Washington State Department of Commerce

ENERGY

Building Energy Asset Score *Audit Template* - Instructions

Description and Intent

The purpose of the Audit Template is to provide Commerce with the detail required to evaluate the proposed project in a consistent format. These instructions are focused on the integration of the Building Energy Asset Score Audit Template into the application process.

The Audit Template is a web based tool developed to standardize energy audit reporting consistent with ASHRAE Standard 211 requirements. It contains automated error checking and can be exported in various formats.

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For this grant application, a solid narrative supporting the entries in the Audit Template needs to be part of the Energy Services Proposal. There are also several specific fields in the Zoom Grants application that should match up with entries in each building Audit Template report.

Program Requirements

The Audit Template documents the base case building characteristics and energy use data. The Energy Efficiency Opportunities section of the Audit Template provides a summary description of proposed energy efficiency measures proposed for the project. The base case building is then used within the Audit Template to create comparison reports of the proposed efficiency opportunities.

Applicants must complete one Audit Template audit report for each building included in the scope of the project. Applicants must submit the Audit Template(s) to Commerce as a single PDF document.

> Note: If the project is not a project that principally occurs in a building, contact Commerce during the open question period, ends on January 15, 2021, to receive approval for an alternate documentation method.

For any given report, there are mandatory fields and optional fields. All mandatory fields are identified and must be completed to submit a report. Additionally, all elements of the building that will be impacted by the energy savings opportunities proposed for this project must be included in this report. For example, if the energy efficiency improvement project proposes changes to the mechanical system, the audit of the base case mechanical system should be documented. Other optional sections of the audit may be omitted or included. The form won't prevent you from submitting an incomplete report.

Note: Additional energy audit may be completed at the user's discretion. The Audit Template may be the preferred option for collecting and analyzing building details throughout the audit process.

Base case energy use fields shall include at least one year of consecutive energy consumption data. The year of consecutive data must begin no earlier than January 1, 2019. Use actual site energy cost based on local utility rates or energy delivery charges.

Commerce will be converting energy savings reported to average state energy rates. This will be used for scoring and to determine if the project will have a simple payback less than 35 years. See Table 1: of the RFP for average state energy rates.

Audit Template Access

The Building Energy Asset Score is a web based form available at https://buildingenergyscore.energy.gov. Begin by registering for an account. Once the account is activated it can be accessed through a secure login. Multiple users can have access to the same building files when properly configured.

Building Energy Asset Score supports several reporting formats. Make sure you begin entering new building information using the Audit Template.

The first action on the Audit Template form is to "add audit report". This activates a drop down menu. Select WA Commerce Grants. Each audit report shall be given a unique Building Name with a maximum of 10 characters.

Common Field Text for both Zoom Grants and the Audit Template

Commerce will be combining data we collect from the Zoom Grants application and the Audit Template Reports. To do this it is important to match a number of fields. Enter the same text in both the Zoom Grants and Audit Template for the following fields:

Screen 1: Building Information

Zoom Grants	Audit Template
Question #19 - Building Name (limited to 10 characters)	Building Name (limit to 10 characters)
Question under Project Information Tab- Project Name	Project Name

Screen 2: Contact Information and Audit Details

Zoom Grants	Audit Template
Question #8- Energy Consultant (Auditor)	Auditor - Company Name or Organization
Question # 5- Project Manager	Building Owner - Name
Question under Project Information Tab- Applicant Organization	Building Owner – Company Name or Organization

Reports:

- For each building, create a PDF report
- If there are multiple building audit reports in the project, combine them into a single PDF
- Follow the instructions for submitting reports from the Zoom Grants application instructions

Audit Template Technical Assistance

Commerce recommends that applicants begin by reviewing the "Building Energy Asset Score: Quick Start Guide - Audit Template" at:
https://buildingenergyscore.energy.gov/documents/asset_score_quick_start_guide_audit_template.pdf

Additional resources include:

- Comprehensive introductory instructions
  https://help.buildingenergyscore.com/support/solutions/articles/8000053355-getting-started-reporting-building-data
- Audit Template User Guide
  https://help.buildingenergyscore.com/support/solutions
- Audit Template Webinar
  https://www.youtube.com/watch?v=vtmi1WzA7zQ
- Audit Template Webinar Slides
  https://buildingenergyscore.energy.gov/documents/Introduction_to_Audit_Template_043020.pdf

Assistance is also available through imbedded instruction within the template and technical assistance can be obtained directly from the Audit Template support team at:

Asset Score Help Desk: https://help.buildingenergyscore.com/support/home