



ELIGIBILITY GUIDELINES FOR IDEAL PARTICIPANTS

Program pre-approval is required prior to the start of an energy audit process. Projects can be whole building or by system if determined cost-effective by Hawai'i Energy. Eligible program participants must:

- Own or operate a high energy usage facility that has at least 50,000 square feet of conditioned space or that consumes at least 1,000,000 kWh/year.
- Receive electric service from Hawaiian Electric Companies.
- Grant Hawai'i Energy access to the facility when requested for on-going program assessment, monitoring and measurement purposes.
- Be willing to invest facility management time, typically between 2-4 hours, to support multiple site visits and data requests from the energy audit consultant.

The intention of this offer is that all Energy Conservation Measures (ECMs) identified with simple payback less than two (2) years be implemented within 24 months of audit completion. Implemented is defined as proof of equipment installation and operation. Many ECMs are eligible for Hawai'i Energy's prescriptive and custom incentives.

All energy audit work performed (to include, but not limited to, documentation and reporting) must follow guidelines recommended by a professional organization, such as the ASHRAE audit guidelines. The audit conductor must indicate in their report the organization's guidelines which were followed for audit process.

Energy audits conducted by employees internal to an organization may not be the best use of Program funding and are subject to strict Program pre-approval before an incentive commitment is made. Energy audits completed by outside parties are preferred.

Hawai'i Energy requires an electronic copy of the final audit be provided to the Program upon survey completion. The Program reserves the right to review all materials that result from a program-supported energy audit including, but not limited to, metered data, additional consultant recommendations, etc.

REQUIREMENTS

- **Program pre-approval is required prior to the start of an energy audit process.**
- Hawai'i Energy requires an electronic copy of the final audit be provided to the Program upon survey completion. The Program reserves the right to review all materials that result from a program-supported energy audit including, but not limited to, metered data, additional consultant recommendations, etc.
- Within three (3) months of receiving the audit report, the applicant will meet with an energy advisor from Hawai'i Energy to review next steps and available resources such as incentives to implement the measures found.
- The audit must be performed by a qualified person or firm. A brief summary of the consultant's qualifications should be submitted with the application. In some cases, a professional engineer may be required to provide verification of the analysis.

ASHRAE Level 2 audit or equivalent

Requirements

- Perform energy audit equivalent to ASHRAE Level 2 audit and complete the energy audit worksheet (provided by Hawai'i Energy) or equivalent and return to Hawai'i Energy for review.
- If it is determined that further analysis is necessary, an ASHRAE Level 3 or equivalent audit may be conducted and incentivized.



Incentives

- ASHRAE Level 2 audit or equivalent incentives are 5¢ per sq. ft. of the audited facility up to \$15,000, but capped at 85% of the audit cost.
- **Project Implementation**
 - The intention of this offer is that all Energy Conservation Measures (ECMs) identified with simple payback less than two (2) years be implemented within 24 months of audit completion. Implemented is defined as proof of equipment installation and operation.
 - An additional incentive of 10% beyond standard equipment incentives will be applied to ECM projects identified in audit and implemented within 24 months of audit completion, based on availability of funds. Implemented is defined as proof of equipment installation and operation.

ASHRAE Level 3 audit or equivalent

Requirements

- Upon completion of the ASHRAE Level 2 energy audit and finding the need for further analysis, or as pre-approved by the Program, an ASHRAE Level 3 energy audit may be commissioned. Hawai'i Energy's format for an energy audit report must be followed and can be found on page 3 of this document.
- A pre-final report must be provided to Hawai'i Energy for review prior to final submission.

Incentives

- ASHRAE Level 3 audit or equivalent incentives are 10¢ per sq. ft. of the audited facility up to \$25,000, but capped at 85% of the audit cost.
- **Project Implementation**
 - An additional incentive of 10% beyond standard equipment incentives will be applied to ECM projects identified in audit and implemented within 24 months of audit completion, based on availability of funds. Implemented is defined as proof of equipment installation and operation.

APPLICATION PROCESS

- **Program pre-approval is required prior to the start of the energy audit to receive an incentive.** A completed and signed application is needed to obtain program pre-approval. Providing supporting documents such as layouts, drawings, technical attachments, and/or vendor literature will expedite review and incentive process.

Mail, fax or email application and supporting documentation to:

Hawai'i Energy
45 N. King St., Ste. 500
Honolulu, HI 96817

Fax: (808) 521-1446

Email completed application and all supporting documentation to the appropriate Commercial Program Energy Advisor shown at www.hawaienergy.com/about/our-team. If unsure, email to HawaiiEnergy@leidos.com.

- The program will review the completed application and contact the applicant if further information or clarification is required. Upon pre-approval, the applicant will receive a written pre-approval notice from the program and work may then begin.

QUESTIONS

Call the Business Program at 808-839-8880 (O'ahu) or toll-free at (877) 231-8222 (Neighbor Islands).



ENERGY AUDIT REPORT FORMAT

The energy audit shall include the following information and be presented in the following format:

1. Executive Summary
 - a. Baseline Energy Consumption
 - b. Energy Conservation Measures (ECM) Overview
 - i. ECM 1
 - ii. ECM 2
 - iii. Etc.
 - c. Financial Analysis Summary
 - d. Note: Include Executive Summary Table or equivalent
2. Technical Information and Analysis
 - a. Project Background
 - b. Purpose of Energy Assessment Audit
 - c. Site Information
 - d. Operating Hours and Building Occupancy
 - e. Energy Consumption Analysis
 - i. Baseline Energy Consumption
 1. Two (2) years of Billing Data (weatherized using CDD and compared to some pertinent operating metric (e.g., kWh/sq. ft., kW/sq. ft., kWh/room))
 - ii. Enhanced Case Energy Consumption
 - f. Proposed ECMs
 - i. ECM1: Information for each ECM is to include the following:
 1. Name, Description and Summary
 2. Equipment and/or System Useful Life
 3. Baseline and Enhanced Case Energy Consumption
 4. Energy Savings (including source of savings, e.g., efficiency, lower run times, load shifting and behavior changes)
 5. Estimated Installation Cost (e.g., equipment, labor and material)
 6. Estimated Annual Cost Savings
 - ii. ECM 2
 - iii. ECM 3
 - iv. Etc.
3. Report Summary
4. Appendix
 - a. Backup Data and Analysis for each ECM
 - i. Calculations (must be easy-to-follow and clearly indicate mathematical logic)
 1. Baseline Energy Consumption
 2. Enhanced Case Energy Consumption
 3. Estimated Energy Consumption and Demand Savings
 4. Estimated Annual Cost Savings
 - ii. ECM Cost Backup (Vendor Proposals, Estimated Software, Database)
 - b. Baseline Raw Data
 - i. Thermal, Fluid, and Electrical Measurements
 - ii. Sizing/Performance (Pump Curves, Cooling Bin Data etc.)
 - c. Visual aides
 - i. Building Plans (Mechanical, Electrical Schedules, Layouts etc.)
 - ii. Equipment Locations
 - iii. One-line diagrams (e.g., electrical, flow, meter points)
 - iv. Pictures