



## ***IL EPA—EE Assessment Program Energy Service Contractor Guidance***

Energy Service Contractors must conduct an assessment that **at least** meets these minimum requirements. In most situations, ASHRAE Level 2 will be appropriate for properties. Additional services such as blower door testing, computer assisted energy modeling, infrared analysis, or duct leakage testing may be included at the discretion of the property owner/manager and IL EPA Program Manager.

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For purposes of this program, “energy efficiency assessment” is defined as a review of the residential property conducted by a third party professional service that results in written recommendations with the purpose of improving energy efficiency or reducing energy costs.

An energy efficiency assessment funded by this program must provide, at minimum, the following information:

- A. Name and contact information for the individual or company completing the energy efficiency assessment;
- B. Property description, including but not limited to current property conditions related to the building envelope, mechanical systems, electrical systems, and other relevant site conditions;
- C. Energy Consumption Analysis, including an analysis of electric/natural gas bills, breakdown of energy use and energy benchmarking;
- D. Description of existing energy use behaviors;
- E. Description of Energy Efficiency Recommendations/Energy Conservation Measures, including proposed annual savings and simple payback period for each recommendation or measure;
- F. Identification of any recommendations or measures that may exceed the economic payback period

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**ASHRAE LEVEL 2**

**ASHRAE LEVEL 2—Required Tasks**

- ◇ Conduct Preliminary Energy Use Analysis (Calculate kWh/m<sup>3</sup> and benchmarking)
- ◇ Conduct Walk Through Survey
- ◇ Identify Low-Cost/No-Cost measures
- ◇ Identify Capital Improvements
- ◇ Review Mechanical and Electrical design and conditions and Operations and Maintenance practices
- ◇ Measure Key Parameters
- ◇ Analyze Capital Measures (savings & costs)
- ◇ Meet with Owner/Operator to review recommendations.

**ASHRAE LEVEL 2—Report Elements**

- ◆ Estimate savings from utility rate change
- ◆ Compare Energy Use Intensity (EUI) to EUIs of similar sites
- ◆ Summarize utility data
- ◆ Estimate savings if EUI were to meet target
- ◆ Estimate Low-Cost/No-Cost savings
- ◆ Calculate detailed end-use breakdown
- ◆ Estimate capital project costs and savings
- ◆ Complete building description and equipment inventory
- ◆ Document general description of considered measures
- ◆ Recommend measurement and verification (M&V) method
- ◆ Perform financial analysis of recommended Energy Efficiency Measures/Energy Conservation Measures