

# Project Phases

Phase	What information do we need from applicants?	What do applicants receive at the end of the phase?	What is next at the end of the phase?
<b>Preliminary Energy Assessment</b> (50-70+ facilities per cycle, 100-140+ total)	<ol style="list-style-type: none"> <li>1. Facility name</li> <li>2. Square footage</li> <li>3. Address</li> <li>4. Electricity usage data for at least 12 consecutive months</li> <li>5. Fossil fuel usage data for at least 12 consecutive months</li> <li>6. Point of contact name and email address</li> </ol>	<b>Preliminary Energy Assessment Report</b> summarizing each facility's energy usage, target energy usage, potential energy and cost savings, and initial retrofit suggestions.	<b>30-40+ applicants</b> are selected, based on energy use intensity (EUI) from their preliminary energy audit, to proceed to the <b>Level I Energy Audit</b> phase.
<b>Level I Energy Audit</b> (30-40+ facilities per cycle, 60-80+ total)	<ol style="list-style-type: none"> <li>1. Building envelope data</li> <li>2. Lighting system data</li> <li>3. Plug load data</li> <li>4. Heating/cooling system data</li> <li>5. Temperature setting(s)</li> <li>6. Building shape</li> <li>7. Architectural drawings of the building</li> <li>8. Year the building was built</li> <li>9. Proof of building ownership</li> <li>10. Proof of 501(c)(3) status</li> <li>11. Historic status of the building</li> <li>12. Location of building with respect to 100-year floodplain</li> <li>13. Whether building is located on Tribal Land</li> </ol>	<b>Level I Energy Audit Report</b> summarizing each facility's annual energy consumption, potential retrofits, and cost estimates of installing the retrofits.	<b>20-30 applicants</b> are selected, based on Level I Energy Audit results, to proceed to the <b>Level II Energy Audit</b> phase.
<b>Level II Energy Audit</b> (20-30 facilities per cycle, 40-60 total)	<ol style="list-style-type: none"> <li>1. SAM.gov registration</li> <li>2. Web address</li> <li>3. Nonprofit sector of the building</li> <li>4. Building operation details, including control of energy systems (heating, cooling, lighting, etc.)</li> <li>5. Facility's mission</li> <li>6. Justification for the need of retrofit funds</li> <li>7. Plan for the organization to utilize the cost savings from the retrofits</li> <li>8. List of potential non-energy impacts of the retrofit project</li> <li>9. Cost share details</li> </ol>	<b>Level II Energy Audit Report</b> , outlining the results of the on-site audit, testing results, calibrated detailed energy model for the facility, and comprehensive energy and cost benefit analysis of optimized retrofit measures.	<b>12-18 eligible nonprofits</b> are selected to receive funding for retrofits and, after US Department of Energy approval, proceed to the <b>Retrofit Implementation Phase</b> (i.e., becoming retrofit subrecipients).  Facilities selected for retrofits will receive a <b>Retrofit Project Summary (RPS)</b> , summarizing subrecipient priorities, building energy audit results, and retrofit budget details.
<b>Retrofit Implementation</b> (12-18 facilities per cycle, 24-36 total)	Subrecipients, with assistance from the University of Colorado Boulder team as needed, will select subcontractors for the retrofit project.	The University of Colorado Boulder team will provide detailed <b>technical documents and construction details</b> for the subrecipients to be used in selecting subcontractors' bids for their retrofit projects.	The University of Colorado Boulder team will assist subrecipients in bidding, procurement, selecting subcontractors, pre-commissioning and retro-commissioning the implemented retrofits.
<b>Measurement &amp; Verification</b> (12-18 facilities per cycle, 24-36 total)	Utility data for electricity and fossil fuel consumption post retrofit (12 consecutive months for cycle 1 facilities and 6 consecutive months for cycle 2 facilities)	<b>Measurement &amp; Verification (M&amp;V) Report</b> for each subrecipient documenting the energy savings and carbon reductions achieved after their facility was retrofitted.	The University of Colorado Boulder team will perform M&V analyses for all retrofitted facilities to quantify the actual reductions in energy consumption, operating costs, and carbon emissions.