated Project annual savings due to avoided non-energy costs.	Schedule-4	AC258			Derived, only if applicable.
<Month> <Year> Cancellation Ceiling	Dollar value to cancel project at agency request.	Schedule-5	C5-N30			Only if applicable.