



eProjectBuilder

eProjectBuilder 3.0 User Guide

U.S. DEPARTMENT OF
ENERGY

Energy Efficiency &
Renewable Energy



Table of Contents

Software Requirements.....	1
Overview	1
Navigating to the Project Dashboard.....	1
Entering Project Data using the Data Template	1
Entering Project Data through the ePB online system.....	5
Entering Project Data through Both the Template and the ePB Online System.....	6
Appendix A. Overview of Data Template Schedules.....	7
Summary Schedule	10
Annual Escalation Rates	11
Schedule 1 - Annual Cost Savings and Payments.....	12
Schedule 1u - Annual Cost Savings and Payments (UESC)	13
Schedule 2a - Implementation Price by ECM	14
Schedule 2b - Implementation Price by ECM	15
Schedule 3 - Performance Period Cash Flow.....	16
Schedule 4 - First Year Estimated Cost Savings by ECM	17
Schedule 5 - Cancellation Ceilings	18
Appendix B. Glossary of Fields	19
ECM Category List	52
ECM Category List	53
Appendix C. Guidance for State, Local, K-12, University/college, Public Housing, Healthcare, and Private Commercial Projects.....	54

Software Requirements

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

Overview

eProject Builder (ePB) can accommodate a wide range of energy projects, including energy saving performance contracts (ESPCs), Utility Energy Service Contracts (UESCs), Energy Service Agreements (ESAs), direct-funded projects (funded through appropriations), and others. For specific guidance on entering UESC or direct-funded projects into ePB, reference the UESC Project Guide and Direct-funded Project Guide on the [ePB Help & Documentation page](#).

Users can choose to populate their projects in ePB by either directly entering project data into the data fields of the ePB online system, or by entering data into the Excel-based data upload template and uploading it into ePB. Users can also use a hybrid approach by uploading a data template and then supplementing or modifying project data through the online system.

Before any project data can be entered, a project must first be initiated in ePB. The Project Initiator (PI) is responsible for initiating the project (as well as reviewing and approving project data once submitted). The Project Builder (PB) is responsible for entering or uploading data to a project. Users who initiate a project are assigned the PI role on the project. Whoever the PI names as the Project Builder during the initiation process is assigned the PB role. A PI who names themselves as the Project Builder during the initiation project is assigned both the Project Initiator and Project Builder roles on the project (the PI-PB role). The PI-PB role initiates, uploads data and approves projects. .

Navigating to the Project Dashboard

To enter or upload data to a project you have initiated, users must first navigate to the Project Dashboard by doing the following:

1. If not already logged in, log-in to ePB at <http://eprojectbuilder.lbl.gov/>
2. Navigate to the Portfolio page by clicking **Portfolio** on the main menu toolbar (top of page).
3. Find the project for which you wish to enter data. Click the three dots under the "Action" column adjacent to the project name, and select "Dashboard" from the list of options.

Once on the Dashboard, users will see an option to upload a data template to the project, or enter project data, as suggested on the "Next Steps" box. Note that data can only be uploaded or entered for projects that are in *Pending* status. Projects in *Approved* or *Pre-approval* status must first be unlocked by the PI before additional data can be entered or modifications can be made.

Entering Project Data using the Data Template

To enter project data into ePB using the data template:

1. **Download a data template.** The latest ePB data template can be downloaded from the [ePB Help & Documentation page](#) (no login required), or by clicking the “Download Data Template” from the sidebar once logged in to ePB. Users can choose to download the calculating or non-calculating version of the template.

↓ Download Data Template



<div style="background-color: #00a0c0; color: white; padding: 5px; text-align: center; border: 1px solid #ccc; margin-bottom: 10px;"> 📄 Calculating Template 3.0 </div>	This version of the data upload template provides automated amortization calculations for financed projects, for developing project financial scenarios.
<div style="background-color: #00a0c0; color: white; padding: 5px; text-align: center; border: 1px solid #ccc;"> 📄 Non-Calculating Template 3.0 </div>	This version of the data upload template provides no calculations. All information must be entered manually.

2. **Select the appropriate template type for your situation.**

The table below can help you determine whether the calculating or non-calculating template type is appropriate for your project. It also provides guidance on template characteristics and the data field requirements for successfully uploading the data template into the ePB project database.

While the Excel-based templates are designated as either calculating or non-calculating, users can toggle back and forth between calculating and non-calculating mode in the ePB online system regardless of which template type they originally used to upload the project – or if they entered data manually in the UI. That toggle functionality is explained later in this guide.

Applicable Projects	Template Characteristics	Template Data Field Requirements	Instructions for Download
Calculating Template			
<ul style="list-style-type: none"> - Recommended for projects in which the <i>majority</i> of the template calculations are correct/relevant (users can modify values as needed in the user interface after uploading) 	<ul style="list-style-type: none"> - Calculations are provided (but can be overridden in the online system by toggling to non-calculating mode after the template is uploaded). - Requires completion of key fields for project submission. 	<ul style="list-style-type: none"> - Fill out all required fields as indicated by red text with asterisks. - Fill out additional yellow-shaded fields as applicable or required by the customer. - Grey fields are automatically calculated and are not editable). - Federal projects must also complete Schedules 2b and 5. 	<ul style="list-style-type: none"> - Navigate to the ePB Help & Documentation page. Under the “Data Templates” accordion, click the “Calculating Template 3.0” button. <p style="text-align: center; margin: 5px 0;">OR</p> <ul style="list-style-type: none"> - From the Portfolio page, click the “Download Data Template” link on the left-hand sidebar.

			<ul style="list-style-type: none"> - Click the "Calculating Template 3.0" button. 
Non-calculating Template			
<ul style="list-style-type: none"> - Recommended for projects that cannot use the majority of calculations provided in the template (e.g., if financial schedules have already been determined and ePB doesn't conform). - Required for NAESCO Accreditation Applicants. - Required for Direct-Funded Projects. 	<ul style="list-style-type: none"> - NO calculations provided (e.g., no amortization or other financial calculations other than sum totals at the bottoms of schedules). - Desired fields must be completed manually. 	<ul style="list-style-type: none"> - NO Required fields. All fields are optional. 	<ul style="list-style-type: none"> - Navigate to the ePB Help & Documentation page - Under the "Data Templates" header, click the "Non-calculating template 3.0" button <p>OR</p> <ul style="list-style-type: none"> - From the Portfolio page, click the "Download Data Template" link on the left-hand sidebar. - Click the "Non-calculating template 3.0" button. 

3. Populate the template with project data and save the file to your computer with a unique file name.

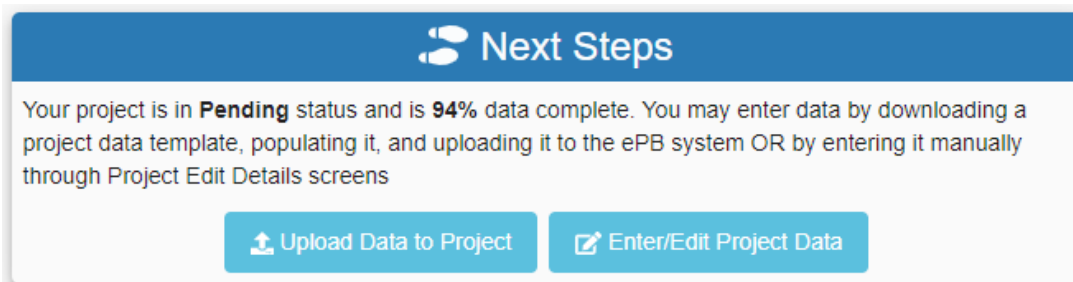
When using the calculating template, all required fields (those marked with asterisks) must be filled out. When using the non-calculating template, users can use their discretion as to which fields to complete. Appendix A lists the full list of fields and indicates which are required.

Several precautions should be taken to avoid "breaking" the template when populating it with project information. Modifying or otherwise tampering with the template and preset formatting will result in problems uploading the template.

- Avoid copying and pasting data. If necessary, be sure to choose the "values only" option to avoid carrying over formatting from other documents.
- Do not attempt to modify formulas or modify non-editable fields to accept data.
- Do not incorporate macros.

4. Upload the Template.

When ready, upload the template to the relevant project in ePB. This must be done from the Project Dashboard and is only available for projects that are in Pending status. To upload a data template, click "Upload Data Template" on the sidebar, or click the "Upload Data to Project" button on the "Next Steps" suggestions.

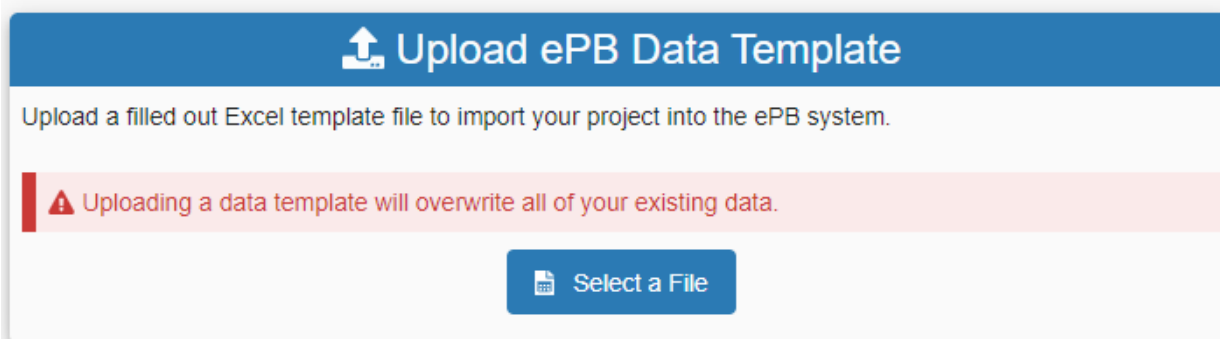


Next Steps

Your project is in **Pending** status and is **94%** data complete. You may enter data by downloading a project data template, populating it, and uploading it to the ePB system OR by entering it manually through Project Edit Details screens

[Upload Data to Project](#) [Enter/Edit Project Data](#)

A window will then appear with the option to choose a template for upload from your computer. Click the "Select a File" button. The ePB system will indicate when the template has been successfully uploaded and ingested into the system.



