



# ENERGY SAVINGS PERFORMANCE CONTRACT GRANT PROGRAM ONBOARDING WORKSHEET

**Purpose:** This worksheet will help participants in Metroplan’s ESPC Cohort prepare for success in the program, identify priority facilities and measures, and organize the data and stakeholders needed to move confidently into the RFP and IGA process.

## 1. High-level Numbers

Start here by capturing the big-picture numbers for your facilities and budgets. These high-level figures will help us understand your energy footprint and financial capacity, and they don’t have to be exact — close estimates are fine.

Number of Buildings: \_\_\_\_\_

Square Feet of Buildings (approx). \_\_\_\_\_

Annual Utility Spend (water, sewer, energy) (approx.) \$ \_\_\_\_\_

Names of Utilities: \_\_\_\_\_

What funding sources do you currently use for facility improvements?

- General Fund     Bonds     Sales Tax     Enterprise Account     \_\_\_\_\_

Are there restrictions or limits we should know about (e.g., no new tax increases, council/board approval required)? \_\_\_\_\_

## 2. Picture the Possibilities

Brainstorm improvements needed or wanted, based on published plans or Board/Council goals. Mark anything you’re unsure about with a “?”

### Energy Conservation Measures (ECMs):

- LED lighting & controls
- HVAC retro-commissioning or replacement
- Heat-pump chillers / water heaters / electrification
- Building automation upgrade
- Demand response / battery storage
- Water fixture/irrigation retrofits
- Solar PV / carports
- Battery Energy Storage System
- Building Envelope
- \_\_\_\_\_

### Non-Energy Goals:

- Deferred Maintenance
- Comfort
- Carbon reduction goals
- Weather-Readiness / Resilience
- Compliance (ADA, LEED, etc.)
- Training O&M Staff
- Modernize Facilities
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



