

Appendix A – Sample Energy Audit Report Table of Contents

I: Executive Summary

Introduction

- A. Project Funding
 - Tax Exempt Lease
 - Utility Rebates
 - Agency Cost Contribution
- B. Measure Selection
- C. Utility Allowance Adjustments
- D. Base Use and Rate Analysis
- E. Cash Flow
- F. Measure and Financial Summary

II: Energy Conservation Measures

General Considerations

- Designing and Specifying Measures
- Construction
- Commissioning
- Training and Resident Education
- A. ECM-1 Replace Toilets with 1.6 GPF Models
- B. ECM-2 Replace Showerheads & Faucet Aerators
- C. ECM-3 Upgrade Common Area Lighting
- D. ECM-4 Upgrade Apartment Lighting
- E. ECM-5 Install Temperature Limiting Thermostatic Radiator Valves
- F. ECM-6 Install Limiting Thermostats
- G. ECM-7 Install Programmable Thermostats at Main Office
- H. ECM-8 Recommission Existing Boiler Controls
- I. ECM-9 Rebalance Apartment Corridor Make-up Air & Relocate Thermostat
- J. ECM-10 Downsize Water Meter
- K. Measures Considered But Not Recommended

(Actual measures may differ from this sample)

III: Long Term Services

- A. Measurement and Verification
- B. Annual Site Inspections
- C. Resident Education

IV: Existing Site Conditions Reports (each site would be included)

Housing Authority Summary Data Sheet (Appendix I)

V: Attachments

- A. Electricity Baselines
- B. Natural Gas Baselines
- C. Water and Sewer Baselines
- D. Estimated Utility Allowance Adjustments
- E. Common Area Lighting Audit
- F. Apartment Lighting Audit
- G. Summary of Recommendations by Site
- H. Equipment Cut Sheets
- I. Draft Energy Services Agreement