Upload ePB Data Template

Upload a filled out Excel template file to import your project into the ePB system.

⚠ Uploading a data template will overwrite all of your existing data.

[Select a File](#)

Completing Data Requirements for the Calculating Template

When using the calculating template, all required fields (marked with red asterisks) must be completed before a project can be submitted. The "Next Steps" suggestions on the Project Dashboard indicates project completion (0-99%) and will provide the option to submit the project for PI approval once it is 100% data complete.

If the Project Dashboard indicates that a project in calculating mode is not 100% data complete and cannot yet be submitted, users have several options. To determine which required fields are missing, users can either (1) Review their data template and identify which required fields are blank, or (2) Click "Edit Project Data" in the left-hand bar, then navigate through the Edit Project Data section to identify and populate the missing fields. The Edit Project Data section identifies the location of the missing field(s) by displaying a **⚠** indicator adjacent to the incomplete sections in the sidebar. Users can then navigate to that section and determine the fields outlined in red that are required for project submission.

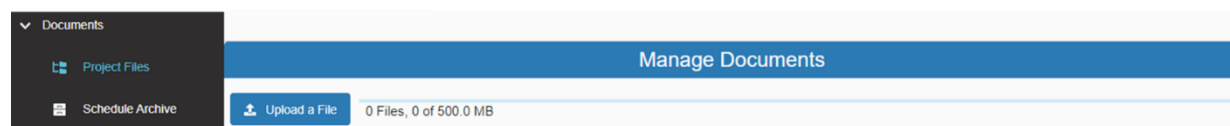
Once identified, users can choose to either complete their project data by entering it directly into the missing fields, or by updating the missing fields in the data template and re-uploading it. The “Next Steps” box on the Project Dashboard will indicate when the project is 100% data complete and ready for the PB to submit for PI approval.

Non-Calculating Template

Because the non-calculating template does not have any required fields, once the template is uploaded (regardless of how complete it is), users will have the option to submit the project for pre-approval. Note that uploading a non-calculating template automatically toggles the project from calculating mode (the default) to non-calculating mode in the online system.

Making Your Data Template Available on ePB

Upon uploading the data template to eProject Builder, the data in the template is ingested into the database. **The Excel template itself, however, is not automatically saved on the site.** To make the Excel template itself available for future reference, click the “Documents” section of the Project Dashboard. Then click “Project Files” and “Upload a File.”



Entering Project Data through the ePB online system

The ePB online system now contains all of the same fields as in the data template. Users can choose to enter project data entirely through the online system, or enter some project data through the template and supplement or modify data fields through the online system. Users enter data in the online system through the “Edit Project Data” screens for a particular project.

Edit Project Data Screens

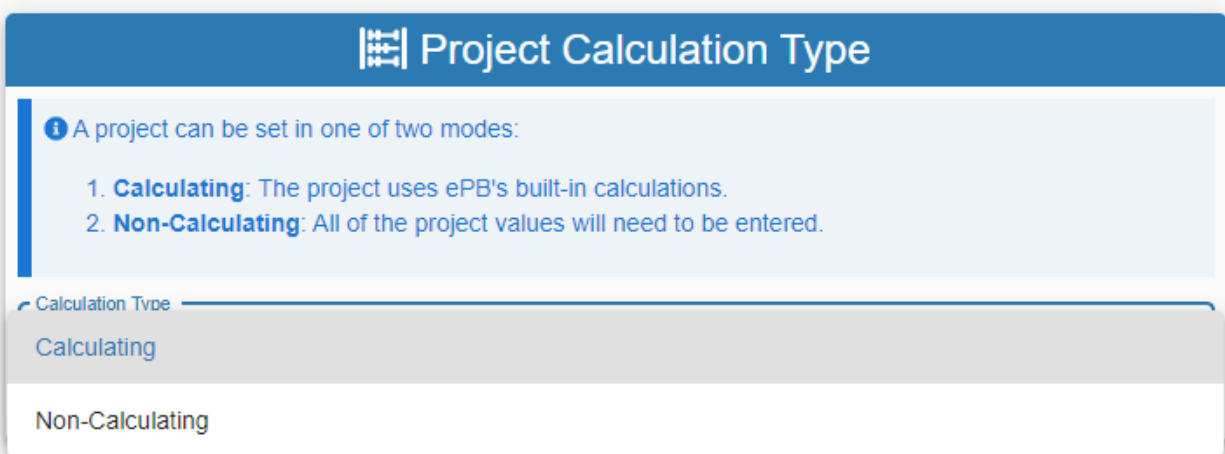
To enter data for a project, first navigate to the Project Dashboard. Click the "Edit Project Data" link. The link will expand and display the subsections, including:

- Summary
- Escalation Rates
- Annual Savings/Payments
- ECM Pricing and Saving
- Implementation Pricing
- Project/Level Price Savings
- Performance Period
- Cancellation Ceilings

Each of these sub-sections contain project data fields. Users can navigate through the various sections (and their associated tabs and tables) to complete or edit the project data fields. Fields are largely grouped together in a way that is consistent with the template, though there are some exceptions. As users key in data, the online system ingests and autosaves the data.

Changing Project Calculation Type

Users can toggle back and forth between calculating and non-calculating mode by clicking "Calculation Type" on the sidebar and then selecting their desired mode in the window that pops up. By default, newly-initiated projects are initially set to calculating mode. The figure below shows how to choose calculation type.



Entering Project Data through Both the Template and the ePB Online System

Users can also use a hybrid approach to enter project data into ePB by uploading a data template and then supplementing or modifying project data through the online system. This

may be particularly useful in several instances. For example, if the majority, but not all, of the template calculations (in the calculating template) are appropriate for a project, users should:

1. Download and populate the calculating template.
2. Upload the template to the project.
3. Switch the project's calculation type to "Non-Calculating" on the sidebar of the Project Dashboard.
4. Identify the fields they wish to override, and enter data.

ATTENTION! Note that uploading the data template will overwrite all data fields, including any data that was previously entered in the online fields.

Appendix A. Overview of Data Template Schedules

This section summarizes the different schedules that make up the ePB data template and project edit details screens. Schedules are generally applicable to all project agreement types except for UESC and direct-funded projects. For information on entering UESC Projects or direct-funded projects, reference the specific guidance on the eProject Builder Help & Documentation page.

1. **Summary Schedule:** This schedule captures high-level information about the overall project. The information on the schedule is divided into five broad categories:
 - a. Project Agreement Type
 - b. Project Contact Information
 - c. Project Identification & Characteristics
 - d. Project Costs & Financials
 - e. Project Capitalization
 - f. Other Information
2. **Annual Escalation Rates:** This schedule captures the expected increases in utility rates that are used to adjust the annual dollar savings from the project. The escalation rates are applied to the first-year savings reported on Schedule 4 and used to calculate Estimated Annual Cost Savings through the contract term (displayed on Schedule 1). Note that on the Escalation Rates Schedule, information entered into "Implementation start through first year" row is not used for computing any of the savings or payments. The estimated annual savings entered into Schedule 4 are assumed to be for year 1 of the contract term. The escalation rates are then applied to years 2 onward.
3. **Schedule 1 - Annual Cost Savings and Payments:** This schedule displays calculated Estimated Annual Cost Savings, Guaranteed Annual Cost Savings and the related Annual Payments for each performance year. The only user-entered fields (for the calculating template) are Estimated Cost Savings, Guaranteed Cost Savings, and Payments for the Implementation Period.
4. **Schedule 1u - Annual Cost Savings and Payments (UESC):** Only applicable for UESC projects. This schedule shows the calculated estimated Annual Cost Savings and related

Annual Payment for each performance year. The only fields users need to complete on this schedule are Estimated Cost Savings and Payments for the implementation period.

5. **Schedule 2a - Implementation Price by ECM:** This schedule presents the implementation cost for each of the ECMs included in the project. It also includes fields to characterize each ECM, including ECM Technology Category and ECM Description, fields intended to capture the size and scope of the measure, and any up-front applied incentives (e.g., utility rebates). Most importantly, this schedule captures the direct Cost of Goods and Services, as well as the Implementation Delivery Charge, which includes overhead and profit.
 - a. Cost of Goods and Services is comprised of the following components: (1) Subcontractor Costs, (2) M&V Equipment Installed during Construction, (3) Self Performed Work, and (4) Other Direct Purchases of Equipment, Material, and Supplies.
 - b. Implementation Delivery Percentage/Charge is comprised of the following components: (1) Design, (2) Project Management, (3) Performance and Payment Bonds, (4) Commissioning and Training, (5) Measurement and Verification (services only), (6) Overhead, and (7) Profit. The latter two are expressed as percentages of the Cost of Goods and Services category.
6. **Schedule 2b - Project Implementation Pricing by Category:** Schedule 2b is optional for all users except those under the 2017 FEMP IDIQ contract (IDIQ 3). Schedule 2b itemizes project-level pricing, which is broken down into the following two major categories:
 - a. Cost of Goods and Services is comprised of the following components: (1) Subcontractor Costs, (2) M&V Equipment Installed during Construction, (3) Self-Performed Work, and (4) Other Direct Purchases of Equipment, Material, and Supplies.
 - b. Implementation Delivery Percentage/Charge is comprised of the following components: (1) Design, (2) Project Management, (3) Performance and Payment Bonds, (4) Commissioning and Training, (5) Measurement and Verification (services only), (6) Overhead, and (7) Profit. The latter two are expressed as percentages of the Cost of Goods and Services category.
7. **Schedule 3 - Performance Period Cash Flow:** Schedule 3 presents the proposed annual cash flow for the project. This schedule is divided into two sections:
 - a. Debt Service/Performance Period Payments: The total implementation price less any one-time savings and/or ECM cost savings during the implementation period (Schedule 2) is amortized based on the financing terms shown on the Summary Sheet to calculate the overall debt service payment after excluding any financial or tax incentives or revenues thereby reducing principal repayment or interest. In addition, the user may enter any positive cash flow to the project expected during the performance period, e.g., RECS or other incentives.
 - b. Performance Period Expenses: This section provide a place to enter expenses for the services the contractor supplies during the performance period, including

administrative and management costs, equipment operation and maintenance, and measurement and verification (M&V).

8. **Schedule 4 - First Year Estimated Cost Savings by ECM:** Schedule 4 presents a summary of the first-year cost savings estimated by the ESCO for each of the ECMs. The total cost savings by ECM are broken down into energy, demand, water, and non-energy cost savings. The energy baseline and savings, in relevant units (e.g., kWh for electric energy and MMBtu for natural gas) are presented as well.
9. **Schedule 5 – Cancellation Ceiling:** Schedule 5 is a presentation of annual cancellation ceilings to establish the maximum pay-off in the event of contract cancellation. Note: Schedule 5 applies to federal projects only. Non-federal projects should not attempt to use this schedule.
10. **Scratch Sheets:** These blank sheets may be used to create forms that enable users to link and flow data from other spreadsheets you may have into the ePB template.

Summary Schedule

SUMMARY SCHEDULE BASIC PROJECT INFORMATION						
Agreement Type	Project Agreement Type (choose from list)*	52				
Project Contact Information	Role	Institution	Name	Title	Email	Phone
	Project Facilitator	1	2	3	4	5
	Customer (Project Initiator)	6	7	8	9	10
	ESCO (Project Builder)	11	12	13	14	15
	Finance Specialist	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	
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)	43	
	Financing Issue Date (mm/dd/yyyy)	47		Bonded Amount	44	
	Project Award Date (mm/dd/yyyy)*	48		Start date of Performance Period (mm/dd/yyyy)	65	
	Effective Through (mm/dd/yyyy)	49		Project Financial Summary		
	Primary Type of Financing (choose from list)	50		Annual Estimated Energy Savings (MMBtu)	642	
	Secondary Type of Financing (choose from list)	51		Annual Estimated Water Savings (kGal)	646	
	Payment Timing*	53a		Total Estimated Cost Savings	404	
Other Information	Guarantee % of Estimated Savings*	54		Total Guaranteed Cost Savings	206	
	Federal Contract Type	55		Total Payments	209	
	Primary Electric Utility	56		Template Errors/Warnings		
	Primary Natural Gas Utility	57		66		
	Primary Water Utility	58				
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. (5) Guaranteed % of Estimated Savings is share of project estimated savings that ESCO is guaranteeing.						
ADDITIONAL NOTES: [Empty yellow box for 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								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								

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:

67

Schedule 1 - Annual Cost Savings and Payments

 SCHEDULE #1 COST SAVINGS AND PAYMENTS 				
Implementation Period (Year 0)	(a)	(b)	(c)	
	Estimated Cost Savings*	Guaranteed Cost Savings*	Payments*	
	201	204	207	
Performance Period (Year)	(d)	(e)	(f)	(g)
	Estimated Annual Cost Savings	Guaranteed Annual Cost Savings	Annual Payments	Annual Dollar Savings Retained by Customer
1	202	205	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 Guaranteed Cost Savings (b+e) 206	Total Payments (c+f) 209	

IMPORTANT INFORMATION:

(1) Implementation period savings (both estimated and guaranteed) can represent two things: 1) construction period savings (where savings from some ECs start accruing before construction is complete on the greater project), and 2) 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 guaranteed annual cost savings are pursuant to the description in the M&V plan proposed for the project.

(3) The total of annual payments represents the contract price and should be supported by information submitted.

(4) If applicable, prior to the performance period, implementation period energy savings and payments are one-time amounts only.



(5) If applicable, the guaranteed cost savings during the implementation and performance periods must exceed the payments.

(6) Escalation rates (see Annual Escalation Rates) apply to the estimated annual cost savings in column (d).

ADDITIONAL NOTES:

67

Schedule 1u - Annual Cost Savings and Payments (UESC)

 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 ELCMs 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 2a - Implementation Price by ECM

 SCHEDULE #2a IMPLEMENTATION PRICE BY ENERGY CONSERVATION MEASURE 									
ECM - Technology Category*	ECM No.	ECM Description - Title*	ECM Size	ECM Coverage (%)	M&V Expense (\$)	(a)	(b)	(c)	(d)
						Cost of Goods and Services (Base Construction)*	Project Implementation Delivery Charge*	Applied Incentives	Implementation Price PDC + [a+b] - c
Project Development Costs (PDC)-Technical Energy Audit and Project Proposal									310
301	302	303	304	305	306	307	308	309	311
-									
-									
-									
-									
-									
-									
TOTALS:					312	313	314	315	316
IMPORTANT INFORMATION:									
(1) This schedule is not to be altered or changed in any way. (2) Cost of Goods and Services (Base Construction) shall include only direct costs for each ECM and no post-acceptance performance period expenses. Project Implementation Delivery Charges are added to each of the ECMs and include direct and indirect costs as well as profit. The Cost of Goods and Services and Project Implementation Delivery Charges are itemized in Schedule-2b. (3) Contractor shall attach adequate supporting information detailing total implementation price. (4) For the following ECMs, enter under ECM Size the total installed capacity of new equipment in the units specified; chillers and packaged units in tons (e.g., for a chiller - 250 tons), VFDs in hp, boilers and furnaces in input Btu/hr, BAS/EMCS in number of points, transformers in kVA, generators in kW. For lighting ECMs, specify baseline kW treated. (5) ECM coverage (%) represents the percentage share of the total project floor area (see Summary Schedule) affected by the ECM. (6) The sum of M&V expenses for each ECM equals the sum of items b and j on Schedule-2b. These expenses are already included in the Base Construction Cost and Project Implementation									
ADDITIONAL NOTES:									
67									

Schedule 2b - Implementation Price by ECM

							
	Cost Item	Description	Percent of Cost of Goods and Services (Base Construction)	Price/Cost	Errors/Warnings	Schedule 2a Costs	
	a	Subcontractor Costs (Contractor Costs To ESCO) exclusive of M&V equipment	If fixed price bid awarded in response to a Request for Proposals issued by an ESCO for a specific scope of work, exclusive of the cost to install M&V equipment.	401			
	b	M&V Equipment Installed During Construction	The cost of equipment installed during construction which is integral to performance of M&V activities in the performance period.	402	420		
	c	Self-Performed Work	If fixed price cost for a specific scope of work performed by an ESCO.	403			
	d	Other Direct Purchases Of Equipment, Material, Supplies (Supplier Costs To ESCO) exclusive of M&V equipment	In some cases the ESCO may purchase equipment directly to be installed under scope of work as described in (b) and (c) above. This cost (d) represents the purchase price of all such equipment.	404			
Sum (a+b+c+d)	e	Cost of Goods and Services (Base Construction)		313	421		
	f	Design	Design costs include all professional architecture and engineering costs required to design and specify projects to be installed as part of the work, appropriately burdened for overhead and profit as determined by the ESCO.	405	413		
	g	Project Management	The cost of administering and managing the project, appropriately burdened for overhead and profit as determined by the ESCO.	406	414		
	h	Performance and Payment Bonds	All ESCOs are required to bond the performance and payment of all work by a reputable surety approved for each work. The cost of the performance and payment bond shall be included in this category for the anticipated period of work to be completed.	407	415		
	i	Commissioning and Training	All the completion of construction, equipment is commissioned. This work is normally completed by commissioning agents. If this scope is completed by ESCO employees, it includes the the appropriate burdened cost (profit & overhead) as determined by the ESCO. If this scope is subcontracted to a commissioning firm, this cost includes the burden cost to provide necessary commissioning services. Training costs may be provided by subcontractors and as such will be included in their subcontractor bid. However, if the ESCO plans to provide training, the burden labor cost for such training shall be included in this line item. In addition to labor, this line item may include formal classroom training, building address, office building expenses, and other building efforts that include labor and materials required to provide necessary training. This line item would not be a report of training provided directly by subcontractors in subcontractor scope. Training labor may be utilized by supervisor and coordinate subcontractor training operations.	408	416		
	j	Measurement and Verification	All the completion of construction, the ESCO completes the M&V of installed equipment to verify post-occupied energy and water efficiency, operations, and program a Post-Installation M&V report. This effort in assessing the energy system will use the operational energy savings and audit the M&V hardware system. If completed by ESCO staff, this cost shall be appropriately burdened (overhead and profit) as determined by the ESCO. If completed by an external M&V firm, this cost includes the burden cost to provide necessary M&V services.	409	417		
	k	Overhead Percent	The indirect costs or fixed expense of operating the ESCO's business, applied to the Cost of Goods and Services.	410	418		
	l	Profit Percent	The anticipated, but not guaranteed, gross profit associated with the project, applied to the Cost of Goods and Services.	411	419		
Sum (f to l)	m	Implementation Delivery Percentage/Charge		412	314	422	
	n	Project Development Price (PDP)-Technical Energy Audit and Project Proposal			310		
	q	Applied Incentives			315		
Sum (e+m+n-q)	o	Total Implementation Price		316	423		

Schedule 3 - Performance Period Cash Flow

						
	Term (year)	Implementation Period (Year 0)	1	2	25	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
	Measurement and Verification*		519			520
	Other PP Expense 1: 521		522			523
	Other PP Expense 2: 524		525			525
	SUBTOTAL Before Application of Performance Period Delivery Percentage		526			527
	Performance Period Delivery Percentage (%)*		528			
	Performance Period Delivery Charge (\$)		529			
TOTAL Performance Period Price (b)		530			531	
Annual Cash Flow (Performance Period)	TOTAL - ANNUAL PAYMENTS (a)+(b)		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: RECs proceeds, demand response payments, and extra customer payments. Incentives and

(3) Future payments to project facilitators (consultants) are one example of uses for dollar savings retained by the customer.

ADDITIONAL NOTES:

67

Schedule 4 - First Year Estimated Cost Savings by ECM

SCHEDULE #4 FIRST YEAR ESTIMATED COST SAVINGS BY ENERGY CONSERVATION MEASURE																							
ECM			Baseline Energy and Non-energy Consumption										b1	b2	c1	c2	d1	d2	e1a	e2a	e1b	e2b	
ECM Number	Short Description	First Year M&V Option*	Baseline electricity use (kWh/yr)	Baseline electricity demand (kW/mo)	Baseline natural gas use (MMBtu/yr)	Baseline Use: 104 (MMBtu/yr)	Baseline Use: 106 (MMBtu/yr)	Baseline water use (kGal/yr)	Baseline energy and resource costs (\$/yr)	Baseline O&M costs (\$/yr)	Baseline other non-energy costs (\$/yr)	Type of other non-energy costs	Electric energy savings (kWh/yr)	Electric energy savings (\$/yr)	Electric demand savings (kW/mo)	Electric demand savings (\$/yr)	Natural gas savings (MMBtu/yr)	Natural gas savings (\$/yr)	Other Savings Type 1: 104 (MMBtu/yr)	Other Savings Type 1: 104 (\$/yr)	Other Savings Type 2: 104 (MMBtu/yr)	Other Savings Type 2: 104 (\$/yr)	
	Project Development Costs (PDC)-Technical Energy Audit and Project Proposal		601	602	604	606	608	610	612	614	616	618	620	621	623	625	627	629	631	633	635	637	639
TOTALS:			603	605	607	609	611	613	615	617	619		622	624	626	628	630	632	634	636	638	640	

IMPORTANT INFORMATION:
 (1) Energy conversion factors for MMBtu: MMBtu=1,000,000 Btu; 1 kWh of Electricity = 0.003413 MMBtu; 1 therm of Natural Gas = 0.1 MMBtu; 1 gal of #2 Heating Oil = 0.13859 MMBtu; 1 gal of Gasoline = 0.12048 MMBtu; 1 gal of Diesel = 0.13738 MMBtu; 1 short ton of Coal (2,000 pounds)=19.548 MMBtu; 1 gal of Propane=0.091333 MMBtu.
 (2) At least one of the savings fields is required to compute the contract term.
 (3) User should enter an average monthly kW reduction figure. Demand savings can (and usually do) vary by season and in their conversion rate to dollar savings.
 (4) All estimated cost savings numbers reported in this schedule are assumed to have already incorporated the "Implementation start through first year" escalation rates reported in the Annual Escalation Rates schedule.

ADDITIONAL NOTES:

$f = 0.003412 * b1 + d1 + e1a + e1b$	$g = b2 + c2 + d2 + e2a + e2b$	h	i	j	k	$l = g + i + j + k$	m	$n = m / l$
Total energy savings (MMBtu/yr)	Total energy cost savings (\$/yr)	Water savings (Kgal/yr)	Water savings (\$/yr)	O&M cost savings (\$/yr)	Other non-energy cost savings (\$/yr)	Estimated annual cost savings (\$/yr)	Implementation price (\$)	Simple Payback (years)
							310	
641	643	645	647	649	651	653	311	317
642	644	646	648	650	652	654	316	318

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												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												

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:

67

Version 1.97

Appendix B. Glossary of Fields

You may reference the glossary below as an Excel document (titled *ePB Data Template Fields Glossary*) on the ePB Help & Documentation page. The Excel document allows users to sort the list for required fields to easily determine what project data must be gathered.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
1	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			X	
2	Project Facilitator-Name	Project facilitator point of contact – name.	Summary Schedule	D7			X	
3	Project Facilitator-Title	Project facilitator point of contact - job title.	Summary Schedule	E7			X	
4	Project Facilitator-Email	Project facilitator point of contact - email address.	Summary Schedule	F7			X	
5	Project Facilitator-Phone	Project facilitator point of contact -phone number.	Summary Schedule	G7			X	
6	Customer (Project Initiator)-Institution	Project Initiator's organization.	Summary Schedule	C8		X	X	Derived from customer account info.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
7	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	X	Derived from customer account info.
8	Customer (Project Initiator)-Title	Project Initiator point of contact - job title.	Summary Schedule	E8		X	X	Derived from customer account info.
9	Customer (Project Initiator)-Email	Project Initiator point of contact - email address.	Summary Schedule	F8		X	X	Derived from customer account info.
10	Customer (Project Initiator)-Phone	Project Initiator point of contact - phone number.	Summary Schedule	G8		X	X	Derived from customer account info.
11	ESCO (Project Builder)-Institution	ESCO/Project Builder company name.	Summary Schedule	C9		X	X	Derived from ESCO account info.
12	ESCO (Project Builder)-Name	ESCO/Project Builder point of contact - first and last name. The Project Builder is the individual at ESCO (or similar organization) that completes the project information and submits to the PI for approval for approval.	Summary Schedule	D9		X	X	Derived from ESCO account info.
13	ESCO (Project Builder)-Title	ESCO/Project Builder point of contact - job title.	Summary Schedule	E9		X	X	Derived from ESCO account info.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
14	ESCO (Project Builder)-Email	ESCO/Project Builder point of contact – address.	Summary Schedule	F9		X	X	Derived from ESCO account info.
15	ESCO (Project Builder)-Phone	ESCO/Project Builder point of contact - phone number.	Summary Schedule	G9		X	X	Derived from ESCO account info.
16	Finance Specialist-Institution	Finance specialist organization name (typically used by federal projects only to help select the financing mechanism for the project).	Summary Schedule	C10		X	X	
17	Finance Specialist- Name	Financing specialist point of contact - first and last name.	Summary Schedule	D10			X	
18	Finance Specialist-Title	Financing specialist point of contact - job title.	Summary Schedule	E10			X	
19	Finance Specialist-Email	Financing specialist point of contact - email address.	Summary Schedule	F10			X	
20	Finance Specialist-Phone	Financing specialist point of contact - phone number.	Summary Schedule	G10			X	
21	Primary Financier-Institution	Name of institution financing the project.	Summary Schedule	C11		X	X	
22	Primary Financier-Name	Financier point of contact - first and last name.	Summary Schedule	D11		X	X	
23	Primary Financier-Title	Financier point of contact - job title.	Summary Schedule	E11		X	X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
24	Primary Financier-Email	Financier point of contact - email address.	Summary Schedule	F11		X	X	
25	Primary Financier-Phone	Financier point of contact - phone number.	Summary Schedule	G11		X	X	
26	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			X	
27	Contract Number	Federal IDIQ contract number with ESCO - or, for non-IDIQ/non-federal projects, other contract number if applicable.	Summary Schedule	C15			X	
28	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	X	Entered when project is initiated.
29	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			X	Derived from project ZIP.
30	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			X	Derived from project ZIP.
31	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	X	Entered when project is initiated.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
32	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	X	
33	Sub Agency Name/Region	Sub agency or department where the project is being implemented.	Summary Schedule	C21			X	
34	Project ID #	Unique ID to identify the project.	Summary Schedule	C22			X	
35	List of Sites	List of affected sites (separate site names with commas).	Summary Schedule	G14			X	
36	Number of Buildings in Project	Number of buildings affected by the retrofit.	Summary Schedule	G15			X	
37	List of Buildings in Project	List of affected buildings (separate building names with commas).	Summary Schedule	G16			X	
38	Market Segment	Market segment of the project. This is entered by the customer when initiating a project on the website.	Summary Schedule	G17		X	X	Entered when project is initiated.
39	Total Floor Area Affected by Project (square feet)	Floor area affected by project in square feet.	Summary Schedule	G18		X	X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
40	Average Annual Energy Consumption of Affected Buildings	Average annual baseline blended energy consumption of affected buildings in MMBtus.	Summary Schedule	G19			X	
41	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	X	
42	Applicable Financial Index	Text field to indicate financial index used in defining index rate (ex: US Treasury Note).	Summary Schedule	C26			X	
43	Performance Period (years)	The time over which the performance of a project is guaranteed.	Summary Schedule	C27		X	X	Derived if using default template.
44	Index Rate (%)*	For federal projects, the financing Index rate for the chosen benchmark. For non-federal projects, the interest rate.	Summary Schedule	C28	X		X	Non-federal projects enter interest rate here.
45	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		X	Non-federal projects enter "0%".
46	Project Interest Rate (%)	Calculated field: Financing index rate + added premium (%).	Summary Schedule	C30		X	X	Derived; sum of Index Rate and Added Premium.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
47	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			X	
48	Project Award Date (mm/dd/yyyy)	The date of the ESPC (or similar) contract signing.	Summary Schedule	C32	X	X	X	
49	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			X	
50	Primary Type of Financing	Type of project financing (choose from dropdown list in column C).	Summary Schedule	C34			X	
51	Secondary Type of Financing	Type of secondary project financing (choose from dropdown list in column C).	Summary Schedule	C35			X	
52	Project Agreement Type	Project agreement type (choose from dropdown list in column C).	Summary Schedule	C4			X	
53a	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	X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
53b	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	X	
54	Guarantee % of Estimated Savings*	Percentage of estimated savings that are guaranteed by the contractor.	Summary Schedule	C38	X	X	X	
55	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			X	Federal projects only; entered when project is initiated.
56	Primary Electric Utility	Name of utility providing majority of the electricity.	Summary Schedule	C40			X	
57	Primary Natural Gas Utility	Name of utility providing majority of the NG.	Summary Schedule	C41			X	
58	Primary Water Utility	Name of utility providing majority of the water.	Summary Schedule	C42			X	
59	Total Implementation Price	Total project implementation cost by funding source. Does not include financing and interest payments (\$).	Summary Schedule	G26			X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
60	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		X	Enter "0" if not applicable.
61	PLUS Financing Procurement Price -Other Expenses (\$)*	Includes administrative expenses and bonding expense during the implementation phase of the project (\$).	Summary Schedule	G28	X		X	Enter "0" if not applicable.
63	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	X	
64	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		X	
65	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		X	
66	Template Errors/Warnings	Errors/warning messages to indicate issues with the data entered in the template.	Summary Schedule	F42			X	Derived

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
101	Escalation Rates-Electric Energy	Annual escalation rate for electricity savings (%).	Annual Escalation Rates	B5-B29		X	X	
102	Escalation Rates-Electric Demand	Annual escalation rate for electricity demand (%).	Annual Escalation Rates	C5-C29		X	X	
103	Escalation Rates-Natural Gas	Annual escalation rate for natural gas savings (%).	Annual Escalation Rates	D5-D29		X	X	
104	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	X	
105	Escalation Rates-Other Savings Type 1	Annual escalation rate for other savings 1 (%).	Annual Escalation Rates	E5-E29		X	X	
106	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	X	
107	Escalation Rates-Other Savings Type 2	Annual escalation rate for other savings 2 (%).	Annual Escalation Rates	F5-F29		X	X	
108	Escalation Rates-Water	Annual escalation rate for water savings (%).	Annual Escalation Rates	G5-G29		X	X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
109	Escalation Rates-O&M	Annual escalation rate for O&M savings (%).	Annual Escalation Rates	H5 -H29		X	X	
110	Escalation Rates-Other Non-Energy Savings	Annual escalation rate for non-energy savings (%).	Annual Escalation Rates	I5-I29		X	X	
201	Estimated Cost Savings for Implementation Period	Estimated cost savings during implementation period. May enter zero (0) if not applicable to a given project.	Schedule 1	B6	X		X	
202	Total Estimated Annual Cost Savings by year (\$)	Estimated annual project cost savings for each year of the performance period (\$).	Schedule 1	B9 -B33			X	Derived if using default template.
203	Total Estimated Project Cost Savings (\$)	Total Sum of estimated cost savings for the project for the entire term (\$).	Schedule 1	B34			X	Derived if using default template.
204	Guaranteed Cost Savings for Implementation Period	Guaranteed cost savings during implementation period. Enter zero (0) if not applicable to a given project calculations/if they are retained by customer.	Schedule 1	C6	X		X	
205	Guaranteed Annual Cost Savings by year (\$)	Guaranteed annual cost savings for each year of the performance period (\$).	Schedule 1	C9-C33			X	Derived if using default template.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
206	Total Guaranteed Cost Savings (\$)	Total sum of guaranteed cost savings for the entire contract term. ¹	Schedule 1	C37			X	Derived if using default template.
207	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 1	D6	X		X	
208	Annual Payments (\$)	Annual payments for each year of the contract term.	Schedule 1	D9-D33			X	Derived if using default template.
209	Total Payments	Total sum of payments made during the implementation period and the performance period.	Schedule 1	D37	X	X	X	Derived if using default template.
210	Annual Dollar Savings Retained by Customer (\$)	Annual Dollar Savings Retained by Customer, which is the difference between the annual guaranteed cost savings and annual payments.	Schedule 1	E9-E33			X	Derived if using default template.
301	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	X	

¹ While the data template does not have an ePB field specific to contract term, ePB defines the contract term as the sum of the Implementation Period (Months) and Performance Period (Years)—(cells G18 and C25 of the Summary Schedule, respectively). Note that the total contract term must not exceed 25 years. If a project has a contract term that exceeds 25 years, the data template will produce an error.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
302	ECM Number	A unique number to identify the energy conservation measure that's included in the project.	Schedule-2a	B9-B<n>			X	
303	ECM Description-Title*	Brief description of the installed energy conservation measure.	Schedule-2a	C9-C<n>	X	X	X	
304	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>			X	
305	ECM Coverage	Percentage of total project floor area affected by the ECM.	Schedule-2a	E9-E<n>			X	
306	M&V Expense	Up-front cost of M&V activity for an ECM (\$).	Schedule-2a	F9-F<n>			X	
307	Cost of Goods and Services (Base Construction)*	Initial costs associated with implementation of the ECM (\$), excluding the Project Implementation Delivery Charge and any performance period expenses.	Schedule-2a	G9-G<n>	X	X	X	
308	Project Implementation Delivery Charge*	Costs associated with implementing each of the ECMs that includes design, commissioning, training, overhead, performance bond, project management and profit.	Schedule-2a	H9-H<n>	X	X	X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
309	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	I9-I<n>		X	X	Only if applicable.
310	Project Development Price (PDP)	Price to develop technical energy audit and project proposal.	Schedule-2a	J8			X	
311	Implementation Price for each of the ECMs	$PDP + [a+b] - c.$	Schedule-2a	J9-J<n>			X	Derived if using default template.
312	Total M&V Expense	Total upfront M&V Expenses for each ECM.	Schedule-2a	F259			X	Derived
313	Total Cost of Goods and Services (Base Construction)	Total Cost of Goods and Services (Base Construction) for all the ECMs combined.	Schedule-2a	G259			X	Derived
314	Total Project Implementation Delivery Charges	Project Implementation Delivery Charges for all of the ECMs combined.	Schedule-2a	H259			X	Derived
315	Total Applied Incentives	The sum of Applied Incentives for all of the ECMs.	Schedule-2a	I259			X	Derived
316	Total Implementation Price	Total Implementation Price for all of the ECMs that are part of the project.	Schedule-2a	J259			X	Derived

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
401	Subcontractor Costs (Contractor Costs to ESCO) Exclusive of M&V Equipment	A fixed-price bid received in response to a Request for Proposals issued by an ESCO for a specific scope of work, exclusive of the cost to install M&V equipment.	Schedule-2b	F4			X	
402	M&V Equipment Installed During Construction	The cost of equipment installed during construction that is integral to performance of M&V activities in the performance period.	Schedule-2b	F5			X	
403	Self-Performed Work	A fixed price cost for a specific scope of work performed by the ESCO.	Schedule-2b	F6			X	
404	Other Direct Purchases of Equipment, Material, Supplies (Supplier Costs to ESCO) Exclusive of M&V Equipment	In some cases the ESCO may purchase equipment directly to be installed under scopes of work as described in items (a) and (c) above. This amount (d) represents the purchase price of all such equipment.	Schedule-2b	F7			X	
405	Design (%)	Part of implementation delivery percentage that includes design costs expressed as a percentage of Cost of Goods and Services (Base Construction) and typically includes all professional architecture and engineering costs.	Schedule-2b	E9			X	
406	Project Management (%)	The cost of administering and managing the project as a percentage of Cost of Goods and Services (Base Construction).	Schedule-2b	E10			X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
407	Performance and Payment Bonds (%)	Cost of the performance and payment bonds expressed as a percentage of Cost of Goods and Services (Base Construction). These are costs associated with securing a surety bond issued by an insurance company or a bank to guarantee satisfactory completion of a project by a contractor.	Schedule-2b	E11			X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
408	Commissioning and Training (%)	Commissioning and Training costs expressed as a percentage of Cost of Goods and Services (Base Construction). Commissioning costs are associated with services to ensure that the installed equipment is functioning as per the design intent of the project. Training costs are typically associated with educating the appropriate personnel to help and sustain proper operation of the installed equipment.	Schedule-2b	E12			X	Only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
409	Measurement and Verification (%)	This is a derived field (from Schedule 2a's "M&V Expense") expressed as a percentage of Cost of Goods and Services (Base Construction). This includes M&V costs associated with installation of equipment to verify post-retrofit energy and water efficiency, operation, and prepares a Post-Installation M&V report.	Schedule-2b	E13			X	Derived if using default template.
410	Overhead (%)	The indirect costs or fixed expenses of operating the ESCO's business, expressed as a percentage of Cost of Goods and Services (Base Construction).	Schedule-2b	E14			X	
411	Profit Percent (%)	The anticipated, but not guaranteed, gross profit associated with the project, expressed as a percentage of Cost of Goods and Services (Base Construction).	Schedule-2b	E15			X	
412	Implementation Delivery Percentage (%)	A portion of the total implementation price, expressed as a percentage of the Cost of Goods and Services (Base Construction) to include costs for Design, Project Management, Performance and Payment Bonds, Commissioning and Training, Measurement and Verification (services only), Overhead, and Profit.	Schedule-2b	E16			X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
413	Design (Cost)	All professional architecture and engineering related costs required to design and specify projects.	Schedule-2b	F9			X	Derived if using default template.
414	Project Management (Cost)	Costs related to administering and managing the project from inception to completion.	Schedule-2b	F10			X	Derived if using default template.
415	Performance and Payment Bonds (Cost)	The cost associated with securing a surety bond issued by an insurance company or a bank to guarantee performance and satisfactory completion of a project by a contractor.	Schedule-2b	F11			X	Derived if using default template.
416	Commissioning and Training (Cost)	The costs associated with commissioning and training at the completion of construction. Commissioning costs are associated with services to ensure that the installed equipment is functioning as per the design intent of the project. Training costs are typically associated with educating the appropriate personnel to help and sustain proper operation of the installed equipment.	Schedule-2b	F12			X	Derived

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
417	Measurement and Verification (Cost)	These are costs associated with M&V for installing the equipment to verify post-retrofit energy and water consumption, operation and performance, and preparing a Post-Installation M&V report.	Schedule-2b	F13			X	Derived
418	Overhead	The indirect costs or fixed expenses of operating the ESCO's business.	Schedule-2b	F14			X	Derived
419	Profit	The anticipated, but not guaranteed, gross profit associated with the given project.	Schedule-2b	F15			X	Derived
420	Error Message - "High M&V Equipment Costs"	An error message indicating that there are discrepancies in M&V costs between Schedule-2a and Schedule-2b.	Schedule-2b	G5				Derived
421	Error Message - "Cost of Goods and Services (Base Construction) Mismatch"	An error message indicating that individual components of Cost of Goods and Services (Base Construction) entered on Schedule-2b do not add up to the Cost of Goods and Services (Base Construction) entered on Schedule-2a.	Schedule-2b	G8				Derived

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
422	Error Message- "Project Implementation Delivery Charge Mismatch"	An error message indicating that individual components of Project Implementation Delivery Charges entered on Schedule-2b do not add up to the the charges entered on Schedule-2a.	Schedule-2b	G16				Derived
423	Error Message - "Implementation Price Mismatch"	An error message indicating that there are discrepancies in Implementation Price between Schedule-2a and Schedule-2b.	Schedule-2b	G19				Derived
501	Principal Repayment	Annual amount repaid towards reducing the principal of the loan (\$).	Schedule-3	D5-AB5			X	Derived
502	TOTAL Principal Repayment	Calculated field: Total value of all contributions towards principal for the entire performance period (\$).	Schedule-3	AC5			X	Derived
503	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	X	Only if applicable.
504	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			X	Derived
505	Dollar Savings Retained by Customer	The amount of proposed savings to be retained by the Customer annually.	Schedule-3	D7-AB7	X	X	X	

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
506	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			X	Derived if using default template.
507	Interest	Calculated field: Annual interest payments (\$).	Schedule-3	D8-AB8			X	Derived if using default template.
508	TOTAL Interest	Calculated field: Total value of all interest paid over the loan term for the entire performance period (\$).	Schedule-3	AC8			X	Derived if using default template.
509	Total Debt Service	Calculated field: Annual amount repaid to principal - annual incentive payment + annual interest payment (\$).	Schedule-3	D9-AB9			X	Derived if using default template.
510	TOTAL Debt Service	Calculated field: Total debt service payments for the entire performance period (\$).	Schedule-3	AC9			X	Derived if using default template.
511	Management/ Administration	Annual expenses for management/administration during the performance period (\$).	Schedule-3	D11-AB11			X	Only if applicable.
512	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			X	Derived if using default template
513	Operation	Annual operations expenses included in the ESPC incurred during the performance period (\$).	Schedule-3	D12-AB12			X	Only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
514	TOTAL Operation	Calculated field: Total operations - performance period expense for the entire performance period (\$).	Schedule-3	AC12			X	Derived if using default template.
515	Maintenance	Annual maintenance expenses included in the ESPC incurred during the performance period (\$).	Schedule-3	D13-AB13			X	Only if applicable.
516	TOTAL Maintenance	Calculated field: Total maintenance - performance period expense for the entire performance period(\$).	Schedule-3	AC13			X	Derived if using default template.
517	Repair and Replacement	Annual repair and replacement expenses included in the ESPC incurred during the performance period (\$).	Schedule-3	D14-AB14			X	Only if applicable.
518	TOTAL Repair and Replacement	Calculated field: Total repair and replacement - performance period expense for the entire performance period (\$).	Schedule-3	AC14			X	Derived if using default template.
519	Measurement and Verification	Annual measurement and verification expenses during the performance period (\$).	Schedule-3	D15-AB15		X	X	Only if applicable.
520	TOTAL M&V	Calculated field: Total M&V - performance period expense for the entire performance period (\$).	Schedule-3	AC15			X	Derived if using default template.
521	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			X	Only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
522	Other-PP Expense 1	Other 1 performance period expenses (\$).	Schedule-3	D16-AB16			X	Only if applicable.
523	TOTAL Other 1 - Performance Period Expense	Calculated field: Total Other 1 - performance period expense for the entire performance period (\$).	Schedule-3	AC16			X	Derived if using default template.
524	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			X	Only if applicable.
525	Other-PP Expense 2	Other 2 performance period expenses (\$).	Schedule-3	D17-AB17			X	Only if applicable.
525	TOTAL Other 2 - Performance Period Expense	Calculated field: Total Other 2 - performance period expense for the entire performance period (\$).	Schedule-3	AC17			X	Derived if using default template.
527	SUBTOTAL Performance Period Expenses Before Application of Performance Period Delivery Percentage	Calculated field: Subtotal of performance period expenses before application of markup (\$).	Schedule-3	AC18			X	Derived if using default template.
528	Performance Period Delivery Percentage (%)	Performance period delivery percentage (%).	Schedule-3	D19-AB19	X		X	Only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
529	Performance Period Delivery Charge	Calculated field: Dollar value based on percentage of performance period delivery percentage (\$).	Schedule-3	D20-AB20			X	Only if applicable.
530	TOTAL - Performance Period Price	Calculated field: sum of all performance period expenses and performance period delivery charges for each year of the performance period (\$).	Schedule-3	D21-AB21			X	Derived if using default template.
531	TOTAL - Performance Period Expenses	Calculated field: Sum of all annual performance period expenses for the entire performance period (\$).	Schedule-3	AC21			X	Derived if using default template.
601	First Year M&V Option	Identify the M&V Methodology used (Option A, B, C, D, RCx, O&M, RCx & O&M, Other)	Schedule-4	C8-C<n>	X	X	X	Only if applicable.
602	Baseline Electricity Use (kWh/yr)	Annual ECM baseline electricity usage (kWh).	Schedule-4	D8-D<n>			X	Only if applicable.
603	TOTAL- Baseline Electricity Use (kWh/yr)	Annual Project baseline electricity usage (kWh).	Schedule-4	D258			X	Derived. Only if applicable
604	Baseline Electricity Demand (kW/mo)	Annual ECM baseline electric demand (kW/mo).	Schedule-4	E8-E<n>			X	Only if applicable.
605	TOTAL- Baseline Electricity Demand (kW/mo)	Annual Project baseline electric demand (kW/mo).	Schedule-4	E258			X	Derived, only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
606	Baseline Natural Gas Use (MMBtu/yr)	Annual ECM baseline natural gas usage (MMBtu)	Schedule-4	F8-F<n>			X	Only if applicable.
607	TOTAL- Baseline Natural Gas Use (MMBtu/yr)	Annual Project baseline natural gas usage (MMBtu).	Schedule-4	F258			X	Derived, only if applicable.
608	Baseline Use: Other (MMBtu/yr)	Annual ECM baseline other energy type 1 usage (MMBtu).	Schedule-4	G8-G<n>			X	Only if applicable.
609	TOTAL- Baseline Use: Other (MMBtu/yr)	Annual Project baseline other energy type 1 usage (MMBtu).	Schedule-4	G258			X	Derived, only if applicable.
610	Baseline Use: Other (MMBtu/yr)	Annual ECM baseline other energy type 2 usage (MMBtu).	Schedule-4	H8-H<n>			X	Only if applicable.
611	TOTAL- Baseline Use: Other (MMBtu/yr)	Annual Project baseline other energy type 2 usage (MMBtu).	Schedule-4	H258			X	Derived, only if applicable.
612	Baseline Water Use (kGal/yr)	Annual ECM baseline water usage (kGal).	Schedule-4	I8-I<n>			X	Only if applicable.
613	TOTAL- Baseline Water Use (kGal/yr)	Annual Project baseline water usage (kGal).	Schedule-4	I258			X	Derived, only if applicable.
614	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>			X	Only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
615	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			X	Derived, only if applicable.
616	Baseline O&M Costs (\$/yr)	Annual ECM baseline O&M costs (\$).	Schedule-4	K8-K<n>			X	Only if applicable
617	TOTAL- Baseline O&M Costs (\$/yr)	Annual Project baseline O&M costs (\$).	Schedule-4	K258			X	Derived, only if applicable.
618	Baseline Other Non-Energy Costs (\$/yr)	Annual ECM baseline - other non-energy costs (\$).	Schedule-4	L8-L<n>			X	Only if applicable.
619	TOTAL- Baseline Other Non-Energy Costs (\$/yr)	Annual Total baseline - other non-energy costs (\$).	Schedule-4	L258			X	Derived, only if applicable.
620	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>			X	Only if applicable.
621	Electric Energy Savings (kWh/yr)	Estimated annual ECM electricity savings (kWh)	Schedule-4	N8-N<n>		X	X	Only if applicable.
622	TOTAL- Electric Energy Savings (kWh/yr)	Estimated annual Project electricity savings (kWh)	Schedule-4	N8-N<n>			X	Only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
623	Electric Energy Savings (\$/yr)	Estimated annual ECM electricity cost saving (\$).	Schedule-4	O8-O<n>	X	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
624	TOTAL- Electric Energy Savings (\$/yr)	Estimated annual Project electricity cost saving (\$).	Schedule-4	O258			X	Derived, only if applicable.
625	Electric Demand Savings (kW/mo)	Estimated monthly ECM demand savings (kW/mo).	Schedule-4	P8-P<n>		X	X	Only if applicable.
626	TOTAL- Electric Demand Savings (kW/mo)	Estimated monthly Project demand savings (kW/mo).	Schedule-4	P258			X	Derived, only if applicable.
627	Electric Demand Savings (\$/yr)	Estimated annual ECM demand cost savings (\$)	Schedule-4	Q8-Q<n>	X	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
628	TOTAL- Electric Demand Savings (\$/yr)	Estimated annual Project 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.
629	Natural Gas Savings (MMBtu/yr)	Estimated annual ECM natural gas savings (MMBtu)	Schedule-4	R8-R<n>		X	X	Only if applicable
630	TOTAL- Natural Gas Savings (MMBtu/yr)	Estimated annual Total natural gas savings (MMBtu)	Schedule-4	R258			X	Derived, only if applicable.
631	Natural Gas Savings (\$/yr)	Estimated annual ECM natural gas cost savings (\$)	Schedule-4	S8-S<n>	X	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
632	TOTAL- Natural Gas Savings (\$/yr)	Estimated annual Project natural gas cost savings (\$)	Schedule-4	S258			X	Derived, only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
633	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	X	Only if applicable.
634	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			X	Derived, only if applicable.
635	Other Savings Type 1 (\$/yr)	Estimated annual ECM cost savings - Other1 energy type (\$).	Schedule-4	U8-U<n>	X	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
636	TOTAL- Other Savings Type 1 (\$/yr)	Estimated annual Project cost savings - Other1 energy type (\$).	Schedule-4	U258			X	Derived, only if applicable.
637	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	X	Only if applicable.
638	TOTAL- Other Savings Type 2 (MMBtu/yr)	Estimated annual ECM savings- Other 2 energy type (MMBtu).	Schedule-4	V258			X	Derived, only if applicable.

ID	Field Name	Description	Sheet	Cell	Required for Calculating Template Upload	Recommended for State/Local Agencies to Require	Required for Federal IDIQ Projects	Notes
639	Other Savings Type 2 (\$/yr)	Estimated annual ECM cost savings - Other 2 energy type (\$).	Schedule-4	W8-W<n>	X	X	X	Only if applicable. There must be at least one cost savings figure entered in order to calculate project financials.
640	TOTAL- Other Savings Type 2 (\$/yr)	Estimated annual Project cost savings - Other 2 energy type (\$).	Schedule-4	W258			X	Derived, only if applicable.
641	Total Energy Savings (MMBtu/yr)	Calculated field: Sum of all energy savings for each ECM (MMBtu).	Schedule-4	X8-X<n>			X	Only if applicable.
642	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			X	Derived, only if applicable.
643	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>			X	Only if applicable.
644	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			X	Derived, only if applicable.
645	Water Savings (Kgal)	Estimated water savings (Kgal) for each ECM.	Schedule-4	Z8-Z<n>		X	X	Only if applicable.

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

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

ECM Category List

- 1-Boiler Plant Improvements
- 2-Chiller Plant Improvements
- 3-Building Automation Systems/Energy Management Control Systems (EMCS)
- 4-Heating, Ventilating, and Air Conditioning
- 5-Lighting Improvements
- 6-Building Envelope Modifications
- 7-Chilled Water, Hot Water, and Steam Distribution Systems
- 8-Electric Motors and Drives
- 9-Refrigeration
- 10-Distributed Generation
- 11-Renewable Energy Systems
- 12-Energy/Utility Distribution Systems
- 13-Water and Sewer Conservation Systems
- 14-Electrical Peak Shaving/Load Shifting
- 15-Energy Cost Reduction Through Rate Adjustments
- 16-Energy Related Process Improvements
- 17-Commissioning
- 18-Advanced Metering Systems
- 19-Appliance/Plug-load reductions
- 20-Future/Other ECMs

ECM Category List

Coal

Diesel

Gasoline

Heating Oil

Jet Fuel

Purchased Steam

Chilled Water

Propane

Other

Appendix C. Guidance for State, Local, K-12, University/college, Public Housing, Healthcare, and Private Commercial Projects

The table below offers guidance to State, Local, K-12, University/College, Public Housing, Healthcare, and Private Commercial projects on what fields we recommend should be required of ESCOs that will submit projects through ePB. Some fields may not apply to all projects. These fields are also indicated as “recommended for state/local agencies to require” in the *Glossary of Fields* table above.

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Customer (Project Initiator)-Institution	Summary Schedule - Project Contact Information	Required	Name of customer (project initiator) organization.	Project-level
Customer (Project Initiator)-Name	Summary Schedule - Project Contact Information	Required	Name of customer (project initiator) point of contact.	Project-level
Customer (Project Initiator)-Title	Summary Schedule - Project Contact Information	Required	Job title of customer (project initiator) point of contact.	Project-level
Customer (Project Initiator)-Email	Summary Schedule - Project Contact Information	Required	Email of customer (project initiator) point of contact.	Project-level
Customer (Project Initiator)-Phone	Summary Schedule - Project Contact Information	Required	Phone number of customer (project initiator) point of contact.	Project-level
ESCO (Project Builder)-Institution	Summary Schedule - Project Contact Information	Required	Name of ESCO/project builder.	Project-level
ESCO (Project Builder)-Name	Summary Schedule - Project Contact Information	Required	Name of ESCO (project builder) point of contact.	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
ESCO (Project Builder)-Title	Summary Schedule - Project Contact Information	Required	Title of ESCO (project builder) point of contact.	Project-level
ESCO (Project Builder)-Email	Summary Schedule - Project Contact Information	Required	Email of ESCO (project builder) point of contact.	Project-level
ESCO (Project Builder)-Phone	Summary Schedule - Project Contact Information	Required	Phone number of ESCO (project builder) point of contact.	Project-level
Primary Financier-Institution	Summary Schedule - Project Contact Information	Required	Name of financing institution.	Project-level
Primary Financier-Name	Summary Schedule - Project Contact Information	Required	Financier point of contact name.	Project-level
Primary Financier-Title	Summary Schedule - Project Contact Information	Required	Financier point of contact job title.	Project-level
Primary Financier-Email	Summary Schedule - Project Contact Information	Required	Financier point of contact email address.	Project-level
Primary Financier-Phone	Summary Schedule - Project Contact Information	Required	Financier contact phone number.	Project-level
Project Name	Summary Schedule - Project Identification & Characteristics	Required (entered by customer)	Unique project name. This is entered by the customer when initiating a project on the website.	Project-level
Primary Project Location-Zip code	Summary Schedule - Project Identification & Characteristics	Required (entered by customer)	Zip code where a majority of primary facility(ies) are located.	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Agency Name	Summary Schedule - Project Identification & Characteristics	Required	For non-federal projects, the top-level agency or department that pertains to the customer's organization.	Project-level
Number of Buildings in Project	Summary Schedule - Project Identification & Characteristics	Optional	Number of buildings affected by the retrofit.	Project-level
List of Buildings in Project (separated by commas)	Summary Schedule - Project Identification & Characteristics	Optional	List of affected buildings (separate building names with commas).	Project-level
Market Segment	Summary Schedule - Project Identification & Characteristics	Required (entered by customer)	Market segment of the project. This is entered by the customer when initiating a project on the website.	Project-level
Total Floor Area Affected by project (Square Feet)	Summary Schedule - Project Identification & Characteristics	Required	Floor area affected by project in square feet.	Project-level
Implementation Period (months)	Summary Schedule - Project Identification & Characteristics	Required	Estimated implementation period, in months, from project award/contract execution to project acceptance or the beginning of the guarantee period.	Project-level
Performance Period (years)	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	This field is calculated from amortization tables by the default template.	Project-level
Project Interest Rate	Summary Schedule - Costs & Financials	Required	Financing interest rate.	Project-level
Financing Issue Date	Summary Schedule - Costs & Financials	Optional	Issue date of the loan or bond needed to implement the project – if applicable.	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Project Award Date	Summary Schedule – Financing Terms	Required (can be added during implementation period)	Date of project contract signing.	Project-level
Primary Type of Financing (choose from list)	Summary Schedule - Costs & Financials	Optional	Type of project financing; choose from list: 1) Lease; 2) Appropriation/Cash; 3) Loan (ESCO); 4) Loan Customer; 5) Bond; 6) Cash; 7) Other.	Project-level
Secondary Type of Financing	Summary Schedule - Costs & Financials	Optional	Type of project financing; choose from list above.	Project-level
Project Agreement Type (choose from list)	Summary Schedule	Optional	Project agreement type; choose from list: 1) Guaranteed Savings; 2) Build-Own-Operate; 3) Shared Savings; 4) Fee-for- service; 5) PPA; 6) Other	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Payment Timing (beginning or end of performance year)	Summary Schedule - Costs & Financials	Required (if using default template)	Timing of payments (beginning or end of performance year). In the calculating template, this field affects interest calculations in the amortization schedule.	Project-level
Payment Timing (frequency)	Summary Schedule - Costs & Financials	Required (if using default template)	Frequency of payments (annual, bi-annual, quarterly, monthly). In the calculating template, this field affects interest calculations in the amortization calculations.	Project-level
Financing Procurement Price-Capitalized Construction Period Interest	Summary Schedule - Costs & Financials	Optional	Includes construction finance costs during implementation phase of project (\$). If not applicable, enter zero (0).	Project-level
Total Amount Financed (Principal)	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	Principal amount that needs to be financed. This is a calculated field in the default template.	Project-level
Performance Bond Amount	Summary Schedule - Costs & Financials	Optional	The performance bond amount is typically equal to the total implementation price for the project.	Project-level
Start Date of Loan	Summary Schedule - Costs & Financials	Required if using default template	Date interest starts accruing to the loan.	Project-level
Annual Estimated Energy Savings (MMBtu)	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	Total of first year annual estimated energy savings. Automatically totaled at bottom of Schedule 4 and populated in Summary Schedule.	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Annual Estimated Water Savings (kGal)	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	Total of first year annual estimated water savings. Automatically totaled at bottom of Schedule 4 and populated in Summary Schedule.	Project-level
Total Estimated Cost Savings	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	Total of first year annual estimated cost savings. Automatically totaled at bottom of Schedule 4 and populated in Summary Schedule.	Project-level
Total Guaranteed Cost Savings (\$)	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	Total estimated cost savings over the contract term. Automatically totaled at bottom of Schedule 1 and populated in Summary Schedule.	Project-level
Total Payments	Summary Schedule - Costs & Financials	Required (automatically calculated if using default template)	Total payments over the contract term. Automatically totaled at bottom of Schedule 1 and populated in Summary Schedule.	Project-level
Guarantee % of Estimated Savings*	Summary Schedule - Other Information	Required (if using the default template)	Percentage of estimated savings ESCO is guaranteeing.	Project-level
Primary Electric Utility	Summary Schedule - Other Information	Optional	Name of utility providing majority of the electricity.	Project-level
Primary Natural Gas Utility	Summary Schedule - Other Information	Optional	Name of utility providing majority of the NG.	Project-level
Primary Water Utility	Summary Schedule - Other Information	Optional	Name of utility providing majority of the water.	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Complete all that apply: Electric Energy, Electric Demand; Natural Gas; Water, O&M; Other Non-Energy Savings; Other Savings Types	Annual Escalation Rates	Required (if escalating savings and using default template)	Annual escalation rate for each savings type applicable to the project. For other resource savings types, choose from list below this table.	Project-level
Estimated Cost Savings During Implementation Period (if applicable)	Schedule 1 – Cost Savings and Payments	Optional	Estimated cost savings during implementation period (\$). May enter zero (0) if not applicable to project calculations.	Project-level
Guaranteed Cost Savings During Implementation Period (if applicable)	Schedule 1– Cost Savings and Payments	Optional	Guaranteed cost savings during implementation period (\$).	Project-level
Payment During Implementation Period (if applicable)	Schedule 1– Cost Savings and Payments	Optional	Payment during implementation period (\$).	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Financial schedule: Estimated and Guaranteed Annual Cost Savings; Annual Payments	Schedule 1– Cost Savings and Payments	Required if not using default template; automatically calculated if using default template.		Project-level
ECM - Technology Category	Schedule 2a– Implementation Price by Energy Conservation Measure	Required	Please choose one of the technology categories shown in separate list.	ECM-level
ECM No (optional)	Schedule 2a – Implementation Price by Energy Conservation Measure	Optional	A unique number to identify each measure.	ECM-level
ECM Description (e.g., ballasts and lamps; energy management system)	Schedule 2a – Implementation Price by Energy Conservation Measure	Required	Description of the installed measure.	ECM-level
Project Development Price (e.g., IGA)	Schedule 2a/2b – Implementation Price by Energy Conservation Measure	Optional	Price to develop technical energy audit and project proposal.	Project-level
Cost of Goods and Services (Base Construction)	Schedule 2a/2b – Implementation Price by Energy Conservation Measure	Required	Direct hard and soft costs associated with implementation of ECM (\$); could include design, engineering, construction management, commissioning, labor/materials, and subcontractors applicable to the ECM. Does not include	ECM-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
			performance period expenses (e.g., maintenance, M&V).	
Project Implementation Delivery Charge *	Schedule 2a/2b – Implementation Price by Energy Conservation Measure	Required	Costs associated with implementing each of the cost for each of the ECMs that includes design, commissioning, training, overhead, performance bond, project management, and profit.	Project-level
Applied Incentives	Schedule 2a/2b – Implementation Price by Energy Conservation Measure	Required (if applicable)	Incentives (e.g., rebates or grants) that are being applied to reduce the project implementation price (and thus the amount financed).	ECM-level
Performance Period Incentives and Other Payments (if applicable)	Schedule 3 - Debt Service/ Performance Period Payments	Required (if applicable)	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.	Project-level
Dollar Savings Retained by Customer (if applicable)	Schedule 3 - Debt Service/ Performance Period Payments	Required (if applicable)	The amount of projected or estimated savings to be retained by the Customer annually.	Project-level
Project Management/ Administration Fee	Schedule 3 - Performance Period Expenses	Optional; recommend requiring if applicable	Annual expenses for management/admin during the performance period (\$).	Project-level
O&M	Schedule 3 - Performance Period Expenses	Optional; recommend requiring if applicable	Annual operations expenses included in the ESPC incurred during the performance period (\$) and annual maintenance	Project-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
			expenses included in the ESPC incurred during the performance period (\$).	
Repair and Replacement	Schedule 3 - Performance Period Expenses	Optional; recommend requiring if applicable	Annual repair and replacement expenses included in the ESPC incurred during the performance period (\$).	Project-level
Measurement and Verification	Schedule 3 - Performance Period Expenses	Required (if applicable)	Annual measurement and verification expenses during the performance period (\$). Can include performance period commissioning if not included as an ECM.	Project-level
First Year M&V Option	Schedule 4 - ECM	Required	Identify the M & V Methodology used (Option A, B, C or D).	ECM-level
Baseline Electricity Use	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable for ECM. Optional for legacy projects.	Annual baseline electricity usage (kWh).	ECM-level
Baseline Electricity Demand	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable for ECM. Optional for legacy projects.	Annual baseline electric demand (kW/mo).	ECM-level
Baseline Natural Gas Use	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Annual baseline natural gas usage (MMBtu).	ECM-level
Baseline Use: Other 1	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable.	Annual baseline other energy type 1 usage (MMBtu). Choose from Other	ECM-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
		Optional for legacy projects.	Savings/Resource Types listed below this table.	
Baseline Use: Other 2	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Annual baseline other energy type 2 usage (MMBtu). Choose from Other Savings/Resource Types listed below this table.	ECM-level
Baseline Water Use	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Annual baseline water usage (kGal).	ECM-level
Baseline Energy and Resource Costs	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Annual baseline dollar equivalent of resource savings for the year NOT including O&M and other non-energy resource savings (\$).	ECM-level
Baseline O&M Cost	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Annual baseline O&M costs (\$).	ECM-level
Baseline Other Non-Energy Costs	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Annual baseline - other non-energy costs (\$).	ECM-level
Type of Other Non-Energy Costs	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Type of other non-energy baseline costs (Select from the drop downs- Capital, Pollution, Other).	ECM-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Electric Energy Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual electricity savings (kWh).	ECM-level
Electric Energy Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual electricity cost saving (\$).	ECM-level
Electric Demand Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated monthly demand savings (kW/mo).	ECM-level
Electric Demand Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual demand savings (\$).	ECM-level
Natural Gas Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual natural gas savings (MMBtu).	ECM-level
Natural Gas Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual natural gas cost savings (\$).	ECM-level
Other Savings: Type 1 Other	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual savings - Other 1 energy type (MMBtu). Choose from Other Savings/Resource Types listed below this table.	ECM-level

Field	Location on ePB Data Template	Required/ Optional	Details	Project/ ECM Level
Other Savings: Type 1 Other	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual cost savings - Other1 energy type (\$). Choose from Other Savings/Resource Types listed below this table.	ECM-level
Other Savings: Type 2 Other	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual savings - Other 2 energy type (MMBtu). Choose from Other Savings/Resource Types listed below this table.	ECM-level
Other Savings: Type 2 Other	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual cost savings - Other 2 energy type (\$). Choose from Other Savings/Resource Types listed below this table.	ECM-level
Water Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated Water Savings (Kgal).	ECM-level
Water Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual cost savings due to reduction in Water usage (\$).	ECM-level
O&M Cost Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual savings due to avoided O&M costs.	ECM-level
Other Non-Energy Cost Savings	Schedule 4 - Baseline Energy and Non-energy Consumption	Required where applicable. Optional for legacy projects.	Estimated annual savings due to avoided non-energy costs.	ECM-level